



# Samoa Primary School

P.O.Box 3885, Apia, Samoa.

Phone: 29763

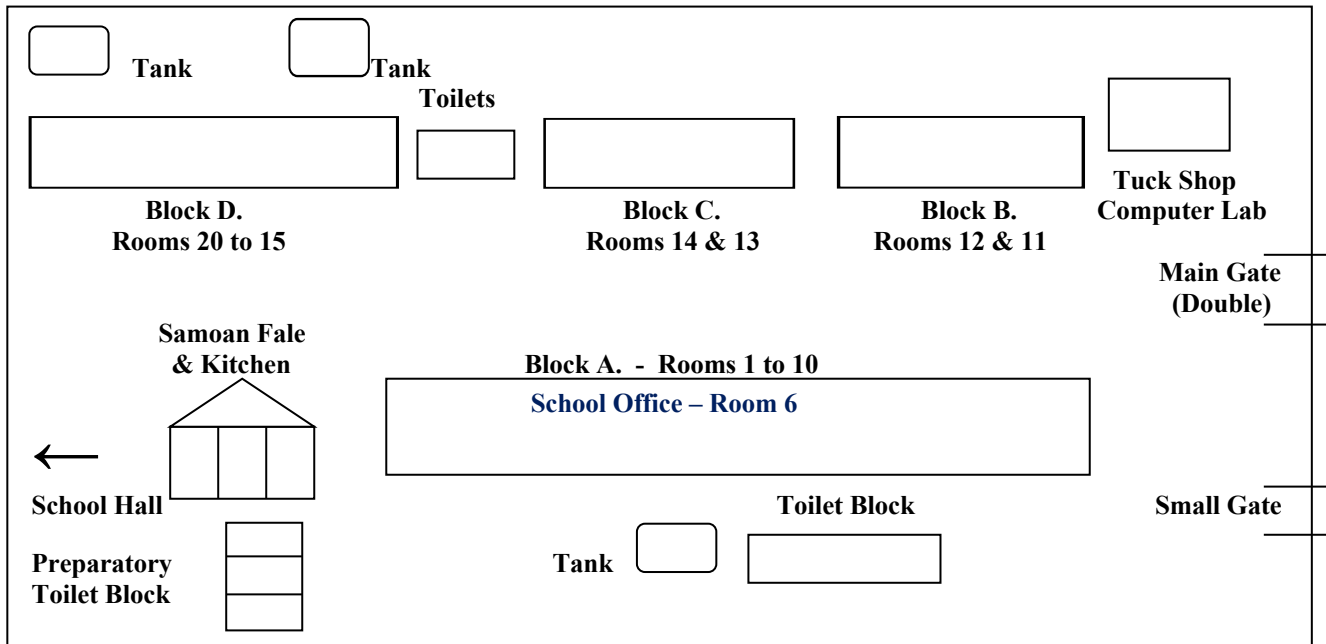
Office: 29763 or 8429764

## INFORMATION FOR PARENTS

**Talofa lava!**

Thank you for registering your child at our school. We are indeed privileged to contribute to your child's education.

### Map of the School



The following information will help you in preparing your child for the 2021 school year.

### 1.0 SCHOOL TERM DATES FOR THE YEAR 2021

Term 1 (10 weeks) **Tuesday, 26<sup>th</sup> January to Friday, 2<sup>nd</sup> April**  
Teacher ONLY Day for Professional Development: Monday 25<sup>th</sup> January, Holidays - 2 weeks Saturday, 3<sup>rd</sup> April to Sunday, 18<sup>th</sup> April.

Term 2 (10 weeks) **Tuesday, 20<sup>th</sup> April to Friday, 25<sup>th</sup> June**  
Teacher ONLY Day for Professional Development: Monday 19<sup>th</sup> April, Holidays – 2 weeks Saturday 26<sup>th</sup> June to Sunday 11<sup>th</sup> July.

