

Family Handbook

The purpose of this **Family Handbook** is to make clear the school policies and expectations at The Wingate School (TWS). Should you wish to clarify any entry, or have another query, simply contact the School Office and we will be happy to address your question or concern.

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Introductory Section

Welcome to your school community! It is a great pleasure, and honour, for us to have you join or return to TWS.

This whole document can be distilled into this: understanding and promoting our Mission, Vision and core values. Should we – parents and teachers – all put the needs of the pupil first, promoting their learning with care, respect and enthusiasm, then we surely will be on the right track.

You will be notified of any necessary revisions and updates to the *Family Handbook*.



We extend a very warm welcome to you as you and your children join our vibrant school community at TWS.

VISION:

TWS incorporates the very best practices of British and international education, within the Mexican educational system. We develop in our pupils a broad range of skills which will enable them to think critically, promoting academic excellence, accredited by renowned international examinations and certifications. TWS cultivates social responsibility, developing integrity and the values needed to improve our world.

MISSION:

We are a British-international school in Mexico that offers the highest standards of teaching and learning to children from all cultural backgrounds in a creative, respectful and caring environment, committed to making a positive difference in society. The Wingate School enables each child to value the joy of learning, self-discipline, and to fulfil his or her potential for intellectual, emotional, social and moral development, thereby preparing students for the exciting challenges of our evolving global society.

VALUES:

TWS core values are respect, honesty, kindness, gratitude and self-discipline. The school community works to embody these values in every aspect of the school's life.

Parents are invited to attend three Character Education sessions per academic year. Attendance is very important and noted in the student's progress report.

MOTTO:

TWS core values are respect, honesty, kindness, gratitude and self-discipline. The school community works to embody these values in every aspect of the school's life.

LOGO:

Our logo is a green book, affirming our commitment to the environment and open to you, the reader, and to change.



MASCOT:

The school mascot is an owl, named William. It represents wisdom.



A School Day

KINDERGARTEN

MONDAY – THURSDAY

Doors open: 7:40 am. Students should arrive by 7:55 am

School day: 8:00 am to 1:00 pm

Optional Kinder extended hours: 1:00 pm to 2:45 pm

FRIDAY

Doors open: 7:40 am. Students should arrive by 7:55 am

School day: 8:00 am to 1:30 pm

No Kinder extended hours

PRIMARY AND SECONDARY

MONDAY – THURSDAY

Doors open: 7:40 am. Students should arrive by 7:55 am

School day: 8:00 am to 2:45 pm

Extra-curricular activities run from 3:00 pm to 4:00 pm

FRIDAY

Doors open: 7:40 am. Students should arrive by 7:55 am

School day: 8:00 am to 1:30 pm

No extra-curricular activities. Hot lunch is not served



CALENDAR

We operate with three terms with report dates occurring at the end of each. As a SEP-incorporated institution, our pupils' grades are recorded with the SEP according to the reporting scales and due dates they supply.

The official school calendar is supplied separately to all families. Whilst every effort is made to keep to the school calendar dates, please note some last minute changes will almost always occur.

EXTRA-CURRICULAR ACTIVITIES (ECAs)

Pupils are able to enrol in Extra-curricular activities per semester. Activities run from 3:00pm to 4:00pm.

You will receive a separate communication about the activities on offer and how to enrol for them.

A late bus is available as of 4:10pm. The school buses most return to school first, and therefore

departure times vary from 4:10pm to 4:35pm.

Students are responsible for getting on the bus and will not be searched for if not at the bus exit on time.

AIR QUALITY

We monitor the school's air quality and may move outdoor activities inside if the air quality is poor.

Additionally, should the educational or government authorities indicate to schools that the air quality in the city is particularly unhealthy, and that children therefore are not be permitted to run or be outside on that day, TWS will follow all official instructions.



ALGEBRAIX

The school uses a web-based school management software called Algebraix. All parents receive a username via email.

You can access Algebraix on www.wingate.algebraix.com

There is a mobile app available and we strongly recommend you download it.

A video that shows how to log-into Algebraix is here: <https://www.youtube.com/watch?v=X265etK-yWM>

Much of our communications are via Algebraix. It is where you can also view report cards, calendar events, request

dismissal changes for your children and other matters.

You are also able to pay school fees using Algebraix.

- You can pay online with a credit/debit card.
- If you pay via bank transfer, you should download your child's unique CLABE (each pupil - not each family - has a different one). The CLABE does not change. However, every time you select items for a payment, a different reference number is provided. **It is very important that you pay with these unique details (your child's CLABE and the reference number generated) so that Algebraix can correctly identify and allocate your payment.**

The fiscal invoice (factura) will be automatically generated by Algebraix. if your fiscal details are correct. **Please note facturas cannot be modified once issued and can only be issued in the month of payment.**

Algebraix provides technical support, including lost logins and passwords, in English and Spanish. You can contact Algebraix on ayuda@algebraix.com and via telephone on 55 3640 9640.

Attendance & Absences

ARRIVAL EACH DAY –

A good day at school always starts punctually. Please therefore make all allowances for traffic to get to school in good time.

