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## **DUNROSS PREPARATORY SCHOOL**

96a St Anthony Drive, Westmoorings, Trinidad, WI

Tel 637-7241 633-6316 email: info@dunross.edu.tt

*Learning for Life*

Welcome to Dunross!

This handbook is designed to be a handy reference for responding to those questions that all new members of our community have.

While Dunross is a private, primary school, it is also the only non-denominational school in Trinidad and Tobago that is run by a co-operative. As you glimpse that first view of our large backfield and pass through the office to the spacious classrooms where learning takes place in a supportive, nurturing environment you will experience all that makes this school unique.

For the next seven or eight years, Dunross Preparatory School will be a second home for your child. It is important, therefore, that you understand the school's mission and purpose.

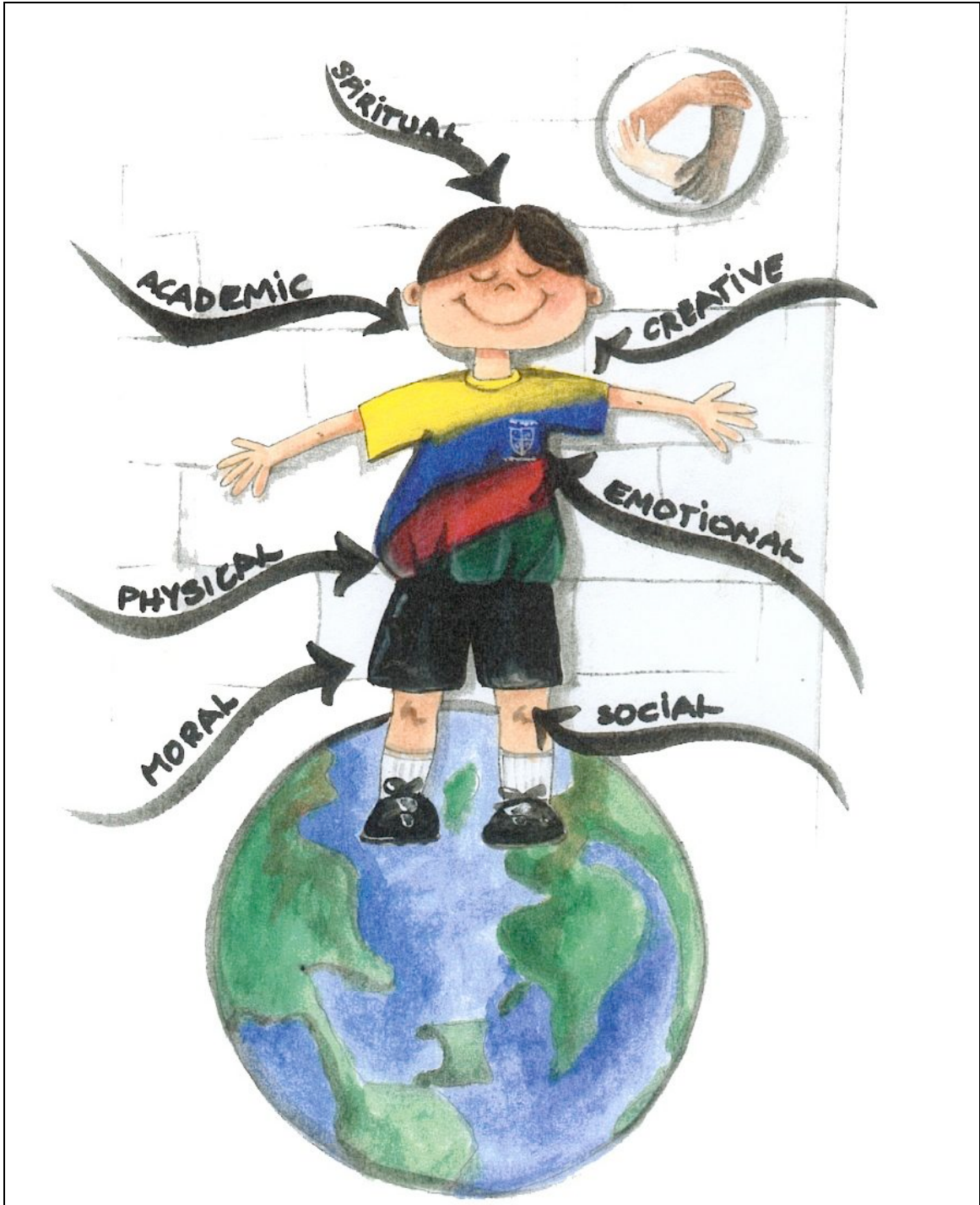
The primary focus is academic in keeping with the demands of our local curriculum but Dunross consciously strives to develop the child holistically. This means that emphasis will be placed not solely on the intellectual but also on the emotional, social, spiritual, creative and physical aspects of children's development. We are confident that the foundation established here will provide a solid base for continued growth and performance in later school life and beyond.

