



MONA PREPARATORY SCHOOL



STAY CONNECTED: A GUIDE FOR NEW AND RETURNING STUDENTS & PARENTS

ACADEMIC YEAR: 2025-2026

THEME: "Rooted in Values, Reaching for Excellence"

Welcome to Mona Preparatory School!

A warm welcome to all new and returning students and their parents/guardians! As we prepare to begin another exciting school year, we kindly ask that you review the important information below.

START OF SCHOOL YEAR

The 2025–2026 academic year begins on **Monday, September 8, 2025**. School starts promptly at **8:00 a.m.** daily. Please take note of arrival and dismissal times:

Class	Arrival Time	Dismissal Time
K1	7:45 a.m.	1:30 p.m.
K2	7:45 a.m.	2:00 p.m.
K3	7:30 a.m.	2:00 p.m.
Grade 1	7:30 a.m.	2:00 p.m.
Grades 2 – 6	7:30 a.m.	2:30 p.m.*

***Classes dismiss at 2:00 p.m. for all students on Wednesdays.**

Please collect students promptly at dismissal, unless they are involved in extra-curricular activities or enrolled in After Care.

SCHOOL FEES

The annual school fee is structured as follows:

Term	Amount Payable
Christmas Term	\$179,000 + \$1,500 (PTA Dues) + \$500 (Personal Accident Insurance)
Easter Term	\$179,000
Summer Term	\$179,000

Note: PTA dues and insurance are applicable for the Christmas Term only.

SCHOOL FEE PAYMENT METHODS

- 1. Bank Transfer/Deposit**
 - **Bank:** National Commercial Bank
 - **Branch:** Matilda's Corner
 - **Account Number:** 37-1030018
 - **Account Type:** Chequing
- 2. NCB Online Bill Payment** (*NCB customers only*)
 - **Category:** Education
 - **Payee:** Mona Preparatory School
 - **Voucher #:** Student's first initial and surname
- 3. At the Bursar's Office** using Credit/Debit cards

Send proof of payment to monaprepbursary@gmail.com – please include your child's full name and grade in the subject line.

SCHOOL FEE PAYMENT PLAN


We understand that times are challenging and are committed to supporting families in need. Flexible payment plans are available - please contact the **Bursary Department** for assistance. Let us work together to keep your child's education on track.


CLASS PASS

A **Class Pass** is required for the child to be admitted to the class. The class pass indicates your child's grade and teacher.

- The pass is issued by the Bursary once proof of payment is received
- The pass can be collected physically from the Bursary
- The pass is required for **Book Collection** and **Meet & Greet/Consultation** days

BOOK COLLECTION, MEET & GREET / CONSULTATION DAYS


 **Dates:** Thursday, August 28 and Friday, August 29, 2025


 **Time:** 8:00 a.m. – 3:00 p.m.


 **Venue:** Classrooms


- Bring **labelled books and stationery** (ream of paper is optional)
- Complete and bring the **Student Data Form** (available on the website - www.monaprep.edu.jm)
- Use the opportunity to meet and consult with your child's class teacher
- The Student Data Form helps us keep contact information current.

ORIENTATION (NEW STUDENTS & PARENTS ONLY)

 **Date:** Friday, August 29, 2025

 **Time:** 8:00 a.m. – 10:00 a.m. (parents and students)

 **Time:** 10:00 a.m. – 1:00 p.m. (students will go to their respective classes to the teachers)

 **Venue:** Ishmael Robertson Hall

Please pack snacks, lunch, and sufficient water for your child.

TIMETABLES & CURRICULUM GUIDES

These will be available in the **week of September 8, 2025** via your child's class teacher.

EXTRA-CURRICULAR ACTIVITIES

Activities will begin in the **week of September 8, 2025**

- The activities list and registration form are available on the website (www.monaprep.edu.jm)
- Return the completed forms to your child's teacher after payment is made at the Bursar's Office.
- Be sure to check whether the activity coordinator has a WhatsApp group, and join it to stay informed of any updates.