The first lesson starts at 8:00am. Therefore, students should arrive no later than 7:55am.

ARRIVING AND LEAVING SCHOOL –

The car drop-off area is inside the school on the long side entrance (sign-posted as Door 2). The bay has an entrance door and an exit door. A security guard is present.

All pedestrian visitors need to sign in with the guard at Door 2 and will receive an ID that they should wear at all times while on campus.

To collect pupils more efficiently in the afternoons, we also will issue name cards to place on your car dashboards so pupils can be ready by being called to the door. Please note that this name card does not authorise a person to collect the pupil. **Pupils may only be collected by the people authorised to collect them on Algebraix.** Please ensure that you keep this information on Algebraix up-to-date at all times.

DISMISSAL PERMISSIONS

All students between Kinder 1 and Form 3 need prior permission from their parents to leave school with a person who is normally not authorised to collect them.

As of Form 4, students no longer require permission from their parents to leave school with another person at their standard dismissal time. Permission IS required if they need to leave school before the end of the day.

If your child is due to go home in a way that is not their 'normal' dismissal, i.e. with another person, a friend, or they will not take the bus home when they usually do, you need to fill out a permission request on Algebraix the day before at the latest. The Algebraix system closes at midnight and you will no longer be able to request it after this time. All requests must go via Algebraix - **calls, emails and/or messages will not be accepted.**

Your request will be noted as 'pending'. The school will authorise the permissions and you will be notified that it has been approved.

If your child will go with another student, please ensure the name of the other student is correctly spelt and selected in the permission slip, otherwise the system will not recognise the person and you will not be able to create the permission request.

Here is a guide on how to request a dismissal permission on Algebraix: <https://tinyurl.com/yeycaacz>

Children may not be collected by anyone underage.

LATE ARRIVALS –

Any pupil who is not inside the school door by the time school starts is late.

Please note the main doors of the school are closed at 8:00am. If a student arrives late, the

adult who drives them to school will be asked to park and sign the late-arrival book with the guard in order for the student to enter the school.

Lates will be recorded in progress reports. The school may deny reinscription if a student is late to school 20 or more times in a school year.

Children will not be permitted entry after 9:00am unless a written request has been sent to the school at least one day beforehand stating why a late entry is required.

LATE AFTERNOON PICK-UPS -

When students are collected late from school, staff need to be reassigned or stay behind on duty until the children are collected. This may mean that our staff miss their own appointments, child collection times or transport arrangements home.

Collection times are:

KINDER 1:00PM

1:00 pm - 1:20 pm Collection time

PRIMARY, SECONDARY & KINDER EXTENDED HOURS 2:45 PM COLLECTION

2:45pm - 3:05pm Collection time

EXTRA CURRICULAR ACTIVITIES 4:00PM

4:05 pm - 4:15 pm Collection time

FRIDAY 1:30 PM

1:30 pm - 2:00 pm Collection time

LATE COLLECTION CHARGE -

Children who are picked-up after the collection time will be charged a late collection fee of \$150 per child per 15 minute interval or part thereof. The amount will be added onto the

student's account statement on Algebraix and is payable with the following month's tuition fees.

GETTING IN AND OUT OF THEIR CAR -

In most instances, students in Primary and Secondary should get in and out of their car on their own without the help of a school staff member or adult.

Students should not wait for an adult to open their car door or carry their belongings for them. Kinder students will of course receive help, as will students who are carrying a lot of items or need help due to special circumstances.

In the morning, it is helpful if students start getting ready as their car turns into the school gate, that way they can get out of the car more quickly and we can move the car line faster for everyone.

At dismissal, students are expected to go to the car exit when their name is called. If their car arrives and the student is not yet there, the car will be asked to exit and go around again in order to ensure the car line keeps moving.

EARLY DISMISSAL -

We quite understand that, sometimes, early

collection is necessary: naturally, it is in the best interests of the child's schooling that such interruptions are very rare.

Parents wishing to collect their children before the official end of the school day should notify the school Reception **via email at least the day before. Additionally, please make sure you complete an Algebraix permission slip detailing the early dismissal.**

Please come by Reception to collect your child - do not go into the classroom - as your child will be brought to you.

Where early dismissal times are occasioned by TWS (such as any half-days), families will be notified before that date. The school always endeavours to notify parents in good time.

Should your child fall ill during the school day, and need to be collected early, the school doctor will call the parents to inform them. Please come by Reception to collect your child - your child will be brought to you by the school doctor.

Please sign out your child at Reception. For

security purposes, you will be issued with a leaving slip to hand to the guards at the entrance in order for the child to be allowed to leave school.

CHILD - PLANNED ABSENCE FROM SCHOOL

Should a child have to be away from school during term time, parents need to make this absence known to us in writing at least two days before the absence.

Again, as with early dismissals, we strongly encourage parents not to use their child's vital term time in class to extend the vacations they already have.

At TWS it is not the role of the teacher to arrange catch-up work in such an avoidable situation and therefore packs of work will not be provided.

