

Presentation Brothers College



Parents and Students Handbook

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Dear Parents & Students,

Welcome to Presentation Brothers College, Grenada. Here is some important information to help you spend a fruitful five years here with us. This information should be kept and constantly referred to by parents and students.

Photo credit

Shown on the cover are 2016 PBC SGU Knowledge Bowl team members (Kunta Andall, Jason Phillip, Ukpioronfo Ikolo, and Justin Aban).

SECTION I – About the College***Background***

Presentation Brothers College is a Catholic secondary school founded by the Presentation Brothers. Primary and Secondary education have always been the main ministry of the Presentation Brothers. The institute of Presentation Brothers was founded in Waterford, Ireland in 1802 by Edmund Rice for the education of poor boys.

The name “Presentation College” was chosen by Edmund Rice to highlight the aims and ideals of his new congregation. It is derived from an ancient tradition that Mary, the mother of Jesus, “presented” herself to God without reservation to be the instrument of his loving care for all mankind.

Presentation Brothers “present” themselves in the same spirit to serve young people. Our brothers are currently working in Canada, the United States, the Caribbean, Peru, Ireland, England and Ghana. Over the years lay men and women have collaborated with the Brothers in providing quality education to young people throughout the world.

The early Brothers provided schools and teachers in many locations around the world and this has been the Brothers’ response to social needs similar to those prevailing when Edmund Rice established his first school.

In the classroom and through extra-curricular activities, the Brothers and their lay Associates have continued to work to develop the talents of their students and to provide a practical education imbued with the values of the Gospels.

In the vision of Edmund Rice, education is seen as the essential means of assisting young people to develop as people who are able to live full human lives and to make their best contribution to the human community.

Presentation Brothers' College is a Christian Community of students, staff, parents, alumni and patrons working together to encourage excellence, responsibility, integrity, initiative and respect. The College believes in a positive approach to discipline. Students are guided and encouraged to accept responsibility for their own behaviour.

During its early years, the college, through a relatively small student population, established a reputation for instilling moral values, maintenance of high standards of discipline, and for effective teaching – particularly in the areas of Mathematics and Science. In addition to its academic, moral and ethical standards, the college enjoyed a reputation for excellence in athletic activities. As a result of our students' achievement the school is known locally, regionally and internationally. Presentation Alumni are leaders in government, education, research and other professional fields of endeavour throughout the Caribbean, North America and various Commonwealth countries.

The present school was constructed in 1950. Currently, enrollment is over 400 young men.

Motto

The Motto of the school is: Virtus et Scientia (Virtue & Knowledge)

Vision Statement

To be an outstanding Catholic Learning Institution where young men are molded (academically, spiritually and socially) to become leaders and fully functional members of society.

Mission Statement

Through a caring and professional environment, Presentation Brothers College will meet and exceed the expectation of all its

stakeholders by fostering creativity, self-discipline, critical thinking, sound Christian principles and excellence in its students.

Philosophy

Our school is Catholic. Our belief is summarized in the Apostle's Creed. Our model is Jesus and the philosophy of our school is simple and based on Christian philosophy of virtue and knowledge. The College values academic excellence and offers a curriculum which best meets the needs of the students within the context of available resources, to enable the release of the God given talents and potential within each student. The education offered includes the development of confidence and a healthy self-image. Therefore, skills and competencies necessary for life are promoted and actively encouraged, as are sports, culture and leisure time activities.

As a Catholic school and in the Presentation tradition, Religious Education has an important place in the life of the school. Moral training and character formation require that an aptitude of mind and heart be developed in each student which will enable him to live an upright Christian life in whatever circumstances he may find himself. A healthy religious atmosphere is essential to this delicate work. The College seeks to create this atmosphere with its emphasis on Christian living, religious education and liturgical and devotional practice.

