

Dunrobin Christian Academy

Student Parent Handbook

Revised June 2019





DUNROBIN CHRISTIAN ACADEMY

NO MORE WAITING IN LINE
OR GOING FROM STORE TO STORE

PURCHASE YOUR
TEXTBOOKS AND **STATIONERY**
WITHOUT THE HASSLE

COME AND GET ALL YOUR TEXTBOOKS
AND STATIONERY NOW

AT OUR **SCHOOL BOOKSHOP**
...EVERYTHING YOU NEED AND MORE



ORDER TODAY AND PICK UP TOMORROW
IT'S AS **EASY** AS 1 2 3...

YOU MAY ALSO PLACE YOUR ORDERS ONLINE AT
www.edutextonline.com



➤ FOR FURTHER INFORMATION CONTACT:

15-17 Dunrobin Avenue | 925-9251
Kingston 10 | 924-5376
edutextonline@gmail.com

www.edutextonline.com

Let your fingers do the walking



Welcome

From the Principal's Desk

Dear Parents/Guardians:

On behalf of the Board of Directors and staff of Dunrobin Christian Academy, we extend a very special welcome to all parents, guardians and students who are new to the Dunrobin family. We thank you for choosing our school and we will endeavour to make your experience a rewarding one.

We encourage all our students to make a commitment to the following: be prepared, do the work, stay engaged, listen, be diligent and make every day count. We are providing every opportunity for positive involvement through extra-curricular clubs and activities. We also place a high priority on positive relationships and conduct among our students. We have high expectations and know that you can meet them! To our parents, we ask that you support your child by providing the tools necessary for his/her success and by giving him/her quality time to ensure that homework and all assignments are completed.

Our foremost goal as a school is to create a set of students who will become first world leaders.

I am excited to see what God is about to do, as together we embark on a new and exciting journey!

Karren Goulbourne (Mrs.)

Principal





Design Your Future

Built on right



Anchored in Godly Principles

"He who walks in Integrity, walks securely" - Proverbs 10:9

Sources: <https://images.search.yahoo.com>

Revised April 2019 - KDC

Table of Contents

Welcome	3
Foreword	7
Vision and Mission Statements	8
Academic Awards	9
Academic Probation	9
Accidents	10
Aftercare	10
Arrival / Campus Opening Hours	11
Attendance	11
Book Store	12
Canteen Behaviour	12
Cell Phones	12
Class Pass	13
Code of Conduct - Students	13
- <i>Student's Code of Conduct</i>	14
Code of Conduct - Parents	15
Damage to School Property	16
DCA Classroom Portal	16
Devotion	16
Dismissal	17
Dress and Grooming	18
Early Work	19
Extra-Curricular Activities/Clubs	20
Field trips - Class Outings	21
Fund Raising	22
Homework and Tips	22
Homework Assistance	22
House System	23
Infractions	23
Keeping in Touch With the School	24

"We are what we repeatedly do. Excellence is not an act, but a habit."

- Aristotle

Table of Contents

Nursery	25
Nursery – Tips for Parents	25
Parent Commitment Form	26
Precautionary Measures	27
PTA	27
Providing Pertinent Information	27
Refund Policy	28
Reports	28
Saturday Classes	29
School Calendar	29
School Fees	29
School / Campus Opening Hours	29
Student Leaders	29
Student Leaders' Qualities	30
Test / Exams	31
Test-Taking Tips	31
Withdrawal	31



"I can do all things through Christ who strengthens me."
Philippians 4:13



Foreword

This Student/Parent Handbook has been prepared to familiarize you with the programmes offered at Dunrobin Christian Academy and to inform you of school policies and procedures. Read it carefully and keep it available as a reminder. Refer also to the Addendum to Rules and Regulations that are included in the Registration Package.

Entrusting your child to us is a privilege that the teachers, staff and administrators of Dunrobin Christian Academy take very seriously and we welcome the opportunity to be associated with the development of your child. With God's guidance, we look forward to a cooperative and productive relationship.



