

SOUTHSIDE MONTESSORI SCHOOL

(Southside Montessori Society, 35 Lillian Rd, 2210 Riverwood, NSW)



ANNUAL REPORT 2012

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INTRODUCTION

Preamble

Southside Montessori School will maintain the relevant data and will comply with reporting requirements of the NSW Minister for Education and Communities and The Department of Education, Employment and Workplace Relations. This reporting will include public disclosure of the education and financial reporting measures and policies of the School as required from time to time.

Vision Statement

Southside Montessori School nurtures the whole child within the Montessori Philosophy to become an independent, educated and socially responsible individual.

REPORTING AREA ONE – Messages from Key School Bodies

Message from the Principal

2012 was a year of fast development and rapid change for Southside Montessori School.

First of all, this was a year of a continuous effort to finalize the last stages of the construction of the BER funded building project – multipurpose hall. This effort, with the on-going support of the school parent community has been continued. Primary students have moved into their new, purpose-built classrooms and we are at the final stages of certifying the multipurpose space on the ground floor.

The school operated successfully in 2012. The NSW Board of Studies curriculum was effectively implemented using the Montessori pedagogy which was demonstrated by the results of our school at NAPLAN, but first of all by our children's continuous enthusiasm and diligent participation in school activities.

Our enrolments are growing, with a stable growth across the student population. It is satisfying to see that the school retains its primary students, which is evident by a solid group of stage 2 students getting ready to move to our stage 3 community. This year, five students graduated in the final year at Southside (Year 6) and moved to the secondary schools of their choice. At the same time six children moved to year 6 and will be preparing to graduate from school in 2013.

2012 was also a year of introducing our new, re-developed Parent Toddler programme which has been run with much success and assured a stable source of enrollments to our preschool.

The school has also been fortunate to receive a community grant Project Local which allowed us to build our Generation garden and introduce gardening classes to the Curriculum. We have also started our application to Stephanie Alexander kitchen garden programme.

In the preschool, the staffs have been working hard on the implementation of the new National Quality Framework for Early Childhood and welcomed much innovation. We have also joined the Montessori Assurance programme which allowed us to continue to pursue excellence in our Montessori practice.

Our school has gained in many ways over the past year. As we grow and thrive, we will continue to celebrate our lively community of parents, students and teachers. As principal, I look forward to an exciting future and I am glad that you will be along to share in the experience.

Aleksandra Zajac
Principal

Presidents Report

“We are what we repeatedly do. Excellence, then, is not an act, but a habit.” Aristotle

Again, this year, our highly motivated and dedicated Montessori community of staff, parents, friends and students proved that a small group of people with a vision and a commitment can achieve practically anything. The growth across the whole school this year has been amazing.

We have improved school programs and facilities across all stages of our Montessori curriculum, increased numbers in the senior school and introduced initiatives that are the envy of other Montessori schools – such as our highly successful BumbleBee and Stage 1 afternoon programs.

Much of what we have achieved can be noted when walking from one end of the school to the other. There is a wonderful feeling in the air. The school is alive and thriving.

Again, it is not possible to review all the activity of the past year in only a few pages, but we should take the time to highlight some very special events and achievements of this past year:

1. Completion of our new Stage 2 and 3 classrooms and resource room/library. Thanks to the generosity of Sam Khoury (Project Manager), Board Members and some amazing parents (especially fathers who work in related trades - a special mention of the Gibbeson family who so generously donated all the cabinetry) we were granted an occupancy certificate for the top floor of our new building and moved the Stage 3 and then Stage 2 children and staff into their new classrooms. The children are thoroughly enjoying this new environment and our senior school numbers have swollen to the best numbers we have had in years. The decision to commit additional finances to build this second floor was well worth while. Thank you to our Stage 2 and 3 staff for creating such lovely environments in these rooms.
2. Near completion of our multipurpose hall and kitchen. We believe that we have completed all required works and eagerly await our occupancy certificate so that we can move in and start using this wonderful new facility. The school community has worked very hard to make this happen and has lots of wonderful plans for this new facility. We will use the hall for events, sport, performances and hopefully vacation care one day. I dare say that the first events we will hold will be to fundraise for floor covering, sound proofing, chairs and stage equipment.
3. New senior playground. The old Stage 3 demountable was sold and removed so we now have a much larger play area for the Stage 2 and 3 children. We have added some fencing and, along with our landlord Railcorp, have laid turf over 80% of the senior playground. Our next plans are to add shade trees, a vegetable patch and some beautiful gardens.
4. New Information and Communication Technology room, new reception and parent meeting area and new office space. The old Stage 2 classroom will now serve a number of purposes and is being converted into a space that will be used by all sections of the school community. With much excitement we have set up a new ICT room - thanks the hard work of Tom Zajac and the generous parent donations of laptops plus fundraising efforts and a grant. The school will continue to use the whole space throughout school hours. Thrillingly however, the larger kitchen and remaining areas will soon be used for before and after school care as we are in the final negotiations with a provider for provision of this service – with a view to starting this service by the middle of this year.

Presidents Report

5. Our Parent-Toddler program, BumbleBees, is going from strength-to-strength. Donna Brown and Tom Zajac have fostered a wonderful family of new parents and toddlers that are bringing a great amount of joy and new life to the school. Enrolments for this program are fully subscribed and we have a healthy waitlist for this program. Many of these families are staying with us and enrolling their children into Stage 1. We have been asked to share our Toddler program ideas, experience and success stories with other Montessori schools and have received much praise and positive feedback from the Montessori community.
6. Successful implementation of the National Quality Framework (NQF) and Stage 1 afternoon program. Our Stage 1 staff has put in an enormous effort this past year and we are most thankful for all they have done. The time and energy requirements for implementing the government's new NQF program were immense and the staff worked tirelessly to help us meet expectations and the required deadlines. Continued compliance is, of course, an ongoing process but the staff is deservedly proud of what has been achieved so far. In addition to this, the Stage 1 afternoon program has continued to be developed and proved a real success. The children are thoroughly enjoying the music, cooking and especially the gardening. Thanks to the efforts of Rae Dahm and some other very dedicated parents and grandparents, the Stage 1 children now have a beautiful vegetable garden and are often seen enjoying their produce at snack and home times. Thank you to all the Stage 1 staff for working to continually improve the Stage 1 environment for the children.
7. Yet again our Fundraising Committee, headed by Nicole Raj, achieved outstanding results and created some much enjoyed social opportunities for us all. Our most noteworthy event this year was our "Dare to Dream" function. The event was held specifically to raise the funds we needed to carpet the new Stage 2 classrooms. Invitations were sent to past parents, business partners and members of the community who attended and also donated raffle prizes, auction items and sponsorship. Parents volunteered their services as cleaners and helped to decorate the empty classroom. They came along on the evening and entertained us with beautiful musical performances (we are lucky enough to have 4 professionally trained opera singers amongst our parent body) and helped serve food and drinks. The caterers, food and champagne were generously donated by Marlowe and Ben Richards and we raised the money we needed to complete the Stage 2 classroom.
8. This past year we have held some highly successful and well attended working bees under the guidance and tireless commitment of our new Working Bee Co-ordinator, Dragana Watkins. Dragana has brought a new level of enthusiasm, social connection and organisation to our working bees. Parents and children have really enjoyed helping out and getting to know each other at these events. Those parents who cannot assist with the work have the opportunity to provide food and drinks for the workers or to donate money towards purchasing the items we need to complete the work. Thanks to these working bees we were able to save a lot of money tidying up after construction and on general maintenance and have many newly painted walls throughout the school.
9. Finally, thanks to the hard work of Judith McInerney we have been accepted into the Stephanie Alexander Kitchen Garden Program and will be the first Montessori school in Australia to offer this initiative. Parents, grandparents and friends will be able to help the children establish and care for their garden. The children will further participate in the

