



Thomas More Christian Montessori School

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Enrolment Policy and Procedure

Enrolment Policy

Thomas More Christian Montessori School (**School**) is a prep to Grade 6 school providing an education underpinned by the Teachings and Method of Maria Montessori as well as Christian values and operating within the policies of the NSW Education Standards Authority (**NESA**).

Once enrolled, students are expected to act consistently with the School's ethos and comply with the School rules to maintain their enrolment.

Parents/guardians also are expected to be supportive of the ethos of the School.

The School abides by certain regulations, including but not limited to:

- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Work Health and Safety Act 2011

The School seeks to enrol young people who, in the opinion of the School's senior staff, will gain maximum benefit from the Montessori Method and Christian ethos that the School offers; are willing to contribute to the life of the School by participating as fully as possible in the range of activities available; and whose families both understand and are supportive of the Montessori and Christian aims of the School.

It is crucial that a student's successful participation in the life of the School and the values fostered and expressed by the School across all areas of endeavour, closely match the values fostered and encouraged in their home.

Parents/guardians should study the Prospectus carefully to understand what our School is, and to assess whether we can offer what they are seeking for their child.

At the school, children can commence with our age 0-3 Play Group, transition to our age 3-6 classroom and then be enrolled in kindergarten if they turn five prior to the 31st of July.

Enrolment Procedure

School Enrolment Process To help understand the enrolment process, here are the major steps for enrolling your child.

1. Complete the Student Enrolment Expression of Interest Form.
2. Return the Student Enrolment Expression of Interest Form with \$50 non-refundable enrolment and Membership Fee.
3. Make an appointment with the Principal to attend a pre-enrolment interview. Bookings can be made by phoning the school on (02) 6492 2913.
4. Complete all enrolment forms and provide a Birth Certificate and current Immunisation Record.
5. In early December parents will receive a letter confirming their child's acceptance and starting schedule for the following year. In order to facilitate a gentle introduction to school for our new prep and kindergarten students, TCMC School conducts an initiation period over the first few weeks of the school term, gradually extending the number of hours per day and days per week spent at school.
We have found this to be a most effective and appropriate introduction for our littlies or newest members of class. After the first two weeks of term this schedule will be reviewed following consultation with your child's teacher.
6. For those seeking a place at TCMC School mid-year or after school commences all of the above process will be followed (except point 5). Parents will receive a letter confirming their child's acceptance and start schedule within 5 working days.

You may have further questions, please contact our School Secretary on (02) 6492 2913 or via email contact@begamontessori.nsw.edu.au