



Maria
Montessori
Institute

Student Handbook



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Preparing for the Course

REQUIRED READING





In order to get the very best out of your Course, we suggest that you may like to begin by reading some of the books written by or about Dr. Montessori.

We will expect you to continue your reading throughout the Course and use references from the books where appropriate in your essays. There are scheduled reading sessions on the timetable throughout the year which will help you to understand Dr. Montessori's ideas more clearly. The information you gain from your reading and the Course lectures will form a basis for discussion throughout the Course.





We recommend that you begin your reading by choosing from the list below.

Books for Diploma Course Students

Books written by Dr. Montessori:

 The Absorbent Mind	Dr. Montessori
 The Secret of Childhood	Dr. Montessori
 The Discovery of the Child	Dr. Montessori
 The Formation of Man	Dr. Montessori





Books about Montessori education by other authors:

 Education for Human Development	Mario M. Montessori
 Montessori – A Modern Approach	Paula Polk Lillard
 Montessori Today	Paula Polk Lillard
 Maria Montessori: Her Life and Work	E.M. Standing

When you begin the Diploma Course you will be given a more detailed reading list.

Books for Assistants Course Students

You will be required to undertake selected readings from the following books during the Assistants Course:

 The Secret of Childhood	Dr. Montessori
 The Absorbent Mind	Dr. Montessori
 Education for a New World	Dr. Montessori
 The Child in the Family	Dr. Montessori

These books may be ordered through the Montessori Society AMI (UK), at the following address either before or during the course:

Montessori Society AMI (UK)
26 Lyndhurst Gardens
London NW3 5NW
Tel: +44 (0)20 7435-7874
Email: montessorisoc.amiuk@tiscali.co.uk
Website: www.montessori-uk.org

OBSERVATION

One of the most important skills for anyone wishing to apply Dr. Montessori's ideas is the skill of observation. This is a skill that improves with practice and experience. Try to observe children wherever you are. If you can, be as objective as possible, try not to jump to any conclusions about each child's behaviour. Simply watch and ask yourself why the child might be responding to their environment and the people around them in the way that they do.

For example:

Have you ever noticed how small children are very often interested in the tiny details of their environment? Sometimes, when they are taken for a walk, their attention is caught by very small things such as ants or, when being read to, they notice tiny details in the pictures that illustrate the book. Why might this be?

Have you noticed that sometimes when we try to do things for children they are cross if they are helped and tell you that they wanted to do it by themselves!

Learning to observe children is a real art, one that you can start to practise immediately.

GENERAL KNOWLEDGE

Young children are endlessly curious and ask many questions about the world around them. On the Course you will begin to make a folder which will form the basis of a collection of useful general knowledge about the world. Much of this information will be given to you on the Course as you learn about the activities that we provide for the children. You may wish to begin your research now. The following areas would be a useful starting point.

Geography

Do you know all the continents of the world? Do you know all the countries and capitals of your own continent and their flags?

Animals

Do you know the names and some information that might be interesting to children about fish, amphibians, reptiles, birds and mammals?

Plants

Can you recognise and name some of the flowers, shrubs and trees that grow in your country and do you know anything about them?

Music, Art, Science

Do you know the names of some musicians and their music, some artists and their paintings, some inventors and their inventions that might be of interest to the children?

STATIONERY AND COURSE MATERIALS

Diploma Course Students

During the Course you will be required to create a variety of materials and a set of reference files. You may wish to buy or collect some of these before the Course begins. The list below is to give you an approximate idea of what you may need.

Anthology

You will create your own anthology (collection) of poems, songs and rhymes. This is generally assembled in a small ring binder. You may wish to bring a children's poetry or story book with you to the Course.

'Timeline' Chart

You will be asked to make a 'timeline' of the first six years of your life or to make one of a child you know. If possible, you should bring a photograph for each of the years from birth to six.

Development Chart

Students generally use large poster-size graph paper to make the Development Chart. This paper is readily available at our local stationers.

Language Projects

As a Montessori teacher you will become a collector of pictures and small objects for use with the children. While you are on the Course we will ask you to make some cards which help the children develop their vocabulary and assist them with their reading. They are called the Classified Cards.

Classified Cards usually show only one object in each picture and we always need two identical pictures if we can find them. For example, if making a set of cards of mammals then I might collect 2 identical pictures of a lion, 2 of an elephant, 2 of a rhinoceros etc. The cards you will need in the classroom will cover many, many topics, some of which are 'The Home' (including the Bedroom; Bathroom; etc.), Animals, and Plants.

You could bring some pictures with you to help you illustrate the material reference files you will make. Don't worry if you can't find them. These materials must look as life-like as possible and therefore cartoons and crude line drawings are not appropriate. Dorling Kindersley books, the children's publishers, are a very good source of pictures as they often publish sticker books with beautiful photographs of animals and objects.

Other Materials

You will make something called a 'silence board' which is usually A4 size. To help you make this you could bring a beautiful, peaceful picture. Old calendars can be a good source for this type of picture.

Reference Files

You will make 5 reference files describing all the Montessori materials that we show you on the Course. Students usually need 5 large A4 lever arch files for this purpose. You may also require 4 further files or ring binders for your poetry anthology, leaf folder, general knowledge and theory essays.

Useful items of stationery are:

Good quality coloured pencils, scissors, compass, hole-punch, ruler, glue, eraser, pencil sharpener. A good quantity of A4 sized paper, ruled, plain and graph.

It is possible to obtain a discount on stationery items from some of our local shops when you produce your student card.

