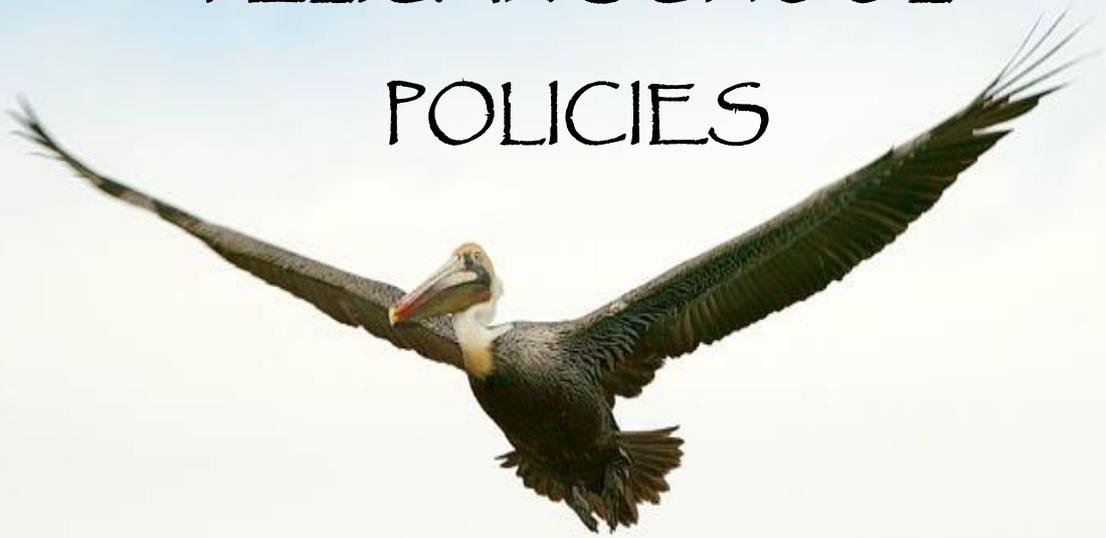


PELICAN SCHOOL POLICIES



*“Happy to learn,
proud to achieve,
soaring to greater heights.”*

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ADMISSIONS POLICY

Parents should contact CCA HR or contact the head teacher of Pelican School to find out if they are eligible to enroll their child/children. The following information is required to be submitted along with a completed admissions form:

- Photocopy of Birth Certificate/Passport
- Photocopy of Medical Record/Immunization History/Medical Health Certificate
- Any academic information such as report cards and teacher comments from the child's last school
- Information of English as an Additional Language or any Special Educational Needs

Monthly fees are applicable for children who attend Pelican School

~ Please speak with the head teacher or CCA HR for more information.

Pelican School is a small school with low children to teacher ratios. In order to keep these ratios low there is a maximum number of children who can be registered with us in an academic year. So it may not be possible for your child to enroll if the school is at full capacity. It is school policy to set aside a number of spaces for children (expats) who may move to the island during the academic year due to employment with CCA or CRD.

Kindergarten: In accordance with the Education Act of St. Vincent and the Grenadines

‘A child may only be admitted to a primary school if the child has attained the age of five years at the start of the academic year, or will attain that age by the following April 30th.’

Parents will be notified of registration for the new academic year at the beginning of Term 3.

Grade 1-6: Students who wish to be admitted to Grade 1-6, coming from other schools and/or countries need to bring documentation to prove that they have met the necessary requirements to access a specific grade. The student may be required to take a diagnostic test to determine accurate placement.

POSITIVE BEHAVIOUR POLICY

Learning requires a safe and comfortable school environment and as a result, students will not be allowed to behave in a disruptive or dangerous manner. We recognize and reward positive behaviors and achievements.

School Rules

- All students are to be on time and in complete uniform at the beginning of each school day.
- All students are to treat each other and the staff with respect.
- All students are to treat school property with respect.
- No student is allowed to assault another person or behave in such a way that could cause physical injury to another.
- No student is allowed to use verbal insult towards another person.
- No student is allowed to use indecent language.
- No student should take away by force or without permission the property of another person.
- Students should not repeatedly fail to comply with directions of the teachers or other authorized school personnel.
- Students should not possess, handle, transmit, or conceal any dangerous object.
- Students are not permitted to leave the school property for any reason other than going home for lunch or being excused by the parent/guardian or teacher.

