

Dear Parents,

I wish to extend to you a very warm welcome to the Upper Primary Department of Saltus Grammar School.

The Upper Primary Department is one of the three departments that comprise Saltus Grammar School. Most of our students come to us from the Saltus Cavendish Lower Primary Department and leave us to join the Saltus Secondary Department. This continuity is of tremendous benefit as it gives all staff and students alike a strong sense of belonging to a large family unit. We are however very happy to welcome students from other schools and countries.

We believe that Saltus provides its students with a well-rounded curriculum delivered by teachers who have a sincere commitment to encouraging the students to strive to achieve their full potential. We are fortunate to be supported by an energetic and enthusiastic parent body who are involved in all aspects of the life of our school. Together, parents and staff can make learning a positive experience for the students.

We look forward to working with you in the growth and development of your child.

Yours sincerely,

Susan Furr
Head of Saltus Primary

The Saltus Philosophy

Every student is an individual with unique needs, capabilities and desires. As an integral part of the Bermuda community, Saltus Grammar School will encourage, reward, nurture and challenge students to become productive and contributing members of, and active participants in, our very complex local and global society. Our objective is to ensure that all students will be given every opportunity to develop their intellectual curiosity, physical well-being, moral values, self-esteem, artistic appreciation and expression and interpersonal skills.

We recognize that each student has an individual learning style and will benefit from each teacher's use of a variety of methods and strategies to enhance learning. We will promote a learning environment that not only accommodates and excites all learners, but also one that teaches children how to learn.

At the same time, we will promote a spirit of community, co-operation and interdependence in which every child's contribution will be recognized, valued and rewarded. We are dedicated to encouraging and promoting the professional development of the staff and administrators in order to create and sustain this environment.

We recognize the importance of families as the primary developmental focus for each child and we promote an active collaboration between the home, the school and the community which serves to strengthen the effectiveness of the quality education we strive to offer.

Saltus Grammar School Value

The Bermuda Royal Gazette for 27th January 1880 records the following: "It is our painful duty to record the death of one, who for many years, has been a prominent member of this community and the personal friend of the Editor of this "Gazette". On Thursday last, at about two o'clock, Samuel Saltus. Esqr., of Norwood, breathed his last, calmly without a pang, surrendering his well-spent life into the hands of his maker. The esteem in which he was held was attested by the large number that attended his funeral on Friday afternoon, when the last solemnities were performed in the Parish Churchyard, Pembroke, assisted by the Rector of Smiths and Hamilton."

Our founder was the youngest of a family of eight, six sons and two daughters, all of who pre-deceased him and on his death, the family, which had been identified with Bermuda from its earliest history, became extinct.

The article in the Gazette speaks of a man whose transactions in business were widespread and one who enjoyed the highest reputation for honour and integrity. Samuel Saltus was “slender of stature”, and, “of a pleasing though somewhat reserved manner”. His position in the community was one of marked trust and reliability. His opinions in business and political matters were “held supreme” because of his calm and dispassionate judgement. In 1865, he was approached to become Speaker of the House of Assembly, an honour that he declined because of his business commitments. He was a liberal contributor to the parish church; he showed kindness of heart and was boundless in his generosity which was unostentatious. The obituary notes that: “There are many who make more stir, and affect greater profession; but there are indeed few, who move on in the active world with the same solidity of character as did our late respected friend”. It closes with the observation that “there are many traits in Mr. Saltus’ character, which can profitably be held up to the imitation of young enterprising business people”.

At Saltus we value honour, integrity, trust, reliability, calmness in judgement, kindness, generosity and solidity in character.

Uniform Requirements

Girls' Winter Uniform

- White, button-down, collared, plain shirt - short or long sleeved (No Peter Pan collars or ruffles. Saltus polo shirts permitted for S3 students only)
- Grey skirt, skort, shorts or long grey pants (no cargo pants)
- Grey knee length socks or grey/navy tights
- Black or brown polishable shoes
- School tie (S3 Optional)
- Navy School sweater (available from English Sports Shop)
- Navy School fleece (optional)

Girls' Summer Uniform

- White, button-down, collared, plain shirt – short sleeved, or short sleeved Saltus polo shirt (No Peter Pan collars or ruffles)
- Khaki skirt, skort or shorts (no cargo pants)
- White ankle or knee length socks
- Black or brown polishable shoes

Girls' Physical Education Kit

- Navy gym shorts – available from the Saltus Shop
- White ankle length socks
- Sneakers (not black, or high tops)
- Saltus T-shirt in House colour – available from the Saltus Shop
- Suitable PE Bag
- Swim wear and towel (girls with longer hair will be required to wear swim caps)
- School Hat

