



Immaculate Conception Catholic School

"Nothing is Impossible with God"

ICCS

August 30, 2022

Dear Parents, Guardians and Students,

Welcome to the new school year 2022-2023. We hope that you had a wonderful summer vacation and that you are excited for the new year. **The first day of school for students is Wednesday, 7th September 2022.**

The Covid-19 pandemic has posed many challenges and while there are still some unknowns, we are glad to have our ICCS Blazing Lions Teachers and Students back on campus. We are immensely grateful to be navigating this school year with our team of educators, administrative and custodial staff, and our volunteers. Our team is energized and dedicated to helping our students grow into resilient, respectful, responsible, and independent learners.

This school year, we hope to strengthen the partnership with our parents, guardians, and students. We cannot do the work without you, and so we encourage you to become involved within our ICCS school community. Our teachers continue to work to provide our students with meaningful educational opportunities.

Attached is the **ICCS Guide for the Resumption of School 2022-2023**. All are encouraged to adhere to these guidelines. We appreciate your continued support and cooperation throughout the previous academic year and remain committed to the education of our students.

On behalf of the ICCS Staff and the Catholic School Board, we wish everyone a successful school year.

Sincerely,

Fr. Lawrence Malama
Head of School



ICCS GUIDE FOR THE RESUMPTION OF SCHOOL 2022-2023

GENERAL INFORMATION

Monday, 5th September 2022

- All Teaching and Ancillary Staff report to campus

Wednesday, 7th September 2022

- All Students report to campus

Time

1. **Start of school:** All students should be in their assigned homerooms/classrooms by 8.25am.
2. **Morning Break:** Primary Section - 10.00am to 10.15am, High School - 10.20am to 10.35am
3. **Lunch:** 11.55am to 1.00pm. Students can leave campus for lunch. Lunch is also available for purchase at the cafeteria (Menu will be shared in a separate document).
4. **End of Day:** Monday to Thursday - 3.30pm, Friday - 3.00pm

Note - Parents/Guardians must collect their child/children latest, 4.30pm daily.

School Contact Information

- Immaculate Conception Catholic School
P. O. Box 10, George Street, Basseterre, St. Kitts
Tel: 869-465-3219
Cell: 869-664-3672
Email: iccsstkitts@gmail.com
- PTA Email – iccspta.stkitts@gmail.com

ARRIVAL TIMES AND GATES

1. **Gates** – The school has two (2) gates; the main gate is located at George Street and the second gate is located at East Independence Square Street (northern side the Church).
2. **Entrance** – Students may use any gate to access the school. Gates will open at 7.30am daily, Monday to Friday.

- 3. Late Entrance** – Gates will close at **8.45am** and **1.10pm**. Students who arrive to school after these times must use the gate on George Street and report to the school's office.

HEALTH AND SAFETY PROTOCOLS

- 1. Entry Protocols** – All Students are required to hand sanitize at each entry checkpoint.
- 2. Face Masks** – Masks are optional for all Staff and Students
- 3. Unwell Students** – Students who are unwell/sick will be referred to the school's office. Parents/Guardians will be contacted and must collect their child within one (1) hour of being notified. The emergency contact listed on file will be contacted if the child is not collected.

ELECTRONICS

- 1. Phones** – All Students are **required** to leave their phone at the checkpoint with the assigned school personnel. All phones **must be labelled** and turned off. Students are not allowed to have their phones while school is in session.
- 2. Laptops** – All Students are **required** to leave their laptop at the school's office with the assigned school personnel. Students may collect their laptops for class sessions and **must** return the laptop to the school's office after the session has ended. Laptops **must** be collected at the end of each day.

Note - Laptops will only be used for school-related work.

RESPONSIBILITIES

- 1. Parents**
 - Communicate with the homeroom teacher if there are any changes in your child's daily attendance, if your child will be absent from school or if there is a change to your child's health
 - If your child is absent from school, ensure that the work missed is completed and submitted
 - Ensure that your contact information is up to date (name, address, email, phone, emergency contact, etc.)
 - Ensure that your child is on-time for school and is collected from school at the prescribed daily times
 - Ensure that your children are equipped with the necessary tools for learning, i.e., textbooks, notebooks, pencils, pens, crayons, paints, geometry sets etc.
 - Must supply their child with water, snacks for break, lunch, etc.