Positive Rewards

- Verbal Praise from staff and peers
- High 5's, claps, drum rolls, pat on the back etc.
- Stickers
- Certificates
- Line leaders
- Sunshine cards for tubs
- Star pupil awards
- Class/School prizes
- Extra choosing/play time ~ 'sunshine time'
- Positive news regarding effort, achievement and behavior reported to parents
- Positive Mini Notes home
- End of Year Prize
- Team Points ~ 10 in a row chart
- Team Point Treat
- Class/School Helpers - responsibilities
- Healthy Snack stickers

Celebrating Success

- Displaying pupils' work in school
- Children showcasing their work to staff, peers and parents
- Staff communicating with children and parents to share success
- Photographs and 'Good Work' on our Facebook page
- Success and achievements shared on class/school newsletter and website
- Celebrating extra-curricular and out of school achievements

Discipline of Pupils

At Pelican School the discipline of students can involve one or more of the following measures, depending upon the severity or the offence.

- Warning the student of his/her offence
- Use of class behavior scheme – sunshine and clouds
- Time out / Cool Down Time
- Loss of privileges
- Verbal and/or written apologies from the student
- Records kept of frequency and intensity of behavior
- IBP (Individual Behavior Plan) formed
- Behavior Chart
- Conference with parents
- Home/School link document (chart or book)
- Student is placed on student contract
- Suspension for a period of time determined by administration
- Withdrawal of student from the institution

All serious incidents are kept on record by the head teacher.

Staff will inform parents of any behavior concerns and issues at the earliest opportunity.

We aim to use restorative practices which allows all parties involved to give their side of the story and reach a mutual solution.

Importantly, each child will begin each new day with a fresh start!

The following is a list of offences which the school does not tolerate from pupils and are actions for which the students can be penalized with either immediate contact with parents, suspension and/or withdrawal:

- Chronic misbehavior which disrupts the learning process of the student or others.
- Repeated defiance, disobedience and/or disrespect to those in authority.
- Fighting or physical assault of other students and/or staff.
- Repeated use of indecent language or verbal insult to other students and/or staff.
- Deliberate acts of vandalism or mistreatment of school property and/or equipment.
- Bullying behavior.
- Carrying, possessing or threatening to use knives, firearms or any other weapon.
- Smoking on or off the school premises.
- The possession, use or distribution of illegal or controlled drugs, or pornographic literature.

TEACHING AND LEARNING POLICY

Pelican School employs fully qualified and experienced primary teachers who are passionate and committed to providing a high level of education for all children.

We build on children's existing knowledge, interests and skills when planning learning activities which best engage each child. At Pelican School we aim to provide creative and exciting learning opportunities within a stimulating learning environment.

We use our local community resources (including links with Coral Reef Pre-School and the Canouan Government School) and outdoor learning opportunities to our fullest advantage.

We recognize that children learn best in different ways and encompass this by using a variety of teaching styles and approaches. All staff differentiate appropriately to best engage and include each child.

All children take part in individual tasks, pair work, group work and whole class/school learning with direct and interactive approaches.

All children will have the opportunity to learn through active learning (learning through doing), kinesthetic learning (learning through movement), auditory learning (learning through listening) and tactile learning (learning through touch).

We encourage research, problem solving, collaboration and creativity when facilitating and guiding each child's personal learning journey.

The effective use of ICT, including internet use is integral to our curriculum and enhances learning and teaching.

CURRICULUM POLICY

Pelican School offers a curriculum which combines international level teaching and curricula with the local curriculum of St Vincent and the Grenadines. This ensures that pupils coming from abroad will be able to integrate academically and local pupils will benefit from an international approach in their education.

Pelican School's planning formats incorporate the Cambridge Curriculum, which has international recognition, and the OECS (Organization of Eastern Caribbean States) curriculum which is the core curriculum followed in St Vincent and the Grenadines. We embrace thematic learning and make relevant cross-curricular links across subjects. This helps children make sense of their learning by applying knowledge and skills learned in one subject to reinforce and support learning in other subjects.

Teachers follow agreed **long-term plans** for each grade ensuring consistency and progression in all curricular areas. These plans are currently being added to our website as they are updated or you can request to view them in school.

Each teacher will produce a **medium-term plan**, which will highlight the overview of learning for their class for the year, including what topics are to be taught in each curricular area. Parents will be provided with a copy of this plan at the beginning of the academic year.

Our **short-term plans** are those that our teachers write on a weekly or daily basis – our short term plans are flexible and responsive. You can view your child's weekly timetable in their class or request to have it emailed directly to you.