AFTERCARE PROGRAMME

Aftercare begins the week of **September 8, 2025**. Payment for the service should be done at the **Bursar's Office**

🕒 **Time:** 3:00 p.m. – 6:00 p.m.

💰 **Cost:** \$1,300 per day or \$6,000 per week

STUDENT PICK-UP & DROP-OFF

1. Timely Pick-Up

Students who are **not** participating in extra-curricular activities or **not** registered in **After Care** must be picked up **promptly at dismissal time** (see dismissal schedule above).

2. Classroom Access

Parents/guardians **are not permitted inside classrooms**. However, you may accompany your child **to the classroom entrance**, where they will be received by their teacher(s).

3. No Congregating

Parents/guardians are asked to **refrain from gathering** in the **quadrangle, corridors**, or on **staircases** to prevent congestion and ensure a smooth flow of movement.

4. Sign-In/Out – Kindergarten 1 to Grade 1

All students in Kindergarten 1 to Grade 1 must be **signed in at drop-off** and **signed out at pick-up** using the **log book** located at the entrance of the classroom.

CLASSROOM LOCATIONS

- **Grade 3:** Relocated to 225 Old Hope Road (to the right of the campus)
- **Grade 4:** First floor (corridor by Vice Principal's office)
- **Grade 5:** Second floor (above Grade 4)
- **Extracurricular Room:** Former Grade 2 Miller Room at 225 Old Hope Road (used for Strings, Robotics & Coding – further details are on the extracurricular listing)

HEALTH PROTOCOLS

If your child is unwell or showing symptoms of illness, please keep them at home to help prevent the spread of sickness and ensure quicker recovery.

DRESS CODE

- **Students:** Uniforms are available in the Book Room (contact the Bursary)
- **Parents/Guardians:** Must be appropriately dressed when on school grounds
- Uniform guidelines are available on the website (www.monaprep.edu.jm)

CANTEEN SERVICES

The Canteen is run by **Express Canteen Services Ltd.** via QMall Online System (further details available on the website www.monaprep.edu.jm). Login credentials for new parents will be shared during the **week September 8, 2025**.

BOOK ROOM HOURS

Regular School Term:

- Mondays & Wednesdays: 7:30 a.m. – 9:30 a.m.
- Fridays: 2:00 p.m. – 3:00 p.m.

CLASS REPRESENTATIVES

- Selected by the class teacher (no volunteering required)
- Current reps will remain in place until **Friday, September 12, 2025**
- New reps will receive a role description and expectations

COMMUNICATION

We are committed to clear and timely communication (copy of the communication plan is available on the website www.monaprep.edu.jm). You may contact us via:

- ✉ **Email:** iserve@monaprep.edu.jm
📞 **Phone:** 876-927-2222 | 876-927-1507 | 876-927-1041 | 876-618-0855
★ **Important:** Always check your junk/spam folders. Please add our email to your "safe senders list".

DATA PROTECTION

Mona Prep is fully compliant with the **Data Protection Act 2020**, which came into effect on **December 1, 2023**. The policy was developed in partnership with the PTA and a certified consultant. A copy of the policy is available on the website (www.monaprep.edu.jm)

OUR CORE VALUES

Mission Statement

We provide a holistic educational environment, characterized by Christian values and an engaging home/school partnership that seeks to develop the full potential of each student. We provide the foundation for each student to make a meaningful contribution to society.

Vision Statement

Our Vision is to be providers of world class early childhood and primary education and to be seen as engaged in a partnership with our children, parents and staff in shaping a competitive workforce for Jamaica, the Caribbean and the International Community.

Parent Values

- Commitment to the Mona Preparatory School Mission and acceptance of the School's Code of Conduct
- Active engagement in their child's educational, emotional and physical maturation
- Respect and consideration for staff, students and each other
- Participation in and support of the School's activities
- Meeting of their financial obligations to the School

Student Values

- Confidence in their ability to be the best they can be in everything they do
- Lack of vanity and self-importance
- Healthy concept of self
- Honesty & reliability
- Willingness to be of service to each other and members of their community
- Tolerance of persons and ideas that appear to be different or unusual
- Enthusiasm to acquire new knowledge and share that knowledge

Teacher Values

- Dedication to their careers at Mona Preparatory School to achieving the School's Mission
- Trained, congenial professionals who keep improving through continuous training
- Provision of a nurturing environment for each student, one that is open, honest and supportive
- Exemplars of the student values and commitment to inculcating them in each student

Here's to a fantastic year ahead! We appreciate your continued cooperation and look forward to a successful academic journey together. Please visit our website www.monaprep.edu.jm and familiarise yourself with our full list of policies.

