

St Martin's School



School Handbook

September 2023



Welcome to St Martin's School

I would like to take this opportunity to offer a warm welcome to St Martin's School and hope that your child has a successful and fulfilling time while they are with us. We look forward to starting a shared journey with you and your child. Developing relationships is important to us at St Martin's and we believe that by working together in partnership we can support all aspects of your child's learning and achieve our aspirations.

The aim of our handbook is to provide you with an overview of life at St Martin's School and information about our aims and our expectations as well as our routines and procedures. It should answer many of your questions if you are starting or moving to our school, but if there are further questions please do not hesitate to come in and ask.

Content include:

- St Martin's School Vision
- A Brief history of the school
- School Structure
- Our school day
- Curriculum
- School uniform and appearance
- Attendance
- Safeguarding
- Other Parent/Carer Information

There is also additional information on our website - www.stmartin.sch.je.

We are incredibly proud of our school and our staff are fully committed to providing your child/ren with the best opportunities for learning. We believe children learn best when they feel safe and secure and value each child as an individual. As a result, we strive to ensure that every child at our school is provided with opportunities and experience to help them achieve their full potential, academically but also emotionally. We encourage and develop different learning dispositions and want our pupils to take responsibility for their own learning and behaviour, so that they become healthy, successful individuals equipped with the skills they need for their future.

Mr Chris Godden

Headteacher

(June 2023)

"Everyone who works with children should do what is in the best interests of the child."
Article 3 United Nations Rights of the Child



St Martin's School– Together We Succeed More

At St Martin's School we have three core values:

Care, Respect and Collaborate

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.

St Martin's School has achieved their Bronze Right's Respecting School Award and embrace the UN Convention of the Right of a Child

"Everyone who works with children should do what is in the best interest of each child" United Nations Conventions on the Rights of the Child – Article 3

"Every child has the right to an education. Discipline in schools must respect children's dignity and their rights" United Nations Conventions on the Rights of the Child – Article 28



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 2016 and was officially opened by His Excellency General Sir John McColl and Lady McColl.



School Structure

There are currently 207 children on the school roll. The school is organised into three phases:

- Foundation Phase - Nursery and Reception
- Phase 1 - Years 1, 2 and 3
- Phase 2 - Years 4, 5 and 6



<u>St Martin’s School Staff Team</u> (as at May 2023)						
Mr Chris Godden Head Teacher						
Mrs Karen Cooper Deputy Head Teacher Designated Safeguarding Lead (Nursery and PPA teacher)						
Teaching staff						
Miss Hilary Hince Leadership Team, SENCo, Mental Health Lead (Year 2 teacher)				Mrs Anna Lawrence Leadership Team (roles TBC) (Year 6 teacher)		
Miss Emilie Machon EYFS and MLL (Reception teacher)				Miss Jo Linney PE and Extra Curricular (Year 5 teacher)		
Mrs Christina Gardner (Nursery teacher)	Mrs Sian Reynolds (Year 1 teacher)		Miss Rhea Barlow (Year 2 teacher)	Mrs Claire Brown (Year 3 teacher)	Miss Abbie O’Malley (Year 4 teacher)	
Mr JP Guegan (French and Year 3 teacher)		Mrs Julia Arnett (Music teacher)		Mrs Hayley Corfield Mrs Lynette Ferguson (Regular cover teachers)		
Office team						
Mrs Karen Hidrio School Secretary				Mr Stephen Martin Caretaker		
Teaching and Learning Support Assistants/Lunchtime Supervisors						
Miss Clesia da Silva (Nursery)		Miss Alice Mollett (Nursery)			Mrs Sonia Coop (Reception)	
Mrs Sara Douglas (ELSA)	Mrs Debbie Walker	Mrs Susan Borg	Mrs Tina Le Mercier	Mrs Sarah Peggie	Mrs Monica Pinel	Mrs Vanessa Gidley
Mrs Linda Mollet (LTS & Cross Patrol)	Mrs Rachel Fryer		Mrs Sarah Burns	Mrs Lena Sty		Miss Regine Le Brun

House system

All children in the school are allocated to one of four houses all named after areas in the parish – St Catherine's (red), Anne Port (green), Archirondel (yellow) and Fliquet (blue). Siblings are placed in the same house as each other. The house system runs through all aspects of school life. House points are given for effort, behaviour, demonstrating learning dispositions, sporting achievements and other house events. Each year there are house elections to vote in a house captain from Year 6 and a vice house captain from Year 5.

