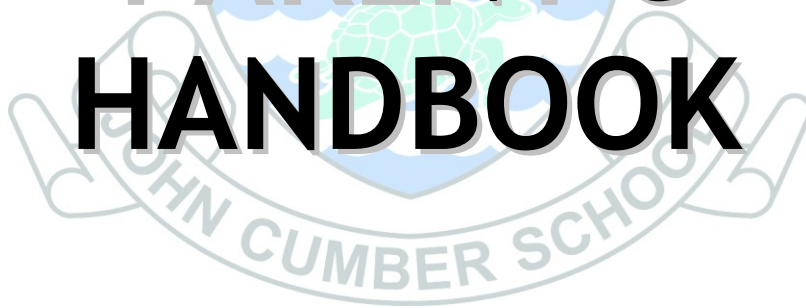


Aim High

**SCHOOL'S
PROSPECTUS &
PARENT'S
HANDBOOK**



Principal: Mr. Joseph Wallace
Deputy Principal: Mrs. Lorna Lumsden

SCHOOL'S PROSPECTUS & PARENT'S HANDBOOK

Dear Parent,

A warm welcome is extended to you as you join our school family and thank you for taking the time to look at our prospectus. It is my privilege to invite you to grow with us as we embark on a new school year.

It is our aim to provide challenging opportunities for our children in a happy, secure and stimulating environment.

Our caring and professional staff is committed to utilizing the available resources to support a diverse curriculum. We maintain high standards and expectations and support our children in maximizing their potential. We expect children to be polite, respect each other and their teachers, work hard, and take pride in themselves and in their school.

It is the aim of this prospectus to give you some important information about our school. I trust that as we share the task of educating your children, you will realize the important role you play as your child's first educator and support us in our endeavours at John A. Cumber Primary School.

I encourage you to attend and participate at PTA meetings and to become involved in other PTA-sponsored activities. Please try to become an active member of this organization and work with us to provide the best possible educational opportunities for your child.

Joseph A. Wallace
Principal
September 2009

Mission of the Cayman Islands Education Department

The mission of the Cayman Islands Government School System, as the embodiment of the distinctive ideals and values of the Caymanian people, is to develop the full and unique potential of all students, challenging them to assume a productive and fulfilling role in a stable, multicultural society, distinguished by rapid economic growth, through an educational system characterized by visionary leaders, caring and committed teachers, responsible partnership with parents and the community, and a varied and relevant curriculum.

Mission of the John A. Cumber Primary School

The mission of the John A. Cumber Primary School, in the district of West Bay, is to produce competent, responsible, independent, lifelong learners prepared for secondary education using a comprehensive curriculum, presented in a stimulating manner by motivated and dedicated teachers, in partnership with cooperative parents and a supportive community.

John A. Cumber Primary School Staff

Principal	Mr. Joseph Wallace	
Deputy Principal	Mrs. Lorna Lumsden	
Head of Juniors	Mr. Courtney Perrin	
Head of Infants	Mrs. Dewayne Bennett	
Subject Coordinators	Mr. Rhuel Smith	Maths & Science
	Mr. Harcourt Wason	Physical Education
	Mrs. Marcia Rennie	Literacy Coach
Teachers	Mrs. Patricia Lewis	Year 1
	Mrs. Dewayne Bennett	Year 1
	Mrs. Maggie Hurley	Year 1
	Mrs. Zoyah Clark-Kinhead	Year 1
	Mrs. Valrie Bell-Williams	Year 2
	Mrs. Colleen Coles	Year 2
	Mrs. Hyacinth Miller	Year 2
	Mrs. Tasha Porter	Year 2
	Miss Shareena Ebanks	Year 3
	Mrs. Alison Cumberbatch	Year 3
	Miss Marlene Samuels	Year 3
	Mrs. Valerie Lindo	Year 3
	Mrs. Jody McFarland	Year 4
	Ms. Mellissa Foster	Year 4
	Mrs. Diana Ramsey-Linton	Year 4
	Mrs. Iona Rodney	Year 4
	Mr. Courtney Perrin	Year 5
	Miss Lydia Jackman	Year 5
	Mrs. Sheila Makrygiannis	Year 5
	Mr. Stephen Coles	Year 5
	Mr. Rhuel Smith	Year 6
	Mrs. Daphne Tomlin	Year 6
	Mrs. Carol Binger	Year 6
	Mr. Delbert Griffith	Year 6
Special Education Needs Coordinator/	Mrs. Diane Varona	
PYP Coordinator	Mrs. Annette Vaughan	
Counselor	Mrs. Elysia Murray	
Learning and Behaviour Resource Teacher	Mr. David Toney	
Librarian	Vacant	

