

# What We Believe

## Our Mission

Somersfield Academy will provide a unique educational experience  
for all its students  
based firmly on the ideals of The Somersfield Promise,  
the explicit beliefs of the Core Values Statement  
and our commitment to Diversity.

## Our Vision

Inspiring socially conscious independent learners

## Our Promise

To stimulate intellectual curiosity and accomplishment;  
to instil compassion and respect;  
and always to honour the daring dreams and hidden talents of the individual.

## Our Core Values

We are a learning community

We practice peace

We inspire intellectual curiosity

We foster independence and responsibility

We embrace a sense of joy and wonder

We honour the strength and courage to stand for truth

We instil respect for self and others

# Our Commitment to Diversity

## We believe that...

- a diverse and inclusive community is the richest learning environment for young people.

## Our mission is...

- to support teaching and learning within our community by initiating and sustaining activities and discussions that promote understanding and respect.

## We are responsible for...

- building an environment of trust where each individual feels safe and included.

## We are committed to...

- the challenge of confronting issues of injustice, discrimination, and intolerance and we encourage challenges to biases and assumptions.

## We believe that...

- by creating a safe and nurturing environment, our staff and students will feel empowered to maintain this inclusive attitude in their interactions with the local and global community.

### *Definition of Diversity*

*At Somersfield "diversity" is defined through a variety of individual identities including: abilities/disabilities, socio-economic background, ethnicity, gender, language, race, religious preference and sexual orientation.*

- **We recognise** that every member of the Somersfield community identifies themselves through one or more of these categories.
- **We support** each individual's right to define their own identity, and we recognise that this is a dynamic process.
- **As a school, we seek to build and sustain an inclusive community**, and believe that we are truly enriched by this diversity.

# Our Aims

**Our Aims** derive from the philosophies of the Montessori and IB programmes and reflect the school's 'Promise' and 'Core Values'.

Somersfield Academy aims to:

- **Encourage** students to achieve in an inquiring, cooperative and nurturing atmosphere through self and teacher initiated experiences.
- **Develop** internationally-minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.
- **Promote** the education of the whole person, emphasizing intellectual, emotional and social growth.
- **Foster** competent, responsible, adaptive citizens who are lifelong learners and problem solvers.
- **Nurture** the ability in all students to reflect on themselves, on others, on the environment, and on all life.

**Our Aims** are supported by a school environment that is holistic, nurturing and experiential. Our aims are supported by a set of overarching learner attributes which are reinforced at every level of the school.

## Our teachers inspire students to be:

- |                 |                 |                 |
|-----------------|-----------------|-----------------|
| ➤ Inquirers     | ➤ Thinkers      | ➤ Responsible   |
| ➤ Courageous    | ➤ Communicators | ➤ Compassionate |
| ➤ Knowledgeable | ➤ Peacemakers   | ➤ Reflective    |
| ➤ Imaginative   | ➤ Principled    | ➤ Balanced      |

# General School Information

## School Structure

Division	Children's House	Primary Division		Secondary Division	
		Lower Primary	Upper Primary	Lower Secondary	Upper Secondary
Class	Pre-Primary - P1	P2 - P4	P5 - P6	M1 - M3	M4 - M5
Approx. Ages	3 - 6 yrs.	6 - 9 yrs.	9 - 11 yrs.	11 - 14 yrs.	14 - 16 yrs.
Curriculum Coordinators			Heidi Franklin	Brice Pursell Summer Wood	
Curriculum Information	Children's House Curriculum Guide	Lower Primary Curriculum Guide	Upper Primary Curriculum Guide	Secondary Curriculum Guide	
Division Heads	Janice Outerbridge	Janice Outerbridge	Charlie Judd	Charlie Judd	

## School Hours

Division	Class	School Hours	Drop Off	Pick Up
Children's House	3 yr. olds (Half day)	8:45 - 11:45 am	8:15 - 8:45 am	11:45 - 12:00 pm
	3 yr. olds (Full day)	8:45 - 3:00 pm	8:15 - 8:45 am	3:00 - 3:30 pm
	4 yr. olds - P1 (Full day)	8:45 - 3:00 pm	8:15 - 8:45 am	3:00 - 3:30 pm
	*Extended Day Programme	3:00 - 5:30 pm	-----	5:30 pm
Primary Division	P2 - P4	8:30 - 3:15 pm	8:00 - 8:25 am	3:15 - 3:30 pm
	P5 - P6	8:20 - 3:15 pm	8:00 - 8:15 am	3:15 - 3:30 pm
Secondary Division	M1 - M5	8:10 - 3:40 pm	8:00 - 8:10 am	3:40 - 3:55 pm

\*A tuition based programme open to 3 year olds (full day) and previously enrolled 4 and 5 year olds only. See the *Children's House Curriculum Booklet* for more details.

