



“LIGHT UPON LIGHT”

NURTURING EACH CHILD'S ACADEMIC ABILITIES AND GEMS OF CHARACTER



# NATIONS PARENT HANDBOOK

WELCOME TO THE NATIONS FAMILY!

# SCHOOL OF THE NATIONS



# PARENT HANDBOOK

2021 – 2022

41 – 42 New Market Street  
Georgetown  
Telephone 226 5781 225 4211  
[www.nations.gy](http://www.nations.gy)  
[info@nations.gy](mailto:info@nations.gy)

Dear Parents,

Welcome to School of the Nations!

We warmly welcome you to our international family of almost twenty nationalities spanning the ages from one year to nineteen and encompassing a wide range of cultures and diversity. Our students, parents, staff and administrators work together to maintain a school of true excellence where students are encouraged to take advantage of the opportunities that exist and demonstrate what excellence looks like in their work, conduct and relationships with others.

The vision at School of the Nations is to help students develop their academic abilities, skills, and talents to the highest standard of excellence possible; and to foster a life-long love of learning. Secondly, and equally as important, is to help students from a young age, to develop a character that is morally and spiritually sound, through a study of virtues or positive qualities of character and citizenship and how these can be reflected in words and deeds.

The mission of School of the Nations is to provide an academic curriculum that gives students the optimal learning environment geared to help them develop their full potential. We believe that school is a place where character can and should be developed. Students achieve success in all aspects of human relations through our clear moral framework consisting of a virtues programme and the study and application of moral capabilities. These capabilities include: thinking systematically in search of solutions and encouraging others and bringing happiness to their hearts. We help self-esteem grow in an environment where self-discipline, sound judgment and personal transformation are cultivated.

A major part of the educational experience at School of the Nations is our commitment to nurture and inspire qualities of the spirit. We believe that the spiritual life of our students is a key element in their overall development. The students at School of the Nations will learn the essential truths of the world's major religions including Christianity, Islam, Hinduism and the Bahá'í Faith. We stress the formation of a positive world view, respect for the beliefs of others and the development of moral capabilities.

School of the Nations offers educational provision for children from one year, in the Day Care / Pre School Department, to aged nineteen, at Nations School of Sixth Form Studies.

At School of the Nations the Administrative Team has an open-door policy where all are encouraged to share their ideas for the improvement of the school. The School number is 226 5781. Extension numbers and contact details are listed below.

The Directors and Chief Executive Officer can be contacted as follows:

Dr. Brian O'Toole	Ext. 110 <a href="mailto:director@nations.gy">director@nations.gy</a>
Mrs. Pamela O'Toole	Ext. 109 <a href="mailto:pamela.otoole@nations.gy">pamela.otoole@nations.gy</a>
Dr. Dexter Phillips	Ext. 115 <a href="mailto:phillips.nations@gmail.com">phillips.nations@gmail.com</a>
Principal of Nursery and Primary Mrs. Mischka Griffith	Ext. 107 <a href="mailto:mischka.griffith@nations.gy">mischka.griffith@nations.gy</a>
Principal of Forms 1 – 3 Mr. Orin Ross	Ext. 108 <a href="mailto:orin.ross@nations.gy">orin.ross@nations.gy</a>
Principal of Forms 4 – 6 Mrs. Simone Phillips	Ext. 119 <a href="mailto:simone.phillips@nations.gy">simone.phillips@nations.gy</a>
Vice Principal Upper Primary Ms. Cheryl Semple	<a href="mailto:cheryl.semple@nations.gy">cheryl.semple@nations.gy</a>
Vice Principal Lower Primary / Nursery Ms. Pam Daniels	<a href="mailto:pam.daniels@nations.gy">pam.daniels@nations.gy</a>
Vice Principal Nursery/Primary School Ms Tiffany Ochasi STEM/ROBOTICS	<a href="mailto:ochasi.nations@gmail.com">ochasi.nations@gmail.com</a>

We look forward to an exciting, dynamic, rewarding and satisfying year ahead.

Thank you for joining us on this journey.

Pam and Brian O'Toole  
Directors

## **ADMINISTRATIVE STRUCTURE**

**DIRECTORS** - Nations Incorporated has four Directors.

**Dr. Brian O'Toole** – MBE AA PhD, MSc, BSc (Hons), DipEd. is responsible for Academic Affairs in the tertiary department of Nations Incorporated. The tertiary level provision is offered through a number of Schools - Nations School of Law, School of Business & Management, School of Technology (NaSTech), School of Accounting and the School of Education. Qualifications offered range from Certificate courses to Master's degrees from some of the top universities in the world. Dr. O'Toole also heads Nations Research Institute (NURI).

**Mrs. Pamela O'Toole** - MEd (Distinction), DipEd (Distinction) is responsible for Quality Management, the physical plant of School of the Nations and oversees the Administration of the various schools.

**Mr. Liam O'Toole** – MBA, PMP, BSc serves as the Finance Director. Liam is based in Houston and works as a Project Manager for a large oil and gas firm.

