



ST ANDREW'S

INTERNATIONAL SCHOOL

Primary School Agenda 2025 - 2026

Name: _____

Class: _____

St Andrew's International School
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Nassau, New Providence, The Bahamas
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Administration

Gordon McKenzie	Principal	principal@st-andrews.com
Catherine Azikiwe	Vice Principal / Head of Primary	catherine.azikiwe@st-andrews.com
Vashni Carey	Deputy Head of Primary and Primary Years Programme Coordinator	vashni.carey@st-andrews.com



ST ANDREW'S

INTERNATIONAL SCHOOL

Our Vision

Building a diverse community of lifelong learners to be a force for positive change through ethics and excellence.

Our Mission

As the pioneering International Baccalaureate school in The Bahamas dedicated to achieving excellence in education, and in partnership with our families, our mission is to:

- Foster a community of confident, creative and critical learners in an inclusive, respectful and safe environment
- Build a student-centered and family-oriented community
- Develop culturally confident global citizens who are able to succeed in any context
- Nurture in our students a sound ethical foundation that will inspire positive action, service and leadership
- Inspire curiosity, open-mindedness and a commitment to personal excellence
- Challenge our students to develop a lifelong love of learning that extends beyond the classroom

Our Motto

"Ethics and Excellence"

Our Unique Identity

International and Proudly Bahamian

Eco Mission Statement

Our mission is to inspire everyone in the St Andrew's community to make our school environmentally friendly by working together as a team to act and promote being clean, green and pristine in The Bahamas

St Andrew's School Expectations

Honesty in all Interactions

Respect for Others

Responsibility for our Actions

ABCs of Primary – Procedures

Absences

Illness: Please send in an attendance excusal on Managebac or call the nurse if your child will be out sick.

Tardy: Students will be recorded as late if they are not in class at 8:20 for Juniors and 8:30 for Infants. Should your child consistently arrive after the register has closed, a late letter may be sent home. If the problem persists, you may be contacted to request a meeting.

Leaving school during the day: Students must have a written note informing the classroom teacher and/or the nurse if they must leave school for any reason. Students will only be released to a parent or guardian and they must be signed out in the front office. A slip is given to the parent to show security on the way off campus. The school must be previously informed by a parent or guardian if someone other than the child's parent/guardian is collecting the student.

Procedure for Absences and Sending Homework: The Primary Years Programme is a rigorous and dynamic programme that places considerable emphasis on inquiry-based learning utilising collaboration through group dynamics, communication and creativity. Teachers facilitate and direct learning in an environment characterised by regular teacher/student and student/student interaction. Both the processes and products of teaching and learning are significant to student progress and achievement. **Therefore, regular school attendance is especially important.** All absences impact a child's learning and educational progress. Teachers will not send school work home in cases where students are taken out of school for extensions of breaks, leisure travel or time off. The teacher will, as appropriate, send school work home after the following: illness, death of a family member or loved one, a wedding or special family observance or celebration, or representing the school or country in an event.

Birthdays

We would love to help your child celebrate his or her birthday with their classmates. Please note that we do not allow full birthday parties and request that you limit school celebrations to **one individual birthday treat** such as cupcakes, brownies, rice krispies, cookies or pizza. Celebrations will occur either during snack, lunch or end of day. **Notice of celebration is required 3 days in advance.** Please pay close attention to the allergies of the grade level when selecting a treat.

Creative Arts

The Primary School hosts two main productions each year. There is a Holiday Infant Production in December and a Junior School Production. In addition, children have the opportunity to participate in music and dance clubs and multiple choirs. Many of our students compete at the National Arts Festival each year. Additionally, the Creative Arts Department hosts two concerts and an art show.

Discipline

St Andrew's International School believes that the best environment for growth and learning is one in which students are free to make choices with the support of caring teachers and within a framework of clear and reasonable expectations. Please see our code of conduct below.