“For the Spirit God gave us does not make us timid, but gives us power, love and self-discipline.” – 2 Tim.1:7

Vision Statement

To be a school of excellence through the highest levels of administrative governance and academic performance together with superior customer service thus enhancing the value for all stakeholders.

Mission Statement

To provide a stimulating learning environment that caters to the total development of primary level students. We will provide them with the opportunities for exposure to sports, culture, and the arts and endeavour to equip them with an above average academic intellect that will enable them to compete in an ever-changing global environment.



**"Ambition is the path to success. Persistence is the vehicle you arrive in."
- Bill Bradley**

Academic Awards:

- **Honour Roll:** In keeping with the philosophy of the school and its commitment to excellence in education, academic achievement is recognized through an Honour Roll system. Students who achieve an average of 90% and above in the mid and end of term tests are placed on the Honour Roll and they are recognized during a brief ceremony following General Devotion.
- **The Albert Karram / Founder's Award:** This award is given to encourage the development of Christian principles. Students who consistently display Christian character are recognized at the annual Prize Giving and Graduation exercises.
- **Principal's Award:** This award is given at Graduation to the Grade six student who has excelled academically throughout his/her school career. The student must also display excellent conduct and be involved in extracurricular activities.
- **Chairman's Award:** This award is given at the annual Graduation Ceremony to students who receive an average of 95% and over in the National PEP Examinations.



Academic Probation

A student who is not meeting the minimum requirements, for example, attendance and academic progress, may be placed on academic probation. Students are given a probationary period (to be determined by the school) to improve in all areas. It is important that a strong working partnership be developed

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do.” – Pele

between child/parent and teacher/school to ensure that all standards are being maintained.



Tips for Progress	
Plan daily study time	Make study cards
Do all homework, first.	Take scheduled breaks
Have a set study space	Test yourself frequently
Sit at a desk/table	Be positive; determined
Ignore TV, etc. when studying	Turn lessons into stories

Accidents (illness):

If your child becomes ill or an accident occurs resulting in an injury, any of the following actions may be taken:

- Your child may/may not be given basic first aid and you will be called
- If it is necessary, your child, accompanied by a member of staff, will be taken to a medical facility. You will be called and told to meet the child there.
- If your child is responsible for injuries to another child, any expenses incurred will be your responsibility.

Aftercare:

The school has an Aftercare facility that goes from 3:00 – 7:00 p.m., Mondays to Fridays and 2:00 - 7:00 p.m. the last Friday of each month. Parents/Guardians desirous of using the facility should make the necessary arrangements with the office. Parents must arrange to have children picked up within the time frame.

“Small daily improvements over time lead to stunning results.” - Robin Sharma

Arrival:

Students should not be left at school before 6:30 a.m. when the gates open.

Attendance:

Regular and prompt attendance promotes academic success.

School starts at 8:00 a.m.

- However, students need to be in the classroom no later than 7:15 a.m. for Early Work.
- Late: More than five times late for the term will result in a demerit.

Unless an emergency occurs, please schedule appointments for students outside of the school day.

- **Absent:** If your child is absent, please call the office. A written excuse should be sent with your child when he or she returns to school. If a student is going to be absent for an extended time, we would like to receive notification in order to make plans for his/her educational accommodations (if possible) during the absence.
- **Minimum attendance:** One of the requirements for completing a grade level is that a student should attend at the minimum, 95% of the total school days.



"Punctuality is the politeness of kings... the soul of business"
- Louis XVIII and Thomas Chandler Haliburton

Book Store:

All books on the booklist are sold in our bookstore located on the campus. You may place orders online at www.edutextonline.com or speak with the Office for further details.

Canteen Behaviour:

Every student is expected to buy food at the school canteen or bring food from home. **No child is allowed to purchase food on the road.** Those buying food at the canteen must observe the following code of conduct:

- Form lines
- Be respectful to the canteen staff; say please, thank you, etc.
- Speak in a moderate tone

If a child was unable to have breakfast at home and must do so at school, he/she will eat in the canteen and return to the classroom as soon as he/she finished. With the exception of Pre K to Grade 1, absolutely no eating is to take place in the classrooms in the mornings.

