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Welcome

Welcome to Elliot Primary School, home of the EAGLES, where “Success Comes With Doing Your Best”.

We are pleased that you have chosen to become a part of our special family of life-long learners. At Elliot Primary School, we are committed to the development of all students in a safe and nurturing environment.

We are going from ... “**Good to Great!**” ...

- Setting High Standards!
- Setting High Expectations!
- Accepting No Excuses!

It is our strong belief that:

- A safe, secure and nurturing environment must be provided for all students
- The climate of the school must nurture self-respect, self-esteem and self-discipline
- Each member of the school community must demonstrate respect, which is the basis of any successful relationship
- Each member of the school community has the right to be cared for, loved, respected and valued
- Home and school must work cooperatively for maximum student learning, growth and development to occur
- Adults must model the behavior which they expect of students
- All students can learn and must be assisted to maximize their potential
- Standards and expectations for students, educators and parents must be high
- Students should be actively and productively involved in their own learning
- Through consistent, logical and realistic consequences, students will learn that they do have control over their own lives
- School must be a positive place for all members of the school community
- School must be a professional learning community
- School must reflect shared decision-making

We look forward to working closely with you and your child during your child’s formal elementary education.

We welcome your support, creative ideas and suggestions for continued improvement. At Elliot Primary School, we value communication and encourage you to contact us at any time if you have questions or concerns.

We invite you to contact your child’s teacher **first** regarding any concerns you may have, **or** if you need any additional information. The Principal and Deputy Principal are available if your concerns are not address.

A Brief History of Elliot Primary School

Prior to 1840 in Bermuda, virtually all schools were private schools. At this time, two missionary societies of England - The Society for the Preparation of the Gospel and The Society for the Promotion of Christian Knowledge - made grants to provide for schools in Bermuda. The S.P.C.K. provided a building, the original Elliott School, on Jubilee Road in Devonshire.

The Elliott School was named after the then Governor Captain Charles Elliot (1846-1853), and was opened in 1848 with Rebecca A. Newbold as its teacher. There were thirty-four students enrolled, with both sexes equally represented. According to records dated 1854, the subjects taught at the Elliott School were: spelling, reading, grammar, arithmetic, geography, church catechism and sewing.

As the population of Bermuda increased, it became necessary to build more and better schools. It soon became apparent that the Elliott School had become inadequate. In 1915, a group of influential parishioners made plans for a new building at the junction of Jubilee Road and Parson's Lane in Devonshire. The Headmistress of the new school was Miss Rosalie Pearman, who taught there from 1925 - 1961. As before, the population at the Elliott School soon surpassed the capacity of the building and it became necessary to build a larger premises. The building at the junction is still in use and is fondly referred to as the "*Old Elliott*".

In 1951, the Bermuda Government acquired five acres of land on Hermitage Road in Devonshire, which had been a part of Devonshire College Lands, bequeathed in 1653 for school purposes. On this property stands the present day Elliot Primary School.

In 1999, the spelling of **Elliott** was changed to **Elliot** after the former Governor.

Principals who have served the school over the years are as follows:

- Rosalie Pearman-Smith.....1925 - 1961
- Edna Mae Scott.....1961 - 1963
- Rosalie Harvey.....1963 - 1980
- Marva Outerbridge.....1980 - 1991
- Beverley Daniels.....1991 - 1998
- Cathy Bassett1998 - 2002
- Valerie Williams (Acting).....2002 - 2003
- Lisa Clarke (Acting)2003 - 2004
- Cathy Bassett2004 - 2010
- Kimberly J. Creighton.....2010 - present

School Statements

Mission & Vision Statements

Our Mission: The Mission of Elliot Primary School is to create and maintain a safe, caring and supportive environment that promotes self-discipline, respect and responsibility. It is our purpose to educate every student and ensure that our diverse population reaches a high level of academic success as determined by local and international standards. The staff and school community pledges to provide a comprehensive system of support that will ensure students' academic success, positive growth in social/emotional behaviours, spirituality and positive attitude.

Our Vision: Our vision is to be an exemplary, student-focused school that is highly regarded for the competence and character of our students and faculty.

School Philosophy

We firmly believe that children are our greatest natural resource and that our school must be a child-centred, caring community that provides a nurturing atmosphere for the growth and development of all our children. We further believe that when home and school work together in a harmonious relationship, children are empowered to develop and grow to reach their full potential.

As a staff we also believe:

*All children can learn in the right atmosphere
Every human being has beauty and value
Diversity within the school is to be celebrated
High expectations encourages high performance*

Core Values

- Be Respectful
- Be Responsible
- Be Ready to Learn
- Be Safe

Remember: Students + Parents + Teachers working together = **Success**

TEAM = Together Everyone Achieves More

School Pride

School Motto

“Success Comes With Doing Your Best”

School Creed

I am an Elliot Primary School student who is intelligent, special and unique.

I am responsible for my actions and my learning.

I am respectful, thoughtful and honest.

I will strive to learn every day and persevere to achieve my goals.

Yesterday’s failures are behind me.

Today’s successes are now before me.