Presidents Report

program by taking classes outside in the garden where they grow and harvest plants. They will follow this up with cooking classes where they will cook a meal and share the food that they have made and grown with their parents, friends and teaching staff.

In the meanwhile, much Board energy went into approving and supporting all of the abovementioned initiatives, overseeing the completion of construction of the new hall; assisting the Principal in implementing the new NQF program, complying with Board of Studies requirements and the requirements of other regulatory bodies; approving and implementing quite a number of new school procedures; negotiating amendments to our lease with Railcorp so that we can offer additional services; researching the possibility of out of hours care for the school and negotiating with the appropriate service provider; and; the many other tasks required for the successful management of the school. Plus, of course, organising our beloved family camp which was much enjoyed this year.

Much assistance was of course needed throughout the year and the Board was again generously bolstered by:

- Our Principal Aleksandra Zajac. The Board very much appreciated the amazing energy, vision and commitment shown by Aleksandra. Our school is greatly enhanced by her strategic vision, passion, energy and tenacity.
- Accountant Phil Morris. Phil is a most generous man and the school has benefited from his valuable expertise and experience for many years.
- Our beloved Office Manager Denise Nightingale. Her warmth, enthusiasm and tireless commitment to the school makes the school experience so much better for us all.
- Parent Liaison and regular school helpers including Lolita Seeto, Gaye Hilder-Childs, Kristen Gibbeson, Nicoletta Ferretti, Paula Scire, Anita Thompson and Van Troung and many who have already been mentioned above.
- Amazing teaching staff. We are extremely thankful for commitment to both their students and their responsibilities: their professionalism and their loyalty; their enthusiasm and their willingness to constantly learn and grow.

The Board also supported the recommendation of the following staff appointments throughout the year:

- Chris Ikeakhe as Primary Co-ordinator
- Donna Brown as Nominated Supervisor Preschool
- Rola Manzjali as Stage 1 Assistant and Office Assistant
- Fiona Hughes as Bookkeeper

Sadly Pauline Shum and Mozelle Ediriweera are leaving us to pursue other endeavours. They have enriched the school with their loyalty and professionalism and we will miss them both. We wish them all the very best for their future. Of course change is inevitable but with every change comes renewed enthusiasm and opportunities and so we look forward to welcoming new Montessori professionals onto the team with two new Stage 1 Director appointments confirmed as soon as possible.

The Board itself was also bolstered by the appointment of Fay Gurr, Principal St Vincent's Girls High School who volunteered her time and experience to assist us during this exciting period of growth and consolidation of our financial, governance and reporting procedures.

Presidents Report

Please join me in thanking the Board for their professionalism, endless energy, huge generosity of spirit and incredible commitment to our school: Thank you.

- Vanessa Gorman, President – Stage 3 parent
- Gerard Giesekam, Treasurer – Stage 1 & 2 parent
- Nadine Ristovski, Secretary – Stage 2 parent & parent of past graduates
- Marlowe Richards – Stage 1 & 2 parent
- Fay Gurr – Principal St Vincent's Girls High School Potts Point
- Christine Harrigan, founding parent Southside Montessori

Both Nadine Ristovski and I (Vanessa Gorman) will step down from the Board this year, after many years of service, to spend time with our families and on our careers but most importantly, to allow others the opportunity to contribute by sharing their experience and new ideas. Interestingly though, our children derive great pleasure from seeing us so involved with the school and have expressed disappointment that we will no longer be on the Board.

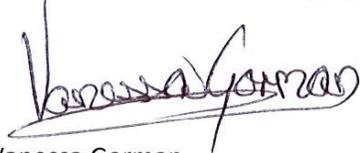
To prepare for these Board changes and ensure continued growth, the Board and Staff have participated in two more strategic planning workshops over the past two terms. These workshops lead us to crystallise our vision for the school and lay the ground work for our new strategic plan which will be further developed over the next term. This process acknowledged our common goal of providing the best Montessori education and environment we possibly can.

To that end, there are plans to further improve our curriculum and facilities. We want to purchase new Montessori equipment, improve our outdoor areas, increase services offered to families and increase enrolments. Over the next two years the Board, staff and parents will focus on satisfying outstanding debt for construction as well as funding minor works and purchase of equipment if possible – all of which look achievable based upon our projected income and enthusiastic fundraising support.

Wow, what amazing activity and what amazing results!

So, in summary the Board is again more than pleased with all we have achieved as a community. We end the year in a healthy position – our student numbers are very sound and we have many families planning to enroll this year; our projected income is encouraging; we are supported by highly qualified and professional staff and intend to make some new appointments soon; parents and friends are generous with their time and effort; and, most importantly; the children are thriving in the environment we are providing. We are continuing to provide a beautiful and meaningful Montessori environment for our children.

At Southside Montessori it is definitely true that with community spirit, commitment and cheerful hard work we will continue to achieve amazing results!



Vanessa Gorman
President
Southside Montessori Society

REPORTING AREA TWO - Contextual Information

School profile:

“The child making use of all that he finds around him, shapes himself for the future.”

MariaMontessori

Southside is a Montessori School enrolling children from 3 years old to 12 years, making it a pre and primary school. In 2012, a 0-3 program (Toddler) was also available and was conducted five mornings a week between 9 am and 11 am, accommodating more than 40 young children.

