



Mount Pleasant School

Parent Information Booklet
2009/2010



CONTENTS

Paragraph	Page
INTRODUCTION	3
SERVICE CHILDREN'S EDUCATION	3
GENERAL INFORMATION	3
PLAN OF SCHOOL AND SECURITY	4
ORGANISATION AND STAFF	5
ADMISSION AND TRANSFERS	6
NATIONAL CURRICULUM	7
PHYSICAL EDUCATION	8
PERSONAL SOCIAL AND HEALTH EDUCATION	9
SPECIAL EDUCATIONAL NEEDS	9
HOMEWORK	9
UNIFORM AND EQUIPMENT	10
SCHOOL COUNCIL	10
VISITS OUT OF SCHOOL	10
ROUTINE AND MEALS	11
MEDICAL AND SAFETY	12
DISCIPLINE	13
HOME AND SCHOOL	14
SCHOOL GOVERNANCE COMMITTEE	15
SCHOOL FUND	15
COMPLAINTS PROCEDURE	15

INTRODUCTION

- **Welcome** to Mount Pleasant Primary School in the Falkland Islands, the most southerly of Service Children's Education's (SCE) schools in the World. We hope that your child / children develop their love of learning with us and benefit greatly from their time in the Falklands. We aim to educate the "whole person" and pupils will be encouraged to develop lively, enquiring minds, a sense of self-esteem and the self-discipline that comes from working in an orderly school environment. We are an open, friendly school and members of staff are always willing to talk to parents and would wish you to make visits to school. The education of children cannot happen in isolation and we encourage parents to help as their children progress through school.

SERVICE CHILDREN'S EDUCATION (SCE)

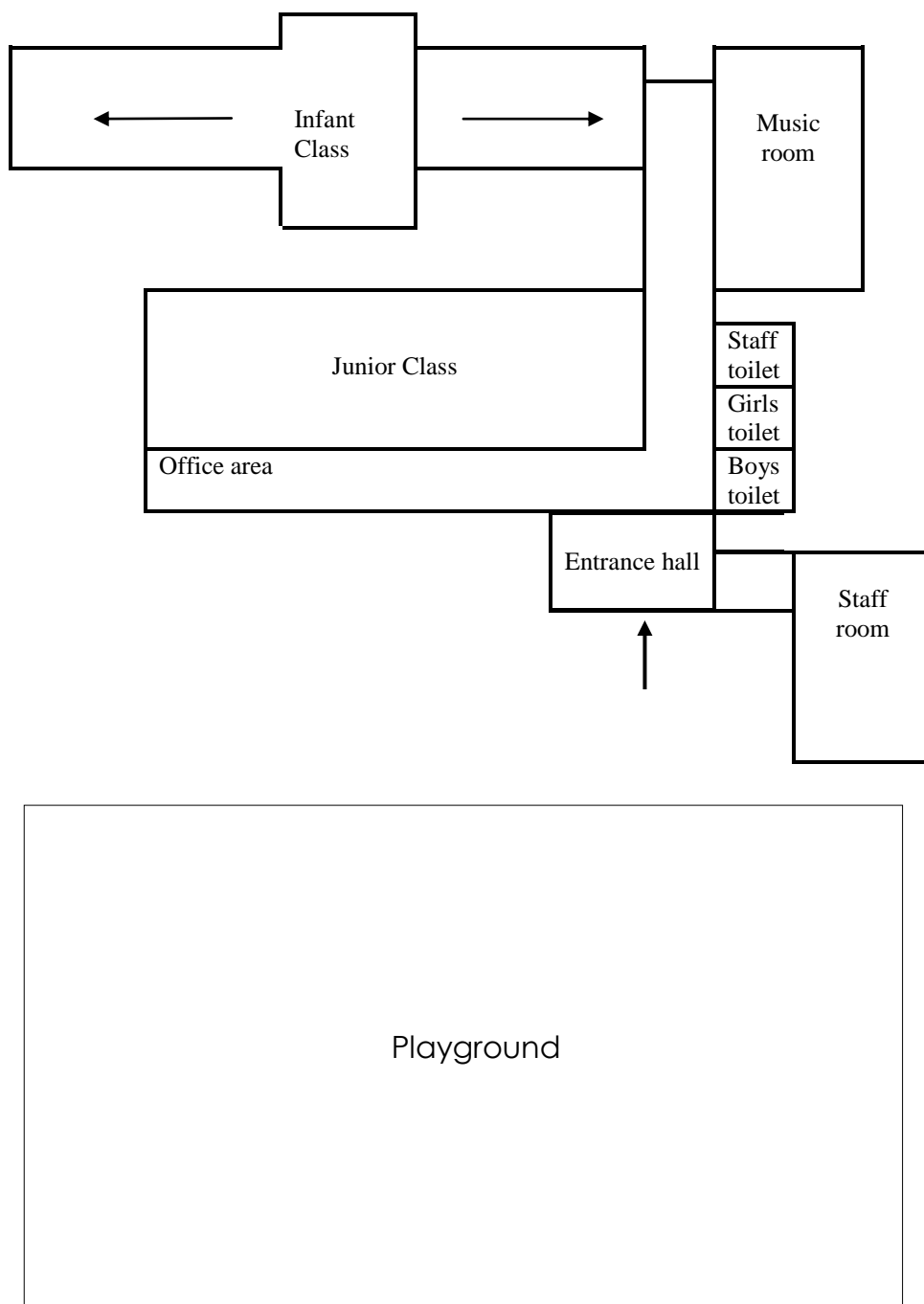
Service Children's Education is an agency of the MoD and is in effect our "Local Authority." SCE schools are intended, as far as possible, to provide the same pattern of education as that given in England. The education will, therefore, conform in type and scope to that provided in England under the Education Acts, although these have no legal validity overseas

