



Mount Pleasant School

Parent Information Booklet



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INTRODUCTION

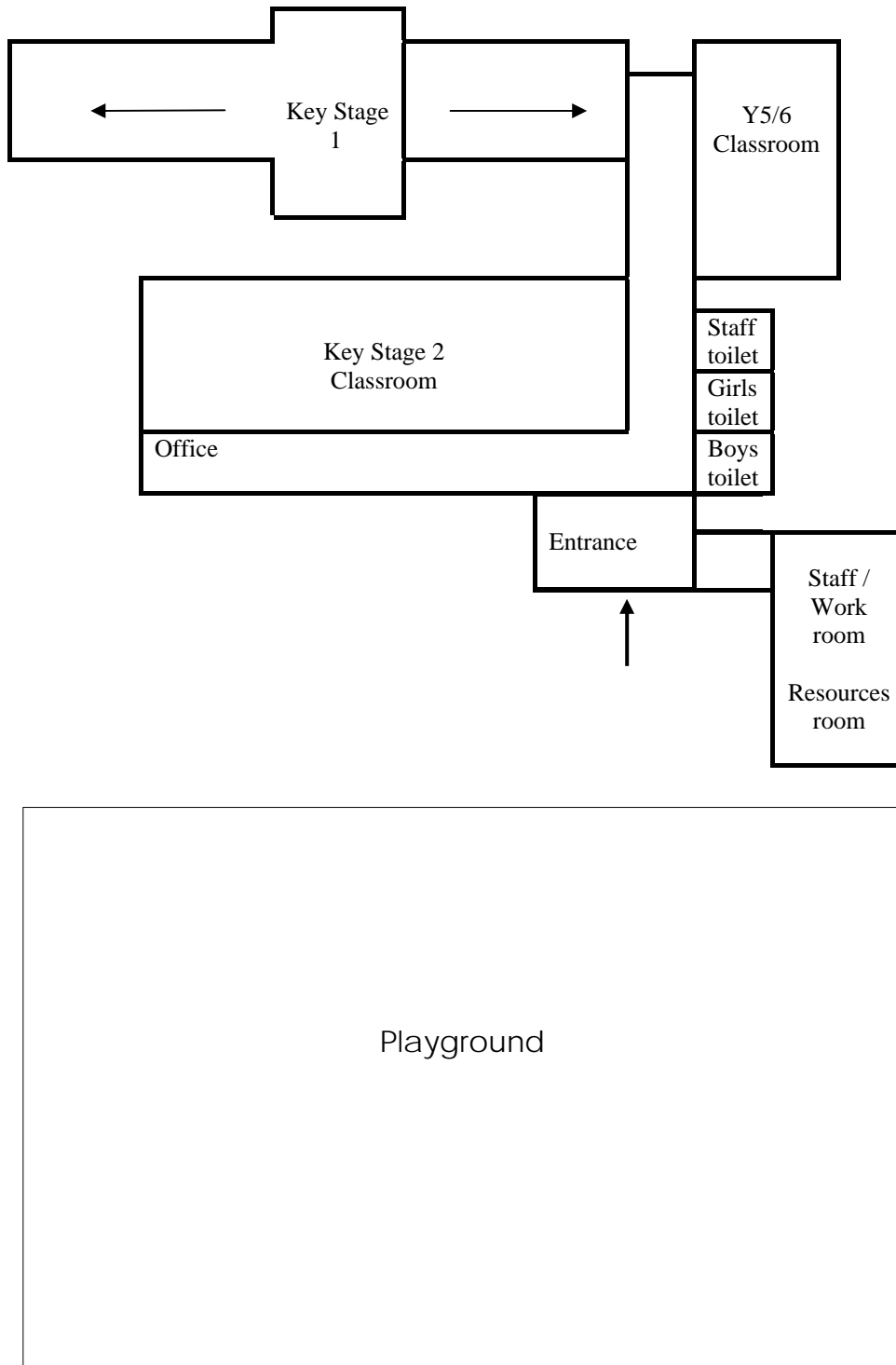
- **Welcome** to Mount Pleasant Primary School in the Falkland Islands, the most southerly of Service Children's Education's (SCE) schools in the World. We hope that you and your child enjoy your time here, and that your child benefits from the purposeful, friendly atmosphere within our school. We aim 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 believe 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.

