

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



**SCHOOL  
HANDBOOK**

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 faithfulness.

## **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 three and twelve years beginning with Kindergarten 1 - 3 and Grades 1 - 6. 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 Board 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 have assistant teachers. Part-time teachers (offering specialist help in a variety of areas including Music and Spanish), 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 a minimal extra cost, and include Academic Club, Cub Scouts, Brownies, cheer leading, chess, dance, environment and science, gymnastics, karate, robotics, sign language, Spanish Club, track and field, swimming, 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.

As a part of our mandate to be a "Green School" notices are sent home electronically and are also posted on our website.

### **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.

### **Notice Boards**

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

### **Classroom Doors**

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

### **Website**

The St. Hugh's Preparatory School website has 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.

### **E-mail**

Parents will receive notices by way of e-mail. Please ensure that you complete the Student Fact Sheet for this service.

Our class teachers are all equipped with laptops which they use to correspond with you by e-mail. The e-mail directory for teachers is noted on our website.

### **SHPS Management Portal - Online**

The SHPS online portal provides another avenue for dialogue between teachers and parents. The daily schedule is available, as well as homework for each day. Parents are

also able to view progress reports throughout the term and at the end of each term, the student report card.

### **Class Newsletters**

Class newsletters are sent via email to parents monthly. These newsletters highlight the academic objectives for the month as well as student achievements and community events.

### **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.

Parents are reminded that the school must be provided with your most up-to-date contact information if we are to be able to contact you in the event of an emergency.

## **Admissions**

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

1. Complete the application form (fee payable). The form is available at the school office or from the website.
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:
  - \* acceptance letter from the school, signed by parent(s) agreeing to the terms of acceptance.
  - \* completed registration forms
  - \* full medical history and immunization card
  - \* original birth certificate
  - \* 1 passport sized photograph
  - \* contact information sheet
  - \* previous school records (where applicable)

NOTE: *All students requiring the support of 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 (BNS), e-Link (NCB) or may be paid at the school using a debit/credit card. (NO CASH WILL BE ACCEPTED AT SCHOOL).

### New students pay the following:

- 1) Application fee
- 2) Upon acceptance:
  - a) Non refundable registration fee
  - b) Non refundable deposit on first term's tuition to secure space.

Balance of tuition as well as Capital Development fee, Technology fee 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, technology fee 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 technology fees are non-refundable once the student begins attendance at the school.*

**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, students from Grades 1 - 6 use tablet computers as a learning tool at school. A tablet specification sheet is distributed to give minimum standards for tablets used at school. All parents must also sign a tablet Acceptable User Policy (AUP) and return this to the school office.

## **Accident Insurance**

Students are covered under the Sagicor Jamaica Schoolmate Plan.

In the event of an emergency, parents will be called immediately and the child taken to the nearest emergency facility (Nuttall Casualty Department or the Bustamante Children's Hospital) with the permission of the parent/guardian 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.

## Acceptable School Uniform

**Please note students are required to attend school in proper school uniform**

**Students are required to wear proper fold-down ankle socks. SPORTS SOCKS are not permitted for P.E. or to be worn with the school uniform.**

|                            | Infants and Juniors<br>(K-1)<br>(K2 – Grade 3)   | Seniors<br>(Grade 4 – Grade 6)   |
|----------------------------|--|--|
| <b>BOYS</b>                | <p><b><i>K1 – Yellow polo shirt</i></b></p> <p>Yellow oxford shirt<br/>Navy blue shorts<br/>Navy blue ankle socks<br/>Black belt and shoes<br/><b><i>White polo field trip shirt</i></b></p> | <p>Yellow oxford shirt<br/>Navy blue long pants<br/>Navy blue ankle socks<br/>Black belt and shoes<br/><b><i>White polo field trip shirt</i></b></p> |
| <b>GIRLS</b>               | <p><b><i>K1 – Yellow polo shirt</i></b></p> <p>Yellow oxford shirt<br/>Navy blue skort<br/>Navy blue ankle socks<br/>Black shoes<br/><b><i>White polo field trip shirt</i></b></p>           | <p>Yellow oxford shirt<br/>Navy blue skort or skirt<br/>Navy blue ankle socks<br/>Black shoes<br/><b><i>White polo field trip shirt</i></b></p>      |
| <b><u>P.E. Uniform</u></b> |  |  |
| <b>BOYS</b>                | <p>House t-shirt<br/>Plain white shorts<br/>Plain white ankle socks<br/>Plain white running shoes</p>  | <p>House t-shirt<br/>Plain white shorts<br/>Plain white ankle socks<br/>Plain white running shoes</p>  |
| <b>GIRLS</b>               | <p>House t-shirt<br/>Plain white shorts<br/>Plain white ankle socks<br/>Plain white running shoes</p>  | <p>House t-shirt<br/>P.E. skirt with white bloomers<br/>Plain white ankle socks<br/>Plain white running shoes</p>                                    |

