



APPENDIX 2
Girls

St. Andrew High School for

10 CECELIO AVENUE, KINGSTON 10
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2017 July 6

Dear Parent/ Guardian:

RE: INFORMATION GRADE SIX ACHIEVEMENT TEST AWARDEES 2017

We are happy to have received your daughter's/ward's name on our list of GSAT Awardees for 2017. We welcome her and members of her family to the St. Andrew Family.

In order to complete our process for entry in September, there are a number of activities in which you and your daughter/ward need to participate. Please note the following information which is needed to ensure a smooth entry.

1. **STUDENT'S SPACE**

It is important that you respond immediately to indicate whether or not your daughter/ward will take up her place in September, by signing the letter of acceptance and returning this to the staff member at the relevant desk **before leaving the meeting.**

2. **DOCUMENTS**

All documents required by the school will be collected from Parents/Guardians on **Tuesday July 11, 2017** in the Margaret Gartshore Hall, between the hours of **9:00am and 12 noon**. These will include:

- (a) All forms which are issued today
- (b) 2 **passport sized photographs**
- (c) **One original copy of Birth Certificate** together with a photocopy. The original will be viewed and returned and the photocopy will be stamped and retained by us.
- (d) A recently updated **Immunization Card** and a **photocopy of both sides**. These will be viewed and the original returned at that time.

Additionally:

- (e) A **recommendation** from the awardee's school is required and may be brought on **Orientation Day in September**. Students from St. Andrew Prep School are exempt.
- (f) A medical report needs to be obtained either from a family Doctor or from the Sagicor medical team which will be available to screen students on **Monday July 10, 2017** at the school. **The cost is \$1500.**
Registration is between 8:00 am and 11:00 am with screening to 3:00 pm. The medical report is vital and **MUST** be handed in by Orientation Day in September.

3. **PAYMENTS**

The Ministry of Education's philosophy outlined in bulletin #77/2016 and confirmed in Bulletin #82/2017 states that "public education should be properly funded by government while encouraging stakeholders to make voluntary contributions. Schools should not be forced to charge fees for services that the Ministry should be providing". It is against this background that the Ministry of Education has announced **"new arrangements for the funding of schools"**. According to the Ministry, **"These**

changes are in keeping with our long term goal of ensuring equity and access for all and the provision of quality education”.

The Ministry of Education has also stated that it will absorb costs for all core services. The list of core services are outlined in a draft document titled “**A Conceptual Framework for a Comprehensive Secondary Programme**”. **This document has been circulated to Stakeholders to ascertain feedback on among other things, just what constitutes “Quality Education”. These consultations have not yet been concluded.**

Over the past 91 years that St. Andrew High School has been in existence, educators at the institution have developed and honed its programme offerings so as to provide what has come to be admired by successive generations of its stakeholders to be **quality education**. Parents/guardians are asked to be mindful of the fact that based on the current situation, it is **impossible** for the school to provide the **quality education** which is the hallmark of the St. Andrew High School experience on a budget financed only by the funding provided by the Ministry of Education.

The Financial Support Required from Parents (FSRP) for the Operations Development Fund and Technology and Support Services will therefore still need to be paid in order for the school to continue to be empowered to provide your daughter(s) with the resources and facilities necessary for them to achieve excellence. **The areas covered by the FSRP are outlined below:**

Operations Development Fund

The Operations Development Fund was established by the Board of Management in September 1999 to provide a means by which parents could assist with the maintenance and development of the Physical Plant as well as the funding of programmes geared towards Student and Staff development. **Without the support of the Operations Development Fund several programmes/initiatives in the institution would have to be abandoned.**

Technology and Support Services

This charge allows students to receive textbooks on the Private Rental Scheme and also provides additional support for class materials, co-curricular activities and the maintenance of our lab facilities. In addition this fund assists with the acquisition and maintenance of computers and other equipment required to deliver technology driven education. **Without the additional financing provided from the Technology and Support Services Fund the school might have to discontinue its BYOD Policy and the advances made through the provision of Technology Driven Education would be severely curtailed.**

Operations Support

In addition to the above, there is still the need for assistance from parents in covering some operational costs as well as the costs related to the acquisition of the Fay Simpson Property. **In light of this, the Board of Management is making an urgent appeal to parents for the continuation of your support by way of the contribution of Five Thousand Dollars (\$5,000) to the Operations Support Fund.** This sum will assist the school in continuing to provide for your daughters/wards the standard of education required for her to be successfully prepared for life in the 21st century.

Parents/Guardians are requested to make the following payments:

- | | | |
|------------------------------------|----------|--------|
| 1) Technology and Support Services | \$16,000 | } FSRP |
| 2) Operations Development Fund | \$13,000 | |
| 3) Operations Support | \$ 5,000 | |

4) Student ID	\$ 750
5) Accident Insurance	\$ 250
6) Yearbook	\$
7) P.T.A. Dues	\$ 3,000

You will receive 3 Vouchers on Tuesday July 11, 2017

- (1) **The PTA Voucher** for payment of PTA Dues.
- (2) **The Operations Development Voucher** which includes payments for Technology and Support Services as well as Operations Development (**FSRP**)
- (3) **The Operations Support Voucher; all other payments** are to be made on this voucher.

