



NOTES TO CRITERIA [4]

We have two Montessori classrooms at Glendowie, which have been established to cater for children aged from 6 to 13 years. Children move into the Unit from Montessori pre-school at as close to 6 years old as is practicable.

Age groupings will be aligned with those of Glendowie Primary School. Children will eventually complete 'year 8' in the Montessori Unit and move on to Year 9, aged between 12½ and 13½. The primary years are calculated by a child's birthday rather than by the date the child starts school; your child is not being 'held back' as a result of entering the primary school system at age 6 rather than age 5.

Waiting List

Even if a child's name has been placed on the waiting list, it remains the applicant's responsibility to submit an [Application Form](#) within the appropriate time frame.

Prerequisite Montessori Pre-School Education

When selecting children for places in the ESMPS Unit, the Trust must, in the interests of the wellbeing of the Unit, enrol those children best prepared for the Montessori Primary classroom environment. To that end, it has determined that a child requires minimum levels of preschool education as set out in the Application Criteria.

It is the Trust's strong recommendation that by the age of 4 years, children should be attending a minimum of 5 morning sessions and by the age of 4½, at least 2 afternoon sessions should be included as well. Staying for the whole day enables the child to cover more of the Montessori curriculum and also it gives the child an opportunity to complete more time consuming work. During the afternoon the older children are working at a different pace to the morning and it is at this time that they enjoy small group work and projects. The Trust believes it is in the best interests of the children to be attending these full day sessions, and to be doing as close to five full days as possible from the age of 5 years until entry to the Unit at age 6. Although attendance of five full days is not critical to your application, attendance may have bearing on your application in relation to other applicants. (see Application Criteria: Priority #6)

Applications

The close of applications precedes entry by 1 - 2 years. This serves two purposes:

- To enable unsuccessful applicants to arrange alternative schooling before the child's 5th birthday; and
- To confirm places with successful applicants so that arrangements can be made to ensure continued Montessori pre-school education until entry to the Unit.

Any applications received outside of the March application process will be treated on an individual case-by-case basis, and places allocated as and when they are available.

Places at Glendowie Primary School

A successful application to join the ESMPS Unit is only a pre-enrolment for a position at Glendowie Primary School. The Trust is able to allocate a place in the ESMPS Unit as a result of the Montessori programme qualifying as a special programme under Ministry of Education criteria, but this does not constitute the granting of a place at Glendowie Primary School.

Therefore, prior to the child's first day of school, a separate application form must be filled out and submitted to Glendowie Primary School. Children will not be able to start until this application form has been submitted.

A child's attendance at the ESMPS Unit in no way secures placement for their siblings in Glendowie Primary School. All applications for places in Glendowie School Mainstream classes are subject to the *Glendowie Primary School Policy Statement, "Enrolment"*.

Allocation Of Places

Selection for entry to the Montessori classes will be based on the total application presented by each family, together with any other relevant information. The Trust reserves the right to make all enquiries necessary in its opinion to obtain information which may assist it to reach a decision in any particular case.

Ideally, all primary caregivers should attend the interview, as Montessori education is most effective where a child's caregivers understand and will cooperate with the long-term programme.

Factors taken into account include school zoning, the number of sessions and quality of pre-school education, the child's history of learning in the Montessori environment, the level of enthusiasm of the family for involvement in and contribution to the wider ESMPS community, and the need to make allowance for siblings.

Donations

The ESMPS Unit is not a private school. The Unit is the vehicle by which the Eastern Suburbs Montessori Primary School Charitable Trust delivers the implementation of Montessori learning within Glendowie Primary School.

Monies received as donations to the Trust are applied entirely to providing Montessori education to the students. By its nature and because of the method of teaching, the alternative educational opportunity provided by the ESMPS Unit incurs extra costs. This includes classrooms, furniture, administration, educational materials and 'above entitlement' staffing required by the Unit.

Glendowie Primary School receives 'per head' funding for various purposes from the Ministry of Education for every child enrolled in the school, which of course includes the Montessori students. These funds provide for all necessary facilities, fields, playgrounds, staffing etc. for all learning, which are not Montessori-specific.

Donations are set at an amount deemed necessary by the Trustees to maintain the integrity of the offering of the ESMPS Unit. The Trust reserves the right to increase the level of donations as it deems necessary to continue to provide high-quality Montessori education to the students.

Building Maintenance Levy

This Levy is required for the repairs and maintenance of our buildings, (which are owned by the Eastern Suburbs Montessori Primary School Charity Trust) and other associated costs.

