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Director: Ms Alison Williams

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School Handbook (2014 – 2015)

This School Handbook has been written to give you information about our school. We have tried to set out the information as clearly as possible, to give you an insight into life at our school. The Principal and Director are always pleased to discuss how we can meet the needs of your family and will also provide you with an opportunity to see the school at work. Please contact the school office for an appointment.

WELCOME

We are a unique Primary School, offering a British based, child centred education to children from the age of 2 to 11 years. Within small classes, our school provides a warm and friendly environment that supports and challenges the intellectual, social, physical and emotional growth of our children.

With our knowledge of multiple intelligences and learning styles we aim to recognise and nurture each child's inherent abilities and emerging strengths.

It is important to instill a sense of wonder and an excitement for learning at this young age. Children are eager to learn and their school experiences during this important time will create a foundation upon which their future education will be based.

Our Early Years curriculum offers developmentally appropriate activities for our youngest children. Through a centre-based programme, children learn to explore and extend upon their interests and knowledge.

For our older children, our curriculum encourages high academic achievement in Literacy, Numeracy, Science and Information Technology, differentiating for the individual needs of each child. We also emphasize and actively encourage an eager interest in Music, Drama, Art, Sports and Design Technology. We feel participation in these subjects to be equally important to the development of the whole child.

Our school has developed a strong reputation throughout our community and is particularly well known for its creativity and highly entertaining musical productions.

OUR PHILOSOPHY

Offering a rich, imaginative and inspiring curriculum

We believe that children become self motivated when they see purpose in their learning and are given some control over planning and developing activities. Our Early Years teachers engage children in exciting projects whilst teaching them concepts appropriate to their individual developmental level.

Throughout the school, we offer a rich, broad and balanced curriculum, which is supported by a wide range of extra-curricular activities and events. We offer a healthy balance between a truly creative curriculum and high academic attainment. We encourage children to use their imagination and to become interested and interesting individuals. Our small teaching groups allow children to become more involved and responsible for their learning.

We have a belief that whilst we always strive to reach the highest possible academic standards, we must not lose sight of the wide ranging enjoyment that a primary school should provide. Our aim is to provide "learning and achieving through experience and enjoyment" A large range of field trips, after school clubs, visitors and events enrich our curriculum and are a welcome addition to the school.

Challenging every child to reach their own unique potential

Our main goal is to develop well-rounded, happy children. We believe that children have a unique combination of learning styles and multiple intelligences. We strive to recognize and nurture each child's inherent abilities and emerging strengths, whilst also supporting their weaknesses. We provide as many opportunities as possible for our gifted and talented children to develop their strengths and we offer learning support to children who may need extra help.

Empowering Children and Encouraging Care and Concern for Others

At our school, the feelings, needs, and ideas of each person are respected. Ensuring a happy, healthy environment in which our children enjoy learning is central to our ethos. We do our utmost to make it easy for children to approach staff with their problems or concerns. We hope that every child who has been a part of our school will remember and build upon the inspiration and learning experiences they have gained from their teachers and fellow students.

Children are taught to express their feelings and talk about how their actions may have affected themselves or others. We help children to see that they have power, control and responsibility over themselves in their lives.

Opening Doors of Opportunity, Fostering Responsibility, Independence, Courage and Trust

We provide an environment where parents, children and staff are given the freedom to learn and be innovative. Children are encouraged to look at themselves honestly, to evaluate their own needs clearly in order to set personal goals, to make decisions responsibly and to think for themselves.






We support each child's ability to experience as many ideas, learning processes, perspectives and opportunities as possible. Our children are made to feel important for who they are, and are constantly being encouraged by our staff. As a result, children become positive, enthusiastic, successful and independent. We encourage children to take risks and to pursue personal goals whether it is in Music, Dance, Drama, Sports or Academic areas.

GENERAL EXPECTATIONS

Behaviour & Attitude

Respect, kindness and positive behaviour and attitude are normal expectations at Provo Primary School.

In order that everyone knows what is expected of them and others around them, we have five golden rules:

-  Care for myself and others
-  Be honest
-  Work hard
-  Listen
-  Look after property.



