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Per Ardua Ad Astra



Orson Alleyne, Principal

The Alexandra School, Beacon of the North, has been radiating its brilliance through the offering of exceptional education for many generations. Without a doubt, we have a long and distinguished history, dating back from 1894 when the school opened its doors to the first cohort of students.

Students who join the Alexandra School family are afforded many opportunities to learn in an environment which has been custom designed to encourage and facilitate their overall development. We still hold true to the values of fairness, honesty and respect for self and others. You are encouraged to continue this legacy.

Enshrined in the culture of this school are some very important tenets which currently shape how we think and act. We confidently declare at Alexandra School that we are STARS: Self-Confident, Trustworthy, Ambitious, Respectful, Successful. We look towards the future with enthusiasm and excitement, even as we together craft a brighter future for the Alexandra School. A warm welcome is therefore being extended to all students, parents and guardians. The coming years will afford many opportunities for growth and development. You are encouraged to grasp these opportunities and use them to work towards the achievement of your goals and aspirations, thereby ensuring that your tenure at the Alexandra School is enjoyable and rewarding.

Be reminded of our motto: *Per Ardua Ad Astra*- "Through Difficulties To The Stars" and always remember that "...with God all things are possible" Mark 10:27.

Deputy Principal



A warm welcome to Alexandra School “the beacon of the north”. Of all the changes in your life, the transition from primary to secondary school is one which is truly momentous. In this institution where you will spend the next five or seven years of your life you will begin the process of maturing into the adult you will be. In this school the lessons you will learn, the friends you will make and the experiences you will

have will shape and mold you into the person you will become.

For the remainder of your life you will reminisce and made frequent reference to the numerous events of your time spent here at Alexandra. I urge you to make good memories, happy memories which will sustain you as you face your challenges.

You are unique in the sense that you were the first group of students to experience online teaching and learning. This experience has provided you with skills which many before you did not have. Make good use of these skills, apply the knowledge gleaned about computer technology to enhance your learning.

A secondary education is not only about academia but there is an equal focus on social skills and the teaching of values to assist in the creation of a fully rounded civic-minded citizen. At Alexandra we focus on the tenets of self-confidence, trustworthiness, ambition, respectfulness, and success. We implore you to embrace these qualities and do all that you can to live a life which demonstrates these values.

I end by once again extending a warm welcome to all students, parents, and guardians and leave you with the guiding light evident in the school’s motto: *Per Ardua Ad Astra* “through difficulties to the stars”.

FOREWORD

For more than a century the Alexandra School, named after Princess Alexandra, the Danish wife of King Edward VII has been giving guidance and light to thousands within her portals and without her walls thus establishing its position as the 'Beacon of the North'.

Founded on September 24, 1894 by George May Dalzell Frederick the Archdeacon of Barbados and the Rector of St. Peter for twenty three years, this great educational institution has grown gradually from its embryonic days with a roll of thirty-three (33) pupils and three (3) teachers. Under the headship of Miss M. S. Arnold (1894-1908), Alexandra School occupied a three-storey building, "West End", in Queen Street, Speightstown, St. Peter. The school's curriculum at that time was organized by Archdeacon Frederick and included the following subjects:

Grammar	Geography	History	Handwork	Drawing
Handwriting	Arithmetic	Drill	Nature Study	Singing

In 1929 the property of "Merton", the present site, was acquired to house the school and the school motto "*Per Ardua Ad Astra*"-*Through difficulty to the Stars*, was established. During the mid-1920's the school's colours, royal blue and silver were chosen and students wore the first official uniform of the school. The House System was also introduced with the first two houses: Frederick (Red) named after the founder, Archdeacon Frederick and Arnold (dark Blue) named after the first Headmistress, Miss Arnold. In the 1930's, Skinner House (light Blue) was established in memory of Mr. Allan Skinner, a former Treasurer and member of the Governing Body. During the 1940's O'Neal House (Yellow) was created in memory of Mrs. T.W. O'Neal who was interested in the school's welfare and organized reading competitions for the pupils. Lysons was created in memory of the second Headmistress, Beatrice Lysons. By then the school roll had increased to over 100 students.

In more recent times the school has grown quite rapidly and continues to reap success in all spheres of her endeavours. The school's P.T.A. was inaugurated during the period when Miss Sheila Ward was Principal (1978-1980).

The school became co-educational in 1984 when thirty (30) boys were enrolled. In recent years enrollment has increased and at present there are approximately 870 pupils.

From inception, the Alexandra school has been known for the high standard of discipline instilled in her students, who were greatly admired for the excellent deportment with which they carried themselves. Academically, she has made her mark, which is evident by the number of former students who have internalized our watchwords: decency, dignity and decorum and now hold distinguished positions in various professions and vocations, both at home and abroad.

We take this opportunity to welcome you to this our noble institution. It is our commitment to encourage focus on high academic achievement and prepare you to be critical and creative thinkers as you pursue solutions to life's problems. We will challenge you to appreciate the importance of service that encourages the development of a civil, caring and socially well-adjusted individual who is equipped to effectively and positively impact an unfolding technological society. As your academic profile grows, your character and values will become the definition of who you are.

We hereby commit to supporting you in your quest to realize your dream of becoming who you want to be on this world stage. We will guide you through the difficulties you will encounter and arm you with tools and skills to surmount any challenges the future may present.

***Welcome to the Alexandra School and be proud
to say openly that at "At Alexandra, the greater
the challenge, the higher I will soar!"***

Per Ardua Ad Astra!

Per Ardua Ad Astra

MISSION STATEMENT

“To provide a challenging and supportive environment through excellent teaching and coordinated exposure, ensuring that students explore and utilize knowledge, develop positive attitudes, attain measurable success and are responsible, creative and productive in an ever changing, technology driven global society.”

VISION STATEMENT

We are committed to ensuring that:

- Staff are qualified, trained and professionally supportive
- Students are provided a teaching and learning environment which is conducive to ensuring that they:
 - meet and overcome challenges to achieve high academic success
 - are confident, caring and socially well-adjusted
 - display mastery of technology skills and use such for problem solving and knowledge utilization and
 - manifest critical and creative thinking and a willingness to explore and innovate
- The school’s compound is clean, appropriately equipped and aesthetically presentable.

OUR VALUES

We value:

- The ability of all students to learn and to succeed
- Staff’s and students’ fundamental and uncompromising thrust towards the pursuit of excellence
- The ethical underpinning of fairness, honesty, openness and respect in all our actions
- The responsibility to be responsive to the need of both students and staff
- The need to be accountable for our actions in the areas of our responsibility

OUR EMBLEMS:



The School Crest

A sky blue diamond with the Rose of Alexandra at the apex over a green wavy bar on which are placed the Golden and Silver crossed Keys of St Peter with two six pointed stars on the right and on the left. Below this is the original emblem of

The School Flag



The flag of the Alexandra school is Royal Blue with three horizontal white bars equidistant from the centre bar, symbolizing the calm blue Caribbean Sea lapping the white beaches of the West Coast of Barbados.

At its centre is the School Crest. Above the crest is a scroll bearing the name the The Alexandra School and below a Scroll bearing the motto; Per Ardua ad Astra

The First School Crest

The Alexandra Rose was created to celebrate the 60th anniversary of the 1863 arrival of Queen Alexandra in England. She was originally from Denmark and married King Edward VII. The school adopted the Alexandra Rose to form its first school crest, adding the school's initial



Alexandra School Song

Built on foundations unshaken
Though the winds of change have blown,
Firmly stands our school united,
All its gains our very own,
So the years roll swiftly onward
And our tasks are nobly done;
Now we join and sing together
Per Ardua Ad Astra.

