

# Hopefield Preparatory School Handbook & Rules



**Hopefield Prep School**  
**6 Hillcrest Avenue**  
**Kingston 6**  
**hopefieldprep@gmail.com \* (876)927-8216**

# History and General Information

NOTES

Hopefield Preparatory School was founded in 1959. It is one of the oldest private preparatory schools in the island and is situated on approximately half an acre property in the Liguanea Plain.

The school motto is "Hope Begins with Us" and the school colours are green and gold. Hopefield Prep. is a member of the Jamaica Independent School's association and is registered with the Ministry of Education. There is an active Parent Teacher's Association whose main role is fundraising and communication between school and home.

The enrollment does not exceed 200 children and classes are comprised of approximately 25 children. Kindergarten 1 through Grade 2 has a teacher and a teacher assistant, while Grades 3 to 6 have one main teacher. At Hopefield there is only one class in each grade.

The school follows the curriculum of the Ministry of Education, which is integrated with our own curriculum thereby providing the students with a solid base.

## Quick Reference Information

Contact Information: (876)927-8216; hopefieldprep@gmail.com

Office Hours: Mon—Fri 8:00-3:00

School Hours:

- ♦ Kindergarten One: 8:00-12:30
- ♦ Kindergarten Two: 8:00-1:00
- ♦ Grades One to Six: 8:00-2:00
- ♦ Student Arrival: 7:30-8:00



## The Aim

Our objective is to provide our children with the best possible preparatory school education, to inspire life long learning in a safe environment.

### How to Pay Your School Fees

The following four methods of payment are accepted:

**Bank Transfer** (put student's name & term in notes/memos)

Account Name: Hopefield Prep School

Account Number: 371820434

Account Type: Chequing/Current

Bank Name: National Commercial Bank

Bank Branch: Matilda's Corner

**Cash Payment** – Accepted in the office.

**Cheque Payment** – Accepted in the office.

**In Bank Payment** – Any NCB branch (present voucher)

Please bring your voucher when paying fees in the office

# Curriculum

## Kindergarten Department

The children enter the Kindergarten department in the K1 class to begin the school's curriculum. At this level the objective is to develop the children socially, emotionally, intellectually, physically and spiritually.

The Kindergarten One programme concentrates on developing the following skills in preparation for the formal learning processes of reading and writing.

- Auditory discrimination
- Visual discrimination
- Motor skills
- Language development.
- Introduction to Phonics
- Introduction to numbers
- Reading
- Reading comprehension
- Reasoning

**The programme develops and/or provides instruction in:**

- a) readiness for number work, reading and reasoning
- b) initiative, independence
- c) following instructions
- d) socialisation skills

Students matriculate from Kindergarten One to the Kindergarten Two class, which continues to focus on readiness skills for progression through Grades One to Six in a more structured environment. The subject areas of Reading, comprehension, phonics, writing, mathematics, science and social studies are all included at this level in preparation for the Ministry's Grade One curriculum.

We ask that children in the Kindergarten Department provided with a change of clothes, and a water bottle and are encouraged to bring lunch pans. All items brought to school should be clearly marked.

# Good Manners

## Grade 1- Grade 6

From the Kindergarten Department the children move on to Grade One at 6 years of age and ideally progress through the grades to Grade Six where they graduate to attend High School.

We reserve the right, after consulting with parents to recommend that children repeat a grade if it is felt that they are not able to meet the social or academic expectations for the next grade.

Grades 1-6 follow the National Standards Curriculum. The children sit the following national examinations:

Grade 1—Readiness test

Grade 3- Diagnostic Test

Grade 4- Performance task

Grade 5- Performance task

Grade 6- Abilities test, Performance task & Curriculum based exam - Grade 6 students should preferably be 11 years old at the time of sitting the Grade Six National examinations.

At the first parent teacher meeting (Back to School Night) in the first term of each academic year the grade teacher exposes parents to the curriculum to be covered in that year.

Good Manners is an expectation at Hopefield Prep.

