



# Parent Handbook

## 2024/2025

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## 1. Introduction

This policy manual and handbook has been developed as a resource for families, staff and community members. Please read and familiarise yourself with the policies and procedures enclosed. Further questions should be directed to the Head of School.

## 2. Our Mission

To guide each student on their path of development by providing a carefully prepared environment which nurtures the mind, body, and spirit of each individual.

### Motivation Behind the Concept

Children pass through sensitive periods of development early in life. A child's mind between the time of birth and six years of age is known as the "absorbent mind". It is during this stage that a child has a tremendous ability to learn and assimilate from the world around him, without conscious effort. During this time, children are particularly receptive to certain external stimuli. We recognise and take advantage of these highly perceptive stages through the introduction of materials and activities, which are specially designed to stimulate the intellect. Upon entering primary education, they're learning to make their own choices. Our aim now is to create, establish and offer opportunities to all children, regardless of age, gender, or country of origin, to achieve a balanced cognitive, emotional and psychomotor development.

## 3. History and Philosophy of the School

The founder of Trotters Stop, Mrs. Poonam Verma, is a veteran of the teaching profession, who began her career in the field of education and training more than 40 years ago. Her compassion and commitment to the profession has proven itself in the 18 years spent at the International School of Seychelles, teaching across sections and subjects. Prior to this, she worked with the Ministry of Education in Seychelles as well as having been head of the Montessori Department in a coveted school of India.

Her training and education spans across verticals of the teaching profession, and students who have had the privilege of spending their formative years under the guidance and teaching of Mrs. Verma, have had a visibly higher success rate in achieving their academic and extra-curricular goals.

## 4. Evaluation of Student Progress

Over the course of the year, children will be observed in class. Teachers maintain careful records of each student's individual progress. Portfolios of work are kept for older children.

## 5. Overview of Curriculum

On admission parents will be given a curriculum overview handbook. If you would like to have a copy of the curriculum, please contact the school office or your child's class teacher.

## 6. Daily Routine & School Hours

### Daily Routine:

There will be a timetable and weekly curriculum outline outside each classroom.

### School Hours:

Nursery	8.00 am to 2.00 pm
Key Stage 1: Receptions 1 and 2	8.00 am to 2.00 pm
Key Stage 1: Year 1 and Year 2	8.00 am to 2.30 pm
Key Stage 2: Year 3 – Year 6	8.00 am to 2.30 pm
Key Stage 3: Year 7 – Year 9	8.00 am to 2.30 pm

### 7. D6 Mobile Application:

You may communicate with your child's class teacher and the school using this app. We will send you an invitation to connect to the app once you have paid the registration and entry fees for your child. Any upload notifications will be sent to your mobile phone.

### 8. Lunch & Snack

When planning snacks for your child, remember to choose foods that are nutritious and encourage healthy eating habits. Please avoid foods with artificial ingredients, such as colours or flavours, or excessive sugar and salt. You are requested to send one to two bottles of water, fresh fruit juice or milk for your child to drink with their snacks.

Lunch can be provided by the school, which should be paid at the beginning of each term. Alternatively, you may send lunch for your child daily.

### 9. Drop Off & Pick Up

We recognise that communication between parents and teachers is essential, and we encourage you to do so at prescheduled meetings. However, morning arrival and afternoon dismissal times are busy for teachers and their primary focus is the safety of students, so they may not be able to hold lengthy conversations at these times. We ask you to please be mindful of this.

**Arrival Procedure** – parents and guardians have two options:

- 1) Park outside the school premises and walk your child to our staff on duty. Supervision begins at 7.30am.
- 2) Use the drive-through lane in the main car park to drop your child off, without parking or delaying others in the queue.

**Departure Procedure:** Please park your car outside of the school premises and proceed to the designated "Quiet Area" where your child will be sitting under teacher supervision.

**No Late class:** Parents are requested to pick up their children **before 2.30 p.m. on Wednesdays**. Please note that there will be no late class on this day. *(i.e. There is no after school care on Wednesdays)*

### 10. Illness & Medication Policy

The school staff will not administer any medication, prescription, remedy, or treatment.

