



# WELLINGTON HALL ACADEMY

## PARENT HANDBOOK

WELLINGTON HALL ACADEMY is an education facility with a strong conviction for a progressive yet conventional teaching foundation. The school promotes learning which is stimulating challenging and life-long.

We promote a healthy and enriching educational lifestyle for your child. Let us help you **'FOSTER THEIR JOY OF LEARNING'**

We welcome you to peruse this Parent Handbook, which has been prepared to introduce new families to Wellington Hall. Our handbook provides information about Wellington Hall's philosophy, programmes, facilities and registration routine.

We invite visitors to review the information provided. Please contact us if your wish to discuss the information in the Handbook or to schedule an appointment for a tour and interview.

We look forward to discussing your child's educational needs and to determine how Wellington Hall can participate in meeting this goal.

### *Goals of the School*

1. To develop a sense of self worth and dignity in the individual.
2. To create a life-long desire to learn.
3. To develop a critical thinking and positive work habits.
4. To provide students with the basic skills necessary in daily life.

### *Mission Statement*

Wellington Hall is committed to providing a structured, teacher-directed approach to sequential learning. Respect for self, family, school community and country is valued.

## ***Philosophy***

Wellington Hall is a growing and vibrant independent elementary school. We opened our doors in 1995 with a progressive, yet conventional teaching foundation.

Learning is an active process of developing knowledge and skills. At WELLINGTON HALL ACADEMY, we promote learning that is stimulating, challenging and life-long. We provide your child with a balanced educational programme that will take them into the 21<sup>st</sup> century. We encourage and welcome participation and suggestions from parents to help meet this common goal.

At Wellington Hall we believe that:

1. students achieve their full potential in a structured, teacher directed environment where skills and concepts are taught in a sequential manner.
2. the goals of the school are best met when the school, parent, teachers and students work together.
3. students maximize their individual achievements when high standards and expectations are reinforced at school and home.
4. behavioural expectations, clearly defined and communicated in a school code of conduct, create an environment in which students act in a respectful and responsible manner.

## ***Admission Procedure***

Our goal is to ensure that placement at Wellington Hall is in the best interest of the student, as well as meet the behavioural and academic expectations of the school and parents.

The typical process follows these procedures:

1. Parents receive a copy of the school perspective.
2. Parents and student are invited to an Admission Interview and tour the school. Admission Interview will provide parents with additional information on daily routines, grooming and behaviour codes, curriculum and evaluation procedure, as well as discuss child's education needs and placement at Wellington Hall.
3. Students from Grades 1 to 8 are requested to spend a Visitation Day in their present grade placement and will participate in classroom activities during this time. Junior and Senior Kindergarten students will be provided with an orientation visit.
4. Prior to a Visitation Day, parent must provide Wellington Hall with a copy of the latest report card and any documentation (ie. IPRC) relevant to the student's placement. Completion of a Visitation Day form is required.

## ***Registration Procedure***

A completed application for admission to Wellington Hall will include the following forms:

- Application Form
- Registration Agreement
- Confidential Teacher Observations
- School Medical History
- Immunization Form

You may obtain these forms from the School Administration Office. You can view/print/ download these forms directly from the website [www.wellingtonhall.org](http://www.wellingtonhall.org)

## ***Withdrawal Procedure***

### *Withdrawal prior to school startup.*

A minimum of one term tuition fees (August to November) will be required for student withdrawn prior to the first day of school.

### *Withdrawal during the school year.*

Wellington Hall requires that families provide a minimum of one term advanced notice. Parents should complete a Notice of Withdrawal form indicating date and reason for withdrawal. Students need not be in attendance, but families will be responsible for Tuition Fee payments.

## ***Textbooks***

***Kindergarten to Grade 2;*** textbooks will be supplied by the school, however each student will be provided with a book lists and will need writing supplies. Each child will require pencils, eraser, scissors coloured pencils and a homework pack. (We discouraged students using marker pen in their daily work.)

***Grade 3-6;*** textbooks will be supplied by the school, however each student will be provided with a book lists and will need writing supplies. Each child will require pencils, eraser, scissors coloured pencils and a homework pack. Students will be required in Grades 4-6 to write in either black or red pen.

***Grade 7-8;*** textbooks will be supplied by the school, however each student will be provided with a book lists and will need writing supplies. Each child will require pencils, eraser, scissors coloured pencils and a homework pack. Students at this level are encouraged to have a laptop computer. Information regarding school requirements for this item are available through the school office.

## ***Statement of Account***

Each family will receive two copies of their Statement of Account for the upcoming school year. One copy is to be signed and returned to the school and the second copy should be kept for your records. A signed Account Statement constitutes acknowledgement by the parents/guardians for the tuition fee expenses.