Our school logo is a flamingo. It is made from a handprint. The fingers and thumb help us to remember our five golden rules.

The children are regularly reminded of the school rules, which are displayed in the classrooms. These rules apply to all children and are in effect at all times. Children are made aware of the consequences that will accrue if they break any of the rules and will expect them to follow automatically.

Rewards and Awards

The school is committed to creating a reward based environment and all teachers support this commitment giving verbal praise and positive recognition at every opportunity.

Teachers offer further incentives for children to encourage them to work co-operatively. Children are awarded golden pebbles, marks or stickers according to extra effort, good deeds by individuals, groups or the whole class. The children can see these increasing with their positive actions and see that good behaviour is not only expected but also rewarded. Other class systems will vary each year with different year groups and class teachers.

Children in Years 1-6 are also rewarded for various things by being chosen as Star of the Week. The Star of the Week receives a certificate which is awarded in a weekly celebration assembly.

Golden Time is an entitlement for all year groups from Years 1 – 6 at a specified time throughout the week. During this time children take part in a planned activity or range of activities, which are fun and enjoyable. Golden Time is special and is promoted as a highlight of the week.

Conflict resolution

A major part of our work as teachers is to demonstrate care and concern for others. Children are helped to develop skills in dealing with conflicts and relationships with their peers. They are encouraged to talk about their feelings and tell others when they are not happy about how someone may be treating them. For example, "I don't like it when you say/do that, please stop".

Various topics or issues are approached in the class PSHCE or circle times and activities such as a "feelings box" or "clouds" may be used for children to be able to express themselves.

Behaviour Checks

If a child is unable to behave according to the expected standards and chooses to continue behaviour that is unacceptable, then sanctions are applied. When a child breaks one of the rules certain behaviour checks (teacher directed strategies) will automatically follow. Teachers may begin with a rule referral, followed by a verbal warning. Other strategies may include talking to a child individually about their behaviour, writing a child's name in a book or on the whiteboard. A child may also lose some or all of their Playtime or Golden Time. A child in this position is given a teacher-directed activity to do until they are allowed to rejoin their Playtime or Golden Time activity. Other natural consequences may take place and the principal or child's parents will be informed by the teacher if deemed necessary.

If a child repeatedly breaks the rules, or engages in gross misconduct i.e. physical, dangerous behaviour, or verbal abuse or threats, then the child is sent to the Principal and the child's parents informed.

Please note that:

- We have a zero tolerance policy towards bullying
- We do not tolerate any negative actions, either physical or verbal, pertaining to race, social class, disability, gender, ethnicity, religion, sexual orientation, or other personal characteristics
- The school reserves the right to suspend or expel a child from the school
- At no point is physical punishment used in the school.

GENERAL INFORMATION

Uniform

Provo Primary School uniform is a turquoise T-shirt (available from the school office), khaki shorts, trousers, skirts or skirt, white socks and 'suitable' shoes. Shoes should enclose the whole foot so that recess activities are safe – 'flip-flops', heeled sandals etc are not suitable. We have hats as part of our uniform which should be worn for outdoor activities. Jewellery is discouraged – although watches and small stud ear-rings are permitted. Long hair should be tied back off the face. Nail varnish should be removed before coming to school.

P.E Uniform

Our PE kit is a white, Provo Primary School T-shirt, navy shorts and trainers/sneakers. Long hair should be tied back and no jewellery (including watches) should be worn. A hat is needed for outdoor PE. When swimming, UV shirts may be worn on top of swimwear. Children will need a towel and sunscreen.

Please ensure that all clothing and other items are clearly named.

School Supplies

All reading books, exercise books, text books and stationery used within school are provided for by the school. These are partially funded by a one off \$200 books and supplies fee. This is payable for new children entering Years 1 to 6. This book and supplies fee is also charged for children moving into Year 1 from our kindergarten class.

Children in Years K-6 are encouraged to purchase a school book bag.

To further aid reading development and homework assignments, we recommend that your child has a dictionary, thesaurus and atlas suitable for your child's age group.

