

DIOCESE OF JAMAICA AND THE CAYMAN ISLANDS  
**ST. HUGH'S PREPARATORY SCHOOL**



***SCHOOL  
HANDBOOK***

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Dear Parents and Students,

Welcome to the St. Hugh's Preparatory School family. This handbook will help to acquaint you with the rules and regulations governing our school as well as provide you with information regarding our background.

#### **Mission Statement**

To maximise the potential of each student's academic as well as aesthetic, creative, intellectual, social, physical, emotional, cultural and spiritual spheres.

In order to achieve this, the school works to create a climate where the needs of children with varying abilities are addressed and where excellence is fostered in a caring supportive environment.

### **Beginnings**

The late Archbishop Nuttall, as part of the Deaconess Home School, founded St. Hugh's Preparatory School in 1899. Thanks to the vision and courage of those who believed in the future of the school (including the P.T.A. President, Chief Town Planner and architect Bill Hodges who designed and constructed the present buildings), the Preparatory Division was relocated in September 1959 to its present location at 1 Tom Redcam Drive. Miss Dorothy Whitfield was its first independent headmistress.

### **Motto**

Our motto FIDELITAS means faithful.

### **Our Patron Saint, St. Hugh**

Saint Hugh was born in France, at Avalon in Burgundy. In 1160, Hugh became a priest. He was invited by King Henry to work in England and in 1186 he was elected Bishop of Lincoln. He was noted for his kindness to both people and animals and kept a pet swan. Swans are generally very fierce but this one had a special relationship with the Bishop.

St. Hugh's character showed great tact and energy. His loyalty to God and his church never faltered.

The School's emblem reminds us of the loyalty and goodness of our patron saint and holds before our children ideals for which they should strive all their lives.

## **Administration**

St. Hugh's Preparatory School caters for boys and girls between the ages of four and twelve years with a Pre-Kindergarten for three year olds. The curriculum includes both academic and non-academic subjects and seeks to carry out its mission as stated. The school provides learning opportunities for children with learning disabilities as well as those who are ordinarily and extraordinarily talented.

The school is administered by a voluntary Board of Governors appointed on the recommendation of the Education and Youth Council of the Anglican Diocese in the Province of the West Indies, under whose aegis the school was established. A vibrant P.T.A. and the Board of Governors, assist the school in its operations.

The principal and her team of highly qualified staff assist in maintaining excellence and keeping abreast of the latest developments in education. Class teachers are fully trained and all classes in the Infant Department have assistant teachers. Part-time teachers (offering specialist help in a variety of areas including Music, Spanish and Physical Education), like full-time teachers, work to instil and emphasize positive values and qualities that nurture the development of well-rounded individuals.

## **Student Development**

Creating a very balanced and integrated approach for students of all backgrounds, St. Hugh's Prep. seeks to help its pupils learn, grow and develop skills in their own way and at their own pace in an environment that provides both stimulus and control, embracing sound Christian morals.

A rich school programme helps to foster the all-round development. Extra-curricular activities are provided, most at minimal extra cost, and include drumming, cub scouts, brownies, football, art and craft, choir and K-Kids. Students are encouraged to participate in at least one extra-curricular activity.

The Resource Department is of particular importance because it provides an intensive and comprehensive programme that helps to equip the children with the necessary skills to function effectively not only within the school and home environment but within the wider

community. The structure and organization, fluidity and response to daily changing needs of the students, its effective mainstreaming and sensitive Individual Educational Plans (IEP's), have made this department very successful.

## **Home/School Communication**

The St. Hugh's Preparatory School family tries to have open communication among all family members – parents, teachers, administration and students. As such, we employ a variety of different methods to ensure that all participants are informed of upcoming events.

### **Notice Boards**

Notices and letters are posted on the main notice board outside the office and on the notice board in the main car park.

### **Classroom Doors**

Letters and class notices are usually posted on each classroom door.

### **Posters**

Special events and P.T.A. meetings are usually highlighted on the small blackboard in the teachers' parking lot, or by colourful posters on the outside gate.

### **Notices**

From time to time notices will be sent home. Please check your children's bags on a regular basis for these messages.

### **Teacher's Meeting Day**

Each class teacher has a 'drop in' day (2:00 – 3:00 p.m.) when parents can come by for a chat. In addition, you may make appointments with the teacher if you would like to have a special meeting.

### **Website**

The St. Hugh's Preparatory School website is a wealth of information about the school and each class. We welcome you and others who are interested in learning more about our school to 'hit the site' for loads of information. Visit our website at [www.sthughspreparatory.com](http://www.sthughspreparatory.com).