## Drop Off and Pick Up

Parents are requested to follow these simple guidelines below to avoid traffic congestion and to ensure the safety of all Somerfield students.

- Drive very slowly around the driveway circle to drop off or collect students at the entrance. It is important that parents do not park or stop in the driveway. The speed limit on school premises is 10 mph.
- For safety of children, parents are asked to refrain from cell phone use while driving on school property.
- If parents have more than one child, both children should be collected at the later time.
- If a parent needs to come into the school, they are asked to continue around the circle to park after they have dropped off their child.
- Please use the field road for overflow parking (on one side only) and for turnaround if queues are long.
- Designated parking bays are provided for motor cycles in the main car park. Motor cycles may only be parked in these spaces.
- Parents are requested to not get out of a running vehicle in the driveway circle to assist children out of the car. Teachers and parent volunteers are on duty to assist the children daily. This is not a good time to discuss child progress or concerns, so parents are encouraged to send an email or note to the teacher to arrange a meeting.
- Owners of dogs are requested to keep their pets inside the cars during pick up and drop off.
- If a child has an issue with separation or an issue that will take time to resolve, parents are asked to be respectful of other drivers by not disrupting the traffic flow and take time to park.
- If a parent has parked and their child is with them, they are requested to hold the hand of their child as they cross the traffic in the parking lot.
- If taking a child to a classroom, parents are asked to be respectful to teachers who use mornings to prepare the environment for the day ahead. If a parent needs to meet with a teacher regarding concerns, the most efficient way is send an email, write a note, or call the Main Office to arrange a time to meet.
- Parking spaces along the wall are reserved for Staff. Parents are asked to not use these spaces at any time.

- Children may NOT be collected by people who are not authorized to do so. Parents are asked to advise their child's teacher by way of a written note, email, or message through the Main Office if there are any changes to the pick-up arrangements for their child.

## Upon Arrival

**Children's House-** Children in Pre-Primary and P1 are not to arrive before 8:15 am and no later than 8:45 am. Upon arrival, parents are asked to remain in their cars at the roundabout drop-off point where children are assisted out of their cars by staff members or volunteers. They may then walk directly to class or be escorted by a staff member or volunteer. If some three year old children find it difficult to separate from their parents in the first few weeks of school, parents may park and walk their children to class, but not linger so that apprehension about separating is not prolonged. Children should be encouraged to be independent. If a child arrives after 8:45 am, parents are asked to check in at the Main Office. The school receptionist will then take the child to the classroom.

**Primary Division-** Students in P2 – P4 are supervised on the field between 8:00 am - 8:30 am. If students arrive before 8:00 am, they are asked to sit quietly on the benches outside the Main Office until the teacher on duty escorts them to the field area.

**Secondary Division-** Secondary students should arrive no later than 8:10 am and not before 8:00 am. If a student arrives before 8:10 am they should go to the upstairs patio and wait until 8:10 am when they should then proceed inside to their lockers and collect required books and materials for the first three periods prior to break. They should then go to their advisory classes to check in and start the day. Students are reminded not to spend undue time socializing around lockers. On Mondays, students do not have advisory, but instead, at 8:10 am, line up for assembly. After assembly, if time permits, they will check in with their advisors and then prepare for periods 2 and 3.

## Attendance

Children should establish consistency and stability in their daily routine by arriving at school on time every day. Attendance is taken promptly each morning at 8:10 am in the Upper Primary and Secondary Division and at 8:30 am for all other divisions. Late arrivals in the morning are very disturbing to the other students and to the teachers who are already involved in the day's activities.

If late, parents are asked to take their children directly to the Main Office where they must sign a late book and then students may walk to class, except for children in Pre-Primary and P1 who are escorted by office personnel.

Secondary students are required to collect a late pass from the Main Office to take to class. Should late arrivals occur on a regular basis, a meeting will be called to discuss a solution.

## Departure

All students must be collected promptly or depart on days when they have no after-school or extracurricular activity scheduled between 3:45 - 5:30 pm. Pick up time should be no later than 5:30 pm.