Please familiarize yourself with the contents of this handbook. It serves as the start of the home-school partnership so vital to your child's success while at Dunross. Rest assured that the school's efforts will be geared toward making his/her experience a positive one.

Giselle Rostant

Principal

# THE DUNROSS VISION



*The Dunross Child stands ready and able to face the world,  
always open to learning.*

## **THE DUNROSS MISSION**

Dunross places a high value on the process of learning.

We aim:

- to produce a student who is academically capable, as well as creatively, emotionally, morally, physically, socially and spiritually developed.
- to provide a co-operative working environment where mistakes are seen as opportunities for growth.
- to encourage students, teachers and parents to work together as a community to create individuals who are confident, well-adjusted and responsible, prepared to assume the role of contributing citizens in society.

## **THE DUNROSS MOTTO**

*Learning for Life*

## HISTORY

Dunross Preparatory School first began in 1955 at 45 Long Circular Road, St. James, on property leased by the original owners, Mr. Harry Ross and Mr. Henley Hutchinson. However, in 1975, Mr. Ross, who by that time had become the sole owner of the school, decided to retire and he urged parents to take over the running of the school.

Through the efforts of the then existing Parent/Teacher Association, the Dunross Co-Operative Society was registered on the 26th June, 1975, under the Co-Operatives Societies Act, 1971. The Society was established to operate and manage the school – DUNROSS PREPARATORY SCHOOL – for the education of the children of its members.

Land was purchased in Westmoorings and in September 1978, 18 classrooms were completed and occupied. The Administrative Block, completed in 1981 and refurbished in 2001, provides offices for the Principal, Administrator and administrative staff, a sick room, and interview and conference room, and computer lab. The science block was first opened in September 1984 comprising a laboratory and a music room. Computer Studies was added to the curriculum when the computer lab was opened in September 1990. With the recent expansion of the Resource block in 2007, there is now a Math/Science Lab, a Media Lab and a larger, refurbished Library as well as expanded Music Room. The remedial room was relocated and expanded in size in 2007.

The school is run by the Board of Directors of Dunross Co-Operative Society Ltd. The Principal co-ordinates the activities of the 400+ pupils, 32 teaching staff and about 300 families.

*Updated February 2009*

## **THE CO-OPERATIVE**

The Co-operative's Bye-laws (given to all new parents) provide for the appointment of a Board of Directors to decide and implement policy, plans and projects. They report to shareholders at the AGM usually held in the first term, after the accounts have been audited. All shareholders are expected to attend.

The Co-operatives' objectives are entirely educational. The school conforms to the curriculum laid down by the Ministry of Education, making decisions about income and expenditure to maximize the educational functioning of the school, not to make a profit. The real return on investment is the healthy, happy, well-rounded Dunross child.

Dunross parents are the members and shareholders of the society that owns the school. Every family is required to purchase shares, which are bought only once even though several children from one family may be in the school.

# GENERAL INFORMATION

The goals of the school are:-

- To enable children to acquire habits, knowledge, skills, interest and attitudes which they will need to live full, useful and productive lives;
- To help each child to develop to his or her fullest potential;
- To teach the fundamental academic skills and concepts in all school subjects;
- To develop habits of critical thinking and self-discipline;
- To respect people, property and self.

