



# International School of the Turks and Caicos

Parent Handbook

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## 1. Introduction and Welcome from the Principal

Starting a new school can be a nerve-racking experience, particularly for the parents! This handbook sets out to answer many questions that a new parent may have and provide you with an overview of the daily life, procedures and rules at the International School of the Turks and Caicos. Some of the School's policies are available on the website and others are available on request. Please note that this handbook is intended as a guide for parents. It does not form a part of the school's contract with parents. We welcome any suggestions or comments on this handbook and you will be notified of any changes. This handbook will be formally reviewed in July 2019.

We have an open-door policy and welcome your comments, both positive and negative, aiming to work in a strong partnership with you. Moreover, I am readily available and if you have any queries about your child's education please feel free to come and talk to me. Likewise, Mrs. Saunders (Vice Principapl & Numeracy Coordinator), Mrs. Jimenez (Science Coordinator) and Mrs. Maranan (EYFS Coordinator) will be ready to help.

Katie Hinks (Principal & Literacy Coordinator)

### 1.1 Division of the School

|                               |                                |
|-------------------------------|--------------------------------|
| Early Years Foundation Stage: | Birth-5 years (Nursery – SK)   |
| Key Stage 1:                  | 5-7 years (Grade 1 to Grade 2) |
| Key Stage 2:                  | 7-11years (Grade 3 to Grade 6) |
| Key Stage 3:                  | 11 year + (Grade 7 +)          |

### 1.2 School Ethos

At the International School of The Turks and Caicos Islands we combine traditional VALUES with a modern VISION to enable all of our students to become global citizens of the future, with a set of core values that are timeless.

#### OUR VISION

To challenge children, of all abilities, to achieve excellence in a wide range of academic, cultural and sporting activities. To equip them for the demands and opportunities of the 21st century, by offering a differentiated, exciting and rigorous curriculum. To provide children with a happy and safe environment in which to build a love and learning and where every child is able to reach their full potential.

#### OUR VALUES

At The International School of The Turks and Caicos Islands:

- 1.We lead by example, approaching all that we do with integrity
- 2.We strive fearlessly to achieve our best
- 3.We respect differences and celebrate diversity
- 4.We believe in ourselves and each other
- 5.We are kind and caring global citizens

### **1.3 School Aims**

Our aim is to put in place the learning environment, expertise, guidance and opportunities that allow every individual to flourish and discover where their skills and interests lie. We are not driven solely by results in the conventional sense, but by instilling the attitude that leads to outstanding achievement in every area of a student's school experience.

ISTCI seeks to nurture or provide:

- socially responsible individuals who are able to respect themselves, each other and their environment, and make positive contributions to their school and the wider community
- a safe, creative and stimulating learning climate
- a lifelong love of learning for its own sake
- appropriate knowledge and a wide range of skills which will enable students to leave confident, with high self-esteem, enabling them to compete and flourish in a rapidly changing world and the world of work
- an awareness and appreciation of the spiritual, moral and cultural dimensions of life
- an enthusiasm for the world beyond the classroom - in particular, sport, music and the performing arts
- a respect for difference in others and a recognition that the efforts and achievements of every individual in our community are valued equally

### **1.4 Equal Opportunities**

We believe that every person has the same rights and is entitled to the same opportunities, regardless of race, religion, ethnic origin, gender, sexual orientation, social background, or disability. ISTCI does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial, ethnic or national origin. We expect everyone involved throughout ISTCI to:

- respect and promote equal opportunities for all people
- encourage harmony and understanding in society
- recognise and oppose all forms of prejudice and discrimination
- remove both outward and hidden discrimination
- enable differences to become positive and enriching attributes
- develop each person's skills to the highest possible level
- promote an environment where all can share equally in the opportunities offered
- help students to learn acceptance and tolerance
- enable students to communicate confidently without fear or prejudice

Any member of the school (staff or student) who is found to discriminate or favour any other based on any group that they may be perceived to belong to may be disciplined for their actions.

