



# Prospect Primary School

*'Committed to Excellence'*



*Welcome to the best school in the whole wide world.*

## Parents' Guidebook

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2021 to 2022



Dear Parents/Guardians,

Welcome to Prospect Primary School an IB World School. The Prospect team look forward to working in partnership with you over the coming year.

In this handbook we have provided you with very important information and expectations about our school and we look forward to working in partnership with you. At Prospect Primary School, you will find an experienced and caring staff who are committed to working with you in order to realize your child's full potential as a student and a well-rounded human being.

It is our aim to provide your child with an integrated child-centered curriculum, in which we will work closely to ensure that your child becomes a disciplined, lifelong learner.

We have extremely high standards and expect our students to try their hardest, never give up and be the best they can be.

As our motto says we are 'Committed to Excellence' in all we do.

As an International Baccalaureate® (IB) Primary Years Programme school, we encourage our students to be tolerant and respectful of all nationalities and in doing so they are expected to respect themselves and others.

We also send out notices and information using Facebook so remember to like and follow us at: <https://www.facebook.com/thebestschoolinthewholeworld/>

We take this opportunity to invite you to become actively involved in our PTA and we look forward to a positive working relationship, as we work together to shape and nurture another "Educated Caymanian," who will make a positive impact on society.

Yours faithfully,

The Prospect Team

## Mission of the Cayman Islands Education Department

The mission of the Cayman Islands Government School System, a committed partnership of students, teachers, parents, and the community, is to guarantee the continuing development of the unique potential of each student through dynamic learning environments which are responsive and relevant to local and global demands and which promote the common good of society.

## IBO Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

## Mission of the Prospect Primary School

Prospect Primary School, in the Cayman Islands, is committed to developing inquiring, knowledgeable and caring students, through the use of a child centred, integrated curriculum, which fosters international tolerance. Working in partnership with parents, staff and the community, the school will produce disciplined, competent, technologically proficient life-long learners, who will embrace all cultures and make positive contributions to the global society.

## Vision of the Prospect Primary School

PPS, with other stakeholders in a safe, caring, diverse and ever-changing society; will empower students to become motivated, socially responsible, critical thinkers for life.

We will achieve this by maintaining positive and caring relationships between staff and students designed to model and promote those attitudes, behaviours, and social skills we wish to nurture.

**At Prospect Primary School we C.A.R.E**



## Introduction

The information in this booklet provides useful information about our school.

All parents are encouraged to read the contents carefully and discuss the various sections with their child. This booklet should be kept in a safe place for future reference.

We look forward to working with you in close partnership, in the best interest of your child.

## Important Contact Information

School Telephone Number            345 - 947-8889

Postal Address                            Prospect Primary School  
169 Poindexter Road  
Grand Cayman  
Cayman Islands  
P.O. Box 187, KY1-1104

School website                            <https://schools.edu.ky/pps/Pages/Home.aspx>

Principal's E-mail                        [patricia.taylor@gov.ky](mailto:patricia.taylor@gov.ky)

## Building and Facilities

The school is housed in one main building. The facility includes 15 classrooms, canteen/hall, library, technology lab, staffroom, administrative offices, music room, sick bay and dental clinic.

## School Registration

New students must be registered through:

The Education Department

Thomas Russell Way

George Town

Telephone: 945-1199

Or online at:

<https://schools.edu.ky/Pages/SchoolRegistration.aspx?tab=registration>

**Prospect Primary School Staff –2021-2022**

<b>SMT</b>	<b>Mrs</b>	<b>Patricia Taylor</b>	<b>Principal</b>
	<b>Mrs</b>	<b>Joylyn Ebanks-King</b>	<b>Vice Principal/English Lead</b>
	<b>Mrs</b>	<b>Charmaine Bravo</b>	<b>PYP Coordinator/Science Lead</b>
		<b>TBC</b>	<b>Maths Coach</b>
	<b>Ms</b>	<b>Rhonda Douglas-Brown</b>	<b>SENCO/CPO</b>
<b>Class Teacher</b>	Ms	Desrene Pink	Reception Class teacher
	Ms	Joeseea Davis-Derril	Reception Class teacher
	Ms	Jessie-Anne Dickson	Year 1 Teacher
	Ms	Dawnee McCoy	Year 1 Teacher
	Ms	Lorna Palmer	Year 2 Teacher
	Ms	Ashonda Muir	Year 2 Teacher
	Ms	Marcia Oxilly-Walker	Year 3 Teacher
	Ms	Iona Rodney	Year 3 Teacher
	Mr	Jeffrey Pindling	Year 4 Teacher
	Ms	Vanessa Cameron	Year 4 Teacher
	Ms	Shervette Lalor	Year 5 Teacher
	Ms	Chantal Hintzen	Year 5 Teacher
	Ms	Rowena McEachron	Year 6 Teacher
	Ms	Shawn Harris	Year 6 Teacher
<b>Assistant Teachers and Support Aides</b>	Ms	Chelsea Solomon	Assistant Teacher - Yr. R
	Ms	Casseta Wright-Kidd	Special Support Aide -Yr. R
	Ms	Katrice Knight	Assistant Teacher - Year 1
	Ms	Hyacinth Miller	Assistant Teacher - Year 1
	Ms	Gwendolyn Claudia Thomas	Assistant Teacher – Year 2
	Ms	Lisa Pearce	Assistant Teacher – Year 2
	Ms	Sonia Clayton	Assistant Teacher / SEN Support - Year 3
	Ms	Patrina Brown-Buggam	Assistant Teacher – Year 3
	Ms	Iona Hardware	Assistant Teacher Year 4
	Ms	Arlet McField	Special Support Aide - Year 5
	Ms	Dominique Watler	Assistant Teacher Year 6
<b>Specialist Staff</b>	Ms	Meila Johnson	School Counsellor / CPO (P/T)
	Ms	Claudine Boyd	Behaviour Specialist
	Mr.	Nick Evans	Physical Education
	Mr.	Trilby Lingard	Music (P/T)
	Ms.	Rachael Klein	ICT (P/T)
	Mrs.	Marta Dixon	Spanish (P/T)
	Mr.	Danswell Davis	Pottery (two terms per year) (P/T)
	Ms	Angela Scott	IB Teacher, Library and Targeted Support
	Ms	Sonia Clayton	SEN Support – Year 3
	Mr	Horace Parker	SEN Support – Year 6
<b>1:1/SEN</b>	Ms	Joan Anderson	SEN Support – Year 5
	Ms	Emmie McLaughlin	SEN Support – Year 1
	Ms.	Kathy Parchment	Executive Officer/School Secretary
Mr.	Floyd Connolly	Grounds man	
Mr.	Damion Thomas	Security Guard	

## The School Day

<b>Years 1 to 6</b> The school bell for the official start of the day rings at 8:15a.m. and staff are expected to be in position to greet their students at their classroom door at this time. Registration, Early Work* and class devotion are from 8:15a.m. to 8:30am. Registers close at 8:30am. The instructional day begins at 8:30am. Actual teaching periods total approximately five hours.	<b>Reception</b> Parents are asked not to drop off reception children off before 7:45am, as this is the time we ask the duty team member should be greet them The Reception teaching day ends at 2:45pm and students should be picked up promptly.
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*\*Quiet activities to help the class settle – this may be reading, Multiplication Practice, correcting/improving work, comprehension etc.*

## Daily Schedule

Please note this will be adjusted in response to the school's COVID-19 Suppression Plan

- 8:10 a.m. Bell rings for students to line up.
- 8:15 a.m. Students enter building and line up outside their classroom.
- 8:15 a.m. to 8:30 a.m. Class Devotion & Registration (registers close at 8:30 am)
- 8:30 a.m. Instruction begins.
- 9:30 am – 10:00a.m. Reception Break
- 10:00 a.m. – 10:15a.m. Morning break -Infants (Yrs. 1-2) / Juniors (yrs. 3-6)
- 11:30 a.m. -12:30 p.m. Reception Lunch
- 12:00 noon – 1:00 p.m. Lunch – Infants
- 12:30 p.m. – 1:30 p.m. Lunch – Juniors
- 3:00 p.m. End of school day.

**Children must be collected by 3:30p.m. unless they are attending club.**

**Clubs end at 4.15pm and students must be collected at that time.**

**No students are allowed on compound before 7:30am.**

- The school will take responsibility for students in Years 1 to 6 from 7:30 to 3:30
- The school will take responsibility for reception students from 7:45am until 3:30pm.
- Parents have responsibility for the safety and supervision of their own children outside of these hours.
- The school gates will remain closed until 7:30am.
- Dropping students outside the gate before 7:30am is not safe.
- Parents must arrange childcare for their own children before and after school.
- Reception children must be escorted to class by their parents / guardian and handed over to the care of the Reception Team after 7:45am. They must not be simply dropped off.