Honesty in all Interactions

Students are expected to:

- speak openly and truthfully to each other and to their teachers, as this is the foundation on which all trusting relationships are built. Any form of dishonesty is regarded as serious. Our philosophy is based on the commitment of all students that, as a matter of honour, they will not lie, cheat or steal.
- behave in an honourable manner.
- prize integrity, and conduct themselves honourably in all affairs in order to enjoy the benefits of the community of trust.

Respect for Others

All members of the St Andrew's International School community are expected to:

- treat everyone with courtesy, kindness and consideration.

- express themselves accurately without resorting to profane, abusive or discriminatory language.
- respect the property and rights of others and protect the property and good reputation of the school.

Responsibility for Our Actions

Students are expected to:

- conform to the school uniform and appearance regulations.
- be on time and be prepared for classes and activities.
- participate in keeping the school clean by maintaining classrooms and school grounds in an orderly way.
- demonstrate, by their actions, an awareness of what constitutes acceptable conduct in school, at school activities, and on school trips.
- participate in, and contribute to, all aspects of school life.
- SAIS supports an "acceptable use" culture for all technology.

Primary Rewards

Reward	Reason
Principal's award (annual) Grade 2 +	Outstanding academic endeavor (nominated by teacher, 1 per class) Outstanding role model (nominated by teacher, 1 per class)
Academic & Specialist Awards Grade 2 +	Excellent achievement and progress in subject areas (Top achieving student and student with the most progress per Grade level)
Hurricanes in Action	Taking positive action, being a role model, exhibiting PYP learner profiles, kindness, or perseverance
Credit badge Kindergarten +	50 credits As a general rule of thumb, students should aim to earn one credit badge (50 credits) per trimester
Credits	Academic Achievement: Maximum of 10 credits for major summative assessments maximum of 5 credits for formative assessments or assignments Attitudes and Actions: Maximum of 10 credits for outstanding demonstrations in this area Cooperation/ Collaboration / Spirit: Maximum of 5 credits for outstanding demonstrations in this area Effort: Maximum of 5 credits
Learner Profile Brag Tags	Displaying learner profile traits consistently or in an outstanding way
Positive notes or emails home	Good work, good behavior, improved approach to learning, being a good role model
Class-based reward system	Teacher's discretion

Code of Conduct

Step	Examples of behaviour	Examples of consequence
1	<ul style="list-style-type: none"> • Not following classroom Essential Agreements • Swinging on chair • Interrupting lessons or calling out • Silly noises at inappropriate times • Running/being noisy in classrooms or corridors • Being in the wrong place at the wrong time (eg. playing in corridors) • Ignoring instructions • Pushing or cutting in line • Poor table manners 	<p>Teacher decides, for example:</p> <ul style="list-style-type: none"> • Clip down • Quiet reminder • Non-verbal signals (eg. eye contact, pointing) • Change of seating • Verbal apology • Working/eating in silence • Timeout for a few minutes to calm down (if during play time)
2	<ul style="list-style-type: none"> • Persistent Step 1 behaviour • Rudeness to any member of our school community • Refusal to follow instructions • Behavior that affects others' learning • Inappropriate remarks to other students • Minor challenge to authority • Damaging school's/ student's property • Leaving class or playground without permission • Spitting • Name calling • Throwing food • Rough play • Phone out during school hours 	<p>Teacher decides, for example:</p> <ul style="list-style-type: none"> • Timeout to reflect or write an apology letter • Written apology/ picture/ card • Complete a reflection sheet • Sent to another room to complete work • Sent to PLT (removed from classroom for short period of time) • Cell phone is confiscated and given to PLT, parents must pick up
3	<ul style="list-style-type: none"> • Persistent Step 2 behaviour • Swearing • Throwing object with intent to harm • Biting (repeated) • Rough play that leads to others being hurt • Continued or more serious challenge to authority • Stealing • Repeated refusal to follow instructions • Offensive remarks to any member of our school community • Vandalism • Not following Acceptable Use Policy (technology) 	<p>PLT to decide, for example:</p> <ul style="list-style-type: none"> • Loss of playtime • Ban on representing school/ field trips/ PTA events • Removal from class (1 day or less) • Loss of ICT privileges (time tbd., based on infraction)
4	<ul style="list-style-type: none"> • Persistent Step 3 behaviour • Bullying • Harming someone through physical contact with intent to harm • Inappropriate use of technology (see Acceptable Use Policy) • Ongoing challenges to authority • Leaving school without permission • Serious verbal abuse to a member of our school community • Physical assault to any member of our school community • Behaviour that is a threat to others 	<p>Removal from class or school until we know you are safe to return</p> <p>Administration to decide</p>