Cell Phones:

The school understands that because of various reasons, parents would like to have ready phone access to their child and therefore would want them to take a cell phone to school.

The fact is however, cell phones pose different disciplinary concerns and the school has to take measures to minimize these concerns. The following outlines the school's position:

"You create beauty with your attitude, your behaviour, your actions. It's all up to you." - Anonymous

- Only students who walk or take the bus to school will be allowed to take cellular phones to school.
- Parents/Guardians must make request in writing for their child to take cell phones to school; this will be placed on the child's file.
- Phones are to be clearly labelled with the child's name and grade.
- Phones are to be given to the class teachers upon students' arrival; they will be "logged" in at the office and returned to the student when he/she is leaving school.

Any unauthorized phones will be confiscated and returned to the parent/guardian at the end of the term. **(Please note: cell phones are taken to school at your own risk.)**

Class Pass:

After proof of payment of school fees, a Class Pass is issued from the Office the week before the reopening of school for presentation to the class teacher on the first day of the new term.

Code of Conduct (students):

Once a student is in the school uniform, he/she is representing Dunrobin Christian Academy. The school therefore expects that whether on or off the compound, a student of Dunrobin Christian Academy should conduct him/herself in a manner that is keeping with the school rules and regulations.

The following code of conduct is to be observed by all students and will be recited at General Devotion:

**"Attitude is a little thing that makes a big difference."
Winston Churchill**

Students' Code of Conduct

1. I will obey and respect my teacher and anyone in authority.
2. I will be kind to my classmates at all times.
3. I will speak standard English at all times.
4. I will wear the correct uniform at all times.
5. I will always do my Homework and my Classwork.
6. I will keep my classroom and my surroundings clean.
7. I will not walk and eat on the school compound or on the street.
8. I will protect all school property.
9. I will be diligent and strive for excellence.
10. I will obey all school rules.

"Obedience to lawful authority is the foundation of manly character." – R. E. Lee

Code of Conduct (Parents/Guardians):

It is expected that parents/guardians will help and encourage their child/ward to observe the code of conduct. Adults who come unto the compound must be similarly respectful of the established code of conduct for parents/guardians and visitors.

Attire: The following articles of clothing or similar wear are deemed inappropriate:

- Clothing with designs or wording that is obscene, vulgar or offensive.
- Sleeveless undershirts
- See-through dresses
- Midriff blouses
- Short shorts/skirts



Disputes: No parent/guardian is to attempt to settle any dispute between his/her child/ward and another child. Any complaint that a parent/guardian has must be directed to a teacher or to the office.

A parent/guardian should attempt to address any concerns he/she has about a teacher with the teacher, in an amicable manner. If this is not successful then the matter may be taken to the principal/vice principal.

Conduct: Parents/Guardians are expected to always display decent and respectful conduct when they come unto the school compound.

Parents/Guardians will give students only those items that are necessary for school assignments to take to school. Unauthorized toys, games, cell phones, etc. will be confiscated

“Children are great imitators, so give them something positive to imitate”

- **Anonymous**

Damage to School Property:

The school's ongoing efforts to equip all classrooms with comfortable furniture, sanitary bathroom facilities and generally provide our students with a proper learning environment are severely hampered by wilful damage of school property by students. Please help your child/ward to understand the importance of taking care of school equipment and furniture. Charges for deliberate damage of school property or injury to another by a student will become the responsibility of that child's parent/guardian.

DCA Classroom Portal:

The School operates an online portal that provides additional help for students in Grades 4, 5 and 6. Practice papers in all subject areas allow students to revise and practice online all the content learnt in class. **You may register and sign up at www.dcaclassroomportal.com**

Devotion:

Dunrobin Christian Academy is a Christian school. We conduct general devotion on Mondays, Wednesdays and Fridays, Class devotion on Tuesdays and Class/house devotion on Thursdays. Students are expected to be present at school in time for devotion which starts at 8:00 a.m. and to participate.

