



St. Paul's School

MANIBUS POTENTIA STUDIUM ANIMIS

**PARENT HANDBOOK**  
**PRE-PREPARATORY**  
**SCHOOL**

**2015-16**

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Pupils' social, emotional and cognitive skills are promoted through topic-based learning and the Golden Rules. Pupils are exposed to a varied range of subjects including ICT, arts and crafts, music, drama and physical education with a strong underpinning of literacy and numeracy. Pupils learn how to read through a solid synthetic phonics programme, which is further built on, in both English and Portuguese, as they move up the school. By contextualizing the learning and putting a strong emphasis on formative assessment, ongoing feedback guides pupils' next steps, encouraging them to consider how they learn, what their interests are and how they can improve, whilst making sure parents are involved in this process.

## **The School Day**

School starts at 8.15 am and punctuality is expected; classes will be open from 7.45 in the morning. School ends at 2.30 pm and pupils should be collected promptly unless they will be participating in after school activities.

### **What should happen every morning?**

- Teachers and Assistants should be in the classroom by 7.30 am.
- Stations and all material necessary for that day must be previously prepared and ready by 7.45 am when the door opens for children.
- The teachers and assistants can be at the stations with the children.

However, when a child arrives, the teacher must make sure they stand up in order to greet the pupil, with a personal comment and a smile to make him/her feel welcome at school.

Parents ought to be aware that the morning greeting is focused on their children, ensuring their well-being throughout the day at school. The morning arrival can be a delicate moment for some children in the Pre-Prep school.

Children are expected to follow an established routine independently and, if parents are in the classroom, this can be a distraction. In addition, not all the children have the opportunity to have the company of parents at this moment and they might feel at a disadvantage. Therefore, we discourage parents and other responsible parties from staying too long in the classroom.

Parents are welcome to work with the class on various other occasions such as Golden Time, presentations or birthdays when they are planned ahead with the teacher. Suggestions are always welcome.

## **What happens if a child arrives late?**

Children who arrive after 8.20 am go to the Pre-Prep Secretary's desk to sign the late book. If they are with their parents or another adult they must say goodbye to them there. Then they must go to their classroom alone or with the Pre-Prep Secretary. If the child does not want to go alone or with the Pre-Prep Secretary the assistant from that child's class may come and pick them up from the Pre-Prep Secretary's desk.

This will only commence after 1 month in PP1 and two weeks in PP2 and PP3.

The reason for this is that lessons start at 8.20 am and arrivals after this time are disruptive for the class.

## **Adaptation period**

At the beginning of the year, children, as well as parents, are getting used to the new teachers and classroom routine. Therefore, for the first two weeks, or until a routine is established, teachers and assistants are going to be at the door greeting and guiding the children.

## **Some extra information that may be useful**

- A specialist teacher will wait next to the tuck shop, making sure that the children that arrive early do not come to class before 7.45 am.
- Specialist teachers will stay in the corridors and PPMP during the first weeks making sure the parents do not go to the class through the red door but through the outside door. This is important to make sure all children that arrive in the morning are greeted and are accounted for.
- Specialist assistants will be at the gate from 7;45 – 8.15 am, helping children that are dropped off in front of the school to enter the school safely.

## **How can parents help the drop off at the gate?**

- Parents should put down their car window when they need help.
- The child's seat should be on the right hand side in order for assistants not to go out on the street.
- School bags should also be inside the car and not in the boot.

## **Liaison with Parents**

### **How should parents and teachers communicate with one another?**

We welcome your involvement in your child's education and encourage very close links between school and home to help ensure that your child is happy and makes

the best possible progress. Staff are always willing to discuss a pupil's progress with parents informally as well as by appointment and at our Parent-Teacher meetings held each Term. Problems may often be resolved with the Class Teacher. Please do not hesitate to make contact as soon as possible so that a solution may be sought. If parents are concerned about any aspect of their child's education or development, the Head of Pre-Preparatory School is happy to see parents whenever possible. Please make an appointment by contacting the Head's Secretary, Miss Juliana Nova (jsn@stpauls.br).

Invitations to special events, school outings and other important correspondence will usually be sent electronically unless parents request otherwise. For school outings, parents receive a letter detailing the visits and activities and are required to complete a permission slip allowing their child to take part.

Parents are encouraged to use the diary or email as the main way to communicate with the class teacher. Diaries and emails are checked daily. The diaries are consistently checked early in the morning as the children arrive and the Pre-Prep Secretary will advise the teacher of any urgent messages.

Simple messages and/or short notes (e.g.: lost or forgot a sweater or toy at school, didn't sleep well at night) should be written in the child's diary or if there is a message during the day this should be sent via e-mail to the Pre-Prep Secretary with a copy to the class teacher.

