



Student

HANDBOOK



Melbourne
Montessori
School

Brighton Campus



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THE BASICS

What is Montessori ?

At its core, Melbourne Montessori School provides life experiences. With support and guidance from the staff, students cultivate a community where they have opportunities to self-govern, create and share their culture, grow and manage natural resources, build skills, pursue greater knowledge, record history and solve problems.

Maria Montessori saw education as the preparation for adult life where students can pursue valorisation – the sense of belonging and contributing.

At Melbourne Montessori School, we consider the whole person. Our school curriculum encompasses physical, emotional, social, moral and cognitive development.

Adolescence is a transitional time of rapid physical growth, creative tendencies and a yearning to participate in adult endeavours. We aim to nurture this development by offering students a balance of responsibility and freedom throughout our school environment.

There are three primary learning areas in our schedule of classes: self-expression (languages and art), psychic development (languages and mathematics), and preparation for adult life (study of earth and living things, history of humanity and civilization and economics).

Classes are designed to enable students to learn through connecting the work created by the head and the hand. Learning follows a three-phase arc: the introduction of a concept by the teacher, the exploration of that concept, and a presentation of learning by the student.

We expect students to work to achieve their personal best as effort is the basis for success.

Our Vision

‘Inspiring our young people to imagine and build a better world with their own two hands.’

Our Purpose


Our reason for being – to offer an outstanding learning experience that is grounded in Montessori Principles, subject and teaching excellence, and totally committed to the wellbeing to the students and wider community.

Mission Statement

Our mission at Melbourne Montessori School is to:

- Provide excellence in Montessori education from birth to 18-years-old
- Provide an enriched and welcoming learning community that embodies the Montessori principles of respect for self, respect for all others including the development of





intercultural understanding, respect for the environment, and respect for our country's freedoms and democratic principles

- Nurture, inspire and support each person's individual development Provide a safe environment that enhances the safety and wellbeing of all
- Foster the growth of self-confidence, independence, self-discipline, an inquiring and active mind, and personal and social responsibility
- Foster every child's innate love of learning and make their introduction to education a joyful and purposeful start to a journey of lifelong learning





Brighton Staff

Principal: Daniel Thomas

Head of Brighton Campus: Tim Dewar

Learning and Teaching/IB Leader: Sarah Dekiere

MCP Leader: Tanya Marty

Cycle 6 Coordinator: TBA

Cycle 5 Coordinator: TBA

Cycle 4 Coordinator: TBA

Cycle 3 Coordinator: TBA

Brighton Campus Administration:

Business Manager: Farha Syed

Registrar: Karen Hilton

Brighton Reception: Karen Swinburne

Librarian: Brenda Mazoletti

IT Support: Rodney Balent

School Nurse: Debra McGee

Learning Assistants and Difference Support:

Lily Trew (Psychologist)

Thompson Sennitt

Archana Shukla

Natasha Lynch

Kylee Sheil

Anna Chisholm

Mary Watts





Teachers:

Pallavi Agarwal (Warin)

Julian Ashton (Advisor, Content Creation and Production Occupation, Creative Expression, Film)

Perla Astudillo (Numeracy, Science, Biology)

Laura Bonne (Advisor, English, Creative Expression, Café Occupation)

Yasmin Chetty (Yarram)

Sarah Dekiere (Horticulture Occupation, Biology)

Tim Dewar (Psychology)

Neil Diskin-Holdaway (Advisor, Theory of Knowledge, Humanities, Business Studies)

Kyle Edmonds (Advisor, Maths, Physics)

Nathalie Foos (French)

Tanya Marty (Humanities, History, Personal Development Skills, Work Related Skills, Literacy)

Stephanie Reznick (Advisor, Art)

Emma Rees (Advisor, English, Spanish)

Albertine Rood (Walert)

Oli Ryks (Nar Nar Goon)

Lisa Stern (Warin)

Jesam Stewart-Rech (Creative Expression)

Rui Zhang (Mandarin)

TBA (Italian)

TBA (Physical Expression, Sports Exercise Health Science)





LOGISTICS

Timetables

Students receive a copy of their timetable at the start of the semester. Small alterations may be made in the second semester to accommodate changes to programs such as Occupations and student groupings

Class Lists

Class lists are generated each year. They are regularly reviewed by teachers and may be changed as needed.

Managebac

Managebac is our teacher learning management system. It is designed to help our teachers and students communicate effectively. Please find the guide link, [here](#).