GENERAL INFORMATION

- **Contact Information:** **Mount Pleasant Primary School**
BFPO 655
Tel: 00 500 7 5676
Fax: 00 500 32554
e-mail: school.mpa@horizon.co.fk
website: www.mountpleasantschool.ik.org
- **Location.** Mount Pleasant Primary School is a small school situated at the bottom end of the Mount Pleasant Ring Road between 38 Facility and Langworthy Villas. It was opened to pupils in September 1989. The school is purpose built and it serves all the families posted to Mount Pleasant Complex. There are three classrooms, an assembly room and a small playground area. We also have the use of the gymnasium and swimming pool. The entrance to the school is pictured below and a plan is overleaf.



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Plan of School



Not to scale

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ORGANISATION AND STAFF

- **Organisation.** The school generally operates with two classes, one Key Stage (KS) 1 and one KS2. The KS2 class is currently split into Y3/4 and Y5/6 in the mornings. Class sizes vary from year to year depending on numbers in each age group, however, the school will always have mixed age classes. Within these classes, as is normal in any primary school the children will work in various groupings from the whole class to individuals. The better than average teacher-pupil ratio enables us to cater for the wider than normal age span within the same class. For the academic year of 2008/2008 the school operates as below.

KS1: Foundation Stage 2 Age 5

Year 1 Age 6

Year 2 Age 7

KS2: Year 3 Age 8

Year 4 Age 9

Year 5 Age 10

Year 6 Age 11



- **Staff.** The staff are all well qualified and experienced teachers who have worked in the UK and other SCE schools worldwide. We have very good support staff, both employed and volunteers, who help daily to ensure the smooth running of the school. At present the staff are:

TEACHING STAFF

Mr T Mason	Head Teacher
Miss T Lawrence Mrs H Couling	KS1 Support Teacher (0.4)
Mr M Lowe	KS2

SUPPORT STAFF

Mrs L. Moorey	School Secretary
Mr A. Lowe	Teaching Assistant
Mrs K Crane	Teaching Assistant

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ADMISSION AND TRANSFERS

- **Admission.** New entrants are admitted to school on their arrival at Mount Pleasant Complex. Should your child be 5 during the academic year of September to August they will be eligible to start school. Please contact the school directly by telephone, post or using the enquiry page on the website. All parents/guardians will be invited to bring their children for registration, which will require the child's birth certificate. Your child will have time in school and you will be able to meet and talk to the class teacher and/or the headteacher.
- **Transfer from other schools.** If you have contacted the school before your posting to Mount Pleasant, then you should have received the School Book in good time. When you arrive please contact us to finalize admission. We ask you to bring the reports from your child's last school along with any samples of work when you come to register. You should also bring the child's birth certificate with you. The Head Teacher reserves the right to refuse admission to any child whose needs are beyond the resources of the school. If records with the child are felt to be inadequate there may be a period of delay before the child can be admitted.
- **Transferring to other Schools.** All children who leave Mount Pleasant 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. Admission to schools in UK is not now automatic and you should make enquiries well in advance as to the availability of places in schools in the area of your new posting.
- **Secondary Education.** There is no secondary school at the Mount Pleasant Complex, and all Year 7 children of secondary age transfer to **Stanley Community School**, and remain there as weekly boarders. The Falkland Island School year begins in January and follows slightly different holiday dates but is changing in September 2002 to follow a UK academic year. Stanley Community School follows the National Curriculum of England and Wales and children work towards GCSE.

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 any school in the United Kingdom. The staff are all qualified teachers, dedicated to their tasks and sympathetic to the special needs of Service children. Service Children's Schools 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

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- 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 its own potential expecting that everyone will do their best.
- **Time Allocation.** KS1 are required to work for 21 hours per week while in KS2 pupils work for 23.5 hours per week. The timetable breakdown is as follows:

English	5.0
Maths	5.0
Science	2.0
Technology	1.0
IT	1.0
History	1.0
Geography	1.0
Music	1.0
Art	1.0
PE	1.5 (includes swimming)
RE	1.0



- **Assessment.** Teachers are continuously assessing progress and keeping a record to inform them of the next stage in all curriculum areas. In addition, Year 2 and Year 6 children are assessed using the National Tests (SATs) and these results are reported to parents. Other year groups use the optional tests also, although these results are not reported.
- **English.** The language curriculum is concerned with the teaching of basic skills to enable all children to read fluently, write imaginatively with neat handwriting and in a grammatical style. Spelling is emphasised as are speaking and listening skills. The teaching of literacy throughout the school follows the objectives laid out in the National Literacy Strategy which covers the statutory requirements for reading and writing in the National Curriculum. Children are taught phonics and word building skills from an early age. A wide range of reading material is available at all levels and children are encouraged to borrow books from both the school library, and to use poetry and plays. Parents are encouraged to help with their child's reading and a home/school reading record is used to promote this contact. Older children are taught to develop wider reading competency through topic research and library reference skills.
Writing ability is fostered by providing many opportunities for self expression within the framework of the Literacy Strategy. Spelling and grammar techniques are taught and correct letter formation producing neat handwriting expected.
- **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. A number of commercial schemes are used to reinforce practice for the children after the principle has been taught. Children are taught in a variety of ways, as a class, in groups and individually if necessary.

