



St Martin's School

School Handbook

September 2018



Contents

Page 3	Headteacher welcome
Page 4	A Brief history of the school
Page 5	School Staff
Page 6	St Martin's School Vision
Page 7	Safeguarding and Child Protection
Page 8	Anti-bullying and behaviour
Page 11	School Organisation
Page 12	Working together in partnership
Page 13	School uniform
Page 15	Our school day
Page 16	Healthy eating, breakfast club and after school club
Page 17	Ways of travelling to school
Page 18	Attendance and leave of absence
Page 19	School dates and medical information



St Martin's School,
La Rue De La Croix Au Maitre
St Martin,
Jersey
JE3 6HW



Headteacher: Mrs Jenny Posner



June 2018

Dear Parents and Carers,

I would like to take this opportunity to welcome you as Parents and Carers to St. Martin's School. We look forward to working in partnership with you to support all aspects of your child's learning.

The aim of our handbook is to provide you with an overview of life at St Martin's School and information about our school, our aims and our expectations.

We are incredibly proud of our school and our staff are fully committed to providing your children with the best opportunities for learning. We therefore expect that you support and work with us as we aim to give your children the best opportunities to learn and develop.

Parent partnership is an essential part of our school and we always welcome feedback and conversations about what we are doing well and how we can improve. It is vital that right from the start we work together in partnership to support each other for the benefit of your child.

Many thanks

Mrs Jenny Posner
Headteacher
j.posner@stmartin.sch.je



A brief history of our school

Prior to 1899, St. Martin's Parish School was housed in a boarded-off section of the Chancel of St. Martin's Parish Church. At a Parish Assembly in February 1897, it was decided to purchase three verges of land from Mr. Charles Pallot for £153.00, in order to build a school for boys and girls. Mr. Aldophus Curry, architect, duly drew up plans, which were modified by the Education Department in Whitehall. On 13th July, 1899 the Parish Assembly voted for the construction of the new building at a cost of £3000. The commemoration stone was laid on 19th October, 1899.

Improvements to the building commenced in July 1980 and again in 1991. In 1980 most teaching areas were modified, indoor toilets installed, a staircase erected to give access to a new classroom in the loft, and a brand new hall built. The Commemorative stone was re-sited to allow a new entrance to be made. When removed, a small box was discovered containing artefacts from 1899. A similar box was made and filled with a collection of artefacts from 1980 and the two boxes now lie side by side behind the re-sited stone.

In 1991 two Infant classrooms and an area to be used as an Infant library were completed. This enabled the Infant department to be housed together in the eastern part of the school. Building work on a new detached Nursery classroom with facilities was started on the 3rd September, 1991, and completed at the end of February, 1992. Two temporary classrooms were added in the summer of 1996, allowing for the relocation of the Staffroom and the creation of a School Library.

As part of the Centenary celebrations in 2000 the children worked with Jersey Pottery to create the tiles in the main entrance area of the school (now the old school).

In November 2012, planning permission was granted for a new Parish School to be built on the school playing field. In April 2013 the enabling works for the new school began and work on the new school began in July 2013.

The new St Martin's School opened on Thursday 4th September 2015 and the occasion was marked by the raising of the Parish flag. The grand official opening of the school was held on Friday 17th June and was officially opened by His Excellency General Sir John McColl and Lady McColl.



School Staff
September 2018

Headteacher	Mrs Jenny Posner
Deputy Headteacher and Key Stage 2 Phase leader	Mrs Karen Cooper
Foundation Phase Leader, Reception Teacher and SENCO	Miss Hilary Hince
Nursery Teacher	Mrs Christina Gardner
Year 1 Teacher	Miss Emilie Machon
Year 2 Teacher	Mrs Lynette Ferguson
Year 3 Teacher	Miss Rachel Le Seelleur
Year 4 Teacher	Mrs Claire Brown and Mr JP Guegan
Year 5 Teacher	Miss Silea Rive
Year 6 Teacher	Mr Ryan Mendes
Nursery Officers	Mrs Debbie Walker
	Mrs Sara Douglas
Teaching Assistants	Mrs Susan Borg
	Mrs Sonia Coop
	Mrs Ingrid Faudemer
	Mrs Vicky Milner
	Mrs Judy Richardson
	Mrs Angela Le Rossignol
	Mrs Vanessa Gidley
	Mrs Lisa Smith
School Secretary	Mrs Karen Hidrio
Caretaker	Mr Stephen Martin
Breakfast Club Leader/IT Technician	Mrs Helen Falle
Lunchtime Assistants	Mrs Susan Borg
	Mrs Helen Falle
	Mrs Tina Le Mercier
	Mrs Jean Le Voguer
	Mrs Linda Mollet
	Miss Kerry Roberts
School Crossing Patrol	Mrs Linda Mollet



