



Cayman Prep & High School
PRIMARY SCHOOL

PARENTS' HANDBOOK

2023 - 2024

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

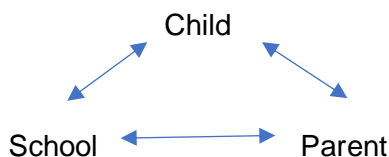
Primary Principal's Welcome and Introduction

A very warm welcome to the CPHS 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 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. We are very fortunate to have a highly qualified and professional team of teachers, support staff and leaders who are child focused and dedicated to meeting your child's needs; they will always be at hand to give any further information.

The **School Mission Statement** highlights our core purpose, our Christian ethos is evident throughout the school, and we inspire our children, from the very earliest ages, to be curious, engaged learners. We support them to grow into responsible, mature, and engaged members of the school community and good global citizens. 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.



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 the CPHS 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,

Sacha Strand

Primary School Principal

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Appendix 1: Parental Medical and Consent Form

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

Email: General Enquiries: psoffice@cayprep.edu.ky
Admissions: psadmissions@cayprep.edu.ky

Primary School Leadership Team

Primary School Principal Mrs Sacha Strand: psprincipal@cayprep.edu.ky
Deputy Primary School Principal Mrs Samantha Gibbon: Samantha.gibbon@cayprep.edu.ky
Head of Academic Mr Rob Whan: rob.whan@cayprep.edu.ky
Head of Pastoral: Mr Matthew Hughes matthew.hughes@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 this 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.
- Termly progress-focused Reports are issued to parents. Dates for these are published on our Parent Calendar.
- Parent Teacher Consultations ('PTC's) also 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.
- The School also holds annual student conferences when parents are invited in to be shown by their child all their work.
- 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, or if this is not possible at the latest on 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 transitions.

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

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

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.

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 Nurse/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 or office team in the first instance. **Parents are asked to make appointments with teachers and school personnel in advance.**

Parental use of Social Media platforms: a word of caution: There are few schools in the world who can lay claim to being perfect in communications: however, there are many schools which do the next best thing; they listen to the parents about how to be better at communicating.

We respectfully ask all parents with questions, no matter how small, to simply follow the communication channels on the previous page. In the first instance, please always approach the class teacher, or in the case of a specialist subject matter, the relevant teacher.

We respectfully ask all parents to avoid using social media sites, notably WhatsApp, as forums for discussion on School matters, where simple communications through the channels above will resolve a query rapidly. Misuse of these sites rapidly become a distraction away from the key issue, and regrettably can end up with things being said that are harmful to parents, staff or children. We ask all parents to live by the following guidelines:

- If you're not prepared to say it direct to the teacher, do not say it, verbally or digitally.
- If you have a question regarding any matter at school, follow the published channels of communications as per above; we're here to help.
- If you see inappropriate use of social media, do not engage with it yourself; please share with staff

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.

Primary School Calendar/Key Dates 2023-2024

Please see Cayman Prep and high School calendar 2023-2024

Contact the school office for additional copies.

Routines: The Primary School Day

Location	Department	Registration Time	Start Time	Finish Time
Primary School Smith Road	Kindergarten	7:45 a.m.	8:00.a.m.	2:00 p.m.
	Infant School Years 1 & 2	7:45 a.m.	8:00 a.m.	2:15 p.m.
	Junior School Years 3, 4, 5 & 6	7:45 a.m.	8:00 a.m.	2:30 p.m.
The After School Care Programme 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. For example: being responsible for their own belongings, putting things back in the correct place and so on, is an important first step. We ask parents to encourage this ownership of actions by the children:

Start of Day times, including Primary Office opening hours

- 7.00am: Security Guard Mr Basnet is on duty at the front gate
- 7.15am: Front gate opens:
 - o No child is to be left at school before 7am.
 - o Any children who do get dropped before 7.15 are required to wait by the front gate ONLY with the security guard.
 - o At 7.15, they can go to the main field supervised by Ms Corine until 7.30.
- 7.30am: Back and side gate opens
- 7.30am: The School Office opens
- 7.45am: Bell is rung on fields: children to classrooms. Back gate locked.
- 8.00am: Side gate locked.