**Children's House & Primary:** Teachers walk the children to their cars and assist with the seat belts. Parents are asked to remain in their cars so that the dismissal runs smoothly and efficiently. At 3:15 pm children who are in after-school clubs are collected by the club leader. If a child is not collected by 3:30 pm and is not in a club, they will be sent to after-school supervision (at an expense to the parent). After clubs are over, club leaders escort the children to the roundabout for collection. If children are not collected in a timely manner, they will be taken to after-school supervision (at the expense of the parent).

**Secondary:** Students will be dismissed from their last lesson at the end of the day. Classrooms and locker areas must be left in clean and tidy condition with chairs on desks, trash collected off the floors, and trash bags tied up and left near the door for collection. Lockers should be closed and locked and no backpacks or lunch bags left at the school overnight. All members of the school community are responsible for care of the facilities and are expected to help to keep things in good condition.

**All students in after-school activities:** All students must be collected (and signed out) promptly at the end of their club. If a student is absent from school for any reason, they may not attend their after-school activities on that day. If an activity is cancelled for any reason, parents will be informed by email as early as possible, or by phone if a late cancellation cannot be avoided.

Secondary students may also sign up for study hall which will take place in the library from 3:30 - 4:30 pm daily. Students not participating in a club or study hall must leave the school premises by 3:45 pm. For safety reasons, no students may be left unsupervised while on school property, and students must be collected or leave the school premises at the end of their after-school activity.

**Changes in transportation arrangements for the Children's House and Primary Divisions:** Parents are to inform class teacher(s), the Main Office, and Division Head by email or a note if someone else will be collecting their child. It is not sufficient to tell teachers verbally about any changes in the morning as they are very busy meeting children and escorting them to class.

## After-School Supervision

After-school supervision is available from 3:30 - 5:30 pm daily for children in P2 - P6.

### Guidelines for After-School Supervision

- The after-school supervisor is in charge and children are expected to follow their directions and requests.

- Children must check in with the supervisor after school, and parents must sign their child out upon leaving.
- Children must stay in the area where supervision is taking place and not wander through unsupervised areas on the school grounds. Children are to let the supervisor know when they go to the bathroom.
- Parents must send an email to the teacher and after school supervisor if their child is attending an extra-curricular club or activity and will require after-school supervision once finished.
- If there is a change in who will be picking up any child, parents must call the after-school supervisor and leave a message. The supervisor checks all messages after-school each day. All children must be signed out regardless of who will be picking them up.
- Children must be picked up no later than 5:30 pm or there will be a late charge which will be billed.

After-school supervision begins on the first day of school and takes place every day until the end of the academic year. Students must be registered if attending on a regular basis (2 - 5 days a week).

Parents are asked to provide a snack and to collect their children in a timely manner. A registration form and fee structure is sent out at the beginning of the school year and parents are billed monthly for this service. Contact information for the supervisor is provided at the time of registration and is posted on the school's website Blackboard.

## Holiday Camps

Holiday camps are offered during mid-term and holiday breaks, as well as in the summer (except the last two weeks of August) for 3, 4, and 5 year olds. These camps meet from 8:15 am - 5:30 pm and are led by Somersfield teachers and other qualified staff. Registration information is sent out by email to parents before the camps and is also posted on the school's website Blackboard. A deposit is required to hold a space, and parents are invoiced for the remainder of the fees when the camps start.

## Absence Policy and Procedures

Somersfield offers a balanced educational programme that supports students in their cognitive, social, emotional, aesthetic and physical development. Attendance at school is central to progress in all developmental areas. The school monitors student attendance closely.

Somersfield believes that parents should plan their vacations so that their children do not miss school, and strongly discourages students being withdrawn from school at times other than emergencies, health issues, or during scheduled vacations, which should not start before the end of term, or end after classes resume.



In the case of persistent absences, there will be contact from the school regarding the impact on student learning and overall development. If a child is going to be late or absent from school for illness, appointments, travel, or family emergencies, parents are required to contact by email the Main Office, and the teacher(s) or advisor to ensure that the message is communicated to all relevant school personnel.

In the case of significant accumulated absence or repeated lateness, the Principal will arrange a meeting with parents to resolve the problem.

**Important Reminder:** In order to reduce the spread of infections, children should be kept home if they are experiencing any of the following symptoms the evening before school or prior to the start of the school day: a fever, a stomach ache, throwing up, diarrhea, or a runny nose with green mucus.

## Emergency School Closing Procedures

In the event of severe weather conditions or other emergencies, school may be closed early or cancelled. Somersfield Academy will consult with the other independent schools and the Ministry of Education before taking a decision on opening or closing. Parents should listen to the EMO emergency band radio at 100.1 FM for school announcements. The information regarding closure will be given to the radio stations, Bernews, posted on the school website, and sent through bulk email and mobile phone contacts.