**Revised in consultation with primary students, March 2025.*

Eco - Initiatives

We are a proud Green Flag Certified School. With a strong Eco Club, we continue to push "green" initiatives forward both at school and in our local community. We have an annual Earth Day Auction and Bake Sale each Spring. The Eco Club also hosts events throughout the year to raise money for our gardens, solar panels, and other energy saving efforts. Our Eco Mission Statement is, "Our mission is to inspire everyone in the St Andrew's community to make our school environmentally friendly by working together as a team to act and promote being clean, green, and pristine in The Bahamas." Our slogan is, "If you're green, join our team!"

Food

Our Cafeteria and Hurricane Cafe proudly serve a variety of drinks, snacks, and healthy options. **Parents and students must order directly from the cafeteria.** If you are sending your child's lunch, please pack healthy snacks and avoid sending candy or unhealthy items. If you are packing a snack or lunch that needs to remain warm, please use a thermos. **Students do not have access to a microwave and teachers are not allowed to warm food for students.** Please also use an ice pack to keep cold items cold. There are nut-free areas where children must wash their hands before and after eating. Additionally, please **do not send or deliver fast food to students on campus.** Please send an age-appropriate reusable water bottle daily. Students are encouraged to refill these throughout the day as necessary.

Grades

Please see St Andrew's International School's Assessment Policy for more detail on how grades are determined. Students are assessed formally and informally, based on observations, anecdotal notes, checklists, and rubrics. Both classwork and assessments or projects have a role in a child's final course grade.

E: Excelling at grade level standards - (95 - 100%)

- The student excels at expectations for grade level work. He or she demonstrates knowledge, understands, applies and extends learned concepts and skills, and produces work of outstanding quality. The student has learned the concept, has already worked through the big ideas, and is able to connect this understanding to other areas of knowledge. The student consistently, independently, and correctly applies this skill or concept when working within given tasks and assignments, and appears to have committed this concept to his or her long term memory.

A: Achieving grade level standards - (80 - 94%)

- The student produces quality work that meets grade level requirements. The student appropriately demonstrates knowledge and understanding of learned concepts and skills. The student actively uses the knowledge gained, has learned the concept, and is currently working with this understanding within the given tasks and assignments. The student grasps the concept, is able to reliably demonstrate an ability to meet expectations and is working to build connections and further understanding.

P: Progressing towards grade level standards - (65- 79%)

- The student produces some satisfactory work that meets the requirements for grade level. The student demonstrates knowledge and understanding of learned concepts and skills. However, the student may still need some coaching or minor redirection for clarification and is working to put this concept or expectation into his or her long term memory for future use.

B: Beginning to meet grade level standards- (50 - 64%)

- The student is beginning to demonstrate knowledge of learned concepts and skills. The student is learning this concept, is aware of expectations and is working to make meaning within given tasks and assignments. The student needs more support and redirection to fully grasp the concept and to consistently meet year level expectations. This student has a basic understanding of the concept and will need more time and/or exposure to develop full conceptual understanding and/or an ability to act appropriately according to expectations.