Payments should **ONLY** be made at the **Half Way Tree Branch of CIBC FirstCaribbean International Bank**. These payments are to be made with cash or manager's cheques only. Managers cheques should first be taken to the school for endorsement before going to the bank. Please ensure that the teller gives you **two** copies of the school vouchers. One is to be retained at home as part of **your records** and may be requested later in the year if our bank records need to be checked. **The other is to be handed in to the Bursar's office on Orientation Day Tuesday September 5, 2017.**

NB: Any adjustment to bank vouchers must be made by the Bursar's Office. The bank has been advised **NOT** to accept any vouchers which have been altered by parents/guardians.

No student is turned away from school for nonpayment of funds requested. The institution is willing to accommodate payment plans and we invite parents/ guardians who need to make **private arrangements for the payments to visit the Bursar's office from:**

Monday July 10 to Wednesday July 26, 2017, between the hours of 9:00am and 1:00pm.

The Board of Management is mindful of the goodwill displayed by parents as exhibited in the consistently positive compliance rate in the payment of the former Auxiliary fees and the FSRP over the years. We are most grateful for this cooperation and look forward to your support.

4. **UNIFORMS**

- a) Ready-made/Custom made school uniforms are available at manufacturers listed on the Uniform Information sheet.
- b) Fabric for school uniforms should be bought **ONLY** from the school and will be on sale at the school's bookshop, **Essentials**.
- c) Tunic material – cost per yard \$260 (current stock)
Blouse material – cost per yard \$350 (current stock)

Physical Education uniforms, swim suits, school crests, house badges and school shirts **must** be bought at the institution. These are available at the Essentials Bookshop. Opening hours during July and August 2017 are 8:00 a.m. – 2:00 p.m. Mondays to Fridays. Opening hours during the Term are 7:00 a.m. to 3:00 p.m.

5. **SCHOOL REGULATIONS**

Each student will receive a Student Handbook, which is to be read carefully. Both students and parents are required to sign a letter making a commitment to abide by these regulations.

6. **TECHNOLOGY ACCEPTABLE USE POLICY**

Each student will receive a copy of the School's Technology Acceptable Use Policy (TAUP), which is to be read carefully. Both students and parents are required to sign and return the Agreement before students will be allowed to register and use their computing devices on the school's Bring Your Own Device (BYOD) programme.

7. ORIENTATION DAY

Orientation Day is Tuesday September 5, 2017, 8:00 a.m. – 12noon. All students are to be present in uniform and should bring with them the **Student Handbook** and **their paid bank vouchers**. Parents/ Guardians are asked to remain with the students until 8:40 a.m. **This is the last day for Recommendations, Medical Reports and signed Agreements with the School's Regulations to be handed in at the office.**

If all required documents are not submitted, your daughter/ ward will not be fully registered in the school. If you have any queries concerning this process, please check with our office before the opening of school in September.

8. BOOKS

The school is part of the Secondary School Text Book System and as such, each student is supplied with textbooks in most subject areas. Additional textbooks as well as class sets are also provided through the Technology and Support Services Fund.

At each level, students need to purchase a few books. This list is provided and includes items that may be used for more than one year. Any book rented from the school system must be properly wrapped. **All books rented are to be returned to the bookroom located in Essentials at the end of the school year. Lost books must be replaced. A fee will be charged for books which are damaged or unwrapped.**

9. MARKING OF BOOKS AND OTHER PROPERTY

Books, uniforms, shoes and personal property need to be clearly marked with the student's name. Items must **not be left unattended** and **items of value must be handed in to the office for safekeeping.**

10. CO-CURRICULAR ACTIVITIES / COMMUNITY SERVICE

Each student is expected to **participate in at least one afternoon activity** as this participation assists in her total development as well as fosters a love for school. **All students in Grades 7-11 are required to give a minimum of five (5) hours voluntary service each year at approved external institutions.** **Participation in co-curriculum and community service are necessary for fulfilling the requirements for Graduation.**

11. SCHOOL INSURANCE

Parents are required to take out accident insurance to cover each student's involvement in Physical Education, field trips and general activity on the school campus. **The school cannot accept liability for accidents or injury** therefore parents need to purchase the insurance plan enclosed unless their daughters are otherwise insured. Students **who do not have accident insurance will not** be allowed to participate in field trips. **The cost is \$250.00**

12. STUDENT IDs

Each Student is required to have the school's identification card. **The cost is \$750.**

We look forward to your full cooperation.

Yours sincerely,

Sharon Reid (Mrs.)
Principal