Mathletics and IXL

Mathletics is a web-based Math programme that is used both in school and at home. The cost for each child is \$20, which gives 24 hour access for the whole year, and is well worth the money as it is such a fantastic resource.

You may also like to subscribe to IXL and the cost for parents subscribing to both Mathletics and IXL is \$30, so please let us know if you wish to subscribe to both.

THE SCHOOL YEAR

Each academic year is divided up into three terms and the dates usually fall as follows:

Autumn term: September – December

Spring term: January – Easter

Summer term: Easter – June

During each term there is a half term break. Teachers are in school for further days for professional training (INSET days).

All attempts are made to coordinate with other schools and The Turks and Caicos Government public holidays are incorporated into our calendar. Please note that Government holidays occasionally change and notice of any such change will be sent out to parents as soon as we are notified.

Term dates for the current year are available on our school website.

Attendance

Daily attendance and lateness is recorded and reported on your child's yearly written report. It is also reported to the Turks and Caicos Education department for statistics purposes.

Structure of the Day:

- School day begins at 8.30a.m. (Any child coming to school early must remain in the walkway and be supervised by a parent until they have access to their class at 8.15a.m.). The start of the day is very important and it is essential that every effort is made to be here on time. Children are marked in the class register as late if they arrive after 8:30a.m.
- Morning break is generally from 10.00 to 10.30a.m and Lunchtime is from 12.30 to 1.15p.m although this may vary according to your child's class timetable.
- School day ends at 3.00p.m. (unless clubs are being attended). Children should be collected on time – after 15 minutes, a 'late fee' will be charged as teachers have other responsibilities from 3.15p.m.

Snacks and Lunches

It is our mission at Provo Primary to educate the whole child, and as health and nutrition are a critical part of learning, we aim to help promote awareness of healthy eating.

Children are encouraged to bring healthy snacks and lunches in an appropriate container with an ice pack. We do not allow chocolate or candy in school. Healthy snacks help give energy and focus throughout the day.

We have frequent drink breaks throughout the day and children are encouraged to drink regularly. Water and natural fruit juices are preferable, in plastic jugs or cartons. We do not allow glass and can containers. High sugar fizzy drinks are not allowed and high sugar drinks are discouraged. Extra water is needed on PE days

A hot lunch service is also available every day.

TEACHING AND LEARNING

Curriculum

The Early Years Foundation Stage and British Primary Strategy that we follow allow us to provide a broad and balanced standardised curriculum for our children. This curriculum is adapted for our school's locality and the diverse and international nature of our student body. Our overall goal is to combine excellence in teaching with enjoyment of learning in a relevant context.

There are 10 subjects in the National Curriculum. English, Mathematics and Science are the core subjects. History, Geography, Information and Communication Technology (ICT), Design Technology (DT), Art, Music and Physical Education (PE) are foundation subjects. Religious Education (RE) and Personal, Social, Health and Citizenship Education (PSHCE) are also taught.

Some subjects are taught as discrete units of work but others are frequently linked together as part of a topic. Many skills are taught and applied across all curriculum subjects and learning. This is particularly so with ICT and language skills.

For more information on what your child's class will be learning this year, please refer to the Class Information Booklet attached.

Class Groupings

Children are generally placed in groups according to their age, but we may find that children are working at a level either above or below their standardised age group. It is common practice at Provo Primary to have classes with mixed age children. Higher up in the school, children may be placed into different groups for Numeracy and some aspects of Literacy.

Key Stage	Our Classes	Age	England and Wales Equivalents	USA / Canada Equivalents
Early Years Foundation Stage (EYFS)	Toddlers	15 months – 2 years		
	Preschool	2 – 3 years		
	Junior Kindergarten	3 – 4 years	Nursery	
	Kindergarten	4 – 5 years	Reception	Pre-School/ Junior Kindergarten
Key Stage 1 (KS1)	Year 1	5 – 6 years	Year 1	Kindergarten/ Senior Kindergarten
	Year 2	6 – 7 years	Year 2	Grade 1
Key Stage 2 (KS2)	Year 3	7 – 8 years	Year 3	Grade 2
	Year 4	8 – 9 years	Year 4	Grade 3
	Year 5	9-10 years	Year 5	Grade 4
	Year 6	10-11 years	Year 6	Grade 5

Teachers

We strongly believe in the importance of building closely bonded relationships between children and teachers, and we consider ourselves very fortunate that our small staff and low teacher/pupil ratios allow us to do this. We find that our children happily adapt to different adults and situations from an early age.

