

SALTUS



Parents' Handbook
Foundation Years

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Dear Parents,

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

The Foundation Year is important in preparing children for later schooling. The Early Years education we offer our children, follows the recommendations of the Foundation Stage of the UK National Curriculum for children aged 3–5 years.

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 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,

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 possible opportunity to develop their intellectual curiosity, physical well-being, moral values, self-esteem, artistic appreciation and expression, and interpersonal skills.

We recognise 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, cooperation, and interdependence in which every child's contribution will be recognised, 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 recognise 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 Values

The Bermuda Royal Gazette for January 27, 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 whom predeceased 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 judgment. In 1865, he was approached to become Speaker of the House of Assembly, an honour that he declined because of his business commitment. 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 judgment, kindness, generosity and solidity in character.

Uniform

Summer Uniform

Worn from start of Summer term – Winter half term

Boys	Girls
White, short-sleeved, polo-style shirt with Saltus logo (available from The English Sports Shop)	Red and white striped summer dress with white collar (available from The English Sports Shop)
Khaki shorts	There is an optional choice of a khaki 'skort' worn with a short sleeved, white polo-style shirt with Saltus logo (available from The English Sports Shop)
T-shirt in class colour	T-shirt in class colour
Short khaki socks	White ankle socks
Sneakers – FOUNDATION ONLY	Sneakers – FOUNDATION ONLY
Brown or Black polishable shoes. Laced shoes should have soft shoelaces. Velcro- or buckle-fastening recommended. Docksidars are not allowed	Brown or Black polishable shoes. Laced shoes should have soft shoelaces. Velcro- or buckle-fastening recommended. Docksidars are not allowed
Cap for sun protection	Cap for sun protection
Red fleece vest (if needed)	Red fleece vest (if needed)
	Red hair ribbons, barrettes or pony-tail holders. Long hair should be tied neatly away from the face
No jewellery	No jewellery – except 'keeper' earrings

Winter Uniform

Worn from Winter half term – start of Summer term

Boys	Girls
White, long-sleeved, turtleneck shirt with Saltus logo (available from Lands End) (The white polo-style, short -sleeved shirt with Saltus logo may still be worn)	White, long-sleeved, turtleneck shirt with Saltus logo (available from Lands End) (The white polo-style, short -sleeved shirt with Saltus logo may still be worn)
Long chino-style khaki trousers or khaki shorts	Khaki skort (available from The English Sports Shop)
Long khaki socks to be worn with shorts, or short khaki socks to be worn with long trousers	Red knee-length socks or red tights
T-shirt in class colour (The white polo-style, short-sleeved shirt with Saltus logo may still be worn)	T-shirt in class colour (The white polo-style, short-sleeved shirt with Saltus logo may still be worn)
Sneakers – FOUNDATION ONLY	Sneakers – FOUNDATION ONLY
Brown or Black polishable shoes. Laced shoes should have soft shoelaces. Velcro- or buckle-fastening recommended. Docksidars are not allowed.	Brown or Black polishable shoes. Laced shoes should have soft shoelaces. Velcro- or buckle-fastening recommended. Docksidars are not allowed.
Cap for sun protection	Cap for sun protection
Red fleece vest (available from Lands End)	Red fleece vest (available from Lands End)
Jacket – Navy blue, long-sleeved fleece is an optional purchase for outerwear and this carries through to Upper Primary (available from Lands End)	Jacket – Navy blue, long sleeved fleece is an optional purchase for outerwear and this carries through to Upper Primary (available from Lands End)
No jewellery	No jewellery – except ‘keeper’ earrings

All clothing which may be removed at School (shirt, shorts or long pants, dress, polo shirt, fleece vest or jacket, hat, shoes, any other outdoor jacket, raincoat, etc.) should be clearly marked with the owner’s name. Thermos flasks, plastic containers, cups, and lunch boxes should be marked on the outside. Also name the red pouch, painting apron, sneakers and P.E. bag (on the outside of the bag), and cycle helmets.

Special Equipment

Every child should keep the following at school:

- Painting overall/apron (available from The Saltus Shop).
- Cloth bag to hang on peg and to contain: painting apron, change of clothes, towel for rest time.
- Red Lower Primary (Cavendish) pouch for carrying work and notes home – available at Lower Primary (Cavendish).

No other equipment is needed in Foundation Year.

- Please do not send school bags or back-packs at this stage as we do not have storage space for extra belongings.
- Toys should not be brought to school.

The School Day

School Hours

8.45 a.m. – 3.00 p.m. Children may be taken to their classroom between 8.00 a.m. and 8.45 a.m.