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- **Science and Technology.** Science is one of the core subjects and at Mount Pleasant the staff try to 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 Technology.** Each class is equipped with computers. Programs are in place for the children to use to reinforce basic skills, to expand word processing and data base skills and to retrieve information. The school has an Internet link and web site, which is constantly updated and expanded.



- **History and Geography.** History and Geography are taught in topics at KS1, introducing the children to myths and legends, historical events and fictional stories and looking at journeys, their place in our world and the local environment. At KS2 there is a programme which gives coverage of local history and geography as well as general geographical and historical skills.
- **Music.** The children participate in a variety of musical activities such as singing and playing percussion instruments. Throughout the year the children take part in a variety of musical events to enhance the work of the classroom.



- **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.
- **Religious Education.** All children are expected to take part in religious education unless a written request for exemption is received from the parent. The syllabus follows the scheme of work introduced by the authority and is incorporated into the ethos of the school. The programme covers moral and spiritual development, religious stories and an element of contemplation.

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- **Physical Education.** PE is an important part of our curriculum. A range of activities have been designed to develop good co-ordination of mind and body and to allow children to express themselves physically in mime, dance and drama. A regular programme of gymnastics, dance, games and outdoor activities is followed.

Children should have a note to excuse them from PE and should your child suffer from any physical condition, which could cause problems when taking part in strenuous exercise, please let us know as soon as possible.

- **Swimming.** Swimming is offered on a Tuesday afternoon from 3pm until 4pm. The main aim will be to teach all the children to swim, and our priority will be towards the complete beginners or non-swimmers. However, once a child has begun to swim, a range of awards may be attempted.
- **Clubs.** A variety of After School Clubs are offered to all children from 3.15pm until 4pm every Monday.
- **Health Education.** Health, safety and hygiene is taught to all children throughout the school to encourage healthy attitudes to themselves and to others. This takes place in assemblies and in class lessons.

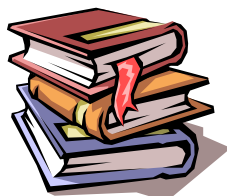
SPECIAL EDUCATIONAL NEEDS

- Children's needs vary from one child to another. Many of the problems can be dealt with by the school and parents will always be fully involved. We believe that it is much better to help any child with difficulties within the context of the classroom. If we feel that outside advice is necessary, then with the parents' knowledge and agreement, we will contact the Child Guidance Service. This is however, a considerable distance away and children with extreme special educational needs or in need of constant monitoring or help may find their needs cannot be met here at Mount Pleasant.

HOMEWORK

- By showing a keen interest at home in your child's progress you will help him/her develop. If however, your child has worked hard at school all day then it is inappropriate for these young children to be given large amounts of repetitive work for the evening. Children will bring home a reading book most evenings. Sometimes it will be a library book that you could read to your child. A reading record book is also sent home. Please use it to let the teacher know how reading is progressing at home. Children may bring small tasks home to research or complete and later they will need to practice number bonds, tables and spellings. Work at home should be treated as a pleasant co-operative task that doesn't last too long.

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UNIFORM AND EQUIPMENT

- **School Uniform.** Maroon sweatshirts bearing the school's motif can be purchased from the school (although school uniform is not compulsory, it is strongly encouraged). Children are encouraged to wear white polo shirts and grey skirts/ grey trousers. Grey skirts and trousers 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. The shoes that they wear inside maybe the ones they use for PE. Please label all clothing.
- **PE Kit.** The children should have a change of clothes available for PE lessons – plimsolls, T-shirt, joggers or shorts. Articles 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 these are extremely dangerous. The school cannot be held responsible for the loss/damage of individual children's belongings unless they have been specifically asked to bring things in. Parents will be notified of this by letter.

ROUTINES AND MEALS

- **School Day**

Monday to Friday: **09:00 - 10:30** First session
09:05 – 09:15 Assembly
10:30-10:50 Morning Break
10:50-12:00 Second session
12:00-13:00 Lunchtime
13:00-15:15 Afternoon session (break – 2.00 to 2.15)
15:15 School ends.