I will give nothing but my best.

My education will give me a brighter future filled with success
and will prepare me to be a leader of tomorrow.

I *can*, and I *will* soar like an eagle.

School Song

We’ll do our best at Elliot School

To always follow the Golden Rule

We will obey; We won’t fight

We’ll do our best every day and night.

All God’s children have to love one another

And play together like sister and brother

May the Lord watch over us still

As we honour and do his will.

At Elliot School

At Elliot School

At Elliot we are one

Red, Blue and Gold

We will be bold

At Elliot School

At Elliot School

At Elliot we are one

We are one

We are one

School Prayers

The Lord's Prayer

The Lord's Prayer is recited at the start of each day.

Lunch Prayer

God is great.

God is good.

Let us thank him for our food.

By his hands we all are fed.

Thank you, God, for daily bread. Amen

After Lunch Prayer

Create in me a clean heart, Oh God; and renew a right spirit within me. Amen

Afternoon Prayer (Dismissal)

Before we go away

We bow our heads and pray

That God will keep us safe and sound until another day. Amen

School Mascot

The Eagle



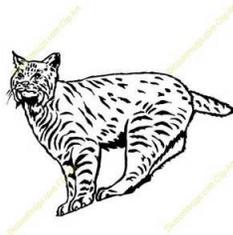
Sports Houses

There are three Sports Houses at Elliot Primary. They are:

Red House Panthers



Blue House Bobcats



Gold House Tigers



Students are randomly assigned to houses by the Physical Education teachers. Siblings are automatically assigned to the same house. Alumni of Elliot Primary may request that their child(ren) be assigned to their house.

School Profile

Contact Information

Mailing Address

12 Hermitage Road
Devonshire, Bermuda FL 01

Telephone: (441) 236-3091

Fax: (441) 236-8408

Staffing

Principal

Deputy Principal

Administrative Assistant

12 Classroom teachers

2 Learning Support teachers

2 Physical Education/Health teachers

1 Music teacher

1 Art teacher

1 Reading teacher

1 School Counselor

1 Educational Therapist (Part time)

Para-educators (numbers vary)

2 Custodians

2 Crossing Guards

School Configuration

Year Levels: Primary 1 – Primary 6

Ages: 4 years – 11 years

Number of Classes: 2 of each year level

Average Class Size: 18

Facilities

- Fully wheelchair accessible
- 17 classrooms
- 3 Administrative Offices
- Conference Room
- Library (fully stocked and automated)
- Computer Lab
- Physical Therapy Room
- Educational Therapist Room
- Counselling Office
- Book Room
- 2 Playground areas (lower school and upper school)

Special Programs offered

- PATHS (Promoting Alternative Thinking Strategies)
- Life Skills Program
- GREAT (Gang Resistance Education and Training)
- Hospitality Education (Hospitality Institute)
- Afterschool Programme (provided by Dept. of Youth and Sport & Recreation)
- After School Tutoring (limited)

Community Partnerships

Elliot Primary School is a community-based school with several generations of families attending the school throughout the school's existence. Over the years, many community partnerships have been developed:

- American International Group (AIG Reading Program)
- Christ Anglican Church Devonshire Parish
- First Baptist Church, Devonshire
- Greenrock
- Lindo's Market Ltd.
- Wolves Sports Club
- YouthNet

Community Service

Students and teachers perform three (3) community service activities throughout the school year (1 per term). Examples of community service activities include: entertaining seniors at various rest homes, cleaning up in the community, feeding the homeless and patients at the various hospitals, giving compliments to persons in the community to brighten their day, etc.

Clubs and Activities

- Basketball Club
- Chess
- Choir
- Eco-Club
- Good News Club (Child Evangelism)
- Hand bell Choir
- Indoor soccer
- Running Club

Academics

Curriculum

The Cambridge International Curriculum for English, Mathematics and Science is used in the Bermuda Public School System. A locally developed curriculum is used for Social Studies, Physical Education, Health, Art and Music. A blended curriculum is used for Information Technology. The Cambridge Progression Tests are administered to students in Primary 3-6. These are diagnostic assessments, used by teachers to plan for instruction; students will not receive grades on their report cards. At the conclusion of students' primary education (Primary 6) students will sit the Cambridge International Checkpoint Examinations. Cambridge Primary Checkpoint assessments are *diagnostic* assessments providing comprehensive feedback to students, and teachers, on their strengths and weaknesses in the key curriculum areas – English, Mathematics and Science. Reports will be mailed to parents the following September. For additional information regarding the Cambridge Curriculum, visit their website: www.cie.org.uk.

Report Cards

Report Cards will be sent home twice a year. The reporting periods are in February and June. Parents are asked to read the Report Cards carefully and discuss it with their child. If parents want a conference to discuss the child's progress with the class teacher or specialist teacher, then parents are encouraged to contact the child's teacher(s) to schedule an appointment.

