



West Pembroke School

Parent Handbook

Table of Contents

Page 3	Mission Statements
Page 4-5	Philosophy Statement
Pages 6-9	School Policies
Page 10	School Uniforms
Page 11	School Rules
Pages 12-13	Offences and Consequences
Page 13-14	Positive Reinforcement of Good Conduct and School Rules
Page 14	Criteria for Choosing Prefects and Head Boy and Girl
Page 15	School Creed and School Motto
Page 16	Unity Poem
Page 17	Guidelines for Excellence in Parenting
Page 18	Primary School Zones

Ministry of Education Mission Statement

The Bermuda Public School System will deliver a rigorous curriculum customized to meet the needs of individual students, using challenging learning experiences, appropriate assessments, and efficient support that hold us all accountable for a quality education in the 21st century.

West Pembroke School Mission Statement

West Pembroke School is committed to educating all students to their fullest potential. We will respond to the needs and uniqueness of all students by utilizing a variety of instructional strategies and assessments.

The staff will create an environment that is conducive to students' learning and one that fosters teamwork and cooperation amongst teachers, parents and students. We are dedicated to developing students with a sense of responsibility for their own decision making and for acceptance of others. Further, we will promote and encourage a sense of commitment to the larger community.

West Pembroke School Vision Statement

To create a happy environment where optimum learning occurs and each child develops his/her potential under the guidance of a staff and principal who are caring and responsive to the intellectual, physical, social, emotional and spiritual needs of all their students.

Philosophy Statement

We believe that students:-

- must grow in all areas; intellectually, artistically, physically, socially, emotionally, and spiritually.
- learn best when their individual needs, learning needs and learning styles are met, and when they have a positive image of themselves and their ability to learn.
- learn best when they experience success and are supported, respected, encouraged, and challenged.
- have a right to gain basic academic and practical skills, as a major goal for **ALL** students.
- must learn to respect differences amongst each other and to recognize that we share common human needs.
- must learn to take full responsibility for their behavior.
- must learn good work habits and self-discipline to ensure maximum learning and harmony within the school.
- have a right to be treated fairly and to be heard in an environment of mutual respect and one which is conducive to learning.

We believe that parents:-

- lay the foundation for their child's development at school and share an on-going responsibility for their children's education.
- help to cultivate a partnership between themselves and school, which is vital to student growth.
- have the right to obtain information about their child's strengths and weaknesses and to be involved in reviewing their child's programme and progress.
- play an important role in assisting us in modifying unacceptable behavior patterns which are detrimental to their child's growth, as well as to the development of other students.

N.B. Parents are expected to teach their child the school creed and motto. It is expected to be reinforced at home.

We believe that teachers:-

- are professionals committed to excellence in education.
- should motivate students and enhance a positive self-image and have an understanding of the child's stages of growth and development.
- are qualified professionals whose skills in the classroom and participation in the decision-making process of the schools, and system, are vital.
- must identify the educational needs of the students, pursue resources needed to address them, and use a variety of instructional strategies to meet individual and group needs.
- must use effective classroom management skills to provide a learning atmosphere of support and encouragement.
- are responsible for making active efforts to communicate with parents and involve them in the educational process.
- must be committed to their own on-going professional development.
- are most effective when they are supported and encouraged, and when their skills and contributions are valued.

We believe that our principal:-

- must be responsible for the organizational and educational leadership of the school in a manner that is consistent with philosophy and policies of the Ministry of Education.
- must ensure that the school climate fosters student learning, student responsibility, self-discipline, self-esteem and continuous motivation.
- must allow for professional growth, creativity and teamwork.
- must strive to improve the quality of education by continually identifying and addressing the needs of students and evaluating school programmes.
- must promote effective communication among individuals and groups involved, with sensitivity to expressions of concerns.
- must inform parents of school policies and procedures and provide opportunities for optimum communication.

School Policies

Assembly

Parents are welcome to attend if their child is participating.

Attendance

Parents, please contact the school office by 8:40 a.m. if your child is going to be absent. We will attempt to make contact with you from 9:00 a.m. onwards if we have not received word of your child's absence.

Children will be considered late after 8:45 a.m. Letters from the attendance officer will be sent home if your child is late more than ten times per term.

ALL STUDENTS are expected to be off premises no later than 4:00 p.m. No adult supervision is provided after this time.

Bus – Please note that any student who misbehaves will be given a warning the first time. If a second misbehavior occurs, parents will be notified. If, by chance, a third report is given to the principal for misbehavior of a student, then parents will need to make alternative plans for the next ten (10) school days.