Just as our children have different strengths, so do our teachers. The children are taught most subjects by their homeroom teacher, but also receive specialist teaching for other subjects such as Music, P.E. and Spanish.

For current teaching staff structure and responsibilities, please visit our website at www.provoprimary.com

FACILITIES

The Classrooms and Play Areas

We believe that children learn in response to their environments and deserve to work in challenging environments that stimulate and hold their concentration. We strive to provide aesthetically attractive and stimulating learning environments that challenge and celebrate the children's learning.

The surrounding gardens and play areas have been landscaped with the key aim being to keep as much of the local vegetation as possible. A network of pathways connect through the playground to different play areas. We have play structures, a shaded artificial grass field, a basketball area, a shaded outdoor classroom/garden and a stage.

Music Room

Our music room is fully equipped with a range of percussion instruments and our steel pans. Children have access to the instruments during their weekly music class, music clubs or during play time sessions.

Sports Facilities

We are extremely fortunate at Providenciales Primary School to have such excellent sports facilities surrounding our school. In addition to our own school campus with its soccer field, stage, play and garden areas, we have regular access to The TCFA Football field, the Graceway Sports Centre, Graceway tennis courts, The Turks and Caicos National Athletics Stadium and Flamingo Park Swimming pools for our varied sports activities that take place in our P.E. sessions throughout the year.

Library

Most of the school's books are in the library to ensure easy access to children, parents and teachers. Additional books and teaching resources are located in subject rooms.

Each class is allocated a library time in the curriculum. Children use the library to borrow books for reading at home and to research topics in various curriculum areas. Parents are asked to sign a form agreeing to pay for any losses and damages.

Teachers use the library to help them with the planning and teaching of the curriculum. Teachers plan for use of the library within their subject planning.

There are sets of guided reading books which are levelled and used according to your child's reading level or age group. Children are often split into groups of 6 for this activity.

Your child will have the opportunity to order from Scholastic throughout the school year. As you order books for your child, classes gain points to use towards buying books and resources for your child to use and enjoy in their class.

Computers and Internet Access

ICT plays a very prominent role in our school curriculum. We aim to ensure that all children are confident and have the necessary skills to understand and use Information and Communication Technology to their fullest potential. In order to achieve this we have a commitment to ensure that the children have access to the most up to date equipment we can provide.

We have a mixture of desktop and laptop computers which children have timetabled access to throughout the day. In addition to this, each classroom has between one and four computers with internet access. We also have data projectors and 7 interactive whiteboards in the school. These touch-sensitive boards allow children to interact with

them directly with a special pen. The school also has 17 iPad and Android tablets. Additional computing equipment includes metal detectors, recordable devices, a handheld digital microscope, a data logger, Lego Construction sets, controlled toys, a Beebot and two Roamers.

Children are supervised and monitored in all activities involving Internet access and use appropriate websites and search engines. The teaching of e-safety is a core element of the curriculum.

EFFORT AND ACHIEVEMENT

As individuals, children are encouraged to achieve their full potential. We realise that all students have different strengths and weaknesses, so their rate of progress is judged accordingly. Alongside this, every student is expected to give consistent and significant effort to their work in school.

Marking and Feedback

Our 'Marking and Feedback' policy based on 'success and improvement' is designed to clearly show how children have achieved against the learning objective, and to identify ways in which they can improve. The way in which teachers mark, is standardised across the school.

Research shows that oral feedback is the most natural and effective for children. Feedback, in whatever form is powerful and must focus on success **and** improvement.

We believe that students should receive positive reinforcement as they are working on any given task. Other ways to provide feedback may include a written comment in their book, reward stickers/smiley face and a variety of body language such as smiles, thumbs up, eye contact or a high five.

