



School Handbook



Our Statement of Intent

St. Cyprian's Boys' School (SCBS) is committed to fostering a positive school environment and to equip students with life skills by preparing them to become responsible, compassionate and capable leaders who contribute positively to society.

SCBS promises to:

- Provide a challenging academic environment that develop young boys into becoming well-rounded and responsible individuals through critical thinking and reasoning skills
- Support all students in developing healthy relationship, making right choices (ethically and morally)
- Stimulate the effectiveness of the teaching and learning process
- Further develop positive attitudes among staff and pupils
- Enhance students' creativity and expand their learning capabilities
- Maintain a disciplined environment through mutual respect

Our Mission

Our mission is to educate all students in a safe, supportive and conducive environment where they can flourish through a disciplined approach to learning. We are committed to helping our students adapt and adjust to a diverse and ever-changing society.

Our Motto

“Sure And Steady Must Succeed”

Our motto conveys the message to our students that consistent and focused effort leads to success. It emphasizes the old saying that “perseverance seldom fails” and that success is likely attained when each one of them moves forward with steady, deliberate and consistent actions.

Our Values

Teachers and students must create a disciplined environment where deep and meaningful connections are formed rooted in respect, brotherhood, honesty and integrity.

- **Respect:** self, authority and school rules
- **Brotherhood and Teamwork:** supportive of each other through success and failures, accepting mentoring roles and developing a collective identity that lasts beyond graduation.
- **Honesty and Integrity:** being truthful and doing the right things at all times even when the right thing is not popular but aligned with your ethics, morals and values

Our School Colour

Our school colour is green. This colour was chosen by our Founder, Canon Gordon Hazlewood, back in 1959 when he had the vision for the school. Green is about growth and prosperity and amongst many values, the colour green is associated with ambition and success. This ties back neatly to our motto “**Sure And Steady Must Succeed**” which focuses on continuous learning in a balanced environment where not only academic but physical and emotional well being are valued.

Implicit Consent

Kindly review and become familiar with these policies and procedures. *All parents and guardians understand that by sending their child to St.Cyprian's Boys' School (SCBS), they implicitly agree that they and the students abide by all policies and procedures including the code of conduct as posted on this site.*

Admission Process

Applications are accepted throughout the school year. However, early applications are preferable. For example, if you want your child to attend from September 2025, it is best to register as early as September of 2024 as interviews will start around October or November of 2024.

Applicants are encouraged to tour the school and meet members of the staff prior to the start of school. In addition, applicants should advise the school if for any reason, they will not be taking up the reserved placement for their child so that the spot can be allocated to another child on the waiting list.

School Age Application

SCBS encourages parents to hold applications for their children until they reach the age of two. However, children must be at least three years old as well as potty trained to be accepted into KG1.

Application Forms

Application forms can be obtained from the school or by completing all sections on the online form.

All applications will be reviewed and a date for an interview will be set. Interviews will mainly be conducted during the months of October and November.

- During the interview, it is expected that all pre-existing diagnoses pertaining to any challenges that may impact the child, whether it be physical, social or behavioural, are to be fully disclosed
- After the interview is conducted, the office will confirm whether the child is accepted within seven days of the interview

- If the child is accepted, a non-refundable registration fee must be paid within fourteen days to hold the place for your child.
- The Office will then send out a checklist to you as to get your child prepared for the upcoming school year.

Enrolled Students

School Terms

The school year is divided into three terms of approximately twelve (12) weeks each. The school week is from Monday to Friday inclusive. Only boys between the ages of three and a half and ten will be admitted to the School.

School Courses

The curriculum follows that which is set out by the Ministry of Education. However, the school does not only teach to help boys pass the Common Entrance Examination to Secondary Schools, but approaches education in a holistic manner, ensuring that our students thrive culturally, spiritually, and physically.

Probation Period

At SCBS, we understand that some children may need time to adjust to a new environment and at such:

- All new students will be subject to a probationary period from one term to one year

Devotions

SCBS celebrates diversity and students of all faiths and religions are welcomed. However, all children assemble in the school hall for daily prayers which are Christian-based.

