

INFORMATION BOOKLET

For Parents & Guardians



Montessori Life
Primary

Metamorphosis of Life





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MONTESSORI LIFE PRIMARY SCHOOL

Welcome!

The Montessori Life Primary team extend a warm welcome to all new parents and pupils.

We are happy to have you and your child as part of the Montessori family, and look forward to getting to know your family. The school was founded in 2010 due to the need of a Primary phased Montessori centered learning institution. We are situated on a beautiful property on the outskirts of Mbabane, Thembelihle, Eswatini. We are a non-profit, independent school. We offer a stimulating environment for children from Grade 1 to Grade 7, based on the Montessori philosophy and principles. With our beautiful facilities, dedicated staff, and an academic and extracurricular programme that continues to grow an advance, Montessori Life Primary prides itself on the excellent, well-rounded education it provides.

The success of any school is dependent on the quality of its teachers. Teachers at Montessori Life Primary are qualified, dedicated, committed, and empathetic and have the best interest of each pupil at heart. We empower children to be independent, knowledgeable and responsible contributors to the global community.

We trust that your child will find their schooling experience a happy and rewarding one. We celebrate the support and co-operation of parents, in the task of educating each child, and encourage parents to become involved in the life of the School.

We place great importance on communication and hope that this Information Book will answer the many questions you may have regarding the day-to-day routine, as well as the overall operation of Montessori Life Primary. There will always be further questions and a personal approach is the best way of answering these. We have an open-door policy. Communication is a two-way process, should questions or problems arise it is vital that we get together as soon as possible to resolve them.

Thank you for choosing to become part of the Montessori family! We are confident that your child/children will greatly benefit from the Montessori program.

MLP Team

MONTESSORI LIFE PRIMARY SCHOOL

MONTESSORI LIFE PRIMARY SCHOOL

For more than a century, Montessori has been thriving around the globe, and research validates the effectiveness of the Montessori Method. Several key elements of the approach meet the educational goals today's parents have for their children, including growing into capable people who will have a strong sense of self, the ability to connect with other, and the potential to be productive throughout their lives.

THE MONTESSORI APPROACH

The remarkable woman responsible for the Montessori approach was the Italian born Maria Montessori. She was born in 1870 and later became the first female doctor in her country. Her work led to her interest in children and she therefore devised a system of education for handicapped and deprived children. As a result of the success her methods had on these children, the principles were extended to provide stimulus to all children. Doctor Montessori created a structured environment that, together with her specially designed



didactic materials, would motivate and encourage children to learn. The Montessori way offers a sensible, structured system that allows the child to develop at their own pace. She saw the role of the teacher as one of a director and a guide aiding the child to learn from the environment. Gradually through her method, the child would build a strong sense of independence and self-confidence.

The philosophy of our school is founded on Montessori principles. We offer a child structured environment with materials that will help your child to move from concrete operations to abstract understanding.

Much of the work done by our lower elementary will involve using didactic Montessori materials, thus the children's workbooks are not always a true reflection of all the work being accomplished. As their experience increases, their work becomes more abstract, especially in the upper elementary.

THE ROLE OF PARENTS AT MONTESSORI LIFE PRIMARY

At Montessori Life Primary we treat each child with respect and endeavor to instill in our children a sense of inner discipline and responsibility for their own behavior. We recognize that education is not just something that happens at school. Every experience a child has, good or bad, is a learning experience.

The success of Montessori Life Primary's philosophy therefore depends very much on compatibility between school and home life.

Montessori Life Primary recognizes that the parent / guardian is the most important person in the child's life, and the school aims to create a partnership in which parents are involved in their child's education, guided of course, by Montessori principles. Parents are invited to assist with a variety of daily activities within the classroom - for example, cooking, craft or accompanying children on excursions. Assisting within the classroom has many benefits - parents gain valuable insight into their child's day at Montessori, teachers develop a closer relationship with parents, and most importantly, our children benefit both directly from activities and from the joy of having their parents participate in the classroom.

Montessori is a close-knit community and as such is unable to operate successfully without the full support of all families within the school community. Parents are expected to be fully supportive of the school's philosophy and practice. Commitment is a life skill our children need to learn, they learn most effectively by following our example, so please attend functions and events held by the school if possible.

Parents' Meeting Days are held three times per year, these give parents the chance to meet with the teachers and discuss their child's schooling life. Further, each child's progress is recorded and shared with parents on request, and in termly reports. Parents are always welcome to bring any area of concern to the attention of the staff. Open communication being the key to harmony.

Finally, we all have special skills that can benefit our school – please don't wait to be asked, your offers of help are always appreciated!

CURRICULUM

Montessori Life Primary, offers a comprehensive syllabus. We follow an International Montessori Curriculum, and have included curriculum requirements followed in more traditional schools. The curriculum includes Language, Math and Cultural, (Geography, Science, History, Botany, Biology and Zoology). In addition Art, Drama, Music, Computers, Chess, Robotics and Physical Education are also included in the curriculum. We offer French and Siswati as additional languages. Our upper elementary students write the IEB – International Examination Board examinations each year.

