



**Cayman Prep & High School**  
**PRIMARY SCHOOL**

# **PARENTS' HANDBOOK**

**2020 - 2021**

**School Mission Statement:**

*At Cayman Prep and High School, we aim to provide 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".*

**Core Values:**

<i>Loyalty</i>	<i>Forgiveness</i>
<i>Self-Discipline</i>	<i>Empathy</i>
<i>Integrity</i>	<i>Friendship</i>
<i>Excellence</i>	<i>Caring</i>
<i>Respect</i>	<i>Communication</i>

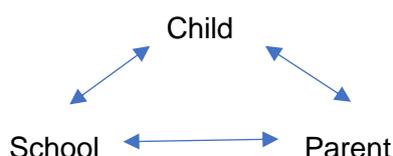
## Primary Principal's Welcome and Introduction

A very warm welcome to our Primary School where we offer high quality teaching and learning experiences and opportunities to over 500 students, ranging from Kindergarten to Year 6.

This Handbook is designed to introduce you to key aspects of the Primary School's provision of a high-quality education for your child. I trust that it will serve to clarify how we do what we do, and who does what. We are most fortunate to have a highly qualified and professional team of teachers, support staff and leaders who are dedicated to meeting our learners' needs, and they will always be at hand to give any further information.

The **School Mission Statement** adorns the front page of this Parents' Handbook for good reason; it is our *raison d'être*, our 'why', our core purpose. Our Christian ethos is evident throughout the school and we inspire our children, from the very earliest ages, to consider what sort of contribution they will make to the world, how they will make a difference, and support them to grow into responsible, mature, and engaged members of the school community and citizens of this ever-changing world. Please join us in partnership to fulfil this mission statement with and for your child, as well as uphold our **Core Values**.

We willingly share information, which actively engages you in your child's education, and value ongoing and impactful partnerships. We and you, school and parent, are the platform that supports each child.



As such, we ask all three parties to read and sign our '**Learning Charter for a Learning Community**' to confirm our respective commitments to the partnership.

Unsurprisingly, communication is the key to efficient and effective home-school partnerships, as such, please be fully aware of, and use, our communication channels to maximise our joint efficiency and effectiveness in support of your child.

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 Handbook 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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## Communications: School and Primary Leadership Team Contact Details

### **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 Curriculum,  
Learning and Teaching

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

Head of Assessment,  
Inclusion and Staff Development

Ms. Tasha Samuels [natasha.samuels@cayprep.edu.ky](mailto:natasha.samuels@cayprep.edu.ky)

## Communications: School to Home

Clear and regular communication is of utmost importance to all members of our school community. Most communication is carried out via email and increasingly through our digital platforms, Seesaw and Teams. You will be provided with log in details as your child commences 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 from class teachers with regards to information and events happening in school.
- A fortnightly newsletter is published to keep parents informed of developments and celebrations.
- 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.
- School Policies on academic, pastoral or operational matters are available from the School Office upon request (see page 16).

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.

## Communications: Home to School

### **Attendance and Absence** (see **Attendance Policy** for details)

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 School Office and class teacher in advance, on, or before the day of return.

Students must also attend and participate in all classes and activities designated, including Religious Education, Assemblies, 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 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.

**COVID-19 update:** Parents are respectfully requested to comply with protocols, including keeping children at home if they show any symptoms related to COVID-19. The school must be notified if someone is suspected as being COVID-19 positive. Anyone returning to school after a positive confirmed case of COVID-19 must provide evidence of two negative test results.

**Illness:** If your child has other symptoms, for example vomiting, or has a contagious illness or rash, parents must notify the School 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 17 and 19).

