

**Francis Patton Primary**

**A Lighthouse School**

**Live, LEARN, LOVE, LEAD**



**SCHOOL ADDRESS**

**191 North Shore Road, Hamilton Parish, CR03**

**Telephone: 441 293 1840 Fax: 441 293 4280**

 **Principal: Mr. Todd G. Fox B.A., M.Ed.**

**HANDBOOK**

***Francis Patton Primary School Staff of Excellence***

Mr. Todd G. Fox Principal

Ms. Shanika Parfitt Acting Deputy Principal

Mrs. Tanya Tucker-Simmons Counsellor

Mrs. Irma Steede Administrative Assistant

 **TEACHERS of Excellence**

Miss Alandra Swan Primary 1

Mrs. Aleisha Obas Primary 2

Ms. Brendal Simons Primary 2

Miss Angelika Marshall Primary 3

Mrs. Jodie Rudo Primary 3

Mrs. Jeanna Mae Furbert Primary 4

Ms.\_\_\_\_\_\_\_\_\_ Primary 4

Ms. Shanika Parfitt Primary 5

Mrs. Maxine Webb Primary 6

Ms. Florence Sharpe Art and P.E.

Miss Akeyla Furbert Health and P.E.

Mr. Abimbola Bademosi Music

Ms. Richae Benjamin-Nesbitt Learning Support

Mrs. Wendy Doucette Reading

Miss T’Neil Dickenson Educational Therapist

Ms. Elicia Albouy Para-Educator

**CUSTODIANS of Excellence**

Mr. Leon Landy

Mr. Jahkito Burchall

 ***MISSION STATEMENT***

At Francis Patton Primary School, we develop leaders, ONE child at a time.

***VISION STATEMENT***

We **LIVE** by striving for excellence.

We **LEARN** by working hard in school and always doing our best.

We **LOVE** by caring for all people, places, things and situations.

We **LEAVE** a legacy by sharing our ideas and school with others and being able to make a difference in the world

***SCHOOL CREED***

With God’s help, I can become anything I want to be. I am ambitious, I am intelligent and I am proud.

***SCHOOL MOTTO***

Live, Learn, Love

Our theme is **LEADERSHIP**

**2019-2020 School Theme**

**Step Up and Lead**

***#stepitupatFPPS***

***School Song***

We the pupils of Francis Patton School

Daily live, learn and love to value each and every rule.

We’ve met your expectations and now set our aspirations, to do all to our best ability.

With God’s help I can be anything.

Soar to heights as if I had the wings of a longtail.

I am ambitious, intelligent and yes, I am proud.

Francis Patton we’ll sing your name out loud.

To our colors of red, gold and blue

We will run, leap, and cheer and to you ever be true.

With our heads lifted high, we’ll sing of you with pride.

Francis Patton we will e’er be on your side.

With God’s help I can be anything.

Soar to heights as if I had the wings of a longtail.

I am ambitious, intelligent and yes, I am proud.

Francis Patton we’ll sing your name out loud.

 Written and musically composed by:

Ru-Zelda Nesbitt-Severin

***Francis Patton Primary School Uniform***

**Francis Patton has a school uniform which the students are expected to wear at all times unless notified to the contrary. Uniforms at this time can be purchased at SideKicks in Washington Mall.**

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| **Boys** | **Girls** |
| **Uniform Uniform** |
| Blue shorts or trousersBelt (black or brown)White school shirtNavy vest, V-neck sweater School tie Navy socksBrown or black shoes | Navy skort, skirt or pantsWhite school shirtNavy vest, V-neck sweater, or cardigan Navy socksBrown or black shoes School tie  |
|  |
|  |  |

**PE UNIFORM** - solid white or black sneakers, solid white ankle socks, FPPS PE uniform, FPPS PE tracksuit

**DRESS CODE**

1. Correct uniform must be worn when travelling to and from school. Students should take pride in their appearance and make every effort to be neatly dressed with shirts tucked in and socks pulled up.
2. Hair should be clean and neat. Hairstyles should not call undue attention to a child e.g. spikes, dyed hair, etc... Braids should be neat and tidy.
3. Girls only, may wear one pair of small gold stud earrings. The use of make-up and nail polish is not permitted.
4. Grub day attire should be modest – bare midriff, earrings, flip flops and make-up are not permitted.