Parent/Teacher Conferences

Parent Conferences are scheduled twice during the school year. Exact dates will be provided on the school calendar. This is an opportunity for parents to discuss their child's performance one-to-one with the classroom teacher. Additional conferences can be scheduled on an as-needed basis throughout the school year. Do not hesitate to contact your child's teacher(s) to schedule a parent/teacher Conference.



Physical Education Classes

All students are required to participate in physical education/gym classes. Only students with certified medical conditions are exempted. Parents must supply a medical certificate that verifies the student's inability to participate in physical education classes. A medical certificate is also required in cases of injury that may temporarily prevent a student from participating in Physical Education classes.

FitnessGram

The FitnessGram, a physical fitness assessment tool, is used to assess the physical fitness level of students. It evaluates the five components of health-related fitness: Aerobic Capacity, Muscular Strength, Muscular Endurance, Flexibility, and Body Composition. The FitnessGram assessment is based solely on levels of fitness needed for good overall health and **not** on athletic ability. At the beginning of the year, all Primary 5 & Primary 6 students will be assessed. Parents will receive an initial report (*Pre-test*) at the beginning of the year and a final report (*Post-test*) at the end of the year, regarding their child's fitness levels.

Intervention Programs:

DreamBox Learning

DreamBox Learning is an online computer program that focuses on Mathematics education at the elementary and middle school levels. DreamBox Learning provides students with over 1,800 lessons presented as animated adventures, games, and challenges. Badges, coins, and unlockable mini-games are also integrated into the software to reward and engage students in their Mathematics lessons. DreamBox Learning software utilizes an Intelligent Adaptive Learning Engine, which identifies a student's skill level and



tailors each child's experience to increase learning opportunities before proceeding to new learning objectives. Adaptive Learning Technology captures decisions the student makes, and based upon perceived mastery, DreamBox Learning alters the educational path of the student.

Literacy Pro

Scholastic Literacy Pro is a researched-based, online assessment resource that provides teachers with evidence-based data. The teacher(s) are informed when making teaching/ learning decisions to develop their students into successful, proficient readers. The program measures two critical aspects relevant to reading comprehension development: Student Reading Ability and Text Complexity.



Parental Support for Schools

As outlined in the Education (School Support) Rules 2004, Section 5:

- (1) A Parent or a person designated by a parent shall in respect of a student -
 - (a) Shall attend at least one parent-teacher conference each academic year; and
 - (b) When requested by the principal to do so -
 - i. Attend any team meeting pertaining to the student
 - ii. Attend at least one half-day per academic year in the classroom in which the student is taught; and
 - iii. Attend at least one parent-teacher association meeting each academic year or participate in a school support programme to be determined by the principal
- (2) A Parent shall ensure that all homework assigned to a student is completed and returned to the school, in accordance with instructions provided by the school.

Personal Work Habits

- Neatness and careful presentation are seen as excellence in education and are required at all times
- Students are expected to take pride in their work and are expected to complete all assignments in the allotted time
- Students are asked to refrain from writing graffiti in or on their books

Homework Policy

Homework is a very important part of the educational process. The purpose of homework is to:

- ✓ Reinforce what has been learned in class
- ✓ Prepare for upcoming lessons
- ✓ Extend and generalize concepts
- ✓ Develop positive study habits
- ✓ Learn responsibility

Homework activities allow students to develop positive character traits and study habits. By participating and completing homework assignments, projects, etc., the student learns to accept responsibility, develops time management skills, reviews concepts and skills and becomes life-long learners. Homework also provides an opportunity for parents to become more aware of their child's schoolwork. Parents are the key to helping to make homework a positive growth experience.

- Students are expected to complete ALL homework assignments and return the assignments by the required due date
- Each classroom teacher at the beginning of the school year will send to parents a homework schedule

- It is important that parents **check and sign** ALL homework
- If your child experiences difficulty with homework, this should be communicated immediately to the teacher(s) in writing

Homework Schedule

Primary 1 - Primary 3

Students should spend no longer than 20 minutes per school day on homework assignments.

Primary 4 - Primary 6

Students should spend no longer than 40 minutes per school day on homework assignments.

Reading

Students are encouraged to read nightly as part of the homework routine. Parents are encouraged to read **with** and **to** their children.

Positive Student Motivators

Student of the Week

Each week students are given a set criterion, which the teachers will use to determine the student meriting recognition for demonstrating that trait. Weekly pictures of selected students of the week are displayed on the hallway bulletin board in the quad.

Good News Post Cards

Good News Cards are mailed to parents acknowledging positive achievements and good deeds. Please check your mailboxes regularly.

Class Dojo Points

Class Dojo is a behaviour management tool for the classroom. Points are awarded to students exhibiting appropriate behaviour and good citizenship. Prizes, Grub Days, etc. will be awarded when students earn the required number of set points.

Honour Roll and Principal's List

At the end of Terms 2 & Term 3, students who have achieved academic excellence are placed on the Honour Roll. Children exhibiting exemplary levels of academic achievement are placed on the Principal's List. Certificates are presented for both awards and a record is placed in the student's permanent file. Criteria will be forwarded to parents at the beginning of the school year. Students will also be recognized for perfect attendance.



