

PRINCIPAL'S REPORT

25 SEPTEMBER 2009

ABBY WYNTER

OVERVIEW

The PTA Address is divided into four sections: academic programme, staff, grounds and fundraising/donations. I have almost completed a collated SWOT analysis comprised of the combined results of parents' and teachers' SWOT analyses. The collated SWOT analysis will help to inform the School Development Plan for the 2009–2011 period. The last report covered the 2006-2009 timeframe.

THE ACADEMIC PROGRAMME

A. Electronic Lesson Plans

Teachers have been submitting their lesson plans electronically since 9 September. As a result, I have a clear picture of what happens in each class throughout the school. The electronic lesson plans have provided the following benefits:

1. An overview of the curricula across the grades.
2. Prevention of a duplication of efforts.
3. Enabled me to provide teachers with immediate feedback on their lesson plans.
4. Enabled me to provide teaching resources and professional development opportunities.
5. Provided opportunities for team-teaching.
6. Provided opportunities for older students to teach younger students.

B. Observations and Evaluations

I have made daily visits to classrooms to observe lessons. Daily **observations** have provided insights into the teaching and learning at the School. As a result of classroom visits, some positive changes have also been made, such as the Assistant Teacher in grade 3 now dividing her time between grade 3 and grade 2 where an assistant is required given the make-up of the class.

Formal **evaluations** of the teachers will begin the week of 28 September, starting with grade 6 and working down through the grades and across the special subject teachers. All fulltime class teachers will be evaluated this academic year. Formal evaluations will provide the following benefits:

1. Teachers get in-depth feedback about their teaching.
2. Teachers' strengths and areas to be addressed will be identified.
3. In-house professional development can be arranged on a needs basis.

C. Technology in the Classroom

A number of teachers have been using the donated laptop (or their own personal laptop) to present lessons using the projector donated by Mr Bethune. Mrs Barrett (IT), Mrs McNaughton (Art), Mrs Taylor (grade 6), Mrs Rawle (grade 5) and Mrs Robinson (K1) in particular have been presenting their lessons using this method. Students have responded well to this 'new' type of instruction.

D. Grade 1 Testing

Mrs Prendergast-Smith conducted the Ministry's grade 1 Learning Profile testing the first week of school.

E. GSAT Accommodations

Mrs Lodenquai has notified by letter those parents whose children require psycho-educational testing so as to receive accommodations for GSAT. The parents have been notified that the deadline to submit such evaluations is 9 October 2009.

F. Resource Facility

I have spent the last week evaluating the Resource programme offered by the School. The Junior and Senior teachers have identified students who require Resource Assistance. Mrs Ann Lodenquai sent home letters to parents indicating that their children require Resource assistance.

I have also observed that pull-out assistance is far more productive and effective as compared to in-class assistance. From now on, Resource assistance will only be provided for Language Arts and/or Mathematics. Resource students will be in their regular classes for all other subjects.

Students who require Resource assistance will get the maximum support possible. There will be no division between Part-time and Fulltime Resource students.

Miss Wright's timetable has been revised to ensure that Resource students in grades 1 through 6 receive maximum Resource time. Students in grades 1 – 6 will be pulled out of their regular classrooms to receive assistance in the Resource Room. Shadows will accompany their children to the Resource Room.

The teachers in the Junior Division stressed that students in grades 1 through 3 need Resource assistance with Reading and Comprehension. As such, these areas are the focus of Resource Assistance for grades 1 through 3.

For this year only, Miss Drummond will add additional Resource assistance in Language Arts for grade three students. Miss Drummond will pull out these students for the Language Arts. They will go to the Resource Room beside Miss Wright's. Miss Wright will also assist this year's grade 3 Resource students with Geometry.

Resource students in the Senior Division will receive both Language Arts and Mathematics assistance. Miss Wright will pull out Resource students for these classes.

Additionally, Miss Williams will pull out grade 6 students on an “as needed” basis for the core subjects.

I invite feedback from parents and students who use the Resource Facility. The strength of the Resource programme, like the other academic programmes in the School, relies on feedback from all stakeholders.

STAFF

Professional Development

A number of teachers are pursuing their own professional development; some received support from the School.

