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Introduction and Welcome

Dear Parents and Careers,

It is my privilege as the Head teacher to welcome you as members of the Prince Andrew School community.

Our tagline is to 'inspire and achieve' and we have a highly professional and committed team to ensure your child is provided with the very best learning opportunities combined with the best care, guidance and support to enable them to achieve their full potential academically, personally and socially.

St Helena is going through the most significant changes in its history and we see our role, as educators, to provide a curriculum that will prepare our young people to meet the opportunities and challenges of the 21st Century. We strive to ensure our students leave Prince Andrew School with the qualifications, skills and attitudes that will enable them to take their place in this world and secure a happy and fulfilled life.

At Prince Andrew School we have the highest expectations of our students in terms of their conduct and their work ethic. We accept nothing less than the highest levels of effort and commitment.

We know that you will want your child to enjoy school and be successful. Your role as parents and carers is vital. It is important that you keep in close communication with us, that you attend the parents' and carers' evenings and continue to maintain a close dialogue with us. In this way we will be able to work together to ensure your child makes the highest levels of progress and achievement.

This Handbook contains the essential information we feel you will need to support your child through their journey with us. You will also find useful information on our school website about each of the subjects your child will cover and also news and information on events. Please do not be afraid to contact us if you wish to ask questions or are concerned about anything. We are here to support and guide you.

Best regards



Paul Starkie
Headteacher

Email: headteacher.pas@princeandrew.edu.sh

School Day

Years 7 to 11 attend from 8:45am to 3:05pm with the Senior Students (Years 12 and 13) remaining till 4pm each day. The day is divided into six periods with a 20 minute break in the morning, and a 35 minute lunch break.

Registration/Assembly:	08:50 - 09:00
Period 1:	09:00 - 10:00
Period 2:	10:00 - 11:00
Break:	11:00 - 11:20
Period 3:	11:20 - 12:20
Period 4:	12:20 - 13.20
Lunch:	13.20 - 13.55
Registration:	13:55 - 14.05
Period 5:	14.05 - 15.05
Period 6:	15.05 - 16.00

Students must be in their form rooms when the bell for registration goes at 8:50am and 13:55pm. Students arriving after this time will need to report to the School Office and sign a late log.

Term Times 2014/15

Term 1A	2 nd September 2014 to 17 th October 2014
Mid-term Holiday	20 th October 2014 to 24 th October 2014
Term 1B	27 th October 2014 to 12 th December 2014
Christmas Holidays	15 th December 2014 to 9 th January 2015
Term 2A	12 th January 2015 to 27 th February 2015
Mid-term Holiday	2 nd March 2015 to 5 th March 2015
Term 2B	9 th March 2015 to 24 th April 2015
End of term Holiday	27 th April 2015 to 9 th May 2015
Term 3A	12 th May 2015 to 19 th June 2015
Mid-term Holiday	22 nd June 2015 to 26 th June 2015
Term 3B	29 th June 2015 to 14 th August 2015
End of school year holiday	17 th August 2015 to 4 th September 2015

Transport Arrangements

Transport by bus is arranged for students in all Year Groups. According to the home address, students arrive at school between 7.45am and 8.45am. Students are encouraged to use this time to read or to complete aspects of their studies. The early start for many students means they may miss breakfast: A healthy breakfast snack will help your child to achieve their best during the morning periods.

Students in KS3 take the earlier buses home (3.05 – 3.30pm). Students at KS4 and KS5 have lessons and study periods during the 3.00pm-4.00pm session and are allocated seats on the later buses.

Prince Andrew School expects all students to behave in a respectful and sensible manner when travelling to and from school. Incidents of unacceptable behaviour may lead to the withdrawal of the privilege of transport by bus.

Pastoral and Academic Care and Guidance

The care of your child during their time in school is paramount to us.

There are two Deputy Head teachers with one responsible for KS3 (Years 7, 8 and 9) and one for KS4 (Year 10 & 11) and the Head of Sixth Form has responsibility for Year 12 & 13. They are responsible for the pastoral and academic progress of students in their Key Stage. Each Year is led by a Head of Year who together with two Form Tutors and dedicated Form Assistants have oversight for the pastoral and academic progress of the students in their year.

For new students joining the school including students new to the school in Year 7, are placed in an assigned Tutor Group. Your child's Form Tutor will help your child to settle to the new routine of Prince Andrew Secondary School; please encourage your child to speak to her/his Form Tutor if she/he has any worries or concerns.

Your child's Form Tutor will be the first point of contact for you, should you wish to inform school of any change in circumstances or if you have a concern about your child. The Form Tutor is responsible for the day to day care of students, for over-seeing their attendance and punctuality to Registration Periods and for monitoring their achievement in each of the areas of the curriculum.