GENERAL INFORMATION

- **Contact Information:** **Mount Pleasant School**
BFPO 655
Tel: 00 500 7 5676
Fax: 00 500 32554
e-mail: schooloffice.mpa@cwimail.fk
website: www.mountpleasantschool.fk.org
- **Location.** The school is situated at the eastern end of the Mount Pleasant Domestic Complex on the Mount Pleasant Ring Road adjacent to the Langworthy Villas Married Quarters and 38 Facility. The school opened in September 1988 with just 3 pupils and one teacher! The number of children on roll now tends to be in the mid twenties to mid thirties and the children are the sons and daughters of Service and MoD UK Based Civilian families posted to Mount Pleasant on continuity tours (see admissions section below). The accommodation consists of two classrooms, a music room and a staff room. The entrance to the school is pictured below and a plan is overleaf.



Plan of School



Not to scale

- **Security.** The interior door leading into the main premises from the entrance hall has been fitted with a push button lock to enable the door to be secured whilst enabling continued access by staff (via the code) and easy egress by all those on the premises as required by the Fire Regulations. All visitors are required to alert the staff of their presence by pressing the bell on the interior door then identify themselves before entering the building.

ORGANISATION AND STAFF

Organisation. The school is organised into two vertically grouped mixed age classes. Class sizes vary throughout the school year as pupils tend to arrive and depart throughout the school year accompanying their parents. Within these classes, as is usual in primary schools, the children will work in various groupings from the whole class to mixed/ability groups and individually. The pupils benefit from excellent teacher/adult to pupil ratios which enable us to cater for the wider age ranges within the same class.

Infant Class:

Early Years Foundation Stage 2 Age 5

Year 1 Age 6

Year 2 Age 7

Junior Class:

Year 3 Age 8

Year 4 Age 9

Year 5 Age 10

Year 6 Age 11



- **Staff.** The teaching staff are all well qualified and experienced teachers who have worked in the UK and other SCE schools worldwide. We also employ very good support staff who contribute to the smooth running of the school. All staff hold Enhanced Disclosures from the Criminal Records Bureau (CRB). At the time of writing the staff for 2009/10 are:

TEACHING STAFF

Mrs H Jones	Headteacher
Miss K Scott	Teacher
Mrs L Humphries	Teacher
Mrs D Davies	Cover/Curriculum support teacher

