

PREPARING THE INDIVIDUAL TO MAKE A WORLD OF DIFFERENCE



TREETOPS

A Montessori and International
Baccalaureate School



PARENT HANDBOOK 2024

Preparing the individual to make a world of difference

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Treetops Vision:

Preparing the individual to make a world of difference.

Treetops Mission:

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

Treetops Ethos:

Treetops holds at its core the value of each individual child as a learner who is at the centre of the learning process. As a community we exist to facilitate the best possible educational outcomes through shaping our programmes in response to individual point of need.

Treetops Core Values:

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

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

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

Formed in 1989, Treetops is a close-knit community of parents, staff, and students, which strives to assist students to develop to their full potential, to be happy and peaceful, to grow in knowledge and confidence, and to have respect for themselves and others. Treetops' nurturing environment provides students with a broad, harmonious, and thorough education from playgroup to secondary school.

The Montessori Method has longevity world-wide and is proving to work hand in hand with the International Baccalaureate Programmes.

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

2024 Term Dates:

Term 1:

Monday 29th January – Thursday 28th March

Term 2:

Monday 15th April - Friday 21st June

Term 3:

Tuesday 16th July - Friday 20th September

Term 4:

Tuesday 8th October – Wednesday 4th December



School Contacts

Address: 12 Beenong Road, Darlington WA 6070

Phone: 08 9299 6725

Email: office@treetops.wa.edu.au

Website: www.treetops.wa.edu.au

Facebook: www.facebook.com/treetops.worldschool

Outside School Care: The Hills Out of School Care Association (HOSCA) is 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. See www.hosca.com.au for more information.

School Hours

The school is open from 8:20am. The school grounds will be closed from 3:40pm. Students are unable to be supervised before or after these times. Please ensure that your child arrives at school on time and is collected promptly at the end of the day.

Playgroup (18 months – 3 years)

9:30am – 11:30am

Children attend Playgroup from the age of 18 months until they are ready to begin in Children's House, at approximately three years of age. Parents stay with their children throughout the two-hour sessions to aid the process of interaction with other parents and children. Playgroup is currently operating at the Darlington Family Playgroup on Lionel Road, behind Bilgoman Aquatic Centre.

Children's House (Pre-Kindy, Kindy, Pre-Primary)

8:40am – 12:00pm (part-time) or **3:10pm** (full-time)

Children's House parents and guardians accompany their children to the entrance of the classroom. The children enter the classroom on their own, 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.

Primary School (Years 1-6)

8:40am – 3:15pm

It is not a requirement that Primary students are escorted to their classroom by parents. Students are expected to be in class and ready to begin their activities by 8:40am. At the end of the school day parents are expected to pick up their child from their classroom. However, permission can be granted in writing on the '*Permissions Form*' for students to be released to meet their parents on the grounds or school gate for pick up, or for older students to leave the school grounds unattended.

Secondary School (Years 7-12)

8:30am – 3:15pm

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 independently at 3:15pm, provided permission has been granted in writing on the *Permissions Form*.

Break Times

Recess:

Primary and Secondary: 10:30am – 10:50am

Children's House: 11:00am – 11:30am

Lunch:

Primary and Secondary: 12:40pm – 1:25pm

Children's House: 12:30pm – 1:15pm

School Communications

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

Email

Email is the main way Treetops communicates to the school community. We will endeavour to keep email communications to a minimum and include as much relevant information as possible in our 'Little Twigs' and 'Clippings' newsletters. **Please ensure you read these documents to be fully informed of what is happening at our school.** Please make sure to add the school to your email contacts, and check your spam folder if you are not receiving our communications.

Other emails may be issued from time to time, and may include: class newsletters, communications from teachers regarding day-to-day events of individual classes, administration and procedural matters, and communication from the school Board. Most emails will usually come from the school office email, but in some circumstances emails will come directly from the teaching or administration staff.

Please note, we support the wellbeing of our staff and encourage them to maintain a healthy work-life balance. As such, we do not expect staff to respond to emails outside regular working hours or on weekends.

'Little Twigs'

Delivered to your inbox on Mondays, 'Little Twigs' is a weekly information email with 'what's happening this week', news, information, and upcoming dates to remember.