N: Not achieving grade level standards - (49% and below)

- The student struggles to meet the requirements for grade level work and demonstrates minimal understanding of concepts and skills. Assistance is necessary to produce work. He or she needs continued support and time to begin to develop an understanding of concepts and other expectations. The student needs to build on other current understandings before taking ownership of this concept and may also need to begin to take action toward meeting the expectation.

Homework

We believe that homework helps to develop an effective partnership between school and parents. We hope that homework time for students and their parents is not a stressful time, but rather a time when students can review and practise what they have learned, inquire into areas of interest, gather additional material, develop work related to a project or report, or share and/or demonstrate independent learning and responsibility. Age appropriate homework is assigned to extend learning and to reinforce taught skills. If your child is experiencing any difficulties with homework please communicate these concerns with your child's class teacher as soon as possible.

Illness

In order to keep our community healthy, please keep sick children at home until they are symptom free. If your child has vomited or has a fever, please do not send them to school until they have been symptom free for 24 hours without medication. This means that if a child is sent home with these symptoms at snack or lunch time, they should not be at school the following day. If your child has a highly contagious illness, lice, or a rash, please let the nurse know as soon as possible so that we can monitor other students in that section of the school.

Junior House Captains

Grade Five students are selected to serve as House Captains. These children have responsibilities during House Events, and they are also given a day or two each week to put out and take in playground equipment. House Captains are expected to set an example with their attitude and behaviour, and this title can be taken away if teachers feel the student is not exhibiting the behaviours expected.

Keep in Touch

Frequent communication between home and school is extremely important. Here are some of the ways in which the school communicates with parents.

- Our learning management platform enables our students, parents and teachers to engage with learning materials and their school community from the classroom and beyond. Curriculum updates, course materials, pictures, reminders, and much more can be found on this platform.
- We use our **agendas** to record homework, reminders, nightly reading, and behaviour each evening. Please sign your child's agenda each night.
- **Weekly Updates** will be posted on Managebac each Friday to share concepts for the upcoming week, important dates/events and classroom information.
- A **PYP Focus Newsletter** will come home at the beginning of each new Unit of Inquiry.
- **Conference Days** (Two Parent Teacher Conferences, Three Way Portfolio Conferences, and Student Led Portfolio Conferences)
- Formal **Reports** (January and June)

Parents are welcome to contact the school at any time. We strive to maintain a strong home-school partnership with clear channels of communication and we value your recommendations and feedback. **If you have a concern, please contact your child's teacher to arrange a time to meet. If you have additional concerns, please arrange a meeting with the appropriate member of the Primary Leadership Team.** If the issue is not resolved, please arrange a meeting with the Principal.

Lost and Found

Please check here for items first. Make sure everything sent to school is clearly labelled with your child's name.

Medication

All medication is administered in the Nurse's Office. If your child needs to take medication during the school day, please visit the nurse. If your child has an allergy, an EpiPen should be with them at all times. An extra EpiPen should be located in the Nurse's Office. Please see the nurse with any concerns.

News

We love to share exciting news about our students! If you have news you would like us to share, please pass information and pictures along to the Head of Primary. We share student news at assemblies and through our St Andrew's Facebook page.

Organisation

Students in the Junior School are responsible for the organisation of their belongings. Students should utilise their agenda daily to keep track of their homework assignments, due dates for extended projects and upcoming events. Students are expected to follow classroom organisational structures for the storing of their belongings and school work throughout the day.

Phone Use

Children with written permission from their teacher may use the office phone at snack or lunchtime. The phone is also available to students who need to call parents after school. Students are not permitted to use their own phones during the school day. Cell phones left on or taken out during the school day will be confiscated from the student. These phones can be collected from the Head of Primary's office by a parent or guardian.

Questions

If you have a question, **please first ask your child's classroom teacher**. If you need more assistance, please see the appropriate member of the Primary Leadership Team. If additional help is needed, please see the Principal.