Assistants Course Students

During your short course there will be a variety of projects that you will need to undertake. The following is a list of the main assignments.

Anthology

Refer to the Anthology topic in the Diploma Course Students section above.

Information regarding suitable poems, songs and rhymes will be given on the Course in addition to practical guidance on what you need to do to create your folder.

Language Projects

As a Montessori Assistant, you will become a collector of pictures and small objects for use with the children. While you are on the Course we will ask you to make some Classified Cards which help the children develop their vocabulary and assist them with their reading. Refer to the description of Classified Cards in the Diploma Course Students section above.

Students will be introduced to useful practical skills such as how to make suitable boxes to keep their classified cards in. Coloured card will be required for making these. If you are unsure as to what thickness to buy we will give you this information once you begin the Course.

Theory Notes and Essays

Students may find it useful to purchase an A4 ring-binder and lined or plain paper for note-taking and presentation of essays.

Although students on short courses are not eligible for a student card we will provide you with a course confirmation letter which should enable you to get a discount at our local stationers.

GENERAL GUIDANCE

Accommodation

Many of our students choose to stay in one of the hostels close to the Institute. The two that are within walking distance are Bartrams Hostel and Hylem Hostel. These hostels are generally for students and young people who are living in the capital city for the first time. They are an ideal way to experience life in a big city while living in a comfortable and safe environment that provides meals and additional facilities.

Bartrams Hostel Sisters of Providence 1 Rowland Hill Street London, NW3 2AD Tel: +44 (0)20 7794-4504 (Women Only)	Hylem Hostel Arthur West House 79 Fitzjohns Avenue London, NW3 3PA Tel: +44 (0)20 7435-8793 (Mixed)	Sisters of St. Dorothy 99A Frognal London, NW3 6XR Tel: +44 (0)20 7794-6893 (Women Only)
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Other students use agencies to find small apartments to share. Hampstead apartments can be costly and accommodation is usually a little cheaper a short bus or tube journey away. Areas such as West Hampstead, Kentish Town, Golders Green and Camden Town are worth looking at and are all well served for public transport or a brisk walk to Hampstead.

Please note that our accommodation list is provided for your information only. The Maria Montessori Institute AMI (MMI) has no financial or other relationship with any of the agencies listed. Any contracts or agreements undertaken are purely between the student and the hostel/landlord/landlady. MMI accepts no responsibility for any such arrangements made between these two parties.

It is essential that you keep the office up to date with your current address and telephone number during the Course. Forms are provided for you to fill in and leave with the office if you change residence during the Course.

Council Tax

Students renting or owning their own accommodation may be liable to pay a community charge called council tax to their local council. MMI can provide you with a letter confirming that your student status makes you eligible for a reduction in the charge. Charges differ according to the area that you live in.

Local Amenities

Hampstead was originally a village on the edge of London where people came to 'take the air and the fresh water'. It was much visited by artists, poets and authors and still retains its own distinct identity. The village is on the edge of the wild and beautiful Hampstead Heath, which offers spectacular walks with its open fields, woods and lakes, and wonderful views over London. Today, Hampstead is considered to be a picturesque part of central London, within 20 minutes of all the main theatres, cinemas and shops of Oxford Street.

In addition to the natural beauty of the Heath, Hampstead is a treasure trove of shops, cafés, cinemas, libraries and theatre. An ideal environment for students and only 5 minutes walk from the Institute.

Places of Worship

As London is such a cosmopolitan city, students will find that most places of worship are easily accessible. There are many beautiful and historic churches within walking distance of the Institute. The Regent's Park mosque, Neasden temple and various synagogues are also noted for their elegance and are in relatively close proximity to the Institute. If a student is required to pray during the day, every effort will be made to find a quiet place within the Institute for this purpose. MMI can also provide a list of local places of worship.

Travel

Students on all courses will at some time be required to travel to a school for an Observation or Teaching Practice assignment. Students on the one year, full-time Diploma Course and two year part-time Diploma Course will undertake a minimum of 8 weeks in school. Students on the two year full-time Diploma Course will undertake an additional 10 weeks in school. Students on the Assistants Course will attend schools for approximately 8 hours of Observation, usually undertaken over 2 or 3 days.

London is a large city and travelling about it by bus, train or underground can be expensive. Students on the full-time course may be able to apply for discounted travel rates (student travel card forms will be handed out at the beginning of the course and must be authorised by MMI). However, all students should budget for these extra costs during their course. Travel costs are constantly changing and we advise you to contact Transport for London (TfL) to find out the current charges:

Transport for London

Tel: +44 (0)20 7222-5600

Website: www.tfl.gov.uk

Health and Fitness

If you are moving to London to take the course, one of the first things you should do is register with a local doctor. All students must be registered with a doctor before the beginning of the Course. If you are attending the Assistants Course you may register as a temporary patient.

Students must ensure that the office has been notified of the doctor with whom they are registered. Forms for this purpose will be provided for you to fill out at the beginning of the Course. In order to register with a doctor, contact the National Health Service (NHS) for details of your local services:

NHS Direct

Tel: +44 (0)845-4647

Website: www.nhsdirect.nhs.uk

Due to the intensive nature of our courses, it is a good idea to make sure that you are in a good state of health and fitness. You will be working very hard during the Course and

the work involves a great deal of writing or typing as well as general stamina. Teaching Practice placements will require you to work on the floor with children and to get up and down many times! If you have back or knee problems, it may be advisable to consult your doctor or specialist to find out what exercises you can do to avoid problems or alleviate pain.

We also suggest that you try to maintain a good level of fitness while on the Course. Eating healthily and taking regular exercise can help relieve stress and increase energy levels.

