



ISTCI Parent Handbook: Primary and Middle School

Welcome to our school community! This handbook is designed to provide you with essential information and guidelines to ensure a successful and fruitful educational journey for your child. By working together, we can foster a nurturing environment that promotes learning, growth, and the development of well-rounded individuals. Please take a moment to familiarize yourself with the following guidelines and expectations.

- 1. Arriving on Time:** Arriving on time is crucial to maximize your child's learning opportunities. It sets the tone for the day and ensures that no valuable learning time is lost. Please make every effort to ensure your child arrives at school promptly. Late arrivals can disrupt the class and hinder your child's progress. Drop off is at **7:45 am**, as there is no supervision before 7:45 am. **Classes begin at 8:00 AM.**
- 2. Pick up is at 3:00pm.** Parents will be billed **\$25.00** for children collected after 3:30pm.
- 3. Partnership Between Parents and Teachers:** We believe that a strong partnership between parents and teachers is essential for your child's success. We encourage open communication and collaboration to provide the best possible educational experience. Feel free to reach out to your child's teacher via email or scheduled meetings to discuss any concerns or issues. However, please refrain from intruding on class time, as it takes away valuable teaching moments.
- 4. Supportive Environment:** Your support as a parent plays a significant role in your child's learning journey. Encourage and foster a positive attitude towards education. Read with your child regularly, help with homework, and engage in meaningful conversations about their school experiences. Your involvement in your child's education sends a powerful message about the value you place on their learning.
- 5. Healthy Habits and Nutrition:** We emphasize the importance of healthy eating habits for your child's overall well-being and academic performance. Please ensure that your child starts the day with a nutritious breakfast. Pack a balanced lunch and snacks that include fruits, vegetables, whole grains, proteins, and a large jug of water. Avoid sugary and processed foods as much as possible. By providing healthy meals, you help your child stay focused, energized, and ready to learn.

- 6. We have students and staff with severe NUT allergies. No NUTS or nut by products are to be bought to school.** (If you child requires an EpiPen, please ensure there is one in their classroom)
- 7. Birthdays:** Birthdays are an important celebration for all. If you would like to bring treats for your child's class, we ask you to bring them in the last 15 minutes before the end of the day. This way, learning is not interrupted. All treats must be packaged to be sent home due to food allergies and dietary restrictions.
- 8. Physical Education and Extracurricular Activities:** Physical education and extra-curricular activities are vital for your child's physical fitness and development. Please ensure that your child is equipped for physical education classes by sending them to school with appropriate PE kits, including athletic shoes and comfortable attire. Additionally, for swimming lessons, send children with sun protective clothing, goggles, swimming hat, towel and appropriate footwear. For other activities, provide them with the necessary kits and a change of clothes as required.
- 9. Trips and Visits:** Trips and visits are subject related, e.g., field trips and outing days, or museum visits and some are fun activities. When planning for an activity, the group's safety is paramount. If the school has concerns about the behaviour of a particular student and the effects this might have on others, it reserves the right to exclude him or her from the activity. Students who do not behave in an appropriate way may be sent home from a trip at the parents' cost.
- 10. Computers:** Computers can be accessed throughout the school. Personal laptops may be allowed to be used by students during class time in Upper Key Stage 2 & Key Stage 3 at the teacher's discretion. Laptops should be fully charged when brought to school and along with their chargers. Grade 7 - 9 students will be asked to sign a technology code of conduct agreement.
- 11. Library:** The ISTCI library will support all areas of the curriculum, foster an enjoyment of reading for leisure and provide a place where any member of the school can work or read in peace.
- 12. Equipment List:** All students are provided with pencils & pens and exercise books. Students may bring their own pencils, pens, and pencil crayons. Please label all their belongings. Key Stage 3 students will need a laptop, math set and calculator.
- 13. Academics EYFS & Key Stages 1 & 2 & 3:** Nursery, Preschool, JK & SK classes are taught in accordance with the British National EYFS Curriculum.

Grades 1 –9 are taught by Class Teachers with some involvement of specialist staff for PE, Performing Arts, Spanish and Art. The ISTCI follows the British National Curriculum adapted to meet our needs here in the TCI.
- 14. Assessment, Monitoring and Reporting to Parents:** All pupils are frequently assessed by their subject teachers throughout the school year, both formally and informally. End-of-term reports are given out throughout the school year.

15. Student Conduct and Appearance: Parents and students are expected to support the rules of the school. Expectations of student conduct and appearance are simple.

- a. Hair should be neatly presented.
- b. Students should wear only stud earrings for safety. The school is not responsible for any lost jewelry.

16. ISTCI Code of Conduct It is important that we, at ISTCI, value good behaviour and are seen consistently to do so by being:

- Careful, kind, and considerate
- Polite and friendly
- Helpful to one another
- Hard-working and well-mannered
- Respectful of each other
- Respectful of our school uniform
- Respectful of the school and its surroundings
- Respectful of our own and other people's property

17. Sports Fixtures and Games: An atmosphere of good sportsmanship must always prevail, both on and off the field of play. Students are to be aware that when playing for a school team, they are representing ISTCI and should give their full commitment, remembering that their behaviour will reflect upon themselves and their school.