General School Information

School Office Hours

The school office is open daily from 8:30 a.m. until 4:00 p.m. Monday to Friday. The office is closed from 12:00 - 1:00 p.m. for lunch.

School Hours

A student's day goes more smoothly when s/he arrives on time to get organized. Teachers will begin teaching promptly **at 8:45 a.m.** for all students. Class meetings will commence at 8:30 a.m. Parents are expected to ensure that students arrive on time so that they are not disadvantaged from missing important instruction(s).

The school day ends at: 3:00 p.m. for Primary 1 - Primary 2
 3:30 p.m. for Primary 3 - Primary 6

Please note that students will not be supervised by school staff after 3:45 p.m. Therefore, it is imperative that parents ensure that prior provisions are made to have students collected on time, or they are enrolled in the Afterschool Program. Please inform your child of their afterschool plans in the morning BEFORE they depart for school. This will eliminate parents having to call the school office daily. If your child is involved in an after school activity, also ensure that there is a contingency plan in place in the event that the activity is cancelled due to poor weather conditions or staff absence.

Appointments

Students are not released from school during school hours without written authorization from a parent and must be collected by a parent or designate. If a student has an appointment during the school day, parents/guardians are required to send written correspondence informing the school of such appointments. Parents/guardians or designate must first come to the office and sign the student out prior to departing the premises. Early morning appointments require that the teacher and school be informed the day ***prior*** to the appointment. Upon returning onto the school premises, students must be signed in before returning to class.

Attendance

Student attendance has a big impact on student achievement. **Students are required to attend school regularly in compliance with the Education Act 1996.** Close communication and cooperation between the home and school will ensure that students successfully complete their education. Parents/Guardians must inform the school office before 9:00 a.m. if a student is going to be absent. If a student is absent more than five consecutive days, they must produce a bona fide medical certificate.

Tardiness

It is imperative that students arrive at school on time. Students who are regularly tardy are put at a disadvantage as they miss important instruction. Students who arrive after 8:45 must report to the office and collect a late pass. Five tardies will be recorded as an absence. **If your child is going to be late or absent, please contact the administrative assistant's office at 236-3091.**

Illness

While at school, if a student shows signs of having a contagious condition (e.g. flu, conjunctivitis, chicken pox) or fever, etc., parents will be contacted to collect the student and advised to seek medical attention. Students should return to school once a physician has cleared them.

Recess (Fruit Break)

9:45 – 10:00 a.m. Parents are asked to provide healthy snacks only. Examples are fresh fruits, vegetables, yogurt, nuts, etc. Junk foods, pre-packaged/processed fruit snacks, such as fruit roll-ups, etc. are **NOT** permitted.

Lunch

12:00 - 1:00 p.m. In an effort to promote good health and fitness, all students are required to bring from home a nutritious lunch and snacks. Classes are not equipped with a refrigerator or a microwave, therefore, please pack items that will not spoil and do not need to be heated. Please note the following:

- All containers **must** be labelled
- Students are encouraged to bring fruit and healthy snacks only, such as cut-up vegetables and fruit, carrot sticks, popcorn, pretzels, etc.
- Potato chips, corn curls, processed snacks, chocolates, gum and candy, etc. are **not** permitted
- Students must bring a water bottle to school daily, as Elliot Primary is designated as a "water only" school
- Students are encouraged to bring a trash-free lunch to school daily. Students will be awarded Class Dojo points for having a trash-free lunch
- Pre-packaged lunches such as “Lunchables” are not permitted

On special occasions, such as end-of- year or term class parties, teachers may allow students to bring some of the above-mentioned snacks that are normally not permitted.

12:00 - 12:15 p.m. Students eat lunch in their classroom under the supervision of their classroom teacher.

12:15 - 1:00 p.m. Students enjoy a play period on one of the two playgrounds areas under the supervision of the on-duty teachers. (Primary 1 & 2 on the lower field; Primary 3 - 6 on the upper field)

School Holidays

At the beginning of each school year, parents will receive a calendar from the Ministry of Education outlining school holidays and closings. It is imperative that parents refer to this schedule when planning family vacations to ensure that students are not absent when school is in session.

School Uniforms

In order to promote school pride and identity, each public school has an established dress code. The Elliot Primary School uniform and dress code regulations are designed to ensure a common set of neatness, modesty, safety and hygiene standards for our students. In addition, they are in place to provide consistent expectations for the students and their behaviour. Parental support for and enforcement of the dress code and uniform are essential.