SUPPORT STAFF

Mrs J Robinson	Teaching Assistant/Lunchtime Supervisor
Mrs C Willis	Supply Teaching Assistant/Lunchtime Supervisor

ADMISSION AND TRANSFERS

- **Admission.** Pupils entitled to be educated at Mount Pleasant School are dependent primary school aged children of HM Forces or MoD UK Based Civilian personnel posted to Mount Pleasant on an accompanied tour. For First Time admissions the children will need to be five years of age during the academic year (September – August) of admission.
- Please note because we are a very small and remote school we do not have ready access to support for children with Special Educational Needs or Medical Needs. When a family wish to pursue a posting overseas, the special needs of their child should be declared to CEAS when the posting is offered. **For entitled parents of such children it is therefore vital that they liaise with CEAS before any posting action involving being accompanied by the child / children.**

The role of CEAS, based at Upavon, is to support Service families in obtaining appropriate educational facilities for their children, and to provide high quality information and impartial advice on all aspects of education world-wide, including advice upon special educational needs / additional educational needs.

CEAS's website is:

www.mod.uk/defenceinternet/defencefor/servicecommunity/education/childreducationadvisoryservice.htm

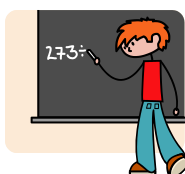
- The admission procedure is outlined as follows:
 1. Parents should submit an application for admission using the admissions form available from the documents section of the school website as soon possible after being notified of the posting. Admission forms must be completed and returned to the school as soon as possible before embarkation and ideally at the same time that the family's application for a quarter is submitted to the Families Officer. The completed application for admissions form can either be scanned and attached to an email sent to the school email address or faxed to the school using the email/fax contact information on page 3 of this booklet.
 2. Parents are encouraged to enrol their child / children on the next available school day following arrival and will need to bring a copy of the child's birth certificate and any additional documentation given by the previous school (school records, reports and samples of work etc.).
- **Transferring to other Schools.** All children who leave Mount Pleasant School for transfer to another school, either in the United Kingdom or elsewhere overseas, are given a Transfer Report, which contains information that will greatly assist the new school in placing your child. You will need to come into school to sign for the documentation and collect your child's reports before leaving. The child will also take samples of work. We ask you not to pack this with your heavy luggage but to have it available when you arrange for admission to the new school. Please note admission procedures in UK schools vary and are localised. Parents are advised to make enquiries well in advance as to the availability of places in schools and contact CEAS to aid admission (see details above).
- **Secondary Education.** There is no secondary education provision at Mount Pleasant and parents of secondary aged children (Years 7 to 11) may wish their children to attend the Falkland Island Government (FIG) Community School in Stanley as weekly boarders or elect to board them elsewhere eg in the UK etc. Stanley Community School in general follows the English National Curriculum up to GCSE but has no sixth form provision.

NATIONAL CURRICULUM

- **Curriculum.** The education your child will receive at Mount Pleasant School will be of the same high standard that you would expect from a school in England. The teachers are all UK Based MoD civilians (UKBCs) and are all experienced UK qualified teachers, dedicated to their tasks and sympathetic to the needs of Service children. SCE schools all follow the guidelines set out in the National Curriculum. All children will receive a broad education encompassing all the core and foundation subjects at a level appropriate to their age and development. As with other schools we place great emphasis on teaching children the basic skills they will need later in life. Children in our care learn to read, write and handle numbers in an atmosphere of warmth and understanding. We recognise that children are individuals and teachers are sensitive to the fact that each child will develop at its own rate. We encourage each child to fulfil his or her potential and expect that everyone will do their best.
- **Time Allocation.** The teaching time for pupils meets the statutory minimum requirements of 21 hours per week in Key Stage 1 and 23.5hrs in KS2 per week.
- **English** is taught in accordance with the National Curriculum and the National Literacy Strategy in England. In essence this is concerned with teaching children to read fluently and write for a range of purposes observing grammatical styles in a legible neat handwriting style. Spelling and speaking and listening skills are taught. Young children are taught phonics and word building skills using the Government 'Letters and Sounds' programme from an early age. Each week children are taught reading and writing skills through 'Guided Reading' and 'Big Write' strategies.



