

# Cayman Prep & High School

## Student/Parent Handbook

2023-2024



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

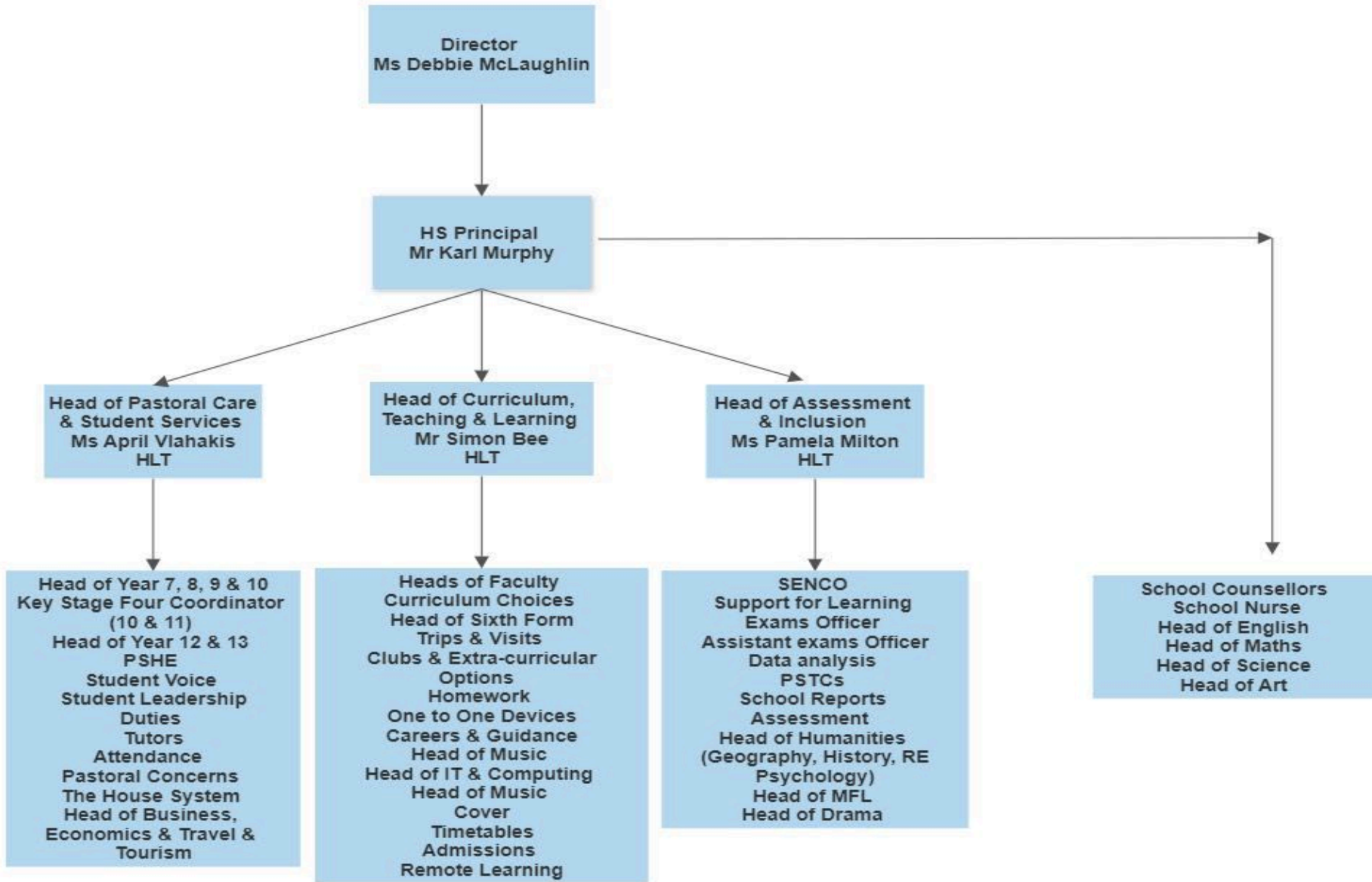
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## Leadership & Administration

Title and Name	
Director	Ms Debra McLaughlin
High School Principal	Mr Karl Murphy
Business Manager	Ms Jayne Scott
Head of Pastoral Care & Student Services	Ms April Vlahakis
Head Assessment and Inclusion	Ms Pamela Milton
Head of Curriculum, Learning and Teaching	Mr Simon Bee
Exams Officer	Ms Jill Owen
Assistant Exams Officer	Ms Renece Clarke
Receptionist	Ms Leslis Kirksey
Admissions & Marketing	Ms Caoire Kennedy
Accounts	Ms Sandy Hew
Head of Year 7	Ms Victoria Edmonds
Head of Year 8	Ms Georgia Beaumont
Head of Year 9	Ms Sereina Ashton
Head of Year 10	Ms Evangeline Tantrum
Key Stage 4 Coordinator	Ms Elizabeth Andrews
Head of Year 12 & 13 (Pastoral)	Ms Laura Knox
Head of Sixth Form	To be confirmed
Attendance Officer	Ms Carol Smith
School Nurse	Ms Darcy Connors
Librarian	Ms Nicola Tulley
House Coordinator	Ms Lisa Kemp
School Counsellor	Mr Nicholas Gavaza
School Counsellor	Ms Emma Kilpatrick
SENCO and Head of Support for Learning	Ms Sarah Uttley
Head of Mathematics	Ms Aine Carroll
Head of English	Ms Amber Bothwell
Head of Science	Ms Sarah Appleford
Head of MFL	Ms Suzanne Goodwin
Head of Computing	Mr Denvor Spencer
Head of Drama	Ms Cecilia Audouin
Head of Art	Mr James Adams
Head of PE	Mr Phillip Thompson
Head of Humanities	Ms Lucy Baker
Head of Music	Mr Mike Galvin
Head of Business	Ms Sana Ahmad
Trips & Visits Coordinator	To be confirmed

*Please note, if you wish to contact any member of staff, use the following email format*  
[Firstname.surname@cayprep.edu.ky](mailto:Firstname.surname@cayprep.edu.ky)



## Student Leadership

Head Boy	Deputy Head Boy	Head Girl	Deputy Head Girl
			
Trevor Carmola	Jahmar Campbell	Scarlet Akiwumi	Maya Roye

**Prefects**

<p>Marie Bodden</p> 	<p>Johanthan Henny</p> 	<p>Daniel Foley</p> 	<p>Emily Jervis</p> 
<p>Rebecca Jackson</p> 	<p>Emma Maddock</p> 	<p>Kheara Ramsahoi</p> 	<p>Andrew Peene</p> 
<p>Anthony Catalanotto</p> 	<p>Jolie Brown</p> 	<p>Nalani Swan</p> 	<p>Jonathan Scott</p> 
<p>Alma Smith</p> 			

## Tutor Groups

7C Victoria Edmonds Room 18	7P Galen Brown Room 43	7H Henrietta Knight Room 20	
8C Stacey Austin Williams Room 73	8P Michael Firth Room 74	8H Georgia Beaumont Room 65	
9C Sereina Ashton Room 15	9P Renece Clarke Room 16	9H Zanie Groenewald Room 14	
10C Evangeline Tantram Room 10	10P Laurence Wordingham Room 23	10H Eileen Murphy Room 54	
11C Cecilia Audouin Room 9a	11P Andrew Baker Room 53	11H Isaac Woods Room 63	
12C Kathleen Corkey Room 51	12P Andrew McLean Room24	12H Beverley Barnes Room 71	12S Rhbeen Ahmad Room 28
13C Bruce Bendall Room 75	13P Emily Roberts Room 22	13H Clare Harley Room 61	13S Beth Lowen Room 12

## Daily Schedules & Key Notices






At the start of the academic year, students get timetables from form tutors, showing subjects, room numbers, and teacher names. Our 2-week timetable alternates between Week 1 and Week 2. If we break for mid-term on Week 1, we'll resume on Week 2. To know the current week, check the VLE timetable. Regular checks are vital to ensure that you bring the right books for lessons. It is your responsibility to be prepared for all classes.

<i>AM Registration</i>	7:45 – 8:00
Period 1	8:00 – 9:00
Period 2	9:00 – 10:00
Break	10:00 – 10:25
Period 3	10:25 – 11:25
Period 4	11:25 – 12:25
Lunch	12:25 – 1:10
<i>PM Registration</i>	1:10 – 1:15
Period 5	1:15 – 2:15
Period 6	2:15 – 3:15





### Key Information

- Use the VLE (Everest) to keep up to date with class information, especially when homework is due!
- For key notices, read the school newsletter, check notice boards, listen in assembly and tutor time.
- Medical help is always available in the School Office. All students who are injured, or who feel unwell, must report to the school office immediately.
- All Head injuries MUST be reported to the office no matter how you feel.
- Students should label belongings with their name. Please check the in the Lost Property box, located in the gazebo, for any lost belongings. If students find any lost property, please hand it in to the school office.
- Please make full use of the resources in the library. It is open every day from 7:30 a.m. to 4:00 p.m.
- Students arriving late for any reason after 8:00am must report to the school office and sign in at the front desk, and then proceed to lessons.
- If a student needs to leave school for an appointment before the end of the school day, the adult responsible for collecting the student or a parent must inform [hsoffice@cayprep.edu.ky](mailto:hsoffice@cayprep.edu.ky) and the form tutor in advance.
- Students must be collected before 4pm unless they are involved in a school club or activity. Students must not remain on the school campus after 4:00pm. A member of staff will be on duty until 4pm.