Girl's Winter Uniform (Primary 1 - Primary 6)

- *Navy Blue Slacks (English Sports Shop / Gibbons Company)*
- *Navy Blue Skirt / Skorts (English Sports Shop / Gibbons Company)*
- *Navy Blue Sweater*
- *Navy Blue School Jacket (crest preferred) (Sidekicks)*
- *White Blouse*
- *Navy Knee High Socks*
- *School Tie (English Sports Shop)*
- *Brown or Black Polished Shoes – NO Docksidors*

Girl's Summer Uniform (Primary 1—Primary 6)

- *Khaki Skorts with elasticized waist (English Sports Shop / Gibbons Company)*
- *Royal Blue Golf*
- *Shirt (Sidekicks)*
- *Khaki Knee High Socks*
- *Brown or Black Polished Shoes - NO Docksidors*

Boy's Winter Uniform (Primary 1—Primary 6)

- *Gray Pants*
- *Navy Blue Sweater*
- *Navy Blue School Jacket*
- *Navy Blue Knee High Socks*
- *Brown or Black Polished Shoes - NO Docksidors*
- *White Shirt*
- *School Tie (English Sports Shop)*

Boy's Summer Uniform (Primary 1—Primary 6)

- *Khaki school shorts – (No Cargo pants)*
- *Khaki Knee High Socks*
- *Royal Blue Golf Shirts (Sidekicks)*
- *Brown or Black Polished Shoes - NO Docksidors*

P.E. Kits (Primary 1 – Primary 6)

- *Shorts & Shirt (Sidekicks)*
- *Track Suit (Sidekicks)*
- *White Socks – Above the ankle*
- *Athletic Sneakers – Preferably white*

- ✓ **All items of the uniform should be clearly and legibly labelled with the student's full name.**
- ✓ **Students in Primary 1 – Primary 6 must wear regulation P.E. uniforms on assigned P. E. days.**
- ✓ **Students must be responsible for all their belongings.**

Jewellery

Students may wear the following jewellery to school:

- One gold or silver ball stud earring in the lower lobe of each ear.
- Wristwatch

Note: For safety reasons: neck chains, ankle chains and bracelets are **NOT** permitted at school at any time. Unauthorized jewellery will be confiscated and parents will have to collect confiscated jewellery from the office.

Hair and Headgear

- Hair must be neat, clean, well-groomed and not distracting to the learning environment.
- Hair dye and colours are not permitted.
- Hats must be worn outside only on the playground.
- Hair accessories (ribbons, bubbles, etc.) must be in the school colours. Elastic headbands are not permitted.

Nails & Temporary Tattoos

Nails must be short, neat, clean, and **colour-free**. Tattoos (temporary) must not be visible on arms, legs or faces.

Vacation/Travel Abroad

- Students who travel abroad for vacations while school is in session are put at an educational disadvantage. While abroad, the students miss out on important learning opportunities. It is important for parents to note that teachers are **not** obligated to provide missed assignments for students travelling abroad on a vacation/shopping trip.
- Please plan your vacations/trips based on the school calendar and Ministry calendar www.moed.bm so as to ensure that your child will not be educationally disadvantaged. Parents must inform the teacher and administration office in writing informing the school of the student's intended absence. All absences for vacation purposes will be recorded as Parental Request (unexcused).



Student Records

At the beginning of every school year, parents are required to complete and return the *Student Information Form*. Whenever there is a change of address, job, home or cell telephone numbers or any other pertinent contact information, please notify the school immediately. **It is imperative that we are always able to contact you quickly if an emergency situation occurs. Please ensure that the school is aware of any allergies or medical conditions. (Asthma, diabetes etc.)**

Storm Alert Forms

At the start of each new school year, parents/guardians are required to complete and return the *Storm Alert Forms*, which will provide the school with important information regarding parental instructions for release of students in cases of impending storms or emergency situations.

Release of Student Information

Student information (*academic, behavioural, social progress & attendance*) is released to parents and legal guardians **only**. If parents and or legal guardians would like information regarding their child to be given to other persons (e.g. family members - grandparents, aunts, uncles, sports coaches etc.) then, a **Release of Information Form** must be completed, signed, dated and returned to the school authorizing the school to share any information regarding the student.

Media Release Form

Throughout the year, the Elliot Primary staff may wish to videotape or photograph a student to use for work, promotional and educational reasons (e.g. publications, posters, brochures and newsletters, Class Dojo or the school website). Also, the media may visit our school to cover special events. Parents/guardians are required to sign and return the **Media Release Form**, giving prior permission for their child(ren) to be videotaped or their photographs used.

Field Trips

Field trips are an important part of the educational process. Throughout the school year, the teachers will be planning field trips to enhance the curriculum. Prior to each field trip teachers will send home consent forms that **must** be signed by each parent/guardian. If a student does not have **written permission** to attend the field trip, then unfortunately, the student will have to remain at school under the supervision of another staff member. Phone calls giving permission are **not** acceptable.



Assembly

School assemblies are held every Friday morning beginning at approximately 8:45 a.m. Each week a different class is scheduled to conduct the assembly. Parents, guardians, grandparents and members of the community are invited to attend and support our students.

Medication

If a student requires medication (prescription or over the counter) during the school day, parents/guardians must give written authorization for medication(s) to be administered. Forms can be obtained from the administration office.



Contacting Teachers

In order to maximize the learning opportunities for all students, teachers will **not** be able to take phone calls during instructional times. Each teacher, at the start of the school year, will send home a schedule outlining their planning and preparation times, etc. when contact may be by phone. In the event of an emergency, please contact the office, and our Administrative Assistant will ensure that the staff member receives the message. An email message or a note to the student's teacher can be sent at any time. Teachers will respond within a 24-hour period.