The delivered curriculum is broad and balanced and allows for time to pursue interests and talents in depth. The curriculum is carefully planned to allow children opportunities to be academically challenged, physically active, creative and to acquire knowledge, understanding and 'can do' key skills. We aim to enrich the curriculum in all appropriate areas with an emphasis on spiritual, moral, social and cultural development as we are committed to developing the whole child.

At Pelican School pupils study the following subjects:

Language Arts – Talking, Listening, Reading and Writing programs derived from the Cambridge curriculum and the OECS curriculum. The development of language and literacy skills is of the highest priority at Pelican School. Language is a core subject and is the main tool of learning and communication and used across all curricular areas.

Mathematics – Number Concepts, Computation, Mental Math, Data Handling, Geometry, Measurement and Problem Solving programs derived from the Cambridge curriculum and the OECS curriculum. Mathematics is a core subject and teaches pupils how to make sense of the world around them by developing an ability to calculate, to reason and to solve problems.

Science – Biology, Chemistry and Physics programs derived from the Cambridge curriculum and the OECS curriculum. Science is a core subject and stimulates curiosity in finding out why things happen in the way they do. Science teaches methods of enquiry and investigation and allows for practical application and experiment.

Social Studies – Social Studies incorporates learning in the areas of Geography, History and Modern Studies. Our Social Studies program is derived from the OECS curriculum. The subject helps pupils to acquire knowledge, understanding and skills that will enable them to interact effectively with the environment in the contexts of home, school, their community and the wider world. Pupils will learn about the factors and people, both past and present that have shaped the world, through research and interpretation. They will learn the social and physical conditions that influence, or have influenced, the lives of individuals and communities. They will develop informed attitudes and values relating to environmental issues. Social Studies provides important opportunities for pupils to develop an understanding at local and global levels of their rights and responsibilities, and the importance of active citizenship in a multicultural society.

Expressive Arts – The Expressive Arts consist of Music, Art and Drama.

- Our central curriculum for Art is derived from QCA schemes of work and the Art Express scheme.
- Our central curriculum for Music is derived from the QCA schemes of work and the Music Express scheme.
- Our stimulus for Drama activities is often topic based and we refer to the UK national curriculum for guidance.

These subjects are not simply about making pictures, music, sculptures, singing, dancing and performing – they require children to use imagination and creativity. They involve exploring media and methods which can be used to create and develop personal expression, reflection and emotional development. They provide opportunities to record information, express opinions and share an understanding of self. Children have opportunities to study the work of famous musicians and artists to inform and inspire. The expressive arts are an integral part of culture, both past and present.

HFLE – Our Health and Family Life Education program is derived from the OECS curriculum and the SEAL guideline documents. HFLE teaches children to become healthier, more independent and responsible citizens of society. We encourage our pupils to play a positive role by contributing to the life of the school and the wider community. The program encourages the children's sense of belonging and allows them to develop their self-awareness and inter personnel skills. This area of the curriculum includes SRE (Sex and Relationship Education) and all parents will be consulted on this in more detail before teaching.

MFL – We aim to give children an age and ability appropriate course in three modern foreign languages throughout each academic year - Spanish, Italian and French. Spanish and French are both widely spoken languages within the Caribbean, and Italian is widely spoken amongst the population of Canouan.

Physical Education - Games, Athletics, Gymnastics, Dance, Outdoor & Adventurous and Swimming programs derived from the QCA schemes of work and the Saint Vincent and the Grenadines Physical Education curriculum. Physical Education develops pupils' physical competence and confidence, and their ability to perform in a range of activities. It promotes physical skilfulness, physical development and a knowledge of the body in action. Physical Education provides opportunities for pupils to be creative, competitive and to face up to different challenges as individuals and in groups and teams. It promotes positive attitudes towards active and healthy lifestyles.

ICT - Teaching ICT equips children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. ICT is a powerful tool that can be used to add excitement and interest to teaching and learning opportunities. At Pelican School, pupils regularly use computers, netbooks and other peripherals, such as digital cameras and kindles to support and enhance learning in all areas of the curriculum. Pupils use ICT while taking part in activities for enjoyment and research. They learn to use skills including, word processing, creating and presentation and communication. All pupils are educated about Internet Safety. We aim to help children develop a solid foundation of basic knowledge, skills and understanding, and an awareness of technological developments in society. We refer to the QCA schemes of work and the UK national curriculum for guidance..