### **E-mail**

Parents may receive notices by way of e-mail. Please ensure that you complete the e-mail register for this service. In addition, short text messages can be sent to your cell phone.

### **Radio announcements**

Every effort will be made to alert parents in the event of an emergency or in cases when school will NOT be held as usual (i.e. inclement weather, social unrest). Announcements on public radio will therefore be made from time to time. We ask your co-operation in helping us to pass along this important information by notifying any parents with whom you are in contact.

## **Admissions**

The simple procedure outlined below is required for admissions to St. Hugh's Preparatory School:

1. Complete the application form (fee payable).
2. Students will sit a readiness test and may have to spend a day at school for observation relevant to the class for which they are applying.
3. Upon acceptance, the following documents must be submitted:
  - \* completed registration forms
  - \* full medical history and immunization card
  - \* birth certificate
  - \* 1 passport sized photograph
  - \* contact information sheet
  - \* previous school records (where applicable)

NOTE: *All students applying to the Resource Department MUST provide a copy of a professional psycho-educational assessment report along with the above requirements.*

4. A non-refundable deposit on the school fees will be required to secure the space.

## **Fees**

Fees are payable at any branch of the National Commercial Bank using the school payment voucher, via TeleScotia, or may be paid at the school using a debit/credit card. (NO CASH WILL BE ACCEPTED AT THE SCHOOL).

### **New students pay the following:**

- 1) Application fee
- 2) Upon acceptance:
  - a) Non refundable registration fee
  - b) One time Capital Development fee
  - c) Non refundable deposit on first term's tuition to secure space
  - d) Balance on tuition as well as book rental and other dues are payable before the first day of the term.
- 3) The school's portion of the payment voucher **MUST** be presented on or before the first day of school for the student to be accepted into class.

### **Returning students pay the following:**

Tuition fees, book rental and other dues are payable in full before the first day of each term.

NOTE: *The following fees are non refundable:*

- \* *Application fee*
- \* *Registration fee*
- \* *Capital development*
- \* *Tuition and book rental fees are non refundable once the student begins attendance at the school.*

On or before the first day of school, the school's portion of the payment voucher must be returned to the office.

Students will not be admitted to class until the voucher is presented.

One term's fees are payable in lieu of one term's notice of withdrawal of a student. Report cards, grades, recommendations and transcripts will be withheld until all fees are paid.

## **Books and Class Materials**

Parents are issued with a booklist and required materials at the beginning of the school year. In addition, the school operates a book rental system for some of the textbooks and supplies used. Rented books will be issued at the beginning of the school year once proof of payment of tuition fees has been submitted. Books must be returned in good condition

at the end of the school year. A charge will be incurred for lost or damaged books. Transcripts, reports and recommendations will be withheld until costs are recovered.

## **Accident Insurance**

Students are covered under the Life of Jamaica Schoolmate Plan.

In the event of an emergency, parents will be called immediately and the child taken to the Nuttall Casualty Department for treatment, unless previously stated in writing by the parent/guardian.

If the parent cannot be reached, the child's family doctor will be contacted.

# School Uniform

	<b>Infants and Juniors (PreK - Grade 3)</b>	<b>Seniors (Grade 4 - Grade 6)</b>
<b>BOYS</b>	<i>PreK - Yellow polo shirt</i>  Yellow oxford shirt Navy blue shorts Navy blue ankle socks Black belt and shoes	Yellow oxford shirt Navy blue long pants Navy blue ankle socks Black belt and shoes
<b>GIRLS</b>	<i>PreK - Yellow polo shirt</i>  Yellow oxford shirt Navy blue skort Navy blue ankle socks Black shoes	Yellow oxford shirt Navy blue skort or skirt Navy blue ankle socks Black shoes
<b><u>P.E. Uniform</u></b>		
<b>BOYS</b>	House t-shirt Plain white shorts Plain white ankle socks Plain white running shoes	House t-shirt Plain white shorts Plain white ankle socks Plain white running shoes
<b>GIRLS</b>	House t-shirt Plain white shorts Plain white ankle socks Plain white running shoes	House t-shirt Plain white shorts or P.E. skirt with white bloomers Plain white ankle socks Plain white running shoes

School uniforms are available at Cling Limited, 31 Burlington Avenue, Kingston 10. They can be contacted at 926-5841. Polo shirts for Pre-K and house t-shirts are available at school.

