



# Primary School Parent Handbook

Information for Parents  
2019-2020

Cayman Prep and High School

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## Primary Principal's Welcome and Introduction

A very warm welcome to our Primary School where we offer first class learning opportunities to just over 500 students, who range from Kindergarten to Year 6. We are most fortunate to have a highly qualified and professional team of teachers, leaders and support staff who are dedicated to meeting our learners' individual needs.

Our Primary School curriculum is inspired by the revised National Curriculum of England (2014) but uniquely adapted to meet the needs of our international context and student body. We offer a high-quality learning-focused environment where learning is irresistible, engaging and enjoyable and a setting where students make real choices, develop positive self-esteem, growth mindset and high moral values, based on our Christian beliefs.

Our students are placed at the centre of learning and teaching. Differentiated instruction enhances learning for all students by engaging them in activities that respond to particular learning needs, strengths, and preferences and is effective in supporting and challenging the full range of ability levels in the classroom. We strive to enable all of our learning community to develop academic, creative, social and emotional skills, knowledge and understandings which are flexible, adaptable and transferable, in order to meet the unpredictable demands of our ever-changing world.

Our Christian ethos is evident throughout the school and we inspire our students to think, from the very earliest ages, about what sort of contribution they will make to the world, how they will make a difference, and support them in such a way as to ensure they grow into responsible, mature, and engaged members of the school community and citizens of the world.

Positive parental relationships are crucial to supporting students' learning and we share information which actively engages parents in their child's education, creating worthwhile and valuable partnerships. A Learning Charter will be signed by all parties to outline the commitment of the partnership.

We work hard to ensure that our students experience a positive transition between each stage of learning, from Kindergarten, through Key Stage 1 and Key Stage 2, and then on to High School. We look forward to working with you and your child throughout their Primary School learning journey, and beyond.

We do hope that you find the information in this booklet useful and please do not hesitate to contact any member of our team should you require any further information or clarification.

Kind regards,

Robin Davies  
Primary School Principal



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# Our Mission Statement

Cayman Prep and High School provides a stimulating learning environment, firmly rooted in Christian principles, in which our students become critical, creative, thinkers, responsible citizens and lifelong learners in an ever changing world.

## Contact Details

Cayman Prep and High School  
PO Box 10013  
Grand Cayman  
KY1-1001  
Cayman Islands

**Primary School Telephone:** (+1-345) 949-5932

**Website:** [www.cayprep.edu.ky](http://www.cayprep.edu.ky)

## Email:

General Enquiries: [psoffice@cayprep.edu.ky](mailto:psoffice@cayprep.edu.ky)

Admissions: [primaryadmissions@cayprep.edu.ky](mailto:primaryadmissions@cayprep.edu.ky)

## Primary School Leadership Team

Primary School Principal

Mr. Robin Davies: [psprincipal@cayprep.edu.ky](mailto:psprincipal@cayprep.edu.ky)

Deputy Primary School Principal

Mr. Stephen Coles: [dpsprincipal@cayprep.edu.ky](mailto:dpsprincipal@cayprep.edu.ky)

Head of Assessment,  
Inclusion and Staff Development

Mr. Stuart Janes: [stuart.janes@cayprep.edu.ky](mailto:stuart.janes@cayprep.edu.ky)

Head of Curriculum,  
Learning and Teaching

Ms. Natasha Chopra: [natasha.chopra@cayprep.edu.ky](mailto:natasha.chopra@cayprep.edu.ky)

# CURRICULUM

From Kindergarten up to Year 6, our English based curriculum provides our students with a solid foundation and a vivid understanding of the world.

Core subjects of English, Maths, Science, History, Geography, Art, Design and Technology, Religious Education, Personal, Social and Health Education are learned in their classes with the Class Teacher. We have Specialist Teachers who lead learning in Physical Education, Music, Computing, Spanish and French (French from Year 3 upwards). Our teachers plan learning to be as inquiry based and relevant as possible so that students are able to make links between existing knowledge, skills and understandings across the range of subjects. Computing Technology is integrated into the Curriculum across a wide range of subjects.

The main Lines of Inquiry are detailed in the table below. More information about the content of each Thematic Based Unit will be shared by the Class and Specialist Teachers in Termly and Weekly Newsletters.

**2019 – 2020 Curriculum Map - Lines of Inquiry**

Year Group	Term 1 (1)	Term 1 (2)	Term 2 (1)	Term 2 (2)	Term 3 (1)	Term 3 (2)
KG	Tiptoe into Kindergarten Into the Garden...	Treasure	Superheroes	Water	Fairy Tales	Space Journeys
Y1	Journeys Marvelous Me	All Creatures Great & Small	Up the Beanstalk!	Sticks, Bricks & Straw	Beloved Cayman Isles	Weather or Not
Y2	Once upon a time...	Local Heroes	Island Life	I'm Alive!	Hunting & Hiding!	On Safari...
Y3	Land Before Time Let's Rock!	What can we learn from the past?	Walk Like an Egyptian	Civilisations and Discoveries	Roald Dahl	Life Processes and Living Things
Y4	The Rise of Tenochtitlan Aztecs	Chocolate Changes Digestive system	Hide & Seek Corals and Mangroves	Passport to Cayman Electrifying!	Spice it Up! India	Let's Get Noisy! Sound
Y5	The Big Change! Caribbean History	Caribbean Cuisine and Culture	My Greek Odyssey	Space – the Final Frontier	Follow the Frog! Rainforests	Media Mayhem
Y6	Mirror, Mirror	Autobiographies	Cheering for Change Democracy	Daring Discovery Island Project	Lights, Camera, Action! WW2	Moving on up