Aims of the School

John A. Cumber Primary School (J.A.C.P.S, John A. Cumber or John Cumber) aims to provide quality education recognizing that each child is special and has individual needs and abilities.

To achieve this we will:

- Provide a happy, secure, and stimulating environment in which children can develop fully their potential
- Provide a high standard of education that promotes quality learning
- Promote a positive attitude towards learning so that everyone can strive for excellence in all they do
- Encourage children to develop a good self image, self confidence, and self motivation in order that they become mature, responsible and independent, respecting the rights of others
- Provide equal opportunity for all regardless of gender, cultural background, academic or physical ability or religious belief
- Promote a close partnership with parents and the community, in order for parents to recognize their role as educators and our ability to draw from and contribute to the community
- Monitor and review all aspects of school life to ensure continuous improvement and growth

John A. Cumber Primary School

J.A.C.P.S. is located in West Bay at the crossroads of Town Hall Road, Hell Road and Reverend Blackman Road. Its physical address is: 44 Fountain Road, West Bay. The postal address is: Box 405 Grand Cayman KY1-1302, Cayman Islands.

It is the only school on the island that is named after a past Administrator of the Cayman Islands but is often referred to as West Bay Primary School. John Alfred Cumber, later knighted, served from 1964-1968. The school opened in 1964.

The school is basically divided into two blocks - the Infant Block and the Junior Block. It has its own assembly hall, canteen, library, media room and two large playing fields.

The Infant block is comprised of 10 classrooms, restrooms (Year 1 section has its own restrooms in each classroom, Years 2 and 3 separate rooms) and one large play area. We also accommodate two Year 3 classes in modular classrooms.

