

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



To a Valiant heart, nothing is impossible
Respect Understanding Responsibility

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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 our school and our 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 our school, the development of all the people within it, will not be affected in any way.

The range of activities within our 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.



Ingrid Holmes
DIRECTOR

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OUR MISSION STATEMENT

We at TIPS are committed to providing an appropriate and high quality education for all, whatever our children's age, gender, ethnicity, needs, attainment and family background.

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

OUR CURRICULUM

We follow the British Curriculum and our subjects are: (Literacy and Numeracy, Science, Computing, Design and Technology, French, History, Geography, Citizenship, Art and Design, Music, Physical Education. French will be taught orally for the first two years, and during the third year, written vocabulary will be introduced. Formal French begins in Class 3.

OUR ETHOS

1. To recognize and value each child as a unique individual in a safe nurturing and stimulating environment where our children's needs and strengths are catered for, thus giving them a sense of community and family spirit.

2. Consisting of Mauritians, foreigners and expatriates our school population is a melting pot of different cultures. We value all religions and promote their awareness.

3. We believe in an open door policy and our staff is approachable and welcoming.

4. Apart from the academic subjects, we offer a wide variety of specialised subjects taught by specialised teachers whose aim is to develop each child holistically.

5. Our children benefit from personalised teaching due to the small student-teacher ratio and this consequently provides them with a good learning support system.

6. Our children thrive through continuous praise and a visible recognition of their effort and achievement.

Telfair International Primary School: A school to be proud of.

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OUR SCHOLASTIC CALENDAR for 2017

First Term: 17th January – 31st March
Half term holidays: 03rd April- 21st April 2017
Public Holidays: 01/02 , 09/02 , 24/02 , 29/03

Second Term: 24th April 2017 – 14th July 2017
Half term Holiday: 17th July – 18th August 2017
Public Holidays: 01/05 , 26/06 *

Third Term: 21st August- 24th November
Half term Holiday: To be confirmed
Public Holidays: 19/10 , 01/11 , 02/11

School Hours:
The school opens at 8.00 and classes are as follows:
Mondays to Thursdays: 8.15 – 2.15
Fridays: 8.15 – 1.00

Breaks: First break: 15 minutes 9.15 - 9.30
Second Break: 40 minutes 11.20 - 12.00

AGES OF CHILDREN AT EACH LEVEL

Reception Class: The year your children 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

ATTENDANCE AND HOLIDAYS

Children are expected to be in school by 8.15 am and are collected at 2.15pm expected on Fridays when school ends at 1.00pm.
The school will only grant leave of absence in exceptional circumstances.
The Headmistress will assess each request on an individual basis, considering both the impact missing school will have on your children's education and any special circumstance of which the school is made aware.
Annual family holidays will not be recommended during the school calendar although we understand there are exceptional circumstances, in which case written confirmation of this will be required from the Headmistress. Travelling time for social gatherings e.g. wedding, christening, family birthdays, outings is strictly not recommended. Lateness is monitored by each class teacher and full attendance is encouraged. Students receive an Attendance Certificate for full attendance at the end of each term.

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.

SCHOOL RULES – DISCIPLINARY PROCEDURES

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 his/her 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.

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 upon. These rules are stated in a positive way and are simple and clearly defined.

DISCIPLINE

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 children's name, details and date. Parents will be consulted, as well as the Headmistress and the class teacher.

BEHAVIOUR POLICY

We expect all children to be treated equally and follow the school rules. Swearing, racist, homophobic or aggressive behaviour by anyone will not be tolerated and, should it occur, appropriate action will be taken immediately. Where necessary the parents of the student in question will be informed. If a child has to be continually reprimanded, parents will be informed and a meeting arranged so that concerns can be discussed. A strategy for solving the problem will be drawn up. We celebrate good behaviour and attendance by issuing related certificates at the end of each term.

HOMEWORK

Reception Class: Flashcards and Reading Children will be given flashcards to practise at home with an adult every evening. Once your 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.

Keystage 1:

Class R,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, your 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.

Keystage 2:

Class 3,4,5,6: Reading and spelling are an integral part of our curriculum and is regularly sent as homework. Keystage 2 curriculum, will include research work as part of homework. Project completion may be sent as homework at regular intervals. During our assessment period our students are expected to revise all work covered in class.

