



Annual Heads of Schools Retreat

Crafting and Communicating Our Message

29-30 August 2008, Canberra

What is the Annual Heads of Schools Retreat?

The Annual Heads of School Retreat provides an important opportunity for Heads of Schools to come together to discuss and brainstorm issues facing Montessori schools in Australia. The Heads of School Retreat will consist of six working sessions where a range of issues will be discussed with a mixture of presentations made by the Montessori Australia Foundation, special guests and input from participants.

A Forum for Exchange and Collaboration

The focus of the retreat will be exchange and collaboration. Topics will be set for each session and participants will be encouraged to share their expertise and experience during each session. The MAF will chair the sessions and provide input and resources to facilitate discussion. We encourage participants to bring and share materials and resources from their schools relevant to each of the set topics.

Who Can Attend the Retreat?

The workshop is open to "Heads of Schools". We appreciate that this varies from school to school and may entail the principal, business manager or the school owner and for smaller pre-schools the authorised supervisor, head teacher or in some cases members of the school board. The workshop is designed for those responsible for managing the day-to-day operations of the school. We appreciate some schools may operate with a leadership team and are therefore happy for more than one person to attend from each school at the discretion of the Head of School. The Retreat will aim to provide a confidential forum where issues around school leadership can be discussed.

Thursday, 28 August 2008 (Optional)

- 15:30 - 17:00 **Visit to the Canberra Montessori School**
Christine Harrison, Principal, Canberra Montessori School will be available to host Heads of Schools on a tour of the school. Canberra Montessori School, 35 Mulley Street Holder, is about a 10 minute drive from the Hotel Realm.
- 18:00 - 21:00 **Social Gathering**
Heads of Schools arriving Thursday may wish to gather at the hotel's award winning Bacchus Bar at 6:00pm to meet up for dinner or drinks. Light meals are available from the bar or you may choose to dine at one of the hotel's restaurants.

Friday, 29 August 2008

- 09:00 - 10:30 **Session 1: Crafting Your School's Message**
Jan Gaffney, President, Montessori Association of New Zealand will lead participants through a workshop enabling them to identify and build a vision for their school. This vision forms the cornerstone of your school's message and all subsequent communications.
- 10:30 - 11:00 **Morning Tea**
- 11:00 - 12:30 **Session 2: Crafting Montessori's Message**
We will work to craft ideal answers to the frequently asked questions about Montessori so that we can communicate a consistent and professional message.
- 12:30 - 14:00 **Lunch**

Annual Heads of Schools Retreat

Hotel Realm, Canberra

29 - 30 August 2008

Hotel Realm
18 National Circuit
Barton ACT 2600

Registration Fee: \$440 (including GST)
Registrations close 25 August 2008

Registration includes workshop programme, papers and arrival tea and coffee, morning tea, lunch and dinner as per the workshop schedule.

Enquiries: 02 9555 4338
events@montessori.org.au montessori.org.au

- 14:00 - 15:15 **Session 3: Communicating Our Message with Government - School Sector**
Bill Daniels, Executive Director, Independent Schools Council Australia
- 15:15 - 15:45 **Afternoon Tea**
- 15:45 - 17:00 **Session 4: Communicating Our Message with Government - Childcare Sector**
Helen Kenneally, Executive Director, Childcare Associations Australia
- 19:00 - 21:00 **Heads of Schools Dinner**

Saturday, 30 August 2008

- 09:00 - 10:00 **Session 5: Communicating Our Message to the Public and through the Media**
Following on from Session 2 we will look at ways we can best convey our key messages and unique selling point.
- 10:00 - 10:30 **Questions and Key Issues**
- 10:30 - 11:00 **Morning Tea**
- 11:00 - 12:00 **Session 6: Assuring Our Message**
Full details of the Quality Assurance Programme will be discussed with Heads of Schools.
- 12:00 - 12:30 **MAF Update and Retreat Close**
- 12:30 - 16:30 **Optional Wineries Tour** (Please email MAF to express your interest and for further information including costs.)