Please note: KG must be taken onto the KG playground by parents, from 7:30.

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

Drop off

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.

From Year 1 to Year 6, parents should use the three drop-off zones at the front, side and back gates:

KG – Park and walk child to drop off at KG white gate,

Year 1 and 2 – back gate

Year 3 and 4 – side gate

Year 5 and 6 – front gate

We are keen to develop the children's independence and ownership of their own start and finish of the day, as such, children should be dropped off and say goodbye to their adult at the gate.

Collection

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

- **KG, Y1 and Y2 from the exterior doors of their classrooms**
- **Y3 -Y4 from the side gate**
- **Y5-Y6 from the front gate.**

Please note: Wait in your car for your child if you are not parking in the car park

- School supplies and food are not permitted to be dropped off after 8.30am and throughout the day.
- Parents are asked to make appointments with teachers and other staff in advance as teachers are busy preparing for your child's learning, in the morning.
- 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, caps, sweatshirts and rain jackets – are available for direct purchase from LandsEnd at <http://www.landsend.com/school>. Or you may shop locally at Becky's Closet for school pants, shorts and skorts when stock is available.

All other uniform items, for primary and high school will continue to be sold at the Uniform Shop located at the Primary campus. Please order through our uniform shop site at: www.cayprepuniforms.shop. All 6th Form uniforms to purchase can be found at the High School only. Please check the website for the Uniform Shop opening times or contact the school office at psoffice@cayprep.edu.ky.

SCHOOL UNIFORM FOR CHILDREN IN KINDERGARTEN THROUGH YEAR 6

GIRLS

- Turquoise and white gingham blouse
- Khaki skort or shorts (LandsEnd)
- Plain white quarter socks* above the ankle with NO logos or frills
- Black leather dress shoes* non-patent, non-suede. Black shoes (preferably leather) that look like trainers may also be worn but not those with any other colours on.
- 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" can wear the school logo hoodie. (LandsEnd)
- Optional navy blue rain jacket – plain or bearing the school logo (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 or 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" can wear either a plain navy hoodie/cardigan* or school hoodie bearing the school logo (LandsEnd)
- Optional - navy blue rain jacket – plain or bearing the school logo (LandsEnd)

P.E. KIT for all students – to be worn on all PE days

- 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 shoes are required for both boys and girls. Formal 'dress' shoes are preferred for smartness, however all black trainers are now acceptable:



No platform shoes or ankle length shoes/boots/trainers are acceptable. Shoes should be closed in at the toe end and heel. Shoes must be kept clean and in good repair.

JEWELLERY: No jewellery 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.

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.

**Please note we do have stocks of pre-loved uniforms for sale, please ask at the office.
All donations of pre-loved uniform is gratefully received and should be handed into the office.**

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

NB: Other items may be specified from time to time.

Routines: Catering; Snacks and Lunches

- All children must bring in their own healthy snack. Lunches can either be packed lunches or pre-ordered through Mise En Place's App called 'Yum'.
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- Visit 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.

Yum, Your School Lunch



Made with kids in mind, Yum's school catering program is carefully thought out and prepared with real food that not only tastes good but provides students with the fuel they need to succeed. At Yum, we believe that the food for Cayman's future should be healthy, delicious, and full of great ingredients.

What to look forward to in the new school year? We are busy working on a Yum app aimed at bringing you more value and convenience in 2023. And, we are happy to announce that we will be bringing hot lunch services back to Cayman Prep Primary Canteen!


Yum school lunch options are flexible, providing variety and convenience. We try to accommodate as many food preferences as possible and always offer a wide selection of menu options. See below for some of our standard practices.

We hope we have kept your children nourished and that you feel we have brought you good value in 2022. Wishing you a wonderful summer break!

The Yum Team

DID YOU KNOW?

- Low-fat proteins are made available daily. Red meats are generally 85% or leaner.
- Sugar and fat content are kept low on all baked goods, and are free from additives and preservatives.
- A selection of healthy salads is available daily with additional protein options on the side.
- A hearty daily soup is always provided with a whole grain bread roll.
- Lunch entrees always include one serving of vegetables. Fresh whole and portioned fruits are available for purchase.
- Low-fat cheese is used wherever possible. Non-dairy alternatives are available upon request.
- Sodium is used sparingly during food preparation and salt is unavailable once food preparation is complete.
- Vegan, vegetarian, and other special dietary foods are available through pre-order on the Yum website.