St Martin's School Vision – Together we succeed more

At St Martin's, we believe that all children have the right to high quality learning opportunities which challenges, motivates, inspires and supports. Children are at the heart of everything we do and we ensure that everyone has a safe and secure learning environment to flourish in. We give children the tools to grow into mature, confident and responsible members of our community. We provide a supportive, caring, approachable, inclusive and creative learning environment, which focuses on the needs of all learners in the school. We care and listen to each other, our children, our families and our wider community. Everyone involved with the school has a positive and happy experience and leaves each day with a smile. We work together to ensure everyone succeeds. We are proud to be part of the St Martin's team and we want everyone to share this.

We do this by:

- Focusing on high quality teaching and raising standards/achievement to ensuring excellent progress for all children. Our expectations of everyone are high and we do everything we can to ensure those expectations are met.
- Offering a broad and balanced curriculum, which includes the local and community aspects of our teaching.
- Ensuring that every decision we make has the children in mind and that children's voices are heard.
- Welcoming and encouraging parent partnership.
- Engaging with and visiting the local community on a regular basis which allows us to make our curriculum real and relevant to children's lives.
- Having a high focus on well being for pupils and staff.
- Ensuring a team approach to support and challenge each other in a safe environment.



Safeguarding and Child Protection at St Martin's

St Martin's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our first responsibility at school is the safety of the children. We have a variety of systems, policies and procedures, in conjunction with the Education Department that helps us do this.

All staff are trained in safeguarding and there is a Safeguard Designated Lead, who is the Headteacher, and they responsibility for Child Protection and Safeguarding. If any parents have any concerns or questions about child protection or safeguarding, they can contact the Headteacher.

Physical Safety

We ensure that the building is as safe as possible and encourage the children to ensure they keep their belongings tidy so that classrooms and other areas of the school are safe to move around. The staff follow precise procedures for Health and Safety for all aspects of their work.

All visitors must come to the front entrance of the school. We have procedures in place for ensuring that all visitors sign in and if unknown to staff, they will be asked for identification. Our front door locking system ensures that all children and staff are safe.

We have regular fire drills and clear procedures to ensure all children and staff know what to do in the event of an emergency.

Digital Safeguarding

We take this extremely seriously. Children in the school have lessons (through PSHE and Computing/IT) which focus on how to keep safe and protect themselves in the digital online world. Any use of the internet on the school wifi is closely monitored and filtered and any concerns are addressed. Our school website contains lots of information for parents to support them in helping their children at home.

Data Protection

St Martin's School is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold information in order to provide public services and meet our statutory obligations. Our privacy notice can be found on our website, from our school office or with our induction packs. We also ask parents to sign a consent/permissions form which tells us what information you are happy for us to share. You can opt out of this at any point by emailing the school office on admin@stmartin.sch.je.

Our code of conduct:

We respect each other's age, disability, gender, gender identity, race/nationality, religion or belief and sexual orientation.



Anti-Bullying

St Martin's School and the States of Jersey Education Department adopts the principles of the Anti- Bullying Alliance:

- We believe that bullying in any form is wrong and should not be tolerated, and that any environment that encourages bullying, prejudice and discrimination is unacceptable.
- We believe that all children and young people have intrinsic value and worth and we embrace their uniqueness and autonomy.
- We respect difference and welcome diversity in our children, young people and in society in general, and believe our work should be inclusive of all.
- We believe that children and young people should have the right to feel safe, secure and valued, and that creating a safe environment and dealing with bullying is everyone's responsibility.
- We believe children and young people should actively participate in decisions that affect them and should be supported in taking responsibility for their choices and subsequent actions.
- We believe there is a range of strategies for dealing with bullying and actively challenge the use of humiliation, fear, ridicule and other similar approaches in an effort to reduce bullying.
- We work within the UN Convention on the Rights of the Child (Articles 14 and 28).
- We believe that people should treat each other with respect and courtesy.

