PREPARING THE INDIVIDUAL TO MAKE A WORLD OF DIFFERENCE

Children require, above all, encouragement for their efforts and abilities, to know they are loved and valued for who they are, not what they achieve.

MARIA MONTESSORI

Treetops provides a dynamic, inquiry based education that empowers the individual to reach their unique potential within a natural and respectful setting.

WE BELIEVE

- Students should be presented with a challenging and broad academic environment that encourages intellectual inquiry and critical thinking.

- Education is the shared responsibility of students, family and school.

- Nurturing curiosity and creativity is the key to stimulating exploration and discovery throughout life.

- Students learn best when they are actively engaged in authentic learning experiences.

WELCOME to Treetops School.

The aim of this handbook is to provide a useful reference. If you require further information, please do not hesitate to ask the staff.
Our Approach to Education

Montessori education is the result of the life and work of Dr Maria Montessori (1870-1952), an Italian doctor who devoted her life to children and their education. It was a holistic approach which took into account all aspects of the child’s developmental needs - physical, emotional, social and spiritual. Hers was a child-centred approach to education. The Montessori approach to education focuses on the whole personality of the child; the faculties of intellect, deliberation, initiative and independent thinking. Montessori education emphasises the uniqueness of the individual child and acknowledges that children grow and develop at different rates.

Montessori teaching materials, many of which are self-correcting, are used throughout the Children’s House and Primary areas. By using these materials, children learn, not just how to get something right, but why things work the way they do. At each stage in the child’s development, appropriate equipment and activities are provided to assist the child in their learning.

Our Secondary School continues a Montessori flavour transitioning to the International Baccalaureate approach to education, including a focus on the prepared environment, and the physical, social, ethical, intellectual and spiritual needs of students. There are three two-year class groups: Years 7-8, Years 9-10, and Years 11-12. The Australian National Curriculum (ANC) as endorsed by the Western Australian School Curriculum and Assessment Authority (SCASA) is implemented in Years 7-10. Its delivery includes the use of criterion-referenced activities and assessments and is encased in the philosophy of the International Baccalaureate Organisation (IBO). In Years 11 and 12, we offer two complementary programmes – the International Baccalaureate Diploma Programme (IBDP) and the Treetops Courses Programme (TCP). The IBDP is a rigorous academic programme designed to provide university entrance. The TCP is a flexible, tailored programme designed to meet the needs of students who want to consider pathways and vocational education options. Both programmes encourage students to be active, compassionate lifelong learners. For more information about the IBDP, please visit the IBO’s website http://www.ibo.org/. For more information about the TCP please contact the school’s office.

Pamoja Education is the UK-based provider of on-line International Baccalaureate Diploma Programme subjects. Students taking a Pamoja subject work with a teacher and with other classmates in a global, virtual setting modelled on the idea of a “flipped” classroom whereby students do much of their class work during out-of-school hours, and complete their individual “homework” during school hours supported by classroom teachers. Examples of Pamoja online subjects include Business Management, Economics, French, Information Technology in a Global Society, Mandarin, and Psychology. For more information about Pamoja, please visit http://www.pamojaeducation.com.
THE ROLE OF PARENTS AT TREETOPS

At Treetops we treat each child with respect and endeavour to instil in our children a sense of inner discipline and responsibility for their own behaviour. We recognise that education is not just something that happens at school. Every experience a child has, good or bad, is a learning experience. The success of Treetops’ philosophy therefore depends very much on compatibility between school and home life. Treetops recognises that the parent/guardian is the most important person in the child’s life and the school aims to create a partnership in which parents are involved in their children’s education.

Parents are invited to assist with a variety of activities within the classroom – for example, cooking, craft and accompanying children on excursions. Assisting within the classroom has many benefits - parents gain valuable insight into their child’s day at Treetops, teachers develop a closer relationship with parents and, most importantly, our children benefit both directly from the activities and from the joy of having their parent participate in their classroom.

Please give Treetops all the support you can. Enthusiasm is infectious and our children are the main beneficiaries.

Treetops is a close knit community and as such is unable to operate successfully without the full support of all families within the school community. Parents are expected to be fully supportive of the school’s philosophy and practice. Commitment is a life skill our children need to learn and they learn most effectively by following our example, so please attend any functions and events organised by the school.