## ***Tuition Fee Payment***

Each family is requested to submit a series of post-dated cheques as of the first of August of the upcoming school year. These cheques should be dated according to the fee schedule unless otherwise discussed with the director. Late payment interest charges of 5% per month will be instituted. A fee of \$30.00 will apply to any dishonoured cheques.

## ***Uniform & Dress Regulations***

Wellington Hall believes that the school uniform helps students to develop a sense of self-discipline. By choosing to attend Wellington Hall the student and their parents make a serious decision and long-term commitment to comply with the school uniform code. Students must be in full uniform to attend classes or any school-related functions.

### ***UNIFORMS***

Uniforms should be kept clean, pressed and in good repair. Parents should ensure that the uniform permits ease of movement such as bending and reaching.

#### ***Girls***

- navy tunic (Kindergarten to Grade 3)
- navy tunic or kilt #7215 (Grades 4-8)
- white dress shirt (Long/short sleeved)
- school white golf shirts available for terms 1 and 3
- navy tights or socks
- navy sweater or vest
- navy blazer with school crest
- navy skirt –summer and early fall only
- school tie –Kindergarten to grade 3-bow, 4-8 tie
- black dress shoes (oxford/loafer style)
- Navy dress pants may be worn for Term II only
- school cap

#### ***Boys***

- grey trousers
- white dress shirt (long/short sleeved)
- school white golf shirts available for terms 1 and 3
- navy shorts for Kindergarten to Grade 6 for summer
- navy vest or sweater
- navy blazer with school crest
- school tie
- black dress shoes
- school cap

#### ***Physical Education Uniform***

- school windbreaker suit – navy pants and jacket
- school navy track pants and sweater
- school white gym shirt
- school gym bag
- white socks
- running shoes

### ***Uniform Guidelines***

1. You are to be in full uniform when at school or on the school grounds. This applies to the lunch periods, gym and before and after school.
2. Non-uniform items, such as jackets, caps are not to be worn, unless this is an outer wear jacket.
3. Solid black dress shoes with flat heels ( not running shoes) are the only acceptable footwear to school- students must change foot wear for outside activities.
4. If T-shirts or undershirts are to be worn under the uniform, the t-shirt must be plain white with no logos or coloured emblems.
5. The uniform blouse or shirt must be buttoned up and tucked in.
6. Accessories, ie. belts worn over sweaters, scarves etc. are not to be worn with the school uniform. Hats and caps are not to be worn in school. Belts should be solid black.
7. The overall appearance of the uniform must be neat and consistent with the model provided above.
8. A student who is not in proper uniform will not to admitted to class.
9. All uniform items must be labeled with the student/family name. The school cannot be responsible for damaged items or loss of articles that are not properly labeled.
10. Students should come properly attired for winter conditions.

### ***Uniform Costs***

Uniform items need not be a specific manufacturer's brand. Parents may purchase various pieces wherever they choose, but clothing must conform to the school standard. Costs and quality will vary with individual retailers. A list will be available to the parents indicating retail outlets supplying uniform. The school tie, gym uniform and crest should be purchased from the school.

### ***Jewelry***

Students should refrain from wearing jewelry to school. They may wear wrist watches and plain necklaces or rings. Girl's having pierced ears may wear studs or small hoops. No other jewelry, wallet chains or boys earring are acceptable. The school encourages the wearing of Medic – Alert bracelets or necklaces where applicable.

### ***Grooming***

Hair should be neat and tidy and well controlled. Boy's hair should be no longer than collar length and all students should ensure that their hair does not hang in their faces. Nail polish and make-up are not acceptable.

### ***School Crest***

The school crest may be purchased from the school and should be worn on the upper left pocket of the student's blazer.

### ***"Civvies Day" Clothing***

Several times throughout the school year (usually on the last Friday of each month) students who have followed the uniform guidelines throughout the month, will participate in a 'Civvies Day' in which they are not required to wear their uniform. Students will receive a note from their teacher if they will not be participating in this activity. Civvies day is not a dress-down day. Students should be appropriately attired. Sweatsuits, ripped down jeans/pants/shirts/T-shirts with inappropriate labels are not permissible. Oversized outfits and trouser deemed a safety hazard are not permissible. Jewelry and grooming codes will remain in effect.

### ***Inclement Weather***

A school official will make the decision to cancel classes between 0700 to 0730. Please telephone the school after 0730 at (519) 823-2278 and a recorded message will notify you whether or not the school has been closed. This information may also be found on the school 'blog' or by listening to the local radio station CJOY/Magic FM. Individual families should determine whether it is safe or not to bring their children to the school.

If the weather conditions deteriorate during the school day, parents will be notified on an individual basis about school closure and to arrange for the students to be picked up. Please ensure that the school has an up to date daytime telephone number for yourself or a designated adult. The school will remain open as long as students are in attendance at the school.