Retreat Venue - Hotel Realm, Barton ACT

Hotel Realm is located on the footsteps of Parliament House and offers a new dimension to accommodation in the nation's capital. The hotel is minutes walk from Parliament House, Lake Burley Griffin and the excitement of night spots such as Manuka and Kingston. Hotel realm is a located approximately 7 minutes drive to the City Centre. Canberra Airport is only 10 kms away and Kingston Train Station is just 1km.

Hotel Realm has 158 hotel and suite style accommodation rooms combining contemporary elegance with avant-garde design. Each room has been designed to envelop the guest in complete comfort and uncluttered space. Guests can experience in room dining around the clock or have the chef prepare a private dinner party in one of the atrium residences. Housing three restaurants to choose from, Evo Health Club, "mudd" the spa for total wellness and a 25 metre lap pool, hotel realm takes care of your every need.

Accommodation

Participants are asked to book their accommodation directly with the hotel. Rates and contact details are as follows. Please mention the booking code "Montessori" when making reservations. Cheaper rates may be available via the internet so please check before making a reservation.

Hotel Realm - 18 National Circuit Barton ACT 2600 Australia
Reservations: 02 6163 1888 Reception: 02 6163 1800
Email: reservations@hotelrealm.com.au Web: hotelrealm.com.au



Parliamentary Forum
1 - 2 September 2008
Old Parliament House, Canberra

We encourage Montessori Heads of Schools to also attend the ISCA Parliamentary Forum - isca.edu.au



Breakfast: Room service is available or participants may prefer the hotel dining room. Full buffet breakfast costs \$26.50.

REALM SUITE - \$265 per night

Rate is for a maximum two adults; one king bed plus separate living area and kitchenette.

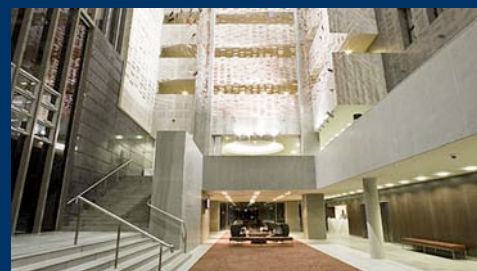
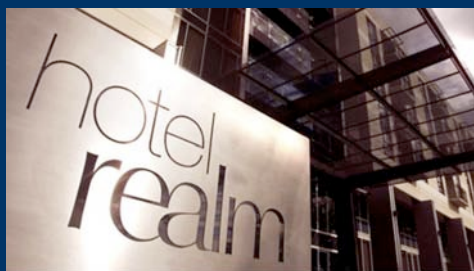
REALM ROOM - \$225 per night

Rate is for a maximum of two adults; one king bed.

All rooms includes wireless high speed internet at a charge, LCD television screen, pay movie channel, Foxtel, 24hr room service and complimentary national newspaper.

ALTERNATIVE ACCOMMODATION: The Brassey of Canberra Belmore Gardens and Macquarie Street, Barton - brassey.net.au
Rooms from around \$130 per night.

All work and no play...TAKE SOME TIME TO ENJOY THE RETREAT LOCATION & FACILITIES



REGISTRATION: Online at montessori.org.au or fill in and return the form below

Name: _____

School: _____

Position: _____

Home Address: _____

Postcode: _____

Phone - Home: _____

Phone - Mobile: _____

Phone - Work: _____

Email: _____

I give permission for my contact details to be distributed in a list to participants. Yes No
Please see our website for our event refund and privacy policies.

Heads of Schools Retreat, 29 - 30 August 2008, Canberra

My payment of \$440 is included as follows. Cheques payable to the Montessori Australia Foundation. GST included. ABN: 46 104 887 309

Payment Method: Cheque Money Order

Or charge my: Visa Card Mastercard Or: Invoice School

Cardholder's Name: _____

Card N°: _____

Signature: _____ Expiry Date: _____

Phone: 02 9555 4338 Fax: 02 9555 6862

Email: events@montessori.org.au

Register online at montessori.org.au

or send registration form to:

Montessori Australia Foundation
44d Smith Street Balmain NSW 2041