Pelican School plans themed days and weeks to complement and enhance the curriculum, for example, celebrating World Earth Day, World Book Day and World Education Week. We embrace Local, National and International events, for example, SVG Independence Day Celebrations.

ASSESSMENT POLICY

The pupils at Pelican School are assessed to monitor their progress and plan next steps in their learning. They are assessed in a variety of ways including: -

- Brainstorming to activate prior knowledge and ideas
- Observations during lessons
- Plenary sessions at the end of lessons or topics
- Formative assessment strategies – thumbs up, traffic lighting etc.
- Weekly tests – e.g. spelling test
- Questioning
- Self-assessment
- Peer assessment
- Teacher produced ‘can do’ tests and assessments
- Use of Learning Logs
- Target and goal setting

Government issued standardized tests undertaken during:

- Kindergarten
- Grade 2
- Grade 4
- Grade 6 – CPEA (Caribbean Primary Exit Examinations)

At Pelican School we aim to provide pupils with prompt and effective feedback following assessment:-

Feedback

- Verbal feedback to children
- Written comments on children's work

At Pelican School we collect evidence of learning and assessment in various formats:-

Evidence

- Examples of pupils work
- Record what pupils make
- Record what pupils say
- Record what pupils do
- Photographs
- Videos
- Pupil Portfolio

SICKNESS AND INJURY POLICY

Pupils who become ill or are injured in school should report to the teacher in charge.

In the event of a serious injury, bump on the head or illness the parent/guardian will be informed and medical attention may be sought.

When a child becomes sick at school the parent will be called to take them home.

If a child is sick before school starts it is requested that the child remain at home.

Colds, flu and sickness and diarrhoea are the most common infections affecting children of school age. **It is important that you keep your child off school and they should not return until at least 24 hours after any last episode of sickness or diarrhoea.** The child should not return to school until they are fully recovered to avoid the risk of passing their illness to the rest of the students.

On their best judgment the teacher may require a health certificate from the doctor (typically for infectious diseases) before re-admitting the child to school.

It is also important that your child understands how to prevent picking up and spreading such infections. We promote hand washing before snack time and lunch time, and after using the bathroom or blowing their nose.

MEDICINE ADMINISTRATION POLICY

The administration of medicines prescribed is undertaken at the discretion of the head teacher.

When a child is prescribed medication by a doctor or a dentist and parents require the school to administer this, parents must first speak with a member of teaching staff in order to establish important information regarding symptoms, dosage and times to be taken. Permission will be sought from the parent before any medication is administered by a member of school staff.

Prescribed medication should be clearly marked with your child's name, the date prescribed, how often it has to be taken and for how long.

If your child stores medication at Pelican School for a pre-existing or ongoing medical condition, e.g. an inhaler, this should be arranged with the head teacher first and it should be indicated if your child is able to administer this themselves or if they should be assisted by a staff member.

Parents will complete a Pupil Information Form at the beginning of each academic year and any existing medical conditions or allergies should be noted. Any foods that your child does not eat due to religious or cultural reasons should also be noted on the Pupil Information Form.

INSURANCE POLICY

All pupils attending Pelican School must be covered by Accident Insurance.

There are two companies in St. Vincent which offer student accident insurance: these are CLICO and British American.

The school will provide forms at the beginning of the year/time of enrolment and parents should pay a small fee to ensure their child is insured in case of an accident (at present the fee is \$20 annually)

Alternatively, you may provide details of your own medical insurance which covers your child in case of emergencies.

Parents will be asked to sign permission forms at the time of enrolling:

- Car Transportation Permission
- Local Area Visit Permission
- Internet Use Permission
- Sun Cream/Bug Spray Application Permission
- Face Paint Permission
- Photograph and Photograph Use Permission
- Tooth brushing Scheme Permission
- Swimming Lesson Permission

SAFETY AND LIABILITY POLICY

Fire Safety and Emergency Exit

Pelican School will conduct emergency drills once per term. Each teacher has a designated route of exit from every room in the building. Pupils are reminded of emergency evacuation routes and are instructed as to the proper conduct in the event of an emergency.

Unexpected Closure

Most closures will be notified to you in writing, in advance, but there are occasions when the children may be dismissed early without warning, e.g. as a result of severe weather. In the event of an early school closure parents will be contacted directly, it is important that you make sure we have the most up to date emergency contact information.