## School Uniform (Years 7-11)




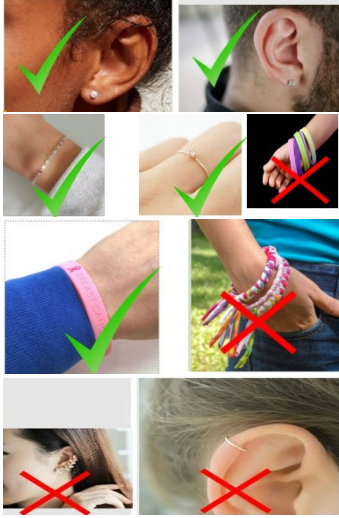
Item	Description	Image
Shirt (Girls)	<ul style="list-style-type: none"> <li>Turquoise blouse with the school crest on the pocket</li> </ul>	
Shirt (Boys)	<ul style="list-style-type: none"> <li>Turquoise shirt with the school crest on the pocket, always tucked in fully.</li> </ul>	
Trousers and belts (Boys)	<ul style="list-style-type: none"> <li>Plain navy school trousers. Trousers must fit at the waist and should not be baggy or drag on the floor and must cover socks.</li> <li>A plain black belt must be worn.</li> <li>Navy school three-quarter length shorts may be worn.</li> </ul>	
Skirts/Skorts/ Trousers (Girls)	<ul style="list-style-type: none"> <li>Navy or A-line school skort /skirt or school navy trousers, purchased from Lands' End.</li> <li>Unaltered Skirt/Skort length within 1-3 inches above the knee, dependent on where the skirt/skort falls.</li> <li>Trousers must fit at the waist and should not be baggy or drag on the floor.</li> </ul>	 <p style="text-align: center;">Lands' End Image</p>
PE Kit	<ul style="list-style-type: none"> <li>School PE kit is a House T-shirt with CPHS Navy shorts, sports specific trainers with non-marking soles (not skate-wear or slip-on pump-style shoes) and a refillable water bottle.</li> <li>All students are encouraged to bring a hat and a refillable water bottle</li> <li>Students are reminded that all jewellery must be removed before PE lessons</li> <li>NOTE: We strongly recommend that all items of clothing and shoes are clearly labelled.</li> <li>Crocs, slides, flip flops or similar shoes are NOT acceptable</li> </ul>	



Socks	<ul style="list-style-type: none"> <li>• Plain coloured socks (blue, black, white, grey, brown, navy)</li> <li>• No coloured patterns, logos or marks.</li> </ul>	
Shoes	<ul style="list-style-type: none"> <li>• Regular, plain black shoes with no coloured markings.</li> <li>• Crocs, sliders or sandals are not permitted.</li> <li>• The whole shoe, including the sole and laces, must be black.</li> </ul>	
Jacket/Hoodie	<ul style="list-style-type: none"> <li>• Navy school zip-up jacket or hoodie.</li> </ul>	
Hair and Hair accessories	<ul style="list-style-type: none"> <li>• Hair must be of a natural colour and worn in a style suitable for school.</li> <li>• Blue, black, brown, or white hair accessories</li> </ul>	
Nails	<ul style="list-style-type: none"> <li>• Nails should not be longer than fingertip and should be natural.</li> </ul>	
Cosmetics	No makeup, or coloured nail polish.	
Jewellery	<p>Students are permitted to wear the following items: a watch, one small pair of stud earrings only (worn in the lower part of the lobe) and one awareness bracelet.</p> <ul style="list-style-type: none"> <li>• No nose, mouth or eyebrow piercings.</li> <li>• No hoop/dangly earrings of any size.</li> <li>• In addition, students are allowed to wear one other piece of jewellery (either a necklace, bracelet, or ring). This additional piece must be simple, plain coloured and non-distracting and the necklace must be concealed under the shirt.</li> </ul>	
<p><i>Please note that the School has the final decision on suitability concerning school uniform and any decision will be at the discretion of the Pastoral and High School Leadership Team.</i></p>		

## School Uniform (Sixth Form)

Item	Description	Image
Shirt (Girls)	<ul style="list-style-type: none"> <li>White blouse with the school crest on the pocket</li> </ul>	
Shirt (Boys)	<ul style="list-style-type: none"> <li>White shirt with the school crest on the pocket, always tucked in fully.</li> </ul>	
Trousers and belts (Boys)	<ul style="list-style-type: none"> <li>Khaki school trousers.</li> <li>Trousers must fit at the waist and should not be baggy or drag on the floor.</li> <li>A plain black belt must be worn.</li> </ul>	
Skirts/Skorts/ Trousers (Girls)	<ul style="list-style-type: none"> <li>Khaki school trousers, knee-length skirt or skort.</li> <li><u>Unaltered</u> Skirt/Skort length within 1-3 inches above the knee, dependent on where the skirt/skort falls.</li> </ul>	 Lands' End Image
PE Kit	<ul style="list-style-type: none"> <li>School PE kit is a House T-shirt with CPHS Navy shorts, sports specific trainers with non-marking soles (not skate-wear or slip-on pump-style shoes) and a refillable water bottle.</li> <li>All students are encouraged to bring a hat and a refillable water bottle</li> <li>Students are reminded that all jewellery must be removed before PE lessons</li> <li>Crocs, slides, flip flops or similar shoes are NOT acceptable.</li> </ul>	

Socks	<ul style="list-style-type: none"> <li>• Plain coloured socks (blue, black, white, grey, brown, navy)</li> <li>• No coloured patterns, logos or marks.</li> </ul>	
Shoes	<ul style="list-style-type: none"> <li>• Regular, plain black shoes with no coloured markings.</li> <li>• Crocs, sliders or sandals are not permitted.</li> <li>• The whole shoe, including the sole, must be black.</li> </ul>	
Jumper	<ul style="list-style-type: none"> <li>• Navy school zip-up jacket or hoodie.</li> </ul>	
Hair and Hair accessories	<ul style="list-style-type: none"> <li>• Hair must be of a natural colour and worn in a style suitable for school.</li> <li>• Blue, black, brown, or white hair accessories</li> </ul>	
Nails	<ul style="list-style-type: none"> <li>• Nails should not be longer than fingertip and should be of natural colour.</li> </ul>	
Cosmetics	<ul style="list-style-type: none"> <li>• Natural makeup only</li> <li>• Natural coloured nail polish.</li> </ul>	
Jewellery	<p>Students are permitted to wear the following items: a watch, one small pair of stud earrings and one awareness bracelet.</p> <ul style="list-style-type: none"> <li>• In addition, students are allowed to wear two other pieces of jewellery (either a necklace, bracelet, ring or an additional pair of stud earrings). These additional pieces must be simple, plain coloured and non-distracting and the necklace must be concealed under the shirt.</li> <li>• No nose, mouth or eyebrow piercings.</li> <li>• No hoop/dangly earrings of any size.</li> </ul>	
<p><i>Please note that the School has the final decision on suitability concerning school uniform and any decision will be at the discretion of the Pastoral and High School Leadership Team</i></p>		

## Civvy or Dress Down Days

For all key stages, we expect students to dress appropriately for civvy days and dress down days. As such, we ask that students comply with the following rules and expectations for civvy days.

- No spaghetti straps, strapless tops or tank tops (vests)
- No suggestive writing or other articles of clothing expressing any type of profanity (which includes inappropriate/vulgar messages or images)
- Skirt/Skort/Short length must be an appropriate length for school
- No baggy clothing that could reveal underwear or undershirts
- No midriffs, backless shirts/T-shirts (stomachs and lower back must not be seen)
- No see-through leggings or bottoms
- Modest necklines, meaning no deep V-neck tops or revealing shirt collars
- Appropriate footwear, no heels or flip flops and sandals need to be heel wrapped. Crocs are acceptable.
- No pyjamas or no bedroom slippers/loafers

*Please note that the School has the final decision on suitability concerning whether clothing is appropriate for school on civvy days, and any decision will be at the discretion of the Pastoral and High School Leadership team.*

## Uniform Infractions

All other uniform offences will be logged onto the VLE by members of staff. If the issue persists, then students will be given a pastoral detention to rectify the behaviour. Thereafter, contact home will be made with parents. If the issue persists, students will be sent home to ensure that uniform standards are in line with the school expectations.

## Skirt or Skort Length

Skirt length should be as stipulated above. All skirts ordered through Lands' End must not be altered. If a student's skirt is deemed inappropriate, then this will be handled by Pastoral Team on a case-by-case basis. Contact home will be made first to parents/guardians, to allow parents/guardians to have the conversation with the student. The school would ask that guardians provide an alternative option (such as trousers or knee length shorts) in the interim whilst a new skirt or skort order is being made.

If guardians are not able to provide an alternative, then the school will loan students a skort/skirt from the uniform store until the new order for a skirt/skort has arrived. Any further offence will be seen as defiance and students will be sent home.

## Jewellery confiscation

Excess jewellery worn outside the requirements listed above, will lead to immediate confiscation upon sight by any member of staff.

- 1<sup>st</sup> incidence – students will pick up their jewellery from the school office at the end of the day.
- 2<sup>nd</sup> incidence – 3 Days
- 3<sup>rd</sup> incidence – 1 week
- 4<sup>th</sup> incidence – until the end of term and item is collected by a parent/ guardian.
- Any further offence will be seen as defiance and contact home will be made with parents regarding the continued behaviour issue.

### [Lunch time clubs, after school fixtures & Interhouse Competitions](#)

When students attend clubs during lunch time, and it is not a PE day, then the students can choose to either come into school in their PE kit or full uniform. At lunch time, if in their school uniform, then students will then make their way to the canteen to get their food and change into their PE kit for their club. After the club is finished, students will go to tutor rooms and inform their tutors that they are present for registration. Thereafter, students will change into their school uniform for the second 5 minutes during registration and make their way to period 5.

If they have an inter-house event, they must follow the same policy as clubs, if they have signed up to the inter-house event under the 'no name, no game' ruling.

For after-school fixtures, they come into school in their regular uniform and change into the correct fixture kit at lunchtime time. Unless P.E. have given specific permission to wear their kit in the morning and e-mailed to the form tutors beforehand (or the morning of the event).

### [Vertical Learning](#)

If students have a vertical learning lesson which requires kit, then the students can choose to either come into school in their PE kit or full uniform. If they choose to wear school uniform, then they must change at the start of P6 for their VL lesson. If, however, students VL is time is time sensitive, then with the express permission of the VL teacher, students may change at lunch time to prepare for VL P6.

### [Drama Kit – KS4 & KS5 only](#)

For key stage 4 and 5 drama students, on the days that students have Drama, students can choose to come to school with their drama kit (black T-shirt purchased from the drama department and black bottoms, including leggings and tracksuit bottoms and PE shorts, all of which should be well fitting and not have any transparent sections). Crocs, slides, flip flops or similar shoes are NOT acceptable. These students will remain in their drama uniform until the end of the school day.

## Code of Conduct Rewards

The grid below provides guidance as to how we reward positive behaviour. As part of the CPHS Advantage, we reinforce good behaviour as this encourages students to strive for excellence

	Example Behaviour	Example Rewards
Good	<ul style="list-style-type: none"> <li>• 96% attendance</li> <li>• Uniform always correct</li> <li>• Consistent punctuality</li> <li>• Good work and effort</li> <li>• Positive classroom contributions</li> <li>• Organised</li> <li>• Promotes safety around the school</li> <li>• Positive attitude to learning</li> </ul>	<p>These types of behaviours would be praised and rewarded by the classroom teacher or member of staff. The following praise and rewards may apply:</p> <ul style="list-style-type: none"> <li>• Verbal Praise</li> <li>• House Points</li> <li>• Contact Home</li> <li>• Certificate</li> </ul>
Excellent	<ul style="list-style-type: none"> <li>• 98% attendance</li> <li>• Consistently performs well in lessons</li> <li>• Shows initiative</li> <li>• Role models the school values (respect, empathy, excellence, integrity, care for others, care for our world, loyalty and friendship, forgiveness &amp; self-discipline)</li> <li>• Consistently shows good behaviour</li> <li>• Good citizenship</li> <li>• Excellent work ethic</li> </ul>	<p>These types of behaviours would be praised and rewarded by the classroom teacher, Faculty or Pastoral Team. The following praise and rewards may apply:</p> <ul style="list-style-type: none"> <li>• Verbal Praise</li> <li>• House Points</li> <li>• Contact Home</li> <li>• Certificate</li> <li>• Faculty Awards</li> <li>• Civvy Day</li> <li>• Leadership award</li> <li>• Wellness period</li> <li>• PE kit day</li> <li>• Pastoral Award</li> </ul>
Outstanding	<p>100% Attendance            Outstanding Leadership            Excellence in lessons            Contribution to our school            Excellent role modelling            Positive school representation            Always punctual to lessons</p>	<p>These types of behaviours would be praised and rewarded by the High School Leadership Team and postholders. The following praise and rewards may apply:</p> <ul style="list-style-type: none"> <li>• Principal award</li> <li>• House colours</li> <li>• CAS award</li> <li>• Subject award</li> <li>• Trips</li> <li>• Great Learner Award</li> <li>• Badges</li> </ul>

## Prizes, Awards and Milestones

### Ultimate Prize – End of Year School Trip

- The top 20 students in each year group for house points
- Students with 100% attendance to school and lessons for the academic year
- The pastoral team recognition students for pastoral excellence throughout the academic year

House points will be regularly checked by tutors every fortnight during tutor time. When a student reaches a milestone, the tutor will award them with the following prizes during tutor time. Tutors will keep a log of rewards for students over the course of the year to ensure that they have received their prizes.