Parent/Teacher Association (P.T.A.)

Parent participation is vital to the success of a school. The school has an active Parent-Teacher Association, which meets at 6:00 p.m. on the second (2nd) Monday of each month. Please make every effort to attend these informative meetings. Students who are represented at these meetings by their parent(s) and/or guardian(s) will be given the opportunity to attend school out of uniform in appropriate smart casual attire on the Friday following the meeting.

Visitors

We welcome visitors to our school during the school year. Parents are encouraged to come to the school to spend time in classrooms with their children. For **safety reasons**, all visitors **must** first report to the office upon arrival and obtain an Elliot **Visitor Pass** before visiting classrooms.

Parent Volunteer Programme

Your assistance will be sought throughout the school year to support a variety of events, such as the annual Sports Days, Christmas concerts, Heritage Day celebrations, Spring concert, field trips, various activities and fund-raisers. Parental support is also needed in classrooms, the library, the book room, as well as with photocopying. We sincerely hope that parents/guardians and volunteers will continue to support Elliot Primary School.

School Driveway

Our driveway can become very congested in the mornings (arrival) and in the afternoons (dismissal). For the safety of all of our students, parents/guardians are asked to take extra precautions when entering and leaving. Drive in cautiously to the drop-off point, stop briefly and allow your child(ren) to exit on the left passenger side of the car closest to the curb. Please ensure that students are ready to exit the vehicle quickly. Please do not stop for long periods as the traffic becomes backed up along Hermitage Road creating serious congestion.

Bus Information

The Department of Public Transportation offers bus service from outside of the school on Hermitage Road to Hamilton at 3.30 p.m. Students travelling to St. George must walk out to Middle Road and catch the bus next to Belvin's Grocery Store. In September, all students receive a bus pass and are required to produce it when boarding the bus. All students are expected to follow the rules of the bus and demonstrate courtesy and positive conduct on the bus at all times.

Birthday Celebrations

Unfortunately, there is no time during instructional time to celebrate birthdays. However, celebrations can take place during the lunch period. Parents wishing to send treats such as cookies, cupcakes or brownies, etc. to the classrooms may make arrangements to do so with their child's teacher. If you are supplying lunch for the class, please prepare ample copies of a notice to send home with students informing parents of your intention to provide lunch for the class. Lunch must be ready to be served at 12:00 p.m. promptly. Some students may have food allergies, please check with classroom teachers before planning lunch.

Consult with Department of Health, Healthy School Coordinator for alternate ideas and suggestions. Office numbers are 278-4900 / 278-6500 / 278-6502 or healthpromotion@gov.bm or mbeach@gov.bm

General School Rules

Students are expected to:

- Show respect to all persons in the school environment at all times
- Follow instructions immediately from all staff members
- Leave all electronic games and toys, footballs, tennis balls and cricket equipment at home. Sports equipment will be supplied by the school for lunchtime play
- Remain on school premises unless collected by a parent / guardian or designated adult
- Be respectful of the grounds and facilities

School-Wide Discipline Plan

Parents are required to read the School-Wide Discipline Plan with their child and ensure that the student understands the expectations for behaviour. Parents and students are required to sign the Support Form and return to the school.

Specific Rules for Various Areas of the School

Assembly

Students are expected to:

- Enter the Assembly hall in an orderly manner
- Observe reverence during the devotions
- Show respect for all speakers during presentations
- Stand to address the speaker

Playground

Students are expected to:

- Keep their hand and feet to themselves
- Show respect for others at all times. Name calling, inappropriate behaviours and put-downs are not permitted at any time
- Refrain from taking food outside on the playground
- Refrain from picking up stones, berries and sticks to use on the playground
- Respect and share school sports equipment while on the field during the lunch period or other designated play periods. Respect all outdoor equipment and school property

Corridors

Students are expected to:

- Walk on the left when inside the buildings at all times
- Use quiet voices within the school building
- Refrain from destroying bulletin boards and displays, etc.
- Refrain from putting graffiti on the walls, etc.

Lavatories

Students are expected to:

- Refrain from playing in the lavatories at all times
- Refrain from putting graffiti on the walls
- Refrain from wasting the paper and soap provided
- Use bathroom facilities responsibly and ensure that the water is not left running in the sinks and toilets

Library

- Students are encouraged to make good use of the resources within our well-stocked and fully automated library. Students must always be supervised by a staff member while in the library.
- All books borrowed from the library must be signed out and returned in good condition. Students will be asked to replace any lost or ruined books. Books are on loan for one (1) week, but can be renewed for a second week, if needed.
- No food or drinks are allowed in the library
- Quiet, considerate behaviour is expected

Computer Lab

- Students are required to purchase headphones for use in the computer lab
- Students are expected to treat all the equipment with care and respect
- Students must be accompanied by a staff member while in the computer lab

School/Personal Property

- Students are required to show respect for the belongings of others and for all school property. Students are not permitted to go into any bag, desk, or locker belonging to another student or staff member.
- All articles of clothing and belongings **must be clearly marked with student's name**. If items of clothing are misplaced students can check the "Lost and Found Box" which is located in the Staff Room. Parents may also contact the class teacher to report the missing item(s).