**School Hours** 8:00a.m. to 1.30p.m

On the first day of the first term and last day of every term school ends at 11:30am.

9:35 – 9:50 first break

11:50 – 12:10 second break

Children must arrive punctually and leave immediately after school is dismissed or at the end of any extra curricular activity. The school is not responsible for the safety of the children left on the premises after 3.30p.m. unless supervised by a teacher or other authorized adult.

## Curriculum

LANGUAGE ARTS

Reading

Comprehension

Grammar

Vocabulary

Spelling

Writing

MATHEMATICS

Mental Reasoning

Algorithmic Thinking

Problem Solving

SOCIAL STUDIES

SCIENCE

MUSIC

ART

PHYSICAL EDUCATION

COMPUTER

LIBRARY

PENMANSHIP\*

KEYBOARDING\*

LITERATURE\*

SPANISH\*

\*at selected levels

### **Class Levels**

Junior School	Kindergarten to Infant 2
Middle School	Primary 1 and Primary 2
Senior School	Primary 3 to SEA5

### **Houses**

*CASSIA      DOLPHIN      HIBISCUS      HUMMINGBIRD*

On entry, each child is assigned to one of these houses.

**Facilities** Dunross has a school library, computer lab, music room, media lab, math/science lab, remedial room, interview room, conference room and a sick room. All classrooms and resource rooms are air conditioned.

**Class Meeting** In September, the class teacher meets with parents to outline expectations and procedures for a successful year.

**Parent Conference** In Term 2, an individual parent conference is set up to discuss the performance and progress of each child.

**Exhibition Day** In the final term, parents are invited to view children's work on display.

**Tuck Shop** Goodies are sold on Fridays at second break. Parent volunteers assist.

**Market Day** Once per year, a class market day is held. Funds raised go towards class resource material.

**Lice Checks** are done at school at the start of each term and as required. Any child found to have lice or nits is sent home immediately. On return to school, the child's head is checked before he/she is allowed to return to class.

**Vision, Speech & Hearing Testing,** conducted at school, is compulsory for KG and new Infant I children and optional for others.

**Class Pictures** are taken of all classes every year. Orders for photos are to be placed in advance.

# GENERAL INFORMATION – POLICIES

## Child Custody policy

Unfortunately some marriages do end in divorce. In many divorces the parties are able to agree on the issue of custody of the children and the marriage. But in a few cases they are unable to agree and issues of custody and access or visitation rights are left to be determined by the courts. In such cases experience has shown two things:

1. it is only in the very exceptional case can a teacher or other employee of the school give evidence that will assist the case of one parent against the other in the battle for custody of the children.
2. it is in the best interests of the children that the school, its teachers and other employees remain neutral and not be called upon to support the case of one parent against the other.

With (2) in mind the school will make its records in relation to the children available to any parent who requests them and will also meet with the parents should there be a request to do so.

*May 2006*

## Cell Phone Use Policy : “Don’t need - Shouldn’t have”

While cell phones have become a part of 21st century life, the school is of the belief that it is NOT necessary for a child of Primary school age to have a cell phone while at school. Children are allowed to use the pay phone once the teacher has granted permission. The Office phone is also available in the event of an emergency.

Despite its growing popularity and convenience, parents are urged to exercise restraint and promote responsible use before providing cell phones to young children. Should it be deemed necessary for your child to have one, please note the following:

- The phone is to be turned off from 8:00 a.m. until 1:30 p.m. and kept out of sight in the school bag during the school day. Absolutely no calls are to be made during school hours.
- Should the phone ring during class time, it will be confiscated and kept in the Office until collected by a parent/guardian.
- Any parent wanting to contact a child during school hours should do so through the school office.
- The school does not hold itself responsible in the event of loss, damage or theft.
- Cell phone waiver should to be signed by parent.