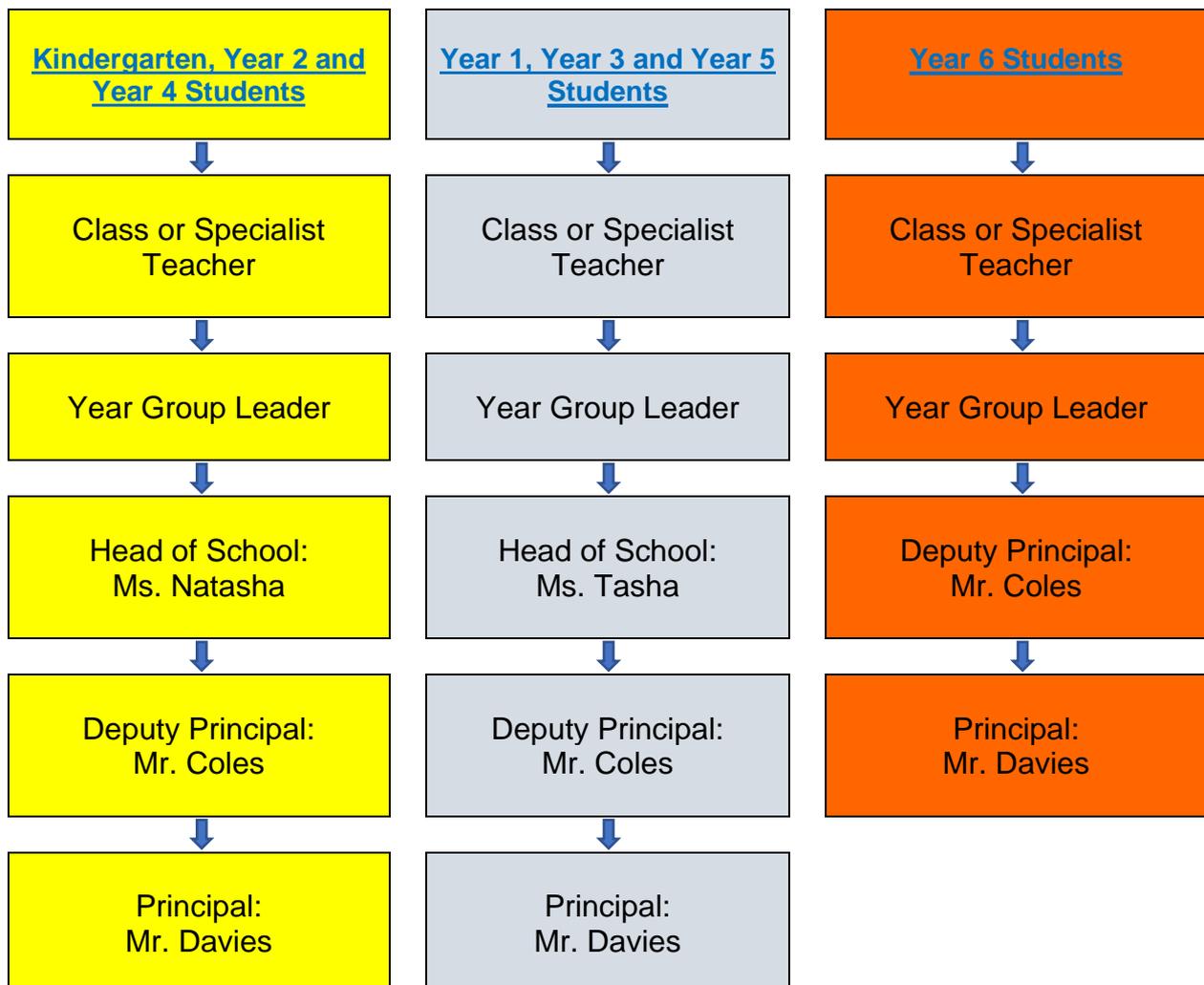
**Headlice:** If your child has headlice, he/she may not return to the classroom until treatment has been given and he/she has been checked by the School Office (usually 24 hours after treatment) and cleared for return.

### **Extended Leave Requests**

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 authorised. 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.

