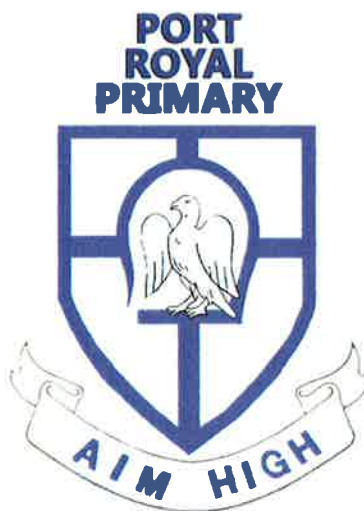


PORT ROYAL PRIMARY SCHOOL



PARENT HANDBOOK

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<http://schools.moed.bm/PR>

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Dear Families,

Welcome to Port Royal Primary School. As principal, I am honored to be a contributing member of our school community. The staff and I are looking forward to developing new learning opportunities and the continuing success of Port Royal Primary.

As parents, you are an important part of our school, and a strong and positive “school-home connection” is a necessary part of our success. When parents are involved and engaged in their child’s education, your child will have a higher level of achievement. We invite you to become an enthusiastic partner in our school by *volunteering* your time in classrooms, *attending* all school events and parent-teacher conferences, and becoming an *active member* of our Port Royal Primary Parent Teacher Association (PTA). Remember to stay informed by reading our monthly calendars, termly newsletter, and regularly visiting our school website.

We have developed this handbook to communicate some of our expectations, policies and procedures. Please read through carefully, as this information is vital to ensuring your child has a successful year. Take time to discuss the contents of the handbook with your child, and we recommend you keep it in a safe place so that you can refer to it as needed throughout the year.

We look forward to working with you for the benefit of your child, and for establishing strong traditions at Port Royal Primary School.

Sincerely,

Joann P. Dill

School Motto

AIM HIGH!

School Vision

We will empower every child to achieve success in an ever-changing world.

School Mission

It is the mission of Port Royal Primary School to develop the whole child in a safe and nurturing environment. Our school community will actively promote student achievement and provide diverse learning experiences for students and staff, which will enable each student to benefit from their educational journey.

SCHOOL HOURS

Office Hours: 7:45am – 3:45pm (Lunch 12:15pm – 1:15pm)

* NB If you are unable to contact the office, please leave a voice message or email the office at dsousa@moed.bm.

Morning Bell: 8:35am (instruction begins at 8:45am)

Recess: 10:30-10:45am

Lunch: 12:15-1:15pm

Dismissal: P1-P2 3:00pm, P3-P6 3:25pm

Students will be marked tardy if they arrive after 8:45am. All students should be collected as per dismissal times outlined above.

ATTENDANCE

“If you miss school, you miss out!”

Consistent school attendance is a key factor in school success. Many research studies show that eight or more days of absence in a school year will affect student progress. Regular attendance and being punctual each day are qualities that are promoted at school, as these are positive life-long skills. Good habits, learned in childhood, will stay with children as they mature. We encourage you to do all you can to have your child attend school every day, and to be on time.

If your child is going to be late or absent, please call the office **or** email Mrs. Sousa (dsousa@moed.bm). It is extremely important to inform us of the reason for the absence, as these are recorded as per Department of Education policy.

All absences due to illness are recorded as “absent excused”, however if a child is out for more than five consecutive days, he/she must have a doctor’s certificate when returning to school.

As much as possible, please keep any appointments to outside of school hours. Children become very distracted when they know they are being picked up during the school day, and this can affect their ability to focus.



EMERGENCY NOTIFICATION

At the beginning of the school year, you will be asked to complete several information forms. **If you have any changes in your phone numbers, email, work place or home address, please inform us immediately.** *It is important that we are able to contact you or a family member in the event of an emergency.*

MEDICAL/EMERGENCY INFORMATION

Medical forms will be distributed at the beginning of the school year. If your child has specific medical needs, please inform the office so that the school nurse can be notified.

Childhood asthma is prevalent in Bermuda, and students with an emergency pump (blue) **must** have one in school every day. The asthma nurse will visit on a regular basis to ensure that children are able to use their pump correctly.