'Clippings'

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 and photos from classes, specific requests, interesting articles, community news and events, and dates for your diary. Each issue of Clippings will also be available on the school 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.

School Website: www.treetops.wa.edu.au

Parents are always encouraged to check the events calendar on the school website, which will be the most up to date schedule for the school. Other documents are also available for download on the school's website. If you require a hard copy of any document throughout the year, please contact the office.

Treetops Facebook Page: www.facebook.com/treetops.worldschool

Like and follow us on Facebook to get updates on news and events at Treetops.

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 Form*. These lists are forwarded to class Parent Liaisons (PL), who will distribute it via email to parents in that class. Given delays that sometimes occur with gathering information from parents at the beginning of the school year, sometimes these class contact lists will not be available until mid-Term 1. The lists will be updated throughout the year when new information is received.

Notice Boards

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

Word of Mouth

In a 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, Heads of School, 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 office. All fee and enrolment queries, policy and procedure, and questions regarding administration can be answered by the Business Manager.

Attendance

The WA School Education Act 1999 (Section 23) states that: *'A student must, for every year of the student's compulsory education period, on the days in which the school is open for instruction, attend the school at which the student is enrolled'*.

All families must provide a written or verbal explanation to the school office on any day that your child is absent from school. This should be provided in the morning prior to the start of your child's class. If your child is marked absent, and you have not advised the school, we will contact you for confirmation and the reason for their absence.

It is a Department of Education requirement that parents/guardians of students who are absent for three or more consecutive days are to provide the school with a written explanation for the absence. Please include a doctor's certificate where relevant.

Medical Absences

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.

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 Western Australian Department of Health.

The Western Australian Department of Health 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.

Non-essential Absences

The school is obliged to actively discourage any non-essential absenteeism as a part of our ongoing registration. In circumstances of our students being taken out of school for family holidays, occurring outside of scheduled term break times, the school will always endeavour to manage any academic impact from missed tuition time, however, we ordinarily will not provide extra work to be completed while students are away.

To meet ongoing registration requirements, staff must contact the parents of students with frequent or extended absences, since such absences have an impact on student learning. Please understand that it is not the intention of staff to cause any angst in communicating on behalf of the school.

Late Arrivals and Early Departures

It is a focus of the school that students are arriving at school ready to properly begin the school day. Late arrival is disruptive to the class, embarrassing for the child, and difficult for the teacher. 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 the office 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 their parent or guardian.

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.

A Parent's Role at Treetops

At Treetops we treat each child with respect and endeavour to instil in our students 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 may be invited to assist with a variety of activities within the classroom – for example, cooking, craft and accompanying students 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, children benefit both directly from the activities and from the joy of having their parent participate in their classroom.

Treetops 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 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 Mornings/Afternoons 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.

Parent Volunteer Positions

Parent Liaisons

Each class is assigned a Parent Liaison, chosen and coordinated by the class teacher. The job of the Parent Liaison is to spread the word about school social events, welcome new parents and help them to settle in, and provide information and assistance to all parents. Parent Liaisons should, at all times, be welcoming and helpful. Please refer to the Parent Liaison Policy available on the school website.

Parents and Friends Committee

When operating, the Parents and Friends Committee (P&F) is made up of all parents and guardians who are part of the school community. 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. When running, the P&F meets twice each school term with meetings open to all members of the Beenong School Association (our school). Please refer to the Parents and Friends Policy available on the school website.

Volunteers

All volunteers within the school (and on excursions and camps) are asked to be familiar with, and abide by, the school's Volunteer Code of Conduct. The Volunteer Code of Conduct can be found in the school's Volunteer Handbook. In some instances, this may require a volunteer to have a valid Working with Children Check (WWCC). Copies of the Volunteer Code of Conduct and Volunteer Handbook are available from the office and the classroom teacher. Please refer to the Volunteering Within the School Policy & Procedure available on the school website.

Parent Engagement

Parent Interviews

Formal interviews between parents and teachers are conducted each year. Notification about dates will be given via the usual school communications. The school currently uses an online booking system (SOBS) to arrange and manage parent interviews, where parents can set up interviews with class teachers.