Term 3 (10 weeks) **Tuesday 13<sup>th</sup> July to Friday 17<sup>th</sup> September. TOD for Professional Development Monday 12<sup>th</sup> July.**  
Holidays - 2 weeks Saturday 18<sup>th</sup> September to Sunday 3<sup>rd</sup> October.

Term 4 (10 weeks) **Tuesday 5<sup>th</sup> October to Friday 10<sup>th</sup> December. TOD for Professional Development Monday 4<sup>th</sup> October.**

(7 week break).

\*All public/statutory holidays are observed.

\* There will be one Teachers' ONLY Day for Professional Development for each of the terms.

The Newsletters will advise parents of the dates for Terms 2, 3 & 4. We urge parents to please read the Newsletters which come out once or twice a month as the need arises.

In the end of year Newsletter, parents will be advised of the next school year dates.

## **1.1 SCHOOL CURRICULUM**

It is our intention to make full use of the current local Primary School Curriculum authorized by the Ministry of Education – Samoa. The first four classes – Preparatory, Years 1, 2 & 3, use Samoan as the medium of instruction. This means that all students in these classes will be immersed in Samoan; and English is taught as a subject in Year 3. Gradual bilingual teaching and learning occur in Year 4, Year 5 and 6 classes, with English becoming the main medium of instruction in Year 7 and 8 classes. For Years 3 & 4, teachers will teach mainly in Samoan while English is taught daily as a subject. For Years 5 & 6, they are taught in Samoan and the time for English as a subject increases. In addition, the educators will incorporate and adapt appropriate and relevant areas of study from New Zealand, Australia and United States Primary School Curriculum Documents. The academic aspect of the curriculum is emphasized but at the same time we highlight the importance of music, sports, art-craft, technology and drama-movement.

We have been included in the Inclusive Education Programme since 2011. Students with special needs such as autistic students have an individualised programme, delivered by the teacher with the assistance of a Teacher Aide within the classroom. Some teachers have received training in special needs.

### **1.1.1 PREPARATORY CLASS**

We have 4 trained Early Childhood educators looking after the Preparatory class. Preparatory One uses Room 10. These children are under 4 years of age. Preparatory Two uses Room 9 and these children are between 4 and 5 years of age. Preparatory classes also use the Samoan fale, the Hall and there is a special sandpit/outdoor play area for their use. There is also access to bathrooms and a shower next to Room 10.

The school day begins at 8.30 am for Preparatory children and ends at 1.30 pm. However, parents may drop their children off at a time they find convenient and similarly may pick up children before 1.30pm if they wish. Parents may bring their cars into the compound as long as it is 10 minutes after 8.30am or 10 minutes before 1.30pm to ensure the safety of children from the other classes.

Their morning interval is between 10 and 10.30 am and their outdoor play finishes at 11am when Year 1 to 8 have their interval. The children wear the Samoa Primary school uniform from Monday to Thursday. On Friday they may wear mufti. The usual age for starting in the Preparatory class is 3 years of age. If parents think their child is ready before this age please discuss the matter with Management.

When the Tuanaimato pools are open Preparatory children are taken to learn basic skills and build confidence beginning in Term 2. Parents are welcome to come with their child.

### **1.1.2 LIBRARY**

Room 7 is the Library. Teachers will accompany classes to the Library when they are doing research or for reading. Each class has a box of books at their reading level, in the library for borrowing purposes. The books are regularly changed. Children may take out a book for up to 2 weeks then it must be returned.

Each child writes the title of their chosen book, the date and book level on their Library Card. Any damage to books or loss will result in a letter sent to parents requesting reimbursement or replacement. Children are taught to care for and treasure books. Every effort is made to encourage children to enjoy reading. The children are also taken on trips to the Town Library to familiarize them with Library Procedures and expose them to a wider genre of books.

Readers and Text Books are issued to students by respective class teachers for use during the year. If a book is lost or damaged, an invoice will be sent home to cover the cost of replacement. The school

encourages the pupils to return the book rather than pay for it. If your child has grown out of certain books at home, the school would be most grateful to receive them.

