

**OBSERVATION, ASSESSMENT AND RECORD KEEPING WORKSHOP  
MELBOURNE 17 SEPTEMBER 2017**

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 9-12yrs MWEI, Diploma of Montessori Leadership AMS.

**PLEASE FAMILIARISE YOURSELF WITH THE LOCATION, AND ARRIVE FOR A PROMPT 9AM START**

<b>VENUE:</b>	<b>Melbourne Montessori School, 6 Roselea Street, Caulfield South VIC</b>		
<b>DATES &amp; TIMES:</b>	<b>Sun 17 September 2017</b>	<b>9am – 4pm</b>	<b>PLEASE BE PROMPT!</b>
<b>COST:</b>	<b>Students (Certificate / Leadership)</b>	<b>\$130</b>	<b>gst free</b>
	<b>Non-MWEI Students</b>	<b>\$250</b>	<b>gst free</b>

**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, 3-6yrs and 6-12yrs (Module O)
- \* Diploma of Montessori Leadership and Practice (if focusing on 0-3yrs, 3-6yrs or 6-12yrs age group)

**For all Graduate and Diploma Students, attendance is covered in your fees for Module O or GDCM 503.**

**Holistic Education for Educators**

Montessori World Educational Institute (Australia) Inc.

A.B.N. 94 256 303 039

Unit 3/20 Comserv Loop, Ellenbrook WA 6069

T (08) 6296 7900 F (08) 6296 7911 E info@mwei.edu.au www.mwei.edu.au



## PLEASE BRING

- \* Lunch each day
- \* Morning tea (tea and biscuits) will be provided
- \* Writing materials - paper, pen, HB pencil, sharpener, coloured pencils, ruler
- \* Examples of Observations for sharing and discussion

## CLOSING DATE

Registrations and payment must be received by the office no later than **Wednesday 6 September 2017**

## IMPORTANT INFORMATION

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

## PAYMENT

- \* 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.

RIGHTS	RESPONSIBILITIES
<p>Every person has the right –</p> <ul style="list-style-type: none"><li>• to be treated with respect and dignity</li><li>• to hold and express an opinion</li><li>• to work in a positive learning environment</li><li>• to achieve one's personal best in all aspects of learning</li><li>• to work in a clean and safe environment</li><li>• to have personal privacy and property respected</li></ul>	<p>Every person has the responsibility –</p> <ul style="list-style-type: none"><li>• to treat others with respect and dignity</li><li>• to respect the rights of another</li><li>• to respect that others have a right to hold and express an opinion</li><li>• to express their own opinion in an appropriate way and at appropriate times</li><li>• to contribute to a positive learning environment</li><li>• to aim to do one's personal best in all aspects of learning</li><li>• to maintain a clean, safe environment</li><li>• to respect personal privacy and property of others</li></ul>

## REGISTRATION FORM

### MELBOURNE OBSERVATION, ASSESSMENT AND RECORD KEEPING WORKSHOP – 17 SEPTEMBER 2017

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 Certificate Leadership  
with focus age group: 0-3 0-5 3-6 or 6-12

I will be taking curriculum materials to be marked by the presenter:  Y  N Which module? \_\_\_\_\_

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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CLOSING DATE** - Registration form and payment to arrive no later than **Wednesday 6 September 2017**

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

Payment of \$ \_\_\_\_\_ made by: MasterCard Visa Direct Debit

#### PAYMENT BY CREDIT CARD

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

For the amount of (Australian Dollars) \$ \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### DIRECT BANK TRANSFER TO THE MONTESSORI INSTITUTE

**BSB:** 016 498 **Account:** 199 999 463 **Name:** MWEI Aust **Reference:** VIC [Surname]

#### 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

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