



# Clavis International Primary School

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## The Clavis Chronicle

### WELCOME BACK

Dear Clavis Community,

Welcome to all of the families who are new to Clavis and welcome back to all of our returning families. We are all happy and eager to return to school and be together with all of you again. Our hopes are for a successful year where every child continues to develop and progress in positive ways while finding excitement through their learning.

A lot of information has been going home over the past two weeks to try and keep our community informed about new procedures and what is happening at school that might affect you and your children. Moving forward, the main purpose of this Clavis Chronicle is to bring information together into a primary, consolidated source delivered to you every two weeks. We want to avoid unnecessary emails and communications being sent home throughout the week that might get overlooked or just add clutter to your inboxes. When information is time-sensitive or important reminders are required, the school may still send messages to you outside of the Chronicle, but we will make all attempts to minimize this. It is for this reason that care should be taken to read through this newsletter and the range of information and news we want to share with you.

In this issue you will find information about our new communication structure and how the new Team Leader roles can support you better, there is information about new traffic and parking rules, you will find details about the upcoming Parent-Teacher Conferences on 29 January, there is a link and information about the new CIPS Family Handbook, and a number of other things.

Finally, it will be busy this month as we settle into our new classes and routines so we very much appreciate and thank you for your patience and ongoing support as we begin this wonderful new year - our 30th year as a school!

Take care,  
Jeff

R. Jeffery Hart  
Headmaster  
[jeff.hart@cips.me](mailto:jeff.hart@cips.me)



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### WHAT'S COMING UP?

- **28 January:** Holiday—No School
- **29 January:** Parent-Teacher Conferences—No School
- **1 February:** Holiday—No School
- **12 February:** Holiday—No School
- **22 February:** Staff In-service—No School
- **2 March:** Parent Workshop
- **10 March:** Half Day (tbc) - Flag Raising Ceremony
- **11 March:** Holiday—No School
- **12 March:** Holiday—No School
- **31 March:** Years 1-3 Swimming Demonstration
- **April 5-16:** Holiday—No School

## WHAT ELSE DO YOU NEED TO KNOW AT CLAVIS?



### There are several important notices below Please read through carefully



**Bus Students:** Parents must be on time at their pick-up and drop-off point. When the bus is delayed because of one family it impacts all of the students on the bus when they get to their destinations. Please respect the bus driver and the other students on your child's bus by respecting the time and not being late.

### Early Morning Childcare

**Before School Care:** Due to work responsibilities, some families would like to bring their children before 07:30 to be supervised until 07:45 when regular supervision starts (Years 1 to 6) or before 08:00 for Reception and Pre-Reception. Some staff have agreed to come to school earlier to supervise children who require morning care. There will be two options: 1) 07:30 to 08:00 every morning for Reception and Pre-Reception or 2) 07:15 to 07:45 every morning for Year 1 to Year 6. The cost per term is Rs3000. Please complete this form to sign up. Provided there is interest, supervision will start next Tuesday, 19 of January after confirmations are sent out on Monday. Here is the [link](#).



**Label Your Belongings:** The school shop curates an ever-growing amount of lost property that includes things like jackets, lunch boxes, and water bottles throughout the year. Please label all your children's belongings. Things get forgotten, go lost, or are misplaced all the time and we want to make sure we can get them back to their rightful owners.



**Sick Children and Safety Measures:** As always, please ensure that everyone remains vigilant and maintains continued and appropriate use of masks, distancing, and hygiene when on campus. All parents and visitors on campus are advised to wear masks at all times. Please keep your child at home if he/she has any of the following symptoms – diarrhoea, vomiting, fever, pink eye (conjunctivitis), chicken pox, or any other communicable diseases you know of or suspect. If unsure, please speak to the school nurse who will be happy to help.



**Upcoming Holidays:** The school is closed due to national holidays or a staff in-service on 28 January (Thaipooam Cavadee), 1 February (Abolition of Slavery), 12 February (Chinese New Year), 22 February (staff in-service), 11 March (Maha Shivaratree), and 12 March (National Day).