- **Mathematics.** A positive attitude to mathematics is very important and is actively encouraged at Mount Pleasant School. The Numeracy Strategy which covers the statutory requirement for maths in the National Curriculum is taught throughout the school. Children are taught in a variety of ways and a range of commercial schemes are used to reinforce practice where appropriate.



- **Science and Technology.** Science is one of the core subjects and at Mount Pleasant the staff promote a sense of wonder and investigation into the world in which we live. Children are given the opportunity to experiment with many materials and to learn through exploration. The children study topics such as senses and sounds, forces, earth and space, light, electricity, growth and the human body.



- **Information and Communication Technology (ICT).** Each class is equipped with networked computers and an interactive whiteboard. A range of SCE programs used to teach ICT, reinforce basic skills, expand word processing and data base skills and to retrieve information. The school has networked computers and broadband access to the Internet.



- **History and Geography** are taught in topics as part of the two year cycle as appropriate to age of the children. In the Infant Class this involves exploring historical events and fictional stories and looking at journeys, their place in our world and the local environment. At KS2 the programme enables children to develop their historical and geographical knowledge and skills through topics such as World War II, Victorians and Eco Warriors.



- **Music.** The children participate in a variety of musical activities such as singing and playing percussion instruments and follow a commercial music scheme 'Music Express'. Throughout the year the children take part in a variety of musical events to enhance the work of the classroom. The Junior class all begin to learn to play the descant recorder and read music.
- **Art.** We aim to help the children to express themselves creatively through art by using their imagination and by developing their ideas. Specific techniques are taught to the children and a wide range of mediums is provided for them to use, e.g. paint, wood, plastic and fabrics. The children are also introduced to the paintings of great artists and encouraged to appreciate their works.



- **Physical Education.** The children take part in weekly PE lessons at the "Old" Gymnasium on MPC. Our programme consists of half termly units that develop good co-ordination of mind and body and to allow children to express themselves physically in a range of sports skills, athletics, gymnastics and dance.



Swimming is an essential part of our PE curriculum and takes place at the MPC pool on Tuesday afternoons from 3pm until 4pm during term time. The main aim is to teach all the children to swim and develop swimming strokes and stamina as rewarded through achieving swimming badges

Children should have a note/verbal parental request to excuse them from PE and swimming. Children not swimming should be collected from School at 14:55hrs from School

- **Religious Education.** The SCE RE Syllabus is followed this enables the children to develop their knowledge and understanding of Christianity and other World Faiths as appropriate to their age and ability. All children are expected to take part in religious education unless parents withdraw their child from Religious Education in writing to the Headteacher.
- **Personal, Social and Health Education (PSHE)** is taught to all children throughout the school to encourage healthy attitudes to themselves and to others. We also explore social and emotional aspects of learning (SEAL) and this underpins our collective worship themes and class PSHE lessons.
- **Assessment.** Teachers are continuously assessing progress and keeping a record to inform them of the next stage in all curriculum areas. In addition, children in FS2, Year 2 and Year 6 children are assessed in accordance with statutory assessments which are reported to parents. In FS2 this is the completion of the Early Years Foundation Stage Profile (EYFSP). In Y2 this is through using some standard assessment tests/tasks (SATS) to inform teacher assessment while in Y6 the children undertake national test papers (SATs). Other year groups are assessed by teachers and may undertake national optional tests, together with other school based assessments to support the teacher judgements made. Teacher assessments are shared with respective parents during parent consultation meetings and through the end of year written reports to parents.



HOMEWORK

- By showing a keen interest at home in your child's progress you will help him/her develop. Homework is set by the class teacher as an extension of class work and class newsletters provide information as to homework routines. Homework should be completed in small manageable units over the course of the week.
- **Extracurricular Clubs.** These are offered on an entirely voluntary basis by staff and parents from 3.15pm until 4pm on Mondays at certain times during through the school terms and occasionally lunchtimes. These clubs have included bowling, team games, art, ICT animation, etc.