Key stage 1 Marking and Feedback

In Key stage 1 feedback is predominantly verbal. In literacy, children's work will be marked with a written comment in their book in addition to verbal feedback. In numeracy, in addition to verbal feedback, marking will be as follows:

- ✓ correct answer
- incorrect answer
- incorrect answer now corrected.

Key stage 2 Marking and Feedback

In addition to the methods mentioned above, more written comments will be made on the children's work. Successes will be indicated with an asterisk and an arrow will indicate that improvement is necessary indicated with an arrow, which will lead to suggestions on how to improve.

English and Written Work:

The following symbols will be used consistently across key stage 2:

- sp** In margin to highlight incorrect spelling somewhere on that line. Student locates and corrects it.
- ^** Omission
- //** New paragraph or new line in poetry
- Circle non-existent or incorrectly placed punctuation, including capitals.

Math:

The purpose of marking is primarily diagnostic. It will communicate whether the child is successful, and should act as a motivator. Comments made should encourage the child to feel safe when tackling problems and will encourage further development.

- ✓ correct answer in Math
- incorrect answer in Math
- ◉ incorrect work now corrected

Indicating Effort:

😊 good 😐 reasonable ☹ disappointing.

As part of the plenary at the end of lessons or when completing units of work, children are encouraged to self-assess using a range of written or visual means.

Homework

Homework is assigned to children in Years K – 6. Daily reading is an important element of homework and all children take home reading scheme and/or library books home on a regular basis.

We believe that relevant and regular homework contributes towards building responsibility, self-discipline and lifelong learning habits and therefore increases in amount and expectations as your child progresses throughout the school.

Homework has several purposes:

- **practice** exercises to reinforce or embed learning in class
- **preview** assignments to prepare for subsequent lessons
- **extension** activities to transfer learned skills or concepts to new situations
- **creative** activities to integrate many skills towards the production of a response or product.

It is our intention to assign challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework is not meant to be overwhelming and teachers may modify homework to suit individual needs. Should you at any time feel that the homework assigned for your child is inappropriate, please see your child's class teacher.

Assessment and Standardised Assessment Tests (SATs)

Children are continually assessed on an everyday informal basis and through assessment tests. This enables us to plan for each child to ensure they achieve their potential. Math, Reading and/or Writing are assessed regularly in class – usually at the end of a topic and at the end of each half term. The results of some of these assessments will be included in termly reports to parents.

From Year 2, children are tested yearly in the core subjects of English, Math (and Science in years 3- 7). We use the British National Curriculum Standardised Assessment Tests (SATs), which are ordered from The Department for Education in the UK. These assessments reflect the curriculum taught at our school. The results give us

age-standardised scores and National Curriculum levels. They allow us to compare the achievements of our students with others of the same age and enable us to formulate targets for future development. Testing also allows parents the opportunity to compare their child's test score with those of the same age group in the UK.

Reports and Teacher /Parent consultations

Detailed reports are emailed out to parents in November, February and in June. June reports include each child's SAT test results and teacher assessments. Assessment and progress are discussed at termly Parent-Teacher Consultations and used to create future targets.

Extra-Curricular Activities

After-School Clubs / Holiday Camps

After-school clubs are offered from Kindergarten to Year 6. The focus of our clubs ranges widely covering such areas as Sport, Art, Sewing, Computers, Drama and Music and a range of languages! A range of fun activities are also offered in our Holiday Camps.

The School Council

We believe that it is important to listen to the views of our children. Each class elects two representatives to join the School Council and meetings are held weekly together with a teacher. School councils help children to develop an understanding of their ability to create positive change by:

- Involving pupils in decision making
- Respecting pupils as partners in their own education
- Involving the whole school community in developing and maintaining shared standards of behaviour.

Field trips

The school encourages opportunities for experiential learning and many field trips are organised throughout the year that link to topics and curriculum studies.

Children in EYFS and Key Stage 1 will include half day trips to various places on Providenciales such as the vet, the hospital, the grocery store, the beach etc.