Local Gyms

<p>The Armoury Fitness Centre 25 Pond Street Hampstead NW3 Tel: +44 (0)20 7431-2263</p>	<p>The Royal Free Recreation Club Fleet Road Hampstead NW3 Tel: +44 (0)20 7830-2848</p>	<p>Swiss Cottage Leisure Centre Winchester Road Swiss Cottage NW3 Tel: +44 (0)20 7974-2012</p>
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It is particularly important that you take care of your health as there is a 90% attendance requirement for all Courses.

Illness

Should you fall sick during the Course the procedure is as follows:

- Inform the office that you will not be attending the Institute on that day. If you cannot do this by phone or email, please write a note for another student to bring in, if possible.
- If you are not well by the second day, you should see a doctor.
- If you are still sick by the third day, please inform the Institute again.
- A doctor's certificate is required if you are still sick at the end of seven days.
- If you are scheduled for an appointment with a member of staff, please ensure that you contact the office as soon as possible.
- If you are on Observation or Teaching Practice placement, you must inform the school that you will not be attending.

Please try to ensure that, unless there is an emergency, all appointments, whether with the doctor or hospital, take place outside Course hours.

Course Hours

Full-time Course 9.00am – 4.30pm Monday to Friday	Part-time Course 6.30pm – 9.30pm Tuesdays & Thursdays <u>and</u> 9.30am – 4.30pm Alternate Saturdays	Assistants Course 6.30pm – 9.30pm Tuesdays & Thursdays <u>and</u> 9.30am – 4.30pm Approx. two Saturdays
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Please refer to the *Course Timetable* for term dates.

Smoking

For Health and Safety reasons, there is no smoking permitted anywhere in the building or on the premises. This includes the garden and the front driveway. Students will appreciate that the premises are shared with our Children's House and Elementary School. You will be unable to smoke at all during the day when you are actually working with young children, so do take this into account if you are preparing to join the Course.

Climate

The climate in the UK is unpredictable. Students arriving from warmer climates are advised to prepare for both wet and cold conditions during the months September – May. Students will need scarves, hats and gloves as well as a warm coat and warm boots or shoes. An umbrella and a waterproof jacket will also be necessary. The sun often shines in the winter but this does not mean that the temperature outside is hot!

Standard of English necessary for the Course

You will require a good standard of spoken or written English to undertake the intensive one year course. Students whose English is not so fluent may need to take the Course over two years. When you read Dr. Montessori's books there will be words that are specific to Dr. Montessori and that you may not understand. We will help you with these words once you are on the Course. However, as a general guide we ask that your English reaches an IELTS (International English Language Testing System) band score (or equivalent) of 6.5 for the Diploma Courses and 6.0 for the Assistants Course.

Students who would like to take an English course before the MMI course begins may contact:

The London School of English

15 Holland Park Gardens

London, W14 8DZ

Tel: +44 (0)20 7605-4142

Email: info@londonschool.com

Website: www.londonschool.com

Visa Applications

Most international students (except European Union Nationals) will be required to obtain a student visa for entry into the UK. If you have been accepted as a two year student please ensure that your visa covers the entire period of your study. The academic year is from September to the end of June; however, if a student opts to undertake the additional Teaching Practice module, the Course will finish in the third week of July. Please check with the British Embassy in your country for the exact requirements. In general, we advise you to begin the process of applying for a visa as soon as possible as this can take a considerable amount of time. To qualify for a visa, it is necessary to show proof of having paid for the Course in advance. Please contact MMI to provide you with a letter to certify your enrolment after payment has been finalised.

The Immigration Advisory Service is an independent charity which gives free and confidential advice, assistance and representation to persons applying for entry clearance for the UK.

The Immigration Advisory Service

Tel: +44 (0)20 7967-1200 (Tuesday 10am – 1pm)

Email: advice@iasuk.org

Website: www.iasuk.org

When you enter the country, in addition to your student visa, it is advisable to have ready to present the 'letter of acceptance' that you received from the Institute, a copy of your health form and police clearance.

Police Clearance

In accordance with UK law, all students require police clearance before going into schools for your Teaching Practice. Students from within the UK will need to apply to the Criminal Records Bureau (CRB) via an umbrella organisation. Please note that this process can take up to 4-6 weeks and must be started prior to beginning the course.

Criminal Records Bureau

Tel: +44 (0)8709-090811

Website: www.crb.gov.uk

Note that it is the Enhanced Disclosure only through the CRB that is the requirement and NOT a person record check by the National Identification Service, Subject Access Office on the Police National Computer.

Those coming from outside the UK should already have obtained clearance from their local police before entering the country. If you have not already sent this to the Institute you must bring a copy of your clearance with you.

Police Registration

Holders of non-European Union passports are reminded that once in the country they must initially register at the Overseas Visitor Records Office. If you move during your stay, you should then advise your local police office. Please contact the MMI office for further details.

Overseas Visitor Records Office

Brandon House
180 Borough High St
London SE1
Tel. +44(0)20 7230-1208

Student Card

Full-time students are eligible for a student card. This card helps you to obtain discount at some shops, theatres and cinemas. You may also wish to apply for an International Student Identity Card (ISIC). This will give you access to a network of specialist student travel offices around the world. You will also have access to the ISIC Helpline 24 hours a day from anywhere in the world; this is designed to give special information for planning a trip, such as vaccination advice, and legal and visa advice when you are abroad. As an ISIC holder you will receive a free copy of the ISIC World Travel Handbook.