Ever true and loyal
Striving hard for each success,
We can face the future boldly,
Proudly, as we make progress,
With determined will and effort
With our motto guiding us,
Let us join and sing together
Per Ardua Ad Astra.

We are following the pathway
Laid by those of yesteryear
Who have left behind a challenge,
Bid us take it without fear.
As we leave for those who follow
Trails upwards to the stars
Joyfully we hear the echo
Per Ardua Ad Astra.

*(Lyrics by the late Kathleen Laurie
Former Teacher,
The Alexandra School)*

*(Music by the late Grace Thompson
Former Student & Teacher
The Alexandra School)*

The School Hymn

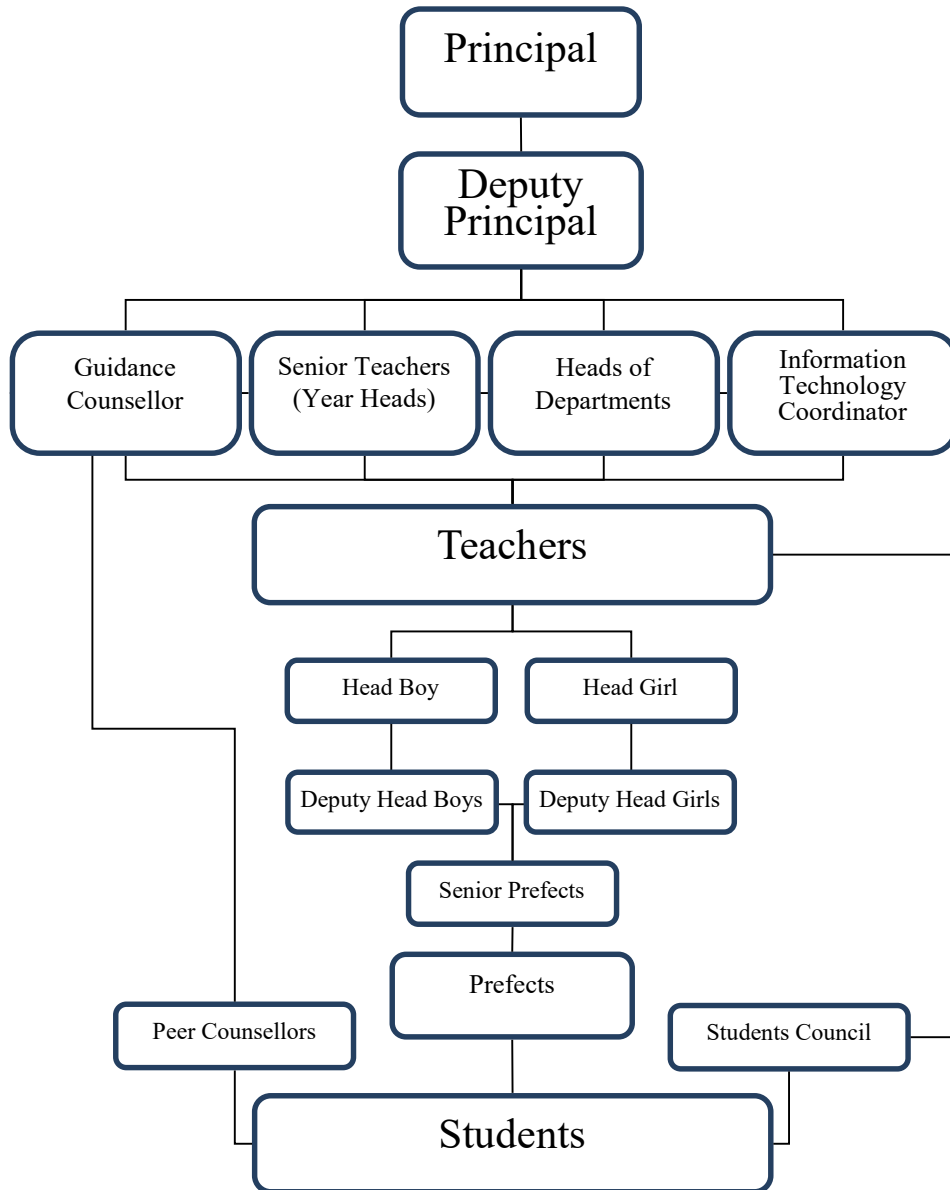
Heavenly Father may thy blessing

Heavenly Father, may thy blessing
Rest upon thy children now,
When in praise thy name we hallow,
When in prayer to thee we bow;
In the wondrous story reading
Of the Lord of truth and grace
May we see thy love reflected
In the light of his dear face

May we learn from this great story
All the arts of friendliness;
Truthful speech and honest action,
Courage, patience, steadfastness;
How to master self and temper,
How to make our conduct fair;
When to speak and when be silent,
When to do and when forbear.

May His spirit wise and holy
With his gifts their spirits bless,
Make them loving, joyous, peaceful,
Rich in goodness, gentleness,
Strong in self-control, and faithful,
Kind in thought and deed; for he
Sayeth, 'What ye do for others
Ye are doing unto me.'

ORGANISATIONAL CHART



ADMINISTRATION TEAM

PRINCIPAL		Mr. Orson Alleyne
DEPUTY PRINCIPAL		Mrs. Harriette Williams
SENIOR TEACHERS (YEARHEADS)		
Mrs. Lynda Barrow - 1st Year (ag)		
Mrs. Nebia Sammie-Best- 2nd Year (ag)		
Mrs. Anne Murray-Reid—3rd Year		
Miss Marilyn Crichlow - 4th Year		
Mr. Ellsworth Burrowes- 5th Year		
Miss Wendy Green - 6th Year		
GUIDANCE COUNCELLOR - Mrs. Shelley Grannum-John		
HEADS OF DEPARTMENTS		SUBJECTS PER DEPARTMENT
ART	Mr. Wayne Hinds	Art & Craft, Music
BUSINESS STUDIES	Miss Ronalda Edghill	EDPM Information Technology Principles of Accounts Principles of Business CAPE—IT, Entrepreneurship
FOREIGN LANGUAGE	Mrs. Freda Forde	French, Spanish
ENGLISH	Mrs. Rosemary Rudder	English Language, English Literature , Theatre Arts CAPE- Communication Studies
GENERAL STUDIES	Miss Dawn Alleyne	Geography, History, Social Studies CAPE: Carribean Studies
HOME ECONOMICS	Mrs. Rhonda Griffith	Family Resources Management, Food, Nutrition, & Health Physical Education & Sport CAPE: Tourism
INDUSTRIAL ARTS	Mr. John Sobers	Electronics, Technical Drawing, Woodwork
MATHEMATICS	Mrs. Tracy-Ann Phillips-Downes	Mathematics
SCIENCE	Mr. Winston Brathwaite Miss Barbara Myles (Ag)	Biology, Chemistry, Human & Social Biology, Integrated Science, Physics CAPE- Environmental Studies
INFORMATION TECHNOLOGY COORDINATOR - Mr. McLester Burrowes		

NON-TEACHING ADMINISTRATION STAFF

Secretary/Treasurer	Mrs. Sherla Cummins
Executive Officer	Miss Patricia Bowen
Principal's Secretary	Miss Alexia Leacock
Clerk/Typists-BOM -PO	Mrs. Stasia Broomes Mrs. Necole Jordan
Library Assistant	Miss Janelle Small
Laboratory Assistant	Mr. Damien Waithe
Porter Messenger	Mr. Carolson Hope

HOUSES

The houses system was established since the 1920's in honour of the service of a number of outstanding Principals and Staff.