## CAYMAN PREP & HIGH SCHOOL CALENDAR 2019 – 2020

### PRIMARY SCHOOL

<b>Wednesday 28<sup>th</sup> August 2019</b>	<b>Term begins</b>
Friday 18 <sup>th</sup> October	Professional Development Day (School closed)
21 <sup>st</sup> until 25 <sup>th</sup> October (inc)	Mid Term break
Monday 11 <sup>th</sup> November	Public Holiday (Remembrance Day)
<b>Wednesday 18<sup>th</sup> December</b>	<b>Term 1 ends at 12 noon</b>
<b>Thursday 6<sup>th</sup> January 2020</b>	<b>Term 2 begins</b>
Monday 27 <sup>th</sup> January	Public Holiday (National Heroes Day)
24 <sup>th</sup> until 28 <sup>th</sup> February (inc)	Mid Term break
<b>Friday 3<sup>rd</sup> April</b>	<b>Term 2 ends at 12 noon</b>
<b>Monday 20<sup>th</sup> April 2020</b>	<b>Term 3 begins</b>
Monday 18 <sup>th</sup> May	(TBC) Public Holiday (Discovery Day)
Monday 15 <sup>th</sup> June	(TBC) Public Holiday (Queen's Birthday)
<b>Friday 30<sup>th</sup> June</b>	<b>Term 3 ends at 12 noon</b>

## SCHOOL HOURS

Times for the school day are established by The Board of Governors. These are as follows:

Location	Department	Registration Time	Start Time	Finish Time
Primary School Smith Road	Kindergarten	7:55 a.m.	8:00.a.m.	2:00 p.m.
Primary School Smith Road	Infant School Years 1 & 2	7:55 a.m.	8:00 a.m.	2:15 p.m.
Primary School Smith Road	Junior School Years 3, 4, 5 & 6	7:55 a.m.	8:00 a.m.	2:30 p.m.

### After School Care Programme

This is available until 5.30pm at an additional cost (*see After School Care Details*).

## COMMUNICATION

Clear and regular communication is of utmost importance to all members of our school community. Almost all communication is carried out via email and through our Parent Portal, via the website [www.cayprep.edu.ky](http://www.cayprep.edu.ky). You will be provided with log in details prior to your child commencing school. Please ensure that we have all up to date details registered. Should these change, parents must inform the School Office immediately.

Regular updates are sent out with regards to information and events happening in school.

Teachers send out Weekly Learning Letters in order to keep parents informed of the learning focus and Learning Objectives for the following week.

A Primary School Newsletter is circulated regularly.

Learning-Focused Reports are issued twice per year. Dates for these are published on our Parent Calendar.

Parent Teacher Consultations occur three times per year. Dates for these are published on our Parent Calendar. Should you wish to discuss any matter at another time, with a teacher or member of the Leadership Team, please email them directly or contact the office to make an appointment.

For regular updates on current events and activities from both our primary and high school sites, go to our Facebook page at: <https://www.facebook.com/caymanprep/> and like our page.

### **ATTENDANCE AND ABSENCE (see also Attendance Policy in Appendices)**

Students must attend school during term time and school hours. If your child is going to be absent from school, a written explanation must be sent to the office in advance, on, or before the day of return.

Students must also attend and participate in all classes and activities designated, including Religious Education, morning assembly, Physical Education, swimming classes or any classes arranged by the school. A doctor's certificate must accompany a request for a student to be excused from any curriculum activity.

### **Attendance Expectations (Cayman Islands Office of Educational Standards)**

**Excellent:** Attendance for each term is at least 98%. Students are punctual in arriving at school and for lessons throughout the day.

**Good:** Attendance for each term is at least 96%. Students arrive in good time for lessons and at the start of the day.

**Satisfactory:** Attendance for each term is at 94%. Students are punctual both at the start of the start of the day and following transitions.

**Weak:** Attendance is less than 92% per term. The student regularly arrives late to school and for lessons.

**Under Cayman Islands Education Law, the School is obligated to report poor attendance or prolonged absence to The Education Truancy Officer.**

### **Student Illness**

If your child has a fever/high temperature, is vomiting, or has a contagious illness or rash, parents must notify the office immediately and keep their child away from school until they are symptom free for at least 24 hours and are no longer contagious. A doctor's medical certificate stating this may be required. If a child is sent to the office with any suspicious rashes, illnesses or headlice, it is at the school's discretion to call the parents to collect the child from school, and to keep him/her at home until checked by a doctor.

### **Medicine administration**

If medication is to be administered at school, parents/carers must complete an authorisation form. These forms are kept in the school office. A file is opened for each child receiving medication and the medication stored in a locked cabinet. Please note that if we do not have a signed form, no medicine can be administered. *(Please see Parent Medical and Consent form and Medication Consent Form, pages 18 – 20)*

### **Headlice**

If your child has headlice, he/she may not return to the classroom until treatment has been given and he/she has been checked by the office (usually 24 hours after treatment).

### **Extended Leave Requests**

As a learning-focused school, we strongly discourage removing students from school outside of the designated holiday period as this has a negative impact on student learning and routine. Learning in every class will continue right up until the final day of any term. Under Cayman Islands Education Law, student absence will be recorded as excused in cases of illness and certain serious matters relating to family circumstances. Other reasons, such as holiday requests, will result in the absence being recorded as notified but not excused. If there has to be a planned absence, a request in writing must be made through the School Office. The school is not obliged to set work for children who are away during school time.

## **REGISTRATION**

Students must register with their class teacher between 7.45am and 7.55am.

### **Lateness**

Students should be in their classes and ready to learn by 7.55am. Learning commences in all classes at this time. Students arriving late will miss important aspects of the lesson and will be marked as 'late'. They may also disrupt the learning of others and lateness also results in a student feeling greater stress and achieving poorer outcomes.

