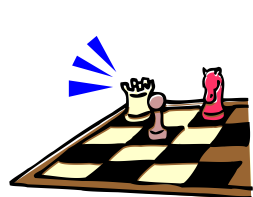


### SPECIAL PROGRAMMES

Several special programmes are held every year. Each is designed to benefit our dear students, and the entire school community is expected to give full support.

1. **Miss St. Ursula's Pageant** – Held in October biennially, this delightful function showcases the talent, poise, charm, beauty, elegance and self-confidence of our senior students.
2. **Christmas Bazaar** – Held in November/December, this is our major fund-raiser. There is something for everyone at this fun-filled event.
3. **Calypso Competition and Carnival Jump-up** – Held on Carnival Thursday, this is an event that highlights the talent and creativity of our students as we all celebrate the National Festival.
4. **Biennial Sports Meeting** – Held every two years during the third term, this event showcases the athletic prowess of our students, and gives them an opportunity to demonstrate sportsmanship. It is staged at the Hasely Crawford Stadium on a House basis.
5. **Graduation Ceremony** – Held at the end of the third term, this function bids farewell to our S.E.A. students who are going off to their new schools.
6. **Achievement Day** – Held in September, this function recognizes academic and other areas of excellence among students from 2<sup>nd</sup> Year to Std. 5.
7. Other programmes include the annual **Easter Parade, Heritage Day** and **Republic Dress-up Day**.

Parents/Guardians are also asked to note that there are several co- and extra-curricular activities at St. Ursula's. Among these are Steelpan, Karate, Gymnastics, Swimming (suspended until further notice), Chess, Red Cross, Girl Guides and Junior Cooperative. Every effort is being made to add to these programs.



# ST. URSULA'S GIRLS' ANGLICAN SCHOOL

EST: 1852

THE BEST AT ALL TIMES

**128-130 ST. VINCENT STREET,  
PORT OF SPAIN**

**TELEPHONE AND FAX: 623-1286**



## INFORMATION AND RULES BOOKLET

## **TO PARENTS AND GUARDIANS**

Welcome to the St. Ursula's family.

Your decision to have your daughter/ward enrolled at St. Ursula's Girls' Anglican School indicates your desire to place her in the care of the Principal and Staff of one of the best schools in Trinidad and Tobago. Your responsibility, however, does not end there. You are expected to work with us in all school matters, since your cooperation is of vital importance in ensuring that your daughter/ward achieves and maintains her best overall performance.

### **OUR VISION:**

Well-rounded, self-confident students who are produced in collaboration with parents, community and other stakeholders and who can easily take their place in the national or global society.

### **OUR MISSION:**

St. Ursula's Girls' Anglican School is committed to facilitating the holistic development of its pupils, through the promotion of programmes designed to nurture literacy, numeracy and other academic skills, promote physical, spiritual and social growth, inculcate moral values, and foster an appreciation for the aesthetics and a quest for further knowledge.

### **OUR MOTTO:**

The Best at all Times. Our **LOGO** can be viewed on the cover of this booklet.

### **A Short History Of St. Ursula's**

St. Ursula's Girls' Anglican School was first established in 1852 but was known for one hundred years as St. Vincent Street E.C. School. It was rebuilt in 1952 and given its current name. Boys constituted part of its infant population from its inception up to the mid-eighties. It is now an all-girl institution. St. Ursula's, the only school on St. Vincent Street, Port of Spain, will celebrate its one hundred and sixtieth anniversary in 2012.

The name St. Ursula's was bestowed in honour of a very courageous young girl died a martyr defending her religious beliefs. It is hoped that her life will positively influence those under our tutelage.

As an Anglican primary school, St. Ursula's has always come under the purview of the Anglican Education Board of Management. The Board supplies teachers and collaborates with the Ministry of Education to effect repairs to the building. Religious services are conducted regularly either at the school or at All Saints' Anglican Church. The Rector of All Saints' Anglican Church is the Manager of the school.

## **GENERAL**

**Telephone** – Students are not allowed to receive calls via the school telephone. Messages may be left which will be forwarded to the student.

**Permission to leave school** – The Principal **MUST** be notified in writing whenever a student wishes to leave the school compound during school hours. These must be written and signed by parents/guardians. Leaving the school compound to purchase lunch is discouraged. Parents/guardians are encouraged to pack a nutritious lunch every day. Alternatively, lunch may be purchased at the school cafeteria.