2. Students

- a. Must adhere to all the school rules and guidelines
- b. Must actively engage in all class and learning activities, submit completed classwork, homework assignments and projects on time
- c. Must refrain from bullying, respect each other, respect teachers and staff personnel

3. Student Appearance

All Students are required to be attired in the correct uniform.

a. General Uniform

- Primary Girls – Khaki tunics, white shirt, dark blue tie, khaki-coloured socks, and brown shoes.
- Primary Boys – Khaki short pant, white shirt, dark blue tie, khaki-coloured socks, and brown shoes.
- Secondary Girls – Khaki skirt, white shirt, dark blue tie, khaki-coloured socks, and brown shoes.
- Secondary Boys – Khaki long pant, white shirt, dark blue tie, khaki-coloured socks, and brown shoes. (No skinny-fit pants, jeggings or stretch pants will be allowed)

Note – The school crest must be affixed to the uniform (except the blue Blazing Lions polo)

b. Physical Education (PE) Uniform

- Primary Girls – White polo, white pleated skirt with dark blue trim, white socks and white sneakers
- Primary Boys – White polo, white short pant with dark blue strips at sides, white socks and white sneakers

Note – The school crest must be affixed to the uniform (except the blue Blazing Lions polo)

- c. **Fridays and Mufti Days** – The blue Blazing Lions polo will be worn on Fridays with the uniform (tunics, skirts, pants, PE skirts and PE pants). On mufti days (last Friday in each month), students will wear the blue Blazing Lion polo with dark blue jeans, PE sneakers or brown school shoes.

- d. **Sweaters/Jackets** – **No sweaters/jackets with hoods will be allowed!** Students may wear a sweater (without the hood) or cardigan over their uniform top. Sweaters/Cardigans must be free of derogatory words/statements, skull emblems, embellishments, etc. Sweaters/Cardigans may be plain in colour, pull-over, full zip or half zip at the front. **Students must always wear their full uniform underneath the sweater.**

- e. **Hair** – Boys hair must be cut low and kept tidy. No designs, dyes, coloured hair, fades, extensions, etc. will be allowed. Girls must wear their hair neatly. No weaves, braids, wigs, extensions, clip-ons, beads, coloured or dyed hair, etc. will be allowed.

Note – The complete uniform policy is outlined in the school rules and guidelines document

- f. **Student Identification Cards** – All Students must wear their student ID when entering the school campus and while on school campus. **ID's must be visible on the Student when approaching the checkpoint area, and while on campus.** Replacement ID's for returning students can be purchased at the school's office from Monday, 5th September 2022. New students will receive their ID at a later date.

4. Classrooms

- a. The homeroom teacher manages the classroom. All concerns and issues must be reported to the homeroom teacher.
- b. Students are expected to sit at their assigned seats. Requests to move will be dealt with on an individual basis.
- c. Students who are feeling unwell or sick must inform the teacher and report to the office upon which their parent/guardian will be notified
- d. Students are expected to participate in class and general assemblies.
- e. Students are required to keep their desks clean and the surrounding space tidy. Students are required to **remove all their belongings** from their desks and the classroom, i.e., textbooks, notebooks, pencils, pens, rulers, etc., at the end of each day.
- f. Students are responsible for the general cleaning of their classroom. The cleaning roster must be followed. Students should always communicate with their homeroom teacher if there is an issue with the roster assignments. Students with health issues should submit a medical certificate at the school's office.
- g. Doodling, carving, using of tippex to draw or paint, etc. on desks and classroom furniture will be considered vandalism.
- h. Furniture and cleaning tools, i.e., desks, chairs, brooms, garbage bins, etc. must not be removed from the class. Damage to these items may result in fines.

5. School Calendar and Student Timetables

These will be published when students return to school. Parents/Guardians and Students must ensure that they have the correct timetables for classes each day.

6. On-Campus Visitors

Persons will not be allowed on campus while school is in session. All visitors must access the school using the gate on George Street and report all business to the school's office.