Each year the houses choose a charity to support and raise money for that charity during the year.

Pupil Voice – SMART (St Martin's Action and Response Teams)

Pupil voice is important at St Martin's and we are keen to ensure that all children have a voice and are involved in an aspect of school life.

At St Martin's all children are involved in a SMART. Each SMART is led by a teacher and takes responsibility for a different area of school development. The children are allocated evenly between the teams. Each half-term the



groups meet to discuss their area, give their ideas and identify some ways forward and actions to put in place. They will then help champion, promote and lead those actions.

These teams might include:

- Rights Respecting Schools,
- Eco school,
- Healthy school,
- Culture and diversity,
- The library,
- Health and safety,
- Wellbeing (mental health)/Zones,
- Presentation and tidiness,
- Outdoor learning.

Our School Day

Morning session:	8.40am – 12pm (with a 15 minute break)
Afternoon sessions:	1pm – 2.45 (Nursery and Reception)
	1pm – 3pm (Years 1-6)

In Nursery, there is also the option of a 1.45pm pick up, although we encourage our children to stay for the whole day.

At the start of the day

Children can start arriving at school from 8.30am. At this time there will be a crossing patrol officer on duty to help see children safely across the road and the gates to the classroom areas will be unlocked. There will also be a teacher on duty from this time.

Please do not bring children to school before 8.30am, as we cannot accept responsibility for their welfare. The gates to the classroom areas are locked and school staff are not on duty. Parents leaving children unsupervised on school premises before 8.30 am, do so at their own risk.

A breakfast club, open from 7.45am, is available if you need provision before school - access to this before 8am is through the gate to the field and round to the outside of the Multi-purpose room, after 8am it is through the main school entrance.

On arrival:

- At 8.30am- gate unlocked and Years 2 – 6 enter through the gate by the school field and go and wait calmly outside their classroom. There is no playing at this time.
- At 8.35am - gate unlocked and Year 1 and Reception enter through the gate into the Foundation Stage area and wait calmly outside their classroom with their parent/carer. There is no playing at this time.
- At 8.40am - Nursery – enter through the Nursery entrance at the front of the building with their parent/carer.

In certain weather conditions (severe rain, snow/ice, high winds) the children can enter through the School's main entrance and wait in the hall, supervised by the duty adult.

Children can enter the classroom at 8.40, where there will be some morning activities for them.

Registration closes at 8.45 am. Pupils should be in class by that time otherwise they will be marked late.



If children arrive late, after the close of registration, parents should report to the school secretary so the pupil can be marked present on the register. Parents of children who are repeatedly late may be contacted by our Educational Welfare Officer.

At the end of the day

All the children are collected from outside their classrooms. Nursery and Reception at 2.45pm and Year 1-6 at 3pm.

At the start of each year, a form will go out for you to nominate a small number of trusted adults that might pick your child up. **Children are only allowed to leave school accompanied by their parents, designated carer or someone on this list. If there is a change as to whom is collecting your child then please notify the School Office.**

If you know you are going to be unavoidably delayed then please telephone the school so that we can reassure your child and arrange extra supervision if necessary.

Any children who has not been collected from their classroom by 3.10pm will be taken to the school office and the office will contact their parents/carers.

Once collected, children become the responsibility of the person who is collecting the child. School rules still apply at the end of the day even when children have been handed over to parents.

Children in Years 5 and 6 have the possibility to come to and from school independently, without an adult. If you wish your Year 5 or Year 6 child to independently walk to school/home or to meet you in the car park, then please fill in and sign a 'self-dismissal' form. This will be renewed at the start of every year.