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Children are supervised ten minutes before the beginning of school in the morning and are accompanied by adults to the bus at the close of school.

- **School Bus.** All the children residing in Hamilton Rise, Jones Avenue and Sheridan Rise travel to and from school on a school bus. Ensure that your child is at the bus stop a few minutes before the departure times of 08:50. If your child is not travelling on the bus it is **essential** that the school and bus escort are informed. It should not be left to the child to inform school but an adult needs to either write or phone to let us know. An adult should meet children from the bus in the evening.



- **Assembly.** The children and staff take part in a broadly Christian, though non-denominational assembly daily. They are taken by the Headteacher, a member of staff, the children themselves or a visitor such as the Padre. All the children are encouraged to take part in the assemblies and often contribute by making comments, reading out, or showing pieces of their own work or by performing short plays.
- **Snack.** Pupils have the option of having a snack at morning break and should bring a piece of fruit or plain biscuits. Sweets are not considered as a suitable snack item.
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 ask children not to swap their food with anyone else.
- **Lunch.** All children stay at school and have a packed lunch.

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, and they are able to experience as wide a range of activities, military as well as civilian, that are typical of the Falkland Islands today.

MEDICAL AND SAFETY

- **Sickness and Injury.** The school should always have an up to date contact telephone number. 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.

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- **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.

- **Injury.** 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 hospital 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.** The authority has guidelines on medicine in school that are followed carefully. If your child is ill he/she should be 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 and the school agrees to administer the medicine, a doctor's note, including the exact dosage, should be delivered by the parent or a responsible adult to the school, together with the medicine. Medicine is administered purely on a voluntary basis by the school and no responsibility can be taken for loss, damage or mishap to medicines. 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 its own inhaler whenever he/she should need it and this is monitored by the school assistant.
- **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 has picked up any 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.
- **Fire Practices.** Regular talks and practices are held and the children know they are to leave the building carefully and assemble in the Langworthy Villas car park to the front of 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.** There are few formal rules and any that exist are based on common sense. Positive attitudes such as:

Consideration for others
Good manners

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Self control and self discipline
Respect of property either their own or others
Self motivation and working hard are encouraged and we would welcome your support

School rules are fully discussed with the children. They are reinforced by praising good examples of behaviour and emphasising positive achievements but are backed up with sanctions in the event of misbehaviour.

- **Sense of Community.** It is important that your child realises that in school he/she is a member of a community and there are others who should not be disturbed.
- **Parental involvement.** If a serious problem occurs, then the parents would always be fully involved in discussion with the Staff and Head Teacher.
- **Out of School.** All children are expected to obey any adult in school and also on an out of school trip. When such a visit is arranged the parents will be informed and permission sought. The ratio of child to adult on any organised trip will be closely scrutinised and will be well within safety margins.
- **Bullying.** Any form of bullying is regarded as unacceptable and every instant is investigated. If cases of bullying are proven then sanctions will be applied according to the severity of the offence.
- **Absences from School.** Parents should inform the school in writing when it is known in advance that a child will be absent from school. Likewise, if a child has been absent and previous notification was not possible, then the reason for absence should be sent to school in writing on the child's return. 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. Holidays during term time can only be authorised for 10 days in any academic year. 'Request for Leave' forms should be obtained from the school secretary.

HOME AND SCHOOL

- **Home School Contact.** Day to day contact between teachers and parents does not occur naturally because of the isolated position of the school, however we are anxious to ensure a complete liaison with parents whom we encourage to make full use of the telephone. Please feel free to call at any time, normally a message will be taken and the member of staff concerned will call you back later. If for any reason your home or work number should change, please let us know as soon as possible so that we can maintain contact.
- **Open Sessions.** Regularly during the year you will be invited into school to see some of the activities that take place and to discuss your child's progress with his/her teacher. Additionally an annual report will be written on the progress of you child during the academic year.

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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 when you register.