Class Parents

At the “Back to School” night in September, two parents from each class will be encouraged to become the “class” representatives. These parents will be responsible for communicating with other parents about class activities and for transportation for class trips.

Food Policy

Children are not allowed to consume junk food (soda, lunchables, candy, chips or french fries, etc.) Please do not bring glass bottles to school. Food from restaurants should NOT be brought to school. Please put hot food in a thermos. Microwaveable food is not accepted. All children should have a piece of fresh fruit to eat at recess. Kindly pack your child's lunch in plastic containers, as we are a ‘trash free’ school.

Handwriting

The D’Nealian handwriting scheme is used throughout the school.

Homework Policy

Homework is set daily in all classes. Parents are encouraged to monitor and sign the student’s homework daily. Failure to complete or return homework three times in any one term will earn an after school detention. Parents will be notified.

Homework Schedule Per Night

P1 – 15 minutes

P2 – 20 minutes

P3 – 30 minutes

P4 – 40 minutes

P5 – 50 minutes

P6 – 60 minutes

The above does not include silent reading. When a child has not completed the homework in the allocated time, but the parent is satisfied that the child has tried his/her best, the parent may write a short note to this effect. In this case, the child will not be penalized.

Literacy

At West Pembroke School, we are committed to ensuring that our students graduate with the highest levels of proficiency in all areas of literacy. The various components of our literacy program are listed below.

Reading	Writing	Language
• independent reading	• independent writing	• spelling
• guided reading	• “quided” writing	• grammar
• literacy cards	• shared writing	• handwriting
• literacy study	•	• poetry

It is our aim that each child in P1-P6 will read to an adult at school and at home each day. Each child has a reading log and this will go home every day so that parents may also hear their child read.

Reading Intervention:

Provided for students who require additional services in understanding how words work in the guided reading process. These sessions last from 45 min. to 60 min. depending on year level.

Music – Choir

Students from primary four through six may join the choir.

Music is provided for each class once a week.

Instrumental Music

The Menuhin teachers provide free instrumental lessons for a few students from Primary four every Friday morning. Students must be willing to practice at home regularly.

Numeracy

Primary 1 and 2 students should commit basic addition and subtraction facts to memory while the P3 students should add the multiplication tables of 2,5,10 and 11 memory. Primary 4 to P6 students should commit all to memory.

P.T.A.

There are a variety of social events during the year. General meetings are held on the third Tuesday of each month, commencing at 5:30 p.m. Parents are strongly encouraged to become actively involved with the work of the P.T.A.

Reports

Reports are sent home twice per year. Each parent will also be offered an interview with the class teacher, the counselor or the principal at any time.

School Day

The bell rings at 8:40 a.m. (All children are encouraged to arrive between 8:30 a.m. and 8:40 a.m.) Please be mindful that teachers are not required to be on duty until 8:30 a.m. Your child may bring a book to read, a puzzle book etc. to engage him/herself in a meaningful activity. This is not the time for students to run about.

8:45 a.m. - Lessons begin

10:45-11:00 a.m. - Recess

- 11:00 a.m. - Lessons resume
- 12:15-1:20 p.m. - Lunch
- 1:25 p.m. - Lessons resume
- 3:00 p.m. - P1-P2 – School ends
- 3:25 p.m. - P3-P6 – School ends

Visitors:

You are instructed to use a PARENT PASS, which allows you, the parent, to walk freely through the corridors. Please ensure that you return the pass to the office at the end of your visit.

Volunteers: Parents are strongly encouraged to volunteer for duties at school. We are always in need of persons to assist with lunchtime duty, hearing children read and assisting with clerical work. Please call the principal.

Reading Counts;

We believe that the most effective way for children to master reading is for them to have plenty of opportunities to practice their skills. The children in primary three, four, five and six have at least twenty minutes of independent reading per day. During this time, the children read books from the Reading Counts program. This is an exciting program for children. At the end of each book read, the children can take a test on the computer and earn points towards our inventive program.

Morning Drop Off

Please drive past the office and drop off your child near the infant block. This allows for a free flow of traffic and for the parking of cars opposite the office. Please do not drive your car to the back of the main building, unless you are staying for a while. This is a gathering area for the children in the morning, also for teachers to park their cars. Please decrease your speed when entering school premises. Speed bumps have been put in place.

Afternoon Pick Up

Please pick up your child from the steps in the front of the school. All students are expected to be off site by 4:00 p.m.

SCHOOL UNIFORM

We have very strict guidelines when it comes to the uniform. As follows:

Girls uniform: girls in P1-P3 must wear heather gray gimp/tunic, white shirt, gray socks, school tie (purchased from Gibbons Co.) and black shoes, girls in P4-P6 must wear heather gray skirts, white school shirt with WPS initials, gray socks, school tie, and black shoes.