- Children bringing in their own snack for break should ideally bring in a piece of fruit. Lunches should be healthy and balanced. The canteens have recycle containers for:

Metal drinks cans
(Completely empty)



Plastic containers
(non-contaminated, only PTE (1), and HDPE (2))



- Single-use plastic: with plastic pollution on the rise, we are working towards cutting down on 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.
- Snacks and lunchboxes will be monitored to ensure that they contain a balanced, healthy, selection of food. If there are concerns about the volume of unhealthy food a child brings into the school, the school will contact the parent at the end of the day. We would ask that parents work collaboratively on this matter to ensure the good health of your child. Our definition of unhealthy includes:
 - Drinks with added sugar
 - Chocolate or sweets
 - Deep fried, battered or breaded food more than once a week
 - Foods with high fat, salt or sugar content
- Catering is not available on site. However, as snacks and lunches cannot be delivered by parents to students after 8.30am, if you inform the office we will make provision (at cost) for any children to prevent them going without.
- After School Care provides snacks which will include fruit
- Additionally, it is school policy NOT to allow treats for birthdays for children or for staff.

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 avoidance of the most potentially-lethal substances. Peanuts and tree nuts are 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 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 and Sun care

Children are encouraged and reminded to regularly drink water throughout the day. Each child should arrive at school with a full, clearly named 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.** Similarly, children are also expected to take care when out in the sun to avoid both over-heating and long-term skin damage. There is an important 'No hat, No play' policy at Primary, so all children must have clearly labelled school uniform hats to take part in all activities. Children should come to school wearing suitably strong sunscreen each day.
(see [Medical Policy](#) for details)

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. The programme is staffed by four full-time staff members and our teaching assistants as needed. 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:	2.45pm
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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.

Enrolling: A registration form is available on our website 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\$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)

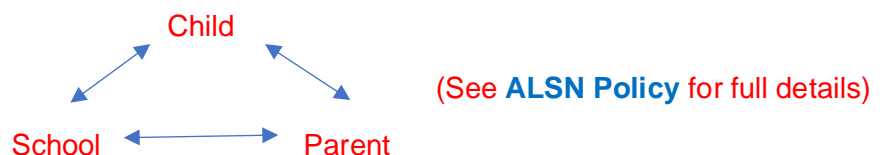
Academic Matters: Teaching and Learning

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: Learning Support – ‘Additional Learning Support Needs/ALSN’

The Primary School’s Learning Support programme, ‘ALSN’ is provided by a team of staff who plan and deliver a dynamic, relevant and focused programme of support and intervention from Kindergarten up to Year 6. This is in line with the ‘Cayman Code of Practice’, and includes short term interventions, for example a short course of sessions with key staff on handwriting, touch-typing or fine-motor control, from which we expect children to ‘graduate’ after focused support. These can also be long-term programmes to support learning needs such as dyslexia with strategies that need to be assimilated over time.

The Primary School’s ALSN lead, who oversees the team and provision in liaison with the Head of Academic, has responsibility of working with teaching staff who identify learning concerns in specific children, and with parents if any ‘screeners’ or diagnostic assessments are required. The SENCO also liaises with External Agencies who undertake such assessments and provide Occupational Therapy, Speech and Language or other specialist support. The impact of this working relationship is high if there is open and transparent communications and partnerships working in parallel to support the children’s needs.



Digital platforms: Seesaw, Microsoft Teams and Everest, and remote learning

We use several digital platforms and management information systems. As your child starts at and journeys through the school years, you and he or she will need to have access and make use of each:

- **Seesaw** is used in Kindergarten, Year 1 & 2 to support the children’s learning and keep parents informed of their children’s learning or about upcoming events or activities.
- **Microsoft Teams** is mainly used by Years 3 – 6 to communicate assignments, homework or about upcoming events or activities. **Children’s use of Teams chat function:** The Teams platform includes a chat function that is for staff and children to communicate digitally solely regarding school assignments, homework or about upcoming events or activities. **It is intended for this purpose only. This is a school-run platform, as such is not for personal or private communications between children or families.** Children are not to use this platform as a private chat function with other children and parents and care-givers are asked to oversee their children’s digital use at home as such.
- **Everest** is linked to our SIMS database and is used at the Primary School to give staff easy access to attendance, behaviour and learning support records, and make end of term reports available to parents.

