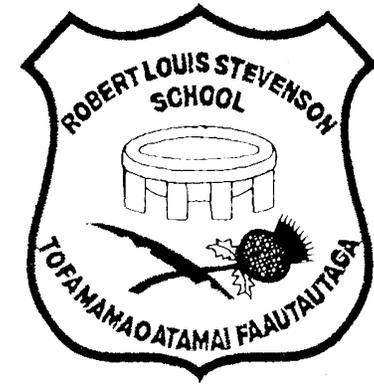


ROBERT LOUIS STEVENSON SCHOOL



ROBERT LOUIS STEVENSON SCHOOL

An investment for the future



Parent Handbook—2011

From the Principal

TALOFA LAVA

Thank you for your interest in Robert Louis Stevenson School for the education of your son or daughter.

In this Information Booklet, we hope to provide answers to some of the questions you may have about our RLSS Primary School. We ask you to keep it handy so that you can refer to it from time to time. Our School Newsletter will keep you updated with on-going school programs.

Enquiries are always welcome and if you do have any questions please ring the Primary Campus Office at Lotopa, 23762. If you do have queries or concerns, I also encourage you, as a parent, to make an appointment with the appropriate member of staff so that you can discuss matters directly.

We look forward to meeting with you during the many functions that will be held by the school in the coming year.

Soifua ma ia manuia.

Fiaapia Devoe

PRINCIPAL

Together

Everyone

Achieves

More

Let us know if something important has happened in your child's life that could be important for his/her teacher to know about.

Let us know if you feel we can improve in any particular area.

Communicate with the teacher directly if you have classroom concerns.

Support your child in his/her schoolwork. Encourage her/him to strive for the best.

Provide time and a suitable space for study.

Ensure your child still has time to live a balanced life (play, rest, work).

Look for ways in which you can help the school. There are many opportunities for voluntary assistance.

A Final Word

Robert Louis Stevenson School plays a unique role as a private primary and secondary education provider in Samoa. We are fortunate in being able to provide quality resources, and we continually seek to improve in this area. But the most important resource in our school is our people. As a focused community we will achieve the best results by cooperating together for a common purpose.

It is perfectly normal that from time to time you may have some concerns about the class programme or something happening at school. In the first instance please see the person directly involved. E.g. for classroom concerns see the classroom teacher. Following that, the next avenues for help are, in order, the Lead Teacher, the Principal, a Board member. Our office staff can direct you to the right people. When dealing with concerns we endeavour to remain focused on positive outcomes for you, your child and the classroom.

Our common purpose is to do the very best for our students.

Let's work as a team.

A Short History

Robert Louis Stevenson School was established in February 1987, as a charitable trust, with a roll of 64 students, at Siusega.

In 1992, the school moved to the former St Josephs College at Lotopa, with a roll of approximately 235 students, including one

secondary class. Since this time the school has grown with one secondary class being added each year until 1995 when the roll was 330 students with classes from Year1 to Form 6.

In 1997 RLSS a new site was opened at Tafaigata on land which is leased from the government. When the secondary students moved to this new site, the primary school remained at Lotopa. By this time RLSS had 19 classes with a student roll of approximately 480.

In January 2002 the two Year Eight classes moved to the Secondary Campus at Tafaigata.

Currently, Years 1 - 7 are at the Lotopa campus and Years 8 - 13 at the Tafaigata campus.

The Trust Management Board

The Robert Louis Stevenson School Trust was established under the Charitable Trusts Act (1965) in 1987 to operate as a charitable organisation and to engage in educational activities. The Trust established Robert Louis Stevenson School.

The Trust is managed by the Trust Management Board whose members are elected, for varied terms of office, by eligible parents at the Annual General Meeting in March. The Trust Management Board governs the school and meets monthly.

The Trust Management Board consists of 4 Office Bearers:

The Chairman, Deputy Chair, Financial Advisor, the Secretary; and 8 elected board members.

Also on the Board are the 2 Principals and 2 Teachers Representatives.