Parents may also request additional interviews by making an appointment with the teacher. Interviews between the Principal and parents are conducted as required.

Parent Information Evenings

Parent Information Evenings are held throughout the year for the purpose of educating and informing parents about different school related topics.

Parent Mornings/Afternoons

Parent Mornings/Afternoons are held during the year and parents are encouraged to attend. 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.

Shuukai

Shuukai is a Japanese word written with the kanji characters that represent gathering, sharing, coming together and meeting. Shuukai is the school's final end of year celebration, with class presentations and performances, and the graduation of our Year 12 students. All families are welcome and encouraged to attend.

Parent Code of Conduct

Summary:

Treetops School welcomes community participation and values its input. Parents play a crucial role in the academic, social, emotional and physical development of their children.

- All members of the Treetops community, including parents and guardians, are expected to demonstrate our values, profiles, and attitudes within the school setting.
- Parents are responsible for any person outside of the school community that they bring on to the school grounds, and ensure that person acts at all times in a manner consistent with the Code.
- Parents are required to comply with all documents sent to them from the school and as published on the school website, including all policies and procedures.
- 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.
- All interactions between members of our community must be in keeping with the school's values. Behaving in a harassing, aggressive and/or threatening manner towards staff is **not** acceptable.
- Keep discussions on social media involving the school, other schools, or members of the school community respectful. School-related issues should be dealt directly with the school staff as per the Concerns & Complaints Policy.
- Always approach any situation in a spirit of cooperation, understanding, and genuine partnership.

Consequences for breach of the Code:

- the school reserves the right to terminate the enrolment of a student for a number of reasons, including if the school is of the reasonable opinion that a parent or caregiver:
 - has not complied with the terms of enrolment;
 - do not support the school and its staff in all facets of the school's educational program; or
 - are obstructive, uncooperative, or divisive such that there is an irretrievable breakdown of the trust required in the working relationship with the school, its staff, or other members of the school community.
- The consequences listed above do not restrict the school's ability to take any other action it deems appropriate to address a breach of the Code.

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 Head of Primary, Head of Secondary, Learning Support Coordinator, or Principal with the aim of reaching a fair and peaceful resolution.

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.

School Procedures

The full list of the school's Policies and Procedures is available on the school website. These documents are regularly reviewed by the School Board and updated as required.

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. Staff will administer basic first aid as needed on the school site. In the event of a medical emergency, whilst we will endeavour to call parents, if a judgement is made that an ambulance is required this will be called for. Parents are informed about any significant incident as soon as reasonably practicable.

After School and Out of School Activities/Events

After School Activities are offered from time to time and parents will be informed of what is on offer. Fees may 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, on excursion, or at camp, written instructions and a consent form must be provided with the medication.

Behaviour Management

Classroom teachers (Primary) and Pastoral Care teachers (Secondary) manage student behaviours. The Principal, at their discretion, may become involved in the management of student behaviours. For ongoing or increasing student behaviour management issues, parents will be asked to work with the school. Breaches of school discipline may result in suspension or expulsion from the school if the student's behaviour does not improve despite all other efforts.

Please see the Appropriate Behaviour Policy on the school website.

Birthdays

Most children enjoy sharing their birthday with friends, and parents are welcome to provide a birthday cake or treat to share with the class, being mindful of the school's Food & Nutrition Policy. We ask that you speak with the teacher about the necessary arrangements. We also ask that any party bags or other treats be kept for birthday parties and not handed out to students at school.

Bush Fire Preparedness

Treetops has a well-developed policy and procedure for responding to a bushfire or bushfire threat. Parents need to be aware of these procedures, which can be found in full on the school website. In the event of an emergency or threat, parents will be contacted by SMS. It is therefore important you maintain any changes to contact details.

Camps

Camps for Primary and Secondary students will be organised during the year and are a compulsory component of the school curriculum. Camp fees will vary and will be charged separately. Typically, students from Years 3-12 attend camps. Children's House Pre-Primary students and Wattle students participate in an at-school 'Sleepover'. Overseas trips to Japan may also occur some years and are open to application for students in Years 8-12.