Recess

Students are now allowed to bring toys from home to school with the exception of playground balls. Please make sure balls are labelled clearly with your child's name. Also note that the school is not responsible for any loss or damage to balls brought from home.

Supplies

The supply list is posted on the Primary Parent Portal each summer and remains there throughout the year. Students are responsible for coming to school with the appropriate supplies each day. Some supplies are placed in communal classroom bins while other items are kept in individual supply boxes. Students are encouraged to take care of their supplies. **All students must have personal items labeled.** If something runs out, please send in more.

Transportation

If someone other than the child's parents will be picking up from school, please send a note or email to the child's teacher and the office giving permission for your child to be picked up by this person.

Uniform Guidelines

Preschool PK1, and PK2	<ul style="list-style-type: none">• Blue or white PE shirt and navy blue shorts, both with the imprinted school logo. Undershirts, if worn, must be white.• House Shirts are worn on Fridays and for House Events• White socks (not ankle socks)• Appropriate athletic shoes – preferably white or light gray (no hi-tops, heelys, bold colors, lights, gems, or graphics) <p>Cold weather options</p> <p>Students may wear a plain white long-sleeved top under their PE shirt, navy or white tights underneath their PE shorts or navy trousers or sweatpants (not denim or corduroy; not faded; not tight fitting or overly baggy), a plain navy blue cardigan or sweater. Hoodies are not permitted.</p>
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Girls K through 5th Grade	<ul style="list-style-type: none"> Blue and white striped St Andrew's dress, with the school crest sewn centrally on the dress, 2 inches below the neckline. The hem must fall no shorter than 1 inch above the knee. Plain navy socks that come above the shoe (not ankle socks) Plain black low-heeled dress shoes (no athletic shoes, hi-tops, or heels) Girls are encouraged to wear blue, white, or black 'bike shorts' under their dresses. <p><i>Cold weather options (St Andrew's Day to Easter)</i></p> <ul style="list-style-type: none"> Dress Option: a plain white long-sleeved top or blouse under the dress, navy or white tights Pants Option: on PE days, sweatpants or leggings under PE shorts A plain, navy blue cardigan or V-neck sweater (No Hoodies)
Boys K through 5th Grade	<ul style="list-style-type: none"> A plain white short-sleeved shirt with monogrammed pocket A plain white shirt underneath the monogrammed shirt (optional) Plain navy blue knee-length short trousers (not denim, cargo or corduroy; not faded or baggy) Plain black belt for 2nd through 5th Grade Navy blue socks (not ankle socks) Plain black dress shoes (not sports shoes) <p><i>Cold weather options (St Andrew's Day to Easter)</i></p> <ul style="list-style-type: none"> Plain navy trousers (not denim, cargo or corduroy; not faded; not overly baggy; not tight fitting) A plain, navy blue cardigan or V-neck sweater (No Hoodies) A white long-sleeved top or plain white long-sleeved buttoned shirt
PE Uniform Boys and Girls	<ul style="list-style-type: none"> A navy blue hat or the school cap White PE Shirt House Shirts are worn on Fridays and for House Events St Andrew's navy PE shorts, with crest White athletic socks - not ankle socks, no logos, e.g., Nike or Adidas, are allowed Appropriate athletic shoes – preferably white, blue or gray (no hi-tops, bold colors, lights, gems, or graphics) A solid navy swimsuit, towel, blue or white rash guard, and school-branded swim cap (available at the school shop) No jewellery should be worn on PE days, except for a simple pair of stud or sleeper earrings. Cold weather options - St Andrew's sweatshirt, and/or sweatpants (No Hoodies) Hurricane Jackets are only to be worn for PE lessons and outside play. They are not allowed to be worn inside classrooms or during assemblies.
Jewellery	<ul style="list-style-type: none"> Jewellery is not encouraged and worn at the owner's risk. Acceptable jewelry is listed below. ELC students may wear one pair of simple gold or silver stud earrings. Kindergarten through 5th Grade students may wear a wristwatch, one pair of simple gold/silver stud or sleeper earrings, and a simple gold or silver neck chain (under uniform). Nail polish, acrylic nails and makeup are not allowed.
Hair Styles	<ul style="list-style-type: none"> <i>Girls:</i> hair must be neatly groomed and free of any ornamentation except for plain navy blue, black or white bands or clips. Beaded hairstyles, highlights or hair colour are not allowed, and braids or extensions must match the natural colour of the student's hair. Hair style must not obscure the eyes. <i>Boys:</i> hair must be neatly groomed. Designs, highlights or colour are not allowed. Hair style must not obscure the eyes.

