Warwick Academy Primary Handbook

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Warwick Academy

Warwick Academy was established in 1662 and has the distinction of being the oldest continually operating school in the Western Hemisphere.

The school is an independent, integrated, co-educational, selective day school for students aged from three to 18 years.

We offer an **Early Years Programme** (which includes the International Early Years Curriculum, IEYC) in our Reception Year, the **UK National Curriculum** and **International Primary Curriculum (IPC)** from Years 1 to 6, the **UK National Curriculum** in Years 7 to 9, **International General Certificate of Secondary Education (IGCSE)** and the **General Certificate of Secondary Education (GCSE)** examinations in Years 10 and 11, and the **International Baccalaureate (IB) Diploma, IB Careers Programme with BTEC or the IB Courses Programme** in Years 12 and 13.

All students in the **Specialist Music** classes are given the opportunity to enter the **Associated Board of the Royal Schools of Music (ABRSM)** examinations. The **IB learner profile** is used across the whole school – this is the profile of the type of learner we are striving to produce here at Warwick Academy. In addition, the school is a member of the **Council of International Schools (CIS)** and is a licensed **Parent Practice** school.

Warwick Academy has an excellent reputation for high academic standards, an effective pastoral programme, outstanding musical and dramatic traditions, comprehensive activities and a broad and balanced co-curricular programme.

The **Board of Governors of Warwick Academy** acts as the trustee of the school's land and property and determines the direction of the school.

The **Warwick Academy Parent Teacher Association (WAPTA)** is an active group of parents, teachers, alumni and friends who raise money for the school through a variety of means. Parents are encouraged to help the WAPTA when their child enrols at Warwick Academy.

The aim of this booklet is to summarize for easy reference, key practices and policies that parents may need to be aware of.

OUR MOTTO

"Quo Non Ascendam"

("To what heights may I not ascend")

OUR VISION

Inspiring students to reach their full potential and contribute positively to their community.

OUR MISSION

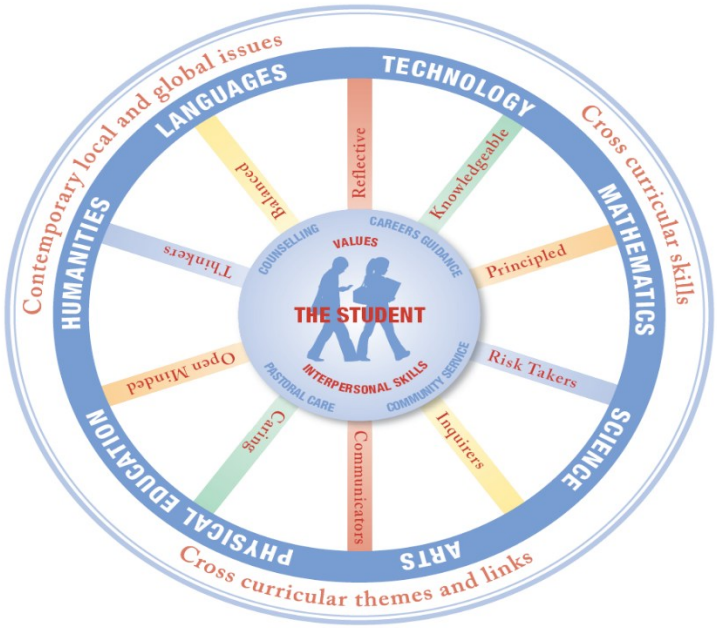
Building on centuries of excellence, we provide an international educational environment designed for our diverse student body. Our innovative curriculum is delivered with a commitment to personalised pastoral care and enhanced by a dynamic co-curricular programme. We strive to create a culture of collaboration so that our students can become lifelong learners, global thinkers and successful leaders.

OUR VALUES

Honesty and Integrity / Respect / Hardworking / Open-minded /

Empathy and Compassion / Resilience

OUR CURRICULUM MODEL



The IB Learner Profile

Inquirers:
I want to find out.
I am curious to know about everything.

Thinkers:
I think before I act and talk.
I can find solutions for problems.

C**ommunicators:**
I listen to your ideas and share mine.
I share my views and express my ideas but am also able to listen to yours.

Knowledgeable:
Tell me more.
I learn and share my knowledge with others.

Risk-Takers:
I have a go.
I give it a try. I always try new things so I may know how things are done.

Principled:
I do the right thing.
I follow rules and regulations.

Caring:
I am a good friend.
I care for others.

Open-minded:
It's OK to be different.
I respect others' ideas, suggestions and criticism.

Well-balanced:
I take care of myself.
I eat healthily and stay active. I work, play and rest. I spend time with friends and with family.

Reflective:
I think back to remember how I did something well.
I try to understand my mistakes and learn not to repeat them. I portray a positive image in front of others.

THE SCHOOL DAY

8.00 a.m.-8.25 a.m.	Teacher supervision
8.25 a.m.-8.30 a.m.	Start of school day in classrooms
8.30 a.m.-9.00 a.m.	Assembly: Mon (Lower Primary), Tues (all), Thurs (Upper Primary)
9.00 a.m.-9.45 a.m.	Period 1
9.45 a.m.-10.30 a.m.	Period 2
10.30 a.m.-11.05 a.m.	Morning fruit and recess/playtime
11.05 a.m.-11.50 a.m.	Period 3
11.50 a.m.-12.35 p.m.	Period 4
12.35 p.m.-1.35 p.m.	Lunch eat and play
1.35 p.m.-1.55 p.m.	Registration
1.55 p.m.-2.40 p.m.	Period 5
2.40 p.m.-3.25 p.m.	Period 6

End of day pick up time:

Reception	*2.30 p.m.*
Y1	*3.00 p.m.*
Y2 and 3	*3.15 p.m.*
Y4 and 5	*3.25 p.m.*
Y6	*3.35 p.m.*

End of term dismissal times

(Early dismissal on last day of term)
We will inform parents of exact dismissal times closer to the end of each term.

ATTENDANCE AND PUNCTUALITY – Main site (Primary Y1- Y6)

The school discourages absence from school unless necessary. Authorised leave can be requested for medical reasons, educational testing, representing Bermuda, Warwick Academy at events or family emergencies. In the case of authorised absence, teachers will provide the missed work on the return (or, if sufficient notice has been given and it is possible, some work may be given in advance). However, in the case of an unauthorised absence, the responsibility will lie with the parents and pupil (in the case of older children) to catch up on work missed when they return. Please see the Attendance Policy Document on FROG for further details.

