

# General School Information

## School Structure

Division		Children's House	Primary Division		Secondary Division		DP
			Lower Primary	Upper Primary	Lower Secondary	Upper Secondary	DP
<b>Class</b>	Pre-Primary - P1	P2 - P4	P5 - P6	M1 - M3	M4 - M5	DP1- DP2	
<b>Approx. Ages</b>	3 - 6 yrs.	6 - 9 yrs.	9 - 11 yrs.	11 - 14 yrs.	14 - 16 yrs.	16-18 yrs.	
<b>Curriculum Coordinators</b>	Danielle Tannock Martha Wallace	Denise Carpenter	Heidi Franklin	Brice Pursell		Anne-Laure Bazin	
<b>Curriculum Information</b>	Children's House Curriculum Guide	Lower Primary Curriculum Guide	Upper Primary Curriculum Guide	Secondary Curriculum Guide		IB DP Guide	
<b>Division Heads</b>	Janice Outerbridge	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 - 3:15 pm
	4 yr. olds - P1 (Full day)	8:45 - 3:00 pm	8:15 - 8:45 am	3:00 - 3:15 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 DP1 & DP2	8:00 - 3:35 pm	8:00 - 8:10 am	3:35 - 4:00 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, but to ask their child(ren) to gather their belongings and unbuckle their seat belts in time for the teachers and parent volunteers to assist them out of the car. (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.

- 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. 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.

In the Secondary division, daily attendance is taken during Advisory at 8:15 a.m. Students arriving after this time will be marked late. Students who have not arrived by 8:30 a.m. will be marked absent and must collect a "Late/Admit to Class" slip from the main office. Parents should send details of appointment arrangements at least one day in advance to their child's Advisor and [mainoffice@somersfield.bm](mailto:mainoffice@somersfield.bm).

At every level, it is very important that parents notify the teacher/advisor if their child(ren) will not be attending school on any given day and the reason.

## 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.

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.

**Co-curricular classes** in the Secondary division run every Wednesday from 2:45pm-3:45pm. Students will be dismissed directly after their co-curricular activities.

## 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 Somerfield 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.

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.

Primary and Secondary Student Support Teams review attendance data before conferences after each reporting period and contact the parents of those students whose attendance is identified to be of a concern.

**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.

The school's methods of communication with parents are as follows:

- The Somersfield Academy Facebook page (Somersfield Academy, Bermuda)
- The Somersfield Website and Blackboard page ([www.somersfield.bm/blackboard](http://www.somersfield.bm/blackboard))
- Email and mobile phone contact to parents
- Local media including Bernews, The Royal Gazette and local radio stations, including the EMP emergency band radio at 100.1 FM

## 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.

## 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.