It is our aim for children to be increasingly independent in their use of these platforms as they journey through the Primary. Please do ask your class teacher for assistance or guidance with any of these platforms to support your child’s effective use of them to support their learning, however we also ask parents to be vigilant about safe and appropriate use of them when they are at home, as per our ‘[Acceptable Use Policy](#)’.

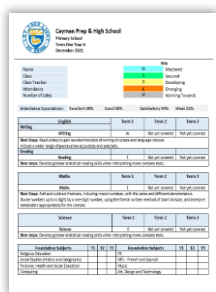
At times it may be necessary for the school to take a blended approach to learning whereby in school and **remote learning** sessions may take place. Where possible your child should engage in any online set activities that the whole class have been given. The class teacher will direct you to particular websites or resources that can be used to supplement their learning. It is not deemed suitable for children to miss school during termtime to take vacations, however where extreme circumstances prevail (for example, the necessity to travel for medical matters or family bereavement), the school will confirm what remote provision will be enabled; in this instance the teacher will contact the Head of Academics to plan appropriately should your child need anything beyond what has already been provided via Teams or Seesaw to the rest of the class.

Academic Matters: Homework

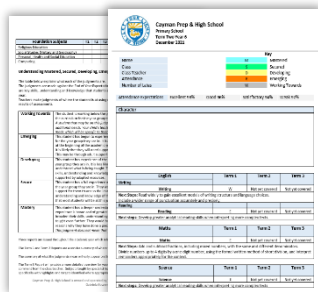
Children are expected to satisfactorily complete all assigned home learning activities. In the event of problems encountered with homework, a note of explanation must be sent to the class/subject teacher. Primary children will be able to access homework tasks via Seesaw or Teams.

Academic Matters: Reports

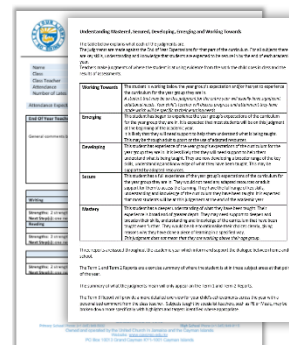
Term 1 Report Card Academic Summary



Term 2 Report Card Character and Academic Summary



Term 3 Full Report Full Academic



Towards the end of each term your child will receive documentation on how well they are progressing at school. In Term 1, a summary is provided of their attainment which supports the feedback that you receive in your child's Parent Teacher Consultation. The summary will also provide a 'Next Step' for Reading, Writing, Maths and Science. In Term 2, a summary of their attainment and Next Steps is provided alongside a Character Overview. A Character Overview is a personal comment from the teacher on how the child demonstrates their character virtues at school. This summary is, again, supported by the feedback you receive in your child's Parent Teacher Consultation. In Term 3, a Full Academic Report is provided. This report will show your child's attainment across the academic year. It will also provide you with your child's 'Strengths' and 'Next Steps' for each subject. This is supported by an end of year Teacher Comment.

Judgements are made against End of Year Expectations as set out in the English National Curriculum. These judgements about where your child is in relation to year group expectations are decided upon based on a range of evidence. Teachers use the pupil's exercise books, observations and assessments to inform their judgement. Children will progress at different rates in different subjects at different times through their school life. Judgements for End of Year expectations are as follows:

Working Towards	The student is working below the year group's expectation and/or has yet to experience the curriculum for the year group they are in. A student that may be on this judgment for the entire year will usually have significant additional needs. Your child's teacher will discuss progress and attainment they have made which will be specific to their learning needs.
Emerging	This student has begun to experience the year group's expectations of the curriculum for the year group they are in. It is expected that most students will be on this judgment at the beginning of the academic year. It is likely that they will need support to help them understand what is being taught. This may be through adult support or the use of adapted resources.
Developing	This student has experience of the year group's expectations of the curriculum for the year group they are in. It is less likely that they will need support to help them understand what is being taught. They are now developing a broader range of the key skills, understanding and knowledge of what they have been taught. This may be supported by adapted resources.
Secure	This student has a full experience of the year group's expectations of the curriculum for the year group they are in. They would not need any adapted resources or adult support for them to access the learning. They have the full range of key skills, understanding and knowledge of the curriculum they have been taught. It is expected that most students will be at this judgement at the end of the academic year.
Mastery	This student has a deeper understanding of what they have been taught. Their experience is broad and of greater depth. They may need support to deepen and broaden their skills, understanding and knowledge of the curriculum that have been taught even further. They would be able to rationalise their choices clearly, giving reasons why they have done a piece of learning in a specified way. This judgment does not mean that they are working above their age group.

Academic Matters: The Primary 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.