During the winter the girls are allowed to wear gray tights or gray socks. They are not allowed to wear both together.

Boys uniform: All boys must wear heather gray trousers/shorts, gray socks, white school shirt with WPS initials, school tie and black shoes.

NB. If students do not wear the school shirt with WPS, they **MUST** wear their school tie.

Boys Haircuts:

BASIC HAIR CUTS ONLY. NO MOHAWKS, NO WRITINGS, NO ZIG ZAGS WILL BE ALLOWED.

The gimps/tunics, skirts, shorts/trousers, socks and tights and school shirts with WPS initials, sweaters, vests can be purchased at English Sports Shop on Front Street, and our school tie can be purchased from Gibbons Co. or English Sports Shop.

P.E. uniforms: can be purchased from Sidekicks in the Washington Mall.

Sneakers must be all white or all black. White ankle length socks with white sneakers and black ankle length socks with black sneakers are to be worn. NO MULTIPLE COLORS.

Three infractions and a detention will be given for incorrect uniform. If your child is not wearing his/her correct uniform, kindly send a note to the principal/teacher.

Please ensure that sneakers, especially white ones, are clean at all times.

DRESS CODE :

In order to build school pride and identity, we expect our students to wear their full school uniform with dignity and recognize that they are subject to school rules.

Parents/guardians have the responsibility to ensure that their children comply with their school's standard of dress.

JEWELRY :

While in school uniform, students may not wear chains, rings, or bracelets of any sort. Boys and girls are permitted to wear only gold or silver stud earrings in both ears. Hoop earrings are not allowed.

Students may wear a watch to school.

WEST PEMBROKE SCHOOL RULES

- Students are expected to be kind to each other and not tease. Teasing results in loss of recess. In severe cases the student may be placed in detention, or removed for a period of time from the other students.
- Students are expected to show respect to all adults and one another.
- Students are expected to follow all instructions given by school personnel and parent volunteers. The punishment for the offence is, at the least, detention.
- Children are expected to wear a helmet when riding a bicycle to school. Once on school grounds, students are expected to walk their bikes immediately to the designated parking area, which is below the underpass on the left of the stairs to the computer room. Should your child receive three detentions in a term for whatever reason, parents will be contacted and in-school suspension may be given.
- Children must stay in sight and not wander into the bushes or off the field during the lunch period.
- Students are expected to be in school by 8:40 a.m.
- Students will conduct themselves in a respectful manner at all times.
- Students will walk inside the building and to their specialist lessons in an orderly and timely manner.
- Students will respond promptly to all bells.
- Only Primary 3 students are allowed in the south building after the lunch bell has sounded.
- Chewing of gum is not allowed on the school site.

- Students will wear their full uniform with pride.
- Students will keep their hands, feet and objects to themselves.
- Students will greet visitors with respect.
- Students are expected to be silent in assembly.

OFFENCES AND CONSEQUENCES

OFFENCES	CONSEQUENCES
<p>Bullying – Targeting another student (s) with threatening and /or repetitive, negative actions resulting in a feeling of fear or intimidation</p> <p>Repeat offenders</p>	<p>Verbal reprimand, loss of privileges, mediation, parent notification, conference, in-school suspension.</p> <p>Counseling, referral to the police, repeat of the above consequences.</p>
<p>*Bus Behavior – It is critical that students behave appropriately while traveling on buses, to ensure their safety and the safety of the other passengers.</p>	<p>Parent notification, two weeks of not being allowed on the bus.</p>
<p>Cellular Phone – Cell phones cannot be turned on or visible during school hours.</p> <p>Repeat offenders</p>	<p>Cell phones will be confiscated and the parent will collect the said item.</p> <p>Cell phones will be kept in the school office until the end of term.</p>
<p>Computer/Electronic communication misuse- Any unauthorized use or misuse of computers or electronic communications</p> <p>Repeat offenders</p>	<p>Warning, parent notification, parent conference, counseling, detention.</p> <p>Parent conference, detention, suspension of technological privileges, for a 10 day period.</p>
<p>Defacing school property or others, theft/stealing</p> <p>Repeat offenders</p>	<p>Loss of privileges parent notification, return item to owner, in-school suspension</p> <p>Receive community service, detention, referral to the police and return of items to rightful owner.</p>

Disrespect	Notify parent, detention, in-school suspension, loss of privileges, counseling.
Fighting	Notify parent, loss of privileges, detention, corporal punishment, in-school suspension.
Lateness	After 10 recordings of tardiness per term, attendance officer will send letters to parents – 10 and beyond recording of tardiness, attendance officer will meet with parent, school counselor and principal.
Profanity	Verbal warning, loss of privileges, notify parent, school counseling.