Green Travel

We encourage greener travel to school and would like as many pupils as possible to come to school by walking, cycling or scootering 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. There are bicycle racks at the front of the school.

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 walking, cycling and scooting to school – planning is key!
- pupils cycling 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 the 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 some of you walk to school to drop off/collect your children and that some of you may use the opportunity to exercise a dog. However, as we have some children who might not be comfortable with dogs, **Dogs are not allowed onto the school premises** (unless it has been planned and risk assessed). Please help us to keep everyone safe and happy in school.

Parking



When dropping off/picking up your child by car, please park in the Parish Car Park (or other locations in the Parish) and cross with your child using the pedestrian crossing. There will be a Crossing Patroller stationed there at peak times, both before and after school. **Do not use the small parking area at the front of the school at any time**, unless you have a permit to do so. Additionally, please do not park on the road or on the yellow lines. Please use the spaces in the Parish Car Park wisely and safely. For the safety of our children, please drive slowly in the car park. We recommend that you reverse into parking spaces as this means that when you leave the space you will have greater visibility to help prevent accidents. Please do not double park in front of other cars to block them.

We appreciate that the car park can be very busy at peak times, so please do not worry if you are struggling to park and so are running late. Your child will be kept at school until you can get there.

To help ease some congestion in the car park, Early Years (Nursery and Reception) finish at 2.45pm. We ask parents of children in Early Years to try and leave promptly after picking up (unless there are siblings to collect) to free parking spaces for the rest of the school. Similarly we ask parents of other children to do the same as there might still be parents waiting to park.

Breakfast Club and Afterschool Club

The option of a Breakfast Club is available before school, from 7.45am. Please enquire at the school office for further information on timings and costs. Spaces are limited.

Sports Bug are providing a fun and friendly afterschool club for reception- Year 6 on Mondays-Thursdays. Please contact them at the following address - sportsbugisy@gmail.com - if you are interested in booking a session. There are also 2 afterschool clubs running on a Friday, which are great opportunities to be active, have fun and learn new skills:

- Spikes Soccer School – 3pm-4pm – spikesfootball@hotmail.com
- Samurai Kickboxing – Little Samurai (R-Y2) 3-3.45pm and Young Samurai (Y3-6) 3.45 – 4.30pm – www.samuraikickboxing.je/classes

There are also some school run afterschool clubs, such as football and netball, that are run by staff. We are always keen to extend our range of extra-curricular activities and so would be delighted to hear from any parent who wishes to share their talents and support these in any way.

Breaktimes, lunches and snack

Provision is made to enable children to attend school during lunchtime, but there is no compulsion or absolute right to do so. Parents may choose to take their children out of school during the lunchtime period and in cases of extreme and prolonged misbehaviour, the school may require a parent to do this.

During the morning, Years 1 to 6 have a 15 minute break time. During this time, the children can eat a healthy snack. For this they must bring a **some Fruit and/or Vegetables**. Ideally the children will have 2 portions of fruit or vegetables with them 1 for break and another for lunch.

At lunch time (12-1pm) there is a choice of bringing a packed lunch or having hot dinners.

Our hot dinners are provided by Flourish. All their meals are freshly prepared every day from their local kitchen, using ingredients that are grown, bred, produced, or sourced locally (wherever possible). Each term there are new menus brought out and parents can choose and sign up to which meals they would like. Please see [Flourish \(Primary\) – Caring Cooks Of Jersey](#) for more information. If you are interested in hot meals then you will need to register and order online at: <https://flourish.myschoolmealorders.com/register>

Pupils bringing their own packed lunch should do so in a protective, named container. We ask parents to ensure that children have a wholesome, healthy and balanced meal consisting of items that will be eaten and a small drink. Sweets, lollipops, chocolate bars and fizzy drinks are not permitted. Due to allergies within the school, we request



that peanut butter, Nutella or any other peanut/hazelnut products are not given in any child's packed lunch or snack.

Lunch is eaten in two sittings: 12-12.25/30 and 12.30 – 12.55. Hot meals are served in the school hall, except for Early Years where the food is delivered to the classrooms. Children having packed lunches usually eat in the Multi-purpose Room, depending on numbers.