In any case of late arrival, the student must first report to the office to be registered, and then proceed to their classroom (or directly to the hall on days when there is an assembly).

### **Medical Appointments**

When a child has to leave during the school day for any reason, a request should be made beforehand, and given to the class teacher or school office. Wherever possible, the school strongly encourages that appointments are made outside of school hours. In addition, only parents or guardians of students should sign out and sign in on their return. There is a sign-out book for this purpose in the office. Children are only to be collected from their classrooms after they are signed out in the office.



# SCHOOL POLICIES

Some frequently referred to policies are detailed below.

## **Behaviour**

Students are expected to behave in a responsible manner both to themselves and to others, showing consideration, courtesy and respect for other people at all times. The emphasis lies in positive reinforcement, rewards and praise, rather than on punishments and sanctions.

Class teachers and year groups have variations in their use of rewards and sanctions, which are implemented to suit age, the make-up of the class and individual requirements. Teachers set class rules with input from the children at the start of every academic year.

Very rarely, detention is required. Detention for students may be held at break times, lunch times, or after school. Twenty-four hours' written notice is normally given for an after-school detention. Parents are required to acknowledge receipt of this notice by detention time.

Our school operates an Anti-Bullying Policy which is zero tolerance. Any allegations of bullying will be investigated thoroughly, and support provided for all parties.

## **Equipment and Books**

Students are required to bring to school each day the equipment recommended by the teacher. Exercise books and workbooks are provided by the school, unless otherwise advised.

All possessions must have the student's name on them, including school hats, school bags, book bags, lunch kits and water bottles. It is strongly recommended that school uniforms and P.E. kits are also marked with the student's name.

## **Extra Curriculum Activities and Clubs**

From Year 1 upwards, we have a rich extra-curricular programme with a variety of clubs and activities to meet all interests. Each Term, students will have the choice to attend clubs which are scheduled at lunch time and after school. All School clubs are run by School staff members, Clear guidelines on how to apply to attend these activities will be available from our office at the beginning of each term.

## **Homework**

Children are expected to satisfactorily complete all assigned home learning activities. In the event of problems encountered with homework, a note of explanation must be sent to the class/subject teacher. All students from Year 4 upwards in the Primary School are required to use a homework diary. Special attention should be given to tidiness of work and care of property.

## **School Trips**

Educational trips conducted by the school require a parent or guardian's signed / online permission and failure to do so may result in your child being excluded from these trips. Risk Assessments have been carried out on all school trips.

## **Transport**

Whenever possible, buses which have fitted seat belts are used for transportation. When these are not available, Yellow School Buses will be used. Occasionally, parents' vehicles have to be used to supplement bus transport. In such cases, comprehensive insurance must be in force and the vehicles concerned must have seat belts for all passengers.

### **Mobile Phones and Personal Electronic Devices**

Mobile phones or other personal electronic devices, such as laptops, iPads and tablets are not permitted in school. The school has a variety of electronic devices available for learning purposes. Access to the internet is limited to appropriate content.

Students will only be permitted to use the school phone with the permission of a member of staff. Calls made by teachers on behalf of students will only be made in an emergency.

### **School Security**

The safety and security of students and staff when attending or working in our school is very important to us. All persons entering the school premises are required to sign in/out at the office and to wear an appropriate I.D. Badge for the duration of their stay.

The School has a CCTV system installed to monitor safety and security in outdoor areas and entrances. A CCTV Policy is in place.

**No child will be allowed to leave school with a person other than the parent or guardian, unless expressed permission has been given.**

### **School Volunteers**

As part of our school's policy, and in accordance with requirements of the Ministry of Education, all regular volunteers will be required to provide us with a current RCIPS Clearance Certificate, as well as to sign a declaration that they will abide by the standards written. Child Protection training will also have to be undertaken. (*See School Volunteer Policy and application form p.21*)

### **UNACCEPTABLE ITEMS**

The following items should not be brought to school: -

Chewing Gum	Hard balls and bats
Computer software	Roller blades
Electronic Items	Skateboards
Glass bottles	Personal toys and games

Other items may be specified from time to time

# SCHOOL UNIFORM

It is important and expected that all students follow the school policy on uniform as we believe that this actively supports our positive school ethos. The practical design and colours of our uniform also project an image that encourages smartness and a pride in appearance. Children should wear their uniform with pride inside and outside the school. We adhere to our uniform policy without exception. Failure to wear correct uniform requires a note of explanation from a parent/guardian.

With effect from June 2016 some items of our uniform – the **skorts, shorts, pants, sweatshirts and rain jackets** – are available for direct purchase only from LandsEnd at <http://www.landsend.com/school>. All other uniform items, for infants, juniors and seniors will continue to be sold at the Uniform Shop. Please contact the School Office or check the website for the Uniform Shop opening times. Please note that the shop is open for at least a week at the end of the school year as well as a week prior to the start of term for your convenience. It also opens for a few hours each week during term time.