## **2. Staff**

### **2.1 Senior Management Team**

|                     |  |
|---------------------|--|
| Mrs. Katie Hinks    | Principal & Literacy Coordinator                       |
| Mrs. Drani Saunders | Vice Principal, Numeracy Coordinator & Grade 4 Teacher |
| Mrs. Mary Jimenez   | Science Coordinator & Grade 6 Teacher                  |

### **2.2 Teaching Staff**

Nursery Manager  
Nursery Assistant  
Preschool Teacher  
Preschool Assistant  
JK Teacher & EYFS Coordinator  
JK Assistant  
SK Teacher  
SK Assistant  
Grade 1 Teacher  
Grade 2 Teacher  
Grade 3 Teacher  
Grade 4 Teacher  
Grade 5 Teacher  
Grade 6 Teacher & Science Teacher  
Grade 7 Teacher  
French & Spanish Teacher  
SEN Teacher  
Music Teacher  
Library Teacher  
Computing Teacher  
ESL & Swimming Teacher

### **2.3 Administrative Staff**

Ms. Barbara Marshall      Office Administration

### **2.4 Maintenance Staff**

Mr. Sauveur Monestine      Caretaker

### **Teaching Staff**

All teaching staff can be contacted via email. All staff have an email address which has the format: firstinitialoffirstnamesurname@internationalschootci.com

### **2.5 The Pastoral System**

The school's pastoral system centres on the role of the class teacher. However, the school day is structured to allow every teacher time to build effective working relationships with their students. The class teacher is the first point of contact for parents.

## **2.6 The House System**

Every student is placed into one of the houses upon arrival at the school and will remain in that house for the duration of their time at the school. Siblings will be placed into the same house.

The three houses are:

- Arawaks
- Caribs
- Tainos

Throughout the year, a range of house competitions and activities are organised. These activities help to promote school spirit and give a sense of belonging to all staff and students. The House System is an inclusive but competitive programme that requires a cohesive and team-orientated approach from all students. It provides opportunities for leadership, teamwork, individual talent, creative development as well as physical skill and intellect.

Teamwork and inclusion are central to the organisation of the House System. All competitions reflect this ethos and students are required to work alongside other students from all age groups at the school.



### **3. School Organisation and Routines**

#### **3.1 Car Parking**

Parents are asked to park in the parking lot. Please use your mirrors & be aware of your surroundings as students and parents are in these areas. Parents are asked to obey the signs clearly displayed. Parents are asked NOT to park on the gravel at the front of the school.

#### **3.2 Example Daily Routines**

##### **Early Years Foundation Stage**

|           |   |
|-----------|---|
| 08.00     | Morning Registration  |
| 08.10     | Circle time, focussed activities and child initiated learning |
| 10.00     | Morning Break   |
| 10.15     | Outdoor Play  |
| 10.45     | Circle time, focussed activities and child initiated learning |
| 11.45     | Lunch   |
| 12.45     | Quiet time  |
| 1.45      | Afternoon Break   |
| 3.00      | End of school day   |
| 3:15-4:15 | After school clubs  |

(This is open to change in individual classes)

##### **Key Stage 1 & 2**

|             |                      |
|-------------|----------------------|
| 08.00       | Morning Registration |
| 08:00-10:00 | Classes              |
| 10.00-10:15 | Break                |
| 10:15-11:45 | Classes              |
| 11.45-12:45 | Lunch                |
| 12:45-1:45  | Classes              |
| 1:45-2:00   | Break                |
| 2:00-3:00   | Classes              |
| 3:00        | End of school day    |
| 3:15-4:15   | After school clubs   |

##### **Arrival, Registration and Lateness**

All students should arrive at the school by 7.55am and report to their Class Teacher for Registration when the bell goes at 8am. Class Teachers will be in their rooms from 7.45am. Children may be dropped off from 7:45am. There is no supervision before this time. Students who miss morning registration should report to the School Office and sign in before going straight to class.

##### **Assembly**

There will be a whole school assembly on Friday at 2.30pm.