***Consequences assigned by the Department of Transportation (DPT) may also be applied to the school setting.** Parent/guardians are responsible for the child’s public behavior. As such, parents will be held accountable for the actions of their children.

Behaviors that are prohibited on public transportation include, but are not limited to:-

- Playing of any audio devices
- Writing on seats or destruction of property
- Cursing, swearing or other disruptive behavior (loud talking, fighting, pushing)
- Littering
- Water balloons
- Hands, heads, arms or other body parts outside of window
- Standing in front of the standee line (red line)

POSTITIVE REINFORMCENT OF GOOD CONDUCT

At West Pembroke School we endeavor to motivate our students and to encourage positive conduct by incorporating a variety of positive incentives. These include:- praise, letters to parents, calls home, treats, field trips, stickers,

assembly recognition, special privileges, free grub days, and lunch with the principal.

On the last assembly day of each month a special assembly will take place to honor those students who display cooperation, courtesy and respectful deportment.

Specifically, this school year, we intend to:-

- issue ‘Delighted to Inform You...’ notifications every Friday during assembly. Each class will submit a form.
- include the honoring of students with consistently good behavior as part of the end-of-year prize giving ceremony (or Honors Assembly).
- increase the number of positive calls made to parents.
- place visual signs about the school encouraging good behavior.
- issue deportment pins to deserving students.

CRITERIA FOR CHOOSING PREFECTS

Students will be selected based upon the following criteria:-

- Consistently demonstrates respect for elders and peers
- Consistently demonstrates respect for school rules
- Consistently demonstrates respect for school property
- Positively influences peers
- Controls own actions
- Serves as a role model with upstanding moral character
- Willingly participates in school activities
- Demonstrates a high level of responsibility
- Is assertive
- Communicates confidently
- Works well as a member of a team

- Consistently completes home and classroom assignments

The Head Boy and Head Girl will demonstrate all of the above qualities. They must also have been in attendance at the school since Primary One.



West Pembroke School Creed

This is our school,
Let peace dwell here,
Let the room be full of contentment.

Let love abide here;
Love of one another,
Love of mankind,
Love of life itself,
And love of God.

Let us remember that,
As many hands build a house,
So many hearts make a school.

School Motto

STRIVE FOR EXCELLENCE

Unity

I dreamed I stood in a studio,
And watched two sculptors there.
The clay used was a young child's mind.
And they fashioned it with care.
One was a teacher: the tools that were used.
Were books, music and art:
One a parent with a guiding hand.
And a gentle, loving heart.
Day after day the teacher toiled,
With a touch that was deft and sure.
While the parents labored by their side,
And polished and smoothed it o're.
And when at last their task was done.

Guidelines for Excellence in Parenting

Eagerly anticipate your child's school. BE POSITIVE!!

Familiarize your family with school policies by:-

- attending P.T.A. meetings.
- reading school handbooks and newsletters.
- familiarizing yourself with the building and school grounds.
- volunteering to help.

Join the West Pembroke School P.T.A. Here you will become acquainted with your child's teacher, principal, and other members of the staff. This is also an excellent way to meet the parents of your child's friends.

Attend as many school activities as possible. Let your child know that you are interested in his/her school life.

Call the school to arrange a conference if the need arises.

Volunteer at school activities and P.T.A. functions. Evening as well as daytime opportunities are available, so all parents can become involved. Do not hesitate to offer suggestions or present new ideas to your P.T.A.

Primary School Zones

Primary schools in Bermuda are zoned. Children must attend a primary school in their zone of residence.

Eastern

Tee Street North along to Middle Road and over Barker's Hill. Tee Street and East of the junction of South Shore.

Schools in this zone are:-

St. George's Preparatory, East End Primary, St. David's Primary, Francis Patton Primary, Harrington Sound Primary and Elliot Primary

Central

The boundary from the Eastern Zone, and the line from the junction of Pomander Road and Harbour Road at the "Mangroveville" (the Dinghy Club), over Stowe Hill to the junction with Middle Road and across Rural Hill sound to South Shore at Paget Primary.

Schools in this zone are:-

Prospect Primary, Victor Scott Primary, Northlands Primary, Gilbert Institute, Paget Primary and West Pembroke School

Western

Westward of the boundary of the Central zone.

Schools in this zone are:-

Purvis Primary, Heron Bay Primary, Port Royal Primary, Dalton E. Tucker Primary, West End Primary and Somerset Primary

