

St. Andrew's Private School

Welcome to St. Andrew's Private School

This booklet is intended to provide the answers to the many questions you may be faced with as a new member of the St. Andrew's community.

The purpose that guides our school is quite uncomplicated. It is simply that we wish our boys and girls to leave with their spirits and confidence high, aware of what they have accomplished, and proud of themselves. That self confidence will be founded on each child being valued for what he or she achieves and the security that goes with succeeding. This may be in the courageous and determined overcoming of difficulties, but mostly it will come from being able to demonstrate the capabilities and talents which each person possesses, no matter in whatever areas the talents lie. Thus, we delight in the breadth of our programme of subjects and the myriad nature of the extra curricular agenda. We hope that all of our pupils will sense that this school ascribes importance to every form of genuine and worthy achievement.

On the other hand uppermost in many of your minds is, the National Examination for selection to secondary school. We base our prediction of these results entirely on each child's ability. We pride ourselves in that the results generally fulfil our expectations.

Our dedicated staff enjoys the variety of its pupils. We attempt to ensure that our pupils feel at ease and that the grounding formed here will be memorable throughout their lives. We are gratified by the number of past students who spontaneously confirm our aspirations.

Principal

St. Andrew's Private School

BASIC INFORMATION

School Address: St. Andrew's School,
16 Valleton Avenue,
Maraval.
Trinidad.
West Indies.

Telephone: (868) 622-2630

Fax: (868) 628-1857

Classes Offered: Preparatory 1 and 2 for ages 4+ and 5+.
Primary 1 to 5 for ages 6+ to 11+, leading to Secondary Assessment Examination.

Admission: To enter the school the following records are required :
Birth Certificate.
St. Andrew's Medical Form.
School Reports (if transferring from another primary school.)

Immunisation is required against Diphtheria, Whooping Cough, Polio, Tetanus and Measles.

A careful wait list is kept, and parents are asked to make sure that their children are registered early to avoid disappointment.

Students can be admitted after Prep 1 only when space allows. In most cases a test will be given to determine whether the child meets our academic standard.

School Books: Textbooks, copybooks and basic art supplies are provided free. However the books must be returned in good order. **Parents will be charged for books lost or damaged.**

Subjects: Mathematics, English Language Skills, Computer Skills, Social Studies, Science, Physical Education, Music, Art & Craft.

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Remedial Classes: Children are taught in small groups of 3 or 4 where language skills are addressed in a structured, multisensory program that develops each child's particular learning style.

Facilities: Audio Visual Room, Library, Assembly Hall, Playground, Practical Math Room, Computer Room, Science Laboratory, Remedial Reading Program, Music Room.

Extra Curricular (subsidised by school)

Activities: Religious classes, Girls' Gymnastics, Football.

(not subsidised)

Art and Craft classes, Ballet, Boys' Gymnastics, Steel Pan, Swimming, Guitar, Tae Quan Do.

School Terms: The school year is divided into three terms.

Term 1 - early September to just before Christmas.

Term 2 - January to immediately before Easter.

Term 3 - after Easter to the first week of July.

All National Holidays are observed, and an extra day may be given as a half term holiday. In Term 2 the half term holiday coincides with Carnival.

School Hours: 8 a.m. to 1.30 p.m.

There are two Breaks:

9.45 a.m. to 10.00 a.m., and 11.30 a.m. to 11.50 a.m. Children generally require light nourishing snacks.

Gates are open from 6:30 a.m., but supervision begins at 7.30 a.m.

Gates remain open until 3 p.m., but supervision ends at 2:00 p.m.

The school cannot accept responsibility for children left at school outside these periods of supervision.

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School Examinations: Basic tests in English and Math are held early in the school year. These exams appraise the Teacher of the child's knowledge of the previous years work.

Half yearly exams are held early February. End of Year exams are held in June.

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THE PARENT TEACHERS' ASSOCIATION

The Parent Teachers' Association (PTA) of St. Andrew's School was formed primarily to assist the school in raising funds required over and above school fees which basically cover teachers' salaries, text and exercise books, and other concurrent expenditure. Additionally the PTA maintains a vital link between the school and home. The St. Andrew's PTA Committee is a dedicated, hard-working group of people who are actively involved with the school and play a very important role in the life of the school as a whole.