### **1.1.3 COMPUTER LABORATORY**

The school is most fortunate to have a Computer Laboratory, built by Digicel, with 30 computers, two television sets for instruction purposes, UPS systems a laptop for instruction and the necessary furniture. The Lab was opened in July 2020. All classes including Preparatory Two up to Year 8 have a lesson in the Lab every week. The Lab has been named 'Tevi's Learning Centre' in memory of the late Laeimau Oketevi Tanuvasa (mother of ex-student, Luisa Savea) who was the CEO of CSL and the driving force behind providing internet services for schools.

### **1.1.4 MUSIC**

Music is part and parcel of our school programme. There is instruction using musical instruments. The class teacher integrates music into his/her programme. The school has recorders, ukulele, four guitar and a piano. All classes have choral singing. Students perform musical items at Assemblies, Concerts and 'Show and Tell' days. Musical Productions such as 'Joseph and his Technicolored Coat' have been performed at school in the past.

### **1.1.5 SPORTS**

Sports is an integral part of our school programme. We realise physical education is essential for a healthy body and to prepare children in the necessary skills for team sports and athletics. Building confidence and enjoyment of sporting activities are recognised as important goals for our students. To this end, outdoor physical education is held two to three times a week as well as indoor physical activities, dancing/movement and action songs. A combined junior and senior sports time takes place every week. We have our Annual Athletics in Term 3.

Children should have at least 30 minutes of vigorous exercise per day.

We endeavour to participate in a variety of team sports with Government and Non-Government Schools and other sporting organisations whenever invited. The school will advise parents/caregivers of any major sporting event that it decides to participate in. Parents are welcome to assist in any after hours coaching, transportation and management of teams/athletes. We also have special sports clinics when these are available.

Samoa Primary School takes part in Netball/Rugby Touch, Soccer and Tennis Tournaments whenever they are held, in Terms 1, 2 and 3. We take advantage of coaches from overseas who come in to take clinics for Netball, Aussie Rules, Cricket, Rugby League, Softball, Tennis, Basketball, Tee ball, Judo, Badminton and Hockey. We include all these in our annual sports calendar as well as Athletics and Swimming utilizing our sports facilities at Tuanaimato and Apia Park.

Swimming rules include no swimming if children have open sores or the flu. Girls' hair, if long must be tightly tied back or contained under a bathing cap. Bathing suits must be of light material such as lycra, not cotton, as it absorbs chlorine in the pool.

When the pools at Tuanaimato are open, children in Years 1 to 8 each have a special day to enjoy a swimming festival. It proved very popular in 2018. When students compete it helps improve their swimming skills. We have had regular visits from overseas swimming coaches over the years which is an excellent opportunity to teach swimming skills and instil confidence in the students.

### **1.1.6 ART / CRAFT**

Art and craft activities are integrated in all subjects. Every class works on special art activities every week. Children enter various art competitions both locally and within the region. Teachers were trained from 2009 to November, 2012 by art specialists from Japan so we now have a consolidated art programme.

### **1.1.7 DRAMA AND MOVEMENT**

Drama and movement are also integrated in all subjects. Plays are performed both within classes and for assembly productions. At times we also stage a major production involving the whole school. As part of our Samoan Culture Programme, children dance and sing and when studying other countries, learn their songs and dances.

### **1.1.8 BEAUTIFICATION OF THE SCHOOL**

Management and staff worked very hard to beautify the grounds at Samoa Primary School in 2018. BSP ran a Beautification Competition which the school entered with great enthusiasm and the school was awarded First place. The Beautification Project is ongoing with continued further developments. Raised Garden Beds and Keyhole gardens have been established to grow vegetables. Growing vegetables, planting flower beds and trees has been a wonderful learning experience for the children. The children have been involved in planting, weeding and watering and many have encouraged their parents to plant gardens. They have also learnt to make compost and use recycled materials to grow plants in, such as plastic bottles and plastic rice sacks. Samoa Primary School received a small grant from UNDP GEF project to assist with these developments. Funds from this grant were also used to set up a **SCIENCE LABORATORY** in Room 20. A solar panel with a pump was set up on the roof of Room 20 to be used as a demonstration unit for students to be able to see how renewable energy works. We are awaiting repair work on the system.

