



Truth Justice Compassion

Venta Preparatory School Parent Handbook 2009 – 2010

Venta Preparatory School
2013 Old Carp Road
Carp (Ottawa)
Ontario K0A 1L0
(613) 839-2175
www.ventapreparatoryschool.com

“Let the Talent Soar”

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SECTION 1 - OVERVIEW

Mission of Venta Preparatory School

The Mission of Venta Preparatory School is to enable its students to develop their personal potential:

- Physically
- Intellectually
- Socially
- Spiritually

Goal

Our goal is to educate the whole child. We achieve this by applying the three basic tenets of our programme with equal emphasis:

- The academic curriculum
- The social environment
- The development of self-discipline and a strong work ethic

Staff

School Psychologist / Founder

Dr. Agatha Sidlauskas

School Principal

Marilyn Mansfield

Director of Operations / Dean of Students / Senior School Teacher

Sean Hopper

Director of Studies / Senior School Teacher

Shaun Quinn

Director of Public Relations and Enrollment

Tracey Quinn

Administrative Assistant

Daphne Whiting

Business Manager

Anita Hopper

Residential House Parent

Sheila Berrigan

Music Teacher

Sarah Kennedy

French Teacher

Junior School Teachers

Kristin Anderson
Misha Costescu
Victoria Fowler
Erin McCambridge
Emily Mosher
Aaron McDonald
Jennifer Thorvaldson

Senior School Teachers

Anne Moore
Michael Spratt

Tutor / Assistant Art Teacher

Gillian Mattock (Art)
Jane MacLeod
Julie Curry

Staff Telephone and E-mail Directory

School office hours are Monday to Friday 9:00 a.m.– 4:00 p.m. After hours, messages may be left on the school's main number (613) 839-2175 Ext. 0. Calls will be returned as promptly as possible. The school's fax number is 613-839-1956. Please refer to the guidelines for e-mail use at Venta on page 25.

<u>Staff</u>	<u>Extension #</u>	<u>E-Mail Address</u>
Art Building	222	
Berrigan, Sheila	238	sberrigan@ventapreparatoryschool.com
Kennedy, Sarah	236	skennedy@ventapreparatoryschool.com
Hopper, Anita	244	ahopper@ventapreparatoryschool.com
Hopper, Sean	225	
Mansfield, Marilyn	223	mmansfield@ventapreparatoryschool.com
McCambridge, Erin	305	emccambridge@ventapreparatoryschool.com
Office (Daphne Whiting)	221	office@ventapreparatoryschool.com
Quinn, Shaun	224	squinn@ventapreparatoryschool.com
Quinn, Tracey	240	info@ventapreparatoryschool.com
Sidlauskas, Dr. Agatha	229	
Thorvaldson, Jennifer	248	jtaylor@ventapreparatoryschool.com

The following staff members have a voice mailbox only. You can leave a message by entering their extension # when prompted by the voice mail system.

<u>Staff</u>	<u>Mailbox #</u>	<u>E-Mail Addresses</u>
Anderson, Kristin	310	kanderson@ventapreparatoryschool.com
Esposito, Elysa	304	eesposito@ventapreparatoryschool.com
Costescu, Misha	314	mcostescu@ventapreparatoryschool.com
Fowler, Victoria	311	vfowler@ventapreparatoryschool.com
Mattock, Gillian	312	
Mosher, Emily	310	emosher@ventapreparatoryschool.com
MacLeod, Jane	241	jmacleod@ventapreparatoryschool.com
McDonald, Aaron	301	amcdonald@ventapreparatoryschool.com
Moore, Anne	232	amoore@ventapreparatoryschool.com
Spratt, Mike	307	mspratt@ventapreparatoryschool.com

Student Telephone: Extension 234

The student telephone is located in the reception area and is available to boarding students on Wednesday evenings and on week-ends. If you would like to speak to a boarding student, please leave a message in Sheila Berrigan's mailbox **Extension 238**.

Communication with the School

If, at any time, you have concerns about a student's progress or behaviour, please contact Mr. Sean Hopper, Dean of Students (Extension 225). If the concern is academic please call Mr. Shaun Quinn, Director of Studies (Extension 224). If the teachers wish to contact you they will do so through Mr. Quinn. If we encounter any disciplinary problems with your child, Mr. Hopper will contact you directly, if we deem it appropriate. Queries about fees, statements or any general issues regarding the school and the students, should be made directly to the Principal. If she is not available, please leave a message with Mrs. Daphne Whiting, at Extension 0.

Board of Directors

Venta Preparatory School is a registered non-profit charitable organization (Revenue Canada Business number 108169830RP0001). As such, the school has a Board of Directors. The Board is not involved in the daily operations of the School. Operating at arms length from the School, the Board guides and directs the Principal and ultimately the staff in the fulfillment of Venta's mission statement, goals and long-range plans.

Reports are presented to the Board from the Principal during Board meetings. The Board meets 2-3 times per year and approves school fees, staff salaries and the School's operational budget.

Secretary (Ex-Officio)	Miss Marilyn Mansfield
Director	Dr. Agatha E. Sidlauskas
Chairman	Mr. Peter Finnegan
Director	Mr. John J. Watters
Director	Mr. Paul O'Leary
Director	Mrs. Irena Mandaric-Kaye
Director	Ms. Sharon Walter
Director	Ms. Jennifer Thomson

Re-Enrollment Process

In order that the school may plan for the following school year, all parents are required to complete and return an Intention to Re-Enroll form in early January. Completion of this form does not constitute a binding agreement. It is meant only to clarify parental intentions and provide preliminary enrollment numbers for the following year. A formal offer of re-registration is made only when the registration forms are sent to parents in February. At that point, parents are asked to fill in the necessary forms and return them to the school with post-dated cheques, by March 1st. Registration forms must be completed in full, each year.

Open House

The school hosts an Open House, for prospective parents, three times per year. A more formal Open House typically takes place in late January. A handful of current and former parents and students are invited to help facilitate the evening and provide information to prospective families. Parents are welcome to invite, to this event, any friends, co-workers or family members who have expressed an interest in Venta.

SECTION 2 – ACADEMICS

Venta offers an enriched and challenging academic programme that meets and exceeds the Ontario Ministry of Education and Training Guidelines. Music and physical education are required courses for all students, up to and including grade 10. Teachers are able to expand on and enhance the programme of study for each individual student. At the intermediate and senior levels, the teaching of research methodology and study skills is integrated into each subject.

We believe that it is most important to teach children how to learn and to give them a love of learning. The formation of good work habits and methods of learning is essential. Students must be motivated and responsible.

Only in small classes and with teachers who understand each child's personality, can the student feel secure and develop his or her potential to the fullest. Venta gives its students the challenge of mental and emotional growth by encouraging not only the acquisition of knowledge and skills, but also cultivation of the thinking process, nurturing of wisdom, discipline of will-power and the desire to learn. Venta develops its students' talents - following the school motto "**Let the Talent Soar!**"

Junior Programme – Grades 1-7

Information about the content of each subject is available in the course calendar provided to each family at the beginning of each school year.

Homework

These periods are supervised by the classroom teachers, who are aware of individual needs; the fact that the teacher who assigned the work conducts the study is a tremendous advantage, as it allows for instruction, reinforcement and enrichment as needed. As well, organizational skills are developed. Notebooks are checked for content and presentation and each student is responsible for his/her personal area. In Junior 1 and Junior 2, due to age, students complete all their work in classroom hours; there is no formal study period.

Assignments are expected to be completed in the study period. Occasionally, students may be expected to augment skills at home: for example – prepare a speech or research a project. At times, it may be necessary to practise certain skills such as oral reading. In these instances, the teacher will be in touch with parents.

Parents are welcome to review their child's work at any time. If you would like feedback and / or an explanation of what is being taught, we recommend calling the subject teacher(s) to arrange a time to review your child's work.

Transition Year – Grade 8

Grade eight is considered a transition year during which the students become aware of the differences between junior school, and grades nine and ten. At this time, students are introduced to specialist teachers, in a modified way.

In an attempt to encourage independence, students will begin to complete some assignments at home. We encourage parents to check their child's daily agenda, which indicates the current and long-term assignments. Parents should be a "presence" at this important time. Homework is best completed in a quiet, controlled environment where an adult, who is similarly occupied, is present. The location should be the same every night and the time allocated for completion should be approximately one and a half hours.

Senior Programme – Grades 9-10

Information about the content of each subject is available in the course calendar provided to each family at the beginning of each school year.

Because we grant Ontario Secondary School Diploma (O.S.S.D.) credits, the Grade 9 & 10 curriculum is subject to a biennial inspection by an official from the Ontario Ministry of Education and Training.

Assessment and Evaluation

Throughout the academic year, student work will be evaluated (70%) and one set of examinations will be administered (30%). For major assignments, teachers will use the achievement charts provided with the provincial curriculum guides. Copies of these charts are included in the individual course outlines distributed to all students.

The following is an explanation of each level:

Level 4	80-100%	Above provincial standard – very high to outstanding level of achievement
Level 3	70-79%	Provincial standard – high level of achievement; at provincial level; prepared for work at the next grade level
Level 2	60-69%	Approaching provincial standard; moderate level of achievement
Level 1	50-59%	Below provincial standard; passable

The final grade for each course in Grades 9 & 10 will be determined as follows:

- Seventy per cent of the grade will be based on evaluations conducted throughout the year. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- Thirty per cent of the grade will be based on a final evaluation in the form of an examination, performance, essay and/or other method of evaluation suitable to the course content and administered towards the end of the course.

Community Involvement

As part of the O.S.S.D. diploma requirements, students must complete a minimum of 40 hours of volunteer work within the community. Approval must be given by the Principal or the Director of Studies, before students begin their activities. These activities may be completed at any time during the secondary programme, but it is strongly recommended they begin in Grade 9. The community work must take place outside of normal instructional hours.

Records of student community service involvement are maintained by Venta and passed on to the next school.

Senior Study

In the senior school, students are expected to complete an average of one and one-half to two hours of study each evening. If parents or students prefer that this study take place at Venta, this must be arranged with the Director of Studies/or the Dean of Students.

French Programme - *Le Français at Venta*

Venta students are involved in a French programme designed to meet their individual academic needs, in an engaging atmosphere which is structured to develop creative and accurate linguistic competency. French is the language of communication during all oral re-inforcement classes, so students can practise speaking in French and hearing French spoken consistently. Language experimentation is highly encouraged in order to develop, through error correction, a greater degree of fluency. Language skills are learned in an atmosphere in which communication is encouraged as the basis for developing more complex reading and writing skills.

Venta's French programme is specifically designed to ensure, first and foremost, that all students develop the confidence to communicate in French, and the skills to read and write accurately and consistently. Lessons are presented in a highly supportive environment in which speaking skills are gradually introduced, continuously practised and consolidated. These skills are concurrently supported and enhanced with the

introduction and refinement, to an advanced level, of reading and writing, based upon Ontario Ministry of Education learning expectations. Learning activities contain a balance of oral communication, reading and writing skills taught in contexts that reflect the students' interests and concerns. In this way, students are encouraged to apply their knowledge of French to situations that are meaningful to them. Additionally, through cognitive grammar exercises, students develop the basic understanding of the language necessary to progress with a high level of linguistic accuracy.