Healthy rivalry exists among the houses as many inter-house and intra-house competitions are organised. Within this system students are often given the opportunity to participate in leadership training as prefects are usually selected through their houses. Additionally the various house activities organised throughout the year help in maintaining discipline in the school, as they empower the students and allow role models to emerge for the rest of the school body.

There are five (5) houses. Following is a table of our houses and the persons in charge.

HOUSE	HOUSE MASTER/MISTRESS	COLOURS
ARNOLD	Mrs. M. Rock	Royal Blue
LYSONS	Mr. J. Sobers	Green
SKINNER	Mrs. M. Sealy-Howell	Turquoise
O'NEAL	Mrs. F. Forde	Yellow
FREDERICK	Mrs. M. Brathwaite	Red

SCHOOL TERMS AND HOURS OF ATTENDANCE

Term 1	September to December	(Michaelmas/Christmas)
Term 2	January to March	(Hilary/Easter)
Term 3	April to July	(Trinity/Summer)

BELL TIMES

Monday - Friday			
8:35	-	8:45	REGISTRATION
8:45	-	9:00	Morning Assembly
9:00	-	9:40	Lesson 1
9:40	-	10:20	Lesson 2
10:20	-	11:00	Lesson 3
11:00	-	11:40	Lesson 4
11:40	-	12:35	LUNCH
12:35	-	12:45	REGISTRATION
12:45	-	1:25	Lesson 5
1:25	-	2:05	Lesson 6
2:05	-	2:45	Lesson 7

The bell times may vary depending on the schedule.

There are three daily schedules.

1. Regular schedule - See above

2. Extended Morning Schedule- This schedule is used for extended morning assembly or presentations. It runs from 8:35 a.m. - 2:45 p.m.

3. Early Evening Schedule - This schedule is used for form level meetings or any other school activity. It runs from 8:35 a.m. - 2:00 p.m.

Please note that parents/guardians will be notified by correspondence if there is an early evening closure.

CURRICULUM

The present school curriculum is planned so that the majority of children may be able to write the Caribbean Examinations Council Examination (CXC) in as many subjects as they are capable of managing. Examination results are, however, not the only aim of the curriculum. The school's focus is also to educate children culturally, spiritually and physically so that they may fulfill their potential and become productive, socially well-adjusted citizens in their community.

Students entering the school will be exposed to a maximum of fourteen subjects. They will begin making options from as early as 2nd form, where they choose between different combinations of sciences and foreign languages. At the end of the Third Year, students and parents specify their career options and the CXC subjects they wish to pursue. Each student entering the 4th year will therefore write eight (8) subjects chosen from about twenty-five (25) options offered at this level.

A Glance at the School Curriculum

CORE SUBJECTS		
*English Language	*English Literature	*Mathematics
Social Studies	French & Spanish	
OTHER SUBJECTS		
Theatre Arts	Chemistry	Geography
Technical Drawing	Biology	Physical Education
Electronics	Integrated Science	History
Woodwork	Physics	Art
Building Technology	Information Technology	Music
Family Resources Management	Principles of Accounts	Health Family Life Education
Food , Nutrition & Health	Principles of Business	
Electronic Document Preparation and Management		
CAPE		
Information Technology, Physical Education & Sport, Art & Design, French,		
Spanish, Food & Nutrition, Environmental Science, Entrepreneurship,		
Tourism, Sociology,.		
Compulsory Subject - Communication Studies, Caribbean Studies		

EXAMINATIONS

Examination Boards include the Caribbean Examination Council (CXC) and Associated Board of Royal School of Music (ABRSM).

CARIBBEAN EXAMINATION COUNCIL (CXC)

The Caribbean Examination Council is the governing body of the external nationwide exams for secondary schools in Barbados and the region.

CCSLC

Since 2015 the Alexandra School embarked on the CXC examined Caribbean Certificate of Secondary Level Competence (CCSLC) curriculum in Social Studies, English Language, Mathematics and Integrated Science. Social Studies is completed at the 2nd Year level while English Language, Mathematics and Integrated Science are completed at the 3rd Year level . The programme incorporates the skills, abilities and values that all secondary schools leavers should possess. These exams are administered in May/June each year.

The Teacher Assessment Mark/School Based Assessment (SBA) and the External mark are combined to give a composite score. Candidates with 75% to 100% will be certified a Master , 50% to 74% will be certified as Competent, below 50% will be certified as Developing Competence.

CSEC

The exams taken at 5th Year level are referred to as the Caribbean Secondary Education Certificate (CSEC) examinations and are offered in May-June for in-school candidates. The examinations at Alexandra are offered under two Proficiency Schemes: General and Technical.

The General and Technical Proficiencies provide students with the foundation for further studies and entry to the workplace.

Per Ardua Ad Astra

CVQ

From September 2015 CXC has integrated CSEC and Caribbean Vocational Qualification (CVQ) for dual certification in the areas of Food Preparation and Cookery, Floral Arrangements, Commercial Food Preparation, Furniture Making, Building Construction, and Electrical Installation. Students who have selected the above mentioned areas as part of their 4th year options are required to complete subjects at both the CSEC and CVQ level.

We also offer stand alone subjects in the areas of Art & Craft Production/Textiles, Data Operation and Musical Performance.

CAPE

Alexandra School officially launched its Sixth Form in September 2015 enrolling 20 students into its programme.

Please see page 15 for the list of subjects offered.

Please be made aware that our Sixth Form is a 2 year programme.

Parents interested in registering their child/ward into the Sixth Form programme must do so through the Ministry of Education, Elsie Payne Complex, Constitution Road, St. Michael.

ABRSM - Associated Board Royal School of Music

ABRSM is the world's leading provider of graded music exams and assessments with a clear progressive framework to measure musical development. The board has over 100 years of experience and expertise in the field of music education and is associated with the following leading conservatories in the UK:

Royal Academy of Music

Royal College of Music

Royal Northern College of Music

Royal Conservatoire of Scotland

PARENT-TEACHER ASSOCIATION

There is an active Parent-Teacher Association and all parents and guardians are invited to join the Association as it renders invaluable assistance to the school and to pupils in need.

The PTA meets the third Wednesday of every month in the school Hall or the Music Room, if the Hall is unavailable.

Periodically, the meeting may be called on the last Saturday of the month.

EXTRA-CURRICULAR ACTIVITIES

On enrolling at Alexandra School, students **must** sign up for at least one (1) extra-curricular activity.

Parents and guardians should encourage their children/wards to participate in the many activities offered, thus facilitating their development as well-rounded individuals with skills that enhance their life experience. Students should also be encouraged to engage in charitable work, school fundraising activities and also to participate in all activities organized by the Ministry of Education for schools in general.

All students representing the school at any game, sport or extracurricular activity, are subject to the discipline of the school, whether or not the activity is being conducted on the school premises.

The various activities are described below and a schedule is also presented.