Children and adults are expected to:

- To be polite and courteous at all times.
- Refrain from the use of indecent language.
- To say 'thank you', 'please', 'excuse me', etc.
- To give way to adults or peers in hall ways or doorways.
- To sit or stand quietly in lines.
- To stand quietly in the hall for prayers, to clasp hands under chins at prayers, to sit or stand quietly at rehearsals for concerts etc.
- To stand at attention for the National Anthem.
- To enter and leave assemblies quietly.
- To address teachers, adults, staff and visitors correctly.
- To stand or sit quietly when visitors or other teachers come into classes or the school.

# Smart Appearance Cont'd.

- **Jewellery**

Jewellery is not allowed with the following exceptions

- a standard wrist watch for both boys and girls is allowed
- Girls with pierced ears—may wear stud earrings or small hoops the size of a five cent (5¢) piece. **No** long or drop earrings allowed
- Jewellery that must be worn for religious purposes is permitted

**To maintain a high standard of appearance  
School uniforms and T shirts to be in good order.  
(no faded or torn uniforms, P.E. T-shirts etc.)**

## Discipline

Schools are primarily places where learning takes place. Learning needs to take place in a peaceful and nurturing environment. The delivery of the curriculum is therefore dependent on good behaviour, a clean environment and a secure school.

We publish a set of fair rules for the guidance of the school population. These rules will be handed out to all new parents at the first parent teacher meeting in September of each school year.

Discipline is reinforced in a positive way. We encourage children using various methods to strive for excellence. We reward them by carefully charting their good behaviour, and praising them constantly.

### **Time Out**

Kindergarten 1 to Grade 6

Kindergarten 1 & Kindergarten 2: The children are asked to sit in the naughty corner for a short period to think over their mistake.

Grades 1-6: These older children are asked to sit quietly in the Library for a given period.

### **Frown Notes:**

These notes are given when rules are constantly broken. If a child receives more than three frown notes in a term a parent teacher conference is called.

**In-House Suspensions**—Given for serious misbehaviour.

This form of punishment is taken seriously and not given without sufficient notice.

Children who have had more than three parent conferences and continue with the same form of misbehaviour. May be given an in-house suspension; this involves the child coming to school and doing their work in a separate classroom.

### **Smile Notes:**

These notes are given to children who keep the school rules, are polite, do outstanding work, display kindness and are good examples to their peers.

After Smile Notes are signed by the parent, they are displayed in the classroom. In addition, each class teacher will issue her own rewards suitable to the age group of the class.



## ILLNESS

Children who present with illness should be kept at home:

- Children with vomiting should stay home for 24 hours
- Children with fever should stay home 48 hours
- Children coughing and sneezing must stay home until condition improves.
- Doctors letter required for students absent for more than 2 days.

## Tuck Shop

It is expected that students will bring their own lunch to school. However, we do offer a few options for purchase. Please see options below:

### **Mondays**

Patties

### **Tuesdays**

Pizza,

### **Wednesdays**

Hot dogs, patties

### **Thursdays:**

Pizza

### **Fridays:**

Patties

A variety of fruit juices, water, ice creams, icicles, chips and/or biscuits on sale daily.

## Water

We ask that students be provided with extra water each day. The days do get hot and children need to keep hydrated. In addition, water lock offs are experienced periodically so it is important for students to bring their own drinking water daily.

# Smart Appearance Cont'd.

- **P.E. Uniform** (all students) - White shorts, School House T. shirts, white socks and plain white standard P.E. shoes (No high tops).
- **Creative Dance Uniform** — pink leotards, with matching skirts, pink ballet shoes **with white socks**. The P.E. uniform should be worn to school on Dance days. Girls will change into dance uniform in time for Dance class (younger girls will be assisted by class teachers)
- **Hair :**
  - Short hair styles (boys and girls) should be evenly cut in conservative styles no longer than one inch (no fades, shades, mohawks or tails, etc.)
  - Hair should not be coloured or dyed
  - Boys are required to have hair cut in short, evenly cut, conservative styles no longer than one inch (no shades, fades, mohawks, tails, ponytails, etc.)
  - Girls are required to have hair neatly combed in standard styles, away from the face (e.g. ponytails, plaits and corn row). Beads and multiple clips are not allowed.. Hair clips should match the uniform being worn.
- **Nails:**
  - Nails should be kept short, clean and free of nail varnish

# Smart Appearance

Students' focus should be on what they are learning and not on what they are wearing. School uniforms nourish a sense of equality and a feeling of community. As such the correct school uniform should be worn daily.