## School Aims

- To encourage a positive relationship between home, school and the community in order to enhance the learning experience of our students.
- To equip students to become efficient users of technology.
- To ensure that all our students have access to the highest quality education available, in a safe, nurturing, learning environment.
- To empower students to become productive, well-rounded citizens.

### **Expectations – Guidance for Students**

#### **Take care & make your best effort at all times!**

The night before school make sure you have all the correct books and equipment and that you are ready for the next day. Be prepared in advance for any private Study Sessions so you know what you are going to use the time for.

#### **1) Presentation in Books**

- Best handwriting at all times.
- Sentences and proper nouns must have capital letters (no stray or random capitals at other times).
- Titles
  - All Pieces of work must start with a title and date. For new pages this must be on the top line.
  - Each word in the title must be capitalised.
  - The title must be written neatly
  - The title and date must be underlined neatly with a pencil and ruler.
- When a page is less than half finished it must be neatly underlined with a ruler.
- Diagrams, Tables and Graphs must be drawn in pencil and using a ruler.

#### **2) Worksheets**

- When sticking work sheets into books they must be either folded neatly in half or trimmed to fit the page.
- No folding worksheets into tiny squares they must be put neatly in your concertina file.

#### **3) No Time wasting**

- No doodling in books or on their covers.
- No colouring random things in!
- Keep your books and equipment neat and tidy please show you value them.

#### **4) Homework**

- All homework must be done promptly.
- It must be done to a high standard.

## **School Discipline (See Behaviour and Discipline Policy)**

### **Discipline**

Students, parents, and staff share responsibility in ensuring that an orderly school environment is maintained.

Prospect Primary School focuses on developing positive behaviours in our students. Positive and negative behaviour incidents must be recorded in SIMS.

The school uses the IB framework to deliver the attitudes and profiles. Through the delivery of the Character Education programme our students learn to acquire positive attitudes and characteristics.

Each month we focus on the development of a different character in our students. This is done through weekly character education classes. We work to develop lifelong attitudes that will ensure that our students are ready to take their place in this global society.

The school also has a code of conduct which outlines the expected or desired behaviours and the accompanying consequences and rewards. This plan is a positive behaviour plan that focuses on students developing a greater sense of responsibility for their own behaviour. Teachers should familiarize themselves with the rules and encourage their children to comply.

Please refer to the Code of Conduct for detailed information on the discipline policy.

### **The School Counsellor**

Our School's counsellor provides counselling services to students, staff, and parents. They work with individuals as well as small groups of students to address social, emotional, and behavioural needs.

### **House System**

The school is divided into three houses. All staff are allocated to houses. Mc Field house is identified by the colour purple. The colour yellow represents Miller, and Powell is represented by the by the colour green.

The house system is used to engender an atmosphere of family and to motivate students academically, in sports competition and behaviourally. (See code of Conduct).

### **After-school Programmes**

Any after-school clubs begin at 3:15 p.m. and end at 4:15.p.m. sharp. Clubs will not be offered on a Wednesday.

Teachers are reminded that parental permission must be granted in order for students to participate. A small fee may be levied by the school to cover the cost of the clubs.

## **Personal Property of Students**

Students are **NOT ALLOWED** to bring any items of value to school and the school will not take responsibility for lost or stolen items.

### **Toys:**

Toys are not allowed in school without the expressed permission of the classroom teacher. All unauthorized toys in school will be confiscated.

### **Cellular Phones:**

Cell phones are not allowed in school. If a student is found with a cell phone, the phone will be confiscated and returned to the parent at the end of the day.

### **Lost and Found:**

All lost and found items will be kept in the lost and found box. This box is located at the front of the school next to the office. Lost items not claimed by the end of the school year will be discarded.

## **Important and Useful Numbers**

- Department of Children & Family Services: 949-0290
- Department of Education Services: 945-1199 945-1457 (fax)
- Emergency: 911 George Town Hospital 949-8600
- Government Administration Building: 949-7900
- Ministry of Education: 244-2417
- Treasury Department: 244-2134
- Personnel Department: 244-3523
- Public Service Pension Board: 244-2110

## **Whole School Devotion School Assembly**

School devotional assembly is held each Monday.

The assembly is held from 8:30 a.m. to 9.00 a.m.