Please note, too, that the curriculum requires continuous active involvement, with much work carried out in groups. A child who is missing school time in a protracted way is not able to fully catch up.

Too many absences may result in a child not being able to pass that academic year. Additionally, reinscription may be denied if your child has more than 15 days of unauthorized absences.

MEDICAL AND ILLNESS

Please arrange for all medical/dental appointments in the afternoons after school is over.

Please do email Reception to let us know if your child will be absent on that day. The school may call home to make contact to ask, in the case of illness, about how the pupil is doing and, in all cases, to enquire about the child's likely return date.

Should we discover situations where certain classes have outbreaks of COVID, flu, head lice, or other communicable infections diseases, the school doctor will advise parents about the best procedures to follow. This includes the necessary period of quarantine so that any

affected child does not, in turn, infect others. In some cases the class will be asked to go online for a suitable amount of time.

Immunizations and Health Records:

- a. Children must have up-to-date vaccines and immunizations to attend school.
- b. Submit your child's immunization records and a certificate of good health annually.

Medication Policy:

- a. Children are not permitted to bring or administer medication at school.
- b. Only the school doctor is authorized to administer medicine to students.

Special Conditions and Allergies:

- a. If your child has a chronic or special condition, or requires special care or has an allergy, contact the School Doctor. If so, necessary forms and an Individual Health Care Plan will be arranged.

Allergies Policy:

- a. Allergies can be serious, often related to food brought by others.
- b. We are actively working on an Allergies Policy for the safety of all students.
- c. The school should have records of any known allergies or conditions.

Illness and Fever:

- a. Do not bring your child to school if they have a fever.
- b. If your child falls ill during school hours you will be notified by the doctor through Algebraix or a phone call. If it is deemed serious by the doctor, you will be asked to collect your child.

Infectious Diseases:

- a. Consult your own doctor for the appropriate time to return to school after an infectious disease.
- b. Provide a doctor's note stating that your child is no longer contagious and has been fever-free for 24 hours without medication.

Smoking and Alcohol:

- a. The entire school premises are non-smoking as per regulations.
- b. Consumption of alcoholic beverages is strictly prohibited during school hours.

Emergency Procedures:

- a. In case of a serious accident, the school doctor will immediately contact parents or emergency contacts.
- b. If necessary, a staff member will accompany the child to the hospital if parents cannot be reached.

Medical Support:

- a. The school has a full-time doctor and staff members trained in First Aid and school evacuation drills.
- b. An ambulance service is available to transport students to the nearest hospital, which is Hospital Angeles Interlomas.

Personal Accident Insurance:

- a. All students are covered by a personal accident insurance policy.
- b. Refund-based coverage with a maximum limit is provided.
- c. Access the guide and required documents for filing claims on Algebraix under “archivos compartidos.”

RECORDING ABSENCES

Please note that the school records all absences on Algebraix, regardless of the reason for the absence. We do this from a health and safety perspective, to know who is on campus at any given moment.

Please see the Family Handbook (starting p.8) for more information on attendance and absences. As per the Educational Services Contract, the school may deny reinscription if the student has more than 15 or more unexcused absences in an academic year, and the SEP will not allow a student to pass the grade if they have 38 or more absences in the academic year.

If you have a medical note to explain the absence please send it to the school doctor (doctor@wingate.edu.mx) who will register it in the student's file. The school will always require a medical note if the student is absent for three or more consecutive days due to absence.

If the student is absent for a justifiable reason which is not an illness, please send it to the SEP Directora Tecnica of their section.

TEACHER ABSENCE

Should a teacher be absent due to illness or another reason, lessons will be covered by members of the TWS teaching team. Parents will be informed of teacher absence when the their child's teacher is absent or due to be absent for over one week.

Birthdays at TWS

While being important milestones that all children love to recognise, we aim to minimise any classroom disruptions during birthdays. Children celebrating a birthday will be congratulated and we will sing "Happy Birthday" to them at morning line-up, or during break.

We are happy for parents to send in cupcakes, or another individual treat, for the birthday child to share with their class at break time. **Please let Reception know at least a day before if you will be bringing a treat in. We request cupcakes/individual treats as they are more environmentally friendly (no disposable plates and cutlery are needed) and are far easier to distribute.** We kindly ask that parents not come to school on birthdays.

Please do **not** send treat bags, gifts or additional sweets, to be sent home with other pupils in your child's class.

Book loans

In order to teach pupils responsibility, be cost-efficient, and help the environment, most of the books used in TWS are loaned. Well cared for, these books can be used by several generations of students. Please therefore encourage your children to take care of them and ensure they are returned in a timely fashion.

Many age-appropriate books can be accessed both in the classroom and in the separate library area.

If a book is lost or damaged then we will have to charge the total replacement cost of the book. Some come from the UK, or the USA, and replacement fees take that fact into account.

Bus

The school operates a school bus service which is concessioned with a third party company. There are set dates to enrol. All bus routes are supervised by a bus monitor.

