



DIOCESE OF JAMAICA & THE CAYMAN ISLANDS
THE QUEEN'S PREPARATORY SCHOOL

Our Aim

“To provide a liberal and thorough education”

Our Vision

We envision a school community in which all stakeholders work together in a healthy environment to achieve the maximum potential of each individual; spiritually, emotionally, physically, culturally, intellectually and socially.

THE QUEEN'S PREPARATORY SCHOOL

The Queen's Preparatory School is one of a number of Independent Church Schools operated under the auspices of the Anglican Church in Jamaica.

The aim of the school, as set out in the Scheme of Management for Preparatory Schools of the Church in Jamaica, is as follows:-

“To provide a liberal and thorough education.”

In pursuance of the aim, the policy of the school shall be controlled by the Diocesan Education Board on behalf of the Synod of the Jamaica Church.

The School is made up of two departments – a Kindergarten Department and a Junior Department which cater for children up to the age of thirteen. In addition, there is a Special Remedial Unit which caters to children with special education needs.

The Queen's Preparatory School was founded in 1954. The Diocese of Jamaica purchased premises at 119 Constant Spring Road and converted what had been the Doric Hotel into a school which was officially opened by the late Archbishop of York, Dr. Cyril Garbett, on Monday, January 11, 1954. The school was named in honour of Queen Elizabeth II who was crowned in 1953.

On the first Monday morning, classes were started with twenty-two children and two teachers – Miss Adele Anderson, Headmistress and Miss Marjorie Chevannes (now Mrs. Marjorie Hall) her assistant. The ground floor of the old hotel housed the Preparatory Department and the High School occupied the first floor.

This arrangement did not last long because, very soon, it was obvious that to accommodate the ever increasing numbers, the Preparatory School needed its own building and grounds. Consequently, 127 Constant Spring Road was purchased and in January 1955 the Preparatory School moved into its new premises. The official opening ceremony was performed in March of that year by Lady Foot the wife of the Governor, Sir Hugh Foot and the school was blessed by the Rt. Rev. Basil Dale, who was then Bishop of Jamaica. The numbers in the school continued to grow and there was a continuous building and expansion programme which lasted well into the 1970's.

As a result of the government policy of children entering High School based on the results of a Common Entrance Examination, property was purchased at 121 Constant Spring Road and The Queen's Junior School (now referred to as the Junior Department) was opened in January 1959. The numbers continued to increase and 1965 – 1966 saw the addition of more class-rooms.

In December 1968, the old building at 121 Constant Spring Road was destroyed by fire and the High School and the St. Andrew Parish Church provided accommodation while the Junior Department was being rebuilt.

In 1972 the Preparatory School and Junior School were amalgamated to form one school which was named The Queen's Preparatory School.

The school has been blessed to be served by many able and efficient principals who, by their devotion and dedication, have built the foundation on which The Queen's Preparatory School now stands. They are as follows, Ms Adele Anderson, Lady Yvonne Richardson, Mrs. Heather Davidson and Mrs. Arlene Edwards.

BOARD OF GOVERNORS

The school is supervised by a Board of Governors appointed by the Lord Bishop of Jamaica, Rt. Rev. Dr. Howard Gregory. The Chairman of the Board is Marcia Stewart, Ph.D.

THE PARENT -TEACHER ASSOCIATION (P.T.A.)

Since 1985 the Preparatory School's P.T.A. has operated as a separate entity from that of the Queen's School. Through this organization the Preparatory School has supported the Board in its programmes and in the many fund-raising ventures which are essential in maintaining the facilities and improving the condition of the school. The annual subscription is \$1500.00.

Miss Michelle Henry, President of the PTA and the executive body must be acknowledged for their dedication and tireless efforts on behalf of the school. Some of the projects completed in the 2015-2016 school year are:

- Installation of floodlights in the Junior Department
- Installation of notice boards in both departments
- Subsidized the Football programme with the donation of balls.
- Installation of a basketball hoop in the Junior Department.

The PTA has also acted as a necessary link between parents, teachers, the school's administration and Board.

SCHOOL STRUCTURE

The Kindergarten Department, situated at 127 Constant Spring Road is home to **Tiny Tots** (3 year old), **Reception** (4 year old), **Kindergarten** (5year old) **Grades 1-3** classes as well as the **Special Education Unit**. The usual progression of our students is entry at the **Tiny Tots** class in the year of the third birthday then to **Reception** and on to **Kindergarten** in the following year. Grades one to six follow thereafter. The Junior Department situated at 121 Constant Spring Road is home to **Grades 4-6**.

