



Cayman Prep & High School
PRIMARY SCHOOL

PARENTS' **HANDBOOK**

2024 - 2025

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>

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Appendix 1: Parental Medical and Consent Form

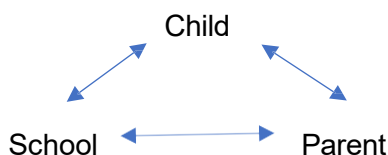
Primary Principal's Welcome and Introduction

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 to 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

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

These can be found on the school website.

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: Mr Simon Cassell simon.cassell@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 login 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.

- Weekly 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 (PTCs) also occur twice per year. Dates for these are published on our Parent Calendar. Should you wish to discuss any matter at another time. Please 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 of their work.
- School policies on academic, pastoral or operational matters are available from the School Office upon request.

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 each term (Cayman Islands Office of Educational Standards):

Excellent: at least 98%.

Good: at least 96%.

Satisfactory: at least 94%.

Weak: less than 92%

Registration and Lateness: Students must register with their class teacher between **7.45am and 7.55am**. Learning commences in all classes at this time. Students arriving at late will miss important aspects of the lesson and will be marked as 'late' at 8am. 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.

Illness: If your child is too unwell to attend school, for example, has vomited or has a contagious illness, parents must notify the School Office immediately and follow the Medical Policy guidelines. A doctor's medical certificate may be required.

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 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 to the Principal. The School is not obliged to set work for children who are away during school time but students are strongly advised to keep up with reading, writing and maths.

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

In the event of a query or concern, parents are to contact our office team in the first instance. **Parents are asked to make appointments with teachers and school personnel in advance, via the office or other specific email addresses. Please see our communications page.**

Parental use of Social Media platforms: a word of caution: The school uses social media platforms such as Facebook and Instagram to share information and reports of events. Please note that WhatsApp is not a recognised platform by the school to share such information. We ask that parents use this medium carefully and respectfully at all times.

Primary School Calendar/Key Dates 2024-25

Please see Cayman Prep and High School calendar 2024-25

Contact the school office for additional copies.

Routines: The Primary School Day

Location	Department	Drop-off Time	Registration Time	Finish Time
Primary School Smith Road	Kindergarten	Between 7:30 – 7:45 a.m.	7:45 a.m.	2:15 p.m.
	Year 1	Between 7:30 – 7:45 a.m.	7:45 a.m.	2:20 p.m.
	Year 2	Between 7:30 – 7:45 a.m.	7:45 a.m.	2:25 p.m.
	Junior School Years 3, 4, 5 & 6	Between 7:30 – 7:45 a.m.	7:45 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).			

Please note that children arriving after 7:55a.m. will be marked as late

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 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 dropped before 7.15 are required to wait by the front gate ONLY with the security guard.

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

Drop off and Collection

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..

* Please always drop off and collect from your youngest child's area.

Drop Off

Between 07:30 and 07:45 (early drop off for parents that require it from 07:15)

Kindergarten – Front Car park

Park and walk around the front of the hall building to the side of the hall to drop off KG children. Older siblings can be taken in here and walk themselves to their field until the bells rings.

Years 1 to 6

Drop off using the rolling road or parking in the side and rear carparks. Children should be taken to the gates and walk themselves to their field until the bell goes.

Collection

Kindergarten – Front Carpark

2:15pm – KG park and go around the front of the hall building to the side of the hall to collect KG children.

Adults with only KG children, leave straight away from the front carpark. Adults who have children to collect in older years, wait on benches for older children to join them then leave from front carpark.

Year 1 - Rear Carparks

2:20pm – Year 1 park in rear carparks and netball court and walk in to collect year 1 from infant field gate.

Adults with only year 1 children, leave straight away from rear carparks. Those with children to collect from older year groups, wait under shades, by long jump, for older children to join them, then leave from rear carparks.

Year 2 - Rear Carparks

2:25pm – Year 2 park in rear carparks and netball court and walk to collect year 2 from year 2 doors.