The ISIC is available from:

STA Travel

52 Grosvenor Gardens (near Victoria Station)
London, SW1
Tel: +44 (0)20 7881-1280
Website: www.isic.org

During the Course

GENERAL INFORMATION

Travelling to the Institute

Camden council operates a Resident Parking scheme, which makes parking in the area very difficult. There are pay and display car bays around Hampstead but this is a costly and inconvenient way to travel. We recommend that all students use public transport to reach the Institute, many buses pass close by. The office can provide travel directions to the Institute.

The nearest underground tube stations are Belsize Park and Hampstead, which are on the Northern Line (Edgware branch), and Swiss Cottage and Finchley Road, which are on the Metropolitan and Jubilee lines.

The overground rail stations are Hampstead Heath and Finchley Road & Frognal, which are on the Silverlink line; this line connects Richmond in the west of London to Woolwich via Stratford in the east of London.

All stations are approximately 10 – 15 minutes walk from the Institute.

The carpark at the front of the Institute is strictly for staff parking. Students may not park their cars in the Institute carpark or driveway for any reason.

Typical Day

Full-time Students

Lectures generally begin at 9.15am and finish at 4.30pm. Students may be asked arrive at Institute from 8.30 or stay until 5.00pm from time to time. This is generally arranged in advance with your adviser or the tutor conducting the session.

Please arrive in good time for your lectures so that sessions may start on time. Arriving late disrupts the lecture and can be off-putting for those students who have arrived on time. If you are late, you may be asked to wait until there is a break in the lecture before entering. Lecturers cannot be expected to repeat information for latecomers. If you do miss part of a lecture, it will be your responsibility to obtain notes and missing information from a fellow student after the lecture. Please bear in mind that students who are constantly late may be unable to complete the Course due to the 90% attendance requirement. A register is taken at the beginning of each session where absences and lateness will be recorded.

Lunch times vary depending on the lecture but are generally one hour long from 12.30pm – 1.30pm. A mid-morning tea or coffee break of approximately 10 – 15 minutes is given each day and timed at your lecturer's discretion. Students are welcome to stay on the premises until 6.00pm on Tuesday and Thursday evenings.

Part-time & Assistant Course students

Lectures generally begin at 6.30pm and finish at 9.30pm on Tuesdays and Thursdays, and 9.30am to 4.30pm on nominated Saturdays (please refer to the Course Timetable for these dates). Your adviser may need to meet you earlier from time to time. This is always arranged in advance.

Please arrive in good time for your lectures so that sessions may start on time. Arriving late disrupts the lecture and can be off-putting for those students who have arrived on time. If you are late, you may be asked to wait until there is a break in the lecture before entering. Lecturers cannot be expected to repeat information for latecomers. If you do miss part of a lecture, it will be your responsibility to obtain notes and missing information from a fellow student after the lecture. Please bear in mind that students who are constantly late may be unable to complete the Course due to the 90% attendance requirement. A register is taken at the beginning of each session where absences and lateness will be recorded.

A mid-evening tea or coffee break of approximately 10 – 15 minutes is given each day and timed at your lecturer's discretion. Lunch break on Saturday will be approximately 1 hour.

Food and Drink

A kettle, toaster, microwave and refrigerator are provided in the student common room. Students will need to provide their own food and drink, including tea/coffee/sugar/milk and should clean and return all crockery/glassware immediately after use. Please make sure that your food is clearly labelled with your name and do take responsibility for throwing it out when it is past its use-by date. Food and drink are not allowed in either the lecture rooms or the practice rooms. Please refrain from bringing nut products onto the premises. It is the responsibility of all students to ensure that the student room is kept clean and tidy.

Hampstead village is an ideal place for students to have lunch as it is filled with small cafés and a wide range of restaurants, many of which have special lunch time offers. We strongly recommend that you go out and about at lunch-time and get some well-earned fresh air.

Security

The building is accessed by entering a 4 digit-code security code on the key pad at the entrance to the Institute. The code is changed regularly, and students are asked to remember the code and not pass it on to any third party. Visitors must be arranged in advanced and taken to Reception on the ground floor. For security and Health & Safety reasons all visitors are required to sign the visitors book as a record of their presence on the premises.

Students on the Diploma Course will be provided with a locker. Students should keep anything of value, especially their handbag, inside their locker at all times. Students are reminded that the Institute is not responsible for the loss of any item belonging to a student. A cloakroom is provided on the second floor – please ensure no items of value are left in this room.

Library

There is a small reference library for students to use. A nominal deposit is required from students who wish to use this facility. Books are issued once a week, when a staff member will be on hand to advise you if you need help. You will be given joining form that will enable you to join the local library. The nearest library is approximately 10 minutes walk away. One of the nearby libraries, Keats library, is situated next to the building where the poet John Keats lived.

Office Equipment

We regret that we cannot make our photocopier, fax machine, computers, printers or other office equipment available for students to use. Some local newsagents and libraries can provide these services.

Computers

You may find it useful to use a computer to compile your reference files and write your essays. The Institute is equally happy to receive work that is either word-processed or hand-written. If you choose to use a computer, please ensure that you back-up and print-out regularly. We cannot accept computer malfunctions resulting in loss of data as adequate cause for late work.

Health & Safety

Fire Drill

There are usually two fire drills a term. Students are shown the procedure for the drill in the first few days of term.

Students will be provided with a student name tag located at the entrance door. It is a requirement that every time you enter the building, you place your name tag on the registration board to show that you are in the building. It should be removed when you leave the building. The requirement forms part to the fire-drill procedures and is necessary for your safety.