### ***Transportation***

Transportation to and from the school will be the responsibility of the family. Each year a list of parents interested in car-pooling arrangement will be compiled and the school will endeavour to assist in these arrangements.

### ***Attendance***

A key factor in successful students is regular attendance and punctuality. Students should be in their respective classrooms by **8:40 am** and seated at their desks by **8:45am** ready to start the day. An answering machine has been installed for your convenience when calling in your child's absences. It is also recommend that appointments be scheduled at the beginning or the end of the school day wherever possible.

Students who are withdrawn from school for a period longer than one week, either due to illness or vacation, will require written consent of the parent to accompany the student record file. Students will be responsible for any school work missed during their absences.

## ***Inappropriate Behaviour***

From time to time a child may exhibit inappropriate or unacceptable behaviours. Inappropriate behaviour can consist of, but not limited to;

- hurting someone's feelings
- horsing around or running
- littering
- going out of school bounds
- lack of respect for others
- chewing gum
- inappropriate language

Inappropriate behaviour typically has the following consequences:

- review of expectation and /or think sheet
- time out
- parents are informed
- meeting with parents

## ***Unacceptable Behaviour***

Unacceptable Behaviour may result in an in-school or out of school suspension of the student.

Unacceptable behaviour consists of, but not limited to

- fighting
- stealing
- insolence or rudeness
- teasing or bullying
- intimidation
- willful disobedience
- swearing or using obscene gestures

## ***Zero Tolerance Offences***

A zero tolerance offence is any behaviour that results in or has the potential to result in endangering the personal safety of others. Zero tolerance offences usually result in out-of-school suspensions.

## ***Student Profile***

Wellington Hall welcomes students who are in the average to gifted range of academic abilities and are willing to work at achieving their optimum achievement level. Wellington Hall is not suitable for students with behavioural problems.

## *Evaluating and Grading*

The academic school year consists of three terms

- Fall Term – September to December
- Winter Term – January to March
- Spring Term – April to June

Students are evaluated on a formative basis throughout the school year on their daily work, but formal evaluations also include special projects or assignments, test/quizzes, and a term examination.

Accuracy, neatness, spelling and grammar are as important as the content of the student's work. There is a term end report and Parent –Teacher interviews are scheduled upon request by either parent or teacher.

Formal examinations are held at the end of Terms 1 and 3 for grades 1 to 8. The length and complexity of these will increase in the higher grades. A great deal of time is spent in assisting the student in preparation for their exams. All students above Grade 4 will take, as part of their curriculum, a course "Study Skills" which will focus on organization skills, time management and development of study techniques.

## *Organization and Work Habits*

All students are issued an Academic Planner to assist them with organization of their homework and assignments. These books contain standard outline of weekly assignments such as weekly spelling test or current event presentations for your child's specific classroom routine. The students will, with the assistance of the teachers, complete these planners on a daily basis. Parents are encouraged to review these nightly with their child, as they serve as a daily communication device between parents and teachers. Parents are requested to assist their child to return their planners to school each day.

## *Homework*

Students at all levels will have time each day in which to complete some of their daily work. We encourage the students to fully utilize their school time, however it is expected that each student will spend 30-45 minutes each evening in some review, correcting and reading. A good rule of thumb many use is about 10 times the grade level on school nights.

Students at all levels will have projects or assignments to complete at various times throughout the school year. Teachers will assist students, on a daily basis, in formulating realistic and accurate homework assignments. Students will write their homework in their agendas. Parents should alert the classroom teacher if the homework is too difficult or the amount of time spent in completing homework is unreasonable.

Homework describes the out-of-class assignments assigned by the teacher. Homework is valuable in promoting responsibility and self –reliance in children.

Homework may be assigned for the following reasons:

- to complete daily class assignments
- to check student's understanding of a concept taught in class
- to provide practice, or preparation for the future (such as reading ahead in a book)

## ***Home Study***

Home study is a broader term than homework. It involves those parts of school work that students identify themselves that they need to do, because they recognize they need to improve their learning. It is particularly valuable in promoting individual study skills.

Home Study includes:

- reviewing concepts presented in class
- practicing basic number facts and vocabulary
- writing summaries of notes taken in class
- rereading the text and making summaries
- reviewing and preparing for tests
- reading extra books that enlarge one's understanding of a subject
- working on an independent research project (IRP)

## ***Curriculum: Overview***

Wellington Hall Academy is a private educational facility, which is registered and approved for operation by the representative of the Ministry of Education of Ontario. The school's curriculum is based on the guidelines established by the same Ministry. Our primary focus is to ensure that each child has a strong foundation in Language, Mathematics, Science and Technology.

Our objective is to promote the development of academic skills such as time management, organization, independence and self-direction, research technique, critical thinking, and test and examination strategies.

