

WOLMER'S PREPARATORY SCHOOL
HANDBOOK FOR PARENTS AND STUDENTS

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WOLMER'S PREPARATORY SCHOOL HANDBOOK FOR PARENTS AND STUDENTS

SECTION 1 PHILOSOPY AND GOALS OF WOLMER'S PREPARATORY SCHOOL

1.01 INTRODUCTION

Wolmer's Preparatory School is a privately operated co-educational school that provides an opportunity for the total development of children from the age of three + years to twelve years. The programme begins with the Kindergarten and continues through to Grade 6.

The Preparatory School is a non-profit making institution controlled by the Board of Governors. The Board of Governors consists of representatives of the Wolmer's Trust. Teachers, Parents, Past Students, a Member of the Legal Profession with the Chairman being appointed by the Trust. The function of the board of Governors is to manage the overall policy of the School within the bounds of the Trust Deed.

Wolmer's Preparatory is an acknowledged leader in the realm of primary education in Jamaica.

1.02 PHILOSOPHY

Wolmer's Preparatory strives to fulfil its motto 'AGE QUOD AGIS' by insisting on excellence in all its undertaking. Children are provided with a well-rounded education which will equip them for life. Equal emphasis are placed on the development of the intellectual, emotional and physical needs of the child. Individually is recognized, accepted and encouraged in order to ensure the children develop a positive and active understanding of themselves and their social responsibilities.

1.03 GOALS

In pursuit of fulfilling the overall philosophy, the programme is designed to help the students to achieve the following goals:-

- (I) gain a good general education.
- (II) learn how to respect and get along with different people.
- (III) understand and practise democratic ideas and ideals.
- (IV) develop skills in Reading, Writing, Speaking, Listening and Numeracy.
- (V) learn how to examine and use information.
- (VI) understand and practise the skills of family living.
- (VII) learn to respect and co-operate with other people.
- (VIII) learn to respect other people's property.
- (IX) develop good character, self-discipline and self-respect.
- (X) strive for cultural development and awareness.
- (XI) always display good sportsmanship.
- (XII) learn how to be a good citizen.

SECTION 2 GENERAL SCHOOL REGULATIONS AND POLICIES

2.01 PAYMENT OF FEES

Fees must be paid before the first day of each term. Students whose parents have not made arrangements with the Bursar and whose fees have not been paid will not be admitted to the classroom. Fees are to be paid to the School's account at the bank by manager's cheque or cash and a copy of the lodgement slip (fee voucher) presented to the Bursar's staff before the first day of the term, it can also be paid at the Bursar's office using a Debit or Credit Card. Notification of days for presenting vouchers will accompany school Reports.

2.02 One term's fees are payable in lieu of notice of withdrawal of a student.

2.03 Report cards, Progress Reports and Recommendations will be withheld until fees are paid.

SECTION 3 SCHOOL UNIFORMS AND BOOKS

Students are required to wear the prescribed school uniform on all school occasions. Minor departures from this may be tolerated at the discretion of the teacher if a written excuse is brought by the parent/guardian.

BOYS: Khaki pants with black or brown belt, khaki shirt, navy blue socks (above the ankle) and black shoes.

P.E. UNIFORM: On P.E. days, plain white shorts, white 'T' Shirts (available at school) plain white sneakers and white socks (above the ankle).
This is worn twice per week (Kindergarten to Grade 4).

THURSDAYS: House-colour 'T' shirts (available at school), white shorts, plain white sneakers and white socks. (above the ankle)

GIRLS: Aqua tunics with white blouses. Tunics to be purchased at Clubhouse Kids/Uniform Centre at 20 Hillcrest Avenue, Kingston 6. Tel.: 927-6084 or The Uniform Centre, 4 Torrington Avenue. Tel.: 922-7885, navy blue socks (above the ankle) navy blue ribbons or bubbles and black shoes.

P.E. UNIFORM: White shorts, skirts/skort and white "T" Shirts (available at school) plain white sneakers and white socks.(above the ankle) {sold at our School), white ribbons or bubbles.
Kindergarten to Grade 2 wears a skort and Grade3 to 6 wears skirt and shorts
This is worn twice per week (Kindergarten to Grade 4).

THURSDAYS: House colour "T" Shirts and white skirts, (available at school) plain white sneakers and socks.(above the ankle)

SUMMARY: All T-shirts, badges, crests P.E. shirts, skorts and skirts are to be bought at the School.