Milestone	Prize
50 House Points	Certificate
100 House Points	Bronze Badge & Positive Email Home from Tutor
150 House Points	PE Kit day
200 House Points	Silver Badge & Positive Email Home from Head of Year
250 House Points	Civvy Day (on designated day)
300 House Points	Gold Badge & Positive Email Home from Head of Pastoral Care & Student Services
Over 300 House Points	Wellness period (on designated day) & skip the lunch queue pass
Top 10% of students with the highest house points in each year	Monetary Voucher

### Pastoral Awards

Tutor group sessions are an important part of the CPHS family and values. As such, students can collectively achieve prizes for their combined efforts as tutor groups. This will be celebrated every half term during the Pastoral Awards assembly. Please note, prizes may change depending on the academic year.

Achievement	Award & Prize
Best Behaviour	An Extra two PE kit days
Best Attendance	Wellness Period
Best Punctuality	Wellness Period
Highest House Points	Pizza Party or Form Breakfast
Best Uniform	Civvy Days
Tutee of the term (students demonstrating core values in tutor time)	Pizza Party
Community Service students of the term	Civvy Day or an extra PE Kit day
Environment Service Student of the term	Civvy Day or an extra PE Kit day
Student Leaders of the term	Civvy Day or an extra PE Kit day

### [Academic Awards](#)

The purpose of Academic Awards is to recognise academic excellence, accomplishments in other fields and or exceptional commitment to the school.

### [Subject Awards](#)

Awards are given to students at the end of each term

- Faculty Heads nominate students in two categories per subject – Progress and Attainment
- One subject award is given for each category, per year group at each end of term Awards Ceremony.

### [Principal's Award](#)

This Award is presented to the top 3 boys and top 3 girls for overall academic attainment in each year group, as per the 'working at grade' or assessment grade, as collated in SIMS.

### [Great Learner Awards and Greatest Learner Awards:](#)

- Great Learner Awards are presented each term to students who have demonstrated excellent attitudes to effort in learning, behaviour for learning and organisation.
- Greatest Learner Awards are presented at the end of the Academic Year to students in Year 7, 8, 9, 10 and 12 who have achieved Great Learner Awards in all three terms.
- Students in Year 11 and 13 will be awarded Greatest Learner Awards at the end of the second term.
- The Greatest Learner award is the student who has the highest average over the three terms.

### [Attendance Certificates](#)

Certificates and badges will be presented at the end of each term to students who have achieved 100% attendance.

- 100% attendance. No days of school missed.

### [Extra-curricular awards for KS3/4/5](#)

House Colours: Nominated by Heads of House and the House Coordinator and awarded at the end of each term.

- Half colours: awarded to outstanding students who represent or contribute towards their House's progress and success with pride and consistency.
- Full colours: after receiving half colours, students may be awarded full colours for their continued outstanding commitment, effort and pride when representing their house.

### [Community Action Service Awards](#)

Awarded at the end of winter and spring term to students who have shown leadership or organisational skills that have had an impact within the community. Nominated by peers and tutors. Selected by the Pastoral Team.



# The House System



On joining the High School students are allocated to a House by the House Coordinator. Existing students are allocated to the same house they represented in the Primary School. New students are allocated in such a way as to keep a balance of House members in each year group, or in line with other family members with previous association to the school. Teachers and parents are allocated the same House as their child, if applicable. As well as sporting activities there are opportunities to take part in other academic events. In addition to House Honours, all House Points earned are collated and a House Cup is awarded at the end of each term to the House with the highest total number of House Points accumulated from all House events throughout the year. The House Competition year runs from Easter until Easter the following year, to enable every student the opportunity to celebrate the success of their House. The House Cup is awarded at the Easter Awards ceremony.

There are three Houses named after United Church Ministers who were heavily involved in the United Church in Grand Cayman in the 1800's and early 1900's - **Redpath (Red)**, **Elmslie (Green)** and **Young (yellow)**. Each House is represented by a different colour. Students purchase a PE kit in their House colours. All House Points are recorded in the student profile on SIMS or through the VLE.

## House Honours

House Points are awarded to honour individuals who excel through personal and team endeavour. Students receive a House Honours Certificate from their Head of House as they accumulate House Points in an academic year. These are recorded on the VLE/SIMS, and students also record their achievements in Unifrog as part of their record of achievement.

Bronze	50
Silver	100
Gold	150
Platinum	200

## House Point Currency

It is expected that staff will reward students giving regard to the above criteria and not undermine its value.

HP	Examples
<b>1</b>	<p>All staff members</p> <p>Active contribution to learning in lesson</p> <p>Excellent answer given or asked</p> <p>Good achievement in starter quiz</p> <p>Helping another student in or out of lessons</p> <p>Active contribution at an extra-curricular club session</p> <p>Tutor rewards</p> <p>Completing jobs within tutor group</p> <p>Participation in a tutor time quiz or activity organised by tutor</p>
<b>2</b>	<p>All staff members</p> <p>Good effort in class work/homework/assessment (on target)</p> <p>Good achievement in class work/homework/assessment (on target) Good attitude in class work/homework/assessment (on target) Good progress in class work/homework/assessment (on target) Excellent contribution to learning</p> <p>Tutor Rewards</p> <p>Volunteering to help with jobs within tutor group</p>
<b>3</b>	<p>All staff members</p> <p>Excellent effort in class work/homework (above target) Excellent achievement in class work/homework (above target) Excellent attitude in class work/homework (above target)</p> <p>Completion of a larger piece of outstanding work, lasting less than half a term Excellent achievement in extracurricular activity</p> <p>Tutor rewards</p> <p>Displaying leadership within tutor time</p>
<b>5</b>	<p>All staff members</p> <p>Excellent achievement in an assessment (above target)</p> <p>Completion of a larger piece of outstanding work, lasting more than half a term</p>

<p><b>10</b></p>	<p>All staff members</p> <p>Representing the school; excellent contribution on trips, sporting tournaments</p> <p>Tutor rewards</p> <p>Helping at a school events – open evening, parents evening, shows, leading a fundraising event for a form class</p> <p>Pastoral/Head of KS/Head of House 100% attendance for the half term Tutor rewards</p> <p>Subject awards - attainment, progress or effort</p> <p>Helping with a club for other students for a whole term Reading / Learning Buddy</p> <p>Pastoral/Head of KS/Head of House</p> <p>Half Colours</p>
<p><b>20</b></p>	<p>Tutor rewards</p> <p>Top Tutee</p> <p>Pastoral/Head of KS/Head of House</p> <p>Faculty Rewards Full Colours</p> <p>CAS (Community Action Service) Award</p> <p>Great Learners, Greatest Learners and Principals' Award</p>

## Code of Conduct Sanctions

Sanctions are designed to reinforce positive behaviour and to clearly identify where inappropriate behaviour has occurred. Sanctions place emphasis on the importance of positive choices and support students in their understanding of the school's core Christian values. The table below is not an exhaustive list, but provides guidance for understanding what is concerning, serious and severe.

### Inside the Classroom or during an educational trip or visit

	Example Behaviour	Example Sanctions
	Eating in class Chewing Gum Late to lesson Not following instructions Unkind/disrespectful comments Unsafe behaviour Inadequate work/ work avoidance Uniform/ Equipment infringements Disruptive behaviour Poor attitude to Learning Inappropriate conduct/ language Missed deadlines Misconduct during trip/school event One to one device misconduct	These types of behaviours would be dealt with by the classroom teacher. The following sanctions may apply: Verbal Warning Moving seat Kept behind at the end of the lesson Subject (teacher) detention Contact home Confiscation
	Repeated concerning behaviours Persistent lateness to lessons Plagiarism Stealing Vandalism of equipment or school environment False allegations Disrespect Defiance Dishonesty Unacceptable/misuse of technology Exam misconduct Inappropriate physical contact Missed subject (teacher) detention Truancy of a lesson Swearing Persistent refusal to follow instructions Challenging the authority of a member of staff	These types of behaviours would be dealt with by the classroom teacher and or, Head of Faculty. The following sanctions may apply: Contact home Subject (teacher) detention Faculty detention Community service Confiscation Payment required of goods Cancelled paper Removed from school teams, trips and events Internal suspension Meeting with parents
	Repeated serious misbehaviour Violent, dangerous or inappropriate behaviour Bullying Offensive language Prohibited items or Substance abuse Discrimination Unacceptable/misuse of technology	These types of behaviours would be dealt with by the Head of Faculty, High School Leadership Team and or the Pastoral Team. The following sanctions may apply: Immediate removal from classroom Meeting with parents Internal suspension External suspension
<p><i>Please note, the table above is a guideline and teachers reserve the right to determine what constitutes as concerning, serious or severe behaviour. Students should therefore follow instructions first time.</i></p>		

## Outside the Classroom

	Example Behaviour	Example Sanctions
Concerning	Late to school Late to tutor Poor attendance Uniform infringements Poor corridor behaviour Unsafe play or behaviour Poor break or lunchtime behaviour Not following instructions Unkind/disrespectful comments Littering Poor outdoor play behaviour Persistent refusal to follow instructions	These types of behaviours would be dealt with by the member of staff who has encountered the poor behaviour. The following sanctions may apply: <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Staff detention</li> <li>• Pastoral detention</li> <li>• Confiscation</li> <li>• Contact home</li> </ul>
Serious	Repeated concerning behaviour Persistent absence/lateness Unsafe behaviour Truancy (tutor time) Buying or selling items Unacceptable/ misuse of technology Inappropriate language or Swearing Defiance or disrespect to staff (outside of the classroom) Dishonesty Vandalism or damage to school property False allegations Inappropriate physical contact Inciting unsafe or violent behaviour Antagonising others Missed Faculty detention Missed pastoral detention	These types of behaviours would be dealt with by the tutor and or the Head of Year. The following sanctions may apply: <ul style="list-style-type: none"> <li>• Pastoral Leadership detention</li> <li>• Confiscation</li> <li>• Contact home</li> <li>• Community service</li> <li>• Tutor Journal</li> <li>• Head of Year Journal</li> <li>• Break and lunch time restrictions</li> <li>• Ball and field ban</li> <li>• Removed from school teams, trips and events</li> <li>• Payment required of goods</li> <li>• Contact made with relevant external agency if required</li> <li>• Internal suspension</li> </ul>
Severe	Repeated serious behaviour Possession or use of Prohibited Items Bullying Discrimination Substance abuse Offsite truancy Violent, dangerous or inappropriate behaviour Persistent absence Vandalism or damage to school property Persistent lateness to lessons despite intervention Putting the safety of another student or member of staff at risk Bringing the school into disrepute	These types of behaviours would be dealt with by the Head of Year or Key Stage, the Head of Pastoral Care & Student Services or Principal. The following sanctions may apply: <ul style="list-style-type: none"> <li>• Head of Pastoral Detention</li> <li>• Payment required of goods</li> <li>• Internal suspension</li> <li>• External suspension</li> <li>• Permanent exclusion</li> </ul>
<i>Please note, the table above is a guideline and teachers reserve the right to determine what constitutes as concerning, serious or severe behaviour. Students should therefore follow instructions first time.</i>		

# Detentions & Sanctions

## Detentions

The following type of detentions are held at Cayman Prep & High School

- Subject (Teacher) detention – anything up to one hour at the discretion of the member of staff
- Pastoral Detention – 20 minutes at lunchtime from
- Missed Pastoral Detention first offence – 30-minute detention at lunchtime (students may eat lunch in last 10 minutes of detention)
- Pastoral Leadership Detention – After school Thursday one hour
- Faculty Detention – anything up to one hour at the discretion of the Head of Faculty
- Head of Pastoral Care & Student Services Detention – One hour afterschool

Please note, if detentions are longer than 10minutes after school, staff will send an email home in advance to let parents know when the detention will take place.