Dress Code

At all times the dress code must be adhered to. All students **must** wear the correct School uniform which consists of:

- A khaki shirt and pants, long khaki socks and brown or black shoes.
- All hairstyles **must** be short and neatly done (**no exceptions**). No styles, markings or untidily kept hair shall be allowed.

School Hours

The school hours are from 8:15 a.m. to 2:30 p.m.

- Pupils should arrive on time for classes.
- Gates will be closed at 8:15 a.m. to vehicular traffic.
- Pupils should be collected no later than 3:00 p.m.
- No member of the staff will be on premises after 4:30 p.m.
- Late pick-ups can result in suspension or for the student to be suspended from the aftercare program.
- The school does not hold itself responsible for any student who is not picked up by that time.

Parking

SCBS recommends that the school yard be used strictly as a drop off and pick-up zone.

- If your business at the school is expected to exceed ten minutes you are requested NOT to park in the yard.
- There will be no parking in the school yard during regular school hours.

Late Arrival/Absence

- Please contact the school should your child be arriving late or will be absent.
- Parents must accompany children to the office if more than fifteen minutes late
- For extended absences, parents must bring in a letter explaining the absence.

Before and After School Programs

Before Care Supervision

SCBS offers complimentary before-school supervision. Support staff selected and approved by the school will arrive on the school premise by 7:15 daily.

- Students can be dropped off from 7:15 a.m. at no additional cost to parents.

After Care Programs

There are two after school programs which run from 3:00 p.m. to 4:15 p.m.

1. After Care

This programme is open to all students and provides the opportunity for them to complete their homework or rest and relax in a supervised environment.

Fees

After Care fees are \$30.00 a week or \$10.00 per day.

2. After School Activities

This program is open to students from KG 4 to Form 4 and provides the opportunity for students to participate in sporting activities or gaming events. The duration of this program is approximately ten weeks a term and attendance can be from one to five days a week. Students can take part in all activities being offered or select those that are of interest to them.

The maximum number of students will be capped at forty five. This is to ensure that:

- All students are adequately supervised
- All students are allowed adequate time to take part in each activity

Fees

This program costs \$240.00 per term and is to be paid in advance.

Enrollment

Students wishing to participate in either of these programs must do so at the start of each term so that effective teams and structure can be put in place. Please contact the office for the term schedule.

Pick up

All students must be picked up by 4.15 p.m. No Teaching staff will be on premise after 4:30. p.m.

Extracurricular Activities

At SCBS, we aim to help our boys develop into well-rounded individuals. And as such, we offer the following activities outside of our regular educational curriculum:

- **Swimming** (these classes are done at the Aquatic Centre)
- **Cricket and football games** (these games are played at various locations as set out by the associations)
- **School choir** (professional musicians are engaged from time to time)
- **Chess and Tennis** (these games are coordinated and conducted through The National Sports Council)

Transportation to and from the sites are paid for by the school.

Student Withdrawals

SCBS does not currently hold an advance term's deposit when children are accepted; hence the following procedure should be followed should you need to withdraw your child from school.

- A withdrawal notice in writing one full term in advance

Failing such:

- a penalty fee of one term must be paid by you or;
- Any prepaid school fees will not be refunded if withdrawn during the school term

Re-Admittance

It is not the policy of the School to re-admit students who were withdrawn before taking the Eleven-Plus examination. Matters such as these are referred to the Board for direction and not decided by the Principal.

In exceptional cases, if such a situation arises, parents must also offer compelling reasons why such students would not encounter similar problems if the child were to be readmitted. A re-admission request letter must be sent to the School stating the following:

- Why the student was withdrawn
- Whether adequate notice was given to the School before the action was taken
- What are the reasons for wanting to return the said student to the School

A decision would be made within fourteen days on the receipt of the said request by the Board.

Suspensions and Expulsions

The school will not tolerate any use of abusive language whether written or oral by students or parents. Disparaging remarks verbally or on social media will be deemed unacceptable and the student will be either suspended or expelled depending on the severity of the matter

Fees Structure

The Board of Directors meet annually to review the schools' finances and prepare the budget for the upcoming academic year. All effort will be made to keep fees at a reasonable level while at the same time maintaining the necessary standards expected by parents.