SPECIAL EDUCATIONAL NEEDS

- We are a very small and remote school and do not have ready access to support for children with Special Educational Needs or Medical Needs (see the admissions section above re admissions of children with special needs)
- Where children have needs that can be met within the school's resources, these are managed in the classroom environment and in full co-operation with parents.
- Where on-going needs prove / become more significant, the school will follow the SCE SEN policy and involve outside agencies as required with the parents knowledge and agreement. In some cases, due to the very remote location of the school a decision may have to be made re whether the pupil's ongoing needs can be met at Mount Pleasant School.

UNIFORM AND EQUIPMENT

- **School Uniform.** Whilst school uniform is not compulsory it is strongly encouraged and worn by all pupils creating a school identity and sense of belonging. Children are encouraged to wear white polo shirts and grey skirts/ grey trousers. The school holds a stock of burgundy school sweatshirts embossed with the school logo. Other items of uniform will need to be purchased in the UK. Jeans should not be worn and shoes should be appropriate for running around in the playground.

During winter and wet weather conditions the children should have a pair of shoes or plain well-fitted slippers with backs suitable for wearing inside the school and either boots or strong shoes for outside. Please label all clothing.

- **PE Kit.** The children should have a change of clothes available for PE lessons consisting of plimsolls, T-shirt, shorts and a jogging suite. Articles of clothing should have the child's name clearly marked as PE kit is very often lost and it is often difficult to establish ownership.
- **Valuables/Jewellery.** Please do not send your child to school wearing jewellery as such items can be lost or damaged and it is upsetting for all concerned. Jewellery and earrings especially should not be worn for PE lessons, as this can be extremely dangerous. The school cannot be held responsible for the loss/damage of children's belongings unless they have been specifically asked to bring things in.

SCHOOL COUNCIL

- We have a School Council which is elected by the children for the children. All the children belong to their Class Council and twice a year elections are held for the School Council. The School Council meet regularly following an agenda and report back to the Class Councils. The Council gets involved in the life of the school and undertake school projects and have been very instrumental in the extra-curricular club choices available, playground markings and games etc.



VISITS OUT OF SCHOOL

Mount Pleasant School takes the opportunity to make the most of its unique location as part of the children's education. Children are enabled to experience a wide range of activities, military as well as civilian, that are typical of the Falkland Islands today. When such a visit is arranged the parents will be informed and parental consent permission sought. The ratio of child to adult on any organised trip will be closely scrutinised and will be well within safety margins.

ROUTINES AND MEALS

- **School Day**
 - 09:00 – 09:05 Registration
 - 09:05 – 09:15 Assembly
 - 09:15 - 10:30 First session
 - 10:30-10:50 Morning Break
 - 10:50-12:00 Second session
 - 12:00-13:00 Lunchtime
 - 13:00-15:15 Afternoon session (Infant break – 2.00 to 2.15)
 - 15:15 School ends for pupils

NB an extended day operates on Tuesday afternoon until 16:00hrs when swimming lessons take place

Children are supervised by a member of staff ten minutes before the beginning of school in the morning and should therefore not arrive at school before 08:50 and are accompanied by staff to the bus at the close of school at 15:15.

- **MT Bus.** A bus is provided by MT for all our pupils residing in quarters other than Langworthy Villas. In accordance with BFSAI standing orders parents must accompany and supervise their children at the bus stop. Please ensure that your child is at the bus stop a few minutes before the departure time in the morning and that you are at the bus stop a few minutes before drop off time in the afternoon. It is the responsibility of parents to inform the school of the usual and occasional collection arrangements at the end of the school day and any changes.