Absences: If for any reason your child is unable to attend school, please telephone the Main Reception before 8.45am. A note explaining the reason for absence from the parent/carer, or a medical certificate, must be sent to the form tutor on your child's return to school.

Absences of 3 days or longer must be covered by a medical certificate.

Holidays and absence due to special circumstances: Should the need arise for a student to be excused from school to attend a function for a close family member or for a holiday or to reside abroad, permission from the Head teacher must be sought in advance.

Your Contact Details

Prince Andrew School regularly sends important information home to parents and carers. In addition, there are times, including emergencies, when it is necessary to contact parents and carers by telephone and, where possible, by email.

It is important that school is provided with the correct contact details for parents and carers. We therefore ask parents and guardians to keep us up-to-date with any changes of address, telephone numbers and email addresses for each contact. An annual update of contact information is conducted each year.

Medical and Health Issues

Please inform your child's Form Tutor or Head of Year of any medical problems your child may have.

Students who become ill during the school day are referred to their Form Tutor or Head of Year who will consider the student's condition. The student may be supported in the Medical Room or, if the illness or accident is more serious, school will contact the parent or carer to arrange transport home or to the hospital.

A number of teachers hold first aid certificates and are available to be called upon in an emergency. When necessary, every effort is made to contact parents as soon as possible.

Any medication to be taken during the day should be labelled with the students name and must be left at the School Office; office staff will administer medication to the student.

Medical/Dental appointments: Any students who have to leave school to attend a medical or dental appointment must bring a written request from home which should be given to their form tutor. On leaving and returning to school, students should present themselves at the School Office.

Prince Andrew School: Zero tolerance on bullying

The community of Prince Andrew School upholds the right of every student to feel happy, safe and secure in attending school, in following their programmes of study and in enjoying the social life that school offers.

The staff at Prince Andrew School will not accept bullying behaviour, whatever the form of this behaviour, towards others (students or staff).

Bullying that is demonstrated by verbal, physical or psychological means, including bullying of a racist or personal nature, will not be tolerated. Perpetrators of bullying will be liable to serious sanctions. Persistent bullying may lead to permanent exclusion.

School Uniform

The wearing of school uniform promotes a sense of pride in being a student at Prince Andrew School. Smartly worn school uniform helps to establish self-confidence and an understanding of the importance played by appearance in creating a positive impression to others. All pupils are encouraged to be proud of their appearance and their uniform.

Students are expected to present themselves in school uniform at all times; shirts must be buttoned to the collar and tucked in to trousers. Ties must be smartly knotted at the top button.

Years 7, 8, 9:

Girls and Boys: Light blue shirt with black smart trousers
Black shoes (trainers are accepted)

Years 10, 11, 12 and 13:

Girls and Boys: White shirt with smart black trousers
Black shoes (trainers are accepted)

A School necktie must be worn at all times and can be purchased at the School Office.

A navy blue fleece jacket (no hood) with the school logo is compulsory for winter months. The fleece jacket can be purchased at Warren's Store, Jamestown.

Many students like to wear a T-shirt under their uniform. If students choose to wear a T-shirt, the school policy is that this must be white.

Please note we will not accept:

- Clothing with slogans of any kind
- Dunlop boots
- Jewellery is limited to plain ear studs/ small sleepers (one per ear), a wrist watch and a ring/signet ring for males (no bands of any kind allowed)
- Make-up
- Nail polish
- Extreme hairstyles and extreme colours
- Visible tattoos are not acceptable.

If at any time you experience problems with regards to your child attending in uniform please send a note to your child's Form Tutor or write to any of the Senior Leadership Team.

Kit for Physical Education

Physical Education will play a vital role in your child's education. Students are required to bring in a PE kit which consists of:

- Shorts/Track pants
- Shirt suitable for PE
- Trainers (Loose fitting lace 'skate type shoes' are not acceptable for PE. We have experienced a number of ankle injuries with these types of shoes).

Essential Equipment

We provide all textbooks and exercise books but ask that you ensure your child brings the following essential items to school every day:

- Pencil case containing – pencils, pens (at least two; black or dark blue ink), ruler, sharpener and eraser. Other equipment, for example, coloured pencils, are desirable.
- School Diary/Planner (we will issue this on the first school day)

Students are asked not to bring valuable items such as media players, cameras and money to school. Should there ever be a need to bring anything valuable to school it should be left with the School Office for safekeeping.