Per Ardua Ad Astra

EXTRA CURRICULAR ACTIVITIES

ACTIVITY	VENUE	TEACHER/PERSON IN CHARGE	DAY
Athletics	Pavilion	Mrs. Scantlebury	Mon, Wed, Fri
Badminton	Hall	Mrs. E. Gittens	Mon
Beacons Chorale	Hall	Ms. Ashley Cottle	As scheduled
Boys Club	Electronics Room	Mr. R. Rock/ Mr. C. Mascoll	Mon (Lunch)
Body Building	Pavilion	Sports Council	Wed & Fri
Body Fitness	Pavilion	Mrs. Scantlebury	Tues & Thurs
Cadets	Eastern Car park		Tues Sat (Off-site)
Coral Reef Club	EO3	Miss R. Charlemagne	Thurs
Dance	Hall	Mrs. Freda Forde	Friday
Etiquette Club	EO4	Mrs. N. Nyhathu Mrs. M. Sealy-Howell Mrs. T. Wiggins	Tues
Football	Playing field	Mr. Kirk Corbin	Tues & Fri
Foreign Language Club	Foreign language Room (Hall)	Mrs. Freda Forde	Thurs
Instruments of the Orchestra	Music room	Mr. C. Greaves	As scheduled
Girl Guides	Music room	Ms. K. Edwards Ms. S. Toppin	Tues
Interact Club	Lecture Theatre	Mrs. N Nyhathu, Mrs. R Rudder, Miss M. Greenidge	Wed
Inter-School Christian Fellowship (ISCF)	Foreign language Room/Hall	Mrs. Freda Forde	As scheduled
Netball	Netball courts	Mrs. I. Taylor, Mrs. M. Brathwaite	Mon & Thurs
Scouts	Quadrangle	Mr. McLester Burrowes	Fri
Table Tennis	Hall	Mr. W. Porte	Thurs
Volleyball	Hardcourt	Mr. R. Rock	Thurs
YAPS - Young Articulate Public Speaking	Lecture Theatre	Mrs. N. Nyhathu, Mrs. R. Rudder, Miss M. Greenidge	Mon
Road Tennis	Front/Court Yard	T.B.A	As scheduled
African Dance & Drumming	School Hall	Mrs. N. Nyhathu	Wed

UNIFORMS:

The full school uniform of the Alexandra School is described below. This uniform, inclusive of school crest and house pin must be worn at all times, except where the informal school uniform is required. Periodic inspections of ALL uniforms and P.E. Kits will be conducted. Students must comply with the school's standard uniform requirements.

JUNIOR UNIFORM (FORMS 1-3) GIRLS:

TUNIC	Fabric- Turquoise cotton/polyester Style, See Diagrams Loose fit Length- no shorter than two inches (2") below the knees Hem depth-Not less than 2 inches Hem Allowance Not less than 4 inches
BLOUSE	White with sleeves approximately three inches above the elbow
BELT	In school colours
SOCKS	Plain white turned down to fit above the ankles. No bobby socks or socks with coloured tops, heels and toes will be allowed.
SHOES	Plain black laced shoes with low or flat heel. No high heel shoes, high cuts, boots, sneakers (coloured or patterned) or slippers are to be worn to school, or to school-related activities.

JUNIOR UNIFORM (FORMS 1-3) BOYS:

SHIRT	Silver-grey short sleeve shirt with tabs for epaulettes
EPAULETTES	In the school colours
PANTS	Navy blue short pants
BELT	Plain black belt with a simple buckle No fancy buckles or belts will be allowed in school.
SOCKS	Silver grey $\frac{3}{4}$ length socks with school colours. Socks are to be worn just below the knee and held up with garters, No bobby socks or socks with coloured tops, heels and toes will be allowed.
SHOES	Plain black laced shoes. No high cut boots, sneakers (coloured or patterned) or slippers are to be worn to school or school-related activities.

Per Ardua Ad Astra

SENIOR UNIFORM (FORMS 4-5) GIRLS

SKIRT	Fabric: Turquoise cotton/polyester Style: Loose fitting six gored (A Line) skirt. (Wider at the hemline than the hip line) see page 44 Skirts length must end at least 2 inches below the knees. All hems must be at least 2 inches in depth when finished and must include an extra 2 inch hem allowance to allow for growth.
BLOUSE	White with sleeves approximately three (3") inches above the elbow AND Bar epaulettes on the shoulder
BELT	In school colours
SOCKS	Plain white turned down to fit above the ankles. No bobby socks or socks with coloured tops, heels and toes will be allowed.
SHOES	Plain black laced shoes with low or flat heel. No high heel shoes, high cuts, boots, sneakers (coloured or patterned) or slippers are to be worn to school or to school-related activities.
HOUSE PINS	In house colours. Available from BOM office
EPAULETTES	Only worn by 4th formers
TIES	Only worn by 5th formers

SENIOR UNIFORM (FORMS 4-5) BOYS

PANTS	Fabric: Navy blue polyester-linen Style: Long straight leg, No skinny-leg, wide-leg, baggy, narrow or tight fitting pants will be allowed. The width at the bottom of the Pants must be no less than 7" in diameter . Length- full—see page 45
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SHIRT	White with short sleeves AND Bar epaulettes on the shoulder.
BELT	Plain black belt with a simple buckle. No fancy buckles or belts will be allowed in school.
SOCKS	Navy blue socks.
SHOES	Plain black laced shoes with low or flat heel. No high cuts, boots, sneakers, soft wear, suede, canvas shoes or slippers are to be worn to school.
EPAULETTES	Only worn by 4 th formers
TIES	Only worn by 5 th & 6 th formers

SCHOOL PINS

School crests which carry the colour of the house and school wrist bands are available from the school at a cost of \$10.00 each from the school office.