Fees are payable within the first 10 days of term through any Branch of Republic Bank. The slips are to be made up in triplicate, stating our account No. 440130557501 with your name and your child's name clearly printed. One copy remains with the Bank, one copy is retained by you and one copy is to be submitted promptly to the school office.

After the 10th day of term, reminder notices are sent out. Then, 7 days later, a final notice is sent home after which your child/children will not be allowed back at school unless the fees are paid.

A term's fees will be charged in advance to reserve a place for a child who will not be attending for the said term.

#### **Temporary removal of a child**

If a child is removed from school during the school term, the child's place in class can only be guaranteed for the remaining term(s) of the school year, if the school fees are paid in full in advance.

#### **Withdrawal Notice**

Dunross Co-operative Society Limited requires one full term's notice of the intended withdrawal of a child/children, from Dunross Preparatory School during a school year, **in writing**. Notice of a child's/children's withdrawal in the following school year must be received by the end of the current school year. When such notice is not received, a full term's school fees for each child's withdrawal will be charged. **If these fees are not paid within the first 10 days of the new term, the Society reserves the right to confiscate the shares to the value of the fees owed.**

In recognition of the service rendered by the school, by decision of the Society, when a member is withdrawing his/her shares, such member is expected to make a contribution of not less than \$50.00 toward the Maintenance Fund of the School.

# SCHOOL RULES

- When the bell rings at the start of the school day, pupils are expected to assemble quietly in the courtyard facing the stage in their respective class lines.
- Children wishing to enter classrooms other than their own must first obtain permission from a teacher.
- Children are to stand and greet any teacher entering the classroom. They sit when given permission to do so.
- Children must tuck chairs under their desks and leave class in an orderly manner after they have been dismissed for the day. Teachers are not to dismiss class until the room is tidy.
- When the bell is rung at 1.30 p.m. children are to walk to the front area or back gate for collection by a parent or guardian.
- No running or horseplay is permitted on the walkways in front of the classrooms.
- Chewing of gum is forbidden in school.
- Children must respect school property. Any damage must be made good by the parent or guardian.
- No toys, including electronic games, are allowed in school unless on a special occasion. If confiscated, they are kept by the teacher until returned to the child.
- Homework must be done as assigned. Both the completed Homework, and the Homework notebook, must then be signed by the parent.
- Under no circumstances are children allowed to go outside the school fence to retrieve balls or other P E equipment.
- Pupils who are persistently idle and/or disobedient and who are considered to be exercising an injurious influence on others will be asked to leave the school.

## Unacceptable Behaviour

1. Stealing
2. Cruelty, bullying
3. Truancy, excessive absences or late coming
4. Obscenity, profanity
5. Disobedience, defiance, rudeness
6. Untruthfulness, cheating
7. Defacing/destroying school material or property
8. Bad manners - interruption
9. Disorderliness, carelessness in homework or class work
10. Fighting, aiding and abetting fighting, quarrelsomeness, temper tantrums

## **Discipline**

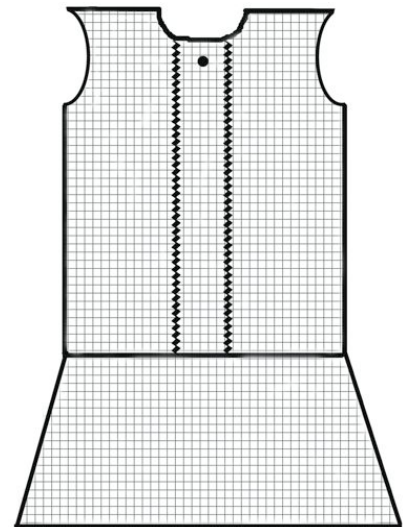
- a. Warning
- b. Reprimand
- c. Withdrawal of privileges
- d. Confiscation of property
- e. Order Marks
- f. Demerits
- g. Detention
- h. Suspension (only by Principal or Vice Principal, in Principal's absence)
- i. Expulsion (only by Principal)

