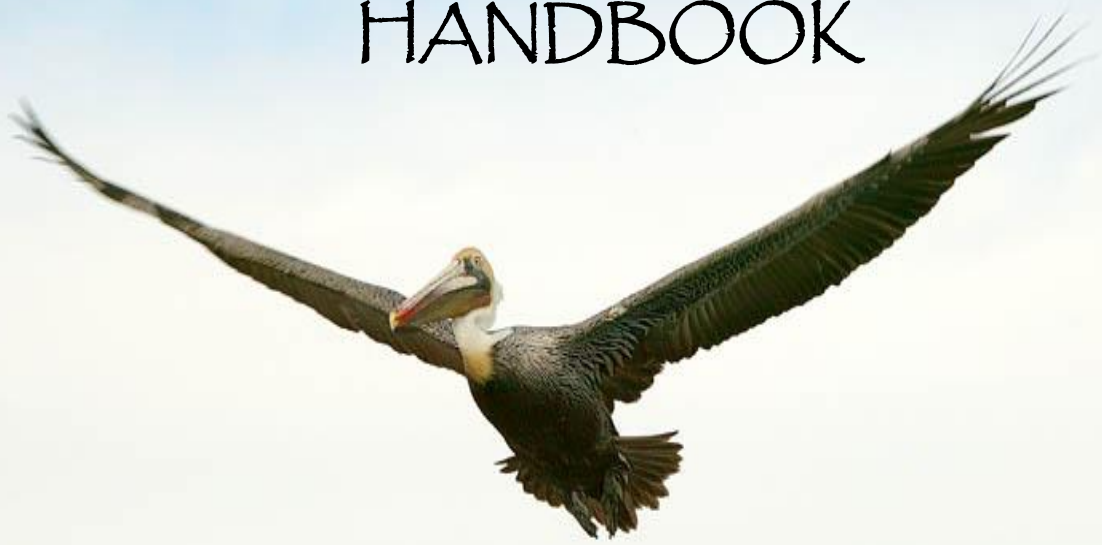


# PELICAN SCHOOL HANDBOOK



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



Dear Parents and Guardians,

A warm welcome is extended to you as your child embarks on their learning journey at the  
Pelican School.

This Handbook contains all of the information you and your child need to enjoy life at the school.

You can check for regular updates, information and photographs on our School Website:

[pelicanschool.weebly.com](http://pelicanschool.weebly.com)

AND our Facebook page:

[Pelican Learning](#)

Please check your child's bag each night for any letters or school work they may have brought home. Letters will be emailed if you have provided an email contact.



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## INTRODUCTION

Welcome to staff, children and parents to Pelican School. We hope that your association with the school will be a long and happy one. Pelican School was founded in 1996 to provide education for company staff children, both international and local. The school therefore has a strong international ethos which we believe will teach our children to be open minded, interested and to become "world citizens". We believe that a safe, secure and happy environment, with high expectations will enhance student learning. We strive to offer high standard education, where our pupils are happy to come to school and eager to learn.

*-Ms Elena Korach*

## MOTTO

Happy to learn, proud to achieve and soaring to greater heights.

## MISSION STATEMENT

Pelican School encourages high expectations for success, allowing for individual differences and learning styles. We strive to have our parents, teachers, and community members actively involved in our students' learning. We are committed to sustaining a school in which individuals representing diverse cultures and experiences work toward an integrated curriculum that reaches across disciplines and age levels. We strive to create learning experiences that will assist our students to achieve their greatest potential to adapt and adjust to a diverse and ever changing global society and are dedicated to serve our students with the understanding that diversity of gender, physical or mental ability, culture, and background are strengths to be respected.

## VISION & GOALS

To provide an education to enable students to soar to greater heights on their learning journey through:

- An integrated international and local curriculum
- A caring, creative and challenging learning environment
- Setting high behavior and academic expectations

## OUR STAFF

Head Teacher & Upper Class - Ms Lindsay McGuire - [lmcguire@ccalimited.com](mailto:lmcguire@ccalimited.com)

Middle Class - Ms Clare Ryan - [cryan@ccalimited.com](mailto:cryan@ccalimited.com)

Lower Class - Ms Estelle McKean - [emckean@ccalimited.com](mailto:emckean@ccalimited.com)

HR Contact - Giselle Layne - [glayne@ccalimited.com](mailto:glayne@ccalimited.com)

### Meet the Teacher

Each teacher will hold a 'Meet the Teacher' session during Term 1 - this will give parents and guardians the chance to meet their child's teacher. If your child enrolls mid-session you can request a 1-1 meet the teacher session with your child's teacher.

### Parent-Teacher Conferences and Reports

If you wish to speak to a member of staff about your child's learning progress or any other aspect of their school or home life, please do not hesitate to contact the school to make a meeting time.

Written Reports will be distributed at the end of Terms 1 and 3.