The children play outside when they are not eating. Reception and Nursery play in the Early Years area and the rest of the school use the playground and field (weather permitting). Lunchtime supervisors are responsible for the children during the lunch hour and there is always a member of the Senior Leadership Team available if needed. 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. For this reason, the children need to bring a coat to school.

The children in Nursery have lunches between 11.45-12.45pm in their classroom setting.

Water

We recognise the medical and educational benefits of drinking water and children are encouraged to bring their own water bottle to school each day. These should be named and they can be kept on the desk and be available for whenever children are thirsty (except during whole class listening times). We request that only clear, still water be used to re-fill the bottles; squashes and fizzy drinks are not acceptable.

Curriculum

The curriculum is all the planned activities that are organised progressively and in order to promote learning, growth and development. It includes the statutory Jersey Curriculum 2014.

At St Martin's Primary School we offer a curriculum which is broad and balanced and which builds on the knowledge, understanding and skills of all children, whatever their starting points, as they progress through the school. As pupils at St Martin's School progress through the curriculum, they develop subject-specific skills and knowledge, enabling clarity and purpose in learning. We aim to look at Jersey as a locality, and connections within the wider world to enrich pupil experience, develop curiosity, promote lifelong learning, and understand our diverse world. We want all our children to experience success and enjoy their learning whilst at school. We want to provide exciting learning opportunities which inspire, motivate and challenge. The ultimate aim is for pupils to have the skills to be successful, independent and motivated learners in readiness for their next stage of education.

In general the core subjects of English (including phonics, spelling, grammar, reading and writing) and mathematics are taught in the mornings, with other subjects (science, history, geography, RE, art, music and DT) generally taught in the afternoons. From Year 3, onwards French is also taught. At St Martin's we consider well-being and the spiritual, moral, social and cultural development of our children as important so there is at least an hour of PSHE taught a week. For this we follow the Jigsaw scheme of work. Healthy living and exercise are also important and so there are two physical education lessons a week.

Early Years Foundation Stage

Children in Nursery and Reception follow the Early Years Foundation Stage Curriculum. This learning challenges children and encourages them to develop into independent, motivated learners and thinkers, full of curiosity about the world around them within a fun, happy and secure environment.

Our Early Years Foundation Stage curriculum is based on seven areas of learning:

- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Maths



- Literacy
- Understanding of the World
- Expressive Arts and Design

Children have opportunities to explore, enquire and to take risks through practical, hands-on learning experiences. At our school, we have a high quality outside learning environment which the children are able to use throughout the day.

School Visits

Children have an extensive range of opportunities to learn outside the classroom environment and regularly go on trips to support their learning. We try to make the most of local opportunities and aim to incorporate visits and trips to extend and enrich children's learning. Throughout your child's time at St Martin's they will visit a range of places such as Durrell, local heritage and environmental sites, walks around the local area etc. In all cases careful planning and preparation will have taken place to ensure that arrangements meet the requirements of Education, Sport and Culture guidelines for the Health and Safety of pupils on educational visits. Transport will usually be provided by the school minibus or by a coach.

Parental helpers on trips are always welcome and are often necessary for us to fulfil the adult/child ratios we need for the trip to go ahead. We thank you in advance for any help you can give over the years. We ask regular parent helpers to have a current Education Sport and Culture DBS check – please ask at the office if you are interested.

Residential Trips

We value the use of educational visits to extend the curriculum and offer social and life experiences outside of the school building. As a result we are keen to build up a progression of experiences across the phase 2 year groups with Year 4 children experiencing 1 night, Year 5 doing 2 nights and then Year 6 staying for at least 3 nights. Currently Year 4 go to Durrell Hostel, Year 5 go to Crabbe and Year 6 visit the Scout Centre in St Ouen (although these can be subject to change). During these residential trips the children enjoy a range of local activities and outdoor activities, as well as some adventurous opportunities.