**Mr. Cairan O'Toole** – BSc serves as the Technical Director. Cairan works with a UN agency and is currently based in New York.

### **CHIEF EXECUTIVE OFFICER**

Dr. Dexter Phillips – PhD, Ed.D, MBA, MA, BA is responsible for the day-to-day running of Nations Incorporated including Policy, International Accreditation, Quality Management and Staff Development.

## **NURSERY, PRIMARY, and SPECIAL EDUCATION DEPARTMENT**

### **PRINCIPAL**

**Mrs. Mischka Griffith** holds an MBA, a BSc in History, Post Graduate Diplomas in Educational Administration and Development Studies and an Advanced Diploma in Legal Studies. Mrs. Griffith has over 25 years of experience in Education and Administration. She is assisted in the administration of these departments by three Vice Principals and two Section Leaders in the Nursery and Special Education Department.

### **VICE PRINCIPALS**

The Vice Principals liaise with the Section Leader and staff offering support and guidance and ensuring policies and decisions are carried out. They report to the Principal. Each of the first two Vice Principals brings over 30 years of teaching experience to the position with Ms. Ochasi adding vision and direction in STEM and Robotics. They are:

Ms. Pamela Daniels	Reading and Phonics
Ms. Cheryl Semple	Mathematics learning
Ms. Tiffany Ochasi	Administration, ICT, STEM, Robotics

### **SECTION LEADER**

The Section Leader coordinates and guides the learning process ensuring subject coverage and mastery of concepts taught at their respective levels. Ms. Florence Lewis is the Section Leader of the Special Education Department

## **MIDDLE SCHOOL**

### **PRINCIPAL**

**Mr. Orin Ross** holds an MBA, a Diploma in ICT and a Diploma in Electrical & Mechanical Engineering and is the Principal of the Middle School (Grades 7-9). Mr. Ross has over 20 years of teaching and administrative experience at School of the Nations. He is ably assisted by five Heads of Department.

## **HIGH SCHOOL / NATIONS SIXTH FORM COLLEGE**

### **PRINCIPAL**

**Mrs. Simone Phillips** holds a MA in Education, an MBA, BSc in Business Management and a Graduate Certificate in Teaching and Learning. She is currently pursuing a Doctor of Education in Instructional Technology. Mrs. Phillips has over 20 years of international teaching and school leadership experience.

### **HEADS OF DEPARTMENT**

The Heads of Department bring long years of teaching experience, both local and overseas, to the school environment. They guide teachers and ensure syllabus coverage. Checking standards of delivery and monitoring student performance is a key part of their role. Heads of Department ensure the implementation of the Department Policy Document and guide and encourage innovative approaches to learning. The Heads of Department are as follows:

Ms. Tiffany Ochasi	Information and Communication Technology (ICT) Department
Mr. Mark Boodie	Languages, Music & SEL Department
Mr. Surendra Oodit	Mathematics Department
Mrs. Keisa Bacchus	Science Department
Mr. Kaleshwar Ramsaroop	Humanities (Social Sciences) & Creative Arts & Enrichment Department

### **THE STUDENT BODY**

#### **PLAY SCHOOL AND NURSERY DEPARTMENTS**

Our Nursery programme (Playschool – Nursery 2) is designed to nurture children’s physical, intellectual, emotional and social development. Learning is a life-long journey and we ignite this passion through allowing children to explore and discover new things daily while making connections with their surroundings. Our children are exposed to chess, robotics, life skills, gardening and basic gymnastics. The world becomes the classroom as each child’s natural curiosity is further fueled. Children leave ready and confident to begin their primary education.

The Special Education Department is at the heart of Nations as we firmly believe that every child can and will learn. Our programme is multifaceted as we have an integrated curriculum of academics and a functional and skills component. The Brain Rx programme and individual learning plans are designed based on the needs of the learner and allow us to convert challenges to strengths while enhancing strong skill areas. All learners are integrated into the regular classroom and participate in school-wide activities and competitions. Learners are exposed to occupational therapy, swimming, sewing and design, robotics and cosmetology. Our programme is designed to pave the path for a successful adult life for learners.

#### **ENTRY AGE FOR PLAYSCHOOL AND NURSERY ONE**

Lower Play School- The child has to be one year old.

Upper Play School- The child has to be two years old by June 30<sup>th</sup> of the same year of admission

Nursery One - The child has to be three years old by June 30<sup>th</sup> of the same year of admission

Children who are temporarily in Guyana and will have to rejoin another school system upon their return to their home country can be considered for minor exceptions based on the child and the discretion of the Administration.

### **PRIMARY SCHOOL**

Primary School covers the six years from Grade One to Grade Six. The Ministry of Education’s National Grade Two, Four and Six Assessments are offered. We also incorporate the University of Cambridge education experience in ICT and Global Perspectives. Pupils have the option of earning a Cambridge Certificate in ICT Starters. Chess and Robotics are also offered in all classes. These two subjects foster students’ critical thinking and reasoning skills. Nursery and Primary parents receive a list of topics that are to be covered in the major subject areas at the beginning of each term along with a calendar of important dates. In the final term of Grade 6 pupils are exposed to ABE’s KidsMBA (<https://www.abeuk.com/kidsMBA>) and the essential skills of entrepreneurship are taught, practiced and integrated into the child’s life setting a path for success in Secondary and life.