All detentions will be logged on the VLE. Teachers are aware that behaviour points are not the sanction but a log of the incident.

## Suspensions and exclusion

### Internal Suspension

Internal suspensions are utilised for any serious or severe breaches of the Code of Conduct. Internal suspensions do not go onto a student's permanent record.

For internal suspensions, students

- are to register with the relevant Pastoral Team member in the morning at 7.40am.
- will not attend timetabled lessons or break and lunchtimes with other students
- will spend a full day in school completing work set by teachers.
- They will be supervised by a member of staff. Break will be from 9.40-10am and lunchtime will be from 12-12.45pm
- At lunch, students will spend 20 minutes outdoors and have free time, but at 12.20pm students will get their food from the canteen and eat by the sixth form gazebo area or in the allocated room.
- The next day, the student will meet with the Pastoral Team member outlined in the letter.

### External Suspension

- External suspension from school occurs when a student is asked not to attend school for a prescribed period of time.
- This is a sanction used for severe breaches of the Code of Conduct.
- This will be on a student's permanent record.

### Permanent exclusion

- Permanent exclusion means that the child is no longer allowed to attend the school and their name will be removed from the school roll.
- Permanent exclusion is the most serious sanction at CPHS and will be used if a student severely breaches the Code of Conduct.

# Investigating Behaviour Incidents

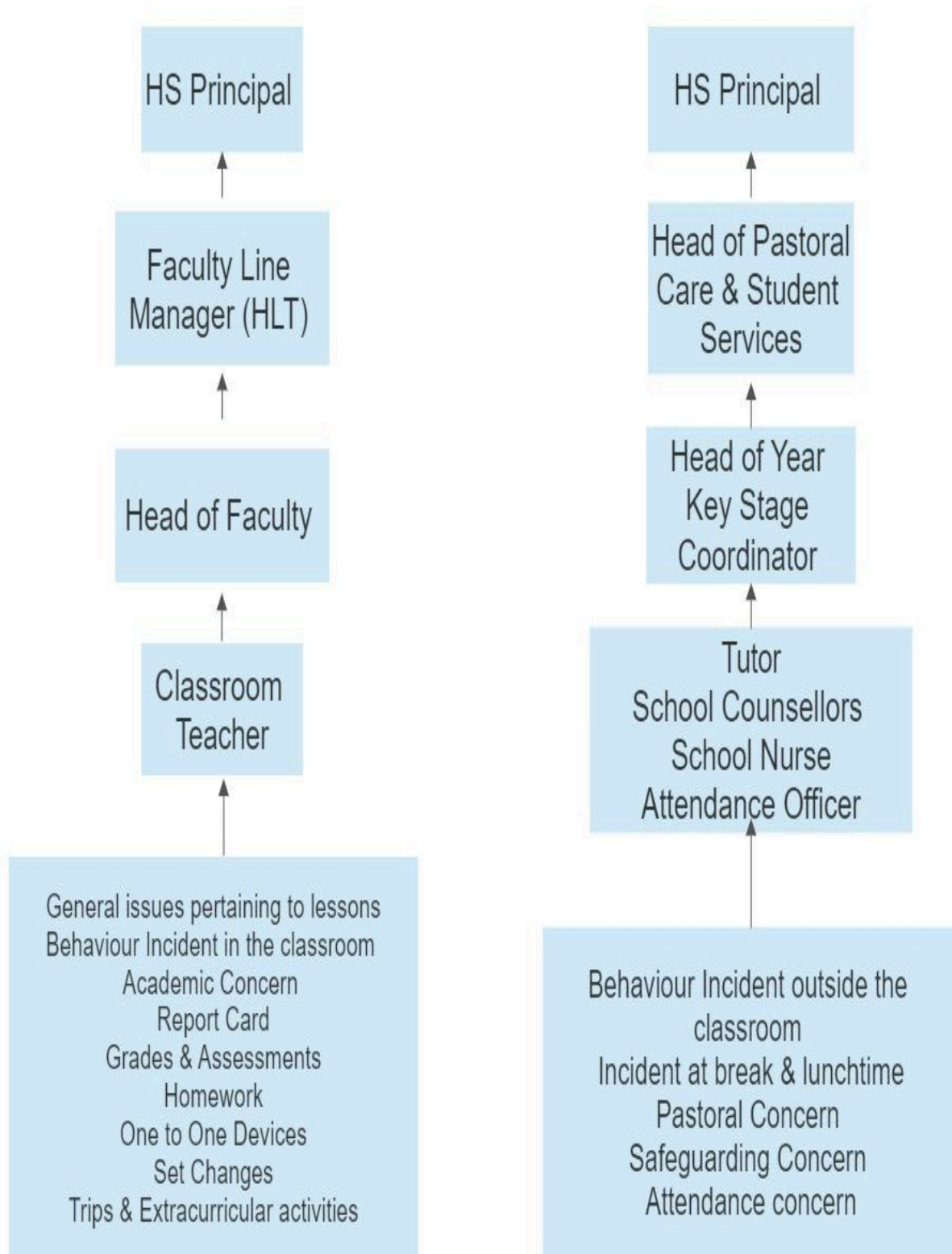
## Investigating incidents

In the event a member of staff feels a behavioural issue or incident is in the serious or severe bracket and needs to be dealt with at a higher level, the member of staff should either log the incident on SIMS or CPOMS, depending on the nature of the incident. Subsequently, they should refer to the relevant Head of Faculty, High School Leadership Team or Pastoral Team member as appropriate.

1. When a severe breach of the Code of Conduct is made, it will be logged and passed onto the relevant member of the High School Leadership Team, Pastoral Team or Head of Faculty.
2. Where applicable, the student(s) involved will also be addressed regarding the matter and personal accounts taken. A "Personal Account Form" will be completed and will be uploaded onto the SIMS/CPOMS for all key pastoral members of staff to review.
3. The reported incident will be investigated as soon as possible by Head of Faculty, High School Leadership Team or Pastoral Team, and parents will receive an initial email or phone call explaining the incident and will outline either the resolution or if further time needed for investigation.
4. The Head of Faculty, High School Leadership Team or Pastoral Team will make a note on SIMS CPOMS if there has been a serious or severe breach is confirmed and provide additional comments on SIMS /CPOMS regarding the actions taken.
5. Pupils involved in the incident will face appropriate school sanctions in line with the Code of Conduct. *Persistent offenses or acts of severe aggression may result in permanent exclusion from the school, and the incident may be reported to the police.*
6. Once confirmed, a member of the pastoral team will contact parents to inform them of the applied sanction, and or resolution.

Please note that the school does not discuss the details of sanctions applied to other students, as it is our policy to maintain confidentiality and privacy in such matters. All cases are handled with a duty of care to all students involved in any breach of the Code of Conduct, and members of staff and the Pastoral team will make every effort to remedy the situation, as is feasible.

## Parents – handling pastoral and academic queries

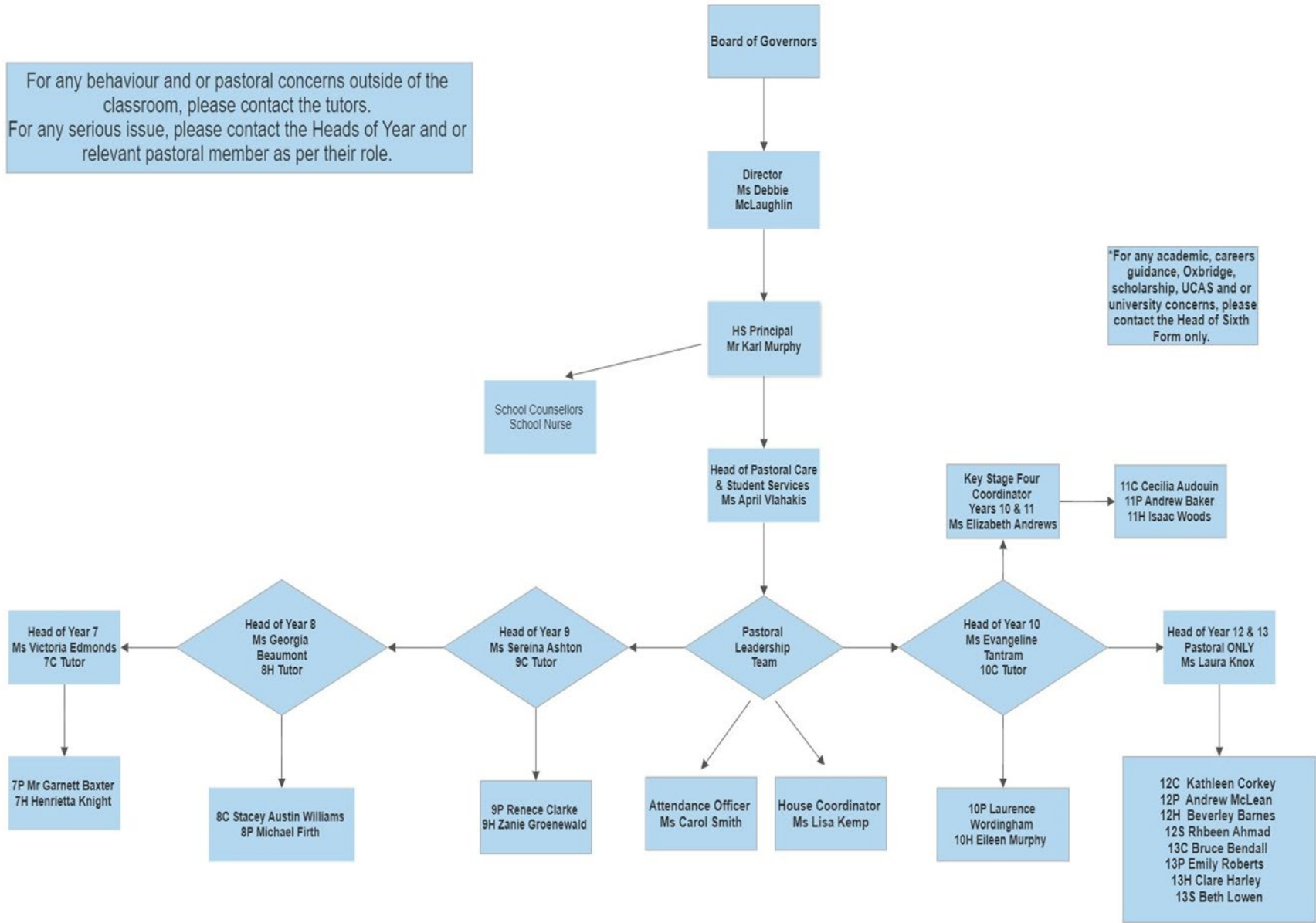




# Parents – handling pastoral queries

For any behaviour and or pastoral concerns outside of the classroom, please contact the tutors.  
 For any serious issue, please contact the Heads of Year and or relevant pastoral member as per their role.