- **Boys**

- Kindergarten One to Grade 1 — khaki shorts and white short sleeve shirts with the school crest, brown shoes and socks. (no belts and shoes with Velcro preferred)
- Grades 2—3—khaki shorts with tucked in white short sleeve shirts with school crest, brown shoes, socks and belt
- Boys from Grade 4-6 may wear khaki long pants with white short sleeve shirts with school crest, brown shoes, socks and belt
- Pants/shorts must be worn at the waist

- **Girls**

- Kindergarten One to Grade Five - Pink or blue gingham print shirtwaist dress, worn with bloomers, shorts, or slips.
- Grade 6—white oxford shirt with the school crest with khaki skort no shorter than 2 inches above the knee (no skirts or shorts)
- Brown shoes and socks. - boots are not allowed.
- Regular mid-calf socks to be worn with P.E. gear and school uniforms. Children should not wear tennis or ankle socks that give the appearance of not wearing socks.

# School Events

Each term there are various school events that provide and opportunity to build school spirit and create a sense of belonging. While some are not compulsory it is strongly encouraged that students and parents be present for these events.

## **CHRISTMAS TERM (September to December)**

- ♦ Back to School Night
- ♦ Annual P.T.A. Meeting
- ♦ Heritage week
- ♦ Christmas Concert - Kindergarten 1 to Grade 2

## **EASTER TERM (January - March)**

- ♦ Parent-teacher conferences
- ♦ Sports Day
- ♦ Open Day

## **SUMMER TERM (April - June)**

- ♦ Graduation and Concert (Grades 3-6)
- ♦ Awards Day Grades 3-6

# Picking Up and Dropping Off of Children

## Safety First

School staff and parent volunteers are positioned at the school's entrances between the hours of 7:30 and 8:15 AM to assist students exiting from cars when they arrive at school. Students are directed/assisted safely into the school compound.

We ask that parents drive into the layby from the direction of Hope Road going towards Hopefield Avenue. Students should exit the car on the left side assisted by staff members or parent volunteers. This procedure facilitates the smooth flow of traffic in the mornings and makes for efficient and early starts for everyone.

## Toys

We provide toys and educational manipulatives for student use at school, therefore toys should not be brought to school. Toys brought to school are often lost, broken and/or fought over.

**Students are expected to be on time for the start of the school day at 8:00 AM and be collected promptly after dismissal of class or after school activity. Students are not supervised after 3:30 PM.**

# Safety & Security Cont'd.

Parents are expected:

- To refrain from speaking to class teachers in the morning before school, especially in Grades 3-6. If you need to speak with a teacher please make an appointment or write a note.
- to wait in the hall or picket areas to collect children at the end of the day,
- Attend the school office to collect children early or deliver items to children during the school day
- TO PICK UP CHILDREN PROMPTLY as soon as school and/or after school activity is over.
- To inform the office and classroom teacher of alternate arrangements that have been made for picking up of children by persons other than parents in writing. The bearer/driver should also have proper identification.
- To refrain from disciplining children who are not their own



# Safety & Security

The safety and security of our staff and students is of paramount importance to us at Hopefield Prep. School. In order to ensure that students and staff are safe and secure while on the school compound it is expected that the following be adhered to.

- Students are expected:
  - ◊ To walk around the school.
  - ◊ To listen and obey all instructions given by staff members
  - ◊ To walk quietly into school and wait in classrooms for teachers.
  - ◊ To leave school with your parent or an adult designated by your parents
  - ◊ Never to cross the road without an adult's guidance.
  - ◊ To use the pedestrian crossing outside the school to cross the road.
  - ◊ To leave toys, video games or other equipment at home unless given expressed permission from your teacher.
  - ◊ Not to bring cellular phones to school.
  - ◊ Not to bring dangerous items to school (i.e. penknives, can openers, sharp objects, matches, etc.)
  - ◊ To play safely (No fighting or rough playing)
- Children from Kindergarten One to Grade One may be walked into their classrooms in the mornings.
- Children from Grades 2-6 should walk to their classes on their own.