Child-Safe School

Treetops adheres to the highest standards of contemporary child safe practices. We adhere to, and fully support, the objectives of the WA Commissioner for Children and Young People.

Clothing

In keeping with Montessori philosophy, and the focus on the individual, Treetops does not have a compulsory uniform. However, we ask that students wear school-appropriate clothing that is practical and sun-smart (not expensive). All items of clothing should be clearly marked with the student's name. Treetops school t-shirts are available for purchase from the office. Students may be required to wear a Treetops t-shirt at external school events e.g. excursions, camps, when performing at the Darlington Arts Festival, etc.

Complaints and Grievances

All care is taken to avoid any situation which gives rise to a complaint. However, it is recognised that under some circumstances this is unavoidable and certain steps should be followed in order for the complaint to be heard and the complaint 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 student's classroom teacher. Any concern pertaining to the operational administration of the school should at first be addressed to the school administration.

The school's Concerns & Complaints Policy is available from the office and on the website and outlines the steps to be followed if discussion with the teacher or relevant staff member does not resolve the matter.

Dogs On School Grounds

To ensure the safety of our students, dogs are not permitted on-site whilst children are present. Exceptions are made with permission from the school Principal, and for guide dogs.

Excursions

Excursions are a compulsory part of the school's curriculum and students must attend unless they supply a doctor's certificate. The annual *Permissions Form* covers **all** excursions throughout the year, so permission slips will no longer be issued. A written note will be sent home informing parents of the nature of the excursion and the method of travel.

Footwear

All children **must** wear some form of footwear to school, and at school, for safety reasons. Slippers/Ugg boots, Thongs, Crocs, or other open-topped footwear are not an acceptable form of footwear for external use. In the winter months, the grounds can become very muddy and younger children may need gum boots. A change of shoes or slippers can be kept in the classroom for indoor use, however, Ugg boots/slippers should not be worn to school.

Hats

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

Hills Outside of School Care Association (HOSCA)

HOSCA is available to provide before and after school care and can deliver students to school in the morning and pick them up after school. All enrolments, bookings and cancellations are to be made directly with HOSCA. Parents are to notify the school office of any days their child is booked in with HOSCA for after school pick up so that the school's designated HOSCA duty person can collect them from class and see them onto the bus.

Laundry

At the end of each week, any classroom laundry is collected and washed by volunteering parents.

Library

Students 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. All students are required to bring their library bag to school on their designated library days. If students forget their library bag, they will not be able to borrow any books. There will be a charge payable for lost books.

Lunches and Snacks

Treetops has a policy of encouraging healthy eating, and students should bring packed lunches, as there are no canteen facilities. As a certified 'Crunch & Sip' school, Treetops encourages students to eat fruit and vegetables and sip water routinely during class time.

We ask that parents do not send lollies, chocolate, sugary snacks, fizzy or caffeinated drinks, or anything of this nature to school as they may cause allergic or behavioural reactions, disagreements between students, or raised sugar levels resulting in mood swings. If teachers see students with such items, they may be held until home time and then returned to the parent. If a student arrives at school without sufficient lunch and snack for the day, the school will provide available food for the student and the costs may 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

Parents are required to notify the school of any medications that their child regularly takes (either prescription or over-the-counter) via the annual *Student Health Record and Contact Sheet* and to be updated with any changes throughout the year as required. In case of medical emergency, this allows school staff to provide accurate and essential information to relevant personnel e.g. paramedics.

If the need to administer medication at school, on excursion, or at camp arises, a 'Medication Permission Form' must be completed with written instructions and consent to administer provided. Medications must be handed directly to the school administration. Medications must not be left in the student's bag. Prescription medications will not be administered by staff without appropriate written instructions from the prescribing doctor or pharmacist.

Music Lessons (Private)

Opportunities exist for Treetops students to access private instrumental music lessons at the school during school time. Parents interested in these lessons for their child should contact, in the first instance, the school's Music teacher. Private lesson prices vary on the instrument/tutor and are payable directly to the peripatetic tutor. Private tuition arrangements are made between the parents and the peripatetic tutor. School staff do not organise the schedules, but where possible, peripatetic lessons are managed to not impact class assessments and structured timetables. Any changes requested by parents should be made directly to the tutor. Parents are to advise the peripatetic tutor directly if the student is unable to attend their lesson.