Today the school has approximately 250 children with a staff complement of 15 full time teachers. The targeted **class ratio is 1:25**, i.e. one teacher to twenty five children up to and including Grade 6. The Kindergarten Department classes have the same ratio as well as the services of teachers' assistants. There is also a full time Resource Teacher and School Nurse.

The Principal is Mrs. Karlene Hay and the Vice Principal is Mrs. Alison Tai.

THE CURRICULUM

The school's academic curriculum is directed by the Ministry of Education's Primary Curriculum Guide.

The school's curriculum also includes Computer Studies, Spanish (Grades 1-6), and Music & Movement, Music Appreciation, Physical Education as well as Swimming.

The Queen's Preparatory School participates fully in the **NATIONAL ASSESSMENT PROGRAMME**. This programme consists of a number of external examinations set by the Ministry of Education (MOE).

- Grade One Individual Learning Profile - beginning of Grade One
- Grade Three Diagnostic Tests in Mathematics and Language Arts - end of Grade Three.
- Grade Four Literacy and Numeracy Tests – end of Grade Four
- Grade Six Achievement Tests – second term in Grade Six

The Grade Four and Grade Six tests are administered by and marked by the MOE.

CO-CURRICULAR ACTIVITIES

- | | |
|--------------------------------|---------------------------|
| ❖ Cub Scouts | ❖ Track & Field |
| ❖ Brownies | ❖ Karate |
| ❖ Dancing | ❖ Swimming (team members) |
| ❖ Chess | ❖ Football |
| ❖ Art & Craft Club | ❖ Reading Club |
| ❖ Schools' Challenge Quiz Club | ❖ Sign Language |
| ❖ Environmental Club | |
| ❖ Gymnastics | |
| ❖ Table Tennis | |
| ❖ Tennis | |

LEARN TO SWIM PROGRAMME

One swimming lesson per week (one hour) is included in the regular time table for all classes. This activity is optional but highly recommended and is provided at an additional cost of \$6000.00 per term (approximately 10 lessons).

HOUSE SYSTEM

There is a “House” System, which not only maintains a spirit of competition but also encourages attitudes of responsibility and sportsmanship. In keeping with the name of the school, the houses are named after four queens of England namely, ALEXANDRA, ELIZABETH, MARY and VICTORIA.

ACADEMIC ACHIEVEMENT

The Queen’s Preparatory School has a proud tradition of academic achievement which includes Government Scholarships. We are also proud to acknowledge that many of our students have records of outstanding achievement in High School and have gone on to University as well as to professions and careers in Industry & Commerce.

GSAT EXAMINATIONS 2016

The following are the averages for the five subject areas.

Mathematics

QPS - 85%National Average - 58.2%

Science

QPS - 91%National Average - 69.2%

Social Studies

QPS - 89%National Average - 68.9%

Language Arts

QPS - 92%National Average - 68.4%

Communication Tasks (Raw score out of 12)

QPS - 83% (10).....National Average - 75%

Our graduates will walk through the gates of much sought after traditional High Schools in September having earned placements to:

- Jamaica College
- The Queen’s School
- St. Georges College
- Immaculate Conception High
- St. Andrew High School for Girls
- Meadowbrook High
- St. Hugh’s High School for Girls
- Campion College
- Wolmers Boys School
- Holy Childhood High School
- Calabar High School

EDUCATE JAMAICA recognizes The Queen's Preparatory School as a **GOLD STANDARD** preparatory school having maintained averages of 80% and over for the five year period 2009-2013. Only 64 Preparatory Schools out of approximately 450 schools earned the GOLD STANDARD.

JOHNSON SURVEY RESEARCH 2015 – The Queen's Preparatory School was ranked 9th island wide (of a possible 1007 primary level schools) in GSAT ranking.

VIVIAN ROCHESTER MATHEMATICS OLYMPIAD - The Queen's Preparatory is honoured to be acknowledged as one of the ten top schools in the competition in 2015 (9th place), 2016 (6th place). Two hundred and five schools entered the competition.