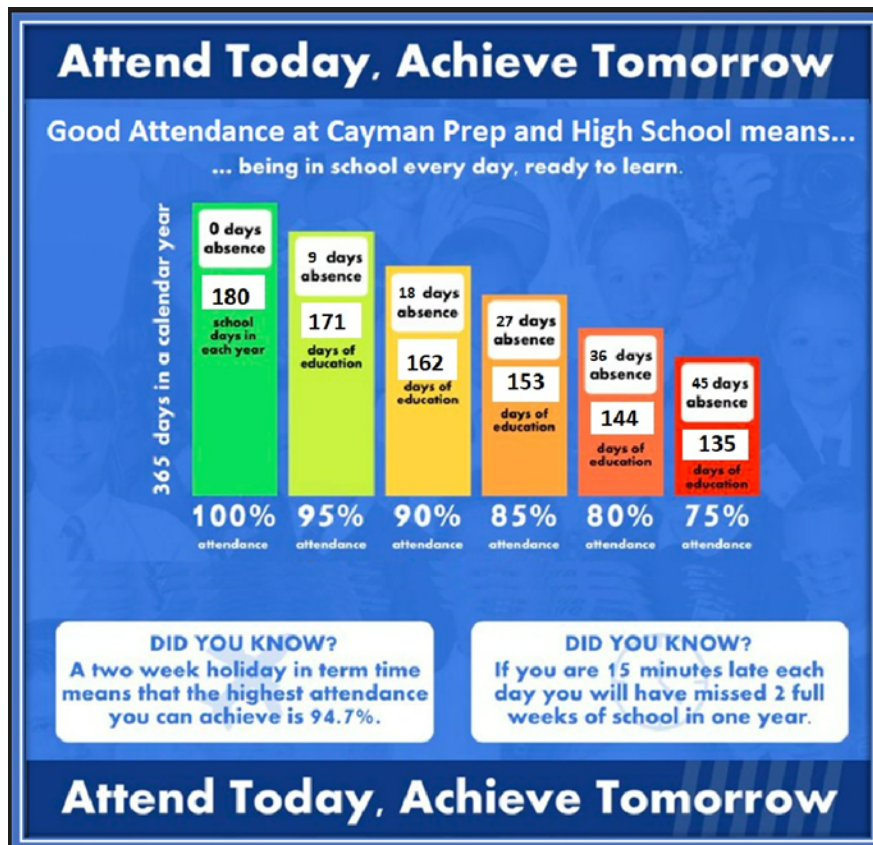
\*For any academic, careers guidance, Oxbridge, scholarship, UCAS and or university concerns, please contact the Head of Sixth Form only.



# Attendance and Punctuality

## OES Standards for attendance

- 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 school and for lessons throughout the day.
- Satisfactory: Attendance for each term is at least 94%. Students are in good time for the start of the day and for lessons throughout the day.
- Weak: Attendance is below 92% per term. The student regularly arrives late to school and for lessons.



## Absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 8:00am or as soon as practically possible. If a child is absent for more than one day, the parent should contact the school each day to provide an update on the child's condition, unless otherwise agreed by the school.

Parents must notify the school either phoning (949-9115) the office by as early as 7.30am or emailing HS Attendances [hsattendances@cayprep.edu.ky](mailto:hsattendances@cayprep.edu.ky) and cc in your child's tutor.

Parents may self-certify for the first two days of absence due to illness. From day three onward, we request a doctor's note to be emailed to both HS Attendances and the tutor.

### [Understanding the register and attendance codes on Everest](#)

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

- Present (/)
- Attending an approved off-site educational activity (B/V)
- Approving Educational activity on site (G)
- Absent - authorised (C) and or unauthorised (O)
- Unable to attend due to exceptional circumstances (C)

Students must arrive in school by 7:40am and be in tutor for 7:45am on each school day. The register will be taken at 7:45am and will be kept open until 7:59am. If the student arrives after 7:50am, they will be recorded as late (L). If a student arrives after 10am, this will be classified as an unauthorised morning (O).

### [Lateness and punctuality](#)


Students arriving after 8am must report to the School Office immediately to be registered before going to lessons.

Please note that students who arrive after 7:50am will be marked as late, and the form tutor will keep track of the accumulated minutes. A consistent system of tracking lateness in terms of accumulated minutes will also be in place during class periods. Students will be required to attend detention based on the number of accumulated late minutes, and parents will be notified accordingly.

In the event of persistent lateness, we will handle each case individually and may need to implement consequences, including the possibility of losing privileges. However, please be aware that if your child's lateness is due to circumstances beyond their control, such as severe weather or an unforeseen traffic incident, we will notify their tutor not to mark them as late.

## EVERY MINUTE COUNTS

MINUTES LATE PER DAY	EQUIVALENT OF MISSING	HOW MANY LESSONS THIS IS MISSED
5 MINUTES	3.4 SCHOOL DAYS A YEAR	17 LESSONS
10 MINUTES	6.9 SCHOOL DAYS A YEAR	35 LESSONS
15 MINUTES	10.3 SCHOOL DAYS A YEAR	51 LESSONS
20 MINUTES	13.8 SCHOOL DAYS A YEAR	69 LESSONS
30 MINUTES	20.7 SCHOOL DAYS A YEAR	104 LESSONS



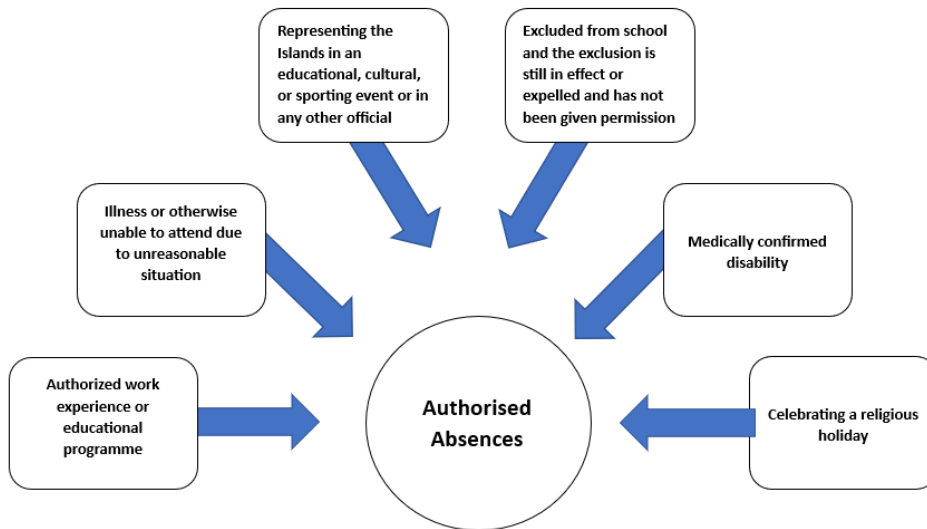
### Medical or dental appointments

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

However, we strongly encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary. Parents can notify the school in advance of a medical or dental appointment through the High School Office 949-9115 as early as 7:30am or emailing HS Attendances and cc in the Form tutor.

### Authorised & Unauthorised Absence

The school follows the OES guidelines for attendance. Authorised absence means that the school has either given approval in advance for a student to be away from school or has accepted an explanation offered afterwards as justification for absence. All other absences will be recorded as unauthorised.



Cayman Prep and High School

At High School, students will be monitored on a case-by-case basis, however, if there is no improvement in attendance, the following sanctions may apply:

- Contact home to parents by tutor, Head of Year or Key Stage Coordinator (concerning)
- Mandatory attendance to afterschool study sessions
- Letter from Attendance team (serious concern)
- Letter from Head of Pastoral Care and Student Services (severe concern)
- Loss of Privileges: including, but not limited to, participation in extracurricular activities, interhouse competitions, trips, school team or event representation, off site educational activities, or eligibility for certain awards.
- Attendance meetings with the Attendance Officer, counsellors and or pastoral team
- Attendance meeting with Head of Pastoral Care & Student Services or Principal
- Suspension in more severe or repeated instances
- Re-integration meeting with Head of Pastoral Care & Student Services, SENCO, Counsellor or as appropriate
- Director and/or outside agencies involved
- Student removed from school roll (attendance is below 60%)

## Lunchtime arrangements & Wet Breaks

The school's caterer 'Food for Thought' offers a choice of snacks/drinks at break time for students to purchase. Hot and cold lunches are available each day in the canteen. These should be pre-ordered and paid for in advance

Students may also bring in their own snacks / lunches and these should be stored in the canteen, clearly labelled with the child's name, before school begins.

Lunch	Canteen Times
Early Lunch (12.25-12.45am)	KS3 & KS5
Late lunch (12.45-1.05pm)	KS4 & KS5

Lunches must not be dropped off for students during the school day, unless permission has been granted by the school Principal. The school office is not able to store student lunches, so we would ask all parents to either send students into school with a packed lunch, or to take advantage of the 'Food for Thought' offerings.

### Wet Break

If a wet break is called, there will be by Tanoy to alert students.

Students in years 7, 8 and 9 must spend break time in tutor rooms, with tutors after collecting snacks.

Students in years 10 and 11 must remain in the canteen, under the supervision of duty staff.

Duty staff scheduled to be on the basketball court, gazebo or field should go to the canteen (if they do not have a form class) and assist with supervision. All teachers to encourage full compliance and adherence.

### Wet Lunch

If a wet lunch is called:

#### Students

- Year 7, 8 and 9 students go to the canteen at 12.25, eat lunch at tables, and remain in the canteen until 12:45pm. At 12:45pm Year 7, 8 and 9 students will be dismissed from the canteen, by the member of staff on duty and return to their form rooms with form tutors for the remainder of lunchtime.
- Year 10 and 11 students go to their form rooms with form staff until 12:45pm and then to the canteen, where they will remain until the first bell for registration.

