

# St Martin's School



## School Handbook

September 2025

## Content:

- [Welcome](#)
- [Vision, Values and Ethos](#)
- [A Brief history of the school](#)
- [Curriculum](#)
- [School Structure](#)
- [House system](#)
- [SMART](#)
- [SAG](#)
- [Our school day](#)
- [Breakfast and Afterschool Clubs](#)
- [Breaktimes and lunchtimes - Food and snacks](#)
- [Assemblies and celebrations](#)
- [School Visits and Residential](#)
- [Homework](#)
- [Community Events and Visitors Uniform and Appearance](#)
- [School Uniform](#)
- [Shoes Hair and make up](#)
- [Jewellery and accessories](#)
- [Items from home](#)
- [Attendance](#)
- [Medicines in school](#)
- [Sickness or diarrhoea](#)
- [Head lice](#)
- [Safeguarding Relationships and behaviour](#)
- [Family Engagement Worker](#)
- [Helping in school](#)
- [Parking](#)
- [Green Travel](#)
- [Signing in](#)
- [Parent events](#)
- [School Dates](#)
- [Communication](#)
- [Reporting to Parents](#)
- [Photos, Video and Social Media](#)
- [PTA](#)
- [Treats](#)
- [Pupil Information and Emergency Contact](#)
- [Worries and Concerns](#)

## 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 should also be helpful as a reference point during the school year. If there are further questions please do not hesitate to come in and ask.

This handbook, school policies and further information can also be found on our website - [www.stmartin.sch.je](http://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 value each child as an individual and believe that children learn best when they feel safe and secure. 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

St Martin's School has achieved their Silver 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."**  
**United Nations Conventions on the Rights of the Child – Article 28**





# St Martin's School



## Vision

Our vision is to nurture confident, motivated and resilient pupils who are life-long learners and effective communicators.

Guided by our core values, our pupils will grow into independent, versatile and successful members of the community.

## Values and Ethos

Our school is an inclusive place which is built upon on our core values: care, respect, collaborate and succeed.

### Care

At the heart of our school is a culture of care and compassion. We believe in treating every member of our community with kindness, empathy and respect. Our staff are committed to providing a supportive and caring environment, ensuring that the social and emotional needs of our pupils are met alongside their academic progress. Every decision we make is done with children's best interests in mind.

### Respect

We value each child as an individual and foster an environment of mutual respect. Everyone is treated equitably and encouraged to celebrate their unique identities and perspectives. We appreciate the diversity of our community and nurture tolerance and understanding. We want our pupils to respect themselves, each other, the environment and the wider world around them.

### Collaborate

We believe positive relationships, between all members of the community, are key to success. We recognise the power of working together and promote teamwork, communication and problem-solving skills. We support pupils to work together effectively and develop a sense of shared responsibility for their learning and the wider school, Parish and Island community.

## Succeed

We have high expectations for the achievement and personal growth of all our pupils - socially, emotionally and academically.

Through our curriculum, we empower children to develop the knowledge, skills and learning dispositions that will allow them to progress and succeed.

We celebrate all success and acknowledge that it is not always about perfection.

Success is about trying your best, being resilient and finding ways to overcome any challenges you might face.

## **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 13<sup>th</sup> July, 1899 the Parish Assembly voted for the construction of the new building at a cost of £3000. The commemoration stone was laid on 19<sup>th</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> 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 17<sup>th</sup> June 2016 and was officially opened by His Excellency General Sir John McColl and Lady McColl.



## **St Martin's School 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 our Curriculum is the means in which we aim to achieve to our school's vision and value statements (above). 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 foundation subjects (science, history, geography, computing, RE, art and DT) generally taught in the afternoons. We have chosen to block the foundation subjects so that there will be a focus on only one subject that will be taught during the week (rather than bits of lots of subjects). In this way teachers and children can focus on the skills and knowledge needed to be a scientist, historian, artist (and so on) for the week. French and music are taught on a half termly rota by specialist staff (Mr Guegan and Mrs Arnett).