Lunchtime

Each child brings his/her own lunch in a lunch box, which should be clearly marked with his/her name on the outside as well as on the inside. Please put your child's name on all containers and thermoses. Please send a (named) cloth napkin or placemat for the children to set out their lunch on the table. One item, such as fruit may be eaten as a mid-morning snack. Following a recommendation by the Nutritionist of the Health Department, we now advise that fresh fruit or raw vegetables should be eaten at recess time. At lunch time, no junk food will be allowed at all (i.e. no chips, candies, corn curls etc.). Please limit the amount of cake, cookies etc. NO sodas at all, please!

We are endeavouring to be 'good citizens' at the school by caring for Bermuda's environment. Please help us by sending food items in reusable containers. Please avoid prepackaged items as much as possible so that we can reduce the amount of non-decomposable garbage we generate.

After-School Pick Up

2.30 p.m. to 3.00 p.m. Children may be collected from the classroom during this time.

After-School Care

Children registered for C.A.S.C. (Cavendish After School Care) will be met in the classroom by staff from C.A.S.C. Other after-school care providers will collect the children from their class between 2.30 p.m. and 3.00 p.m. We have telephone numbers in school that you can contact for this private service.

Traffic Arrangements

Parking and Drop-Off

Parents are asked to park in the car park in front of our Foundation building and to walk their children to their classrooms.

Time of Arrival

Children may be brought to school any time between 8.00 a.m. and 9.00 a.m. during the first few days, but after this, we ask that children be in school by 8.45 a.m. at the latest. Staff will be in the rooms from 8.00 a.m.

At the Close of Afternoon School

Parents are asked to park in the car park in front of our Foundation building and to go to the classrooms to collect their children.

If you are unavoidably detained, do call the school so that we can reassure your child.

If you have to change the arrangements for your child's journey home, please send a note to inform the teacher, and be sure that the driver understands these traffic arrangements.

Contact with Parents

Reports

In the Foundation Year, contact with parents is ongoing and informal. During daily drop off and pick up times, parents are able to discuss any issues or achievements with the teacher. Assessment is continuous and is done through observation while the children work and play. No formal assessment occurs in Foundation. At the end of the Summer Term, a formal report is given to parents for the six areas of learning highlighted in the Foundation Stage Curriculum.

Parent-Teacher Meetings and Conferences

These may be arranged as soon as they are thought necessary by the parent or the teacher. Teachers will make themselves available for consultation, given reasonable notice, and welcome the opportunity to meet with the parents. Formal parent-teacher conferences will be scheduled in February. In addition, Mrs. Furr is available daily for telephone consultation (236-3215) or (292-3895).

Absence from School

The usual procedure is to send a note when the child returns to school explaining the reason for the absence. However, when an infectious disease is diagnosed, or even suspected, a phone call is appreciated, so that parents of low immunity children can be alerted. This is especially important with German Measles, when pregnant mothers need to be warned.

If a child has an early morning appointment with the doctor or clinic, please send a note the day before so that the register can be kept open.

Medication

If it is necessary to send medicine to school with your child, the Staff will make every effort to administer it, but please realise that it could be overlooked as there are so many other demands on their time. Children should never keep medicine of any kind in their lunch boxes. Parents should hand any medication to the teacher at the beginning of morning school. Please note that it is school policy to administer medicine to students only if the exact dosage and time to be taken are clearly written, by parents, for the staff to read. Since medicine brought 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 poured into a separate bottle or container (with dosage and time instructions given). This will avoid temperature changes in the medication as it is taken in and out of the fridge, coming to and going from school. All medications will be kept in the school fridge and administered by the teacher.

For full details of the School's policies relating to medical issues, please refer to the handbook "Whole School Policies"

Trips and Outings

Although special visitors come in to Foundation, no trips are taken until the children are completely settled into their new environment. Thereafter, each class visits the Aquarium once a month for a special class with the educational experts. At the beginning of each academic year, parents will be asked to sign a Consent Form which will enable staff to take students off the premises on short notice. Due to the young age of our children and seat belt legislation for all outings we employ a bus service.

Birthday Parties

We are very happy to have children bring cupcakes or cookies to school in order to celebrate their birthday, but we do ask that anything more than this is saved for a party at home. We would also like to request that you do not distribute the invitations to your child's birthday party at school, as it can be very distressing to children who are not being invited. We ask, therefore, that all social arrangements be made by telephone or by mail.

Individual Problems

Inevitably with young children, problems arise from time to time, most of which can be solved easily if we are informed at once. You can speak to your child's teacher after school (preferably by appointment and having parked your car out of the main traffic system) or on the telephone. Please, come to us in the first instance if anything about school is worrying you and your child. It is advisable to inform us of any home problems. These will not be discussed with anyone else, but may enable us to understand and to help your child.

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