The School was opened in 1979 and has been at the current site for 28 years. The School follows the Montessori curriculum designed by Dr Maria Montessori at the beginning of the 20th Century.

The child is the centre and essence of the Montessori Method. Famously the first female doctor to graduate from the University of Rome; Montessori created the system of education where the purpose is to direct the child through development and mastering the skills necessary for an independent life in a stimulating, purposefully-created environment. Maria Montessori also designed the appropriate equipment which facilitates the children’s learning. At Southside Montessori School each Stage (there being stages 1, 2 and 3), is fully equipped with Montessori material.

The School also follows the NSW Board of Studies curriculum and is currently registered until 2015.

The School is nestled in the Salt Pan area of Georges River at Riverwood in New South Wales. It has an enrolment of approximately 100 students and is currently working to finalize the buildings built with the help of a BER grant.

The School is non-selective and enjoys a stable staff. It is run by a Board of Directors, some of whom are parents. The School participates in national testing and a variety of extra curricula activities. Graduates to high school attend schools of their choice. The School is multi-cultural and non-denominational.

ADDING VALUE TO THE PROGRAM

In Montessori, the values of the program are met through the child’s interaction with the carefully prepared environment with the direction of the prepared (well trained) adult. Additionally, the school organized programs in 2012 to further enhance the child’s experience at Southside.

These included:

- Mother’s Day Morning Tea/visits to classes
- Science Fair and Father’s day

- August Book Fair
- Grandparent's Day visit
- Parent Education sessions: Children and Technology, Practical Life workshop, Toddler Language Workshop
- Open Day
- Music recitals by Suzuki Piano students and Suzuki Violin students
- Swimming Program for children ages 5 - 12
- End of Year Concert and Graduation
- Oz opera Incursion
- Living Eggs incursion
- Stage 3 Surfing Australia Programme
- Stage 3 Camp to Deer Park
- Stage 3 Nutrition and cooking experience – every Tuesday
- Stage 2 Healthy Eating cooking experiences weekly.
- Book Week
- Science Week
- Literacy and Numeracy Week
- Whole School Movie Night

From the beginning of 2012 the children have been able to participate in an after-school sport program which runs two afternoons a week. This is due to a grant by a federal government. The sports vary per term. So far children have experienced taekwondo, multi sports and zumba.

REPORTING AREA THREE - School outcomes in standardized testing

Our year 3 and 5 students participated in NAPLAN testing in 2012 and the results are posted on the My School website. As a Montessori school we do not emphasize formal summative assessment, but we do look upon testing as an important life skill that students need to learn.

In May 2012, the following number of students participated in these tests:

Year 3 – 7

Year 5 – 7

A look at the MySchool NAPLAN graphs at the my school website (www.myschool.edu.au), shows that Southside Montessori School year 3 and 5 students perform much better on average than similar schools and much higher than the Australian schools average, which encourages us to continue doing what we do best - MONTESSORI EDUCATION!!

REPORTING AREA FIVE and SIX– Professional Learning and Teacher Standards; Workforce Composition

Workforce composition

The School employs mature and experienced staff and the turnover in 2012 was very low.

The staff is made up of the Principal, Office Manager, 5.4 classroom Directors and 1 assistant. The school does not currently employ any indigenous staff.

Teacher Standards

Qualifications are as follows:

Principal:

Aleksandra Zajac
MA in Music and Drama
MA in Educational Leadership (on-going)
Teaching Diploma
Montessori training

Directors: 4 of the Directors hold a Bachelor of Education
 1 Director is currently completing a Bachelor of Education
 1 Co-Director holds a Teaching Diploma
 1 Assistant holds a Teaching Diploma

Staff training undertaken during the past year covers the following areas:

- St John's First Aid and Asthma Training
- Montessori Australia Foundation 3 day Refresher Workshop
- Montessori MAF Conference
- Heads of Montessori Schools Forum
- CPR update with Surf Lifesaving Australia
- Current Autism and ADHD training
- Music therapy for children with ADHD
- Introduction to Autism Spectrum Disorders and mainstream School's strategies – Autism Spectrum Australia, Tony Atwood and Susan Lurkey
- Multi – Lit and Mini Lit Literacy Programmes – stage 2 staff
- ICT Training – Primary Coordinator
- Enrolments AIS – Office
- Nutrition training – stage 2
- Children's Wellbeing – Learning Links
- Child Protection Investigation Course

- AIS NSW training for newly appointed Principals for the Principal
- UNSW training for grant writing
- WH&S Training – Primary Coordinator
- SCAN training for teaching Indigenous children
- Teaching children whose English is a second language
- Child Protection training – Primary Coordinator
- Preparation for the Implementation of the new Australian Curriculum –Primary teachers

REPORTING AREA SEVEN and EIGHT – Student Attendance and Management of Non Attendance

Student attendance rate ranges between 91 - 95% between all classes. Class rolls are kept in accordance with NSW Department of Education requirement. Student absence forms and late forms are available from the office to be completed by parents. Should a child be absent for more than 3 consecutive days without communication with the School, the Office Manager contacts the family by telephone. All absences require a written explanation which are then kept within the class roll and archived.

REPORTING AREA NINE –Enrollments policies and characteristics of the student body

Characteristics of the student body

As of December 2012 there were 97 children enrolled at Southside Montessori School. 65 students were enrolled in the Primary School.

Stage 1	Stage 2	Stage 3
38	35	24

Enrolment Procedure 2012

Southside Montessori is a comprehensive co-educational school providing Montessori education, operating within the policies of the National Quality Framework as well as NSW Board of Studies for children ages 3 - 12. All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time. Once enrolled, students are expected to act consistently with the school's Montessori ethos and comply with the school rules to maintain the enrolment. Parents also are expected to be supportive of the Montessori education at school as well as at home.*

As a Montessori school, Southside enrolls children for 3 year cycles at the ages of 3, 6 and 9. Priority is given to the siblings of SMS students and transfers of current Montessori (full time) students. Other factors that may influence the enrolment are availability of spaces for particular age groups or gender. Non- standard enrolments may be considered providing there is space available.

Procedures

Step 1: Enrolment Enquiry

The initial step is to register to attend a school tour. Tours are conducted every Wednesday from 9.30 – 10.30. Interested families can register via our website www.southsidemontessori.edu.au, over phone at 9533 1229 or email office@southsidemontessori.edu.au

After the tour, intending parents will receive an Enrolment Pack containing enrolment instructions, a fee schedule and enrolment form. A \$300 administration fee applies

Step 2: Enrolment Application Form

Once the family has attended our tour, they are now eligible to complete the **Enrolment Application form**. All documents requested at the back of the application should be attached and **both** parents/caregivers need to sign the form.