Boys' Winter Uniform

- White, button-down, collared, plain shirt - short or long sleeved (Saltus polo shirts permitted for S3 students only)
- Grey dress shorts or long grey dress pants (no cargo pants)
- Grey knee length socks
- Black or brown polishable shoes
- School tie (S3 Optional)
- Navy School sweater (available from English Sports Shop)
- Navy School fleece (optional)

Boys' Summer Uniform

- White, button-down, collared, plain shirt - short sleeved, or Saltus short sleeved polo shirt
- Khaki dress shorts (no cargo pants)
- Khaki knee length socks
- Black or brown polishable shoes

Boys' Physical Education Kit

- Navy gym shorts – available from the Saltus Shop (boys may continue to wear their white PE shorts until such time as a new pair are required, at which time Navy shorts must be purchased)
- White ankle length socks
- Sneakers (not black, or high tops)
- Saltus T-shirt in House colour – available from the Saltus Shop
- Suitable PE Bag
- Swim wear and towel (boys with longer hair will be required to wear swim caps)
- School Hat

Boys and Girls Shoes – Guidelines

- High-heeled, suede, sneaker-type, or boot-like shoes are not permitted
- Shoes are to be lace-ups or of a conservative style and must be polishable
- Docksidlers may be worn; however, they must be brown and polishable (not suede)
- If in doubt as to the suitability of shoes, please consult the Upper Primary Dept. office

Uniform - General

- A navy blue school fleece may be worn on colder days as an outer layer, however colourful ski jackets or coats are not permitted
- Students should have a raincoat in their bags for inclement weather
- Hats must be worn on the field during the hotter months

Boys & Girls Hair

Students are not permitted to have unusual hairstyles such as sculpted lines, tails or the gel look.

Boys' hair should be neat and tidy and of a reasonable length (off the collar and away from the face).

Girls' hair must be tied back with appropriately coloured scrunchies or barrettes (plain white, red or blue) if below shoulder length. Headbands should be worn to keep hair off the face.

Jewellery

Students are permitted to wear a wristwatch and only the girls are permitted to wear small plain stud earrings. Necklaces and bracelets are not permitted save for Medic-Alert bracelets.

School Supply Requirements

Please note that these items must be replenished/replaced as necessary at the start of each Term

Items required by all S3 Students:

- Highlighters – pink, yellow and green
- Smock/apron/large T-shirt (suitable for art class)
- Glue Stick
- Recorder
- Me and My Recorder – Book 1, Plastic Pouch and pencils for Music Class

S3 students do not require backpacks

Items required by all S4 Students:

- 10 #2 pencils
- Pencil case
- Good erasers
- Set of wax crayons
- Set of markers
- Highlighters – pink, yellow and green
- Small pair of scissors
- Small pencil sharpener
- Smock/apron/large T-shirt (suitable for art class)
- 30cm ruler, with millimeters and centimeters clearly marked (not bendable)
- Recorder
- Me and My Recorder – Book 1, Plastic Pouch and pencils for Music Class

Items required by all S5 Students:

- 10 - # 2 pencils
- 4 Blue or black Uni Ball/Roller Pens when appropriate
- Pencil Case
- good erasers
- set of coloured pencils (not wax crayons) and markers
- Highlighters – pink, yellow and green
- Small pair of scissors
- small pencil sharpener
- smock/apron/large T-shirt (suitable for painting)
- 30-cm ruler, with millimeters and centimeters clearly marked (not bendable)
- small calculator
- Geometry Set
- 1 Clear Protractor
- Glue Stick and good quality white glue
- Binder adhesive hole reinforcements
- Tape measure (sewing) w/inches and centimeters
- Recorder
- Me and My Recorder – Book 2, Plastic Pouch and pencils for Music Class
- 2 3-Ring Binders minimum 1 ½ inch capacity, and lined paper
- Pocket dictionary

Items required by all S6 Students:

- 10 - # 2 pencils
- 4 Blue or black Uni Ball/Roller Pens when appropriate
- Pencil Case
- good erasers
- set of coloured pencils (not wax crayons) and markers
- Highlighters – pink, yellow and green
- Small pair of scissors
- small pencil sharpener
- smock/apron/large T-shirt (suitable for painting)
- 30-cm ruler, with millimeters and centimeters clearly marked (not bendable)
- small calculator
- Geometry Set
- 1 Clear Protractor
- Glue Stick and good quality white glue
- Binder adhesive hole reinforcements
- Tape measure (sewing) w/inches and centimeters
- Recorder
- Me and My Recorder – Book 2, Plastic Pouch and pencils for Music Class
- 2 3-Ring Binders minimum 1 ½ inch capacity, and lined paper
- Pocket dictionary
- 1 package binder paper (3-hole) for Science