SCHOOL HOURS

The school grounds open at 7:10am and classes start at 7:45am. Late arrivals are disruptive to the class and unfair to your child. Please make every effort to arrive at school on time.

Pick-up for students in the Lower Elementary is at 1:00pm on Mondays, Wednesdays and Fridays, and at 2:00pm on Tuesdays and Thursdays. Pick-up for students in the Upper Elementary is at 2:00pm on Mondays through to Thursdays, and at 1:00pm on Fridays. It is important to both your child and our staff that you are on time to collect your child.

The school is closed on public holidays and during school holidays. We close early, at 12H00, on mid-term breaks and at 11:00am on the last day of each term

OFFICE HOURS

Term Time

Monday - Thursday 7:10am - 3:30pm

Friday - 7:15am - 2:30pm

SCHOOL HOLIDAYS

The office is open for the first and last week of the school holidays only. (Monday to Friday 8:00am – 1:00pm)

The office is closed during mid-term breaks

COMMUNICATION

Communications will be sent out primarily through WhatsApp groups, your child's communication book and emails. Please also see our Facebook page for the latest pictures and events and the school website for further information.

FEES

Fees are to be paid yearly, termly or monthly. Please see the fee structure for further details

SCHOOL VISITS

Parents are welcome to visit our classrooms, but are reminded that the school belongs to children. Parents are to refrain from demonstrating any material in the classroom to the children. If any parents wish to observe, they need to make arrangements with the school office beforehand.

HOMEWORK

Lower elementary:

Reading books are sent home on a daily basis and parents are encouraged to assist their children where needed. In lower elementary, most of the homework focus is on reading and spelling, little else is sent home. Please listen to your child read daily, and sign this off in the communication book.

Upper elementary:

Upper elementary students may be given other assignments in addition to reading. We ask that they attempt to do these independently.

NUTRITION

We encourage parents to pack a healthy and nutritious lunch and to include fruit and water for snack time. We ask that no sweets, chips or fizzy drinks are included in the children's lunch. If your child is allergic to any food item, please ensure that the school and your child's teachers are informed.

SAFETY AND HYGIENE

The children's health and safety is a priority to the school. Classes are cleaned daily, bathrooms are cleaned at regular intervals throughout the day. Equipment is checked regularly to ensure safety. The school has 24 hour security in place in addition to CCTV cameras, these are situated throughout the premises.

ILLNESS AND INJURIES

Please inform us if your child is ill or cannot attend school for any other reason. If a child becomes ill at school, parents will be contacted in order for arrangements to be made for the collection of the child. No oral medication will be given to a child without the parents' consent. Should your child need to take medication at school, please ensure that it is clearly marked, and that instructions and the medication are left with the class teacher. Medication is not to be left in school bags.

INFECTIOUS DISEASES

If your child has a fever, diarrhea or any infectious disease, (including nits and lice) they should not come to school. The infectious disease should be reported to the school.

CLOTHING ITEMS

The school uniform can be purchased at Competitive Sports in Mbabane. Outdoor shoes are not permitted to be worn in class and children are asked to bring slippers or non-slip socks to school, these can be worn inside the classroom.

Please ensure that your child has a hat which should be worn during all outdoor activities.

ALL CLOTHING ITEMS SHOULD BE CLEARLY MARKED WITH A NAME AND SURNAME

SPORTS

While afterschool sport is not compulsory children are encouraged to take part. Exposing children to a variety of sports will enable them to find a physical activity they enjoy and can improve their skill in.

Afternoon sports and activities start at the beginning of the second week of each term. There are no afternoon sports or extracurricular activities during the last two weeks of the third term.

A white t-shirt, white shorts and a hat be should worn for physical education and sports. A modest bathing costume is to be sent to school for PE during the summer months, as children attend swimming lessons at a nearby pool during PE.



EXTRA ACTIVITIES

Activities will take place in the afternoons during term time. There are school term sports and extra paid activities. Please see the office for extra paid activity options. Extra paid activities are to be paid for separately and in addition to school fees, as these activities are offered by private individuals.

SCHOOL TRANSPORT

A School Bus Service is administered by the school. Please note that there are limited places on the bus and space is not guaranteed. The school office can be contacted for further information

CELEBRATIONS

As we have children from various cultural backgrounds and beliefs, we would like to respect each individual. As part of religious and moral education, we explore our various cultures to create a peaceful understanding of each other.

We do not single out any single religious celebrations as it would not be fair to celebrate some and ignore others. We do however encourage you to share with us some information with regards to celebrations which you and your family commemorate, this will be shared in class during group time.