Arriving on time for the start of the school day is essential if your child is to make the most of his/her time with us. Activities begin as soon as children reach their classrooms. Registration in the morning is used for assemblies, short assessments and reviews and quiet reading activities. Your child's late arrival not only gives him/her a bad start to the day, but can also impact negatively on others by disrupting the learning environment. Please ensure your child arrives at school between 8.00 a.m. and 8.25 a.m. each day (there is no supervision before 8.00 a.m.). The gates into Primary are locked just after 8.25 a.m. by the duty teacher. After 8.25 a.m., students must be dropped at the main entrance and must check in at the Primary Office (NOT JUST THE MAIN OFFICE) to let the secretary know they are present.

There is a paid Early Birds Club for those parents of children in Y1 – Y6 who need to drop their child at school prior to 8.00 a.m. (See 'Early Birds Club').

If your child is absent, you must inform Mrs. Patterson of the reason for the absence, preferably by 8.25 a.m. Please do let her know symptoms if your child is sick, as we need to report on these to Government on a daily basis, and it will save on a follow up call to ask. Please copy the class/homeroom teacher in on any attendance emails you send to Mrs. Patterson.

The policy of the school is that Warwick Academy siblings are not released from normal lessons in order to watch, or take part in, events that involve brothers or sisters (for example sports days, dress rehearsals, competitions or class assemblies).

BEFORE AND AFTER SCHOOL SUPERVISION

Early Birds Club

For those parents of children in Y1 - Y6 who find it difficult to drop their child off after 8.00 a.m. (due to work commitments or other siblings needing to be dropped at other schools) the school offers supervision at a cost to parents. This supervision is available from 7.30 a.m. until 8.00 a.m. (No earlier). Please contact Mrs. Woods on mwoods@warwick.bm for more information.

Bears Club

This club is available for Y1 – Y6 pupils and runs through until 5.30 p.m. five days a week. A variety of activities (including free play) is available as options for those children signed up for the club. Children in Y4 – Y6 will spend 20 minutes of their club time doing homework. This could be their compulsory reading task or another set homework for that day. All termly costs for this club will be billed to parents and added to school fees. Late fees are applied for children not collected on time.

Pick up from Bears Club via the Primary Car Park entrance should not happen before 3.45 p.m. as we do not want cars parking and foot traffic impacting our busy dismissal time.

Parents will have the option to use the club on individual days should this suit them better. In this case, parents will be billed for any use. Information on the costs of this optional extra is available before the start of the academic year. Forms for this club are sent out at the start of the academic year and are also located on FROG (our VLE).

Enquiries about this club should go directly to the Director of After School Care, Ms. Tamara Smith at bearsclub@warwick.bm

Externally run afterschool clubs or activities

Any students signed up for clubs or sports activities after school that are not teacher run and/or do not start immediately at dismissal will either need to be collected at dismissal time and brought back for that activity or will be included in afterschool care until the time of the

activity. If they are already signed up for afterschool on that day, there will be no extra charge, but if they are not signed up, there will be a cost for the time involved. Parents will be sent the registration form at the start of the year.

CO-CURRICULAR CLUBS /ACTIVITIES

After school co-curricular clubs/activities will be offered each term for pupils in Y4 through to Y6. A child may enrol in more than one club a week, depending on availability. Clubs are signed up for on a 'first come first served' basis. There are also some lunch time activities available for older Primary students. Please note that children should be collected on time from afterschool clubs/activities. Any children not collected on time will be taken by the staff member in charge to Bears Club – and parents will be charged for supervision at this point.

We are thrilled that more and more externally run activities are being offered on the WA school site after school hours, and we fully support the increased choice for our students. However, as the number of activities offered on site that do not begin at 3.30 p.m. increases, it is important that parents understand our policy in regards to supervision between official end of day and the start of an activity. Child safety and protection is at the centre of this policy, and we expect parents to support our desire to keep children safe and protected.

Parents have two choices for an onsite, non-Primary teacher led club or activity that begins any time after their child's dismissal time and that does not provide pick up and supervision of children as part of what they offer. The two options are:

1. Collect their child from the Primary car line at the normal time and then take him/her to the activity for the start of the activity.
2. Pay for supervision by a member of Bears staff - this person will supervise the children as they change and walk to their activity. If a parent has already paid for supervision via the Bears sign up form there will be no charge for this. However, there is also the option to sign up for this separate to Bears but the student must be collected from the activity and will not be able to return to Bears after the activity has finished.

Warwick Academy Primary age children are not permitted to be on site unsupervised at the end of the school day. This includes changing for non-teacher led clubs or activities.

Should any children be seen on site with no evidence of clear supervision, they will be taken to Bears Club. There is a charge for this extra supervision should this happen.

PROCEDURES FOR DROP OFF AT START OF DAY AND PICK UP AT END OF DAY

The drop off and pick up location for Primary children is the Primary car park. It is expected that parents/guardians/caregivers will observe the rules of the parking lot and exercise courtesy for others when using either of the drop-off/pick-up zones. The latter can be very busy at peak times, so it is imperative that these rules are observed. The key factors governing the success of this system are **"patience"** together with the development of a **"pick up/drop off and go"**

mind-set. Please be aware that the gates leading directly in to the Primary tarmac area are shut and locked between 8.25 a.m. and 3.00 p.m.

Any visitors to the school during the school day should enter the school via the Main Office and sign in. Parents coming in to help in classrooms or coming in for meetings should find their name on the sign-in list. Any visits to the school must be pre-planned as we do not allow on-the-spot visits.

The use of cell phones whilst driving on school property is not allowed. This practice is dangerous and could cause an accident.

Overview

Essentially, there is one entrance and two exits: eastbound and westbound. There are also six pick-up/drop-off bays: three for eastbound traffic and three for westbound traffic. These are defined by lines on the road. Children may exit or enter a vehicle **ONLY** when the vehicle is in one of the six bays.

Please note that:
THERE SHOULD BE PARKING IN DESIGNATED PARKING SPOTS ONLY - NOWHERE ELSE.
AT NO TIME SHOULD A VEHICLE NOT IN AN ALLOCATED PARKING SPOT BE LEFT UNATTENDED.

There are very few parking spots available for parents. Should all the spots be full, cars need either to rotate around the car park or leave the car park and return at the correct time. Clearly, this system has been designed to encourage parents/guardians to drive in, pick up/drop off and drive out. There will be at least one member of staff managing the crossing each morning during drop off. It is important that children are ready to leave the car as quickly as possible once the car enters a drop-off bay.