Homework

Homework provides an opportunity for home and school to work together to support a child's learning. However it is a topic that can often divide opinion – with some parents feeling there's too much and others thinking there is not enough. At St Martin's we feel there needs to be a fine balance to ensure that homework is purposeful and manageable for children, parents and teachers alike.

In Year 1 to Year 6, the weekly tasks that children are expected to complete involve important practice that can be done at home to reinforce learning in class. These include reading, timetables, and spellings. These home learning tasks are shared on Seesaw and Tapestry (in the Early Years) but there are also diaries and reading records that are sent home. Other enrichment tasks (Y2-Y6) are also set on Seesaw which children can choose if they wish to complete. We also promote themed days (e.g. World Ocean Day, Maths day) and competitions for children to enter if they wish.


Celebrations

Regular Celebration Assemblies are held with the children to share their achievements from both in and out of school. Children are invited to bring along special awards, medals, certificates or pieces of work that they are proud of.

Wider School Community

The school benefits from being part of the close parish community and is well supported and respected by it. The Rector of St Martin's Church is a regular visitor, assisting with special assemblies and with the delivery of parts of our religious education curriculum. St Martin's Church hosts the annual Harvest Thanksgiving and St Martin's Methodist Church is the venue for our Christmas Celebrations. With that in mind, we respect children of all faiths and cultures and their right to withdraw from Christian assemblies.





Our older pupils are annually involved in the Parish Remembrance services and we host a school visit from French pupils from Montmartin School once a year. We also traditionally enter a number of teams in the Swimathon and, as well as the House Charities, try to support a range of local and national charities throughout the year, but it would not be possible to respond to all the requests that we receive.

St Martin's also has a strong partnership link with Trinity School. We support each other, share ideas and resources, collaborate in staff development and are continuing to look for ways to enhance the partnership further.

In September 2022 we have been involved in a pilot project to introduce The Jersey North Partnership School Advocates' Forum. Its aim is to provide Trinity and St Martin's Schools with support, advice, alternative perspective, and expertise. It will also be a means by which the schools can benefit from parent, staff and community voice. The Forum is comprised of: invited members of the local community, the headteachers of each school, a parent representative and a staff representative from each school and a schools' Senior Advisor. This has been very successful and one of the intended outcomes of the forum is to further develop Trinity and St Martin's as Community Schools.

Transition

We have effective transition support in place throughout the school as children move from one year group to another. In the Summer term we have a transition day where each class spends a day with their new teacher and there are opportunities for staff to meet to pass on important information in preparation for the new year. In Early Years there are opportunities for staff to carry out home visits and visits in pre-school settings as well as opportunities for children to visit the school. Extra transition is available for those children who might need it.

At the end of Key Stage 2, the children move to a secondary school and we work with any school that a child might be moving to. 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.



Uniform and Appearance

School Uniform

At St Martin's we are proud to show others that we belong to St Martin's School and our school uniform and P.E. kit helps other people to recognise us when we are out and about in our community. We take pride in our appearance and encourage both children and staff to look as smart as possible. All pupils are expected to wear the correct school uniform.

Items with a school logo on (and the ties) are available from Lyndale Sports. Items such as white shirts, grey trousers, grey skirts, summer dresses etc. can be purchased from a range of retailers such as Marks and Spencer, JSSK, George, etc.


When purchasing shoes, please select a style that is appropriate for school and that children can fasten independently – trainers, boots and high heels are not suitable.


All uniform items should be named. This allows lost items to be easily returned to their rightful owner. We do not have a 'lost property box' as any items we find we give directly back to the child. Unclaimed items are disposed of on a regular basis.



The PTA have a large stock of second-hand uniform and have regular opportunities to purchase anything needed.

Uniform information:



Foundation Stage uniform – Nursery and Reception		
Winter	Summer	
<ul style="list-style-type: none"> School Red Foundation Stage Sweatshirt (no cardigans) School Red Foundation Stage Polo Shirt Grey trousers or skirt (optional for Nursery) White or Grey socks or tights (optional for Nursery) Black school shoes (optional for Nursery) 	<ul style="list-style-type: none"> School Red Foundation Stage Polo Shirt Grey shorts or red and white checked dress (optional for Nursery) White or Grey socks (optional for Nursery) Black school shoes (optional for Nursery) 	
N.B. Nursery children choose to wear comfortable trousers, shorts, skirts and/or shoes of their own choice.		