Nut Minimisation and Food Allergies

There are a number of students in our school community who have significant allergic reactions to foods or other allergens. Anaphylaxis is the most severe form of allergic reaction, is potentially life threatening, and is normally diagnosed by a medical professional with an accompanying anaphylaxis plan. The peak body, the Australasian Society of Clinical Immunology and Allergy (ASCIA), consumer groups, and Government bodies do not recommend blanket food bans. However, implementation of strategies to minimise the risk of allergen exposure is recommended.

Accordingly, Treetops does not place a blanket ban on any particular food group, but adopts an 'education approach' within our broader school community and will apply a range of strategies, giving consideration to submitted anaphylaxis management plans, the year levels and age of the students, and contemporary advice and training that is available and applied within schools. If a student has an anaphylaxis management plan, parents must submit this to the school at the beginning of the year. We also request parents ensure that home-provided Epipens are within current use-by dates.

Treetops School trusts that non-allergic members of our community will continue to be sympathetic and responsible in the provision of foods, identifying ingredients if foods are brought in, and continue to be understanding of others in the consumption of allergens inside and outside the school environment.

Parking and Traffic Management

Parent parking is available in the lower carparks. There is a designated 'kiss and drop' area as part of the Secondary school parking loop. **Please do not park in this area.** Please do not 'kiss and drop' in the lower carpark as this blocks the flow of traffic and could be dangerous.

To assist with student safety and traffic management in and around the school at peak times, students in Karri and Secondary are encouraged to be dropped off and picked up at the Pines Oval/Playground on Owen Road.

Please note - there is no parking in front of the driveway gate into the school as this needs to be kept clear for emergency access.

Personal Hand Held Electronic Devices

In general, personal electronic devices such as phones, iPads, music players, smart watches, 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/tablets as part of a specific learning activity. Staff will advise students of this beforehand.

Photographing Students

To protect parents, students, and the school from serious legal issues pertaining to the taking and use of photos or videos on the school premises or at school events:

- Parents ARE NOT AUTHORISED to use or post images on social media without specific permissions being signed by every single person (or parent of) that appears within an image being used.
- Posting photos or videos of some students online may have serious repercussions for their privacy and safety. Domestic violence, custody issues, and in more extreme cases, witness protection situations, can negatively affect students, and aspects like their location, school, and who they interact with need to remain private.
- Please remind your child that taking photos or videos of their friends at school and then posting them on social media platforms like Facebook, Instagram, TikTok, and Snapchat without permission is classified as publishing without consent. This can cause issues for your child as well as the school from a duty of care perspective if the students in the photo/video are in school uniform, on school grounds, or on an excursion.
- Treetops obtains permission from parents/guardians to publish photos of students online and in school publications via the *Permissions Form*.

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 school calendar and advertised in 'Little Twigs' and 'Clippings'.

Protective Behaviours

Treetops is proactive in its application of child protection practices. Students are empowered through the delivery of a comprehensive protective behaviour curriculums.

Student Health Record & Contact Sheet and Permissions Form

The information in these forms is used by administration and teaching staff for database management, government reporting, classroom, and activity planning, first aid, and emergency and other procedures. Families are required to fill in the forms on the entry of a new child at the school and again at the beginning of each school year, as well as throughout the year when any details have changed.

Student Therapies

Specialists such as OT, speech therapists, psychologists etc. are able to see students during school hours when required, and visits are arranged directly between the parents and therapist. Parents must notify and liaise with the school office for any scheduled visits to confirm room availability. It is the responsibility of the parent to contact the therapists to cancel a visit in the case of student absence from school, including excursions.

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 students bring such items they will be held by the teacher until home time and then returned.

Sensory/fidget toys are only permitted in agreement with the class teacher.

Visitors

All visitors to the school (parent helpers and other visitors) must sign into the Visitors Book at the beginning of their visit to the school and sign out as they leave. The Visitors Book is located in the school office.