Children not wearing the correct uniform should present a written excuse to the Grade teacher, signed by the parent/guardian.

## **Hair**

Hairstyles should be appropriate and neat. Long hair should be pulled back and contained in plain navy blue or black hair accessories. (No other colours please)

## Jewellery

Jewellery should NOT be worn with the school uniform. No chains, bracelets or rings are allowed except for medical emergency bracelets/tags. Small plain knobs or sleepers are allowed for girls with pierced ears.

Children may wear a wristwatch. Any other jewellery will be removed and kept in the office until collected by the parent/guardian.

## School Hours

Children can only make the most of the educational opportunities available to them if they attend school regularly and punctually.

	<b>Early work</b>	<b>School begins</b>	<b>School ends</b>
Infants	7:30 a.m	7:45 a.m	12:45 p.m.
Juniors/Seniors	7:30 a.m.	7:45 a.m.	1:45 p.m.

Children are marked late if they arrive after the bell signalling the beginning of the school day. They will require a late pass to be admitted to the classroom if they arrive after 8:00 a.m.

Extra curricular activities begin at 2:00 p.m. and end at 3:00 p.m. unless otherwise notified.

Students remaining at school after 2:00 p.m. and not involved in an extra-curricular activity must report to the teacher on duty in the holding area.

An after-care facility is available for Grade 1 – 6 students from 3:00 – 5:00 p.m. Parents must register and pay for this facility. Students who are on the compound after 3:00 p.m. and who are not in an organized extra-curricular activity will automatically be registered in aftercare.

Under NO circumstances must a child be left on the school compound after 5:00 p.m. Children, who are left after this time, may be left at their own risk!

Children who have to be taken from the School during school hours will have to present a gate pass to the security guard at the gate. This pass should be collected from the office and should clearly state the name of the person removing the child and the reason for his/her removal.

Children will not be allowed to leave with persons not listed in the Student Fact Booklet.

If a child is absent for three or more days consecutively, a medical certificate or a letter from the parent/guardian giving the reason for the absence must be presented on return to school.

## **School Curriculum**

The school follows the Ministry of Education's integrated curriculum. In addition, the school offers Computer, Spanish, Music, Library and Physical Education as time tabled subjects. Project work and field trips enhance the learning process.

### **Field Trips**

Students are expected to participate in planned field trips. Parents are required to sign a permission slip for each field trip. Children will not be taken on any field trip unless prior permission in writing is provided. There is usually a transportation fee associated with each trip.

### **Sports**

Physical Education is an integral part of the school curriculum. Students are required to take part in these classes unless medically unfit to do so. A doctor's certificate or note from the parent should be submitted to be exempt from P.E. Students must wear proper P.E. uniform or they will not be allowed to take part in the activities.

All students participate in an annual Sports Day (usually held in the Easter Term). Students joining a sports team will be required to train/practice on assigned days after regular school hours. Parental permission will be required for participation in matches/competitions that usually take place away from school.

## **Behaviour/School Rules**

Good discipline is essential for creating an atmosphere in which children are happy to come to school and are keen to study. The emphasis is on self-discipline and we encourage this from the first day of the students' admission to School. Our policy is to encourage positive behaviour. Kind, thoughtful behaviour will be acknowledged at our Friday Assemblies and rewarded at our End-of-Term Award Assemblies and at our Annual Prize Giving Ceremonies.

The following actions are considered to be intolerable behaviour and as such a zero tolerance approach will be taken.

- Cursing
- Verbal abuse or making rude signs or using inappropriate body language
- Physical assault
- Hitting, kicking fighting
- Bullying, teasing, bribery, intimidation, extortion
- Vandalism
- Theft
- Disrespect shown to the Principal or any teacher or adult in authority
- Leaving school premises without permission
- Possession of any weapon

In the first instance of such an offence, parents will be contacted. A second offence will result in parents being contacted and letter placed on file. Any further offences could result in suspension or expulsion.

The following items should not be brought to school:

- Cellular telephones
- Toys, games, electronic items
- Weapons of any kind

If any of these are found in your child's possession the item will be confiscated and held in the office until collected by a parent/guardian.

## **Positive Discipline Policy**

It is important to have a consistent and united approach to behaviour, which is clearly understood by the whole school community. For this reason it is important for each individual to recognize his or her own responsibility to promote positive behaviour.

### **Aims**

We aim:

- To use Christian standards to help each child develop self-confidence and self-discipline and to teach them an acceptable mode of behaviour while fostering growth and development which includes concern for and care of each other including the wider community and the environment.