## SCHOOL UNIFORM FOR CHILDREN IN KINDERGARTEN THROUGH YEAR 6

### GIRLS

- Turquoise and white gingham blouse
- Khaki skort ( LandsEnd)
- Plain white quarter socks\* above the ankle with NO logos or frills
- Black leather dress shoes\* non-patent, non-suede. Black trainers or shoes that look like trainers are not permitted
- School Tilley hat, (compulsory through Year 6) If you choose to have the hat embroidered, you must use the thread & font approved by the school
- Children who wish to wear a sweater on “cold days” must wear either a navy sweater/cardigan\* or school hoodie bearing the school logo ( LandsEnd)
- Light navy blue rain jacket bearing the school logo - optional (LandsEnd)

### BOYS

- Turquoise and white gingham shirt
- Khaki shorts (LandsEnd)
- Plain white quarter socks\* above the ankle with NO logos
- Black leather dress shoes\* non-patent, non-suede. Black trainers or shoes that look like trainers are not permitted
- School Tilley hat, (compulsory through Year 6) If you choose to have the hat embroidered, you must use the thread & font approved by the school
- Children who wish to wear a sweater on “cold days” must wear either a navy sweater/cardigan\* or school hooded sweatshirt bearing the school logo (LandsEnd)
- Light navy blue rain jacket bearing the school logo - optional (LandsEnd)

### P.E. KIT for all students

- House T-shirt
- Regulation navy shorts
- Plain white quarter socks\* with NO logos or frills
- Sneakers or tennis shoes\*- no platforms or high tops. **Velcro straps for KG & Yr 1**

(Items marked with an \* are not available from the Uniform Shop or Lands End)

All primary children are to wear their trainers / sneakers and P.E. kits to school on the days they have P.E.

### **SHOES**

Regular black, closed low-heeled **dress shoes** are required for both boys and girls. No platform shoes or boots are allowed. Please remember when you are buying shoes for your child that patent or suede is not allowed. Shoes should be closed in at the toe end and heel. A black trainer or shoe resembling a trainer is not acceptable as a school shoe, but may be worn for P.E. only. Shoes must be kept clean and in good repair.

### **JEWELLERY:-**

- No jewellery of any kind is to be worn to school, apart from small, plain silver or gold 'stud' earrings for girls. No more than one earring per lower earlobe is allowed and no hooped earrings for safety reasons.
- Children may wear a wristwatch at their own risk.

### **HAIR:-**

#### **Girls**

- Hair accessories must be navy blue, white or black. Long hair must be tied back or plaited.
- No nail polish or make-up is allowed and will be removed. Nails should be kept short. Acrylics are not allowed.
- No hair dyes of an unnatural colour.

#### **Boys**

- Hair must be tidy and conservative in style and length, no longer than the collar. No "tails" and no hair falling on the face.
- No hair dyes of an unnatural colour.
- Earrings – none allowed.

If you have any queries regarding the school's dress code, please contact the school office.

**The school reserves the right to determine what is "inappropriate" for school.**

### **Loss of items and clothing**

Please ensure that **all items of clothing are clearly labelled** with your child's name and class. If your child has lost items of clothing or footwear, please go to our lost property boxes at the entrance to the school.

## CATERING – SNACK & LUNCHES

The school provides a compulsory snack for all children at the Infant Department (KG to Year 2) at a cost of \$180.00 per year. This amount will be reflected on your invoice. All snacks are nut-free and a varied daily menu (sample below) is prepared and monitored to ensure healthy content.

The School does not provide the optional daily snack for children in the Junior School. Therefore, a daily snack should be provided for him/her each day. We would ask that you support our efforts in promoting and developing a healthy school environment by sending in snacks of nutritional value.

Lunches are currently supplied by Mise En Place, who are very conscientious in providing a wide variety of healthy, nutritious meal options. Menus and price-lists are distributed each month. Ordering of lunches and pre-payment can be arranged by dropping the order form into the School Office or calling the School Lunch Administrator at Mise En Place on 943-2433 or by email at [admin@catering.ky](mailto:admin@catering.ky).

Children must either order lunch from our lunch supplier or bring a packed lunch to school each morning. In the event that a child has forgotten a lunch kit, or has not ordered in time, we will provide a lunch (if available) courtesy of Mise En Place and charge you accordingly.

**Please note that we do not allow the delivery of “fast food” lunches to school.**

### Snack sample:

Monday	Mixed fruit platter
Tuesday	Fresh baked goods (e.g. banana bread)
Wednesday	Low fat cheese sticks and crackers
Thursday	Mixed fruit platter
Friday	Frozen yoghurt

### Water

Students are encouraged and reminded to regularly drink water throughout the day. Each student should arrive in school with a full water bottle each day. Water is available throughout the school for top up purposes. Please clearly label all water bottles.

### Single-use plastic

With plastic pollution on the rise we are working towards cutting down on all single-use plastic.

We strongly encourage students to bring in chopped fruits and veg in reusable containers, rather than packaged. Opting for reusable plastic / silicone bags rather than zip-lock bags is recommended. Reusable wax wraps can replace cling wrap too.

# A “Nut-Free” School....

## Why is the school “nut-free”?

The number of children being affected by life-threatening allergies is growing and the only way to try and ensure the safety of these children at school is to practise complete avoidance of the most potentially-lethal substances. Peanuts and tree nuts are by far the most common culprit to cause anaphylaxis in school-age children. Each year there is an increasing possibility that a child with a severe allergy may join our school community and we must therefore do everything we can to maintain a safe environment for every child in our care.

With respect to a peanut/tree-nut allergy, even tiny amounts of nut residue on furniture, books or other equipment can trigger a severe reaction. Without immediate treatment, the person could die within minutes and this is why your help and cooperation are vital. The most important thing you can do is to avoid sending in any foods which may contain even traces of nuts or nut products.

## Products to avoid

The word “nuts” usually refers to tree nuts like almonds, Brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachio nuts and walnuts. Tree nuts are often packaged in the same processing plants which package peanuts and traces of peanuts can therefore be present.

Read labels to see if nuts or nut products are present. Avoid any products which have label warnings such as “may contain traces of nuts”.

Avoid products which do not carry a list of ingredients.

Avoid “bulk foods” – the scoop you just used for raisins might have been in the peanut bin!

Avoid cooked foods you didn’t cook yourself – stay away from buffet restaurant foods, where spoons may go in and out of various containers.

Avoid fried foods (especially in fast food restaurants) as peanut oil may have been used for cooking.