JEWELLERY: The only form of jewellery that may be worn is a watch and in the case of girls with pierced ears, **small knobs or "sleepers"**.

Hair should be clean and well groomed. Hair accessories should be navy blue with regular uniforms and white with P.E. uniform and should be inconspicuous.

BOOKS: The school provides a list of Text Books which must be purchased at Book Stores. Exercise books and other implements (Pencils, rulers etc.) can be acquired in our canteen as the school does not operate a rental or purchasing system.

SECTION 4 GENERAL DAILY ROUTINE

- 4.01 7:00 a.m. - Students who arrive before this time must go straight to their classroom and begin their **early work**.
- 7:15 a.m. - Teachers arrive
- 7:45 a.m. - Registration
- 8:00 – 8:25 - Assembly
- 8:30 – 10:00 - Class periods
- 10:00 - 10:45 - Lunch/Break (Kinder. & Inter.)
- 10:10- 10:50 - Lunch/Break (Inter. Grade 1 & Grade 2)
- 10:30 – 11:10 - Break/Lunch (Grades 3 & 4)
- 10:40 – 11:25 - Lunch/Break (Grades 5 & 6)
- 10:45 - 2:00 - Class periods (Kinder to Grade 2)
- 11:15 - 2:00 - Class periods (Grades 3 to 6)
- 2:15 - 3:15 - Afternoon activities (Mondays – Fridays)

4.02 ASSEMBLIES

Full school assemblies are held in the Hall every Mondays, Wednesdays and Fridays. House Assemblies are held every Thursday mornings and class Assemblies every Tuesday morning.

The purpose of assemblies is to give information in the form of announcements, acknowledge outstanding performances by students, recognize birthdays, deal with any special projects or problems of a general nature, build and nurture the school spirit among both students and teachers, it also provides a spiritually uplifting note on which to start each day.

4.03 BREAK

The morning break allows for a period, of relaxation for students and staff. During this period the Canteen is open for the purchase of snacks/lunch.

Canteen purchases for Kindergarten and Intermediate are made by the Class Teacher.

Students who cannot be courteous and respectful will not be served.

4.04 STUDENT DISMISSALS

Regular dismissal is according to the daily schedule. Unless students have scheduled after-school activity, they should be collected at 2:00 p.m. Staff will monitor students' activities in the playground for one half hour after dismissal.

The school is not responsible for children who remain on the compound after the specified time. Where the child participates in an extra-curricular activity then allowances will be made.

Early dismissal:- Students may be dismissed before the end of the regular school session only at the discretion of the Principal or Vice Principal.

In the case of illness during the school day, the Principal or Vice-Principal or Nurses will notify the parents and dismiss the student if the condition warrants.

4.05 NO SCHOOL NOTICE

In the event that school is cancelled due to adverse weather or any other considerations announcements will be made over the radio stations and every effort made to give as much notice as possible.

SECTION 5 GENERAL RULES FOR GOOD CLASSROOM DISCIPLINE

CLASSROOM – Form Time

5.01 Before the 7:45 a.m. bell rings, all students should proceed to their seats. They should keep reasonably quiet while the register is marked. Any matters relating to the class can then be discussed.

Once they have taken their seats, they are not allowed to leave the classroom without permission.

Students should be directed in an in an orderly manner to Morning Assembly accompanied by their teacher.

Letters from parent/guardians excusing absence must be brought to school when the child returns after an absence.

CLASSROOM – Class time

Students are expected to be quiet and attentive during classes. Students are instructed to bring pencils, books, and or any other materials needed for the day's work.

- (1) Seating arrangements are left to the discretion of the teacher.
- (11) Students are not allowed to write on the blackboard unless specifically instructed to do so.
- (111) Students should not be sent or placed outside the classroom where they are unable to participate in the class or be prevented from attending other classes without the approval of the Vice Principal or Principal.
- (1V) The teacher's cupboard and desk are "out of bounds" unless specific instructions have been given to obtain items from them.
- (V) Teachers are responsible for ensuring that toilet tissue is available for the use of their class.

HOMEWORK

Homework assignments may vary with the subject and the student because of individual differences in the abilities. Written homework is given to all Grades from Kindergarten upwards. As a general guide, homework should average half (1/2) hour per subject i.e. Grade 1 to 3 - 2 subjects per night, Grade 4 to 6 – 3 subjects per night.