# Special Subjects

## Spanish

The children from Kindergarten 1 to Grade 6 are exposed to our Spanish program. The program progresses through the grades with the Kindergarten 1 children learning to greet each other in Spanish and learning to sing simple Spanish songs and progresses through the grades with written work from workbooks and the construction of sentences in this language.

## Computer/I.T.

The program developed at Hopefield uses the curriculum as its base for teaching computer skills. The program begins with Kindergarten 1 to Grade 1 children learning mouse skills and doing activities to enhance their general knowledge.

Grade 3 to Grade 6 learn computer skills of keyboarding as well as various computer software tools such as paint, spreadsheets, word processing, and multimedia presentations. Student will also be introduced to the theory of the computer with topics such as the types and history of the computers.

## Art

This is part of the curriculum; art is done once per week in the Grades 1-6 and twice per week in the Kindergarten and Nursery.

## Library

Students K1—Grade 6 enjoy a library class once per week. The students from K2-Grade 6 borrow books from the library on a weekly basis. Grades 2-6 also complete a novel study using literature at their grade level. This helps build a love of reading and increase reading comprehension skills.

## Movement

The children participate in rhythm games and stretching exercises. They learn a variety of modern dance or creative dance movements, cultural and folk dances, dances from the Caribbean and other lands and perform once a year for the school concert.

## Music

The children from Kindergarten 1 to Grade 6 have music lessons twice per week. The children from Kindergarten 1 to Grade 2 learn to sing songs, to play percussion instruments, as well as participate in musical movement and rhythm games. The children from Grade 3 to Grade 6 learn to play the recorder. All children perform in a concert once per year.

## Physical Education

This program is designed with the physical development of the child in mind. It encourages the enjoyment of the outdoors, while stimulating the children's minds and exercising their bodies through age appropriate exercises and structured games, such as baseball, netball, football, cricket, tennis, etc.

## HOUSES/TEAMS

We have three teams, **Dusaire**, **Karram** and **Gentles**, named for the first students of Hopefield. All students are placed in one of these teams or houses. The new children will be placed in one of these houses by the end of the Christmas term. While waiting to be placed in a house students should wear white shorts and a plain white T-shirt on P.E. days (Wednesdays and Fridays).

# Class Rules

Each class teacher will establish his/her own classroom rules, however the following general class rules also apply.

**Students are encouraged and expected to**

- Work hard.
- Follow instructions.
- Treat everyone with respect.
- Arrive for school on time.
- Bring the right equipment and books to class.
- Do all home work well (diligently) neatly.
- Homework to be signed by parents every night.
- Listen when others are talking.
- Talk quietly and respectfully (avoid shouting, indecent language and unkind phrases)
- Chewing gum is not allowed at school
- Keep hands and feet to oneself
- Remain in seats when asked
- Raise hands to answer/ask questions
- Call people by their preferred name
- Request permission to leave classroom
- Eat in classrooms during break or after school
- Put litter in bins
- Take care of classroom, furniture, books, teaching aids and stationery
- Put items where they belong
- Allow others to work
- Walk in classrooms, walkways and paths

# Our School Environment

Students are required to adhere to the following:

- To take care of schoolbooks, equipment and buildings
- To use litter bins.
- To use bathrooms in a sanitary manner (not to throw objects down toilets, etc.)
- To respect plants, lawn, trees and the grounds.
- To help to care for classrooms and desks (not to destroy school property)

## Birthdays

The school permits parents to bring in or send a cake only for the class to celebrate a child's birthday with prior notification to the classroom teacher. We welcome the child's parents only to join us for the cutting of the cake during **break time or at the end of the school day**. **BALLOONS, GIFT BAGS, PHOTOGRAPHERS and/or DRINKS are not permitted.**

## School Uniforms

**KINDERGARTEN 1 TO GRADE 6:**

### **GIRLS:**

**Kindergarten 1 – Grade 5:** A gingham dress in pink or blue complete with brown shoes and brown socks.

**Grade 6:** White shirts with a Khaki Skort. **No skirts**

### **BOYS:**

White shirts with the school emblem and khaki pants. The boys up to Grade 2 wear short pants and the boys from grades 3-6 wear long pants. Brown shoes and brown socks.

