

Parents' School Book

The **Parents' School Book** is especially written by teachers for parents and others involved in the Sacred Heart School. The slide show will explain our approach by introducing you to the school organization and walking you through a day at Sacred Heart.

Mission Statement

- The mission of the Sacred Heart School is:
To empower each child intellectually, emotionally, socially, culturally, physically, and spiritually in an environment conducive to self-motivated learning.
- The child will develop to his/her fullest potential as a contributing member of the community.
- Each child will be treated with dignity, respect, and appreciation of his/her individual contributions.



Everyone will identify with the ethos of the SHS as a unique organization; dedication and teamwork is a hallmark of SHS.

1 School Organization

- The Central Government started implementing a new educational system called Foundation Based Education (FBE) as of 2002. Although FBE has only been implemented in the first 4 years of our school program, all teachers are involved in the reform process.
- The Sacred Heart School (SHS) is in the process of becoming a developmental school, meaning that we provide child-centered learning that takes the development of the individual child as a starting point.
- The SHS has a yearly School Development Plan that describes which innovative objectives we want to achieve in that school year. Development is described for the areas of management, teacher competencies, materials, etc.
- Teachers participate in weekly training sessions on Wednesday afternoon, and work on their professional development.



Weekly meetings and training sessions

2 Staff Requirements

- ❑ Introductory sessions take place in the week before school starts.
- ❑ Each teacher is provided with a syllabus and its breakdown per school term.
- ❑ Teachers have a daily plan book to prepare lessons with objectives, to be available for inspection at any time.
- ❑ All student books must be available for inspection at any time.
- ❑ Frequent evaluation of the program is written down in the daily planbook.
- ❑ Classroom observations/monitoring take place randomly.
- ❑ All new teachers will be assigned a mentor teacher for the first two months to help the new teachers acclimatize to the school environment.
- ❑ Teachers have to oversee the opening and closing prayers within the classroom. They are also encouraged to motivate students on morals and values.
- ❑ There is teaching assistance in cycle 1, grade 3 and 6.
- ❑ Teachers are given an information booklet, code of conduct and a school guide at the beginning of the schoolyear.



Lunch on International Teachers' Day

3 Parental Involvement

- Parents are invited to the SHS:
 - in September for an information evening;
 - for special school events;
 - to assist in subject areas;
 - to discuss report cards at report evening;
 - to enjoy our Monday morning assemblies;
 - when asked by classroom teacher.

- Teachers can also visit the home when it is needed. An attempt will be made to reorganize the PTA and organize more activities for parents.

- The SHS appreciates involvement of community members. We welcome guest speakers, go on field trips and receive visitors from abroad.



Participation at a parent evening

4 Preparing and Planning of Learning Activities

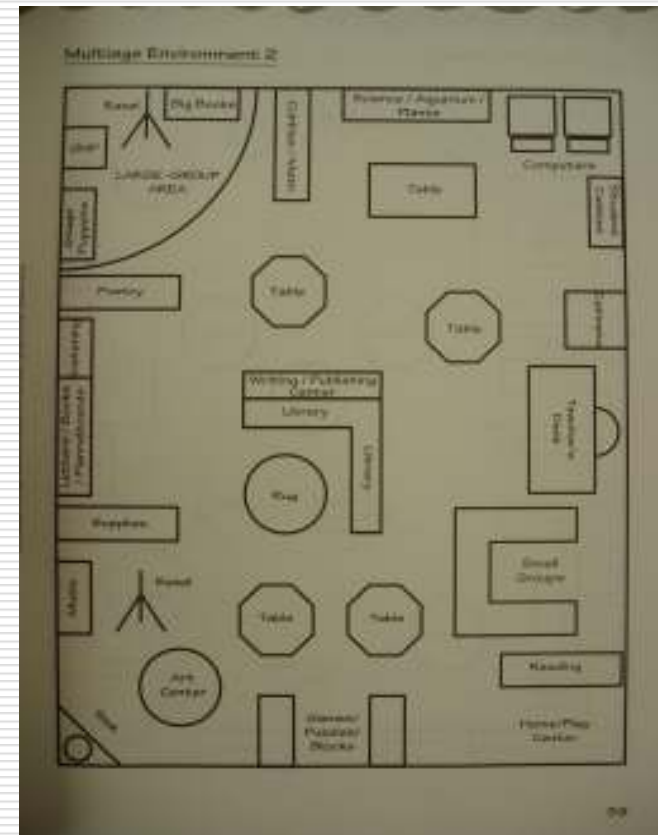
- Every Monday the cycle 1 team meets to work out a theme; the theme for this week is e.g. **My family and I**.
- Teachers brainstorm on possible learning activities for each educational area, based on the development level of each student.
- Activities conducted during our day in an FBE classroom include: make a family tree, paint portraits of family members and measure height and weight of students and their family members.
- Learning activities are filled in in the curriculum web: themes can last for 1-2 weeks.
- After filling out the web, the teachers decide on the skills to be taught in the coming weeks. The activities are put in a logic sequence. Teachers plan out their week in the plan book.