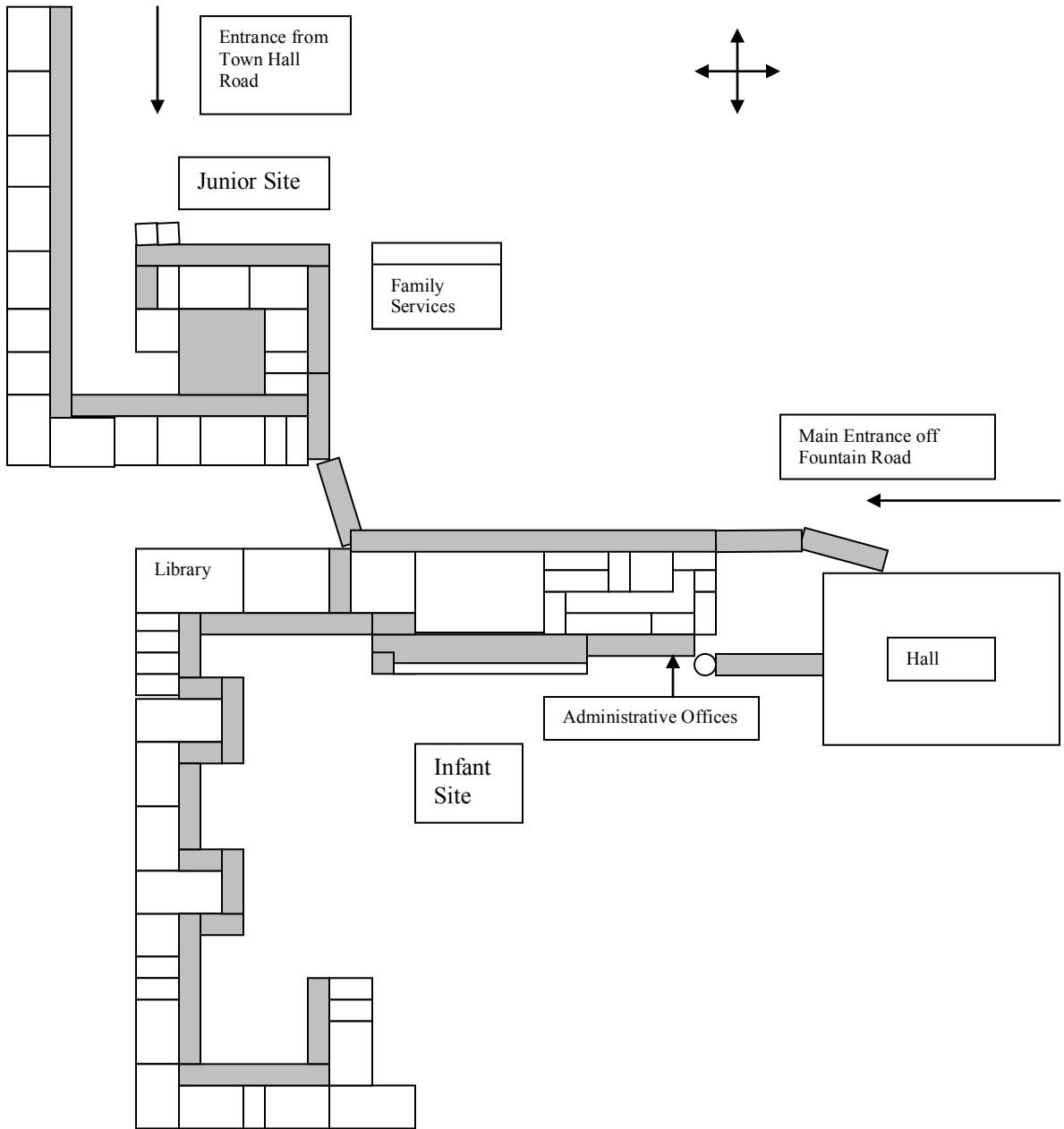
The Junior block has 14 classrooms which are smaller in size than the Infant block, restroom facilities, storage rooms, Physical Education (PE) office and a Dental Office.

All classrooms are air conditioned and are well equipped with furniture, manipulatives, books and other equipment which enhance the learning process.


There is also a fully equipped Information Technology lab, Library and Resource Room which adjoin the administrative block. This separates the Infant and Junior blocks.

J.A.C.P.S. is currently the largest primary school on the Cayman Islands with a student population in excess of five hundred.

Diagram of the School



Key

 corridors

Admission Procedures

J.A.C.P.S. welcomes applications, queries and visits from parents who wish to send their children to the school. Contact can be made with the school at 949-3314, Monday to Friday from 8:30 a.m. to 3:30 p.m.

Admission to school is in September and children must attain the age of 4 years and 9 months for entry into Year 1. Transfers from other schools may be accepted throughout the year if there is space available.

Registration steps

- ✓ Collect an application form from the school or Department of Education Services
- ✓ Complete registration form and return it to the school together with:-
 - copy of child's birth certificate
 - copy of child's immunization record
 - documentation of child's immigration status
 - copy of their last report if the child is transferring from another school
 - proof of residence in the West Bay district.

The above documents **MUST** be submitted for the registration process to be complete. A medical must be done by each child and the medical card returned to the school. The final stage of registration takes place on "Orientation Day" when the parent or guardian completes the school's information and contact sheet for the child.

School Organization

The school is organized into 24 classes. Key Stage 1 is comprised of Years 1-3 and Key Stage 2, Years 4-6. The internal organization may vary from Year to Year depending on the number of students, staff and the needs of the students. Teachers plan together so all classes cover the same work. Classes are of mixed abilities.

Special provisions are made for students who are experiencing learning, behavioural or emotional problems.