All teachers have a duty of care towards pupils. The essence of that duty is to take reasonable steps to protect the welfare, health and safety of pupils and to act with reasonable skill and care. All adults within educational establishments have a duty of care to act "as a reasonable parent".

Our full Anti-Bullying Policy can be found on our website.

Behaviour

At St Martin's School we set high standards in both our learning and behaviour. To help achieve this we have high expectations of everyone in our school. The best way to encourage an excellent standard of behaviour at school is by establishing a clear understanding of what is appropriate behaviour within a positive and supportive atmosphere.

For this policy to be effective, consistency is the key. A consistent approach is required so that all members of the school community are aware of our expectations and know how to achieve them. We all need to be proactively involved in rewarding good behaviour and providing consistent sanctions.

We also try to find a balance between parental expectations of acceptable behaviour. Different parental attitudes towards behaviour can have a huge impact on the effectiveness of our school approach to positive behaviour. Some parents have very firm expectations and others are more flexible. Sometimes the school is in a difficult position where some feel that we are too firm and others feel we are not firm enough. We ask that parents trust and support our judgements and decisions with regards to standards of behaviour within our school environment.



Our school rules help everyone to feel safe and happy. They are:

☺	☹
We will be gentle We will be kind, polite and helpful	Do not hurt others Do not hurt anyone's feelings and do not use unkind words
We will try our best We will look after property	Do not waste yours or others time Do not waste or damage things
We will listen to everyone We will follow instructions	Do not interrupt Do not ignore adults
We will tell the truth	Do not cover up the truth

These school rules apply to all areas of the classroom, outside environment and when children are on off site visits.

Playground rules

In addition to the school rules, we also have a set of playground rules. These are in place to ensure that everyone is safe and happy and to reduce incidents that may occur.

We will listen to the teachers on duty
We will ask an adult if we need to go inside
We will wear the correct clothing for outside
We will ask an adult to help us if there is a problem we cannot resolve
We will go inside quickly when the teachers put up their hands at the end of playtimes

St Martin's staff are skilled in using various strategies and techniques to promote positive behaviour and strategies to deal with any inappropriate behaviour.

Rewards and Sanctions

At St Martin's we have a consistent and positive approach to behaviour. We celebrate and encourage positive behaviour throughout the school appropriate to children's age and stage.

We use a house system where each child is part of a larger house team. We have Archirondel (yellow), St Catherine's (red), Anne Port (green) and Fliquet (blue). Children are awarded house points for their behaviour, attitude or learning and work together to try to be awarded the house cup each term.

Each Friday, there is a celebration assembly, where positive learning and behaviour is shared with the whole school from each class. This includes a list of children who have followed the weekly PSHE celebrations and they come to the front of assembly and congratulated on their achievement by the rest of the school. During the assembly there is also a chance to share learning and other celebrations are discussed and there is a time to reflect on learning which has happened this week.

Alongside the whole school rewards/house points, there might be other rewards in the school. These include:

- Instant verbal or written praise
- Class based rewards with agreed criteria from the classteacher.
- Privileges in class
- Showing/sharing learning with other members of staff e.g. Key Stage leader, Deputy Head, Headteacher
- Year 6 can be awarded a privilege badge and the pupils in the class decide at the beginning of the year what the criteria for a badge is and what privileges they would receive if they obtain the badge

Each Friday there is a celebration assembly, where learning is shared and other celebrations are discussed and there is a time to reflect on learning which has happened this week.



Sanctions

We acknowledge that at times during a child's time at school they may find the expectations at school challenging. While positive behaviour strategies are employed there are times when sanctions also need to be put into place when there are incidents of inappropriate and unacceptable behaviour. Ultimately, we want children to take responsibility for their own behaviour and to make choices. Adults who work with children at St Martin's are proactive and use preventative strategies to support situations.

We use a yellow and red card warning system.

- If a child doesn't follow the rules, a verbal warning will be given.
- If a child continues to ignore the rules, then a yellow card will be given. They will discuss the incident and be given an explanation about why the yellow card has been given. They will be given a short 'time out' of the activities, playtime or class and then asked to re-join the group. The adult who has given the card will determine the length of the 'time out'. After the consequence (time out) the child then gives back their yellow card.
- If a child gets another yellow card within the same day, then a red card will be given and the child will be asked to leave the class, activity or playground. A member of the senior leadership team will speak to the child and consequences will be put into place appropriate to the situation e.g. missing playtime, not allowed to attend after school clubs.
- If a child receives a red card during play/lunch, then a lunchtime teacher will contact a member of the senior leadership team to speak to the child and consequences will be put into place appropriate to the situation.
- If an incident is serious, the adult dealing with the situation might give a red card straight away.
- If a yellow or red card has been given the classteacher will inform parents about the incident and consequences. The classteacher will record on e-portal.