Even if a product says “Nut-Free” on the package, it is wise to read the label. Some food labels may have warnings such as: “this product contains ingredients derived from nuts” or “products made in a factory where nuts are handled.”

## My child loves peanut butter sandwiches. What can I do now?

Most children are happy to help their classmates and are considerate and kind towards each other. They will be happy to give up their peanut butter sandwiches, providing that a wide range of alternatives is offered. The school will try to ensure that all lunches and snacks sold will be both nutritious and nut-free. You will find that your children will be valuable assistants at the supermarket, in pointing out the “good” and “bad” foods that you should buy.

There are many healthy, nutritious alternative snack and lunch choices available. The choice is yours. If you “Google” on line, you can find lots of examples of “nut-free” snacks, desserts and even birthday cakes!

# AFTER SCHOOL CARE PROGRAMME

## Kindergarten – Year 6

The school has an After School Care programme for students from Kindergarten to Year 6 that operates from 2.15pm to 5.30pm. To support the increased need for after school care we have recently enhanced this programme with additional qualified staff and greater resources. The programme is staffed by four full-time staff members and our teaching assistants as needed. The maximum ratio of staff to students is 15:1. Students are supervised in the canteens in two groups, infants and juniors. The structured programme includes time to relax and watch a movie, enjoy a healthy snack, take part in arts & crafts activities, do puzzles and play games until 4:00 pm. Thereafter, the students move outside for free play, games & activities.

### HOURS OF OPERATION

We expect that all students are collected from school as soon as possible following the end of the regular school day. Students *not collected by the times shown below* will automatically be registered for After School Care and charges for this service will then commence.

KG	2.15pm
Year 1-2	2.45pm
Year 3-6	3.00pm

The After School Care programme ends at 5.30pm and we ask that all students are collected by this time. Naturally we understand that plans occasionally go awry and we do have a plan in place to ensure that students are not left unattended should they remain at school after 5.30pm. The Afterschool Emergency telephone number, to be used from 4:00pm onwards only, is **(345) 922-8433**.

A register of all students attending After School Care is taken at the beginning of the session and regular checks are made during each session. Parents are required to sign the register when collecting their child.

### ENROLLING IN AFTER-SCHOOL CARE

A registration form is available on our website [www.cayprep.edu.ky](http://www.cayprep.edu.ky) or via the school office. We ask that, should you wish to make regular use of the After-School Care programme, you complete the form prior to the start of the academic year. For occasional use, please endeavour to notify the school office on the day that attendance is required. Conditions of attendance require all students to adhere to the behaviour policies expected and outlined by the School. Failure to do so may result in withdrawal from the programme.

### CURRENT FEES (effective August 28<sup>th</sup> 2019)

- CI\$10 for the first hour or part thereof
- CI\$16 per day or for any time greater than one hour
- CI\$260 maximum charge per calendar month
- CI\$10 for the first 10 minutes after 5.30pm and \$10 for every five minutes thereafter

### BILLING

Charges for After School Care are billed within 3 working days of the end of the calendar month. Invoices are sent to parents via email and are payable upon receipt. Payments may be made by cheque or cash at either school office or online through Butterfield, Cayman National or First Caribbean Bank. Please note that, in the event payments are not made promptly, we may ask that students be withdrawn from the After-School Care programme.

## TRAFFIC SAFETY AND PARKING

Please read and keep a copy of the following instructions should you need someone else to collect or drop off your child.

There are currently three car parks at the Primary School; one at the front, one at the side of the driveway and one at the rear of the school. Anyone parking their vehicle, must accompany their child into the school grounds.

Kindergarten Parents should park in the rear car park and accompany their children to class through the rear gate.

From Year 1 to Year 6, parents are encouraged to use the three drop-off zones at the front, side and rear gates. We encourage as many parents as possible to use the drop off/pick up area. If used correctly, there should be little waiting time, less frustration and a safer environment for all. Please encourage your children to be organised to expedite drop off and pick up times.

The back and side gates are locked at 8am.

### **Wet Pick Up**

Children who are normally collected at the pick-up area will be able to wait under cover in the Junior block or at the front gate and be picked up as usual.

Children who are normally collected by hand should be collected as follows:

- KG, Y1 – Y2 from their own classroom
- Y3 -Y6 from the covered porch outside the Y3 classrooms

**Please note: Parking is not permitted at any time beside the field fence / side gate.**





## CPHS Library Policies and Procedures

### **Borrowing:**

All students may borrow one book each week unless permission has been given from the Librarian or classroom Teacher.

### **Loan periods:**

All students may borrow a book for one week. All students may exchange their books earlier on designation book exchange days only.

### **Renewal:**

Books may be renewed for one additional week so long as no one else has requested them. Students should bring books to the library by their due date to request their renewal.

### **Overdue Materials**

Borrowing privileges are suspended for students with overdue materials until the book has been returned, replaced or the book replacement fee has been paid.

An Overdue Book Notice will be emailed home if the book is 14 or more days overdue, a book replacement fee will be charged to the student's account if the Library book is 30 or more days overdue.

Students may check with their Teacher or the Librarian to see which book was borrowed and due dates.

### **Damaged or Lost Materials**

If a book is 30 days or more overdue, it is considered lost and the replacement cost is automatically added to your student's account. This fee will cover administration costs and be used to purchase a replacement book. If a lost book is located after the fine has been paid, students are welcome to keep the book, or if they wish, they may donate it back to the Library. All fees and payments are submitted to the School Office.

#### **Fees for Lost or Damaged Books:**

- \$10 for a paperback book (*or a new copy of the original book in lieu of payment*)
- \$15 for a hardcover book (*or a new copy of the original book in lieu of payment*)
- *Please note that additional fees may be required if the lost or damaged book will cost more than \$15 to replace. Alternatively, the Library will also accept a new copy of the original book, that was lost or damaged in lieu of payment.*

### **Donations:**

The Library gratefully accepts all donations of recent books in good condition. Those that meet our selection criteria will be added to the collection. All others will in turn be donated to another worthy cause. Please contact us to make appropriate arrangements.