***GUIDELINES FOR EXCELLENCE IN PARENTING***

**Eagerly anticipate your child’s school.**

**BE POSITIVE!**

Familiarize your family with school policies by:

* Attending PTA meetings and other school-wide events.
* Acquainting yourself with the building and school grounds.
* Volunteering to help.

Join the Francis Patton School PTA. Here you will become better acquainted with your child’s teacher, principal and other members of staff. This is also an excellent way to meet and network with the parents of your child’s classmates.

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 or team meeting if the need arises.

Volunteer at school activities and PTA functions, afterschool, as well as during school. Many opportunities are available, so all parents can become involved. Don’t hesitate to offer suggestions or present new ideas to your PTA or directly to the school.



**BRIEF HISTORY OF FRANCIS PATTON PRIMARY**

Francis Landey Patton is the scholar after whom Francis Patton School is named. Dr. Patton is a graduate of Warwick Academy, the University of Toronto and Princeton Theological Seminary.

Francis Patton School opened its doors on September 18, 1950 with 272 students. Its first headmaster was Dr. Kenneth E. Robinson. The team consisted of Miss Doris Francis, Mrs. Agatha Burgess, Mrs. Lillian Woolridge, Miss Nelda Reid, Miss C. Roslyn Battersby and Mrs. Francis Burchall. The amalgamation of students from Cripple Gate and Temperance Hall attended the school. During this time, small one-room schools were beginning to merge into large schools.

The first assembly began with the opening prayer conducted by Mr. F.S. Furbert of the Berkeley Institute. By September 29, there were 295 students enrolled.

On November 2, 1950, the school was officially opened and named by Governor and Commander-in-Chief, Mr. Alexander Hood. Class outings to places of interest started as soon as the doors opened. The first outings were to visit the Hamilton Parish Workman’s Club and The Mid Ocean News facilities. Also during that first school year, Francis Patton held its first play and Operetta on December 14, 1950 and its first Valentine Tea and Valentine Dance was held on February 15th and 16th respectively.

Also during the first year, Francis Patton placed second in several sporting events: Eastern Division of the Inter-School Sports, Inter-School Sports Finals Competition and the Finals of the Bermuda Union of Teachers Competition.

Today, Francis Patton continues to be a school that has a rich community support system. We have embarked on new initiatives that will assist our 21st Century learners with becoming positive and productive citizens for our island and for the world. Our school theme is LEADERSHIP and our focus is on student achievement and growth academically, socially, emotionally and spiritually.

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The Leader in Me is an innovative, school wide growth model that emphasizes a culture of student empowerment and helps unleash each child’s full potential. Applying the 7 Habits of Highly Effective People, teachers and students internalize timeless leadership principles that nurture the skills they need for success in the 21st century.

An effective successful leadership organization focuses on Academics, Culture and Leadership strands to grow their clients. The Leader in Me involves being effective in nine areas and the staff and students of excellence at Francis Patton Primary have worked hard over the yards in order to grow in these areas of the Leader in Me elements:

1. **Lighthouse Teams** – responsible for organizing school wide events and initiatives that support a leadership model. There are two Lighthouse Teams - Senior (comprised of staff, parents and volunteers) and Student.
2. **Leadership Environment** – a beautiful, inspiring, fun and colorful environment that fosters and supports leadership principles and the 7 habits language.
3. **Integrated Curriculum and Instruction** – a strong system of teaching habits throughout the school year, emphasizing key leadership principles and concepts within the curriculum framework.
4. **Staff Collaboration** - a collective collaborative commitment to all students’ success that emphasizes a win-win culture.
5. **Student Leadership** - students are genuinely empowered to be leaders, given opportunity to serve, contribute to the school and build self-confidence. P2 – P6 students can apply to be members of the Student Lighthouse Team which focuses on specific efforts to enhance their leadership and the culture of the school.
6. **Parent and Community Involvement** - there is an active PTA which supports the Leader in Me principles, encourages families and community members to learn and implement the 7 Habits principles and utilize resources to effectively communicate with the school. Leadership and 7 Habits training is given at various times throughout the school year.
7. **Leadership Events** - school wide events are designed and led by students. They are well attended by families and community members throughout the school year.
8. **Goal Tracking** - all school goals are tracked and aligned with our School Improvement Plan. Staff and students set goals – academic, personal and leadership – which are posted, tracked and celebrated at the end of each term.
9. **Measureable Results** - data is collected using Leadership binders to measure and record individual data aligned with school wide goals. Students are able to discuss and analyze data reflected in classroom scoreboards, Leadership Binders and hallway bulletin boards.