At the sound of a long unbroken bell ringing, students should put down whatever they are doing and immediately proceed out of the building, by the nearest exit, without removing their name tag from the registration board. The muster point for students is opposite the building outside gates of the building called 'The Hoo'. At this point staff will call the names of students whose name tags are on the registration board to ensure that all students have been evacuated. No matter how cold the weather is, please do not stop to collect your coats or return to your lockers to collect your valuables.

Health and Safety Committee

One student representative will be asked to attend our Health and Safety Committee meetings once a term.

First Aid

Many members of the staff are qualified in First Aid. Should you require help please notify the nearest staff member. The First Aid kit is located in the ground floor office.

If you are on medication or have any illnesses or allergies, you must ensure that you have informed the Director of Training at the beginning of each term.

We are forbidden, by law, to give out painkillers (i.e. aspirin or paracetamol). Students should be aware that they take any medication on their own responsibility. Two chemist shops are situated close to the Institute. One of these specialises in homeopathic remedies and the other in traditional medicines.

The Royal Free hospital is 5 minutes walk away if a student requires emergency treatment.

Travel during the Course

Please do not make arrangements to be absent during term times. Students coming from abroad and wishing to return home over the Christmas and Easter holidays are encouraged to book flights on acceptance to the Course. These times tend to be booked early as all educational establishments in the UK have roughly the same holiday dates. Please ask the Course Administrator to provide you with a letter for visa purposes.

Ensure that you carefully check the timetable for the term dates but bear in mind that these periods may afford much needed revision time or additional study, particularly prior to the examinations.

COURSE COMPONENTS

Notice Board

Each course has its own notice board where timetables, information and student placements can be found. Messages for students are left on the table in the front hall. If students need to contact a member of staff, they may place messages on the staff board. Students may also leave messages for the administrative staff in the office on the second floor.

Please check the notice board for regular announcements regarding changes in timetable.

There is an additional notice board where job vacancies are displayed throughout the year.

Timetable

Students on the **one year full-time Diploma Course** will be given a full course overview. The timetable will be posted every 4 weeks. Students will also receive a schedule detailing completion and submission dates for work during the Course. The Course is an intensive one and these dates are given to enable students to pace themselves and keep up with their work.

Students on the **two year full-time Diploma Course** will follow the same timetable as the one year students for the first term. After this, they will be given their own timetable and schedule for completion and submission dates for work during the Course.

Students on the **part-time Diploma Course** will be given the entire timetable for the year and submission dates for course work for the year.

Students on the **Assistants Course** will be given a full timetable for the Course and submission dates for course work.

Lecturers

All members of the MMI staff are highly qualified lecturers/tutors. All have had a minimum of three years experience running their own Montessori class in addition to further professional training to prepare them to pass on the Montessori approach to education to students.

Advisors

Students on the Diploma courses will be assigned an Advisor who will meet you on a regular basis to discuss your work. These meetings will sometimes be on an individual basis and sometimes part of a group discussion. If you are experiencing any difficulties with your studies or have other concerns you wish to share, please do so with your Advisor in the first instance and then with the Director of Training if necessary. Students on the Assistants Course will be allocated an Advisor who will be available if you have any difficulties during the period of your studies.

Student Observation & Teaching Practice Placement

Students on the Diploma courses will be allocated to several schools for Observation and Teaching Practice over the course of their study. The Institute is responsible for assigning students to an AMI Montessori school. Students on the Assistants Course may be assigned to one school during their Observation week.

Students on placement should note that they must act in accordance with the School's code of practice. They should be co-operative and helpful. Students will be given notes for guidance immediately before their placement.

Private Study

Due to the intensive nature of all the courses, students are required to undertake a good deal of private study. Please bear this in mind when organising your evening and weekend social life. Students will find that some study will be required during each weekday evening and for some part of the weekend.

Course Work

Students are expected to work independently and ask for help when they need it. If you find you are falling behind with your workload, you must talk to a member of staff about this as soon as possible. Staff are experienced in helping you to prioritise your time and are ready to give help if you need it.

All course handouts are for the personal use of students and may not be published or reproduced for purposes other than their own studies.

The reference files which students prepare and submit for examination are intended for their own personal use with children and may not be printed, published or reproduced in any form for any other use.

The taping of lectures is not permitted. The Institute tapes all major theory lectures which students can listen to, if they wish, on the premises. There are question and answer sessions scheduled after the major theory lectures to enable students to clarify their understanding of the theory.

Plagiarism, the attributing of other people's work to oneself, is not tolerated. All quotations from the work of another person or persons, or use of someone else's ideas must be clearly sourced, with proper referencing. If, following investigation, a student is found to have plagiarised someone else's work, that student's course will be terminated.

Each course has a set number of practice hours with the materials, which help you put the theory into practice. Students undertake these hours under tutorial supervision. The more practice time you have, the more confident you will be when working with children. Montessori materials are generally given to children on an individual basis. If you become proficient at presenting the materials, you will have more time to observe each individual child's responses to your lesson when you are on Teaching Practice placement.

STUDENTS

International Student Body

Students attending the Institute come from all over the world and this gives our Courses a special character. We actively seek students of all nations, races and creeds as this reflects the true nature of Montessori education which is applicable to all children, all over the world, no matter their social or cultural background. You will make lifelong friends who come from all parts of the world, united in the desire to help children along their developmental path.

Student Representative

Each Course is asked to choose a Student Representative. Student Representatives from the Diploma Courses are asked to meet with the Director of Training at the end of Terms 1 and 2. One representative will be asked to attend the Health and Safety Committee.