# School Attendance Policy

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### 1.Aims

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality in attending lessons.

Excellent school attendance is one of the best ways of preparing a student for success both in and out of the classroom. It promotes healthy life habits and supports academic attainment.

A student with a high attendance record is more like to feel settled within their school community and is better equipped to develop important social skills and friendships.

Students who miss just a couple of school days per month are more likely to fall behind their peers both academically and socially.

### 2. Legislation and guidance

This policy meets the requirements of [The Education Law, 2016 \(Law 48 of 2016\)](#), [The Education Regulations, 2017](#) and refers to their statutory guidance on school attendance parental responsibility measures.

This Policy also aims to meet the standards of the Successful Schools & Achieving Students documentation from The Cayman Islands Government's [Successful Schools & Achieving Students](#) (June 2018).

### 3. School procedures

#### 3.1 Attendance register

By law, all schools are required to keep an attendance register, and all students must be placed on this register.

The attendance register will be taken at the start of the first session of each school day after students return from lunch. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made. At High students must arrive in school by 7:45am on each school day and at Primary students must arrive in school by 7:55am on each school day.

The register for High will be taken at 7:45am and will be kept open until 7:55am. At Primary the first session will be taken at 7:55am and will be kept open until 8:00am. If the student arrives after the times outlined they will be recorded as late.

### **3.2 Unplanned absence**

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:00am or as soon as practically possible (see also section 6).

Parents can notify the school through the Primary School Office 949-5932 or the High School Office 949-9115 as early as 7:30am. Parents can also email the School Office, Form Tutor or Head of Year.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### **3.3 Medical or dental appointments**

Missing school for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

Parents can notify the school in advance of a medical or dental appointment through the Primary School Office 949-5932 or the High School Office 949-9115 as early as 7:30am. Parents can also email the School Office, Form Tutor or Head of Year.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A student who arrives late after the register has closed will be marked as late, using the appropriate code. Students arriving late must report to the School Office.

Class teachers (Primary School) and Form Tutors (High School) are to follow up with parents in the first instance where students are regularly late. If lateness persists Year Group Leaders and/or Pastoral Heads of School will meet with parents.

### **3.5 Following up absence**

The School Office/Form Tutors will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

Unexplained absences will be followed up by the Primary School Office by 9:00am on the day of absence and by High School Office by 9am on day 2 of the absence. Non verified or unexplained absences will be recorded as unauthorised at the end of each month if no explanation has been provided by the parent.

### **3.6 Reporting to parents**

The school reports to parents on their child's attendance record at least twice per year.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

The school may not grant any leave of absence to students during term time unless they consider there to be 'exceptional circumstances'.

We define 'exceptional circumstances' as events or problems which are unexpected, and which stop a student being able to perform to the best of their abilities in their learning. For example, bereavement, unexpected personal or family problems or illness might be considered as an **exceptional circumstance**.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted at the Principal's discretion, in consultation with the Director, where necessary.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart

Examples of unauthorised absence include (but are not limited to):

- A term-time family holiday
- Overseas family events
- Overseas visitors on island
- Study leave – study leave is not granted by default and is only granted to pupils in year 11. Provision will still be made available for pupils who wish to revise in school
- Flexi-schooling requests will be unauthorised except in exceptional family circumstances

#### **4.2 Legal sanctions**

As a school we are obligated to report attendance to the Department of Education School Attendance Officer if:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded student is found in a public place during school hours without a justifiable reason

#### **5. Strategies for promoting attendance**

We believe, and evidence, supports that high student attendance is directly linked to student wellbeing and academic performance. The school therefore promotes and celebrates high attendance through various strategies.

#### **6. Attendance monitoring**

The School's designated Attendance Managers (designated at Primary and High School) will monitor student absence data and publish flagged students at the end of each half term. Students with exceptional family or medical circumstances will be referred to the Principal.

In unexplained circumstances, if a student's attendance drops below 94% in one term, the PS Class Teacher / HS KS Leader will contact the parents to discuss the reasons for this. If there has been no significant improvement within a set fixed period, further action will be taken, as outlined below. If after contacting parents a student's absence continues to rise, we will consider involving the Department of Education School Attendance Officer.

- Phase 1: Teacher letter
- Phase 2: Pastoral letter and Teacher/Pastoral/Parent meeting
- Phase 3: Principal letter and Pastoral/Principal/Parent meeting
- Phase 4: Director and/or outside agencies involved

## 7. Roles and responsibilities

### 7.1 The Director

The Director is responsible for monitoring attendance figures for the whole school on at least a termly basis and to report annual attendance figures to the Board of Governors.

### 7.2 The Principal

The Principal is responsible for ensuring this policy is implemented consistently across the school, and for monitoring school-level absence data and reporting it to the Director.

The Principal also supports other staff in monitoring the attendance of individual students and report to external services where appropriate.

### 7.3 The Attendance Manager

The Attendance Manager:

- Monitors attendance data at the school and individual student level
- Reports concerns about attendance to the Pastoral Heads of School and Principal

### 7.4 Class Teachers and Form Tutors

Class Teachers and Form Tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the School Office. At High School, Form Tutors are responsible for following with parents that have not given reason for student absence.

