



**Harrison College  
Parent-Teacher Association  
All You Need To Know  
About The School  
2019**



Note: This Guidebook is an initiative of the Parent-Teacher Association of Harrison College and is meant to assist parents with a better understanding of the School, its principles and values. If there is any area of confusion, parents and guardians should seek clarification from the School.

While every effort has been made to avoid printing and other mistakes, there may be some errors. Any mistake or error noted may be brought to the attention of the PTA. Suggestions for the improvement of the information provided is encouraged.

An electronic version is available on the PTA website at [www.harrisoncollegepta.org/resources](http://www.harrisoncollegepta.org/resources).

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## MESSAGE FROM THE PTA PRESIDENT

It is my pleasure to present to you the Harrison College Parent Guidebook. As you will quickly realise, the Guidebook is the answer to many of your questions. In response to members, the PTA Executive has attempted to place in one publication, and in an easy to access format, most, if not all of the information that you will need to reference as a parent at the school. We have tried to get it all in – from rules to customs, from rewards to sanctions!

We have drawn on the official school rules, official correspondence from the school over the years and questions from parents to inform our content. We hope that you will find this publication useful.

To new parents, welcome to Harrison College. We hope this publication aids you and your child/ward in making a smooth transition. We wish you all the very best as you embark on this journey with us, and we assure you that we remain accessible should the publication not provide you with the answers you require on a specific issue.

Yours sincerely

HARRISON COLLEGE PTA

Ayo Burrowes President  
president@harrisoncollegepta.org



## MESSAGE FROM THE PRINCIPAL

Welcome to Harrison College! Congratulations to your son/daughter/ward on becoming a Harrisonian! I trust that your experience with us will be richly rewarding in all spheres of school life.

Our aim is to produce students who are academically successful, well rounded, motivated, curious, thoughtful, caring and who have a thirst for life-long learning while caring deeply about the community, their fellow man and the environment.

As you and your child/ward navigate the waters here at Harrison College, we trust that this Guide Book, which is a symbol of the collaboration between home and school, will assist you on your journey. We have responded to frequently asked questions or misunderstood situations. But of course the document is not exhaustive and will not replace face-to-face interactions with the school authorities.

I wish you and your child/ward every success over the coming years as we strive more and more to improve what we do and how we do things here at KOLIJ, to enhance the atmosphere for staff, students and parents.

Sincerely,

J. Wade

Principal

## **VISION**

“The model for secondary school/sixth form schools in the world”

## **MISSION STATEMENT**

The purpose of Harrison College as a quality school and the cornerstone of a lifelong learning community is to make all of its students academically prepared, self-reliant, curious, thoughtful of others and capable of using their learning towards their own success and for the good of others in our interdependent world.

## **VALUES**

Creativity, Excellence, Integrity, Respect and Service

## THE SCHOOL DAY

The regular School Day consists of 7 periods, with 1 break between periods for lunch. Registration is taken in the classrooms at the start of the School Day and at the end of the lunch period.

**First Bell: 8:40**

**Assembly 8:50 – 9:00**

### Normal Days

9:00 – 9:40	1 <sup>st</sup> Period
9:40 – 10:20	2 <sup>nd</sup> Period
10:20 – 11:00	3 <sup>rd</sup> Period
11:00 – 11:40	4 <sup>th</sup> Period
11:40 – 12:40	Lunch
12:40 – 12:50	Afternoon Registration
12:50 – 1:30	5 <sup>th</sup> Period
1:30 – 2:10	6 <sup>th</sup> Period
2:10 – 2:50	7 <sup>th</sup> Period

## CONTACT, DEPARTMENT & YEAR INFORMATION

Principal's Office - 426-4542

Deputy Principal's Office – 427-2261

Secretary Treasurer's Office - 426-2553

Guidance Counsellor's Office – 437-3025

Staff Room – 426-3487 or 426-4328

**Principal**                      Miss Juanita Wade

**Deputy Principal**        Mr. David McCarthy

### Department Heads

Biology	Mrs. Allison Gamble
Business & Computer Studies	Mrs. Michelle Gibbons
Chemistry	Ms. Victoria Bedford (Ag.)
English	Dr. Martin Alleyne
Foreign Languages	Mrs. Sharon Ellis-Harewood
Geography	Miss Gizelle Forde
History	Mrs. Jacqueline Greaves (Ag.)
Industrial Arts	Mr. Owen Maynard