<p>The Mission that describes our purposes</p>	<p>The Vision that we see for our students</p>	<p>The Values that we share</p>
<p>As the leading independent school in Samoa, RLSS's primary concern is meeting the educational needs of our students and preparing them for further education and meaningful lives beyond the school.</p> <p>We are supported in this mission by parents and the community.</p>	<p>Through our collective influence, example and efforts, as well as a challenging and stimulating curriculum. RLSS ensures our students:</p> <ul style="list-style-type: none"> • Experience success year after year in school tasks, individual special potentials and personal living • Achieve the highest level qualifications • Relate well to others • Develop a strong sense of their Samoan Identity • Develop awareness and concern for their local and global communities <p>So that they leave the school prepared for a life of work, study and healthy relationships.</p>	<p>Values are core qualities and beliefs that guide the school in how it goes about its work and how it relates to others both within and outside the school.</p> <p>At RLSS we value:</p> <ul style="list-style-type: none"> • A learning environment which embodies mutual respect and cooperation. • A student centred approach to learning • Inclusion and encouragement • Respect and responsibility • Motivation and perseverance

- To encourage staff members, parents and students to work together to create a safe, caring, orderly and productive learning community which supports the rights of children to learn and all teachers to teach.

Guidelines

1. All students will be expected to behave according to the school code of conduct and school rules.
 2. All students will be treated equally regardless of personality, race or religion.
 3. Discipline is administered with respect to students' dignity, rights and individuality.
 4. Under no circumstances will teachers use corporal punishment.
 5. Students will be encouraged to exercise their own self-discipline in regard to respect for others and environment.
 6. Where appropriate, teachers will accept responsibility for discipline in their own classes in the first instance.
 7. A record keeping system enables teachers to track students who have offended repeatedly.
- Students are required to follow directions and requests made to them in regard to the five school rules.
 - Students shall not engage in forms of behaviour, which make it difficult for other students to learn or teachers to teach.
 - Serious offences will result in suspension and/or expulsion from school.
 - Accumulation of misdemeanours may result in suspension/expulsion.

Rule 4: Follow the instructions of staff members

Therefore...

Do as you are told!

Rule 5: Come to school ready to work

Therefore...

Bring all necessary equipment to school each day:

1. Stationery
2. Sports gear
3. Return slips
4. Homework: and most importantly,
5. **A positive attitude.**

Student Behaviour Management Policy

Rationale

Robert Louis Stevenson School is committed to managing student behaviour and to creating a safe and orderly learning environment for all students of the school. The school is a part of a community and acknowledges that staff, students and families are required to work together in the education of our students.

Purpose

To provide guidelines for the Principal and teachers in responding to unacceptable behaviour of students to allow the effective administration of the school.

The Principal is responsible ensuring all matters pertaining to monitoring student behaviour and consequences are administered fairly and in accordance with these guidelines.

To develop in students an acceptance of responsibility for their own behaviour

With this philosophy in mind Robert Louis Stevenson School:

- maintains class sizes, not exceeding 28 students per class
- provides varied educational resources and learning opportunities.
- develops a broad and stimulating curriculum.
- builds cordial and constructive relationships with the Ministry of Education, Sports and Culture and relevant overseas educational institutions.

To achieve these goals we need a partnership approach between parents, teachers and the community.

We encourage all parents to take an active interest in their child's education and in the life of the school.

The Management Structure

The daily management of the primary school is the responsibility of the Principal.

Trust Management Board
(Governance on behalf of parents)

Principals of Secondary and Primary School
(Management on behalf of Trust Management Board)

Primary

Principal Ms Fiaapia Devoe

Syndicate Leaders

Ms. Faatuai Vaamao
Mrs Priscilla D-Betham
Mrs Vaalele Simati

Finance Officer

Mrs Oriska Samania

Sec / Enrolment Officer

Ms May M. Sasagi

Office Assistant

Ms Sivai Sao

Support Staff

Cleaners: Mr Tito Hunt Mr Tuu Poai
Security Segi Tusitala Tofa Puaki

Secondary

Principal Mrs Fale Tomane

Lead Teachers

Ms Masa Faasau
Miss May Yan
Mr. Amituanai Filipino

Admin / Enrolment Officer

Mrs Kapeneta McCarthy

Library Administrator

Ms Ioana Sinclair

- k. Help keep stones off our lawn
- l. Play outside
- m. When indoors, use quiet voices.
- n Look after our trees and yourselves by staying out of them
- o. Chewing gum damage property. They are not permitted at school.