All incidents of yellow and red cards are recorded on our management information system. If incidents occur in the playground, the playground behaviour log is updated. The Deputy Head checks the playground behaviour log every Monday and record incidents on our data system. Any patterns in behaviour will be monitored and parents will be informed if needed.

If there is a situation where an exclusion is required, then the Headteacher will follow the Improving Behaviour and Reducing Exclusion Policy. Exclusion is seen as the very last resort and St Martin's will work tirelessly and proactively with children and parents to prevent this from occurring.

Behaviour strategies and the teaching of good behaviour

Our Personal, Spiritual, Health Education (PSHE) programme promotes a mindfulness, spiritual education, resilience, emotional literacy and social skills. Each week there is a celebration which are designed to draw out a key theme and reinforce it's application. The theme is consistent through all year groups each week and this is communicated to all staff via the weekly sheet. In assemblies on Friday, each class brings a list of children who have been seen doing that behaviour for that celebration assembly and those children on the list are celebrated. Anti-bullying is part of our PSHE programme for the whole school.

Good behaviour is promoted throughout the whole school. School staff verbalise the positive behaviours which they see so that other children can see good role models.

Children who need a specific support programme about teaching good behaviour have specific targets which are explicitly explained and direct teaching is put into place if needed.

There is a behaviour support plan which is put into place for children with challenging behaviours and strategies used for de-escalation of behaviour and what actions staff take. Parents are fully consulted during this process.

If the school requires support for a child's behaviour, then multi-agency working is focused on. This will include referrals to an Educational Psychologist or a Behaviour Inclusion Team



School Organisation

School Roll

There are approximately 220 children on the school roll, including the equivalent of 30 full time children in the Nursery. There is a separate application for School and Nursery. A place at our Nursery does not guarantee a place in Reception.

School Staff

We are very fortunate that we have a group of committed people working at St Martin's who all work together focused on our school vision and aims. We have a clear leadership structure (which is available on our school website) and different members of the school staff have responsibilities to ensure the smooth running of St Martin's School.

At the "Meet the Teacher Meeting" in early September, teachers will let you know the best ways to contact them and the best times. After school is usually best as before school teachers are setting up and preparing resources for the day and they may not be able to give you their full attention whilst waiting for their class to arrive.

Pupil Information

When your child starts at school we ask you to complete a registration form that includes pupil information and emergency contacts. This form is updated annually to ensure that any changes are recorded. Please let us know if you have changed your daytime contact numbers and /or addresses. It is also important for us to be aware as soon as possible of any information or situation that may affect your child at school.

Curriculum

We follow the Jersey Curriculum (2014) and we focus on providing the children a broad and balanced curriculum which encourages creative thinking and links to our local environment. Children have an extensive range of opportunities to learn outside the classroom environment and regularly go on trips to support their learning. Well being of children and keeping children safe is also a prominent aspect of our curriculum. Information about the curriculum is on our website and will also be explained to parents as part of the 'Meet the Teacher' parents sessions in September. Our teaching focuses on the starting point of the child and we plan for their next steps in their learning.

Transition

We have effective transition support in place throughout the school as children move from one year group to another. At the end of Key Stage 2, the children move to the next phase of Education-Secondary School. Our catchment school is Grainville and we work closely with the staff to ensure that the children make a smooth transition. Grainville have developed a school within a school approach and our students move into Horizon, which is based upon a Primary Curriculum model with the children moving to different classes for specialist subjects such as DT and P.E. when they move into Year 7.



Working Together in Partnership **Home ~ School ~ Wider Community**

We see education as a genuine partnership between home and school and try hard to work with Parents and Carers for the good of the child. We recognise the need for Parents and Carers to be fully involved in their child's education and progress through the school. We also welcome and value any help offered in school. To this end we have the following ways of communicating with home and sharing the work of the school. During the year we have various parent events. Each half term these events are published as part of our 'Menu of Parent Events'. All classes have opportunities during each half term to come into school and work alongside your child. We also have parent forums, where parents have an opportunity to tell us what is working well and what we can do to improve further.