Parent Days are held during the year and these give parents a chance to see their children in the class situation and to experience something of how the school runs on a day to day level. Furthermore, each child’s progress is recorded and shared with parents on a regular basis. However, parents are always welcome to bring any area of concern to the attention of staff as they feel necessary - open communication being the key to harmony.

In 2014 the School Management and Board voted to cease the levy on Maintenance and Improvement. Instead, we now rely on the community spirit at our Busy Bees and our parents’ desire to share their specific set of skills with the school community. To assist in the ongoing development of the community spirit, the Parents and Friends Committee was created. All parents and guardians with children enrolled at Treetops automatically become members of the P&F.

You all have special skills that can benefit our school – please don’t wait to be asked; your offers of help are always appreciated.
Summary:
Treetops Montessori and IB School welcomes community participation and values its input. Parents play a crucial role in the academic, social, emotional and physical development of their children.

- We expect all members of the Treetops community, including parents and guardians, to demonstrate our values, profiles and attitudes within the school setting;
- All children, staff and parents have the right to feel safe at school. There may be times when you feel that the actions of another child or community member has infringed on your own or your child’s rights. Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the school to discuss or chastise because of perceived actions towards their own child. Such an approach may be seen as an assault on the child and may incur legal consequences;
- Bullying behaviour has no place at Treetops and will not be tolerated. This is true for adult-to-adult, adult-to-child and child-to-child interactions;
- Behaving in an aggressive and/or threatening manner towards staff is not acceptable. All interactions between members of our community must be in keeping with the school’s values;
- Always approach any situation in a spirit of cooperation, understanding and genuine partnership.

We attempt to resolve concerns through:
- Calm discussion between the parties directly involved whilst respecting the dignity of each and every person;
- Actively listening to another point of view.

If the concern centres on the classroom or curriculum:
- The first contact should always be with the classroom or specialist teacher by arranging a mutually convenient appointment;
- If a resolution is not reached, then it is appropriate to involve the curriculum coordinator or Principal with the aim of reaching a fair and peaceful resolution.

Please Note: Parents who breach the Parent Code of Conduct will be subjected to action by the school.
ATTENDANCE PROCEDURES

All families must provide a written or verbal explanation to the front office on any day that your child will be absent from school. This should be provided in the morning prior to the start of your child’s class.

It is a Department of Education requirement that parents of students who are absent for three or more consecutive days are to provide the school with a handwritten, signed note explaining the absence. Please include a doctor’s certificate if relevant.

Children should be at school at least 10 minutes before classes start. In 2017 the school will again be focusing on children arriving to school ready to properly begin the school day. It is of the utmost importance that children arrive at school on time. Late arrival is disruptive to the class, embarrassing for the child, difficult for the teacher and is poor role modelling. We understand that there are sometimes unavoidable delays but we ask that everyone make every effort to develop in their children the habit of punctuality.

Students who arrive at school after their class start time will be required to go to the office and receive a late note to give to their class teacher. This informs the teacher that administration has updated the attendance register so that the student is recorded as late rather than absent. Students from Children’s House who arrive late will need to be accompanied to and from the office by a parent or guardian.

Start and finish times are listed below for each class. The school is open from 8.20 am. Students cannot be supervised prior to 10 minutes before the advertised start time for their class, or after the advertised finish time for their class. Please ensure that your child arrives at school on time and is collected promptly at the end of the day.

Parents are reminded that there is no teacher supervision of students after the completion of the school day. Students must promptly leave the school grounds or, if in the care of parents then parents must provide active supervision of their child with reinforcement of the standards of behaviour and treatment of students being consistent with that which is maintained throughout the day.

ATTENDANCE TIMES

Secondary (Years 7-12):
8.30am to 3.30pm

Secondary students are expected to be in class and ready to begin their activities by 8.30am. They are allowed to leave the school grounds at 3.30pm, provided a written and signed permission form from their parent/guardian has been lodged in the office (via the Permissions Form.)

Marri (Years 3 and 4) and Karri (Years 5 and 6):
8.40am to 3.15pm

Marri and Karri students do not need to be escorted to the classroom. They may also leave independently at the end of school, provided written instruction to this effect has been signed by the parent/guardian and lodged with the office (via the Permissions Form.)
Wattle (Years 1 and 2):
8.40am to 3.15pm

It is not a requirement that Wattle students are escorted to their classroom. Students are normally released to parents at the end of the day, unless special permission has been granted in writing, on the Permissions Form as part of the agreed dismissal process for that child. If you would like to walk your Wattle child up to their classroom but also have a child in Children’s House, please ensure you drop your Wattle student to their classroom with plenty of time to walk back down to Children’s House for the 8.50am Children’s House start time.