These times provide an opportunity to discuss and reflect on a wide range of issues including academic, sporting and personal issues and celebrate successes.

There are a number of formal and social occasions during the year in which to meet teachers.

## **Lunch**

Children are to bring a healthy snack and lunch to school daily. They may bring 1 juice and must have water. They are encouraged to bring a large water jug to school. It can be refilled in the staff room. We offer a 'Hot lunch' program. Please check the office for the menu and prices. Students are asked to bring their own cutlery and containers with lids for their lunches.

## **End of the School Day**

The school day ends at 3.00pm for the children and they are to be collected from their classroom. If you have someone else to pick up your child, please inform both the office and your child's teacher. If you are late in picking your child up (after 3.15pm), they will be placed in an After-School Club and you will be charged accordingly.

## **3.3 Emergency**

### **Fire Alarm and Evacuation**

If the Fire Alarm sounds then all pupils and adults must evacuate the building and assemble on the playground where registers will be taken.

Should you discover a fire:

- Shout "fire" and activate the nearest fire alarm
- Evacuate to the designated area. Do not attempt to fight the fire.

Staff are trained to deal with the eventuality of fire and Fire Marshalls are allocated.

### **Serious Incidents**

If parents become aware of a serious incident on-site they must report it straight to the School Office. Information regarding off-site incidents should be telephoned through to the School Office.

## **3.4 Parents**

### **Contacting the School**

The School Office is open from 7.30am to 4.30pm each weekday during term time. Outside office hours messages can be left on the answer machine. Email is often the easiest way to contact the school.

For general enquiries please contact the School Office:

Address:                   The International School  
                                  of the Turks and Caicos Islands,  
                                  P.O. Box 278, Leeward,

Providenciales,  
Turks & Caicos Islands

Telephone: 649-946-5523  
Fax: 649-941-4614  
Email: khinks@internationalschooltci.com  
Website: www.internationalschooltci.com

For enquiries relating to your child's academic and extracurricular activities and/or any other issues relating to their school life, you should contact their Class Teacher in the first instance. You may contact the Class Teacher either by coming into school, telephoning the School Office, by email or through a note in your child's book bag.

Parents can expect an initial response from the school, to any enquiry, within one working day.

### **Change of Details**

Please inform the School Office immediately, in writing, of any change of address, telephone number or email so that our records can be constantly kept up to date. It is of utmost importance that we have both daytime and evening contact numbers and email details in case of emergency.

### **Student Medical Form**

The Student Medical Form is a means by which you provide us with important health, medical and dietary information about your child. Students immunization records should be kept up to date and a copy to be put in their file.

### **Newsletters**

We have a monthly newsletter – BRANCHING OUT – which you will receive via email. You will also receive regular emails from your child's teachers informing you of what they have been doing in class and of anything which may be coming up. Likewise the office will inform you of specific events as and when they arise. Please ensure the School Office has your current email address.

### **Parents' Meetings and Information Evenings**

There will be various opportunities throughout the school year for parents to meet teachers both formally and informally. Please check the School Calendar for dates.

As well as planned formal consultations, parents are welcome to contact staff via email to discuss any issues or concerns. Numerous informal events are also arranged throughout the school year.

Information evenings and literature will be provided at relevant points during the school year. There will be opportunities to meet with teachers to discuss transitions to other schools or classes.

## **Complaints**

You are encouraged to speak to the child's teacher in the first instance and if necessary after that, to the Principal.

## **3.5 Planning Ahead**

### **Term Dates**

Please see the school website for this information.

### **Calendar**

Before the start of each term the calendar will be available on the school website, which outlines all key dates for that term. It also includes term dates for the next calendar year and contact information for the school. Please refer to the website regularly in order to note calendar updates.

### **Prize Giving & Graduation**

This event is held at the end of the school year. **All** students are expected to attend this very inclusive prize giving and celebration of the academic year. Parents and extended family are very warmly invited to attend. The dress code for this event is smart uniform.