What to Bring

Students in Cycle 3 have stationery and ICT provided.

Students in Cycles 4 - 6 are expected to bring the following to school:

- A pencil case with a red and blue/black pen, grey lead pencil, scissors, a highlighter, ruler, calculator and an eraser
- A charged BYOD device that meets the School's ICT requirements
- A drink bottle
- A lunch box containing healthy snacks and lunch – make sure you include enough food for hungry adolescents!

Booklists

You can find links to the book lists below.

[Year 7 and 8 \(Cycle 4\)](#)

[Year 9 and 10 \(Cycle 5\)](#)

[Year 11 and 12 \(Cycle 6\)](#)

Term Dates

Term 1:	Tuesday, 30 January – Friday, 28 March
Term 2:	Tuesday, 16 April – Friday, 21 June
Term 3:	Tuesday, 16 July – Friday, 20 September
Term 4:	Tuesday, 8 October – Friday, 13 December

Calendar

You can access the calendar [here](#).





School Hours

Monday to Friday

Cycle 3 students: 8:45 am – 3:15 pm

Secondary students: 8.45 am – 3.30 pm

Advisory/Class Teacher

Each student has a nominated Teacher Advisor/Class teacher who maintains close contact with them.

Time can be set aside for individual meetings to answer questions, deal with personal issues and ensure appropriate levels of work are completed. The Advisor/Class teacher is responsible for consistently observing and supporting students' emotional, practical and learning needs.

The Advisor/Class Teacher is also the parent contact who maintains lines of communication and a flow of work between School and home.

Advisory group serves as the start and endpoint for a day's work for Cycle 4 - 6 at MMS. Advisory Group provides a supportive environment that adds to the harmony of the community and creates a safe learning environment. Each student has a nominated Advisory Teacher who maintains close contact with them.

Office Hours and Contact

Address: 741 Hawthorn Road Brighton East, VIC 3187

Hours: The Brighton Office is open
Monday to Friday, 8.00 am – 4.00 pm

Phone: 03 9131 5202 (Brighton Reception)

Email: admin@mms.vic.edu.au

ICT and BYOD Support

Students in Cycle 3 will have access to computers in their classrooms. Devices will not be required for these students.

Secondary students bring their own computing device to school as part of MMS's Bring Your Own Device (BYOD) program.

For help with Information Communication and Technology (ICT) issues, speak to your Advisor. They will then guide you on who to contact for help.

[Student Laptop information.](#)





Healthy Eating

A healthy diet gives you energy and nutrients to get you through the day. We promote healthy eating practices and encourage you to bring nutritious snacks and lunches and to choose healthy options when buying food.

Hurlingham Park

During lunchtime, a teacher will walk with students to Hurlingham Park (about a three-minute walk). The park has a playground, two ovals and a half basketball court. Students who want to go to Hurlingham Park should meet the teacher at the front gate at 12.05 pm. Students start walking back to school by 12:50 pm and return Ready to Learn at 1 pm. If you need sports equipment like a soccer ball, basketball or goalposts, please talk to your Advisory teacher or our sports teacher.

Shop

Senior students can go to the shops during lunchtime between 12.05 pm and 12.50 pm, provided they are with another student. Don't take your bag and buy a healthy lunch. Excess chocolate, junk food, unhealthy drinks and products containing nuts will be confiscated by the supervising teacher.

Kitchens

Students in Cycle 3 – 6 can make their lunch in the kitchens provided for them. Please clean up any mess you make and ensure dishes are washed and put away or are placed in the dishwasher. If you use the hot toasty maker, microwave, cook top or oven, you are responsible for turning it off and cleaning it.

Community Meetings

Within each Cycle, students take part in a weekly Community Meeting to discuss issues of interest or concern, and to review and report on activities, programs and other events that have taken place during the week.

Students can share ideas, make suggestions and collectively discuss matters of importance to them.

Students take turns to acknowledge each other and to offer feedback about positive experiences they have had during the week. Community Meetings help to invoke and develop a sense of community amongst the group.


Community Lunch

Brighton students and staff participate in a Community Lunch once a term. Meals are planned and prepared by the students and is a great way to gain some new skills, and to sit down and enjoy each other's company.