Children’s House:
8.50am to 12.00pm (Part Time children)
8.50am to 3.10pm (Full Time children)

Children’s House parents and guardians accompany their children to the entrance of their classroom and are responsible for their children until they enter the classroom at 8.50am. Children must also be accompanied at all times in the playground.

The doors are opened at 8.50am and the teachers greet each child at the door. The children enter the classroom on their own (unless there are exceptional circumstances), as it is preferable that the child walks away from their parent rather than the parent walking away from the child. The reverse procedure applies when children are collected. Children are not permitted to leave Children’s House until collected by a parent or nominated responsible adult. It is important that children are collected promptly. If a parent is unable to collect their child personally, it is necessary to inform the teacher and the office and to supply the name and description of the person who will be collecting the child.

Sugar Gums Playgroup:
9.30am to 11.30am

Children attend Sugar Gums Playgroup from the age of eighteen months until they are ready to begin in Children’s House, at approximately three and a half years of age. Sugar Gums Playgroup is located just behind the second blue door in the timber building at the main gate. Children attend one two-hour session per week. Parents stay with their children throughout the two-hour sessions to aid the process of interaction with other parents and children. Playgroup sessions are organised depending on enrolled numbers.
COMMUNICATION WITHIN THE SCHOOL

Treetops is a small, close-knit community where good communication is essential. The school aims to keep parents informed at all times through:

Emails
In 2017, Treetops will continue to reduce the school’s carbon footprint by relying less on hard copy handouts and more on direct email. Emails relating to administration, procedures and day to day events will come from the Administration team, often via the reception.

With regard to information to parents, we endeavour to keep email communications to a minimum and include all relevant information in our weekly ‘Little Twigs’ – snippets of information delivered to your inbox on Mondays, and ‘Clippings’ – a newsletter that is distributed fortnightly on a Friday. **Please ensure you read these documents to be fully informed of what is happening at our school.**

Emails from teachers regarding day to day events to individual classes may also be sent from the main office email address or directly from the teachers’ own Treetops email address. Parents are always encouraged to check the events calendar on the school website which will be the most up to date schedule of the school. Other documents are also available for download on the school’s website. If you require hard copy of any document throughout the year, please contact the office.

**Clippings Newsletter**
This newsletter is a major means of communication from the school and will be distributed via email approximately four times per term. Clippings contains information from classes, specific requests, interesting articles and dates for your diary. If you do not have an e-mail address you can collect a copy from the office or download it from our website. Please read all of Clippings, not just the sections which relate directly to your child, as many times important information is included in its pages.

**Class Contact Lists**
Class Contact Lists for distribution to parents are created so that outside of school play dates and meetings can be arranged between families. Class Contact Lists are created from information received by the school in the annual Student Health Record & Contact Sheet and Permissions forms. These forms are due back at the school before the first day of the year. The Receptionist will then forward this information to the Parent Liaisons (PL), who will distribute it via email to the parents in that class. Given delays that sometimes occur with gathering information from parents at the beginning of the school year, sometimes these class lists will not arrive via PL to parents until mid-Term 1. If you require the contact details of an individual before this time, please contact the Receptionist who can provide this to you, if permission has been given.

**Notice Boards**
These are located outside all classrooms and outside the office. They display school information, community notices and news of specific events or requests. They do not advertise private business. Parents are welcome to place notices on the board outside the office **once they have been approved by the administration staff.** Notices will be cleared regularly.

**Word of Mouth**
In a small community such as ours, information is often passed on by word of mouth. Sometimes these communications involve some misunderstanding. **It is always advisable to check the accuracy of information accessed in this way by contacting the school directly.** Please remember that teachers, office staff, coordinators and the Principal are approachable to deal with queries.