Drop off

We ask that no Primary-aged children are dropped off at the school prior to 8.00 a.m., as there is no adult supervision available before this time. The only exception to this is siblings of Reception children that are old enough to sit quietly for the five minutes or so between Reception drop off and when the gates are opened for Y1- Y6 students. Even the most sensible of children can make bad choices, and we do not want a child to get hurt.

Vehicles should enter the eastern parking lot and proceed in an easterly direction through the car park. At this point, the road is quite clearly marked, eastbound and westbound. Cars should drive around in their chosen lane until they reach one of the three bays. At this point, children may disembark and walk down or up to the crossing and into school. **The crossing should be kept clear at all times**. After drop off, vehicles should proceed to the exit and either turn left (east) or right (west). Please use the correct exit lane for your direction of travel; do not turn against the flow.

Secondary students can be dropped off with their Primary siblings and can walk around on the sidewalk to the front entrance and from there go to the basketball court where Secondary students congregate before school.

Primary students can be dropped off with their Secondary siblings over by the pool but should not enter the school site until 8.00 a.m. at the earliest, so this only works if you are dropping off after 8.00 a.m. or the Primary student is attending Early Birds Club.

Pick up

Vehicles should enter the zone as for drop off, and either drive around in the selected lane to wait in a bay or join an established queue. At **no** time should a vehicle be left unattended unless it is parked in an allocated parking spot (not the pick-up/drop-off bays). After school, children being collected by car will be escorted to the platform under the supervision of the duty teacher. As cars enter the pick-up bay, children will be ushered into vehicles via the cross walk.

To ensure the efficacy of this system, it is imperative that **vehicles for the 3.15 p.m. pick up (Y2 and 3) do not enter the property until that time or slightly later** and **vehicles for the 3.35 p.m. (Y6) pick up do not enter the property until that time**. Vehicles should only enter the pick-up bays to receive their child/children. It is not a waiting zone (this includes for after school pick up). In the event that your child is not available for pick up, you will need to drive around the car park and re-enter the queue. Provision has been made to enable you to do this just prior to entering the pick-up/drop-off bay area. Children waiting to be picked up will be supervised in the fenced off seating area by the duty teacher. Y2 – Y6 classes have signs that are hung up on the pillars of the covered seating area to show that a class has entered the pick-up zone. Once this sign is up, you may enter the pick-up bays. Y1 classes do not have signs as they are usually the first classes out.

Children are supervised by teaching staff until 3.45 p.m. However younger children may be taken in early if they have been there for 15 minutes after their official pick-up time. Any children not picked up by 3.45 p.m. are taken to Bears Club. There is a charge if a child has to use this service (unless there were extenuating circumstances for a late pick up – like car break down, accident or family emergency).

Y4 – Y6 students only are allowed to be picked up on the Secondary side with their older Secondary siblings, but the homeroom teacher and Mrs. Patterson do need to be informed that parents give permission for this. A form goes out at the start of year to parents so they can let us know the names of any people that are allowed to collect their child/children and for the Upper Primary children an area to sign to say that they are allowed to leave the classroom at the end of the day to make their way to either Secondary pick up (as they have older siblings) or to walk home or catch the bus. Please note they will need to wait with their older siblings under the PPMH covered area and cannot wait elsewhere, as this is a very busy space and there is no adult supervision in other areas of the car park.

We do offer supervision of younger siblings until their older Primary brother or sister comes out

for dismissal. **This is only available to siblings (not for playdates)**. Younger siblings can be supervised until the older child is dismissed. The older child is responsible for collecting his/her brother or sister on the way out to dismissal – staff will not do this. Please make sure older siblings know what to do and on which days. This is not available for siblings of Secondary students as Secondary students cannot be picked up at the Primary side.

One more suggestion to expedite a smooth pick up is that parents display, in their car window, the name of the child/children they are picking up that day as they enter the bay. This is **extremely** helpful to teachers who may be unfamiliar with all the children, **especially at the start of a new academic year** (Our teachers have many skills but being psychic is not one of them!)

COMMUNICATION

Contact details

At Warwick Academy we believe that effective and open communication is the key to building strong relationships. To help us communicate effectively, it is essential that you inform the school as soon as any of your contact details change. Kindly email primarysecretary@warwick.bm and copy in data@warwick.bm .

How the school lets you know what is going on: A weekly Friday email is sent to all parents. In this email major events coming up are mentioned along with general news and items of interest. This is only sent home electronically, so it is essential that you have an email address that the school can use. Increasingly, communication between home and school is being done electronically. All relevant information is also put onto the Primary VLE, so please ensure you check this regularly. On Mondays, we will send out a reminder information email. Outside of this we will try to keep emails telling you/reminding you about events to a minimum for the rest of the week!

How you can communicate with the school: Teachers are happy to be communicated with via notes in your child's agenda or via email (see 'Email Protocol' information in this handbook). Please note, however, that email is not a way to send important/urgent messages. Any urgent messages should go to the Primary office. For very urgent messages, a phone call is the best way to ensure that the school has received the information.

Please note that the first port of call for all parents is the class/homeroom teacher. Contact information for all staff can be found in the reference section on the Primary VLE.

Principal	Mr. Dave Horan	dhoran@warwick.bm	239-9452
Head of Primary	Mrs. Maria Woods	mwoods@warwick.bm	239-9460
Head of Secondary	Mrs. Rebeka Sousa	rsousa@warwick.bm	239-9473
Deputy Head Primary (Pastoral)	Mrs. Susan Rickards-Sousa	ssousa@warwick.bm	239-9460

Deputy Head Primary *(Curriculum and Learning)*	Mrs. Nicole Pantry	npantry@warwick.bm	239-9460
Deputy Head (*Co-curricular and Privacy Officer)*	Mrs. Jill Finnigan	jfinnigan@warwick.bm	236-1917
Primary Office	Mrs. Cindy Patterson	primarysecretary@warwick.bm	239-9460
Main Office	Mrs. Jessica McClure	jmcclure@warwick.bm	236-1917
Finance Office	Mrs. Mary Hazlewood	accounts@warwick.bm	239-9453
LP Pastoral Coordinator	Mr. Robin Stowe	rstowe@warwick.bm	239-9460
UP Pastoral Coordinator	Ms. Sherraine Fleming	sflemming@warwick.bm	236-1917
Bears Club	Ms. Tamara Smith	bearsclub@warwick.bm	591-1917
Counselling Office	Ms. Kim Siwiec	ksiwiec@warwick.bm	239-9464