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 and RE taught every week. For this we follow the Jigsaw schemes 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:

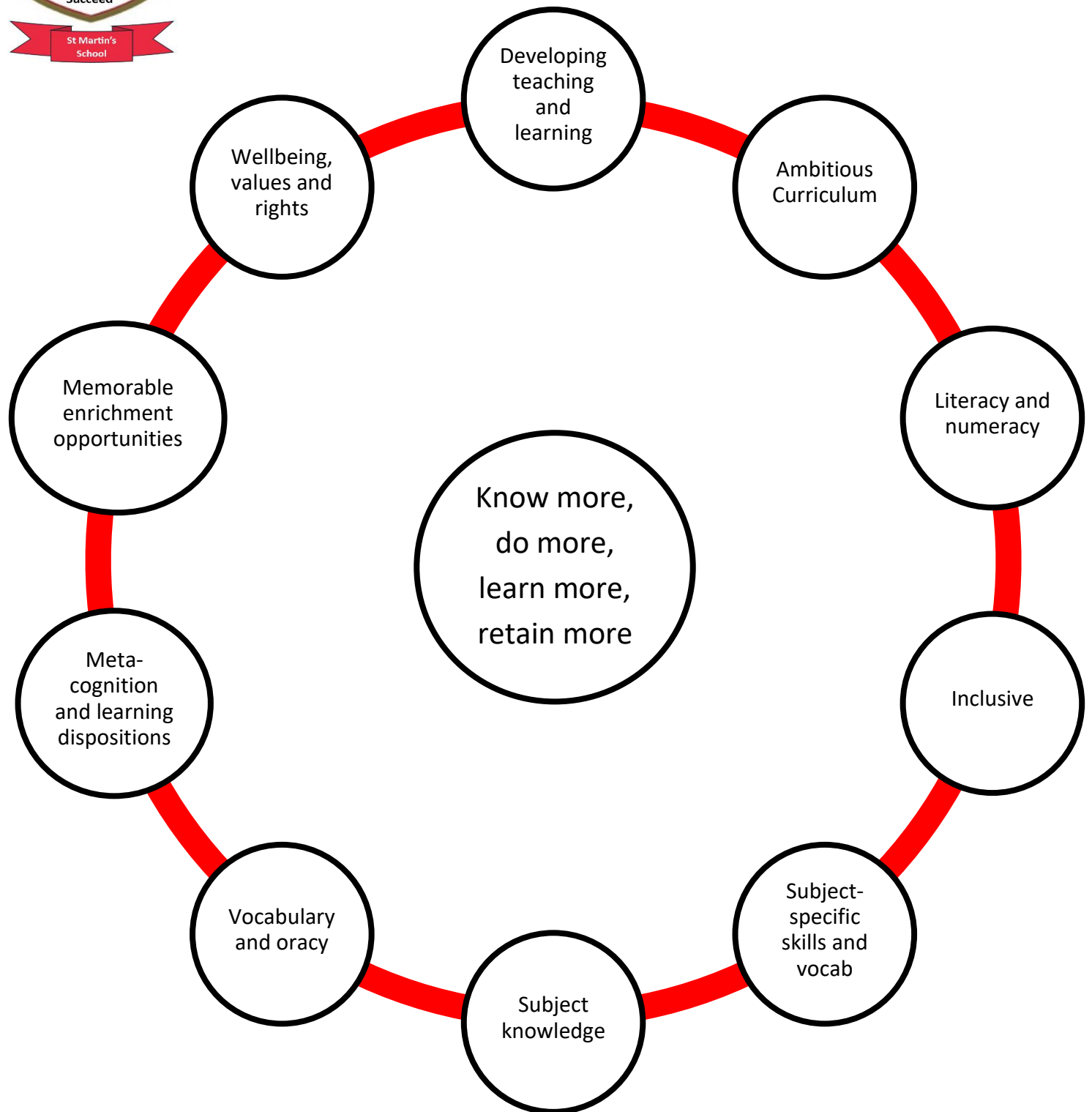
- Communication and Language
- Personal, Social and Emotional Development
- Physical Development
- Maths
- Literacy
- Understanding of the World
- Expressive Arts and Design

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.

Our curriculum aims and intentions are found on the following two pages and more information can be found in the individual subject policies and documents.