Fine Arts	Miss Sherridean Skeete (Ag.)
Mathematics	Mr. Patrick Cadogan
Physics	Mr. Derek Griffith

**CVQ Coordinator** - Miss JoyAnn Nurse

**Guidance Counsellor** – Miss Beverley Holder

**Physical Education Curriculum Leader** - Mr. Ryan Leacock

**Information Technology Coordinator** - Captain Randolph Clarke

### Year Heads

1 <sup>st</sup> Year	Mrs. Amoral Soyer
2 <sup>nd</sup> Year	Mr. Andy Toppin (Ag.)
3 <sup>rd</sup> Year	Miss Sophia Chase
4 <sup>th</sup> Year	Ms. Neekaie Beckles-Clarke (Ag.)
5 <sup>th</sup> Year	Mrs. Gloria Haynes
6 <sup>th</sup> Year	Mr. Carl Applewhaite

## **A-Z GUIDE OF HARRISON COLLEGE**

### **ABSENCE FROM SCHOOL**

Any student who has been absent from school must bring a letter of excuse from the parent/guardian on his/her return to school and hand it in to the Form Teacher before rejoining class. Letters should be addressed to the Principal. Only sickness, family bereavement, or very bad weather are normally considered justifiable excuses for absence unless previous permission has been obtained from the Principal. (Refer to Appendix A)

### **ASSEMBLY**

- Monday and Friday – Full Assembly
- Tuesday – House Assembly
- Wednesday – Alternates between Year Assembly and Form assembly
- Thursday – House Assembly

### **BOARD OF MANAGEMENT**

The Board of Management oversees the strategic direction of the school and works in partnership with the Principal and staff.

## BULLYING

At Harrison College we do not tolerate bullying of any kind. Bullying is any behaviour which deliberately intimidates and/or harms other people. It can take many forms:

- **Emotional:** being unfriendly, excluding others, tormenting (e.g. hiding books, threatening gestures)
- **Physical:** pushing, kicking, hitting, punching or any use of violence
- **Racial:** racial taunts, graffiti, gestures
- **Sexual:** unwanted physical contact or sexually abusive comments
- **Verbal:** name-calling, sarcasm, spreading rumours, teasing
- **Cyber:** abuse or threats in emails, Internet chat rooms, social networking sites, instant messaging, and blogs, text messaging, phone calls or the misuse of camera and video facilities.

We believe that in our school community every student and member of staff has the right to be in a safe and secure environment that is free from intimidation or threat from others.

Everyone at Harrison College has the right not to be bullied. Any instance of bullying is therefore dealt with swiftly and firmly. As a parent/guardian, you can help in the following ways:

- Encourage your child to talk about school
- Listen carefully to what your child says about school life

- If your school or becoming unusually silent, try to find out what is troubling him/her child shows any signs of distress, such as suddenly not wanting to attend

If you think your child might be a victim of bullying:

- Contact your child's Form Teacher or the Guidance Counsellor.
- Reassure your child that the school will help and support him/her.
- Work with the school to solve the problem.

If you think your child might be responsible for bullying, do not ignore it.

- Inform the school of your concern.
- Talk to your child about the seriousness of the issue.

## **CLASS REPRESENTATIVES**

Class representatives provide an essential link between the school, the class parents and the PTA and it is desirable that there are 2 per class. The role is not an onerous one, but will greatly assist in the management of any issues or suggestions that class parents may want to draw to the attention of the school via the PTA.



## **COMPLAINTS**

We hope that before you feel the need to make a complaint you will make every effort to raise your concerns directly with the appropriate person. If you are unable to resolve your concerns, you may raise them, verbally or in writing, in the following order:

- Subject Teacher
- Form Teacher
- Year Head
- Deputy Principal
- Principal

## **DESKS**

Each student is provided with a desk in which he or she can store books and possessions. Desks can be fitted with a hasp, staple and lock (supplied by the parent/guardian) for additional security

## **DIARY OF EVENTS**

A diary of events which outlines the dates of various school activities is published at the start of each term and is circulated to the parent body via email and WhatsApp. It is also available on the PTA website:

[www.harrisoncollegepta.org/events](http://www.harrisoncollegepta.org/events).

## **DRUGS**

Harrison College does not permit the possession, use or supply of any illegal or unauthorised legal drug on or near the school premises or at school events (on or off-premise). The curriculum includes drugs education that forms part of the Health and Family Life Education programme. This programme:

- Provides factual information about drugs
- Explores attitudes to the use of drugs
- Aims to equip students with the skills for coping with peer pressure
- Provides information on where to seek help if appropriate.

