



Xavier's Lower School

*The Giants: Learn, Serve, Lead and Succeed
While nurturing mind, body and spirit*



August 27, 2018

Dear Parents/Guardians:

Welcome to the 2018/2019 academic year!

This year in The Land of The Giants, we gather under the theme “The Giants: Learn, Serve, Lead and Succeed” while nurturing mind, body and spirit.” We look forward to a holistic learning environment, where greatness is our hallmark, undergirded by a spirit of service. Indeed, we are ever confident, that as the family of The Giants, we will continue to build a community that is still Christ centered and Character driven.

We welcome all newcomers to the Home of The Giants and we welcome back our former scholars and colleagues. A special welcome is extended to the following staff members: Miss Savannah Hall, Miss Anthonica O’Brien, Miss Phoenicia Smith and Mrs. Jasmine Williams.

Just a few reminders and important notices for your attention:

- **School fees – School fees were due June 29, 2018.** If you have not done so as yet, please ensure that all fees are paid on or before **Thursday, September 6, 2018**. Please also ensure that you send in a copy of the receipt to the school’s office as proof of payment.
- **Power School** – Parents/Guardians are encouraged to check grades and bulletins in Power School regularly. You are strongly encouraged to visit our website at cboe.cec.edu.bs.
- **Communication** - Parents/Guardians are encouraged to communicate with your child’s/children’s teacher in person or via email. All emails should be answered within 48 hours. Administrators can be courtesy copied when emails are sent. They are:
Principal: Mrs. Jacintha Goffe- jgoffe@cec.edu.bs
Vice Principal: Miss Lesley Hutchinson- lhutchinson@cec.edu.bs
- **P.E and Swim Dress Code – Students in Kindergarten, Grades 1 – 3 are to come dressed in P.E. clothes on P.E./Swim days. On swim days, students are to wear their swimsuit or swim trunk under their P.E. uniform.** PLEASE NOTE THAT SWIM SUIT/JAMMERS WILL BE AVAILABLE FOR PURCHASE IN THE HOUSE COLOUR OF YOUR CHILD. **NO SWIM GEAR OTHER THAN THE HOUSE COLOUR WILL BE ACCEPTABLE FOR SWIMMING.** IF YOU WISH TO PLACE AN ORDER, YOU CAN DO SO WITH MISS HUTCHINSON.
- **Class Meetings** – Class meetings for parents/guardians will be held on **Monday, September 10, 2018 at 6:00 p.m. for Grades Kindergarten to Grade 3** and on **Tuesday, September 11, 2018 at 6:00 p.m. for Grades 4 – 6.**
- **Bells** – The first bell rings at 8:25 a.m. Your child will be marked tardy if he/she enters the class after the 8:30 a.m. bell. School ends at 2:50 p.m. for Kindergarten students and 3:00 p.m. for Grades 1 – 6. Parents, please ensure that your child/children are brought to school on time and collected no later than 3:15 p.m. Kindly note that only students participating in an afterschool club may remain on campus after 3:15 p.m. The school’s office closes at 4:00 p.m.
- **Vehicles** – **The upper and lower parking lots are reserved for staff members only.** Parents are not allowed in these areas at any time before, **DURING** or after school.
- **Exits** – **The new inlet from Marcus Bethel Way is an ENTRANCE ONLY.** Please use it as such and kindly leave the campus through the designated EXIT. Once again, this is to ensure the safety of all who enter our campus.
- **Security Officers** – **All Parents/Guardians and visitors are asked to sign in with the Security Officer.** The officer will direct you to the school’s office. **No one is allowed to go directly to any classroom as it would disrupt the class.**

- **Consent Forms** – All consent forms for field trips must be signed by a parent/guardian before a child can be allowed to leave the school’s campus for a trip. Consent cannot be given via telephone to the office staff, nor can a form be signed by a teacher, friend, or other family member.
- **Birthday Celebrations** – In celebration of birthdays parents/guardians are allowed to **bring cupcakes and party bags** for their child’s/children’s class.
- **Clubs** – All after school clubs will begin the third week of September.
- **Medication** – Only doctor prescribed medication will be administered to students. The medication must be left in the office accompanied by a written note from the parent/guardian. All medications must be collected from the office before 4:00 p.m.
- **Sick Certificate** – If a student is absent for a day or more, he/she should bring a note from his/her parent/guardian or a doctor’s certificate stating why he/she was out of school.
- **Snacks** – In an effort to encourage healthy eating habits, students are only allowed to have fresh **fruits/vegetables and water at snack time**.
- **Lunches** - We are unable to warm lunches for students. Microwaves may not be donated to the classrooms. Insulated containers may be sent, which will keep their lunches warm.
- **P.E. Uniforms** – Mr. Musgrove will continue to supply P.E. uniforms. His contact number is 424-0462. They will be sold as a set. Details will follow.

The email addresses for our teachers are as follows:

Name of Staff	Grade Level	Email address
Mrs. Leshan Cartwright	Kindergarten - KC	lrichardson@cec.edu.bs
Miss Charmeeke Dean	Kindergarten Aide	cdean@cec.edu.bs
Miss Denise Walters	Kindergarten - KW	dwalters@cec.edu.bs
Miss Rolecea Hanna	Kindergarten Aide	rhanna@cec.edu.bs
Miss. Petra Marshall	1M Teacher	pmarshall@cec.edu.bs
Mrs. Dayneth Roberts	1R Teacher	droberts@cec.edu.bs
Mrs. Jasmine Williams	Grade 1 Aide	jwilliams@cec.edu.bs
Mrs. Nova Irving	Grade 2 Teacher	nirving@cec.edu.bs
Miss Anthonicia O’Brien	Grade 2 Teacher	aobrien@cec.edu.bs
Miss Kenria Dorsett	Grade 3 Teacher	kdorsett@cec.edu.bs
Mrs. Deon Francis	Grade 3 Teacher	dfrancis@cec.edu.bs
Mrs. Corlette Kerr	Grade 4 Teacher	ckerr@cec.edu.bs
Mrs. Amoranna Maycock	Grade 4 Teacher	amaycock@cec.edu.bs
Mrs. Nancy Conliffe	Grade 5 Teacher	nconliffe@cec.edu.bs
Miss Phoenicia Smith	Grade 5 Teacher	psmith@cec.edu.bs
Mrs. Santiala Ferguson	Grade 6 Teacher	sferguson@cec.edu.bs
Mrs. Selensia Percentie-Williams	Grade 6 Teacher	spercentie@cec.edu.bs
Mrs. Erin Ellis	Spanish	eellis@cec.edu.bs
Miss Marthanece Bullard	Computer	mbullard@cec.edu.bs
Mrs. Maureen Farquharson	Mathematics	mfarquharson@cec.edu.bs
Miss Michelle Clare	Music	mclare@cec.edu.bs
Miss Savannah Hall	Grade 1 Substitute teacher	shall@cec.edu.bs
Mr. Nelson Joseph	Physical Education	njoseph@cec.edu.bs
Mr. Shane Stewart	Art	sstewart@cec.edu.bs
Mrs. Wanda Farquharson	Religion	wfarquharson@cec.edu.bs
Mrs. Yvanda Munroe-Rolle	Library/Reading Specialist	ymrolle@cec.edu.bs
Mrs. Joanne Brown-Hamilton	Guidance Counsellor	jhamilton@cec.edu.bs
Nurse Elizabeth Hawkins	School Nurse	ehawkins@cec.edu.bs