M.A.N.Z. Membership Fee

M.A.N.Z is an incorporated organisation which operates independently of any Montessori School or local Montessori Association. It undertakes a number of important functions & duties on behalf of all its members which includes:

- promotion of high standards of Montessori education
- liaison with government & other agencies on behalf of members
- provision of resources & information for parents and member schools about all aspects of Montessori education
- assisting schools with recruitment of teachers
- provision of teacher training through the MANZ Teachers Division
- publishing a quarterly newsletter "*Montessori Newz*" which each member family receives
- networking of teachers & schools as well as education seminars for parents & teachers at the annual M.A.N.Z. conference
- establish Montessori teacher training programmes within New Zealand

See MANZ website for further info. at www.montessori.org.nz

Stationery Fee

Stationery is purchased by the teachers on the students' behalf. This fee is reviewed annually.

Class Places

Each place in the ESMPS Unit is dependent on compliance with the 'Contract For Services', as well as the child meeting necessary educational benchmarks as determined by the Principal of Glendowie Primary School in consultation with the Montessori teacher and parents.

When a place in class is vacated during the year, the place may or may not be filled. If the Trust decides to replace the departing student, it will first consider all wait-listed applicants in the relevant age-group. Priority will be determined in accordance with the factors set out in the Applications Criteria.

The Trust requires one full term's notice of a child's intended departure from the Unit. If notice is not given, one term's donations will be required in lieu.

If a child leaves prior to the end of term, the term donation is not refundable.

Leave of absence: As referred to in the Ministry of Education circular dated 15 October 2007 regarding roll returns: Students who are absent from school for a period exceeding 15 consecutive weeks in a school year are automatically removed from the school roll and will be required to re-enrol upon their return. Both Glendowie Primary School and ESMPSCT will require documentation that students are intending to return to school. The ESMPS Trust will retain the bond for each child to hold their place in the Unit open for a period not exceeding one year. Places cannot be guaranteed for absences of more than one year.

Parental Involvement

Although the ESMPS Unit is part of Glendowie Primary School, the Eastern Suburbs Montessori Primary School Charitable Trust is responsible for a considerable portion of operating costs for the Montessori classrooms. The Trust is made up of a group of parents with the common desire to see Montessori primary available as an educational option. All parents of enrolled children become voting members of the 'Montessori Parent and Teachers Association' and will be eligible to be voted in as office-holders in the Association. The Trustees are also members of the Parent Association.

Each parent is **expected** to contribute in some way. The activities which require parent participation include:

- a) The Eastern Suburbs Montessori Parent & Teachers Association and Committee, **Monthly meeting attendance** and participation in as many activities as possible.

- b) **Fundraising** - Trust Donations only cover basic costs, administration and teachers' salaries. Fundraising is essential to cover many other costs, e.g. materials and furniture in the classrooms.
- c) **Working Bees** will be necessary periodically to maintain the classrooms and materials as well as some assistance with any ongoing building projects. This includes equipment cleaning, which takes place once each term. Families are asked to attend at least 2 cleaning sessions or pay a set fee to enable the employment of additional help. A separate Trust Policy on this matter is available.
- d) **Parent Information**, giving parents the opportunity to learn about different aspects of the Montessori classroom. Attendance at parent information evenings (offered three times a year) is strongly recommended. Your family will benefit greatly from the enhanced understanding these evenings offer. You'll remember why you're a part of our Montessori community!
- e) **Equipment Making** - a lot of the educational materials need to be made for the classroom. This will include colouring, laminating, cutting out, binding, sewing, building etc. Our teachers will always have materials to be made or finished and welcome any offers of assistance.

We are very happy for parents to indicate their own particular skills and preference for areas they would like to assist with.

Miscellaneous Matters

If the Trust discovers that a successful application contained a false statement, the Trust may reverse the acceptance and determine that the said child or children are no longer eligible to remain in the Unit. In this circumstance the initial donation paid at time of acceptance will only be refunded if or when a suitable replacement is found.

Examples of situations that would be considered false statements (this is not an exclusive list):

- If a child attends a lesser number of pre-school sessions after acceptance than is stated as the intention on the application form;
- If a place is granted through 'zone' priority and the address given is later found to have been false or only a temporary address.

The onus is on the applicant to notify the Trust of any changes to any information relied on by the Trust during the interview/enrolment process.

These Notes are intended to be read in conjunction with the Criteria set out in the document entitled "Eastern Suburbs Montessori Primary School Application Criteria". They supersede all previous criteria and related policies.

The Trust at all times reserves the right to amend or abandon these Notes and/or Criteria at any time. Applicants should ensure they have a current version of these criteria prior to submitting an application.