This special assembly is used for general school devotion as well as a weekly celebration of student success.

## **Attendance & Punctuality**

The following sections outline our normal practice.

Please note that at this time precautions in response to COVID-19 are in place.

Please see our 'Back to School' Guide for our current practice.

School attendance is very important. Students enter the building at 8:00 am. School begins promptly at 8:15 am and ends 3:00 pm.

Children need to attend school every day in order to fully benefit from instruction. If your child is going to be absent from school, please call the school and inform the secretary. Written excuses should be provided when a child is absent more than one day.

In some cases, the school may be required to report excessive absences to the Truancy Officer at the Education Department. These absences are reflected on the end of term report and should be taken seriously. Parents are asked to ensure that students attend school regularly and punctually.

## **Care of School Items**

Students are expected to treat schoolbooks, furniture and other equipment and supply items with care. If a student damages school property, parents will be expected to pay for any items that their children may lose or damage. We would appreciate if you would encourage your child to respect the school just as he respects the home.

## **Snack/Break and Lunch Sessions**

Due to the size of this school infant and junior snack/break and lunch sessions are staggered.

The Government has announced this year that free school meals will be offered. The systems to ensure that this is run smoothly are being implemented which will require parents to order school meals for students in advance.

Parents can still choose to supply their children with the appropriate packed snack / lunch each day.

**We encourage healthy nutrition and lifestyles at our school; therefore sodas, candy or fast foods are not allowed. Please do not allow your children to bring these items to the school.**

Students are expected to utilize the same manners you have taught them at home. Students choosing not to act accordingly will be provided with consequences.

## Canteen Rules

Students are expected to behave appropriately in the canteen at all times.



- Walk quietly in the canteen.
- Sit at the table assigned to your class;
- Keep your hands and feet to yourself.
- Talk quietly in the canteen.
- Use soft voices to talk to neighbours at your table.
- Do not talk across the canteen.
- Raise your hand if you need an adult's help at your table.
- Stay in your seat until an adult tells you to get up. Students must request the approval of the teacher on duty if they wish to leave the canteen during this supervised time.
- Respect all the adults in the canteen and follow all rules and procedures.
- Use appropriate utensils to eat food.
- **Eat only your food. Sharing is thoughtful, but sharing food is not allowed.**
- Throw away trash and keep your area clean.

## Reporting

At the end of each term, parents will receive a written term report of their child's performance. The class teacher has been keeping a record of each child's work throughout the year to form the basis for the decisions made on this report. This report will be more detailed and will identify the level of performance of your child.

They will also receive two oral reports each year. This will be in the form of a Parent Teacher / Student-Led conference.

## National Curriculum

All subjects are taught in accordance with the curriculum guides provided by the Department of Education Services (DES). These subjects include, Mathematics, Language Arts, Social Studies, Science, Religious Education, Information Technology, Art, Music, Personal and Social Education and Physical Education.

We are an IB-PYP School. We use the Primary Years Programme (PYP) as a vehicle for the delivery of the National Curriculum. Within this programme it is believed that student learning is best achieved when it is authentic and relevant to the real world. The PYP is committed to structured inquiry as a vehicle for learning. It should also be transdisciplinary where the learning is not confined to the boundaries of traditional subject areas but is enriched by them.

Prospect Primary has been actively involved in inquiry-based learning for all students and we support student investigation and use of multimedia technology. Through inquiry, we effectively deliver the basic subjects of literacy and numeracy as outlined in the Cayman Islands National Curriculum.

We also develop students' understanding of Social Studies and Science through the various Units of Inquiry that are explored. At Prospect Primary the emphasis is on developing higher order thinking skills and outcome-based learning that promotes academic success and excellence. We ensure that our students live up to our motto" Committed to Excellence".

Through the PYP, students acquire and apply a set of transdisciplinary skills that will prepare them for life. These include:

- social skills
- communication skills
- thinking skills
- research skills
- self-management skills

These skills are valuable not only in the units of inquiry, but also for teaching and learning that occurs in the classroom and in life outside of the classroom. These skills also embody your responsibility as educators to develop the student who will become "The Educated Caymanian" ready to face the challenges of the 21st century.



## **Assessment**

The use of both Formative and Summative assessments are crucial to learning at Prospect Primary. They are used to inform teaching and learning. Formative assessments, such as the ReadWriteInc, PIRA, PUMA and Teacher Assessment tests and Assessment focuses in the different subject areas are conducted very early in the year. This baseline data is used to 'drive' instruction and to differentiate instructions for students.