As a result of reading the lesson plans and observing the classes, the following professional development opportunities are being investigated and/or undertaken:

1. Teachers to attend a workshop at Hillel in October; the observations and workshop aim to offer ideas for teaching and learning differentiation.
2. Mrs Barrett provides IT assistance to teachers to facilitate them writing their lesson plans.
3. Mrs Grant has arranged for Assistant Teachers to receive instruction from teachers at Amy Bailey Primary School in preparing Lesson Plans.

CANTEEN

Mrs Drummond, the Canteen Manager, Mrs Jackson, the Bursar, and I met to discuss possibilities to improve the canteen offerings as well as to “green” the canteen.

We have spoken with contacts at Wisynco and Dominoes. We are investigating the benefits of signing an exclusivity agreement with Wisynco so as to get the best possible prices for staples and to get monthly incentive cheques from them based on our orders. We are also looking into the possibility of having Dominoes pizza deliver pizza on Tuesdays.

We discussed the box lunches and noted that students prefer chicken to most other meats. Popular choices with children are also the daily offerings of hotdogs, patties, and bun and cheese. Popular snacks include: doughnuts, cupcakes, marble cake and cheese bread. These are currently on offer.

At this point, we require your input with the following:

1. Suggestions for offerings.
2. Suppliers for small quantities of fruit that can be delivered each Monday morning.

COMMUNICATION

In an effort to improve communication between School and home, please note the following measures that are being (or will be) taken:

1. Parents will receive periodic **emails from the Office** informing them of upcoming events.
2. The School's **website** – <http://www.sthughspreparatory.com> – is updated every Friday. Please check the Bulletin Board, Principal's Report and Photo Gallery for regular updates and notices.
3. Starting in October, teachers will send out **monthly class newsletters** informing parents about the month's core curricula, special events and acknowledgements for achievement.
4. **Teachers and the Principal can also be contacted via email.** Our email addresses consist of the teacher's last name and shps@ gmail.com. (For example, wyntershps@gmail.com).
5. **PTA newsletters** will also be sent out by the Class Representatives once per term.

If you are not receiving emails from us currently, please update the Office with your current email addresses.

We welcome further suggestions to improve communication between School and home.

GROUNDS

The following maintenance works were undertaken or are scheduled to take place this term:

1. Painting the corridors.
2. Removing fallen trees and garbage from the perimeter fence area.
3. Planting trees along the perimeter fence.
4. Planting flowers in barrels near the hall.
5. Filling in the fishpond with soil and planting flowers.
6. Planting fruit and vegetables in the back garden.
7. Refurbishing the boys' and girls' bathrooms.
8. Installing a roof and doors on the caretaker's bathroom and storage room.

FUNDRAISING AND DONATIONS

We have received the following generous donations:

1. Mr W. Bethune – Dell projector
2. Mr Oliver Clarke – desktop computer (used by Secretary in the Office)
3. Mr Philip Schwapp – laptop computer (used by Special Subject Teachers)
4. PetroJam Ltd. - \$40,000.00 to cover the cost of a teacher's laptop
5. JMMB – two desktop computers (used in the Resource Room)
6. Food for the Poor – 6 new Dell computers (used in the IT lab)
7. Forestry Board of Jamaica – 10 Poui and Neam trees and Barbados Pride shrubbery
8. Jamaica Broilers – manure

9. J. Wray and Nephew - barrels
10. Shields and Shields – flowers
11. Mrs Denise McConnell – flowers, palms and yellow Poui tree
12. Mrs Annette Burrowes – Royal Palms
13. Mrs Liz Brooks – flowers and landscaping
14. Donaldson’s Engineering Limited – funding to cover the cost of a teacher’s laptop

We have planned the following fundraisers:

1. 50th Anniversary t-shirts
2. Jeans days on which students wear their 50th anniversary t-shirts and pay \$100 to wear jeans
3. 50th anniversary stationery and mugs
4. 50th Anniversary Cocktail Party for St Hugh’s Prep School’s alumni
5. Evening of the Arts – bid on paintings – 5 December 2009
6. PTA Oldies Party
7. Bakesales