Adults with only year 2 children, leave straight away from rear carparks. Those with children to collect from older year groups, wait on benches for children to join them, then leave from rear carparks.

Year 3 Rolling Road Pick up Field gate

2:30 – Year 3 use rolling road pick up, collect from field gate

Year 4 Rolling Road Pick up side gate

2:30 – Year 4 use rolling road pick up, collect from side gate

Year 5 and 6 siblings will walk down to their sibling's Year 3 or 4 pick-up point and be collected with them.

Year 5 and 6 – Front Carpark Rolling Road

2:30pm - Year 5 and 6 that have not joined younger siblings, walk to the front gate with class teacher and wait in a line with teacher for the front carpark rolling road system.

- For your child's safety, please do not allow your children to play on the play equipment or the fields as these areas are not staffed at these times.
- 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.
- 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

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
- Plain black sturdy school shoes
- 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 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
- Plain black sturdy school shoes*
- 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

- CPHS House T-shirt
- CPHS navy shorts
- Plain white quarter socks* with NO logos or frills
- Sneakers* - no platforms or high tops. Velcro straps for KG & Yr 1 or until they can tie laces

(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. Sturdy shoes are preferred for smartness, breathability and durability however all black trainers are now acceptable:

No platform shoes or ankle length shoes/boots/trainers are acceptable. Shoes must be closed in at the toe end and heel and we do not recommend slip-on shoes for safety when running and playing. Shoes must be kept clean and in good repair.



JEWELLERY

No jewelry 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.

The PTA occasionally run pre-loved uniform sales. Parents will be informed when these take place.

Routines: School Equipment and Books

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, hoodies, school bags, book bags, lunch kits and water bottles.

Routines: Lost property

Children are responsible for their own belongings. If your child has lost items of clothing or footwear, please go to our lost property boxes at the entrance to the school.

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, preferably fruit and vegetables. Lunches can either be healthy packed lunches or pre-ordered through Mise En Place's App called 'Yum'. For those of you who have previously used the service for your child/ren, please ensure that you update the app with their new class details.
- 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.



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.

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!

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.



Yumcayman.ky

- The following items are not permitted for snacks and lunches:
 - 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
- If you forget a lunch for your child, please call the school office, who will arrange for your child to have school dinner. Please note that this will incur a cost.
- 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 program for students from Kindergarten to Year 6 that operates from 2.30pm to 5.30pm. To support the increased need for after school care we have recently enhanced this program with additional qualified staff and greater resources. The program is staffed by full-time staff members and our teaching assistants as needed. The maximum ratio of staff to students is 15:1. Students are supervised in the canteens in two groups, infants, and juniors. The structured program includes time to relax and watch a movie, enjoy a healthy snack, take part in arts & crafts activities, do puzzles, and play games until 4:00 pm. Thereafter, the students move outside or to the hall for free play, games & activities, after our extra-curricular clubs have ended.

School Pick-up Times

We expect all students to be collected promptly from school at the end of the regular school day. As per the following hours.

KG	2:15 pm
Year 1	2:20 pm
Year 2	2:25 pm
Year 3 – 6	2:30 pm

Many of our staff are engaged in running clubs, meetings and training afterschool, so are unable to supervise your children safety beyond regular school hours. Students not collected by the times shown below will automatically be registered for After School Care and charges for this service will then be applied.

KG	2:30 pm
Year 1	2:40 pm
Year 2	2:40 pm
Year 3 – 6	2:45pm

The After School Care program ends at 5.30pm and all students are to be collected promptly by this time. Naturally we understand that plans occasionally go awry, and in the rare, unforeseen circumstances that you may be running late, please contact us on the Afterschool Emergency telephone number, to be used from 4:00pm onwards only, is (345) 922-8433. If a child is not picked up by 5.30pm, safe supervision will be arranged on site, an additional charge of \$18 will be applied to the monthly invoice and your child will be placed in the care of Primary Leadership Team (PLT).