## **ELECTRONICS**

Calculators and laptops/tablets may be required in classes from the 2<sup>nd</sup> form onwards. Students are advised to have all electronics labelled and to ensure that the devices are stored safely and securely before, during and after school. Permission to use these devices with the exception of calculators however, must be sought from the school.

## **ESSENTIAL EQUIPMENT**

The school provides most text books (some workbooks have to be purchased) and exercise books necessary for lessons, however you must provide the following for your child:

- A large strong bag big enough to hold A4-sized exercise books.

- A pencil case containing black or blue pens (including spares), pencils, eraser, pencil sharpener and ruler.
- Geometry set
- Dictionary
- Games Bag

It is the student's responsibility to bring the correct books for the day's lessons, and any necessary additional requirements such as PE kit, Art and Design/Technology apron, etc. The list of art supplies will be provided by the school at the start of the school term.

## **EXAMS**

### **Promotion**

Promotion examinations are held at the end of every school year to determine whether students in 1<sup>st</sup> to 4<sup>th</sup> forms are promoted to the next form level.

### CCSLC (Caribbean Certificate of Secondary Level Competence)

CCSLC was recently introduced to the school and usually runs from 1<sup>st</sup> to 3<sup>rd</sup> form. See Appendix C.

### CSEC (Caribbean Secondary Education Certificate)

CSEC exams are administered by the Caribbean Examinations Council (CXC). Depending on subject choice, students may sit CSEC exams from as early as 3<sup>rd</sup> form (Religious Studies). Guidelines for CSEC can be found on the CXC website.

### CAPE (Caribbean Advanced Proficiency Examination)

CAPE exams are administered by the Caribbean Examinations Council (CXC) and are sat in the 6<sup>th</sup> form. Guidelines for CAPE can be found on the CXC website.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are a large part of the fabric of Harrison College and every effort is made to ensure that there is an activity which will appeal to your child/ward. A schedule of the year's activities will be posted on the PTA's website at the beginning of the 1<sup>st</sup> term at [www.harrisoncollegepta.org/resources](http://www.harrisoncollegepta.org/resources).

## **FIELD TRIPS**

Parents may be asked to make voluntary contributions towards the cost of a range of activities that take place during the school day, such as visits and practical lessons involving the purchase of ingredients and/or materials.

However, parents/guardians should also be aware that if insufficient students are able to contribute, the full range of trips, visits and activities may not take place.

### **FORM LEVEL MEETINGS**

Each year, Form Level meetings are held to give parents/guardians a chance to speak to teachers about their child/ward's performance. The dates of these meetings are communicated in the Diary of Events.

### **GRADUATION CEREMONY**

The graduation ceremony is planned by a student committee from the graduating class guided by a staff facilitator.

### **GUIDANCE COUNSELLOR**

As part of Harrison College's structure, a counselling service is provided and all visits are confidential. However, should a student make a disclosure which the counsellor has a statutory obligation to pass on, the student will be kept informed.

### **HOUSES – Armstrong (A - Blue), Deighton (B - Red), Collymore, (C - Green), Dalton (D - Yellow)**

For purposes of sports and other activities, your child/ward will be placed into one of the four Houses listed above. Allocation is based on any previous

family attendance at the school and then on a random basis. Your child is encouraged to participate in House activities.

### **LEAVING SCHOOL EARLY**

Any parent/guardian who has requested that his/her child/ward leave school early for the day will receive a Leave of Absence slip from the Principal's office. This slip must be given to the security guard on exiting the school compound.

With the exception of emergency situations, please ensure that you have arranged with your child/ward beforehand to be in the office at the prearranged pickup time. (Refer to Appendix A)

### **LIBRARY**

The Library is open each day from 8.00am to 4:00pm (Mon-Fri). It provides a place for students and staff to carry out research, pursue personal interests, do homework, study or read quietly. Resources are carefully selected to support the school's curriculum. Students are expected to respect the library and its resources, especially as a quiet place of study/work. Borrowing rights may be restricted if the Library's code of conduct is not followed by individual students.

## **LOST PROPERTY**

Please make sure that your child's name is on everything he or she brings to school. If students are unable to find a lost item after a thorough search, they should ask at the Principal's Office at lunchtime or after school. In the same light any items that are found should be taken to the Principal's Office.

