Welcome Back, Dunross Family!

September 8th, 2017

Dear Parents,

I would like to extend a warm welcome to a new school year. The staff and I are looking forward to working with you and your children this year. We will strive to continue to provide an exciting and rewarding educational program for each and every child at Dunross Preparatory School.

We would like to take this opportunity in our newsletter to acquaint you with some routines and procedures as well as some policies that have been adopted at Dunross. You can also reference our Parent Handbook, where you can find many answers to questions you may have as this school year begins.

At times during the school year you may feel the need to speak to the teacher or principal concerning your children and our school programs. We always welcome the opportunity to confer with parents. If you are concerned about a classroom situation, you should start with the teacher. The teacher has firsthand knowledge of your child’s abilities and classroom behaviour as well as the classroom standards and expectations. Call the office or write a note to the teacher to set up an appointment to meet at a mutually agreed upon time.

At Dunross we strive to create a climate where the love of learning enables every child to experience personal success and develop into a life long learner. It is our hope that home and school can work together to make this happen.

Sincerely,

Giselle Rostant
Principal

At the end of last term, we bid farewell to Mrs. Elizabeth Holder, Mrs. Joanne Laurayne, Ms. Dominique de Silva, Ms. Johanna Augustus and Mr. Michael Chapman. We wish them all the best in their future endeavours!

We warmly welcome new members of staff this year: Mrs. Bridget de Verteuil, Mrs. Donna Holder, Mr. Kevin Holder, Ms. Joanne Johnson, Mrs. Neela Singh-Nanan and Mrs. Sacha Xavier.

Look out for 3 other documents in your child’s school bag today: our Term 1 Calendar, Extra-Curricular Schedule and 2016/2017 Yearbook Order Form (Inf1 – SEAS).

Please keep the calendar in a prominent place on your home notice board or refrigerator for easy reference and return Yearbook Order Form by Friday 22nd September. Please also reference our Parent Handbook (see our website - www.dunross.edu.tt), where you can find many answers to questions you may have as this new school year begins. It is an opportunity to acquaint yourself with the routines and procedures, as well as some of the policies that have been adopted at Dunross.

We welcome any assistance that you can offer in a variety of areas, particularly the Library and Tuckshop. If you are able to spare a few hours, either on occasion or regularly during the week, please inform the office. Your volunteering of time would be greatly appreciated!
**TRAFFIC**

Please comply with our traffic regulations (see Parent Handbook on the Dunross website for ‘Traffic Arrangements’).

Alexander and Rowland Roads are to be used to enter the school area and Stuart Road and St. Anthony Drive to exit to keep the traffic flowing! Lengthy goodbyes - especially in the front - delay others who may be rushing off to work. **If your child is not ready and waiting at the front at pick-up time, you must circle the roundabout until he/she arrives.**

**Family name cards**, e.g. **JONES** approx. 8” x 4”, prominently displayed on dashboards will greatly assist our staff on duty to alert your child of your arrival and keep the traffic flowing. Keep these in the glove compartment for easy access.

At the back, you are not to stop at the gate to off-load or collect students. Cars must be parked and parents/drivers must walk to the gate to drop off or meet their child/children. Please treat staff and guards on duty with respect and consideration. Drivers should be cautious and aware of children in the parking areas.

**Please do not park in designated staff parking spaces.**

Communication between home and school is done via newsletters, written notices and for the most part, email. The school notice boards and website [www.dunross.edu.tt](http://www.dunross.edu.tt) should be checked regularly to stay up to date with school events. We suggest using this website as your Homepage.

**PUNCTUALITY**

Please be reminded that students are required to be in school by 7:58 a.m. when the first bell rings. **All latecomers will be given a ‘late card’ (Primary 1 – SEA5) and anyone who receives 5 late cards will be issued a demerit**, except in a case where a legitimate written excuse is given or where recurring appointments take place and a written explanation is lodged in their file.

Parents of students from Kg to Infant 2 should expect a phone call from the class teacher after 5 late cards. We advise that students be at school by 7:45 a.m. so that they have enough time to unpack their bags in preparation for their day at school.

**CALLS TO/FROM THE OFFICE**

Please ensure that your children know their going home arrangements **before** leaving for school and try to keep messages through the office to a minimum. We urge you to encourage independence and increased responsibility in your child. Book bags and all homework books, projects, etc. should be checked and packed the night before. **In case of emergency, a student will be allowed to make a call from the office. However, forgotten books, projects, tuck shop money and “not sure who is picking me up” are not considered emergencies.** Under certain circumstances, a student may be allowed to make a call from the office. **In this case, there will be a charge of $2.00 per call.**

Messages to the office can be given to anyone who answers the telephone.