Junior Boys' Uniform



Junior Girls' Uniform

Per Ardua Ad Astra



Senior Boys' (4th) Uniform



Senior Girls' (4th) Uniform



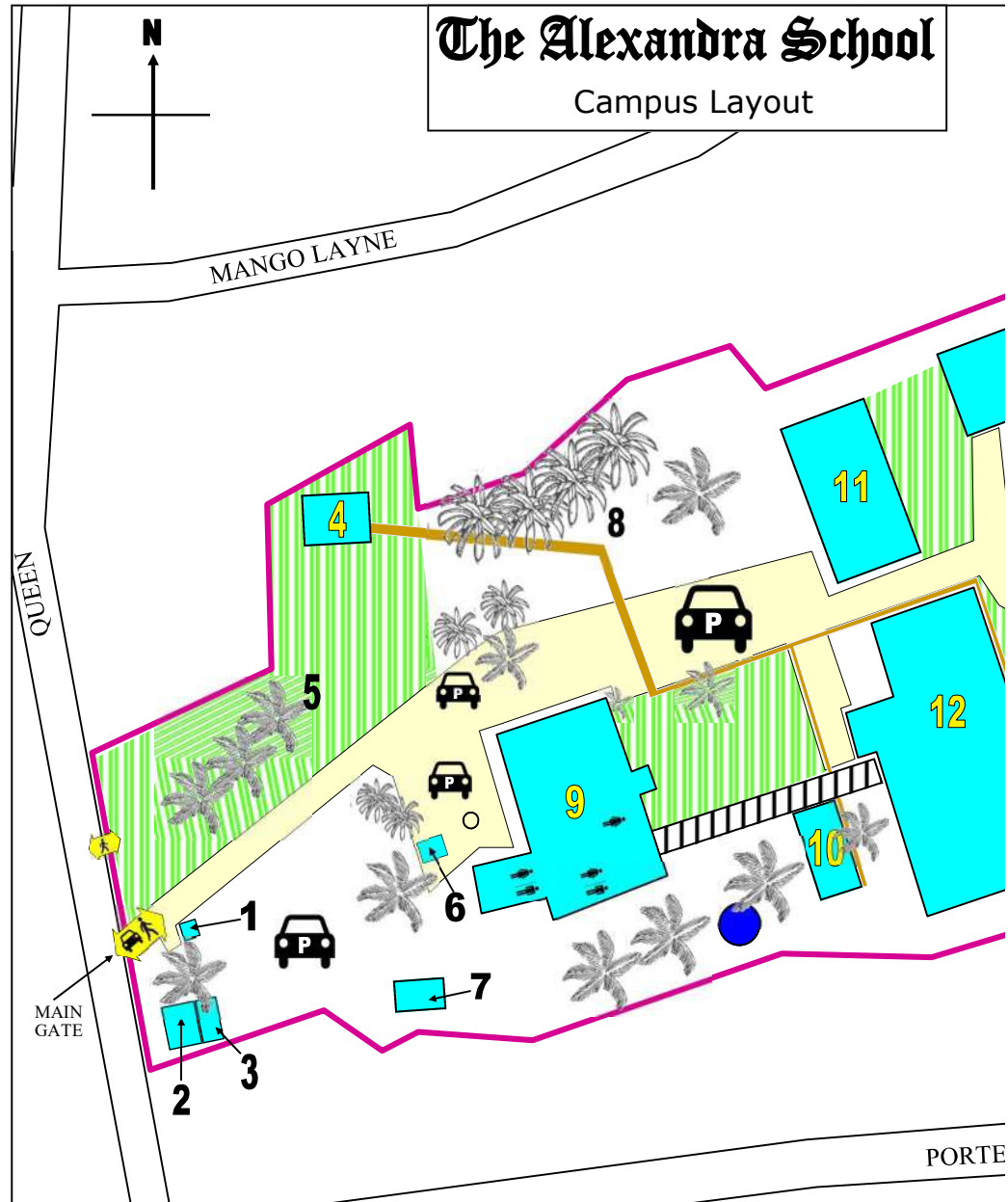
Senior Boys' (5th) Uniform



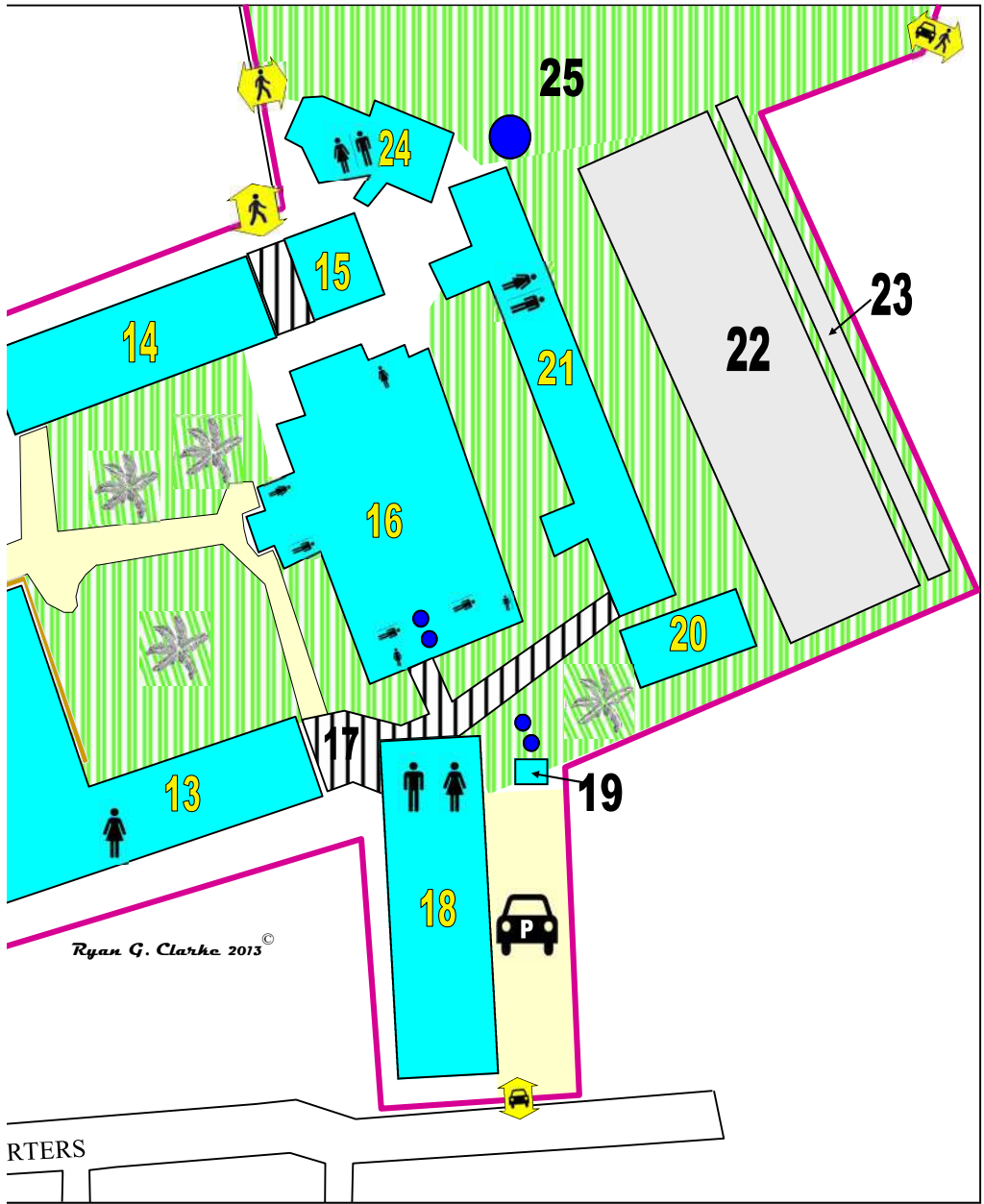
Senior Girls' (5th) Uniform

The Alexandra School

Campus Layout



- | | | | | |
|--|---|--|--------------------|-------------------------|
| | Gates-Vehicles and/or Pedestrians entrance/exit | | Water Tanks/Towers | 1. Security Hut (West) |
| | Trees | | Covered Open Areas | 2. Porter's/Ancillary Q |
| | Bamboos | | Drainage Canals | 3. Watchman's Quarte |
| | Car Parking Areas | | Lawn areas | 4. Water Pump |
| | Buildings | | School Perimeter | 5. Mango Tree |
| | | | Paved Driveway | 6. Tuck Shop |
| | | | | 7. Maintenance Works |
| | | | | 8. Bamboos Lunch Bei |
| | | | | 9. Administration Bloc |



RTERS

Vest)	10. Book Room (Text)	18. Ward (G) Block (1st Forms/ Chem./Home Ec.)
ary Quarters	11. Art Room/Home. Ec. Rooms	19. Groundsman's Shed
uarters	12. Laurie (E) Block (5ths/Art/I.T./ Bio. /P.E.)	20. Prefabs (4th Form)
	13. Kellman (F) Block (2nd Forms)	21. C Block (3rd Forms/Bio/Phys)
	14. Industrial Arts (Elec./Art/WW)	22. Hard Courts
/orkshop	15. Canteen	23. Batting Cages
h Benches	16. Deputy Principal/Hall/Staff Room	24. Sports Hall
Block	17. 1st/2nd Forms Lunch Benches	25. Playing Field

GAMES UNIFORMS

All students (male and female) are assigned games shorts and shirts with white sneakers. Moccasin style shoes are not acceptable. Three quarter length shirt sleeves are also not acceptable.