Weekly Timetabled Subjects

Our curriculum is constantly under review but currently includes:

Subject	Number of Periods Per Week			
	S3	S4	S5	S6
Mathematics	12	12	12	12
Language Arts	14	13	14	15
Geography			2	2
History			2	2
Humanities	2	4		
Science	2	2	2	2
ICT	2	2	2	2
Spanish	1	1	2	2
Art	2	2	2	2
Music *	2	2	2	2
P.E.	3	3	3	4
Life Skills	1	1	2	
Ren. Reading	5	5	5	5
Assembly	2	2	2	2

- Brass and Woodwind instrumental lessons (20 minutes) are available on a private basis through the Music Department. We also have close links with both the Menuhin Foundation and the Suzuki School; however we would ask that you kindly contact them directly for more information.

The School Day

Morning Drop-Off

Students should be dropped off between 8.00am and 8.25am. They should go straight to the quad area and remain there. The school bell will ring at 8.25am to start the school day. Students who arrive after 8.25am will be considered late and will be marked as such in their class register. Parents of persistent latecomers will be notified.

After School Pick-Ups

Dismissal is between 3.00pm and 3.20pm. The following classes will wait at the designated areas for collection.

S3 – Dismissal at 3.00pm – collected from outside of the S3 Activity Area

S4 – Dismissal at 3.10pm – collected from outside of the S3 Activity Area

S5 – Dismissal at 3.15pm – collected from the Covered verandah

S6 – Dismissal at 3.20pm – collected from the Covered verandah

Pick-up areas will remain as above on rainy days.

Students cannot be supervised after 3.25pm and arrangements must be made for them to be collected before that time. Students not collected by 3.35pm will be sent to After School Care where a charge will be incurred.

We would ask that you not arrive before the schedule pick-up times and park as this causes unnecessary traffic delays and hold-ups.

Students who meet older siblings at the Secondary Department after school will wait in the upper quad area until 3.30pm at which time the teacher on duty in that area will walk them over the Gosling Center verandah. Students should not walk over to the Secondary Department before that time. Student are not permitted to loiter or play on the grassy area in front of the Woodlands Administration Building.

Traffic Note

The only entrance to the Upper Primary Department is from St. John's Road, through the Secondary Department grounds. You are advised however that there is a no right turn into the school as it is posted as an illegal turn. Similarly, there is no right turn out of the school from the ramp onto Woodlands Road.

We would respectfully request that you exercise care and caution when driving through the property.

Parking

Please do not park on or block the driveway as this is the only route by which emergency vehicles can access our school.

Visitor parking is restricted to Visitor's Bays only. Numbered bays are for staff parking only.

Your full co-operation and consideration is greatly appreciated.

Assembly

Assembly is held on Monday and Wednesday mornings. A hymn/song is sung, a prayer is said and any important announcements are then made. Each class takes responsibility for producing an assembly once during the school year and parents are invited to attend. Periodically, outside speakers are invited to address the school and at other times selected students will perform short musical pieces. The Assembly is a way of starting the day together in a positive fashion. It is an opportunity to encourage the entire student body to take pride in its school, and it is a time for celebrating the students' various achievements, both inside and outside of the school. We view assembly as an integral part of our day, therefore all students must attend. Parents are also invited to attend – especially when their child is performing.

Recess

Recess takes place from 10.30am to 10.55am each day. All students will spend their recess on the field if the weather is fair. During inclement weather the students will spend recess in their classrooms. Teachers are always on duty.

Students should bring their own recess snacks in sturdy, named containers that can be securely fastened (to avoid insect problems). It is important that parents send their children to school with healthy, nutritious items such as fruit or vegetables snacks.

Lunch

Lunch breaks run from 11.55am to 1.00pm. The students will eat their lunch in 'family units'. S3 and S4 students will eat their lunch in the quad during the first half of the lunch break while the S5 and S6 students enjoy play time on the field. The two groups will then switch during the second half of the lunch break.

Weather permitting, lunch is eaten at the tables in the quad. However on rainy days students will eat in their classrooms under the direct supervision of the S6 Monitors and duty teachers. Students must have their trash-free lunches in sturdy regular-sized lunch boxes which are properly named.