Every parent of the school becomes an automatic member of the PTA on payment of a nominal fee at the beginning of each school term. The PTA Committee is elected at the Annual General Meeting and consists of an executive committee, comprising Chairman, Vice Chairman, Treasurer, Secretary, Principal and Vice Principal and two representatives from the teaching staff. In addition to this executive committee two parents from each class are elected to represent that class for the school year. Once a month a meeting of the PTA Committee is convened to discuss the needs of the school, whether financial or otherwise, and plans are made to fulfill these needs.

One of the proudest achievements of the PTA has been the school's library. Since its inception both its daily running and its financing have been the responsibility of the PTA. The St. Andrew's library is well stocked and is efficiently run by a Library Technician and a group of parents who volunteer a few hours a week to keep the library open to students (and parents) all day every day.

In addition to this the PTA assists in the maintenance and upgrading of the school in general. Every year the PTA's holds various fund-raising ventures that not only raise funds for the school but brings members of the St Andrew's community together both in the organization and in the enjoyment of these activities.

The PTA's activities are not confined to fund-raising however. Each year the PTA hosts a Christmas Party for the children of the school. Class representatives help to organize outings to various places of interest each term. They also assist in the organization of Sports Day, Christmas Concert, Prize Giving, and other school functions..

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SCHOOL UNIFORMS

Girls: Dresses:

Blue, lilac or pink check. At least one blue dress is required, as it is the official uniform which is worn for all special occasions.

Boys: Shirts:

White cotton short sleeve shirt, with school logo on pocket. Jersey or knitted fabric is not acceptable, e.g. tennis or polo shirt.

Shorts:

Khaki short pants

Girls/Boys:

Socks Plain white

Shoes Solid black

Games Uniform: T-Shirts:

White St. Andrew's T-shirts

Shorts:

Blue sports shorts

Football Jersey: Jersey available at school.

Shorts available at Knowledge Zone.

Uniforms are available from Knowledge Zone, Ellerslie Plaza/Movie Towne.

Jewellery Allowed: A simple wristwatch, plain sleepers or studs for girls with pierced ears.

- Please Note:**
- Girls with long hair should tie back their hair
 - Hair ties should only be white, black, or the colour of the uniform (no iridescent colours)
 - Nail polish and make-up are not permitted
 - Boys' hair should be above the collar
 - All items of clothing, lunch kits and school bags must be clearly labelled with the name of the owner

St. Andrew's Private School

SCHOOL RULES.

General: 1.The following items are not to be brought to school:

- Chewing gum
- Glass bottles
- Toys (except on designated days)
- Any hazardous objects.

2.School property must be respected:

- It is an offence to destroy or damage any item of school property, e.g writing on school desks, chairs, or textbooks.
- Bathrooms are to be used for the purpose they are intended.
- Deliberate damage to or misuse of property could result in suspension.

3.An excuse signed by parent or guardian must be presented by the student:

- On his/her return to school after any period of absence prior to any anticipated period of absence
- For any irregularity in school uniform
- for any homework not done because of illness or family problems.
- Parents who do not collect reports at the Open Evenings held each term must request, in writing, for these reports be sent home with the children. Otherwise parents can collect them in person from the office.

4.Proper school uniform should be worn at all times. All uniform and belongings, including bags and lunch kits must be clearly labelled.

5.Books are to be covered and labelled, and are to be carried to and from school in a bag.

6.Students are not permitted to use the school telephone. Urgent calls will be made by staff members on their behalf.

7.If a person other than the usual driver is to collect a child, someone in the school office must be notified.

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SCHOOL RULES.

- General:** 8 .The driving gate and the pedestrian gate will be locked at 8:00 a.m. Children arriving after that should bring an excuse and enter by the office door on Henderson Road.
- 9.Valuables and money (other than daily necessities) are not to be brought to school. In the rare case that this does happen such valuables should be left in the care of the class teacher or the office.
- 10.Under no circumstances are children allowed to go outside the school fence to retrieve balls or other games equipment, without permission.
- 11.Pupils who are persistently idle and /or disobedient and who are considered to be exercising an injurious influence on others will be asked to leave the school.