School Supplies

Each grade level has a supply list of materials needed. Please ensure that your child has the necessary supplies at all times.

Basic items for All Students include:

- Pencil box - to include pencils, crayons, eraser, sharpener
- 1 bottle of school glue
- 1 two inch 3-ring binder

Basic items for Key Stage 1 include

- 2 Black and white exercise books (Year 1)
- 8 Black and white exercise books (Years 2&3)
- 1 colouring book
- 1 two inch 3-ring binder

Basic items for Key Stage 2 (Years 4-6) include:

- 8-12 Black and white exercise books
- Bible - King James Version
- 12" Ruler

Please refer to class supply list for additional items specific to Year level.

School Hours

The school day begins at 8:30 a.m. and ends at 3:00 p.m. with a fifteen-minute break at 10:15 a.m. and an hour for lunch at 12:00 noon to 1:00 pm for Years 1-3 and 12:30 pm to 1:30 pm for Years 4-6. No student is allowed to leave the school premises during school hours unless a written request is made by a parent. Students should NOT be on the school premises after school hours unless they are involved in a supervised activity.

Parents wishing to remove a student from classes before the end of the school day should first inform the class teacher then "sign" the child out at the Office. Anyone Other than the student's parents should be prepared to produce some form of identification before the student is released into his/her care.

Car Parking

We have two areas for drop off and collection of students. It is important to remember to use these areas properly.

- Enter the area slowly and park in a manner that other vehicles may get around yours.
- Do not use the car park as a 'dressing' area.
- Do not leave your vehicle unattended if small children are left in it.
- Do not park in the areas nearest the buildings where the staff park.

Take extra care when reversing in these areas. Safety comes first.

Safety

It is the duty of the staff to ensure the safety of all children.

To achieve this we ask for your cooperation with the following:

- Always inform the school of the person who will be collecting your child at dismissal or for appointments.
- When visiting the school, please report to the Office before going to a classroom.
- Do not drop off children prior to 7:30 a.m. as the school cannot accept responsibility for their safety before this time.
- Collect children promptly after classes or extra-curricular activities in the afternoon.
- **Children must wait in the designated areas (at the School Hall or at the small gate by Room 1) after school is dismissed, and NOT by the roadside.**
- **Ensure that the school has your current phone number.**

School Environment

The school buildings and surrounding areas are well maintained. We work hard to teach the children about keeping our environment clean by depositing litter in the many bins that are strategically placed around the premises. Children are not allowed to eat outside the designated areas and are responsible for tidying up the eating areas when they are finished. Your consistent reminders to them will help reinforce this policy.

Curriculum

The curriculum taught at John A. Cumber is based on the National Curriculum developed by the Department of Education Services and is geared to the development of the whole child academically, socially, spiritually, physically, culturally and morally by providing appropriate learning experiences.

Teachers throughout the school use a variety of teaching styles to engage the children's interest as children learn in many different ways. Field trips are an integral part of enhancing the academic experiences. Permission slips are sent to parents for approval for all trips and must be signed by a parent and returned prior to the date of the trip. Failure to do so will result in a child not being allowed to go on a trip. Parents are encouraged to accompany their children whenever possible.

The Primary Years Program

John A. Cumber began using the Primary Years Program (PYP) as a vehicle to deliver the National Curriculum in October 2008. The PYP is sanctioned by the International Baccalaureate Organization, a non-profit educational foundation based in Geneva, Switzerland.

The PYP is designed to foster the development of the whole child, not just in the classroom but also through other means of learning. The PYP focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional and cultural needs in addition to academic welfare.

The PYP seeks to develop the following attitudes in students:
Empathy; Cooperation; Curiosity; Appreciation; Respect; Tolerance;
Creativity; Commitment; Confidence; Integrity; Independence and
Enthusiasm.

We expect PYP students to become:
Inquirers; Knowledgeable; Thinkers; Communicators; Principled; Open-
minded; Caring; Balanced; Risk-takers.