Please **DO NOT** send your child to school on days when they are displaying any of the following symptoms:

1. Fever (temperature above 100.4 Degrees Fahrenheit / 38 Degrees Celsius)
2. Persistent cough
3. Any contagious or infectious disease of the skin, mouth or eyes or unidentified rash
4. Diarrhoea
5. Vomiting
6. Sore throat
7. Inflammation and/ or crusting of the eye

Children who become ill during the day will be allowed to rest in the sick bay until a parent or designated contact person arrives. If your child has been diagnosed with a contagious illness such as strep throat, conjunctivitis, or chicken pox, please let the school know as soon as possible so that we may make parents aware of their child's potential exposure to the disease.

#### Head Lice Policy:

Head lice infection is not primarily a problem of schools, but of the wider community. It is the parents' responsibility to manage the detection and treatment of head lice, and we will work in a co-operative and collaborative manner to assist all families to

manage head lice effectively. All our staff respect confidentiality and remain sensitive to individual circumstances, we advocate head lice infection is talked about openly and not concealed.

In the event of a suspected infection in school, the class teacher will contact parents/guardians to ask them to check their child's hair for head lice and treat accordingly. In the event of confirmed infection, parents/guardians to be reminded that all members of the household should check themselves and if live lice are found they should be treated as soon as possible.

### **11. Clothing**

All clothing and other belongings which are brought to school should be clearly labelled with your child's name.

Each child in Early Childhood should keep a pair of indoor shoes or slippers to wear while at school. This helps keep our environment clean and healthy.

### **12. Lost & Found**

Having each article of clothing clearly labelled helps prevent loss of personal belongings. Our "lost and found" box is maintained in the administration office.

### **13. Birthdays**

Birthdays are special days, and we enjoy celebrating them at school. Please remind your child's teacher a few days before the birthday so the teacher is able to plan for the celebration. If you'd like, you can bring a healthy birthday snack to share with the class. The celebration of your child's birthday can also include donating a book to the classroom library in your child's name.

### **14. Field Trips**

During the course of the school year, field trips may be taken to local areas of interest in coordination with an area being studied in class or to take advantage of special community events. Parents will be notified in advance of an upcoming trip as well as any associated fees and may be asked to help with transportation.

### **15. Anti-Bullying Policy of the School**

Trotters Stop Pre and Primary School is a safe, secure, and sensitive school for all our students and promotes a progressive and holistic development of every child. To protect the rights of all students, to provide them with a safe and secure learning environment, the School Administration prohibits acts of bullying, harassment, and other forms of aggression and violence.

All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment, and to demonstrate behaviour that is respectful and civil.

#### **WHAT IS BULLYING?**

"Bullying" or "harassment" includes:

- Indecent gestures or written, verbal, graphic or physical abuse.
- Cyber bullying
- Any act that is reasonably perceived as being dehumanising, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- Any forms of retaliation against individuals who report or cooperate in an investigation under this policy.

Such behaviours are considered to be bullying or harassment whether they take place on or off school premises, in a school vehicle or at any time or place where a child's imminent safety or overall well-being may be compromised.

## **SPECIFICATIONS OF THE ANTI-BULLYING POLICY**

The Anti-bullying policy includes:

- Prohibition of every form of bullying, harassment, whether in the classroom, on school premises or immediately adjacent to school premises
- If any incident of bullying or harassment results in substantial disruption of the school learning environment, severe action will be imposed on the defaulters.

The school Administration expects students to conduct themselves in a righteous manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students, school staff and other personnel who are associated with the school.

The school Administration will determine whether an alleged act constitutes a violation of this policy. The School Head shall investigate of alleged incidents. The parents of the students involved shall receive notice from the school on the outcome of the investigation.

The School Administration prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act.

### **REMEDIAL ACTION**

Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment may range from positive behavioural interventions up to and including suspension or expulsion.