### **1.1.9 EXCURSIONS / FIELD TRIPS**

Education outside the classroom is an important part of learning. Teachers will arrange excursions from time to time – usually as part of a classroom study, or a school event. We encourage parents to participate and help with supervision. Permission slips are sent home with details of the trip and a list of requirements. Please read these carefully and **check that one of the Co-Principals has signed** their authority for the trip to occur. Parents are asked to **sign and return** the slip with the correct payment if required. If you have concerns about any of these trips, please contact the classroom teacher as soon as possible. If still concerned, please contact one of the Co-Principals.

## **1.2 CAMPS – Year 6, 7 and 8.**

Year 6 classes have an overnight camp at Samoa Primary School where children and teachers are involved in life skill activities, teamwork and a variety of educational and fun activities. Year 7 has a two-day camp held away from school but on the island of Upolu, usually held in Term 2 or 3. They spend one night away from home. The camp allows children the opportunity to be responsible and work with buddies and supervising teachers to everyone's benefit and enjoyment. In Term 3 a three-day camp, two nights, is organized for Year 8. If there are no health restrictions, students visit significant historical sites and places of geographical interest around Savaii. This field trip relates to all areas of the curriculum for Year 8. This annual camp has been thoroughly enjoyed by Year 8 students since 2012. Parents/caregivers are always welcome but are asked to make their own arrangements. No cellphones are permitted on Camps. Should students need to communicate with family, all supervising teachers will have phones which students may use. In 2020, due to COVID-19, Management considered it wise to remain close to home for the Year 8 camp and children stayed at Taumeasina Island Resort and had an educational, science-based camp using the many experts in the field who are located in Apia.

### 1.3 SPECIAL CONCERTS / CELEBRATIONS

The School puts on productions: music concerts, Legends and Musicals, which are usually held towards the end of Term 3 or 4 to showcase children's talents and learning and also serve as a fund raiser for the school. Any special events such as the Olympics, SIDS, and Commonwealth Youth Games are celebrated by Samoa Primary School with performances by classes, cooking and research work. Show and Tell sessions are held by class levels where children invite parents to their classrooms to see their work and enjoy performances put on by the children.

In some years, at the end of Term 4, a special Christmas Celebration is held at school which parents can attend. Children and staff get together and enjoy the start of the festive season.

### 1.4 HOMEWORK

Year 1 classes – Reading every day for 20 minutes. Basic Maths 3 days a week for 15 minutes.

Year 2 classes – Reading every day for 20 minutes. Basic Maths 3 days a week for 20 minutes.

Year 3 classes – Reading every day for 30 minutes. Basic Maths 3 days a week for 20 minutes.

Year 4 classes – Reading every day for 30 minutes. Maths and other homework 4 days a week for 20 minutes.

Year 5 classes – Reading every day for 45 minutes. Basic Maths and homework 4 days a week for 30 minutes.

Year 6 classes – Reading every day for 45 minutes. Basic Maths and homework 4 days a week for 30 minutes.

Year 7 & 8 classes – Reading every day for an hour, Maths and unfinished work for 45 minutes to 1 hour every day.

An information day is set aside in the first three weeks of school to allow teachers to explain homework expectations and the class programme to parents.

### 1.5 AFTERNOON CLASSES

For children who require extra help with homework in classes Year 4 to 8, the school will consult with parents to decide who will attend afternoon classes. They are held two to three times a week depending on the need determined by Management, from 1.45 p.m. until 2.45 p.m. beginning in the latter part of Term 1, continuing in Term 2 before exams in Term 3 and in Term 4. Buses and vans are arranged to transport children to the designated area where parents collect their children.

