

Settling down

We have completed 5 weeks of school and have settled down for the most part. Classes end at 2:45pm each day after which afternoon registration takes place until 2:55pm. **The boys should not be let out before that.** Registration may take up to 15 minutes and so we should not have students lined up at the gate from 2:45pm. **We still have significant furniture shortages.** We expect that these will be resolved in the next two weeks.

Students

Please be vigilant and serious about students doing their work so that very early a culture of focus and rigor is established. Please also be serious about discipline, punctuality and attendance. We have begun better with grade 7 this year. I am however getting complaints about some grade 8 and 9 classes. Enforce discipline across the school and not only in your class.

Make it your habit not to touch/hit students unless you are preventing them from hurting someone or themselves.

Professionalism

Please be professional at all times. Pay special attention to how you dress. Female teachers, ensure that your clothes are not too short, cover you properly and do not fit too tightly. Male teachers please also ensure that our clothes are not too tight as we require the same standard from our boys.

Let us be mindful how we speak to each other. An encouraging word is such a tonic in lifting one's spirit.

Let us be mindful how we speak to the boys. Your words can speak into their lives and may save even the most challenging ones. We have Muslims, Rastafarians and other religions here. Please be respectful to all. If in doubt please consult.

Let us be mindful how we speak to parents. Even when our patience is stretched to the limit, be professional. If you are tempted to respond unprofessionally, politely refer the matter to the VPs, Year Supervisors or me. **We will continue to remind parents to speak with us in a respectful manner**

Let us be role models in dress, speech and behavior.

Please make every effort to be at work on time and sign the register. **Follow the rules that govern casual leave and display common courtesy.** Leaving the compound during working hours also requires permission.

We have set our meetings on Wednesdays and they are mandatory. Your record will be tarnished if you are absent without consent or excuse.

Incentives

Please send in your claims for performances in the external exams and feel free to make suggestions for improvements in the incentive scheme. We will send out a reminder of the current criteria and intend to complete these payments in October.

Other matters

All extra classes conducted by teachers on the compound must have my written consent.

All books being sold by teachers must also have my written consent. No money is to be collected by teachers for books, manuals etc. being sold. An arrangement should be made with the front office, bookroom or the PTA shop to sell these books on your behalf. Please discuss any concerns with me.

Baseline tests should now be complete. **Please record the scores but note that they will not contribute to the students' averages.**

Please remember to keep your Renweb data updated and use the facility to post homework. We have raised our standards of record keeping and communication and anticipate an even better year.

Jamaica College will host a Professional Development Conference on October 22 and 23 featuring local and international presenters of very high quality. We will ask each department to choose one member to attend and cover their costs. Please note that any teacher can attend on their own. We are currently seeking credits from the Ministry of Education, Youth and Information for attendance.

Finally, provide guidance and encouragement to our new staff as they settle in.

We have several colleagues who are facing challenging health issues. Let us pray for them.

Bless O Lord this college...

Wayne Robinson
Principal (Acting)
Jamaica College