

# PRINCIPAL'S REPORT

11 December 2009

ABBY WYNTER

## OVERVIEW

A lot has happened since my last report! Below I have outlined the 'main events' under the following headings: academic programme, students, staff, sports, after school changes, canteen, communication, grounds and fundraising/donations. I would like to extend my sincere gratitude to the teachers, students, parents and friends of St Hugh's Prep School who made all of these developments possible.

## THE ACADEMIC PROGRAMME

### A. Electronic Lesson Plans

Teachers have been asked to use a balance of traditional and more progressive instructional methods and resources to make their classes more engaging. Additionally, where topics are repeated each year, teachers have been advised to take a new approach and offer different activities to those that students may have completed in previous grades. Teachers in the Junior Department have been instructed to place more of an emphasis on Writing lessons; the Principal noted that not enough foundation work was being done in this area in the Junior Division. Teachers have also been encouraged to provide enrichment opportunities, extending the curriculum beyond the confines of Ministry of Education dictates. Such enrichment includes, but is not limited to, making global, environmental and critical thinking connections as well as exploring students' curriculum related interests more deeply.

### B. Formal Observations and Teachers' Evaluations

I have completed Teacher Evaluations for grades K1, K2, 1, 2, 3, 4, and 6 as well as for Computer and Art. As a result of the formal observations and the Teachers' Evaluations, the Principal recommended changes to instruction and groupings. Senior Department teachers were asked to provide agendas on the board for each class so that students would know the structure of the lesson. To quicken the pace of the class, various instructional groupings were recommended at all of the grade levels. Varying groupings – i.e. having a range of whole group, small group, paired and individual work – should enable students to work at their own paces and prevent excessive downtime.

### C. Technology in the Classroom

During the formal observations, I noted the appeal of presenting lessons using the projector and laptop. Students find this form of instruction engaging. They listen and watch attentively when the subject matter is presented in this way. As such, I have written a technology grant proposal which I will submit

to local and foreign Foundations once the IT budget for installing projectors and white boards in each classroom is finalised.

In the meantime, Mr Wenty Bethune has made a generous donation of a second projector as well as a white board which he plans to install in the grade 2 classroom. Ms Hamilton initiated a drive to install a white board in the 4<sup>th</sup> grade classroom; the drive was supported by the Class representative and each grade 4 parent contributed \$500.00 towards the project.

#### **D. GSAT**

All 26 grade six students have been registered to sit GSAT in March 2010.

#### **E. Resource Facility**

Ms Wright's resignation was announced via email to parents on Tuesday 17 November 2009. Ms Bent will be taking up Ms Wright's post in January 2010 when Mrs Lindsay returns from her one term's leave.

#### **F. Fieldtrips**

- K1 Visited St. Joseph's Teachers College for a math class (shapes) and National Heroes Park
- K2 Visited St. Joseph's Teachers College for a math class (# 5's birthday) and will be making a visit to the supermarket
- Gr. 1 Visited Mega Mart and Cross Roads Market
- Gr. 2 Had an "in class" visit from "Ben" the skeleton and also had teaching heart come to visit!  
Had a creative cooking class in another week or so where they will "cook" foods to make you "go, grow and glow"
- Gr 3 Visited the Liguanea Post Office
- Gr 4 Visited Morant Bay
- Gr 5 Visited Morant Bay

#### **G. Reading Programme**

Reading Logs have been instituted for grades one through six and form part of their Reading grade.

## **STUDENTS**

#### **A. Our students have represented the School at various, different events.**

1. The Head Boy and Head Girl, Tristan Donaldson and Jheanelle Owens, spoke at the JIS talk on Nutrition and Health at JIS studios as well as at the launch of the Heart Fund Run on Health.

2. 35 students from grades 1 through 6 participated in a morning workshop on conservation and renewable energy sponsored by the PCJ. The workshop aimed at preparing them for the poster competition in which they will take part.

## STAFF

### A. Professional Development

1. Teachers have attended in-house IT workshops conducted by Mrs Barrett to assist them with using technology in the classroom. Thus far the workshops have focused on building the teachers' proficiency in the use of Microsoft Office.
2. Four teachers attended a workshop on students with ADHD. The workshop was held at the Stella Maris Pastoral Centre on Saturday 21 November 2009.
3. Mrs Grant attended a workshop on the uses of the Carlong Integrated Studies Workbook in conjunction with the MoE curriculum.
4. Ms Hamilton attended a Ministry of Education Math Workshop at Iris Gelly Primary on 1 December 2009.

### B. Staff Changes

1. Ms Bent will take over from Ms Wright in January as the Resource Teacher.
2. Ms Tavares will return from her term's leave in January and resume her position as librarian.
3. Mrs Lindsay will return from her term's leave in January and resume her position as grade 3 teacher.

## SPORTS

- A. Our students competed in the **Inter Prep School Football Competition** as well as Novice Tennis Competitions at Tennis Jamaica.
- B. Gymnastics students competed in the Jamaica Amateur Gymnastics Association's Competition on 28 November 2009. Michaela Reid-Samuel was first place in the floor and bar routine and therefore also overall first place in the 4-5 age group and Chyima Campbell was first in the 6-7 age group.

## CLUBS

- A. New clubs to be added – Parents have requested music and cooking clubs. These options are being explored for January 2010. Schools' Challenge will return as an offering in January 2010.
- B. Clubs Activities – The K-Club students attended a function at the Kiwanis Club and Dylan Chin, the K-Club President, made a well-received report about the Club's activities.

- C. Brownies and Cubs participated in the Heart Fund Run.

## **CANTEEN**

Dominoes pizza now delivers pizza on Fridays and fruit has been added as an offering at the Canteen. The pizza has been popular, but we will continue to assess the feasibility of selling fruit.

## **COMMUNICATION**

In addition to the forms of communication outlined in the last Principal's Report to the Board, we added **Parent-Teacher Consultations**. In previous years, such consultations were not conducted until January after a full term had been completed. From hereon in, the School calendar will include Parent-Teacher Consultations after the first term mid-term break as well as in January. After that, the consultations will be arranged on an as needed basis.

## **GROUNDS**

Since the last Principal's Report to the Board, the following maintenance works were undertaken:

1. Refurbishing the boys' and girls' bathrooms.
2. Refurbishing the teachers' bathroom.
3. Adding a sick bay and a storage cupboard in the staff room.
4. Repair of the Hall roof.

The following maintenance works need to be completed as soon as possible:

1. Repairing the roof over the classroom block which contains the library, Computer Lab, Art Room, etc.
2. Installing a roof and doors on the caretaker's bathroom and storage room.
3. Installing a shower in the students' bathroom.

## **FUNDRAISING AND DONATIONS**

We have received the following generous donations:

1. Mr W. Bethune – a second Dell projector and a whiteboard
2. Mr and Mrs David Graham - \$420,000.00 towards the cost of the roof repairs
3. Mr Philip Henry (Gabriella Dimao's grandfather) and Allied Trucking and Maritime Services Ltd. – contributed labour and materials to repair the Hall roof.

We had the following fundraisers:

1. 50<sup>th</sup> Anniversary t-shirts
2. PTA Jeans days on which students wear their 50<sup>th</sup> anniversary t-shirts and pay \$100 to wear jeans

3. PTA Oldies Party – 21 November 2009
4. Art Smart – Art Exhibition and Auction – 5 December 2009
5. Painted pots with Christmas tree saplings
6. Grade 6 Bake Sales