The atmosphere of the College is a family one, based upon respect for the dignity of each person. The discipline maintained aims at helping in character formation and it is concerned especially with the development of a correct attitude to freedom and responsibility. Good human relations in a community foster self-esteem in the individual. Respect for the unique worth of each individual is promoted; sincerity, openness and trust are encouraged. Hence, the atmosphere of the College, and the quality of the relationships formed there are seen as some of the more important formative influences at work in the school.

School Song

While boyhood's fire is in my blood
 I'll love my school and schoolwork
 I'll cause this love my soul to flood;
 'T will be my Faith's strong bulwark.
 And now I pray I'll always see
 Our College ever thriving;
 Grenada's faithful sons are we
 To serve it always striving

Chorus

Grenada's boys are we;
 It's leaders yet we'll be.
 Grenada's faithful sons are we,
 And its leaders we must be.

And from this time through joy and woe
 Where e're my footsteps take me,
 My love for truth will always grow,
 Though all my friends forsake me;
 My boyhood dreams I'll realize;
 To fight I'm ever ready
 In order to ensure the prize,
 Or keep my life's boat steady.

Chorus

And as I grow from boy to man
 My school days will inspire me,
 To know that God gave life its plan,
 while love for truth will fire me.
 Grenada's homes and shores must be
 As beacon-lights forever
 Reflecting lives lived righteously;
 Our aim and sole endeavor

Chorus

SECTION II - Academics

Curriculum

Our students follow the courses offered by most secondary schools in Grenada. The following table lists the subjects taught at the College:

Languages	Social Sciences	Math, Sciences & Sports	Business Studies	Tech./Voca. Studies
English Language	Religious Knowledge	Additional Mathematics	Economics	Building and Furniture Technology
English Literature	Caribbean History	Agricultural Science	Principles of Accounts	Electricity and Electronic Technology
Spanish	Social Studies	Biology	Principles of Business	Food, Nutrition and Health
French	Geography	Chemistry	Office Administration	Information Technology
		General Mathematics	Electronic Document Preparation and Management	Integrated Technology
		Integrated Science		Music
		Physical Education		Technical Drawing
		Physics		Visual Arts

NB: Career Guidance, Prayer and Worship, Health & Family Life Education (HFLE), and Social & Life Skills are also integral parts

of the educational program to which our students are exposed to in class.

Subject Choices

Students of forms one and two are allotted a fixed number of compulsory subjects to complete within the year. In addition to a fixed number of compulsory subjects, students of form three earn the ability to choose their science subjects – this is based on their performance in Mathematics and Integrated Science in form two. When students get to Form 4 they are introduced to subject combinations from which they must choose one.

Failing Grades

Students are encouraged to ensure that they get the highest grades possible. If a student gets below 55% he has failed the subject for that particular year. Students who get below 55% in a particular subject at the end Form 4, do not have the right to write that subject in Form 5. Such students may be recommended not to sign up for the CSEC exam for that subject.

Students who get failing averages may be asked by the Principal to repeat that Form.

Textbooks

Each student is given a booklist at the end of the school year. Students must carry the required materials for each class.

All books must be properly cared for, especially books made available through the government-sponsored book programme.

Examinations

We strongly encourage students to carefully read all instructions and to monitor their use of the time specified for each exam.

In the third form, students are encouraged to write the Caribbean Certificate of Secondary Level Competence (CCSLC)

Mathematics and English A exams. Fifth form students usually write the Caribbean Secondary Education Certificate (CSEC) exams in the subjects in which they were recommended by their teachers.

For examinations, each student is expected to have his own stationery/material. Talking and borrowing are not allowed during the exam without the permission and supervision of the invigilator. Any student who is observed making contact with another during the exam; or who is found referring to notes, electronic devices, or another student's examination question or answer sheet, will be penalized. **See Code of Conduct item 6 (Section III)**

Extra Classes

Extra classes serve as a form of enrichment for students needing assistance with their studies. Some classes are free while others may have a small fee attached. Classes are organized as needed and parents are informed about dates and times of classes; classes do not go beyond 6:30 pm.