Venta's French programme supports all learners, from beginners to students with previous immersion experience. Each student is challenged to develop and enhance his or her skills using a wide range of resources, including conversation with the teacher and others in class, French text books, novels from the school library and research sources, including the Internet.

Music Programme and School Band

Music is an integral part of the academic programme at Venta. The programme begins with the Orff and Kodaly methods of tonal and rhythmic training, which focus on the child's ability to listen, to match tones between instruments and to transpose a melody or rhythm from one instrument to another. This programme allows the child to play as a confident soloist, as well as a member of the group, hence socialization. Singing is included in the programme, which allows for listening to one's own voice, learning to master voice control and translating this mastery into the harmony and melody of song.

School Band

All students from Junior 5 to 10 are members of the school band. As much as possible, students are assigned an instrument, which suits their learning style.

The band performs at school functions and often takes part in the annual Musicfest regional competition. Band members are evaluated on their ability to work in an ensemble, focusing on their understanding of balance and sectional co-operation. They are also evaluated on their individual progress focusing on their ability to play specific articulations, key signatures, and a variety of styled pieces.

Instruments

The band consists of woodwind, percussion and brass instruments. It is recommended that parents rent their child's instrument from St. John's Music.

St. John's Music
1541 Merivale Road
Ottawa, ON
Phone: 613-722-1021

Parents can contact the supplier directly and set up a contract for the terms and conditions of the rental. The cost of renting an instrument can vary from approximately \$25.00 / month (example - flute, clarinet, trumpet, trombone) to \$30.00 / month (example

- tenor sax). The cost varies depending upon whether the instrument is: "new", "almost new" or "used".

St. John's come to the school on a weekly basis to pickup instruments that need to be repaired. It is recommended that parents invest in insurance offered by St. John's that covers damage sustained to the instrument. Please note that supplies such as reeds and valve oil are not provided.

Visual Arts Programme

The teaching of Visual Arts at Venta helps develop creativity and spatial understanding in our students. It also enhances learning and has a positive carry over to other subject areas. In the art history aspect of the senior level courses students develop an appreciation of the work of artists from the earliest times to the present. Through teacher lectures, video, pictures, books and visits to art galleries, they are provided with an opportunity to fully develop an appreciation and knowledge of paintings, sculpture and architecture.

Art theory is also an important part of the programme. Students are taught about the elements and principles of art so that they have a more informed approach to their understanding of what constitutes a beautiful work of art, as well as being able to use this knowledge in creating their own art works.

At Venta we do not just assume that creativity is an end in itself. Through lessons and demonstrations on how to use various media and with exposure to many different types of material the students are able to experiment and develop the skills needed to fully explore their own creativity.

Classes are taught by teachers who are also artists in their own right and who work as much as possible on a one to one basis showing each child how to achieve the best effect in their studio work.

Annually, students display their art work at the Vent Art Exhibition. Furthermore, Junior students submit art work for the Canadian Legion Remembrance Day and Canada Day Poster Challenge. Senior students take part in the Ottawa Young at Art Competition in which they compete with other teenagers from the entire National Capital region.

An annual fee is charged for art supplies. Although the amount does not cover the total cost, it is geared to the cost of supplies at each grade level.

Sports Programme

The underlying philosophy of Venta's daily Physical Education programme is "healthy body - healthy mind". Our goal is to instill in the students a life-long habit of regular physical activity, which will enhance their physical and mental well-being.

Competence rather than competition is our approach in the classroom and on the playing field. All students, regardless of age or ability, are instructed in team sports.

They also participate in snowshoeing, skating and skiing. The annual ski trip is integrated into the Physical Education programme. In all of these activities there is a three-fold aim of refining the body, teaching skills and instilling the habits of good sportsmanship

The Phys. Ed. Programme usually takes place outside, on a number of well-maintained areas developed for specific activities and sports: soccer, football, baseball, hockey, broomball, ringette, track and field, basketball and snowshoeing are some examples.

Students are grouped for instruction at appropriate levels. Grades 9 and 10 are together, but the programme is designed so that content differences between the two grades is accommodated. The same practice is followed for the combination of grades 7/8, Junior 3/4 and Junior 1/2. Health instruction is delivered to the aforementioned groupings with the same proviso as with physical activities. Occasionally, inclement weather necessitates an indoor period. The daily Phys. Ed. classes are mandatory for all students.

Following the Christmas break, students are required to bring the following items to school in order to participate fully in the winter sports activities:

- Skates and Hockey stick
- Hockey helmet with face mask

Evaluation

Report Cards

The student's progress is reported to parents three times during the course of the academic year, following the completion of each term.

Marks for students in Junior 1 to Junior 4 are presented as levels. For students in Junior 5 to Grade 10 two columns in the report – Term and Exam – reflect the student's application to day by day work (term mark) and their ability to give an account of what they have learned throughout the year (examination mark). Marks are presented as percentages for both term and exam. Term marks are given more weight (70%), than exam marks (30%).

Progress Reports

The learning process does not depend on natural endowment alone. The ability to learn, calls for total personal commitment on the part of the student. Twice a year, in December and April, parents receive anecdotal reports in which the teachers describe the content of the courses, outline the methodologies employed, and comment on the student's progress. These reports are a means of enhancing parental participation in the educational process. The student's attitudes in class and his/her behaviour at school must be dealt with in close cooperation with the parents.

Furthermore, there will be three interim reports and three scheduled parent classroom visits. The reports are designed to give parents a brief overview of their child's progress in terms of learning skills. The classroom visits provide parents with the opportunity to review school work and participate in a student-led conference.

Honour Role

At the end of each term, names of all students who have earned average marks of 80%, are announced in a student assembly. Lists of these exemplary academic achievers are displayed in a prominent position throughout the next term. There is no external award for this distinction; an awareness of having performed to the best of one's ability is the important factor. Academic scholarships are awarded at the Closing Ceremonies in June. At this time, consideration is given to previous performance.

List of Distinction

Rewards not contingent upon the child's personal effort are discouraged. However, students need tangible markers to see the results of their efforts. In an attempt to meet this need, a List of Distinction (See Appendix 5 and 6) has been introduced. In a weekly meeting, the teachers reward students who persist at hard work and fulfill their responsibilities, by placing them on the "List", which is displayed in a prominent location.

To be recognized for the List of Distinction, students must strive to do their personal best. If a student performs far below their personal potential or fails to complete assigned work, the student will automatically receive a "Needs Improvement"/"2" in their daily agenda.

If the staff is concerned about a student's performance, the Director of Studies will be in touch with the parents. An interview might be set up, or a request made that a day student remain at school for the supervised evening study. A decision about the best course of action is made in consultation with the parents of the students concerned.

Academic Communication / Feedback

All students from grade 3 to grade 10 are issued with an agenda at the beginning of the academic year. At the end of each class, assignments are noted. Teachers check that these notations are accurate and complete. At this time, teachers give the student a numeric mark (1 to 4) and write a brief comment. The mark is reflective of preparedness, participation, attitude and achievement. Parents are able to learn a great deal about daily progress by referring to these remarks. The List of Distinction is determined from these evaluations. Students should be encouraged to show their agenda to their parents each evening. Ratings for students in grades 1-2 are kept by the classroom teacher. If the student is placed on the List of Distinction, his/her homeroom teacher will notify the parent(s).

If the staff is concerned that a student is lagging behind academically, and displaying behaviours not conducive to a good performance, the decision may be made to place the student on “daily” report. The Dean of Students checks the “daily” three times a day. His role, at this time, is essentially to encourage; he makes himself available to the students to discuss any concerns, and stays in close contact with the parents.

Parent / Teacher Interviews

Mid-way through the first and third terms, interviews will be set up with parents. All appropriate teachers, the Director of Studies, Director of Operations/Dean of Students and the Principal will attend. These meetings are one half hour in duration. A telephone conference can be arranged with those parents unable to attend.

If parents have issues they wish to discuss with teachers after reading their child’s reports, they are encouraged to call the Director of Studies. The Director of Studies may also contact parents for individual interviews if the teachers feel that more discussion is needed. Parents are always free to contact the Director of Studies to set up additional meetings throughout the year.

Student Assessment

For senior grades, a formal assessment is scheduled in June. However, teachers may decide to use some other form of evaluation in order to assess learning. The assessment schedule is posted on the school’s website under the Current Parents section, and distributed to the students.

In Junior classes, teachers often decide that tests or presentations are appropriate assessment tools.

Students are dismissed at 4:15 p.m. during the assessment period, unless otherwise notified. They may be picked up at that time however, there will be supervision provided until 5:30 p.m.

Computer Use and Keyboarding

All classes except for Junior 1 have access to the Computer Lab. Each student is given an account, which includes a username, password and a personal folder. The computers are used (under teacher supervision), on a regular basis for research, keyboarding and in the case of senior students, for certain formal assignments. We are committed to the acquisition of basic skills; students are first taught how to present a neatly written assignment and only then can they earn the privilege of using a computer to complete their assignments. This typically happens at the Grade 8 level.

Senior students use a variety of software, in both the classrooms and the Computer Lab to enhance their learning.

The Internet is available to students, but restricted to research only. Sites are filtered by a firewall for security. In general, students do not have regular access to e-mail.

Language Lab

In short, the purpose of the Tomatis Method is to improve and reduce listening related problems. The use of the cybernetic, sound-enhancing tool – the Electronic Ear – is to help the child to hear and to listen to his own improved voice, which is electronically adjusted in frequency range and level of loudness.

At the present time the Language Lab is used for enhancing the reading progress in Junior 1 and Junior 2 and also for individual tutorials.

Regular Events

Over the years, certain events have become a fixture of the academic year. They contribute to the curriculum, and present our students with an opportunity to meet their peers from other schools in friendly competition.

In the first term, the Royal Canadian Legion sponsors a writing and poster competition. The theme is Remembrance and Venta students have been successful in a number of categories. A public speaking contest is held annually towards the end of the first term.

The school alternates between annual Science and Heritage fairs. The latter celebrates Canadian culture, history and geography. Each is positioned to send students forward to regional fairs. A specified number of winners from grade 7 to grade 10 and from grade 4 to 8, proceed to the Regional Science and Heritage Fairs, respectively.

In each of these events, guest judges are invited to choose school winners. These outside arbiters provide objectivity and a sense of occasion. However, Venta teachers will provide input regarding preparedness and work habits.

Take Our Kids to Work

This programme is designed to give Grade 9 students an insight into the working world. They learn first hand about careers, and become conscious of choices for further education. Often local businesses and government offices plan events which help to showcase a variety of related career choices. With advance notice, the Director of Studies will arrange appropriate visits for boarding students.

Other events include, but are not limited to:

Hallowe'en Party

Each year the students and staff organize a Hallowe'en party. On the day of the party, the students bring their costumes to school and change into them after lunch. If the

Hallowe'en party falls on Hallowe'en day, the students can be picked up at 4:30 p.m. so they can continue celebrating with their friends. Boarding students have an early supper and then go "trick or treating" as a group.