EMAIL PROTOCOL

Whilst we believe in open communication at Warwick Academy, an abundance of emails can create new challenges, so in order to ensure that important emails to and from school are not missed and that the correct people are included on certain emails, we have created the following email protocol document for parents and staff:

- **The Primary and Secondary offices will aim to only send out whole school emails on Mondays (reminder email) and Fridays (newsletter) and place all relevant information on the Primary VLE (FROG) for reference.**

- **In Primary, year group teachers will aim to focus year group specific general information on the Primary VLE (FROG) for parents to check**

Some key situations when you may need to email the school

In these situations:

- **Contacting the school about a child's absence**
- **Contacting the school about an appointment during the day**
- **Contacting the school about a change in your child's pick-up arrangements**

Please send emails to the following members of staff: **Y1 – Y6 – send to Primary secretary (Mrs. Patterson) and copy in class/homeroom teacher**

In the case of a change in end of day pick-up arrangements, should you need to communicate with the school after 1.00 p.m. you must phone and speak to Mrs. Patterson personally to ensure the information has been received. You can send an email as well, but please do not just email, as we cannot guarantee it will be read in time.

Some key things to be aware of and consider when emailing teachers at WA

- **Staff at WA have 48 hours (two working days) to respond to email communication during the school week/term**. Usually, this time frame is not used, but please do not expect an immediate reply to every email you send to the school. If a teacher is out sick or has no free time that day, he/she may not be able to get back to you until later.

- **Teaching staff at WA are expected to focus on teaching and learning as a priority during the school day.** Teaching staff are expected to check emails before 8.25 a.m. and at the end of the school day. On some days they may have time to check at other times or at lunch time if they are not on duty, but there is no expectation for them to do so. Please be aware of this, as on some days (especially event days), these are the only times emails may be checked.

To help ensure efficiency when emailing, please think about any email you send to a teacher. The best way to determine the need for an email and whether email is the best way to communicate is to ask yourself some questions.

The first question to ask would be:
"Can I find this information in the handbook, on the website, on the Primary VLE or in the weekly newsletter?"

If the answer is 'yes' the teacher may well direct you to this source of information if they themselves would have to look it up there anyway.

The next question to ask would be:
"Would I take the time to put this on paper rather than send an email?" which was, of course, the way communication would have happened prior to email. Now, with the ease of email, it is all too easy to dash off an email without considering the real need.

If the answer is 'yes' then the final question to ask would be:
"Is this going to be a long, complex email requiring a long, complex reply?"

If the answer is 'yes', then the best and most effective way for this communication to take place may be for you to ask to meet with the teacher, or ask if they could possibly give you a call. Be aware that if you do send an email that does require a lot of time and thought to reply, teachers will be advised by the school to pick up the phone and speak to you when they are free to do so, or they may reply suggesting a meeting. Email 'ping pong' is not an effective way to communicate, as I am sure you would agree.

PRIMARY VIRTUAL LEARNING ENVIRONMENT (FROG)

FROG is our Virtual Learning Environment provider and is available to all parents and students at Warwick Academy. In the Primary Department it is used as a way to ensure that communication is effective. Letters sent out and any forms which need to be completed can be found here, and each year group has a page on which it can post notes and information about what is happening in that year group. Core Learning Webs (which highlight learning in each subject for each unit of study) are uploaded here. In Upper Primary year groups, more complex projects/tasks will be put onto the year group page so parents can support their child as best as possible with these. In Y5 and Y6 some homework assignments are added to FROG.

You can enter FROG by going to our website www.warwick.bm and clicking on the word **Primary FROG** in the top left-hand corner of the page.

To access FROG for parents of children in R, Y1, 2, 3
USERNAME: Lower
PASSWORD: 123456

To access FROG for parents of children in Y4, 5, 6
USERNAME: Upper
PASSWORD: 123456

WRITTEN REFERENCES/REPORTS FOR OUTSIDE ORGANISATIONS

Please be aware that all requests for written reports/references in relation to a student that are for outside organizations must be sent to the Primary office. Parents need to be aware that there is a charge for these (excluding ratings charts and references written for learning support purposes which we do not charge for). Staff will forward any reference requests they receive to the Primary office.

PRIMARY DEPARTMENT UNIFORMS AND APPEARANCE

Please Note: Many uniform supplies may be purchased from **The English Sports Shop**. The navy-blue tunic-style dresses can be found there, and gingham summer dresses can be purchased from **Warwick Academy School Shop: schoolshop@warwick.bm .** Online ordering (via Warwick Academy Console) is now available from the school shop.

Warwick Academy Primary follows a "**No Hat, No Play"** policy. From May 1st until November 30th the WA baseball cap, WA visor or bucket hat is compulsory when eating lunch, out in the tarmac or on the field at play. Failure to have a hat at school will mean that a child must remain in the Primary quad seated at the benches. Hats are available from the school shop and from the Primary office. No substitutes are allowed. From December 1st until the move to summer uniform on May 1st wearing a hat is optional.

Summer uniform is optional after we return from Easter break, but mandatory from May 1st. Winter uniform is mandatory from December 1st.

Please be aware that in Y5-Y6, a button-down shirt and tie will be required for formal events such as the Y6 Celebration Assembly, Denton Hurdle Award Ceremony, Prize Giving, etc. regardless of time of year.

New students joining the school each year are charged for a house t-shirt (all year groups) and a house tie (Y5 and Y6) so parents do not need to purchase these items. We provide these items to new children in the first week of school in September.

W.A Primary Summer Uniform (Optional start of Term 3 - mandatory 1st May)

Girls Y1-Y4	Boys Y1-Y4
TO BE PURCHASED FROM SCHOOL • White WA polo shirt • Light blue gingham dress • WA regulation hat **TO BE PURCHASED FROM OTHER OUTLETS** • Navy **skort** *(English Sports Shop)* • Under-skirt or white/navy short lycra shorts (optional) • Navy **plain-knit, V-neck** pullover, vest or buttoned cardigan • Navy knee length socks • Plain brown/black flat school shoes. No trainers of any colour.	**TO BE PURCHASED FROM SCHOOL** • White WA polo shirt • WA regulation hat **TO BE PURCHASED FROM OTHER OUTLETS** • Khaki shorts worn **above** the knee or long pants • Navy **plain-knit, V-neck** pullover, vest or buttoned cardigan. • Navy knee length socks • Plain brown/black shoes. No trainers of any colour or ankle boots.