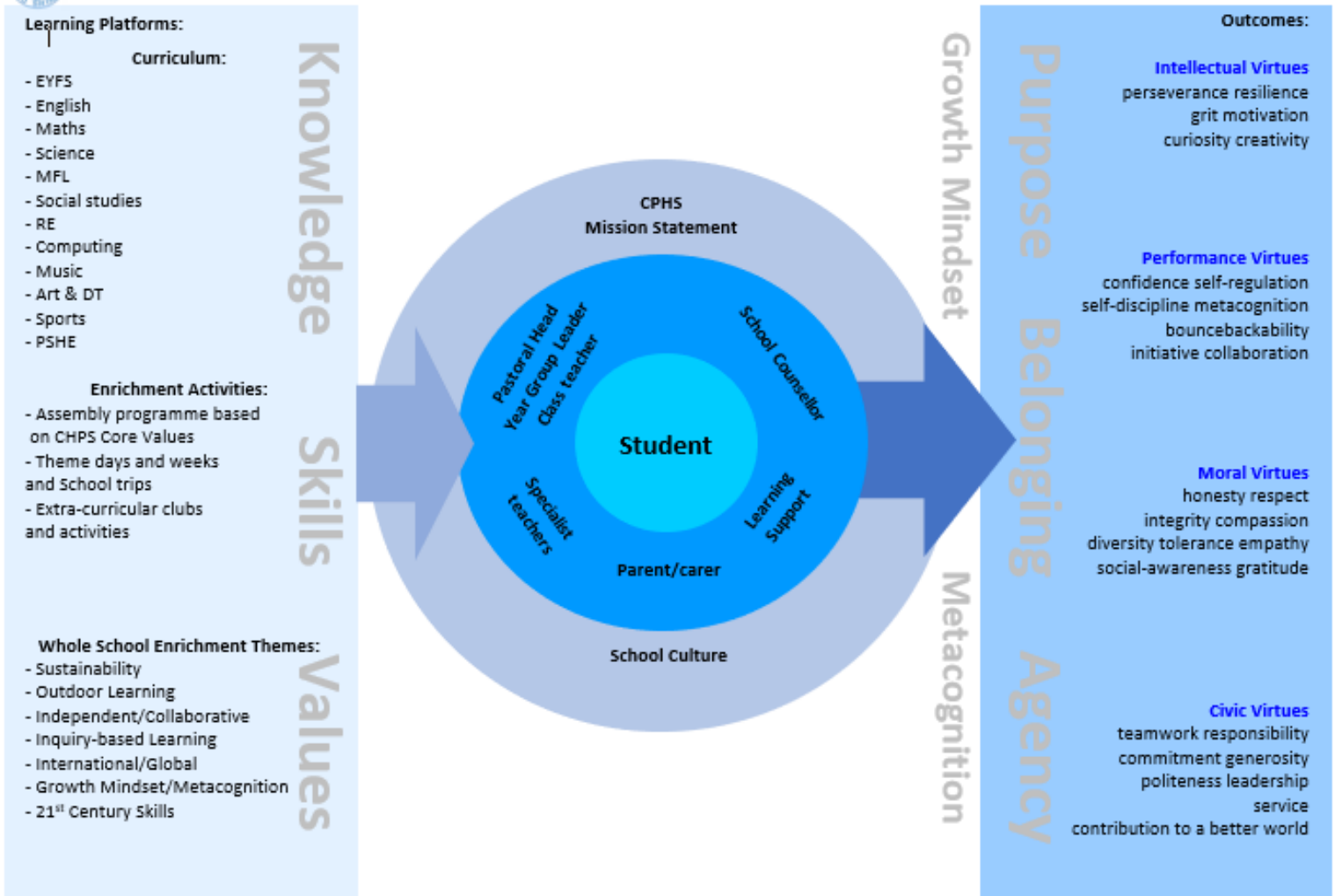
Academic Matters: School Trips

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: Character Education

Our academic ambition for each child is matched by our aspirations for them to be the best person they can be. 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: Year Group Leads, Head of Pastoral 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, and the Head of Pastoral as well as the School Counsellor to support and challenge the children in their academic and pastoral learning. Parents are asked to follow the communication ladders (page 4) in such matters, but also to approach the School Counsellor directly for an appointment at any time with any wellbeing concerns.

Pastoral Matters: Class mixes for the next school year

Teachers consider the organisation of classes for September each year with the aim of creating the best organisation for all our children. The discussions between teachers are dedicated to making and sharing information and creating the best combinations possible. Much thought and discussion goes into deciding on the placement of 75 individuals; this is a very complex process. Over the course of their primary years, children will have a range of friendship experiences. We find that with children that some friendships can be very fluid, whilst others can stand the test of time. Children will also remain free to play with whomever they would like at playtimes and lunchtimes. At this age children are quick to form new friendships and they will still be able to play with former classmates at the most crucial times of snack and lunch.

When we mix classes we can achieve the following:

- Creating opportunities for children to learn and play with a wider variety of peers
- Enabling greater social interaction between children as they move through the school
- Ensuring that each of the classes remains balanced in response to child development
- Promoting a greater sense of community in a large Primary school

When we make such decisions, we follow a clear set of principles

- The arrangements for class mixing are based on the professional judgements of Class Teachers with support from the Primary Leadership Team
- We will always consider what is in the best interests of individual children and classes as a whole when making decisions.
- We will always consider the happiness and welfare of the children and will take into consideration existing friendship groups when we create new class organisations

Criteria for how we go about making our class mixes are based on a variety of factors including:

- Children's views on friendships
- Teachers views on friendships
- Working groups
- Ability
- Gender
- Special Needs, including behavioural

Some potential benefits for the children are:

- Better resilience in developing friendships in a safe, comfortable environment.
- Widening working groups.
- Being part of a year group and not just a class.
- For some children less mobility within the class.
- For some children a better match to a working group.

For the school we see some of these benefits:

- Further development of good attitudes to learning.
- Children developing resilience in facing challenges whilst in a safe and supportive environment
- Greater potential for grouping children as we need for overall improved academic performance across the school

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, as per our **Positive Behaviour Policy** 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: 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.

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.

Governance

The school is governed by the Board of Governors, which is appointed by the Council of the United Church in Jamaica and the Cayman Islands (UCJCI) and is responsible for the strategic direction and oversight of the school, using the agreed Articles of Association.

The Board is the steward of the school’s mission and resources. This model espouses the Director as responsible for operational and academic matters at the school, as per Board policy.

The Board is responsible for setting policy and approving the annual budget, strategic planning, performance, risk management, financial controls, employment terms, facilities, accreditation and memberships, marketing and mission attainment.

Included in the membership are the two School Chaplains and two members appointed annually by the Parent Teacher Association (PTA)

<https://www.cayprep.edu.ky/about-cphs/history-governance/school-governance/>

Policies

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

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

Medical Information Form

Student Name: _____ Class: _____

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

1st Contact: _____ Cell phone: _____ Work/home: _____

2nd 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. Y/N
- I give permission for my child to be transported to the hospital by ambulance, if needed. Y/N
- I give permission for my child to be included in any health screening programmes. Y/N

I hereby acknowledge that I have read and understood the 2021 - 2022 School Handbook, will abide by the guidelines included and will support the school in their implementation.

Signature of parent/guardian: _____ **Date:** _____