



MOUNT VIEW
PRIMARY SCHOOL
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Mount View Primary School Parent Student Handbook 2017 2018

**Mount View Primary School
Parent Student Handbook
2017 2018**

Welcome

Students enjoy learning and we give all of our students the opportunity to make progress and develop.

This handbook contains some key points which we should all be aware of, and remember.

Please sign the declaration at the back of this booklet and complete the update contact details section before returning the form back to school.

By working together we can move forward.

School Values

School values give us a framework for how we should be aspiring to be. The values are as follows;

Respect – We respect ourselves and others

Courage – We can achieve

Teamwork – We can work together

Integrity – We are honest and reliable

Responsibility- We own what we do

Belonging - We care for people and they care for us

Success – We enjoy learning

It is important that we regularly refer our students to these values and model them in our own behavior towards students,



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Declaration

Please complete the form below and *return only this declaration* to your child's class teacher at the school.

Child Name:

Child Class:

I accept the terms, conditions,
Parent / Guardian Name - Print

and regulations published in this Handbook for 2017 2018.

.....
Signature of Parent / Guardian

.....
Date

The terms, conditions, and regulations published in this Handbook for 2017 2018 are agreed to as part of the contract signed by parents and/or guardians with Mount View Primary School. Students, parents, and guardians are responsible for reading this Handbook, and failure to do so will not serve as an exemption from these terms, conditions, and regulations.

Details Update

Father Phone Number _____

Father Email _____

Mother Phone Number _____

Mother Email _____



Contact Details

Name	Role	Contact
Barry Kennedy	Head of Primary	headmaster@mountviewprimarymw.com
Mary Silungwe	Receptionist	receptionist@mountviewprimarymw.com +265 (0) 1 845 363

Who should I contact if....

- My child is sick and will be absent for the day? *Receptionist*
- I would like to request an extended absence? Headmaster
- I would like to arrange an appointment with the Head of Primary? *Receptionist*
- My child missed the bus? *Receptionist*
- I want to collect my child during school hours for a dental/ medical appointment? *Class Teacher*

Communication

Email

Email will become the main mode of communication within the school. Please ensure that the school has your current email details. (There is a section at the back of this booklet to complete)

The Headmaster will send out all important communication via email and in letter form.

Class teachers will communicate upcoming class activities with parents regularly. This can detail learning objectives, projects and goals.

School Publications

School may use photographs, videos, quotes from your child, and examples of their work for non-commercial school related purposes. The school can use, edit these for print, the internet and all other forms of media.

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School Day Year 1 to Year 6

Registration	6:50 – 7:00
Period 1	07:00 – 07:30
Period 2	07:30 – 08:00
Period 3	08:00 – 08:30
Period 4	08:30 – 09:00
Break	09:00 – 09:20
Period 5	09:20 – 09:50
Period 6	09:50 – 10:20
Period 7	10:20 – 10:50
Break	10:50 – 11:10
Period 8	11:10 – 11:40
Period 9	11:40 – 12:10
Period 10	12:10 – 12:30

Notes :

- Nursery and Reception have some additional outside time as well as snack times.
- School will close at 12:30pm on every day except Friday, when school will close at 11:40am.

Activities Afternoon

Tuesday from 1:15pm until 2:30pm is a time for activities. These are non academic and chosen by the students. This is an option, however these activities are a great opportunity for students to expand their learning.

Discipline

Good discipline is a responsibility and a culture which we all help to create within the school. Our students' behaviour is a reflection on ourselves.

We must set high standards, yet be fair and be consistent. Students like a clear set of rules and guidelines. Our overall approach looks for respect towards others. The school values underpin these principles.

Good discipline is around us all of the time and something which we can only achieve together.

Students will have a discipline record kept. This will note incidents which happen. A child having three reported incidents will have a formal discipline meeting with their class teacher. A further three will result in a formal meeting with the Head of Primary. After this, the Head of Primary will invite the parents to an intervention meeting with their child. This system is in place for minor incidents such. Any incidents which are more serious will result in an intervention meeting with the child, parents and Head of Primary immediately.

What are inappropriate items for students to bring to school?

To minimise the level of petty incidents, please note that mobile phones, electrical goods, toys and money are not allowed in school at any time. Students should be focused on studies and not unnecessarily distracted.