Girls Y5 and Y6 – wear Secondary uniform	Boys Y5 and Y6 – wear Secondary uniform
TO BE PURCHASED FROM SCHOOL • WA house school tie Y5 & Y6. • WA regulation hat • White WA polo shirt **TO BE PURCHASED FROM OTHER OUTLETS** • Navy **skirt or skort** (knee length or 4 inches from the top of knee), **navy shorts or long navy pants** • Navy **plain-knit, V-neck** pullover, vest or buttoned cardigan • Navy knee length socks • Plain brown/black flat school shoes. No trainers of any colour.	**TO BE PURCHASED FROM SCHOOL** • WA house school tie Y5 – Y6 • WA regulation hat • White WA polo shirt **TO BE PURCHASED FROM OTHER OUTLETS** • Khaki shorts worn **above** the knee or long pants • Navy **plain-knit V-neck** pullover, vest or buttoned cardigan. • Navy knee length socks • Plain brown/black shoes. No trainers/sneakers of any colour.

W.A Primary Winter Uniform (Mandatory 1st December)

Girls Y1-Y4	Boys Y1-Y4
TO BE PURCHASED FROM SCHOOL • White WA polo shirt. • Crest for blazer OR blazer with crest embroidered (must be pre-ordered) optional for Y1 – Y5 • Optional WA woolly beanie hat for playtimes **TO BE PURCHASED FROM OTHER OUTLETS** • Plain navy tunic or navy **skort** *(English Sports Shop)* no skirts or shorts • Navy **plain-knit, V-neck** pullover, vest or buttoned cardigan • Navy knee length socks or plain navy tights • Plain brown/black flat school shoes. No trainers of any colour. • Blazer (purchase crest from school) – **optional for Y1 – Y5**	**TO BE PURCHASED FROM SCHOOL** • White WA polo shirt. • Crest for blazer or blazer with crest embroidered (must be pre-ordered) optional for Y1 – Y5 • Optional WA woolly beanie hat for playtimes **TO BE PURCHASED FROM OTHER OUTLETS** • Khaki shorts worn **above** the knee or long pants • Navy **plain-knit, V-neck** pullover, vest or buttoned cardigan. • Navy knee length socks • Plain brown/black shoes. No trainers/sneakers of any colour. • Blazer (purchase crest from school) **optional for Y1 – Y5**

Girls Y5 and Y6 – wear Secondary uniform	Boys Y5 and Y6 - wear Secondary uniform
TO BE PURCHASED FROM SCHOOL • WA house school tie. • Crest for blazer OR blazer with crest embroidered - optional in Y5 & mandatory in Y6. Optional WA woolly beanie hat for playtimes **TO BE PURCHASED FROM OTHER OUTLETS** • Navy **skirt or skort** (knee length or 4 inches from the top of knee), **navy shorts or long navy pants** • White shirt with pointed collar, long or short sleeves • Navy plain-knit, V-neck pullover, vest or buttoned cardigan • Navy knee length socks or plain navy tights • Plain brown/black flat school shoes. No trainers of any colour. • Blazer (purchase crest from school) – optional for Y5 **mandatory for Y6**	**TO BE PURCHASED FROM SCHOOL** • WA house school tie. • Crest for blazer OR blazer with crest embroidered - optional in Y5 & mandatory in Y6. Optional WA woolly beanie hat for playtimes **TO BE PURCHASED FROM OTHER OUTLETS** • Khaki shorts worn **above** the knee or long pants • White shirt with pointed collar, long or short sleeves • Navy **plain-knit, V-neck** pullover, vest or buttoned cardigan. • Navy knee length socks • Plain brown/black shoes. No trainers/sneakers of any colour. • Blazer (purchase crest from school) – optional for Y5 **mandatory for Y6**

Physical Education

To be purchased from school:

- WA navy shorts or skort
- WA navy shirt
- WA house shirt
- WA navy sweat suit Y1-Y3
- WA navy tracksuit Y4-Y6 (special order in September) Y3 students may purchase if new tracksuit is needed.

To be purchased from other outlets:

- Black or white sports socks.
- Trainers/sneakers – blue, black, white or grey (or any combination). No bright colours or shoes that light up.

*All students wear their PE uniform to school on PE days. In cooler months the WA sweat suit or tracksuit may be worn.

Swimming lessons

To be purchased from school

- Swim caps (must be worn by all children with hair that falls below the ear). Caps for students with thicker/fuller hair are also available in the school shop.
- Girls Y1-Y3 – Navy tankini (sold at school).
- Girls Y4-Y6 – One-piece navy swimsuit (sold at school).
- Boys Y1-Y6 – Navy tight jammers (sold at school)**.** These allow the instructor to see the correct swim stroke and allow the child to have full range of motion in the early stages of the programme.

Please send students in with slip on footwear that they can use to go to and from the pool.

It has also been agreed that children may wear the close-fitting bodysuit type swimwear shirts designed to protect children from harmful rays. Navy blue, black or white, please. They should not wear these to school but pack them with their towel so they can put them on before they enter the pool.

ALL ARTICLES OF CLOTHING AND ANY OTHER BELONGINGS MUST BE CLEARLY LABELLED. Please note: all lost property not claimed by the end of each half term will be washed and sold at the parent-run Second Hand Uniform Shop. Proceeds from this go to Warwick Academy Parent Teacher Association (W.A.P.T.A).

All children may wear their gym uniform to school on gym days. In cooler months, they may also wear the Warwick Academy tracksuit but not under-shirts.

Appearance

Students should be clean, **neat and well-presented** when in school uniform. We believe that the standard of appearance is important in establishing a common standard amongst students, setting the tone for the school day and minimizing distractions amongst students, thereby focusing on their learning.

Hair

- Hair should be clean, neat and **clear of the face at all times**.
    - In Primary, long hair must be **completely tied** back (braids/plaits, ponytail, bun etc). If it is long enough to tie back, it should be tied back.
    - In Secondary, students must tie back hair upon request.
- Only natural hair colour is permitted.
- Extreme hairstyles are not acceptable (e.g. height, length, shape) and do not honour the intent of this policy.
- Students are not permitted to have lines shaved into their hair or eyebrows.
- Hairbands, ribbons, clips, etc. worn in the hair must be white, blue, black or brown.
- Students should be clean-shaven.
- Sixth Form students are permitted facial hair which should be short, neat and well-groomed.