Regular summative assessment in Math, Reading and Writing, enables us to track student progress.

Continuous assessment is conducted by the teacher to support the Units of Inquiry. Students' performance and end product will ascertain the level of understanding. Students will also be required to assess and reflect on their performance based on the unit of study. At the end of this six-week unit, parents will be given an update of their child's progress.

## **English**

We teach English every day for up to 90 minutes. Our English program uses both whole language and phonics.

The goal of the English program is to include the strongest elements of each. The components of a 'balanced literacy' approach are as follows: The read aloud, guided reading, shared reading, interactive writing, shared writing, Reading Workshop, Writing Workshop and Word study.

English is also integrated in all aspects of teaching and learning at Prospect Primary. This ensures that they acquire the skills and strategies needed for them to be literate and are able to experience applying them in different contexts.

English is developed through a number of strands including: Listening and Speaking, Reading and Writing.

During the English lessons students are given ample opportunity to develop each of these strands. Teachers begin with

- A Read A loud
- They then teach a mini lesson
- Following the mini lesson, students are then engaged in a variety of Independent activities
- The teacher conducts a Guided Reading Lesson with a small group of students.

At the end of the week, the teacher is required to listen to each child read through the Guided Reading Groups.

## **Mathematics**

The teaching of Mathematics focuses on the development of skills and strategies to ensure that our students are numerate.

We use the Power Maths scheme of work, textbooks, and practice books in our mathematics lessons.

It is important that you work with your child on developing their fluency in Multiplication Tables.

### **Reading Books**

Each week your child will bring home a folder which contains a Reading Record and a Reading Book. The book provided will be at their current instructional reading level and it is recommended that the children read and re-read this book with an adult each evening to improve comprehension and fluency. When your child has read to you please sign and initial the date in their Reading Record. You may also include a short comment if you wish:

*E.g.: read pages 4-7 struggled with the word sometimes.*

Books and folders must come to school with your child each day, as they may be called upon to read with a teacher.

The class teacher will aim to hear each child read individually at least every other week (normally in guided reading).

Books will be changed at least once weekly, providing that a parent signature is in their Reading Record. In the event that the Reading Record has not been signed by an adult the same book will be re-issued.

There will be a charge of \$5 for any lost/missing or damaged books and folders.

Please support your child by aiming to read with them for around 20 minutes each evening.

***Should you require further information regarding this please do not hesitate to contact your child's class teacher.***

### **Physical Education**

All students are expected to participate in P.E. classes. Students should be dressed in the correct P.E. uniform for each scheduled class. Written excuses will be accepted from students in special circumstances.

### **Homework Policy**

Homework is extremely valuable as it helps to reinforce classroom instruction. At Prospect Primary, we encourage all parents to ensure that homework is neat, tidy and fully completed each time it is assigned. Homework is assigned to students at least three times per week. Parents are advised that children should be supervised when doing homework. (See below).

## Uniform (Jewellery & Accessories)

A dress code is an important component in teaching students the important life skills of presenting themselves in a well-groomed manner and in dressing for purpose. It also helps to instil in students a sense of pride and belonging.

**Students are required to wear the proper school uniform each day.**

- Uniforms should be properly fitting.
- No undergarments should be exposed or visible through the uniform.
- **All students are required to wear black shoes/sneakers that do not contain other colors.**
- Boots, sandals and slippers are not allowed.
- Items that display connection with gangs are not allowed e.g. badges, tattoos, colors or tagging.
- Shaved eyebrows are not permitted.
- Makeup, nail polish and false nails are not permitted.
- Students are permitted to wear a watch.
- No other jewelry should be worn (this includes earrings).

### Girls

- Skirts / skorts\* are required to be knee length and not above the knee.
- Embroidered yellow polo shirt\*.
- Black shoes and white socks – Socks must be at least three inches above the ankles.  
- NO ANKLE SOCKS
- No Wheels should be attached to shoes
- School blue cardigan\* (no other fleeces or jumpers may be worn).

### Boys

- Navy blue pants/shorts.
  - Pants are to be worn at waist height and shirts should be tucked in.
  - Embroidered yellow polo shirt\*.
  - Black shoes and white socks. Socks must be at least three inches above the ankles.  
- NO ANKLE SOCKS
- School blue cardigan\* (no other fleeces or jumpers may be worn).