Formal Teacher-Parent conferences will be scheduled in Term 2.

The school will have an Open Day once a term.

# HOME SCHOOL AGREEMENT

Staff at the Pelican School actively seek that all parents enter into the following home school agreement.

## School:

We will do our best to:

- Provide a high standard of education which supports each child's individual needs.
- Create a welcoming, positive and secure environment where everyone is treated with respect.
- Arrange regular opportunities to feedback children's learning, progress and behavior.
- Provide regular information about what is happening at Pelican School.
- Create opportunities for family members to get involved in the life of the school.
- Deal with any parental concerns promptly and sensitively.

## Family:

We will do our best to:

- Make sure our child goes to school every day, is on time and is ready to learn.
- Support our child's learning at school or at home, including homework.
- Support the school's uniform and behavior policies.
- Make sure my child gets enough sleep to be able to concentrate at school.
- Provide healthy foods for snacks and lunch.
- Attend meetings relevant to my child's learning and school.
- Support school events and activities.
- Inform the school if there are any factors or concerns which may affect my child's learning.

## ATTENDANCE AND PUNCTUALITY

Pupils should be in regular attendance at school and be punctual. The school day begins at 9.00 am.

Pupils who must be absent from school because of unavoidable or family reasons should give as much notice as possible to the teacher in charge prior to any such absence.

The parent or guardian of any child who is absent due to illness or injury should call the school on the first day of their child's absence. The school may contact parents directly to check the reason for absence – this is to ensure every child's safety.

Any pupil who has been absent from school due to illness, injury or unavoidable reasons should bring a note explaining their absence upon returning to school.

The letter should contain the reason for the absence, the time the pupil was absent for and it should be addressed to the class teacher or head teacher.

For medical appointments during school hours, please notify the school and collect your child from the school.

Please make every effort to avoid family holidays during term time as this disrupts your child's education and reduces learning time.



## ANNUAL & DAILY SCHEDULE

The academic year at the Pelican School caters to the needs of parents, teachers and learners. The yearly academic calendar is available on our website and you will also be given a copy at the start of the academic year.

### Pelican Hours:

Monday to Friday from 7.45am-4.45pm

7.45-9.00am and 3.30-4.45pm are optional times to assist those parents that have to work.

Pelican School opens at 7.45am each morning (to accommodate those parents who begin work at 8.00am). Children should not be dropped off before this time or left unattended as staff are not on site and cannot ensure children's safety if they are unsupervised.

Please collect your child by 4.45pm (5pm at the very latest) as it is a long day for both children and staff.

School holidays are in line with public holidays and we take additional breaks to give our mind and body a rest during the academic year.

Welcome Time activities run between 7.45am-9.00am.

The school day officially starts at 9.00 a.m. for all pupils.

Morning break is from 10.30 – 11.00.

Lunch is from 12.30 – 1.30.

The school day officially ends at 3.30pm.

Afternoon break from 3.30 – 4.00.

Between 4pm and 4.45pm after-school activities take place.

# SCHOOL ACTIVITIES

## OVERVIEW AND WEEKLY TIMETABLE

You will receive a Yearly Overview which shows the planned teaching and learning for the coming academic year for your child. You can view your child's weekly timetable in their classroom or request to have it emailed directly to you.

## WELCOME TIME ACTIVITIES

Between 7.45am and 9.00am various morning activities, known to the children as 'Welcome Time' take place at school. The activities can be viewed on the activity board in the library and on the school website.

Parents can send in food for their child to eat breakfast at school to assist with the morning routine if they wish.

## GROUP TIME ACTIVITIES

Between 12.00noon and 12.30pm each morning the whole school take part in 'Group Time' together. The schedule can be viewed on the activity board in the library.

## BREAK TIMES AND LUNCH TIMES

Children are supervised by a staff member during all break and lunch times. During wet weather, children will be kept indoors and supervised.

## AFTER SCHOOL ACTIVITIES

After-school activities are not mandatory and are considered extra-curricular. The activities can be viewed on the activity board in the library and on the school website.

# SCHOOL UNIFORM

We wear khaki (beige) shorts/skirts and a green t-shirts as our main school uniform.

On P.E. days, we wear white t-shirts, navy shorts and trainers.

## Girls:

- Skirt/shorts (in school colors)
- Polo T-shirt (in school colors)
- Shoes/trainers

## Boys:

- Trousers/shorts (in school colors)
- Polo T-shirt (in school colors)
- Shoes/trainers

Green school shirts can be purchased through school for EC25 dollars each; all other clothing must be bought from external sources.

Every Friday is 'Pay & Wear' day, so we wear our own clothes and bring EC1 dollar to fund trips and other exciting things such as cooking and crafts.

Hair - Girls and boys hair should be well groomed and combed neatly.

Shoes - Children should wear suitable closed toe shoes for school.