SECTION III – Discipline

General Expectations

- Students are to ensure a good attendance record and effort in academic study.
- Presentation Brothers' College expects all members of the school community to behave with dignity and to treat each other with courtesy and respect. Each student is expected to respect the authority of staff at all times.
- Presentation Brothers' College respects the right of each student to study and work in an environment that is secure, happy and conducive to learning. All students have the right to enjoy their school life free from all forms of harassment from others within the school community and must never be discriminated against under any circumstance.
- At no time should a student's behavior bring the college into disrepute.
- Presentation Brothers' College expects all members of the College community to respect and uphold the rules and regulations which help to foster and maintain the college community spirit.

Dress Code

The following constitutes the College uniform:

- Full College uniform must be worn during school hours, on school-related activities and on formal occasions. The uniform consists of
 - White Shirt with the appropriate embroidered school crest on the left pocket (not long sleeve)
 - Green Pants
 - Black Shoes (without strips of other colours)
 - Black/Dark Grey Socks
 - Black Belt (without metal islets)

- Students are expected to be neat, tidy and well groomed. Short hair must be maintained at all times.
- Earrings, chains, bracelets and any other jewelry must not be worn in the school or at any public school occasion.
- These rules apply during normal school days.
- **White T-Shirts may be worn under school shirts. However, there must not be any writing on it and the T-shirt sleeves must not be longer than the shirt sleeve. A white vest is also allowed.**

- **PBC Green Pants**
 - No baggy/oversized pants or skinny/tight fitting pants.
 - No “gunning” of pant legs.
 - No “bell bottom” (over-widening of pant legs).
- The school reserves the right to send students home until proper uniform is worn.

- **All-Black Shoes** (without strips, “air bubbles” or logos of other colours. Shoe laces must be all-black.)
- **All-Black Socks** (without strips or logos of other colours. Ankle socks are not allowed.)
- **All-Black Leather Belt**(with appropriate buckles; without metal eyelets)

SPECIAL NOTE ON UNIFORM:

- At all times, students are expected to be neat, tidy and well-groomed according to the discretion of the College.
- Earrings, chains, bracelets and any other jewelry or accessory (including headphones) must not be worn with the school uniform.
- In cases of continued infringement, the College reserves the right to send students home pending an agreement to adhere to the school rules.

- The College uniform must be worn in full during school hours, on school-related activities and on formal occasions directly relating to the College.
- In the event that a student is requested to wear the uniform outside of College related occasions, permission MUST be sought from the College.
- In cases where a student is unable to wear the uniform as prescribed, a written excuse must be sent to the College upon the student's arrival to school. This letter must specify the reason and give a definite date as to when the problem will be rectified.

Attendance and Punctuality

The school day begins at 8:00 am with morning assembly – general assembly on the court on Mondays, Tuesdays and Fridays and class assembly on Wednesdays and Thursdays. Students arriving late for general assembly must go directly to the court.

Students are expected to be punctual for each class period and to respect the bell. As there is not extra time allotted for transition between periods, it is important that students become attuned to the bell since the end of one period is the beginning of the next.

Teachers reserve the right to set sanctions to violators of the bell.

Students must not leave the College grounds during school hours without signed permission from the principal, vice principal or a dean. Permission slips may be obtained from the school's office and be completed by the aforementioned personnel. Should a student need to leave the school compound before the end of the day, a letter from a parent/guardian must be shown. Absence from school must be explained in a letter from a parent/guardian prior to, or the day after, the student's absence.

Table showing the general schedule of the College

Period	Time
Assembly	8:00
1	8:20
2	8:55
3	9:30
Break	10:05
4	10:35
5	11:10
6	11:45
Lunch	12:20
7	1:00
8	1:30
9	2:00

NB: Forms one to three have an eight-period day; forms four and five have nine periods per day.

Code of Conduct

The following outlines the consequences or actions taken in response to the offences specified. The College reserves the right to amend the listed actions without prior written notice to the parents and students.