Christmas Concert

Parents and friends are also invited to attend the Christmas Concert, which takes place the last day of school before the December holiday. The Concert begins at 1:00 p.m. and is followed by the Christmas Craft Sale. Make sure to note the date on your calendar as this is always one of our more popular events!

Graduate's Dinner and Dance

The graduates (Grade 10) dinner and dance is held on the evening before the last day of school. The dinner for Grade 10 students and their families takes place at 6:30 p.m. in the Dining Hall. All students are invited to join the graduates for the grad dance after supper (8:00 p.m.) in the Music Room. Parents are encouraged to attend the dance to help with supervision.

Closing Ceremonies

The Closing Ceremonies take place in the Music Room at 1:00 p.m. on the last day of school and are followed by a reception in the Dining Hall. The ceremony is divided into two parts: an awards ceremony for returning students and a Graduation Ceremony for grade 10 students. All parents should try to attend.

Off-Site Field Trips

Off site field trips are an integral part of the academic programme at Venta. Access to local museums, art galleries and theatres, allows teachers to expose the students to appropriate enrichment. Parents are notified about upcoming field trips, in advance, by the subject teacher. Parents will be billed, if there is an additional cost associated with the field trips. Please be assured that we always endeavor to keep the expenses minimal.

SECTION 3 - FINANCIAL INFORMATION

PAYMENT SCHEDULE : 2009-2010

<u>CIRCLE YOUR OPTION</u>→	Payment: Option 1 FULL PAYMENT: MARCH 2/09	Payment: Option 2 5 INSTALLMENTS	Payment: Option 3 10 MONTHLY PAYMENTS
<i>Day students SK – Grade 7</i>	Due March 2/09 \$15,845	March 2 \$3,269 May 1 \$3,269 July 1 \$3,269 September 1 \$3,269 November 30 \$3,269 Total: \$16,345	March 2 \$3,845 +10 post-dated cheques of \$1,300 dated September 1, 2009 to June 1, 2010 Total: \$16,845
<i>Day Students Grade 8-10</i>	Due March 2/09 \$17,360	March 2 \$3,572 May 1 \$3,572 July 1 \$3,572 September 1 \$3,572 Nov. 30 \$3,572 Total: \$17,860	March 2 \$4,360 +10 post-dated cheques of \$1,400 dated September 1, 2009 to June 1, 2010 Total: \$18,360
<i>Boarders SK – Grade 7</i>	Due March 2/09 \$29,245	March 2 \$6,049 May 1 \$6,049 July 1 \$6,049 September 1 \$6,049 Nov. 30 \$6,049 Total: \$30,245	March 2 \$6,745 +10 post-dated cheques of \$2,400 dated September 1, 2009 to June 1, 2010 Total: \$30,745
<i>Boarders Grade 8-10</i>	Due March 2/09 \$30,760	March 2 \$6,352 May 1 \$6,352 July 1 \$6,352 September 1 \$6,352 November 30 \$6,352 Total: \$31,760	March 2 \$8,260 +10 post-dated cheques of \$2,400 dated September 1, 2009 to June 1, 2010 Total: \$32,260

IF YOUR CHILD IS A WEEK-END BOARDER THERE IS A FLAT FEE OF \$2,500.00 DUE IN FULL ON SEPTEMBER 1, 2009. OCCASIONAL WEEKENDS FOR WEEKLY BOARDERS WILL BE CHARGED AT \$150.00 PER WEEK-END. If payment of all tuition fees is made **in full by March 1/09** there will be an early payment discount. For an additional charge, fees may be paid in ten monthly instalments (Option 3). All fees and the additional service charges MUST be paid by June 1, 2009. Fees are due and payable on the date shown. Interest will be charged on overdue accounts at the rate of 2% a month. For students who register after August 1, 2009 we request that fees payable prior to the date of registration be paid in full upon registration. ***When two children in a family are enrolled at Venta at the same time, a reduction of 10% is allowed for the second child. A reduction of 15% is allowed for the third child in the family.***

Fees for students who do not hold Canadian passports or with parents living outside Canada, must be paid in full before school begins in September. After the School receives the fees, a formal letter of acceptance to the parents will be issued. This letter will facilitate the processing of the student's application at missions abroad and ports of entry, as well as future applications for extensions of student authorizations in Canada. Non-Canadian students who are not landed immigrants/permanent residents, must have a valid student visa to attend school. Overseas students are therefore advised to arrive in Ottawa in mid-August to complete the paperwork required. Out of country students are encouraged to obtain supplementary health insurance to cover the cost of medical treatment. For more information about this process, please visit the Citizenship and Immigration Canada website: www.cicnet.ci.gc.ca

Schedule of Additional Charges

Additional charges for student activities and expenses at the school are estimated to cost between \$800 (for Day students) and \$1,500 (for Boarders). These additional charges will be billed to the students' personal accounts as they occur. Items falling under this category include, but are not restricted to: ski trip, ski passes for week-end boarders, rental of sports equipment (i.e. skis, ski boots, etc.), rental of band instruments and supplies, art supplies, travel expenses, extra-curricular activities, clothing items, personal supplies, haircuts, cash advances, long-distance telephone or courier charges, medical and dental expenses, and rental fees for some text books not covered by the tuition fee.

- Individual over-night stays, if space is available, will be charged at \$35.00 per day. (Maximum of 10 nights per year at this rate).
- Individual week-ends will be charged at the rate of \$150.00.
- Individual tutorials and "Electronic Ear" sessions may be offered by prior arrangement with the parents concerned, and will be charged at the rate of \$25.00 per hour.
- Individual meals for day students will be charged at the rate of \$3.00 for breakfast and \$5.00 for supper.

Accounts Outstanding

A student whose account has not been paid in full by the end of the current term will not be permitted to return to the school. Before re-admittance, payment of the fee for the remainder of the academic year is required.

Cancellation, Dismissal and Withdrawal

In the event of withdrawal for any reason, parents, guardians, or others accepting financial responsibility for the payment of fees must give notice in writing to the Principal as follows:

1. If written notice of withdrawal is received on or before May 1, 2009, 20% of the full year's tuition fee is payable.
2. If written notice of withdrawal is received on or before July 1, 2009, 40% of the full year's tuition fee is payable.
3. If written notice of withdrawal is received on or before October 1, 2009, whether the student leaves during or at the end of the first term, 60% of the full year's tuition fee is payable.
4. In the event a notice of withdrawal is received after October 1, 2009, the full year's tuition is payable.
5. Boarding fees are payable, subject to conditions 1, 2, 3 and 4 above, in the event of a change of status from boarder to day student. In this situation, enrollment as a day student cannot be guaranteed.
6. Students registered on or after January 1, 2010 must pay the agreed upon tuition **fee** in full upon registration.

The Board of Directors reserves to the Principal of Venta, the right to request, **at any time**, the immediate withdrawal of any student whose presence in the school is considered undesirable; in such an event, fees are payable as described above.

Credit Card Payments

Parents have the option of charging the school fees to Visa. However, Visa charges the school an interest fee (Visa Merchant Rate) and this fee will be passed on to the parents. There is, therefore an additional charge of 4 - 5% added to each invoice amount paid by Visa.

Statement of Account

Statements of Account are prepared regularly and sent to families via e-mail (if applicable). Otherwise, statements will be mailed or faxed. Statements are usually sent

quarterly. Updates on accounts can be obtained by calling Mrs. Anita Hopper on ext 244.

NSF Cheques

There is a \$25.00 fee for an NSF cheque. In this case, the school reserves the right to request certified cheques only.

Scholarships

Returning students are eligible to receive one of four scholarships that are awarded on an annual basis. Scholarship recipients will receive an account credit in the amount of the scholarship.

Founder's Scholarship (Grade 8-9): Awarded for overall academic excellence and work ethic. Value \$2,500.00

Founder's Scholarship (All Grades): Awarded for overall academic excellence, work ethic and progress. Value \$2,500.00

Tommy Martineau Scholarship (All Grades): Awarded for school spirit. Value \$1,000.00

Valerie Kluska Scholarship (All Grades): Awarded for excellence in music. Value \$1,000.00

Revered E.E. Green Merit Award (All Grades): Awarded for strength of character, consistent effort, and a positive attitude toward learning which led to significant progress in academic achievement. Value \$2000.00

The School is required, by Revenue Canada regulations, to issue a T4-A to parents for the amount of any scholarships received by a student.

Income Tax Receipts

Official receipts for income tax purposes are issued in February. According to our information, 40% of the tuition paid to Venta Preparatory School is eligible as a Child Care Expense for income tax purposes for our day students. In the case of boarders, a credit is issued for the published room and board portion of the tuition, although this may exceed the amount allowable by Revenue Canada for children attending boarding schools.

SECTION 4 - POLICIES AND PROCEDURES

Code Of Behaviour and Disciplinary Procedures

Venta Preparatory School is committed to the ideal of developing fully each child's potential – physically, intellectually, socially and spiritually. The following code of student behaviour is viewed as a means of developing self-awareness and self-discipline and of maintaining a safe and orderly school environment for all students.

Students are expected to:

Be **punctual** for classes, meals, assemblies and all other school activities. If a student is late for any activity he/she inconveniences the teacher, disturbs the other students and misses valuable instruction time.

Show **respect for authority** by complying with the rules of the school and the expectations of the staff. The rules that have been established are based on respect for self and for others.

Show **respect for peers** by being courteous and considerate in their dealings with other students.

Show **respect for property** by treating the School grounds, buildings and all the School property with the same respect normally given to their valued personal property.

Be **prepared for classes** by having notebooks, textbooks and all materials that the teacher has indicated are necessary; having homework completed on time; having assignments submitted on due dates; preparing for tests and examinations.

Be **properly attired** in the school uniform. For students in grades 9 and 10, classroom wear includes the School blazer, tie and trousers for boys and the School blazer, tie and kilt for girls. Students in Grades 1-8 wear the same uniform with the School sweaters rather than blazers.

Academic Performance

Learning requires responsibility, self-discipline, and positive interaction in the group: between students and their teachers, and also with each other. Learning also demands the acceptance of the adult/child relationship. Teachers must accommodate their teaching to the students' levels of ability. Students must learn to accept guidance, to listen to instruction, to communicate and to invest their best effort in their work on a daily basis.

Comportment

Students who do not obey the school's code of behavior, in areas other than academic performance or whose behavior is disruptive to an orderly learning environment, may be removed from the classroom and be required to report to the Dean of Students.

Smoking, Alcohol and Non-prescription Drugs

Smoking and the consumption of alcohol for individuals under nineteen (in Ontario), and the use of non-prescription (prohibited) drugs are illegal activities. Students who use any of these substances on school grounds or during school sponsored activities, or who bring such substances to the school, will face serious disciplinary measures.

Students who do not follow the above outlined code of behaviour, will face consequences to be determined by the Dean of Students and the Director of Studies, in consultation with the Principal.

For academic performance, the student may be required to spend time in detention or be placed on Daily Report.

For violations of behaviour, which are non-academic, the Dean of Students may assign periods of strenuous physical activity.

For issues involving smoking, drugs or alcohol, the student may be placed on internal suspension, which involves isolation from the other students, strenuous physical activity during classroom hours and supervised evening study to make up for missed academic classes. Parents will always be consulted before their child is placed on internal suspension.