Restorative Practice

Students are expected to embrace the standards and values of the School, and to be respectful of themselves, each other, staff, members of the MMS community and the environment. If there is a





difference of opinions, clash of personalities or inappropriate behaviours, students and teachers engage in Restorative Practices. This is a system of facilitated discussions that aim to understand and overcome underlying issues in a peaceful and respectful way. This process helps everyone involved move forward, restoring the sense of community and harmony to the group.

Some things considered during Restorative Practices are:

When being challenged about behaviour:

What happened? What were you thinking about at the time? What have you thought about since? Who has been affected by what you have done? In what way have they been affected? What do you think you need to do to make things right?

When you're affected by behaviour:

What did you think when you realised what had happened? What impact has this incident had on you and others? What has been the hardest thing for you? What do you think needs to happen to make things right?

Policies

Important School policies can be found [here](#)

Library Access

All students can access the library. Ask if there are any issues. You can access the library, [here](#).

We also encourage you to become members of the [State Library of Victoria](#).

There is no cost. Once registered, you will be given your own login details and can access Library resources.

Permission and Consent Forms

Parental consent is required for all excursions and some activities. Students will be unable to participate in excursions until this form is returned. Where necessary, excursion-specific information will be forwarded to parents.

Consent and Permission forms remain at the Brighton Campus office and a copy is taken on the excursion by the Teacher-in-charge.

Programs

Brighton Campus Information Pack

For more information on the Brighton Programs, please see our Brighton information pack.





EXPECTATIONS

Ready to Learn

Ready to learn means you have what you need in class, and you are mentally and physically ready for the lesson.

In Physical and Creative Expression this means you have a hat, water bottle, the right kind of clothing and you are ready to get physical or creative and involved in each task.

In academic subjects this means you have your four key items; lunch, drink bottle, pencil case and charged computer.

Homework

The teachers at MMS know there is schoolwork that needs to be done at home and at school. We don't provide extra work just for homework's sake but do believe that all work needs to be planned for and completed for Cycle 3 -6 students. Managebac will outline larger tasks and there will be smaller tasks to complete as the year unfolds, too. For Cycle 3 students please consult with your teacher or see Transparent Classrooms. Often there is a detailed email communication regarding what is coming up.

Homework Club

Teachers are available three times a week to help students with their work if they need some extra assistance. Students can use the Homework Club as a working space after school, or at lunchtime.

Attendance and Punctuality

Students are expected to arrive at school on time and ready to work with all the materials and equipment they need. Advisory/Class sessions commence at 8.45am. You should be punctual for your lessons, incursions, excursions and other activities. Teachers will mark the roll at each lesson.


Dress Code and Hats

MMS does not have a compulsory uniform, but it is important that you wear clothes that are comfortable, clean, practical and appropriate for the weather and the activities you are doing. Clothing like strapless sundresses, short shorts, short T-shirts that show your stomach and singlets should not be worn to protect students from sun damage. Thongs and high-heeled shoes are also inappropriate.

Mobile Phones

If you bring your mobile phone to school, it must be switched off or on silent during the school day. This includes when you are taking part in co-curricular activities. Ideally, keep your phone in your





locker. Sometimes, mobile phones may be used during class for educational purposes if your teacher gives permission.

Students cannot use their phone to communicate with people outside of school without permission.

Importantly, phones must not be used to harass or bully in any manner during the school day. No phone is to be used to photograph or record staff, students or anyone else within school without the permission of the staff member or student. Any approved images or recording can be used for educational purposes only.

Unauthorised photos, audio or video taken and/or sent using a mobile phone at school, on camps or excursions, or at school functions cannot be uploaded online.

Refer to the Responsible Use of ICT Policy, Mobile Devices / Laptop Guideline Policy and the Privacy and Confidentiality Policy for more information.

Any personal mobile device brought onto the school property is the sole responsibility of the student and the school will take no responsibility for the loss or damage of the property.

Early Departure / Late Arrival

Students arriving late must sign in at the school office. Students leaving early should provide written notice to the Brighton campus office via email or on ManageBac.

Absences

If you are absent, a note of explanation is required from your parents. If the student is expected to be away for any length of time or contracts an infectious disease, MMS should be notified as soon as possible.

Students are responsible for making up missed schoolwork.

Complaints Guide

If students would like to follow up any child safety complaints, follow the link [here](#). If a student would like to follow up any feedback they can talk directly to the teacher of the subject or their advisor. If they are in IB they can follow the protocols provided by the IB administrators. Policies are located here.

