

# Lucia's Private School Parent's Handbook 2018 - 2019

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**Principal's Message**


We wish to welcome both you and your child to Lucia's Private School. We hope that you will work together with us to make it a smooth transition as your child enters a new School. Please remember that some children take time to settle into a new environment with new friends, new teacher and different school rules.

Our Classes are organised whereby the children are guided by their class teacher with whom I hope you parents will communicate, support and trust at all times for a successful educational experience for your child.

At Lucia's we are built on the premise that no child is to be berated and ignored in the education system simply because his or her learning traits are different. Our goal is to instil the qualities of Leadership, Progress and Success into each student.

We thank you for choosing Lucia's Private School and we look forward to working with you for the development of your child.

Yours sincerely



.....  
Mrs Pauline Newton  
Principal

## **Vision Statement**

To be the Premier Private Primary School in the Eastern Region of North Trinidad.

## **Mission Statement**

We provide the highest standard of all-round education to all our students, while creating a comfortable, God-fearing learning environment for all stakeholders and optimizing returns on all employable resources.

## **School's Prayer**

Heavenly Father, you who created the heaven and the earth and all things in them; look upon Lucia's Private School, we the children, the Staff and the Administrators.

Lord from the start you knew the purpose for this school and we declare that Lucia's Private School is a beacon of education in the nation of Trinidad and Tobago.

We decree and declare that we are a disciplined people, a righteous and holy people set apart for you. You have called us to excellence and this will be seen in our work, in our attitudes and in our play. We will love one another as Christ has loved us and we will display that love in our speech and in our walk.

We will bring glory to our heavenly father, to our school and to our nation. For we will become leaders in our nation, who will serve and treat each other fairly and honourably.

We will honour our parents so that our days will be long on the face of the earth, as well as the elders in our society, our teachers, administrators, showing respect to them and to each other and most importantly to you, our heavenly father.

In Jesus mighty name. Amen

## **Contact Details**

Address: Corner Smart and Francis Street  
St. Augustine

Telephone/Fax: 663-4135

Email: luciasprivateschool @ gmail.com

Website: www.luciasprivate.com

## **School Hours**

Office: 8:00 am – 4:00 pm

School: 8:30 am – 2:30 pm

Home-Work Supervision: 2:30 pm – 3:30 pm

After School Care/Security: 2:30 pm – 4:30 pm

- **First day of the term – Wednesday**
- **Last day of the term – Wednesday**

## **School Fee Policy**

By agreeing to enrol your child at Lucia's Private School parents have committed to abide by the principle that a space has been provided for your child for one year.

**Fees paid at the beginning of the term are non-refundable.**

A one off non-refundable maintenance fee of \$1,000.00 is applicable for all new students upon entrance.

### **Stage 1 – Stage 2**

- School fee of \$3,400.00 per term
- School fee per annum is \$10,200 per child

### **Prep 1 – Prep 4**

- School fee per term is \$3,400.00 per child
- School fee per annum is \$10,200 per child

### **Prep 5**

The fee per annum is \$10,200.00 per child payable as follows:

- September – December term - \$5,100.00
- January – March term - \$5,100.00
- April – July term - Nil

**Fees are subject to be reviewed every two years.**

Fees can be paid as follows:-

1. By **Cheque** to the office.
2. At any Republic Bank Ltd. Branch into **Account Number 160123004901 in the name of Lucia's Private School**. Please ensure that your child's name is written on the Bank Slip.

The Bank Slip must be produced to the **School's office** on the **Monday prior to the start of each term between the hours of 8:00 am and 2:00 pm (remember that each new term commences on the Wednesday)**. Failure to comply will result in your child/children being prevented from attending classes on the first day of School.

### **Orientation**

Orientation for new students of Stage 1 will be held during the first week in July on a date to be announced. All fees (maintenance and school fee) must be paid on orientation day.

Participation in the School's Insurance plan is mandatory and the forms will be provided on the day of orientation.



