



**Mahurangi  
Montessori  
Primary  
Trust**

47 Westminster Glen, RD5, Warkworth

## Observation Guidelines

Welcome to Matakana School Montessori Unit.  
We are delighted that you have taken the time to visit.

1. Please observe from the visitors chair. We have found that new people are less distracting to the children if they are sitting down, rather than standing or walking around. If you would like to see a different part of the room, please feel free to move your chair in a way that does not interfere with the children's activities or obstruct their access to the materials.
2. Please allow the children to continue with their normal activities. If a child stops to talk to you, feel free to say "hello", then explain that you came to see the classroom and that you need to concentrate and ask them to continue with their work. If you are asked for help, suggest they ask the teacher.
3. Please stay for at least half an hour and up to an hour if you wish unless a pre-allocated timeframe has been agreed. We feel this is the minimum amount of time you will need to get a true feel for Montessori classroom life.
4. Please refrain from talking to other adults in the environment. This will keep disruption for the children to a minimum and allow you to make the best use of your observation time.
5. Please complete your details on the form provided and leave them with the teacher, Jane Watson.

It is important that you understand that you will be observing our class in action doing whatever they happen to be working on at the time of your visit. You are simply seeing a snapshot in our children's week. It may not be indicative of what occurs at another time.

You hope you enjoy your observation.

Many thanks

## Observation Form

Your name \_\_\_\_\_

Your child's name \_\_\_\_\_

Your child's date of birth \_\_\_\_\_

Date of visit \_\_\_\_\_

Contact number \_\_\_\_\_

Now that you have completed your observation, if you wish to proceed with the enrolment process and have not already sent in your application form, now is the time to do so. Upon receipt of your application you will be contacted to come for an interview. If you have any queries, please contact Tracey Simpson, Chairperson on 021 486 275 or 09 422 7465.