2024/2025 Year in Review (Achievements)

Football

- **Henriques Cup Champions**
- **Alberga Cup Runner-Up** (final decided by penalties)
- **Top-performing team in the league:**
 - 105 goals scored
 - Only 5 goals conceded
- **International Competition:**
 - Semifinalists at Inter Miami Dreams Cup in Florida
 - Represented Jamaica with excellence
- **All Prep All-Star Team:**
 - 6 players selected – **most of any school**
 - Two students recognised as **Double All-Stars**

Netball

- **1st place in the JISA Under-12 Netball Champions – Back-to-back wins!**
- **2nd Place** at an international Netball tournament in Florida

Chess

- **Tied for 1st place** – National Chess Championship (U12 Absolute)
- Top 10 finishes in multiple age categories
- **5th place out of 50 teams** at the Scholastic Team Chess Championship

Swimming

- **Strong presence with 70 swimmers** across all 4 national swim meets
- ASAJ Swim Meet – Girls placed 1st and Boys 2nd.
- Mayberry Swim Meet – Girls placed 2nd and Boys 5th.
- **Multiple individual and relay medals**
- Burger King/YMCA Meet - winner of the **Vibez Spirit Trophy** & cash prize
- ASAJ Prep/Nestle Swim Meet – Girls placed 2nd and Boys 3rd
- **High Point Trophy** winner (3 meets in the 7–8 age group)
- Alumni-turned-coaches and managers leading the team with pride

Track & Field

- **Ricky Martin Invitational:**
 - Gold, Silver & Bronze in multiple events
 - Strong relay and jump performances
- **Gibson McCook Relays:**
 - Top 5 placement – significant experience gained

- **Mona Invitational Track Meet:**
 - Hosted over 1,000 athletes
 - 2nd place overall
 - Multiple gold, silver, and bronze medals in sprints, relays, long jump, and high jump
- **JISA Inter Prep Championship**
 - The school placed 3rd and won 10 medals (3 gold, 6 silver and 1 bronze)

Gymnastics

- **Team Champions** – Nishida's Regional Gymnastics Championship
- **Individual Medals** in floor, bar, and vault routines
- Awards for **Top Scorer** and **Perfect 10**

Performing & Visual Arts – JCDC Competitions

- **Music:**
 - 3 Gold, 5 Silver, 4 Bronze
 - 2 National Trophies
- **Dance:**
 - 2 Gold, 1 Silver, 1 Bronze
- **Speech:**
 - 13 Silver, 6 Bronze, 4 Merit
- **Drumming & Guitar:**
 - Multiple medals across categories
- **Top Awards:**
 - Overall winner in Music & Performing Arts (Kingston & St. Andrew)
- **Special Invitation:**
 - Choir invited to the 2026 World Championships of Performing Arts in Hollywood

STEM & Innovation

- **Bebras Challenge:**
 - Top 12 national placements
- **Kangaroo Math Competition:**
 - Top 12 placements in Benjamin category

- **Code Jamaica:**
 - **3rd overall** nationally (among 99 ranked schools)

Quiz Competitions

- **TVJ's Junior Schools' Challenge Quiz:**
3rd Place finish in a highly competitive national season
- **TPDco Quiz Competition**
 - **2nd Place** awardees

Grade 6 Primary Exit Profile (PEP)

97% of the students achieved proficient (P) or highly proficient (HP) in all subject areas - this means, we had only 2 students in the "developing" (D) stage of learning for the 2025 grade 6 cohort.

Thank you to all students, coaches, teachers, parents, alumni, and supporters for your continued excellence and dedication.

Here's to another year of brilliance!