1. Missing Detentions

- i.** First offence:
 - Note made in disciplinary book
 - Parent informed
 - One-day suspension
- ii.** Second offence:
 - Note made in disciplinary book
 - Two-day suspension
 - Meeting with parent(s)/guardian(s)

2. Punctuality

- i. Lateness**

- Late arrival to class is unacceptable without a valid excuse. Form teacher or subject teacher reserve the right to place sanctions on the student.
- Late arrival to school: School prefects take names at the gate, the record given to the deans and kept in a late register file or book. Parents will be contacted to verify cause of lateness.

NB:Students who skip classes will be given detention or suspended.

ii. Leaving the school compound without written permission from the College

- First offence:
 - Note made in disciplinary book
 - Parents are contacted immediately
 - Detention is given
- Second offence:
 - Meeting with parent(s)/guardian(s)
 - Suspension of up to one week suspension

iii. Unauthorized absence from school and/or school functions

- A written excuse or doctor's certificate must be submitted to the form teacher
- Parents or guardians must notify the school in advance of planned absences

iv. Truancy

- Meeting with parent(s)/guardian(s) on student's return
- The Truancy Officer is contacted at the Ministry of Education

- If the practice continues:
 - A Parent-Teacher Conference is again set up with the parents of the student.
 - The Chief Education Officer is notified in writing for alternative measures to be taken against the parents and students.
- v. **Not producing a written excuse for lateness, absence, early leave, or any other instance as required by the College**
- Detention or one-day suspension is given
 - Parents are contacted

NB:The student will not be allowed back in school without a valid written excuse.

3. Forging signatures or falsifying notes in Report Books and excuses

- i. Student will be reported to the Principal to whom he will submit an explanation for his behaviour.
- ii. Meeting with parent(s)/guardian(s)

4. Poor application to study and no submission of homework

- i. Subject teachers will make a note of non-submissions and/or continuous poor application to study.
- ii. If a third note is made within any particular month: meeting with parent(s)/guardian(s)

NB: Subject teachers reserve the right to place sanctions on the student.

5. Failure to wear the school uniform as prescribed

- i. **Caps:** Caps are not allowed with the uniform without permission (on or off the school compound).The cap is confiscated and returned at the end of the term.
- ii. **Wrong Socks:** Socks are taken away and not returned
- iii. **Baggy pants/pants tailored to be worn under waist level/ pants with narrowing of legs for a tight fit:**
 - A suspension for up to two days is given to fix or replace pants.
 - Parent(s)/guardian(s) are notified
 - Non-compliance will result in an extended suspension until the pants is fixed or replaced
- iv. **Incorrect shirt/shoes/belt:** same as **5 iii.** Above
- v. **Inappropriate Physical Education uniform**
 - Detention is given

NB: A written excuse must be given to the Form Teacher to explain any uniform infractions. Unexcused infractions are noted in the disciplinary book.

vi. **Tattoos**

Tattoos are strictly forbidden and must never be observed on a student's body

- Note made in disciplinary book if observed
- Offending students will be suspended for up to two weeks if this rule is ignored
- A permanent record will be made in their record
- Meeting with parent(s)/guardian(s)
- Any further tattoos can result in expulsions

6. Presentation Brothers College Hair Cut Policy

Our Hair Cut Policy has been in effect to ensure that our students are well groomed, tidy and uniformed. In addition, at the secondary school level we work to set standards of what is accepted at our school and also aspire to form good habits of dress and deportment that are required for adult life and the world of work. It is part of their basic training to ensure that the students keep their hair at an acceptable length, free from dying, markings, braiding, bleaching and styles that are not consistent with the standards of our school. If a student is a member of an established religion that requires him to wear his hair as part of the practice of this religion, after the appropriate documentation is produced to verify his membership in this religion, an accommodation is made for him to cover his hair and keep it clean at all times. If the student has a very serious medical condition, the medical practitioner must give to the school in writing the nature of the condition and guidelines as to length the student's hair should be cut.