Key Stage 2 will include day trips to another island in addition to half day trips around Providenciales. We aim for our Year 5 children to experience an overnight trip and our Year 6 children to experience a 3 – 5 day residential trip. In the past our Year 5 children have visited North and Middle Caicos. Our Year 6 trips have included international visits to England, Florida and the mountains of NE Georgia (USA), and local visits to South Caicos and Grand Turk and Salt Cay. Notification of dates and costs will be given as early as possible. Parents should factor in some related costs for these potential trips. Parents who wish to get involved and assist with fundraising should let their child's class teacher know.

School Website, Blog and Yearbook:

Throughout the year, photographs and digital recordings are taken of the children as they experience all aspects of the school day and during special events such as Sports Day and the Christmas Performances. Some of these are shared on our school blog, which strives to celebrate the children's current learning and achievements. In the final term, photographs of the year will be used to create a yearbook for the whole school. This will be available for you to

purchase at the end of the school year. Photographs of the children to be used on our school website and blog have no reference to the individual's name. Parents are asked to sign a photograph use consent form, stating that they are happy for their children's photographs to be displayed in various media forms.

Birthdays

Please note that we are unable to hold parties during regular school time, with balloons, party food and party bags.

Our Soft Play Room is available for rental outside normal school hours. Please contact the office for more information.

We are more than happy to celebrate children's birthdays at school by singing 'happy birthday' either in class, in assemblies or at the lunch tables. If you would like to bring in something special to eat or drink on your child's birthday, please tell us a few days beforehand. As we recognise that some parents wish to monitor the food their child may be eating, we ask that you bring a small individually wrapped item. These will then be distributed and taken home at the end of the school day. If it is table-ready fruit, then we are happy to share this out during snack or lunch time.

If you wish to distribute private party invitations at school, please ensure that all children in the class are invited, otherwise please distribute these out of school.

OTHER IMPORTANT INFORMATION

Health and Safety

We aim to provide a safe environment for all of our children, staff and parents. It is the responsibility of all of the staff to immediately report any health and safety issues in the school to the Principal and we ask that parents do the same.

An injury log book is kept and all injuries are logged. Parents will be informed if there has been an accident at school and if it is deemed serious your child will be taken immediately by a staff member to the hospital, unless otherwise requested.

We are a non-smoking school, so we ask for all parents and visitors to refrain from smoking on the school premises.

Medical

Please inform the school if there are any health issues relating to your child including:

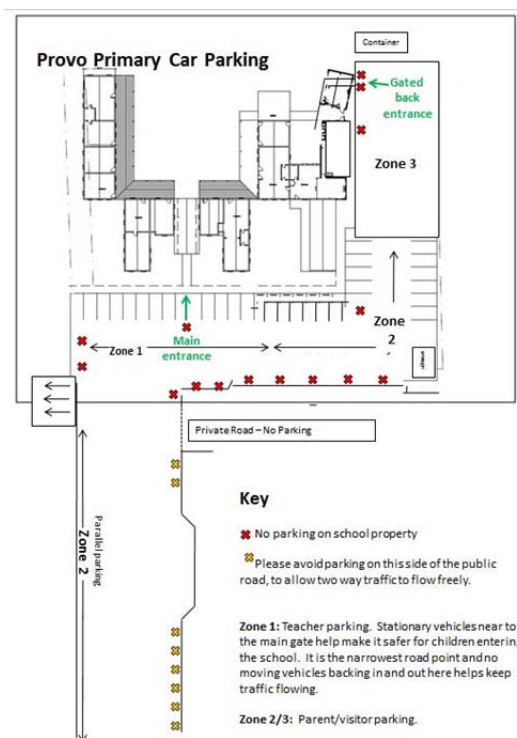
- Allergies
- Communicable disease

A copy of your child's immunization record should be given to the office to be kept in your child's file.

If your child is taken ill or has an accident in school, we may need to contact you IMMEDIATELY to pick up your child. Please make sure that your contact numbers are kept up to date in school to make this possible.

Children returning to school after illness should clearly be fit to do so and be free from infection. Please err on the side of caution when making a decision about your child returning to school. As a rule of thumb, children should not come to school if they have a fever, have vomited or had diarrhoea within the last 24 hours.