## **4. Student Matters**

### **4.1 Student Welfare**

#### **Bullying**

ISTCI has in place a strict anti-bullying code based on mutual respect and which underscores the unacceptability of any form of bullying. ISTCI does not tolerate bullying and any students who are found to be bullying may be suspended or expelled.

If your son or daughter is experiencing any form of bullying, or is concerned about a friend or peer who is experiencing bullying, then please encourage them to talk to an adult as soon as possible. That person may be their Class Teacher, a member of the Senior Management Team, or any member of staff that they feel comfortable talking to. The important thing is to communicate.

#### **Health and First Aid**

Many members of the ISTCI staff have undergone First Aid training.

Those with asthma inhalers should keep them with them at all times, including during P.E. Any other medicines should be stored in the School Office and administered with supervision. EpiPens should be stored in the School Office. Please advise the school, with your child's allergies.

#### **Safety Rules and Student Personal Safety**

Any activity which may endanger any member of the School or School property and any members of the general public or their property is forbidden. Entering or using laboratories and workshops without the presence of a member of staff is not permitted. Students must not interfere with School property and any accidental damage must be notified to the school as soon as possible.

### **4.2 Attendance and Student Absence**

#### **Reporting Absence from School**

- Parents should contact the School Office on the morning of the first day of absence and keep in regular contact thereafter.
- A written note, telephone message or email should be given/sent to the School Office or Class Teacher if part of the school day is to be missed due to an appointment.
- Students who know in advance that they will need to miss a lesson or other school commitment, should see the member of staff involved to explain the circumstances, as far in advance as possible. They must also inform the School Office or Class Teacher as above.
- Students leaving school in an emergency during the school day should notify their Class Teacher and/or the School Office and sign out.
- Any student leaving during the school day **MUST** sign out at the School Office.

Parents wishing to take their children on holiday during term time, depart early for holidays or return to school late afterwards, should inform the School Office.

## **Illness**

If for any reason a student is unable to participate in a physical activity due to sickness, injury or ill health, they are required to have a letter signed by either a parent or a doctor. This should be presented to the teacher.

## **4.3 Student Conduct and Appearance**

Parents and students are expected to support the aims, ethos, policies and rules of the school and to uphold its good name and reputation. Expectations of student conduct and appearance are both simple and high.

### **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

### **Sports Fixtures and Games**

An atmosphere of good sportsmanship must prevail at all times, 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**

Correct ISTCI kit must be worn.

### **Dress Code and Uniform Lists**

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.

#### **Boys' Appearance**

- White collared polo with the school emblem
- Navy shorts or pants
- White or navy socks
- Running shoes or dress shoes
- School hat

#### **Girls' Appearance**

- Navy skirt or skort

- A pair of simple ear studs is permissible, but no other earrings or facial piercings are permitted (Studs should be covered during games and PE sessions).
- Hair should be neatly tied back off the face
- White collared polo with the school emblem
- White or navy socks
- Running shoes or dress shoes
- School hat

## **Unacceptable Behaviour**

Some examples of unacceptable behaviour:

- Incidents of theft, blackmail, physical violence, intimidation, bullying (as defined in the School Anti-bullying Policy) and racism
- Persistent rudeness to others or the disruption of any school activity whether in class or otherwise

## **Bounds**

Students are not permitted to leave the boundaries of the school, during the school day, without prior permission and/or staff accompaniment.

## **Rewards**

ISTCI is strongly committed to a policy of encouragement of all types of endeavour and the reward of both success and commitment. Much of this is communicated by praise and appreciation, both in writing and orally. A system of formal rewards and responsibilities is in place to publicly celebrate student achievement including prizes awarded at the end of each month with student of the month.

## **4.4 Academics**

### **EYFS & Key Stages 1 & 2**

Nursery, Preschool, JK & SK classes are taught in accordance with the British National EYFS curriculum. Grades 1 - 6 are taught by Class Teachers with some involvement of specialist staff for PE, Music, French & Spanish and Art. The ISTCI follow the British National Curriculum adapted to meet our needs here in the TCI.