Our Hair Cut Policy seeks to enforce the following:

1. That our students' hair must be kept short at all time (cut to 1 centimetre –length of a pencil eraser.)
2. In the case of Religion and Serious Medical Reason –
 - a. A letter for the recognized religious authority must be produce confirming membership in that religion;
 - b. A Letter from the Medical Practitioner, identifying the condition and specifying at what length the hair should be cut with due regard for our accepted standard or policy at PBC.

The Principal, Vice Principal and Deans have the authority over the implementation of this policy. However, other members of staff may be appointed by the Principal to serve on a case-by-case basis.

7. Cheating on exam and plagiarism

- Notes made in disciplinary book and on student's record
- Grade "OC" (observed copying) given
- Student disqualified from that particular exam or assignment
- Meeting with parent(s)/guardian(s)
- Suspension for up to two weeks
- The student being barred from sitting the CXC CSEC examination for the subject concerned

8. Violence, theft and possession of restricted materials

vii. Fighting

Fighting will not be tolerated on the PBC compound or outside of the school compound at any time.

- Note made in the disciplinary book
- Parent(s)/guardian(s) informed and a meeting may be arranged
- The student receives a detention or suspension for up to two weeks
- Repeated incidences of fighting can lead to expulsion from the school

viii. Gang membership

PBC students are prohibited from being a part of violent gangs. This can lead to an immediate suspension or expulsion from the College. Parents will be called in and the Chief Education Officer notified immediately.

ix. Possession of cigarettes, alcohol, weapons and other illegal substances in school uniform

- Note made in disciplinary book
- Parents contacted
- Two-week suspension implemented
- Chief Education Officer informed and expulsion may be recommended

x. Abuse, theft, unpermitted loan and malicious destruction of school property/or the property of others

- Note made in disciplinary book
- Parent(s)/guardian(s) contacted for an assurance of the date of payment (in full) for replacement or repair of property
- Suspension for up to two weeks

NB: Items must be replaced or repaired before the student is allowed to return to school i.e. after serving full suspension. The police may be notified.

xi. Bullying

The College does not tolerate bullying in any form.

- First offence:
 - Note made in the disciplinary book
 - Parent(s)/guardian(s) contacted
 - Detention given
 - A written apology to the offended person(s) the following school day
- Second offence:
 - Note made in the disciplinary book
 - Parent(s)/guardian(s) contacted
 - Suspension for up to three days
 - A written apology to the offended person(s) upon return from suspension
- Subsequent offence:

- Note made in the disciplinary book
- Meeting with parent(s)/guardian(s)
- Suspension for up to one week. (An expulsion may be considered based on severity).
- A written apology to the offended person(s) upon return from suspension

xii. Use of obscenities and inappropriate expression

- Note made in disciplinary book
- Detention given
- Public apology
- One-day suspension

xiii. Disrespect to authority

- First offence:
 - Note made in the disciplinary book.
 - Parent(s)/guardian(s) contacted
 - Detention given
 - A written apology to the offended person(s) the following school day
- Second offence:
 - Note made in the disciplinary book
 - Meeting with parent(s)/guardian(s)
 - Suspension for up to one week
 - A written apology to the offended person(s)
- For a subsequent offence:
 - Note made in the disciplinary book
 - Meeting with parent(s)/guardian(s)
 - Suspension for up to two weeks. (An expulsion may be considered based on severity).
 - A written apology to the offended person(s) upon return from suspension

xiv. The possession of pornographic material

- Matter reported to a dean and a note made in the disciplinary book
- The material/equipment is confiscated
- Repetition of the act results in suspension for at least one (1) week

xv. Cell phones, tablets, laptops and other Wi-Fi capable devices

Cell phones are to be logged in with the office staff and should not be found in a student's possession during the school day. Tablets and laptops are only allowed with the written consent of a teacher but must my logged in with the teacher during the school day. Wi-Fi capable watches and other devices are not allowed.