## **SECONDARY SCHOOL**

Students in Forms One to Five pursue the International General Certificate of Secondary Education (IGCSE) through Cambridge Assessment International Education, which is part of the University of Cambridge (UK). Science, Business and Humanities streams are offered. Students have the option of achieving the Cambridge International Certificate of Education (ICE) Award at the end of Form 5 (Grade 11). In addition to the wide range of core subjects taught, the following additional courses are offered within the school day - Oil and Gas Studies, CompTIA+ courses, Logistics & Supply Chain Management and Essential Business Skills which will prepare students for the world of work. Counsellors have weekly sessions discussing Social, Emotional Learning.

## **NATIONS SCHOOL OF SIXTH FORM STUDIES**

On completion of the IGCSE or CSEC Examinations students may then enter Nations School of Sixth Form Studies. Seventeen subjects are offered at A-Level including Science and Business subjects, Sociology, Law and Psychology. Students may opt to remain in the School of Sixth Form Studies for either one year (AS Level) or two years (A Level). In some cases, A-Level certification can be achieved in one year. The dynamic Service Project all Sixth Formers undertake is linked to the 100 Million Healthier Lives programme run by the Institute of Health Care Improvement in Boston whereby students work in groups to address health issues. The AICE Diploma programme was introduced last year and emphasizes the value of a broad and balanced study and permits successful students' credits in 45 institutions of higher learning in the USA.

## **THE COMPOUND**

The various departments of School of the Nations are housed separately.

## **EASTERN BUILDING**

Nursery, the Special Unit and Grade 1 are housed on the ground floor of the eastern building with Lower and Middle Primary classes on the first floor.

## **WESTERN BUILDING**

In the western building, the ground floor houses the Play School and the School Office. Grades Four, Five and Six Primary classes, can be found on the middle floor with the top floor accommodating the Primary Computer Lab, Library and the Offices of the Administrative Staff. In front of this building is the Stationery and Photocopying Shop.

## **CENTRAL BUILDING**

The Computer and Science Laboratories are located on the ground floor. The Secondary students and some Primary School classes are housed on the floors of this building.

## **SOUTHERN BUILDING**

Nations School of Sixth Form Studies and some Middle and High School classrooms are housed here as well as the Administrative hub of Nations School of Graduate Studies.

## **OTHER INFORMATION**

### **DAILY SCHEDULE**

Classes at School of the Nations run from 8:00 a.m. to 12:00 midday for Play School and Nursery classes and 8:30 a.m. to 3:00 p.m. for Primary and Secondary classes. Teachers are present in the Play School and Nursery Department from 07:45 a.m. Learners in the Primary and Secondary Departments should sit in the canteen area until the bell sounds for Assembly at 8:30 a.m. Primary pupils may be allowed to be in their classrooms if their teachers are present.

Parents are asked to make **every effort** to collect students within 30 minutes of class dismissal. Nursery children should be picked up by 12:30 p.m. each day. If this is not possible then parents have the option of registering them for Child Care. In order to ensure a smooth dismissal, parents are asked to wait in the Canteen area for pupils/students.

## **CHILD CARE**

A Child Care service is offered to parents of Nursery children who need to wait at school until 3:00 p.m. at a cost of \$7,500 per month. The cost for children who remain in Child Care until 4:30 p.m. is \$10,500 per month.

## **AFTER-SCHOOL ACTIVITIES**

There is a wide range of After-School classes offered each term. Some of these classes are offered free of charge, whilst others incur a small fee. The schedule of these classes and costs are shared each term. Parents are asked to pay fees for these classes at the beginning of each month. Existing clubs include Robotics, Drama, Choir, Chess, Keyboard, Guitar, Journalism, Debating, Environmental Club, Organic Club, Archery, Basketball, Cricket, Badminton, Football, Table-Tennis, Interact, Taikwondo, Religious Clubs, Dance, and Arts and Crafts. Classes offering additional academic help take place for both Primary and Secondary students.

## **BOOKLISTS**

A booklist is available from the School Office for students in each grade.

## **MEETING WITH TEACHERS**

If you wish to meet with a teacher kindly do so between 8:00 am and 8:20 am or between 3:10 pm and 3:30 pm. Teachers cannot meet with parents during instruction time except in the case of an emergency. Should these times not be convenient for you, kindly arrange an appointment through the School Office.

## **PARENT TEACHER CONFERENCES**

Parents are encouraged to be in close contact with their child's teacher in the Nursery and Primary Departments on a regular basis. In addition, scheduled individual Parent Teacher Conferences are held mid-way through Term One and early in Term Three in the Nursery and Primary Departments.

For parents of students in the Secondary Department, there are also two opportunities to meet formally with the teachers; midway through the first and second terms. Parents wishing to meet with teachers outside these scheduled times are invited to contact the School Office or Administrative Team to arrange these meetings.