#### Tutors

- Year 7, 8 and 9 tutors should have their lunch from 12:25-12:45 and should then go to their form room and supervise their tutor groups.
- Year 10 and 11 Tutors should go to their form room to supervise their tutor groups and then have their lunch from 12:45-1:05.
- *To ensure that tutors get an appropriate break, they will be assisted by a form buddy if, and in case you require additional support or unable to take your lunch at the given time. Please make necessary arrangements with your buddy where relevant (see below) e.g., 10 mins each. Otherwise, tutors should have an adequate break if following the processes outlined above.*

Any duty staff scheduled to be on the basketball court, gazebo or field should go to the canteen (if they do not have a form class) and assist with the supervision.

# School Lunches (Food for Thought)



Below is a rundown on how our system works

1. Menus posted on 16<sup>th</sup> of each Month online and emailed from CPHS office:  
<http://www.foodforthought.ky/cayman-prep>
2. Please complete the order form and return it to the CPHS office or email the form or details of your order to Food for Thought at [info@foodforthought.ky](mailto:info@foodforthought.ky)
3. Payment should be made by 22<sup>nd</sup> of the month:
  - a. By leaving a cheque/cash with your order form at school office
  - b. Pay online to Butterfield BOB KYD Account # 02101 037369 please reference your child's name and class or year group. Please email a screenshot of payment confirmation with your order.
  - c. Pay by card at our FFT offices, located at D1, Cayman Business Park, Elgin Avenue. Our Offices are open Monday – Friday from 8:00am – 5:00pm and 9:00am – 1:00pm Saturdays.

We understand orders can't always be made in advance. We accept orders up to 10am on the day the student must bring cash or the parent must pay online. Please understand due to the rising costs of food we cannot always meet demand for orders made after 10am but we will try our best.

Please note we will be selling PIZZA by the slice (\$2 per slice) on the of each month. This will be sold on a cash only basis.

For new parents if you wish to discuss further your child's needs and the process on how our system works you can contact Wayne on 938-3663 or Rachel on 927-9229 & they will be happy to assist.

Food for thought

## Homework and the school curriculum

The school regards homework as an important part of every pupil's educational experience. We value a healthy balance of academic achievement with all that the school offers outside the classroom through an enriching extra-curricular activities program, in addition to meaningful time with family and friends. Careful thought is given to the nature of the assignments set as homework. Homework is set according to a timetable published each August and is uploaded to the school's VLE (Everest). Form Tutors will share the timetable with their tutees at the start of term.

### Duration of Homework

The time it takes for a student to complete the homework should not exceed:

Year 7: 20 minutes

Year 8: 25 minutes

Year 9: 30 minutes

Years 10 and 11: 40 - 45 minutes

Year 12: a maximum of 2 hours per piece where necessary (for example, a timed exam practice)

Teachers will follow the code of conduct where students do not complete homework on time. Homework will be posted to the VLE on the day it has been set.

The below table indicates how many homework pieces should be set by each subject per fortnight.

	Year 7	Year 8	Year 9	Years 10 &11
English	2	2	2	2
Maths	2	2	2	2
Science	2	2	2	6 (2 for each discipline)
French	1	1	1	2
Spanish	1	1	1	2
Geography, History	2	2	2	N/A
RE	2	2	2	2
Art, Drama, Music	One project per term			N/A
Option subjects	N/A			2

### The School Curriculum

The High School curriculum is broad, balanced, dynamic and innovative. Students will experience a range of topics across the subjects and have access to a wide range of resources. Whilst our curriculum is based on the British National Curriculum, it is very much a global curriculum with aspects of work covering topical issues and histories in the Caribbean, and indeed, all over the world reflecting our diverse make up of students and staff.

In Year 9, students will select their option subjects for GCSEs and there is a parent information evening to inform parents further regarding the choices available to students as they enter Years 10 and 11. More information can also be found in our school's curriculum guides on our website.

We follow the Cambridge International Examination syllabi for the majority of our subjects at GCSE, with RE and PE following the WJEC course. At A-level, we use a combination of CIE, WJEC and Pearson across the A-level curriculum of which more details are in the curriculum guides for the appropriate Key Stage.

## Mock and External Examinations and Internal Assessment Week

### Mock Examinations

Mock examinations take place at the start of the calendar year for all students in Years 11-13. The specific dates are shown in the school calendar. During mocks, students will be on study leave to help them thoroughly prepare for each component. Practical exams will usually take place in the second week back after the holidays and then there will then be an additional two full weeks of mock examinations.

Mock examinations are incredibly important for several reasons. They:

1. Motivate students to start revision early
2. Allow students to practise effective revision strategies
3. Improve knowledge
4. Enable students to practise under exam conditions
5. Identify topics that need attention
6. Help teachers understand what students need more help with

Following the mock examinations, a report will be sent home to inform students and parents of progress and there will be a chance to discuss strengths and areas for improvement in a subsequent Parent Student Teacher Consultation.

### External Examinations

#### Prior to the Exam

Students will be issued with an exam timetable. This timetable will also appear on Everest. Please ask your child to review the timetable carefully and highlight their own exams. They need to take careful note of the start times and ensure that they are in school at least 20 minutes before the exam is due to start. All Cambridge International Assessment Examinations will finish at noon if they are morning exams, or 4pm for afternoon exams. This is a time set by the exam board and if the student is not supervised at this time we cannot submit their exam script for marking. Those students who are eligible for extra time must pay careful attention to the start and finish times (in red), as on many occasions their exam will start prior to the main exam start time. If there are any questions about the timetable please do not hesitate to contact our Exams Officer by email [jill.owen@cayprep.edu.ky](mailto:jill.owen@cayprep.edu.ky)

All WJEC /Pearson exams will all start at 8am. If your child is sitting one of these exams, they will have been given an overnight supervision form which must be completed and returned in order for them to be able to sit the exam.

All students need to provide their own equipment in a clear zip lock bag. They must answer all exams in pen so please ensure they have enough to see them through the exam period. The WJEC rules are that they answer the exam in black pen so I would suggest they use black pen for all exams, including the Cambridge International Assessment Examination ones, to limit the chance for a mistake to be made. Other important items which are sometimes forgotten are: scientific calculators, sharp pencils, protractors, 30cm ruler and coloured pencils (geography students only) We have a few spares but cannot guarantee to be able to provide equipment during an exam so it is important the students come prepared. Students may also have water but it must be in transparent bottles.

All students must be in full school uniform, including shoes, hair, jewellery and no make-up, any time they are in school. If they turn up for an exam in incorrect uniform they will not be permitted to sit the exam. This includes exams that are on the public holidays.

All students must sign in with the security guard when they arrive at school and sign out again when they leave. We need this information in case there is an emergency at school and we need to know who is on site.

I would advise that the students get a good night's sleep and have a good healthy breakfast/lunch before their exams, to make sure they are as prepared as possible physically; cramming at 3am often does more harm than good! Other advice you could give them would be: to read the instructions and questions carefully, answer



the questions set and consider their timing in exams. They also need to remember to read the whole paper – it is very easy to miss the back page!

### [On the Day of the Exam](#)

Students should assemble in the gazebo 20 minutes prior to the start of the exam. If there are any problems on the day of an exam, please call the school or Exams Officer immediately and any necessary arrangements will be made. The Exams Officers cell phone number is: 927 6531 (emergency calls only please)

There will be a place for students to leave their bags during the exam. They need to ensure their cell phones are switched off and left in their bags. They **MUST NOT** have any form of device on them during any exam including smart watches these must also be left in their bags. If a student is wearing an analogue watch, they must remove it and place it on the desk in front of them. There are large clocks on the wall so everyone should be able to see the time.

The exam boards take misconduct very seriously, as we do as a school. Please make sure that your child is aware that they could lose all their grades if they cheat in any exam. This includes communication with other candidates and taking notes, phones or smart watches into the exam.

### [After the Exams](#)

Please note each student will be emailed a log in, in the next few weeks, to access their Cambridge results on the day. Due to Data protection the login details can only be emailed to the student.

WJEC (PE / Religious Studies / Music / Maths / Psychology) & Pearson (History) results can be collected on the day from the school. The date that the results will be released will be shared with parents and students nearer the time.

### [Internal Assessment Week](#)

At the end of the summer term, all students in Years 7-10 will sit an end of year exam. The dates of these exams are published in the school calendar. These exams facilitate working through some of the nerves which they may inevitably experience and also allow students to identify areas to revisit in more detail in the future.

A month prior to the start of the exams, students are issued with a Study Guide to help them prepare for these exams. This guide includes lots of tips to help plan their revision. The exams will either take place in the Multi-Purpose Hall or in a designated classroom. This information will be shared in May. Students that have exam accommodations will be generally in rooms 42 or 43 and will be informed by the Support for Learning department in advance. Students requiring extra time should carefully study their exam timetable as their start times may differ from the rest of the year group. In most cases, students will be able to study before each exam. There will be a timetable for each class indicating their study rooms. Students should bring suitable materials to aid their revision, and remember that phones are not permitted in school, even as a tool for revision. All exams are expected to end at 3.15pm.

Students should arrive at registration at the normal time. Your child must ensure that they have all the equipment that they are going to need for the day. General equipment is: Blue or black pens, pencils, ruler, eraser, pencil sharpener, calculator, maths equipment, coloured pencils. This needs to be in a clear zip-lock bag (or totally see through pencil case). No student is to use a calculator app on a phone as their calculator. Students may take water to the exam room (clear bottles preferred) but it must be placed on the floor.

There are many students in school with smart watches, and so our school policy is that there should be no digital watches worn in any exam. They must leave them in their bags, turn them in before the exam starts or leave them at home. No phones or other devices are allowed in the exam room at all.

All this information will also be published on the VLE, nearer the time. Tutors will also ensure that each day they remind students of the exam for the day and make sure they have all the necessary equipment with them.

# Afterschool Collection Policy

On admission to the school, parents are asked to complete specific information regarding contact information. Please ensure that this remains current and contact the school office if there are any changes.

At High School, there is designated supervision during school operating hours from 7.30am until 4pm. To account for traffic, the School operates on site provision from 3.15-4pm whereby students can either use the school library (when supervised) and or remain under the gazebo area until pick up from parents. KS5 students may remain in the Sixth Form Common room.

To ensure the safeguarding of all students, it is imperative that all students remain in the areas outlined above, unless they have direct supervision of a member of staff.

To ensure safeguarding, students are not permitted to enter any classroom or learning space without the direct supervision of a member of staff.

## Parents and Guardians

### On Site Collection

Considering the above, parents and guardians are responsible for ensuring that your child/children are collected before 4pm, unless involved in activities, clubs or fixtures with direct supervision.

Please note that as per our Mobile Phone/ Personal Devices Policy, students are not allowed to use mobile phones on school site. Consequently, we ask that as parents and guardians, you please support the school by informing your child/ren not to communicate via a portable/personal device during the school day and on school site, but to communicate all information/messages via the school office. We also ask that you arrange adequate provision for your child/children to leave school independently or be picked up by 4pm.