## Campus Safety

Regular evacuation drills are held in order to familiarise students with the correct procedures which will be used in the event of a real emergency.

## Student Visitors

Lower Primary student visitors are welcomed from 11:15 am - 12:05 pm during playtime and lunch, and Upper Primary student visitors are welcomed from 12:05 pm - 12:55 pm during lunch and playtime. Secondary student visitors are welcome from 12:55 pm - 1:45 pm during lunch. No full day visitors are allowed, and student visitors to the Children's House classrooms are discouraged. Please contact the Division Head to arrange a visit to ensure that the school is able to accommodate visitors on any given day.

## Parent Visitors

Parents are invited regularly to attend celebrations of student achievements either in the classroom or in an assembly. Many teachers also like to invite parents to assist in specific activities such as field trips, reading and hands-on activities. **All visitors/volunteers must sign in at the Main Office and request a visitor/volunteer tag. This allows us to know who is on campus for security purposes and in case of emergency situations.**

## Playground Use Outside School Hours

Families are welcome to use the school grounds and outdoor play equipment at any time unless it is being used for officially pre-booked functions. Parents on the playground are asked to supervise all children in their care. The school takes no responsibility for anything that may occur during such times.



## Lunch and Snacks



Green Philosophy

*Somersfield is committed to a 'Green' philosophy which ensures that waste is kept to a minimum. The school is also committed to maintaining a sanitary and safe place for students and staff to eat and the expectation is that all students and staff work together to minimise waste and to keep the school clean.*

**Our aims are that students bring:**

- trash free lunches to school
- reusable "Tupperware" type containers and utensils for either their packed or hot lunch\*
- an insulated lunch bag/box with an ice pack in it\*
- a reusable water bottle (not glass). There are water dispensers for re-fills during the day\*
- a named cloth napkin and placemat in Children's House and Primary\*

**Students are asked to take home daily:**

- containers and all reusable utensils
- any trash left in lunch boxes
- any uneaten food, except for fruit and vegetable waste which should be put in the compost bowl

**\*All items brought from home must be clearly labeled with the student's name.**

## Allergies

If your child is allergic to animals, foods or outside allergens please let teachers know as soon as possible. Teachers keep the names of all children with allergies and those requiring medication and are alert to possible contact at times other than break or lunch. It is important to keep the Registrar up-to-date with identified allergies and medications, if required\*, as we continue to strive to make Somersfield a safe and welcoming learning environment.

At this time, Somersfield is not a 'nut free school'. The school, however, takes nut allergies very seriously and recognizes its duty to care for any student who may be allergic. When a child has been identified as having such an allergy all parents in his/her class are notified and asked not to send nuts or nut related foods to school for consumption at break or lunchtime. This is an effective means of protecting children with allergies from contact with nut products.

\*See the *Safety and Health* Section for school procedures for students who need medication during the school day.

## Hot Lunch Programme

Students may bring a packed snack or lunch from home. They may also purchase a hot lunch.

A hot lunch programme is provided by an external food supplier, currently La Trattoria, from Monday - Thursday of each week and is available for all children in P2 - M5. Menus are approved by a government dietician before they are sent out. Order forms are distributed by email and posted on

the school's website Blackboard at [www.mysomersfield.com](http://www.mysomersfield.com). Parents complete the order forms and return them to the Main Office by the designated deadline or a late fee is incurred.

La Trattoria collects the orders from the Main Office, processes them and issues tickets to students with their name, class, and date. Students must use correctly dated tickets in order to receive lunch. Any unused lunch tickets due to illness, field trips, or class parties, can be attached to new order forms and the amount will be deducted. If a student withdraws from school, any credit due may be collected directly from the food supplier.

Important reminder: There is a \$10.00 fee for reprinting lost tickets.

## Pizza Lunch

Each Friday, a rotating Pizza lunch is provided by the PTA for a nominal fee. Regular and whole wheat crusts are offered with either a cheese or pepperoni option. Order forms are given out at the beginning of the school year and can be purchased termly or yearly. Students must bring clearly labeled reusable containers, cutlery, and a refillable water bottle as required for all lunches.

## Snacks

**Children's House:** Each family has a week during each term when they are expected to provide nutritious snacks for the whole class. Children really enjoy this approach, look forward to their turn and love to contribute great snack ideas.