## **LUNCHTIME (Canteen and other items on sale)**

A canteen is available for the purchase of snacks, drinks and food before school, at lunch and after school.

## **MEDICATION**

Students who need inhalers are responsible for their administration and should carry them with them for easy access. Students may also be prescribed medication from time-to-time. In all cases parents/guardians should provide a letter informing the Principal of such. Staff members are not authorised to give any medicines to students.

## **MERIT TIES and "COLOURS"**

Merit ties are awarded to students for their outstanding discipline and commitment in clubs (i.e. non-sporting activities) and in their academic work. "Colours" are awarded to students for their commitment and outstanding achievements in sporting activities, discipline and academic achievement.

## **MOBILE PHONES**

As per the Ministry of Education's guidelines, mobile phones are not permitted on school premises.

## **PARENT-TEACHER ASSOCIATION**

Harrison College has a very vibrant PTA and we believe in developing strong partnerships with parents and guardians. All parents and guardians of students at Harrison College are automatically members of the PTA. The PTA meets every last Wednesday of the month during the school terms.

The fee schedule is as follows:

- \$20 - per year – 1 child
- \$30 - per year – family
- \$100 – One-time payment for entire school tenure – 1 child
- \$150 - One-time payment for entire school tenure – family

## **PERSONAL GROOMING and JEWELLERY**

Nail varnish, false, acrylic or gel nails are not permitted.

Hair should be tidy in appearance and of a natural colour with no extremes of cut including shaving or spikes. Long hair for girls should be held back at all times with a black slide or scrunchy.

The following jewellery is allowed: a watch and one pair of small, plain sleepers/stud earrings. No other jewellery should be brought to or worn in



school. Items which are not allowed will be confiscated and placed in the Principals' office. The items can be retrieved after school.

## **PERSONAL PROPERTY**

Students should not bring large sums of money, expensive clothing or valuables of any kind to school. The school cannot accept responsibility for lost, missing or stolen property of any kind. It is important that clothing, school bags, instruments, and other property should never be left unattended anywhere on the school compound.

## **PERSONAL RECORDS**

In order to maintain accurate records, please notify the school and the PTA immediately in writing when changing address, telephone or email details. This will ensure that the school can contact you quickly in an emergency and that you are kept abreast of all PTA activities.

## **PREFECT BODY**

The prefect body consists of approximately 70 students from Upper 6<sup>th</sup>. The selection is done by the staff when the students are in Lower 6<sup>th</sup> with the candidates for Head Boy and Head Girl being interviewed before their selection. In the 3<sup>rd</sup> term when both the Upper and Lower 6<sup>th</sup> students are out on study leave and sitting examinations, sub-prefects are selected from the 4<sup>th</sup> year to fulfill the duties.

## **PUNCTUALITY**

Parents/guardians are responsible for ensuring that students leave home in time to arrive at school punctually by 8:40am. Students who arrive after 8:40am must report to the office before they proceed to class.

## **REPORT CARDS and REPORTS**

Report cards (Blue cards) are distributed at mid-term. These cards have to be signed by the parent/guardian and returned the next school day. End of term reports are distributed on the last day of each term and have a stub which must be signed by parents and returned to school at the beginning of the next term.

## **REWARDS AND SANCTIONS**

### **Year Head's Honour Roll**

To be on the Year Head's Honour Roll, the child must have attained the following results at **mid-term**:

#### **1<sup>st</sup> Form**

'A's (80% or more) in 7 subjects

#### **2<sup>nd</sup> and 3<sup>rd</sup> Form**

'A's (80% or more) in 9 subjects

#### **4<sup>th</sup> Form**

'A's (75% or more) in 5 out of 7 subjects or 6 out of 8 subjects.

## **Principal's Honour Roll (End of Term only)**

The Principal's Honour Roll rewards students for outstanding academic achievement. All students who make the Honour Roll in both terms I and II will be awarded a Merit Pin. These pins are awarded at the final full assembly of either Term I or Term II depending on their availability.

The following criteria are used to determine a student's eligibility:

### **1<sup>st</sup> Form**

'A's (80% or more) in 7 subjects

### **2<sup>nd</sup> and 3<sup>rd</sup> Form**

'A's (80% or more) in 9 subjects

### **4<sup>th</sup> and 5<sup>th</sup> Form**

'A's (75% or more) in 5 out of 7 subjects or 6 out of 8 subjects.