- **Late:** Students who are late for school must go straight to devotion and **not** the classroom.
- If a child arrives on the compound while National Anthem is being sung or the Pledge is being said, the child and

"To obey is better than sacrifice,..." 1 Sam. 15:22

parent (if the child is accompanied) must observe the proper protocol and stand at attention for the duration before proceeding.

A parent/guardian who may be at school at the time of General Devotion is welcomed to participate but there must be no communication with the child or any teacher during devotion. Any queries may be made at the office or with the teacher after devotion.

Please note there can be no extended discussion with the class teacher if he/she has a class directly after devotion. An appointment should be made for a convenient time or a letter sent requesting a convenient time for such consultations.

Dismissal:

Dismissal times are as follows:

Pre-Kinder to Grade 1	2:00 p.m.
Grades 2-3	2:15 p.m.
Grades 4-5	2:30 p.m.
Grade 6	3:00 p.m.

Unless a child is participating in an extra-curricular activity or Club or taking extra lessons, he/she is expected to be picked up or leave the compound within **one hour** after dismissal. If he/she has to be at school beyond the end of extra lessons or activities, arrangements **must be made for Aftercare.**

N.B. School dismisses at 1:00 p.m. on the last Friday of every month for all grades up to Grade 5.

- **Pick Up/Safety:** The safety of the children is of utmost importance. With this in mind, the following must be observed:

“An ounce of prevention is better than a pound of cure.”

- Benjamin Franklin

1. At the beginning of the school year, a parent or guardian must notify the office and the child's teacher, in writing, if his/her child will be picked up every day rather than walk or take the bus. The school must be told exactly who is picking up the child.
2. Every parent/guardian must provide the office with a list of no more than three (3) persons, other than him/herself, who at some time may be authorized to pick up their child. The parent/guardian must list the person's name, phone number and relationship to the child.
3. Every parent/guardian may, in writing, update the list at anytime.
4. At no time will the child be released to anyone who is not on the list.
5. In order for a person **not** on the list to pick up a child, the parent/guardian must send a note in the morning. The person picking up the child must report to the Principal's / Vice Principal's office with proof of identification and sign on the note sent by the parent / guardian at the time of pick-up.
6. If for any reason the Principal/Vice Principal or their designee is uncomfortable about the dismissal of a child, they will keep the child in school until a parent can be reached.

Dress and Grooming:

Students are expected to come to school neatly dressed, groomed and clean. They must be attired in the correct uniform at all times. The correct uniform is as follows:

- **Girls:** Navy button front dress (sold at the school) with black shoes and navy socks. Hair must be neatly groomed without an excessive amount of accessories. Only navy blue or black hair accessories are allowed. (Brownies are

"...adorn (yourselves) in respectable apparel, with modesty and self-control..."

1 Tim. 2: 9 - 10

allowed to wear brown hair accessories with their Brownie uniform.) Any other colour will be removed from the student's hair. Beads are **not** allowed.

- Hair extensions are **not** allowed.
- The only jewellery that students are allowed to wear is a watch (black/brown leather) and a small pair of earrings (girls-gold knobs).
- **Boys:** Navy blue polo shirt (sold at the school) and navy pants with black shoes and navy socks. Hair must be neatly trimmed without any patterns.
- Boys who have dreadlocks are required to wear a plain black knitted tam.
- The school P.E. Gear (sold at the school) must be worn for P.E. along with white sneakers and white socks. Please note that the sneakers must be free of any coloured markings. Children wearing incorrect P. E. attire will not be allowed to participate in the Class.
- *The wearing of incorrect uniform is an infraction and will be treated as such. (See infractions).*
- **Parents/Guardians** are also asked to observe an appropriate dress code when coming unto the school compound.