Preparing a project in a web

5 Organization of the FBE Learning Environment

- An FBE classroom has a limited number of individual desks so that there is enough space for learning centers, projects, and small-group work. This is where children spend most of their time: in learning centers and in small groups.
- As shown in the floor plan on the right, centers are placed so that the teacher can see the children at the centers. The teacher knows at all times what each student is doing. This is important for safety as well as classroom management.
- Centers should be easily accessible for all students. The flow of activity should be simple. Space needs to be used in an optimum way.
- The centers in our classes vary in the amount of space they take up. Some centers are large enough to allow small groups of children to explore and create. Other centers are sized for just 2 children at most.



FBE floorplan

6 A Day in a FBE Classroom

- 7:30 Students enter the classroom and are welcomed by the teacher. Teacher begins the day with a word of prayer and devotion, and sharing news from home.
- 7:45 The first learning activity is about the calendar. The teacher questions the children on the date and the days of the week. The teacher also goes into numbers using the date.
- 8:00 Then the whole group comes together on the mat area or in the circle, and the teacher introduces the theme for the next week or two weeks. This can be done through a big book. For our theme **My Family and I** the teacher uses "We're Going on a Bear Hunt". Teacher reads the bear hunting story to the children. Teacher asks questions about the story to engage the students' interest.



Teacher Airien reading the big book

After reading the big book, the teacher formats small groups and explains which learning centers are open for that day. Then the teacher invites a first small group of children to the teacher's desk (the teacher center) to begin a guided reading activity.

8:20 Today the teacher uses "The Family Tree", "Toast for Mom", and "This Room is a Mess". These are guided reading leveled books for small group instruction, related to the topic **My Family and I**.

8:35 The teacher then takes a new group for guided reading. The second guided group is working with the story "Toast for Mom". The group discusses the book with the Teacher and then choral reads it.

8:50 The last guided reading group is working with "This Room is a Mess". They discuss the book and choral read the story.

9:20 After the children have worked in the centers, the teacher invites the group back on the mat and reads a poem.



The "Center Chart" is a tool that helps the teacher to organize center work

The extension activity is to write about a day at home when they helped a family member. Students practice the use of long and short vowels in their story.

9:30

BREAK

10:00

After the break a Math activity is planned. The teacher has prepared and set up new centers related to Math. The Math centers for today have manipulatives (games, cards, snap cubes, blocks, etc.) which students can use to reinforce new skills. The teacher begins the Math lesson as a Whole Group and does Shared Math. Today, the teacher takes 5 students in the front of the classroom and measures them (demonstration). The group first discusses how to measure the children.

10:15

After the introduction the teacher refers to the center chart explaining the new centers to the students.

10:20

The teacher then takes a small group for Guided Math.



Teacher Maureen doing Guided Reading

While the teacher is working with a group at the teacher center, the other students are working in small groups in learning centers. There they work independently, practicing specific skills.

10:25 The first guided group is introduced to Math vocabulary such as height (tall, short). The second guided group is working on using snap cubes to measure their hands and feet. The last guided group for math is using a meter stick and ruler to measure objects.

11:05 After Math, the teacher gives new assignments for other educational areas:

- Some students are making a family tree in the social study center;
- Another group works on self-portraits in the art center;
- In the drama center some students act out the big book story;
- In the writing center children are writing stories about their families;
- For Dutch language skills they perform a skit in Dutch.



Teacher working with a guided group in Math

When teaching in our school, there are several FBE strategies available that help to achieve developmental goals or practice specific skills. We distinguish whole and small group strategies, projects and experiences (e.g. fieldtrip, guest speaker).

12:15 At the end of the day the students and the teacher come back together as a whole group. This is a sharing time for the students. The students take turns sitting in the talking chair. The students talk about their day, and have a chance to show any work that they completed in the centers.

12:30 The teacher could read a story aloud; today's story is "Grandpa and Grandma and the Tractor". The teacher asks the students questions about the book to check comprehension.

12:45 The last thing of the day is for the teacher to hand out any notices or homework.

At SHS we end the day with a prayer.



Children in the Writing Center while Dr. Sandra Stone is visiting the classroom.

7. Student Care

- At Sacred Heart we cater to all students on the island, also to those with special needs and abilities.
- Our student care program consists of:

School level

- General guidelines for interaction
- Special Ed/Remedial Department
- Student Care Program
- TerraNova II Achievement Test
- Protocol Unruly Behavior

Classroom level

- Academic issues
- Behavior issues
- Student tracking system



Special Ed teacher working one-on-one

You're always welcome

- ❑ To assist us in the classroom
- ❑ To ask questions
- ❑ To discuss your child's progress and behavior
- ❑ To observe your child in action
- ❑ To ask questions about homework

- ❑ Contact us:
 - tel 416.3281
 - fax 416.3281
 - e-mail
sacreadheartprimaryschool@yahoo.com

- ❑ Read up on our:
 - School Development Plan
 - Code of Conduct
 - School Guide
 - Innovation Brochures

**SACRED HEART SCHOOL
PRIMARY EDUCATION**