## **MID-TERM AND END OF TERM REPORTS**

End of Term Reports are distributed on the Friday after school closes. Reports will be distributed electronically through Nations' School Management system (Plus Portals).

## **AWARDS**

The criteria for the awards for academic excellence are listed below:

	<b>Primary Department (Grades 2 – 6)</b>	<b>Secondary Department</b>
Honour Roll	84 – 90% on End of Term Tests	Average of 70 – 79% (with no failing exam grades)
Principal's Award	91 - 95% on End of Term Tests	Average of 80 – 87%
Directors' Award	96 - 100% on End of Term Tests (G 2 – 6)	Average above 88%

Recognition is also given to students who have shown the most improvement, scored the highest marks in a subject area, demonstrated excellence in citizenship, achieved perfect attendance, and in the Primary Department, read and reported on 10 or more new books each term and demonstrated mastery of Math Facts.

## **PRIZE GIVING**

Academic and special awards for Primary students are announced at the End of Term Presentation each term; while certificates and other awards are presented at the end of the final term at the Awards' Assembly. The Annual Prize Giving Ceremony for Secondary students is held on the evening of the second to last day of school each academic year.

## **LEAVING THE COMPOUND**

For security reasons, students are not permitted to leave the compound during the day. If a student must leave the compound during the day, his/her parent/guardian will be required to come into the Front Office to obtain a special pass and the student will then leave the compound accompanied by that parent/guardian.

## **CAMPUS SECURITY**

At School of the Nations we partner with parents for the safety of your child(ren) and are deeply committed to the safety of everyone on our campus. Whilst our primary goal is to focus on learning, efforts are ongoing to provide the safest learning environment possible for every child at School of the Nations. As part of our efforts the security procedures in place for persons entering the compound are as follow:

- Students in Nursery to Forms 1 - 2 enter through the New Market Street entrance (Front gate).
- Students in Forms 3-6 enter through the Mundy Street entrance (back gate).
- All visitors on campus, including parents, go through a security check.

## **LUNCH**

Students are required to bring their lunch from home or purchase same from our canteen.

## **DETENTION**

Should a student in the Secondary Department be asked to serve a Detention, parents will be informed beforehand so that pickup arrangements can be altered to suit the later departure from school.

## **UNIFORM**

Students come to school each day dressed in their school uniform.

### **NURSERY**

#### **BOYS AND GIRLS**

The Nursery uniform for boys and girls is a pair of navy-blue short pants (elastic waist preferred) and a blue t-shirt. Both are available from the School Office. White socks and black or white sneakers complete the uniform for Nursery boys and girls.

### **P.E. UNIFORM**

In the Nursery Department the pupils wear their white P.E. uniforms each Friday and on some field trips.

## **PRIMARY**

### **BOYS**

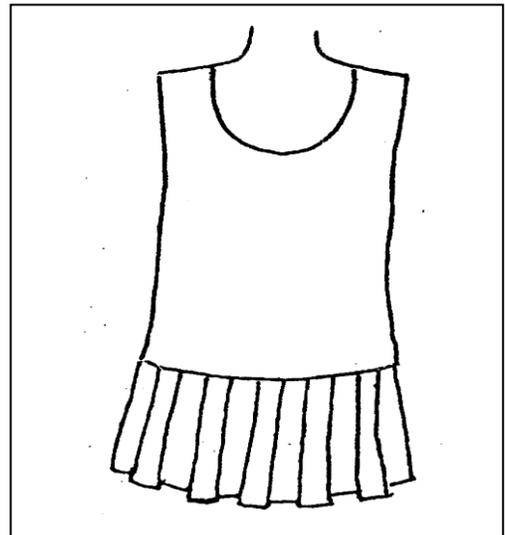
The Primary uniform for boys is a pair of navy-blue short pants (with belt), a light blue School of the Nations shirt, black or dark blue socks, and black shoes. The fabric of the pants must not be cotton or denim.

### **GIRLS**

The Primary uniform for girls is a School of the Nations light blue shirt with a navy-blue over-dress with a scoop neck and wide box pleats starting from the hip; white socks and black shoes. Navy blue or white hair ribbons can be worn. Navy blue ribbons are always to be worn

### **P.E. UNIFORM**

Primary students in Grades 1 – 3 wear their P.E. uniforms on the two days each week that their class is scheduled for Physical Education. Students in Grades 4 – 6 wear their PE uniform on one day. Athletic shoes or sneakers are worn with the P.E. uniform. The regular school uniform is worn on the other school days.



## SECONDARY

Students should come dressed in the school uniform each day. Students who come without the specified school uniform will be sent home.

**BOYS:** Only regulation light blue school shirts are acceptable.

Pants should be navy blue, made of a **non-fading material** such as Tetrex, hold a seam and be worn at the waist, not the hips. Pants made of cotton material (such as Chinos and Dockers) are not permitted as the material fades and does not hold a seam well.

**Long pants must be straight-legged**, that is, the minimum width of the pants legs **at the hem, when folded**, should be **no less than 13 – 17 cm or 5 ½ - 6 inches**. They should **not be tapering or narrow** at the bottom. **Cargo pants or pants of cotton or denim material are not allowed.** A plain black belt should be worn. Boys in Forms 1 - 2 wear short pants and in Forms 3 -5 long pants.