Student Review

For students on the one year full-time and two year full-time Courses, a general review of the students' progress on the Course will be made at the end of the autumn term. For students on the part-time Diploma Course a general review of progress is carried out at the end of the first year. If a student is shown not to be making satisfactory progress in their study, the Institute reserves the right to request the student to withdraw from the course or take alternate remedial action, including but not limited to, extending the duration of their time on the Course.

Student Dismissal

As stated in the Course Terms and Conditions, the Institute reserves the right to ask a student to discontinue their Course of study for medical, psychological, academic or other cogent reasons. Tuition fees cannot be refunded or transferred under any circumstances and students paying fees in instalments will be fully liable to pay the balance of fees if for any reason they are unable to complete the Course.

Student Grievance Procedure

There is a grievance procedure for students to follow in the unlikely event that the need arises. A copy is available upon request. Written below is a summary of the stages of the procedure.

Stage 1 – Informal Discussions

1. If a student has a grievance relating to his/her Course experiences, the matter should be raised initially with the Director of Training. The grievance should be raised verbally in the first instance. In the event that the grievance relates to the Director of Training who would normally deal with a grievance at this stage, the grievance should be referred to the Steering Committee.
2. The Director of Training will attempt to resolve the complaint informally. She shall enquire into the grievance and will discuss it with the complainant. Most grievances will be resolved at this stage.

Stage 2 – Written Grievance

1. If the complainant feels that the matter has not been resolved through informal discussion, the grievance should be put in writing to the Director of Training. The Director of Training will give a written response within ten working days in an endeavour to resolve the matter.
2. If, upon receipt of the written decision, the complainant is still dissatisfied with the decision, he/she may progress the grievance to Stage 3 within five working days.

Stage 3 – Steering Committee

1. If the grievance has not been resolved at Stage 2, the complainant may refer the grievance to the Steering Committee by obtaining from the Office a grievance form.
2. The Steering Committee will, as soon as possible, and in any event within ten working days of receipt of the form, arrange a meeting at which all parties to the grievance will attend.
3. The Steering Committee will issue a written decision within ten working days and their decision will be final.

Visitors

Family and friends are welcome to visit the Institute. Please inform the Director of Training in advance for permission and ensure that they follow the security procedures whilst on site.

ASSESSMENTS & EXAMINATIONS

Diploma Course

All students are required to read and sign the AMI **Requirements for Certification**. These will be sent to you with this handbook or provided during the Course Orientation. They must be returned prior to commencing the Course. A copy signed by the Director of Training will be returned to you.

Formative Assessments

During the Course you will submit essays and projects which will be given a formative assessment in the form of constructive criticism and discussion. Formative Assessments will be evaluated on a scale of 1 to 5. Levels on this scale are awarded as follows;

1. Indicates that the work does not meet the set criteria and must be **totally redone and re-submitted**.
2. Indicates that some of the criteria have been met, however the work is still not of a satisfactory standard and needs to be **modified and re-submitted**.
3. Indicates that the work has attained a satisfactory standard though it can still be improved upon. Suggestions for improvement will be included in the Assessment sheet.
4. Indicates the work has attained a good standard, though there is scope for further improvement. Some suggestions for further improvement will be included in the Assessment sheet.
5. Indicates that the work shows evidence of student initiative/creativity/depth of research/understanding and has attained an excellent standard with evidence of student initiative.

Disqualification of Course Work

Candidates may, as per the rules regarding course work as mentioned in the Programme of Work and the Student Handbook be disqualified for malpractice such as:

- Submitting coursework which is plagiarised.
- Submitting coursework produced by some other person.
- Submitting coursework that is photocopied from some other student.
- Submitting coursework that is photocopied from some other outside source.

In case the course work submitted by any two/more students is identical, both/all students involved will be disqualified.

Your Observation and Teaching Practice placement must be completed before you receive your Diploma. Your Observations will be discussed with you. Your Teaching Practice is assessed by yourselves in conjunction with the school and an Institute assessor.

Students are eligible to sit for the AMI Montessori International Diploma if they have achieved 90% attendance at Course lectures/sessions, full attendance at supervised practical sessions and paid all tuition and examination fees. The AMI Diploma is awarded on the completion of Observation and Teaching Practice placements and the following four parts of the examination:

Diploma Examinations

- Theory Paper – 3 hours
- Applied Theory Paper – 3 hours
- Practical (Oral) Examination in 4 areas – 2 hours
- Reference Files

Each part of the examination must be passed in order to receive the AMI Diploma. The pass mark is 50%. For the Practical (Oral) Examination, all 4 areas must achieve a pass mark.

An examiner, appointed by AMI, will act as an external assessor for the Course.

The decision of the Board of Examiners is final.

Assistants Course

Students must present three essays on topics chosen by them from among those given on the Course. Students must also have completed the Observation, anthology and material made on the Course to a satisfactory standard. In addition, students must have paid their tuition fees in full and achieved 90% attendance throughout the Course.

Successful students will receive an AMI Certificate of Attendance alongside an MMI transcript of all work covered to a satisfactory standard on the Course.

After the Course

MONTESSORI AS A CAREER

Once you have gained your Diploma or Certificate, please take copies of it and put it in a safe place. AMI/MMI does not issue duplicate Diplomas/Certificates should they become lost or damaged. Transcripts may be requested in writing from MMI at later dates.

Summer Workshops

During the summer term, usually in June, the Institute provides a number of workshops. These workshops cover a variety of different topics and are open to students, past students and the public. Students may be required to attend some of these as part of their Course requirements. The remaining workshops are charged a nominal rate.