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 Head Teacher)

I, The Pupil agree 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)

- **Volunteer Helpers.** We always welcome voluntary assistance from all parents, and other adults here at MPC. 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.** From 1 September 2006 School Advisory Committees (SACs) are replaced by School Governance Committees (SGCs). The main function of the SGC is to provide a forum for communication between the Service community, parents and the head teacher. At present the committee meets once a term and holds an Annual General Meeting. The SGC can also be convened in extenuating circumstances.
- **Members.** The current members are:

Wg Cdr AJE MacInnes CO FISU
Mr T Mason
Mr M Lowe
Miss T Lawrence
Sqn Ldr N Manders
Rev C Weir
Mrs C Dathan
Mrs S Davies
Mrs N Jackson
Mrs J Weir
Mrs S Foster

Chairman
Head Teacher
Teacher (Secretary)
Teacher
OC FDS
Padre
Rockhopper Playgroup Representative
Parent Representative
Parent Representative
Parent Representative
Community Representative

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SCHOOL FUND

- School Fund is used to supplement the annual school resourcing and enables us to make purchases either locally or from the UK. Fundraising activities do take place from time to time to purchase extra equipment for the children's use and for some day-to-day expenses.

SERVICE CHILDREN'S EDUCATION (SCE)

- Service Children's schools are intended, as far as possible, to provide the same pattern of education as that given in the UK. The education will, therefore, conform in type and scope to that provided in England and Wales under the Education Acts, although these have no legal validity overseas. Within the Ministry of Defence, the Secretary of State for Defence and Service Children's Education (a tri-service organisation, staffed by Officers of all three Services, are responsible for the administration of Service Children's Education world-wide). The responsibility for Service Children's schools in the Falkland Islands is vested in the Commander Joint Operations PJHQ, who exercises this responsibility through the Commander British Forces Falkland Islands. The Commanding Officer responsible to CBF for the day-to-day SCE issues within the Falkland Islands is CO FISU, who is the Chairman of the Schools Advisory Committee. The professional direction and general internal administration of Service Children's Education in the Falkland Islands are under the day to day control of a civilian, the Chief Executive, Mr D Wadsworth HQ SCE, BFPO 40 who has first line responsibility for primary, middle and secondary schools. The address and telephone number of the Area Education Officer for Mount Pleasant School is:

AEO
HQ SCE
Building 5
Wegberg Military Complex - Germany
BFPO 40



- The Child Guidance Service consists of a team of staff with various professional skills. They work with and advise on children having a wide range of difficulties. The address of the Child Guidance Centre serving Mount Pleasant School is:

The Child Guidance Service
Wegberg Military Complex - Germany
BFPO 40

Each Child Guidance Centre is staffed by:

An Educational Psychologist A Social Worker A Speech Therapist

The staff at the Child Guidance Centre offers help and advice to children, parents and teachers. The types of difficulties mainly dealt with include:

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Learning Difficulties
Special Educational Needs
Behavioural and adjustment difficulties at school or home
Emotional difficulties
Speech and language difficulties

Children are referred to the Child Guidance mainly by:

Schools
SSAFA
Parents
Unit MO and other medical personnel

When schools, medical personnel and SSAFA refer a child they will first have discussed the child's difficulties with parents, suggested referral, and gained the parents' agreement for referral to be made.

The Educational Psychologist will usually see children at school or within the home. Often a joint discussion takes place between parents, teacher and the Educational Psychologist. The Social Worker sees parents and children mainly at home, school, or the Child Guidance Centre. He may work with parents, child or total family. The Speech Therapist sees children mainly in schools or at the Child Guidance Centre. The therapy programme is made out jointly by the Speech Therapist and parents, for the parents to follow at home. Because of the distances involved, visits by the team from the Child Guidance Centre can be infrequent.

COMPLAINTS PROCEDURE

- The aim of the school is to deal with any complaint quickly and effectively, so the first point of contact should be the class teacher or the head. Our authority, SCE, has published a booklet if parents feel their complaint has not been adequately addressed and a copy of this leaflet is available from the secretary.



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Service Children's Education Calendar 2007 – 2008 (MPA SCHOOL)

First Term 2007

First day of term	Wednesday 29th August 2007	
Last day of Term	Friday 14th December 2007	
Half-term	Monday 22nd to Friday 26 October 2007	73 days

Second Term 2008

First day of term	Monday 14th January 2008	
Last day of Term	Friday 4 th April 2008	
Half-term	Monday 25th to Friday 29th February 2008	53 days

Third Term 2008

First day of term	Monday 21st April 2008	
Last day of Term	Friday 25th July 2008	
Half-term	Monday 2nd to Monday 9 th June 2008 inclusive	64 days

190 days

First Term 2008

First day of term (non-contact day)	Monday 1st September 2008 (Provisional)
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National Curriculum Tests

KS2 NC Tests begin week commencing 12 May 2008

Also closed on Friday 21 March 2008 (Good Friday) and Monday 24 March 2008 (Easter Monday)