**Clavis can experience unscheduled closures** due a number of situations outside of the school's control. These can include reasons such as severe weather, unsafe conditions around the school, or imposed government closures (eg, pandemic, holiday/celebration, or civil unrest). During the threat of severe weather, parents should listen to the radio for communiques to know if schools will be open or closed. The Mauritius Meteorological Services ([www.metservice.intnet.mu](http://www.metservice.intnet.mu)) provides the most up-to-date official weather warnings for the island. All schools must close if there is a cyclone 'Warning Class 2' or if there is torrential rain (defined as receiving 100mm or more of rain within 12 hours). Depending on the situation, Clavis will shift to modified distance learning for that day/those days.

## COMMUNICATIONS: WHO TO SPEAK TO

When questions, issues or concerns arise throughout the year, parents are strongly encouraged to first speak with the appropriate teacher - which is typically your child's homeroom teacher. Nearly all questions and misunderstandings can be solved by asking questions and seeking clarification from them. Families come from different backgrounds and their perception of a school and how it should function can vary widely from person to person. If parents have a question, they should go directly to the source by contacting staff in person (arranging a time to talk in advance), by phone or through email. While some parents will often seek out the Head of School, another administration staff, or a Parent-Teacher Association (PTA) representative, this is often inefficient and creates misunderstandings or wastes time. That person must then act as an intermediary between the parent and the person who is best suited to answer your question or concern. Please consider communicating with the following people depending on some of these questions or concerns.

Contact Person	Question or Concern Examples
Homeroom Teacher	Classroom learning, classroom/year level events, behaviour (your child or others), teaching assistant, reports, accessing online programmes, home learning, student progress, field trips
Specialist Teacher	Specialist subject learning, behaviour or incidents that occurred during specialist class, subject curriculum
Year Level Team Leader / Lower Years Coordinator	A year level teacher, year level teaching assistant, year level curriculum, unsatisfactory answers/feedback from homeroom teacher
Specialist Team Leader	A specialist teacher, specialist teaching assistant, subject curriculum, unsatisfactory answers/feedback from specialist teacher
Inclusion Team Leader	Learning support, EAL, counselling
PYP Coordinator	School-wide written and taught curriculum, IB and PYP information, authorization
Deputy Headmaster	Teacher or teaching assistant concerns not appropriate for team leader, behaviour issues unable to be resolved by teacher or team leader, PSAC testing and preparation, duty supervision
Accounts Manager	School fees, scholarships, refunds
PTA Representative	School store, PTA events
PE Team Leader	PE programme, sports competitions, coaching
Administration	Extra-curricular / After-School Activities
Nurse	Health policies, injuries/illness when the teacher was not involved
Secretary	Admissions, enrolment, school calendar, school tour bookings, appointments with Head of School, general school items
Receptionist	General school inquiries, messages to teachers or students throughout day
IT Manager	Seesaw/IXL/RAZ-Kids/ManageBac when issue is unable to be resolved by teacher
Chief Operations Officer	Bus, traffic, canteen, security, campus safety, maintenance, school operations (non-educational)
Head of School	Leadership or administrative staff, unresolved or unsatisfactory feedback from other contact people, policy questions, schedule issues, strategic and long-term planning, facilities development

Please see the CIPS Family Handbook for the names and contact information for all of the above.

## TEAM LEADERS

This year, a new middle leadership structure was (re) introduced. Its purpose is to help support the flow of information, develop more decisional capital, and create agency and distributed leadership. This is about facilitating school improvements and to ultimately improve student learning. In the event that your child's teacher (always your first point of contact) is not able to resolve your concern or answer your question, then we would expect you to reach out to a Team Leader. This year, please see the following:

Pre-Reception to Year 2 (Early/Lower Years Coordinator):

Corinne Marco

[corinne.marco@cips.me](mailto:corinne.marco@cips.me)

Year 3 Daphne Chung

[daphne.chung@cips.me](mailto:daphne.chung@cips.me)

Year 4 Bindoo Lukhoo

[bindoo.lukhoo@cips.me](mailto:bindoo.lukhoo@cips.me)

Year 5 Kim Burns

[kim.burns@cips.me](mailto:kim.burns@cips.me)