### 1.6 DISCIPLINE PROCEDURES

Teachers deal with most discipline problems as they arise in a positive manner. Teachers counsel when negative behaviour occurs. If it persists, the child and/or children will be removed from contact with the rest of the class or moved to another class. For serious or persisting misdemeanors, children are sent to be interviewed by one of the Co-Principals and parents may be contacted for an interview.

At every stage, teachers counsel the children and discuss the consequences of actions. This has proven to be a positive method of disciplining children.

### 1.7 EMERGENCY INFORMATION

Emergency files containing addresses, telephone/fax numbers etc. need **to be kept up-to-date** and any change in this information should be communicated within the first two weeks of Term 1 to the School Office. The telephone number and address of the place of employment of **both** parents are also necessary, as well as an emergency contact number of a friend or relative and the family doctor. Also previous knowledge of any allergies or special medical conditions is helpful to the school.

## 2.0 WRITTEN REPORTS

Formal written Reports are sent home at the end of Term 2 and Term 4. Internal assessment tasks are used to evaluate Years 1-3. There are examinations held at mid-year and at the end of the year for Years 4 up to 8. Management considers it unnecessary to sit the National Exams set by MESAC, the school can offer a much more accurate picture of each students progress.

Children are being constantly assessed and when necessary, parents are contacted to inform them of their child's progress.

If you require a report earlier than the times stated above please inform the school at least one week beforehand to allow teachers time to prepare.

## 3.0 SCHOOL UNIFORM

Wearing correct school uniform is vital to the identity of a school. The public image of the school is important and to maintain such, we ask that the uniform be worn in a neat way. We have a sample displayed for all our students at I H Carruthers/Eveni. The boys have their shorts and shirt set. The girls have two different styles. The dress style uniform is worn on Mondays, Wednesdays and Fridays while the two piece set is worn on Tuesdays and Thursdays. The material is stocked at Eveni's (Carruthers) store. Students should be out of school uniform by 3 p.m. **Please name/label all clothing.** There is a lost property box at the office and parents are welcome to look through this box, if their children have clothes, shoes or coolers missing. We also have available our school logo for all white T-shirts used for inter-school sports tournaments. There are second hand uniforms available at school for a modest price.

### 3.1 SPORTS UNIFORMS

**Students need a clean T-shirt of any colour to use during PE classes and on sports days. For Interschool Tournaments students are to wear a white T-shirt with SPS printed in blue which is done by the school for a small fee.** Teachers will notify parents of these days. **Children must wear hats for outside activities. PLEASE LABEL ALL CLOTHING, BAGS, COOLERS, SHOES ETC. CLEARLY.** When House Athletics is organised, children are required to wear a T-shirt, the colour of the house they belong to.

## 4.0 SCHOOL FEES

The fees are SAT\$700 per Term for **Years 1 to 8** and there are 4 Terms per year = \$2,800 per annum. If tuition fees are **paid in full within 2 weeks at the beginning of each Term,** the amount to be paid is **SAT700 per student in Year 1- 8.** The fee for the **Preparatory Class is \$500.00 per child, per term.** Management will stipulate in a NEWSLETTER when the 10% penalty will be implemented, taking the fee to \$770. This will be implemented in Week 3 of each term. Preparatory Class will also be penalized from the stated deadline, paying \$550.

Children, who have not paid fees or made arrangements with the school by the stated time each **Term,** are to be **kept at home from the beginning of the following Week, (Week 4) until fee payment is settled.**

We are very appreciative of parents who meet deadlines for payment or make advance payments. The running of our school is totally dependent on school fees. Fees are to be paid at the School Office. Receipts for payments will be provided. A registration fee of \$100 must be paid when the registration form is filled in by the parents. This \$100 is deducted from the first payment of school fees for any new student.

