





# VISIONARY FRAMEWORK

## MOTTO

*“Aspire to Achieve”*

### ***Vision***

*Newtown Girls’ R.C. School has a vision of becoming a dynamic educational institution with the aim to develop our students’ spirituality, to expand knowledge, to cultivate critical thinking and creativity in students, thereby enabling them to apply the necessary analytical and problem solving skills to meet the challenges of an ever-changing global society.*

### ***Mission***

*Our mission is to: -*

*• focus on collaboration of parents, community leaders and all stakeholders to promote student development • build a strong religious foundation, academic excellence, patriotism and a willingness to contribute positively to society • support committed and learned teachers • impart a relevant and enriching curriculum • ensure a safe and comfortable physical environment*

## *SCHOOL SONG*

*A road that's paved in white and green,  
Leading us to fulfil our dreams  
Inspiring every growing mind  
To reach mountains hard to climb.*

### *CHORUS*

*We love our dearest school  
By your teachings we will rule  
Our voices now we raise in zest  
To pledge our loyalty to N.G.S.*

*Newtown Girls you're praised and loved  
Given grace from the Lord above  
Guiding us unto every path  
To N.G.S. with grateful hearts*

*Our motto makes us to believe  
We've got aspire to achieve  
St. Patrick will agree to this  
Our diligence gives eternal bliss.*

*Composed by Melva Andrews and Allison Taitt*

## NEWTOWN GIRLS' R.C. SCHOOL'S HISTORY

Newtown Girls' R.C. School is situated at 18-20 Maraval Road, Newtown, Port-of- Spain. This school is bordered by the urban districts of Newtown, St. Clair and Woodbrook. Tragarete Road divides Woodbrook from Newtown while Maraval Road separates St. Clair from Newtown. Each of these districts has its own unique history and each in turn has impacted on the history of the school.

The school was founded by the Cluny Sisters in 1887. It was established to house the children of the maids who were employed by the elite of the area. The nuns ran the school up to the 1920's. In later years, many of the residences did not send their children to the school, instead choosing to send them to St. Theresa's Girls' R.C. or Tranquillity Government School. This was due to the stigma that it was a school for the maid's children. If enrolled, the students stayed only to the end of the infant school.

Newtown Girls' R.C. was originally called St Patrick's Girls' R.C. School. The name was changed to Newtown Girls' Roman Catholic School in the late sixties. Religious Education has always been at the centre of our education. The students always attended Mass once per month and prayed the rosary daily.

In earlier times, Newtown Girls' R.C. consisted of two structures, a wooden structure which housed pupils from first year to standard one and a concrete building which housed pupils from standard two to standard six. An almond tree strategically located in the yard provided shade for the pupils.

The student population approximately ninety students in total was taught by the nuns. However, later on lay people were appointed to teach at the school. Ms. Louise Cockburn, the principal at the time worked extremely hard to increase the population of the school. The house system of this school began when the system was introduced to Port of Spain. At this time too, the curriculum involved the development of skills which included the girls being engaged in handiwork, needlework and cooking.

In the early seventies under the leadership of Ms. Rita Phillip, the school had a population of approximately three hundred pupils and about thirteen teachers. The classes were streamlined into two, (A) and (B) classes. The curriculum was more academic than in the past. The houses in the house system were named after sports personalities like Hasely Crawford and Jean Pierre. However, the houses were later renamed after gems.

The school had two uniforms, the main or regular uniform which consisted of the green overall and a white blouse and a dress uniform which was white in colour and consisted of green buttons and a monogram of the shamrock on the shoulder. Presently the main uniform is still the same but the dress uniform is now called the games uniform and it no longer carries the shamrock and the main uniform now carries the school's monogram.

In the early eighties under the leadership of Mrs. Cynthia Pierre, a fire partially destroyed the concrete structure along with the existing school records. As a result classes were held at two temporary locations, the Eshe's Learning Centre on Ariapita Avenue and the Welfare League on Tragarete Road; this arrangement lasted for about one year.

The rebuilding of the school took about one year and it was spearheaded by the School's Building Committee, which consisted of teachers and parents. The committee had to raise one third of the cost of the building. The parental support and that of the committee were at its maximum and the school was opened in September 1985 by Mr. Clive Pantin, the Minister of Education at the time. The new school consisted of a three storey structure and a separate building for the infants.