PE Sessions: ISTCI kit must be worn. (house team shirts with blue/black shorts)

In the event of external or national fixtures, ISTCI will provide a school kit that needs to be washed and returned within 48 hours.

18. Dress Code and Uniform: Students are expected to travel to and from school each day in full school uniform. The school uniform list is available on the website or from the school Office.

Uniforms (JK - Grade 6)

- White collared polo with the school emblem
- Navy shorts or pants for boys
- Navy shorts, skorts, or skirts for girls
- White or navy socks
- Running shoes or dress shoes
- School hat

Uniforms (Grades 7 - 9)

- Beige skirt, skort or shorts for girls
- Beige pants or shorts for boys
- Blue collared polo
- Red sweater, jumper or cardigan
- White or navy socks
- Running shoes or black dress shoes

- 19. Student Medical Form:** Please ensure that you provide us with important medical information and immunization records.
- 20. Sickness:** If your child is sick, please keep them at home to rest and recover. This will prevent the spreading of sicknesses and keep others safe and healthy. Teachers do not administer medications. If for any reason your child is unable to participate in a physical activity due to sickness, injury, or illness, please inform your child's teacher. If your child is vomiting we request they stay home for a period of 24 hours after their last episode.
- 21. Classroom Concerns:** If you have any concerns related to the classroom environment, curriculum, or any other matters, please reach out to your child's teacher to schedule a meeting. Please email your child's teacher for a suitable time. We believe in addressing issues in a collaborative manner, working together to find the best solutions for your child's educational needs. Open communication is key to creating a supportive and effective learning environment.
- 22. Volunteer Opportunities:** We warmly welcome parents who are interested in volunteering in the classroom or participating in school activities. By volunteering your time and skills, you contribute to creating a vibrant and enriching educational community. Please contact the school office or your child's teacher for more information about available volunteering opportunities.
- 23. Be Involved in the School Community:** Being actively involved in the school community is an excellent way to support your child's educational journey. Attend school events, parent-teacher meetings, and participate in parent-teacher associations or committees. Your involvement shows your child that you value their education and helps create a sense of belonging and pride.
- 24. Help Prepare Your Child for Success:** Your partnership with the school is vital in preparing your child for success. Encourage regular attendance, promote healthy routines, and ensure your child gets sufficient rest. Support their academic goals by providing a quiet study space and helping them manage their time effectively. By working together, we can empower our children to achieve their full potential. **Attend parent teacher meetings** to learn more about your child's learning journey and how we all can help your child succeed.
- 25. Parking:** Please drive slowly when entering the school parking lot. Please be mindful of others walking through the parking lot. Be aware of your surroundings to keep everyone safe. Please hold your child's hand when going to and from your vehicle.
- 26. Calendar:** Please ensure that you have a copy of the school calendar to refer to for key dates for the term. You can also find it on our website.
- 27. Inform** the office if there are changes to your contact details. (Email, cell phones) Please let both the office and class teacher know if someone else is collecting your child from school or if your child will be absent.
- 28. Personal Belongings and Lost Property**
- On a busy school day, it is easy for pupils to misplace items. Please ensure that all clothing and other items brought into school are named so that they can be returned. **Please do not allow your child to bring expensive items or large amounts of cash to school.** Please help your child to take responsibility for their personal property.

29. Emergency Closure

Should ISTCI ever be unable to open in the morning or need to close during the school day you will be contacted. The procedure regarding Tropical Storms or Hurricanes is outlined below.

- In the very unlikely event that the school will be closed for the day, we aim to make any such decision as close to 7am as possible. This decision will be posted on the school Facebook page, class What's App groups and emailed to all parents.
- If bad weather comes in or persists during the school day then a decision may be made to finish the day early and send pupils (and staff) home. As above, this decision will be posted on the school Facebook page, class What's app groups and emailed to all parents. Please rest assured that pupils will only be allowed to leave the school early with your permission.
- In the event, the TCI is under Tropical Storm or Hurricane warning, the Department of Disaster Management (DDME) will advise all schools.

30. Contacting the school: The office is open from 7:30 am to 4:00 pm daily during the school year. You can email outside of office hours. Isaunders@internationalschooltci.com or Bmarshall@internationalschooltci.com Parents can expect a response from the school within 1 working day.

The International School of the Turks and Caicos Islands
123 Governor's Road
Providenciales
Turks and Caicos Islands
Telephone 946-4423
Website www.internationalschooltci.com

School Fees

The School's Office Administrator is Ms. Barbara Marshall and can be contacted on 649-946-5523. She will be happy to deal with any financial queries that you may have. **A charge of \$50.00 will be applied to late fees.**

We believe that a strong partnership between parents, teachers, and the school community is the key to fostering a well-rounded individual. By following these guidelines and embracing active involvement in your child's education, we can create an environment that promotes growth, learning, and success.

Thank you for entrusting us with your child's education. We look forward to working together to provide the best possible educational experience.