Year 6 Cheryl Blackburn

[cheryl.blackburn@cips.me](mailto:cheryl.blackburn@cips.me)

Inclusion Trisha Ramphul

[trisha.ramphul@cips.me](mailto:trisha.ramphul@cips.me)

French Maggie-Rose Lamaletie

[maggierose.lamaletie@cips.me](mailto:maggierose.lamaletie@cips.me)

ICT Farzana Hossenbocus

[farzana.hossenbocus@cips.me](mailto:farzana.hossenbocus@cips.me)

PE Michael L'Escaut

[michael.lescaut@cips.me](mailto:michael.lescaut@cips.me)

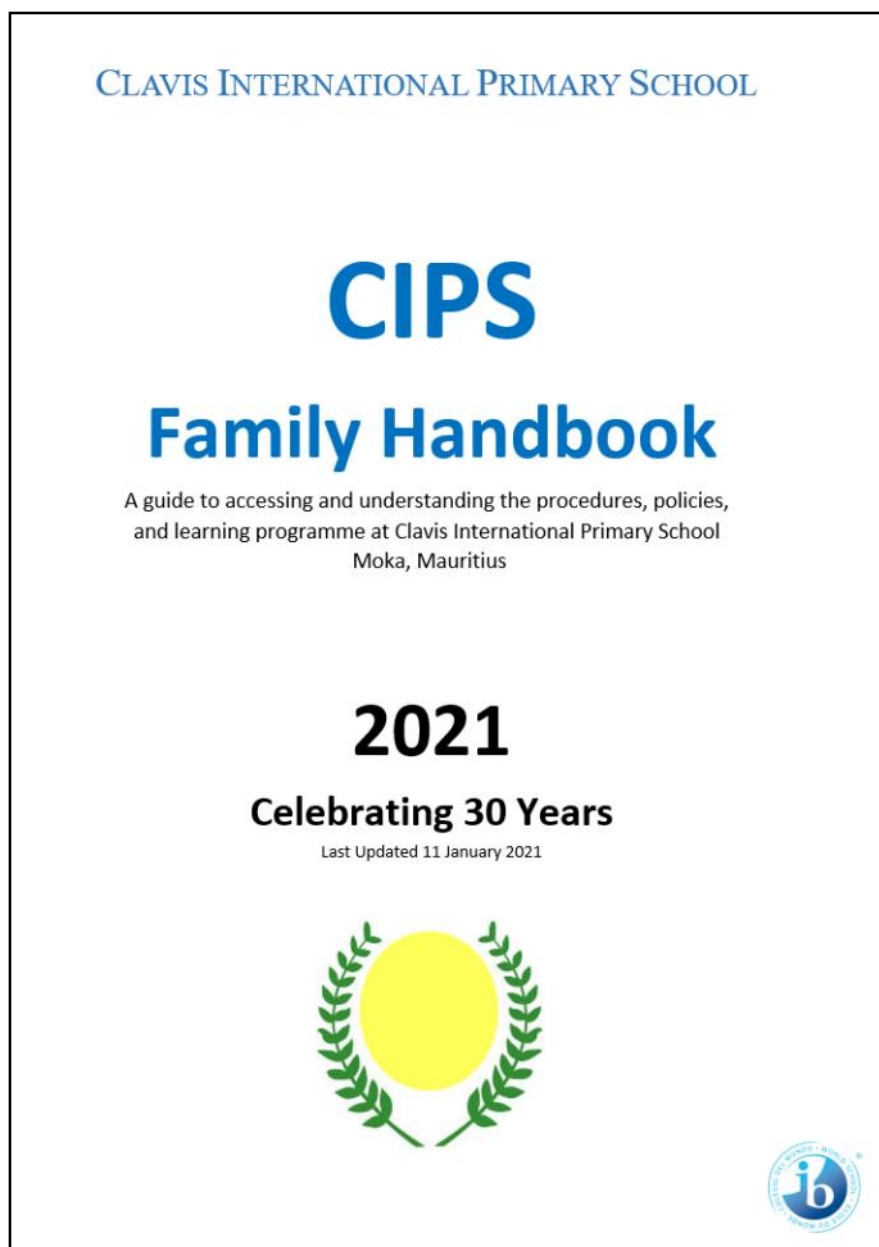
Art Roxane Kelly

[roxane.kelly@cips.me](mailto:roxane.kelly@cips.me)

