

THE BRITISH SCHOOLS



Founded 1908

Starting Prep

OUR AIM IS TO HELP STUDENTS
DEVELOP INTO HAPPY, CONFIDENT,
INQUIRING INDIVIDUALS WHO ARE
INTERESTED IN LIFE AND
ENTHUSIASTIC ABOUT THE
CHALLENGES THEY ENCOUNTER.

School will start on Wednesday, 7th March 2018.

ARRANGEMENTS FOR THE FIRST WEEK:

Wednesday 7th March

Students will be divided into two groups (lists and adaptation time sent by email before starting school)

Group 1: 0910 – 1040

Group 2: 1330 – 1500

Thursday 8th March:

All Children: 0910 – 1200

From Friday 9th March onwards

All Children: 0910 – 1600

Parents take their children to the classrooms and leave as soon as possible.

ARRIVAL TIME

0850 – Students enter the Early Years Centre (EYC) over the bridge and go down the ramp to the lower ground floor.

0900 – Students are met by their teachers and taken to the classes

Bridge door is open from 0850 to 0915.

If a child arrives later than **0915** they should enter the building through the **door in the Infant playground**.

SNACK TIME

Snack in Prep is healthy and natural: **fresh fruit**.

Each student brings 4 pieces of fruit once a week to share with their peers.

Parents are asked to **clean the fruit at home** and send it in a plastic box clearly marked with the student's name and class.

LUNCH TIME

In Prep, lunch is at 1200.

Students can bring their own packed lunch or have the menu offered at School. Payment for GCG services (Goddard Catering Group) should be arranged directly; money should not be sent via the teacher or student.

GOING HOME

Students go home from School in three different ways:

Mums and Dads

Carpool

Buses & Vans

Mums and Dads – Students picked up by parents will wait in their classrooms – parents are asked to go directly to the early years centre.

Buses and Vans – Students will be taken by a teacher to the parking lot. Be sure your child is introduced to the bus driver beforehand.

Carpools - If families choose to use carpool, students will be taken to the **EYC ground floor** to wait for collection at **1550**. Please note that in order to take advantage of this, parents of students in the EYC would benefit from arranging carpools with students only from Kinder and Prep classes. Carpools that are integrated with students from the EYC and students from Junior School will be leaving from the Junior Hall.

Parents need to arrange carpools and communicate the information to maddiego@british.edu.uy who will assign a number for 2018.

Any changes in dismissal must be communicated to the teacher through the Communication Book.

In order for all members of staff to get to know each of the students and give them the help and support they need in the first weeks at school, each student will wear a badge, detailing their name, class and way they go home. Students must return with the badge in their bags every day.

COMMUNICATION

All students will have a “Communication Book”, which is used for teachers and parents to send messages to and from school. Students will take it home every day. Parents should SIGN every time there is message from the teacher/school so we know it has been seen.

The school should be kept informed of any changes to daily routines, family or home arrangements, as well as emergency contact details.

The School calendar with dates and details of any upcoming events is in the school’s website and should be checked regularly for updates and additional information – [www. british.edu.uy](http://www.british.edu.uy)

Ana Inés Albanell and Cecilia Gómez, our School Secretaries, can receive messages and answer any questions parents might have; they can be reached at 26003421 (ext.106/113)



Ana Inés



Cecilia

FORM PARENTS

One parent from each class is chosen to act as a link between home and School in order to promote the School's Mission within our community.

The unique role of our Form Parents, together with the commitment of our parents and families, is always appreciated and helps to strengthen the bonds between home and School.

Form Parents will contact you to ask your permission to share contact details with other families in your child's class and other prep classes.

SCHOOL'S WEBSITE: www.british.edu.uy

For complete site content please follow the instructions below to get your registered user information

1. Access www.british.edu.uy
2. Click on scroll down menu at the right hand side corner of the page.
3. Click on Parent.
4. Input the data required (Information sent by email from the School's IT Helpdesk previously, where you can find your user and password)
4. For first time access you will be required to change the current password given by the school to a new one of your convenience. The new password must include at least one capital letter, not the first one, and one sign or symbol.

Here you will be able to find your family's information and your children's report (as from July 2018).

Any inconveniences you may experience please do not hesitate to contact helpdesk@british.edu.uy

Please note that the school's website has a complete 2018 calendar that includes all the activities and important dates for the academic year.

TOY DAY

Wednesday is the day when students can bring a toy from home to play at school. We request that the toys they bring are small, of no great value and have the **owner's name on**.

BIRTHDAYS

You will find a Birthday Calendar at the School's Reception where the date for your child's party can be booked; this is to avoid having 2 birthday parties on the same day. Please include details (timing, groups of children being invited, etc.)

Teachers will only give out invitation cards if a whole group is being invited (all boys, all girls or whole class).

On the day of your Child's birthday, he/she can bring a cake to School to blow out the candles during Snack Time. Please bring napkins and candles (no balloons, drinks nor party gifts).

UNIFORM/STATIONERY

All students must wear the School Uniform as described in the current list published on the Schools' web page (www.british.edu.uy). School hat is also part of the uniform.

The uniform must be bought in the school shop, located in the old kinder building across the road from the main Junior entrance. All items of clothing must be clearly marked with the student's complete name (not initials) and class. E.g.: Sandra Grant KS

A list of stationery is published on the school web page.

LOST PROPERTY

Most things that get misplaced are kept within the EYC. However, the School has a Lost Property area (last door on the left hand side at the end of F5 and F6 corridor) where lost items can be found. It is open for Parents on Tuesdays and Fridays from 0815 to 0930.

LIBRARY

One afternoon every week Prep students have Library Time; they join in Literacy activities and also borrow a book to take home for an adult to read to them.

EVALUATIONS

We have 2 written reports each academic year (in July and December) highlighting your child's progress and attainment.

There are also 2 individual Parent-Teacher Conferences one in May and one in September (exact dates to be confirmed). Those days there will be no school for students and you will have the opportunity to discuss your child's progress with the class teacher.

Most Teacher-Parent Conferences take place on these two days but if the teacher considers that it will be beneficial to set a different date for the meeting regarding your child then you will be contacted to set a different time and date.

Please note these are important benchmarks in your child's development and it is essential that you attend the Parent – Teacher conferences.