### Reception

- Yellow and Purple Tee Shirt\*
- Navy Blue PE Shorts\*

### P.E. UNIFORM

- House tee shirts and shorts\* / Blue school PE shorts\* / Sneakers and white socks.

### Hair

Hair of female students should be groomed. Hair is required to be a natural color, and extremes of hairstyles, such as a Mohawk, shaved lines/words, are not permitted. No beads should be worn in the hair.

In keeping with the cultural norms of the Cayman Islands, hair of male students should be cut short. Hair is required to be a natural color, and extremes of hairstyles, such as a Mohawk, shaved lines/words, are not permitted.

### \*PTA Uniform Shop

Yellow Prospect Polo shirts, Powell, McField and Miller sports PE shirts, PE Shorts, Prospect Sweaters, and reception uniform can all be purchased from the PTA Uniform Shop.

**From time to time, individual parents or carers may seek variations in the dress code requirements or in exceptional circumstances, exemptions. Any variations or exemptions of the dress code should be agreed with the Principal in advance.**

## Non-Compliance Regarding the Dress Code

If a student does not comply with expectations, without an exemption having been authorized in writing by the Principal, then the following consequences will be applied as follows:

- **First Offence:** Speak to student (preferably in private) to encourage adhering to the dress code and inform parents/legal guardians in writing. If this offence involves the wearing of make-up or jewellery, both should be removed. School may also provide a loaned uniform for student to wear, depending on the breach.
- **Second Offence:** Student to receive detention and parents to be informed via a phone call and a warning that a third offence will require the student to be sent home. If this offence involves jewellery, the jewellery is to be confiscated. The confiscated jewellery will be available for collection by a parent or legal guardian from the school office, after a time as determined by the Principal.
- **Third Offence:** Student to be sent home and the Principal or relevant staff to meet with the parents/legal guardians regarding the issue. The absence should be recorded for each session missed by the student as a result of being sent home.

**The Prospect Primary School Uniform Code complies with the Cayman Islands Public School Dress Code.**

## Dress Down Days

Once a month the school will hold a dress down day fundraiser for the PTA or approved charity partner. For a small donation (\$2) students may wear their own clothes on these days.

- On Dress Down Days the wearing of inappropriate clothing e.g.; clothing which depicts alcoholic beverages, tobacco products or obscenity is not allowed.
- Parents should ensure that students dress appropriately on Dress Down Day. There should be no exposure **of body parts (No halters, shorts or miniskirts)**

## Communication Between Home and School

At Prospect Primary School we believe that a close relationship between parents and staff is extremely important. The school will communicate with parents through the following:

<i>Email and Everest</i>	The majority of communication will go through the email system and Everest App
<i>Newsletters:</i>	Class teachers will send PYP Newsletters home at the beginning of each Unit. In addition, parents will receive a bi weekly newsletter.
<i>Reporting Sessions:</i>	These will be held at the end of October and January, in the form of a Student-Led Conference. Reports will be sent home at the end of each term.
<i>Telephone:</i>	Teachers will contact parents by phone if the need arises.

WhatsApp A class whatsapp group will be set up from the central school phone. This will be for reminders, such as school trips, etc.

*School Activities:* Parents are encouraged to participate in school activities eg: field trips, Reading Day, Math Day, Football/Netball matches, Commonwealth Day, Sports Day, International Day etc.

**All visitors must report to the office before proceeding to area of the school.**

*Web Site and Facebook* Parents are invited to visit the school's web site and Facebook page regularly for current information. We value your comments/feedback.

***Parents should note that the policy of the school requires that parents speak with the teacher first to discuss any area of concern.***

### **Field Trips**

School field trips are planned to expand the educational experiences of our students. The school will require signed permission from parents before children are allowed to participate. If your child does not produce signed permission to attend the field trip s/he will not be allowed to go.

### **Library/Media Center**

Our school has a Library/Media Centre equipped with books, magazines, audio visual and multimedia materials. Students will have the opportunity to borrow resources. It is essential that all materials are returned on their due date in order to provide other students with the opportunity to share the same. Students are expected to replace any items that are lost or damaged. Failure to do so will result in the loss of borrowing privileges. Parents are expected to sign an agreement before students can begin to borrow books. A library handbook will be given to each parent who is registered at the school.

### **Medical/Health Information**

Parents of children with health concerns eg: serious allergies, asthma, heart/lung conditions etc. must inform the school so that special precautions can be observed.