Footwear must be **shoes** that are **entirely black** and black socks.

Students in Forms 3 - 5 wear a school tie.

Only a white t-shirt may be worn under school shirts.

**P.E. Uniform:** For Physical Education, students must change into a white School of the Nations t-shirt and white shorts. Appropriate shoes should be worn for P.E.

**GIRLS:** Only regulation light blue shirts are acceptable. The sleeves should not be rolled up or altered.

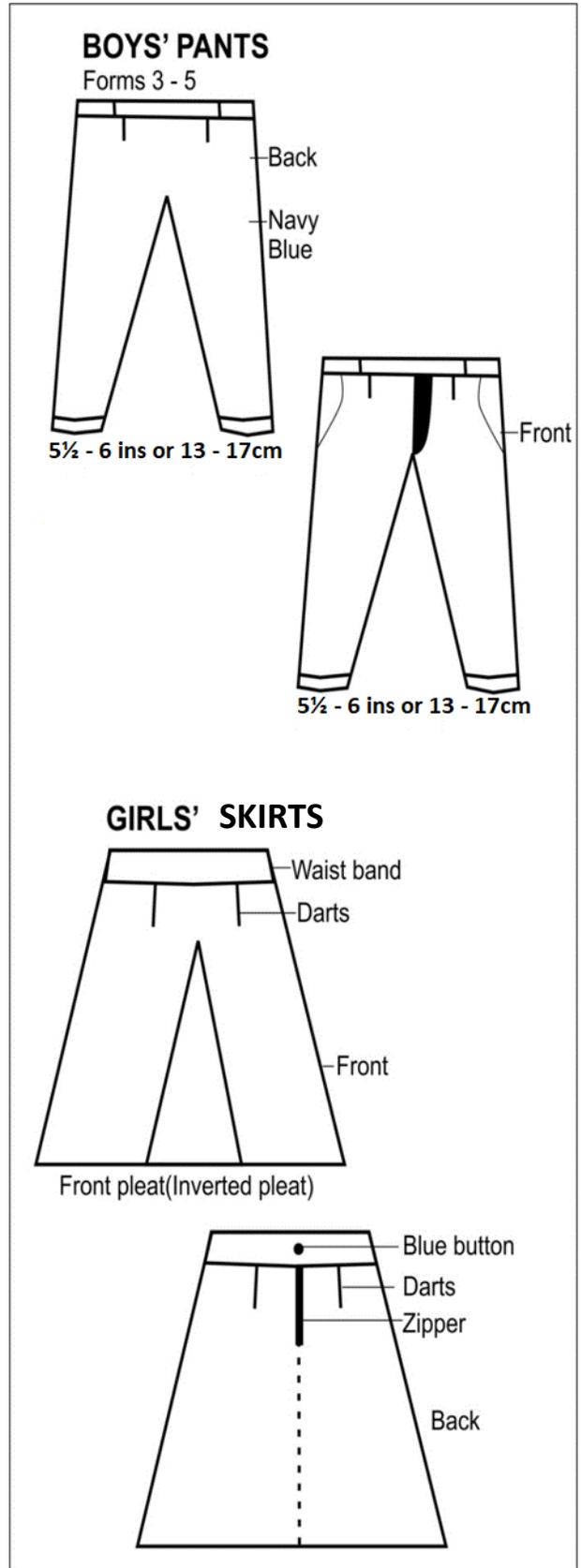
Skirts should be **A-line** with a pleat at the front starting 7 cm or 3 inches from the waist band. The length of the skirt is to fall slightly **below the knee**. **Straight skirts, overly tight skirts, short skirts or skirts worn at the hips are not allowed.**

Footwear must be black shoes (no high heels or platforms) and white socks.

Students in Forms 3 - 5 wear a school tie.

**P.E. Uniform:** For Physical Education, students must change into a white School of the Nations t-shirt and navy-blue or black loose-fitting track pants (not leggings). Appropriate shoes should be worn for P.E.

**Additional information on students' attire and appearance is contained in the Student Handbook.**



## **GENERAL INFORMATION**

### **PARKING**

In order to facilitate the smooth flow of traffic, parents wishing to remain at the school for an extended period are asked to park on the southern side of New Market Street or in Mundy Street.

### **SCHOOL GATES**

The school gates remain closed throughout the day.

### **DRESS CODE FOR VISITORS TO THE COMPOUND**

Parents and persons collecting children are asked to dress as befits a school environment. Ladies are requested to refrain from wearing very short pants or skirts, strapless tops, or tops with thin straps. Men are requested to refrain from coming to the compound wearing vests or t-shirts with inappropriate slogans.

### **CANTEEN HOURS AND POLICY**

The Canteen is open between the hours of 8:00 a.m. and 7:00 pm. To purchase items from the canteen a Point-of-Sale system is used. These receipts are then used to purchase food and drink. Students in Primary School are only permitted to purchase aeriated drink and / or candies from 3:00 onwards.