# CIPS FAMILY HANDBOOK

Just as one of the key elements of our middle leadership structure is for the improved flow of communication and information, we are introducing an important document to help guide all families in navigating the various policies, procedures, expectations, and programme goals from across our school. The CIPS Family Handbook is designed to provide you with all the information you require to have a good understanding of your school and everything that might impact our parents and students. If you have questions, hopefully the answers can be found in the pages of this handbook.

This handbook is a live document that has been through many drafts and will go through many more. Our intentions are to provide an overall update for the beginning of every year. The most up-to-date version will always be found on our webpage. The link to the handbook will be available Monday morning at this [link](#).



## PARENT ORIENTATION PRESENTATIONS

It was great to see that many parents were able to attend the Parent Orientation presentations last Friday. We hope it was informative and helped prepare you for a few events happening in the coming school year in your child's class. If you were not able to attend or you would like to review the information, the links are available below to download the presentation information.

[Pre Reception](#)

[Reception](#)

[Year 1](#)

[Year 2](#)

[Year 3](#)

[Year 4](#)

[Year 5](#)

[Year 6](#)



## TRAFFIC, PARKING AND TIMINGS



As everyone is very keenly aware, traffic and parking is and has always been a challenge here at Clavis. We are continuously striving to make adjustments to timings, buses, and expectations to improve the situation for everyone. Given space limitations, we can never have a system that is to everyone's satisfaction, but we can always try to make it better. This past week and next will obviously be busier than typical weeks. Many parents are parking and staying with their children in the mornings or coming earlier than necessary for drop-off. We also have students who haven't started on the buses or After-School Activities. These are things that will improve the situation as they happen. We need everyone's support with this and we

ask that everyone adheres to the following requirements:

- **Be respectful towards others.** Your needs are not more important than anyone else's. For those parents who feel it's OK to block traffic on the road or in the parking lot because *"It's only for a few minutes while I run up to get my child. I'll be right back!"* (or something similar) - this is completely not acceptable. **Do not block or impede others.** Your sense of entitlement or self-importance does not provide you with special privileges. Please ensure all personal drivers are aware of these expectations as well. Quite often, major traffic or parking problems are the result of only a few people.
- **Pre-Reception, Reception, and Year 1 parents have priority access** to the parking lot before 14:10 on Mondays to Thursdays and before 12:00 on Fridays. Our youngest students and those who finish earliest need to get their children out first.
- **Year 2 to Year 6 parents will be allowed to park in the main lot after 14:10** on Mondays to Thursdays and after 12:00 on Fridays (35 minutes before student dismissal).
- **Parents from all year levels are free to park in the lower roadside parking below the canteen at any time.**

The school campus is closed before 07:30 to all students and non-Clavis staff. Security will not be opening the main gates until this time. Students should not arrive at school before 07:45 without parental supervision as there are no staff supervision prior to this. Clavis staff are on duty for morning arrival from 07:45 to 08:20 for Year 1 to Year 6 on the Assembly Terrace after which they are brought to class. Staff are available to supervise Pre-Reception and Reception students beginning from 08:00 in their classrooms. Pre-Reception, Reception, and Year 1 students (unless they have an older sibling) should be off campus shortly after their 14:15 pick-up. All other students should leave the school campus by 15:00 unless they are enrolled with an after-school or supervised academic activity. This is when staff are no longer available to supervise. Please see page one for information about [morning child care](#) outside of these times.