- **Assembly.** The school meets the statutory requirement to provide a daily Act of Collective Worship that is non-denominational and mainly Christian in character. Assemblies are led by the Headteacher, a member of staff, the children themselves or a visitor such as the Padre. We also hold regular Celebrations Assemblies to which parents are invited. Any parent wishing to withdraw their child from the assembly should put this in writing to the Headteacher.
- **Snack.** Pupils have the option of having a snack at morning break. We encourage healthy snacks where possible and as such sweets are not considered as a suitable snack item.
- **Lunch.** All children stay at school and have a packed lunch and are supervised by a Lunchtime Supervisor as the teachers will themselves be taking a reasonable break and are not permitted contractually to supervise children at lunchtimes.
- **Allergies.** Please be conscious that some children suffer from allergies and for those with a nut allergy it is especially dangerous. From time to time we have children in school for whom any sort of contact with nuts can be fatal. For their safety we ask parents not to send in food with nuts eg. peanut butter or Snickers bars, and also to inform their children not to swap their food with anyone else

MEDICAL AND SAFETY

- **Sickness and Injury.** The school should always have up to date contact telephone numbers including mobile numbers. Should a child become ill during school hours we will provide facilities for him or her to rest. Normally the parents would be contacted by telephone and the matter discussed. It may be advisable for the child to be collected from school and taken home.

If a child suffers an injury at school and we consider that medical attention is required then the parents will be contacted. If time is an important factor, we will contact the Doctor or Medical Centre and if necessary transport the child there ourselves. Minor cuts and bumps are treated in school and letters are sent home should your child receive a bump to the head.



- **Medicine.** If your child is ill he/she should remain at home. If the Doctor feels the child is fit enough to return to school then medication regime should be adjusted so that it does not need to be taken during school hours. If a child unavoidably needs to take medicine during school hours, parents should come to school to administer the medicine. The child should not bring medicines with them on the bus. The staff can only use water on injuries but permission to use plasters can be given on the admission form when you register.
- **Asthma.** Inhalers can be brought into school for children who suffer from asthma. They should be clearly labelled and will be kept in the school office. The child has access to his/her own inhaler whenever he/she should need it.
- **Head Lice.** From time to time there are outbreaks of head lice among children. This is quite common but it is important that it is quickly treated. Please check your child's hair regularly, let us know if your child is observed as having head lice or head lice eggs and do not send your child back to school until he/she is clear. Parents often become upset when their child gets head lice but in fact it is quite common and nothing to be too worried about providing it is quickly treated.
- **Spare clothing.** A certain amount of spare clothing is kept in school in case of accidents. It is all clean but may not fit perfectly. Every effort will be made to make your child comfortable and clean within the limitations of our facilities. Please wash and return any item of clothing lent to your child.
- **Fire Practices.** Regular talks and practices are held and the children know they are to leave the building carefully and assemble adjacent to the school. Should it be necessary to evacuate the school the children will be taken to the WRVS Lounge. Parents will be contacted from there.

DISCIPLINE

- **Approach.** We follow a behaviour management policy that focuses upon the behaviour and not the child. We reward good behaviour and apply sanctions where behaviour is inappropriate. At all times all adults in school endeavour to model appropriate behaviour and good manners:

Consideration for others

Good manners

Self control and self discipline

Respect of property either their own or others

Self motivation and working hard are encouraged

We welcome your support

- **School and class rules.** These are fully discussed with the children. They are reinforced by the “Smilie” Reward system operated across the school where children are rewarded for demonstrating good behaviour, attitude to learning and achievement. This is also reinforced during Celebrations Assembly where children are nominated for special awards and Smilie Reward certificates presented.



- **Parental involvement.** Where a serious problem occurs, then the parents would always be fully involved in discussion with the Class teacher and Headteacher.
- **Bullying.** We consider ourselves fortunate that bullying is not a feature of our school. We operate a zero tolerance policy to any form of bullying and investigate any child perceived allegation. If cases of bullying are proven then sanctions will be applied according to the severity of the offence.
- **Anti-bullying** We also have a duty of care to ensure our young learners are empowered to tackle bullying should it ever occur (including once they are posted from MPC). As such we raise awareness through participating in National anti-bullying week and as appropriate during assemblies, Circle Time and other classroom activities

HOME AND SCHOOL

- **Home School Contact.** We operate an open door policy and as such parents are welcome to come into school at anytime. Generally speaking, the start of the day is very busy and whilst teachers will be available, it may not be the best time for a detailed discussion. Where parents need to share key information that is relevant for the day ahead, this is appropriately shared on arrival in the morning. Otherwise parents are encouraged to make an after school appointment when the matter can receive the undivided attention of the teacher.