ELECTRONIC MUSIC, GAME DEVICES, LAPTOPS AND MOBILE PHONES

At times the upper elementary children may be required to bring electronic devices to school. These devices will be given to the teacher on arrival at school and returned when needed for the activity, and again at the end of the school day.

While every effort is made to ensure the safety of these devices, the security of these items is the responsibility of the student, and the school takes no responsibility for loss or damage.

Parents and learners will be required to sign an “Electronic Devices” contract, before bringing devices to school. The school reserves the right to confiscate devices if they are not being used responsibly, as per the contract.

DISCIPLINARY CODE

All students must at all times show respect for themselves, teachers and other staff members, fellow students and the environment. A meeting will be held with the parents of a child who repeatedly shows a disregard for others. Prompt steps will be taken to correct the matter. Please see the Code of Conduct Policy for more details.

GRIEVANCES

While all care is taken to avoid situations giving rise to a grievance, it is recognized that under some circumstances this is unavoidable, and certain steps should be followed in order for the grievance to be heard, and the issue to be resolved.

Any concerns of an educational nature, which include any incidents in the classroom or playground, should first be brought to the attention of the teacher. If the matter is not resolved with the class teacher, the grievance should be addressed with the Principal. Any concerns pertaining to the administration of the school should be addressed to the Principal.

The school has a Grievance Report Form, available from the office. The form outlines the steps to be followed if the discussion with the Principal does not resolve the matter.

In addition the school has a suggestion / grievance box at the front gate. Suggestion / grievances can be placed in the box and will be addressed by the relevant person.

CONTACT DETAILS FOR ADMINISTRATION

Principal:	Thea Rudd-Vila Pouca montessori.life.primary@gmail.com principal@montessorilife.net 7636 2633
Deputy/Pastoral:	Zulmira Craigie deputy.principal@montessorilife.net 7605 3430
Bursar:	Dudu Maziya montessori.life.bursar@gmail.com 7631 7645
Administrator:	Alicia Thring montessorilifeadmin@swazi.net 7657 4566

POLICIES

Upon enrolment at the school, you will receive a Parent Contract, Code of Conduct and Payment Agreement Contact. There are a number of other School Policies available in the School Office, should you wish would see any please make a request in the School Office.

THE SCHOOL BOARD

The School Board is made up of parents, community members and staff. The School Board is responsible for the long term viability of the School and its strategic direction. It does not concern itself with the day to day running of the school, which is the responsibility of the Principal and their team.

MISSION STATEMENT

Montessori Life Primary is passionately committed to enriching the lives of children and their parents; to provide them with a safe, courteous, respectful environment in which to grow intellectually, physically, socially and emotionally. Our goal is to make a significant and lasting impact in the lives of anyone coming into contact with Montessori Life Primary.



OUR VISION

Our vision for all our students is for them to be open minded and compassionate, to gain a sense of themselves and others, and to understand and appreciate the diversity of the human spirit. As a school we, Montessori Life Primary, would like our students to be well trained in the basic academic disciplines to fulfil their creative potential and to gain satisfaction in their overall development. We want students to love learning and value knowledge.

1. We believe that every member of our community has a fundamental right to be treated with respect regardless of age, gender or race.
2. We believe that intelligence is not rare, and each person can be guided to reach their full potential.
3. We believe that wisdom can be cultivated. True wisdom being the ability to listen to your heart and know how best to put your intelligence to work.
4. We believe that self-esteem is the crucial ingredient for the full expression of a person's potential, thus we set our expectations high yet do not ask individuals to do more than they are capable of.
5. We believe that the development of a whole healthy being requires the nurturing of our many dimensions. These dimensions include the spiritual, intellectual, physical and emotional aspects of the individual.



6. We follow the different developmental stages, from active to passive learning.
7. We provide a broad preparation for life, balancing academic excellence with development of personal practical life skills.
8. We strive for balance between freedom, order and responsibility.
9. Strengthening our connection with nature and the environment is an integral part of Montessori Life Primary.
10. We embrace the building of a diverse community rounded in the knowledge that leads to understanding and acceptance of all people.

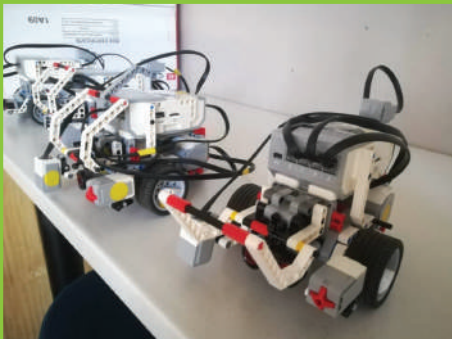
CONCLUSION

We are looking forward to working together with you and your child.

It is our hope that our students will be responsible, caring members of society. That they will recognize that they have the power and resources to effect change, as well as the self-esteem and confidence to pursue their goals.

We feel privileged to be able to share with you and your family the growing stages of your child development and to be able to watch and cherish each child's metamorphosis of life!







Montessori Life Primary

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