### **6<sup>th</sup> Form**

'A's (75% or more) in 3 out of 4 subjects.

In addition to the above,

- students must pass all subjects (50% or more),
- they must have made the Year Head's Honour Roll at mid-term.

## **Sanctions**

Sanctions include warnings, detentions, conduct report cards (White Cards), contact with parents/guardians and/or meetings with parents/guardians in school. In very serious cases, suspensions or expulsions may be used. Detentions given by a member of staff take priority over other in-school or out-of-school activities including rehearsals, lessons, team practices, games, and clubs.

## **SECURITY**

Security is provided at the school with personnel on duty all day and all night. Students should however be attentive to their personal belongings and endeavour to take all school bags, lunch boxes, sports gear with them on leaving the school in the afternoons.

Please co-operate with the directives of the security personnel whose job it is to ensure the safety and security of all on the compound.

## **SOCIAL MEDIA**

The PTA has a social media presence:

PTA Facebook page – [www.facebook.com/HCPTA/](http://www.facebook.com/HCPTA/)

PTA Instagram page – [@harrisoncolleqepta](https://www.instagram.com/harrisoncolleqepta)

## **SPECIAL EDUCATIONAL NEEDS**

Some students will may require special educational assistance at some time in their school lives. Of these, only a small percentage will require additional support to enable them to experience success. If we believe that your child needs additional support we will contact you to discuss our concerns. If you feel that your child may have special educational needs then please contact the school to ask for advice. In most cases the school will be able to meet your child's needs from within its own resources or may recommend additional assistance from outside the school.

## **SPEECH DAY**

Speech Day, which is held during the course of the 1st term, is used to reward students who have had outstanding performances in academic, sporting and extra-curricular activities in the previous school year.

## **STATIONERY**

Exercise books are distributed on Thursdays at lunch time from the Principal's office. The used book must be signed by the subject teacher before a replacement can be obtained. If a book has been lost, the replacement cost is \$1.00.

## **STUDENT'S COUNCIL**

Harrison College has a very strong Student Council which provides opportunities for a wide range of students to express their ideas and opinions

on many aspects of school life. All year groups are represented. The Council meets regularly to discuss issues raised by students, with the school administration. It also provides peer counselling and peer tutoring services.

## SUBJECTS and CHOICES

### 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> form

1 <sup>st</sup> Form	2 <sup>nd</sup> Form	3 <sup>rd</sup> Form
	HFLE	
	French	
	Spanish	
	Mathematics	
	Physical Education	
	English (Language and Literature)	
		Information Technology
Integrated Science	Integrated Science	Biology Chemistry Physics
Social Studies	Geography History	Geography History
Religious Studies	Religious Studies	Religious Studies* OR Art OR Music OR Technical Drawing AND Workshop (Metalwork and Woodwork)
Art	Art	
Music	Music	
	Workshop (Metalwork and Woodwork)	

\* - If students choose Religious Studies they are expected to sit the CXC CSEC examination at the end of the 3<sup>rd</sup> year.

Students who are desirous of sitting Art or Music in the 5<sup>th</sup> year must choose either subject in the 3<sup>rd</sup> year since each is designed as a 3-year programme.

### 3<sup>rd</sup> to 4<sup>th</sup> form

For the transition from 3<sup>rd</sup> to 4<sup>th</sup> form, the following rules apply:

- Students must study 8 subjects to CSEC level
- English Language, English Literature and Mathematics are compulsory
- Students must choose o 1 Foreign Language from Group A o 1 Social Science from Group B o 1 Natural Science from Group C o 2 free choices from any of the 4 groups

At least <b>ONE</b> subject <b>MUST</b> be chosen from each of <b>Groups A, B and C</b>			
<b>Group A</b>	French	Spanish	
<b>Group B</b>	Geography	History	
<b>Group C</b>	Biology	Chemistry	Physics
<b>Group D</b>	Economics	Information Technology	Music
	Principles of Accounting	Principles of Business	Technical Drawing
	Visual Arts	Woodwork	



## **4<sup>th</sup> and 5<sup>th</sup> Form**

Students pursue the CSEC programme in 4<sup>th</sup> and 5<sup>th</sup> forms. At the end of 5<sup>th</sup> form, students must apply through the Ministry of Education to attend a 6<sup>th</sup> form school. Students are only allowed to apply to pursue subjects in which they attained grade ones at CSEC.