Please refer to our Homework Policy for in depth detail about homework at Telfair.

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BULLYING AND UNKINDNESS

We try to keep bullying out of TIPS. We take great care to devise strategies to prevent it. Anti-bullying talks are regularly given during citizenship classes. In addition we have teachers on duty who model good behaviour and are active and vigilant on the playground. Children are encouraged to share their concerns with each other as well as with members of staff. Parents should inform the class teacher in the first instance where bullying is suspected so that appropriate action can be taken.

SPECIAL EDUCATIONAL 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.

Children with specific or general learning difficulties receive additional help. Where appropriate, children will receive one to one or small group tuition. In these instances, the work set, will match the individual's needs and abilities. To ensure the children receive the best education possible, we work closely with our school psychologist Mrs Alexandra May and Our Audiologist & Speech Therapist Mrs Rachna Gopal.

We are committed to giving appropriate support for children with emotional, behavioural and social development needs.

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. For second break we provide a hot meal daily which is proposed by caterers who specialise in school meals. A copy of the menu will be sent home at the end of each month for parents to choose from. The aim is to provide a healthy balanced meal. School meals are to be paid directly to the caterers on a monthly basis or as agreed.

For safety purposes please note that glass bottles for juice or water and glass containers for food are not permitted on the school premises.



HEALTHY LIFESTYLES

Here are some guidelines that will help the smooth running of lunch times:

Lunch boxes and drink bottles are refrigerated in school

- Packed lunch should be brought in a secure container labelled with your children's name. Please note that glass containers are not permitted on the school premises.
- Children are not allowed to bring any form of sweets, gum or chocolate bars but they are allowed to bring chocolate covered biscuits or cake.
- Children may not bring fizzy drinks to accompany their packed lunch. Water/juice should be provided for all children. Please note that glass bottles for juice or water are not permitted on the school premises.
- **Canteen facilities exist and menus are available from the school office.**
- **Please ensure that if needed, your children has cutlery from home to eat their food.**

TUCK SHOP

Some parents of TIPS have gracefully volunteered to run a tuck shop on a fortnightly basis at lunch time (alternating with Bakerman Day). Details will be communicated through the parents in charge of the tuck shop.

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 parties 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 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 children outside these times, an appointment may be organised with the class teacher.

Reports are issued at the end of each term.

We encourage you as parents to take an active interest in your children's work and we welcome your help with listening to your children 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 and teachers such as: Arts and Crafts Club, Chess Club, Dancing, Cookery, Computers, Eco Club, Drama, French, etc....

FUND RAISING TEAM

As we are a fairly new school we require funds to constantly upgrade our building and equipments and to keep our fees increase to a minimum. The fundraising team comprises of parents and teachers of TIPS. The school has the final say in how the funds will eventually be spent.

One main fund raising activity is held every term with the support of all teachers and parents.

PARENT'S ASSOCIATION

The role of our Parent's Association is to work in partnership with the principal and the school community for the betterment of our children at school. Each class has been allocated a mum that you can communicate with. Please refer to the Parent's Association document for more information.

COMPLAINTS POLICY

Complaints in the first instance should be made to the class teacher. It is hoped in most cases that these will be resolved at an informal level. However, if attempts at this level fail, a further meeting including the Headmistress can be scheduled. If you require further information, please contact the school office.

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 shorts
- Grey trousers in winter
- Long sleeved or short-sleeved grey sweatshirt with badge
- White socks
- Dark sandals or dark closed shoes
- Cap

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
- Cap

Sports:

- Shorts and a white polo with the school badge
- Trainers
- Dark or white sports shoes with white socks.

SCHOOL PRAYER

We aim to encourage a sense of community and belonging in everyone including pupils, staff and parents therefore we have a prayer to ensure that our students appreciate their time at school, the dedication of the teachers and their meal times.

SCHOOL PREFECT

At TIPS we aim to have independent, responsible and well balanced students. We have thought it meaningful to have a Head Prefect and a Deputy Head Prefect as this will give our students an opportunity to showcase and practice the skills taught to them in class.

Each year students of TIPS elect a new prefects to be role models for the other students. Students are chosen from Class 6.