Early Work:

- Early Work is done every day from 7:15 a.m. – 7:50 a.m. Get your child participating in Early Work at no extra cost.
- Parents / Guardians should see to it that the child is sent to school on time to participate in Early Work and Devotional Activities to develop the habit of punctuality and a culture of excellence.

" Self-confidence is the best outfit..."

- **Anonymous**

Extracurricular Activities/Clubs:

- Dunrobin Christian Academy is committed to the holistic development of our students and therefore each child is expected to be involved in at least one activity/club or a suggested maximum of three.
- Some of these are free and some attract a fee. The days and times of the activity/club will be circularized at the start of each term.
- Students doing an activity must be collected within thirty minutes of the end of such activity. Otherwise, such students will be placed in After Care, for which there is a charge.



With The Compliments of

Dunrobin Christian Academy
Little Tigers
TAEKWON-DO
KIDS PROGRAM

DISCIPLINE
IMPROVE MOTOR SKILL
SELF DEFENCE
TOURNAMENT SPARRING
SELF CONFIDENCE
FITNESS

CLASS TIME:
TUESDAYS & THURSDAYS
KINDERGARTEN: 2:15p.m. - 3:00p.m.
PREP: 3:05p.m. - 4:00p.m.

Contact :
School office or
Master Peter Lue
via Whatsapp or Phone
326 9921

With The Compliments of



CHESS STARS

**Classes for All Ages
and Skill Levels Welcome!**

Group and Individual Sessions

Contact: Troy McKoy

troymckoy@yahoo.com

Tel: 1-876-577-6293

Tel: 1-876-406-8926

(WhatsApp only)

Field Trips/Outings:

- Students are taken on field trips as a means of reinforcing lessons and enrichment activity. Outings for pleasure are usually scheduled for the last term of the school year.
- No child will be allowed to participate in either of these activities without a consent form issued by the school and duly signed and returned by the parent/guardian.

"Your level of success is determined by your level of self-discipline and perseverance." Anonymous



Fund Raising Events:

Both the school and the P.T.A. put on fund raising events. This is a means of supplementing the relatively minimal school fee charged by Dunrobin Christian Academy. Circulars will inform you of the dates and times of these events or they will be posted in the School Calendar. We urge you to support these as they are all aimed at acquiring necessary funds to improve the school.

Homework:


Homework is a vital part of the total learning process. Homework is given each night and should be signed by the parent indicating that it has been checked.

Not completing homework is an infraction and will be treated as such. (See infractions.)



Homework Tips for Parents

1. Find a quiet, well-lit place
2. Make materials available
3. Help with time management
4. Be positive
5. You do homework too
6. Provide guidance, not answers
7. Show interest and be willing to help
8. Keep informed
9. Easy, hard, easy
10. Watch for frustration
11. Reward progress



“Study while others are sleeping; work while others are loafing; prepare while others are playing; and dream while others are wishing.”

- William Ward

Home Work Assistance:

Parents who are unable to pick up within an hour of dismissal will be required to pay for After Care. Additionally, Home Work Assistance may also be given at an additional cost. Details are available at the Office.

House System

Students are assigned to THREE (3) Houses. They compete for points in Sports and other designated activities. Each House has a Teacher -Leader as well as (a) Student Committee (s).

Anguilla (Red)	Bonaire (Yellow)	Martinique (Blue)
---------------------------	-----------------------------	------------------------------

Infractions:

The following are punishable infractions:

- Use of expletives/indecent/vulgar language
- Wearing incorrect uniform
- Fighting/wilfully injuring another student
- Disrespecting authority
- Stealing
- Not submitting homework

A student is issued a written warning for committing an infraction. This is signed by the teacher, principal/vice principal and sent home for the parent to sign and return. Dialogue will be held with parents/guardians in an attempt to address students' behaviour.

"Nothing will work unless you do. " - Maya Angelou

Please note that the list of infractions above is not exhaustive. Any behaviour that may be deemed significantly inappropriate will attract the penalties outlined. Depending on the gravity of an infraction a step in the progression of penalties may be bypassed.