The bus monitor will ensure that students between K1 and P1 are on the bus. However, the bus will not wait or look for students in P2 or above. Students who are not on their bus on time will be left by the bus.

Cafeterias

Warm and complete meals are available optionally for all Primary and Secondary pupils, and Kinder pupils staying for extended hours. Parents are asked to order the meals on a monthly or bi-monthly basis. The menus are pre established and dietary requirements cannot usually be accommodated for.

Additional snacks are available at break. Pupils can purchase them with food tokens.

Students may also bring a packed lunch from home.

Carpooling

TWS has a shared document visible to the whole community where families can state their interest in carpooling. It can be found here: <https://docs.google.com/spreadsheets/d/1sKIfw9szAZnWtTEjZRllyQPwpT-nbT5Zv4yHE86Ai9Y/edit?usp=sharing>

The road approaching the school is very congested and at certain times the school can cause a lot of traffic problems in the area. Therefore, as of August 2023, only cars with at least three students will be allowed to drop-off and pick-up students by car. Carpooling is a great and practical way of demonstrating social responsibility in this very busy city.

Community

TWS is very aware that the whole school community is made up of, first, the students in our care, their parents and the teaching and ancillary staff. Mutual respect is key to all that happens in the school. Being a close and caring community underpins the whole school.

To create a great, integrated school community, the following segment focuses on what we expect of each of the three main constituencies of our School Community.

TWS TEACHERS ARE

- Thoughtful people who understand their key role in forming young people's minds and behaviours and treat everyone else with great respect in word and deed.
- Professional educators, team players and understand the value of collegiality.
- Supportive of parents, and their possible concerns, and committed to working with them.

- People who communicate in a clear, helpful and timely fashion (including all pupil assessments)
- Educators who prepare all their classes carefully, teaching apt content in enthusiastic and creative ways.
- Lifelong learners.
- People who care about the well-being of every child in their care.

TWS PARENTS ARE

- Understanding of our Mission and Values.
- Committed to reading school communications, in particular “Wingate’s Weekly”, and responding to all school communications in a timely fashion.
- Committed to upholding school policies and procedures, and meeting all their financial responsibilities in a punctual fashion.
- Respectful of all staff / personnel
- Respectful of upholding the school calendar
- Happily participative in school events, in particular those in relation to Character Education.
- Overall, fully committed to working closely with TWS teachers and staff for the benefit of the well-being of the children.

TWS PUPILS ARE

- Helpful, courteous and respectful of others and their possibly different beliefs.
- Always ready to learn, whether alone or in groups.

- Responsible for their own learning.
- Honest and fair.
- Role models to those younger than themselves.
- An important part in creating a happy, cooperative school atmosphere.
- Young people who, more and more, practise and value critical thinking.
- Friendly and supportive of all other pupils.
- Ready to give of their best in class (and in any tasks set).
- Grateful, aware of how much they owe to their parents and teachers.
- Young people who aim to grow into self-confident, generous, honest and informed people.

Conduct and Behaviour: School Discipline Policy

1. INTRODUCTION

- a) There are consistently high expectations of behaviour implicit in the School's values and culture. Pupils are encouraged to show respect for others' feelings, values and beliefs.
- b) All pupils and staff have the right to be treated fairly and with dignity in a learning environment that is free from disruption and intimidation. To achieve this, the School aims to maintain high standards of pupil conduct.
- c) Collaboration between school staff, students and parents is an important feature

of effective discipline at the School. Students' parents are expected to hold a shared commitment to encourage their children to take responsibility for their actions so that they may develop as socially responsible young people.

d) The School discipline policy applies to any misbehaviour when the student is either in school, on the bus or is off school premises where there is a clear and close connection between the school and the conduct of students.

2. RESPONSIBILITIES

a) The Headteacher is responsible for the development, implementation and monitoring of the School's pupil discipline policy.

b) Parents are expected to support the School in the implementation of the pupil discipline policy.

c) Teachers and staff are expected to participate in the development of the pupil discipline policy and to support its effective implementation.

d) Pupils are expected to follow the discipline code or school rules and to comply with staff directions regarding appropriate behaviour and discipline. They are also expected to show respect for teachers, fellow pupils, other staff and school visitors and not engage in any form of harassment or intimidation.

3. STRATEGIES TO PROMOTE GOOD DISCIPLINE

The School seeks to develop a culture of positive discipline by setting clear expectations of pupils and encouraging positive behaviour. Strategies for developing this culture include:

- i)** Clearly setting behaviour expectations.
- ii)** Communicating expectations with the wider school community.
- iii)** Acknowledging positive behaviours in a range of ways.

Behaviour is best modified positively by reward or motivation, rather than punishment, so the latter will be applied at the minimum level necessary to be effective. Before any formal sanction is applied, a verbal expression of disapproval, warnings, and one-to-one conversations with the pupil should be used. A further option is for a pupil to be required to complete a Character Reflection Sheet to help them learn from their mistakes, discuss why a behaviour was wrong, find a way to repair the harm caused and improve their behaviour. For any issue involving a more serious misbehaviour, stronger action may need to be taken and is likely to be dealt with by the Headteacher, Deputy Headteacher and/or the Heads of Section.