- Unacceptable Behaviour at St. Andrew's:**
- Stealing
 - Cruelty, bullying of others
 - Truancy, excessive absences, excessive latecoming
 - Disobedience, impertinence, defiance, impudence, rudeness
 - Defacing/destroying school material or property
 - Untruthfulness, unreliability, cheating
 - Obscenity, profanity
 - Inattention, disorderliness, carelessness in homework or classwork
 - Fighting, aiding and abetting fighting, quarrelsomeness, temper tantrums
 - Bad Manners - interrupting

- Punishment:**
- Reprimand or scolding
 - Isolation in or out of class
 - Withdrawal of privileges
 - Confiscation of property
 - Suspension
 - Expulsion

N.B. Only the Principal may suspend or expel a child from school.

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BASIC INFORMATION

Punctuality: School begins at 8.00 a.m. and children are expected to attend Assembly, which is a very significant part of the school day. Children not present at this session are considered tardy. Parents are expected to cooperate and assist by ensuring that children are brought to school on time, and thereby instilling in our children the importance of being punctual in our everyday lives. When this tardiness is persistent parents will be called in to discuss the problem. Parents cannot expect teachers to continually repeat verbal instructions to these children who perpetually arrive late for classes. This is generally reflected in their work.

Absenteeism: All children are expected to attend school every school day. However, if the child is expected to be away for more than two days the office must be notified. On the return to school after absence a note must be sent to the class teacher.

If a child has to be removed from School during school hours a note must be sent by a parent to that effect.

We hope that parents will plan family holidays during the school vacation, but where this is not possible the school must be informed in advance. In such instances it is the parents' responsibility to ensure that the syllabus is covered by the children.

Security: All gates except the office gate on Henderson Road are locked during the school day.

Visitors: Parents wishing to meet the Principal or one of the teachers may ask for an appointment. Staff will do their best to accommodate such requests.

Field Trips: Field trips are an essential part of the school programme, and take the form of extra-mural learning experiences. These are usually organised each term and attendance is required. No child can take part without written permission from a parent or guardian. Class teachers or PTA representatives will inform parents if there is an entrance or transport charge, and whether the children should wear their official or sports uniform. Parents may be invited to accompany or drive the children.

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EMERGENCY PROCEDURES

Emergency Drills: Emergency evacuation drills take place regularly. In the event of fire or other hazards the children are trained to leave the school immediately and assemble on the back driveway. If circumstances warrant it the vicinity of the school can be vacated in a very short time. In case of any real emergency the office will notify PTA class representatives, who in turn contact the parents of their class. This has proved very effective.

Drills include procedures for fire, earthquake, and hurricane.

First Aid and Sickness: A sick bed and first aid equipment are available. In case of urgency the parents will be notified. The second contingency is the emergency number on your medical form, and if necessary your doctor, or one of the school's physicians will be called.

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TRAFFIC RULES

Rules: It is essential to have the full cooperation of all parents.

- All cars bringing children to school must approach St. Andrew's up Valleton Avenue, and must enter by the IN gate.
- If you are approaching the school from Champs Elysees, turn into Bergerac Road, then into Saddle Road and finally up Valleton.
- Cars must leave by Henderson Road, down Valleton Avenue, and turnright into Champs Elysees.
- All drivers are earnestly requested to follow the route shown on the map attached.
- Please observe the request to go UP Valleton Avenue even if it is inconvenient to yourself.
- All children travelling home by car must be picked up at the 'Loading Zone'. Drivers are asked to co-operate by driving to the top of the 'Loading Zone' so that at least five cars can be loaded or unloaded in an effort to maintain a free flow of traffic.
- On arriving at the designated 'Loading Zone' children must alight from or enter their cars only on the left hand side. Parents are therefore requested to refrain from getting out of the cars to assist their children.
- The area opposite the office on Henderson Road will be reserved for short stays by parents and visitors only.