Serious behavioural issues, which have not or cannot be resolved using the above outlined disciplinary measures, may result in the suspension or expulsion of the student. The Board of Directors reserves, to the Principal, the right to request at any time, the immediate withdrawal of any student whose presence at the school is considered undesirable, or in any way a threat to the safety and/or well-being of the other students.

In the event of the expulsion or withdrawal of a student, all fees for the year are payable in full. Requests for exceptions to this regulation must be submitted to the Board of Directors, in writing, within seven days of the student leaving the school and they will be considered in view of the individual circumstances. (Please refer to Section 3 – Cancellation, Dismissal and Withdrawal)

Bullying

Venta Preparatory School endeavours to provide a safe and secure environment for all individuals. Every student at Venta has the right to enjoy learning, free from intimidation, both in the class and outside of class. Our community is very conscious of the issue of bullying.

Guidelines for E-Mail Use

1. **Sensitive issues, health issues and the progress of a child should not be discussed via e-mail.** If you have a concern or require feedback about any aspect of your child's education at Venta (academic, social, boarding), please contact the appropriate staff member to make an appointment to discuss your concern. Likewise, if a teacher has a concern, the school will contact you directly to make an appointment to discuss this in person or, depending on the circumstance, over the phone.

When the situation merits, senior administrative staff/teachers will use e-mail to inform or respond to you regarding issues of a sensitive nature.

2. Teachers are mobile rather than desk-based and therefore, they do not always have a computer in front of them. As a result of this, and their already busy schedule (marking, providing extra help, staff meetings, class preparation, report writing, yard duty etc.) their response times may not be immediate. **We have asked the teachers to endeavour to check their e-mail once every 5 working days.** If you have a concern that requires immediate attention, please contact the school office, Mr. Shaun Quinn or Mr. Sean Hopper, or leave a voice message for the appropriate staff member.
3. **Please do not inform a teacher or the school of a student absence or illness through e-mail. This should always be done with a handwritten note or a phone call to the front office.**

Also, forms, which require a parent signature (i.e. Permission Forms) will not be accepted in electronic form. Our policy and procedures dictate a hard copy with a parent signature.

4. For the sake of facilitating a speedy response, we suggest that **e-mails to teachers should be brief.**
5. Not all teachers will utilize e-mail in the same way. The **primary purpose** is for the teaching staff to have a venue to inform parents about different aspects of the curriculum and provide global updates on what is coming up (for example – Science/Heritage Fair requirements, public speaking, special assignments, tests, etc). Teachers may choose to do this on a weekly, monthly or term basis.
6. Please direct **all e-mail address changes** to info@ventapreparatoryschool.com (Tracey Quinn).
7. Finally, parents should be aware that all **e-mails are subject to audit** and they may be read and/or forwarded to another Venta staff member other than the receiver.

Daily Routine

School starts at 8:30 a.m. and ends at 5:30 p.m. from Monday to Thursday for all students in Junior 3 to Grade 10, unless otherwise specified. Junior 1 and 2 students may be picked up as early as 4:15 p.m. Otherwise they can participate in an optional activity period until 5:30 p.m. On Fridays ALL students are to be picked up at 4:15 p.m.

If you have made arrangements for your child to join the boarding students for breakfast, you may drop him or her off as early as 7:15 a.m. **In this case, the student is required to go inside the school and report to the residential staff.** Breakfast is served at 7:30 a.m. Otherwise, there will be outside yard supervision from 8:00 a.m. until morning circle which begins at 8:30 a.m. Breakfast for day students will be charged at a rate of \$3.00 per day.

All day students should be picked up at 5:30 p.m. unless you have made arrangements for your child to join the boarding students for supper. In this case, you can meet your child inside the school. We do not have staff available to supervise the students outside, after this time, and in the winter we are especially concerned about security since it is dark by 5:30 p.m.

If you plan on dropping your children off early, or having them stay late, please contact Sean Hopper (ext. 225).

Early Dismissal Before Holidays and Long Weekends

Pick up times before holidays and long weekends are earlier than regular weekends. Generally students are to be picked up at 3:30 p.m. prior to long weekends. Information regarding dismissal times is listed on the school calendar and the school's website.

Outdoor Activities

Outdoor activities are an important part of the daily routine at Venta. They offer an opportunity for social interaction, and a chance to re-energize and get some fresh air.

Outdoor activities include recess, Intramurals and physical education. These activities are a required component, except in very exceptional circumstances. We expect all students to be prepared with clothing appropriate for the weather conditions each season i.e. sunhats, gloves, hats, winter boots, etc.

Enjoy the outdoors!

School Uniforms and Dress Code

At Venta Preparatory School it is expected that each student take pride in his or her personal appearance and maintain high standards of grooming and dress. Uniforms for boarding students will be checked at the beginning of each term and any items missing, will be purchased and charged to the parents.

A school uniform helps create a sense of pride, oneness and belonging and therefore we have standards governing its appearance and its appropriate accessories.

At all times the uniform is to be clean and neat. Shoes are to be clean, polished and in good repair. Ill-fitting or ragged items should be replaced. Casual or non-uniform clothes worn on weekends must also be neat, clean and modest.

Make-up and coloured nail polish are not to be worn. Jewelry is to be kept to a minimum. Simple pearl, gold or silver studs, one pair only, are appropriate for earrings. A watch and one simple ring may also be worn. Earrings are not to be worn by boys. Hair is to be cut in a style, which is neat, out of the eyes and appropriate for wear with a uniform (no extreme styles). **Streaking, highlighting and colouring of hair, by either girls or boys, are not permitted. Boys' hair must be trimmed above the collar (no rat tails). For girls, long hair must be worn off the face, and bangs must be kept trimmed.** Casual shoes must be clean and in good repair. **Girls must wear shoes with no more than 1" heels (no high heels or platforms).** Any jewelry deemed inappropriate will be confiscated and kept until the end of the term.

Regular Uniforms

Students are required to wear their # 1 uniform when on field trips and for special events held within the school. For example, Christmas Concert, Heritage Fair, Public Speaking, Closing Ceremonies etc.

Girls #1 Uniform

Venta blazer (Grade 9 and 10 only), Venta **long sleeve sweater** (J1 - Gd. 8), white monogrammed dress shirt, school tie, school kilt or tunic for girls in Grades 1- 3, green leotards/knee high socks, black dress shoes.

Boys #1 Uniform

Venta blazer (Grade 9 and 10 only), Venta **long sleeve sweater** (J1- Gd. 8), white dress monogrammed shirt, school tie, grey trousers, grey socks, black dress shoes.

Optional Uniform Items

Girls may wear grey flannel dress pants with grey dress socks, and all students can wear the Venta sleeveless vest. In warm weather, students are permitted to wear short sleeve dress shirts, except for occasions when the #1 uniform is required.

Paint Smock - All students must have a paint shirt or smock to wear during art class. Acrylic paint cannot be washed out of clothing so your cooperation is appreciated.

Sports Uniform

The sports uniform consists of a white Gym T-shirt, shorts and a 2-piece sweat suit. All students are also required to have a 2-piece nylon tracksuit. All items have the VPS monogram. The sports uniform is to be worn during daily sports activities and may also be worn on days when Intramurals take place.

Labels

Kids will be kids and as a result, they may misplace part of their uniform and outerwear. In order to facilitate returning lost items to their rightful owner, we require that all clothing and personal items, including shoes and boots, be labeled.

The school will order labels for all new students and distribute them on the first day of school. The cost of the labels (\$9.00 + tax) will be charged back to your personal account.

We realize that parents invest a lot of money to purchase the school uniform and other clothing items. Protect your investment and make sure that all items are labeled. Otherwise, we cannot guarantee the return of lost items. Thank you.

Uniform Supplier

The uniform supplier for Venta Preparatory School is:

Top Marks
5760 Ferrier,
Town of Mont Royal (Montreal)
Quebec, H4P 1M7
Tel: (514) 344-5454 or 1-800-667-7105
Fax: (514) 344-5340
e-mail: info@topmarks.ca

Orders should be placed on or before June 12, 2009 to guarantee receipt of items for the beginning of school in September. Order forms are contained in the enrollment packages.

Orders can also be placed on line. Simply visit www.topmarks.ca and click on “orders”. The school code for Venta is VEN01. You can follow the instructions from that point.

Appendix 4 contains a description of required vs. optional quantities of uniform items.

Uniform items may also be purchased at the Used Uniform Sale. Refer to Section 10 – Fundraising Activities - for more information about this annual activity.

Non-Uniform Days

This monthly event is a big hit with the students! For a donation of \$3.00 or more, the students earn the privilege of wearing casual clothing to school instead of the school uniform. In the past, proceeds from these days have gone toward "adopting" a child in a third world country, the Ottawa Food Bank, the Ottawa Humane Society, the Rich Little Centre and Opportunity International.

The Student Committee has set up the following guidelines for non-uniform days:

- No hats inside the building
- No spaghetti strap tops
- No fatigue clothing
- All shirts must cover the belly button
- The waist of pants may be no lower than 1 inch below your waist
- Skirts may be no higher than 2 inches above the knees
- No ripped clothing
- No overly baggy pants
- No sunglasses are to be worn in the building
- No clothing displaying abusive language, or inappropriate pictures etc.

Occasionally, a non-uniform day will have a theme such as "Twin Day", "Crazy Hat Day" and "House Colour Day".

For your information the house colours are:

Martin House - Blue, Arthur House - Red, Andrew House - White and Black, Michael House - Yellow.

Lockers and Locks

All students will be issued a locker at the beginning of the school year; boarders' closets are also installed with hasps. Boarding students should therefore have two combination locks. Day students require only one lock for their storage lockers in the locker rooms. Senior students may, however, be assigned two lockers and would therefore require an extra lock. If you think that your child will have difficulty with a combination lock, please purchase a lock with a key that the child can wear around his/her neck. We strongly suggest that parents make an extra copy of the key to leave with Sean Hopper. Otherwise the lock will have to be cut off if your child misplaces the key. We do not recommend buying locks that have combination codes that can be changed. **Junior 1 and 2 (grades 1-3) students do not require a lock** because their lockers are located in their classrooms and are under the supervision of their teachers.

Students are reminded to ensure that all personal items are kept in lockers. Lockers are required to be kept locked at all times. The School assumes no responsibility for any losses from an unlocked locker. It is every student's responsibility to keep the locker room tidy and clean.

Boys will be boys and sometimes rough housing gets too rough for the younger and more vulnerable children. For reasons of safety and security the decision was made to install security cameras in the boys' locker rooms. Security of our students has to take precedence over their privacy. The spread of ages in the locker room is from 9 years to 16 years, and the younger and more vulnerable boys need to be in a supervised situation at all times.

Lost & Found

Students are responsible for all their personal belongings. It is essential that all items be marked with the name of the student. Labeling is particularly important for blazers and tracksuits, as students change these during the day.

If something goes missing, there is a lost and found bin located in each of the girls' and boys' locker rooms. At the end of each term, unclaimed and unlabelled clothing remaining in the lost and found are either sent to charities (non-uniform items) while uniform items will be added to the inventory of used uniform clothing.