### 4.1 BUILDING FUND

For school building maintenance and necessary extensions, a Building Contribution Fee is to be paid. This is SAT\$300.00 per student, and is paid **once** only. This fee is to be paid within the first 2 months

from the date a student starts school. Existing buildings will need to be upgraded and we have yet to build an Administration Block.

## **4.2 STATIONERY**

A list of required stationery for your child will be given to you on the day of registration. Parents may come to the office at the end of the year, to get a stationery list for the following year. Parents are asked to purchase all the items on the list except those they already have and to have these brought by your child/children on the first day he/she begins school. The teachers will then assist the students in labelling different books/items etc. The Office sells basic stationery at a reasonable price.

## **5.0 SCHOOL HOURS**

**Classes begin promptly at 8.30 a.m.**

8.30 - 11.00 : CLASS

11.00 - 11.30 : INTERVAL

11.30 - 1.25 : CLASS

1.30 p.m. - CLASSES DISMISSED

**If your child is late, or absent from school a note or explanation would be appreciated.**

## **5.1. TRANSPORTATION -**

### **5.1.a.**

A bus and van(s) are organised to pick up children from behind Chan Mow's Supermarket. The bus leaves at 8.00am from the bus shelter behind Chan Mow's Supermarket.

Please keep the bus loading area free of cars to allow buses/vans to park and safely load and unload passengers.

Teachers accompany the children travelling in the bus/vans to ensure safety procedures are followed to and from school. Bus/Van fares are \$1.50 one way.

### **5.1.**

Teachers' cars and service vehicles (vans) are allowed into the grounds. However all other cars need to be parked outside the school grounds, at all times, regardless of the weather. Should it be necessary for cars to come in, please drive with extreme care, 5km per hour. Please avoid coming into the grounds at interval and at the end of the school day from 1.20pm onwards to ensure the safety of the children. Only cars dropping off Preparatory may enter the school grounds, 10 minutes after 8.30am and for collecting Preparatory Class children they may enter the grounds between 1pm and 1.20pm.

Please be advised not to park in the driveway entrance to the School. This can be extremely dangerous and inconvenient.

**PLEASE ENSURE THE GATEWAY IS KEPT CLEAR AT ALL TIMES.**

## **5.2 COLLECTING CHILDREN AFTER SCHOOL**

**Classes finish promptly at 1.30 p.m. The duty teacher is off duty after school at 2.00 p.m. Office staff are not responsible for supervising children after 2 pm as they are too busy. When collecting your child, please park on the school side of the road. Parents are expected to collect their child promptly from inside the compound. No playing is allowed in the playground after school. We are concerned for the safety of any children left unsupervised. For this reason it is essential we have your most current telephone number so that parents can be contacted immediately should a problem arise.**

**A record will be kept of children left waiting at school after 3 p.m.**

### **5.3 LEAVING THE SCHOOL GROUNDS DURING SCHOOL HOURS**

During the day, students are NOT permitted to leave the school premises unless accompanied by a parent or caregiver. Management and the relevant class teacher **must** be advised, if your child needs to leave the grounds during school hours.

Similarly parents/caregivers are to advise Management of any visitors they are bringing into the school to visit classes. Permission must be sought from Management for any media to be brought into the school to video children.

### **5.4 INJURY AT SCHOOL**

While teachers will take reasonable care with all activities, it is inevitable that from time to time some child(ren) will incur an injury at school. First Aid will be administered and you will be advised and/or consulted in the case of “serious” injuries. **It is very important that the Office is informed of your current phone number for urgent/emergency cases. If parents/caregivers can not be contacted and the injury is serious, the school will transport the child to hospital.**

### **6.0 COMMUNICATION WITH TEACHERS / PARENTS**

Parents are encouraged to meet with their child’s teacher to discuss any concerns or queries. As soon as any urgent matter concerning a child’s well being or progress occurs, please inform the teacher involved. If the issue is not resolved, please see one of the Co-Principals.