## P.E. Uniforms

Wednesdays and Fridays

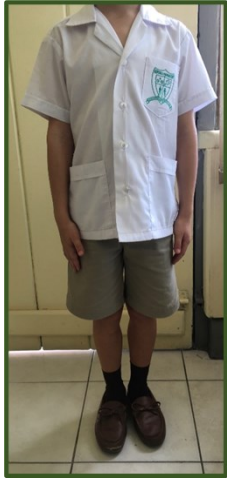
The P.E. House shirt is obtainable from the school, as soon as the children have been put in houses.

P.E. Uniforms are worn for Movement Class on Wednesday and for P.E. class on Fridays..

School Uniforms are available from:

- ♦ **Club House Kids** - Heather Daley-White at (876) 878-4300
- ♦ **Althia Blagrove** at (876) 788-4001 or (876) 896-2009 for boys' & girls' white uniform shirts and girls' gingham plaid dresses
- ♦ **CLING Ltd**—Carol Laing (876)926-5841 for boys white shirts with crest
- ♦ Boys' Khaki shorts & pants, white PE shorts, and brown and white socks are available at **Ammars**

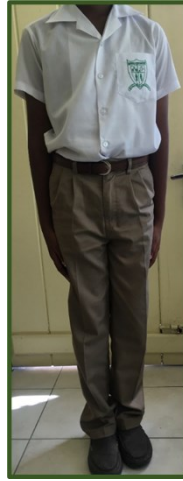
## School Uniforms Cont'd.



Kindergarten I & II



Grades 1 & 2



Grades 3-6



Kindergarten 1—Grade 5



Grade 6

## General Rules

- ♦ The school calendar is set at the beginning of the schoolyear and we ask that parents arrange for vacation travel during the school's holiday breaks.
- ♦ Only staff and students should be on the school compound during school hours. Parents are not permitted to go to classrooms during school hours. **Parents are required to attend the school office if there is a need to be on campus during school hours (8:00-2:00).** This includes but is not limited to:
  - ♦ Collecting students before the end of the school day
  - ♦ Students should bring lunch to school when they arrive. If for any reason lunch needs to be delivered it should be left in the school office
- ♦ Written excuses are required for the following:
  - ♦ Student absence from school
  - ♦ Incomplete homework
  - ♦ Incorrect uniform
- ♦ Items for sale are not to be brought to school
- ♦ Students should be collected from the picket area at the end of the school day
- ♦ Parents should refrain from disciplining students who are not theirs



# HOPEFIELD PREPARATORY SCHOOL

## SCHOOL RULES

### Towards Improving our Standards in the 21<sup>st</sup> Century

Schools are primarily places where learning takes place. Learning needs to take place in a peaceful, nurturing environment. The delivery of the curriculum is therefore dependent on good behaviour. All young people like to have boundaries because then they feel safe.

A set of rules for everyone to follow has been established by the school staff. The basic rules have been in place from the founding of the school but have been added to and refined and are now documented here. We ask all parents to help us implement them.

We have tried to create a fair set of rules, which we will try to apply consistently. Successfully teaching our youngsters to live, learn and play by rules will enable us to set a high standard for Hopefield Prep. School.

## After School Activities

These activities vary from year to year. Notices will be sent out each term indicating which activities will be offered. Some activities usually offered are: Brownies, Art and Craft, Football, Chess, Homework Club and Ballet. Please see below information on a few of these offerings.

### Brownies

Brownies is a section of the Girl Guides, a world wide organization, which seeks to empower girls and women all over the world. Girls 7-12 are welcome to join the Brownie Guide pack at the beginning of the school year.

### Chess

The chess club meets Tuesday and Wednesday afternoon from 1:45pm -2:45pm

### Football

**Kindergarten 1 and Kindergarten 2 boys and girls**  
Wednesday afternoons 1:00-1:45 p.m. on the school compound

**Grades 1-3 boys and girls**

Wednesday afternoons 2:00-3:00 p.m. on the school compound.

### Ballet

Students from Kindergarten 1—Grade 6 can enjoy learning ballet through the Ballet Petit School of Ballet under the tutelage of Marian Thwaites. The Royal Academy of Ballet exams are taken each year.