Parking

There is a designated parking lot at the top of the hill. Parents are not permitted to drive up to the front or behind the school buildings. There are many vehicles picking up students at the end of the day, so please be considerate of other drivers and do not block in vehicles along the parking lane. In the interest of safety, especially in the winter months when it is dark and the snow banks reduce visibility, it is recommended that vehicles be backed into parking spaces to increase visibility when leaving.

Morning Drop-Off:

Please refer to Appendix 2 for an explanation of Areas 1, 2, 3, 4, 5

Area 3 should be used for quick morning drop-offs only. Please do not park in Area 3 or 4 and leave your car, to escort your child into the school. Long term parking is permitted in Area 2.

Evening Pick-Up:

NO parking is allowed in Area 3 in the evenings. When you return to school in the evening to pick up your child, please park in Areas 2, 4 and 5 - in a continuous row. Please back in to your parking spot.

We would also like to remind parents that people travelling up the hill have priority over people travelling down. The hill is not a two-lane road.

The “Venta Hill”

Seasoned parents and staff members affectionately refer to the Venta hill as the Venta Challenge! Although we endeavour to keep the hill free of snow and ice, most of you will quickly realize that the hill is sometimes difficult to navigate in bad weather. For safety reasons, we want to remind all parents that cars traveling up the hill have priority over cars traveling down. With time and patience, the hill can be mastered!

Snow Days

Although our school is **always open**, we sometimes cancel classes due to a severe snowstorm. On such days, we encourage parents to call the school (839-2175 Ext. 0) where we will leave a message informing parents of cancelled classes. This message will be available to parents from 6:00 a.m. on. If classes are cancelled, parents are still welcome to drop their son or daughter off to spend the day with our boarding students.

Absence from School

In the event that your son or daughter is unable to attend school or will be late, please leave a message with our school administrative assistant, Mrs. Whiting (839-2175 Ext. 0) by 8:30 a.m. All messages are retrieved at 9:00 a.m. and the appropriate teachers are informed. Also, if your son/daughter needs to be excused for an appointment prior to the normal dismissal time, please call the school. The school office hours are from 9:00 a.m. to 4:00 p.m. If your child must leave the school premises during school hours, please sign your child “out” by presenting yourself to the school’s main office and then back “in” if your child is returning to school that same day.

Please do not inform the school of a student absence, using e-mail.

All day students should be picked up at 5:30 p.m. unless you have made arrangements ahead of time for them to stay. If you are running late, please leave a message before 5:30p.m., with Sean Hopper (ext. 225). He retrieves his messages at the end of the day, and will inform the student and boarding staff. In this case, you can retrieve your child from the dining hall.

Visitors to the School

Visitors to the school are requested to enter via the main reception area, where there is a telephone, which can be used to contact the school office.

SECTION 5 - STUDENT SERVICES

Medical Facilities and Emergencies

Medical problems or medication requirements should be discussed, by appointment, with the Principal prior to admission. Parents are encouraged to keep the school advised of any changes in medical, family or personal circumstances, which could affect the student.

In the event that emergency treatment is necessary, all attempts will be made to reach parents or guardians before action is taken (except when delay could be detrimental to your child). Signing of the medical release form authorizes action on behalf of your child in your absence.

All students applying to Venta Preparatory School from outside Canada, **MUST** forward vaccination certificates to the school prior to August 15th of the application year (as per Public Health Regulations). Failure to do so will delay or deny the student admission to the school. Students from outside Canada are strongly advised to arrange for supplemental health insurance to cover medical emergencies.

All medication is secured in the office and no medication is kept by students on their person, in lockers or in the dormitory. This is a safety issue.

Food Services and Lunch Programme

Sodexho Alliance has been providing meals to our students for over 8 years. Both day and boarding students are served a daily hot lunch and fruit snack.

Day students can also join our boarding students for supper and/or breakfast. The lunch programme is included as part of the tuition, however, there is a \$3.00 fee for breakfast and a \$5.00 fee for supper. Please advise Mr. Hopper at least one day in advance, if your child will join the boarding students for either breakfast and/or supper.

Every lunch and dinner includes an entrée served with a soup and salad. The brunches and breakfasts served to the boarding students include a meat, potato, pancakes, waffles, French toast or eggs, fruit and beverages. The chef, assisted by the school Principal, ensures that all students with food allergies and/or sensitivities are accommodated.

The lunch time recess runs from 11:45 a.m. – 1:15 p.m. All students in Junior 1 to Junior 5 eat their lunch in the dining hall from 11:45 a.m. – 12:15 p.m., and all students in Grade 8 to Grade 10 from 12:30 – 1:00 p.m. A staff member sits at each table and, just like at home, we teach and encourage proper table manners. Taking into consideration food allergies and sensitivities, each student is expected to eat a balanced meal and therefore have either a bowl of soup or salad with the main meal.

Venta Preparatory School is a nut and candy free zone. Student needs dictate this necessity. We have some children with extremely serious allergies that can put them in almost immediate danger of a very serious reaction. For this reason, we ask that absolutely no food be brought onto school grounds except via our kitchen (this includes gum and candy).

However, there are instances when candy is brought in to the school for Halloween or birthdays but only with the express permission of the classroom teacher. In this instance, parents are to contact the teacher involved, so they can find out about allergies. More importantly, any candies or food of any kind needs to be distributed to the students through their classroom teacher to distribute.

Thank you in advance for your cooperation.

School Photographs

The school photographs will be taken the **morning** of Wednesday, September 23, 2009. In addition to individual photos, we also arrange for class photographs to be taken. The re-take day will be the morning of Friday, October 16, 2009.

SECTION 6 - EXTRA-CURRICULAR ACTIVITIES

We believe that education is not merely a question of classroom instruction. For a child, it is important to learn how to listen to and interact with others. This is a skill that must be acquired and practised on a daily basis. Social learning outside the classroom results in positive changes in classroom performance and all extra-curricular activities are planned with this goal in mind.

Intramural / House System

Each student and staff member belongs to one of four school houses. The House system is designed to give students and staff the opportunity to interact outside the classroom, while participating in various sports, spirited competitions and other activities. The students gain a sense of belonging when they feel part of a team.

Participating in the intramural programme sports, (i.e. touch football, hockey, soccer, Olympic Day, ski and snowboard races and dodge ball), other activities (i.e. Jeopardy and Chess tournaments) and fundraising endeavours (Non-Uniform Day, Christmas Craft Sale), are all examples of activities involved in the Intramural programme and help increase school spirit.

The intramural house programme was founded in 1998, by Mr. Aaron McDonald. The four house names – Michael, Martin, Andrew and Arthur – honour four former students who have passed away.

The infamous F.I.S.H. Cup was donated by Mr. Michael Spratt soon after the Intramural programme was created. The acronym F.I.S.H. stands for:

F: Football

I: Intramural Champs

S: Soccer

H: Hockey

The four-sided trophy indicates the winners of these most prominent sports in the intramural programme as well as the overall champion each year. Points standings depend on the results of our athletic activities. After each sport, the houses are ranked 1 – 4 with 20 points going to the 1st place team, 15 to the 2nd, 10 to the 3rd etc...

Though no points are awarded for fundraising endeavours, List of Distinction or theme days, positive house spirit encourages house members to try their best nonetheless. Up to date house point standings are posted on the Current Parent's page of our website (www.ventapreparatoryschool.com)

The intramural activities take place, once per month, on Friday afternoons after lunch. Students can wear their Venta tracksuits to school on the day of Intramurals, instead of their school uniforms. Each house is awarded points, based on performance. This programme has been extremely successful and this year the students can expect an even wider variety of sports and activities to choose from.

House Crests

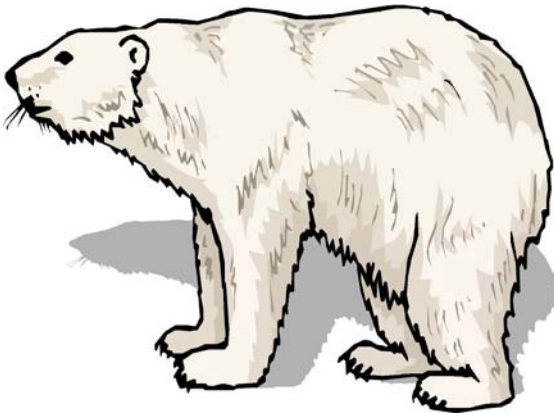
Andrew House



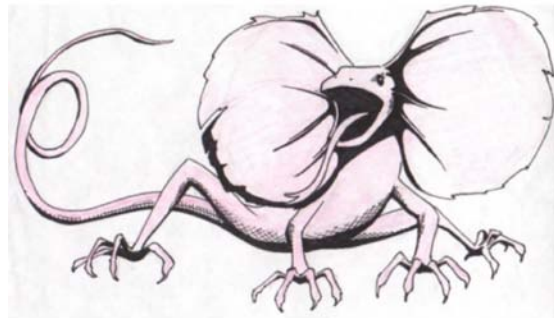
Arthur House



Martin House



Michael House



For your information the house colours are:

Martin House - Blue, Arthur House - Red, Andrew House - White and Black, Michael House - Yellow.

Annual Ski Trip

Every February, most students, and most staff participate in a four day ski trip to Stoneham, Quebec. The trip is not only an integral part of the Physical Education programme, it also provides an excellent opportunity for students to interact with staff members on an informal basis. It is for this reason that we do not invite parents to volunteer on this trip.

The students have the opportunity to improve their skiing/snowboarding in a very safe and pleasant environment that is well supervised. They are offered eight hours of ski/board instruction over two days, accommodation, breakfast, lunch and dinner daily and transportation to and from school by motorcoach. Snowboarding instruction, rather than skiing, will be provided to students who have had previous snowboarding experience and who are at least at an intermediate level. In the past, the cost of the trip has varied from \$415.00 - \$465.00 depending on whether or not ski equipment rental is required.

The school has held this trip for 18 years and reviews of previous trips have been excellent! The trip is part of our regular Physical Education programme and we hope that all students will attend.

Due to the nature of the ski trip, the Junior 1 students will not participate and will attend classes at Venta. If you have any questions regarding this year's ski trip, please contact Mr. Shaun Quinn (Ext. 224).

Appendix 6 contains a list of items required for the ski trip. (Subject to change)

Annual Senior Trip to Europe

Students in Grades 8-10 are eligible to participate in our annual trip to Europe for 10-12 days during the March Break. In the past, the students have traveled to Italy, Portugal, Spain, Greece, France, England and Switzerland – just to name a few countries! These trips are amazing opportunities for our seniors.

This year, the students are participating in the Victory in Europe 65th Anniversary Tour and will visit Paris, Normandy, Amsterdam, Berlin, Netherlands, London and Vimy.

Grade 7 Academic and Cultural Exchange with the American Institute of Monterrey in Mexico:

Each spring several Grade 7 students travel to Monterrey, Mexico for 10 days to stay with host families from the American Institute of Monterrey (AIM). They spend the mornings doing academics in class and the afternoons on cultural excursions. The Mexican students visit Ottawa in the fall and also participate in classroom activities as well as cultural outings.