Step 3: Classroom visit/interview

Once we have received the application documentation we will organize a visit to the school for the family and the child to observe in the classroom and meet the teachers. For Primary school, a visit of at least 3 days will be organized for the applying child.

The school always considers each applicant's educational needs. To do this, the school may ask for additional information and consult with the parents / family and other relevant persons in case additional information is needed and a collaborative plan needs to be developed to facilitate meeting the needs of the student.

Step 4: Assessment of Places

In most cases, applications are reviewed approximately a term before places become available.

Enrolment is based on balancing the ages and genders of each classroom. That being equal, priority is given to siblings of children already enrolled, Montessori transfers, and then applications are processed by date of receipt. Consideration is given to parents who reflect an understanding of the Montessori approach. If the school does not, at the moment of application, have spaces available the application will be placed on the waiting list.

Step 5: Offer of a Place

Once we are sure that a place is available for the child, we will send a letter and Parent Agreement offering a place at Southside Montessori. The signed agreement should then be returned with a bond of \$1,100 within two weeks. If this is not observed, the offer of enrolment will be forfeited.

Places are only offered to children not currently attending the School when we have been unable to fill all available places from within our membership.

Conditions of Acceptance for First Child Entering the School

Offers of place must be accepted within 14 days by returning the Acceptance Form which lists the following conditions:

- A non-refundable placement fee (per family) is payable on acceptance of the offer.
- A security bond is payable. The bond will only be refunded if the child gives 10 consecutive weeks' notice before withdrawal.
- Each child is expected to attend the School for the entire programme – three years in the case of Pre-Primary and six years in the case of Primary.
- Membership must be kept current for the duration of the child's attendance at the School.
- Parents are expected to assist with the organisation and general needs of the School. Parents are also expected to attend parent education evenings organised by the teaching staff.
- Parents are expected to participate in fundraising activities and working bees.

Conditions of Acceptance for Siblings

Conditions of acceptance for siblings are the same as for a first child. The sibling priority is only applied if the elder sibling has completed or has the intention of completing the full programme (i.e. pre primary or primary).

Timing of Entry – Pre-Primary

The School adheres to the Montessori principle of staggered entry to enable maximum attention to be given to each new child in the class and to assist the children to adjust to their new environment. Commencement dates are determined and notified by the Directors.

Timing of Entry – Primary

The child moves to primary when ready, as determined by the class director.

Transfers

There is no automatic right to transfer between Montessori schools but every attempt is made to offer a place to a transfer, subject to the above criteria being met.

Once children have commenced in a class at the School, they will not be transferred to another class. (Only exceptional circumstances may be considered at the discretion of the Principal)

Deferrals

Requests by parents for deferred entry are generally not granted but each case will be considered on its merits. Requests for deferred entry must be made in writing to the School Principal.

On the other hand, the School may advise a deferred start in which case a place will be held without imposition of fees until the entry date given by the Director.

Confidentiality and Privacy

The School respects the privacy of the families and staff who make up the School community. It is the School's policy to ensure that all information obtained by the School in relation to personal circumstances of children and their families will be kept confidential unless:

The family concerned authorises disclosure of the information; or

The School is obliged to disclose the information pursuant to health regulations or other applicable laws.

Waiting List – Pre-Primary

To apply for admission to the School and to have a child's name included on the waitlist, a parent must hold a current membership of the Association and pay a non-refundable fee for each child. (Schedule of fees is provided to parents on application). A parent must also attend an observation session.

Timing of Entry – Pre-Primary

The school adheres to the Montessori Principle of staggered entry to enable maximum attention to be given to each new child in the class and to assist the children to adjust to their new environment.

Commencement dates are determined and parents are notified by the Directors.

Timing of Entry – Primary

The child moves to primary when ready, approximately at 6 years of age.

Transfers

There is no automatic right to transfer between Montessori schools but every attempt is made to offer a place to a transfer, subject to the above criteria being met.

Once children have commenced in a class at the School, they will not be transferred to another class. (Only exceptional circumstances may be considered at the discretion of the Principal).

REPORTING AREA TEN – School Policies and Procedures

Policies and Procedures are available in the School Office, in the Parent Handbooks, and in the Staff Handbooks. Our “new” Website is nearly completed and will shortly contain all Policies and Procedures. www.southsidemontessori.edu.au. All policies are also available in folders for parents – in the office and in the preschool.

10.1 Policies for Student Welfare

To support the welfare of the students, Southside Montessori School has developed a series of policies and procedures which are as follows:

10.1.1 Peer Support

Senior students run a Peer Support Programme with vertical groups involving the whole School. The key value promoted is harmony which focuses on the following skills:

- Values clarification
- Relationship building
- Assertiveness
- Decision Making

Nine core values, consistent with the Montessori Grace and Courtesy Curriculum, have emerged and they are:

- Care and compassion
- Doing your best
- Fair go
- Freedom
- Honesty and trustworthiness
- Integrity
- Respect
- Responsibility

- Understanding, tolerance and inclusion

10.1.2 A Safe and Supportive Environment

General

The NSW Board of Studies Registered and Accredited Individual Non-Government Schools (NSW) Manual requires that a school must have in place policies and procedures to ensure that it provides a “safe and supportive environment” for all students. This is also required by the new National Quality Framework for preschools.

Support

The School wishes to promote a learning environment where teachers and pupils should be mutually supportive. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of the school. The School encourages consultation between all members of the School community in matters which affect them.

Security

The School has implemented measures designed to promote the safety and wellbeing of students, particularly with regard to such matters as:

- (a) Appropriate levels of supervision;
- (b) Security of buildings
- (c) Procedures in case of fire
- (d) Use of grounds and facilities
- (e) Travel on School-related activities and
- (f) Other appropriate matters

The implementation of these requirements and procedures is monitored for compliance from time to time.

10.1.3 Confidentiality and Privacy

The School respects the privacy of the families and staff who make up the School community. It is the School’s policy to ensure that all information obtained by the School in relation to personal circumstances of children and their families will be kept confidential unless:

- The family concerned authorises disclosure of the information; or
- The School is obliged to disclose the information pursuant to health regulations or other State or Federal laws

10.2 Policies for Student Discipline

Southside Montessori School recognises the unique value of each child and the importance of ensuring the healthy and emotional development of each child.

Southside Montessori does not use any form of corporal punishment.

Discipline is reinforced using positive initiatives and incentives with particular regard to the student/students concerned. This policy is consistent with the Education Reform Amendment (Corporal Punishment) Act 1995.