Rule 3: Be in the Right Place at the Right Time in the Right Uniform

Therefore

1. Be at class on time
2. During class-time be wherever your teacher expects you to be
3. If using the toilets during class time go straight there and return immediately to the right place afterward
4. Stay away from the car parking area
5. Absolutely no jewellery. Studs and sleepers must be small.
6. No plastic flowers (sei etc)
7. Hair to be braided if below collar. Hair tie should be in the school colours.
8. Students are to be in full school uniform at all times. Students coming to school in mufti or half uniform without a note from parents will be sent back home.
9. Hats to be worn during P.E. and outside activities.

The Five School Rules

Rule 1: Show Respect for Yourself

Therefore

1. Behave in a way in which you and others can be proud.
2. Be clean. Wash before coming to school, make your hair tidy, and clean your teeth. Wash your hands before handling food and after using the toilets.
3. Dress well. Wear your uniform to school and home again. If you have sports, bring appropriate sports gear. When you wear the RLSS uniform, be a good role model for others, and follow our rules.

Rule 2: Show Respect for People and Property

Therefore

1. Use polite language at all times and to everyone with whom you talk
2. Show consideration for others in the way that you act. Offer to help where you can see it is needed
3. Address people by their preferred name
4. Address teachers using the appropriate form. E.g. Miss, Mrs, Ms, Mr, or Sir
5. Treat every person safely. Do not deliberately do things that could put other people's safety at risk. E.g. Do not throw stones, or play heavy contact sport. (Any sport involving tackling is not permitted unless a teacher is specifically supervising it).
6. Look after all school property (furniture, buildings, books, equipment)
7. Stay out of classrooms during lunch and interval periods. Exceptions to this rule may be made by the teacher from time to time.
8. Avoid damage to other people's property
9. Take clothing and personal belongings that have been lost to the Lost Property area.
10. Help keep our school tidy. Put litter into the bins

The Primary School Staff

Year 1's	Mrs Marina Larsen	Ms Faatuai Vaamao
Year 2's	Mrs Saitalia Bourke	Mrs Holly Fowler
Year 3's	Ms Molia Meresi	Mrs Priscilla D-Betham
Year 4's	Mrs Theresa Faleatua	Ms Akenese Motusaga
Year 5's	Mrs Alafou Lalogafau	Ms Naomi Tavila
Year 6's	Mr Nathan Taosoga	Mrs Sinalaua Tuimaseve
Year 7's	Mrs Vaalele Simati	Mrs Punitia Pulotu
Samoan	Mrs Faanunu Amosa	Mr Sagele Filo

Teacher Aides

Year 1 L :	Miss Geraldine Bourke	Year 1V:Mrs Tiresa Parker
Year 2B:	Miss Florance Malaga	Year 2F:Mrs Caroline Sofe



The Curriculum

Primary School:

The Primary Curriculum is a combination of the New Zealand, Australia and Samoa curriculum although the New Zealand curriculum has the strongest influence, particularly in English and Mathematics. But in all subject areas teachers are encouraged to be aware of the varied cultural backgrounds and needs of their students and to emphasize the Samoan-Pacific setting.

Students study:

English, Mathematics, Science, Social Studies, Art Health & Physical Education, Samoan and Computer Studies. A holistic approach is encouraged where all subjects can be inter-related wherever possible.

The language of instruction is English, but from Yr 1 to Yr 7 all primary students participate in the school's Samoan Language programme which are 3 x 45 minutes periods / week

Education outside the Classroom

Education outside the classroom is an important part of learning. Teachers arrange excursions from time to time, usually as part of a classroom study, or a school event. Permission slips are sent home with details of the trip and any requirements. Please read these carefully and check that the Principal or Lead Teacher has signed his or her authority for the trip to occur. Please also remember to sign and return the slip with the correct payment.