School staff members are not permitted to administer any medications at school. If you send any medication to school with your child, please send a note/email to the teacher so that we can keep the medicine in a safe place during the day. *This includes cough/cold medicine, lozenges etc. as these can be dangerous if shared with other students.*

SLEEP

Children work hard when they are at school. If they do not get the necessary amount of rest, it reduces their ability to do their best. Although sleep requirements vary, research shows that most primary school-aged children need 10-12 hours of sleep nightly. A well-rested child is more alert, focused and able to get along with his/her friends.

NUTRITION

In order to keep our school grounds clean and tidy, we have a trash-free policy. Please send all recess and lunch foods to school in reusable containers.

We have a water-only policy at school to ensure effective hydration during the school day. Students are expected to bring a large, labeled, reusable bottle of water to school each day. Children are able to refill the water bottles at the water fountain when needed.

Promoting
Healthy
Living



As per the National Healthy Schools Nutrition Policy, we encourage adherence to the following nutrition recommendations:

Recess during morning break, children are encouraged to have a healthy snack. Appropriate snacks are: fresh fruit/vegetables, unsweetened yogurt, cheese, plain granola bars.

Lunch at lunch time, children are encouraged to have a healthy lunch, containing protein, simple carbohydrates, fruits and vegetables. On occasion, we will have special events (e.g. bake sales) where “treat” foods may be offered, but sugary, salty, processed foods are not encouraged on a regular basis.

*Due to the severe peanut allergies of staff members and students, Port Royal is designated a **NUT-FREE** zone.

SAFETY

Drop Off/Pick Up

In the morning and the afternoon, parents are reminded to drive all the way into the school ramp/driveway before stopping to pick up/drop off your child. We will have student traffic monitors in the morning, who will assist with keeping the traffic flowing. Please be respectful of the monitors and follow directions!

If you need to visit the office during the school day, please park on the ramp. During school events, parking is **only** available on the school field. As we are a neighborhood school, we must be a responsible community partner and keep all driveways clear.



Staff will be on duty each morning from 8:25am; therefore any student arriving before this time will be unsupervised. Until the duty teacher arrives, students are expected to sit at the lunch benches with a quiet activity (e.g. reading or coloring book, word-search, puzzle etc.) For safety reasons, electronics, balls and jump-ropes are not allowed to be used in the morning. *If these items are in use, they will be confiscated until the end of the day.*

Visiting the School

If you are visiting the school during school hours, parking is available on the ramp. Please **do not** use the main parking lot, as we need to allow staff and support personnel access in and out throughout the day.

In order to maintain a safe and secure educational environment, all parents and visitors must check into the office, sign-in and collect a visitor badge when arriving on campus. Entrance and exit should always be via the main doors.

If it is necessary to take your child out of school during school hours, please contact the office beforehand. This is especially important if you are sending a friend or family member to collect your child.

Classroom Interruptions

At Port Royal Primary, we recognize and respect the value of uninterrupted learning time. Therefore, any announcements or messages will be kept to a minimum.

If you need to communicate with your child or his/her teacher during the school day, please call or email the office and the message will be passed on.

We do have an open-door policy; however, please schedule any classroom visits or meetings with your child's teacher at least 24 hours in advance. In order to keep the instructional environment as "regular" as possible, we request that any classroom visits should be kept to 30 minutes or less.

Birthday Celebrations

If you wish to have a birthday celebration, please contact your child's teacher at least a week in advance to ensure no scheduling conflicts. If you send in a treat for the class we encourage individually-portioned treats (e.g. cookies, cupcakes, donuts etc.) for ease of distribution.

If you would like to have a class party at lunch time, we cannot confirm that the teacher will be able to assist. Class parties should be held during the first half of the lunch period i.e. 12:15 p.m.—12:45 p.m. Be reminded to discuss your requests with the classroom teacher.

COMMUNICATION

To encourage consistent home-school communication, each child should have a zippered homework pouch that can carry books, worksheets and notes on a daily basis. P3-P6 students should also have school agendas to assist with developing organizational skills.

You will receive a school calendar twice per term, outlining all school events and activities. We will also send a newsletter termly which will provide you with additional information about school programmes.

Please also check our school website <http://schools.moed.bm/PR> regularly for any updates.

Each classroom teacher will also provide you with a bi-weekly or monthly newsletter which will share specific subject concepts and classroom information.