Cell Phones & Electronic Devices

Students are **not** permitted to use cell phones or electronic devices during the school day. Phones must be turned **off** and in the student's bag at all times. Phones will be confiscated if used without permission. Parents will be contacted to collect the cell phone or electronic devices. The school **does not** take responsibility for lost or stolen phones or electronic devices. Exceptions will be made in cases where electronic devices are being used for educational purposes for which prior approval has been granted.

Conduct at Sporting Events

Fair play and good sportsmanship are encouraged during all sporting activities. The emphasis during sports activities is placed on student participation and teamwork. Students are encouraged to demonstrate appropriate behaviours and give their best efforts at all times. During sporting events, students are under the supervision of teachers and are assigned to specific areas. **Parents are asked not to remove students from their assigned areas as this interferes with the smooth operation of events.** Parents are also expected to model good sportsmanship at all sporting events, both on and off site.

Courtesy

Students are expected to demonstrate honesty and respect for themselves and each other within the school environment, in the classroom, on the playing field and on field trips/outings. **This expectation applies to parents/guardians as well. If a parent/guardian would like an issue with another student to be addressed, the parent must not confront any student directly, but must bring the issue to the attention of a teacher or an Administrator to resolve.**

Conduct on the Bus

The same courtesy and standards of good behaviour as practiced in school are expected to extend to bus travel. We encourage students to offer their seats to ladies and senior citizens should the bus become crowded.

If students consistently demonstrate poor behaviours on the bus:

- Parents will be notified.
- Students will be given a detention.
- Repeat offenders (3 infractions) will not be permitted to catch the school bus and parents will have to make alternative arrangements for their child(ren).

Student Services

There are a wide variety of student services available at the school. Specialists come to the school on a weekly basis to provide services to those students who require such services. Students, upon the recommendations of teachers, administrators and parents, are assessed to determine if services are required, and which service will best meet the needs of the student. Primary 1 students will go through a screening process that is designed to determine the need for services. Parents will be contacted to arrange an appointment for the screening.

The School Counsellor

The School Counsellor provides classroom guidance to all students individually or in small groups.

Responsibilities of the School Counsellor include:

- Conducting classroom guidance sessions
- Counselling students individually or in groups
- Provides sensitization opportunities to assist students to accept individual differences
- Consulting with the principal, deputy, teachers, counsellors, parents and agencies to facilitate the development and progress of students
- Counsels students regarding their study skills
- Assists with the transition of students from preschool through to senior school
- Liaises between school and other agencies involved with students
- Conducts Peer Mediation sessions with students experiencing conflict

Educational Therapist

The Educational therapist works with the school staff to assist in providing behaviour management services to students who are behaviourally challenged and require interventions beyond the scope of typical classroom management techniques.

Responsibilities of the Educational Therapist include:

- Developing a behaviour plan in collaboration with the classroom teacher
- Assist with the implementation of the behaviour management plan
- Monitors the progress of the student

Psychologist & Psychometrist

The school's psychology and psychometric program involves diagnosing the various causes of school difficulty and recommending interventions for students. Services are provided through consultation with teachers, administrators, parents and agencies that affect a child's adjustment and academic progress. Services include comprehensive assessments, short-term interventions with students or parents, behaviour plans and recommendations of school-based interventions.

The school psychologist and psychometrist are concerned with:

- Personal and Social Adjustment
- Learning styles
- Teacher/student interactions
- Student knowledge and skills acquisition
- Rate of learning and potential
- Interest and motivation
- School behaviour
- Neurological functioning
- Perceptual functioning

Speech and Language Therapist

The speech and language service staff provides screening, assessment, and recommendations to teachers and/or direct therapy for children who have difficulties, disruptions or delays in their communication skills.

The Speech and Language Therapists are concerned with:

- Speech deficits affecting intelligibility
- Voice problems (hoarseness, loudness, pitch, breathiness and excessive nasality)
- Fluency
- Early language development (including pre-verbal stage)
- Auditory processing
- Receptive and Expressive language
- Concept building
- Morphology and Syntax
- Auditory Closure
- Sound blending

Teacher of the Hearing Impaired

Hearing services are available for hearing impaired students. The hearing specialists also act as a resource to the student's classroom teacher suggesting environmental modifications.

The teacher of the Hearing Impaired is concerned with:

- Auditory Skill development
- Receptive and Expressive language development
- Spoken Language
- Academic skills and general knowledge
- Hearing function

Teacher of the Visually Impaired

The teacher of students with vision impairments works with classroom teachers, therapists, and parents to ensure that optimal services are delivered to each student, including services in the Expanded Core Curriculum (ECC). Services may include the following:

- Conducting Functional Vision assessments
- Conducting Learning Media assessments to determine the appropriate learning media (large print, Braille, audio, etc.)
- Instruction in Braille reading and writing
- Assessing and teaching specific areas of the ECC
- Teaching the use of optical aids (CCTVs, monocular, magnifiers)
- Assessing the need for non-optical aids (lamps, large print, recorded books, different colored paper)
- Classroom modifications and adaptations
- Assessing and teaching Orientation and Mobility (O&M)
- Assessing and modifying environmental factors, such as lighting, glare, classroom seating, etc.
- Monitoring the student's wearing of eyeglasses
- Assistance in transitioning from senior school to post-secondary or career opportunities
- Partnership with community programs (WindReach, CDP, Bermuda Society for the Blind, etc.)