Rewards

All teachers should have a system of rewarding good work and behavior within the classroom.

As a department, we incorporate these into the wider reward systems we use throughout Primary. This connects the teachers and students with each other.

Weekly Awards

One award is given by each teacher to a student every week. The category of award is flexible and at the teachers discretion.

Outstanding Student Work

Students who complete outstanding work can have it displayed for other students to see. Classes will have a week each term where they can display work. Not all work will be able to be displayed.

House Points Awards

Grade 3 to 6 have a House Points rewards system. This rewards students who show maturity, integrity and discipline. Students can gain House Points for displaying the School Values. Prizes are given to the students who excel in demonstrating and upholding our Values.

Houses

There are 4 houses, or teams, within Mount View. Cheetah (Green), Leopard (Yellow), Lion (Red), Zebra (Blue). Each child is placed in one of the houses.

Attendance

In the event of absence, late arrival or early departure, parents should phone, send a note or email the school.

Absences

We aim to make every day a learning day. This means that from the very first day of school until the last day of term is an exciting opportunity to learn. Every school day should be cherished and utilised to move us all forward.

Students are expected to return to school when school opens and attend for the whole academic year.

Excused absences must be granted by the principal.

Please note that the maximum number of excused absences permitted in one academic year is 17 days. Any more than this will result in the student repeating the Year level.

If you require your child to be excused during school hours, please send a note or email the Headmaster, or phone the Receptionist.

Arrival

School begins at 6.50am. All students should arrive prepared and ready to begin before this time, however not before 6:30am as there will be no supervision before this time. Students who are late should report to the Office. *Please note that 5 late incidences will be counted as 1 day absence and added to the total number of excused absences.*

Departure

School ends at the times stated in the School Day section earlier. Students should be collected at this time. All transport should depart by 12:45pm.

Please note that parents of students who are repeatedly not collected on time will be called for a meeting with the Headmaster.

Transport Arrangements

There are two gates in front of the school. All cars and buses must enter the campus from the entrance gate and exit through the exit gate. This applies to both morning drop-off and afternoon collection of students. Students are not permitted to cross the safety bars at the car park, unless boarding a vehicle at the kerb. Student safety is our main concern, therefore, students should not be dropped outside of the school gate. Please note that students are not allowed to leave school compound unless accompanied by an adult.

Library

Students have access to the school library as well as the class libraries in our lower primary classrooms. We aim to encourage reading and foster a joy of the written word in our students. Each student should change reading books on a regular basis throughout the term. We encourage parents to take time to read with their children and take an active role in their learning. Students will be engaged in reading every day. Sustained Silent Reading is a part of Upper Primary English, with students reading silently for 10 minutes at the start of every day.

Off Campus sports

Students compete in a variety of sports.

During school time we will occasionally organise matches against other schools.

Trips

Field Trips and Outdoor Education are meant to be extensions of the classroom. Activities away from the school campus should complement and/or extend the lessons taught in class. Please Note: Every effort is made to run trips on a break-even basis.

Staff members of Mount View Primary School will follow the correct duty of care, ensuring your child's safety to the best of their ability at all times.

The school or teachers cannot be held legally or otherwise responsible for any loss or damage of property or physical injury caused by an accident or otherwise during off campus sports or trips.

Course Offerings

Students will experience a variety of courses. English and Mathematics are timetabled every day. All students will study Inquiry (Incorporating Geography, History, Science and Art), Music and PE. Upper Primary students in Years 5 and 6 will also learn French in addition to this. All subjects are compulsory and contribute to a varied and exciting curriculum.

English, Mathematics and Science are all taught according to the Cambridge Primary Programme. This framework ensures all of our students are taught and assessed according to international standards.

Students who do not achieve the required standards in the core subjects of English, Mathematics and Science may not be able to move to the next grade and have to repeat.

Reports

Reports will be completed twice a year. The first report will be handed out before half term of term 2, while the second will be handed out at the end of the academic year. Additionally, there will be parent teacher conferences to discuss your child's progress. There will be two scheduled conferences, one half way through term one to discuss how your child has settled as well as next steps, and a second just after the first report in February to discuss areas of improvement.

Activities Afternoon

Tuesday from 1:15pm until 2:30pm is a time for activities. These are available to our students from Year 2 up to Year 6. These are non academic and chosen by the students. This is an option, however these activities are a great opportunity for students to expand their learning.