In the event that the School's classroom management systems are insufficient to prevent misbehaviour, or the misbehaviour is serious enough to immediately warrant additional discipline, the School may take alternative in-school disciplinary action. These actions may include, but are not limited to, the following:

- i)** Not allowing the pupil to take part in classroom activities or privileges through a "time out," or temporary removal from the peer group.
- ii)** Behaviour Monitoring sheets.
- iii)** Calling or writing/emailing the pupil's parent/guardian.
- iv)** Arranging a conference with the pupil, parent, member of staff.
- v)** Implementing counseling sessions with a designated staff member.
- vi)** Requiring that the pupil take actions to counteract/ameliorate a problem (e.g. fixing something the student broke).
- vii)** Restricting the pupil's participation in after-school/extra-curricular activities or field trips.
- viii)** In service detention or additional instructional time during lunch.
- ix)** Confiscating inappropriate items related to the disciplinary infraction.

Bullying in School. The school is aware of the possibility of physical, verbal and cyber-bullying and treats any such incidents seriously. Any report of bullying by a student will be taken seriously and the student will always be listened to. The action taken will depend on assessment of the individual situation, but every attempt will be made to resolve incidents so as to prevent further incidents. Pupils are encouraged to report any case of suspected bullying to an appropriate adult.

Respect is the No.1 rule at TWS. The good behaviour found at our campus flows from this repeated and reinforced message.

Individualised Behaviour Support Plans.

- i) Where the level and form of misbehaviour requires it, an Individualised Behaviour Support plan may be made. The plan will be negotiated between school staff, pupils and parents and will consider the pupil's age, developmental needs and behavioural context.
- ii) Desired behaviour/goals of the student will be clearly described. The plan will consider changes that may be required to the learning environment to support the pupil to modify their behaviour. The School may refer the pupil to other support available and review, assess, change and modify the plan as needed.
- iii) Readmission to the school in the following school year will be granted as long as parents and pupils have complied with any 'Support Plan' previously agreed upon with the School.

4. SUSPENSION AND EXCLUSION

- a) Behaviour that threatens the health and safety of pupils, staff or others, may be cause for suspension or exclusion.
- b) If deemed for the good of the child (and/or others in the class) and after meeting with parents, the School reserves the right to suspend a child from attending school for a certain period, or (in most rare cases), to ask the child to be withdrawn. Such decisions are to be made by the Headteacher.

Day field trips and overnight trips

Trips out of school will occur from time to time to further enrich the students' learning. Arrangements will be shared with you in good time and we will request that parents complete the appropriate permission slips.

These trips need to be, and are, approved by the SEP authorities.

Equipment at School: Pupils

- a) School equipment is for the use and enjoyment of all. Used well, it ought to last a good while. This includes, but is not limited to, computers, books, other technological devices, educational manipulatives, physical education equipment and playground games. Damaged property will have to be fixed, or replaced, by the pupil's family.
- b) Pupils' own equipment should be treated likewise. Please clearly label your child's belongings. We highly recommend embroidering the child's name on all uniform items. Note that pupils' names can wash out of labels: so, do check periodically.
- c) All students should have a soft pencil case with a small amount of school supply contents (i.e. pencils, pens, erasers). The pencil case supply list is provided to all families at the start of the school year. These are school supplies that are not provided by the school - therefore ensure that these items are replaced as required throughout the year.

Forgotten items at home

FORGOTTEN ITEMS AT HOME CANNOT BE BROUGHT TO STUDENTS AT SCHOOL

Please help us foster student responsibility by not bringing to school items your child forgot at home (for example, lunch boxes, permission slips, homework). The school does not allow parents or other adults to drop off items at Reception for students who forgot them.

Family Commitments and Responsibilities

In the first instance, we ask that parents pay close attention to what their children are doing at school. *Frequently asking them about their day, showing a real interest, is very motivational.*

HOME LEARNING

Parents are expected to know what tasks are set for home learning. This includes daily reading at home, and completing the *Reading Journal* entries if your child uses one. **Please allow your child to be responsible for their own work and do not complete it for them or assist them beyond what is reasonable.**

ATTENDANCE AT SCHOOL EVENTS AND MEETINGS

Attending the school activities associated with your child's participation and progress at school is, of course, most important.

Parents are asked to attend termly School of Character sessions where parent attendance is recorded.

FINANCIAL OBLIGATIONS

All school fees ought to be paid in a timely manner and in full to allow the school to meet its own financial commitments which provide for the education of your children.

- Monthly school fees are due from August to June (11 monthly instalments). They are payable on the first 10 days of the month. Fees paid late will incur a monthly 5% late payment charge. Please note that the late payment charge does not excuse late payments.
- All other fees paid after their due date will incur a monthly 5% late payment charge.
- Bounced cheques will be charged \$1,000 to cover the bank fee. If payment is not collected on time owing to this, payment will be considered late.
- You may ask the school to charge fees directly to your credit card each month. If the charge is unsuccessful owing to reasons, such as lack of funds or an expired card, the 2% charge (3% in the case of American Express) will be applied the next time the charge is made. The reason is that the bank still charges us the commission even with unsuccessful charges. If payment is not collected on time, owing to this payment will be considered late.

