OBSERVATION, ASSESSMENT AND RECORD KEEPING WORKSHOP
MELBOURNE  22 JANUARY 2016

Education .... *should no longer be thought of as imparting knowledge, but must take a new path that seeks to release the human potential within us all.*  
Maria Montessori

This interactive Workshop is open to teachers, classroom assistants, students and anyone interested in teaching using the methods based on Dr Maria Montessori’s philosophy. The sessions will assist understanding of Observation, Assessment and Record Keeping across the ages. They will also provide opportunities for gathering and sharing information and ideas.

The Montessori approach is:

- A sense of AWE
- Respect
- A spiritual journey
- Trial and experiment.

**The Presenter will be Dianne Davis.** Dianne has worked in the field of education for over 30 years which included doing emergency relief at a Montessori School. Working in a Montessori environment inspired her to undertake Montessori studies. She taught in a 9-12yrs Montessori classroom for 7 years and was appointed Principal at Plenty Valley Montessori School, a position held and enjoyed for 10 years. Thereafter she spent a further 3 years as Principal at Melbourne Montessori School. Dianne also does consultancy work for several Montessori schools nationally, as well as for a number of smaller independent schools in Melbourne. Dianne holds a Bachelor of Education, Diploma of Montessori 9-12 MWEI, Diploma of Montessori Leadership AMS.

**PLEASE FAMILIARISE YOURSELF WITH THE LOCATION, AND ARRIVE 15 MINUTES PRIOR TO COMMENCEMENT**

**VENUE:**  
Melbourne Montessori School, 6 Roselea Street, Caulfield South  VIC

**DATES & TIMES:**  
Fri 22 January 2016  9am – 4pm  **PLEASE BE PROMPT!**

**COST:**  
Montessori Inst. Students  $120  *gst free*  
Non-Montessori Inst.  $210  *gst free*

**THIS WORKSHOP IS REQUIRED FOR**

* Graduate Diploma of Education (Montessori) 3-6yrs and 6-12yrs  (GDCM 503)
* Diploma of Early Childhood and Primary (Education) Montessori 0-3yrs  (Module O)

General attendance is optional at a cost of $120 for Montessori Institute Diploma of Early Childhood and Primary Education students
PLEASE BRING

* Lunch each day
* Morning tea (tea and biscuits) will be provided
* Writing materials - paper, pen, HB pencil, sharpener, coloured pencils, ruler

CLOSING DATE

Registrations and payment must be received by the office no later than Wednesday 6 January 2016

IMPORTANT INFORMATION

* Workshop venue does not have child-minding/babysitting facilities. Private arrangements, off-site, to be arranged by participants requiring this.
* Attendance at this workshop will not entitle non-Montessori Institute students to receive Curriculum Guides.
* Late registration fee, i.e. after closing date, applies.
* 50% Discount applies to anyone attending this workshop a second time. A copy of the previous workshop attendance certificate must accompany registration.
* A fee of $25 will apply for cancellation of registrations prior to the workshop.
* Certificate of attendance will only be provided for full attendance.
* Only registrations for full attendance will be accepted.

PAYMENT

* Payment by credit card only – please complete the attached registration form
* Strictly one person per registration form. Each participant must complete a registration form

THE MONTESSORI INSTITUTE WORKSHOP PARTICIPANT CODE OF CONDUCT

This Code of Conduct applies to all participants attending a Montessori Institute workshop.

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
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<tbody>
<tr>
<td>Every person has the right –</td>
<td>Every person has the responsibility –</td>
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<tr>
<td>• to be treated with respect and dignity</td>
<td>• to treat others with respect and dignity</td>
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<td>• to hold and express an opinion</td>
<td>• to respect the rights of another</td>
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<td>• to work in a positive learning environment</td>
<td>• to respect that others have a right to hold and express an opinion</td>
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<td>• to achieve one’s personal best in all aspects of learning</td>
<td>• to express their own opinion in an appropriate way and at appropriate times</td>
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<td>• to work in a clean and safe environment</td>
<td>• to contribute to a positive learning environment</td>
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<td>• to have personal privacy and property respected</td>
<td>• to aim to do one’s personal best in all aspects of learning</td>
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<td>• to maintain a clean, safe environment</td>
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<td>• to respect personal privacy and property of others</td>
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REGISTRATION FORM
MELBOURNE OBSERVATION, ASSESSMENT AND RECORD KEEPING WORKSHOP – 22 JANUARY 2016

First name: ___________________________________ Surname: ___________________________________

Address: ___________________________________________ Postcode: __________________________

Phone: ________________ Mobile: ________________ E-mail: ______________________________

Emergency contact: ____________________________ Mobile: ______________________________

I am associated with ____________________________________________ School / Organisation.

Montessori Institute students only
I am a Montessori Institute student / graduate of: Graduate Diploma Diploma Adv. Certificate Leadership
with focus age group: 0-3 0-6 3-6 or 6-12

OR (other) ____________________________ Montessori Course;

Where did you hear about this workshop? ____________________________________________

Would you like to be included on the email notification list for workshops? Y N Currently on list

I have previously attended the following Montessori Institute Workshops: ____________________________

________________________________________________________________________________________

If you are currently employed at Montessori School/Centre, please provide details (e.g. Director/ Assistant, age group of children and give length of time).

________________________________________________________________________________________

I ____________________________________________ agree to abide by the attached Code of Conduct when attending Workshops held by the Montessori Institute.

PAYMENT BY CREDIT CARD

CLOSING DATE - Registration form and payment to arrive no later than Wednesday 6 January 2016

MODULAR STUDENTS - Registration fee is included in cost of module, if workshop is required for course

Debit my Credit Card: MasterCard Visa

Credit Card No. _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ Expiry Date: _ _ / _ _

For the amount of (Australian Dollars) $ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Cardholder’s Name: ____________________________________________

Signature: ____________________________________________ Date: __________________________

RETURN REGISTRATION FORM TO
Post: 3/20 Comserv Loop, Ellenbrook WA 6069
Phone: (08) 6296 7900
Fax: (08) 6296 7911
Email: bhendry@mwei.edu.au