Requests for medicine to be administered in school must be made to the school office. All medicines should be handed in to the school office with clear written instructions on their administration to the child. Parents are welcome to come to school to administer medicine to their own child.



Car park

We ask for your cooperation in helping us to ensure that our car park is as safe as possible.

- Children are not allowed out into the car-park without a teacher or parent present.
- There are two entrances, one at the front, and one at the back of the school.
- Please close the gates after entering and exiting the school so that younger children cannot run out into the car-park.
- Our teachers park their cars near the entrance of the school so that moving vehicles are limited in the area where children are walking in and out of the school gate. This also helps avoid congestion in this narrow area.
- Cones and a no parking sign are there to remind you of the no parking/stopping areas. Please refer to the map for further clarification.

Non-Scheduled School Closure

In the event of a non-scheduled school closure such as other weather-related emergencies, fires, accidents, natural disasters or any other emergency, we will send out a text to people en mass on their cell phones. We have created groups for each class, and the school as a whole, that will enable us to send a text message to all parents in a matter of minutes. It is vital therefore that we have your latest cell number on file so please advise us immediately of any changes.

Severe Weather Conditions

In the event of a forthcoming hurricane, the school will receive word of a hurricane watch followed by a hurricane warning. In the event that The Turks and Caicos Islands is under a hurricane watch (meaning that hurricane conditions can be expected within 24 to 36 hours) all parents will be informed via text message, phone call or email, that school will be closed the following day. If school is in session when word is received, it would be helpful if children could be picked up immediately wherever possible, so that teachers can help prepare the school for the impending storm. Parent volunteers are always welcome and appreciated in assisting us in our preparations with activities such as moving computers to higher ground, securing outside play equipment and lifting items off the floor to prevent flood damage to our learning resources.

After all storm warnings have been lifted, the school will assess the effects of the storm and teachers will reorganise their classrooms. Parents will be informed when areas are prepared and safe for children to return to school. Even when a hurricane does not actually hit, the teachers will still need time to put the classrooms back together and your patience and understanding is therefore greatly appreciated.

In planning our school calendar, we incorporate two hurricane make up days into our holiday breaks. In the event that school is closed, these days become school days. These will either be during a mid-year break or at the end of

the school year and you will be advised accordingly. For longer time period closures, you will be advised of plans accordingly.

Parent Teacher Association (PTA)

Working in partnership with the school, the PTA helps to develop strong links between home and school. The PTA provides an opportunity for everyone to work together towards a common goal and is open to all parents and teachers. It brings everyone together to raise money, to support the school and make a difference for the children. Our PTA is very active and organises both social and fund-raising activities. All parents automatically become members of the association and are warmly invited to all events, even if they only have a small amount of time available to get involved. Your support is greatly appreciated.

Details of meetings will be advertised in our newsletters and on our website.

Community Volunteers

Parents and community volunteers are encouraged to come into school to hear children read, to help with class activities or to bring their expertise / experience to school.

SCHOOL FEES

Kindergarten to Year 6 (4 - 12 year olds)

Years K – 6 8.30AM - 3.00 PM	Annual Fee Payable before June 25 th	3 Instalments (8% finance charge) Payable August 30 th November 30 th , February 28 th	9 Instalments (13% finance charge) Payable August 30 th – April 29 th
5 full days a week	\$8,890	\$3,200 x 3	\$1,120 x 9

Junior-Kindergarten (3 and 4 year olds)

Full Day

JK 8.30AM-3.00PM	Annual Fee Payable before June 25 th	3 Instalments (8% finance charge) Payable August 30 th November 30 th , February 28 th	9 Instalments (13% finance charge) Payable August 30 th – April 29 th
5 full days a week (10 sessions)	\$7,880	\$2,840 x 3	\$990 x 9
4 full days a week (8 sessions)	\$7,260	\$2,615 x 3	\$910 x 9
3 full days a week (6 sessions)	\$6,680	\$2,405 x 3	\$840 x 9
2 full days a week (4 sessions)	\$6,145	\$2,215 x 3	\$770 x 9