Students **MUST** have their names printed on ALL P.E. Kits and running shoes to avoid any mix-up in ownership of these items.

INFORMAL UNIFORM

School T-shirt or Polo shirt in house colour

Long blue or black jeans

Soft white shoes/sneakers (No boots)

This uniform is required for ALL students and **MUST** be worn for sports, special house days activities, tours and other off-campus events.

HAIR/ACCESSORIES

Hair that is dyed, untidy and/or elaborate is **NOT ALLOWED** when wearing the school uniform. **Only** simple brown, black, white, blue or colourless hair accessories may be worn by girls. These must be limited to one solid colour. Hair extensions i.e weaves, braids are not allowed. However, if there is a need for consideration to be given to the wearing of braids permission must be sought from the Year Head. Boys are not allowed to wear plaited or twisted hair. Hair must be combed and well-groomed at all times. Appropriate head covering must be worn by students with dreadlocks.

JEWELLERY

No jewellery is allowed except wristwatches and ONE matching pair of small gold or silver bob earrings for girls with pierced ears. These must be worn in the lower ear lobes only. No birth stones, pearls, diamantes or other earrings will be accepted.

Boys are NOT allowed to wear earrings.

Only Alexandra school wrist bands are permitted.

UNDERGARMENTS

Students must be fully dressed at all times whilst in uniform, on the school compound or in public. Inside-shirts, when worn must not be visible under the school shirt. No coloured bras or undershirts or those with visible markings should be worn under the uniform.

Per Ardua Ad Astra

SCHOOL FEES

The following fees should be paid at the beginning of the school year. Petty fees must be paid no later than Week 4 of the first term. This fee goes towards the cost of exercise books and paper given by the school and for facilities for playing games during the year. The fees are payable at the office of the Secretary-Treasurer before/after school and during the lunch period (Mon-Fri)

ITEM	NATIONALS/ CARICOM	INTERNATIONAL
Tuition		\$360.00 per term
Games clothes	\$60.00	\$ 60.00
Textbooks	\$75.00 (N)	\$150.00
House Shirts	\$25.00	\$ 25.00
Petty Fees	\$45.00	\$ 45.00
P.T.A. fees	\$15.00	\$15.00
School Badge (with House colour)	\$10.00	\$10.00

****CARICOM Nationals under sixteen (16) years are NOT required to pay Tuition Fees. International students are required to pay fees as indicated above.***

Special Note

Parents/guardians are responsible for any damage to or loss of textbooks and should ensure that all books issued to their child/ward are kept in good condition. Parents/Guardians are encouraged to check and ensure that the numbers listed on the book list correspond with the numbers that are in the text books.

Please note that if all books are not returned, your child/ward will not be issued with his/her end-of-year report. All parents/Guardians are therefore asked to ensure that all books be returned and damages paid.

LIST OF STATIONERY AND OTHER MATERIALS

Each pupil must be supplied with the following items by the parent/guardian by the start of the school year:

GENERAL USE	Dictionary Small change purse Shoe bag for games shoes	ART EQUIPMENT 3 Art Pencils: 2B, 4B, 6B 1 Set of Crayola Colour pencils 1 black Uniball Onyx pen: fine/medium 2 black Sharpie markers: fine and king size: 1 Vinyl Eraser 1 ruler 30cms minimum length 1 Sharpener 1 painting palette 1 -12 set of Sargent Art Water Colour Tube Paints 2 Nylon flat brushes: No 2 and No 10 2 Nylon round brushes: No 2 and No10 Art Bag
HOME ECONOMICS	Aprons	
MATHEMATICS	1 geometry set 1 ruler	
TECHNICAL DRAWING	T Square	
MUSIC	Manuscript Music Theory in Practice	
ART EQUIPMENT	1 Sketch pad (Obtained from the school) 1 construction pad 1 bottle of white glue Art Apron	

PROPERTY IDENTIFICATION

All property must be marked clearly with the owner's name.

The school will not accept responsibility for the loss of personal property, however will make every attempt to assist in the retrieval of such. Parents/guardians are advised to avoid giving their child/ward large sums of money or any valuable articles to bring to school. If this cannot be avoided, the money or article should be deposited at the School Office for safe keeping or given to a teacher. **The school does not accept responsibility for damage to or loss of valuable articles or money.**

No unauthorized articles, including knives, other sharp-edged tools or any dangerous or illegal substances that may cause harm or injury to anyone, shall be brought into school. IT IS ILLEGAL TO DO SO.

COMMUNICATION PROCEDURES

REPORTING ON ACADEMIC PERFORMANCE

This is done formally throughout the year, via mid-term reports, end of term reports and Annual Form Level Meetings. A large measure of continuous assessment is done both in the Junior School and at the CXC level. End-of-year promotion mark normally reflects students' work during the year and the final examination results.

REPORTS AND RECORDS

Parents and Guardians should receive:-

1. A mid-term Report at the end of the first seven (7) week session of Terms I and Term II.
2. A Final Report at the end of Terms I, II and III.

Parents are advised to study these reports and consult with the Form Teacher, Year Head, Deputy Principal or Principal should any queries arise from these reports.

FORM LEVEL MEETINGS

Form Level Meetings are scheduled for each level in the school during the school year. Parents and guardians will be informed by circular of the dates and times of these meetings. At these meetings, parents/guardians have the opportunity to discuss their child's/ward's progress on a one-to-one basis with the subject and form teachers.

In addition, arrangements can also be made to discuss any school-related, academic or social concern with the Principal, Deputy Principal, Year Head or Guidance Counsellor.

LETTERS FROM PARENTS

All requests from parents for students to be absent from school or to be released outside of the stated hours must be made in writing.

Students, who for any reason, are absent from school must produce a letter from their parent or guardian outlining the reason for such absence.

Students may be sent home for such letters if they are not brought by the day following their return to school. **If the student had contracted a contagious disease, a doctor's certificate must accompany the letter.**

Additionally, any student who has been absent for three or more days, must, on their return, submit a medical certificate.

ABSENCE FROM SCHOOL

Letters to the school should be addressed to the Principal. Letters should be typed or written on appropriate letter writing paper and should include the student's full name and form, and should be placed in a plain envelope. The dates of the student's absence must also be clearly stated.

If, with prior knowledge, a student wishes to leave school early or anytime during the school day, or to be absent or late, the Principal's permission must be sought by letter from the parent or guardian before the actual day. Please see layout .

Your Address

Date

Addressee

Dear Sir

Body of Document

Closure

Signature

Please note that letters without a signature will not be accepted.

EXCUSE FROM PHYSICAL EXERCISE

Since exercise is essential to good health, no student will be excused from Physical Education, without a letter signed by his/her parent or guardian except in cases of emergency. A request for a student to be excused from Physical Education for a period of more than two (2) weeks must be accompanied by a Medical Certificate.

ENQUIRIES

Parents and guardians should avoid calling or coming to the school to see or speak to their children while school is in session. Calls or visits should be limited to emergencies only, and these should be made to the Secretary at the School Office (Tel: 246-535-4700/04).

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Parents and guardians who wish to see the Principal must make an appointment beforehand, except in cases of emergency. This also apply (ies) to parents or guardians seeking to meet with Senior Teachers or Staff.

Parents or guardians should try to settle their children's transportation and or other arrangements before they leaves for school.

All students must leave the school premises by 3:30 p.m. unless they are involved in a supervised extra-curricular activity. If, however, they are required to wait for transportation, parents/guardians should inform the office and avoid having their child/ward wait beyond 4:00 p.m.