It is important to keep in mind that messages should be differentiated from more important issues, such as the ones involving behaviour, emotional problems, personal or family matters, academic concerns, etc. These issues demand more attention and therefore, more time to be discussed. The reason why this is important is that we prioritize our attention to the children's arrival to be able to give them a warm and confident start.

If the subject is more complex, parents should schedule a meeting to guarantee getting the teacher's undivided attention. Please also note that these issues must be only directed to the class teacher and not to the teaching assistants.

Only under exceptional circumstances, will the teacher step outside the classroom to talk to parents for a private conversation. If there is an urgent need for a quick meeting, teachers must advise their assistant to greet the children that arrive and step outside, to quickly talk to the parent.

Parents must make sure they only speak in English in front of the children. Parents and teachers should be addressed by surname (Mr. / Mrs. /Ms.)

Therefore, the best time to approach the class teacher with any personal or important issue is during dismissal time. After most children have left, the teacher will be available to briefly talk. If the issue needs more time for discussion, feel free to book

a time with your child's class teacher through the diary or by sending an email.

A written request is required if your child has an outside appointment during the day or has to miss school for any reason. If you are planning to go on holiday during school time please send an email to [absence@stpauls.br](mailto:absence@stpauls.br) asking the Head for permission. Holidays during term time are not normally authorized. If your child is ill and has been absent, please send a short note on your son or daughter's return.

## **Procedure for picking up children and guidelines for supervision and Paid After School Activities:**

Once a child is picked up from the classroom, the parent/guardian should supervise him/her at all times and ensure that the school rules are being applied. Parents/guardians are allowed to use the dining room to wait until the Prep and Senior School end but children should remain seated at the tables and behave appropriately the whole time. No one is allowed in the Pre-Prep School after 3 pm unless they are participating in supervision or a paid after school activity.

### **Supervision:**

- Supervision is provided to pupils who have siblings in the Prep and Senior School, as well as staff children;
- Pupils who are not being supervised should stay in the classroom with the teacher/assistant or assistant until 3.30 pm but on Thursdays until 3 pm.
- Supervised pupils are collected in the classrooms at 2.40 pm and taken to the back playground or to the library on Thursdays and on rainy days. During supervision, teachers will offer fun and engaging activities for the children until they are picked up by their parents/guardian;
- Children should be collected from the gate that leads to the school patio (never from the side playground or from inside the building);
- Supervision finishes at 3.15 pm. If a parent/guardian is late to collect a pupil, he/she must sign the late book with the teacher responsible for supervision. After three incidents, an e-mail will be sent to the parents reminding them about the procedures.
- If the parents/guardian arrives after 3.30 pm the child should be collected with the teacher/assistant responsible for the staff children's supervision.

### **Paid After-School Activities:**

- Teacher/assistant should pick up the children for the paid activities from the outside door five minutes before the lesson starts;
- Parents/guardians are responsible for picking up the children at the end of the paid activity. If parents/guardians are late, children will be supervised by the teacher who runs the paid activity until parents arrive.

## **Curriculum**

The IPC (International Primary Curriculum) was implemented in August 2011. The IPC brings a combination of academic, personal and international learning. Through the IPC we provide the tools for children to enjoy their learning and at the same time develop enquiring minds, develop the personal qualities they need to be good citizens of the world, and develop a sense of their own nationality and culture whilst creating a respect for the nationalities and cultures of others. We guide children to develop all the skills they will need in order to face the world of tomorrow confidently.

## **Records, Reports and Monitoring of Progress**

One of the most important aspects of the IPC is their attention to Formative Assessment (or Assessment for Learning). From Year 1 to Year 6 (PP3 – P5), the IPC provides rubrics -a way to help assess children along the way -and we create our own rubrics in Pre-Prep 1 and 2. Parents receive a Report on their son or daughter's progress at the end of each term. We hold Parent-Teacher meetings twice a year for parents to meet with the class teachers. Parents are approached whenever there is particular concern about a child's academic progress or emotional wellbeing. InCAS is used as benchmarking tools.

Please refer to the Pre-Prep Curriculum Framework (see [www.stpauls.br](http://www.stpauls.br)) to obtain more detailed information about curriculum and assessment.

## **What you can do to encourage your child to become a good learner**

Parents are a child's first teacher and it is important to note that education does not start and finish at school. The best way to help and guide your son or daughter is to take an active interest in his or her learning. You can do this by:

- listening and talking to your child,
- sharing books with your child and reading to him/her,
- taking your child to places of interest such as parks and museums and even to the supermarket,
- involving your child in activities around the house,

- helping him or her to observe, count, read and write (age-appropriate),
- taking an interest in the activities offered at school and talking about your child's day,
- encouraging your child, as he/she will learn at his or her own pace
- praising your child and celebrating achievements, no matter how small,
- valuing the work your child brings home by showing it off and talking about it.