Year Level	Arrival Times	Designated Area	In Class (for 08:30 start)	Dismissal Times	Additional Info
Pre-Reception, Reception	08:00 – 08:25	At classroom	08:25	14:15 (Mon-Thu) 12:05 (Fri)	Pick-up from classroom
Year 1	07:45 – 08:20	Assembly Terrace	08:25	14:15 (Mon-Thu) 12:05 (Fri)	Pick-up on level 1 outside classrooms
Years 2 to 6	07:45 – 08:20	Assembly Terrace	08:25	14:45 (Mon-Thu) 12:35 (Fri)	Pick-up from wooden deck near the pitch

# PARENT-TEACHER CONFERENCES



Next week, teachers will send home links to sign up for the Parent-Teacher Conferences on 29 January. This time is for teachers to share their observations on how your child has settled in and what data they have collected from the beginning of the year assessments. Very importantly, these conferences are meant to gain feedback from parents. Teachers want to know what you hope for your children this year.

*“To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.” - Tony Robbins*

## EXTRA CURRICULAR ACTIVITIES

### THE IMPORTANCE OF EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities play a vital role in the development of children. A healthy social life and the opportunity to learn skills beyond that of the classroom are important to improving academic performance and provide crucial life skills.

When students have the opportunity to socialise and interact with students from different year levels and classes, ECAs help to develop new communication skills and a student's self-confidence.

We believe, as does the IB, that a holistic approach to learning is necessary. The combined focus on intellectual, social, emotional, creative, and physical abilities makes for more independent people who can better understand the connections between everything they learn. ECAs help students develop this.

A notice went home as an attachment along with this issue of the Clavis Chronicle. Please take note of the requirements.

The school aims to offer a range of extra-curricular activities for all children apart from the Pre-Reception classes (at this time). These activities are aimed at offering an extension of skills in leisure pursuits that would not normally be offered during school hours, but also includes some activities aimed at improving academic skills as a reinforcement for classwork.

A timetable of activities on offer is sent as part of the attachment. Procedures for enrolling are as follows:

- a) Parents need to complete a form, giving emergency numbers, so teachers can contact parents if cancelling the activity, or if they need to contact a parent if the parents are late in picking up the child.
- b) Charges/fees. (These are usually for the term and are paid in advance and are non-refundable if your child decides to stop attending the activity and/or through nonparticipation due to parents' constant late arrivals to collect children at the end of the activity.)
- c) Parents must submit individual forms for each activity they choose.
- d) Please make sure your child is committed to the activity of their choice, as children cannot swap or change to other activities during the course of a term.

Once the form has been completed it can be sent to Miss Doreen at school, together with the payment (cash only), in a sealed envelope. She can be reached for questions by calling the school or at [doreen.chan@cips.me](mailto:doreen.chan@cips.me).

The envelope needs to be clearly marked with:

1. Your child's name, 2. The activity, and 3. The name of the person(s) organizing the activity

Once the form has been returned and the payment has been made, your child (ren) may participate in the activity. However, children may lose the opportunity to benefit from these activities should parents consistently arrive late to collect their child(ren) once the session has finished. The organizer of the activity has the right to refuse to accept your child and no longer allow them to participate.

## A FINAL NOTE ON SWIMMING



Swimming lessons are part of the PE curriculum and begin next week for Reception to Year 6. Swimming does not start in Pre-Reception. Reception will have lessons on Fridays at Synergy Sports and Wellness Institute, Helvetia, while Year 1 to Year 6 will be at the Côte D'Or Sports Complex on Mondays (4, 5, and 6) and Wednesdays (1, 2, and 3). Dates are subject to cancellation or change due to weather or other factors outside of our control. These will be:

**Reception:** January: 22nd; February: 5th, 19th and 26th; and March: 5th, 19th and 26th.

**Years 1 to 3:** January: 20th and 27th; February: 3rd, 10th, 17th and 24th; and March: 3rd, 17th and 24th (open Demonstration Day is 31 March)

**Years 4 to 6:** January: 18th and 25th; February: 8th, 15th; March: 1st, 8th, 15th, 22nd and 29th; and April: 19th (Swimming Gala is 26 April)

Please ensure your child has a separate swimming bag containing the following:

- 1 towel
- 1 pair of plastic sandals
- 1 change of underwear
- 1 swimming cap (compulsory) **No swimming for children without caps according to the pool's rules and regulations**
- Sun-block cream
- A bottle of water

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**CIPS**



(Not just for swimming items,  
but everything)