In June 2016 Francis Patton met the necessary requirements in each of the nine elements and was awarded the title ***Lighthouse School*** – becoming the first school in the Caribbean region to achieve Lighthouse status.

Log on to the website below for more information about The Seven Habits and The Leader in Me. [www.theleaderinme.org](http://www.theleaderinme.org)

**Francis Patton Primary’s Attendance Policy**

The Department of Education believes that daily attendance is a critical factor in student academic and social success. Students who attend school regularly are more successful academically, socially and emotionally; are more likely to seek a post-secondary education and less likely to drop out of school. Therefore, the Department of Education is committed to ensure that every student attends school every day and on time and that immediate actions or interventions for students who demonstrate patterns of excessive unexcused absences are enforced.

At Francis Patton Primary we live by the **7 Habits of Highly Effective** **People** and the **4 Core Rules: Be Responsible, Be Respectful, Be Safe and Be Ready to Learn**. Arriving to school daily and on time means that we are demonstrating responsibility and are ready to learn.

As outlined by the Education Act 1996- *it is an expectation of Bermuda Department of Education that all students of compulsory school age, between 5 and 18 years…attend school every day of the 180 day school year. Students should arrive to school and depart on time. Parents, guardians or other persons having control or charge of students are responsible for the students’ attendance in school in accordance with Sections 42 and 44 of the Act.*

Francis Patton Primary’s doors open promptly at 8:00am. Every child is required to bring a reading book each day to school. The school day officially starts at 8:30am.

* *September 2018- Attendance Goal – 95% of students will be at school by 8:30am and be ready to learn.*

***The average attendance for Francis Patton Primary for the school year 2017-2018 was 93.68%.***

**ATTENDANCE LANGUAGE:**

**Tardy** –Attendance will be recorded within the first ten minutes at the beginning of the day and immediately after lunch. Students arriving after 8:40am at Francis Patton Primary School will be cited as tardy.

**Unexcused Absence or Truant** - A student is considered truant when he or she and/or their parent/guardian purposely keeps the student away from school without a valid excuse.

**Unexcused Absences:** Student has missed school without parent notification. They will be marked as such.

**Excused Absences** *A student is excused for reasons such as:*

Illness, critical illness of an immediate family member, death of an immediate family member,

Quarantine for contagious disease, permission granted by the principal, religious observance.

***Parents are required to call the school in order to inform us of your child’s absence.***

**AttenDance**: At the end of each semester all students who meet the semester goals of being to school by 8:30 a.m. and are ready to learn will be invited to a school wide AttenDance celebration.

**ATTENDANCE INFRACTIONS:**

**Level 1 Infraction-** After a student has accumulated **ten (10) unexcused** absences and/or tardies, a letter will be sent to the parent/guardian.

**Level 2 Infraction-** After a student has accumulated **twenty (20) unexcused** absences and/or tardies, a letter will be sent to the parent/guardian and a request for a team meeting with school administration.

**Level 3 Infraction-**  After a student has accumulated **thirty (30) or more unexcused** absences and/or tardies, a letter will be sent to the parent/guardian, along with a copy of the student’s attendance report, a request for a team meeting with school administration and the Attendance Officer. The outcome of this meeting can result in a referral to The Department of Child and Family Services.

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**Bermuda Public School System Academic Year**

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| --- | --- | --- |
| **Term One** | **Term Two** | **Term Three** |
| **September - December** | **January - March** | **April - June** |

**Semester 1 – September – Mid February Semester 2 - Mid February - June**

N.B. Refer to the Ministry of Education’s website for specific holidays.

**Ministry of Education Website ![C:\Users\scheeseman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\L0SUFEG9\MC900390680[1].wmf]()**

<http://schools.moed.bm>

**Emergencies ![C:\Users\scheeseman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\L0SUFEG9\MC900441450[1].png]()**

Parents must provide the school with current addresses, telephone numbers and email addresses so that they can be contacted in the event of an emergency. The school must be informed of all medical conditions and allergies.