## Objectives

- To encourage love, kindness and courtesy towards each other against a background of collective responsibility.
- To develop ways of promoting self esteem and a sense of responsibility including respect for others in an environment of free expression and positive motivation.
- To provide a range of experiences contributing to the full potential of each child.
- To maintain high expectations that these objectives can be attained through the commitment of the whole school community.

## Process

Our aims and objectives will be met through several methods including some or all of the following.

## Assessment, recording and reporting

In conjunction with our continuous assessment of academic work, both positive and negative behaviour will also be recorded in the child's continuous assessment file. Positive behaviour will be rewarded with positive reinforcement (e.g. reward stickers, merits, 'promotion' to monitor for the day, name mentioned at Friday devotion, name highlighted on notice board), while negative behaviour will have appropriate consequences meted out (e.g. denial of playtime, demerits, detention, interview with parents). Continuous actions of negative behaviour may result in the student being suspended or expelled. (The above measures are not all inclusive)

Incidents, which occur after school, are recorded in an incident book kept in the office.

## Detention

Detention will be held each week between 2 p.m. and 3 p.m and parents/guardian will be advised in advance if a student is to serve detention.

## Homework policy

Assigning homework is a well-established educational tradition. At St. Hugh's the homework that is assigned by teachers is intended to give pupils practice in work that was taught to them over a period.

Parents can guide and assist students but should NOT do homework for their children. Positive encouragement and support will go a long way in building the child's self esteem.

Homework in the Infant Department should not take longer than 15 – 20 minutes, in the Junior Department 30 – 45 minutes and the Senior Department 1 hour.

Consequences for **not** doing homework:

1. A verbal warning

2. Students find time to complete the homework before the end of the school day (i.e. during break or lunch times – the children will not be deprived of lunch)
3. A letter will be sent home after the third offence.
4. Conference meeting with the child, parents, teacher and principal.
5. Principal, teacher and parents agree on consequences that should be meted out to child.

Homework is a character building experience fostering:

- \* responsibility
- \* autonomy
- \* perseverance
- \* time management
- \* initiative
- \* self-reliance
- \* resourcefulness

With everyone working together as a team, homework can prove to be both beneficial and enjoyable for your child.

## **Out of Bounds Areas**

Children are monitored at all times during school hours and organised extra-curricular activities. Students should be in the classroom or designated area for these activities.

The following areas are out of bounds:

- Behind the Hall
- Behind all classroom buildings
- Behind the Resource Department and Canteen area
- Outside the front gate
- Beyond the Nuttall gate
- In flower beds and garden areas

Students found in out of bounds areas, if not accompanied by an adult, will be required to do 1 hour of community work at school as a consequence.

These rules are for your child's safety; please help us maintain a safe and happy environment in our school.

## Working in Partnership with our Families

The responsibility for developing and maintaining a school environment which is conducive to learning and personal development is that of teachers, parents and students. With the co-operation and support of all the stakeholders involved, this will be an achievable goal at St. Hugh's Preparatory School.

### Protocol Procedures

The Protocol Development Committee of the School recommends that parents and teachers follow the procedures outlined below in settling conflicts that arise between them:

#### **PROCEDURE FOR SETTLING CONFLICTS (parent/parent or parent/teacher conflicts)**

1. Seek to resolve issues quickly and fairly, with the individual involved.
2. Be discreet. Avoid vociferous, abusive and/or profane language in the presence of students and/or on the school compound (classrooms, passage ways, car parks, the hall, etc.). Avoid discussion of the matter in the presence of students.
3. If attempts at resolution are unsuccessful, ask the Class Representative to assist. The next in the chain of command is the Senior Teacher, then the Principal.
4. The Principal's decision is final. Board members are not to be approached.

This procedure should be followed by all.

#### **Tips for Effective Communication**

- Take time to listen without letting personal feelings intrude
- Exercise self-control
- Make eye contact
- Reserve judgement
- Avoid assumptions and accusations
- Make sure you understand the point being made
- Ask for clarification if necessary
- Use "I" messages instead of "you" messages
- Turn your criticism into a proposal for solving a problem

- Be mature, respectful, responsible, and professional in your approach and choice of words
- Keep communication courteous and frank
- Seek to reach mutual agreement.

## **Parent Teachers Association**

Our school has an active, vibrant P.T.A. that works closely with the teachers and administration to bring about positive change in the school.

In order to maximise the potential that we have within our school community, each parent is asked to indicate on the Parent-School Commitment Form the areas in which they will be most willing to assist the school.