Underlying our practices are fundamental principles of human respect and dignity, and fair treatment. It is every person's right to expect to be treated according to these principles. We are also conscious of a need to attend to gender equity and anti-harassment. We believe that a right can only be enjoyed when everyone acts responsibly.

We aim to teach students that mutual rights are essential if we are to co-operate with one another at school in such a way as to enable good learning in the classroom and to construct a social environment around the school. In order to guide responsible behaviour we have rules. Student behaviour should reflect our School Philosophy in the Montessori tradition.

All disciplinary action that may result in any sanction against a student is based on procedural fairness.

The full text of the School's discipline (appropriate behaviour) policy and associated procedures is provided to all members of the school community through:

- The Staff Handbook
- The Parent Policy folder (office)
- School Website(soon)

10.2.1 Supervision

Appropriate measures are taken by School staff to seek to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activities and age of the students involved.

10.2.3 Conduct

The School's Code of Conduct is in place. The Code of Conduct includes such matters as:

- (a) The rights and responsibilities of students and staff within the School community;

- (b) Behaviour management
- (c) The role of any school leadership system (or equivalent) in the School and the monitoring of that system; and
- (d) The management and reporting of serious incidents.

The School has established and implemented appropriate behaviour management practices for students, consistent with the philosophy of the School and with other policies.

10.3 Policies for complaints and Grievances Resolution

Procedures are in place for the resolution of grievances and include procedural fairness. The procedures make explicit reference to complaints procedure for dealing with staff issues and student issues.

10.4 Amendments and revision during 2012 include:

- Safe and Supportive Environment
- Grievance Policy
- Administration of Medication Policy
- Death of a Child Policy
- Additional Needs Policy
- Enrollment Procedure
- Incident, Injury, Trauma and Illness at school Policy
- Incident Management Policy
- Sand Pit Policy
- Immunization and Disease Prevention Policy
- Animal and Pet Policy
- Emergency Management and Evacuation Policy
- Fees Policy
- Continuation of Education and Care Policy
- Work Health and Safety Policy
- Infectious Diseases Policy

REPORTING AREA ELEVEN –School determined improvement targets

Target Area	Targets for 2012	Accomplishments
Strategy	To develop a 5 – year Strategic Plan for the development of the school	The school organized a series of meetings to work on the development of the Strategic Plan. The works were well advanced in 2012 and were to be finished in 2013.
Property	Complete the building, secure it, populate it and use it in every possible way to enhance the children’s learning and further embed the school within the community.	The first floor of the building has been completed and children started using it over 2012
	Undertake construction works in the Toddler room as well as stage 1 buildings	These have been completed over the summer 2012
Teaching and Learning	To better understand and meet students unique needs and to evaluate accordingly	Staff attended training sessions in Montessori as well as in providing for children with additional needs.
	To develop and populate a complete Montessori Toddler Curriculum	This goal has been beautifully achieved with our new Toddler Environment that has been developed and fully subscribed in 2012.
	To introduce a full day Montessori pre-Primary programme with an afternoon working cycle	Stage 1 now offers a full day 3 – 6 Montessori programme complete with a comprehensive offer of activities for children to in to garden, in the Music studio as well as in the school library.
	To implement the new National Quality Framework and the Early Years Learning Framework in stage 1 in conjunction with the Montessori Curriculum	The school has cooperated with other Montessori schools as well as the Montessori Australia Foundation to assure the implementation of the new preschool regulations enhances our Montessori Curriculum at school.
	To participate in the nationally recognized Kitchen Garden programme in support of healthy eating and cooking skills. To set up a school garden.	The school applied to be part of the Stephanie Alexander kitchen garden programme The school was successful in introducing gardens to the grounds and setting up the Garden Committee consisting of staff, parents and members of the local community.
Student Achievements	For students to achieve success within their competency levels.	Further training for staff in areas of learning support (Multi Lit, Literacy, Numeracy, Special Educational needs).

Student Welfare	To maintain the low student teacher ratio that allows for more direct and personalized instruction and to develop independence in the areas of personal conflict and problem solving.	The school was successful in obtaining several grants to support students' Literacy and Numeracy skills and a teaching support aide was employed for part of the year to support children with additional needs.
Staff Development	To support professional learning the school will develop an offer of training for staff to develop or enhance skills necessary to support excellency in Montessori teaching.	Staff participated in a comprehensive selection of courses and Conferences over 2012.
Facilities and Resources	To upgrade the existing infrastructure of the School, to purchase computers for the ICT curriculum and student support, to upgrade library facilities.	The school received a donation of laptop computers that will allow us to introduce ICT classes to our stage 3 students. The school has cooperated with the AIS to develop an individualized ICT in Montessori Curriculum for students.

REPORTING AREA TWELVE - Initiatives promoting respect and responsibility

Respect and Responsibility

To develop respectful and responsible behaviour the school is promoting and actively reinforcing the Montessori Grace and Courtesy Curriculum. Activities included in this curriculum help the children to be natural and comfortable with others and with themselves. They help the children learn the healthy ways to resolve conflict, share differing opinions, work through opposing points of view, and continue to establish, maintain and improve their relationships. Montessori believes that through living these aspects of culture in our daily lives that people become more tolerant, accepting, patient and charitable. All members of the school community are involved in teaching those skills and it is vital that each member of Southside Montessori Community will:

Staff will:

- Model positive relationships and positive ways of resolving disputes
- Positively reinforce appropriate behaviour
- Educate the students about appropriate behaviour
- Respond immediately to any negative behaviour
- Respond to any sign of distress in students
- Seek advice and support when necessary
- Listen carefully to children and encourage them to be open with their concerns

Students will:

- Contribute to a safe environment by being respectful to others
- Positively interact with other members of the School community
- Be knowledgeable about inappropriate behaviour

Parents will:

- Be positive role models in their interactions with others
- Be knowledgeable about the nature, causes and consequences of inappropriate behaviour and the School's procedures to address such matters
- Positively reinforce children for behaving appropriately
- Enact positive ways of resolving disputes.
- Positively reinforce children for appropriate behaviour
- Give their children effective strategies
- Teach them the importance of not responding aggressively
- Contact the Class Director if concerned and allow the School to investigate and manage the situation.
- Be aware of the importance of working cohesively as a community member.