### **FEE PAYMENTS**

School of the Nations is committed to providing a holistic educational experience for students from diverse backgrounds. It is with this in mind that we aim to maintain an optimum level of fees that balances the local economy and the needs of the school. The Board of Directors will make every effort to ensure that the increases in fees are reasonable and communicated in a timely manner to allow for parents to plan and make re-adjustments to their school fees budgets. The Board of Directors will give parents a minimum of **ONE** term advance notice for an increase in tuition fees.

### **Parent responsibility**

Parents who enroll their children at School of the Nations assume a moral and legal obligation to pay school fees. It is also the responsibility of parents to notify the school's Directors, Chief Executive Officer or Principals if they are experiencing difficulty with the payment of fees.

### **Tuition fees**

Tuition fees are charged every academic term. The fees vary with the seniority of the class your child is in. Tuition fees encompass the cost of direct teaching staff, teaching resources as well as the overheads associated with running the school. Tuition fees for each term are to be paid in advance, two weeks before the end of the current term. Students admitted to School of the Nations before half term will be required to pay the full term's fees whereas those admitted after half term will be charged 50% of the amount.

### **Registration fees**

For new students, a one-time Registration Fee of \$9000 per child or \$16,000 per family (Expat Registration Fee US\$110.00 and US\$200 respectively) is payable on enrolment irrespective of the length of school attendance or the time of enrolment. The same Registration Fee applies for a student who is transferring between schools, for example, Play School to Nursery, Nursery to Primary, Primary to Secondary, Secondary to Sixth Form.

### **Technology fee**

For returning students, a one-time Technology Fee of \$6,000 is levied for each academic year.

### **Outstanding fees**

Parents with outstanding fees will be asked to keep their children at home until those fees are settled in full. A student who comes on campus, but has outstanding fees, will be sent home.

**Outstanding fees and examinations**

All outstanding fees for students in Grade 6, Form 5 and Sixth Form must be paid up before exams commence.

**SCHEDULE OF FEE PAYMENTS**

<b>GRADE LEVEL</b>	<b>PAYMENT AMOUNT AND SCHEDULE</b>
<b>NURSERY SCHOOL</b>	Term 1: \$73,500 (Expat fees US\$734) by July 1 <sup>st</sup> – August 1 <sup>st</sup> Term 2: \$73,500 (Expat fees US\$734) from November 1 <sup>st</sup> – December 1 <sup>st</sup> Term 3: \$73,500 (Expat fees US\$734) from March 1 <sup>st</sup> – April 1 <sup>st</sup> <b>New students will pay full term fees on Registration</b>
<b>PRIMARY SCHOOL Grades 1 – 6</b>	Term 1: \$104,000 (Expat fees US\$1,067) by July 1 <sup>st</sup> – August 1 <sup>st</sup> Term 2: \$104,000 (Expat fees US\$1,067) from November 1 <sup>st</sup> - December 1 <sup>st</sup> Term 3: \$104,000 (Expat fees US\$1,067) from March 1 <sup>st</sup> - April 1 <sup>st</sup> <b>New students will pay full term fees on registration</b>
<b>SECONDARY SCHOOL  Forms 1 - 2</b>	Term 1: \$117,500 (Expat fees US\$1,200) by July 1 <sup>st</sup> – August 1 <sup>st</sup> Term 2: \$117,500 (Expat fees US\$1,200) from November 1 <sup>st</sup> - December 1 <sup>st</sup> Term 3: \$117,500 (Expat fees US\$1,200) from March 1 <sup>st</sup> – 1 <sup>st</sup> April <b>New students will pay full term fees on registration</b>
<b>SECONDARY SCHOOL  Forms 3 - 4</b>	Term 1: \$122,000 (Expat fees US\$1,234) by July 1 <sup>st</sup> – August 1 <sup>st</sup> Term 2: \$122,000 (Expat fees US\$1,234) from November 1 <sup>st</sup> - December 1 <sup>st</sup> Term 3: \$122,000 (Expat fees US\$1,234) from March 1 <sup>st</sup> – 1 <sup>st</sup> April <b>New students will pay full term fees on registration</b>
<b>SECONDARY SCHOOL  Form 5 – 6  Two payments for the academic year</b>	1 <sup>st</sup> Payment: \$183,000 (Expat fees US\$1,850) by July 1 <sup>st</sup> 2 <sup>nd</sup> Payment: \$183,000 (Expat fees US\$1,850) November 1 <sup>st</sup> – December 1 <sup>st</sup> <b>New students will pay full term fees on registration</b>

### **Late fees surcharge**

Payment of fees must be received by the deadlines outlined in the Schedule of Fee Payments table to avoid late payment charges. A 15% surcharge will be levied on all outstanding fees.

### **Discounts**

School of the Nations does not ordinarily offer discounts to students as all fees levied have been stringently budgeted for. However, exceptions are made for siblings. Parents with more than two children at the school will be afforded a discount. Fees for the first and second siblings are paid for in full, the third and subsequent siblings will receive a 1/3 discount on tuition.