# UNIFORM

- No bracelets, rings or chains (even for religious purposes). Watches are allowed.
- The only earrings permitted for girls are studs, or small, simple hoops (one earring per ear) Boys are not allowed to wear earrings.
- Children's hair must be natural colour (not streaked/dyed) and must be properly groomed at all times. Boys should have regular, short, neat, haircuts with hair not past the collar or below the eyebrows (no long bangs or fringes). Girls' hair should be tidy and kept away from their faces. Girls with long hair must wear ponytails or plaits.
- Sweaters can be worn in air conditioned classrooms only.
- Children will be disciplined for infringements of dress regulations and any non-regulation items worn will be confiscated until the end of term.

## Girls

- Drop-waisted dress of green, pink or blue medium-sized- check polyester/cotton material. Two rows of white rick-rack down the front, approximately 3" to 5" apart (depending on dress size) beginning at the neckline and ending at the hipline, running parallel.
- Girls' dresses are to be worn at mid-knee level.
- Knickers made of uniform fabric or P.E. shorts are compulsory for KG to Inf2 girls.
- House button is to be worn at neck between rows of rick-rack.
- White or black hair accessories, or 'scrunchies' made of uniform material to match uniform of the day.



## Boys

- Short sleeved shirt-jack of green or blue medium size check polyester/cotton material - to be worn outside the pants. Only V-neck white vests may be worn underneath the shirt. No colored T-shirts.
- Khaki shorts no lower than knee length.
- House button worn on the pocket.

### **Boys & Girls**

- Ankle length plain white socks – socks lower than ankle height are NOT allowed.
- Plain BLACK closed shoes or sneakers (no other colours or markings) - no sandals or plastic slippers.  
Coloured corrective shoes can only be worn if supported by a doctor's letter.
- Each child must have a green uniform for special occasions.

### **P.E. Uniform (Boys & Girls)**

- Colored 'DUNROSS' T-shirt in appropriate House colour
- Plain black nylon Football shorts - mid thigh length
- White socks - plain - without stripes or any other design.
- Plain BLACK sneakers (running shoes)

Note :

If child's foot is impaired, a slipper may be worn on the injured foot but the correct sock and shoe must be worn on the other foot.

***A written excuse must accompany any deviation of school uniform regulations.***

## TRAFFIC ARRANGEMENTS

When dropping and collecting your children, we ask your co-operation in ensuring a free flow of traffic with a minimum of inconvenience to all.

Make proper arrangements beforehand. Ensure your child knows who is picking him/her up after school and where he/she is to be picked up, before leaving home.

When approaching the school, please go left around the round-about and move as far forward as possible before stopping. Do not blow Horns.

On dismissal, and while there are vehicles entering the “Pick-Up” area, vehicles may wait only as long as required to pick up their waiting children.

The children of Kindergarten and Inf. 1 are dismissed at 1.25 p.m. each day. At that time if you are parked in the front of the school and your child or children have not appeared, you are to drive around the roundabout so that drivers behind you can access their children promptly. You may need a couple of trips around the roundabout but please co-operate with us to ease traffic congestion.

Drivers who stop and do not find their children waiting, must move forward immediately and return via the round-about, circling until they arrive.

Do not leave your vehicle unattended in the “Pick Up” area in front of the school. Staff Parking and Pick-Up areas are No Parking zones (see diagram).

Encourage your children to come to the “Pick-Up” area quickly.

Older children may need extra time to pack their bags properly.

By your allowing the extra time and arriving at school a little later, there should be less traffic congestion.

Children are to be dropped and collected in the “Pick-Up” area only. They are not allowed to cross the roadway unless accompanied by an adult. Do not call children to run across the line of traffic to your car.

Please co-operate with the teachers on Duty and our Guard. They are there to help with the smooth flow of traffic, but primarily to ensure the safety of the children.

No parking or waiting along fenced area during “Pick-Up” time or at any spot along the fence, which borders the school (see diagram). Cars parking along the fence just after the pick up area at the front actually cause a bottleneck, preventing the smooth flow of traffic.