Year 1 uniform		
Winter	Summer	
<ul style="list-style-type: none"> Red V-necked jumper with school badge (no cardigans) Plain White Polo Shirt Grey trousers or skirt White or Grey socks or tights Black flat school shoes 	<ul style="list-style-type: none"> Plain White Polo Shirt (with logo) Grey shorts or red and white checked dress White or Grey socks Black school shoes 	

Year 2 - 6		
Winter	Summer	
<ul style="list-style-type: none"> Red V-necked jumper with school badge (no cardigans) White shirt School tie- thick red and thin white stripe Grey skirt or trousers White or Grey socks or tights Black flat school shoes 	<ul style="list-style-type: none"> White shirt School tie- thick red and thin white stripe Grey shorts or red and white checked dress White or Grey socks Black flat school shoes 	
Year 6 The school tie for Year 6 is different to differentiate them as the oldest pupils in the school - thick white and thin red stripe.		



PE

Children wear their school tracksuits and PE kit On PE days.

- Red T-shirt with a school logo
- Plain black shorts or skorts (no hotpants, logos or patterns)
- A pair of white or black plain socks
- Plain black Tracksuit bottoms or leggings (no logos or patterns)
- Trainers (predominantly white or black, no bright coloured shoes or laces – no hightops)
- St Martin's School training top



Other Equipment

- Waterproof coat
- Cap (summer months)
- Book bag and/or rucksack
- Pencil Cases: We encourage children from Year 1 to Year 6 to bring a small pencil case with a pencil, ruler, glue stick and pencil colours to school. Children who do not have these items will be given them in school.
- 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. Reception and Nursery have aprons provided.
- Musical Instruments: children receiving instrumental lessons from the Jersey Music Service must store their instruments etc. carefully and neatly in class or in the music room.

Hair and make up

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. All hairstyles must be neat and presentable, and sprays, dyes, tram lines (or other shaved patterns) are not acceptable.

Children are not permitted to wear nail varnish or make-up at school.

Jewellery and accessories

No jewellery or accessories, for example necklaces, bracelets and wristbands, should be worn at school in the interests of health and safety. The only exception is for children with pierced ears who may wear small plain stud earrings if parents are prepared to accept the ensuing risk. These must be removed for games and P.E. lessons. Watches may be worn (except during PE sessions) but these must not be smart/device watches (e.g. apple watches).

Items from home

We operate a policy of **not bringing any items from home into school** as they can get lost or broken and can cause distraction and disputes. These items might include toys, swapping cards, jewellery, games, electronic equipment etc...

The exception to this is when it has been arranged that items can be brought into school for a special purpose (e.g. a lesson/assembly) or in exceptional circumstances (for example in the Early Years where a comfort toy may be appropriate). In this case the class teacher will know about it and the items should be handed in and kept safe (if appropriate).



Valuables such as money and mobile phones should not be brought into school. If children are required to do so (for example some Year 6s who are walking home might have mobiles) they should be handed in to the class teacher or office at the start of the school day to be kept securely. They should not be left in school bags.

We accept no responsibility for damage or loss of items or valuables that have been brought into school.

Sunsafe

We promote being safe in the sun and we ask that children wear hats during the summer or when the UV index is high. Sunscreen should be worn in the summer and children may bring some to top up at lunchtime.

Attendance

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.

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/Deputy Head takes overall school responsibility for attendance issues.
- Class teachers and the School Secretary alert the Headteacher/Deputy Head 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 as late by the School Secretary.
- The School Secretary checks the registers and will contact families who have not informed the school of the reason for their child's absence.
- 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.
- The Headteacher/Deputy Head meets regularly with the Education Welfare Officer (EWO) to monitor attendance figures and highlight any patterns or concerns.
- In consultation with EWO the Headteacher/Deputy Head 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/Deputy Head will write to parents and meet with them and offer the support of the EWO.