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

In the event of a query or concern, parents are to approach their child's class teacher in the first instance. **Parents are asked to make appointments with teachers and school personnel in advance.** If the matter is not resolved at that stage, please follow the channels of communication as set out below:



**Registration and Lateness:** Students must register with their class teacher between **7.45am and 7.55am**. 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 and the School Office. Wherever possible, the school strongly encourages that appointments are made outside of school hours. In addition, only parents or guardians of a child should sign them out and sign them back in upon their return. There is a sign-out book for this purpose in the office.

## Routines: The Primary School Calendar 2020-2021

### Wednesday 2<sup>nd</sup> September

Friday 16<sup>th</sup> October  
19<sup>th</sup> until 23<sup>rd</sup> October (inc)  
Monday 9<sup>th</sup> November  
**Friday 18<sup>th</sup> December**

### Term 1 begins

(Kindergarten parents please note; as per induction information, Kindergarten children will have a staggered start for the first three days of term. Only 8 children of each class, plus parents will be coming in each day, on either Wednesday 2<sup>nd</sup>, Thursday 3<sup>rd</sup> or Friday 4<sup>th</sup>)  
Professional Development Day (School closed)  
Mid Term break  
Public Holiday (Remembrance Day)  
**Term 1 ends at 12 noon**

### Thursday 4<sup>th</sup> January 2021

Monday 25<sup>th</sup> January  
Friday 12<sup>th</sup> February  
15<sup>th</sup> and 16<sup>th</sup> February (inc)  
17<sup>th</sup> February  
18<sup>th</sup> and 19<sup>th</sup> February  
**Friday 26<sup>th</sup> March**

### Term 2 begins

Public Holiday (National Heroes Day)  
Professional Development Day (School closed)  
Mid Term break  
Public Holiday (Ash Wednesday)  
Mid Term break  
**Term 2 ends at 12 noon**

### Monday 12<sup>th</sup> April 2021

Monday 17<sup>th</sup> May  
Wednesday 26<sup>th</sup> May  
Monday 15<sup>th</sup> June  
**Friday 30<sup>th</sup> June**

### Term 3 begins

Public Holiday (Discovery Day)  
Public Holiday (Election Day)  
Public Holiday (Queen's Birthday)  
**Term 3 ends at 12 noon**

## Routines: The Primary School Day

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.
	Infant School Years 1 & 2	7:55 a.m.	8:00 a.m.	2:15 p.m.
	Junior School Years 3, 4, 5 & 6	7:55 a.m.	8:00 a.m.	2:30 p.m.
The <b>After School Care Programme</b> is available until 5.30pm at an additional cost (see After School Care details below).				

### Starting each day as we mean to go on

We aim to nurture increasingly independent young people who take increasing responsibility for their behaviours for learning and actions. Starting with the 'small stuff' first; being responsible for their own belongings, putting things back in the same place in and so on is an important first step, so we ask parents to encourage this ownership of actions by the children: For example, the children should put away their own lunch boxes, water bottles hats, not the parents!

## Routines: Traffic Safety and Parking, and Access to and from School

**COVID-19 update:** Original plans for year group allocated gates for entering and leaving the school site were designed around the ideal of 'safe bubbles'. This has since been withdrawn due to the likelihood of greater confusion and congestion at the different gates. As such, children and parents are to enter the gate that is logistically the easiest to be used.

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 to the School grounds. Only one parent/carer\* should pick up or drop off a child/ren within the School gates.

**COVID-19 update:** For the staggered first three days of the new School year, Kindergarten parents should park in the front car park and accompany their children to class through the front gate. \*Over these three days, both Kindergarten parents are invited to meet their child's teacher on the allocated day.

From Year 1 to Year 6, parents are encouraged to use the three drop-off zones at the front, side and rear gates. We are keen to develop the children's independence and ownership of their own start and finish of the day, as such, please encourage them to make their own way into the School site: please encourage your children to be organised to expedite drop off and pick up times. If the drop off/pick up areas are used correctly, there should be little waiting time, less frustration and a safer environment for all. Back and side gates are locked at 8am.