REPORTING AREA THIRTEEN – Parent, student and teacher satisfaction

Whole Community Satisfaction

Parent satisfaction is indicated by the school's continued growth and high student retention. Parent Education Sessions reinforcing the Montessori Philosophy are held regularly to reassure and to inform parents about what is happening at the School level. Parent/Teacher meetings are held twice yearly and a record of such meetings is kept. Written reports are distributed twice yearly where parents comment and sign. A group of class parent liaisons is led by the Principal and meet monthly to discuss current developments in the school to assure effective communication with the parent body.

Students express happiness in coming to School each day and enjoy learning in the Montessori manner.

Parents attend an annual school camping weekend which is very popular with positive feedback at the end. This creates a cohesive and co-operative School Community.

The School will continue to monitor its policies to ensure that the best possible practice takes place.

Complaints and Grievances

The School has in place processes for dealing with complaints and grievances raised by students and/or parents. These procedures incorporate, as appropriate, principles of procedural fairness

Pastoral Care

Students are made aware of, and have access to, appropriate pastoral care arrangements and access to, and use of, counseling within the School, if needed.

The School will take reasonable measures to identify students with special needs and provide them with an appropriate level of support to assist such students with their learning with minimal disruption, taking into account the resources available.

Students requiring health and/or medical services and support or medication are assisted to access these in an appropriate manner.

Communication

The School provides both formal and informal mechanisms to facilitate communication between the stakeholders of the school. Communication is facilitated through:

- School email network
- School website
- School Banner(monthly)
- School facebook account
- The network of class parent liaisons

REPORTING AREA FOURTEEN – Summary financial information

Financial Statements See attached information for 2012



Southside Montessori Society Limited

A.C.N. 001 686 344

Financial Statements

2012

Southside Montessori Society Limited

A.C.N. 001 686 344

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Directors Report

Statement by Directors

Income & Expenditure Statement

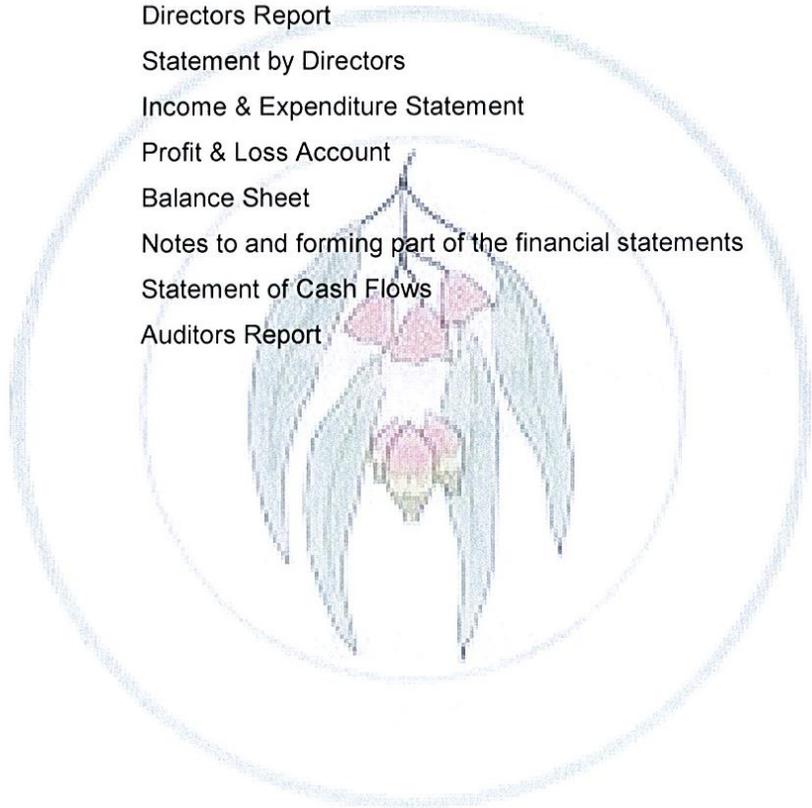
Profit & Loss Account

Balance Sheet

Notes to and forming part of the financial statements

Statement of Cash Flows

Auditors Report



Southside Montessori Society Limited

A.C.N 001 686 344

Directors Report

Your directors submit the financial accounts of the company for the year ended December 31, 2012.

Directors

The names of the directors holding office at the date of this report are:

Vanessa Gorman	- President
Gerard Giesekam	- Director
Christine Harrigan	- Director
Marlowe Richards	- Director
Nadine Ristovski	- Director / Secretary

Principle Activities

The principal activities of this company during the year were the operation of a Montessori Preschool and Primary school. There has been no significant change in the nature of these activities during the Year.

Results

The Operating Surplus / (Deficit) of the company for the financial year was:

	Year ended December 2012	Year Ended December 2011
Operating Surplus / (Deficit)	(30,094.54)	12,539.30

Income Tax

No provision has been made for Income Tax as it is believed that under Section 23(e) of the Income Tax Assessment Act the society is an exempt organisation.

Significant changes in the state of affairs

There were no significant changes in the state of affairs of the company during the year.

Matters subsequent to the end of the financial year

There are no matters or circumstances which have arisen since the end of the financial year that have significantly affected or may significantly affect the operations of the company, the results of those operations or the state of affairs of the company, in future years.

Long Service Leave

No provision has been made for Long Service Leave as it is believed that no entitlement has arisen in order for a provision to be brought to account at this time.

Directors Benefits

No director has received or has become entitled to receive, during or since the financial year, a benefit because of a contract made by the company, controlled entity or related body corporate with a director, a firm which the director is a member or an entity in which the director has a substantial financial interest. This statement excludes a benefit included in the aggregate amount of emoluments received or due and receivable by directors shown in the company accounts, or the fixed salary of a full time director employee of the company, controlled entity or related body corporate.

Directors Indemnity

The company has provided for the premiums during the year for directors and officers liability insurance. The insurance is in respect of legal liability for damages and legal costs to a maximum of \$10,000,000 arising from claims made by reason of any omission or acts (other than dishonesty) by them whilst acting in their individual or collective capacity as directors or officers of the company.

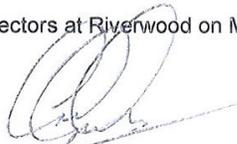
Auditors Independence Declaration

The auditors independence declaration is included in this report

Signed in accordance with a resolution of the Board of Directors at Riverwood on March 26, 2013.