- **Telephone the school** Where parents make use of the school bus or need to contact the school during the day they are welcome to telephone the school to provide information or make an appointment. Where no one is available to take the call, please leave a message on the answer phone and the member of staff concerned will call you back later where appropriate.
- **Keeping contact details up-to-date** If for any reason your home, mobile or work number should change, please let us know as soon as possible so that we can ensure our contact details are always up-to-date.
- **Parent Consultations.** The school arranges Parent Consultation meetings in Term 1 and Term 2 to discuss individual pupil progress. Additionally an annual report will be written on the progress of you child during the academic year.
- **Absences from School.** It is not helpful to your child if he/she misses school. Illness is unavoidable so every effort should be made to ensure that your child misses no other school time. In the event of an illness parents should contact the school during the morning of the first day of absence. Parents should endeavour to make routine appointments outside of school hours. Where this is not possible then parents should advise the school in advance of the appointment. SCE do not encourage holidays during term time, however the Headteacher has the discretion to authorise up to 10 days during term time in any academic year. 'Request for Leave' forms should be obtained from the school secretary. If parents need to arrange absence during term time for any other reason they should put it in writing to the Headteacher.
- **Home School Agreement.** Like all schools in UK we have a home school agreement and you and your child will be invited to sign it following enrolment.
- **Volunteer Helpers.** We welcome voluntary assistance from parents, and other adults here at MPC subject to the outcome of required security checks. If you feel that you would like to volunteer your assistance please get in touch with us, as your offer will be greatly accepted.

SCHOOL GOVERNANCE COMMITTEE (SGC)

- **Function.** Every SCE School has a School Governance Committee (SGC). The SGC is a team of people who work to improve the outcomes for the children. The committee meets once a term and is Chaired by the Commanding Officer Falkland Islands Support Unit (CO FISU)
- **Members.** Please contact the school for details of the current SGC members or if you would like to become a Parent Representative when the next vacancy arises.

SCHOOL FUND

- The School Fund is a small “non-public” fund used to purchase some locally obtained consumables as part of the curriculum such as cooking ingredients etc. Fundraising activities take place from time to time to purchase extra equipment for the children’s use and for some day-to- day expenses.

COMPLAINTS PROCEDURE

- We believe that our school provides a good education for the children in our care and that all the staff work very hard to build positive relationships with parents. If you have comments or concerns please tell you child’s Class teacher or the Headteacher at the earliest opportunity. We welcome suggestions for improving what we do. A copy of the Information for Parents leaflet is on the Parent Notice Board in school.

Mount Pleasant Primary School Home-School-Pupil Agreement

We, The Parents agree to:

Support our child in homework and other opportunities for home learning.

Ensure that our child arrives at school on time, properly dressed and equipped.

Ensure that our child attends school regularly and provide an explanation for any absence.

Inform the school of any situations or concerns which might affect our child's work or behaviour.

Work with the school to resolve any problems and support the school's policies and codes of behaviour.

Actively encourage our child to be a caring, polite, friendly, helpful, obedient and hardworking member of Mount Pleasant Primary School.

Signed.....(The Parents)

The School agrees to:

Care for your child's safety and happiness.

Provide a balanced and stimulating curriculum, which supports the intellectual, physical, creative, cultural, social, moral and spiritual growth of your child.

Help and encourage your child to reach his/her potential.

Encourage your child to do their best and be kind and respectful at all times

Inform you of any concerns or situations affecting your child's progress and work with you to resolve them.

Inform you of your child's progress through regular meetings.

Inform you of school activities through regular newsletters.

Signed.....(The Headteacher)

I, The Pupil agrees to:

Try my best at all times.

Treat everyone as I would like to be treated.

Look after my property, the school's property and the property of others.

Do my homework.

Be friendly, helpful, kind, polite, well behaved and obedient.

Be proud to be a member of Mount Pleasant Primary School.

Signed.....(The Pupil)