Ways we communicate:

We use Intouch (an email service) to email parents. We have a Twitter and Facebook account and regularly update with exciting things happening in school @stmartinsjersey or www.facebook.com/stmartinsjersey . Our school website contains information for parents www.stmartin.sch.je .

You can contact you child's classteacher either by email or popping in to see them. One morning each week, your child's classteacher is available for you to have a quick pop in if you have any concerns or if you would like to make an appointment to speak to them in more detail (you can find this time on our school website). You can also contact Key Stage Leaders or members of the Senior Leadership Team.

Reporting to Parents

Twice a year, we arrange parent consultation meeting where you have an opportunity to meet with your child's classteacher to discuss progress and attainment. They will also provide you with a report from this meeting. In the summer term, we provide parents with a more detailed report about your child's year at St Martin's.

The School and the Community:

We aim to be part of the local and wider community and reflect that which is good in it. We see the community as a resource for learning and we wish to contribute to the community in return.

PTA

St Martin's has a PTA (Parent Teacher Association) who meet on a regular basis. They support the school through various social and fundraising events.

Partnership School

St Martin's has a partnership link with Trinity School. We share ideas, we collaborate in staff development, teachers support in each in planning and we share resources.



School Uniform

We take great pride in our school uniform. We are proud to show others that we belong to St Martin's and our school uniform and P.E. kit helps us other people to recognise us when we are out and about in our community.

Nursery class

School Red Foundation Stage Sweatshirt

School Red Foundation Stage Polo Shirt

Grey trousers or skirt (optional for Nursery)

Red and white checked dress in summer (optional for Nursery)

White or Grey socks or tights (optional for Nursery)

Long hair tied back with red or white tie backs.

Nursery children can choose to wear comfortable trousers, shorts, skirts and shoes of their own choice



Reception Class

School Red Foundation Stage Sweatshirt (no cardigans)

School Red Foundation Stage Polo Shirt

Grey trousers or skirt

Red and white checked dress in summer

White or Grey socks or tights

Black shorts for PE *NB - Reception children only require black shorts in their PE bag, although children will need a red polo top if they are wearing a summer dress.*

Black flat school shoes, trainers are not suitable

Outdoor coat-Optional red or black St Martin's Coat*

Long hair tied back with red, black or white tie backs.

Reading Folder*

Years 1-5

Grey skirt or trousers (or shorts/red and white checked dress in the summer)

Red V-necked jumper with school badge* (no cardigans)

School tie-thick red and thin white stripe*

White shirt

White or Grey socks or tights

Black flat school shoes, trainers are not suitable

Outdoor coat- Optional red or black St Martin's Coat*

Art Apron/Shirt

Long hair tied back with red or white tie backs.

Optional Reflective Back Pack*



Year 6

As per years 1-5 but the school tie for Year 6 is different to differentiate them as the oldest pupils in the school

School tie-thick white and thin red stripe*

P.E. and Games Kit;

Red T-shirt with a school logo*

Plain black shorts (no logos or patterns)

School P.E. bag*

A pair of white or black plain socks

Plain black Tracksuit bottoms or leggings (no logos or patterns)

Trainers for outside P.E.

St Martin's School training top*



* are available from Lyndale Sports

Children from Year 1-Year 6 will be asked to come to school wearing their smart PE tracksuits on the days that they have PE.



We do not have a lost property as any items we find we give directly back to the child. Please name all items of clothing as this helps to ensure that any lost/found items can be returned to their owners!

Items also available to buy from Lyndale Sports

St Martin's School Book bags
St Martin's larger red school bags,
St Martin's Reflective Backpack
St Martin's School P.E. bags,
St Martin's School cap

Hair: Long hair must be tied back with a red or black hair band. For safety reasons we also ask that children do not wear beads or large hair decorations in their hair at school.



Jewellery: Jewellery/wrist bands and painted nails must not be worn to school. Children with pierced ears may, however, wear plain studs, but these **must be removed for games and P.E. lessons**. Wrist watches may be worn but these must not be smart/device watches (e.g. apple watches).

Art and Craft Aprons: Children need to wear an overall or apron during art, craft and technology activities and we encourage children to bring in an apron to use in school. An old large shirt or t-shirt is always a good option. It is helpful for these to be named and kept in school.