The Classes 1-6 vote for one nominee and the votes are tallied. The Headmistress and teachers have the final say in the election of the HEAD PREFECT and a DEPUTY HEAD PREFECT. Students of Class 5 are voted as monitors and help the prefects in their tasks.

CARE OF BOOKS

Parents are asked to ensure that all reading books, textbooks and library books which are taken home by your children are returned to the school in good condition. To avoid any damage of school books it is recommended that all food and drinks be kept in a separate bag. We need to ensure that children do not eat or drink during home-reading time as we have had previous cases of spoiled books. ALL DAMAGED SCHOOL BOOKS 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.

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.

An insurance form will be sent yearly. Kindly sign to ensure that your child/children are covered during all outings out of school.



INSURANCE

The school is insured with The Mauritius Union Insurance 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. A mail will be sent to parents to inform them at any organised outings outside of the school premises.

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. A telephone tree system has been put in place to have a better, more efficient way of communicating in the event of school closure.

HOME TIME PROCEDURE

To ensure a quick and safe home time procedure we will require the cooperation of staff, parents and students of TIPS. Please follow the instructions given to you by the teachers on duty.

SAFETY AND PARKING

Our on-going concern is about parking, picking up and dropping off around the school area. Parents are encouraged to walk or ride to school with their children. Where parents have no alternative but to drive, they are urged to take extreme caution when travelling on roads close to the school. When parking, please be courteous and respectful towards neighbours and park in appropriate places without obstructing driveways and entrances. Please check parking procedures in your folder.

LOST PROPERTY

When sending your children to school, please ensure that every item is named. Lost items will be kept for a limited period only. At the end of each term, lost property boxes will be cleared and unclaimed items will be displayed for collection. Any items left will be given to charity.

MEDICINES AND ACCIDENTS

Parents will be given a medical form to fill out. This will allow to know if your children suffers from asthma, fits, allergies, diabetes etc and of actions to be taken in case of emergency 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 your children's name, and the dosage and times written in your child's message book. If your children is taken ill or injured at school, we will contact you. As illness spreads quickly at school, please do not send your children into school with any contagious diseases. 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 in case you are not available on your phone.



If well enough, children on antibiotics may attend school. In certain circumstances, staff may agree to voluntarily supervise the administration of prescribed medication. Children should not bring strepsils, creams, or pain relief medicine. All medication will be kept under teacher supervision.

CHILDREN WITH ONGOING MEDICAL CONDITIONS

Parents of children who suffer from Asthma, diabetes, epilepsy or allergies and any other long-term medical condition should inform the school office so that a Healthcare Plan can be drawn up. Inhalers are kept in the classrooms.

ILL CHILDREN AND ACCIDENTS

Illness and accidents do unfortunately occur. Some staff are trained in First Aid. If your children is unwell or has an injury giving cause for concern, it is our policy to contact parents as soon as possible. It is vital, therefore, that all telephone and contact numbers are kept up to date. Parents must inform the school of any changes.

HEADLICE

We regularly inspect hair for lice and we do ask parents to be vigilant at all times and treat any case of lice. Regular combing at bedtime and the use of conditioner and a head lice comb at bath time will greatly reduce the chances of head lice. We ask children with long hair to tie it back to reduce the spread of unwanted visitors. If we find that a child has head lice at school we ask parents to collect them and treat the hair immediately.

NO SMOKING POLICY

TIPS has a strict NO SMOKING policy. It is inconsiderate for anyone to smoke within the school buildings or grounds.

MISCELLANEOUS

- 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 children is having difficulties with their progress.
- 3) Send all money sent to school in an envelope marked with your children'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 children at school.
- 5) Please teach your children 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 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 children each day at the end of school. If you are delayed in collecting your children please inform the school. Pupils may not leave the school premises for any purpose during school hours without the permission of the head teacher.

MISCELLANEOUS

- Money for baker man or trips must not be left in school bags or coat pockets but clipped into the message book in a labelled envelope.
- No toys/games/electronic equipment should be brought into school except for Show and Tell (KS1)
- Children should not wear fashion shoes as they can cause accidents
- The only jewellery permitted is small, plain stud earrings in gold or silver or sleepers and a watch.
- All hair longer than shoulder length must be tied back and all hair accessories need to be black, white or brown in colour.