Jewellery

- Primary and Y7-11 Secondary students may have one small plain stud earring worn in each lower ear lobe. No other jewellery may be worn except for medical bracelets.
- Sixth Form students may wear jewellery that is discreet and suitable for a business environment.
- No students in R – Y11 may have any visible piercings: nose, eyebrows, tongue, etc. as they are not part of school attire.

Make-up and nail polish

- Primary and Y7-11 Secondary students may not wear make-up or nail polish at any time.
- Sixth Form students may wear discreet make-up and nail polish that is suitable for a business environment.

Tattoos

- No visible tattoos are permitted.

SCHOOL SHOP (schoolshop@warwick.bm)

The Warwick Academy School Shop is located just below the Primary stairs (first door on your left) and sells ties, P.E. shirts, P.E. shorts, swimwear, the school crest and school hats. School hats can also be purchased from the Primary office. Parents will be informed of the school shop opening hours for the following year at the start of the academic year. Opening times are placed on the front page of FROG.

Parents can now order items from the school shop via the Warwick Academy Console. The order will be prepared, and parents will be contacted to let them know when it will be ready for collection.

HEALTH, NUTRITION POLICY AND HOT LUNCHES

A healthy and safe environment is essential for optimum learning. To this end, Warwick Academy implements the following policies in relation to sickness and nutrition.

Health

A Government nurse is allocated to Warwick Academy Primary. The nurse conducts eye examinations and hearing tests. We do request that parents ensure that our records on children's immunisations are up to date.

Warwick Academy does have a policy on how we respond to head lice, and this can be found on the front page of the Primary VLE (FROG) in the School Policies section that can be found within Primary Notices area on the right-hand side of the page.

Please note that any medication needed at school (including epi pens and inhalers) should be sent to the Primary office and not kept in the student's bag. This is to ensure that no matter where or when the students need to access their medication, all staff know where it is kept. It also means that for major sports events we can take the container down to the field/sports hall so it is close to hand.

Medical appointments overseas

We ask that a doctor's note is sent to the school to cover 3 or more days (it does not need to state what the student is travelling for but will just help us ensure it is covered under excused leave).

Appointments during the school day

Please note that when letting the school know of an appointment during the day, you should email the student's homeroom teacher and copy in the Primary secretary. If it is a last-minute appointment and is on that day, then please call the school and make sure you speak to someone, as the homeroom teacher checks his/her email first thing in the morning and then at lunch time and may miss an email that arrives after these time slots. You can send an email as well, but it is imperative that you also call the school for same day appointments.

Any request for a pick up from 3.00 p.m. will be from the regular pick-up location (Primary car park). Any request for a pick-up before this time will be from the main office.

We ask that pick-up times are not during recess or lunch time slots but either just before or after these times.

All students must check in with the Primary office (not just the Main office) when returning from an appointment, otherwise they will not be marked present, and this could potentially be an issue for attendance and for fire and safety.

Children staying at home if sick

In order to reduce the chance of cross infection, we ask that children are **not sent to school when they are clearly unwell and certainly not when they have a temperature, are vomiting or have loose stools/diarrhoea**. Children should not be sent back to school until

- **48 hours** have passed since the child last had loose stools/diarrhoea.
- **24 hours** have passed since the fever dropped or the child last vomited (without the aid of medication).

In the case of highly infectious conditions (for example conjunctivitis, chicken pox etc.), we ask that a doctor's note is provided to say that the child can return to a school environment.

In the Primary school, illness of three or more days should be reported to the school by the parents, and a medical note must be provided. Parents should inform the class teacher and the Primary secretary of the absence (length if known) as soon as possible. Teachers will provide work where possible (either by email if the work is saved as an electronic file or by leaving work to be collected from the Main office). If it is not possible to provide the work (for example if a concept needs specific teaching), the school will ensure the child has help catching up in school on their return.

Approach taken when a child becomes ill at school

When at school, if a child should have a temperature, vomit or have diarrhea and/or the teacher feels they are struggling at school because they are not well, parents will be contacted and will be asked to pick up their child. Until pick up, the child will be kept away from other children and staff.

Approach to a child injuring himself/herself at school

We have first aid trained staff members at Warwick Academy, and one of these staff members will assess any injuries that occur. In the case of minor scratches and bumps, the staff will use the first aid kits provided to treat the child. Should the assessment of the child indicate he/she may need more specialist treatment, parents will be informed and – should an emergency hospital visit be required – an ambulance will be called and parents will be asked to meet the child and a staff member at the hospital.

If a child incurs an injury to his/her head whilst at school, parents are informed and the child is monitored by staff.

The school records more severe injuries and accidents. Should a hospital visit be required, the necessary authorities are informed.

Nutrition

Research indicates that good nutrition promotes optimal health, growth and intellectual development, resulting in healthier children who are better academic achievers. To contribute to the educational achievement of children, nutrition policies must support children in developing the behavioural skills needed for choosing a healthy diet. In Primary, all foods consumed on the premises must be those that contribute to the health and welfare of the children. Water is the best drink for your child during the school day. Only drink bottles containing water are allowed.

Recess

- All recess foods should be trash free.
- Children must be provided with at least one fruit or vegetable snack. Large apples and oranges are better if pre-prepared so they are manageable for small children.
- Students in Y5 and Y6 are allowed to take their fruit/snacks to the field with them at recess, so this may be a consideration when choosing snacks.
- Fruit Roll Ups and similar sugar-filled snacks are **not** permitted (and will be confiscated).
- "Go-Gurt" and similarly packed foods are **not** permitted, because they tend to be messy and are difficult for a small child to manage successfully.
- Children may eat a suitable snack after their fruit such as a granola bar or yoghurt.

Lunch

- All lunches should be trash free.
- Children are encouraged to have a nutritious meal comprised of foods from each of the four food groups.
- Foods from the "other" food groups should only be offered occasionally.
- Lunchables, Go-Gurt and similarly packed foods and juice boxes, etc. are **not** permitted.
- We are not able to reheat food for children.