Home learning

Home learning should never be 'busy work', put there just to fill time and achieve a grade. It should not induce stress: conversely, it should pique the child's interests. To be as apt and meaningful as possible, tasks assigned will link with

- 1) what is to come in any class...and, naturally,
- 2) help review what has been studied.

Pupils will have *Agendas* issued to them in which to record what work is set, and when, and when it is due.

Home learning should be done in a quiet, well-lit place at home. To encourage good work habits and organisation, respecting similar times each afternoon – where possible – is a great idea. A reminder... To promote your child's intellectual and emotional development, the best thing a parent can do at home is to **promote reading**. Both a child reading alone,

and being read to by a parent (perhaps before bedtime), are excellent activities. Do maintain the *Reading Record* with care.

Houses in TWS

As of Primary, pupils are assigned to one of four Houses.

The school Houses, and their colours are:

Austen - yellow

Fleming - red

Newman - blue

Pankhurst - white

The House names recognize distinguished male and female Britons, giants in, respectively, the fields of literature, science, university education, and women's rights.

Houses will be involved in sports and other activities, promoting a healthy competition. Additionally, House Points are issued to pupils for distinguished effort and work, and acts of kindness. Points totals are tallied at the end of the school year to award a House the House Trophy.

Lost and Found Property

All pupil clothing and personal items must be clearly labelled. All lost property found in the school and on the bus will be placed in Lost & Found, located by the main door of the Primary building. Students should collect misplaced items there. At the end of each term unclaimed items will be donated to charity or added to the school's used uniform sale inventory.

Music

Our Music programme focuses on Music Education and, from Primary 1 onwards, on playing a musical instrument. Students in Primary 1 to Primary 5 must own their own musical instrument. It is very important that it is the correct size and that they also have the required accessories for it. The school's music department can advise on this.

Currently, TWS teaches the violin, viola, cello, double-bass and percussion.

Nutrition and requests regarding lunch box contents

Please select a good range of food groups for your child's lunchbox, ensuring that your child has a sufficient quantity of healthy and nutritious food to sustain them through the school day. As well as sufficient water. It is extraordinary how a child's attention and performance at school can be helped with a good diet and proper exercise and rest. Please do not send fizzy drinks to school.

Filtered water is available from the water fountains and the cafeterias. Drinking water carried in flasks is generally permitted in class. It is the teacher's decision, though, in light of the particular activity being carried out (e. g. use of electrical equipment).

Parking

Visitor parking at school is very limited and available at on the other side of the G-500 in the parking spots labelled "visitor". We ask that visitors are conscious of their parking, and do not take up more than one car park space. The school is not responsible for stolen or damaged cars parked in this parking area. Please do not park at the gas station or by the ranch entrance as your car may be towed.

The school generally arranges a Park & Ride system with a shuttle bus from a nearby parking area.

Photographs, Filming & Privacy

Our curriculum requires careful monitoring of pupil progress, and this includes maintaining a photographic and film record. Pupils would be photographed in groups and those images may be displayed at school or in internal school newsletters (i. e. In “Wingate’s Weekly”).

Parents who have allowed it may see photos of their children on our webpage or social media (names will never be published).

Pupils, parents and visitors may not take photographs or video/voice recordings on personal devices whilst at school (including Smart watches). This is to ensure the safety and privacy of all our pupils and staff; as well as to comply with confidentiality.

Physical Education (PE)

All pupils have PE lessons per week. Students should wear their PE uniform on the days they have PE.

Private Tuition

In some instances, pupils may require private tuition. Please note that a child’s teacher may not privately tutor them. Additionally, TWS teachers may not tutor TWS students without prior written authorisation from the school.

Privacy Notice (Aviso de Privacidad)

The school's privacy notice was made available to you upon enrolment. It is also available on our website or upon request from the School Office.

PTA (PARENT TEACHER ASSOCIATION)

Our PTA is a very important part of TWS's whole community.

The PTA will foster an efficient collaboration, and social integration, between and among the parents, their families, and the school. It is interested in strengthening the quality of education throughout the school. The appropriate PTA representatives will submit a report of their activities throughout the academic year at the end of said year.

Naturally, we much appreciate our parents stepping forward and saying "I want to contribute". Elections are held each year by parents putting forward names of other parents, and, after the count, that person is invited to fill the appropriate post on the PTA.

There are many events in the school calendar run by the PTA. These range from events welcoming new families in Term 1, to putting on a Teachers' Day lunch, to a great, annual school-wide fair called the Cultural Carnival.

Pupil early withdrawal from school

Should your family circumstances dictate that your child can no longer finish the school

year at TWS, or return to TWS the following year, please contact the Head of the School Office as soon as possible.

Please detail the documentation your child's next school requires.