## **Arrival and Departure Procedures**

### **Arrival Procedure**

1. We have the services of a trained Security Guard to operate at the School from 7:00 am to 4:30 pm each day.
2. Parents must drop off their children at the main gate. Parents are not permitted to loiter on the School's premises.
3. Parents will be allowed unto the compound to meet with the Teachers or the Principal only when they have appointments or in cases of emergencies. In all cases you must check with the Security Guard, who will usher you to the Office. Unannounced visits must be kept to a minimum.

With respect Parents who make arrangements for purchase at the Tuck-Shop, you can do so after checking with Security.

## **Departure Procedure**

- a. At 2:30 pm Parents or drivers can collect the children at the main gate. The children will be reminded that they must remain at the front of the School in order to meet their Parents or drivers after School has ended up until 3:30 pm.
- b. After 3:30 pm all children will be supervised in a class room until 4:30 pm.
- c. Children who are not engaged in afternoon lessons, homework supervision or extra-curricular activities must be picked up at 2:30 pm. All other children will be permitted on the School's premises up until 4:30 pm.

## **Attendance and Punctuality**

Student who do not attend classes or are late for school miss out on important tuition. Late attendees also disrupt their classes and distract the teachers, and this ultimately affects the student's grades and performance. A student's record of regularity and punctuality will be taken into consideration when making decisions with respect to promotion.

Parent must ensure that their children arrive on time to school and that absences are kept to a minimum. Whenever a student is absent from school a written excuse

must be presented to the class teacher upon the student's return.

### **Assembly**

Assembly is very important at Lucia's as it provides the opportunity for the instilling of morale and spiritual values to all students. It also allows for the provision of important general information and the reinforcement of the rules governing behaviour and deportment.

There are three assembly times per day as follows:

Morning assembly starts 8:30am (this is the most important assembly, since it provides the first opportunity for the teachers to interact with the students). All students must attend the morning assembly.

The second assembly is at 10:15 am after recess.

The third assembly is at 12:30 pm after lunch.

### **How We Communicate**

The School will communicate with parents by way of letters which may be delivered via the students and also by email where email addresses have been provided to the School. The School's website is also an important source of information. Parents are requested to read all communications from the School.

Parents can communicate with the School by way of letters or emails to the School's Office or Class teachers. Where a parent would like to meet with the Principal or Class teacher an appointment can be made via the Office or by telephone or email.

In the case of emergencies parents should communicate by way of the telephone.

### **Code of Behaviour**

The underlying philosophy behind the rules and regulations is that student's behaviour should be geared to ensuring a safe learning environment for the students and the teaching staff.

### **Guiding Principles**

1. Respect for Oneself, One's Peers and those in authority
2. Honesty, Integrity, Truthfulness and Obedience
3. Regularity and Punctuality
4. Proper Behaviour and General Deportment
5. Cleanliness and Proper Grooming

### **General Regulations**

- a. The hours of School are from 8:30 a.m. to 2:30 p.m. Parents must ensure that their children arrive on time to School. We stress on regular and punctual attendance.
- b. Students are not permitted to leave the School's compound during normal School hours without the consent of their parents, as communicated to the Class teacher.
- c. Your child will receive homework each day. Parents must ensure that their child's work is supervised.

- d. If home work is not submitted on time, a written excuse must be presented to the class teacher or the student must remain inside (lunch time) to do assignments.
- e. Only girls are allowed to wear a pair of stud earrings. No piercing or extra holes in girls' ears will be allowed. (Boys are not allowed to wear earrings). Children are allowed to wear a simple watch.
- f. Students must be clean and tidy.
- g. Students must keep the School's compound clean and tidy.
- h. No student must play, loiter or run in the corridors. All classrooms must be kept clean. A classroom is used for studying. No one must play in the classroom.
- i. No student must mark on the walls of the School.
- j. No student must damage any of the School's property, if so; the parent will have to pay for the damaged item.
- k. Play-fighting, fighting, hitting, spitting, wrestling and general violence by students will be dealt with severely.