### 7.5 Office Staff

Office staff are expected to take calls from parents about absence and record it on the school system. At Primary School, they are also responsible for following up on missing codes and following up with parents that have not given reason for student absence

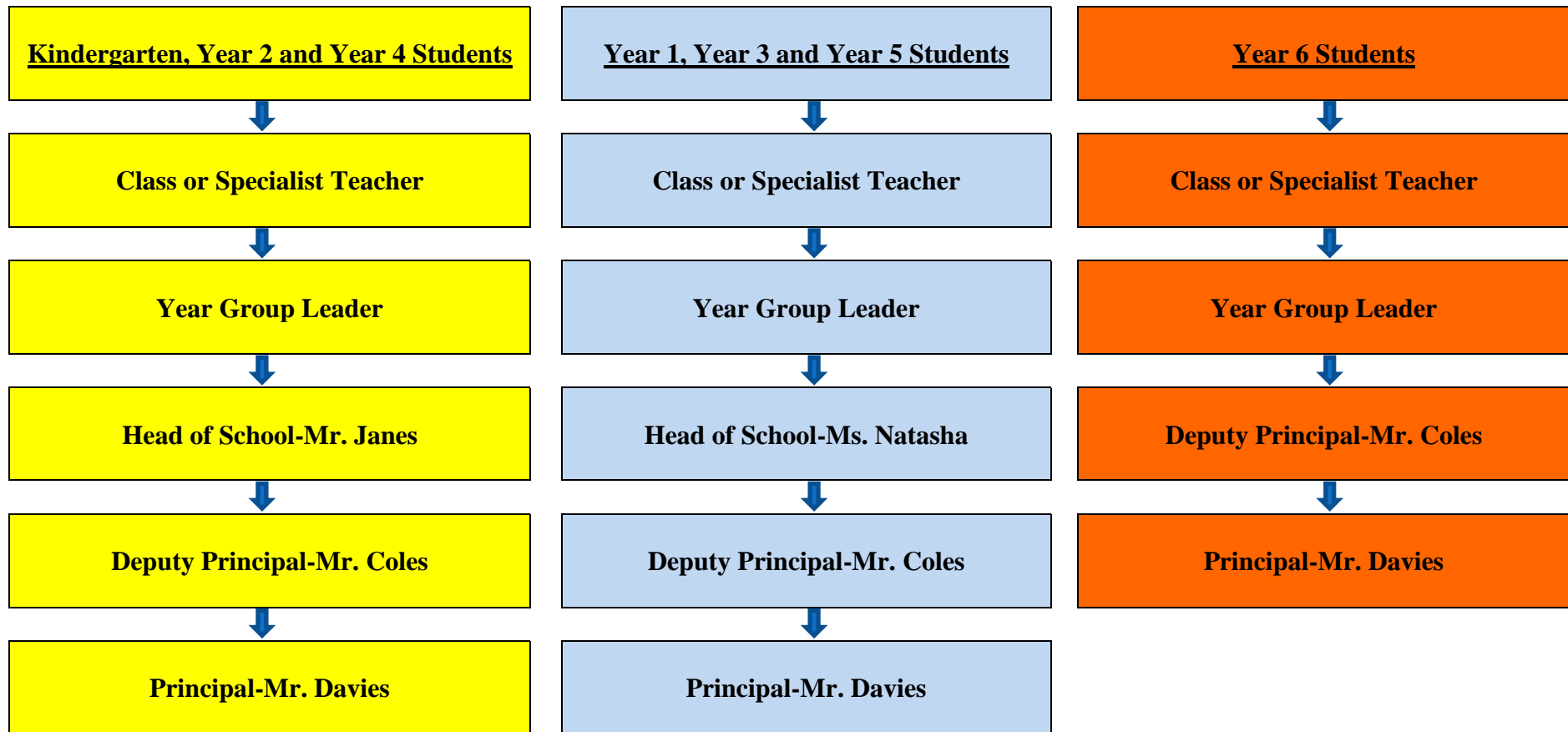
## 8. Links with other policies

This policy is linked to our child protection and safeguarding policy.



# CAYMAN PREP & HIGH SCHOOL

## Parents' guidance for queries and concerns. Who should I contact?



## Parental Medical and Consent Form

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

**Contact Details:** Parent or Guardian to contact in the event of an emergency, in order of preference:

1<sup>st</sup> Contact: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work/home: \_\_\_\_\_

2<sup>nd</sup> Contact: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work/home: \_\_\_\_\_

**Third Party Emergency Contact:** Person to be contacted in an emergency in the event that the parents/guardian **cannot be contacted**:

Name: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work/home: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

### Health Information

Please provide medical information that we should know about (e.g. allergies, regular medication, drugs or foods that cause reactions), past illnesses that may be relevant, (e.g. Seizures or Asthma):

#### Allergies

Food \_\_\_\_\_

Bees/Wasps \_\_\_\_\_

Environmental \_\_\_\_\_

Animals \_\_\_\_\_

#### Diagnosed Conditions

Asthma

Diabetes

Other

#### Regular Medication (if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has a written prescription for an EPIPEN for any of the allergies listed above.

Yes

No

#### N.B.

1. Medication that needs to be taken during school hours **must** be handed into the school Nurse or the administration staff and its dispensation authorised by the School Nurse. A medication consent form available at the office must always be completed each time a medication is dispensed.
2. Cayman Prep and High School has a "Nut Free" Policy

### Health and Wellbeing

Please share any relevant information or concerns about your child's emotional, physical or developmental health and wellbeing

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**Please read the items below carefully and circle yes (y) or No (N) to each statement**

- I will take all reasonable precautions to ensure that my child does not take nut or nut products into school as Cayman Prep has a “ Nut Free” policy. Y/N
- I give permission for the School Nurse and staff members to administer first aid treatment as necessary and to call the ambulance in the event I cannot be contacted. Y/N
- I give permission for my child to be transported to the hospital by a staff member, or by ambulance, if needed. Y/N
- I give permission for my child to be included in any health screening programmes. Y/N

**Use of Pictures and Videos**

Throughout the year the school may take photographs and videos of your child for use on our website, in the school yearbook and calendar and in other promotional materials.