Precious items: It is not suitable for children to bring precious (sentimental or valuable) items into school. These items include toys, jewellery, electronic equipment etc. The exception to this is when it has been arranged that precious items can be brought into school for a special lesson, Assembly or a safety reason. In this case the items can be kept safe. If children are required to bring money in to school could they please secure it in a named purse or envelope.



Our School Day

Nursery:	8.45am – 12.45pm (or pick up 1.45pm or 2.45pm depending upon additional hours)
Reception to Year 6:	8.45a.m. until 3pm (morning break 10.45-11am and lunch break between 12-1pm)

The start of the day

When bringing your child to school by car, please park in the Parish Car Park and cross with your child using the pedestrian exit by the School Crossing Patrol. Do not use the small parking area at the front of the school. Please use the space in the Parish Car Park wisely and for the safety of our children we recommend that you reverse into the car park space as this means that when you leave the car park you have greater visibility which will help to prevent accidents from occurring. Please do not double park in front of other cars and please drive very slowly in the car park. Please do not park on the road or on the yellow lines.

Children in Year 1-6 are expected to be at school five minutes before the start of each day, but not earlier than fifteen minutes before. A member of school staff is on duty by the school gate from 8.30a.m. Children in Y1-6 can walk to their classroom and leave their bags by their classroom doors and then continue, if they wish, to our playground which is situated at the back of our school. All children must be supervised by an adult before 8.30am and the gate leading into the playground will be closed until this time. Children are informed of the start of the school day by the adult on duty raising their hand the children then can walk to their classrooms and enter their rooms.

Children who are in Reception or Nursery use the Foundation Phase entrance which is open from 8.40am. Parents are encouraged to settle their children in to the class.

Break and Lunchtimes

We encourage the children to be outside at playtimes unless the weather is very inclement so they get as much fresh air and exercise as possible. The children need to bring a coat to school even during the summer months as the weather can be very changeable.

Break Time arrangements

Years 1 to 6 have a 15 minutes break time. Children must bring a healthy snack for break: Fruit and/or Vegetables. Ideally the children will have 2 portions of fruit or vegetables with them 1 for break and another for lunch.

Lunch Time arrangements

The children eat their lunch in the school hall. In Reception to Year 6 there are 2 lunch sittings and the first sitting runs from 12.00 to 12.30pm and the second sitting from 12.30 to 12.55pm. The children play outside when they are not eating. Lunchtime supervisors are responsible for the children during the lunch hour and there is always a member of the Senior Leadership Team available at lunchtime if needed. The children in Nursery have lunches between 11.45-1pm in their classroom setting.

At the end of the day

All the children are collected from their classrooms by parents or carers at 3pm. **Children are only allowed to leave school accompanied by their parents or their designated carer. If there is a change as to whom is collecting your child please notify the School Office.**

If you require your Year 5 or Year 6 child to independently walk home please contact their class teacher about arrangements. Any children who have not been collected from their classroom by 3.15pm will be taken to the school office and the office will contact their parents/carers.



Healthy Eating

To help us to have happy and healthy lunchtimes please consider the following:

- the contents of your child's lunchbox - the type of food and amount they can manage to eat and any containers which they need to open – if they have something like a yoghurt, please provide the spoon.
- please provide a tea towel or napkin that they can use as a place mat.
- chocolate, sweets and fizzy drinks are **not allowed** for school our school lunches.
- we encourage the children to eat as much as we feel they can manage and they take home any dry remainders to give you a guide as to how much they are eating.
- we have positive expectations and rules for the children when they are eating at the table.

The promotion of healthy eating

We believe that healthy eating not only supports physical development but also your child's learning.

We encourage the children to bring in a labelled water bottle in to school so that they have the opportunity to drink and keep themselves hydrated throughout the day. We ask that the children take their water bottles home on a regular basis and so that they can be cleaned and refilled for the next day.

Treats

We ask that children do not bring sweets or chocolate to school. The exception to this is if a family sends a treat to celebrate a special occasion e.g. a birthday. If it is your child's birthday or there is a celebration that you would like to share please bring in either individual treats or something that is already cut up. To help us with organisation could you provide enough individual treats for each child in the class. Treats will be given out at the end of the day so that you can make a choice if you wish your child to eat it.

Inclusion and Party Invitations

It is wonderful that children in their classes develop friendships and wish to extend this by inviting children to parties out of school. These invitations are delightful for those children that receive an invitation and are included in the party. It is great if you are the person receiving an invite but please give a thought to those who don't. We ask that any invitations out at the end of the school day.