1. Whenever a child is absent from School, a written excuse must be presented to the class teacher.
- m. Cell phones and other electronic devices (ipods, ipads, notepads, kindles etc) are not allowed without the consent of the Principal. Where students are in possession of such devices without authorization, the items will be seized and the parent will be required to retrieve it from the Office.
- n. No parent must confront any student/s concerning any misunderstanding involving his/her child. Please see the teacher or someone in authority on the School's compound.
- o. Parents are not permitted to physically and verbally abuse any child on the School's compound.
- p. Parents must ensure that the School uniform is worn at all times, if not a written excuse must be provided to the class teacher.
- q. Parents are not expected to do their child's/children's assignments. If this happens the work will be considered cancelled.

r. During normal School hours parents are not permitted to go directly to the classrooms. Parents are welcomed to drop off anything for their children with the School's Security Guard or the School's office only. However, appointments which have been made with teachers can be kept and emergencies will be dealt with at any time.

### **Serious Violations**

Violation of any of the following will be dealt with very severely, including the possibility of a request for withdrawal from the School:

1. Disrespect for authority and for the School's Regulations.
2. Persistence in wasting time in School or disruption of classes.
3. Fighting and violent behaviour.
4. The holding of improper conversation or the attempt to influence others to do wrong.
5. Unlawful interference with another's property by theft or unauthorised loan.
6. Dishonesty during examinations.
7. Breaches of the rules of decency or modesty in or about the School.

8. Forging of signatures, notes, excuses etc.
9. Tampering with results in the report book.

### **Disciplinary Procedures**

At Lucia's we demonstrate a zero tolerance for indiscipline by maintaining a three (3) strikes demerit card system whereby students in breach of minor rules will be given cards for each infraction. Children in receipt of three (3) cards will be disciplined by way of:

1. Community/School service e.g. cleaning the class or school's yard
2. Written penance
3. Withdrawal of privileges e.g. no participation in extra-curricular activities

Children in breach of the Serious Violations as outlined in the school's rules will be subject to more serious penalties such as:

- a. Suspension up to seven (7) days
- b. Expulsion

In order to ensure that we maintain a proper environment for learning, protect all our students and at the same time prepare them to function as good citizens we must ensure that they are thought proper discipline.



## **Homework Policy**

Homework/home assignment is an integral part of the educational process. It is intended to provide the opportunity for students to demonstrate understanding of the work covered in school. It also develops children's attitudes to effective study habits which will assist with their future development.

At Lucia's we have introduced the concept of teacher supported homework supervision. This however, does not negate the role of parents to ensure that their child's homework/assignments have been completed. **Parents are required to sign their children's homework as evidence that they have seen the completed work.**

In the rare occasion where there are incomplete homework/assignments a **written excuse** must be sent by the parent to the class teacher.

Parents must also review with their children all work done during the day and ensure that revision is done by the child. This in a nutshell is the secret of success at Primary School.

## **School books/equipment**

All required textbooks, copybooks, stationery, pens and pencils must be brought to school each day.

All schoolbooks must be covered in brown or clear paper with the students name, class and subject clearly labelled at the front of the book. All books must be kept in good condition.

## **Report Book Policy**

On the first day of test a brown legal size envelope with the child's name written at the front should be sent to the class teacher. This envelope will be used to return the report book and the test papers to the parent on the last Wednesday of each term.

Report books must be signed by the parent and returned to the School by the end of the first week of the new term. Where the report books are not in the possession of the teacher by the end of the testing period, no written report will be prepared by the teacher for that term.

**Report books must be covered with clear plastic contact paper.**

## **Guidelines for Uniforms**

- No jewellery (rings, bracelets or chains) except for a simple watch will be allowed. Simple round stoppers (gold or silver) may be used by the girls.
- Hair styles should be neat and clean. Boys' haircuts must be neat with a simple mark. No etching, markings, mohawks or colouring will be tolerated.
- Finger nails should be kept short and clean.
- The use of nail polish or cosmetics is not permitted.