A basic First Aid workshop is offered every summer and we strongly recommend all students to attend, particularly if they are to work with young children. Past workshops have included the Art of Storytelling, Children with Autism, Nutrition and Child Protection.

Introduction Service

The Institute can assist you with finding work both in the UK and abroad. We operate an Introduction Service for students, free of charge, to connect them with Montessori schools in search of qualified Montessori teaching staff.

Alumni Association

We have an Alumni Association for all graduates of the Institute. Please keep in touch with us with news of where you are and what you are doing, whether you continue in Montessori as a career or move into another field. The Alumni Association organises Professional Development Workshops and Seminars for Alumni and a yearly Refresher Course.

By providing us with your address, or even better, your email address we can ensure you are kept informed of these events.

AMI Refresher Courses

It is important to continue your professional development once you have completed the course and AMI Refresher Courses are run each year at the Institute. These are listed on our website www.mariamontessori.org. You may also wish to attend Refresher Courses in other parts of the world and information on these can be found on the AMI website www.montessori-ami.org.

AMI Conferences & Congresses

Conferences and Congresses are held all over the world, reflecting the international nature of Montessori education. These occasions are not to be missed as they provide professional development and the opportunity to meet a wide variety of Montessori practitioners with whom to share thoughts and experiences.

PROFESSIONAL ORGANISATIONS

Association Montessori Internationale (AMI)

During the course of your study, the Institute pays for your membership of the AMI. After you finish your course, we strongly recommend that you join the AMI as an individual member in order to support its activities and gain the many advantages membership affords. The objectives of the AMI are:

To maintain, propagate and further the ideas and principles of Dr. Maria Montessori for the full development of the human being.

AMI aims to accomplish the objectives by:

- Furthering study, application and propagation of the Montessori ideas and principles for education and human development.
- The propagation of knowledge and understanding of the conditions necessary for the full development of the human being from conception to maturity both at home and in society.
- Accrediting centres where people may be trained according to the principles and practices of education as envisaged by Dr. Maria Montessori.
- Helping to create a climate of opinion and opportunities for the full development of the potential of all young people so that humanity may work in harmony for a higher and more peaceful civilisation.
- Promoting general recognition of the child's fundamental rights as envisaged by Dr. Maria Montessori irrespective of racial, religious, political or social environment.
- Co-operating with other bodies and organisations which promote the development of education, human rights and peace.

Association Montessori Internationale (AMI)

Koninginneweg 161
1075 CN Amsterdam
The Netherlands
Tel: +31 20 6798932
Email: info@montessori-ami.org
Website: www.montessori-ami.org

Montessori Society AMI (UK)

If you are remaining in the UK, you should become a member of the Montessori Society AMI (UK), which automatically includes membership of AMI. The Society produces a variety of newsletters and magazines and the majority of Montessori related books may be purchased through them. The Society organises conferences and seminars for its members and the public.

Montessori Society AMI (UK)

26 Lyndhurst Gardens, London NW3 5NW
Tel: +44 (0)20 7435-7874
Email: montessorisoc.amiuk@tiscali.co.uk
Website: www.montessori-uk.org

Montessori Early Years Forum (MEYF)

Regional groups of Montessori teachers meet all over the UK. These groups seek to provide a forum for professional development among all Montessori teachers.

Website: www.montessorieducationuk.org/early.html

Montessori Education (UK)

Montessori Education (UK) is an umbrella organisation for Montessori education in the UK. It was formed to unify the Montessori movement by raising standards in Montessori provision nationally. They are involved in school accreditation and training monitoring.

MMI has signed up to the Montessori Education (UK) Quality Assurance Document.

Email: meuk@montessorieducationuk.org

Website: www.montessorieducationuk.org

FURTHER STUDY

Post Diploma Study

The Institute offers the possibility for some students who wish to deepen their understanding of Dr. Maria Montessori's theory in practice, to undertake a year-long, in-service, guided Observation and child study project.

University Study

Once you have settled into your teaching career, you may wish to further your studies. Many university courses will take your Montessori Diploma into account if you produce a transcript and detailed outline of your Course, available from the Institute.

Montessori graduates who do not have a Bachelor's degree can apply to study part-time at the Institute of Education on a B.Ed. Hons. Course for serving teachers. Please contact us for further details.

Study in Related Fields

Some students during the course of their studies become fascinated by one particular aspect of child development and wish to study it in more detail. They may, for instance, wish to study dyslexia, dyspraxia or special needs in general. Your Montessori Course will have given you a good foundation on which to base this additional study.

EQUAL OPPORTUNITY POLICY

POLICY STATEMENT

The Maria Montessori Institute AMI is committed to achieving equality of opportunity for all people who work and study at the Institute and recognises the requirements under the Sex Discrimination Act 1975 (as amended), the Race Relations Act 1976 (as amended), the Equal Pay Act 1970 (as amended) and the Disability Discrimination Act 1995, together with associated codes of practice.

MMI will not tolerate any form of behaviour or activity that discriminates without proper justification on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, age and unrelated criminal convictions.

MMI seeks to employ staff and recruit students who reflect the diverse community at large, because we value the individual contributions of all people. We will treat all staff and students on our premises with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation. To this end, within the framework of the law and best personnel practice, we are committed, wherever practicable, to achieving and maintaining a working environment which broadly reflects the international as well as local community.

No staff member, staff applicant, student or prospective student should be disadvantaged or treated less favourably because of conditions or requirements which cannot be justified and the Institute will seek to make reasonable adjustments to its arrangements and premises with a view to avoiding any substantial disadvantages for disabled people. Action will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, career management, career guidance and on the termination of employment or in the event of student dismissal, are based solely on objective and job/Course related criteria.