Students who have performed well in 3<sup>rd</sup> form Math may be selected to take an accelerated Math programme where they sit CSEC Math in 4<sup>th</sup> form and CSEC Additional Math in 5<sup>th</sup> form.

## **6<sup>th</sup> Form**

Students must apply to the Ministry of Education in order to be considered for a position in 6<sup>th</sup> form.

In 6<sup>th</sup> form, students pursue the CAPE programme doing Unit 1 of their subject choices along with Communications Studies in Lower 6<sup>th</sup> and Unit 2 of the subject choices along with Caribbean Studies in Upper 6<sup>th</sup>.

See Appendix B for further information.

## **TEXTBOOKS LOAN SCHEME**

Under the textbook loan scheme students are provided with books at the beginning of each year which must be returned at the end of the school year. Any books not returned must be paid for before a student can receive books for the next year. A record of the books and their conditions are issued during the book distribution. It should be kept and used for reference on the return of the books.

## **UNIFORMS**

**Uniforms are available ready-made at Garrec Garments Enterprises and at Cave Shepherd & Co. Ltd.**

**P.E. Uniforms are available from the school at the cost of \$70 on the same day as books are collected.**

While in school or games uniform, it is an offense to:

- Loiter on the road, on, in or outside shops, hotels, business places or places of entertainment of any kind.
- Eat or drink on the street.
- Smoke or drink alcohol on the school premises or in public.
- Fight, swear or behave in a manner unbecoming of the standard expected of a student.

## **Female Students**

## Hair

- Maroon ribbons
- Black, brown or maroon slides / clips / baubles / elastic bands / bandeaux only.
- Girls with long tresses are asked to hold their hair back with plain black or brown slides, clips or baubles.
- Hair extensions, hair colouring or tinting are not permitted.

## Jewellery

- A wrist watch with a plain black, brown, silver or gold strap.
- One pair ONLY of small, matching plain GOLD / SILVER earrings (studs or small sleepers) for girls with pierced ears, worn in lower ear lobe. NO STONES.

## P.E. Uniform – must be worn for P.E. (\* purchased from the school)

- Gold shorts with maroon stripe\*
- Gold shirt with maroon stripe\*
- Soft wear
- Plain white socks

**Female students are allowed to wear long pants under their uniform if they present to the Principal appropriate, written, authoritative requests to state why they should be allowed to do such.**

### Dress, Belt, Socks and Shoes

#### Junior Girls: Forms 1-3

- A loose-fitting A-line dress without a waistline. The hem should **be two inches (2") below the knee.**
- Interfaced notched collar with front short opening.
- Four/Five buttons on the front depending on the length.
- Darts as indicated: 2 front, 2 back and bust darts if necessary.
- Seam down the middle back and front.
- Inside pocket on right side/ 1 ½" hem on sleeves, stitched on the right side.
- Woven belt in the school colours with backing, of one and a half inches (1 ½") with a tow-sided silver buckle.
- Plain brown laced leather shoes with no fancy designs and **with low heels not higher than one inch (1"). No soft wear can be worn with the regulation uniform.**
- Plain white socks capable of **being turned down at least two inches (2") above the ankle after folding.** Absolutely no tube socks or socks with designs.

## Senior Girls: Forms 4 - 6

- White short-sleeved shirt
- Grey skirt, two inches (2") below the knee
- Plain black laced shoes
- Plain ankle-high white socks
- Epaulettes or tie

## **Male Students**

P.E. Uniform – must be worn for P.E. (\* purchased from the school)

- Gold shorts with maroon stripe\*
- Gold shirt with maroon stripe\*
- Soft wear
- Plain white socks Hair
  
- Hair must be neat; cut short with no designs.
- No beards are allowed unless a student has a facial medical condition or honours certain religious regulations.

## Jewellery

- A wrist watch with a plain black, brown, silver or gold strap.

- **Earrings may not be worn while in school uniform or at school.**

### Dress, Belt, Socks and Shoes

#### Junior Males: Forms 1 – 3

- Khaki short pants, worn at the waist with a plain brown belt and ordinary buckle without design.
- Khaki shirt with short sleeves. No tee-shirt may be worn under the shirt.
- School epaulettes
- Long khaki socks \*must be worn with garters to hold them in position below the knee).
- Plain brown laced leather shoes. No high cuts, boots or soft wear.
- Male students are also allowed to wear long khaki pants in the junior year. In such a case, such students must present to the Principal appropriate, written, authoritative requests to state why they should be allowed to do such.