All queries regarding your child should be addressed, in the first place, to the main class teacher. All queries regarding website, promotions and publications should be addressed to the Director of Communications. All fee and enrolment queries, policy and procedure and questions regarding administration can be answered by the Business Managers.
ADMINISTRATION AT TREETOPS

Staff and Parents and Guardians of children enrolled at Treetops Montessori and IB School (families that have signed the Acceptance of Conditions of Enrolment) automatically become members of The Beenong School Association Inc., which is registered with The Department of Education Services, and is responsible for the school’s administration. This membership has no financial or legal obligations, outside the payment of fees and levies. The school is required to run according to the guidelines set out in The Beenong School Association’s Constitution (a copy of which is available from the office and on the website).

The School Board (who are elected at the Annual General Meeting) are responsible for planning and overseeing the administration of the school and setting policy pertaining to governance. The School Board has four office bearers, Chairperson, Deputy Chairperson, Treasurer and Secretary, who are chosen at the first meeting of the new Board following the AGM. The Principal is a standing member of the Board. The Staff representative is elected by staff members each year. Minutes of meetings are taken by the Board Secretary. All members of The Beenong School Association have voting rights for Board member elections and parents are strongly encouraged to attend the AGM, usually held in March/April. Ample notice is given of the date of the AGM and nomination forms for Board candidates are available in advance from the office. It is a requirement of anyone seeking election to be prepared to remain on the Board for a minimum of two years to ensure continuity and a certain level of experience among Board members.

Leadership of the school is held by the Principal. The Deputy Principal, Secondary Coordinator, IBDP Coordinator, Business Manager, Director of Communications along with representatives from each teaching realm contributes to provide both practical and moral support for the Principal as the school grows. Discussions are scheduled to offer a sounding board and an avenue for delegation of certain responsibilities and tasks and are intended to create a wider knowledge base and a stronger Leadership for the school.

The Principal is accountable to the Board and is responsible for strategic direction, planning, and educational guidance, the administration of the school, staff matters, financial control and adherence to government regulations. The Principal is available by appointment between 8.30am and 4:00pm. Please see the Receptionist to make an appointment with the Principal.

The Deputy Principal has responsibility to oversee enrichment programs, curriculum development in liaison with the Principal, and daily organisation of the school. The Deputy Principal is available by appointment between 8.30am and 4:00pm. Please see the Receptionist to make an appointment with the Deputy Principal.

The Secondary School Coordinator shares responsibility with the Principal for the coordination of High School Curriculum and works with the teachers to ensure that the vertical articulation of curriculum occurs consistently throughout the school. The Coordinator is also responsible for timetabling and is the first point of contact for any curriculum queries.

The International Baccalaureate Diploma Programme Coordinator works with the Secondary School Coordinator and administration staff to inform and advise prospective students about the Diploma Programme, and assists families in the decision making process involved. The IBDP Co-ordinator is also responsible for communication with students, teachers and parents, for all matters related to the implementation of the IB Diploma Programme, and for liaison with the International Baccalaureate Organisation (IBO).
The Business Managers share responsibility with the Principal for the management of the budget and are responsible for the fiscal management of the school. The Business Manager HR & Facilities is responsible for human resources and facilities management of the school. The Business Manager Finance & Enrolments is responsible for maintaining and administrating all financial accounts/fees as well as billing and receipting of funds, and is responsible for all matters relating to enrolment. The Business Managers also hold responsibility for compliance with government agencies and other institutions. Please see the Receptionist to make an appointment to see the Business Managers.

The Director of Communications is responsible for all matters relating to promotions, marketing and publications. This includes all ways the school communicates with the parent population, through Clippings, Twigs, the school website and the school’s Facebook page, and the coordination of Parent Liaisons. Please see the Receptionist to make an appointment regarding Communications.

The Receptionist helps with the day to day running of the school. The Receptionist is the first point of contact for absentees, students who are running late or other regular student issues, class lists and general enquiries not related to enrolment. The Receptionist is required to send out emails to all Association members as requested by the Board or Administration.

**PARENT VOLUNTEER POSITIONS**

Parent Liaisons
Each class is assigned a Parent Liaison, chosen by the school management in agreement with the class teacher. The Parent Liaisons are coordinated by the Director of Communications and listed in Little Twigs at the beginning of the year. The job of the Parent Liaison is to spread the word about school social events, welcome new parents, help them to settle in and provide information and assistance to all parents. Parent Liaison’s abide by a policy which is available on the website and should, at all times, be welcoming and helpful.