Leave of Absence during term time

There are only 190 school days in a year and every school day matters. The Education Department and St Martin's School therefore do not support leave during term time and any requested is likely to be an unauthorised absence.

However, headteachers do have the discretionary power to grant leave in exceptional circumstances in accordance with the Education Department Policy.

Each case will be considered carefully taking into account:

- The age of the child;
- The time of year;
- The nature and purpose of the trip;
- Family circumstances;
- Attendance pattern of the pupil;
- Previous requests.

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



School Medicals

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.

Medicines in school

Please inform the school if your child requires regular medication. If your child has a medical condition or has had serious illness in the past, please let us know. We do need to be told about these things and up-dated so that we can support your child in the best way. Children that have an on-going medical condition may 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 and auto-injector pens for allergies and it is important that we keep named inhalers and pens on the premises. We also ensure that this medication is taken on school trips. It is the responsibility of parents to ensure that the children have the correct medication in school and that it is in date. Where appropriate, and with parental and school agreement, we do try to encourage older children to take responsibility for managing their own asthma inhalers.

If your child is taking a prescribed medicine after an illness, an antibiotic for example, the doses should be administered before and after school as we do not administer such medicines during the school day except in exceptional circumstances. If it is absolutely necessary for medicine to be taken during the school day then the medicine needs to be given to the School Office and a Medication form will need to be filled out with written instructions and signed.

The school will not generally give non-prescribed medication (Calpol, Nurofen, Piriton) to pupils. These will only be accepted in exceptional circumstances and can only be administered when provided by parents/carers with a clear dosage instruction and signed consent form.

Please see the Medicines in School policy for more information.

Sickness or diarrhoea

Children who have had sickness or diarrhoea, will be required to stay at home for 48 hours after the last incident to ensure the condition is completely clear. This is to minimise the risk of infection to other children and ensure that your child is well enough to be back at school.

Covid-19

Please follow current Public Health guidance:

- if you have COVID-19 symptoms, stay at home and take a LFT test;
- after a positive test, stay at home for at least 5 days.

Head lice

Head lice are a fact of life in schools and neither parents nor children should be embarrassed if they are found in the family. If a child or adult is found to have head lice please treat them before they come to school to prevent them spreading. To help prevent lice, the current recommended advice is to comb hair at least twice a day and check hair weekly. The best way to do this is to apply conditioner to wet hair and then use a special fine toothed comb. In this way any eggs or lice can be eliminated.

Safeguarding

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 Department for Children, Young People, Education and Skills that helps us do this.

Child Protection

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

Staff and volunteers must report safeguarding concerns to the Designated Safeguarding Lead. They are required to record the information on a 'Log of Concern' as soon as possible after their concern. All safeguarding concerns are recorded, including any action or non-action taken and the reasons why.

If the concern relates to a child suffering, or being at risk of suffering, significant harm then the Designated Safeguarding Lead is notified immediately so that action can be taken promptly. If it is identified that a child, or their family, might benefit from support then a referral to the Children and Families Hub will be made. This will be done with the consent from an adult (with PR) unless doing so will put the child at risk.

The Children and Families Hub is a centrally run team pulling together different services to provide advice and support for children and their family. This might include working directly with a family or coordinating with other children and family organisations to provide the right help at the right time. Parents can also access the hub for help and advice by phone 01534 519000 or through the website:

<https://www.gov.je/Caring/ChildrenAndFamiliesHub/pages/childrenandfamilieshubhomepage.aspx>

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.

Online/Digital Safeguarding

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. 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.

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 and manage behaviour positively, calmly and consistently.

Aims of the behaviour policy



- To provide a safe, comfortable and caring environment where positive relationships are key which allows optimum learning takes place;
- To promote and encourage excellent behaviour in all pupils and for pupils to make good behaviour choices;
- To provide clear and consistent guidance for pupils, staff and parents of expected levels of behaviour;
- To promote a consistent and calm approach from adults in behaviour management.