Newtown Girls' R.C. has always been a school noted for its high standard of education and for producing all round students. The school has always been academically strong because of committed teachers and great parental involvement. Newtown Girls' Roman Catholic School excelled in the extracurricular activities. The school was also popularly known as the singing and dancing school as we excelled at the Arts and Music Festival. Drama was taught by Mrs. Hazel Thompson Ahyee, a teacher at the school. Later on the recorder was taught and every child played the recorder. As a result of this the school was always called upon by the Ministry of Education to perform for social and cultural events.

Presently Newtown Girls' R. C. still strives to maintain a high standard at academic and non-academic activities. The school has produced many professionals who have excelled in their choice fields. As a Catholic school, we also focus on our doctrine and promote our ethos in collaboration with parents and parish.

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# CURRICULUM



**Please use the link below to access the Ministry of Education's page which contains the syllabus of work for all the subject areas taught in the Primary schools.**

**<http://moe.edu.tt/learning/primary/curriculum>**

## THE NEWTOWN ETHOS

**At our school we have many expectations of our students. We aim to provide: -**

- a school where Jesus Christ is at the centre of all school activities
- a school where students learn empathy toward their fellow peers and respect for themselves as children of God.
- quality teaching and learning experiences, with high expectations for all of our staff and students
- a climate of respect for all by our thoughts, words and deeds
- opportunities and skills which will allow our pupils to become independent learners
- a fun place to learn
- a school where our students are encouraged to be self-motivated in their life's learning
- a school where our students are at the center of our pedagogy
- a safe and comfortable environment that is conducive to learning
- opportunities for our students to acquire life skills and
- a school where morals and values are our foundation
- a variety of extra-curricular activities to ensure a well-rounded student
- an environment which fosters a sense of good sportsmanship, fair play and healthy rivalry
- a holistic environment which offers inclusive education through differentiated instructions
- an environment which is conducive to learning and provides opportunities for spiritual growth
- a school which fosters enthusiastic students who express themselves freely through dance, role-play and drama
- an environment where learning is a collaborative effort between teachers and parents
- an environment which encourages parental involvement in the education process and its related activities

## SUCCESS AT SCHOOL

In order to prepare your child for her first year of school, and to ensure a smooth transition from kindergarten, you need to ensure that your child can do the following: -

- say her name, address and telephone number
- speak clearly, listen to and follow simple directions such as giving notes from home to the teacher.
- look after her own belongings, including putting her lunch kit in the correct place.
- can do her buttons, zips, laces etc.
- accept other children and share playthings with them.
- develop independence and social confidence by kissing and saying goodbye to you without fuss
- can use the toilet independently

Parent ensure your daughter's success at school by doing the following: -

- Encourage your daughter to recount the day's happenings.
- Show avid interest in the work she brings home and thoroughly read through and sign all homework.
- Proudly display drawings and work brought home from school.
- Be positive in your comments to your daughter about teachers and school. Any concerns, should be brought to the attention of your child's teacher or a member of the school's administration so that the issue can be resolved quickly.
- Liaise with your daughter's teacher to discuss specific ways in which they would like you to assist in your child's learning.



## SCHOOL ROUTINES

*8:30am Assembly begins*

In the interest of security, parents are not allowed on the compound without speaking with security who will issue a visitors' badge if necessary.

Students who are on the compound before assembly begins are required to sit quietly with their puzzle, board game, colouring, novel or activity book.

*9:00am First lesson begins*

*10:00am Healthy Food Break (no processed foods)*

*11:30am – 12:30pm Lunch (12:00pm The Angelus Prayer)*

*12:30pm – 1:00pm Prayer and Silent Reading*

*Infant Class time 1:00pm -2:30pm*

*Standards 1 – 5 Class time 1:00pm – 3:00pm*

Please ensure you collect your daughter promptly after school as there is no supervision at this time.

## SCHOOL RULES



- Many criminal activities and instances of theft have occurred on the sidewalk in front of our school.  
As a result, in order to ensure your daughter's safety, we are not permitting anyone entry to the compound unless authorized by the office.
- Parents must drop and pick up their children at the covered area. No unauthorized persons will be allowed on the compound in the morning or afternoon without approval from the office.
- **ALL** visitors will be required to sign in and out and will be issued a visitor's badge,

- Pupils will NOT be allowed to leave the compound to purchase breakfast, lunch or any snack item.
- Brothers of students will NOT be allowed to wait for parents or drivers on the compound.
- Students will ONLY be allowed to leave the compound during the day if their parent or guardian presents an early collection slip from the office to the teacher.
- If any adult other than the parent or guardian is sent to collect a student, that person must be furnished with the contact information of the parent or guardian as well as a signed letter naming the person who has permission to collect the child. The person must also produce identification as verification.
- No child will be released into the care of another child.