## **General Information**

### **Health**

If a pupil is ill during school hours, the school Nurse may contact parents by telephone and ask them to take him/her home. Please ensure that the office is kept up-to-date with telephone numbers. Minor illnesses and accidents are treated by the Nurse. If hospital treatment is required and the parents are not available right away, children are taken to the Samaritano Hospital, unless a written letter stating the hospital of parents' preference is sent.

Please send an explanatory note to the Pre-Prep Secretary following a pupil's absence.

### **Medicine**

Please take note of the following rules for use of medication in School:

1. Pupils are primarily responsible for taking their own medication as directed by their doctor and under the guidance of their parents;
2. If a pupil is unable to do so, or his/her parents wish to have the support of the school in these situations, a written request should be given straight to the school's Infirmary. Under no circumstance may any teacher assume responsibility for delivery of medicine or for forwarding the request to the Infirmary;
3. The school will only minister prescription drugs when in possession of a written note from the pupil's legal guardian. This should include:
  - A. Pupil's name;
  - B. Name of the medical product;
  - C. Unit dose and time of ministration;
  - D. Length of treatment;

- E. Name and phone number of the physician;
  - F. Copy of the prescription containing the physician's signature and CRM;
4. If the product is of continuous use, the authorization must be renewed every 3 months;
  5. The School will offer outpatient primary nursing care to pupils and minister medication that dispenses prescription in accordance with the instructions contained in the pupil's individual record, completed by parents with important information regarding suggestions, intolerances or allergies;
  6. Remember that our Infirmary provides basic nursing care only for health problems that arise during school hours and are confirmed necessary by the Infirmary staff.

### **Meals**

Three meals (lunch and two snacks) are provided by the school. Pupils have lunch from 11 am in the Pre-Prep Cafeteria. Lunch is supervised by members of the Pre-Preparatory Staff. Meals are well balanced including a selection of salads and hot vegetables, rice, beans and soup. Fruit is offered for dessert every day and twice a week a sweet dessert is also offered as a choice. The children will be encouraged, but never forced, to try everything on their plate.

If a child is allergic to a particular food item and requires a special diet, parents are asked to send a doctor's note to the Head of Pre-Prep.

### **Birthday Parties**

If your child wishes to celebrate their birthday at school, parents are invited to come and celebrate together with their child's class. Please organise the date and time with your child's class teacher and bring in enough cake for the whole class. We ask that you limit the food to only ONE cake with no soft drinks, brigadeiros, gifts, etc. in order to standardise the parties as much as possible.

If you are booking a birthday party outside school we recommend that you get in touch with your PTA representative in order to avoid clashes. The PTA representatives keep a diary so that parents can book parties well in advance. We

encourage birthday party invitations to be sent by e-mail. If they are brought into school, then all party invitations should be given to the class teacher in individual envelopes addressed to each child, as they will be placed in the pupils' red bags. Please state their name, surname and year group. We ask you to please make sure that all the children in your child's class are invited in order not to cause any tears. If you decide to have a small party with only a few children, then please hand out the invitations yourselves directly to the parents. We strongly encourage parents to organise birthday parties and other social occasions on weekends rather than during the school week. Presents should not be brought into school.

## **Pre-Prep School Uniform**

### **PRE-PREPARATORY 1,2 & 3**

1. White polo shirt with St. Paul's logo
2. Navy blue shorts (boys) / navy blue shorts/skirt (girls) with school logo
3. Navy blue track suit bottoms (winter only) with school logo
4. Grey woolly pullover with school logo
5. Navy blue anorak with St. Paul's logo
6. Navy blue or white gym shoes (preferably with Velcro fastener in PP1) / navy blue or white sandals / black shoes (not patent)
7. White socks
8. Black/white/grey tights
9. Red School backpack

All children will also need a spare pair of shorts, t-shirt and underwear (named) which will be kept at School in case of an accident. It is advisable to have two sets of School uniform, as non-uniform items of clothing are not acceptable.

### **School Uniform is available from:**

**Mike's Modas:** R. Amauri, 114 - Itaim - Phone: 3085 1376 **Na Rua da Escola:** R. Prof. Vahia de Abreu, 736 / 744 - Vila Olímpia Phone: 3849 5751 / 3045 5796

### **Other items needed:**

- Basic items of stationery are provided by the school. Pupils receive a Reading record that must be kept in the blue Reading folder together with their reading book.
- Pre-Prep 1 and Pre-Prep 2 children will need a small pillow and blanket (named) for their afternoon nap. These will be sent home every three weeks to be washed and returned.

- Your son/daughter will need a toothbrush and toothpaste in a “necessaire”.
- Children should not bring toys to school unless requested by the teacher.

**Important:** All items of school clothing and personal belongings must be clearly named.