### **6.1 NEWSLETTERS**

Newsletters are sent out regularly to keep families informed of school matters, and they are given to every student. It is important for parents and caregivers to read these Newsletters as they provide up to date details of events and important issues pertaining to your child’s education.

### **6.2 TELEPHONE CALL****The school telephone numbers are 29763 (Vodafone) and 84 29764 (Digicel)**

Students are not permitted to accept calls at school except in an emergency. Should students wish to use the telephone to call their parents for one reason or another they will be required to **pay a charge of \$1.00.** Cell phones are **NOT** encouraged at school, only in exceptional circumstances approved by Management will children be allowed to use their phones at school. They must inform the Co-Principals. Any, loss or damage to personal phones is incurred at their own risk. Children and parents are encouraged to use the school phones for emergencies and messages will be conveyed to either party promptly.

### **7.0 SCHOOL CANTEEN**

Our emphasis is to ensure that children eat healthy food. To this end, our canteen provides water, barbeque and rice, sandwiches and savouries. On Tuesdays and Thursdays meat and vegetable soup is available. Local dishes such as suafai, vaisalo and kokoesi are prepared depending on availability of local fruit. Fruit is also sold as available.

### **7.1 DRINKS**

It is recommended that each child brings a cooler of water to school every day. There should be enough water to last the child throughout school hours. The school advises the children not to drink water from the tap.

### **7.2 HEALTHY PRACTICES**

With the advent of the H1N1 virus in 2009, Red Eye disease, Chikungunya and COVID-19 in 2020, it is very important that children with fever and/or bad coughs are kept at home. Children must not share drinks at school. Constant washing of hands helps prevent the spread of germs.



**If there is a Public Declaration to close schools, we are bound by law to follow this ruling (eg. H1N1 virus, measles epidemic, COVID-19 )**

## **8. SCHOOL MAGAZINE**

The children showcase their best written work with photos and illustrations in a yearly magazine. A School Magazine is printed ready by the beginning of Term 4 to allow children's work to be published. The Magazine will be in levels, Prep, 1, 2 will have their own magazine, 3,4, 5 have their own and 6,7,8 will produce their own magazine.

Although the cost of printing the Magazine is high, it is sold to students at a reasonable price. A form will be sent out at the end of Term 3 for families to order magazines. For Prep, Year 1 and 2 magazine as well as the Year 3,4,5 magazine, the cost is \$8 while the Year 6,7,8 magazine is \$10 due to the greater number of pages.

## **9. PHOTOGRAPHS**

Photographs of the children will be taken by a professional photographer during the year and parents will be advised in a Newsletter when photos are available. An order form will go out to families.

## **10. LEO CLUB**

Year 8 students are invited to join the Leo Club, a club which works with the community to help with special projects such as cleaning areas of rubbish, planting trees and vegetables, fundraising to help people in the local and wider community.

It teaches students about Leadership skills, Experience and Opportunity. The club meets once a month with the Co-ordinators, a teachers of Year 8 are present. It is a most worthwhile experience.

## **11. VALUABLES / MONEY**

Children are not allowed to bring any toys, games, music equipment, iPods, phones or jewellery to school. If a teacher discovers students with valuables, the valuables be sent to the office to be kept safe for the day. Any money exceeding \$10.00 should be handed to the teacher or office for safe keeping. Loss of valuables or money can cause great distress to all concerned. The school can not be held responsible for the loss of any valuables but every attempt will be made to retrieve it.

## **12. STAFFING**

The three co-founders of Samoa Primary School have extensive teaching experience at all levels of education. The teachers who have been recruited have similar backgrounds and considerable local training and experience. If you have a particular concern please see the person directly involved, for example, the teacher. If the issue is not resolved, please see one of the Co-Principals.

Once again, we thank you sincerely for entrusting us with the care of your child during the school year.

Ma le fa'aaloalo lava.  
Management.

Anne Leauga

Pa'ū Iakopo

Sue Sua

Co-Principals Samoa Primary School