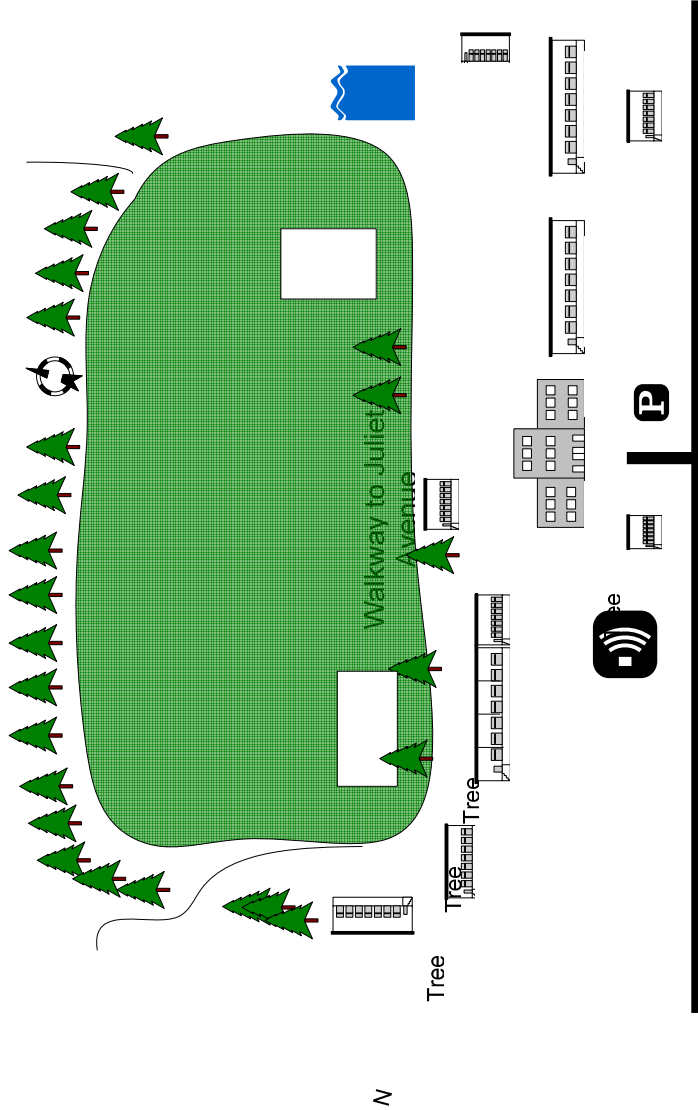




Map

- who
- what
- when
- where
- how



Starting School...

a reference guide to **Montessori** @ Howick Primary

- who
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welcome

"Children have a natural curiosity and desire to learn"

On behalf of the trustees of the Howick Pakuranga Montessori Academy (HPMA) Trust - welcome to Montessori @ Howick Primary. Here is some information on the "ins and outs" of Howick Primary School (HPS) and the Montessori classrooms.

This booklet is designed as an informal, quick reference guide.

children's entrance (Side Bay)
 Board room
 Warehouse
 ESO

e ue

children's comments



Here are some comments from a survey in 2009. Children were asked why they liked their Montessori class.

- We get to choose our own work
- The teachers are kind and helpful
- People always help each other
- We get to learn the fun way

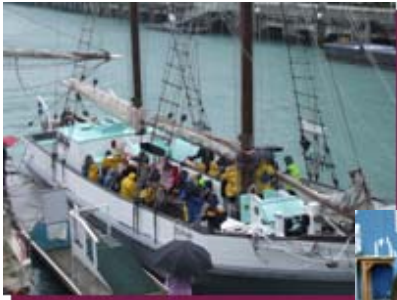
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“Within the child lies the fate of the future”

stationery



Stationery packs are bought from Paper Plus in Howick. Paper Plus prepare stationery packs for lots of Howick schools at the beginning of the year. You will need to specifically ask for the Howick Primary School Montessori pack for your child's year.