Breakfast Club

St Martin's School runs a 26 place breakfast club before school. Children are given breakfast and have an opportunity to play games or do arts/crafts. The club starts from 7.45am. To find out more information about breakfast club e.g. costs, please read our school website.

After School Club

Little Giants, a private company, run an after school club at St Martin's School. It provides care for children between 3pm and 6pm. If you wish to enrol your child in the club or find out more information, please find more information on our website or email Angela McCann or info@littlegiant.org.je.

Homework

Homework is intended as a positive way of supporting learning. We see it as a positive link between home and school and a valuable aid to your child's learning. We always find that it helps to talk about any queries as soon as possible, as the situation can then be resolved. In Years 1-6 the children will bring home a homework sheet each week which have a range of activities. Some activities the children must complete (e.g. reading, spelling) and there are other suggested activities which families could work on together based around their learning. This approach has been designed to give families flexibility. The homework sheet also provides home with additional notes and information from the class teacher about class organisation. The way homework is organised is shared with parents during the annual Meet the Teacher meeting which are held in September each year,



Ways of travelling to and from school

Cycling and Scooters

We would like as many pupils as possible to come to school by walking, on their bike or scooter so that pupils get some healthy exercise and reduce the amount of car trips to school. This will also help to alleviate the pressure on car park spaces in the Parish Car Park.



In order to ensure children's safety we ask that the following guidelines are taken into account.

- ☺ bikes and scooters should be in a **roadworthy condition**
- ☺ children **must wear a helmet** when coming to and from school on a bike or scooter (nb. children are still developing physically and they are at serious risk of brain injury should they damage their skull in a fall from their bike or scooter)
- ☺ parents and pupils should plan **safe routes** for cycling and scooting to school – planning is key! Contact the Road Safety Officer for tips.
- ☺ pupils coming to and from school on their own should be '**road aware**' and they should have passed their Cycling Proficiency test if they are coming to school on a bike
- ☺ pupils who come to school on a bike, but have not completed their Cycling Proficiency, should be **accompanied by an adult**
- ☺ pupils and adults **MUST** dismount their bikes and scooters when reaching their school entrance gates. **Riding in the school premises is not acceptable at any time.**

Please note that we accept NO responsibility for bikes / scooters brought onto their premises. To reduce the potential for loss / damage, pupils are advised to lock up their bike to the cycle rack available

Dogs

We appreciate that many of you walk to school to drop off or collect your children from school. **Dogs are not allowed on the school premises.** There are times when you will see dogs in school but these occasions are part of planned school activities and preparation and risk assessments have been put in place to support adults and children with these visits. Please help us to keep everyone safe and happy in school.



Attendance and Leave of Absence Requests

We take matters of attendance very seriously. We value the positive part that good attendance plays in supporting the children's learning and monitor punctuality and attendance carefully and systematically.

Leave of Absence during term time

The Education Department and St Martin's School does not, at any time, support leave during term time. However, in exceptional circumstances, head teachers have the discretionary power to grant leave in accordance with this Policy.

If you need to request leave from the Headteacher due to exceptional circumstances, please ask the school office for a form.

Our school day starts at 8.45am. For Reception to Year 6 classes, registers are taken as soon as the children arrive in class. If the children are not in class by 8.45am they are marked as late and the number of minutes late is recorded.

The registers are monitored on a daily basis by the Headteacher and every half term by the Educational Welfare Officer who is able to offer support to families where lateness becomes an issue. Being on time matters as children coming in to school late can be quite unsettling for them, their friends and teachers especially if it occurs on a regular basis. Please make sure that you are here in the playground **before** the start of the school day.

Registration

Attendance registers are kept electronically and can be accessed remotely by the Education Welfare Service. Registers are taken in the morning and at the start of the afternoon.

- The Headteacher takes overall school responsibility for attendance issues.
- Class teachers and the School Secretary alert the Headteacher to any concerns.
- Parents are requested to inform the school on the first day of absence of the reason for their child's absence. The school secretary will update the register accordingly.
- Any children who arrive after 8.45 am will be marked in the register by the School Secretary. The School Secretary checks the registers daily at 9.20.a.m. and will contact families who have not informed the school of the reason for their child's absence.
- The Headteacher meets half termly with the Education Welfare Officer (EWO) to monitor attendance figures and highlight any patterns or concerns.
- In consultation with EWO the Headteacher and/or class teacher may address attendance concerns in the following ways
- Class teachers may talk with parents to clarify any difficulties or needs and agree possible strategies, positive expectations and set a review time with parents and their child,
- If concerns continue the Headteacher will write to parents and meet with them and offer the support of the EWO
- If the situation does not improve then the Headteacher will seek the support of Education Welfare Service.
- When a child is absent and school has been unable to contact families the school will contact the school's EWO who may complete a home visit to ensure the health and safety of absent pupils.