Vanessa Gorman
Director



Gerard Giesekam
Director

Southside Montessori Society Limited

A.C.N 001 686 344

Income Statement

For the Year Ended December 31, 2012

	2012	2011
Income		
Fees	476,125.92	476,913.17
Administration Fees	6,585.01	5,800.34
Excursions	25,375.50	8,680.75
Donations	40,412.21	16,731.15
Interest	1,259.08	9,685.48
State Subsidy	94,234.83	96,295.49
Commonwealth Subsidy	310,570.00	304,062.00
DOCS Preschool	92,328.75	101,979.00
After School Care Fees	18,896.00	23,596.00
Fund Raising	Note 10 39,212.78	3,438.25
Rental Income	-	-
Other Grants	20,384.85	15,664.75
	1,125,384.93	1,062,846.38
Expenses		
Advertising	7,090.00	3,579.51
Audit Fees	3,181.82	3,527.27
Bank Charges	4,234.04	4,522.04
Bookkeeping	1,995.00	-
Cleaning	12,556.77	17,135.30
Consumables / Mats	30,052.84	61,821.84
Depreciation	10,800.00	9,726.00
Doubtful Debts	-	-
Excursions	22,267.89	14,629.80
Fund Raising Expenses	Note 10 8,792.20	1,887.28
Insurance - General	14,583.50	-
Insurance - Workers Comp	8,764.70	6,080.38
Interest	-	-
Legal Fees	2,876.95	1,448.45
Rent & Outgoings	37,812.52	55,214.06
Repairs & Maintenance	21,095.81	18,473.67
Staff Training	12,955.78	3,475.45
Subscriptions	9,115.86	6,956.65
Superannuation	77,383.94	68,842.20
Telephone	9,206.39	7,104.27
Wages	862,713.46	765,110.18
Travel	-	772.73
Profit on Sale of Assets	(2,000.00)	-
	1,155,479.47	1,050,307.08
Operating Expenses	1,155,479.47	1,050,307.08
Operating Surplus / (Deficit) for the Period	(30,094.54)	12,539.30

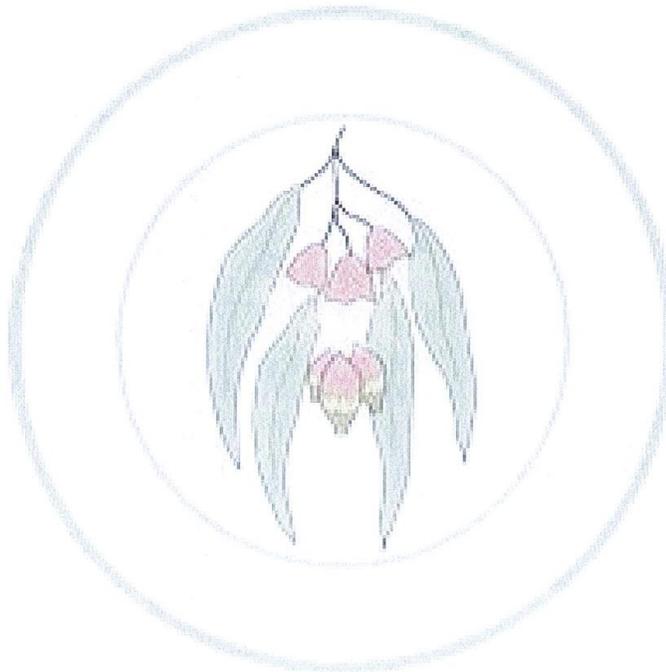
The accompanying notes form part of these financial statements

Southside Montessori Society Limited

A.C.N 001 686 344

**Statement of Recognised Income and Expense
For the Year Ended December 31, 2012**

	2012	2011
Net Income / (Expense) recognised directly in Equity	(30,094.54)	12,539.30
Retained Surplus at the beginning of the financial year	170,213.85	157,674.55
Capital Grants	807,500.00	765,000.00
Total Retained Surplus at the end of the financial year	<u>947,619.31</u>	<u>935,213.85</u>



The accompanying notes form part of these financial statements

Southside Montessori Society Limited

A.C.N 001 686 344

Balance Sheet

As at December 31, 2012

		2012	2011
Current Assets			
Cash	Note 4	9,736.59	54,690.71
Receivables	Note 5	52,221.89	64,939.37
Other	Note 6	6,976.22	6,976.22
Total Current Assets		68,934.70	126,606.30
Non-Current Assets			
Property, Plant & Equipment	Note 7	1,255,374.00	970,822.00
Total Non-Current Assets		1,255,374.00	970,822.00
TOTAL ASSETS		1,324,308.70	1,097,428.30
Current Liabilities			
Accounts Payable	Note 8	355,689.39	162,214.45
TOTAL LIABILITIES		355,689.39	162,214.45
NET ASSETS		968,619.31	935,213.85
Members Funds			
Redeemable Preference Shares		21,000.00	-
Accumulated Surplus		947,619.31	935,213.85
TOTAL MEMBERS FUNDS		968,619.31	935,213.85

The accompanying notes form part of these financial statements

Southside Montessori Society Limited

A.C.N 001 686 344

Notes to and forming part of the Financial Statements For the Year Ended December 31, 2012

Note 1 - Statement of Accounting Policies

The statements have been prepared in accordance with the requirements of the Corporations Law. Including the disclosure requirements of Schedule 5 of the Corporations Regulations, and following other mandatory professional reporting requirements (urgent Issues Group Concensus Views):

AAS 1	Profit and Loss or Other Operating Statements
AAS 3	Accounting for Income Tax
AAS 4	Depreciation for Non-Current Assets
AAS 5	Materiality
AAS 8	Events Occurring After Balance Date

No other Australian Accounting Standards or other mandatory professional reporting requirements have been intentionally applied.

The statements are also prepared on an accruals basis from the records of the association. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non-current assets. The accounting policies are consistent with the previous period, unless otherwise stated.

	2012	2011
Note 2 - Operating Revenue		
Fees, Membership & Subsidies	1,084,913.07	1,049,722.65
Other Revenue		
Interest Received	1,259.08	9,685.48
Other		
Fund Raising Preschool	39,212.78	3,438.25
NALSAS Grant - Primary	-	-
Total Operating Revenue	1,125,384.93	1,062,846.38

Note 3 - Operating Surplus

Operating Surplus before Income Tax has been determined after :

Crediting as Income:		
Interest Received	1,259.08	9,685.48
Crediting as Expense:		
Amortisation of Non-Current Assets	9,206.39	7,104.27
Depreciation of Non-Current Assets	-	-

Note 4 - Cash

Bank Accounts		
CBA Bank Account	(3,247.84)	42,621.38
CBA Building Fund Account	1,434.43	519.33
CBA Bank Guarantee	11,550.00	11,550.00
Other Cash Items		
Cash on Hand	-	-
Total Cash	9,736.59	54,690.71

The accompanying notes form part of these financial statements

Notes to and forming part of the Financial Statements
For the Year Ended December 31, 2012