If a child is not collected by the expected time at the end of the school day, the school will contact parents to ascertain the time of pick up for their child/children.

### Off-Site Collection

For any educational event or visit that leaves the school grounds, staff are expected to complete a risk assessment and to ensure that parents are adequately informed regarding the collection of students after whole school events.

A register of all students is taken, prior to the commencement of the off-site school event, prior to the return journey and at any other relevant stage.

Consequently, we ask that as parents you ensure the following:

- You read through all information regarding collection for set off site school events
- Ensure your child/children are collected within 15 minutes of the time stated
- Inform the school and teacher directly involved via email or written consent, in advance of the event if you have made preparation for your child/children to leave the off-site school event independently.
- Contact the school by phone and teacher directly involved via email immediately if there are unforeseen circumstances that have led to you being prevented from collecting your child/children on time.

# Mobile Phones & Personal Devices policy

Students are permitted to bring personal/portable digital devices to school, subject to the following guidelines. Students who choose to bring such devices are responsible for familiarizing themselves with and adhering to these guidelines. The decision to provide a device rest with parents or guardians, who assume full responsibility for allowing their child to bring the device to school and ensuring compliance with the policy. The school will not accept responsibility for the loss, damage or theft of a personal portable digital device.

## Years 7-11

- All portable/personal devices must be switched off always during the school day from 7:30am to 4pm and must be stored in school bags or locked in their lockers.
- Mobile phones and personal devices are not to be used or seen or heard on the school premises. A student may use a mobile phone only after they have left the school site.

## Key Stage 5

Students may use a portable device (not a mobile phone) during a lesson if given express permission by the classroom teacher. Headphones and or earphones are only permitted to be used during lesson times with the express permission of the teacher. *Please note that headphones and earphones may only be used in lessons specifically with portable devices such as laptops and tablets (not mobile phones).* After the completion of the lesson, personal devices must be switched off and stored securely. Likewise, headphones and or earphones must be put away before students leave the classroom. Sixth form students may use a portable device (not a mobile phone) in the canteen or during study periods if they are studying. *Headphones and earphones will not be permitted in the canteen area when students are using portable devices.*

- Mobile phones are not to be used or seen on the school premises. A student may use a mobile phone (as well as earphones and or headphones) only in the sixth form common room area (this includes the benches immediately outside the sixth form common room) or after they have left the school site. The same rule applies for earbuds and earphones.

Consequently, all students must report to the office if they wish to contact parents or guardians as mobile phones should not be seen or heard on site at all. The office is staffed from 7.30am until 4pm.

## **UNACCEPTABLE USE**

- Portable/personal devices must not be used to take images or videos on site.
- Portable digital devices must never be used during the school day to post any information.
- Portable digital devices must not be used to communicate with others or external people using social media, and or other messaging platforms.
- Portable devices may only be used to communicate when directly related to the academic learning of the pupils and with the express permission of the member of staff (for instance, the use of Microsoft Teams for Teaching and Learning purposes).
- Cyber-bullying, which encompasses various forms of online harassment, including but not limited to: sending bullying texts, messages, or making calls via mobile phones; using mobile phone cameras to intentionally distress, frighten, or humiliate others; sharing threatening, abusive, defamatory, or humiliating content on websites; impersonating someone else and hijacking their email accounts; making derogatory, abusive, defamatory, or humiliating remarks in chatrooms; and posting offensive, abusive, defamatory, or humiliating material on social networking or reunion websites.
- It should be noted that it is a criminal offence to use a portable device to menace or harass another person. Hence students must not engage in personal attacks, send photographs or post private information about another person through any form of digital media at any time.

Please note that the School has the final decision on defining unacceptable use of technology on school site and any decision will be at the discretion of the Pastoral and Senior Leadership team. Consequently, the school reserves the right to check the content stored on the device, if applicable.

### CONSEQUENCES:

Failure to adhere to the requirements listed above will result in the application of the following sanctions and consequences.

If a mobile phone is seen or heard on site, and or a portable digital device is used inappropriately, and or without express permission, the device will be confiscated, and parents/guardians contacted.

Lengths of confiscation:

- 1<sup>st</sup> incidence – 24 hours
- 2<sup>nd</sup> incidence – 3 Days
- 3<sup>rd</sup> incidence – 1 week
- 4<sup>th</sup> incidence – until the end of term and item is collected by a parent/ guardian.

The incident will be recorded on the VLE with time, date and circumstance. The member of staff who confiscated the mobile phone or personal device will email home outlining the date of confiscation, alongside the return date of the mobile phone or personal device.

Moreover, if an offence were to occur later in the week (e.g., Friday), and depending on the time frame required, then the mobile phone will remain on school site until the next working day. If an offence were to occur before a school holiday, the device will be returned on the next working school day after the holidays.

Please be aware that the final decision regarding the confiscation of personal/portable devices rests solely with the Pastoral and Senior Leadership Team, and not with parents and guardians

Students can only collect their mobile phones from the school office at the following times 7.30am-8am and 3.15-4pm.

It is only on the fourth incidence where parents or guardians are required to collect the mobile phone or personal device during the following times 7.30am-8am and 3.15-4pm. When a parent or guardian is picking up a device, they need to make an appointment with the relevant Pastoral Leadership Team member before they pick up the device.

### PARENTAL SUPPORT:

- Parents, please communicate with the school via the school office for any student related messages during the school day.
- Please ensure that you and your child are aware of the personal/portable device policy consequences and support the school in ensuring full compliance with the policy.
- Please support the school by informing your child/ren not to communicate via a portable/personal device during the school day and on school site, but to communicate all information/messages via the school office.
- Ensure your child/ children arrive at school in time to register and are collected before 4pm, unless involved in activities, clubs or fixtures.

## One to One Device Policy

It is expected that students adhere to the established guidelines for appropriate behavior concerning the use of school devices. Failure to meet these expectations will be sanctioned according to our Code of Conduct.

### Student Device Use

Students in years 7-11 are allowed to use their school devices only during lessons, in the library, or with explicit permission from a teacher. Usage of school devices in the communal areas such as the canteen area, gazebo, or outdoor spaces outside of designated lesson times is strictly prohibited. Any violation of this policy will result in sanctions in accordance with the Code of Conduct.

Sixth Form students are permitted to use school devices in any area of the school.

### Safeguarding & Child Protection

To ensure the safety and well-being of our students, during school hours, from 7:45am to 4:00pm, all devices will be monitored using Senso software. This monitoring allows us to identify any instances where students may have inappropriately accessed information or engaged in activities that could potentially endanger themselves or others. In such cases, the school will adhere to the Cayman Prep and High School (CPHS) Child Protection, Data Protection and Anti-Bullying policies to ensure the child's safety. As part of this process, parents and guardians will be contacted if necessary.

It is important to emphasise that outside of the stipulated school hours, the responsibility for monitoring and overseeing the appropriate use of the school device rests solely with parents and or guardians. It is crucial for parents and guardians to play an active role in ensuring that the device is utilised for its intended purposes, as outlined in the school's policy. This includes reinforcing responsible online behaviour, guiding the student's activities, and regularly discussing their device usage.

## Student Misuse Examples

The list below details examples of student misuse pertaining to school devices. Please note that the School has the final decision on defining unacceptable use of technology on school site and any decision will be at the discretion of the Pastoral and Senior Leadership team.

Student Misuse examples	Sanctions & Consequences
<p>Concerning or Serious misuse</p> <ul style="list-style-type: none"> <li>● Off task behaviour: multiple tab use, being on the wrong sites or working on other student's work, willingly posing for photographs, playing with device when respectful silence has been requested</li> <li>● Playing music, games or videos instead of completing work</li> <li>● Sharing editing permissions on online platform to allow other students to complete work on your behalf</li> <li>● Deleting the work of another student</li> <li>● Sending inappropriate messages to other students on a school device using a messenger app or service</li> <li>● Defiance: refusing to shut down or close lid when requested or refusing to close inappropriate tabs or apps</li> <li>● Being unprepared: School laptop not sufficiently charged*; No earbuds; No School laptop in class</li> <li>● Using their school device outside permitted parameters</li> </ul> <p>*The device should be fully charged in the morning. Teacher discretion will be used for afternoon lessons due to use throughout the day.</p>	<p>These types of behaviours constitute as either concerning or serious on the Code of Conduct and the following sanctions may apply:</p> <ul style="list-style-type: none"> <li>● Verbal Warning</li> <li>● Subject (teacher) detention</li> <li>● Faculty Detention</li> <li>● Pastoral detention</li> <li>● Confiscation</li> <li>● Contact Home</li> <li>● Senior Leadership Detention</li> <li>● Payment required for goods</li> </ul>
<p>Serious or Severe misuse</p> <p>Misuse of Device/Internet: downloading any of the following:</p> <ul style="list-style-type: none"> <li>● Downloading applications/music/video/games without express permission</li> <li>● Use of social media</li> <li>● Illegal file-sharing sites</li> <li>● Accessing, loading or saving inappropriate websites or images</li> <li>● Using another student's account</li> <li>● Inappropriate use of camera or recording function</li> <li>● Changing/adding passwords to a device making it unusable for other students</li> <li>● Photographing students without their consent and threatening to share the images</li> <li>● Changing device settings or removing set applications without authorisation</li> <li>● Typing unpleasant or offensive material into a search engine</li> <li>● Deliberate device damage – removing keys or drives, damaging screens</li> <li>● Using VPNs or proxies to bypass school filters</li> <li>● Disrespect, defacing or damage to device and charger</li> </ul>	<p>These types of behaviours constitute as either serious or severe on the Code of Conduct and the following sanctions may apply:</p> <ul style="list-style-type: none"> <li>● Parental Meeting</li> <li>● Internal Suspension</li> <li>● External Suspension</li> <li>● Permanent exclusion</li> <li>● Payment required</li> </ul>

# Visitors to School Policy

Cayman Prep & High School assures all visitors a warm, friendly and professional welcome to our school, whatever the purpose of their visit. At the same time, the school has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. In performing this duty of care, we recognise that there can be no complacency where child protection and safeguarding procedures are concerned. The school therefore requires that all visitors comply with the following policy and procedures. Failure so to do may result in the visitor's being escorted from the school site.

## Protocol and Procedures Visitors to the School

- At times when the security gates are closed, to gain access to the site, all visitors must stop at the gate and speak with the security guard, explaining who they are and the purpose of their visit.
- Once on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign the Visitors Sign-in Sheet, which is always kept in reception making note of their name, the date, reason for visit, mobile number, time in and time out.
- All visitors will be issued with and required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied unless they are registered on the Approved Visitor List.

*Please note that for whole school planned events such as PSTCs, Information Evenings, Options Evenings and or school concerts, parents and guardians do not have to sign into reception but are to go straight to the designated spaces for the intended event.*

## Before School and Afterschool

- Please be mindful that the visitor policy above still applies before and after school, if you wish to gain access to the school building, teachers and or other members of staff.
- After school, students are asked to remain in the Gazebo area. Parents and guardians may go to the Gazebo area if you are unable to find your child. However, if your child is not under the Gazebo, then please go to the school office, and or speak to a member of staff on duty, who will be able to help you locate your child. Parents must not enter the school building without signing in and meeting their school contact first.
- If you wish to speak with a member of staff, then please can you arrange a meeting in advance (via email and or phone call) and follow the procedures above.
- If the matter is urgent and you need to speak with a member of staff, then please go to the reception area and ask the school office, who will direct you to the appropriate person.