<u>Disease</u>	<u>Length of Exclusion</u>
Head Lice	Until appropriate treatment has commenced. A letter from the parents confirming this is required.
Chickenpox	Until fully recovered and lesions have healed.
Whooping Cough	For 4 weeks or until a medical certificate of recovery is produced.
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being carried out, and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with dressings. Long trousers may be worn to cover sores on legs.
Scabies	Until treatment has completed, confirmed by a Medical Certificate.
Measles	For at least 7 days from the appearance of the rash or a Medical Certificate of recovery is produced.
Ringworm	Until treatment has completed, confirmed by a Medical Certificate.
Typhoid Fever	Until 3 consecutive negative faecal and urine cultures are obtained at 24-hour intervals, commencing at least 72 hours after cessation of specific therapy.
Viral Hepatitis	Until Medical Certificate of recovery is produced or on subsidence of symptoms, but not before 7 days after onset of jaundice.
Rubella (measles)	Until fully recovered or at least 4 days from the onset of the rash.

Emergency Information

The telephone numbers and addresses of the place of employment of BOTH parents are kept on file by the school as well as an emergency contact number of a friend or relative.

These details must be kept up-to-date. Any change in this information should be communicated to the School Office as soon as possible for emergency purposes.

Injury at School

While teachers will take reasonable care with all activities, it is inevitable that from time to time some children will incur injuries while at school. Teachers will administer first aid (All of our teachers have undertaken first aid training) and you will be contacted in the case of “serious” injuries (i.e. those requiring more than a single plaster).

Illness

Please advise the school at your earliest convenience if your child will be absent from school. If a prolonged absence is necessary it may be useful to contact the teacher regarding any work which your child may reasonably undertake either during his or her time at home, or immediately following his or her return to school.

If your child appears to be ill while at school you will be contacted. If your child is sick, please do not send him or her back to school until a full recovery is made. This is especially important in the case of infectious conditions.

Infectious Diseases

The school reserves the right to exclude children from school where it is considered attendance may be detrimental to the well being of other students or staff in the school. The following diseases require students to be excluded from school.

Term Dates for 2011

Term 1	31h Jan - 15th Apr - 11 weeks
Term 2	2nd May - 15th Jul - 11 weeks
Term 3	1st August - 14th Oct - 11 weeks
Term 4	24h Oct - 9th Dec - 7 weeks

School Teaching Hours

8:30am - 10:30am	-	Teaching time
10:30am - 11:15am	-	Lunch
11:15am - 12:45pm	-	Teaching time
12:45pm - 01:15pm	-	Interval
01:15pm - 02:15pm	-	Teaching time

It is very important for all students to be at school at least

10 - 15 minutes before it starts.

Transport to/from School

Primary School classes begin at 8.00 am. Please ensure your children are at school at least 10 minutes prior to this time. There are two gates: the main front gates and the side gate near the hall. If possible park on the school side of the road when dropping children off. For safety walk your child/ren into the school ground.. As staff members are also arriving at this time please keep the main gateway clear at all times to avoid congestion on a very busy road.

Primary students are dismissed at 1.50 pm. Please ensure children are collected promptly as the Duty Teacher finishes at 2.20 pm. When collecting your children, park on the school side of the road. Parents must come into the school grounds to pick up their children who will be waiting in an area assigned to their class. Again, for safety reasons, please do not drive into the compound or park in the school driveway in front of the gates.

Leaving School Grounds

During the day, students are NOT permitted to leave the school grounds unless they have a note from a parent. When a student needs to attend an appointment during school hours please advise the teacher or school office directly. Children will not be released unless we see / hear from the parent.

Enrolment

Enrolment forms for both Primary and Secondary Level can be uplifted from the School Administration Office at Lotopa. The completed forms are returned to the Primary Office (Lotopa) or the Secondary Office (Tafaigata). At this time the office staff will advise if a place is available or if the student may have to go on the waiting list.

When the Enrolment form is submitted please include the child's Birth Certificate or Passport (to confirm name & Birth-date) Reports from previous schools

Registration fee \$50 for Primary (non refundable)

Teacher Only Days

Up to two days a year can be set aside by the Trust Management Board for staff professional development. On these days children do not attend school. Notices will be sent home to this effect at the appropriate time.