Keeping in Touch With the School:

As a parent/guardian, keeping in touch with your child's/ward's school and teacher is important to the academic success of your child's education. This can be done through the following:

- **Class Meeting:**

Individual Class Meetings are held within the first week of the new school year. Each teacher meets with all the parents of the students in his/her class to apprise them of what is expected from both parents and students. This provides the ideal opportunity for you to seek clarification on any matter.

- **Parent/Teacher Conference:**

During the second term of the school year, a meeting is scheduled between the parent/guardian and the teacher to discuss matters that pertain to your child/ward. This meeting usually spans a week and each parent is given an appointment in advance to meet individually with the teacher for fifteen minutes. Should more time be required another appointment will be set for a convenient time. Parents and guardians are urged to attend this meeting as it is an ideal opportunity to get a deeper insight into your child's/ward's performance, behavior, etc.



Nursery

Our school nursery caters to children from 18 months – 36 months. The main goal is to promote the socio-educational development and adjustment of the students.

Our nursery offers full-time care, socialisation and the development of social, creative, verbal as well as coordination skills to young children through an interactive daily planned schedule.



The Successful 'P' Tips of Parenting

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Patience: practice daily ● Perform your roles ● Persist in doing right ● Plan daily ● Play together ● Positive Attitude & Words ● Practice Sound Values ● Praise Often ● Pray Daily ● Prepare Ahead | <ul style="list-style-type: none"> ● Preserve Honesty & Truth ● Pride – instil the right kind ● Prioritize Goals ● Problem Solve Together ● Prod Them to do the Right ● Promote Healthy Lives ● Protect with a Passion ● Provide for the Needs ● Punish with Love ● Pray Daily |
|--|--|

“The best inheritance a parent can give his children is a few minutes of his time each day” - O. Batista.

Parent Commitment Form:

We fully commit to Dunrobin Christian Academy in the following ways:

- We ensure that we will, along with our child/children, thoroughly peruse all the rules, guidelines and policies of the school and that we will abide them.
- We will make sure our child arrives at Dunrobin Christian Academy every day by 7:45 a.m. – Pre-Kinder – Grade 6 and the Nursery by 7:00 a.m. (Monday – Friday)
- We will make arrangements for our child to be picked up from school no later than 3:00 pm. each regular school day (Monday – Friday) / 6:00 p.m. for the Nursery.
- We will make arrangements for our child to be picked up no later than 15 minutes after any extra-curricular activities.
- We will pay school fees no later than the first day of each term and failure to do so will result in our child being put out of class.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn.
- We commit to attending parent/teacher conferences and PTA meetings.
- We will check and sign our child's homework every night and we will carefully read all correspondence the school sends home.
- We will read with our child for at least 20 minutes every night.
- We will always make ourselves available to our child, the school and any concerns they might have.
- We will notify the school immediately if our child is going to miss school, and we will make sure all make-up work is completed.
- We will give the school adequate notice if we intend to remove our child from Dunrobin Christian Academy.
- We will make sure our child follows the Dunrobin Christian Academy dress code and that our child has the appropriate uniform available at all times.
- We understand that our child must follow the Dunrobin Christian Academy rules and Code of Conduct, to remain a student and to protect the safety, interests, and rights of all individuals within the school.
- We, not the school, are responsible for the behavior and actions of our child.

Failure to adhere to these commitments may cause my child to lose his/her place at Dunrobin Christian Academy.

Child's Full Name

Parent / Guardian's Name

Parent/Guardian's Signature

Date

* a copy of this form is included in the Welcome/Registration package

"Be the parent today that you want your kids to remember tomorrow."

~Unknown

Parent Teacher Association:

One meeting is held each term. The date is posted in the school calendar and on the school's notice board. This is the ideal forum to hear firsthand what is taking place in the school and to see where best you can assist. We are mindful that you have other commitments so there are only three meetings scheduled for the entire school year. We urge you to make every effort to attend.