School Dates

School dates for the year are circulated annually by the Education Department and the school. School dates for the current and following academic years are circulated to all families in the school, usually at the end of each academic year. The school office keeps a record of these dates and the main ones are also regularly published in the Newsletter.

If you are looking to plan in advance, information regarding dates can be found at www.gov.je/education/termdates

There are only 190 school days in a year and we want to see every child here every day because every day matters!



Health and Medical Matters

All children have a height and weight examination in Reception and in Year 6. Full notification of this is given to Parents or Carers and there is an opt out system in place, where parents need to follow details on the letter to opt out of the examination for their child if they wish. The Dental Service also visits the school and hearing tests are also available.

With regards to giving medicine to children during the school day the following guidelines must be applied.

- Ideally parents are encouraged to administer medication before and after the school day but it is acknowledged that there are *some* occasions when children require prescribed medication during the school day.
- Parents are responsible for their child's medication. It is normally expected that parents administer medicine to their children.
- There is no requirement for any staff to administer medicine. Such administration is undertaken on a voluntary basis.
- It should be the exception rather than the rule for medicines to be bought into school.
- For children who are known to have medical conditions and who may need emergency medication an Individual Health Care Plan will be required.
- Only medicine that is prescribed by a GP will be administered. Calpol can not be administered.
- Parents should be advised to request that GP's be asked to prescribe in such a way, which avoids the need for medicines to be taken onto school premises.

Medication for On-going Conditions

Procedures for pupils requiring *Regular Medication* within school hours

Each pupil's situation is supported on a 'case by case basis' and always referred to the Head teacher in the first instance. Where it is necessary for a child to have medicine in school, which has been prescribed by their GP, the letter **Medication for On-going Conditions** (which is available from the school office) must be completed by the pupil's parent and should be updated if the child's needs change and **reviewed** every term, this is the responsibility of the child's parents to do this.

For some children, those that have an on-going medical condition, they will require an Individual Health Care Plan. The Child's Parents / Carers must be included in and supportive of the plans.

It is recognised that a number of children require Asthma inhalers, where appropriate, with parental and school agreement, pupils should be responsible for their own inhalers, which should be clearly marked with the child's name. Inhalers must always be taken on school trips, if children do not have their inhalers in school they will not be able to participate in off site activities. Parents must ensure that the children have an inhaler in school and ideally a spare should also be kept in school too.

Procedures for pupils requiring known emergency attention:

This applies to pupils whom are liable to have serious reactions, such as anaphylactic shock from nuts, bee stings etc. In consultations with the school nurse and parents we will identify the possible signs and symptoms that a serious reaction may cause. As a result an Individual Health Care Plan will be written and shared with the parents and the staff. This is done on a case by case basis.

Sickness or diarrhoea

Children who have had sickness or diarrhoea, will be required to stay at home until the condition is completely clear, 48 hours from the end of the symptoms. If your child has a high temperature and has been given medication such as Calpol it is advisable that they remain at home until they are fit and well. This is to minimise the risk of infection to other children and ensure that your child is well enough to be back at school.



Sun Safety

We are proud to have achieved our Sun Safe accreditation and understand how important it is to be safe in the sun. For sun safety please send your child to school with a sun hat and applied sun cream. We are lucky to have such a lovely play area outside with plenty of natural shade from large trees for when the weather is hot. We have sun screen dispensers (factor 50) in our playground for children who need to top up during the day. Our policy is available on our website.

Please do not hesitate to contact the School Office if you have any queries about medical matters.

We take health and safety matters very seriously and have a dedicated policy with many of the school staff trained first aiders.



We hope that you have found this handbook both helpful and informative.

A school is not just a building; it is the people inside that matter.

We hope that you will support and work with us as we aim to give your children the best opportunities to learn and develop.

Please keep in touch and if you're not sure of anything please just ask.

Our school website contains more information for parents including our policies.