EXTRA CURRICULAR ACHIEVEMENTS

The School participated in the following external competitions this year:

- National 2016 Primary/Preparatory School **Chess** Championships
- Chess Enterprise Competition
- Jamaica **Table Tennis** Association 201 Prep Schools Competition
- Institute of Jamaica – Art in Preparatory Schools Competition
- Airports Authority Art Competition
- JCDC Visual Arts Competition
- Vivian Rochester Memorial **Math Olympiad**
- JISA Alberga Cup **Football** Competition
- JISA/Seprod **Track & Field** Competition
- Burger King & Mayberry Investment **Swim** Meets
- JCDC 2015 Competition for the **Performing Arts** – Music and Movement

VIVIAN ROCHESTER MEMORIAL MATH OLYMPIAD

QPS was honoured as one of the 10 best schools for 2015 and 2016

We are delighted to have had nine finalists in the 2016 Olympiad. Sixteen of our children received **Merit Awards** (finishing among the top 10% in the nation in their grade) and one student received **Honourable Mention** (finishing among the top 1% islandwide).

ART & CRAFT

The ART & CRAFT club under the direction of Miss Simone and Mrs. Alison Tai entered three competitions this year:

- Airports Authority Art Competition – Awarded 1st prize for his efforts in his category and the school was recognized as Surrey Champions.
- JCDC – Seven students were recognized with merit awards and had their pieces on display at the Jamaica Conference Centre. Medal count – 3 silver and 3 bronze
- Toyota Jamaica's Dream Car Competition – First Prize- under age 8 group.

QPS DANCERS

Under the direction of Christina Gonzalez, **QPS Kinder Dance Troupe** (4 and 5 year olds) has been awarded a number of medals.

Under the careful direction of Deroi Rose, the **QPS DANCE TROUPE** performs with distinction each year JCDC COMPETITION bringing home gold medals and National Trophies. The annual recital, EXPRESSIONS is always a delight.

SCHOOL BASED INITIATIVES

CHARITIES

We are firm believers in the saying “**To whom much is given much is expected**”.

The following charities have benefitted from our collective generosity over the years. They are:

- Missionaries of the Poor
- Heart Foundation of Jamaica
- Kidney Kidz Jamaica
- Wortley Home

GRADE SIX INITIATIVES

Each year after our Grade six students leave GSAT behind and before we wave goodbye to them for the final time as QPS students we arrange a number of activities that we hope will prepare them for High School and beyond. These sessions are usually interactive in nature and are useful in equipping them for the transition ahead.

FIELD TRIPS are important as they are vehicles used to enhance the delivery of our curriculum content. Some of the trips undertaken this year are:

- Forestry Department
- Geology Department (UWI)
- Salvation Army – School for the Blind
- Hollywell Recreational Park
- Little Orchard Farm
- Zoukie Trucking

REGISTRATION & FEES

The school fee structure for the new **school year 2016 -2017** will be as follows:

- Tuition fees - \$78,000.00 per term for Reception to Grade 6
 - \$80,000.00 per term for all Special Classes
 - 10% discount on each term's fees for all second and third siblings.
- Stationery fees - \$500.00 per term.
- Accident Insurance premium - \$305.00 per year
- P.T.A. dues - \$500.00 per term.
- Children's Own – as per costs set by Gleaner Co. (Grades 1-6).
- Discounts are not applicable to the Tiny Tots Programme

There are designated and published dates for registration and payment of fees each term. On these days parents are required to submit a stamped "PAID" voucher at the school office, representing payment of the current term's fees. A **class pass** will be issued by the office on receipt of the voucher. Children are only admitted to class if a **class pass** is submitted to the class teacher on their first day of class.

The option of an **instalment plan** is available in respect of all students. **Half of the term's fee** is required at the beginning of the term (i.e. designated registration days). **The balance** is due at the end of the first month of the term. **These terms are non-negotiable.**

We are happy to receive payments in the front office by **DEBIT or CREDIT cards only**. Cash is never accepted for tuition fees or any other fees payable to the school.

The school is totally dependent on the collection of fees for all its financial needs. In order to maintain the high standard of education for which we are well know it is vital that fee collection is prompt and made in full.

ACCIDENT INSURANCE

The Board of Governors considers it necessary for every child attending the school to have Personal Accident Insurance Coverage. The coverage via SAGICOR is applicable for injuries 24 hours a day, 365 days per year. The premium of \$305.00 is placed on the bill for the first term.

SCHOOL HOURS

Kindergarten Department: The school day starts at 7:45am and ends at **1:00pm** for the Tiny Tots and Reception classes. Kindergarten days end at **1:30pm**. The Special Education Unit and Grades 1-3 end at **2:00pm**.

Junior Department: Grades 4 – 6 - 7:45am -2:30pm

Please note the above carefully and ensure that your child arrives at school on time. There is a teacher on duty in each department from 7:15am daily.