### **Withdrawal without notice fee**

Except in cases of medical emergency, parents are required to give the school ONE academic term's notice in writing and receive an acknowledgment in writing from the Directors, Chief Executive Officer or Principals, in the event they are withdrawing their child (ren) from school. This gives the school ample time to re-work and re-adjust budgets for the next term. ***The school will charge one full term's tuition fees in lieu of this notice.***

### **Withdrawal for extended period**

In the case where students will be absent from the school for an extended period, 50% of the term fee must be paid to secure the student's space in class.

### **Modes of payment**

The school accepts the following methods of payment:

- REPUBLIC BANK DEBIT CARD
- CHEQUE. Cheques payable to *Nations Incorporated* can be brought into school by the parent or child. The Accounts Department will issue a receipt by close of business the same day. Cheque return charges will be \$5000.
- SURE PAY
- BILL EXPRESS
- MOBILE MONEY
- SCOTIA ONLINE BANKING. The deposit slip must be brought to school upon which a receipt will be issued.
- DIRECTLY TRANSFER FUNDS TO THE SCHOOL ACCOUNT. The deposit slip must be brought to school upon which a receipt will be issued.

### **COMMUNICATING WITH HOME**

Communication between the school and parents will be facilitated by email through our School Management System (**Parent Plus Portal**). This programme provides the following benefits to you:

- Grades in real-time including homework, quizzes, and tests, including exams and term averages.
- Interactive dashboards that show grades and progress reports
- Daily attendance
- Schedules with detailed class information
- Discipline with details of consequences
- Alerts and notifications on upcoming events and activities to keep our school community informed.
- Automatic email notifications when new data is posted. Parents and students can select how often they wish to receive these notifications in their inbox
- Report cards and academic transcripts of records
- Mobile Apps for iOS and Android

Parents may also email Principals directly at the email addresses provided on page 1.

## **THE CALENDAR**

The school follows the calendar set by the Ministry of Education. Each Term a list of important dates will be posted on **Parent Plus Portal** outlining the activities, holidays and other special days for the term.

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

ESL classes are offered for students for whom English is not their first language. These can be for short periods of time or for some secondary students the classes may be for the majority of each day.

## **LIBRARY**

In addition to the school Library, a class library is available for students to borrow books. In addition, Library time is scheduled each week in the Primary Department.

## **VIRTUES PROGRAMME**

The Nursery and Primary Departments include the study of virtues (or positive qualities of character) each term and discuss how to apply these virtues in every-day situations at school and outside of school. This study of virtues sets the tone for maintaining discipline and dealing with behavioral problems that may arise.

In the Secondary Department, virtues are assigned for each grade level each term and students study the assigned virtue in their Homeroom periods. Virtues are the very meaning and purpose of our lives, the content of our character, and the expression of our souls. Through the study of these virtues each term, students are encouraged to practice these qualities both in school and in everyday life as they are shaped and molded to become moral individuals who are striving to 'make a difference today and tomorrow,' and thereby become meaningful citizens in our society.

## **TOYS, ELECTRONIC GAMES AND CELLULAR PHONES**

Students in the Primary Department are not allowed to bring cellular phones to school, nor are toys or electronic games of any kind allowed at school. Students in the Lower Primary may have days where they are encouraged to bring something for "Show and Tell", but this is the only exception to this rule.

Secondary students may bring cell phones to school, but phones are surrendered to teachers if students use them during class time. Phones are only returned to parents. Students bringing cellphones to school must take full responsibility for ensuring that they are always secured. The school will not be responsible for lost or stolen cellphones.

## **CHEWING GUM**

Nations is a gum-free zone! Students found chewing gum will be fined \$1000

## **DRINKING WATER**

Primary students are encouraged to bring adequate amounts of drinking water to school. Purified water is available from the water fountains behind the Science Lab. In addition, bottled water is always available for sale in the canteen.

## **SCHOOL OF THE NATIONS/ NATIONS SCHOOL OF 6<sup>TH</sup> FORM STUDIES APPROACH TO DRUGS AND ALCOHOL**

The challenge of drug use amongst the youth of Guyana has grown alarmingly in recent years. It is not a problem unique to School of Nations. In this regard, it is the policy of School of the Nations to promote and maintain a safe, healthy, and productive school environment – a 'Safe harbour' free from the use of drugs, for the benefit of its students and the community at large.

School of the Nations considers the use of drugs to be a very serious issue and attaches great importance to its commitment to maintain a school environment free from such substances and continue to be a Drug Free Zone. In this regard, the school believes policies that are comprehensive and compassionate are most effective in addressing student behaviors related to the use, possession, and distribution of these substances. Nations will be proactive in terms of dealing with drug use. Policies emphasize prevention, education and intervention as well as fair and consistent discipline to hold students accountable for their behavior.