#### Senior Males: Forms 4 – 6

- White short sleeved shirt
- Grey long trousers
- Plain black laced shoes
- Plain white socks

- Epaulettes or tie

**Students who have forgotten their epaulettes or tie or are not wearing correct school shoes are required to obtain a dress excuse from the Deputy Principal or the Year Head.**

## **UNPLANNED CLOSURE OF SCHOOL**

There are times when the school must be closed due to weather, water outages or some similar event. In these cases, communication will be sent out via email, WhatsApp and will be posted on the PTA's Facebook and Instagram pages.

## **VEHICULAR USE**

### **Students (6<sup>th</sup> formers only)**

A student who wishes to park a motor car/cycle on the School premises must submit to the Principal a request for permission to do so by writing from Parent/Guardian and must park only in those places approved by the Principal. A student may be prohibited from driving on the School premises if he/she does not drive slowly and with due care and attention.

## **Drop-off, Pickup and Parking**

**Parents/guardians dropping off and collecting students are asked not to stop or park on the roadway as this can create a back-up of vehicles entering the school compound.** You are asked to be considerate and stop in a designated parking spot to allow your charge to embark/disembark.

## **Idling Vehicles**

Parents/guardians dropping off and collecting students are asked not to allow their cars to idle while waiting to collect their child/ward as vehicle fumes may affect some students and staff.

## **Access to school – gates and hours**

There are 2 gates that allow access to the school – the Roebuck Street gate and the Crumpton Street gate.

### Mornings

- Entry is via Roebuck Street gate only.
- Exit is via Crumpton Street gate only.
- After 9 a.m., the Crumpton Street gate is closed and exit is via Roebuck Street.



## Afternoons

- Access is allowed only after 2:30 pm.
- Entry is via Roebuck Street gate only until 4:00 pm. Two-way traffic is allowed afterwards.
- Exit via Crumpton Street gate only after 2:30 pm. Two-way traffic is allowed afterwards after 4:00 pm.

## **VISITORS**

Visitors are not allowed to go directly to a classroom before, during or after classes. They must report to the Principal's office if they want to see children during the day.

## **WEBSITES**

The website for the school is [www.harrisoncollege.org](http://www.harrisoncollege.org).

The website for the PTA is [www.harrisoncollegepta.org](http://www.harrisoncollegepta.org).

## APPENDICES

### APPENDIX A

#### Sample Excuse Letters

##### Absence

#12 Sample Street  
Parish  
13<sup>th</sup> May 2020

The Principal  
Harrison College  
Crompton Street  
Bridgetown

Dear Madam,

Please excuse John Doe of Form x.y from school yesterday for his absence which was due to .....

Sincerely,

.....  
Jane Doe

**Leaving school early**

#12 Sample Street  
Parish  
13<sup>th</sup> May 2020

The Principal  
Harrison College  
Crompton Street  
Bridgetown

Dear Madam,

I would be grateful if you could please excuse John Doe of Form x.y from school tomorrow as he has to attend .....

Sincerely,

.....

Jane Doe

**School Dress**

#12 Sample Street  
Parish  
13<sup>th</sup> May 2020

The Principal  
Harrison College  
Crumpton Street  
Bridgetown

Dear Madam,

I would be grateful if you could please excuse John Doe of Form x.y with respect to his .... (school shoes, tie, epaulettes, etc.)

Sincerely,

.....

Jane Doe

**Unable to participate in an activity**

#12 Sample Street  
Parish  
13<sup>th</sup> May 2020

The Principal  
Harrison College  
Crumpton Street  
Bridgetown

Dear Madam,

I would be grateful if you could please excuse John Doe of Form x.y from the  
..... activity . This is due to [reason]

Sincerely,

.....

Jane Doe

## APPENDIX B

### CAPE Guidelines

The CAPE requirements as per the Ministry of Education are as follows:

- (1) Students must have a minimum of five (5) subjects or equivalent including English A at CXC General Proficiency Level; and
- (2) A Grade 1 is required in the subjects requested for 6<sup>th</sup> form study.