Volunteers

Volunteers are welcome at Treetops. Please see the school's Volunteering Within the School Policy & Procedure for more information on volunteer roles, responsibilities, and the volunteer induction process. Volunteers are required to comply with Working With Children (WWC) legislation, and to sign a Volunteer Declaration before volunteering in the school and/or with students.

Administration at Treetops

Staff and parents and guardians of children enrolled at Treetops Montessori 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 Western Australian Department of Education, 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 school office and on the website).

The School Board (who are elected at each year's Annual General Meeting) are responsible for planning and overseeing the administration of the school and setting policy pertaining to governance. The School Board has three office bearers, Chairperson, Vice Chairperson, 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. 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 May. 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. Business Managers and Heads of Primary/Secondary contribute to provide both practical and moral support for the Principal. 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 School Board and is responsible for planning, educational guidance, the administration of the school, staff matters, financial control and adherence to government regulations, and together with the Board, is responsible for strategic direction. The Principal is available **by appointment** between 8:30am and 4pm. Please contact the school office to make an appointment with the Principal.

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 administering 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 contact the school office to make an appointment to see the Business Managers.

The Administrators help with the day to day running of the school. The Administrators are the first point of contact for absentees, students who are running late or other day-to-day student issues, class lists, and general enquiries not related to enrolment. The Administrators are required to send out emails to all Association members as requested by the Board or Administration. The Administrators are responsible for all matters relating to promotions, marketing and publications. This includes all ways the school communicates with the parent population, through Little Twigs, Clippings, the school website, and the school's Facebook page, and coordination of Parent Liaisons.

The Heads of School (Primary and Secondary) re responsible for the educational management of the school. Please contact the school office to make an appointment to see the Heads of School.

The Learning Support Coordinator is responsible for the management of support to students in both Primary and Secondary. Please contact the school office to make an appointment to see the Heads of School.

Teaching Staff at Treetops

Stuart Harris	Principal; Teacher – Politics & Law, Maths
Sharon Crossman	Head of Primary; Wellbeing Coordinator; Teacher – Japanese
Kim Steimer	Head of Secondary; IB/WACE Coordinator; Teacher – Science
Suzanne Blake	Learning Support Coordinator; Teacher - Science
Caitlin Morey	Teacher – Children’s House (Pre-Kindy, Kindy, Pre-Primary)
Natalie Boyd-Ratcliff	Teacher – Wattle (Years 1 & 2)
Jessica Clark	Teacher – Marri (Years 3 & 4)
Marie Sherwood	Teacher – Karri (Years 5 & 6)
Kylie Howell	Teacher – Karri (Years 5&6), Primary Specialist
Pooja Mathew	Teacher - Primary Specialist
Juliette Borrromei	Teacher - Physical Education, Health, English
Paul Gillespie	Teacher – Mathematics
Kasey Hayman	Teacher – English
Hylton Hayes	Teacher –HaSS, Science, Maths
Mary Pollard	Teacher – Music, Psychology
Peter Zylstra	Teacher – Art, Design & Technology
Sandy Eaton	Education Assistant
Connie Kennedy	Education Assistant
Kristi Penrose	Education Assistant
Emma Slattery	Education Assistant
Melissa Turner	Education Assistant
Paige Uren	Education Assistant
Sara Veasey	Education Assistant
Liz Wilson	Education Assistant
Giselle Thornton	Playgroup Leader; Education Assistant
Amanda Duzevich	Playgroup Leader

Non-Teaching Staff at Treetops

Jessica Honda	Administration
Tanika Dobosz	Administration, Student Services, Marketing
Kate Myburgh	Administration, Curriculum Support
Liz Marjot	IT Specialist (On-Call)
Hendrik Raak	Maintenance and Grounds
Kerry Raak	Business Manager: Finance, Compliance, Enrolments & Marketing
Helen Underwood	Business Manager: HR & Facilities

PREPARING THE INDIVIDUAL TO MAKE A WORLD OF DIFFERENCE



TREETOPS

**A Montessori and International
Baccalaureate School**

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