General Wellbeing

Children's safety is of the utmost importance at the Pelican School. The children are taught rules to keep safe inside and outside of school, however, children do injure themselves from time to time and the school is not liable for any accident that occur in school or the playground if children fail to follow the proper guidelines enforced by staff.

First Aid

Staff members are trained in Basic First Aid and CPR.

Liability of Property

Pelican School does not accept liability for any belongings brought to school by the children and discourages any valuables or toys being brought from home unless pre-arranged with a member of staff.

HOMWORK POLICY

Children of Pelican School have a long school day and a balanced work/home life is essential. Children need time at the end of the day in order to play, rest and spend time with their family.

Students at the Pelican school will be set weekly homework. Homework will not be set in the first or last week of any term as these weeks are viewed as a settling week and assessment week respectively. Homework may also be reduced during assessment week each term.

Homework should give your child a chance to demonstrate and share their learning with you and a chance to consolidate their ideas.

Homework may consist of a selection of Language Arts, Mathematics, Science, Social Studies and topical interest activities.

Every child is given a set of spellings to learn each week.

Every child should be encouraged to read aloud for at least ten to fifteen minutes daily – this may be from a reading book set by their teacher or their chosen library book or home resource.

Reading is extremely important to your child's education as they use this skill across the whole curriculum. It is essential that you embrace the joy of reading with your child!

The homework should be completed in a quiet room without any distractions. Support from parents is encouraged in order to build confidence in your child and a 'can do' attitude. Children who receive help from parents at home are more likely to do well at school.

If you feel the homework that is being set is unsatisfactory for any reason then please make this known as soon as possible to your child's teacher or the head teacher.

SEN-ASN POLICY

The school should be informed of any Special Educational Needs or any Additional Support Needs that a child may have prior to enrolling at Pelican School.

This is in order for an individual assessment to be carried out to ensure that these needs can be supported for the child.

All pupils learn at a different rate. Some pupils experience difficulty with a particular area of the curriculum, while other children require support across all areas of the curriculum. Provision will be made within each class for pupils who are noticeably above or below the average ability level.

If a child displays signs of having an additional need or needs while on roll at Pelican School our school does all it can to meet these individual needs. The child's teacher would make an assessment of needs, with support from the head teacher as required. In most instances the teacher is able to provide the resources and educational opportunities that meet the child's needs within their normal class organization. The curriculum at Pelican School is designed to provide access and opportunity for all children who attend the school. If we think it necessary to adapt the curriculum to meet the needs of individual children, then we do so only after the parents of the child have been consulted.

If a child's need is more severe, we would contact and consult with parents to plan steps for the child to ensure their educational needs are being met – this may involve forming an IEP (Individual Education Plan), involving outside agencies or recommendation of schooling out with Pelican School.

SCHOOL SECURITY POLICY

Security at Pelican School is of upmost importance. We want to ensure our pupils, staff and property are safe and secure.

Any visitors to school will be:

- asked to report to the head teacher to make their presence known
- escorted while within the school building and grounds

As with other company departments, security checks may be enforced when leaving the premises.

The school is monitored by a security guard and has outside security lighting during non-school hours.

CHILD PROTECTION POLICY

Every adult has a role in ensuring all our children and young people are safe and protected from harm at all times and in all situations. This includes physical abuse, emotional abuse, sexual abuse and neglect. Children should also be protected from witnessing violence or hearing violent episodes.

Teachers with any concerns will approach the Head Teacher in the first instance.

The Head Teacher is responsible for the school's actions in response to any child protection concerns or incidents.

If you have a concern about any child, please approach the Head Teacher or if your concern is out with school, you may contact the local police.

COMPLAINTS POLICY

At Pelican School the views of parents are significant and valued. If at any point you feel the school is not meeting your expectations or you have an issue that you wish to be addressed, we hope that this can be rectified for you promptly and amicably. It is in everyone's best interest that any complaint or concern is resolved at the earliest possible stage.

- In the first instance you should talk informally to your child's class teacher – if required an appointment can be made at a suitable time to address the issue further.
- If the matter is not for the class teacher, or as a parent you wish not to discuss the issue with the class teacher, an appointment should be made with the Head Teacher.
- If you wish to address your complaint or concern out with the school, please contact the HR department.
- If you are still unsatisfied with the outcome and feel the issue is unresolved – you should put your complaint or concern in writing to the school's Head Teacher or HR department as appropriate.
- A meeting will then be formed with all relevant parties to discuss and resolve.

If you require any further information please
contact: lmcguire@ccalimited.com