SECURITY ADVISORY

Providing effective security remains a priority for us here at The Queen's Preparatory School. In an effort to improve our security measures we hereby advise you of the following:

- Do not leave valuables in your vehicles
- Do not leave vehicles unlocked or windows down
- Do not leave children in the car park unattended.

Please observe the following times for the opening & closure of the school gates:

KINDERGARTEN DEPARTMENT

- 6:45 a.m. – West Avenue gate opened
Parents are reminded that staff members are not on duty to supervise children at this time and therefore parents must not drop off the children at this time but are obliged to remain with the children until a teacher is on duty at 7:15 a.m.
- 7:00 a.m. – 8:15 a.m. – Constant Spring gates opened
8:15 a.m. – All gates closed
- 1:00p.m. – 3:00 p.m. – All gates opened
- 3:00 p.m. – Constant Spring gates closed
- 3:30 p.m. – West Avenue gate closed.

JUNIOR DEPARTMENT

- 6:45 a.m. – Gates opened
- 9:00 a.m. - Gates closed
- 2:00 p.m. - Gates opened.

AFTERNOON SUPERVISION

Afternoon supervision ends at **3:45pm** in the Junior Department and **3:30pm** for the Kindergarten Department each day.

- ✓ Children who are not picked up by the end of supervision will be registered with the Aftercare facility.
- ✓ Children who participate in afterschool activities and are not picked up half an hour after the end of the activity will be registered with the Aftercare facility.
- ✓ Aftercare ensures a safe supervised option for our children and is provided for a nominal fee.

We look forward to your cooperation as we strive to maintain a safe environment for our children.

AFTER CARE FACILILTY

After care supervision is available from 3:30pm-5:30pm daily at a fee of \$300.00 per day. An additional fee will be charged in respect of children who are not picked up by 5:30pm.

JEANS DAY/CHARITY DAY

The final Friday of each month is “JEANS DAY”. Each child is asked to donate at least \$50.00 to a named charity in the Social Impact Programme. These collections are used to help various charities during the year.

THE SCHOOL RULES

Rules are necessary in every organization (families, companies, schools etc.) as their existence and enforcement help to ensure:

- Order is achieved and maintained
- Objectivity and fairness for all stakeholders
- A safe environment is achieved and maintained

Below are the rules of the school. These are subject to change/revision with notice from time to time. We look forward to your cooperation with helping the children to observe the rules of the school as we strive to create a safe environment for all.

Punctuality

School begins at 7:45am and children are expected to arrive on time. It is best to bring your child to school at least ten minutes before school begins. Children who are habitually late miss out on vital early morning activities and their lateness can also be disruptive to the class proceedings.

Early Arrival

- A teacher is on duty in both departments from 7:15am each morning.
- Teachers should report to their classrooms by 7:30am
- When children are brought to school they should go immediately to their own classrooms and pack away their belongings.
- Kindergarten children must not be left inside classrooms which are unsupervised.
- The period before 7:45am is considered a quiet time and children should not engage in any noisy games at this time.

Early Departure

If a child needs to leave school before the regular school hours have passed, the parent or caregiver must go to the front office to receive an “early leaving pass” which must be taken to the class teacher. Children will not be released without this pass.

Out of Bounds

- Children are not allowed to go to the High School at anytime unless accompanied by a teacher.
- Children are not allowed to leave the premises unaccompanied even at the end of the day without the written permission of the parent/guardian.

Absence

Parents of children who are absent for more than a day are required to submit a letter on their return to the class teacher – addressed to the Principal or Vice Principal explaining the reason for the absence.

Uniforms

- Girls
- Grey school dress, black shoes, (no boots) plain white fold over socks (no frills etc.)
 - Dresses must be at least knee length.
 - Red, black, brown or white clips only.
 - Beads and hair extensions are never allowed.
 - Small silver or gold knobs **ONLY** for the ears. (No diamonds etc.)
- Boys
- Grey school shorts and white shirt
 - Plain black shoes (no coloured logos, no boots, no high tops)
 - Plain white fold over socks – no sports socks.
 - No pony tails or Mohawk hairstyles
 - No patterns shaved into the hair.
 - Low crew cut hair style for all boys is required. Boys of the Rastafarian faith may wear locks but these must be neatly restrained by a tam or band.
 - Boys are not allowed to wear earrings.

Children whose attire or hairstyles contravene the stated requirements will receive a note of warning. Continued non-compliance will result in exclusion from class activities.