Instruction using the PYP format involves the integration of various elements of the curriculum into Units of Inquiry, using a child-centred, inquiry-based approach and integrating several subjects from the traditional curriculum including Social Studies, Science, Religious Education, Visual Arts, and Music. Some subjects, Physical Education for example, are not easily integrated and are taught as "stand alones."

This approach encourages students to become more involved in their learning: they work individually or in small groups doing research, compiling and presenting reports and completing projects. Learning becomes much more meaningful and exciting.

The PYP focuses on six trans-disciplinary themes that allow students to "step up" beyond the confines of learning within subject areas. These themes are:

- who we are
- where we are in space and time
- how we express ourselves
- how the world works
- how we organize ourselves
- sharing the planet

The Cayman Islands Literacy Strategy

In September 2008, Government schools in the Cayman Islands introduced the Cayman Islands Literacy Strategy as a vehicle intended to help to raise the standards of literacy in the island's schools.

The Literacy Strategy operates as follows:

- All classes in Years 1-6 have a literacy block of 60-120 minutes per day
- Teachers of Years 1-6 plan their literacy block to include mini-lessons focusing on the development of particular language skills: Read-

- Alouds, Guided Instruction; Independent Reading; Independent Writing; Word Work; Listening/Speaking, and Assessment activities.
- Students learn to write through authentic reading and writing.

Pupils with Special Education Needs (SEN)

Special Education is given priority at the school in an effort to accomplish the School's Mission and Objectives and in keeping with the Education Department's policies.

The school in collaboration with the Education Department and other agencies is responsible for identifying, assessing and providing programmes to meet the needs of these children. An SEN register is kept and the SEN Coordinator, along with class teachers and the School Based Support Team, is responsible for planning and monitoring all aspects of the SEN services.

Some of the services that we offer include:

- Counseling
- English as a Second Language (ESL)
- Learning and Behaviour resource
- Occupational therapy
- Speech and language therapy
- Vision impaired programme

Homework

Homework is mandatory throughout the school system.

The goals of giving homework are to:

- reinforce and complement class work
- improve learning skills and knowledge

As a parent your role is vital in encouraging your child to complete his/her homework. To do this you should:

- Provide a quiet area free from distractions
- Set a specific time for homework to be done

- Discuss and monitor homework
- Confer with teacher if unclear about the assignment
- Provide necessary materials

Check finished assignments for: neatness, accuracy and completeness.
Please remember parents **MUST NOT DO** their child's homework.

Homework schedule is as follows:

Year 1 once per week

Years 2-6 three times per week

You may give extra support to assist your child with reading for fluency, learning spellings and tables.

Assessment Arrangements

Assessments are an integral part of the curriculum. From the early years children are assessed to determine their abilities and inform the planning process for their learning.

Key Stage 1 (Years 1-3) and Key Stage 2 (Years 4-6) tests are based on the National Curriculum and are administered at the end of the year to ascertain how pupil's achievement relates to other pupils in their Year Group and to other children in similar schools.

Assessment is the process of collecting evidence of what a student can do. Analysis of this evidence should then inform the student, his/her teacher, parents and the school's administration of the student's strengths and/or weaknesses and should guide all concerned as to what support the student needs to succeed at his/her level. No one type of assessment is completely effective.

Assessment may take many forms but generally fall into four main categories:

- **Formative:** on-going teacher assessment formally and informally so that the next steps may be planned. This is usually done during the lesson and the results and observations are recorded in the teacher's record book and or in the student's books. Students may also be

- encouraged to assess their own progress and to discuss this with their classmates or teacher.
- **Diagnostic:** on-going/specific where difficulties are clarified so that help can be provided. All assessment can provide diagnostic evidence.
 - **Summative:** these occur at defined periods of the academic year, for example, at the end of a unit, end of a semester or at the end of the school year.
 - **Evaluative:** when the work of the teacher, the school, and the Education Department is judged by the achievements of the students in their charge.

Reporting to Parents

The school is open during normal school hours to parents who wish to discuss their child's progress on any matter.

At the beginning of the school year there is a scheduled grade level meeting to inform parents of the plan of work, class rules and expectations of each teacher and ways in which you the parent can become involved in your child's learning experiences.