Learning and Teaching

Prince Andrew School aspires to the highest levels of learning and teaching in every lesson of the school day and in all subject areas. Our teachers and teacher assistants regularly take part in professional development during which they are given the opportunity to explore new and effective methods of learning and teaching that will inspire your child towards continuing progress and success.

At Prince Andrew School, we aim to encourage our students to fully engage in their learning and recognise the importance of achieving their best. Students are encouraged to feel confident in asking challenging questions that will develop their current understanding and enthuse them to move on to the next stage in their learning.

Parents and Carers are asked to talk to their child about their learning and their progress in each of the subject areas for this will encourage your child to further success.

Testing and Assessment

During the first weeks of Year 7, your child will sit a “base-line” test in all curriculum subjects. The outcomes of the tests will help to establish your child’s level of knowledge and understanding in each subject area.

Throughout your child’s education at Prince Andrew School, s/he will be assessed for progress in all subject areas on a regular basis. You will be informed, through the School Progress Reports, of the progress your child is making.

Learning Support

Prince Andrew School aims to support all students to achieve their potential. We offer an inclusive education for all students and those with special additional needs are able to benefit from the help of a Teacher Assistant.

Our Head of Learning Support and the dedicated team of Teacher Assistants provide specific support to enable students with particular learning needs to make expected levels of progress.

Literacy and Numeracy

Staff at Prince Andrew School believes that confident skills in literacy and numeracy are vital if students are to make expected progress at school and move on to success in their chosen careers. Careful assessments of the skills of all students regularly take place and support will be provided if students are finding aspects of literacy or numeracy particularly challenging.

Please encourage your child to read regularly at home (fiction and non-fiction books, newspapers and magazines). Finding time to hear your child read on a regular basis will help to improve fluency and confidence. Parents and carers are also encouraged to give their child opportunities to use number and to calculate in day to day activities.

The School and Public Library hold a wide selection of fiction and non-fiction to interest your child. Membership for students at the school and at the Public Library is free.

Please contact your child's Form Tutor if you would like to discuss aspects of literacy or numeracy.

Homework and Independent Study

Homework and Independent Study is regularly set in all subject areas. Homework and Independent Study help to build your child's ability to show self-reliance and self-motivation. The learning tasks that are set will play an important part in promoting your child's progress.

Homework and Independent Study may take a variety of forms and, as your child moves through school, the amount of homework and Independent Study will increase. However, The work set will always be within your child's capability. Students can expect a minimum of 30 mins per week for English (plus reading), Maths (plus number work) and Science. All other subjects 30 mins every two weeks (however, the scope is there for homework to be given every week if necessary).

Your child will be issued with a School Planner at the beginning of each school year. Students are expected to record their Homework and Independent Study work in their School Planner: Efficient organisation is a key to becoming a successful learner!

Please encourage your child to organise their time and ensure they complete their Homework and Independent Study to the best of their ability. Parents and Carers are asked to ensure that their child has a quiet area, with a table and chair, at which they can study.

Please contact your child's Form Tutor if you have any concerns about Homework and Independent Study.

Curriculum at Year 7, 8 and 9 (KS3)

We aim to provide a broad and balanced modern curriculum which is tailored to the learning needs of all students. Subject Leaders design their lessons to ensure that all students are provided with the skills, knowledge and understanding to learn and make progress.

Sex Education is introduced in the PSHE curriculum at the end of Year 9 and the school has a regular weekly religious assembly. We also offer an Enrichment programme.

Year 7 students follow a timetable that includes the following subjects:

English	4 hours a week in Year 7	Maths	4 hours a week in Year 7
Science	3 hours a week in Year 7	ICT	1 hour a week in Year 7
History	1 hour a week in Year 7	Geography	1 hour a week in Year 7
Religious Education	1 hour a week in Year 7*	Physical Education	2 hours a week in Year 7
Design &Tech.	2 hours a week in Year 7	Food Tech.	1 hour a week in Year 7
Art	1 hour a week in Year 7	French	1 hour a week in Year 7*
Music	1 hour a week in Year 7	PSHE (Life Studies)	1 hour a week in Year 7
Enrichment	1 hour a week at Year 7		

Students who may benefit from additional literacy lessons will be given regular additional support during this lesson.*

Curriculum at KS4 and KS5

All students will continue to study English, Maths, Science, PE and PSHE (Life Studies) for the two years of KS4 (Years 10 and 11). Towards the end of Year 9, students have the opportunity to select additional Option Choice subjects. Students are supported by staff in their selection of the Option Subjects and parents and carers will have the opportunity to attend an informative Options' Evening with their child.

On completion of KS4, students may choose to continue their education at Prince Andrew School from a range of learning pathways. Students have the opportunity to advance their studies by following the full time AS and A level courses; students may select a "blended pathway" of AS/A2 courses and accredited Vocational Studies.