Private Chess Lessons

The game of chess has proven helpful in developing a logical mind. As a result, chess is being used in a new approach to mathematics. This year, more than 130,000 children in Canada will learn how to play chess as part of their curriculum.

Venta students have the opportunity to take chess lessons with a professional chess instructor as an extra-curricular activity during lunch.

An instructor from the CHESS'N MATH ASSOCIATION comes to the school on a weekly basis. The cost is approximately \$65 per child and the lessons run in 8 week increments. There are various levels from beginners to advanced. Each lesson is followed by a practice period which allows the instructor to look over areas of difficulty with each student individually. Exercise sheets are given at the end of each lesson so the student can review what was taught in class.

For more information about the CHESS'N MATH ASSOCIATION please visit their website: www.chess-math.org

Private Music Lessons

Students also have the opportunity to take private music lessons, including piano, from our Music teacher, Miss Kennedy. Parents can contact her directly for more information.

SECTION 7 - BOARDING AT VENTA

Residential Life

The residential programme operates seven days a week and includes children from Grades 1 - 10. Five day-a-week boarding students live in residence from Sunday evening until Friday afternoon and return home for the weekend. Venta welcomes students from all over the world. Even the youngest of them will find a caring, hospitable environment at their new school. Dormitory life emulates family life, with students and staff taking responsibility for maintaining a home-like atmosphere. The Venta campus is home for both students and faculty. Boarders benefit both in class and out, from the warm and family-like atmosphere that is prevalent throughout the school.

The living environment is structured to encourage the development of social skills that will prepare our students for living and working with others in a cooperative and productive manner in the future. The residence provides an environment that allows students the freedom to be themselves while maintaining respect and empathy for others. Students are very comfortable and secure in a two-storey dormitory with full kitchen and dining facilities in the same building. The dormitory is supervised by resident house parents, in the evenings and on the weekends. As well, our school psychologist, principal and five members of the teaching and administrative staff reside on the premises.

Weekly boarding students are free to leave for the weekend on Friday at 4:15 p.m. and they are expected to return on Sunday evening by 6:45 p.m. Please do not return boarding students on Sundays before 6:00 p.m. Weekly boarders who wish to remain at school for the weekend will be charged a flat rate of \$100.00; such stays are by prior arrangement, with Mr. Sean Hopper, optimally at least one week in advance.

Appendices 7 & 8 contain the specific items required for students boarding at Venta.

Appendix 9 outlines the weekday Morning and Evening Schedules

Telephone Use

Except in the event of an emergency, students are permitted use of the telephone only on Wednesdays and on the weekends. Calls are to be restricted to family members and, as a courtesy to other students, should be kept to 10 minutes each. All long distance calls placed by students must be charged collect, or to a calling card.

On Wednesdays and the weekends, students can be reached at Extensions 234 and 238 and 243.

Pocket Money

Boarding students do not require any pocket money, unless otherwise stated. The residential staff will provide pocket money to the seven day a week boarders when required, and the amount will be charged back to the parents' account. We do not encourage students to bring money to the school and we are not responsible for any money that is misplaced.

Casual Wear

During the week, boarding students remain in their Venta sports uniform in the evening. Casual clothing is not required during the week, except for the occasional non-uniform day. Every boarder is provided with six laundry bags for laundry: two for whites, two for colours and two for their sports uniform. Students are responsible for sorting their laundry every evening. Dirty laundry is picked up in the morning and clean laundry is returned in the evening. Linens are washed and the uniforms dry cleaned on a weekly basis.

Food Policy

Every boarding student is provided with three meals a day, an afternoon fruit snack and an evening snack. At breakfast and dinner the boarders eat with the residence staff. Tables are cleared properly at the end of each meal and a proper sense of decorum is maintained in the dining hall. At lunch the students sit together according to a designated seating plan and are supervised by the School staff.

In order to prevent attracting ants, etc. we do not allow food to be kept in the dorm rooms. If a student receives a 'care' package that includes food, the residence staff will keep the package and give it to the child on the weekend. Fire regulations prohibit the use of electrical appliances, such as toasters and popcorn machines, throughout the School.

Mail

Outgoing mail can be sent through the Main Office and/or by the residence staff. Incoming mail, including large packages, is given to the residence staff to distribute.

Electronics

The academic programme predominates during the week and electronic devices such as Gameboys, CD players, etc., are not allowed in the dorm rooms from Monday to Friday. The residence staff will keep any such items for use on the weekend. Please note that the school is not responsible for any lost or stolen items.

Swimming Pool

During the warmer months, the residence staff supervise use of the swimming pool for boarders in the evening and on weekends. Boarders may only use the swimming pool when accompanied by a member of the residence staff.

Important Documents

Important documents, such as passports, airline tickets and student visas will be locked in the school safe. The residence staff will give each child his/her passport when they arrive at the train/plane and/or bus station.

Medication

Students requiring medication to be administered during evening and weekend hours are given it by the residence staff. If a student has taken ill or requires medical attention, the situation will be discussed with the Principal or the Dean of Students, prior to any action being taken.

Dorm Rooms

Each student has a bulletin board and either a small shelf at the foot of the bed or a bookshelf elsewhere in the room. We encourage students to personalize their space by bringing pictures (and thumbtacks) for their bulletin boards, as well as items, such as stuffed animals or books for their bookshelves. Please remember that we will not allow items such as electronic games, CD/MP3's, food or any posters, pictures or items that are deemed inappropriate.

Also, please ensure that your child brings an appropriate comforter or quilt. The younger children are encouraged to bring stuffed animals or dolls for their beds.

There is a room check every morning and we insist on neatly kept rooms, well-made beds and organized closets. However, Venta is your child's home away from home. We encourage the students to decorate their space, within guidelines, but in a way that reflects their individuality and personality!

Boarding Common Room

The boarding common room includes several couches, a coffee table and entertainment unit including a big screen TV and a DVD/VCR player. Although we do not allow television during the week, this room is a place for the students to relax during their evening free time and on the weekends.

Weekend Activities

The weekend programme is more recreational in nature and it provides the students with time to take advantage of the extensive outdoor facilities, to relax and to participate in group outings. The weekend programme is constantly evolving and reflects the interests of the students in residence. Every weekend the boarders participate in outdoor, athletic, social or cultural activities. Because we are located in the Nation's Capital, many unique opportunities present themselves to the boarders and the residential staff. For example, trips to Winterlude, the Imax, skating on the Rideau Canal and downhill skiing, are just a few of the more popular weekend activities.

Refer to Appendix 10 for a view of a typical weekend schedule.

Weekend Leave

Boarders wishing to visit with local students may do so with the prior approval of Mr. Sean Hopper. Please contact Mr. Hopper (ext 225), at least one week in advance, to allow sufficient time to make the necessary arrangements. Parents of the students concerned, will be contacted by Mr. Hopper before any such leave is granted.

Travel Arrangements

Parents are responsible for arranging airline tickets and having them sent to the school, care of Mrs. Daphne Whiting, at least one week prior to travel. Please telephone Mrs. Whiting directly if you will be picking up your child on these departures. She can be reached at Extension 0, from 9:00 a.m. to 4:00 p.m., Monday to Friday.

Students traveling to and from Montreal should do so by bus. On long weekends and holidays, students will be escorted to the Ottawa bus station for buses leaving between 5:00 and 6:00 p.m.

Although out of town students are free to leave the school on regular weekends, we do not normally provide transportation to and from the bus/train station or the airport, except on the designated holiday periods, which are listed in the school calendar. If provided for limited special circumstances and with prior arrangement, transportation to and from the school and the bus/train station or the airport, on non-scheduled holidays, will be charged at the rate of \$25.00 per child, one-way, and listed as "TRAN" on your bi-monthly personal expenses statements. Please note that the school cannot provide week-end transportation on a regular basis. A commercial taxi fare to the city from the school is between \$45 and \$50 one way depending on the time of day. Transportation on long weekends and other scheduled holiday periods will be provided and charged at the rate of \$10.00 per child, one way. If your child is traveling by air as an unaccompanied minor, please arrange to pay the associated fee when booking the ticket.

School Closing

Throughout the school year, there are some weekends and holiday breaks when the school will be closed. On these dates, the residence will also be closed. This allows the residence and kitchen staff to enjoy the well-deserved break with their families. Parents of boarding students must make alternate arrangements for the holidays. Students may return home or stay with a day student and his/her family. Please contact Mr. Hopper if you need help in making such arrangements.

Flexible Boarding

Venta also offers a flexible boarding programme for day students whose parents travel on a regular basis, or if something unexpected arises. Please contact Mr. Sean Hopper (Extension 225) to make the necessary arrangements. It is recommended that notification be given one week in advance, if possible.

Individual over-night stays will be charged at \$35.00 per diem. (*Please note that there is a maximum of 10 nights per year at this rate.*) Individual weekends will be charged at the rate of \$150.00.

SECTION 8 - PARENTS

New Parent BBQ

Parents and family members of new students attending Venta are invited to the New Parent BBQ on Friday, September 4. This is an opportunity for Venta staff, and parent class ambassadors to welcome the new families to the Venta community. Additional details are provided in advance of the BBQ.

Parent Telephone Directory

A directory of parent contact information (name, address, e-mail) is issued each year. It is optional for parents to have their information included. An authorization form to release this information is included in the enrollment package.

Information contained in this directory is for the sole use of Venta families and is not to be distributed for any other uses whatsoever.

Car Pool Registry

A Car Pool Registry is available to all interested parents. If you wish to have your name added to the Car Pool Registry, complete the form included with the enrollment package and return it to the school office.

A copy of the Registry will be sent to interested parents. It is the responsibility of each interested party to make their own arrangements.

Web Site and Parent Updates

The school has a very comprehensive website: www.ventapreparatoryschool.com. The website contains details relating to the history of the School, its facilities and setting; the curriculum and extra-curricular activities; boarding; the admission process, plus a section on frequently asked questions. Details relating to specific school activities are contained in the “**Current Parents**” section of the website which is updated on a regular basis.

Updates about school activities are also provided via e-mail communication to the parents, on an as-required basis. Those parents without e-mail access will be provided this information directly from the school.

Photo Authorization

During the school year, it is normal practice to publicize many of the positive events that take place at Venta. As a result, your children's photograph and work may be displayed in both the school and in the external community. All parents are asked to complete and sign a photo authorization form. This form will be kept on file while your child attends Venta. If you do not sign the form, your child's photo and work will not be displayed.

Volunteer Opportunities

Parents are welcome to volunteer at the school at several events throughout the year. These include, but are not limited to, the Christmas Craft Sale, Parent Fundraising Committee, Field Trips and the annual senior trip to Europe.

SECTION 9 - FUNDRAISING ACTIVITIES

Fundraising for the School

Parent Fundraising Committee:

The Venta Parent Fundraising Committee was formed to organize parent fundraising efforts focused on the following objective:

To raise money in support of projects which enhance the quality of life at Venta for current students, in the short and medium term.

To date, the parent committee has organized the Used Uniform Sale and Book Drive, Christmas Poinsettia Sale, and a Fundraising Dinner and Auction. All parents are invited to get involved. Volunteers are always welcome to share their time and ideas for new fundraising opportunities. Please contact Tracey Quinn (ext. 240) for more information about joining the sub-committee.