Homework at all levels should always be related to concepts already taught that day or previously. This ensures that neither parent nor child is able to use "failing to understand as an excuse for incomplete assignments.

Assignments should be corrected promptly and carefully by the teacher and returned to students so that

CORRECTIONS (CLASSWORK AND HOMEWORK)

All corrections must be written out by the student in the respective book. The number of times is left to the discretion of the teacher but a minimum of three is recommended. Corrections are to be done at all levels above Kindergarten.

In those subjects where a workbook is used, corrections must be done on a separate sheet and attached to the appropriate page in the workbook.

PRESENTATION OF WORK

Student's work will be accepted only if it is neatly presented with headings and dates.

GRADING SYSTEM

A	-	90 to 100	-	Excellent
B+	-	80 to 89	-	Very Good
B	-	70 to 79	-	Good
C+	-	60 to 69	-	Satisfactory
C	-	50 to 59	-	Improvement needed
D	-	Below 50	-	Unsatisfactory

Rules and penalties imposed for breaking these rules should be fully explained to the students when meeting them for the first time.

When dismissed, students should file out of the classroom in an orderly manner.

Reports are handed to parents at the end of each term and Consultation once per term for all parents.

SECTION 6 THE WORLD BEYOND THE CLASSROOM

6.01 CHILDREN'S NEWSPAPER

All children from Grade 2 upwards will be provided each week with a Children's Own newspaper. This will be used to enhance their reading skills and improve awareness of the happenings in their society.

6.02 FIELD TRIP POLICY

Teachers are encouraged to take advantage of local places of educational value and interest through the planning of field trips. All field trips must be approved by the Principal.

Before any student may leave the school to participate in such an activity, a consent form must be signed by the Parent or Guardian and returned to the teacher in charge. These should be left in the office before departing on the trip.

Parents should be encouraged to accompany their children and assist in the supervision of the field trip.

SECTION 7 DISCIPLINARY GUIDELINES FOR STUDENTS

The purpose of this is to present a concise set of behavioural guidelines for students of the Wolmer's Preparatory School. It is not intended as a total list of rules and regulations.

All members of the school are expected at all times to conduct themselves in a manner which will bring credit to themselves and their school. Reasonable behaviour is a matter of common courtesy and respect for the rights and privileges of others. It is agreed that, in the majority of instances a comment or directive will suffice to correct or modify in appropriate behaviour.

7.01 ATTENDANCE AND PUNCTUALITY

School begins at 7:45 a.m. and ends at 2:00 p.m. Morning register is taken between 7:45 a.m. and 7:55 a.m.

Students are expected to attend punctually every Assembly be it a General or House Assembly. Lateness and absence will be recorded and appropriate action taken (see HOUSE SYSTEM).

No student may leave the premises for any reason before the end of the school day unless a written request is presented to the teacher by the parent/guardian.

ABSENCE

Students are expected to be present at school on all school days. In the case of illness or emergency, a note explaining the absence must be brought by the student upon his/her return to school. The note must be signed by the parent/guardian.

7.02 CLASSROOM AND SCHOOL PROPERTY

At all times, classrooms and school property are to be treated with care and respect. All students are expected to take part in the general tidying of their classrooms at the end of the day (or, in the cases of the specialist room at the end of the period). Avoid littering the classrooms and school grounds by using the containers provided.

Chairs and desks are not to be removed from classrooms without the explicit instructions of a teacher.

7.03 GENERAL BEHAVIOUR

NOISE: Except for cheering at school competitions, it is an offence to indulge in noisy behaviour at any time while in uniform.

SPEECH: All students are required to speak properly and courteously at all times.

STONES: The throwing of stones or any other missiles is strictly prohibited and will result in two weeks suspension.

At no time should any student assault any other student in any way whatsoever.

CELLULAR PHONES, TOYS or GAMES: should not be brought to school and will be confiscated until the end of the term.

MONEY: Students in the lower school who are not able to manage their money should hand it to their teacher at the start of the school day.

Students should not lean upon vehicles parked on the school premises or commit an act likely to damage such vehicles.

There must be no running along corridors, walkways, quadrangle or parking areas.

Students are required to walk on the walkways and not across the playfields unless authorized to do so by a member of staff.

Students found damaging, defacing, stealing school or other personal property will be dealt with severely.