Physiotherapist

Physiotherapy involves the use of specialized exercises to restore the gross motor function of an individual. This includes improving how that individual will sit, walk or control his/her body in relation to gravity. Children are assessed for motor skills and an individualized program is designed for the child.

The school physiotherapist is concerned with motor problems due to:

- Asthma
- Congenital conditions (i.e. Cerebral Palsy, Down's Syndrome, Spinal Bifida)
- Developmental delays (more than one year)
- Head injuries (brain tumours, or from trauma)
- Limb fractures
- Neurological or orthopaedic abnormalities

Occupational Therapist

The Occupational therapy program is available to students who show difficulties in coordinated movement, delay in motor skill acquisition or deficits in sensory integration. Structured activities are provided for individual students to maintain, improve or restore the ability to use their body and senses in the school setting. Activities for the classroom setting to enhance student skills in these areas are provided to the teacher to use during instruction, etc. Parents are strongly encouraged to utilise the strategies as well

The school occupational therapist is concerned with:

- Muscle coordination
- Eye-hand coordination
- Sensory perception and integration
- Fine motor control
- Rehabilitation after injury
- Helping Orthopedically handicapped students use existing motor skills to their full potential
- Prevocational skills training
- Tactile discrimination.

School Nurse

The school nurse promotes a healthy school environment through:

- Provision of direct care to students requiring nursing care
- Screening & Referral to detect health problems
- Health Promotion on topics such as hygiene, puberty & nutrition
- Vision Screenings on all students & referrals made when needed
- Hearing Screenings –P1 students
- Height and weight screenings-P1 students
- Provides School Health Assessments and Referrals for 5 year olds
- Monthly monitoring of school lunches
- Immunization Updates
- The school nurse is in attendance every Friday morning



School Supplies

General Supplies

The school will provide each student with the basic supplies (e.g. notebook textbooks, pens, pencils and crayons) required for each year level. Students must respect and use these items responsibly.



Music

Students in Primary 4 require recorders by November of each year. Recorders can be purchased at the Music Box in Hamilton or from the school.



Art

To support the instruction of the Visual Arts curriculum, parents are asked to provide their child with an apron or large old tee shirt to cover their uniform during painting lessons and craft lessons.



Information Technology Classes

Students are required to have a set of headphones for use in the computer lab at the start of the school year. Please place your child's headset in a Ziploc bag and ensure that both the bag and headset are clearly labelled prior to sending it to school.



Extra-Curricular Activities

Choir/Hand Bell Choir

Auditions are held during the first week of school for students in Primary 4 - Primary 6 to allow students to become a part of our choirs. These interactive and fun classes provide our students with the opportunity to grow musically. The choir experiences combine singing, choreography, and a rich repertoire of choral music and ringing of bells. Students share their talents throughout the entire community. As ambassadors for our school, high standards of both behaviour and musicianship are encouraged.



Eco Club

The Eco Club is an environmental club which meets during the lunch period and sometimes after school. We have partnered with Greenrock to help develop an appreciation for protecting the environment through hands-on conservation activities. All students are encouraged to join this exciting club.

PATHS Programme (Promoting Alternative Thinking Strategies)

This is a classroom-based, social and emotional learning program for primary students to reduce aggression and behaviour problems. The curriculum teaches skills in five areas: self-control, emotional understanding, positive self-esteem, relationships and interpersonal problem solving. We have partnered with **PRIDE Bermuda** to deliver the program.

Good News Club

Good News Club is a ministry of *Child Evangelism Fellowship* in which trained teachers meet with children to teach the Gospel of the Lord Jesus Christ. Each week, the teachers present an exciting Bible lesson using colourful materials from *CEF Press*. This action-packed time also includes songs, scripture memory, a mission's story and review games or other activities focused on the lesson's theme.

The First Baptist Church, Devonshire holds the club on Thursdays at the school from 3:30 p.m. – 4:30 p.m. Refreshments are served. All students are welcome to join.

Menuhin

The goal of the Menuhin Foundation is to foster and develop an interest in classical and other music. To this end, members of the Foundation conduct weekly lessons at Elliot Primary School for some of our Primary 4 students. Interested students are auditioned and invited to join the program. Violins are provided for students who must keep them in good condition, bring them to each lesson and practice nightly. A concert involving students throughout the island is held at the end of each year.

Sporting Activities

Students will have the opportunities to participate in a variety of sporting activities throughout the school year. Students will have the opportunity to try out for the:

- football team
- netball team
- softball team
- cricket team
- cross-country team
- basketball

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