### **Medical Policy -Sickness/Administering Medication**

Facilities for the care of sick students are limited and must be kept available for emergencies or sudden illness occurring during the school day. If your child is seriously ill, please do not send him/her to school. You will be contacted if your child requires more medical care than the school is equipped to provide.

**Teachers and school employees, (except certified school nurses), are not permitted to administer any medication to students. Alternative arrangements can be made in writing to the principal.**

Parents can arrange with the Principal and class teacher to come into school to administer prescribed medication to their own child if needs be.

Alternative arrangements can be requested in writing to the principal using the School's Medical Authorization Form.

**Note: the school will only consider administering medicines that are prescribed by a doctor.**

We will not administer other medicines like 'Calpol', 'Advil', anti-histamines or children's ibuprofen etc. on a parents say so.

Parents/ guardians requesting medication administration to their child must provide the school with appropriate information including:

<ul style="list-style-type: none"><li>• name of medication;</li></ul>	written authorization(s).
<ul style="list-style-type: none"><li>• medical note / prescription;</li></ul>	<ul style="list-style-type: none"><li>• date of the prescription;</li></ul>
<ul style="list-style-type: none"><li>• purpose of the medication;</li></ul>	<ul style="list-style-type: none"><li>• directions for medication's administration;</li></ul>

Completion of the attached forms does not constitute an agreement that we will administer medicine. It gives us more information so that an informed decision can be made.

**You will be informed of the Principal's decision before any medications are administered.**

If permission is given, medication must be in the original container and labelled with child's name, name of medication, directions for medication's administration, and date of the prescription.

**Parents must ensure that medications are not place in their child's bag.**

**Parents are responsible for picking up and dropping off all medications at the office daily.**

### **School Nurse**

The school presently has the services of a school nurse two days per week. The school nurse also serves as a resource person to support the implementation of the science/social studies curriculum.

### **Dental Hygienist**

The school presently has the services of a dental hygienist who is assigned at the dental unit twice a week. All students will be given dental checks. The hygienist will contact parents if there is an emergency.

At the beginning of each year all Reception & Year 1 students are given a thorough dental assessment by the hygienist. The year 6 students are also given a similar assessment before moving to secondary school.

## Bus Transportation/Rules & Regulations

All Prospect Primary School students who live in the catchment area are provided with bus transportation. If your child plans to ride the bus to school, please review the following safety rules with him/ her:

- Arrive 10 minutes before pick-up time at the bus stop and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely, and the driver signals it is time to board.
- Remain seated while the bus is in motion.
- Keep hands and heads inside the bus at all times. Do not throw anything outside the windows.
- Remember that loud talking, laughter and confusion can divert the driver's attention and may result in an accident.
- All school rules that pertain to behavior and conduct also apply to riding a bus to participate in school activities and field trips.
- Help keep the bus neat and clean. Eating and drinking are not allowed on the bus.
- The bus driver/warden has the authority to assign students to seats and to report students who do not meet behavioral expectations to the Principal.
- Parents are reminded that habitual inappropriate behavior may result in suspension from riding the school bus. Please encourage your child to follow the bus rules.

Consequences for Violations Related to Transportation for all students include, but are not limited to:			
1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Parent Meeting Required	Bus Suspension Required (up to 5 days)	Bus Suspension Required (up to 10 days)	Bus Suspension Required (remainder of the year)
Appropriate Action Required Student meeting	Appropriate Action Required		
Bus or school Suspension in line with offence	Additional Bus or School Suspension commensurate with offence		
Code of Student Conduct implemented as appropriate	Implement Code of Student Conduct as Appropriate		

Please see **CODE OF CONDUCT** for bus rule consequences

## List of Key Events

These general dates may be subject to change please consult the staff diary

### August

- ❖ Professional Development Days
- ❖ Set up of Classrooms
- ❖ Professional's welcome
- ❖ New Student Orientation Morning

### September

- ❖ Back to school meetings
- ❖ PTA AGM

### October

- ❖ Interim Reports
- ❖ Mid-Term

### November

- ❖ Remembrance Day (Public Holiday)
- ❖ "Gimistory" International Storytelling Festival
- ❖ National Spelling Bee Preliminaries
- ❖ Pirates Week (Annual National Festival)

### December

- ❖ National Spelling Bee Finals
- ❖ Christmas Day (Public Holiday)
- ❖ Boxing Day (Public Holiday)