Writing on Notice Boards or Blackboards is strictly forbidden unless directed to do so by a member of staff.

Students should report directly to their classrooms each morning and not loiter in the car park or quadrangle. Be vigilant of traffic at all times.

Students are not allowed to purchase food, sweets etc. on the streets.

Sweets are not to be sold or bought on the school compound.

SECTION 8 HOUSE SYSTEM

The house system is a major part of internal school organization. The keen, healthy competitive spirit engendered by house allocation is an integral part of the school operation and provides much fun for the students. Academic and Athletic achievements earn House Points.

All students and teachers are assigned to Houses and are expected to take an active interest in their activities. Houses are led by House Mistresses/Masters and captained by senior students. House meetings are held on Thursday mornings in place of regular assembly.

HOUSE: MERIT/DEMERIT/DETENTION SYSTEM

1. MERITS : will be awarded to students based on completed assignments, good behaviour displayed from Monday to Thursday and school spirit.
2. DEMERITS: Students will be given Demerits for incomplete assignments and for displaying bad behaviour for the week.
3. DETENTIONS: Students will be given Detentions for:-
 - a) Chronic Offences – three or more demerits, (Incomplete Assignments, Bad Behaviour)
 - B) Being late more than three (3) times in one week. When there is a valid reason for students to spend extra time at school to make good something they have done or not done, a DETENTION will be given. A Detention Slip will be sent home for Parents/Guardians to sign and return. Detentions will be served on Thursdays 1:30 to 2:30 p.m.
4. Teachers will be given exercise books to record the Detentions. Demerits and Merits of each student. This will be recorded at the end of the month in another book which will be kept in the office. Each month, the House standing of points gained and lost will be announced and, at the end of the school year, a trophy will go to the winning House. Each student's School Report will show Detentions, Merits and Demerits.

SECTION 9 HEALTH AND SAFETY REGULATIONS

9.01 INSURANCE COVERAGE

All students are insured by the school for personal injury or accident. This is effective upon the full payment of school fees. Where a student has injured another student deliberately, he/she is responsible for any costs involved. In cases of injury an immediate report must be made to the school nurse who will advise the Vice-Principal or Principal. All insurance claims must be made via the Vice-Principal or Principal.

9.02 ACCIDENTS/SUDDEN ILLNESS

In the event of an accident or sudden illness in school, the teacher in charge at that time will send the student to the School Nurse.

In more serious cases where it is deemed necessary to notify the parents and send the student home or for medical attention, the Principal will be notified.

First aid supplies to deal with minor injuries are kept on hand in the Sick Bay. These supplies are the responsibility of the school nurses and an adequate supply is always maintained.

9.03 EMERGENCY PROCEDURES

In the event of civil disorder, fire or any occurrence which may endanger the school community, appropriate procedures will be taken. Talks and drills are a part of the School's Programme.

9.04 DOCTOR'S APPOINTMENTS

Parents should schedule Doctor's/Dentist's or other appointments outside of School Hours. If a child has to fulfill any of these during school hours, a letter must be sent by parents ahead of the appointment time.

9.05 INFECTIOUS ILLNESS

A Doctor's Certificate should be sent when a child is returning to school after an infectious illness.

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BOYS: khaki pants and shirt; navy blue socks and black shoes. If a belt is needed, it should be black.

GIRLS: (1) Aqua tunics with white blouses. [Tunics to be purchased at:-
a) Clubhouse Kids, 20 Hillcrest Avenue, Kingston 6
b) Eveston Ltd., 4 Torrington Avenue. (near Heroes Circle),
navy blue socks and ribbons; black shoes.

P.E. UNIFORM: White shorts and white "T" Shirts (to be bought at school) plain white sneakers and white socks. Girls wear a white pleated skirt which is sold at our School.

THURSDAYS: House colour "T" Shirts and white skirts, plain white sneakers and white socks (girls)

House colour "T" Shirts, white shorts, plain white sneakers and white socks. (boys)

SUMMARY: **All T-Shirts, badges, crests and P.E. shirts are to be bought at the School.**

JEWELLERY: The only form of jewelry that may be worn is a watch and in the case of girls with pierced ears, small knobs.

Hair should be clean and well groomed. Hair accessories should be navy blue with regular uniforms and white P.E. uniform and should be inconspicuous.

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Mondays – Fridays