La Trattoria caters our hot lunch programme daily. However, students must pre-order their lunches and obtain vouchers for same using the hot lunch order forms that are distributed throughout the school year. Students are not permitted to purchase lunches on an individual daily basis.

Weather permitting, the students will play on the field until 12.50pm at which time they will return to the quad to prepare themselves for afternoon classes. There are always duty teachers on the field together with volunteer field-duty parents. If the weather is poor, the students will stay in their classrooms and read or play quiet games together. Sometimes a video may be shown.

Life at Saltus is always busy so the students may well find themselves involved in extra rehearsals for choir, orchestra or drama activities or in various pursuits (gardening, picking up trash, etc.) However, they will always have time to eat their lunch.

Homework Policy

Homework is an integral part of the life of our school. Students will be expected to spend time reading and parents are asked to listen to their children read whenever possible and to sign their Reading Log each night.

Parents of students in years 4, 5 and 6 should check and sign their child(ren)'s Homework Diary every day. Students will note their homework assignments daily in the diary, but it also serves as a direct communication system between home and school. It will be checked by the classroom teacher on daily basis and the Reading Log will be reviewed on a weekly basis. Any correspondence going home is noted in the diary.

At weekends, students may be expected to do extra reading, to learn spelling lists, to catch up on any assignments they may have missed due to absence and, on occasion, to do Project work. Frequently, there is test revision and, in the third term, there will be a period of set examination revision.

We do not set homework as a chore, but to encourage the students to work without the direct supervision their teachers; to involve the parents in their children's daily schoolwork; to give the students a chance to sit down without the distraction of others

so that they may produce a well laid-out piece of written work; and, of course, to reinforce work done in school that day or week.

At the S3/S4 level, we would expect a child to spend no longer than 20 – 30 minutes on his/her homework each evening, and at the S5 / S6 level, no more than 45 – 60 minutes. If homework starts to take over the family's evening then something is wrong and parents should contact the school for guidance. If confusion reigns over a piece of homework, please do not allow your child to spend an inordinate amount of time on the assignment – simply write a brief note underneath the homework assignment so that the class teacher may deal with the problem the next morning.

As a general rule, parents should NOT correct errors in homework assignments. However, if parents feel the need to help, perhaps they should discuss or suggest to their child the area in which amendments could be made, without in fact telling them. It is in the best interest of the student for the teacher to get a clear picture of what he/she has or has not mastered.

Contact with Parents (Reporting)

Students' work is marked on a continual assessment basis with tests and class assignments being set throughout the year. In June, there are formal internal examinations in English and Mathematics. History, Geography and Science tests take place on an end of unit basis. Parents are kept fully informed of their children's progress through a series of reports.

	S3	S4	S5	S6
Term 1	Meet the Teacher Evening Parent/Teacher Conference Winter Term Report (Sept, Oct, Nov)	Meet the Teacher Evening Parent/Teacher Conference Winter Term Reports (Sept, Oct, Nov)	Meet the Teacher Evening Parent/Teacher Conference Winter Term Report (Sept, Oct, Nov)	Meet the Teacher Evening Parent/Teacher Conference Winter Term Report (Sept, Oct, Nov)
Term 2	Spring Term Report (Dec, Jan, Feb)	Spring Term Report (Dec, Jan, Feb)	Spring Term Report (Dec, Jan, Feb)	Spring Term Report (Dec, Jan, Feb)
Term 3	Examination Summer Term Report (Mar, Apr, May + Exam results)	Examination Summer Term Report (Mar, Apr, May + Exam results)	Examination Summer Term Report (Mar, Apr, May + Exam results)	Examination Summer Term Report (Mar, Apr, May + Exam results)

The Reports are issued each term and give parents the curriculum statements of what is being taught in each term in each subject. In Term 1, Parent/Teacher Conferences are scheduled for all parents and it is a requirement to attend. In Term 2, conferences may be held at the request of the teacher or parent.

All students in Year 6 will be required to complete the Saltus 7 Entrance Examination taken by outside applicants to the school. This will take place in June. The examination is not a "pass / fail" test but is used by the Secondary Department subject staff for assessment purposes and placement.

Promoting Positive Behaviour

At Saltus it is possible for the staff to get to know all of the students within the school and this makes for a very good staff/student relationship which is conducive to learning.

There are weekly opportunities to receive certificates of Good Conduct and House Point winners are presented with badges of achievement. Children can earn individual points for their house during the term.

General classroom discipline is the responsibility of the class teacher. Should a student fail to fulfil his/her work commitments, forget materials, etc. he/she may be required to stay in to finish work during make-up classes at lunch time.