NO OTHER JEWELRY OR ADORNMENTS SHOULD BE WORN TO SCHOOL except for a simple watch and in the case of the girls, the previously described earrings. (No rubber bands etc).

There are two uniform sale days at the beginning of each school year. Uniforms may also be purchased from the suppliers on Thursdays only. (Contact information available in the office).

PLEASE LABEL ALL UNIFORMS AND PERSONAL EFFECTS.

Physical Education - Coloured P.E. shirt, plain white shorts, white socks and plain white sneakers.
Junior girls are required to wear uniform skirts.

Swimming - Full swim suits and caps are mandatory for girls.

Jeans Day - School T-Shirt, long blue jeans pants worn with a belt and school shoes.
(Skirts, shorts“Skinny” or “Baggy” jeans are not allowed)

Cell Phones

Cell phones are never allowed at school. Phones brought to school will be confiscated and sent to the office. In order to retrieve the phone the parent / guardian will have to come personally for the phone and pay a fine of \$500.00. If the phone is brought again to school it will be confiscated for the remainder of the school term and an additional \$500.00 fine will have to be paid for its return.

Chewing Gum and Candy

Chewing gum is never allowed at school. Candy is not allowed except, at the discretion of the class teacher at parties.

Selling and Buying

Children are never allowed to buy anything from street vendors. Items are not to be brought to school by any child for the purpose of selling to others. Children should not for any reason accept money from other children.

Kindergarten Department

All three gates in the Kindergarten will be closed at 8:15am daily. Children arriving after this time must be taken to the Junior Dept. office by their parents where a “late pass” will be issued. **Passes will only be issued to an adult accompanying the child.** On receipt of the pass the parent is required to walk the children over to the Kindergarten Dept. via the High School grounds to their classrooms. Children will not be admitted to class without a parent presenting the late pass directly to the teacher.

Kindergarten children are not subject to the sanctions of demerits or detentions. However, incidents of fighting, use of curse words and gross misconduct will be dealt with individually and appropriate measures taken.

Junior Department

Children in the Junior Dept who arrive after 8:00am in the morning will not be admitted to class until the next class session begins. They will have to be seated on the office benches until such time as the bell rings indicating the beginning of the session.

Children who arrive after 8:20am will not be admitted to class until the next session begins at 9:00am. Parents will have to get a “late pass” from the school’s office. Late passes will only be issued to parents. Children will not be admitted to class without a late pass.

Children in the Junior Department who are late more than three times for a term will not, on the next occasions, be admitted to class until 10:10am

House points

Children may earn house points for:

- Good attendance
- Punctuality
- Helpfulness
- Good work
- Good behaviour, et al

Children may receive demerits for:

- Not doing homework
- Bad behaviour
- Poor deportment
- Chewing gum
- Bringing cell phones

Misconduct Detentions:

Children will receive detentions for:

- Using curse words anywhere and to anyone in the school.
- Insubordination
- Serious misconduct

They will also receive a note of warning explaining that the next infraction of this kind will result in the suspension from school for two days.

Assignment Detentions

Children will also receive detentions for not doing and/or submitting three home assignments.

Children who receive three of these detentions in one term will serve an ‘in-house’ suspension, wherein they must attend school but will not be allowed to sit in the classroom. They will be required to do all unfinished home assignments as well as to complete that day’s class assignments and notes.

Suspensions and Expulsions

Children will be immediately suspended for:

- Fighting
- Gross misconduct and insubordination.

Suspension periods refer to school days and do not include weekends or holidays.

Two suspensions in the Grade 6 year will result in the automatic exclusion from involvement in the school leaving ceremony for that school year.

Recommendations will be made to the Board of Governors for expulsion of all children who are suspended two times for the year for misconduct.

Fees

All fees payable to the school are mandatory. Non-payment of any fee (tuition, activities, aftercare etc.) on the published date will result in the withholding of reports or the eventual exclusion of children from class until the sum owed is satisfied.

Conduct of Parents and Guardians

We are all aware of the importance of being exemplary examples of conduct and deportment for our children to follow. To this end please be advised of the following:-


- Parents, guardians and drivers are required to conduct themselves in an orderly manner at all times whilst on the school grounds. Loud speaking, cantankerous or otherwise anti-social conduct will result in the offending parties being barred from entrance to the grounds.
- Parents, guardians and drivers are expected to be properly attired at all times when on the school grounds. Miniskirts, shorts, see-through clothing, exposure of undergarments are therefore not allowed.

“We are God’s workmanship, created in Christ Jesus to do good works which He prepared in advance for us to do.”

Ephesians 2:10



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