Action to Implement Policy

It is the aim of the Institute to set an action plan containing explicit, measurable and achievable objectives and targets.

Responsibilities

Management, staff and students have personal responsibility for the practical application of the policy, which extends to the treatment of staff, students and through their contractual agreements with the Institute.

The Director of Training has overall responsibility for the operation of this policy.

The Director of Training will be responsible for the fair and adequate arrangements existing between students and the Courses, and for the effective handling and recording of all aspects of this relationship.

The Director of Training has a responsibility to ensure the policy is carried through effectively, by giving active support to the policy and ensuring that staff members and students understand and implement the policy. The Director of Training should encourage staff and students to bring to her attention of any instances of discrimination, and ensure that all allegations are investigated with the assistance of the Steering Committee.

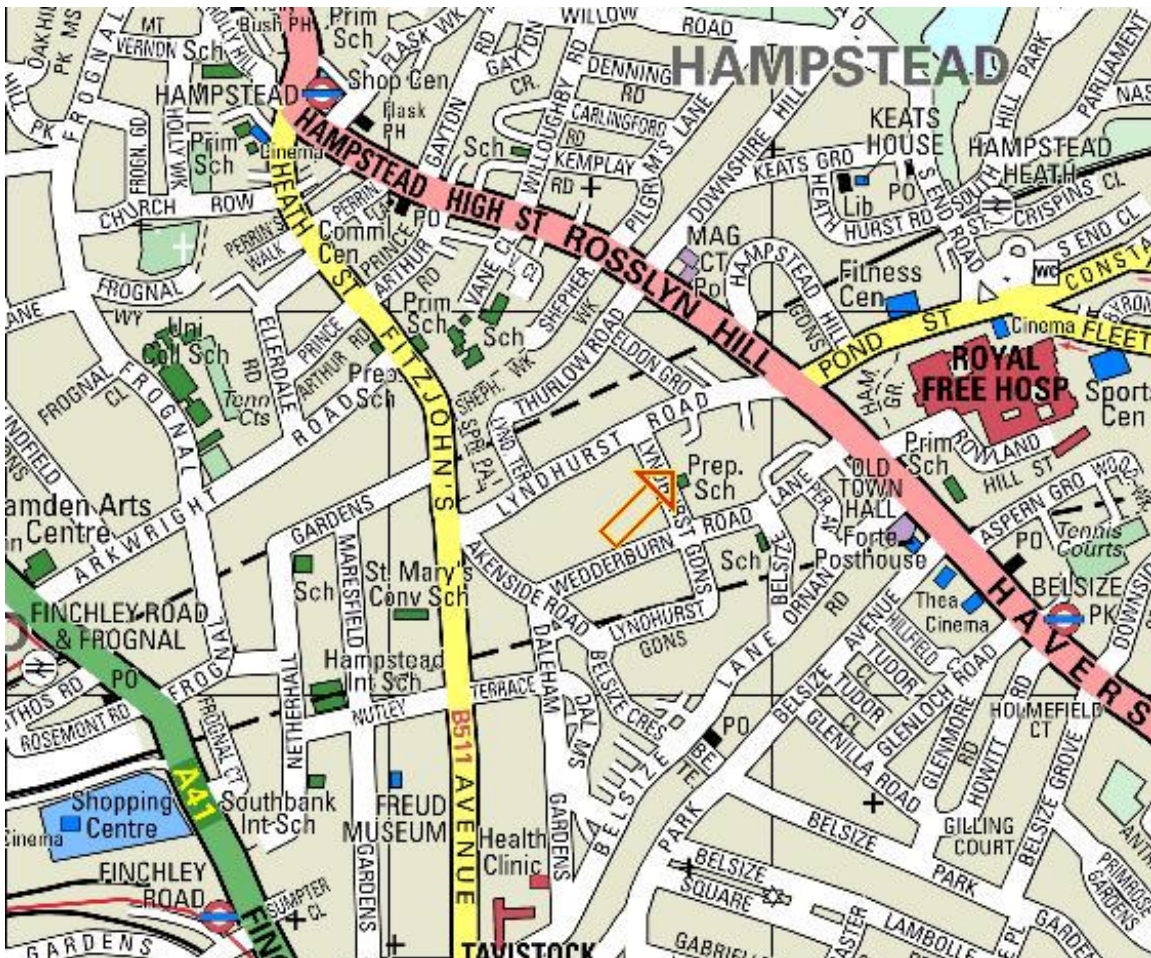
Disciplinary action will be taken against any staff or student who does not comply with these requirements.

Training

The responsibilities in relation to equal opportunities will be positively incorporated into training at all levels.

The policy will be made available to all staff and students including new employees.

New students will receive their copy of the statement during Orientation. Staff and students will be required to sign the Statement of the Equal Opportunities Policy and all signed statements will be kept on file.



Travel to MMI

By Mainline Train

Finchley Road & Frognal – Silverlink
 Hampstead Heath – Silverlink

By London Underground

Finchley Road – Jubilee & Metropolitan Line
 Swiss Cottage – Jubilee Line
 Belsize Park – Northern Line
 Hampstead – Northern Line

By Bus

Finchley Road – 13, 82, 113, 187, 268
 Fitzjohn's Avenue – 46
 Haverstock Hill – C11, 168, 268
 Rosslyn Hill – 46, 268
 South End Green – 24, 168
 Belsize Avenue – 268



Maria
 Montessori
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