## BADGES



- Visitors to the school compound must collect a badge from the security. The purpose of the badges is to identify people who are authorised to be on the school's compound.

## ATTIRE FOR VISITORS



- **ALL** visitors to the school must observe the dress code which dictates the following:  
 NO strap, ill-fitting or see through tops, no shorts, no slippers and no tank tops are allowed on the compound.  
 Absolutely no smoking is allowed on the compound  
 No use of obscene or inappropriate language is allowed on the compound  
 Visitors who do not adhere to these rules will not be allowed on the compound.

## CAR PARKING AND COLLECTION OF CHILDREN



- Permission for use of the church's car park was approved for staff only. Parents must observe signs dictating parking restrictions in streets in the vicinity of the school as you may risk your vehicle being towed away.

We urge parents to:

- use common sense
- take extreme care to ensure the safety of all children
- adhere to school and parking signs.

Parents and drivers will report to the security before students are released into their care.

- Parents are encouraged to make suitable arrangements for the safe collection of children after school.

## ASSEMBLY

- Morning assembly begins at 8:30.  
The National Flag is ceremoniously taken to the pole by trained Guides.
- The assembly continues with prayer and song.
- At assembly, rules are enforced, and students are encouraged to be of good character.
- Important announcements and reminders are also disseminated.
- Assembly is an integral part of our discipline and education programme and ALL students are expected to be on the compound to participate.
- Children who arrive at school after the assembly has started are deemed late, and must stand in the line for late students.
- Parents of children who are continuously late will be contacted in an effort to correct the matter,
- Students who arrive late are also expected to participate in the assembly, and NO student should be kept outside of the school compound whether on the pavement or in a vehicle when the assembly is in session.
- Parents are not permitted to call students out of the assembly after it has begun

## RELIGION



- We would like to remind parents that our school is Roman Catholic and our ethos and Religion classes support this.
- We respect that despite the fact that all our students are not Roman Catholic parents agreed to respect our doctrine.
- Hymn books and Religion workbooks are a compulsory requirement regardless of the students' religion.
- Non Catholic students are required to be respectful of all prayers and religious undertakings whether on or off the school compound.
- First Communion classes are offered for Catholic students from Standard 1. Please enquire at the school or parish office for forms requesting your daughter to be a part of the programme.

## ATTENDANCE



- Pupils must attend school regularly and punctually. Schools are held accountable for student attendance and as such students who are regularly absent or who have prolonged absences without a medical certificate must be reported to the Ministry of Education.
- Missing school sets your child back in her class work. When she is absent remember that the other students are moving forward with the Curriculum, and having your daughter play 'catch up' can be difficult and stressful for her.
- The school acknowledges that at times our students will get ill, have appointments and family obligations but we ask that whenever and wherever possible please schedule these for outside of school hours.
- Please note that if your daughter is going to be absent please try to inform the school.
- Students who return from school after an absence whether for one day or not, must present a signed excuse from their parent.
- All correspondence from parents/guardians **MUST** be written in the prescribed copy book not on slips of paper as these can be misplaced.

## UNIFORMS



**Regular Uniform**



**P.E. Uniform**



**Activity Uniform**



**Polo Shirt**

- The green overall, sash, green knickers/black cycle shorts and white blouse are to be worn every day except for days of physical education.
- On days of physical education, pupils wear their P.E. uniform with green knickers or black cycle shorts.
- Students change into the activity uniform for school extracurricular and sporting activities.
- A polo shirt and long blue jeans are to be worn on days of field trips or days when students are allowed to dress casually at school.
- Jeans worn at school **MUST** be long, fitting comfortably, not hugging and must not have rips, tears or shearing of material. No knee length or coloured jeans will be allowed.
- All uniforms **MUST** be clean and neat every day.
- No badges or stickers are to be placed on the uniform except for those given out by administration.
- An **ALL** white pair of shoes or low cut sneakers is to be worn with white socks which extend two inches above the rim of the shoe (no lower).
- House buttons are part of the school uniform and **MUST** be worn every day.
- Any students who attend school without ribbons, house buttons, incorrect socks or shoes, will be asked to rectify the uniform before they are allowed to go to their classes.
- The pleates of the Regular Uniform must be laundered flat in order to look neat.