Please contact the School Office if you do not wish your child’s image to appear.

I hereby acknowledge that I have read and understood the 2017 - 2018 School Handbook, will abide by the guidelines included and will support the school in their implementation.

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Medication Consent Form

Date \_\_\_\_\_

I \_\_\_\_\_ parent / guardian of \_\_\_\_\_

in class \_\_\_\_\_ hereby give consent for him / her to receive prescribed medication at school from the Principal or his / her delegate.

Or

I \_\_\_\_\_ parent / guardian of \_\_\_\_\_

in class \_\_\_\_\_ hereby give consent for him / her to receive over-the-counter (OTC) medication at school from the Principal or his / her delegate.

Name of medication \_\_\_\_\_ Dose: \_\_\_\_\_

Medication is to be given at \_\_\_\_\_ am and / or \_\_\_\_\_ pm

Parent / Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### **For Official Use Only:**

Medication \_\_\_\_\_

Prescribed  OTC

was administered by \_\_\_\_\_

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

Time \_\_\_\_\_

## **Volunteers Policy**

At Cayman Prep and High School, we appreciate our volunteers and the range of knowledge and skills that they bring. A volunteer is anyone who undertakes, without pay, a role that supports a classroom, school-wide or system-wide programme. This policy applies to all volunteers who will have direct contact with students in circumstances where they are not fully and closely supervised by CPHS staff, whether involved in on-site or off-site school activities. For the purposes of this policy, volunteers are divided into two types: regular volunteers are those who will assist on a regular, on-going basis with one or more activities; one-time volunteers are those who will assist with a specific, one-time activity, usually a class trip.

### **Safeguarding Students**

Cayman Prep and High School (“CPHS” and/or the “School”) is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment. In furtherance of this and in accordance with the requirements of the Ministry of Education and with current best practices, the School will require a RCIPS Clearance Certificate for every regular volunteer **before** he/she begins volunteer work, and will clearly set out the requirements and responsibilities of all volunteers.

### **Volunteer Application and Agreement Form for Regular Volunteers**

All regular volunteers (except as noted below) must complete the School’s Volunteer Application and Agreement Form and provide a current Police Clearance Certificate. On acceptance of these documents by the School the volunteer will be notified. A Police Clearance Certificate will be required every two years, for which the school will reimburse the cost.

### **Volunteer Identification and Supervision**

All volunteers shall wear school issued identification while volunteering. For the protection of volunteers and students, volunteers shall take all appropriate steps to avoid being alone with an individual student in any place where observation by another person is not possible. Teachers retain primary responsibility for all students at all times, including student behaviour and activities. Volunteers should expect and follow guidance from the teacher about any activity they are carrying out. In the event of any query or problem a volunteer should seek advice and clarification from the class teacher.

### **Health and Safety**

The School places high importance on the health and safety of its students. An appropriate member of staff will ensure that volunteers are clear about emergency procedures (e.g. Fire Alarm Evacuation) and about any safety aspects associated with particular tasks (e.g. using specialist equipment/accompanying students on visits). Volunteers should exercise due care and attention and report any obvious hazards or concerns to the class teacher or a member of School management.

### **Confidentiality**

Comments regarding student behaviour or learning can be highly sensitive and (made inappropriately) can cause distress. All volunteers shall treat confidential information obtained about the School and its students in the course of their volunteer efforts as such and not disclose or discuss such information.

### **One-Time Volunteers**

Volunteers assisting with a “one-time” activity, for example a school trip, are not required to complete the Volunteer Application and Agreement Form nor provide a Police Clearance Certificate. One-time volunteers shall wear school issued identification while volunteering, will be under supervision of CPHS staff and may not be on their own with an individual student at any time. One-time volunteers who are supervising school trips are to be given a copy of the Volunteer Guidance Notes for School Trips in advance of the trip.



**CAYMAN PREP AND HIGH SCHOOL**  
**VOLUNTEER APPLICATION AND AGREEMENT**

Thank you for offering your services as a volunteer at Cayman Prep and High School (“CPHS” and/or the “School”). Your offer of help is greatly appreciated, and we look forward to a mutually beneficial experience. Please complete this application and agreement prior to beginning your volunteer efforts and submit it to either School Office. You should keep a copy for your records.

**This section must be completed in full.**

Full Name (*First, Middle, Last*) .....

Date of Birth .....  
(*Day, Month, Year*)

Street address .....

Mailing address .....

Email Contact .....

Phone: Mobile ..... Home .....

**I wish to volunteer at (check as applicable):** \_\_\_\_\_ **Primary School**      \_\_\_\_\_ **High School**

**By signing below, I acknowledge and agree that:**

- I understand that I am required to provide a current Police Clearance Certificate.
- I have read, and agree to follow at all times, the CPHS Volunteers Policy.
- I agree to support the School’s vision, values and ethos.
- I will follow the instructions of CPHS staff and attend any meeting or orientation session for volunteers that may be deemed necessary by CPHS.
- I agree to keep strictly confidential any information about the students and School that I learn from being a volunteer.
- I have declared to the Director ANY convictions, cautions and bind-overs I may have, regardless of how long ago they occurred, including those regarded as ‘spent’. I am not and have never been disqualified from working with children.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name: (please print) \_\_\_\_\_

**Thank you for taking the time to complete this form.**

\*\* Disclaimer: Please note that at this time, we are unable to count/track volunteer hours towards any type of Immigration application. The office can, however, provide a letter, upon request, confirming your volunteer status and for the approximate length of time. We do apologise for this inconvenience and appreciate your understanding in this matter.