## **School Uniform/Dress Code**

### **GIRLS' UNIFORM**

SCHOOL UNIFORM: Light Blue Shirt  
Plaid Overall with School's Monogram  
Black shoes, Black socks

P.E. UNIFORM T-Shirt in colour of house with School's  
Monogram  
Navy Blue Sports Skirt Pants  
Black Sneakers, Black Sports Socks

### **BOYS' UNIFORM**

SCHOOL UNIFORM: Light Blue Shirt Jack with School's Monogram  
Navy Blue Short Pants  
Black Shoes, Black Socks

P.E. UNIFORM: T-Shirt in colour of house with School's  
Monogram  
Navy Blue Sports Short Pants  
Black Sneakers, Black Sports Socks

**P.E. UNIFORMS MUST BE WORN TO SCHOOL ON THE P.E. DAY.  
NO ANKLE SOCKS ARE TO BE WORN  
THE UNIFORMS ARE AVAILABLE AT CHARRAN'S BOOKS  
STORE**

## **House System**

We have four houses two representing local birds and two representing local trees, each student is assigned to a house at inception. The houses and colours are as follows:

Red	- Scarlet Ibis	Yellow	- Poui
Blue	- Tanager	Green	- Palm

## **Visitors Dress Code**

Parents/guardians are welcome to visit the schools. Visitors to the schools must respect the learning environment and maintain proper behaviour and decorum. All visitors are expected to be appropriately attired. The dress code for all visitors is as follows:

- No bare back
- No bare feet
- No short pants
- No exposed midriffs
- No exposed undergarment

## Extra-Curricular Activities

Activities	Venue	Cost	Days	Time	Attire	Age Group
Creative Writing through Art	SCHOOL COMPOUND	\$350.00	Mondays	2.45-3.45 pm	School Uniform	5 yrs and up
Football	UWISPEC	\$400.00	Tuesdays	2.45 -4.00 pm	Football Uniform	5 yrs and up
Swimming	Centre of Excellence	\$350.00	Thursdays	11.30 am-1.00 pm	Swim Wear	Stage 1 to Prep 5
Ballet	SCHOOL COMPOUND	\$450.00	Thursdays	2.30-3.30 pm	Ballet Uniform	5 yrs and up
Tennis	UWISPEC	\$350.00	Fridays	11.30 am-1.00 pm	P.E Uniform	Stage 1 to Prep 5
Taekwondo	Atwell's Compound	\$400.00	Fridays	11.30 am – 1.00 pm	Dubok Uniform	5 yrs and up
Gymnastics	Centre of Excellence	\$350.00	Fridays	11.30 am – 1.00 pm	P.E Uniform	5 yrs and up
Spanish	SCHOOL COMPOUND	\$200.00	Fridays	2.45 – 3.45 pm	School Uniform	5 yrs and up
Dance	SCHOOL COMPOUND	\$200.00	Fridays	2.45- 3.45 pm	A change of clothes	5 yrs and up
Cricket	SCHOOL COMPOUND	\$250.00	Fridays	2.30-3.30 pm	White T Shirt/ Navy Blue Track Pants	5 yrs and up
Robotics Innovators Club	SCHOOL COMPOUND	\$675.00	Fridays	2.45 -345 pm	School Uniform	5 yrs and up

All activities will begin on the second week of each new term.

All monies must be paid in full (cash) to the School's Office before the start of activities

## **Student's Removal**

Where parents make a decision to remove their children from the School, this decision must be done in writing to the Principal. All financial commitments must be fully settled prior to removal.

A space at Lucia's is secured on the basis of a commitment by parents to pay School's fees for an academic year. As a consequence School fees paid will not be refunded should the parent decide to remove the child before the academic has come to an end.

## **Promotion**

There is no automatic right to promotion at Lucia's. A student's promotion is contingent on his or her demonstrating the ability to master the particular level he or she is at before moving on to the higher level. This determination will be made by the Class Teacher and the Principal and is also dependent on the following:

- Good Behaviour
- Attitude to work
- Participation in School activities
- Punctuality and Regularity

**All outstanding School fees must be paid before promotion.**