Parents and Friends Committee
The Parents and Friends Committee is made up of all parents and guardians who are part of The Beenong School Association. The P&F has three office bearers, Chairperson, Treasurer and Secretary. These positions are open for election every twelve months with re-election to current positions available as desired. The P&F reports directly to the School Board and Principal as a sub-committee of the School Board. The role of the P&F is to assist in the ongoing development of the greater school community through the organisation of family events, busy bees, and directed fundraising initiatives. The P&F meets twice each school term with meetings open to all members of the Beenong School Association.
## Teaching Staff at Treetops

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Peter MacLean</td>
<td>Principal</td>
</tr>
<tr>
<td>Jayne Simpson</td>
<td>Deputy Principal, Director of Enrichment Programs</td>
</tr>
<tr>
<td>Giselle Thornton</td>
<td>Playgroup Leader, Aide</td>
</tr>
<tr>
<td>Geraldine Woodley</td>
<td>Children’s House Teacher</td>
</tr>
<tr>
<td>Liz Wilson</td>
<td>Children’s House Aide</td>
</tr>
<tr>
<td>Sandy Eaton</td>
<td>Aide, Playgroup Leader</td>
</tr>
<tr>
<td>Tamera Skewes</td>
<td>Aide</td>
</tr>
<tr>
<td>Sandra Hendy</td>
<td>Wattle Teacher</td>
</tr>
<tr>
<td>Rachel Forknall</td>
<td>Marri Teacher</td>
</tr>
<tr>
<td>Emma Moore</td>
<td>Karri Teacher</td>
</tr>
<tr>
<td>Paul Gillespie</td>
<td>Secondary Teacher</td>
</tr>
<tr>
<td>Jodi Kerslake</td>
<td>Secondary Teacher, IBDP Coordinator</td>
</tr>
<tr>
<td>Mary Pollard</td>
<td>Specialist Teacher – Music</td>
</tr>
<tr>
<td>Peter Zylstra</td>
<td>Specialist Teacher – Art and Design &amp; Technology</td>
</tr>
<tr>
<td>Sharon Crossman</td>
<td>Specialist Teacher – Languages (Japanese)</td>
</tr>
<tr>
<td>Kim Steimer</td>
<td>Specialist Teacher – Science</td>
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</tbody>
</table>

## Non Teaching Staff at Treetops

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Kerry Raak</td>
<td>Business Manager, Finance and Enrolments</td>
</tr>
<tr>
<td>Helen Underwood</td>
<td>Business Manager, HR and Facilities</td>
</tr>
<tr>
<td>Kate Myburgh</td>
<td>Receptionist</td>
</tr>
<tr>
<td>Jay-Lee Crisp Crow</td>
<td>Director of Communications</td>
</tr>
<tr>
<td>Liz Marjot</td>
<td>IT Coordinator</td>
</tr>
<tr>
<td>Tim Clegg</td>
<td>Maintenance and Grounds</td>
</tr>
</tbody>
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SCHOOL PROCEDURES

The full list of the school’s Policies and Procedures are available on the school website.

Absences from School
It is important that parents phone or email the office to advise of their child’s absence from school before the start of classes. It is a requirement from the Department of Education that parents provide the school with a written note should the absence be for more than 3 consecutive days. Please contact the Receptionist with this information on office@treetops.wa.edu.au

Accidents
Any accident which occurs while a child is in school care is dealt with according to the level of severity. Most staff members hold a Senior First Aid Certificate and first aid kits are kept in each class. Parents are informed about any incident as soon as reasonably possible.

After School Activities
After School Activities are offered from time to time and parents will be informed of what is on offer. Fees may need to be charged to cover the costs of running such activities.

Allergies and Known Medical Conditions
The school must be informed about any known allergies and medical conditions. Parents are required to provide the school with a health plan if their child has a medical condition. If there is ever a need to administer medication at school, written instructions and a consent form must be provided with the medication.

After School Care
The Hills Out of School Care Association (HOSCA) are available to provide before and after school care. HOSCA deliver children to school each morning and pick them up after school. Arrangements for enrolment are to be made directly with HOSCA on 9299 8687. The school does not provide afternoon or after school care.

Benchmark Testing
Treetops Montessori and IB School is legally required to conduct Benchmark Testing for children in the equivalent of Years Three, Five, Seven and Nine. This is a condition required for funding. The tests are administered in as Montessori a way as possible in the Primary school, encouraging the children to see it more as an activity than a test and de-mystifying the process as much as possible. Every effort is made to help the children feel comfortable and confident while participating in the process. Results of the tests are sent to the school for our records and a copy is sent to parents.