### **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 in December, March and June.

### **Attainment Grades**

Attainment grades are awarded with reference to the following:

- acquisition of skills, knowledge and understanding
- quality of written work and homework
- quality of oral contributions
- quality of practical work/performance

### **Effort Grades**

Marks are awarded for Effort and assess the extent to which the student is active, cooperative and independent in lessons. The table below gives an idea of the kind of thing teachers are looking for, but is not exhaustive.

|   |
|---|
| <b>The student is:</b>  |
| <b>Active</b> <ul style="list-style-type: none"><li>• participates fully in lessons</li><li>• maintains a positive attitude to learning</li><li>• has high expectations</li><li>• is willing to think and enquire</li><li>• takes intellectual and creative risks</li></ul>               |
| <b>Cooperative</b> <ul style="list-style-type: none"><li>• brings the right book and equipment</li><li>• follows instructions from the teacher</li><li>• meets deadlines</li><li>• presents work carefully</li><li>• organises work</li><li>• works collaboratively with others</li></ul> |
| <b>Independent</b> <ul style="list-style-type: none"><li>• completes homework</li><li>• seeks help when required</li><li>• records homework in the Student Planner</li><li>• catches up with work missed</li></ul>  |

### **Homework and Quality Time**

A homework timetable is published for all students in the first week of term. Parents are requested to ensure that students can complete homework in a suitable working environment. Parents may write in homework folders if their child has found difficulty or spent too long on the homework. The school homework policy is available on the website.

### **Special Educational Needs**

The school has a Learning Support Department, run by the Special Educational Needs Teacher. This provides support for students with dyslexia and other difficulties and can arrange assessments if it is felt that your child has a learning difficulty. Specialist timetabled Learning Support provision is available.

### **English as a Second Language**

Support for English as a Second Language is also available and is tailor-made to suit the needs of individual students.

### **Gifted and Talented**

At The International School of the Turks and Caicos we celebrate and reward excellence in every field. Gifted and Talented students are identified by their teachers, with progress and provision for such students monitored and managed by the SEN department. This provision falls into three categories:



- **Enrichment.** Learning more, often in a different context beyond the classroom
- **Extension.** Work at a more advanced level
- **Acceleration.** Work at a faster pace

Such provision is designed to maximise the student's potential, challenge them academically and increase their motivation.

Sessions are timetabled weekly for children identified as being in this category.

## **4.5 Student Organisation and Activities**

### **Tournaments**

ISTCI participates in a range of sporting tournaments which are an important part of school life. If selected for a particular team, a student will be given notice, in addition to being told the precise meeting and travelling arrangements. Loyalty and full commitment are expected, and if injury or illness cause last minute withdrawal, the team coach must be contacted as soon as possible.

### **Trips and Visits**

These form part of ISTCI's 'outward-looking' policy. Visits can be local or further afield. Some 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.

### **Use of ICT**

Computers can be accessed throughout the school.

### **Personal Laptops**

Personal laptops may be allowed to be used by students during class time in Upper Key Stage 2, at the teacher's discretion. Laptop permission will usually only be given to pupils who will greatly benefit e.g. pupils with specific learning difficulties and have worked a significant way through the TTRS program.

### **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.

### **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.

## **Personal Belongings and Lost Property**

In 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.

## **Emergency Closure**

Should ISTCI ever be unable to open in the morning or need to close during the school day you will be contacted and the School website updated. 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 website / facebook page 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 website/ facebook page 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 of that the TCI is under Tropical Storm or Hurricane warning, the Department of Disaster Management will advise all schools.

## **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.

## **Photography and Publications**

Often, pupils are photographed in school. This happens for a number of reasons; for the central database, as a house, or individually when participating in school events such as tournaments, drama productions or musical presentations. Often these are used on the school website and if you do not wish for your child's pictures to be used in this way then you must inform the School Office. The School will then make every effort to uphold your wishes.