School uniforms are available at Cling Limited, 31 Burlington Avenue, Kingston 10.

P.E. shirts, K1 polos, Field trip polos and Proud Parent shirts are ordered once per term.

**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, white or black hair accessories**. (No other colours please) No beads are allowed.

### **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 are allowed for girls with pierced ears.

Children may wear a wristwatch with a plain brown or black leather band. 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>School begins</b> | <b>School ends</b> |
|-----------------|----------------------|--------------------|
| Infants         | 7:45 a.m.            | 12:45 p.m.         |
| Juniors/Seniors | 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. Students who arrive late more than ten (10) times for the term will receive a letter from the principal, and this letter will also be placed on their student file.

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 will remain in their classrooms up to 3:00 p.m. After 3:00 p.m. students will be taken to After Care for which a fee is incurred. Please note our aftercare policy which is posted on our website.

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 on the Student Fact Sheet or without written instructions from authorised parent/guardian.

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. If the absence is as a result of a medical condition, parents must present

confirmation from the Doctor that the child is fit to return to school and fully participate in all activities.

## **Canteen**

Lunch options are offered daily through our school canteen. Menus are sent each week via email on a Wednesday and parents are invited to order lunch online and pay via bank transfer in advance by Friday at midday for lunch in the following week. Lunches ordered are delivered to the classrooms at lunch time. Students can also bring in lunch from home. This lunch can be reheated in the canteen when necessary.

A variety of treats and snacks can be purchased from the canteen after school.

## **School Curriculum**

The school follows the Ministry of Education's integrated curriculum. In addition, the school offers Media Studies, Spanish, Music, Art 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 that will represent our school at national competitions 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 (not sanctioned by the school), 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 approached 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. Positive behaviour will be rewarded with positive reinforcement (e.g. reward stickers, merits, in-class responsibilities, 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/guardians will be advised in advance if a student is to serve a 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 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.

## **PARENT PARTICIPATION**

The SHPS community values the role of parents in our community.

As such we anticipate parents’ participation in the following ways (this list is important but by no means exhaustive):

- Ensure punctuality and regular attendance.
- Make sure that homework is completed.
- Ensure students are prepared for lessons
- Monitor amount of television children watch.
- Participate, in decisions relating to children’s education.

- Promote positive use of child's extracurricular time.
- Stay informed about my child's education
- Communicating with the school by promptly reading all notices from the school received by my child or by mail and responding, as appropriate.
- Actively support, to the extent possible, the Parent Teachers' Association
- Support the aims and ethos of the school
- Foster a positive attitude towards learning
- Work hard to achieve individual potential
- Aim for and maintain acceptable behaviour with no disruption to others
- Demonstrate in all situations respect for staff, one another, the environment and property
- Show courtesy to all members of the community
- Support school policies on uniform, discipline and homework
- Liaise with the school on issues of student behaviour and progress
- Attend parent/teacher consultations, general school meetings and other events held by the school community

## **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(s) involved.
2. Be discreet. Absolutely no 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.
5. A representative from the Parent Teachers' Association (P.T.A.) is an appointed member of the Board of Governors - if and when necessary, matters can be raised with the Board using this channel. 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.

The P.T.A. executive serves for a term of one year and the President serves on the board of Governors. The executive includes the President, Secretary, Treasurer, Assistant Treasurer and Class Representative Liaison. Each class appoints a Class Representative and an assistant who also form part of the executive.

There is at least one staff representative who is also a member of the P.T.A. executive.

The P.T.A. has meetings with all members at least once per term, and the Annual General Meeting (AGM) in May of each year.

The P.T.A.'s Constitution can be found on the school's website.