Children who are normally collected in person should be collected as follows:

- KG, Y1 – Y2 from the exterior doors of classroom
- Y3 -Y6 from the covered porch outside the Y3 classrooms

Otherwise, children should be waiting by the relevant gate for quick and efficient collection.

(Wet Pick Up: If it is raining, the best point for collection is under the cover by the front gate or side gate. Children who are normally collected at the rear gate should use front or side gate.)

**Please note: Parking and leaving the car is not permitted at any time beside the field fence / side gate; parents are allowed to wait in car for the duty staff to dismiss child**

- School supplies and food are not permitted to be dropped off throughout the day.
- Parents are asked to make appointments with teachers and other staff in advance.
- Once on campus, students may not leave and re-enter unless there is a pre-arranged appointment, shared and agreed with the school.

## Routines: School Uniform

It is important and expected that all children 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.

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

## 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 LandsEnd)

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 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.

### **Routines: School Equipment and Books**

Children 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 child'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.

### **Routines: Lost property**

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.

Lost property represents a significant waste: of time for managing unnamed or discarded items; of money when parents need to be replacing lost items. It also conflicts with our aspirations for each child to have ownership of responsibility for their belongings and a sense of value. All items left at the end of a term are either donated or thrown away.

To reiterate: **All possessions must have the child's name on them**

### **Routines: 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.

### **Routines: Catering; Snacks and Lunches**

In a change to previous years, snacks and lunches will be as follows:

- Children can either bring in their own snacks and packed lunches or pre-order pre-packaged cold lunches available through Mise En Place's new App called 'Yum'. We are very excited to initiate this through Mise En Place this year, as it will be a positive and healthy development, as well as an easier option for parents.
- Catering will not be available on site.
- Visit [yumcayman.ky](http://yumcayman.ky) and log in with your Mise en Place username and password to create a new account; Direct any further enquiries or source menus from Mise en Place on 943-2433 or by email at [admin@catering.ky](mailto:admin@catering.ky).
- Children bringing in their own snacks for break and lunches should bring in healthy food choices; they are expected to take all waste home.
- Snacks and lunches cannot be delivered by parents to students at any time during the school day: We will not receive any food deliveries once day has started.
- Waste from Mise en Place's 'Yum' pre-packaged lunches will be disposed of by lunch prefects in corridor bins; all attempts will be made to recycle materials and compost suitable food waste.
- For clarity: snacks will not be provided by the School in Term 1 for Kindergarten to Year 2 (parents will not be charged accordingly), and parents will be updated on plans for Term 2 and 3 in due course.
- After School Care will be providing individualised snacks

### Routines: 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 vegetables 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.

## The Primary School is a nut free school.

(The High School is *not* A Nut Free Zone)

### Routines: Why is the Primary 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. 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.”

(see [Medical Policy](#) for details)

### Routines: Water

Children are encouraged and reminded to regularly drink water throughout the day. Each child should arrive at school with a full water bottle each day. Water is available throughout the school for top up purposes. Please clearly label all water bottles with your child’s full name.

## Routines: Extra-Curricular 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, children 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 the School Office at the beginning of each term.

## Routines: After School Care Programme

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. Then, weather permitting, the children move outside for free play, games & activities.

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: 2.30pm                      Year 3-6: 3.00pm

The After School Care programme ends at 5.30pm and 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\*\*](tel:3459228433).

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:** 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:

- 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.