We run a number of fundraising projects, staffed by volunteers, throughout the year. These would include such things as the current Loonie Auction, Christmas Craft Sale and Used Uniform sale, as well as other activities.

Christmas Craft Sale

Every year the school hosts a Christmas Craft Sale immediately following the Christmas Concert. This event has proven to be very successful and has helped raise money for various school activities.

Parent volunteers play a big role in helping Mrs. Moore organize the event. Also, parents donate items such as toys, baked goods, books, jam, wine, etc. If you are interested in helping with the sale, please contact Mrs. Moore at ext. 232.

Used Uniform Sale

On June 12, 2009 the school will hold a sale of used uniform items. This is a great opportunity to save money on uniform costs, while also supporting the school's various fund raising activities.

Parents are encouraged to donate items in good condition for the sale. This includes the current Top Marks uniform and/or the previous style. For example:

Dress Uniform - Blazers, sweaters, vests, long-sleeved dress shirts from Top Marks (with monogrammed VPS on the sleeve), kilts, dress pants (medium grey colour), short-sleeved dress shirts and ties (regular and clip-on).

VPS Sports Uniform – Nylon tracksuit, sweatshirt, sweat pants, t-shirt and shorts

Garments should be cleaned and dress uniform items placed on individual hangers. Dates for the collection of items for the annual sale will be posted on the website and provided in regular updates from the school.

Fundraising for the Community

Angel Tree

Over the past few years, the students at Venta have had the opportunity to help make a Christmas wish come true for a needy child in the West Carleton area. In early December, students will be invited to take an angel from the "Angel Tree" which will be posted in the Dining Hall, purchase the gift requested and return it unwrapped to the

school. Last year the Venta students and staff donated over 70 gifts to the West Carleton Food Bank Christmas Basket programme!

United Way Friendship Pancake Breakfast

Each fall the school hosts a Friendship Pancake Breakfast in support of the United Way. This is a perfect time to invite grandparents, relatives to visit the school and join us for a hearty pancake breakfast. The breakfasts are served by none other than our “celebrity” teacher servers!

SECTION 10 - APPENDICES

Appendix 1 – Dates to Remember - 2009 / 10 Calendar

TERM 1

September 8, 2009 – December 11, 2009

September 4	New Parent BBQ – 12:30 – 2:00 p.m.
September 7	Boarders return to school at 7:00 p.m.
September 8	School starts – Classes begin at 8:30 a.m.
September 18	Parent/Staff Wine and Cheese – 4:15 – 6:00 p.m.
September 23	School Photos Taken A.M.
October 9	3:30 p.m. Dismissal
October 9 – 13	Thanksgiving Weekend
October 13	Boarders return to school at 7:00 p.m.
October 14	Classes resume at 8:30 a.m.
October 16	Photo Re-Take Day Interim Report #1
October 23	Parent Classroom Visit – 3:14 – 4:15 p.m. (Full School)
October 30	Hallowe'en Party 1:00 – 4:00 p.m.
November 11	Remembrance Day – parents are invited to attend our service at 10:45 a.m.
November 13 - 17	Students leave at 3:30 p.m. for the November Long Weekend November Long Weekend
November 17	Boarders return to school at 7:00 p.m.
November 18	Classes resume at 8:30 a.m.
December 4	Public Speaking 1:00 – 4:00 p.m. Valerie Kluska Hall
December 11	Christmas Concert at 1:00p.m. & Craft Sale – Students leave at 3:30 p.m.
December 12 - January 4, 2010	Progress Reports/Term 1 Report Cards to Parents Christmas Break

TERM 2

January 4, 2010 – March 5, 2010

January 3	Boarders Return to school at 7:00 p.m.
January 4	Classes resume at 8:30 a.m.
February 8-11	Ski Trip – students return at 4:00 p.m. Feb 11
February 12-16	February Long Weekend
February 15	Boarders return to school at 7:00 p.m.
February 16	Classes resume at 8:30 a.m.
February 19	Interim Report #2 to Parents Parent Classroom Visit: 3:15 – 4:15 p.m. (J1 – Gd. 10)
February 26	Science Fair 1:00 – 4:00 p.m.
March 1	Deadline to Re-enrol for 2010-2011
March 5	Students leave at 3:30 p.m. for March Break
March 6 - 21	March Break

TERM 3

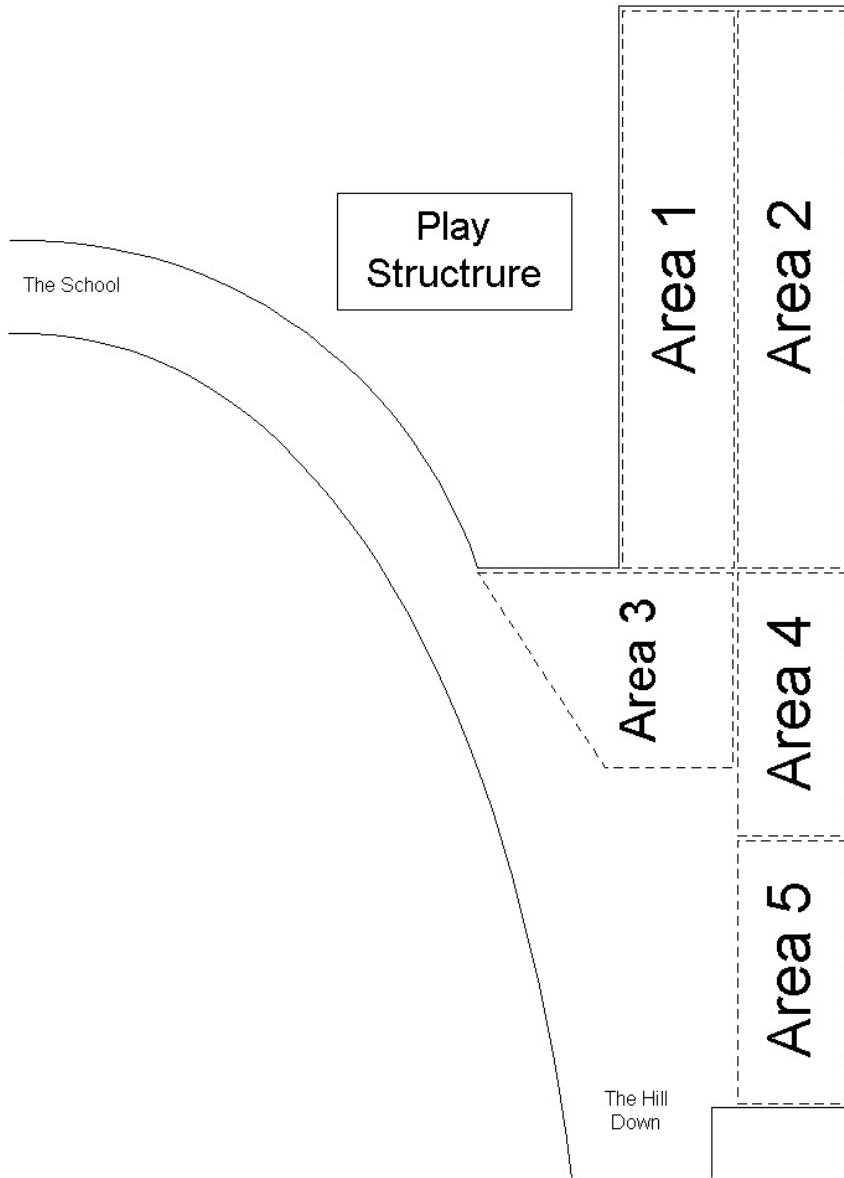
March 22, 2010 – June 21, 2010

March 21	Boarders return to school at 7:00 p.m.
March 22	Classes resume at 8:30 a.m.
April 1	3:30 p.m. Students leave for Easter Weekend 3:30 p.m.
April 2 - 5	Easter Weekend
April 5	Boarders return by 7:00 p.m. (Please note this is a Monday)
April 6	Classes resume at 8:30 a.m.
April 9	Term 2 Progress Report and Report Card
May 7	Interim Report #3
May 14	Spring Concert and Art Show 2:30 – 4:00 p.m.
May 21	Parent Classroom Visit 2:30 – 3:30 (Full School) 3:30 p.m. – Students dismissed for May long Weekend

May 22 – 25	May Long Weekend
May 25	Boarders return to school at 7:00 p.m.
May 26	Classes resume at 8:30 a.m.
June 11	Parent/Staff Wine and Cheese 4:15 – 6:00 p.m.
June 24	Grad Dinner & Dance
June 25	Closing Ceremonies – Students leave at 3:30 p.m.
July 2	Final Report Cards Mailed to Parents
September 7	Classes Begin for 2010-2011 School Year

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Appendix 2 – Parking Map



Appendix 3 - List of Uniform Requirements

THE VENTA PREPARATORY SCHOOL UNIFORM

<u>Description</u>	<u>Suggested Quantity</u>	<u>Required Quantity</u>
Green Blazer <i>(Mandatory for Grades 9 & 10 only)</i>	1	1
Tartan Kilt for Girls	1	1
Tartan Tunic for Girls in J1 and J2 Only	1	0
Grey Flannel Dress Pants for Boys	2	2
Grey Flannel Dress Pants for Girls <i>(Optional)</i>	2	Ø
Unisex Oxford Shirt – Long Sleeve <i>(*Required Quantity – 4 for Boarders)</i>	4	2 *
Unisex Oxford Shirt – Short Sleeve <i>(Optional)</i>	2	Ø
Unisex V-Neck Sleeveless Vest <i>(Optional)</i>	1	Ø
Unisex V-Neck Long Sleeve Sweater <i>(Mandatory for Grades 1-8)</i>	2	1
Green Tights for Girls	3	2
Green Knee Socks for Girls	2	2
Grey Socks for Boys and Girls	5	3
School Tie	2	1
Clip On Tie <i>(for Juniors)</i>	2	1
Fleece Jogging Pants	2	2
Fleece Crewneck Sweatshirt	2	1
Gym T-Shirt	5	3
Double Mesh Shorts	2	2
Varsity Track Suit <i>(Mandatory)</i>	1	1
White Sports Socks	5	5
Black Dress Shoes	1 pair	1
Paint Smock (coverage shoulder to knees)	1	1
Running Shoes	1 pair	1

Please Note:

Uniform orders must be received by Top Marks **on/or before July 6, 2007**, otherwise delivery cannot be guaranteed before school starts in September.

Appendix 4 - List of Items for Ski Trip

Clothing List

- 1 pair pyjamas
- 1 housecoat
- 1 pair bedroom slippers
- 3 sets of underwear and socks (polypropylene is recommended, cotton not advised)
- 1 set of thermal long underwear (polypropylene is recommended, cotton not advised)
- 3 pairs of heavy wool socks
- 2 sets of casual clothing – acceptable jeans, cords or pants, shirt and sweater
- 1 pair casual shoes
- 1 pair of winter boots
- 1 set of ski pants and 1 ski jacket
- 1 neck warmer
- 1 warm ski hat- no long scarf-type hats
- 1 pair warm ski mitts or gloves
- normal toiletries, including soap, shampoo, toothbrush and toothpaste
- 1 bathing suit

**PLEASE DO NOT BRING VALUABLES
ONLY HANDHELD VIDEO GAMES OR “WALKMAN” STYLE RADIOS
ARE PERMITTED**

Strongly Suggested:

- 1 pair of ski goggles
- 1 balaclava

Mandatory

- A helmet is required for those students snowboarding
- Helmets are **strongly recommended** for all skiers

Spending Money

- \$5.00 gratuity for the ski instructions (to be collected on the bus).
- \$20.00 spending money.
- \$5.00 for road side lunch.