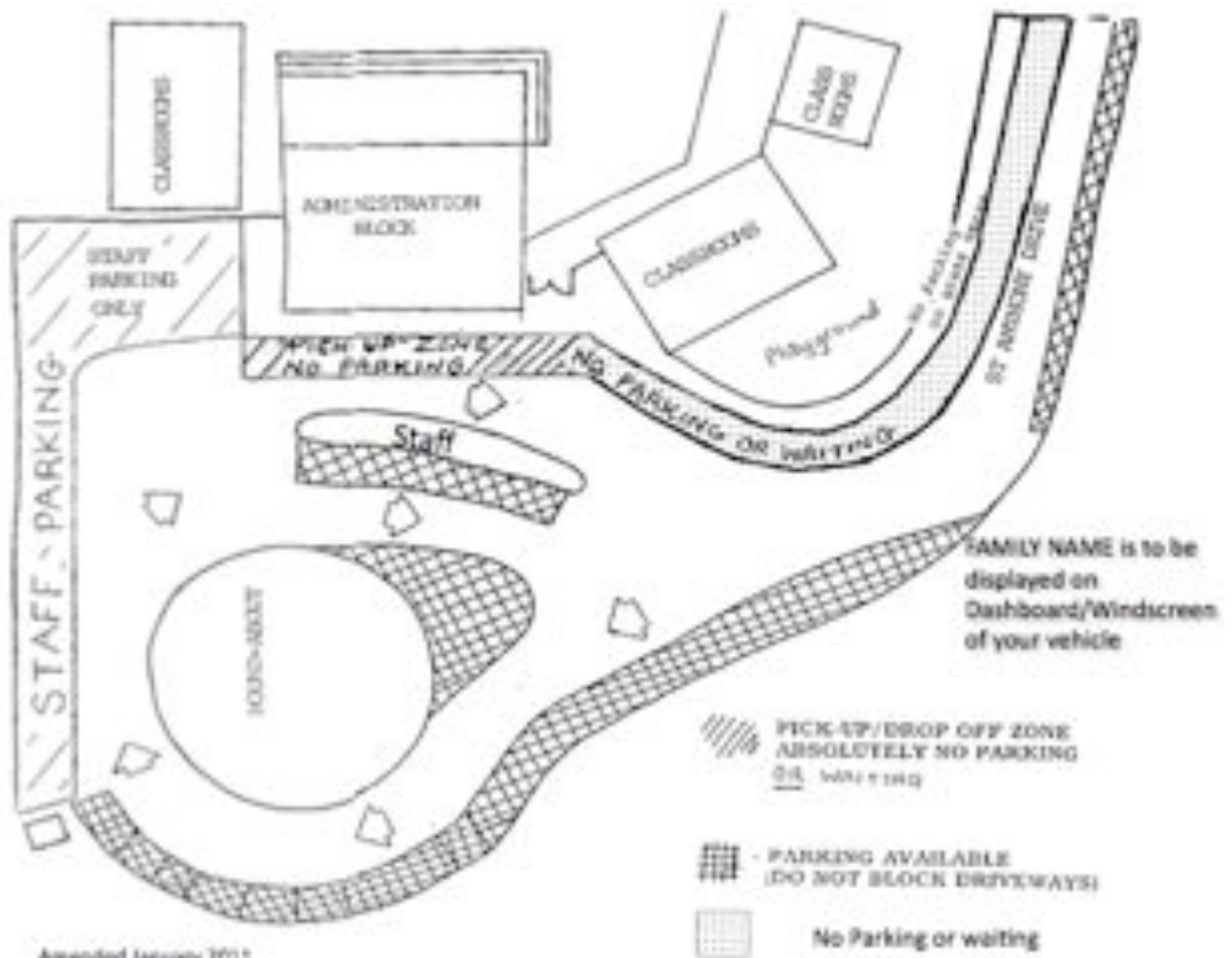
When parking along St Anthony Drive, do so on one side of the roadway only. Do not block driveways.