At John Cumber, we currently have two formal reporting sessions: one at the end of the first semester, usually in January or February, and the other at the end of the school year in June. These sessions provide the parent with an opportunity to discuss the student's progress with the class teacher. Serious problems or concerns should be dealt with immediately and both teacher and parent are strongly encouraged to communicate their concerns in advance of a reporting session.

The reports that we prepare for these reporting sessions describe how the student is doing at school based on the targets set for each key stage. A general descriptor of the targets most applicable for the student's age is given in the report. A more detailed description of the targets should be discussed with the class teacher. Parents can also find all the targets for each subject online at the Ministry of Education's website, www.brighterfutures.gov.ky.

You are welcomed to come in at any time to discuss your child's progress throughout the year, view their books and visit their class at a time convenient to the teacher.

Complaints Procedure

If parents are unhappy about any aspect of their child's school life they should **first** discuss their concerns with the **class teacher**. In the unlikely event that the matter is not resolved, parents should seek to make an appointment with the Head of Department, Deputy Principal or Principal. We strive to resolve issues in a non-abusive manner and we ask for your cooperation in this matter.

Standards and Discipline

It is our belief that children from an early age can learn self-discipline and that they need established rules and guidelines to aid them in behaving in a responsible manner.

A Discipline Plan has been created for J.A.C.P.S. with the main objective being to encourage positive behaviour. The Plan comprises a set of specific rules governing student's behaviour within classrooms, dining areas and playgrounds to ensure the well-being and safety of all members of the school.

Consequences (verbal warnings, loss of privileges, in-house suspensions) for inappropriate behaviours and rewards (verbal praise, stickers, additional privileges) for appropriate conduct are built into the Plan.

The Discipline Plan has been endorsed by parents and teachers. Teachers consistently keep records of incidents of both positive and negative behaviours.

Weekly Guidance classes for Years 4-6 students are scheduled.

The PYP Attitudes and Student Profile encompass many of the qualities and traits that we would want to foster in our children and they are encouraged on a daily basis to develop and demonstrate these qualities.

The Year 6 children participate in the Drug Abuse Resistance Education (D.A.R.E.) Programme and are awarded certificates upon successfully completing the programme.

The school strives to encourage children to take pride in their appearance, be respectful and courteous towards other people, other people's property and for the school buildings and its surroundings.

We try to maintain close contact with parents and ask for your support in helping your child achieve high standards of behaviour.

School Rules

Classroom

- Keep your hands, feet, and objects to yourself
- Speak and act kindly to each other
- Complete all given work on time
- Raise your hand for permission to speak or leave your seat
- Walk quietly when moving from one place to another

Lunch Area

- Sit quietly when eating
- Keep table and area clean
- Place all uneaten food and used food containers in garbage bins

Playfield

- Keep hands, feet, and objects to yourself
- Stay within playground boundaries
- No name-calling, cursing, teasing, or obscene gestures

Corridors/Playfield

- Walk on the corridors
- Play on the playfields

Assemblies

- All classes should line up and walk quietly to and from all assemblies

Restrooms

- No eating or playing in the restrooms

Bus Rules

- Remain seated while the bus is in motion
- No eating or drinking is allowed on the bus
- Keep heads and hands inside the bus at all times
- Obey the driver or Bus Warden at all times

Failure to obey these rules may result in losing the privilege of riding on the bus.

In addition to the school rules, the following Education Department policies help in the efficient management of the school:

- Boys' and girls' hair should be well groomed
- No designer hairstyles are allowed for either girls or boys
- Boys are not allowed to wear jewellery
- Girls are not allowed to wear long earrings, fingernail polish, extravagant hair decorations or jewellery such as chains, rings or bracelets
- School uniform must be worn - girls wear red and white checkered dress, boys wear red and white checkered shirts with khaki pants, white socks and black shoes for all. A school badge (purchased at school) must be worn on the uniform.