Alternatively, students may choose to attend Prince Andrew School as a "Day Release" student or they may wish to join the Technical Apprenticeship Programme (managed by AVES).

All students wishing to study at post 16 years will be expected to meet the required standard at GCSE/VRQ before they are accepted onto a post-16 course at Prince Andrew School.

Parents' and Carers' Consultation Evenings

Parents' and Carers' Consultation Evenings are held periodically for each year group. Teachers at Prince Andrew School recognise the significant importance of the support of Parents and Carers in contributing to the success of your child; "Consultation" meetings provide a valuable opportunity for parents and carers to discuss with teaching staff the progress of your child. We encourage you to attend each of these events and look forward to speaking with you.

Progress Reports

Progress Reports to Parents and Carers are produced each term. These reports let you know about your child's progress and achievements in all areas of the curriculum.

Reporting Calendar for 2014-15

Term 1A:

Wk 6: Year 7 Settling-in Report

Wk 6: Year 11, 12 and 13 Grade Reports

Term 1B:

Wk 2: Year 11 Post School Options Information Evening

Wk 5: Year 11 and 13 Mocks

Wk 7: Year 11, 12 and 13 Full Reports

Wk 7: Year 8, 9 & 10 Grade Reports

Term 2A

Wk 4: Post School Options Evening

Wk 5: Year 11, 12 and 13 Parent Consultation Evening

Wk 6: Year 9 Options Evening

Term 2B

Wk 3: Year 8 Full Report

Wk 4: Year 8 Parent Consultation Evening

Wk 5: Year 9 Full Report

Wk 6: Year 9 Parent Consultation Evening

Wk 7: Year 10, 11, 12 and 13 Grade Reports

Term 3B

Wk 3: Year 7 Full Report

Wk 3: Year 8 Grade reports

Wk 4: Year 7 Parent Consultation Evening

Wk 5: Year 10 Full Report

Wk 5: Year 9 Grade Reports

Wk 6: Year 10 Parent Consultation Evening

Please read and discuss the Progress Reports with your child. If you wish to discuss the reports with teaching staff, please contact the school, to make an appointment.

Code of Conduct

Prince Andrew School upholds high expectations of conduct and behaviour to enable every child to fulfil her/his potential. The Code of Conduct identifies our fundamental principles:

- Respect for one another; for everyone on the school site.
- Respect for our learning environment.
- Respect for our own learning and for that of others.

The Code of Conduct expects that...

1. Students should be prepared for school and be punctual to registration and to lessons.
2. Students should demonstrate that they take their own learning, and that of other students, seriously.
3. Students should be courteous and considerate of the needs of others.
4. Students should respect each other and the property and environment of the school.
5. Students should be dressed appropriately. **Please see the section School Uniform*.*

Rewarding Achievement, Effort and Contribution

Prince Andrew School is proud to celebrate the achievements of the students for their academic success, their demonstration of a positive effort and attitude and their contribution to the life of the school and the community. We regularly share the success of students across the community during whole school assemblies and rewards' events.

Achievement is recognised through:

- Commendations, both verbal and written, including House Points
- "Learner of the Week" and "Learner of the Month"
- "Good news" postcard mailed to parents
- End of Year Awards (a range of categories)
- Prize presentations,
- Special outings/visits
- Publication of work
- Representing the school at official functions

At the end of the academic year, students will be nominated for a series of awards which include those for achievement, progress, sport, music and citizenship. These awards will be presented at a special assembly.

Sanctions

Sanctions, including the withdrawal of privileges, may be applied when students fail to act in accordance with the Code of Conduct. When detentions are arranged they are written in the child's School Planner; should these affect transport arrangements, parents and carers will be contacted in advance of the date of the detention. Prince Andrew School staff will ensure that parents and carers are informed, should any issues of serious concern with regard to behaviour arise.

Parents and Carers are encouraged to contact their child's Form Tutor or Head of Year to arrange to discuss concerns over their child's behaviour.

The 'House' System

Students are assigned to one of the four "Houses" on joining Prince Andrew School. Our aim is to promote individual and team achievement through the competition and participation of students in a varied range of House activities, including those on the sporting field. Events take place throughout the year and we aim to encourage all of our students to play their part and contribute to the spirit of the House.

The Houses at Prince Andrew School are named after captains who came to the island in the earlier part of its history and a past governor. There are four houses;

Cavendish House named after Captain Thomas Cavendish who came to the island in 1588. House colour is Green, mascot is a Panther; their slogan is 'Dashing and Daring'.