Sports

All students participate in PE. Students will have 2 PE lessons with the PE specialist per week, as well as addition sessions for younger learners. Competitive teams will practice during our activities afternoon.

Uniform

School uniform should be worn at all times except when taking part in P.E. Students should keep themselves smart and tidy throughout the school day.

Girls

- Grey Skirt
- Light Blue Polo Shirt / Light Blue Shirt
- Grey Sweater
- Grey Socks / Grey Tights
- Black Shoes

Boys

- Grey Trousers
- Light Blue Polo Shirt / Light Blue Shirt
- Grey Sweater
- Grey Socks
- Black Shoes

Sports Kit Boys and Girls

- Grey shorts or trousers
- Light Blue Polo Shirt
- Dark Coloured Sports shoes (Not Football Boots)

Please note that students should come to school in PE clothes when they have PE. This minimises time lost through changing clothes.

Uniform can only be purchased from the Uniform Shop located in school. This will be open Monday to Friday for the last two weeks of August and the first two weeks of September and then every Tuesday thereafter.

Long hair should be tied back in a ponytail so as not to interfere with any activities. If hair is short it should be well kept and trimmed. Any unusual hairstyle that calls for undue attention is discouraged.

Make up should not be worn. If earrings are worn, they should be small undecorated studs. No other jewellery is permitted.

Homework

Home-work is an important school-home-school link. Parental support and encouragement is vital. Adults doing home-work for children is strongly discouraged.

Parents should be encouraged to:

- Set aside a quiet time for doing home-work.
- Ensure the child is sitting comfortably at their table or desk.
- Allow time for oral work as well as written.
- Encourage their child to keep books and copies clean and tidy.
- Praise their child's effort at every available opportunity.
- Communicate any problems that their child is having to the teacher.

The following times are approximate and are at the teacher's discretion.

Year	Mon - Thur	Fri/Weekend	Subject	Minutes per week
Nursery	10 minutes	0	English Mathematics Inquiry	10 10 10
Reception	15 minutes	0	English Mathematics Inquiry	30 15 15
1	20 minutes	0	English Mathematics Inquiry	40 20 20
2	20 minutes	0	English Mathematics Inquiry	40 20 20
3	30 minutes	30 minutes	English Mathematics Inquiry	60 60 30
4	30 minutes	30 minutes	English Mathematics Science	60 60 30
5	45 minutes	45 minutes	English Mathematics Science	90 90 45
6	45 minutes	45 minutes	English Mathematics Science	90 90 45

Homework is given every Monday from Nursery to Year Two and should be completed through the course of week and handed in on Friday. Homework is given every Monday for Year Three to Year Six and should be completed through the course of week and handed in on the following Monday

All students will also be engaged in a programme of reading. This is continuous and should give each child up to another 30 minutes of reading and discussion with parents or guardian in addition to the homework times quoted above.

Stationery & Supplies

Students should come prepared for school with the following items of stationery.

- Pencils, ruler, eraser, sharpener
- Coloured pencils/Crayons (Lower Primary)
- Mathematical set and English dictionary (Upper Primary)
- French dictionary (years 5 and 6)

Upper Primary students are expected to arrive with the above listed items every day. Lower Primary Students should bring these at the start of term so that they can be stored in the classroom available throughout the term, while upper primary students should arrive with their pencil case every day.

Snack Break

You can provide your child with a healthy snack for break time. Fruit and juice will give your child all the energy they require. Do not give your child soda or sugar laden snacks. Do not give your child money for the tuck shop as this is not for Primary students. You should also send your child to school with a bottle of water every day.

Healthy Eating Policy

Mount View has a policy of healthy eating for all of our students. This is important as our students will work better in class if they are properly nourished and observe a well balanced diet. Please do not send your child to school with birthday cakes, sweets or soda for such celebrations. We shall acknowledge our students birthdays, but not with parties and cakes.

Littering

We would like our students to care for their environment. Therefore, littering is not permitted within school.

School Grounds

We encourage all of our students to care for their environment. This means respecting school property grounds and plants. A well kept environment encourages our students to take pride in their school. Students are only allowed in the designated playground areas within the school. Students are not permitted to go to the car park, or any areas outside of the designated playing areas during school hours. Failure to stay within the designated areas will result in the loss of Break privileges.