

30<sup>th</sup> August 2022.

### Welcome Letter

Dear Parents/ Guardians,

Welcome to Trotters Stop Pre and Primary School. If your child is attending our lovely Nursery, this is an exciting moment as they take their first steps into the real world and begin new adventures. This is a year of important transitions, as well as one in which acquisition of new skills is accelerated. In the coming months, your child will learn so much more. We hope to make your child's learning experience a fun and exciting one and hope to instil a love of learning that will last throughout their years of schooling.

It is important to keep in mind that we all build on small successes. Each child will progress at his/her own rate, acquiring skills as he/she is developmentally ready. Maintaining each child's self-esteem and building a secure foundation for future growth will always remain a priority in our school. While your child spends majority of their weekday at the school, the time they spend at home is equally important to their learning and your role as their parent/primary caregiver is crucial to their development and growth.

#### **Parent-Teacher relationship:**

We believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year we will communicate with you through notes, telephone calls, annual reports, emails, D6 app, and parent-teacher conferences. We encourage you to contact us if you have any questions or concerns at any time. We are available for discussions regarding your child's progress by appointment on school days. You will be receiving your child's yearly curriculum, termly planning and your child's class teacher's introduction.

#### **PTA Executive Committee:**

PTA executive committee is a committee of parents and teachers who work together for the welfare of the students, parents, and teachers. We are delighted to reveal the names of our PTA members.

Chairperson -----	Ms. Brenda Hoareau.
Vice Chairperson -----	Mrs. Nydia Khan.
Secretary -----	Mrs. Esther Boniface
Treasurer-----	Mrs. Sujitha Balaji
Members -----	Ms. Verona Marie
	Ms. Metell Vel
	Mrs. Poonam Verma.

#### **After School Clubs:**

##### **Football club :**

- Football club is in the mini-stadium next to the ex-school meal centre.
- Time: 3 to 5 p.m. each Friday.
- Hosted by Marine FC.
- School will provide the transport to drop off and parents are requested to collect their children from mini stadium.

##### **Club for tourism:**

- Every Monday at 2.30 p.m. to 3.30 p.m.
- The location is at school.
- Miss Annie and Ms. Verona are the hosts.

### **Drama Club :**

- Every Thursday from 2:30 to 3:30 pm at School.
- Hosts are Ms. Monique and Ms. Alyssa.

Children who want to join a club must let their teachers know.

### **New Timings:**

We would want to let our parents know about the changed hours.

Nursery:	8 a.m. to 2 p.m.
<b><u>Key Stage 1:</u></b> Receptions 1 and 2:	8 a.m. to 2 p.m.
<b><u>Key Stage 1:</u></b> Year 1 – Year 2	8 a.m. to 2.30 p.m.
<b><u>Key Stage 2:</u></b> Year 3 – Year 6	8 a.m. to 2.30 p.m.
<b><u>Key Stage 3:</u></b> Year 7 – Year 9	8 a.m. to 2.30 p.m.

We would like to ask that parents to pick up their children from school promptly.

Except in cases of urgency, students are not permitted to leave their classes before 2.30 pm.

### **Pick up note:**

As you may have observed, the school's primary schedule has altered, and many kids have younger siblings. Parents are asked to pick up both children at 2.30 pm.

### **Professional Development of Staff:**

We have a full staff meeting/workshop on **every Wednesday** after school. This includes various trainings for the staff, that we conduct in-house, as well as team building exercises. Staff are trained on soft and technical aspects to boost their organisational, communication and childcare skills as well as their creativity and critical thinking.

Parents are requested to pick up their children **before 2.00 p.m. on Wednesdays**. **Please note that there will be no late class on this day. (No after school care on Wednesday)**

### **Changes in transportation/contact number & Email address:**

If you plan to send someone new to pick up your child who normally rides with the parent/guardian, you must send a written note. Do not rely on your child to share this information with us, because children often become confused and may relay messages incorrectly. Please let the office know if your phone number or email address changes.

### **Point of drop-off and pick-up:**

At 7:15 a.m. the school gate will open. Please make your child to sit on the left-hand seat of the vehicle with his school bag and water bottle. Bring the car in and halt it under the covered area. Sanya, our security guard, will open the door and take the kid outside. As usual, parents are not required to exit the vehicle.

Drive in, drop off, and then drive out.

We are doing excellently, and this is to ease morning traffic and save everybody's time. The gate will be closed at 8.30 am.

As in the afternoon, the teachers on duty will announce your child's name over the mike, and **Sanya** will assist in getting the child into the car. Parents are once again asked to remain in the vehicle. We don't want any cars to remain in the compound, and we want traffic to flow as quickly as possible.

#### Exercise books:

Every year, at the start of the new academic year, children receive a set of books that they utilize for the entire year. Parents are asked to pay at the office before the term begins. The sample books will be maintained in the office for the benefit of the new parents.

#### New parents of a nursery, what to do about drop-off:

The transition-easing guidelines have already been supplied to the parents. Staying composed and optimistic is encouraged for parents. Your child has already stayed with us for a few days. Rapid departure is required. Your child will cry more often or has confused face the longer you stay. Say good-bye, see you later and depart. The school gate will be closed at 8.30 am. If you are late, you can take your child to his/her classroom.

#### Nursery Uniform:

We provide uniforms for the nursery in small sizes. We are requesting our parents to purchase uniforms this year. In the morning, parents have less stress, and the kids seem so adorable in their uniforms.

#### Application D6:

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

#### Late pick up fees:

As you are aware, school ends at 2 p.m. and some children attend late classes (2.30 pm to 4 pm) daily. We allow a 15-minute grace period for you to pick up your child. Parents picking up children after the 15 minutes grace period) will be charged a late fee of SR 50.00 for the first 15 minutes and an additional SR 50.00 for every 15 minutes you are late post that. There will be no exceptions including but not limited to traffic, construction, personal affairs, or weather conditions. The late fee must be paid in cash at the time of pickup to the staff member who will hand over your child to you.

#### Term Calendar:

<b>Term 1: September 2022 – December 2022</b>	
Teachers' Preparation Days	Monday, 29 <sup>th</sup> August – Friday, 2 <sup>nd</sup> September 2022
Term starts	Monday, 5 <sup>th</sup> September 2022
Half-term holiday	Monday, 24 <sup>th</sup> – Friday, 28 <sup>th</sup> October 2022
Public Holiday (All Saints Day)	Monday, 1 <sup>st</sup> November 2022
Public Holiday (Immaculate Conception)	Wednesday, 8 <sup>th</sup> December 2022
End of term 1	Friday, 16 <sup>th</sup> December 2022.

Again, we look forward to teaching your child and working with you to help your child achieve their fullest potential.

Please do not hesitate to contact us for any further information.

See you all on Monday, 5<sup>th</sup> September.

Mrs. Poonam Verma  
**School Head**