We make every effort to ensure that children are respectful to one another and that they become responsible for their own behaviour. Should a student 'step out of line' in school, his or her name may be entered into the Misconduct Book by the teacher. If a child's name appears in this book twice (or more) in one week, it warrants an automatic detention and the matter will be brought to the Deputy Head's attention. The Deputy will contact the parents for a conference should a student's behaviour give cause for concern. The student's parents are informed of the detention by way of a Detention Slip (the Yellow Slip), which the student will bring home for signature. If a student's behaviour begins to affect the atmosphere and morale of other students and the school, then the Department Head may refer that student to the Headmaster.

Absence from School as a Result of Illness

Parents are asked to kindly call the school office first thing in the morning if their child is unable to attend school for any reason. This is especially important when an infectious disease is diagnosed, or even suspected, so that parents of low immunity children can be alerted. If a child has an early morning appointment with the doctor or the dentist, please send a note in to school the day before so that the register can be kept open.

Medication

If it is necessary to send medicine to school with you child, the Staff will make every effort to administer it, but please realize that it could be overlooked as there are so many other demands on their time. Children should never keep medication of any kind in their lunch boxes, desks or bags, but should hand it in to the school nurse at the start of the day. Please note that it is our policy to administer medicine to students only if the exact dosage and time to be taken are clearly written, by parents, for the nurse to read. Since medicine bought to school is frequently forgotten at home time, it is helpful if the dosage to be taken at school over a period of time is sent to school in a separate bottle or container, again, with clear written instructions on dosage amount and time. This will be kept in the school fridge (if necessary) and administered by the school nurse.

In the event that a student becomes unwell during the course of the school day he/she should report to the school nurse. If appropriate the nurse may administer mild pain relievers (e.g. Tylenol) but will contact the individual's parent before doing so.

In the event of an emergency, qualified staff members may administer First Aid / CPR; the situation will be assessed and appropriate action taken. In such circumstances, the parent will be notified immediately using one of the emergency contact numbers on record with the school. For full details of the School's policies relating to medical issues, please refer to the handbook "Whole School Policies".

Class Placements

Normally, there are four classes in each year group. Classes are re-organised at the end of each academic year in an attempt to create socially and academically balanced groups. Be assured that an enormous amount of time and effort goes into trying to produce a harmonious atmosphere within each class that is beneficial to the learning environment of all students. Individual requests can therefore not be considered.

Trips and Outings

Most classes enjoy a picnic in the Summer Term, but many other outings are also organized (i.e. visits to City Hall art displays, club visits, educational visits to the Bermuda Aquarium, concerts, etc.). On these occasions, parental assistance is most appreciated. At the beginning of each academic year parents will be asked to sign a Parental Consent Form which will enable the staff to take the students off premises on short notice. For more ambitious ventures, a separate consent form will be sent home.

Many of the students have also enjoyed overseas trips in the past, e.g. educational visits to Washington DC.

After School Club Activity

During the Winter and Spring terms the Upper Primary Department offers a variety of after school activities that are most popular. Students are encouraged to sign up and list their choices and we will seek to honour at least one.

We also welcome and need the support of parents who would like to organize and be responsible for the running of a club activity. An hour of your time on a weekly basis, for approximately 6 weeks, is all that would be required. Some of the clubs that have been very successful and popular in the past include sewing, crafts, aerobics, drama, running, chess, and various sports activities. Please contact the school if you are willing to help.

After School Care

A private After School Care programme is provided by TLC Ltd. on the Saltus campus. This programme is organized by Mr. George Sutherland who may be contacted on 297-1000.

Party Invitations

We would like to request that you do not distribute invitations to your child's birthday party at school. Even handing out cards by the road at "home time" or during your lunch duty can cause a problem as it can be very distressing to children who are not being invited. We therefore ask that all social arrangements be made via telephone, post or email. A Parent Directory for the Upper Primary Department is available on the Parent Electronic Noticeboard (PEN) and contact information can be obtained from there.

If children are going to parties directly after school, we prefer that they do not bring birthday gifts to school with them in the morning. We do not have facilities for storing them, and it is most distracting for children to try and work all day when there is a pile of exciting-looking parcels in the room.

Student Birthdays

Students wishing to celebrate their birthdays with their classmates may bring in a treat for the class to enjoy at recess time. We would ask that this not be a cake that requires cutting and would suggest cupcakes, cookies or donuts. Please do not make arrangements for balloons and flowers to be delivered to the school as these can be very distracting in the classroom and the flowers could aggravate allergies in other students.