Make-up and jewellery are not allowed in school. With exception of stud earrings for children who have pierced ears and wrist watches - jewelry should be removed for PE

## FOOD & DRINK

Please ensure that your children bring enough food and drink with them for the whole day. They are at school for a long time and get very hungry and thirsty.

**WATER** is essential for healthy stimulated brains! The children are permitted to drink whenever they ask, as the effects of drinking on learning capacity have been scientifically proven. **Please ensure your child brings adequate water to school and a drink bottle for refilling with school water throughout the day.**

A suggested Food & Drink pack for the day could contain the following:

1. Break Time Snack – crackers, yoghurt, cereal or fruit – children receive a sticker for healthy snack.
2. Lunchtime Meal – of your choice, preferably small portions so that children can eat all of it easily. This can be heated in the microwave if required.
3. After-School Snack – fruit, biscuits, crisps & juice
4. **DRINKS** – for the whole day, a re-fillable water bottle and a juice if desired for afternoon snack time. Cans and glass bottles are discouraged as children rarely finish the whole thing and opening/drinking from them can be hazardous.

We encourage healthy eating at the Pelican School. High sugar foods and drinks are discouraged as they can cause hyper-activity and are not part of the healthy eating we promote to children as part of the Science and HFLE curriculum. Children will not be allowed to eat these until after the school day has finished at 3.30pm. Healthy eating is rewarded with praise and stickers. A record of healthy snacks is kept and at the end of each term there are prizes for the healthiest snack record.

## PARENTAL INVOLVEMENT

At the Pelican School we are committed to working in partnership with parents. We have an 'open door' policy and endeavor to involve parents in the life of the school. Some examples of how we do this include, updating our school website and Facebook page regularly, sending out regular newsletters and emails, and inviting parents to school events, meetings, parent/teacher conferences and open days.

### P.T.A

Pelican School has an active P.T.A (Parent/Teacher Association) which meets at times throughout the year. Parental attendance and interest is essential to ensure that you are aware of upcoming events, activities and any current issues.

## VOLUNTEERING AT PELICAN SCHOOL

We welcome and encourage volunteers assisting with curricular and extra-curricular activities in order to widen the skill & knowledge set that the children can experience and learn from. If you are interested in helping out please let us know. Some examples of volunteering opportunities are helping at school events, after-school activities, in our library and on school trips.

## REUSE REDUCE RECYCLE

Dear parents - please help us to build up a store of all sorts of 'rubbish' to help with art, design & technology and science lessons. We want your old bottles, cereal cartons, yoghurt pots, lollypop sticks, newspapers & magazines, toys, clothes, string and shoes. Please remember to clean and dry everything before it comes into school. Thank you.

## SCHOOL SUPPLIES & EQUIPMENT

Each child is required to pay a fee to cover school supplies at the beginning of the academic year – this fee is to cover exercise books and textbooks. This fee is currently 75 EC dollars.

Basic stationery is available for use in Pelican School – however your child may wish to bring their own stationery and we encourage this as it helps develop independence and organization.

Suggested list of equipment for school:

- 1 x pencil case
- 5 x pencils for writing & drawing
- 5 x pens (blue or black) for writing (upper school only)
- 1 x pack of coloured pencils
- 1 x pack of coloured crayons (lower school only)
- 1 x eraser
- 1 x pencil sharpener
- 1 x 30cm ruler
- 1 x glue stick
- 1 x small notebook (upper school only)

Other Requirements:

- School Bag
- Re-usable water bottle (for P.E., break and lunch times)
- Cap/hat for P.E. or outside work
- Ice-cream tub or packed lunch box (for storing food)
- Old T-Shirt, shirt or apron (for doing messy art in)
- Sun cream and Bug Spray
- Toothbrush and Toothpaste
- Swimming Kit – (swim suit or shorts, t-shirt or rash guard, towel)

**ALL CHILDRENS' EQUIPMENT AND CLOTHING SHOULD BE CLEARLY LABELLED WITH THE CHILD'S NAME**

## RELIGION

Pelican School is non-denominational and welcomes children from all religions. However, as Canouan Island is predominantly Christian in faith – children may take part in festivals and performances centered on this religion as part of whole school events. We do not teach religious studies as part of our curriculum, but we do educate Pelican students about a variety of world religions in order for them to develop a tolerance and understanding with regard to faith, beyond the island they live on. We take every appropriate opportunity to acknowledge the various cultures and heritage of the pupils and to encourage them to appreciate and value the cultures and heritage of others.

We thank you for your full cooperation with the contents of this  
Handbook.



If you have any questions or feedback regarding this handbook  
we would like to hear from you. Please visit the teachers at the  
school or email: [lmcguire@ccalimited.com](mailto:lmcguire@ccalimited.com)

If you want to register a comment or suggestion of any type  
about the school you can do this by writing, e-mailing,  
telephoning or making an appointment to see someone.

All feedback is welcome.