**Code of Conduct**

Parents are encouraged to obtain the Ministry of Education’s Code of Conduct. This document governs the procedures in all Public Schools. It provides the school with guidelines for responding to major discipline issues, including serious behavior infractions. Please note Francis Patton Primary School uses the **1 2 3 Magic System** to support our Win-Win Discipline Code of Cooperation.

**Visitors to School ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\MQAX6AHV\MC900048279[1].wmf]()**

For the safety of our children and staff, persons entering the building ***MUST*** go to the office first in order to sign in and collect a visitor’s badge before moving about the building.

**Agendas ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\TVYY0N9V\MC900198862[1].wmf]()**

All students are provided with an agenda in which they are to record homework assignments, weekly spelling word lists and projects. The agenda is a communication tool between home and school. Parents are asked to check and sign agendas nightly. Students are required to take their agenda to all classes. If agendas are lost, there is a $15 replacement fee.

**Leadership Binders**

Each student from P1 – P6 is required to have a Leadership Binder/Notebook. These binders/notebooks will contain a record of your child’s progress academically and socially throughout the school year and are used during student led conferences. Students set, collect, track and celebrate academic and personal goals and create class and personal mission statements. They also keep copies of any certificates awarded, examples of great work and artifacts etc. (Leadership Victories). Examples of work and assessments are included to show growth. Students must be able to explain and analyze the data during student led conferences.

**NEWS LETTERS**

This is a form of communication and accountability to you, our parents, to inform you of the teaching and learning activities for the week.

**After School Care**

Francis Patton offers 2 after school /care programs

1. Department of Youth, Sport and Recreation
2. Homework Club

**Bus Behavior ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\IAFCSBXG\MC900388956[1].wmf]()**

Students are expected to behave appropriately at the bus stop and when riding the bus for field trips and as their regular transportation to and from school. When riding the bus, students must follow these guidelines:

* Obey the bus driver
* No eating or drinking
* Keep hands, head, arms and other body parts inside the bus
* Talk quietly
* No swearing or other disruptive behavior (fighting, pushing, shoving)
* Use their manners when getting on or off the bus

*Failure to comply with the above guidelines will result in the following, as stated in the* ***Code of Conduct****:*

***Level One*** *- Notification of the administration, parent/guardian notification and/or detention*

***Level Two*** *- Loss of privileges, community service under the direction of the Public Transportation Board and/or in-school suspension*

***Level Three****- In-school suspension and referral to police*

**Report Cards ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\TVYY0N9V\MC910217623[1].wmf]()**

Report cards are prepared eight times during the school year.

**Student Led Conferences ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\MQAX6AHV\MC900088966[1].wmf]()**

These are held by appointment only on a specified day within each semester. Students lead the conversation with parents using their leadership binders.

**Nutrition Policy ![C:\Documents and Settings\cheese\Local Settings\Temporary Internet Files\Content.IE5\L5BKD2L6\MP900433159[1].jpg]()**

At Francis Patton, we follow the Healthy Schools Food and Nutrition Policy and therefore request that only healthy foods low in fat, sugar and salt be consumed by students. Students should have fresh fruit, canned fruit in its own juice or dried fruit to eat at recess. Francis Patton is a ***WATER ONLY*** and ***TRASH FREE LUNCH*** school.

Francis Patton Primary School’s Systems for Success

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 **SYSTEM = Arrival to School**