## HAIR STYLE

- Hair **MUST** be plaited and kept neat at all times.
- Hair must **NOT** be rolled into a bun, a puff or a twist neither **MUST** plaited hair be twisted or rolled.
- Hair should be washed every weekend as good grooming and good hygiene dictates.
- **ABSOLUTELY NO** chemically coloured hair, braids, weaves or other extensions are allowed.
- White ribbons **MUST** be worn.
- Only white bubbles and white or black woogies are allowed.
- No clips are allowed as they can catch another student's eye.

Parents please note that inspection of students will take place before assembly, and students will be asked to rectify any infractions of the attire. Parents will be informed on the first instance, and will be asked to conference on the second.

Adhering to uniforms teaches discipline and obedience to rules.

## CARE OF BELONGINGS



- ALL books inclusive of the Hymn Book must be covered with **brown paper and plastic.**
- Please see <http://moore4mums.com/2012/01/16/how-to-cover-school-books/> for tips on how to do this
- Names of students and their class must be written neatly and clearly on labels to be stuck on all books.
- Religion workbooks are to be covered in adhesive plastic only, no brown paper.
- If book covers begin to show signs of wear, they are to be mended or replaced as teachers will not accept untidy or torn books.
- Names of students must be put inside of lunch kits, bags and items of clothing.
- Please see <https://youtube/DzvSHFCn5E> for tips on how to do this.

## CHANGE OF ADDRESS AND TELEPHONE NUMBER



- Please update this information if there are any changes.
- School records need to be kept up to date in case of emergencies so we need to know if: 1. You change your address and telephone number or work contact number. 2. You change your emergency contact numbers and work number.

## **TRANSFERS & WITHDRAWALS**

Students who transfer or withdraw from the school must obtain a transfer form from the school to which they are to be transferred or from the Ministry of Education.

All books and school property are to be returned before the student withdraws and before the Cumulative card is transferred or entered on the permanent records.

## **PAYMENTS**

- All money sent to the office or to the class teacher for payment on behalf of a student **MUST** be put in an envelope and neatly labelled with the student's name, class, amount and purpose for which the money is sent.
- Remind your daughter to present all money sent to the school to their teacher as soon as they arrive.

## FIELD TRIPS



- Field trips are a vital part of our educational programme and support topics in the Curriculum provided by the Ministry of Education. We must remember that all students learn differently and we must make every effort to provide opportunities for such.
- The activities provide firsthand experience and shared learning for the whole class. The experiences reinforce and relate to activities in the classroom. Social learning and language enrichment are fostered through participation in these activities. Field trips and camps are an important part of the school's curriculum. This is termed 'out of class learning' and deemed essential for all students.
- Field trips will reflect the areas of Arts and Science/Social Studies areas in the curriculum.
- At times, you may be invited to accompany a group on a field trip.
- Information and permission notes will be provided before the date of the field trip. We encourage all children to attend field trips and camps. It is very important therefore that the signed permission forms are returned promptly to school.
- School class trips may include full or part day visits, usually to local venues.
- The children participate in class activities prior to and following the excursion to increase their learning from this shared experience.
- Children with individual, or medical requirements need not be excluded from these activities and are encouraged to participate. Liaise with the class teacher to ensure the comfort of the student on the excursion.
- It should be noted that students who consistently misbehave will NOT be allowed to participate in out of school activities.
- If you have any concerns about a field trip (or camp) please make sure you contact the class teacher so that she is aware of your concerns.

## HEALTH AND WELLNESS



- All schools are asked to partner with the Ministry of Education in an effort to promote a healthy life style and diet among the students. In light of this, we will be encouraging parents to support our initiatives.
- Each day during break time students will be allowed to consume only fruits, vegetables or healthy snacks like granola and cereals which are low in sugar.
- Every Wednesday is deemed Water Wednesdays and on those days nothing but water will be drunk.
- EVERY Friday is deemed Fruit and Vegetable Fridays and on these days no other snack but fruits or vegetables is allowed.
- On all other days parents are asked to provide their daughters with milk drinks and juices low in sugar and additives. Freshly squeezed and blended juices are welcome.
- Please understand that no yellow, processed cheese snacks or snack with no nutritional value will be permitted.
- No soft drinks are allowed.
- Inappropriate snacks and drinks will be returned to parents when they arrive to collect their children.