- the device being confiscated for:
 - Up two weeks in the first instance.
 - Up to twelve weeks in any subsequent instance

NB:At the end of the time period, the device will be returned solely to the parent(s)/guardian(s) of the student.

9. Littering

- xvi.** Detention given

Format of Detention:

Detention lasts one (1) hour on Tuesdays and Thursdays. Students may be assigned cleaning duties, a written reflection or other task at the discretion of the teacher.

Types of Suspension:

In-house: student comes to school and placed in designated room to complete prescribed tasks.

Out-of-school: student sent home for the duration of the suspension.

NB: Parents will be notified prior to the start of detention and suspension. Students are to be accompanied by their parents/guardians after serving the full term of their suspension.

Disciplinary Book:

This book is a record of students' behavioural infractions. It is maintained by the deans of discipline and may be updated by any member of staff.

School Property

Students are expected to develop a sense of personal ownership for their school environment. As a result, they must take extra care of all school property. Furniture or other school property must not be defaced, willfully damaged, left scattered, written on, cut with sharp instruments, kicked or thrown around, walked upon, played with or destroyed in any way. Students should treat College property, the property of the state and that of their fellow students with respect. Students must beware that this infringement is also considered a crime according to the laws of the State of Grenada. Sanctions will be placed on students found destroying school property and that of others. **See Code of Conduct item 7 iv.**

(Section III).

Rules pertaining to the use of special rooms are posted in each room. Students are required to carefully note and adhere to these rules to ensure safety and good order.

Report books should be treated as school property until a student is no longer enrolled at the College. As such, any changes made to the report by anyone other than the form teacher will be considered a violation of school property. **See Code of Conduct item 3 (Section III).**

Students should also cultivate a sense of responsibility towards their own property. The College will not assume financial responsibility for property that is not in its immediate charge.

Sample Letter: Excuse of Absence

Date:

Form teacher(s)'s name:

Presentation Brothers College

Dear Sir/ Madam,

Please excuse (*student's name*) of form _____ for not attending school on (*specify date(s)*). His absence was as a result of

Thank you.

Sincerely,

(Parent's/Guardian's name)

Parent's/Guardian's signature

Sample letter: Suspension Notice

Dear Parent(s)/guardian(s),

I hereby wish to inform you that your son,

_____, of form ____ is

suspended for _____ days/weeks for

_____.

He is due to return to school on _____

accompanied by you.

Please sign this letter and return it to the Principal/ Dean of

Discipline on the day your son is due to return.

Date Received: _____

Parent/guardian full name: _____

Parent/guardian signature: _____

Respectfully,

Dean of Discipline

Or

Mr. Dominic Jeremiah

Principal

Sample Letter: Probation Notice

Dear Parent/Guardian,

I hereby wish to inform you that your son _____ did not meet the stipulated requirement for promotion to form _____. Therefore, he will have to repeat form ____ / be promoted to form ____ on probation. Please be advised that if a student is promoted on probation, the student has a serious responsibility to ensure that he passes all his subjects (at least 55% in each subject and **does not have a right to determine what he writes in Form 5**) before he is eligible to either write the subject in form five or be eligible for promotion at the end of the following year.

I wish to advise all parents to ensure that your son does everything within his power to organize and apply himself to improve his academic performance. Each boy who fails to take his studies seriously will be held responsible for not making the best use of the educational opportunity that he has at Presentation Brothers College.

I look forward to full cooperation from both students and parents/guardians. Let us work together to improve our standards at PBC.

Yours sincerely,

Mr. Dominic Jeremiah
Principal, PBC

SECTION V – School Activities

Graduation

The graduation ceremony is the most important event of the school year. This activity is held on, or close to, the last Friday in June. Graduates are adorned in a plum coloured blazer which is worn over their school uniform. This is a symbol of pride and endearment to their Alma Mater.