Dutton House named after Captain John Dutton who came to the island in 1659. House colour is Blue, mascot is an Eagle; their slogan is 'Glide to Glory'.

Jenkins House named after Governor Robert Jenkins who came to the island in 1740. House colour is Jenkins, mascot is a lion; their slogan is 'Strength to Strength'.

Mundens House named after Captain Richard Mundens who came to the island in 1673. House colour is Yellow, mascot is a Cheetah; their slogan is 'Stamina, Strength and Style'.

Student Council and Student Voice

The school has a Student Council which is elected annually. It consists of two representatives from each form of the lower school and 12 members of the upper school; from this a Head Girl and Head Boy are elected.

The Student Council meets regularly with the Head teacher and brings matters of students' concern for consideration by the Senior Management. Student Councillors act as role models for Prince Andrew School; they are regularly invited to represent school at official functions and to become involved in activities where they are vital in promoting a positive image of their school. The Council also organises social activities and fund raising activities for charity.

Prince Andrew School staff value the ideas and opinions of the students in all year groups. Students are regularly given the opportunity to respond to Student Questionnaires that explore the experience of students in their lives at school. The Head teacher, Pastoral Leaders and Subject Teachers value the opportunity to hear the ideas and opinions of students about their school experience. A variety of forum for discussion will take place during each school year.

Enrichment Activities

Prince Andrew School offers a valuable range of Enrichment and Extra-Curricular Activities throughout the school year, each with the aim of promoting the engagement, enthusiasm and potential of every child.

We recognise the importance of our links with the community and of our island's heritage; many of our enrichment activities provide our students with the chance to improve their understanding of the environment and of their heritage. Our students have benefitted from working with visiting artists, designers, engineers and journalists in the past year: Prince Andrew School values the opportunities for our young people to learn from experts in a broad range of professional and craft fields.

Visitors are welcomed to our school and we take advantage of guest speakers and visitors to the island in our weekly assemblies.

Students with interests in Music, Drama and in Sport are encouraged to join the range of extra-curricular clubs and groups. Information about these opportunities will be given to students at the beginning of the new school year.

Work experience

Work experience is an integral part of the post-compulsory school curriculum. Our AS/A2 academic students carry out work experience in the holiday periods or as a supplement to their AS/A2 courses. The students on blended pathways and technical vocational students have elements of work experience incorporated into their vocational programme.

Scholarships

Students have the opportunity to apply for a scholarship to a college or university in the UK. Students may choose to study academic or vocational courses that lead to a range of accredited examination awards.

Prince Andrew School actively encourages the preparation of students to discuss and consider this chance. The Head of Sixth Form regularly meets with "post 16" students to provide advice and guidance. A careers section is available in the school library for students' use.

We are very proud of the Prince Andrew School students who have pursued further education; many of them have graduated with outstanding results.

Parent Teacher Association (PTA)

All parents are automatically members of the Parent Teachers' Association. The school PTA Committee meets regularly to discuss any issues pertaining to the school. The committee organises social functions and fund-raising events. The funds raised provide support for additional opportunities for our students. We hope that you will actively support PTA events.

Staff Contact list:

Telephone: (290) 24290

Fax: (290) 24505

Email: pas.admin@helanta.co.sh

Mr Paul Starkie	Head teacher	headteacher.pas@princeandrew.edu.sh
Mrs Penelope Bowers	Deputy Head KS4	pastoral@princeandrew.edu.sh
Mrs Barbara Osborne	Deputy Head KS3	bdosborne@princeandrew.edu.sh
Miss Pamela Lawrence	Head of Sixth Form	plawrence@princeandrew.edu.sh
Miss Kerry Lawrence	Curriculum Planner	klawrence@princeandrew.edu.sh
Mrs Valerie Yon	Head of Learning Support	sentr@princeandrew.edu.sh
Miss Sharon Clingham	Head of Year 7	sclingham@princeandrew.edu.sh
Mrs Christine Caswell	Head of Year 8	christine@princeandrew.edu.sh
Mr Nicholas Plato	Head of Year 9	nickyp@princeandrew.edu.sh
Mrs Linda Yon	Head of Year 10	linday@princeandrew.edu.sh
Mrs Dulcie Herne	Head of Year 11	dulcieh@princeandrew.edu.sh
Miss Carine Young	School Admin Officer	eopas@princeandrew.edu.sh
Miss Karis Coleman	School Secretary	pasclerk@princeandrew.edu.sh
Mr Robert Essex	Examinations Officer	examofficer@princeandrew.edu.sh

We look forward to working together with you to provide the best possible educational opportunities for your child during their years at Prince Andrew School.