## SAFETY AT SCHOOL

### ACCIDENTS



- Red Cross staff at school attend to all injuries. Parents are notified by a phone call and in writing of a child's injury at school.
- If any injury needs medical treatment, administration will seek medical help for the child.
- If it is deemed necessary to call an ambulance, the parent will be notified so that they may meet the ambulance at the hospital.

### MEDICATION



- The staff is not qualified to administer medicine whether prescribed or not to any student. A form, which details an emergency medical action plan, is required to be completed if your child is asthmatic, diabetic, or epileptic.

### ILLNESS AT SCHOOL



- Children who suffer minor accidents or illnesses will be attended to by the Red Cross or Brownie teachers.
- If children are hurt or unwell and it is felt that they should not remain at school, all efforts will be made to contact a parent.
- In the event that emergency contacts cannot be made, the school will take whatever action is deemed appropriate for the safety of the child. A note explaining their illness/injury will be sent home to parents.
- The school keeps a record of all injuries and treatment.
- It is, therefore, imperative that parents ensure that the Medical/Emergency contact information held at school is up-to-date.

## INFECTIOUS DISEASES

- Parents are asked to contact the class teacher and/or office in cases where children contract communicable diseases.
- These include: Chicken Pox, Measles, Mumps, Rubella (German Measles) and Foot & Mouth disease.
- No student will be allowed to resume classes after bouts of infectious diseases without a certificate of clearance from a District Medical Officer.
- Common skin infections such as Ring Worm must be treated with prescribed medication before the student is allowed to return to school.

### **Please keep your child at home if she displays the following:**

- Oral temperature of 99 degrees within 24 hours
- Vomiting or diarrhea within 24 hours
- Earache lasting more than a day
- Persistent cough, croup or chest congestion
- Laboured or painful breathing
- Reddened, mattering or crusty eyes
- Moist draining lesions on the lips or skin

## CHILD ABUSE



- All adults who work within the school are required by law to report suspicion of child abuse to the Police.

## EMERGENCY EVACUATION PROCEDURES



### **Our school has developed emergency evacuation guidelines.**

A continuous blast of the siren signals an emergency or drill is in progress. Please follow the teacher's instructions if you are in the school at this time. *All parents **MUST** evacuate with the children in a drill or emergency procedure.*

An intermittent siren signals an evacuation, *all parents must stay inside the building until the all clear is given.*

#### ***Lock Down***

Follow the directions of your classroom teacher.

#### ***Fire Drill***

Conducted monthly

Exit procedures are located on the classroom doors.

All students, with no exceptions, will evacuate the building in single file in an orderly fashion to the identified Muster Point.

Order must be maintained at the muster point where roll will be taken.

Students will proceed back into the building accompanied by their class teacher in an orderly fashion.

Parent volunteers are to proceed to the Muster Point with the students to whom they are assigned

- CUSTODY PROCEDURE** • In an effort to be sensitive and caring to the child and wishes of parents who have custody arrangements, by law, the school can only enforce a custody order if it is presented to us. Administration must be notified of any change to legal custody.

## CLASSROOM



## HOME WORK POLICY

At St. Patrick Newtown Girls' R.C. School we believe that homework provides opportunities for students to:-

- develop and practise good study habits
- partner with our parents and show them what is happening in school
- encourage children to utilise time effectively
- reinforce prescribed work done in the classroom
- concretise children's skills in revision/learning of work
- have a smooth transition between primary and secondary school
- consolidate and practise skills learnt
- continue work/projects from class time

All students are expected to read for at least 15 minutes to an adult each night.

Upper classes require more reading time than 15 minutes. This reading is from a book beside the assigned reading text.

## **BEHAVIOURAL EXPECTATIONS**

### **Students are expected to:**

Be respectful of all adults, their peers and themselves.

Be polite to everyone they contact.

Be honest.

Follow school rules.

Keep their voice down in quiet zones

Stay away from red zones

Keep their hands and feet to themselves.

Keep their surroundings clean.

Try their best in classroom activities and out of classroom activities as well.

Teachers will communicate both positive and inappropriate behaviour to parents written or orally.

For inappropriate behaviour the emphasis is on encouraging positive behaviours by redirecting or re-engaging the student.