Withdrawals/Departures

We would appreciate at least one month's written notice of withdrawals from school. This allows us time for preparing reports/references. If your child is going to be absent for any extended period, please inform the school formally. No refunds / reduction in fees are allowed due to absence during the term.

Lunch

We are a health promoting school therefore encourage our students to bring nutritious lunches and water to school. Students may also order their lunches at the Office before 8:00am.

Lost Property

Any found item is held by the teacher in charge of the Lost Property.

Newsletters /Notices

A newsletter is sent home at least twice a term. At other times various notices and messages are distributed from the school. Please take time to read these publications. It is recommended that parents regularly check with their children to be sure of receiving these notices.

Newsletter can also be emailed to you directly. Please give your email address to the School Secretary.

Reporting To Parents

Ongoing communication between our teachers and the parents of our students is a most important factor in the success of Robert Louis Stevenson School.

Primary reporting to parents occur twice a year: The mid-year and end of year reports.

Parent/Teacher interviews are held at mid-year. These interviews provide an opportunity to meet with your child's teacher to discuss his/her progress.

If you wish to see your child's class teacher regarding your child's progress at other times, it is recommended to make an appointment. This will allow the teacher to be prepared to give full attention to your concerns. Parents are always welcome to discuss matters of interest and concern with the Principal.

Please ring the office to make an appointment.

School Uniform

To ensure that the excellent public image of our school is maintained we ask that the complete uniform be worn in a neat way, without major additions, substitutions or omissions.

Please name all clothing as we accumulate a lot of unclaimed lost property every term.

Primary Uniform

Refer to cover page

Ready-made uniform may be purchased from Carruthers store

<u>Girls</u>	<u>Boys</u>
Blue and white checked Sleeveless drop waisted Dress.	Blue and white checked shirt Navy blue shorts (not long or Bermuda)
Jandals or light sensible footwear	Jandals

Sports

Currently, we do not have a school sports uniform. However, students are required to wear suitable sports wear for PE/Sports. For inter-school sports teachers will notify parents of these days and the uniform requirements.

For outside activities sports all students must wear hats and sunblock.

MONEY MATTERS

Total Tuition Fees for the year is \$2800.00.

These are divided evenly between the 4 terms

PRIMARY	Term 1	Term 2	Term 3	Term 4	Yea Total
Years 1-8	\$700	\$700	\$700	\$700	\$2 800

Building Fund

As a means of permitting all students at the school to contribute to the ongoing need to expand building facilities at RLSS, a Building Contribution Fund was introduced. Participation in this scheme is compulsory.

A contribution of WST \$400 shall be made by all new entrants at first entry to the school. This is a per family not a per child charge and is to be paid within the first week of commencing school. The RLSS Building Fund Contributions are non-refundable and non-transferable. The level of the Building Fund Contribution may change from time to time as directed by the financial needs of the school.

Paper Charge

A paper charge of \$30 per student per year is charged to cover the cost of copying of homework sheets and class material and brown paper for covering books.

Payment is to be made with the first terms fees.

Payment of Fees

Tuition Fees (and Building Fund where applicable) are to be paid in full **within 10 school days of the commencement of each term**. A 5% penalty will be charged after this period.

All Invoices are sent home on the last week of each School Term and non-receipt of an invoice is not a valid excuse for non-payment of fees.

If the full fees are not paid 2 weeks after the commencement of school the child may be withdrawn and the place offered to the next child on the waiting list.

All payments of tuition fees must be made directly to the **School Administration Office at Lotopa** during normal school hours.

Formal receipts for payments will be provided. The school will not be responsible for late payments caused by mail delays.

If a child is withdrawn during a period for which school fees have been paid, a refund of the unutilised portion of those fees may be paid contingent *upon the school filling the vacated place*.

There is a \$50.00 fine on all cheques returned by the bank.

Money Sent to School

To assist with the administration of money matters at school, parents are asked to follow these procedures:

- Please send the correct amount.
- Place money in a sealed envelope clearly marked with child's name and class
- Indicate on the envelope the reason for the payment
- Remind children to hand the money to the Office or their Teacher as soon as they arrive at school.