Students who have successfully completed their course of study are allowed to graduate. However, students may be denied the opportunity to graduate if they:

- Have been found guilty of what the school deems to be grave misconduct
- Are persistently truant or regularly skip classes, defiant or have a poor school record due to a disregard for the rules of the school
- Failed to complete SBAs

NB:Students who do not graduate will have access to their academic records and will be given a certificate of completion of secondary school.

Celebrations

Celebrations are part of life and hence part of the life of the school. The school celebrates three (2) special days:

November – The Presentation of Our Lady (Feast day)

May –Blessed Edmund Rice (Feast day)

Extra-Curricular Activities

Extra-curricular activities play an important part in our education programme. We undertake these varied activities to foster in our boys moral and social principles and to develop the different facets of their character. Our hope is that by doing this, we may produce young men who are intellectually, morally, spiritually and socially prepared to respond adequately to the varied challenges of life in our ever-changing society.

Students are required to enroll in at least two of the following:

Cadets	NAWASA Water Warz
Chess Club	Orchestra
Choir	Savings Union
Debating Club	Scout Troup
Drama	SGU Knowledge Bowl
Drum Corps	Steel Pan
GUT Financial Literacy Quiz	Student Council
Junior Achievement	Swim Club
National Brain Bee	Young Leaders

Sporting Activities

Participation in various sporting activities is important for the physical and social development of our students. The sports programme is essential in character formation and the developing of school spirit. Parent(s)/guardian(s) are expected to encourage their sons to partake in one or more of the following sporting activities offered at the college:

Basketball	Swimming
Cricket	Table Tennis
Golf	Track and field
Football	Volleyball
Lawn Tennis	

Our athletic sport meet is held in the 2nd term of the school year. All students are expected to participate in the march past unless for a valid religious or medical reason.

Fundraising Activities

The PTA undertakes at least two (2) major fundraising events during the school year - a barbecue luncheon and the Christmas dinner.

The PTA also supports the school's athletic sports meet.

SECTION IV – Parental Involvement

Parent-Teacher Association (PTA)

A dynamic PTA is necessary for the effective running of the school and has a significant role to play in the success of the College. As members of the PTA, each parent/guardian is strongly encouraged to attend every PTA meeting and school activity. Parents/guardians should ensure that their sons deliver notices sent home by the school in a timely manner. A close relationship with the school is one effective way to better monitor the academic progress of your son.

The functions of the PTA are to:

- Promote the holistic development of the students of the Presentation Brothers College
- Encourage rapport or harmonious relations and co-operation between parents and teachers of the school
- Co-operate with the school authorities in helping students to achieve sound mental and social health in order to develop into well-adjusted citizens
- Promote the education of parents with respect to current developments in educational philosophy, teaching methods, morals and spirituality
- Be acquainted with the needs and problems of the school and to help with projects designed by the school or to initiate others where necessary.
- Be an influence for the betterment of education throughout the island
- Make all parents and guardians aware of the aims and objectives of the association and to encourage them to become active members

Year Committees

The Year Committee for each class will be made up of at least three parents, the form teachers and two students. All Year Committees must be formed by the middle of September of the first school term. They must have a chairperson and a recorder to ensure order and efficiency. Year Committees must aspire to meet the following general objectives:

- Help promote greater interaction amongst parents in each form and amongst parents of both classes at each form level
- Assist the form teachers with the planning and execution of class activities
- Contribute ideas to help solve problems that may occur
- Provide support for the students

In order to meet the above objectives, it is recommended that the Year Committee:

- Maintain a parent/guardian directory and notify class parents/guardians of school activities
- Organize at least one social event for all the parents,
- Develop ways to support the form teachers and subject teachers in their instructional efficiency and homework assignments
- Design one project to enhance the classroom space

Address to Parent(s)/Guardian(s)

It is important to understand that your child's growth and behaviour patterns are influenced by various factors inclusive of the environment, which plays a major role. If the values, attitudes and behaviours fostered and accepted in the home environment in any way conflict with those of the school, it is likely that the child could experience confusion, tension and hostility that will affect his progress. For this reason, it is important that you become aware of the kind of education offered at this institution before you agree to place your child in this environment. Once you have agreed to the school's philosophy and code of conduct, your role as parent/guardian is to work together with this establishment in creating that climate that will motivate your child to work towards achieving the goals set before him. Since their success depends on the commitment and positive input of all stakeholders, it is imperative that we all understand the kind of education in which we are involved and the responsibilities entrusted to each of us.