## **GREEN ZONES**



Green zones are areas where organized play takes place. Students are allowed to speak at reasonable levels. There must be no shouting, screaming, or disorganized play.

## **RED ZONES**



Red zones are zones which are out of bounds to students because they pose a threat to the students' safety. No student must enter a red zone.

## **STUDENT COMPLAINTS**

We aim to resolve students' complaints through our chain of command. Students are encouraged to refer issues to their teacher for resolution. If the complaint cannot be resolved by the teacher, the matter could be brought to the attention of the Principal.

## **STUDENT ASSESSMENT**

Our students are continually assessed by teachers both formally and informally in an effort to monitor progress and to assist them to reach their full potential.

Various methods are used including: -weekly testing of skills and knowledge, attitudes developed and problems encountered, sharing of relevant work samples, teacher observation, reflection on activities to support learning self, peer and teacher assessment.

Some of this information is kept in Cumulative cards from First Year to Standard 5. On leaving the school, the folder will be sent to the new school.

These folders are confidential, but may be viewed and discussed with your child's teacher or the Principal on request.

## **SPECIAL CURRICULAR PROGRAMMES**



- MUSIC - taught from First Year to Standard 5.
- SPANISH - taught from First Year to Standard 5.
- PHYSICAL EDUCATION - taught from First Year to Std. 5
- DANCE – taught from First Year to Standard 5.

## **PARENTAL INVOLVEMENT**

We are committed to encouraging parents' involvement. We deem our parents as partners in their child's education and as such, we encourage parents to participate in school life and activities.

## **SCHOOL/PARENT COMMUNICATION**

On occasions, parents may need to discuss particular concerns. For this reason, parents can make an appointment with the classroom teacher to discuss them. If necessary, the Principal/Vice Principals will, if necessary, become involved in these discussions.

## **CONTACTING THE SCHOOL**

Phone: 622-1662

Email: [newtowngirlsreschool@gmail.com](mailto:newtowngirlsreschool@gmail.com)

Konstella

## **WORKING CO-OPERATIVELY**



Parents, we believe you have much to offer!

Your involvement in the school is imperative for the school to grow from strength to strength.

You could be involved in:

- Classroom Programmes
- Support Programmes
- Excursions
- Grounds Development
- Sporting Club involvement

and a lot more by:

- Reading Stories to your child's class
- Supervising groups of children on excursions and on the school compound
- Acting as a resource person
- Participating in School Initiatives
- Demonstrating skills and processes to children and teachers
- Maintaining school facilities
- Supporting school programmes
- Encouraging your child with homework
- Maintaining contact with your school when issues arise
- Involvement in Sports

Teachers welcome parents in their classrooms to help with class activities, and helping with excursions. Ask your child's teacher if there is any way you can help in the classroom. You will be required to complete a School 'Volunteer' Form. All volunteers are also asked to 'sign in' and 'sign out' at the Office during each visit. 'Visitor' nametags should be worn while in the school.

## FIRST YEAR PARENT MEETING



The Newtown family welcomes new First Year families to the school by hosting a meeting followed by dissemination of important packages.

## PARENT SUPPORT GROUP (PSG)

The PSG is a parent network that provides social interaction among parents and supports the school's fund raising activities. New members are welcome to join at any time.

## GRIEVANCE PROCESS FOR PARENTS



All personal matters such as concerns about your child's progress are dealt with most effectively in the following ways:

Concerns about relationships (student, parent or staff) should be raised directly with the school, and should NOT appear on social media.

The following guidelines might help you if you have a concern:

1. Make an appointment to see the classroom teacher at a time convenient to you both indicating the reason for the meeting.
2. After meeting with the teacher, if the issue(s) is/are still unresolved: Make an appointment with the principal, informing her of the subject of the meeting.

Results of the meeting may include the following:

The situation may be dealt with or monitored.

There may be further discussions with the people involved.

Support for the child, school or family may be sought e.g. social worker, guidance officer, SSD, Families in Action etc.

3. If you are still dissatisfied with the outcome, contact the Principal again to air your concerns. If the school does not hear from you, it is reasonable to consider that the matter has been resolved.

It is important that these grievances are kept confidential, and although at times you may seek support from friends, it is important to do this wisely. When the matter is discussed in the student's hearing, it is important that the student understands that you have confidence that the issue will be resolved confidentially at the school level. **Criticism of the school or the teacher does not support the child's education as it undermines trust and confidence.**

The teachers and principal can only treat with issues that are brought to our attention. If we do not receive information, we are unable to take appropriate action to resolve the matter.