A register of all students attending After School Care is taken at the beginning of the session and regular checks are made during each session. Parents / Carers are required to enter their name on the register at

the time of sign-out, so we can monitor collection. For the safety of all our children, the collecting adult is not permitted into the building but are asked to wait with the security guard who will call for the child.

Enrolling in after-school care

A registration form is available on our website www.cayprep.edu.ky under the heading SCHOOL LIFE, or via the school office. We ask that, should you wish to make regular use of our After School Care program, you complete the form prior to the start of the academic year. For occasional use, please notify the school office on the day that attendance is required and before 2pm via email psoffice@cayprep.edu.ky. Children attending ASC will be taken and registered by a staff member in their year group team. For their own safety, children are not to play on the fields or play equipment prior to attending ASC, as this is not staffed at this time.

Conditions of attendance require all students to adhere to the usual behaviour policies expected and outlined by the school in the normal school day. Failure to do so may result in withdrawal from the program.

Current fees (effective for academic year (2024/2025))

- CI\$10 for the first hour or any part thereof
- CI\$18 per day or for any time greater than one hour

Charges for after school care program

Charges for After School Care are billed within 5 working days of the end of the calendar month. Invoices are sent to parents via email and are payable upon receipt. Payment can be made online through either Butterfield Bank or Cayman National Bank. Please note that in the event payments are not made promptly, we may ask that students be withdrawn from the After School Care program

Academic Matters: Reports

Term 1 Report
Term 1 Report

Term 2 Report
Interim Report

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. An explanation of the judgements made is set out below:

WGD - Working at greater depth within the curriculum being taught. A child who is working at greater depth on an area is learning and retaining consistently deep knowledge and is able to apply the learned knowledge to develop skills in that area. Children working at this level are constantly challenged through higher-level questioning and extension, they are encouraged to share their knowledge and skills with others through out 'Lead Learner' approach.

WA – Working at related expectations within the curriculum that is being taught. A child working at this level demonstrates a good understanding of all that is being taught and is in line with children of a similar

age. They are acquiring good knowledge and developing skills to ensure they are secure in their understanding.

WT – Working Towards age-related expectations within the curriculum that is being taught. A child working at this level currently requires some additional support to secure all the knowledge required to develop the skill in the areas of learning and meet age-related expectations by the end of the academic year. They may need verbal or physical support and some adaptations to ensure they fully secure the steps of learning and have the self-confidence to begin to work independently on the tasks that have been set.

WB – Working Below their age-related expectations and curriculum. A child currently working at this level requires an adapted curriculum to address possible misconceptions or gaps in learning. Without this individualised support they will not be able to access the learning and progress. A child working at this level will have an individualised support plan which will be discussed with parents at regular meetings.

Additionally, teachers make judgements on the effort your child is making in order to learn effectively and this effort is measured in the following way:

Excellent – Always focused with the correct equipment, ready to learn, curious about learning, keen to know more and remember more and looking for ways to share knowledge and skills learnt, with others.

Good – Attentive and focused on learning, keen to know more and remember more and secure a good knowledge base. Learning and tasks are usually completed independently and to a standard expected by the teacher.

Satisfactory – sometimes distracted from their learning, requiring reminders to stay on task. Not always very enthusiastic about gaining new knowledge or developing a skill but with persuasion and encouragement this improves. Completes learning and tasks to an adequate standard but that may not be to the best of their ability and may require encouragement to do so.

Needs Improvement – Usually requires support to stay on task and focus on the learning, sometimes reluctant to engage and complete tasks. A considerable amount of support is required to achieve the acceptable standard of learning. Concerns may have been raised with parents.

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 visits 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 are used for transportation. When these are not available, yellow school buses will be used. Occasionally, parents' vehicles may be used. In such cases, comprehensive insurance must be in force and the vehicles concerned must have seat belts for all passengers.

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. We may need to contact parents to verify collection arrangements.