Bear in mind that there is also an environment that works against the best interest of our children; one that is very much at work today, and to which the child must relate. We must be on the alert and adequately prepared to physically, mentally, emotionally and spiritually resist those negative forces in our environment, which deliberately aim at their destruction, and we must prepare them to do the same. If we ourselves are not firm in our faith, if we lack the spirit of co-operation and truth, cohesiveness, moral integrity, strength, zeal, consistency, and respect, if we have double-standards and show disregard for the institutions that share the responsibility of guiding the children through this important stage of their development, then we will fail to be the custodians God intends us to be.

Parents, may I remind you that you are your child's first educator. When a child manifests unacceptable behaviour, very often the school gets the blame for what obviously is the result of the kind of formation the child receives in the early stages of life. You are called to be their role models. This is a serious

responsibility. The purpose of you involving yourself in the education of your child is to be taken seriously.

Please do not consider this school as an orphanage. It is your child's home away from home. Your child needs to know that he is safe in both places and he needs to know that you are supporting him through this important stage of his development. He needs your affirmation, encouragement, moral and financial support, guidance, supervision and correction in love. Teach him also to be responsible and accountable. Set boundaries and insist on discipline, respect, courtesy, hard work and sacrifice. Welcome again to this joint venture to which all of us have agreed to be a participant. As leaders and formatters, we do have a serious responsibility towards each other and our children, and we, like them have to be accountable to God for the gifts and talents he has given to us to continue his work of creation. Our children are God's precious gifts and he has entrusted them to our care while they are young, so that we can prepare them to become builders of his kingdom of peace, justice and truth in whatever task they undertake in the future.

May he give us the strength, patience, compassion and love that we need to guide them.

Dominic Jeremiah

Mr. Dominic Jeremiah

PRINCIPAL

SECTION IV – Miscellaneous

Health and Safety

Students and parents/guardians are expected to report any preexisting health conditions that the students may have. This will be recorded in the student's file.

In the event of an accident on the school compound or during a school event off-campus, the following procedure will be followed:

1. The parent/guardian will be contacted about the incident
2. A plan of action will be decided with the parent/guardian:
 - a. EITHER: transport the student to the General Hospital or nearest health centre. A teacher will await the arrival of parent(s)/guardian(s) at the health facility.
 - b. OR: keep the student under observation at the school and provide updates to the parent(s)/guardian(s)

Guidelines for Reporting Grievances

The College is committed to promoting effective working relationships and an environment in which students and parents/guardians feel able to raise school-related issues with the teachers and staff. As much as is possible, grievances should be brought to our attention immediately, privately and amicably. It is expected that all concerned will do so in good faith, with the aim of resolving a particular issue.

The following guidelines should be adhered to whenever there is a grievance:

- Issues between students and between a student or parent/guardian and a subject teacher or ancillary staff member, should be reported to the form teacher or dean. The form teacher or dean will serve as the liaison between the student and the offending party.

- Issues between a student or parent/guardian and the form teacher should be reported to a member of the management team or directly to the principal.

Acknowledgement of having read and understood the policies of the school as outlined above:

Student's name:

Parent(s)/Guardian(s) name(s):

Parent(s)/Guardian(s) signature(s):

Mailing address:

Presentation Brothers College
Old Fort Road,
St. George's Grenada, W.I.

Telephone number:

1-473-440-2470

E-mail address:

presentationbrotherscollege@yahoo.com

Website URL:

www.pbcgnd.org

Facebook page:

<https://www.facebook.com/presentation.brothers?fref=ts>