## **School of the Nations/Nations School of 6<sup>th</sup> Form Studies' interpretation of drug use**

The term "Drug" as used in this policy refers to banned substances. These include but are not limited to:

- a) Marijuana
- b) Heroin
- c) Cocaine
- d) LSD/ MDMA (Ecstasy/Molly)
- e) Inhalants and Solvents
- f) Any Drug Paraphernalia

### **Policy**

- The distribution, dispensing, possession, use of or consumption by any student of School of the Nations/Nations School of 6<sup>th</sup> Form Studies of any drugs, and/or banned substances including alcohol is strictly prohibited. The school has a 'Zero tolerance' policy towards substance abuse. Any student violating any part of this policy is subject to serious disciplinary action up to and including expulsion from school. It is the school's intention to use the disciplinary sanction of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development and enforcement of this policy is intended.
- The school shall uphold that students may not possess, consume or distribute drugs in any form while on campus, in co-curricular and extracurricular programmes, at school-related functions, while in school uniform, or coming to and going from school.
- The School recognizes that parents and teachers have a role to play in providing guidance and open communication to students about the use and effects of Substance Abuse.
- The School will make every effort to prevent student involvement with drugs, alcohol, and other harmful behavioral/health concerns by providing age-appropriate education, programmes and supportive counselling through the following education awareness programs:
  - a) Pastoral lessons
  - b) Grade level assemblies
  - c) Counselling
  - d) Youth can Move the World Program
  - e) Weekend Children's Classes
  - f) Guest speakers on the topic of drugs and alcohol

The School will continue to develop programmes, and to implement procedures for the purpose of assisting students who experience problematic drug or alcohol use.

### **Prevention and Intervention Procedures**

- a) Students suspected of having ingested or being under the influence of drugs or alcohol
  - Any member of staff to whom it appears that a student may be under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the appropriate Principal (Ms. White – Nursery / Primary, Mr. Ross Forms 1-3, Mrs. Phillips Forms 4-6).
  - The student shall be taken to a protective environment for observation and monitored by a teacher with first aid training. The student's parent or guardian will be notified immediately. The student's parent/guardian will be asked to take him/her to a registered Physician for medical examination and chemical screening. This must be done immediately. In cases of serious emergencies (suspicion of overdose) the student will be taken to St. Joseph's Mercy Hospital Emergency Unit.

- The student will **NOT** return to school pending the results of the chemical screening. This is not a suspension from school, but a **medical exclusion** until results are confirmed.
  - Upon receipt of the results, the Senior Management Team (SMT) will meet with the student's parents/guardians and discuss the results.
- A)** If the written report of the medical examination verifies **NEGATIVE RESULTS** i.e. that the student is not under the influence of drugs and/or alcohol:
- i) the student shall be immediately returned to school
  - ii) the student may seek counselling from the School Counsellor
- B)** If the written report of the medical examination verifies **POSITIVE RESULTS** i.e. that the student is under the influence of alcohol and/or drugs:
- i) the parents will be asked to withdraw the student from school as this is a major offence and may result in an immediate expulsion
  - ii) the parents will pay the cost of the medical examination and chemical screening.
  - iii) the parents will be guided to seek professional counselling for the student at their expense.
  - iv) In the event of a decision to not expel the student, the parents and student must agree to the following intervention and rehabilitation measures which include but are not limited to:
    - Suspension
    - On-going counselling, both private and with the school's counsellor, attendance at which will be monitored by the school
    - Twice monthly random drug testing
    - Participation in the school's Youth Can Move the World Program / Junior Youth Programme
    - Community service

**C) Possession or Distribution of Drugs**

The following steps will be taken if a student is found in possession of, or to be distributing drugs, on the school's campus, at school events, or is known to be (based on evidence) selling drugs in the wider community. These steps will also be taken if there is reasonable evidence by way of bonified corroboration of witnesses to the fact.

- i) Any student who is found on the campus of School of the Nations and is reasonably suspected to have possession of, or to have distributed any drug or banned substance, shall be subjected to a physical search of his/her locker, bag, and person, in the presence of two members of the Senior Management Team (SMT), witnesses and parents/guardians.
- ii) Any evidence found will be photographed, labelled with the date, name of the student, and the name of the school official who conducted the search.
- iii) The parent/guardian and law enforcement officials shall be notified. The Ministry of Education has mandated that all matters related to drugs must be reported to the Police.
- iv) The student shall be suspended from school and subjected to expulsion based on findings by the Administration and Law Enforcement Officials.

**D) Student voluntarily seeking help for drug and alcohol related problem (Harbour Policy)**

- i) Students are encouraged to seek help for problems with or related to alcohol and drug use.

- ii) The School Counsellor may be approached by the students seeking voluntary assistance, either for themselves or for their friends. Any communication between a student and School Counsellor shall be treated with strict confidence provided that:
- the student's health is not in imminent danger;
  - the information does not indicate that the health or safety of another individual is threatened and does not reveal any criminal activity.
- iii) Any student who seeks out help with substance abuse may not be subjected to the punitive measure of this policy.

Each student shall be treated in accordance with the circumstances of his/her case and the cooperation of each student and his/her parents/guardians is vital in determining the best course of action to ensure the physical and mental health of the student. School of the Nations/Nations School of 6<sup>th</sup> Form Studies is committed to ensuring that its students receive an education that will ensure a drug-free future for them as adults.