Please be advised that there are 25 - 26 children in each class, and the following list of foods indicates the quantities required of the foods that are selected.

Note: It is important to provide a fruit or vegetable on a daily basis, along with a complementary food. Example 1: 2 pcs of cheese, 2 crackers and 5 grapes; Example 2: 1 mini muffin and half of a banana; Example 3: 4 carrots, hummus and scoop of gold fish crackers. Please advise teachers if your child has any specific food allergies (i.e. gluten or dairy).

### Fruits

Apples	- 7 (cut into 1/8ths)
Oranges	- 7 (cut into 1/8ths)
Bananas	- 13 halved
Tangerines/Clementine's	- 26

### Vegetables

Carrots	- 1 bag cut up
Broccoli	- 2 heads
Cherry tomatoes	- 1-2 pints
Green/Yellow/Red Peppers	- 4 sliced
Cauliflower	- 2 heads
Cucumber	- 2 sliced
Celery	- 1 bag, cut

### Cheese/Spreads/Dips

Cream Cheese	- 1 container
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Cantaloupe	- 2 cubed
Honeydew Melon	- 2 cubed
Strawberries	- 2 pints
Raisins	- 1 small cylinder
Watermelon	- 1/2 cubed
Grapes	- 1 bag
Pineapple	- 1 cubed

### **Crackers and Breads**

Crackers	- 2x26 crackers
Gold Fish crackers	- 2 bags
Granola (bars)	- 15 oz or 26 bars
Rice Cakes	- 13 cakes (halved)
Bagels	- 13 halved
Banana Bread	- sliced in 26 pcs.
Zucchini Bread	- sliced in 26 pcs.
Muffins/Mini muffins	- 26

**Primary and Secondary Divisions:** P2 - M5 students should bring a mid-morning snack and an additional afternoon snack, if they are staying for after-school clubs or activities.

## **Healthy Food Choices**

Health Education is an important part of the school's programme. Somersfield prides itself in its efforts to promote healthy food choices and appreciates strong parent support of this initiative. The school is recognised each year through the government 'Healthy School's Award'.

The school appreciates parents' continuing support of this school wide effort to keep the standard high by providing healthy and nutritious food.

<b>Instead of...</b>	<b>Try...</b>
pre-packaged foods (e.g. lunchables), pre-cooked fried foods	hummus and whole wheat pita or sandwich bread , rice cakes, tuna or salmon salad or sandwich, block cheese, cheese strings, cottage cheese, fresh vegetables
sweetened juice boxes, unsweetened carbonated drinks, sodas, iced teas, fruit drinks, fruit punch	unsweetened water, 100% juice, milk

chips, corn curls, corn chips, potato chips, French fries	air-popped popcorn, microwave light popcorn, pretzels, dry unsweetened cereal
chocolate, candy, fruit roll-ups, or snacks	light puddings, low fat yogurt, fresh fruit or canned fruit in own juice, dried fruit
sweet cakes, pies, pastries, donuts	angel food cake, vegetable or fruit breads, fruit muffins, bagels, Johnny bread, corn bread
sweet cookies, cupcakes	whole grain crackers, graham crackers, ginger snaps, vanilla wafers, fig bars, vegetable muffins

## Birthday Celebrations

Children's birthdays in the Children's House are recognised with a short ceremony in which the birthday child carries the globe around a candle (which represents the sun) according to the child's age. This represents the number of times the earth has traveled around the sun since the child's birth. Parents generally provide a birthday treat for each child such as those noted above.

Parents of students in the Primary Division are asked to advise the classroom teacher if they will be bringing in birthday treats for the whole class.

No birthday party invitations may be distributed to children at school. Children can be very disappointed if they are not invited or cannot attend, and the risk of losing an invitation is very high. Invitations should be mailed to guests or given discreetly and directly to other parents. Parent addresses can be obtained from the School Directory which is located in the Parent Portal.

## Recess Before or After Lunch

**Children's House and Primary Division:** Recesses are at staggered times depending on the age of the students. Outside recess time is supervised by teachers and adult volunteers. Unless the weather is bad, children are expected to go outside during recess time or if Primary age, can go to the Library.

**Secondary Division:** During lunch recess break, students are expected to participate in some form of physical or quiet library activity. Students can simply go for a walk or engage in a field or gymnasium activity. The Library is open during recess (the second half of the lunch period) most days for quiet study or reading. On occasion, teachers offer some activities on specified days of the week.

For safety reasons, and out of respect for visitors to the school, no balls, ball games or other games are allowed in the courtyard or driveway areas at any time.