Half Day

JK 8.30AM-12.00PM	Annual Fee Payable before June 25 th	3 Instalments (8% finance charge) Payable August 30 th November 30 th , February 28 th	9 Instalments (13% finance charge) Payable August 30 th – April 29 th
5 half days a week (5 sessions)	\$6,515	\$2,350 x 3	\$820 x 9
4 half days a week (4 sessions)	\$6,145	\$2,215 x 3	\$770 x 9
3 half days a week (3 sessions)	\$5,760	\$2,075 x 3	\$725 x 9
2 half days a week (2 sessions)	\$5,415	\$1,950 x 3	\$680 x 9

Pre-school (2 and 3 year olds)

Pre-school 8.30AM-12.00PM	Annual Fee Payable before June 25 th	3 Instalments (8% finance charge) Payable August 30 th November 30 th , February 28 th	9 Instalments (13% finance charge) Payable August 30 th – April 29 th
5 half days a week	\$5,200	\$1,875 x 3	\$655 x 9
4 half days a week	\$4,175	\$1,500 x 3	\$525 x 9
3 half days a week	\$3,120	\$1,125 x 3	\$390 x 9
2 half days a week	\$2,085	\$ 750 x 3	\$260 x 9

(A full day Pre-school programme is available on request)

Toddler Programme (1-2 year olds)

Toddler drop off sessions (15 months+)

Monday, Wednesday, Friday mornings from 8.30am to 12.00pm

(More mornings will be added depending upon interest, so please contact us for other requests).

\$35 per session.

Moms and Tots

\$8 per session.

Please contact the school if interested.

Please note the following:

Payments:

- Fees should be paid in full even if your child is absent during the school year.
- Discounts are not available for families taking vacation periods after the start of any given school year.
- Fees must be paid on time in order to avoid a \$50 late charge and an interest rate of 2% will be charged per month on delinquent accounts.
- Children whose fees are not paid will not be allowed to continue to attend school until overdue fees are paid in full (including any finance charges incurred).

Our annual tuition fee is due on or before June 25th

Annual fees are also split into three or nine equal payments for your convenience, however should you choose either of these options, a finance charge is applied to the annual fee.

If splitting into three instalments there is an 8% finance charge and fees are to be paid as follows:

- Instalment 1 due on or before August 29th
- Instalment 2 due on or before November 28th
- Instalment 3 due on or before February 27th

If paying in nine instalments, there is a 13% finance charge and fees are to be paid as follows:

- Instalment 1 due on or before August 29th
- Instalments 2-9 due on or before September 29th to April 29th inclusive

Discounts: A 20% discount on school fees is offered to the youngest of three children attending the school.

Payment methods:

- Cash and cheque payments are accepted in the school office. No credit card payments are accepted.
- Direct payments can be made into the school account.

If paying directly into the school account, please let us know when your payment has been made so that we can credit your child's account.

- Post-dated cheques will be accepted if payments fall due at a time when school is closed.

Book and Supplies Fee

There is a \$200 books and supplies fee for children entering into Years 1-6. This assists us in purchasing and replacing notebooks, text books and classroom materials. This is a one off fee payable for children entering Years 1 to 6 upon registration. This book and supplies fee will also be charged for children moving into Year 1 from our K class.

Re-enrolment

At the end of each academic year, a \$350 re-enrolment deposit is required in order to guarantee a place for the upcoming year. This fee should be paid by 25th June and will be deducted from the following year's final payment. This deposit is non-refundable if your child does not take up his/her place at the beginning of the academic year or leaves the school during the year.

Scholarships

Our Scholarship program offers financial assistance for Turks and Caicos Island Nationals. These are subject to availability and are at the discretion of the Scholarship Board. If you feel your child/children may be eligible, then please contact Ms. Alison at director@provoprimary.com to discuss this further. All applicants must complete an income and expenses form as part of the application process.

CONTACT

For any further information such as a complete fee schedule, school calendar, lunch menu, clubs etc, please visit our website at www.provoprimary.com or email Ms. Alison at director@provoprimary.com, Miss Sian at principal@provoprimary.com, or Miss Stef at info@provoprimary.com.