Uniform Vendors

School Shop	<ul style="list-style-type: none"> ELC uniform K-11 Formal uniform (limited supply) Polo shirts (Grade 12) Sweatshirts PE uniforms House uniforms
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	<ul style="list-style-type: none"> • School ties • Swim caps • School blazer (sample sizes for reference)
Sandy's and Lorene's	<ul style="list-style-type: none"> • Formal uniform (K-11)
Lands'End	<ul style="list-style-type: none"> • School blazer (6-11)

Uniform Release Days – Guidelines

Shorts or skirts must be of the appropriate length. Jeans may not be ripped or have holes in them. Closed-in shoes are preferred but crocs or sandals are allowed (no flip-flops or slippers). No spaghetti straps or crop tops are allowed. Clothing that bears inappropriate/ offensive material is also forbidden. Normal hair and jewelry rules apply on out-of-uniform days.

Volunteers

The PTA organises a “Room Parent” system. In addition, parents are always welcome to help teachers when the need arises. Please contact your child’s teacher if you would like to volunteer your time.

Water Bottles

Please make sure your child comes to school with a reusable water bottle each day. These should be clearly labelled with your child’s name and contain water only.

EXtra Curricular Activities

A variety of clubs are offered throughout a typical year. Detailed information will be sent home at the beginning of each semester outlining the clubs we are offering. In addition, the Physical Education department hosts Sports Academies to foster skill development.

Primary Years Programme

The curriculum is developed on an ongoing basis within the framework of the Primary Years Programme (PYP) of the International Baccalaureate (IB), which is designed for students between the ages of 3 and 12 years old. The curriculum framework is international in outlook and provides for the development of the whole child, focusing on academic development, as well as personal, social, and emotional growth. The programme combines the best research and practise from a range of systems with a wealth of knowledge and experience from our teachers to create a significant, relevant, engaging and challenging educational framework for children. St Andrew’s International School was the first school in the Caribbean to achieve PYP authorisation from the International Baccalaureate. The philosophy of the Primary Years Programme, as it directly affects the child, is expressed in a series of desired attributes and traits that characterise students with an international perspective. The following Learner Profile is central to the PYP. Students strive to be: **Inquirers, Thinkers, Communicators, Risk-takers, Knowledgeable, Principled, Caring, Open-minded, Balanced, and Reflective.**

Zero Tolerance for Bullying

Bullying is not an acceptable behaviour. If you suspect your child is being bullied, please speak with your child’s teacher immediately. For additional information, please see the St Andrew’s Anti-Bullying Policy.

Reach your goals!

This year, I will read _____ books.

I am good at _____ but I would like to improve _____.

Academic Goals:

- _____
- _____
- _____
- _____

Personal Goals:

- _____
- _____
- _____
- _____

MAP Growth Data

Fall Score	Goal for Spring	Winter Score	Spring Score	Goal Met?

Reading Log

*Record the titles of each book you read this year.

Password Tracker

Credit Tracker

Color in one square for each credit that you earn. When you earn 50 credits, you will receive a credit badge at your next house meeting.

Credit Badge 1

Credit Badge 2

Credit Badge 3

Credit Badge 4

Credit Badge 5

Credit Badge 6

Action / Community Service Tracker