**Visitors** – All visitors must first check with the security officer before proceeding to the Principal's Office. Visitors are not allowed to enter classrooms without permission.

**School Dismissal** – School is dismissed at 2:30 p.m. for the Infant classes and 2:45 p.m. for Stds. 1 to 5. Only in an emergency should parents/guardians arrive before these times. Parents/guardians who have to wait may do so in a cool place in the yard that is out of view of the classrooms. Standing at the door is not permitted.

**Birthday Parties** – Birthday parties are allowed at school, but only on the Friday afternoon of the week of the student's birthday.

### **Parents/Guardians are asked:**

**A** To identify to the school authorities, the person(s) who are responsible for collecting their daughters/wards. In the event that such persons are to be substituted, a letter stating this should be sent.

**B** To dress appropriately when visiting the school. The dress code is posted at the guard booth.

**C** Not to loiter at the school gate after they have delivered their charges.

**D** To regularly examine their daughter/ward's P.T.C. (Parent/Teacher Contact) book for written communication from the school.

**E.** Not to confront other students. If there is a matter of concern, parents are to speak to the class teacher or the Principal.

#### 4. **Illness**

No student who has or has had an infectious disease may return to school without a doctor's certificate stating that she is unlikely to spread the infection. Students with any other kind of illness must also be kept at home as there are no medical facilities at the school. School authorities must be informed about students with chronic illnesses as well as the nature of these illnesses and any medication to be administered during school hours.

#### 5. **Homework and Revision**

Homework, written or unwritten, is assigned **daily**. Research assignments are given regularly. Appropriate supervision, encouragement and assistance are needed at home to ensure that homework is done and that study at home is free from interruption. A proper diet, regular attention to the health of the student (especially her eyes and ears), and the development of her spiritual life are responsibilities of the home which, when met, will help the student to realize her full potential. Parents/guardians are asked to **make no negative statements or signals about their daughter/ward's ability** as this can do enormous damage to her self-esteem.

Parents/guardians are to sign each homework assignment before it is submitted.

#### 6. **Books and Equipment**

Parents/guardians are to provide all the books on the booklist. Books that are provided to the student by the school or the Ministry of Education are to be well kept and returned in good condition. All text books, exercise books, bags, lunch kits, etc. must bear the name, class, home address and telephone contact number of the student.

Each student must have a Parent/Teacher Contact (P.T.C.) book. This is an exercise book that parents/guardians and teachers use to communicate with each other in writing.

All books must be covered and kept clean. Pages must not be torn out of exercise books. Parents/guardians are asked to examine books and bags regularly.

#### 7. **Mobile Phones**

Only students whose situation demands it (e.g. those who live a great distance from school and use public transport) are allowed to bring mobile (cell) phones to school. Only **in special circumstances** would other students be allowed to bring these phones. In all cases, permission must be obtained from the Principal and the class teacher must be informed. Rules governing the use of the phone must be adhered to (e.g. the phone must be switched off during school hours). Please note that if any of these rules are violated just **ONCE**, cell phone privileges will be withdrawn.

### GENERAL INFORMATION

#### 1. **WORSHIP**

Each day begins and ends with Anglican worship. In addition, there are four special services every academic year. The first is held to commemorate **St. Ursula's Day** on 21st October; during the last week of the first term, a **Carol Service** is held at All Saints' Anglican Church; on Ash Wednesday, a **Lenten Service** is held at the same venue or at the school, and an **Ascension Day Service** is held at the school in May. The whole school attends these services. A weekly session of Religious Instruction is also conducted by the Curate of All Saints' Church. Students who are not of the Anglican faith are expected to participate respectfully.

#### 2. **HOUSE SYSTEM**

The school is divided into four houses which are named after prominent, talented and successful Trinbagonian women. Their names and colours are as follows:

**Fitzwilliam** – Red (after Wendy Fitzwilliam, Miss Universe 1998)

**McBurnie** – Green (after Beryl McBurnie (deceased), dancer extraordinaire)

**Patrick** – Blue (after Nesta Patrick, indefatigable social worker)

**Pierre** – Purple (after Jean Pierre (deceased), star netball player)

Weekly competitions are conducted among the four houses and a weekly as well as a termly winner announced. Aspects of the competition are shoes, nails, ribbons, house buttons and punctuality. House buttons are available from house-mistresses.