All members of the school community, including students, parents, volunteers, and visitors are encouraged to report any act that may be a violation of this policy.

### **INTERNET POLICY**

The Internet Policy of Trotters Stop Pre and Primary School is issued to regulate the use of the internet for academic purposes only. They reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned below:

- Students are advised to abstain from posting or sharing inappropriate material on social networking sites.
- Students must not engage in cyber bullying by posting email, blogs, video footage, images, photographs on social networking sites, chat rooms, YouTube, SMS, MMS which are violent, aggressive, or threatening, vulgar or obscene.
- Students must restrict themselves from sending or posting information that is defamatory to the institution and to the members of the school fraternity.
- Students must refrain from introducing malicious software onto the network of the institution and / or jeopardising the security of the organisation's electronic communication systems.

### **STUDENT COMPLIANCE**

Students are hereby directed to abide by all the policies as stated above and understand that they are liable for suspension or expulsion from the school should they violate any of the provisions of these policies.

### **16. Tuition & Other Fees**

Tuition fee is to be paid at least **five working days prior to the beginning of each** term in accordance with the following payment schedule:

### **Tuition Fees:**

Nursery/ Reception 1 & Reception 2 SR 13,000 per term

Key Stage 1 & 2: Year 1 – 6 SR 15,000 per term

Key Stage 3: Year 7 – 9 SR 17,000 per term

### **Other Fees:**

Registration (one time only) SR 5,000 Non-refundable (to be paid at securing place)

Admission (one time only) SR 7,000 Non-refundable (to be paid at securing place)

Lunch SR 2,700 (Term 1)

After school care fee (Until 4 pm) SR 2,000 per term

Extra activities SR 500 per term

### **Late fees:**

**If payment is not received by the last day of the 2nd week after the tuition due date your child(ren) will be suspended for one week, or until payment is made. If the account is not paid in full during the week of the suspension, your child(ren)'s enrolment will be discontinued. Reinstatement is available only if space permits in the programme, the account is paid in full, and an additional SR 5,000 registration fee is paid.**

\*In case of your child having to leave school mid-year, the school must be notified at least one term in advance in order to pro-rate tuition fee refund, if at all applicable.

## **17. Admissions Process**

If possible, parents are encouraged to speak with the Head of School and tour the school facilities before applying. All applications will be processed upon receipt of a completed application form.

### **Enrolment Agreement**

A child is officially enrolled in the programme when the school has received the signed enrolment agreement and tuition deposit. Enrolment in all programmes is binding. Parents are responsible for tuition each term regardless of the amount of time the child attends the school.

## **18. Term Dates 2024/2025:**

<b><u>Term 1: September 2024 – December 2024</u></b>		
Teachers' Preparation Days	Monday– Friday	26 – 30 August 2024
Term starts	Monday,	2 September 2024
Half-term holiday	Monday – Friday	21 – 25 October 2024
Public Holiday (All Saints Day)	Friday	1 November 2024
Public Holiday (Immaculate Conception)	Monday	9 December 2024
<b>End of term 1</b>	<b>Friday</b>	<b>13 December 2024</b>

<b><u>Term 2: January 2025 – March 2025</u></b>		
Teachers' Preparation Day	Monday	6 January 2025
Term Starts	Tuesday	7 January 2025
Half- Term holiday	Monday – Friday	17 – 21 February 2025
<b>End of Term 2</b>	<b>Thursday</b>	<b>17 April 2025</b>
<b><u>Term 3: April 2025 – July 2025</u></b>		
Teachers' Preparation Day	Monday	28 April 2025
Term Starts	Tuesday	29 April 2025
Public holiday (Labour Day)	Thursday	1 May 2025
Public holiday (Constitutional Day)	Wednesday	18 June 2025
Public holiday (Corpus Christi)	Thursday	19 June 2025
Half- Term holiday	Friday	20 June 2025
Public holiday (Independence Day)	Monday	30 June 2025
<b>End of Term 3</b>	<b>Friday</b>	<b>11 July 2025</b>