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| **TIME** | **SCHEDULE** |
| 7:30 | Custodians open school and all classrooms are unlocked. |
| 7:50 |  Deputy Principal on duty prepares the assembly hall for student arrival. |
| 8:00 | Doors open for students (game time!) P6 Leader of Excellence on duty greets each student with hand shake & “*Good morning\_\_\_\_\_\_\_, welcome to the best school in the universe. Make your way to the assembly hall.”*P6 Assembly Leader (at the door of the assembly hall). Greets with hand shake & makes eye contact with a smile - *Good morning! Do you have your guided reading book to read this morning? If yes… If no, Please report to \_\_\_\_\_\_\_(teacher on inside assembly duty) This teacher makes note of students who have no book on sheet write name& reports to the Lang. Lead Teacher to follow up with classroom teacher, who follows up with parent), students sit silently and read.* |
| 8:24 | Deputy Principal asks students to rest books down and stand quietly facing the middle line in the assembly hall. |
| 8:26 | Students sing the 7 Habits song & do 7 Habits actions followed by RIDDOTS song and Polygon song *led by teacher on duty.* |
| 8:308:35 | On Tuesday and Thursday mornings, the Deputy Primncipal (or designate) supervises morning announcements while teaching staff attend a briefing with the Principal. Student on duty roster for morning announcements greets staff and students then goes through the routine:-* Morning Announcements = 5 minutes (Prayer, National Anthem, Mission Statement Vision Statement, Creed & Motto, Theme, school announcements for the day)
* Any other announcements
 |
| Classroom advisor returns to assembly hall and stands at the end of their class assigned area and waits for assembly teacher leader to call their class to exist “P1” you may leave. Immediately following the next class.  |

  **SYSTEM = Assembly Hall**

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| **TIME** | **SCHEDULE** |
| 8:258:308:33 | Monday = Class assembly day. Class presenting in assembly is on the stage prepared to deliver their presentation. |
| Arrival system then students return sitting in their assigned year level block.All parents/guardians are encouraged to attend their child’s assembly. |
| Class facilitating assembly proceed to stage. |
| 8:35- 8:50*Time Keeper for Assembly =*  | C*lass Advisory lead assembly: Focused around the HABIT of the month incorporating BDA & calendar themes, curriculum, etc.* |
| 8:51 - 9:00  | School announcements and celebrations |
| 9:01 | Classes Exit the Hall:1. Only P6 Student Assembly Pack Up Crew remains in assembly and pack away resources used.
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| 9:01 – 9:05 | Transition from assembly hall to classrooms.  |
| 9:05 | Classes begin. |

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**SYSTEM = TRANSITIONS**

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| **TIME** | **SCHEDULE - RECESS 10:10- 10:24** |
| 10:10-10:25 | Students eat fruit and play in designated area.P1 and P2- PlaygroundP3- P6- School field |

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| **TIME**  | **SCHEDULE - Transitions - Lunch**  |
| 12:35 | Students eat their lunch in their respective classrooms.  |
| 12:45-12:50 | Students line up inside the classroom according to line number given in September 2019. |
| 12:50 | Students are escorted outside either by their classroom teacher . P4-P6 Exit from Longtail TowerP1- P3 Exit the front door |
| 12:50- 1:20 | P6 Student leaders assist with supervising their class during lunch play. |
| 1:20 | Bell is rung.P6 student leaders along with duty teacher gather all the classes in the play area.* P1 – P2 Playground
* P3 – P6 School Field

Students line up in single file. Students stay in their line number with P6 student leader in front of the line leader . |
| 1:25 | Students & staff walk up to school quietly in single file.P4 and P5 students enter building through the Longtail Tower; P1-P3 enter through the front door while being escorted by their P6 prefects.  |
| 1:25 | Teachers greet students at the door.  |

  **SYSTEM = Check - Out Dismissal**

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| **TIME** | **SCHEDULE - Check-out Dismissal (P1 and P2) 3:00**  |
| 2:55 – 3:00 | Students pack up classwork & put up chairs.Teacher has students collect bags from lockers quietly and go back inside.  |
| 3:00-3:02  | Students line up inside of the classroom and say dismissal prayer. Students are released to:1. Parents 2. Afterschool Program 3. Walk home or catch bus (with written permission).Students who are to be picked-up are to sit on ramp until parents collect them. Students who catch the bus walk to the bus stop.  |

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| **TIME** | **SCHEDULE - Check – out Dismissal (P3 – P6) 3:30** |
| 3:25 – 3:28  | In class students pack away materials and place chairs on desks. |
| 3:28 – 3:30 | Students line up inside the classroom according to line number (given out in September 2018) and say afternoon prayer. |
| 3:30 | On teacher’s signal, students collect bags from lockers with teacher supervising by being visible in hallway. |
| 3:31 | Students walk in single file to assembly hall or exit the main door. |

***We are looking forward to a year of synergy and success!***

Step Up and Lead