Check your stationery as soon as you can. On occasion items are missing from the pack. A list of what should be in the pack is included with it.

The stationery purchase price you pay Paper Plus includes a Resource Fee which Paper Plus passes onto the school. This covers school-wide photocopying charges.

Books may be covered. Please label all stationery with your child's name. There is no need to label it with the subject as this will be done in class. The stationery will be stored in the classroom and handed out as necessary to your child.

Paper Plus is located at 71 Picton St, Howick, ph. 534 8715.

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“... Montessori is an education for the development of the whole child”

integration

Within Howick Primary, the Montessori Unit is known as Room 9 and 10. This means our children are not perceived as different and this assists integration.



other information

Parental Assistance

Parents are encouraged to be a part of their children's education. If you are interested in joining the Trust, contact the Chair. Meetings are on the second Wednesday of every month at 7.30pm in the Howick Primary School Staff Room.

The Trust relies on parental assistance and input as part of maintaining our Montessori community.

Aside from the official side of things, there are the fun things that the Trust needs parent help with - school trips, working bees, planning family events..... and Dee and Charlene are always open to ideas about projects you might be able to involve the children in.

Newsletters

Newsletters are sent out by the Trust periodically and Howick Primary has a fortnightly newsletter.

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requests from Dee & Charlene

Please refrain from sending chocolate, sweets or birthday cakes with your child to school.

Please label all clothing and other possessions.

If you would like to discuss your child's progress or classroom issues, after school is the best time. You can make an after school appointment by asking or emailing either Dee or Charlene.



who

Montessori Directress'

Mrs Dee Gordon and Mrs Charlene Jacobs
dgordon@howickprimary.school.nz
cjacobs@howickprimary.school.nz
Montessori Assistant Teacher
Mrs Dawn Young

HPMA Trust

Phone: 535 5127
www.montessorihowickprimary.school.nz
Pearl Sidwell, Chair
chair@montessorihowickprimary.school.nz
Tom Ireland, Treasurer
treasurer@montessorihowickprimary.school.nz
Angela Gough, Secretary
secretary@montessorihowickprimary.school.nz

Howick Primary School

Phone : 534 6082
www.howickprimary.school.nz
office@howickprimary.school.nz
Principal, Linda Harvie
Deputy Principal, Denis Johnson
HPS Board of Trustees Chair, Paul Ashley

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"... the children are now learning as if I did not exist"

The communication chain for queries, compliments or complaints goes like this:

children's progress ⇒ the Directress
classroom issues ⇒ the Directress

Montessori policy issues ⇒ the Trust
Administration issues ⇒ the Trust

a playground issue ⇒ the Principal
school policy issues ⇒ Board of Trustees



what

... does my child wear to school?

You can purchase new uniforms from John Russell Menswear, 9 Moore St, Howick, ph. 534 9373. Milan Shoes, 79 Picton St, Howick, has a list of shoes approved by HPS but all you need to know is that HPS requires children to wear black shoes or sandals (no plastic shoes and no runners).

The second-hand shop at the school is run by parent volunteers and has irregular hours (and irregular stock!). Check with the school front office first.

Socks must be white can be either ankle or knee high. There is no specific time for summer or winter uniforms to be worn. Wear clothing as per your child's needs.

Summer hats cost \$12.00 and are required to be worn for most of term 4 and all of Term 1. If your child does not bring their hat to school, they have to remain under trees at break and lunch times.

Only children in Year 3 and above need to purchase the school's sports uniform.

Please label all clothing and possessions clearly - sweatshirts and hats often end up in someone else's bag! There is a lost property chest in the Hall where clothing found around the school by staff and students is taken to.

... stationery do I buy?

Stationery is purchased from Paper Plus in Howick. See page 11 of this brochure for details.

... service does the school provide for lunch orders?

Children can order lunch on a Monday and Friday. Orders for either Sushi or Subway can be placed at the school hall from 8.20 - 8.50. Exact money please. It is not a good idea for children to be holding onto money through the day, as they risk misplacing it.