## Academic Matters: Curriculum

We take great pride in reviewing and improving our curriculum on an annual basis to fulfil the School Mission Statement. We trust that our construct of 'What' our children learn, underpinned by Christian principles, including timetabled subjects, clubs and activities, enrichment themes and character education, support our children to 'become critical, creative thinkers, responsible citizens and lifelong learners in an ever-changing world'. (see [Curriculum Policy](#) for full details)

## Academic Matters: Teaching and Learning

The teaching teams at the Primary School employ a wide range of pedagogies, the 'Hows', to deliver the Curriculum. They hold high expectations of themselves and the children to ensure the best learning takes place. While a technical definition of learning is '**is the movement of knowledge from working memory to long term memory**', and we aim for robust attention to detail in our practice, we also maintain that the learning should be fun, joyful and profound. (see [Teaching and Learning Policy](#) for full details)

## Academic Matters: the Primary School Library

**Borrowing:** All children may borrow one book each week unless permission has been given from the Librarian or classroom Teacher.

**Loan periods:** All children may borrow a book for one week. All students may exchange their books earlier on designated book exchange days only.

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

**Overdue Materials:** Borrowing privileges are suspended for children 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. Children 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 child'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, children 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.

## Digital platforms: Everest, Seesaw and Microsoft Teams

**Everest** is linked to our SIMS database and is used at the Primary School to record attendance and behavioural issues. Further expansion of this platform over the next year will be communicated to parents.

**Seesaw** and **Teams** are the two platforms used for Remote Learning for the duration of COVID-19 school closure.

- Seesaw is used for Infants
- Teams is used for Juniors

Each of these platforms require registration for new parents. The School Office will connect parents to our ICT specialists as required.

## Academic Matters: 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 Primary children will be able to access homework tasks via Seesaw or Teams.

## Academic Matters: School Trips

Educational trips represent a valuable and enriching part of the curriculum, as such are compulsory, unless otherwise advised. They are conducted by the school and 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 will be carried out on all school trips.

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.

## Pastoral Matters: Year Group Leads, Pastoral Heads and School Counsellor

All teaching staff at CPHS Primary naturally treat the children in their duty of care with compassion and encouragement. The teaching teams are themselves supported by a team of Year Group Leads, Pastoral Heads and the School Counsellor to support and challenge the children in their academic and pastoral learning. Parents are asked to follow the communication ladders (page 6) in such matters, but to approach the School Counsellor for an appointment at any time with any pastoral concerns.