You will be asked to complete an early withdrawal from school form. The school required at least 60 days' notice. Should your child be withdrawn from school within 60 days, school fees will be liable for the full 60 days after notifying the school.

Reception

Reception is the first port of call when trying to contact your child, any teacher or administrator at TWS. For meetings with teachers at school, please simply and briefly explain what you wish to discuss further. That way we can arrange for the right people to be contacted in order to attend your meeting.

For your day-to-day needs, please contact reception@wingate.edu.mx

Reincriptions

Reinscriptions for the following academic year take place in February. Please clearly note the deadlines for handing in documentation and making payment. Reinscriptions will only be provided to pupils who have no outstanding fees due.

All fees paid to the school, minus a \$5,000 administration charge, will be refunded if the school is notified in writing at least 60 days before the start of the new school year that the child will not take up the place. 50% of all fees paid to the school, minus a \$5,000 administration charge, will be refunded if the school is notified in writing at least 30 days before the start of the new school year that the child will not take up the place. No refunds are provided beyond that date. Refunds are not provided on uniforms, admissions exams or any other concepts.

Scholarships

The school provides a percentage of its total income to scholarships. Please note that in Estado de Mexico the school's scholarship funds are awarded directly by the SEP and families must apply directly to the SEP via SEIEM (www.seiem.edu.mx).

The scholarship application process, including key dates, is generally made available by the SEP in the month of May of each year.

Scholarships must be requested on an annual basis and only one scholarship may be awarded per family. The SEP publishes the awarded scholarships, typically a percentage of monthly tuition fees, in October of each year.

The school will notify families of the scholarship process and the deadlines to request documentation via "Wingate's Weekly".

School psychologists

Pupils at TWS have access to a school psychologist. Children, in the first instance, would speak with their classroom teacher. Or, naturally, the teacher might initiate the process to assist any pupil showing signs of distress.

Referrals for observations and other interventions by TWS psychologists stem, in the first instance, from the classroom teachers.

On occasion, with parental permission or at the request of parents, TWS will receive other psychologists or therapists working privately with TWS children.

Secretaría de Educación Pública (SEP)

TWS is incorporated with the SEP and complies with their regulations. All our pupils are enrolled in SEP and the school does not offer a SEP opt-out for any student.

School Communications

General notices from TWS for parents will almost always be sent electronically.

The Head Teacher will send out a monthly letter simply called “Letter to Parents” with the month and year attached.

“Wingate’s Weekly” is the most important newsletter you will receive. It deals with practical matters on a weekly basis. Please notify the School Office if you do not receive them.

Please ensure all your contact details, including your email address are up-to-date on Algebraix.

SCHOOL REPORT CARDS

Progress reports go home to parents via Algebraix three times per year, at the end of each term.

SEP boletas are also issued to you.

PARENT-TEACHER MEETING AND COMMUNICATION

PTCs (Parent-Teacher Conferences) take place during the year. A few weeks before the conference date, parents will be asked to book an appointment. Parent-teacher meetings are an excellent way of monitoring the continued progress of the children, ensuring, too, that teachers and parents are pulling in the same direction.

Outside those dates, should you need to speak about a matter involving your child to the

teacher, please contact the School Office to arrange a suitable meeting time. Whilst every effort to accommodate parent work schedules will be made, please note that meetings must take place during the teacher's free periods.

You may contact your child's teacher via email if necessary. We ask that you always cc the Head of Section on emails. Please do not email your child's teacher to ask what homework was assigned. We wish to develop the child's sense of responsibility.

Do not contact teachers of school staff members via WhatsApp or social media.

Technology-related, including mobile phones

Regarding pupils' phones and their own devices...

- a) Children should not have access to electronic and/or Smart devices (including Smart watches) at school or on the bus. Where internet access is desired, we provide our own ICT equipment. Exception: please note that as of Form 3, students are asked to bring a laptop to school.
- b) We strongly recommend that students do not have a mobile phone or personal device before the age of 14.** Please note that most social media, including Facebook and Instagram, require a user to be at least 13 years old before they can create an account and creating an account with false information is a violation of their terms. This includes accounts registered on the behalf of someone under 13.
- c) Pupils do not have school WiFi access in a private capacity and may only use WiFi for academic purposes.
- d) The school is not responsible for lost or damaged electronic devices brought to school without our knowledge nor permission.

Keeping our school community safe is our utmost priority. Social media and other cyber activities may put members of our community at risk. We need your help and request the following:

1. Photos of your child may have other children in it (even if they are just in the background). Please ask all parents of children who appear on photographs for their permission before posting photos on social media or other public forums.
2. Never name anyone in photographs on social media or other public forums.
3. Do not tag locations of where photographs were taken.
4. Do not publish photos with your children in school uniform, or make the name of the school known on social media or other public forums.
5. Do not reveal confidential or private information that should not be in the public realm.

We ask that parents do not “friend” or “follow” teachers on social media. Exceptions are made when the parent had a prior and independent relationship with the teacher before joining the school, or when the teacher is also a school parent. However, teachers are expected to not discuss school or professional matters when in that capacity.