Precautionary Measures (Illnesses):

Children who present symptoms that may be considered contagious will not be allowed in school unless a medical certificate from a doctor says otherwise. This precautionary measure is designed to safeguard the wellbeing of all students and parents/guardians should endeavour to address any medical concerns even before sending your child/ward to school.

Providing the School with Pertinent Information:

It is important that parents/guardians ensure that information related to their child's/ward's health is given to the office. This includes illnesses, allergies, etc.

- Restraining orders must be on file in the office and updated when necessary.
- Any change regarding the information given on the application form (address, telephone numbers, etc.) must be communicated to the office so that the child's file can be updated.

**"Kind words can be short and easy to speak, but their echoes are truly endless." -
Mother Theresa**



Refund Tuition Policy

- Students, who officially withdraw after tuition fees are paid and before classes begin, will be charged an administrative fee of ten per cent (10%) of the current school fees per child.
- Students who have paid fees and withdraw after classes have begun will be charged thirty percent (30%) of the current school fees after attending for one to four (1- 4) weeks.
- There will be no refund of tuition fees after four (4) weeks of class attendance.
- All request for refunds of school fees pending withdrawal notification must be done in writing.
- All obligations must first be settled with the school.
- The refund, payable by cheque only, will be issued only to the person who has paid the tuition.

Reports

Reports are issued at the end of each term. Three reports are issued for the academic year.

**“Four steps to achievement: Plan purposefully. Prepare prayerfully.
Proceed positively. Pursue persistently.”**
- William Arthur Ward

Saturday Classes:

- Saturday classes are held for students in Grades 4 -6. Special emphasis is placed on preparation for the National Examinations (P.E.P.)
- Classes are held from 9:00 a.m. – 3:00 p.m. Details are available from the Office.

School Calendar:

A schedule of events for each term is given to parents/guardians in the form of a school calendar. This is sent home at the beginning of each term. You are encouraged to keep this available and refer to it so you that are up-to-date about upcoming events.

School Fees:

School fees are due and payable on the first day of each term. This is the primary source of income for the school, so parents are urged to make the necessary arrangements to ensure that fees are paid on or before the first day of each term. Students whose fees are not paid on time will not be allowed in class.

School Opening Hours:

The campus is open to receive students at 6:30 a.m. We do not assume responsibility for students who are left prior to this time.

Student Leaders – Some Basic Responsibilities

Did you know that holding a position of responsibility can help your child/ward in his/her Career development? It is widely known that many successful business people held positions of responsibility while they were at school.

A good name is to be chosen rather than great riches, and favour is better than silver or gold. - Prov. 22:1

Encourage your child/ward to be an exemplary student and aim to be a student leader.

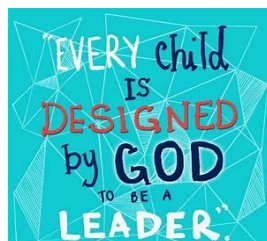
Class monitors serve at the class level. Prefects and Head students are chosen from Grades 4 – 6.



LEADER
knowledgable *cares*
gives credit **HUMBLE**
STRATEGIST *in* Role Model

Some General Qualities of Any Leader:

Approachable	Helpful	Respectful
Caring	Honest	Responsible
Communicator	Manages time	Role Model
Dependable	Not a complainer	Supports young pupils
Disciplined	Polite	Truthful
Firm	Punctual	Understanding



Tests/Exams:

- **External**

External tests/exams are administered as scheduled by the Ministry of Education.

- Grade 1 Readiness Test in September
- Grade 3 Diagnostic Test in June
- Grade 4 Performance Tasks
- Grade 5 Performance Tasks
- Grade 6 Ability Test, Performance Tasks, Curriculum Based Test

**Leadership and learning are indispensable to each other.” -
– John F. Kennedy**



DCA Classroom Portal

Who We Are

DCA Classroom Portal is the primary online portal for students in grades 4 through 6.