	2012	2011
Note 5 - Receivables		
Current		
Trade Debtors	72,221.89	84,939.37
Provision for Doubtful Debts	(20,000.00)	(20,000.00)
Total	<u>52,221.89</u>	<u>64,939.37</u>
Note 6 - Other Assets		
Current		
Loan Account - AZ	6,976.22	6,976.22
Total	<u>6,976.22</u>	<u>6,976.22</u>
Note 7 - Property, Plant & Equipment		
Land & Buildings	-	-
Leasehold Improvements - New Building	1,219,900.00	924,548.00
Leasehold Improvements at cost	400,000.00	643,606.00
Less : Amortisation	(400,000.00)	(643,606.00)
Plant and Equipment at cost	249,823.00	249,823.00
Less : Depreciation	(214,349.00)	(203,549.00)
Total	<u>1,255,374.00</u>	<u>970,822.00</u>
Note 8 - Accounts Payable		
Current - Unsecured		
Trade Creditors	173,282.62	59,304.45
Taxes Payable	58,238.77	26,911.00
Other Creditors	82,632.00	75,999.00
Short Term Loan	41,536.00	-
Total	<u>355,689.39</u>	<u>162,214.45</u>
Note 9 - Fund Raising Activities		
Total Income from Fundraising Activities	39,212.78	3,438.25
Total Costs of Fundraising Activities	8,792.20	1,887.28
Net Surplus from Fundraising Activities	<u>30,420.58</u>	<u>1,550.97</u>

The following Fundraising activities were carried out :

2012

Montessori Day	Family Barbeque
Cinema Night	Chocolate Sales
Fun Run	Garage Sale

2011

Montessori Day
 School Disco
 Fun Run

The proceeds from all Fundraising activities are used to fund the ongoing activities of the School.

The accompanying notes form part of these financial statements

Southside Montessori Society Limited

A.C.N 001 686 344

Statement of Cash Flows

For the Year Ended December 31, 2012

	Note	2012	2011
Cash flows from operating activities			
Payments			
Wages and salaries		862,713.46	765,110.18
Suppliers		100,966.98	283,513.03
Interest		-	-
Other		31,060.09	16,517.08
Receipts			
Fees & Membership		514,324.41	492,072.66
Receipts from appropriations / grants		497,133.58	502,336.49
Interest received		1,259.08	9,685.48
Other		125,385.34	44,514.90
Net cash generated / (used) in operating activities	Note 3	143,361.88	(16,530.76)
Cash flows from investing activities			
Payments for purchase of New Buildings	Note 2	295,352.00	870,371.00
Issue of Preference Shares		21,000.00	-
Capital Grants		42,500.00	295,000.00
Proceeds from sale of Land & Buildings		2,000.00	-
Net cash from in investing activities		(229,852.00)	(575,371.00)
Cash flows from financing activities			
Proceeds from borrowings		41,536.00	-
Repayments on borrowings		-	-
Net cash provided / (used) by financing activities		41,536.00	-
Net increase (decrease) in cash held		<u>(44,954.12)</u>	<u>(591,901.76)</u>
Cash at the beginning of the reporting period		54,690.71	646,592.47
Cash at the end of the reporting period	Note 1	<u>9,736.59</u>	<u>54,690.71</u>

Notes to the Statement of Cash Flows

1. Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at banks and investments in money market instruments. Cash at the end of the reporting period as shown in the Statement of Cash Flows is reconciled to the related items in the statement of financial position as follows:

Cash	9,736.59	54,690.71
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2. Non-Cash Financing and Investing Activities

During the reporting period, the entity acquired no equipment by means of finance leases. These acquisitions are not reflected in the Statement of Cash Flows.

3. Reconciliation of Net Cash used in Operating Activities to Operating Result

Operating result	(30,094.54)	12,539.30
Amortisation	-	-
Depreciation	10,800.00	9,726.00
Provision for doubtful debts	-	-
Decrease / (Increase) in Trade Debtors	12,717.48	(14,236.85)
Decrease / (Increase) in Other Debtors	-	-
Increase / (Decrease) in Trade Creditors	113,978.17	112.01
Increase / (Decrease) in Other Creditors	37,960.77	(17,695.00)
Net cash generated / (used) in operating activities	145,361.88	(9,554.54)

4. Tax Status

The activities of the entity are exempt from income taxation legislation. Certain activities are subject to GST legislation.

Southside Montessori Society Limited

A.C.N 001 686 344

Auditors Report

For the Year Ended December 31, 2012

Scope

We have audited the financial statements, being the Statement of Directors, Profit and Loss Account, Balance Sheet, Statement of Cash Flows and Notes to and forming part of the financial statements of Southside Montessori Society Limited for the year ended December 31, 2012. The company's directors are responsible for the preparation and presentation of the accounts and the information they contain. We have conducted an audit of these financial statements in order to express an opinion on them to the members of the company.

Our audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. As is common for organisations of this type, it is not practical for the Society to maintain an effective system of internal control over donations, and other fund raising activities until their final entry into the accounting records. Accordingly, my Audit in relation to income was limited to amounts recorded.

Our procedures included examination, on a test basis, of evidence supporting the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material aspects, the financial statements are presented fairly in accordance with Australian Accounting Concepts and Standards and statutory requirements so as to present a view of the company and of the economic entity which is consistent with our understanding of their financial position and the results of their operations.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In our opinion, the financial statements of Southside Montessori Society Limited present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements the financial position of the society as at December 31, 2012, and the results of its operations and cash flows for the year then ended.

Felton & Co
Certified Practising Accountants



Felton & Co.

Certified Public Accountants
22 Annette Street, Oatley. NSW. 2223
ABN 77 997 211 869

Telephone: (02) 9580 4757
Facsimile: (02) 9580 4757
e-mail : cfelton@optusnet.com.au

POSTAL ADDRESS:
P.O. Box 103
OATLEY NSW 2223

March 26, 2013

The Directors
Southside Montessori Society Ltd
15 Lillian Street
Riverwood NSW 2210

Dear Directors,

In connection with Section 307C of the Corporations Act 2001, I am pleased to provide the following declaration of independence to the directors of Southside Montessori Society Limited.

As lead auditor of the financial statements of Southside Montessori Society Limited for the financial year ended December 31, 2010, I declare that to the best of my knowledge and belief, that there have been no contraventions of :

- (i) the auditor independence requirements of the Corporations Act 2001 in relation to the audit. and.
- (ii) any applicable code of conduct in relation to the audit.

Yours Faithfully,
Felton & Co



Clifton A Felton FCPA FCIS