Application Fees

SCBS does not charge an application fee.

Registration Fees

A Registration fee of \$500.00 is payable within thirty days of accepting a place at the School.

- This payment is non-refundable. Failure to receive these funds may result in the placement being reassigned to another student on the waiting list.

Tuition Fees

Tuition must be paid in advance unless prior arrangements have been made for fees to be paid in installments. Such arrangements must be made with the Business Manager at the start of each term.

New Students

Once your child has been accepted, school fees must be paid within three months of acceptance but no later than June 30th or whichever comes first.

- For students who applied after that date, school fees are to be paid upon acceptance.
- School fees for all first year students are to be paid in advance each subsequent term of year one.

Existing Students

- School fees for second year students and beyond may be paid by installments as arranged with the office

Payment Options

There are three options for school fees to be paid:

Bill Payment Method

- Payments can be made online. It is the parent's responsibility to forward copies of receipts for all online payments to the school by email.

Cash or Direct Debit

- Payment of fees by cash or direct debit can be made at the School between the hours of 9:00 a.m. and 2:00 p.m. on Tuesdays, Wednesday, and Thursdays.

Payment by cheque

- Cheques or bank drafts payable to the School may be dropped off at the office any time during regular office hours.

Returned Items/Unpaid Fees

All returned items are subject to a fee of \$75.00 which will be added onto the outstanding balance.

For all unpaid fees, the school reserves the right to:

- Refuse entry into the classroom unless prior arrangements have been made with the office
- Hand over any outstanding payments to a third party for collection. All for which additional collection charges incurred will be added to the outstanding debt

Late Payments

- SCBS can mandate payment of fees in advance from any parent who gives little or no priority to paying fees in a timely manner.

Tuition Increase

Tuition is normally increased every two years. Should a student join the school after the first term, the student will be expected to pay the fee established for the upcoming school year.

Examples:

- If school fees were increased in 2023, then the next likely increase would be the year 2025
- If a student joins in January and school fees are scheduled to be increased in September of that year, the student will pay the increased fee amount.

Health and Wellness

Since exercise is essential to good health, no student will be excused from games without written reasons signed by the parents or guardian.

Student and Parents Responsibility

- All students are to be immunized and provide the relevant documentation to the school
- If a student has contracted a contagious disease or has been in contact with a person suffering from any such disease, parents or guardians must inform the school office immediately. The student will not be allowed to return to School without a doctor's certificate.

School Responsibility

- The school cannot administer non-prescription medication without written instructions from parents and approved by the school.
- Students will be taken to a medical institution if at any time he becomes unwell and the school is unable to reach either parent or emergency contact.
- SCBS will address and document all incidents by completing an incident log which will be discussed with parents and placed in student's file
- Provide support for students who may have been harmed or witnessed someone being harmed as well as any student causing harm
- Notify parents and guardians of all students involved in incidents
- Ensure that safety standards and guidelines are applied and adhered to during extracurricular activities
- Ensure that the canteen follows all health and safety protocols as established by Ministry of Education and Ministry of Health

Privacy

Confidentiality is of utmost importance to SCBS. Information pertaining to students will not be discussed or shared unless it pertains to the activities of the school or is in the interest of the child such as a medical emergency. However, from time to time students' photographs may be used on our website, in the local newspaper (printed media) or social media. Parents can be assured that such photographs will only be used in the best interest of the children and school.

- Only information necessary for educational purposes will be collected
- Only authorized staff members should have access to student files
- Staff and Parents work together to keep information up to date

Safety and Security

Safety and security is everyone's business.

- Regular safety inspections of the school premises will be conducted
- All fire alarms and extinguishers are to be maintained
- All emergency exits to be clearly marked
- Cameras used to monitor key areas are reviewed periodically
- Limited access to information systems
- Keep all information secured
- Develop a system for disseminating information quickly and an effective and systematic way of evacuating premises
- All staff are to provide feedback on safety and security measures