CAPE SUBJECT	CXC/CSEC PREREQUISITES
<b>Accounting</b>	<b>Principles of Accounts</b>
Agricultural Science	Agricultural Science or Biology
<b>Applied Mathematics</b>	<b>Mathematics</b>
<b>Art &amp; Design</b>	<b>Visual Arts</b>
<b>Biology</b>	<b>Biology, Chemistry, Mathematics</b>
<b>Chemistry</b>	<b>Chemistry, Mathematics</b>
<b>Computer Studies, Information Technology</b>	<b>Mathematics and Information Technology (General Proficiency)</b>
<b>Economics</b>	<b>Mathematics</b>
Entrepreneurship	Principles of Business and Mathematics
<b>Environmental Science</b>	<b>Biology or Geography</b>
Food & Nutrition	Food & Nutrition
<b>French</b>	<b>French and English B</b>

<b>Geography</b>	<b>Mathematics, Geography</b>
<b>GMED - Geometrical and Mechanical Engineering Drawing</b>	<b>Technical Drawing (Mechanical Eng. Option, Mathematics)</b>
Green Engineering	Chemistry, Physics, Mathematics, Industrial Technology
<b>History</b>	<b>Caribbean History</b>
Law	English B or History
<b>Literatures in English</b>	<b>English B</b>
<b>Management of Business</b>	<b>Principles of Accounts, Principles of Business</b>
Performing Arts	Theatre Arts
Physical Education and Sport	Physical Education or Biology/Human and Social Biology
<b>Physics</b>	<b>Physics, Mathematics</b>
<b>Pure Mathematics</b>	<b>Mathematics (in year of exam)</b>
<b>Sociology</b>	<b>Caribbean History, English B or Social Studies</b>
<b>Spanish</b>	<b>Spanish and English B</b>

Highlighted subjects are offered at Harrison College

## 6<sup>th</sup> Form Subject Options at Harrison College

From the list choose three (3) different subjects in any order.

You can choose only one (1) subject from any of the four (4) BANDS. Choose a fourth option in case no entry is gained to one of the first three choices.

BAND A	Applied Mathematics Biology Chemistry Economics Geography Literatures in English
BAND B	Accounting Art and Design Chemistry Literatures in English Physics Pure Mathematics Sociology



BAND C	Biology Building and Mechanical Engineering Drawing Computer Science French History Management of Business Physics Pure Mathematics
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BAND D	Biology Chemistry Environmental Science Physics Pure Mathematics Spanish
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## APPENDIX C

### Caribbean Certificate of Secondary Level Competence (CCSLC) Guidelines

CCSLC was developed by the Caribbean Examinations Council (CXC) in 2007 and it was first offered at Harrison College in 2016.

Harrison College pursues the CCSLC programme in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years, offering **Social Studies, Mathematics, English** and **Integrated Science**. The School aims to have students sit the Social Studies exam at the end of 2<sup>nd</sup> form and the other 3 subjects at the end of 3<sup>rd</sup> form. Silent non-programmable calculators are allowed in the Mathematics exam.

The **exams** are administered by CXC and comprise 50 multiple choice questions which are electronically scored. There are also school-based assessments (**SBA**s) for each subject. The SBAs consist of 5 school-based tasks (one for each of the 5 subject modules) and account for 50% of each subject's assessment.

After every exam sitting, a **Result Slip** is provided by CXC reporting the student's performance on the following 3 point grading scheme:

Composite Score	Grade
75 - 100	Master
50 - 74	Competent
0 - 49	Developing Competence

Students are also required to complete **30 hours of volunteer work**. A record of the service activity must be creatively documented through reflective writing and pictures (booklet/journal/scrapbook/portfolio/pamphlet/brochure) to be presented at the end of the service. Each person/organisation responsible for the service must sign to verify the number of hours satisfactorily completed. The school will organise some group activities, but parents are responsible for ensuring that all 30 hours are completed by the end of 3<sup>rd</sup> form.

In addition, students must be enrolled in an **extra-curricular activity** for at least **2 years**.

## GLOSSARY

- **Big Field** – The playing field located at the Weymouth side of the school. Hosts most cricket, football and track & field events.
- **Cenotaph** – Commemorating those who lost their lives in World Wars I and II. Wreaths are laid at the foot each Remembrance Day.
- **Drain or Dippy** – The canal that runs through the school from Roebuck Street and joins the upper end of the Careenage in Queen’s Park.
- **Quadrangle** – Located outside of the hall and home to the Sandbox Tree.
- **Retreat** – The staff room
- **Small Field** – The playing field located between the school office block and the canteen block.
- **Principal’s Lawn** – The grassy area East of the roadway between the Principal’s office and the Scout Hut where the Gazebo is located.
- **The Boards** – Hanging in the hall, these boards list the school’s Exhibition and Scholarship winners.

## NOTES

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