Additional J.A.C.P.S. Policies:

- Attendance and Punctuality - when absent a note must be written by the parent and sent with your child upon returning to school - "never absent, never late" is our motto for Perfect Attendance recognition.
- Children should all be prepared with the necessary items as stated on their supply list; kindly replenish items as needed/requested.
- Children are not permitted to make telephone calls during school hours or to have cell phones in school.

Extra-Curricular Activities

A variety of activities are organized for after-school or lunch-time by the staff mainly for the Junior children. Sometimes numbers have to be restricted and activities vary depending on the staff available and the time of year.

Some of the activities include:

Football	Netball	Pottery	Music
Cricket	Track and Field	Computer	Art
Rainbow Brownies		Dance	

Academic classes are scheduled for two days per week as teachers see the need.

ONLY CHILDREN INVOLVED IN AFTER-SCHOOL ACTIVITIES WILL BE SUPERVISED

School Meals

Children may either bring a packed snack and lunch or they may purchase these from the canteen.

The canteen serves hot meals Monday to Thursday, and on Fridays pizza or patties are served.

A monthly menu is available to all children.

Snacks cost 75c and hot meals \$4.00 (includes a drink). (These prices are subject to change)

Snack and lunch money should be paid on a weekly basis on a Monday or the first day of the school week.

Credit is only given for 2 weeks and **all bills** must be paid before further credit can be given.

Parents should avoid, as much as possible, taking "fast food" lunches to their children at school. These lunches are contrary to our attempts to encourage students to eat healthful meals.

Parents should not provide their children with lunches that need to be microwaved as students will not be allowed to use the microwaves on campus.

Illness and Administration of Medicines

If your child is ill and away from school, please send a note or telephone us to let us know what is the reason for being absent as we have to account for absences in our attendance register.

If your child has a contagious disease and is being treated, please keep him/her at home at least 7 days and submit a medical certificate stating they are fit to return to school.

School staff is not obligated to take children who arrive sick from home to the clinic. If your child has a fever or vomiting, do not send him/her to school.

Should an accident occur at the school, we will seek medical attention at the clinic and inform you of the incident which may necessitate your immediate attention.

Parents must provide the school with up-to-date emergency telephone numbers.

We will administer medication to a child during school hours **ONLY** if we receive a signed note from the parent stating the dosage and time for medication to be taken. Notes must be given to the class teacher or the office.

There is a Dental Programme at the school whereby a Dental Technician checks the children's teeth usually twice per year. Children are given fluoride tablets with parental consent and are encouraged to brush and floss daily.

House System

Competition is an integral part of life and the House System endeavours to teach children to compete in a positive manner. The House System is a motivational programme where children may earn points for their houses by achieving excellence in academic, sporting, citizenship and cultural activities.

The Houses are:	Bodden	green
	Bush	blue
	Hunter	yellow
	Smith	red

House points are collected by a staff member from the Infant and Junior Blocks and tangible awards are given at the end of the year.

PTA Association

The PTA Association is an active one and we invite you to become involved in it.

Meetings are held once per month (subject to change) and you are invited to attend and contribute to the further development of the school.

Liability

We are not insured to cover loss or damage to personal belongings on school premises. Please do not send children with any expensive items. We are not liable for the loss of personal belongings that are brought to school.

Address of the John A. Cumber Primary School

P.O. Box 405
Grand Cayman KY1-1302
CAYMAN ISLANDS
Tel: (345) 949-3314 • Fax: (345) 949-1096

School Song

1. John Cumber School set in our sun-kissed island
Where many learn to labour and to love.
Grateful we are for all the treasures of Thy hand
And pray for thee God's blessing from above
2. And as we work and as we play together
We learn to be honest, sincere and true
And in our games, we always will remember
To be good winners and good losers too.
3. For friendships formed, for days of childhood pleasures
For all the gifts, thou gave to us so free
For loving parents and devoted teachers
To thee dear school we'll ever thankful be.

Chorus:

O school of ours, we pledge thee our devotion
O school of ours let this be e'er our rule
Where'er we walk or sail on land or ocean
That we remember thee, our own John Cumber School.

Notes