Individual Parent-Teacher conferences will be held twice per year.



SCHOOL SUBJECTS

At Port Royal Primary, each child will have daily instruction in the following subjects: Mathematics, Reading, Writing and Word Study. Twice per week, students will have Science and/or Social Studies lessons, as well as P.E. (Physical Education).

In addition to the core subjects listed above, on a weekly basis, each student has one Art, Music, Health and IT lesson.

SCHOOL CONCERNS

When a parent feels he/she has a school concern or problem, the concerns should be addressed immediately, respectfully and directly with the adult staff member involved or the classroom teacher. Port Royal Primary staff members are open and always willing to listen to parental concerns. Usually, concerns are solved at this level of communication.

However, if the situation is not resolved, the next step should be consultation with the Principal. We appreciate your cooperation with the protocol as outlined; however, if there are any outstanding issues, the Principal is readily available to discuss the concerns during a scheduled meeting.

DISCIPLINE PLAN

Our school discipline plan is based on the Ministry of Education Code of Conduct (2003), and we embrace the following core values:

- Be Respectful
- Be Responsible
- Be Safe
- Be Ready to Learn

Positive behavior is recognized and rewarded on a regular basis. Rewards might include one or more of the following:

- Verbal praise
- Weekly Merit certificate
- Extra play time
- Student of the Month
- Tokens/House Points
- Choice Activity
- Grub Day

At Port Royal Primary, we believe that students have the right to a safe, respectful, caring and orderly learning environment. We also recognize that children need consistency and support in learning how to make appropriate choices, and to be accountable for their actions.

Student Responsibilities

- Respect for self, peers and adults.
- Respect and responsibility for school and personal property.
- Be prepared for all lessons and school activities.
- Play fairly and safely.
- Use kind and appropriate language.

If there are problems or conflicts at school, we believe in giving students the opportunity to discuss the issues and become “problem solvers”.

Self-Control
Excellence
Responsibility
Courteous
Honesty
Respect

Part of the process of accepting responsibility for one's actions is learning that there are consequences for inappropriate behavior. Depending on the behavior, consequences may include one or more of the following:

- Verbal warning
- Parent contact and/or conference
- Time out
- Loss of privileges
- Referral to Principal
- Detention
- Suspension

DRESS CODE

School Uniform

Port Royal Primary School Uniform guidelines and expectations are available on the website.

Grub Days

On Grub Days, students should wear clothing and footwear that allows the students to move freely and fully participate in school activities (e.g. no flip-flops or "wheelie" shoes).

Shirts, skirts, shorts and tops should be of reasonable length and appropriate for school wear.

Lost and Found

All personal items and school clothing should be labeled with your child's name. We do our best to return all items that have been marked with some identification.

The Lost and Found basket is located in the main building lower corridor, outside of the Primary Three classroom.

PARENT-SCHOOL PARTNERSHIP



Parent-Teacher Association (PTA)

PTAs are an important part of all great schools. The Port Royal Primary PTA is committed to providing financial support, events and activities that benefit our school.

Active membership and attendance at all PTA events is a healthy, fun way to promote our school's success and get to know the entire Port Royal Primary family.

Parent Council

The Port Royal Primary Parent Council is an advisory body that provides meaningful opportunities for parents to be involved in the school improvement process. The Council meets at least three times during the school year.

If you are interested in either of these parent bodies, information will be shared during the Back-to-School Night each September.

SCHOOL EVENTS

We have annual school events to encourage home-community-school connections. These include (but are not limited to):

- Beautification Day: at least once per year, we spend an afternoon beautifying our school grounds.
- Community Service: once per term, all students will be involved in a community service project.
- Spirit Weeks: twice per year, we have a week of dress-up activities that culminate in an afternoon of fun events.
- Family Lunches: each term, family members are invited to bring a brown-bag lunch to eat with their special child.
- New Year Fun Run: a cross-country event that involves all students, P1-P6.
- Easter Fun Day: we celebrate the upcoming Spring Break with traditional games and competitions.
- Sports Day: all students are involved in the friendly competition of track and field events. (*Go Conyers! Go Bell!*)
- Prize-giving: to celebrate year-long effort and achievement.
- School Picnic: our final fun celebration of the school year.

***During all major school events, parking is available on the school field.*