All students awaiting transportation after 3:30 p.m. **must** wait in the area of the Principal's Office.

HOMEWORK

If a student is unable to do homework as a result of illness, a letter of excuse must be sent immediately to the Principal.

WITHDRAWAL OF STUDENT

Notice of the intention to remove a student from school must be given in writing to the Principal not later than one calendar month before the end of the current term.

ILLNESS AT SCHOOL

Any illness or injury suffered at school should be reported to the Form Teacher or any other teacher promptly.

Teachers or members of the office staff are not responsible or are required to administer medication to students. However, appropriate communication between the school and parent could facilitate such a request. Medication should be left in the office for safety.

No medication of any kind is supplied by the school. If a child is gravely ill, he/she will be taken to the office and a parent /guardian will be asked to collect him/her. If there is an emergency, an emergency vehicle summoned and the parent /guardian will be notified.

SCHOOL DISCIPLINE

Discipline is measured in terms of respect and obedience. You must learn to respect yourself; you are someone special. Be conscious of this always and behave in such a manner as to add value to yourself. From self-respect you move on to respect for others, including your peers and those in authority such as your parents, teachers and elders.

Obedience is an essential part of all kinds of discipline. There are rules at home, at school, in any organization and in the wider community e.g. the laws of the country. **The highest level of obedience is to God. Make an earnest attempt to obey all rightful authority. This makes for the growth of sound character.**

Students are expected therefore to display behaviours that could make a better school. The school environment should be safe, orderly, clean and conducive to learning.

Students are required to maintain high standards of discipline at all times. In this regard, they should practise self-restraint, self-control and self-discipline. The tendency to follow peers in doing wrong must be resisted and overcome. Know what is right and do it. Be eager to perform good deeds.

In case of indiscipline or misbehaviour, a number of sanctions are available to relevant members of staff such as writing lines, detention, in-school suspension, suspension, corporal punishment, referral to a social agency, counselling centre, referral to the Police Juvenile Liaison Scheme, Probation Department and in extreme cases, expulsion.

Parents will normally be contacted at the first instance of serious indiscipline. Indiscipline is a behaviour that is learnt through habit or practice. Students who practice indiscipline will encounter serious difficulty in focusing on school work and achieving worthwhile goals at school.

RULES AND CODE OF CONDUCT

GENERAL CONDUCT

Pupils are required to be present during the hours prescribed for school (08:35am - 14:45pm). No pupil may leave the premises for any reason before the end of the school day unless permission is sought in writing in advance by parent/guardian and/or unless permission has been granted by the Principal.

If a pupil is absent from school for one or more days without prior notice, a written excuse from parent/guardian must be submitted to the Form Teacher at registration by the pupil on his return to school. A pupil who does not present the required excuse at the proper time will NOT be admitted to classes.

Pupils are required to wear the prescribed school uniform on ALL school occasions. Minor departure from this may be tolerated for very limited periods of time if written excuses are brought from parents/guardians. Pupils may not be admitted to classes if they do not present such excuses

All students, whether at school or representing the school at any game, sport, cultural activity or any other tour or event are subject to the discipline of the school, whether or not the activity is being conducted on the school premises. The business of school is studying, working and learning.

Students must therefore:

1. Obey the school rules.
2. Attend school punctually and regularly.
3. Respect and obey teachers and all others in authority.
4. Observe respect for the personal property of others at all times.
5. Accept it as their responsibility to keep the school buildings and grounds clean and tidy. Littering is an offence.
6. Attend morning assembly in an orderly manner and behave reverently during worship.
7. Be well prepared for all classes and attend them punctually.

8. Bring all textbooks, tools, equipment and materials required on a daily basis.
9. Participate intelligently in all classes by listening attentively, asking questions and carrying out the tasks given.
10. Do adequate homework regularly and within the required time.
11. Improve their conduct by practising values, e.g. love, self-respect, honesty, truth, industry, courtesy, clean speech and good deportment.
12. Participate in extra-curricular activities.
13. Keep the school environment clean and beautiful.
14. Use time wisely.
15. **A BREACH OF COMMON SENSE IS A BREACH OF SCHOOL RULES**

OFFENCES

It is an offence to:

1. Use obscene language in school uniform, whether or not they are on the school premises.
2. Enter any Betting Shops or Gaming Rooms.
3. Indulge in any sexual activity on the school compound or while in any representative capacity of the school.
4. Throw stones or any such missiles.
5. Chew gum on the premises or in uniform anywhere.
6. Eat or drink on the street.
7. Bring electronics or digital devices including cell phones, to school without permission.
8. Use perfumes or powder, in the form rooms. Personal grooming must be done in the bathrooms provided. **Absolutely no makeup is to be worn whilst in uniform.**

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9. Damage trees or plants by picking leaves, flowers and or breaking branches or by making pathways through the hedges.
10. Walk on the lawns in hard shoes.
11. Climb walls or fences surrounding the school premises or to climb trees on the school grounds.
12. Take bottles or furniture on to any games area.
13. Play games on the stairways, on the covered walkway, in the car park, on the roadway, in the gardens, in the vicinity of the office or any classroom including in the specialists rooms (labs, art rooms, etc.).
14. Smoke or have any substance or apparatus designed for smoking on the school premises or while in school uniform.
15. Bring or drink alcoholic beverages on the school premises and to have in your possession or drink such beverage on the way to and from school.
16. Loiter on the road or outside of shops, hotels, business places, restaurants or any other place or entertainment.
17. Loiter on the compound or at the school gates before or after school. Students must make their way to classes as soon as the bell rings.
18. Absent themselves from Morning assembly. All students must attend Prayers unless exemption has been granted for religious reasons or written request from a parent/guardian.
19. To talk during Assembly or behave in such a manner as to disrupt the activity being conducted.
20. To use the Hall as a passage or recreation room. It is reserved for Assembly, and teacher-supervised extracurricular activities and classes.
21. To leave school without permission. Students having entered the school premises in the morning are not permitted to leave without permission from the Principal or Deputy Principal, or, in their absence, another member of staff in case of an emergency. **A breach of this rule may result in immediate suspension.**

GENERAL PROCEDURES

1. Students are required to be courteous to their peers, members of staff and visitors at all times.
2. Students must stand and acknowledge the teacher or visitor whenever they enter the form room.
3. Students must request permission of the teacher/person in charge to leave the classroom.
4. Students leaving the class will be given an exit pass and must be able to present it on request once outside the classroom.
5. **No student will be permitted to leave the class during the following times: Lesson 1, lesson 5, after 11:30 a.m. or 2:30 p.m. Students are encouraged to visit the bathroom and take care of any personal matters before school and at lunch as permission will only be given to leave the classroom in cases of emergencies.**
6. Students using the stairs must keep to the left, allowing those desirous of passing to do so, showing consideration at all times.
7. Students must step aside to the left allowing teachers to walk unobstructed along the corridors and pathways.
8. Students arriving after 8:45 a.m. are late, thereafter must report to the Office and collect a late slip before proceeding to their class .
9. Students must not enter the staffroom at any time unless instructed to do so.
10. Students must refrain from going to the Staff Room during lesson time or in the first half of the lunch period unless instructed to do so by a teacher . However in the case of an emergency such as illness, accident, or to report an accident or serious misconduct including damage to school property, students are permitted to visit the staffroom if solicited.