St Martin's School have three simple rules which can be applied to a variety of situations and are taught and modelled explicitly. They are:

- Be ready
- Be respectful
- Be safe

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

Please refer to the behaviour policy and our Counter-bullying policy for more details. These can be found on our website.

Other Parent/Carer Information

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 welcome and value any help offered in school, whether it involves weekly support in class, or occasional offers of support for outings. Please let us know if you feel able to share your talents and help in any way. If you would like to volunteer to help in school, please arrange an appointment to complete a DBS/Reference form from the school office.

Signing in

During the school day parents are asked to enter and exit the school via the school office. We ask all parents to sign themselves in and out when helping in school. Likewise, if you are taking your child to an appointment or they are unwell, we also ask you to ensure they are signed in and out.

Parent events

We operate an 'open door' policy where parents are always very welcome to come into school and we try to encourage a two-way flow of information between home and school. This begins with the 'meet the teacher' evening in September.

During the year, we try to offer a number of opportunities for parents to attend school events. These include our Harvest Festival Service at the parish church and our Christmas celebrations in the Autumn Term. In the Summer Term parents are invited to Sports' Day and Leavers' Assembly.

There will also be book sharing sessions and shared learning sessions where you will be invited to support your child with their learning on a particular topic/theme or celebrate the culmination of a special project/challenge.

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



Communication

Communication in the first instance should be with your child's class teacher by email or popping in to see them. If you have a problem or concern, please talk to them about it as early as possible, as they are best placed to help solve the problem. If the issue is not resolved satisfactorily a member of the leadership team will be happy to help. To make an appointment to meet with a member of the leadership team either e-mail or telephone the office or pop in when you bring/collect the children.

We produce regular newsletters to inform you about school events or changes to routines and every term we let parents know in outline the work that their child will be doing over the coming weeks. These will be sent electronically via our e-mailing system.

We also have a school website - www.stmartin.sch.je and Facebook page - www.facebook.com/stmartinsjersey

Reporting to Parents

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

Photos, Video and Social Media

Parents are welcome to take photos and videos of their own children at school events. However, not all parents have given permission for their child to be included in photos and so we ask you to use them responsibly and **do not share them on any social networking sites.**

Additionally, when you are accompanying a class visit as a volunteer, we ask that you don't take photos of other children on your phone.

PTA

All parents with a child at St Martin's School are automatically members of our PTA. The school benefits greatly from the tremendous support of the PTA who raise funds to purchase many 'extras' for our children. Please look out for the organised events and offer support or help whenever you can.

Treats

Children must not bring sweets or chocolates to school. The exception to this is that sometimes a family likes to send a treat to celebrate a birthday. Whilst we do not necessarily encourage or endorse this practice and would not like families to feel pressurised to do it, we accept that children do like to celebrate their birthday. With this in mind, we would like to advocate healthy or innovative birthday ideas other than 'treats'. If you are going to bring in 'treats' to share then please bring in either individual treats or something that is already cut up and ensure there is enough for each child in the class. Treats will not be eaten in school and will be given out at the end of the day so that parents can make a choice if they wish for their child to eat it or not.

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 are given out at the end of the school day.

Pupil Information and Emergency Contact

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. **It is important to update us during the year if you have changed your daytime contact numbers and /or addresses.** It is also important for us to be aware of any information or situation that may affect your child at school.



Occasionally it is necessary to contact parents during the school day to inform them of a child's illness or a minor injury. We therefore ask you to include relative or friend as an alternative contact in case you are not available.

Worries and Concerns

We hope you will enjoy your time at St Martin's School. Your child's emotional well-being is of paramount importance to us as we know that children learn best when they are happy and secure. Please do let us know if you are concerned about anything so that we can work together and sort things out. All worries are taken seriously and we prefer to resolve problems whilst they are still small, rather than letting them build up.

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

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.



School contact details:

Address:

St Martin's School
Le Rue de la Croix au Maitre
St Martin's
Jersey
JE3 6HW

Phone:

01534 851812

Email:

admin@stmartin.sch.je