#### 3. **TERMLY REPORTS**

Reports are issued at the end of every term and must be signed by parents/guardians before they are returned to the school. Space is also provided for the student to write a comment about her performance. Parents/guardians must ensure that this is done. Report books are available at the school.

#### 4. **PARENT/TEACHER ASSOCIATION (P.T.A.)**

All parents/guardians automatically become members of the P.T.A. as their daughters/wards are enrolled. Parents/guardians are therefore asked to note that they have an obligation to attend P.T.A. meetings regularly and to give their full support to all the activities of the association.

#### 5. **DAILY TIMETABLE**

**8:25 a.m.** – Warning/Freeze Bell

**8:30 a.m.** – Assembly and Prayers

**10:00 a.m.** – Ten-minute Recess

**11:30 a.m.** – One-hour Lunch Break

**2:30 p.m.** – Infant Dismissal

**2:45 p.m.** – Standards' Dismissal

## SCHOOL RULES AND GUIDELINES

### 1. Uniforms

The uniform described below is to be worn with dignity. If any component is not worn, a letter of explanation must be presented.

#### REGULAR UNIFORM

- Overall – *St. Ursula's Grey*, monogrammed knee-length overall
- Blouse – Lemon coloured with round collar and short sleeves
- Socks – Plain white, at least three inches above the ankle
- Shoes – Plain white (**TOTALLY WHITE**) with laces to match
- Ribbons – Lemon-coloured ribbons
- Other – House button

#### GAMES UNIFORM *(to be worn once weekly unless otherwise directed)*

Yellow, monogrammed T-shirt; white, knife-pleated skirt (six inches above the knee); white knickers; lemon-coloured ribbons; plain white shoes and socks. The house button must be worn with the games uniform.

**Note: The grey overall MUST NOT be worn with the yellow games jersey and the school blouse MUST NOT be worn with the white games skirt.**

#### OTHER ACCESSORIES

A **plain** wristwatch and a **small PLAIN** pair of gold or silver **stopper** earrings may be worn. Sleeper earrings pose a hazard as the ear can be damaged if items are caught in them. They are NOT allowed. No other items of jewellery are permitted.

**Hair** must be neatly combed in simple styles. Cane rows must not be allowed to become fuzzy and untidy. Braided extensions are permitted but they must be neither excessive nor untidy and must be pulled back from the face. Hair ornaments must be functional, not merely decorative. They must not be excessive and must be yellow, black or white in colour. Nails must be clean and neatly trimmed. Nail polish is not allowed.

### 2. Discipline and Behaviour

A high standard of manners, general behaviour and discipline is expected and insisted upon at St. Ursula's Girls' Anglican School. During your daughter/ward's years with us, her own sense of right and wrong is allowed to develop. She is encouraged to do what is right because she knows it is right. Students are expected to treat teachers and other authority figures as well as each other with respect. The **Golden Rule** is stressed daily. Where the rules are silent, common sense and good judgment are expected to prevail.

- a. Fighting, stealing, obscene language and insolence are not tolerated. Appropriate punishment (excluding corporal punishment) will be administered to first offenders. For a second offence, parents will be required to visit the school to seek a solution.
- b. Students are not to play or loiter in classrooms or on staircases. On mornings, students are only to enter classrooms at the sound of the 8:15 bell, if it is raining, or if otherwise directed.
- c. There must be no eating or playing during class time and all classrooms must be kept tidy.
- d. Certain areas are out of bounds. Students must not go there without permission. These are the car park area, the far eastern side of the school (nearest to Abercromby Street), the Principal's Office, and the cafeteria during school hours.
- e. Chewing gum, mangoes, rubber bands, balls and skipping ropes are not to be brought to school. Balls and skipping ropes may be used only during Physical Education classes.
- f. School property must be respected. Defacing of desks, walls, toilets, charts, etc. will not be tolerated.
- g. Students are not to play or eat in the toilets. Wrappers, boxes, etc. must not be put into the toilet bowls or the water troughs.
- h. Students must form a queue at the taps and at the cafeteria.
- i. Students must not eat or play in the streets while in uniform and are expected to conduct themselves in an acceptable manner as well as be courteous to the public.

### 3. Regularity and Punctuality

School begins at 8:30 a.m. All students should be on the compound at least ten minutes before the bell is rung. If any student arrives late too often, her parent/guardian will be called in to seek a solution.

Students may not be absent from school, except in the case of illness or extreme emergency. The Ministry of Education demands that letters written by parents/guardians explaining absences be presented by the student on the first day that she returns to school.