There are four access roads to the school. Please try to avoid using the same road for entrance and exit, particularly during peak periods. We strongly suggest entering via Alexander Road and St Anthony Drive and exiting via Stuart or Rowland Roads.

The small Back Gate to the playing field is open each morning from 7:15 a.m. to 7.58 a.m. (once the Security Guard is on duty) and again at 1:25 p.m. to 1:45 p.m. (with a teacher on duty) to facilitate dropping and collecting of children, once the weather is fine. If it is raining children must be collected at the front "Pick -Up" area. **If there is just a drizzle and the back gate is open, parents may walk in with umbrellas to collect children in the Music Room area.**

When collecting at the back gate, remember you are not to park or wait alongside the back gate entrance. Park along the river and walk across to collect your child or children.

### TRAFFIC ARRANGEMENTS MAP



## **EXTRA CURRICULAR ACTIVITIES**

The extra curricular activities range from several sporting activities to artistic expression. Extra curricular activities offered subject to availability, are as follows:-

CATHOLIC RELIGIOUS CLASSES

DANCE/BALLET

FOOTBALL

STEELBAND

GYMNASTICS

CRICKET

KARATE

WATER POLO

TRACK & FIELD

CHOIR

CHESS

JUDO

DRAMA

ART

BADMINTON

MUSIC/ VOICE TRAINING

A note is sent home on the first Friday of each term with details of activities available for that term along with the relevant fees.

## STUDENT RECOGNITION

Teachers frequently reward special effort.

**Student of the Month** - a child from each class is selected by the teacher in recognition of effort, good work or improvement. Photographs are taken and displayed in the office every month.

**Merit Badges** - given to the child with the most merits in each of the four houses, in each class from Inf2 to SEA5 at the end of every term.

**Merit Trophies** - a small challenge trophy given to the child from Inf2 to SEA5 with the most merits in his/her class at the end of every term.

**Certificates of Achievements** given at Prizegiving:-

*Outstanding Exam Performance in Math, Language Arts, Writing, Science and/or Social Studies*

given to all students from Primary 1 to SEA5 who made at least an A in **both** end of term exams in any of the above subjects.

Certificates are also given to one student in the class (Primary 1 to SEA 5) who excels in each of the following areas: Sport, Music & Art.

**Good Citizenship Award** given to one student in the class (Primary 1 to SEA5) who displays qualities of caring, fair play, honesty, responsibility and respect for others.

**Principal's Award** given to graduating SEA 5 students who have not received any demerits from Primary 1 to SEA 5.

**Priya Capildeo Award** given to an SEA student on Graduation Day for outstanding effort and achievement while at Dunross.

**Preeti Capildeo Award** given to an SEA student on Graduation day for Academic Excellence.

**School Valedictorian** awarded to the SEA5 student who best portrays the ideals of the Dunross Child.

## **DUNROSS PARENT/TEACHER ASSOCIATION (DPTA )**

The Dunross DPTA was re-established in 1995. It comprises a 14-member management committee, elected at the annual general meeting, who serve one year of office.

The DPTA aims to:

- Promote interest in the aims, methods and contents of modern education to better assist in the total development of the child socially, morally, intellectually, physically and spiritually
- Be informed and involved in school activities
- Promote closer co-operation among parents or guardians, teachers and pupils
- Foster discipline in the home, school and community
- Assist in the development of the child as a responsible citizen
- Provide the school with financial assistance as appropriate.

Any parent who is a member of the co-operative society can be nominated for election.

## **PARENT RESPONSIBILITIES**

As shareholders, parents are encouraged to: join a committee; seek sponsorship for causes.; volunteer to help with the running of the library and tuck shop; donate to specific causes and generally to market days; help with extra-curricular activities; volunteer as class representatives; attend AGMs and other meetings; attend school functions; and get involved in school activities such as Sports Day or Swim Meet.

### **Arrival and Departure**

Children are not allowed to:

- wait out front when dropped at school.
- leave school premises without permission.

The school office should be informed, in writing, by parents of any children allowed to walk to and from school.