Appendix 5 Junior 1 and Junior 2:

FOR THE LIST OF DISTINCTION

Planner score criteria	;)	()
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Categories	Insufficient	Needs Improvement	Good	OUTSTANDING!
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Homework	The student:			
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-completed and submitted -organized and meets teacher standards	-does not submit homework	-does not fully complete homework -produces homework which is below teachers expectations in terms of neatness, quality and/or organization	-completes all homework -produces homework which meets teachers expectations in terms of neatness, quality and/or organization	-completes all homework -produces work which has exceeded teachers expectations in terms of neatness, quality and organization
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Achievement Level	The student:			
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-daily work, assignments, essays, tests, etc.(when graded) meets the students= ability - determined on an individual basis	-produces marked work which is far below the teachers expectations, and is not at all representative of the students ability	-produces marked work which is below the teachers expectations, and is not representative of the students ability	-produces marked work which meets the teachers expectations, and is representative of the students ability	-produces marked work which exceeds the teachers expectations and shows significant individual effort
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Behaviour	The student:			
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-on time, prepared for class -effort level and time management	-arrives late, poorly prepared for class, demonstrates unreasonable behaviour, and manages time inefficiently	-arrives late, poorly prepared for class, demonstrates unreasonable behaviour, or manages time inefficiently	-arrives on time, prepared for class, demonstrates reasonable behaviour, and manages time efficiently	-arrives on time, prepared for class, demonstrates perfect behaviour, and manages time with an exceeding amount of efficiency
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Participation	The student:			
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-participant in the learning process -initiative	-does not show initiative and does not participate in class to the teachers expectations	-does not show initiative or does not participate in class to the teachers expectations	-shows initiative and participates in class to the teachers expectations	-shows initiative and participates in class beyond the teachers expectations
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Note: this rubric is for teachers reference only.

Appendix 6 Junior 3 - Grade 10 (Based on a maximum of 4 marks)

RUBRIC FOR THE LIST OF DISTINCTION				
Planner score criteria				
Categories	1	2	3	4
Homework	The student:			
-completed and submitted -organized and meets teacher standards	-does not submit homework	-does not fully complete homework -produces homework which is below teachers expectations in terms of neatness, quality and/or organization	-completes all homework -produces homework which meets teachers expectations in terms of neatness, quality and/or organization	-completes all homework -produces homework which has exceeded teachers expectations in terms of neatness, quality and organization
Achievement Level	The student:			
-daily work, assignments, essays, tests, etc.(when graded) meets the students= ability - determined on an individual basis	-produces marked work which is far below the teachers expectations, and is not at all representative of the students ability	-produces marked work which is below the teachers expectations, and is not representative of the students ability	-produces marked work which meets the teachers expectations, and is representative of the students ability	-produces marked work which exceeds the teachers expectations and shows significant individual effort
Behaviour	The student:			
-on time, prepared for class -effort level and time management	-arrives late, poorly prepared for class, demonstrates unreasonable behaviour, and manages time inefficiently	-arrives late, poorly prepared for class, demonstrates unreasonable behaviour, or manages time inefficiently	-arrives on time, prepared for class, demonstrates reasonable behaviour, and manages time efficiently	-arrives on time, prepared for class, demonstrates perfect behaviour, and manages time with an exceeding amount of efficiency
Participation	The student:			
-participant in the learning process -initiative	-does not show initiative and does not participate in class to the teachers expectations	-does not show initiative or does not participate in class to the teachers expectations	-shows initiative and participates in class to the teachers expectations	-shows initiative and participates in class beyond the teachers expectations

Appendix 7 – Boys Clothing List - Boarders

For Uniform items, please see your
Top Marks Order Form

Boys Clothing List

- 7 pairs of grey socks
- 7 pairs of white socks for sports
- 1 pair of black dress shoes (*no high tops or high cuts*)
- 1 pair of casual shoes
- 1 pair of running shoes (*for sports*)
- 7 sets of underwear
- 1 bathrobe and 1 pair of slippers (*mandatory*)
- 2 pairs of pyjamas (*mandatory*)
- 1 bathing suit
- 1 pair of ice skates, hockey stick and helmet (with face mask)
- (extra hockey equipment optional, i.e. goalie pads, etc.)
- suitable winter clothing for outdoor games and activities: boots, jacket, snow pants, hat, scarf, 2 pairs of mittens or 2 pairs of gloves (*mandatory*)
- 1 pair of rain boots
- 1 balaclava for very cold days (*strongly suggested*)

Bedding

- Duvet or comforter (*labeled*)
- 1 pillow (*labeled*)
- 1 pillow protector (*labeled*)

Miscellaneous Items (*all must be labeled*)

- 1 large beach towel
- 2 bath towels and wash cloths
- plastic clothes hangers (*at least 2 dozen*)
- shoe polishing kit
- soap, shampoo, toothbrush, toothpaste, deodorant, hairbrush, comb
- shaving supplies, if necessary
- 2 combination locks
- non-aerosol air freshener for closets

Laundry

Laundering of shirts, underwear, nightwear, socks, towels and gym clothing is done daily. All other items – pants, jackets, sweaters and special care clothing – will be dry cleaned on a weekly basis. All items to be laundered must be colourfast – preferably in white or pastel colours.

The following items are not allowed, and if brought to school will be confiscated:

- knives or weapons of any kind
- lighters and matches
- slingshots
- stereos or “ghetto blasters”
- chewing gum
- food of any kind or soft drinks
- mini-TVs

N.B Clean, neat jeans (no baggy types) may be worn by boarders on the weekend only and on non-uniform day.

The following items are allowed on weekends only and must be left with the dormitory supervisors:

- computer games
- other toys, comic books
- lap top computers
- CD/MP3 players with headphones
- CDs and cassettes
- Radios

N.B. The school reserves the right to confiscate any CD’s, tapes or written material which it deems offensive

Appendix 8 - Girls Clothing List - Boarders

For Uniform items, please see your
Top Marks Order Form

Girls Clothing List

- 7 pairs of grey dress socks (for wear with trousers only)
- 3 pairs of tights and 2 pairs of knee socks (*hunter green*)
- 1 pair of black shoes – NO HIGH HEELS and no platforms (flat shoes only)
- 1 pair of casual shoes
- 1 pair of running shoes (*for sports*)
- 7 sets of underwear
- 1 bathrobe and 1 pair of slippers (*mandatory*)
- 2 pairs of pyjamas or nightgowns (*knee-length or longer*)
- 1 bathing suit (*no Speedo types, bikinis or high cut legs*)
- 1 pair of ice skates, hockey stick and helmet (with face mask)
- suitable winter clothing for outdoor games and activities: boots, jacket, snow pants, hat, scarf, 2 pairs of mittens or 2 pairs of gloves (mandatory)
- 1 pair of rain boots
- 1 balaclava for very cold days (strongly suggested)

Bedding

- Duvet or comforter (*labeled*)
- 1 pillow (*labeled*)
- 1 pillow protector (*labeled*)

Miscellaneous Items (*all must be labeled*)

- 1 large beach towel
- 2 bath towels and wash cloths
- plastic clothes hangers (*at least 2 dozen*)
- 1 skirt hanger
- shoe polishing kit
- soap, shampoo, toothbrush, toothpaste, deodorant, hairbrush, and appropriate feminine hygiene supplies (*adequate supply for each month*)
- 2 combination locks
- non-aerosol air freshener for closets

Laundry

Laundrying of shirts, underwear, nightwear, socks, towels and gym clothing is done daily. All other items – kilts, pants, jackets, sweaters and special care clothing – will be dry cleaned on a weekly basis. All items to be laundered must be colourfast – preferably in white or pastel colours.

The following items are not allowed, and if brought to school will be confiscated:

- knives or weapons of any kind
- lighters and matches
- slingshots
- stereos or “ghetto blasters”
- chewing gum
- food of any kind or soft drinks
- mini TVs

N.B Clean, neat jeans (no baggy types) may be worn by boarders on the weekend only and on non-uniform day.

The following items are allowed on weekends only and must be left with the dormitory supervisors:

- computer games
- other toys, comic books
- lap top computers
- CD/MP3 players with headphones
- CDs and cassettes
- radios

N.B. The school reserves the right to confiscate any CD’s, tapes or written material which it deems offensive

Appendix 9 - Residential Life – Daily Schedules

A TYPICAL WEEK DAY MORNING

- 6:45 a.m. Students wake up; shower (seniors), get dressed, make their beds and collect things they need for the day. Lockers and rooms are inspected for neatness.
- 7:30 a.m. Breakfast. Return to dorms to brush teeth. Free time, outside
- 8:30 a.m. Morning Circle
- 8:45 a.m. Classes Begin

A TYPICAL WEEK DAY EVENING

- 5:45 p.m. Supper
- 6:15 p.m. Students complete chores
- 7:00 p.m. Senior Study (Grade 8-10)
Juniors – Outside play time
- 7:30 p.m. Juniors begin bedtime routine (Collect uniforms and laundry, shower)
- 8:00 p.m. Juniors - Snack / story time / brush teeth
- 8:30 p.m. Seniors - finish study, return to dorm to collect laundry etc.
Juniors - Bed time
- 9:00 p.m. Senior Snack
- 9:15 p.m. Extended Study (optional) / Free time
- 10:00 p.m. Bed Time (depending on grade of student)

Appendix 10 – Typical Weekend Schedule

Friday

4:15 – 5:30 p.m.	Collect dry cleaning, outdoor play, 5 day a week boarding students pick-up
5:00 – 6:00 p.m.	Supper
6:30 p.m. onwards	Movie Night

Saturday

9:00 – 10:00 a.m.	Wake up and showers
10:00 – 10:30 a.m.	Brunch
10:30 – 11:30 a.m.	Brush teeth & chores
11:30 – 5:00 p.m.	Outing or outdoor activities, including a snack
5:00 – 6:00 p.m.	Supper
6:00 – 10:00 p.m. (Depending on age)	Optional Study (Most Senior students are expected to participate) / Outdoor Activities / Movie Night

Sunday

8:00 – 8:45 a.m.	Wake up and showers
8:45 – 9:30 a.m.	Breakfast / Brunch, brush teeth, etc.
9:30 – 1:30 p.m.	Church (optional) and/or free time / or optional study
1:30 – 5:30 p.m.	Outing, including a snack or outdoor activities
5:30 – 7:00 p.m.	Supper
7:00 – 8:30 p.m.	Study / Outdoor activities / snack and bed prep for Juniors
8:30 – 10:00 p.m.	Snack and bed prep for Seniors

Notes