# Anti-Bullying Policy

The ethos of Cayman Prep & High School (CPHS) is to establish a secure and nurturing environment that promotes learning, growth, and progress for all students. CPHS is dedicated to safeguarding its students against any form of bullying. The school firmly believes that every student deserves a secure, supportive, fair, and bully-free educational environment.

Every individual within the CPHS community, including students, teachers and support staff, should be able to exist without the fear of bullying. It is important that everyone feels empowered to voice their concerns and report any instances of bullying, knowing that their voices will be heard and that thorough investigations will take place.

Bullying (including cyber-bullying) is a serious offence at CPHS and is not tolerated or accepted. The Code of Conduct will be applied, and in extreme cases, may lead to permanent exclusion.

## Parents & Guardians

If parents have concerns that their child may be experiencing bullying, they are advised to reach out to the Form Tutor, Head of Year and or any other pastoral member of staff. It is important for parents to be ready to discuss any signs, symptoms, or suspicions they may have regarding the individuals involved in bullying incidents.

Parents are requested to allow the school to conduct the initial investigation, as attempting to resolve the issue independently could potentially exacerbate the situation.

Parents should encourage their child to first speak with their Form Tutor, Head of Year, or another staff member.

## Students

If a student believes they are being bullied, suspects someone else is being bullied, or has any concerns related to bullying, they have multiple options for reporting.

- They can approach any adult in the school, such as their Form Tutor, Head of Year, Teacher, School Counsellor, Head of Pastoral Care & Student Services, Nurse, staff member in the office, or any trusted person they feel comfortable confiding in about the incident.
- Safeguarding posters are displayed throughout the school, encouraging children to seek help if needed.
- To ensure confidentiality and convenience, there is a 'Pastoral Microsoft Forms' available for anonymous reporting or for those who prefer an adult to initiate the conversation.
- Students who are experiencing or suspect bullying will receive appropriate support, while those who engage in bullying behavior will also be provided with guidance and assistance, in addition to any necessary disciplinary measures.

## Members of staff

In cases of reported or suspected bullying, staff will:

- Clearly communicate to students that bullying is not acceptable.
- Educate students on how to cooperate in preventing bullying through means like posters and newsletters.
- Respond immediately when a student reports a bullying incident by referring it to the Pastoral Team.
- Document the incident and actions taken for both parties on CPOMS (Child Protection Online Management System).
- Maintain vigilance and proactively address bullying during various school periods and transitions.
- Document the incident against the perpetrator on the VLE.



- Implement rewards or incentive programs to encourage positive behavior and discourage bullying.
- Listen to and value what the victim says, ensuring their voice is heard and respected.
- Follow the standard procedures of the behavior referral system, unless expedited action is necessary to assist the victim or perpetrator.
- Provide an immediate opportunity for victims to discuss their experience with the counsellors.

#### Procedures for the investigation of bullying and sanctions

At CPHS (Cayman Prep & High School), all reported bullying incidents are entered into the Child Protection Online Monitoring and Safeguarding system (CPOMS). Reporting, actioning, reviewing and record keeping are all done through CPOMS.

1. When an allegation of bullying is made, parents will receive an initial email or phone call explaining that an investigation will be conducted.
2. The reported incident of bullying will be investigated as soon as possible by members of the Pastoral Team, which include, but are not limited to, Form Tutors, Heads of Year, Key Stage Coordinators, School Counsellors, Nurse, Head of Pastoral Care & Student Services.
3. The pupil(s) involved will also be addressed regarding the matter and personal accounts taken. A "Personal Account Form" will be completed and will be uploaded onto CPOMS for all key pastoral members of staff to review.
4. The pastoral team will make a note on CPOMS if a case of bullying is confirmed and provide additional comments on CPOMS regarding the actions taken.
5. Pupils involved in bullying will face appropriate school sanctions in line with the Code of Conduct. *Persistent offenses or acts of severe aggression may result in permanent exclusion from the school, and the incident may be reported to the police.*
6. A member of the pastoral team will share the investigation's findings with the parents according to the proposed communication methods of the Anti-Bullying (School) regulations (2022) guidance:
  - The findings on whether the allegations of bullying and retaliation are substantiated;
  - The steps taken or proposed to be taken to protect the student who was bullied or retaliated against;
  - The support that will be provided to the student bullied in response to the harm that resulted from the bullying or retaliation;
  - The support that will be provided to the student who engaged in the bullying or retaliation;
  - An assurance of the application of the Code of Conduct.

*Please note that the school does not discuss the details of sanctions applied to other students, as it is our policy to maintain confidentiality and privacy in such matters.*

*For detailed information on anti-bullying measures, please see the CPHS Anti-bullying Policy.*

## Searching and confiscation of Prohibited items Policy

The school follows the legislation and Ministry of Education advice when confiscating items from students, which is outlined in their document "Searching, Screening and Confiscation – Advice for School Leaders and Staff– 2017 (A copy of this document is available from the school on request or to download from the Ministry website).

If there is a suspicion that a student has in their possession any items that are deemed 'prohibited' either by the school or the Ministry of Education document "*Searching, Screening and Confiscation – Advice for School Leaders and Staff– 2017*, a school leader or a member of staff authorised by a school leader is authorised to conduct a search without consent from the student. Best practice is to have two members of staff present for any search.

'Prohibited items' include but are not limited to:

- knives or weapons
- Alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- Fireworks
- pornographic images
- Any type of 'toy' gun such as air rifles, BB guns, pellet guns, popguns or wind guns
- Any type of item that imitates an illegal weapon or substance
- any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student)
- Vaping devices/ Electronic cigarettes/ Cigarettes or any other item considered to have negative side effects on a student's health
- Any item that may lead to substance abuse (The use of illegal drugs or alcohol)
- an offensive weapon, prohibited weapon or restricted weapon as set out in the Penal Code (2013 Revision);
- a controlled drug listed in Part 1 of Schedule 1 of the Misuse of Drugs Law (2014 Revision);
- a stolen article; or
- an article of a kind specified by the Director of the Department of Education Services or CPHS board of Governors.

School staff can seize any prohibited item found because of a search. They can also seize any item found during a search which they consider may be used to harm another person or damage property, as well as anything they reasonably suspect is evidence relating to an offence. As such they will be confiscated and retained or disposed of in accordance with current legislation

Please see the CPHS Substance Abuse Policy and the HS Code of Conduct Policy for more information.

# Substance Abuse Policy

## Selling, distributing or possessing drugs:

Where there is evidence, or reasonable suspicion, that a student is in possession of drugs, either for personal use or to sell or distribute, the Pastoral Team will interview the student in the presence of a member of the High School Leadership Team, Principal or Director.

An immediate search may be carried out by a member of the Pastoral Team or High School Leadership Team in the presence of another member of staff, and an investigation into the alleged offence will commence.

If evidence of an offence is found the school will notify the parents or guardians of the student, and the Chairman of the Board of Governors. A record will be made in the student's personal file and the student will be expelled. If, following an investigation, the school decides that the student is not guilty of an offence, the matter will be closed.

## Suspicion or evidence of consumption:

Where there is reasonable suspicion of substance abuse consumption, one member of the Pastoral Team or High School leadership team alongside another member of staff will conduct a search of the student's property and non-contact search of the student.

Any suspicion of consumption will be logged on to CPOMs for the awareness of the safeguarding team.

Where there is repeated suspicion of consumption, then contact home will be made with parents, and where necessary, a meeting arranged with parents to put certain restrictions in place to safeguard the student.

If found in possession of a prohibited item linked to substance abuse, it is classified as a severe breach of the Code of Conduct.

If not found in possession of a prohibited item linked to substance abuse, but where there is reasonable suspicion that a student has consumed drugs, the following will apply:

- The student(s) involved will also be addressed regarding the matter and personal accounts taken. A "Personal Account Form" will be completed and will be uploaded onto the SIMS/CPOMS for all key pastoral members of staff to review.
- the parents will be notified that the student will be required to undergo a drugs test to determine whether consumption of an illegal substance has taken place.
- Refusal to undergo a test will be treated as if the test has proved positive.

Following a refusal to test or a positive test result for a first offence, the student will be externally suspended from CPHS for a period of up to five days. Readmission to the school will be at the discretion of the school and will require a written agreement to counselling and regular future testing for illegal drugs. A record will be made in the student's personal file.

A second 'positive' test will result in the Principal recommending to the Director that the student be expelled from CPHS. The Director will notify the Chairman of the School Board of all actions taken.

## Tobacco, e-cigarettes or nicotine products

Where there is evidence, and or reasonable suspicion, that a student is in possession of a vape, tobacco, e-cigarettes, e-cigarette paraphernalia or nicotine products either for personal use or to sell or distribute, then one member of the Pastoral Team or High School leadership team alongside another member of staff will conduct a search of the student's property and non-contact search of the student.

Any suspicion of vaping will be logged on to CPOMs for the awareness of the safeguarding team.

Where there is repeated suspicion of vaping, then contact home will be made with parents, and where necessary, a meeting may be arranged with parents to put certain restrictions in place to safeguard the student.

If found in possession of such an item, it is classified as a severe breach of the Code of Conduct and the student will be externally suspended from CPHS for a period of up to five days.

If found in possession of such an item on more than one occasion, this may result in the Principal either recommending to the Director that the student undergo a further suspension of up to five days or be expelled from CPHS. The Director will notify the Chairman of the School Board of all actions taken.

If not found in possession of a prohibited item, but where there is reasonable suspicion that a student has consumed such items on multiple occasions, the following will apply:

A record of this will be made in the student's file

- A meeting arranged with parents to put certain restrictions in place to safeguard the student.
- The parents must agree to the student receiving counselling
- Any further suspicions of consumption will be sanctioned as severe according to the Code of Conduct.

#### [Alcohol policy](#)

The school has a responsibility to encourage students to make informed and responsible choices and, to this end, the subject of alcohol consumption is addressed through the PSE (Personal and Social Education) programme.

The rules of the United Church of Jamaica and the Cayman Islands forbid the consumption of alcoholic beverages on school premises. Additionally, the consumption of alcohol by persons under the age of 18 years, whether on or off school premises, is against the law.

The school rules, therefore, strictly forbid:

1. The possession or consumption of alcoholic beverages on school premises or on any field trip or activity organised by the school.
2. The possession or consumption of alcoholic beverages while in school uniform.
3. Coming to school under the influence of alcohol.
4. Giving alcoholic beverages to another student.

#### [Disciplinary measures:](#)

If a CPHS student is in breach of the school rules as outlined above the following action will be taken:

- The parents will be notified
- The student will be given a five-day external suspension
- A record of this will be made in the student's file
- The parents must agree to the student receiving counselling

The parents and student will be notified in writing that if there is a second alcohol-related offence the student will be expelled from the school