Lunches are offered (through the Island Restaurant Group) from Monday to Thursday. These are prepaid on a 6-8-week cycle depending on how the school term runs. Information outlining the menus for these weeks is sent to parents, and children/parents may choose to have lunches on all or some of the days. The classroom teacher will distribute tickets on a daily basis. Please note it is essential that parents who wish to purchase lunches return the form together with payment on or before the due date. Parents are also advised to make a note of when their child will be having a lunch or not, to alleviate any confusion at lunch times. Any questions about hot lunches should be directed to IRG at catering@irg.bm

On Fridays, the Primary Department sells pre-ordered pizza. Forms for this will be sent out in September. All children wishing to have pizza lunch each Friday should submit this with

payment. In Primary, pizza cannot be purchased on the day.

POSITIVE BEHAVIOUR MANAGEMENT AND THE GOLDEN MODEL

The school philosophy on discipline is one of positive reinforcement. The discipline in Primary is *firm but friendly*. The system has been devised to reward positive behaviour and to encourage the children to take ownership and eventually manage poor behaviours successfully. We use Jenny Mosley's Golden Rules/Golden Time and Quality Circle Times as a way to support children with these expectations. We also have a sanctions steps document which clearly indicates what sanctions may be used when handling behaviour. This document can be found on FROG.

The Golden Rules:

- ✓ We are gentle
- ✓ We are kind and helpful
- ✓ We are honest
- ✓ We work hard
- ✓ We listen
- ✓ We look after property

Rewards used to promote positive behaviour

House points
All teachers can award house points throughout the day, and these are posted in the house boxes and added to the weekly totals. Weekly house totals, cumulative totals and house positions are shared with the children every Tuesday in Primary assembly.

Golden Time
To reward the children who have followed the Golden Rules, each classroom teacher holds a "Golden Time". Golden Time takes place at the same time every week and is scheduled to last between 20 and 30 minutes. Children are involved in selecting activities for this time and sign up for the activity they wish to take part in at the start of the week. As the week progresses, if a child struggles with keeping any of the Golden Rules, and after a verbal warning and then an official warning card for breaking the same Golden Rule within a set period of time, they lose some of their Golden Time (smaller chunks of time for younger children). The aim is for all children in the class to understand expectations and to reflect on behaviours which are affecting their ability, and the ability of others around them, to learn. Should staff notice any behaviour that is cause for concern, they will notify parents.

Weekly certificates
Each week in assembly, one or two children in each class receive either an IB Learner Profile Certificate (see the IB Learner Profile near the front of this handbook) or a Golden Rules Certificate. This helps to raise the profile of the types of attributes we wish to encourage in our young learners at Warwick Academy.

Other reward schemes
Other reward schemes are implemented in each classroom. These take several forms, depending on the teacher. The outcome, however, remains the same, in that positive behaviour is rewarded.

LEARNING ENRICHMENT

We recognise that all children in the school should be able to reach their learning potential, and in order to enable this to happen, we have the following structures in place:

Our pastoral programme supports learning by providing a safe and happy environment for students. The pastoral structure involves homeroom teachers, pastoral leaders and our counselling team.

Teachers differentiate work in their classrooms as appropriate to provide support and extension for learning.

Our assistant teachers (fully qualified teachers) work alongside Primary teachers in each year group to enrich the teaching provision.

Four staff members are focused on running our learning enrichment programmes (extension, support and intervention programmes).

For more information on how we identify learning needs and the support that may be needed, please see our SEN (Special Education Needs Policy and Procedures documents).

HOMEWORK POLICY

Lower primary
Y 1

- Reading - daily – plus
    - Sight word review
    - Sound books (optional)
- Math - 10 minutes a week

Y 2:

- Reading - daily
- Math - 10 minutes a week

Y 3:

- Reading - daily
- Spelling - 20-minute assignment once a week and practice during week for test
- Math - 10 minutes a week

Upper primary

On top of the regular homework expectations below, children may be assigned special projects which they will be given plenty of time to complete. Information on the project will be posted on our Virtual Learning Environment (called FROG) on the year group page.

Y 4:

- Reading - daily
- English (writing) – 20-minute assignment once a week which includes spelling work and practice during week for test
- Math – 20-minute assignment once a week (could be online or on paper) and 10 minutes fluency practice (online)

Y 5:

- Reading - daily
- Spelling - 20-minute assignment once a week and practice during week for test
- English (writing) – 20-minute assignment once a week (could be online or on paper)
- Math – 20-minute assignment once a week (could be online or on paper) and 10 minutes fluency practice (online)
- Music – strings practice – 15 minutes three times a week (can include the weekend)

Y 6:

- Reading - daily
- Spelling – 20-minute assignment once a week and practice during week for test
- English (writing) - 30-minute assignment once a week (could be online or on paper)
- Math – 30-minute assignment once a week (could be online or on paper) and 10 minutes fluency practice (online)

We also give students access to online resources so they can do optional extra work using these.

REPORTING

There are three formal reporting periods throughout the school year. In the first term, parent-teacher conferences allow parents to discuss how their child has settled in to his/her new class. In the second term, parents have the opportunity to meet with their child's teachers again in order to evaluate progress made since Term 1, and new targets will be set. On this occasion, parents will receive a written progress report in advance of the meeting. This will give them feedback on all areas of the curriculum. At the end of the academic year, parents get a final written report. At all times during the year parents are more than welcome to make appointments to speak to teachers about their child's progress.

PARENT INVOLVEMENT

Involvement by parents is welcomed throughout the whole school. This family participation is certainly not limited to parents, since we have grannies, grandpas and other relatives who volunteer their time on a regular basis. Volunteers are used in many ways: as reading parents, in art classes, gate duty, drivers for educational visits, newsletter editors, class parents and guest speakers. Parents can also become involved in the whole school by volunteering to serve on the Warwick Academy Parent Teacher Association (W.A.P.T.A.) executive, assisting at fundraisers, selling raffle tickets and participating in family Bingo nights and other fund-raising activities.

To ensure site security and the safety of all our students, any adult entering the school during the school day must sign in at the Main office and wear a visitor's badge. **No drop-in visits are allowed**. Parents with appointments, or who are signed up to support in the classroom will have their names left at the Main office. Should a parent arrive and wish to enter the school site and his/her name not be on the sign in sheet, a call may be made to the Primary office to get permission. All parents volunteering should have completed and signed the volunteer form on which information on child safety and confidentiality are provided (this can be found on Primary VLE)

How you can support your child and the school

Attendance and punctuality

- Take seriously your legal obligation to ensure your child attends school.
- Whenever possible, avoid arranging family holidays during term time.
- Whenever possible, avoid arranging appointments during the school day.
- If your child is absent, please inform the Primary office the morning of the absence, and if doing this by email, also copy in your child's homeroom teacher.
- For safety reasons, ensure your child is not on the school campus before 8.00 a.m. and beyond 3.45 p.m. - unless they are in one of our after-school clubs/activities or before school/afterschool supervision sessions.
- Ensure that your child leaves home early enough to arrive at school on time.
- If your child arrives at school after 8.25 a.m., he/she must enter via the Main entrance and report to the Primary office.
- If you wish your child to leave the premises at the end of the day unaccompanied (for example to walk home or catch the bus), please put this request in writing at the start of the year (or at the point you decide that this is what you wish to happen). Submit this to the Primary office and copy in the homeroom teacher.