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1. If it becomes necessary to go to the staffroom, students must be fully dressed and the following procedure must be adhered to:
 - Use the Eastern entrance only.
 - Knock and wait to be acknowledged.
 - Stand on the side away from the stairs.
 - State business in a polite respectful manner once acknowledged.
 - Never peer into or shout through the staffroom.
12. Food matter should be disposed of in the garbage bins across the school compound and not in the classroom wastepaper baskets
13. Students must wear soft/games shoes on the lawns and playing fields. No hard shoes allowed.
14. No student should take games equipment from either the games room or staff room except with the permission of a member of staff.
15. Students attending field trips or other off-campus events including school sports must wear the informal uniform of the school. (Long blue or black jeans pants and a house T-shirt/Polo shirt) Girls' jeans are not to be tight. **No** armhole, thin-straps, baby or back-out shirts or skirts are permitted. No additional jewellery is to be worn on these occasions, except those permitted by the school rules.
16. **Money must not be left in book-bags, desks or in the changing rooms. Money must be kept in a small purse and always carried around in the pocket of the school or games uniform being worn by the student. It must never be left in a uniform in the changing room or form room. Large sums of money should be taken to the Office for safe-keeping.**

GENERAL DETENTION

Pupils who misconduct themselves, or are repeatedly late for school, fail to do class-work or homework satisfactorily, may be detained after school from 3.00 p.m. to 3.50 p.m. Parents will normally be given a detention

notice prior to the date on which the student is to have the detention, providing specific details.

CORPORAL PUNISHMENT

Corporal punishment is administered to pupils of this school. This is dependent on the nature of the offence and the disciplinary measures which have been attempted previously.

PUBLIC TRANSPORT

Students who use the public transport system must form an orderly queue to board buses and exhibit exemplary behaviour, whether in the school yard or in the Speightstown terminal. Therefore, whether on bus, mini-bus or ZR vehicle, it is an offence to:

- attempt to board or hold on to any part of any bus while it is in motion;
- throw or hand any bag or other possessions through the window of any bus for the purpose of reserving a seat;
- dispose of garbage or throw missiles through the window of the bus;
- be loud and boisterous or engage in any indecent behaviour or questionable activities;

CANTEEN

Lunches may be obtained from the School Canteen at a reasonable price. First form students are dismissed 10 minutes before the luncheon interval.

If students are to leave school during the luncheon interval, permission must be obtained from the Principal on written request from the parent/guardian. Only then will an exit slip be issued.

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EMERGENCY EVACUATION PLAN

An Emergency Evacuation Plan is in place for the entire school. Each room contains specific instructions. Students are required to proceed briskly (no running) to stipulated areas. They must remain quiet to await further instructions.

Emergency drills are held periodically throughout the year.

All students must participate in emergency drills executed by the school. Failure to do so may result in disciplinary action.

ACADEMIC POLICY

Standard of work

Pupils are expected to be diligent in their school work and to maintain a high standard therein. The pass mark in any subject is 60% in both the Junior School and the Senior School.

Presentation of School work

Students' work must always be neat, legible and clearly presented. Work must reflect a great deal of care, scholarship and also concern for teachers. Shoddy and untidy work **WILL NOT** be accepted by teachers.

Homework

Homework consists not only of written work but also of study and/or review of the previous lessons .

The School's policy is:

- Homework must be done each night in no fewer than three subjects.
- Homework for all subjects must be done on weekends.
- Students must review work done in class on a daily basis.
- Students must revise constantly in order to consolidate knowledge.

Textbooks

All students must bring to school the textbooks for the particular subjects as specified by their timetable.

Students must familiarize themselves with their textbooks and parents are encouraged to assist in this vital matter

Library Use

The Library is available for scheduled sessions as well as during lunch and after school until 4:00 p.m.

Academic Progress

Please note parents may be asked by the Administration of the school to remove from school any boy or girl who in the opinion of the Staff and the Board of Management is not making reasonable progress or whose conduct is unsatisfactory.

A CHARTER FOR TEACHERS, PARENTS AND STUDENTS

The task of educating children is a shared task—a partnership between the school and parents. Also, pupils learn best when they have the support of both teachers and parents. To this end, in pursuit of our educational goals, our school shall endeavour to commit teachers, parents and pupils to the following charter.

TEACHERS will undertake to:

- Be on duty for the school day and to perform their duties with a high degree of professionalism.
- Teach the syllabus, set and assess homework, correct assignments, set and mark exams, while providing timely and adequate feedback.
- Insist on high standards and presentation of work.
- Be fair and firm in: maintaining discipline and upholding school rules
- Be available for consultation with parents when necessary.

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- Provide a wide range of extracurricular activities so that each child can have an opportunity to participate in at least one of them.
- Inform parents if their child is working particularly well or otherwise experiencing any health problems at school; and suspected of being involved in any unacceptable or illegal activity.

PARENTS are expected to:

- Support and cooperate with teachers through the PTA, parent-teacher interviews, conferences, visits to the school, school events, individual contact, newsletters, notices, etc.
- Ensure that their child attends school regularly and is punctual.
- Be responsible for seeing that homework is done properly every night and that the area where this is done is well lit and relatively quiet.
- Pay careful attention to their child's exercise books and textbooks, teachers feedback on pupil's work, conduct and deportment.
- Ensure that their child reads his/her textbooks and wholesome literature.

- Encourage their child to: a) respect all other children, teachers and non- teaching staff at the school, and b) obey the school rules.
- Be responsible for ensuring that their child wears the correct school uniform and is fully equipped for school each school day.
- Communicate to form teachers and/or Guidance Counsellor any matters/problems affecting or likely to affect their child's education/welfare.

In addition :

1. **Parents are expected to attend all form-level meetings.**
2. Except in cases of emergency parents should make appointments with teachers to discuss matters affecting their children.
3. Parents are not permitted to enter classrooms without the permission of the Principal.
4. **It is imperative that parents make themselves conversant with all school rules. They should also recognize that this handbook may not reflect all the rules in effect at the time.**

STUDENTS are expected to:

- Be punctual and ready for classes; pay attention in class and never disrupt the teaching-learning relationship/environment.
- Bring to school textbooks and all other essential items.
- Do homework nightly; revise regularly; read textbooks and wholesome literature and submit assignments on time.
- Strive for excellence at all times; pay particular attention to teachers comments/feedback about school work and take the counsel of teachers and the Guidance Counsellor seriously.
- Exhibit high standards in:
 - General behaviour and conduct.
 - Dress and appearance .
 - Study/work, including homework

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Presentation of work

Tidiness of classrooms and school compound generally

- Treat each other with courtesy, and respect all members of staff
- Recognise their role as members of the Alexandra School family and ensure they play their part in maintaining the rich heritage and high standards of this noble institution
- Use common sense at all times.
- **A BREACH OF COMMON SENSE IS A BREACH OF SCHOOL RULES**

USEFUL STUDY HABITS

Here are some useful tips which will help you throughout your school life.

- Try to motivate yourself for each lesson; be eager to acquire new knowledge.
- Try to understand what the lesson is about and what you need to do in order to benefit as much as possible from it.
- Preview lessons, read ahead overnight or before the teacher comes to the class.
- Listen attentively as the teacher introduces the lesson. Try to understand what is said; relate it to your previous knowledge and apply it to new situations.
- Make mental or written notes of important points.
- Ask questions in order to clear up any misunderstanding and to promote a deeper understanding.
- Do revision and practice exercises on your own

ALEXANDRA SCHOOL

JULY 2020

Alexandra School

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Alexandra School