### January

- ❖ New Year's Day (Public Holiday)
- ❖ NCFA Submissions
- ❖ Heroes' Day (Public Holiday)

### February

- ❖ NCFA
- ❖ Professional Staff Development Training Days
- ❖ Ash Wednesday (Public Holiday)
- ❖ Annual School Sports
- ❖ Mid-Term

### March

- ❖ Inter-Primary Sports
- ❖ Commonwealth Day
- ❖ International Day

## April

- ❖ Week of the Young Child Celebrations
- ❖ Good Friday (Public Holiday)
- ❖ Easter Monday (Public Holiday)
- ❖ Cayman Carnival: Batabano

## May

- ❖ Key Stage Exams
- ❖ Child Month Celebrations
- ❖ Discovery Day (Public Holiday)
- ❖ Career Day

## June

- ❖ IB-PYP Exhibition
- ❖ Queen's Birthday (Public Holiday)
- ❖ Father's Day Luncheon

## July

- ❖ Contingency days
- ❖ Constitution Day (Public Holiday)
- ❖ Schools Close

## **Historical Sites & Natural Wonders**

- Cayman Turtle Farm, West Bay
- Hell, West Bay
- Fort George Park, George Town
- Cayman Islands National Museum, George Town
- National Heroes Square, George Town
- Cayman Islands Public Library (Main Branch), George Town
- Emslie Memorial United Church, George Town
- George Town Post Office, George Town
- Pedro St. James Castle, Savannah
- Pirates' Caves, Bodden Town
- The Caves- North Side
- The Mastic Trail, Frank Sound
- Queen Elizabeth II Botanic Park, North Side
- Mr. Willie Ebanks' Farm, North Side
- Blow Holes, East End
- Maritime Heritage Park, East End
- Mission House

## Raising a Child Protection or Health and Safety Concern

### Our Child Protection Officers are:

Meila Johnson - the School Counsellor (Tel: 927 5908); / Rhonda Douglas-Brown – SENCO (Tel: 939 1942);

All employees and volunteers must report any disclosure or suspicion of child abuse, even in historic cases directly to the Child Protection Officer.

It is not the educator's role to investigate or determine the validity of what is observed.

A report template is available from either officer or from holder outside their offices it must be used when reporting suspected abuse signed and given personally to either one of the Child Protection Officers. Please contact either one if they are not available in person. The template also provides a 'check and record' section for use by the Child Protection Officers. The form is available on paper.

Student discloses abuse to an employee/volunteer or other student report abuse/neglect of another student or employee/volunteer observes concerning behaviour which may indicate abuse/neglect.

Employee/volunteer will:

1. Thank student for sharing this information.
2. Refrain from asking "wh" questions (who, what, where, why). Only ask open-ended questions (e.g., Do you want to tell me anything else?).
3. Immediately complete the report template (available from the Child Protection Officer) and email this to yourself as a dated record and print the email.
4. Submit the form and printout of email to one of the 2 designated Child Protection Officers in the school.
5. Refrain from discussing the matter with anyone else or further with the child.

Child Protection Officer will:

**within 1 hour:**

1. Put school date stamp on the report.
2. Inform the Principal that there is a child protection issue which will be referred to DCFS. No details should be provided beyond this. If their alleged perpetrator is employed on the school compound, the Principal must be informed, and he/she will inform the SSIO for the school.
3. Call DCFS to report the alleged abuse.

**within 24 hours:**

4. Follow up the phone call by attaching the DCFS report inform to an email to DCFS Print email and put the school's date stamp on it.6. File the email and report in a confidential child protection file which is held by the counsellor.7. Log any subsequent agency actions on the report template held on file.8. If further to the report to DCFS there are ongoing reports of concern or it appears there has been no effective follow-up, the Child Protection Officer should initiate calls to DCFS and log these on the DES report form for this purpose and it should be held on file.NB: If a student is removed from school by DCFS and the parent asks regarding where the child is, they should be directed to call DCFS for information.Any contact with parents should be a decision for the Child protection officer who should seek advice from relevant DES staff before doing so.

**Under the Children's Law (2012) All DES employees are Mandated Reporters.**

Potential Penalties for failing to report Children Law (2012 Revision)

**"A person who contravenes this section commits an offence and is liable on summary conviction to a fine of five thousand dollars or to imprisonment for a term of one year or both".**