

Telfair International Primary School (TIPS)
ENGLISH MEDIUM SCHOOL
Morcellement Saltpans
Tamarin



To a Valiant heart, nothing is impossible
Respect Understanding Responsibility

Telephone: 4835108
E Mail: telfairprimary@orange.mu

At Telfair International Primary School, we believe it is important for children to feel confident and happy in their achievements, striving to improve and better themselves.

We seek to promote positive attitudes and awareness of others as well as respect for the richness of all cultures. We aim that when our children leave us they take with them not only the highest level of academic achievements, but good values and perseverance.



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Welcome to Telfair International Primary School!

This booklet will provide you with all the relevant information regarding the school and the children. We aim to be a forward-looking school, continuously striving to improve and progress. This means that changes to the building or arrangements for specific activities may occur, but the overall aim of the school, the development of all the people within it, will not be affected in any way.

The range of activities within the school will be constantly updated, and we will always strive to add to these by seeking new and exciting ways of bringing learning alive.

I hope that you will find this booklet informative and look forward to welcoming your children to TIPS.



TIPS STAFF

Ingrid Holmes
DIRECTOR

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OUR CURRICULUM

We follow the British Curriculum and our subjects are: Literacy and Numeracy, Science, Information and Communication Technology, Design and Technology, French, History, Geography, Citizenship, Art and Design, Music, Physical Education, and an Asian Language, which will be taught in the fourth year of school. French will be taught orally for the first two years, and during the third year, written vocabulary will be introduced. All formal French begins in Level 3.

OUR SCHOLASTIC CALENDAR for 2012

First Term: 12 January – 30 March
Half term holiday: None this term
Public Holidays: 23/01, 01/02, 07/02, 20/02, 12/03, 23/03

Second Term: 23 April – 13 July
Half term Holiday: To be confirmed
Public Holidays: 01/05

Third Term: 27 August – 23 November
Half term Holiday: To be confirmed
Public Holidays: 15/08, 19/08, 20/09, 02/11, 13/11

School Hours:

The school opens at 7.30 and classes are as follows:

Mondays to Thursdays: 8.30 – 2.00

Fridays: 8.30 – 1.00

Please be punctual!

Breaks: First break: 15 minutes 9.15 - 9.30

Second Break: 35 minutes 11.25 - 12.00

HOMEWORK

Reception Class: Flashcards and Reading

Children will be given flashcards to practise at home with an adult every evening. Once the child starts to read, he/she will receive a reading book to read at home. This must be done with an adult and the reading Notebook signed and sent back to school the following day.

Levels 1 – 2:

Children will be given reading homework and maths flashcards every day. The maths flashcards will be covering the bonds and tables presently being taught in the Numeracy Programme. In addition, the children will get a list of words to learn for their weekly spelling test. These are words that will be covered in the Literacy Programme.

Levels 3- 6:

Reading and spelling continues to be given, with the children also being given Numeracy and Literacy homework. Project work will also be given from time to time for completion at home. During test time, the children are required to revise what has been covered in class.

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AGES OF CHILDREN
AT EACH LEVEL

Reception Class: The year the child turns 5

- Level 1: 6 years old
- Level 2: 7 years old
- Level 3: 8 years old
- Level 4: 9 years old
- Level 5: 10 years old
- Level 6: 11 years old

CARE OF BOOKS

Parents are asked to ensure that all reading books, textbooks and library books which are taken home by the children are returned to the school in good condition. It is important that all books be carried in a school bag and that a separate bag is used for juice bottle and lunch, as leakages can easily occur. We ask that children not be allowed to eat or drink while using books at home and any books that are damaged will need to be replaced. All exercise books will be sent home during the first week of the term to be covered in plastic to protect them and keep them in a good condition throughout the term.

MEALS

Please send in a snack for first break.

Parents may choose to either provide a healthy packed lunch for their children or use the school's canteen facility. We provide a hot meal daily which is proposed by caterers who specialise in school meals. Please note that sweets, suckers, gum or fizzy drinks are not allowed at school. Caterers already providing cooked meals in 3 different schools in the Black River/ Tamarin area are available to provide a cooked meal for TIPS children.

A copy of the menu will be sent home at the end of each month for parents to choose from. The menus are prepared together with a nutritionist. School meals are to be paid directly to the caterers monthly.

Please note that glass bottles for juice are not permitted on the school premises.

OUTINGS

Class outings are arranged once a term in order to provide further educational experience to link up with the topic being studied. Parents may be asked to help out with transport or a small fee may be asked to pay for a bus.

INSURANCE

The school is insured with La Prudence Insurances for any accidents, which may occur during school hours within the school grounds or while on an organised outing. All children are covered by this scheme, which is already included in the fees.

PARENTAL
INVOLVEMENT

A school cannot work successfully without the support and understanding of parents. Both home and school have their parts to play in the education of a child and it is essential that the relationship between the two remain harmonious and close.

Parents are invited twice a year to attend parents meetings. These dates are confirmed in the newsletter that goes out at the

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beginning of each term. This is an opportunity to discuss your child's progress and their targets for improvement. However, if you wish to discuss issues concerning your child outside these times, an appointment may be organised with the class teacher. Reports are issued at the end of each term.

We encourage parents to take an active interest in their child's work and we welcome your help with listening to your child read at home. This may include commenting in the individual reading record booklet. Additional help with spelling, the learning of tables and any investigative work is actively encouraged. This may include researching and writing a project.