The development of life and social skills such as respect for the opinions and beliefs of others, be accountable and responsible for one's work, actions and decisions, positive and appropriate interpersonal skills and positive social values.

### ***Co-curricular Programmes***

Our primary focus is to ensure that each child has a strong foundation in the basic skills but we also offer a variety of co-curriculum courses such as:

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|---------------------|---|
| <b>Drama</b>        | All students at Wellington Hall participate in our two full length drama productions each school year. We have featured such productions as the Wizard of Oz, Annie, Peter Pan, The Lion the Witch and the Wardrobe, The Christmas Carol and The Sound of Music. The drama productions integrate many aspects our programme include music (singing) art (set and design), technology (light and sound) and physical education (dance and movement). |
| <b>Choral</b>       | All students are members of the Wellington Hall Choir. We encourage the enjoyment of vocal expression through singing. Many of the pieces learned are presented at the Christmas Concert and Year Awards and Achievements Evening.  |
| <b>Instrumental</b> | Students from Grade 3 to 8 study Music Theory through the playing of wind or percussion instruments. Students have an opportunity to perform in ensembles and sole performances.  |

## ***Curriculum Outline: Primary Division (Grades 1-3)***

The primary division programme focuses on the consolidation and mastery of the basic skills in Language Arts (Reading and Writing) and Mathematics. Students who have mastered skills are provided with enrichment opportunities to ensure that all students are challenged and achieving at their level. Wellington Hall students begin developing independence, responsibility and accountability toward their school work and behaviour. Students participating daily in a non-threatening environment which encourages risk taking and self confidence in their academics.

### **Programme Courses**

Language Arts	Reading: Novel Study / Vocabulary / Comprehension Phonic / Spelling (exercises and dictation) Grammar Printing / Cursive Writing Creative and Functional Written Expression Oral Expression Listening
French	Oral Expression / Listening Written Expression
Mathematics	Data Management Patterning Probability Algebra Geometry Spatial Sense Measurement Number Sense & Numeration (computation & problem solving)
Science	
History and Geography	
Physical Education and Health	
The Arts	Musical(choral and recorder) / Visual Arts/ Dramatic Arts
Computer Technology	Key board technique Introductory Word Processing Adjunct to other courses
Study Skills & Life Skills	<ul style="list-style-type: none"><li>▪ time management</li><li>▪ agenda/ daily planning</li><li>▪ test-taking strategies</li><li>▪ oral &amp; written presentation skills</li><li>▪ self editing</li></ul>

## ***Curriculum Outline (grades 4 to 8 )***

Wellington Hall students are guided through the process of developing self direction, independence, and accountability in academic and non- academic situations. They have a strong mastery of both academic courses and in general knowledge.

Students will have progressively developed skills of examination preparation and writing independent research skills (presentation format & organization), time management skills, and a positive attitude toward academic success. These skills and behaviours will prepare students to meet the challenges of higher education.

### Programme Courses

Language Arts	Reading, Novel Study / Vocabulary / Comprehension Phonic / Spelling (exercises and dictation) Grammar Printing / Cursive Writing Creative and Functional Written Expression Oral Expression Listening
French	Oral Expression / Listening Written Expression
Mathematics	Data Management Patterning Probability Algebra Geometry Spatial Sense Measurement Number Sense & Numeration (computation & problem solving) Mathematics competitions (Pythagorus)
Science	Research skills oral and written
History and Geography	Note keeping record skills Current events
Physical Education and Health	
The Arts	Musical (choral and recorder) / Visual Arts/ Dramatic Arts
Computer Technology	Key board technique Enhanced Introductory Word Processing Adjunct to other courses Internet (Responsible Usage) Excel Power Point
Study Skills	time management                      agenda/ daily planning Organization                              notebook / research Test-taking strategies Oral & Written Presentation skills / Self Editing
Life Skills	Learning About Yourself /Caring and Sharing Becoming a Successful Student – <i>The Seven Habits of a Highly Effective Teen</i> Planning Your Future-Secondary course Selection Life After High School

## *Staff Profile: Overview*

Wellington Hall is privileged in having dedicated, caring and competent teachers.

Our teachers come to us from a variety of backgrounds. Wellington Hall recognizes individuals with varied education and teaching experience. As with publicly funded school boards, teachers may be hired based on their expertise in an area or subject, such as French and Physical Education, Art or Music and therefore not all teachers are certified with the Ontario Federation of Teachers. However, all teachers are required to have a degree from a recognized University and / or a teaching certificate from a recognized Teachers College.

All staff and supervisors at Wellington Hall are required to have yearly criminal history checks. The Academy also cross references all prospective teaching staff with the O.F.T. disciplinary review statements before a staff member is employed.