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"one test of the correctness of educational procedure is the happiness of the child."



how

... do I let the school know my child is going to be absent?

Phone the school (534 6082) and a message will be passed to the classroom. Or email Dee or Charlene directly and cc the office on the email. Please do this before 9am if possible.

... do I let Dee and Charlene know of a change in the usual routine, i.e. a doctor's visit, someone different collecting my child?

Give your child a note or email Dee or Charlene. NOTE - only email if you have advance notice as the teachers don't always check their emails through the day. Urgent messages or messages sent after lunch must always be phoned through to the office (534 6082) and they will get a message to the classroom.

You are required to sign your child out of school when taking him or her off school grounds during school hours. The form required for this is held at the HPS Reception.

... does my child receive medication if necessary?

The HPS office administers medicines. You'll need to take the medicine to the office and complete a permission form. A note/email to Dee or Charlene is a good idea, so your child can be reminded to go to the office at the appropriate time.

... do I arrange an observation time?

The Trust welcomes observers as long as this does not impact on the children's learning. If you would like to observe, please contact the secretary and she will arrange a suitable time and date.

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where

... do I find the classrooms?

You can reach the Montessori classrooms (Rooms 9 and 10) from the main school gate on Willoughby Ave. The classrooms are opposite the school hall. See the map on the back page of this leaflet.

... do I go for dental services?

With your permission, your child will be seen once through the year by the visiting Dental Nurse. At any other time, you can make an appointment with the clinic at Macleans Primary, ph. 534 5191. Or advise the school if you have your own family dentist.

... do I go for after-school care?

Kidz Patch Afterschool Care provide an OSCAR approved facility at HPS for children from Monday - Friday, 3pm - 6pm. Fees are variable depending on number of days or children. For one child, it's \$15 per session (\$17 for a casual). Discounts apply for multiple children. This fee includes a structured programme of homework, art and craft, organised games and sport, free choice activities and a nutritious afternoon tea. For further information or to enrol, contact Sandy James on 021 170 2900. HPS Reception has enquiry forms which you can fill out.

....can I find the school website ?

www.montessorihowickprimary.school.nz for Montessori @ Howick Primary
www.howickprimary.school.nz for Howick Primary School

...I can I find other information about Montessori?

Once your child has enrolled, you have access to Montessori books in the parent library in Room 9. See our website for a list of books available. Also the MANZ website has more information:

www.montessori.org.nz

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2010 Terms

Term 1 is from 4 February - 1 April

Term 2 is from 19 April - 2 July

Term 3 is from 19 July - 24 September

Term 4 is from 11 October - 17 December

Class schedule

The 2010 timetable will be displayed on the classroom wall at the beginning of each term.

Hours:

The morning bell goes at 8.50am but classrooms are open from 8.30am. The end of school bell is at 3.00pm. Children not collected by parents or caregivers by 3.15pm will be taken to HPS Reception to await pickup. Children are expected to work in the classroom upon arrival. They may however play outside until the bell goes.

Special School Days

Occasionally the school closes for a full or half day other than public holidays. These special closings will be well advertised via the regular HPS newsletters. Any events specific to the Montessori Unit will be advised via a note given to your child.

Assemblies

Parents are welcome to attend school assemblies. They are every second Monday from 9 - 9.30 in the School Hall. Check the HPS website for details.

March - November. Friday 9:00 - 9:30

Virtues Programme OR Religious Education Programme
Bible in Schools operates at Howick Primary School on Fridays from 8.50am to 9.30am. OR your child can attend a non-denominational Virtues Programme taught by an HPS teacher and covering the HPS Virtues programme. Further information from the office reception.

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picture gallery



Learning outside of the classroom



Working together



Performing



In the classroom

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parent's comments

When Parents were asked why they send their child to Montessori @ Howick Primary they answered:

- It gives my child flexibility and freedom to learn at their own pace
- It promotes self directed learning
- It instills the desire to learn and value education
- It offers a unique learning environment
- It encourages respect for others
- The teacher child ratios

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