## Pastoral Matters: Behaviour

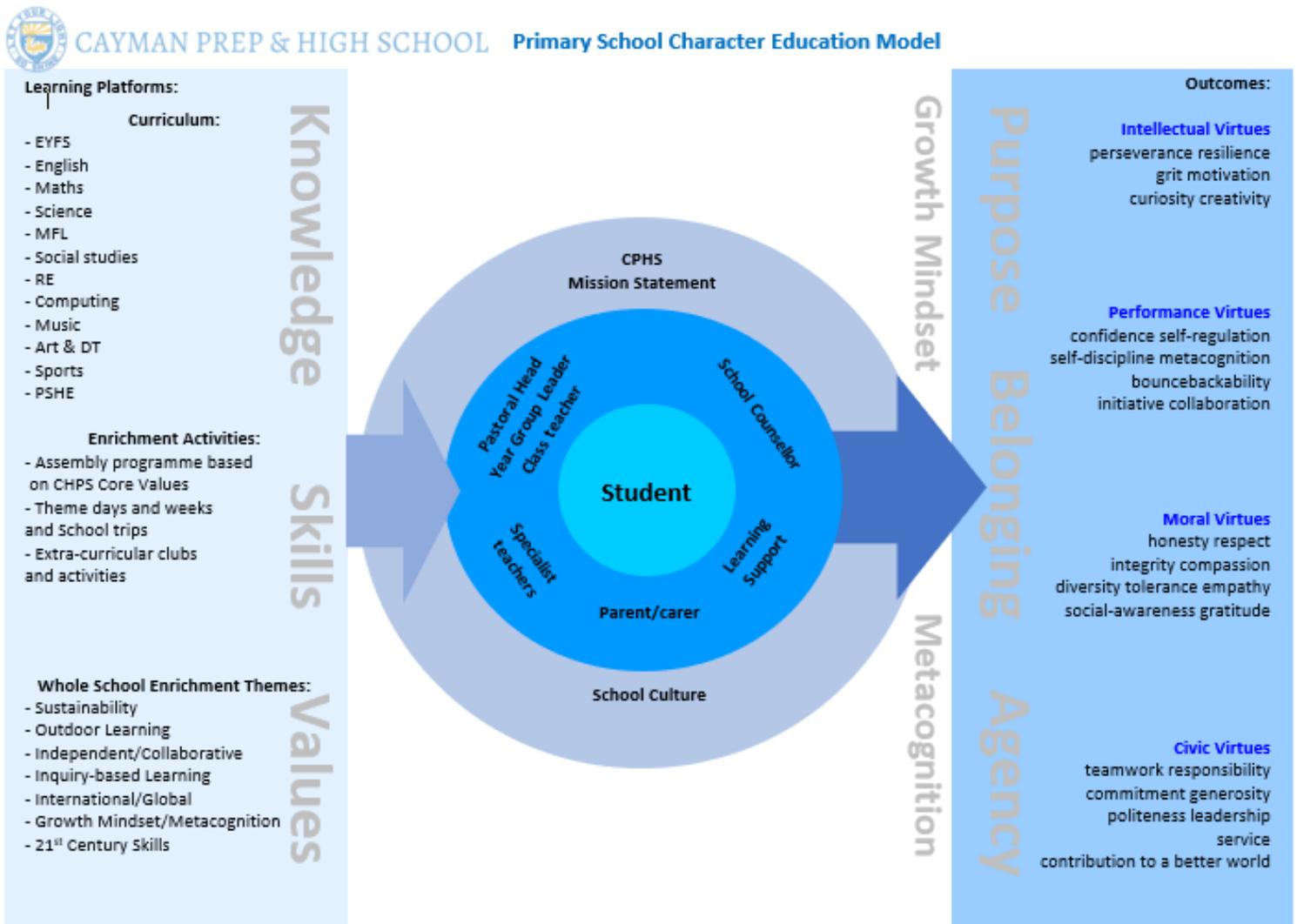
Children are expected to behave in a responsible manner, both to themselves and to others, showing consideration, courtesy and respect for other people at all times. The emphasis lies in positive reinforcement, rewards and praise, rather than on punishments and sanctions.

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.

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.

## Pastoral Matters: Character Education

Our academic ambitions for the children is matched by our aspirations for them to be the best person they can. This involves an educational provision with knowledge, skills and values in personal development that engender a sense of purpose, belonging and agency within each child. Our **Character Education Model** illustrates the journey of character growth:



## Pastoral Matters: 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 School Office and to wear an appropriate I.D. badge for the duration of their stay.

**COVID-19 update:** all visitors will have their temperature taken by a non-contact infra-red thermometer

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.**

## Policies

The following School Policies on academic, pastoral or operational matters, and others, are available from the School Office upon request:

<b>Academic Policies</b>	<b>Pastoral Policies</b>
Curriculum	Anti-Bullying
Subject Policies	Attendance
Teaching and Learning	Behaviour Management
Feedback	Character Education
Inclusion	Child Protection
Educational Trips	Child Abuse and Neglect Reporting
Homework	Medical
<b>Administrative and Operational Policies</b>	
Admissions Policy	
Complaints Policy and Procedure	
Data Protection	
Hazard Management Policy	
Professional Development	
Safe Environment Policy	
Volunteer Policy and Application Form	
Transport	

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

.....  
.....  
.....  
.....

**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.

Parents must sign a separate Data Protection form to give consent for us to use pictures.

I hereby acknowledge that I have read and understood the 2020 – 2021 Parents’ 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)

**For Official Use Only:**

Medication \_\_\_\_\_

Prescribed

OTC

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