The school must be informed beforehand when a child is to be picked up by someone other than the parent or regular driver.

### **Absences**

Parents or guardians going away and leaving a child/children in someone else's care for any length of time, must notify the Principal, in writing, giving details of the temporary arrangement.

If a child will be away from school for any length of time, a written excuse is to be sent to his/her class teacher or to the school office.

Permission for a child to leave early must be made by the parent in the form of a written request to the teacher or a verbal request to the Principal or office staff, in an emergency.

A child who has been absent, on his return, brings a note to the teacher stating the date(s) and reason for absence.

## **Parent/Teacher Communication**

A note in a sealed envelope can be sent with your child. If necessary, appointments are made for personal interviews via a written note or by phone via the office.

If a child is physically unable to participate in P.E. an explanatory note should be sent to the teacher.

Each child, from Infant 2 to SEA 5, has a homework notebook in which the assigned homework is written. The book must be signed by a responsible adult to indicate homework has been done.

Parents wishing to discuss the affairs of their children need to make an appointment with the teacher or teachers.

Parents are not allowed to visit the classrooms at any time unless authorized by a teacher, the Principal or a member of the administrative staff.

## **Illness**

No child with an infectious illness may return to school without a doctor's certificate stating the child is no longer infectious.

If the Principal is not satisfied or is doubtful about a child's health, she may at any time require a doctor's certificate attesting to the child's fitness to attend school.

Any child found at school with communicable conditions such as head lice, impetigo, measles, etc., will be immediately quarantined and sent home as soon as it is possible to do so.

## **Report Books**

Report books are sent home at the end of each term. Infant classes are given term grades and comments. From Primary 1 to SEA 5, students are given term grades and test marks (Terms 1 & 3) as well as subject comments. Report books are to be signed and returned at the start of each term.

# ACADEMIC SCHOOL YEAR 2010/2011

## *Board of Directors*

President	Mr. Craig Western
Vice President	Mr. David Esdale
Treasurer	Mrs. Marlene Mackenzie
Secretary	Mrs. Cherrie Charles
Member	Mrs. Melanie Waddell
Member	Mr. Malcolm Holdip
Member	Mr. Christian Torry
Member	Mrs. Bianca Attong (liaison PTA)
Member	Mrs. Joanna Lequay

## *STAFF*

Principal	Mrs. Giselle Rostant
Administrator	Mrs. Jennifer Sanguinette
Secretaries	Mrs. Sandra Camps
	Mrs. Joanne Medina
Accounts/Tech.Support	Mrs. Marina Van Putten

## TEACHERS

Kindergarten	Mrs. Jacqueline Rostant Mrs. Tracee Crooks	Asst. Ms. Nicole Laurayne Asst. Mrs. Judy Ann Ramoutar
Infant 1	Mrs. Joanna Rodriguez Mrs. Sasha Emmanuel-Boochoon	Asst. Mrs. Paula De Freitas Asst. Ms. Amanda Del Pino
Infant 2	Mrs. Helen Edghill Mrs. Samantha Christian	Asst. Ms. Barbara Natta Asst. Mrs. Joanne Laurayne
Primary 1	Mrs. Joanne Clarke & Mrs. Shellyann Gill	
Primary 2	Mrs. Karen Villaroel & Mrs. Cherrie Ann Mohammed	
Primary 3	Mrs. Jemma Moore & Mrs. Candice Raphael	
Primary 4	Mrs. Giselle Baptiste, Mrs. Tiffany Llanos, Mrs. Michelle Gibson	
Primary 5	Mrs. Annyla Lum Wai & Ms. Cherisse Campbell	
Science	Mrs. Kerry Farah	
Library	Mrs. Elizabeth Holder	
Computer	Ms. Elizabeth Lochan	
Remedial	Ms. Vanessa Gonzales	
	Mrs. Michelle Braznell-Meade	
Music	Mrs. Miriam Richardson-Eligon	
P.E.	Mr. David Asgaralli	
I.T. Support	Mrs. Nikita Ramos	