We also welcome your help at school with various activities as many of our after school Clubs are run by parents such as: Arts and Crafts Club, Music and Initiation of Musical Instruments, Chess Club, Growing Plants, Dancing, Cookery, Computers, etc....

ABSENCE

Should your child be absent from school for any reason, please inform the office on the day of absence. Any expected absences should be communicated to the school in advance. Please ensure that children arrive punctually, as work begins as soon as the bell goes.

CYCLONES/ ADVERSE WEATHER CONDITIONS

Cyclones: Parents are requested to listen to the cyclone bulletins on the radio or the television and to follow the following procedures:

Class Warning 1: School as usual

Class Warning 2: before 7a.m. – no school

Class Warning 3: no school

Class Warning 4: no school

In the event of a class 2 warning being given during school hours, children may be collected, but school will continue as usual.

Adverse Weather Conditions: In the case of severe bad weather e.g. heavy rains or flooding, parents should listen to the radio news bulletins at 7.00 or 7.30a.m. and follow the decision taken by the Ministry of Education concerning school closure.

SCHOOL RULES – DISCIPLINARY PROCEDURES

Teachers are consistent and build workable relationships across the school. Pupils are encouraged to take ownership of their behaviour and respect that everyone has a right to feel safe, to be treated with respect and to be able to learn.

All rights and responsibilities, rules and consequences are explained to the children by their teachers and the pupil's rules and agreements are subsequently developed to reflect these rights and responsibilities. A handbook with the school rules continually updated.

SCHOOL RULES

Rules are a necessary part of living and by our observance of these rules; we will be able to live happy, safe lives.

Our school rules are as follows:

We respect the body of each individual and personal space.

We promote the use of polite language at all times with others.

We use good manners and courtesy with others, especially to teachers, school helpers, and to other children.

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We take care and pride in our work, our school, our school environment, and ourselves.
We keep ourselves neat and tidy and wear our uniform with pride.
We do not fight, tease, hurt or bully other children.
We only play safe games.

Each class teacher is encouraged to use classroom rules, which the children and teachers agree on. These rules are stated in a positive way and are simple and clearly defined.

Discipline is viewed at Telfair International Primary in 3 ways: Preventative, Corrective and Supportive.

When a student does not respond to positive strategies, stronger steps may need to be taken. These will be communicated to the parents beforehand.

A tracking book is used to monitor behaviour. This book is kept in the staff room and allows teachers to consistently monitor behaviour at any time throughout the day. Any incidents are noted in this book along with the child's name, details and date. Parents will be consulted, as well as the principal and the class teacher.

OUR GOALS

- To develop students' self-discipline and self-control
- To enable students to be on-task with their learning
- To enhance students' self-esteem
- To encourage accountability for behaviour
- To encourage the individual student to recognise and respect the rights of others
- To enable rational conflict resolution

UNIFORMS

The school has a uniform for boys and girls and parents are asked to make sure that their children wear it daily.

Girls:

- A white shirt with the schools badge embroidered on it.
- Grey Skorts
- Grey trousers in winter
- Long sleeved or short-sleeved grey sweatshirt with badge
- White socks
- Dark sandals or closed shoes in winter

Boys:

- A white shirt with the schools badge on it
- Grey Shorts
- Grey trousers in winter
- Long sleeved or short-sleeved grey sweatshirt with badge
- White socks
- Dark sandals or dark closed shoes

Sports:

- Shorts and a white polo with the school badge
- Trainers

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MEDICINES AND ACCIDENTS

Parents will be given a medical form to fill out. Please tell us if your child suffers from asthma, fits, allergies, diabetes etc. in case of emergency arising during school time.

Medicines, other than those required for a permanent continuing medical condition, are not allowed in school.

Any medicine should be marked clearly with the child's name, and the dosage and times written in your child's message book.

If your child is taken ill or injured at school, we will contact you. As illness spreads quickly at school, please do not send your child into school with anything contagious.

Please fill out the form with emergency contact details for our records and tell us of any changes to telephone numbers. We also require an emergency number for contact if you are not available at the first number.

SPECIAL EDUCATION NEEDS

The teaching arrangements in the school take account of the wide range of abilities and interests that children bring in to school. The majority of the children will learn and progress within these arrangements.

If a child has difficulty in keeping up with the class or has special educational needs, we will then refer the parents to the necessary qualified person for an identification and assessment.

PLEASE CAN YOU

- 1) Name everything that comes into school, eg, Jumpers, sweatshirts, lunchboxes, storybooks, Show and Tell items, PE clothes and etc.
- 2) Make an appointment to see us if you feel that your child is having difficulties with their progress.
- 3) Send all money sent to school in an envelope marked with your child's name, class, the purpose and amount. (An exact amount helps with administration and reduces responsibility on your child for looking after change.)
- 4) Let us know of any change of family circumstances that might affect your child at school.
- 5) Please teach your child to:
 - tie their shoe laces
 - fasten buttons and buckles
 - dress and undress themselves
 - use the toilet independently
- 6) Please let us know of any changes in address, telephone numbers, change of work, and people to contact in case of illness and etc. In particular, if you change emergency contact number let us know at once.
- 7) Please discourage your child from wearing jewellery at school. Children with pierced ears should only wear studs, which must be removed for PE and games for safety reasons.
- 8) Do let us know who will be collecting your child each day at the end of school. If you are delayed in collecting your child please inform the school. Pupils may not leave the school premises for any purpose during school hours without the permission of the head teacher.

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