Birthdays
Most children enjoy sharing their birthday with friends, and parents are welcome to provide a birthday cake to share with the class. We ask that you speak with the teacher about the necessary arrangements.

Bush Fire Procedures
Treetops has a well-developed policy and procedure for responding to a bushfire or bush fire threat. Parents need to be aware of the following aspects of that policy:
1. If a Catastrophic Fire Weather Warning is declared we will pre-emptively close the school. This closure will be announced via email, on our website and on our Facebook page. If possible, two staff members will be at school from 8:30am until 9:30am, in case parents miss the warning.
2. In the unlikely, but serious event, that a fire is approaching our school and we do not have time to evacuate safely we have a well prepared safe refuge that will be used. Please do not attempt to come to the school to collect your child unless you have been asked to do so by the school. Your children will be safer in a refuge than on the roads and the less traffic there is to get in the way of emergency services the safer your children will be. Please rest assured that the safety of your children is our first priority.
Early Departures
Parents or guardians who need to pick their child up from school any time during the day before their child’s finish time will need to go to the front office to sign them out. Please inform the class teacher beforehand if you will be picking your child up early.

Excursions
Students are involved in excursions and incursions each term. A written note will be sent home informing parents of the nature of the excursion and method of travel. Parents are required to sign the permission slip and return it to the School prior to the excursion. Excursions are a compulsory part of the school’s curriculum and students must attend unless they supply a doctor’s certificate.

Footwear
All children must wear some form of footwear to school and at school for safety reasons. Thongs are not an acceptable form of footwear as they do not provide adequate support for children’s feet and have been responsible for accidents in the past. In the winter months the ground becomes very muddy and children may need gum boots. A change of shoes or slippers can be kept in the classroom.

Grievances
All care is taken to avoid any situation which gives rise to a grievance. However, it is recognised that under some circumstances this is unavoidable and certain steps should be followed in order for the grievance to be heard and the grievance to be resolved. Any concern of an educational nature, which includes any incident in the classroom or playground, should first be brought to the attention of the main class teacher.
Any concern pertaining to the operational administration of the school should first be addressed to the Business Manager. Any concerns regarding the curriculum should be addressed to the Curriculum Coordinator.
The school has a Grievance Policy, available from the office and on the website, which outlines the steps to be followed if discussion with the teacher or relevant staff member does not resolve the matter.

Hats
There is an all year round ‘no hat, no play’ policy in operation at Treetops. It is recommended that each child keeps a labelled hat at school. If your child requires sunscreen, please provide product with the child’s name clearly labelled for use in the classroom or in the child’s school bag.

Student Health Record and Contact Sheet and Permissions Form
The office requires a Student Health Record and Contact Sheet and Permissions Form for all students. Families are required to fill in the form on entry of a new child and again at the beginning of each school year, as well as throughout the year when any details have changed. Forms are required for processing by the school on or before the child’s first day. Unfortunately, without the completion of these forms, students may need to stay home from school until the forms are received.

Infectious Diseases
In the case of all infectious diseases, students must be excluded from school. Students may only return to school when they are no longer infectious. The school will follow the guidelines and advice of the WA Health Department.

Late Arrivals
Children who arrive to school after their classroom’s start time will need to report to the office for a late note.

Late Pick Up
Parents who are consistently late to collect children at the end of the day may be billed for the time a staff member spends with the individual child. For more information regarding this penalty, please speak to the Business Manager.

Laundry
At the end of each week any classroom laundry is collected and washed by volunteer parents.
Library
Children are encouraged to borrow books from the school library in order to become familiar with the process of book selection and borrowing for the purposes of project work and reading for pleasure. There is also a selection of books for parents available for borrowing from the library. All students are required to bring their library bag to school on their designated days. As reading is such an important part of school, if students forget their book bag, a replacement will be issued to them and the fee charged to the family account so that students may borrow that day.

Lice
The WA Health Department Regulations require that any child who has an infestation of head lice be excluded from school until treatment with an effective method has begun. The child may return to school once they have been treated.