Students may NOT follow or friend school staff on social media, even if the student has left TWS.

Uniform Purchases

All pupils at TWS wear uniform on a daily basis.

The uniform supplier will come to school several times a year. The dates are noted in the school calendar.

Outside of these dates uniforms are available from the supplier Bestlook through the following ways:

SHOP

Plaza Reforma 1725

Map: <https://goo.gl/maps/pJ16irRRRKvxvsSt8>

Opening hours: 9:30am to 5:00pm Monday to Friday.



ONLINE SALES

Via the website online at

<https://uniformando.com/brand/escuelas/the-wingate-school/>

Uniforms and Personal Appearance

The school requires all students to dress smartly, be clean and well-groomed, and wear our uniform in order to reflect the identity the School wishes to project and protect.

The uniform requirements are:

KINDERGARTEN:

PE uniform is worn daily. PE uniform is made up of sports trousers, sports jacket, white polo, fully white socks, fully white trainers.

There are optional winter items that include a white turtle-neck and warm vest.

PRIMARY GIRLS:

PE uniform is worn twice a week on designated PE days. PE uniform is made up of sports trousers, sports jacket, white polo, fully white socks, fully white trainers.

The daily uniform, to be worn on the other three days, is made up of a white blouse, pinafore dress, bowtie, grey sweater, blazer, grey socks and formal navy blue or black shoes. There are optional winter items that include a white turtle-neck and warm vest.

PRIMARY BOYS:

PE uniform is worn twice a week on designated PE days. PE uniform is made up of sports trousers, sports jacket, white polo, fully white socks, fully white trainers.

The daily uniform, to be worn on the other three days, is made up of a white shirt, tie, navy blue trousers, grey sweater, blazer, grey socks and formal navy blue or black shoes.

There are optional winter items that include a white turtle-neck and warm vest.

SECONDARY GIRLS:

PE uniform is worn twice a week on designated PE days. PE uniform is made up of sports trousers, sports jacket, white polo, fully white socks, fully white trainers.

The daily uniform, to be worn on the other three days, is made up of a white blouse, skirt, secondary bowtie, grey vest, grey sweater, blazer, grey socks and formal navy blue or black shoes.

As of August 2023, Secondary girls may optionally choose to wear school uniform trousers instead of the skirt. However, the main uniform item is the skirt and the skirt will be required at events such as concerts.

There are optional winter items that include a white turtle-neck and warm vest.

SECONDARY BOYS:

PE uniform is worn twice a week on designated PE days. PE uniform is made up of sports trousers, sports jacket, white polo, fully white socks, fully white trainers.

The daily uniform, to be worn on the other three days, is made up of a white shirt, secondary tie, navy blue trousers, grey sweater, blazer, grey socks and formal navy blue or black shoes.

There are optional winter items that include a white turtle-neck and warm vest.

The use of the blazer

The blazer is part of the daily uniform. During the colder months, a plain navy blue coat

or jacket may be worn over the blazer, but not instead of it. During the warmer months, students may opt to wear only the uniform sweater and leave their blazer at home.

Shoes

PE shoes should be fully white. A subtle coloured line or smaller logo is allowed.

Uniform shoes should be formal. More casual/relaxed shoes with a white sole and/or shoes made of canvas are not allowed. "Smart" trainers may not be worn as school uniform shoes.

Students may not have their hair dyed or their nails painted. Students may not wear make-up of any kind (including shiny lip gloss). They should also refrain from using any *ostentatious jewellery.

Should girls opt to wear earrings, they should be small in order to avoid them being caught on something or accidentally pulled.

*TWS reserves the right to define this term, as well as other terms that may need a reasonable interpretation.

Visitors to TWS

We ask that all visitors, including parents, make an appointment so we can ensure the right members of the team are available to see you. Visitors will be asked to show an official identification and sign-in to enter the school. All visitors will be issued with an ID card which they should wear at all times whilst on campus.

While we understand that some families hire bodyguards to accompany them around the city, we **do not permit any families' bodyguards, armed or not armed, to come into the school.** Similarly, please ask drivers and/or bodyguards to not block the entrance to the school or our neighbours.

WhatsApp Chats

The school sets up class chats to help parents integrate and support each other. Any parent can of course opt-out of it. However, **note that a chat is never an 'official line of communication' between TWS and the parent body**. We use emails, call and write, and speak face-to-face.

In cases of any emergency, though, such as alerting the community about an earthquake, then chats would be added. We then consider ourselves obliged to use *all* the means at our disposal so that such messages are disseminated as quickly as possible to WS families.

Parent chats, of course, are not the business of the school. We do, though, emphatically promote the *positive* use of these chats. Experience shows that chats that are used to grumble – shall we say? – really can cause much harm, both to the atmosphere within a school and to its reputation way beyond its walls.

Please know that the school is always happy to speak with you directly regarding any concerns you may have. Simply contact the Office first.

Parents may NOT contact teachers and staff via WhatsApp.

Last revised: Feb 2024. JW.