Concerns over behaviour / pastoral issues

- Please encourage your child to tell an adult at school as soon as something negative happens that they are unable to resolve themselves. It is so much easier to investigate things as soon as they have happened, as accounts can change with time.

- If your child has not spoken to someone at school for any reason and you become aware of something that you feel the school should know, please do get in touch (usually the homeroom teacher as first point of contact).
- Please do not try to solve any negative interactions that happen in school between your child and another child by either addressing the other child or speaking to the other parent. Unfortunately, this can cause an escalation of the situation. You may also not be aware of issues that we at school are. Please allow us to investigate. We will, of course, do our best to keep you informed about any outcomes that are relevant to you or your child.

Homework

- Check the homework diary (home/school book) for your child's homework or FROG/VLE (Y5 and Y6 for some larger homework assignments) so you are aware of what has been assigned.
- Provide a quiet area at home for your child to complete his/her homework and review tasks.
- Ensure your child reads as much as possible (at least the minimum homework requirement)

Uniform and personal belongings

- Check uniform regularly for wear and tear and repair/replace as appropriate.
- Ensure your child is following uniform and appearance expectations.
- Ensure all belongings, including uniforms, are marked clearly with your child's name.
- Do not allow your child to take valuables to school. The school will not be responsible for loss of valuables or money.
- Please do not allow your child to take electronic equipment to school.
- Please note that we do not allow items to be dropped off at school for a child during the school day – only medicines may be dropped off. Should children not have a lunch, they will be given a school lunch and parents will be charged for this.
- If your child is expected to provide school supplies (Upper Primary), please ensure they have adequate supplies throughout the year.

Parent evenings and reports

- Attend our parent-teacher conferences.
- Attend any meetings arranged during the academic year (e.g. those regarding school trips, subject options, etc.) that affect your child.
- Read your child's written reports and discuss the content with him/her (age appropriately).

Contact details

- Inform us immediately of any changes to your contact details: email addresses, telephone numbers and home address.

Every day

- Follow school expectations, policies and procedures.

- Encourage your child to pack his/her bag the night before, and always check if any special equipment/clothing is required for the next day (e.g. for P.E.) as per the information that **no items** (except medicines) can be dropped at school during the school day.
- It is preferred that chaperones/drivers on school trips do not bring younger siblings on these trips.
- Ensure your child gets a good night's sleep and goes to bed at a reasonable hour.
- Ensure your child has a healthy and balanced diet.
- Support W.A.P.T.A. fundraising activities, wherever possible, and be involved in our annual raffle (major fundraiser for the school) by helping your child to sell the 10 tickets each student is provided with.

PARENT PROTOCOL FOR A SAFE AND HAPPY LEARNING ENVIRONMENT

It is expected that parents will observe the following:

- Report to the Main office on entering the property and then to the Primary office. **At no time should a parent or guardian enter the school site or the classroom without permission.**
- Follow the drop off and pick up procedures at start and end of day.
- Inform the school immediately if there is a change in home circumstances so we can support your child.
- Support the school in any way you can. We can only achieve what we do through the support of Warwick Academy families (in school and through W.A.P.T.A.). There is also a proven link between a student doing well at school and the level of involvement of his/her parents/guardians in the life of the school.
- Exercise extreme discretion when volunteering, as you may be privy to issues involving other children. **Confidentiality is essential.**

BIRTHDAY INVITATIONS AND CELEBRATING BIRTHDAYS IN SCHOOL

It is policy that all birthday invitations and thank you cards are mailed or given by the parent to the recipients. At **no time** should either of these be sent to school for teachers or children to hand out, unless of course the whole class is invited or at least all children of either gender. It can be very hurtful to a young child who has not been included.

Children may celebrate their birthday at school, if they wish, in the form of cupcakes or cookies to be eaten at recess. Please do **not** send a whole birthday cake or party bags. Please inform your child's teacher beforehand as there may be more than one birthday on the same day so treats will need to be spaced out. Birthday cupcakes/cookies should come in with the child and not be dropped at the Main office for delivery - we can help younger students carry in these items. Treats **should not** be supplied for other occasions (Valentine's Day, Halloween etc).

CELL PHONES & ELECTRONIC DEVICES

In Primary, we discourage students from bringing cell phones into school (for a variety of reasons). However, we understand that some parents may feel their child needs one if they catch the bus, walk home alone or go on to afterschool activities independently. If this sounds like your child, please be aware that the phone should not be a very valuable model, should be in his/her bag at all times and should be turned off until he/she leaves the school premises. Cell phone usage is not permitted anywhere on the premises during the school day from arrival at school until 3.45 p.m. Bus stops outside school do count as school premises. If there is a need for a student to contact home during the day, that student can visit the Primary office, and Mrs. Patterson will help him/her with this. Should a cell phone go off in school, the teacher will confiscate it, and parents will have to come in to collect it from the Primary office.

We do not allow electronic devices in school (this includes smart watches, computer games, tablets, tracking devices, etc.) unless a member of staff specifically gives permission or there is a special event that parents are notified about in advance (like a show and share or Golden Time).

SCHOOL CLOSURE / STORM ALERT

In the event of inclement weather, and a Government declaration that schools remain closed, Warwick Academy will follow suit. This information will normally be available on local radio stations from 6.30 a.m. Parents should listen to radio stations for reopening information pertaining to Warwick Academy.

Should the Government declare that schools are to close because of inclement weather while school is in session, the following action will be taken:

- All children will remain in their respective classrooms, supervised by the classroom teacher for a period of one hour after the closure is announced. Parents/guardians or the designated person may collect the child from there.
- After the first hour, all children will be taken to the Phoebe Purvis Memorial Hall (PPMH to await collection. Members of the Strategic Team (senior leadership team), including the Head of Primary will supervise.