- ✓ Everything for success in your examinations including notes, video tutorials, quizzes, worksheets and test papers.
- ✓ Exceptional learning resources and a great alternative to the traditional classrooms.
- ✓ Over 100 tutorials and over 5,000 questions.



CALL SUPPORT
+876 925 9251

- ✓ Open 24 hours a day. Most of the content is self-paced and is available wherever you are, on your schedule.
- ✓ Create an account and log in to view the tutorials and take a test. View the tutorials as often as you like. Start learning immediately.
- ✓ Register now, and you will have hundreds of test papers at your fingertips.

CONTACT US NOW



15 Dunrobin Avenue
Kingston 10



dcaclassportal@gmail.com
dcaclassroomportal.com

So what are you waiting for?

Let's get started....Learning is easy....

"If you think education is expensive, try estimating the cost of ignorance."

— Howard Gardner

With the Compliments of



THE AWARDS & ENGRAVING SPECIALISTS

Opening Hours: Mon. - Fri. 8:30am - 4:30pm

876-960-8727
876-906-1946

or 876-929-9897 | Fax: 876-968-0069
1 Oval Road, Kingston 5 (Off Worthington Avenue)
Email: wbtrophiesltd@cwjamaica.com | website: www.wbtrophies.com



With the Compliments of
Spike Industries Limited



99 Windward Road, Kingston 2
Tel: (876) 938-3816 | f. (876) 938-3306 |
Email: sales@spikeindustries.com



Janitorial Maintenance Limited

*Certified by:
The Institute of Inspection Cleaning & Restoration*

Tel: 876-613-9414 • Telefax: 876-613-9415
Weekdays: 8:30 am - 4:30pm

E-mail: ktkjanmain@gmail.com • Web: www.ktkjanitorial.com



OUR SERVICES INCLUDE:

- JANITORIAL SERVICES
- CARPET & UPHOLSTERY CLEANING
- GROUNDS MAINTENANCE
- MAID SERVICES
- POST CONSTRUCTION
- PORTERING SERVICES
- MARBLE & TERRAZZO TILE RESTORATION
- CURTAIN/BLINDS & WINDOW CLEANING
- SPECIAL EVENTS CLEANING
- HYGIENE SERVICES



FREE ESTIMATE
conditions apply

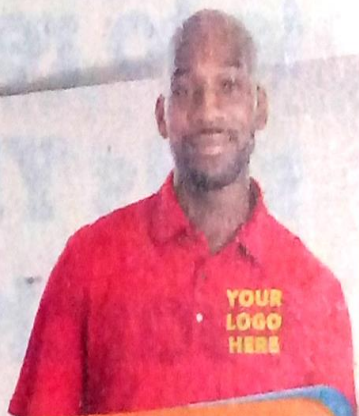


PLATINUM

MARKETING LIMITED

Embroidery Screen Printing

- Caps
- T-Shirts
- Polo Shirts
- Oxford Shirts



Tel: 876-937-1603

9 Keessing Avenue, Kingston 10

at the Corner of Quality Price & Service



DUNROBIN CHRISTIAN ACADEMY

NO MORE WAITING IN LINE
OR GOING FROM STORE TO STORE

PURCHASE YOUR
TEXTBOOKS AND **STATIONERY**
WITHOUT THE HASSLE

COME AND GET ALL YOUR TEXTBOOKS
AND STATIONERY NOW

AT OUR **SCHOOL BOOKSHOP**
...EVERYTHING YOU NEED AND MORE



ORDER TODAY AND PICK UP TOMORROW

IT'S AS **EASY** AS 1 2 3...

YOU MAY ALSO PLACE YOUR ORDERS ONLINE AT
www.edutextonline.com



➤ FOR FURTHER INFORMATION CONTACT:

15-17 Dunrobin Avenue | 925-9251
Kingston 10 | 924-5376
edutextonline@gmail.com

www.edutextonline.com

Let your fingers do the walking