## SCHOOL MATTERS

### SCHOOL SECURITY

The School is protected and monitored by G4S Security firm. In school, cameras provide additional security for students and staff

### SCHOOL PROGRAMMES

St. Patrick's Newtown Girls' R.C. School provides opportunities for all students to be involved in a wide variety of sporting activities at each level of the school. We urge all parents to support our efforts to provide our students with an all-round education by enrolling their child in the activity offered to their level. All students are to participate in the co-curricula activities subjects (Dance, Storytelling, Singing) offered at the school. These activities will be graded and recorded termly in the students Report Books.

Information about sporting activities is available from the Admin and class teacher.

The activity will be graded and recorded termly in their Report books.

### STUDENT COUNCIL AND PREFECT SYSTEM



Students who showed initiative and exemplary behavior and good citizenship in Standard 3 will be recommended by their teachers for Student Council and Prefect Body in Standard 4. These names will be reviewed by the Administration and teachers in charge of

appointing the students before any appointments are made. There will be training for potential students before they are awarded badges.

Students of Standard 3 are given the opportunity to augment the Prefect Body. These students also go through the same process as the Standard 4 body.

Standard 3 students will also be selected to perform the duties of Litter Wardens and Bathroom and Corridor Patrols, Only students who uphold school rules and who are good exemplars will be permitted to perform the duties outlined above.

## **HOUSE SYSTEM**



From Standard 1 students are placed in a House (Ruby, Amethyst, Sapphire, or Topaz). All House Competitions will be reflective of the House to which students belong. Students are rewarded for academic performance and points are awarded to their houses. These points are displayed monthly on the House board. Houses play an integral part in the biennial Sports day.

## **RECOGNITION OF STUDENTS' WORK**

### **HONOUR AND MERIT LIST**

Students who maintain a percentage of 90 – 100 %, A , will receive Honour Awards at our Achievement Day ceremony, and those who receive 80 – 90 %, B, will receive Merit Awards. (at the Achievement Day ceremony). This ceremony takes place in the first term of the new school year and is based on the average of grades accumulated during the previous school year.

### **OTHER AWARDS**

Students will also be rewarded for effort, helpfulness, improvement, good citizenship and attendance. An all-round student will also be awarded for being the Ideal student in behaviour, attendance and participation in school curriculum (academic and non-academic).

### **SCHOLARSHIP**

The SEA student who places first among the students who write the exam, will be awarded a scholarship as recognition of her hard work.

## ANNUAL SCHOOL EVENTS



Parents, friends and well-wishers are encouraged to support the following annual events of the school. Dates and locations will be posted in the school's newsletter and on the school's website.

### SEPTEMBER- DECEMBER EVENTS

**Let's Party** – A party hosted by Newtown Boys' and Girls' R.C. School, Rosary Boys' R.C. and St. Rose's Girls' R.C. School takes place at the Anchorage in Chaguramas.

**Spelling Bee** – The best speller from each class participates in the school's Spelling Bee.

**Achievement Day** – Celebrates academic and non-academic achievements of our students.

**Christmas Bazaar** - Our Annual Christmas Bazaar takes place in early November at Queen's Royal College (QRC) grounds.

### JANUARY – APRIL EVENTS

Registration of new intakes for First Year – Forms will be made available at the school and online on the advertised date.

**Carnival** – The school takes part in Children's Carnival Band Competition every year as time permits.

**Calypso** - There is an annual Calypso competition where students perform original compositions, as well as a Vintage Calypso competition where students perform calypso renditions of years gone by.

**Walkathon** – Our annual walkathon takes place just after Carnival. The date and theme will be advised in the newsletters. Houses will compete for points by completing laps around the Queen's Park Savannah. These points will be transferred to augment the Houses' totals for Sports Day.

### APRIL – JUNE EVENTS

**Sports/Concert** – The school hosts either School Sports or School Concert during this term.

**Science Fair**-Students of each level display science experiments via theme or individually as guided by class teachers.

**Graduation exercises** – Our outgoing Standard 5 students are celebrated.

Events not mentioned here will be posted in the school's newsletter and on the website.

**Career Day** - Our career day introduces students to many different careers. It also helps students understand and take ownership of their talent thus building confidence at school.



2017-2018

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