Lunches and Snacks
Treetops has a policy of encouraging healthy eating and most children bring packed lunches. Some classes also share a “special lunch” once a week. We ask that parents do not send nuts, lollies, chocolate, sugary snacks, fizzy drinks or anything of this nature to school as they may cause severe allergic reactions, disagreements between the children, or raised sugar levels resulting in mood swings. If teachers see children with such items, they will be held until home time and then returned to the parent.
If your child arrives at school without sufficient lunch and snack for the day, the school will provide available food for your child and the costs be forwarded to the parents. In most cases, we will also try to call parents to allow them to bring lunch and snack to school before placing an outside food order.
Please see the Food and Nutrition Policy on the school website.

Maintenance Concerns
Any concerns or issues regarding maintenance of the school grounds or buildings should be put in writing and lodged at the front office (email is acceptable).

Medication
Prescription and homeopathic medications must be handed directly to the classroom teacher. Medications are not to be left in your child’s bag. Prescription medications will not be administered by staff without appropriate written instructions from the prescribing doctor or pharmacist. Homeopathic medications will not be administered by staff without appropriate written instructions from the prescribing homeopath.

Music Lessons (Private)
Opportunities exist for Treetops students to access private music lessons during school time. Instruments currently available include Guitar (acoustic, classical, bass, lead), Drums, Clarinet, Flute, Saxophone, Piano, Ukulele, and Voice. Private lesson prices vary on the instrument/instructor, though are approximately $25 per half hour, payable directly to the music tutor. Private tuition arrangements are made between the parents and the private tutor. School staff do not organise the schedules and any changes requested by parents should be made directly to the tutor. Private lessons are held in the Music Room and other available rooms in the Senior School.

Nut Minimisation
An increasing number of children suffer reactions, some severe, after being in contact with nuts. Therefore, please do not send foods containing nuts or peanuts to school. In particular peanut butter, hazelnut spread (Nutella), certain muesli bars, chocolate bars and biscuits containing nuts. This applies to items with nuts as a listed ingredient, but does not apply to those foods labelled ‘may contain traces of nuts’. Please encourage thorough washing of hands and face, with a damp cloth, and brushing of teeth if children have eaten these foods before coming to school.

Parent Interviews
Formal interviews between parents and teachers are conducted each year. Notification about dates will be given via the usual school communications. Timetables for the meetings are placed on class noticeboards prior to meetings for parents to sign up to. Parents may also request additional interviews by making an appointment through the office. Interviews between the Principal and parents are conducted as required.
Parent Information Evenings
Parent Information Evenings are held each term for the purpose of educating and informing parents about
different school related topics.

Personal Hand Held Electronic Devices
In general, personal electronic devices such as phones, iPads, music players and hand held games are not
welcome at school and should be turned off and left in student bags. Teachers may make use of internet enabled
devices such as Smartphones as part of a specific learning activity. Staff will advise students of this beforehand.

Privacy Policy
Treetops Montessori School is bound by the National Privacy Principles contained in the Commonwealth Privacy
Act. This means that Treetops will not pass on your private details to any third parties without your consent. For
more information, please feel free to read the Privacy Policy available from the office or on the school website.

Professional Development Days and Staff Meetings
Throughout the school year staff attend professional development days and staff meetings, and on these
occasions the school is closed to students and alternative arrangements for their care should be made by parents.
These days are available on the website and yearly calendar.

School Clothing
In keeping with Montessori philosophy, and the focus on the individual, Treetops does not have a compulsory
uniform. However, we ask that children wear practical clothing (not expensive clothing). All items of clothing
should be clearly marked with the child’s name. A Dress Code policy is available on the school website. Treetops
tee shirts are available for purchase from the office.

Sick Children at School
Any child who is unwell is expected to remain at home until fully recovered. If illness manifests itself during
school hours the child is cared for by a member of staff and the parent is contacted. If we are unable to contact
the parent a designated emergency contact person is phoned.

Toys
While we understand that children may wish to show new toys to their friends, they are a source of distraction in
the classroom and may get lost or broken. Please do not allow your child to bring toys or valuable items to
school. If children bring such items they will be held by the teacher until home time and then returned.

Visitors
All visitors to the school (parents and other visitors) must sign in at the beginning of their visit to the school and
sign out as they leave. The Visitors Book is at the front reception desk.

Constructive feedback and suggestions about this document are welcome, please email
office@treetops.wa.edu.au. Any changes or additions to this document will be published on the school
website and in Clippings.