# St Martin's School Curriculum Aims



- To continually **develop teaching and learning** through evidence-led structure and practice so that all children get quality learning opportunities;
- To provide an **ambitious curriculum** to engage and inspire children in a broad range of subjects with opportunities for cross-curricular and local links.
- To provide consistent and effective delivery of **literacy** (reading and writing) **and numeracy**;
- To be **inclusive** and adaptive in our approach to the curriculum to make it accessible to all;
- To provide **subject-specific skills and vocabulary** that can be applied and built upon as pupils journey through the school;
- To improve **knowledge of each subject** and of the world in general, building upon what the children know and creating new links;
- To teach, facilitate and practice **oracy** strategies and skills and increase the exposure to high-level **vocabulary** by explicitly teaching it;
- To encourage, teach and promote **metacognition and learning dispositions**, such as motivation, resilience, curiosity, creativity and collaboration, that lead to independent, confident and successful life-long learners;
- To provide engaging and **memorable** learning experiences and **enrichment opportunities** to make our curriculum real and relevant to children's lives;
- To have a high focus on emotional, physical and mental **wellbeing**, our core **values** of care, respect and collaborate and the **rights** of a child.

Our end goal is for all children to succeed, regardless of their starting points. We want to give our children the tools and provision to:

**know more, do more, learn more, retain more.**



## School Structure

There is typically just over 200 children on the school roll, split into 8 classes of varying class sizes between 23-28. These classes are organised into three phases:

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

<b><u>St Martin's School Staff Team</u></b>						
(as at June 2025)						
Mr Chris Godden Head Teacher						
Mrs Karen Cooper Deputy Head Teacher Designated Safeguarding Lead (PPA teacher)						
<b>Teaching staff</b>						
Miss Hilary Hince Leadership Team, SENCo, Mental Health Lead (PPA)						
Mr Michael Pallot Maths Lead (Year 6 teacher)	Miss Harley Cadoret (Year 5 teacher)	Mrs Anna Lawrence Subject Team Lead, Oracy Lead (Year 4 teacher)	Miss Emma Daly Literacy Lead (Year 3 teacher)	Miss Abbie O'Malley Computing Lead (Year 2 teacher)		
Mrs Claire Brown Subject Team Lead (Year 1 teacher)	Mrs Sian Reynolds (Reception teacher)	Mrs Jo Rentsch Early Years Lead (Nursery teacher)	Mr JP Guegan (French and Y1)	Mrs Julia Arnett (Music teacher)		
Mrs Hayley Corfield Mrs Lynette Ferguson (Regular cover teachers)						
<b>Office team</b>						
Business Manager – Mrs Emma Matthews		School Secretary – Mrs Sue Benson		Caretaker – Mr Stephen Martin		
<b>Teaching and Learning Support Assistants/Lunchtime Supervisors</b>						
Miss Clesia da Silva (Nursery)		Miss Alice Mollet (Nursery)		Mrs Gemma Bushnell (Reception)		
Mrs Sara Douglas (ELSA)	Miss Leah Mosdell	Mrs Susan Borg	Mrs Tina Le Mercier	Mrs Sarah Peggie	Mrs Sonia Coop	Mrs Vanessa Gidley
Mrs Linda Mollet (LTS & Cross Patrol)	Mrs Rachel Fryer	Mrs Sarah Burns		Mrs Lena Sty	Mrs Sabrina Ireland	

## **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),
- Fliquet (blue).

Siblings are usually placed in the same house as each other.

The house system runs through all aspects of school life and children can earn 'House Points' during the year for their house. These can be gained individually through 'above and beyond' effort and actions in class and around the school, by demonstrating the core values, the school rules and/or learning dispositions. They can also be awarded for sporting, creative or other achievements. Throughout the year there are various house events such as sports day and quizzes, that houses work together to collect points. At the end of each half term, the points are added up and the house with the most points that half term win the House cup and have their house flag flown at the front of the school.

Additionally, each year all members of the house take part in house elections in order to vote in a house captain from Year 6 and a vice house captain from Year 5. These house captains support in the running of House events for that year, including choosing a houses charity to support. They then organise a fund-raiser to raise money for that charity.

## **Pupil Voice groups – SMARTeams**

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. As a result, all children in Years 1-6 are involved in a SMARTeam (St Martin's Action and Response Teams)

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),
- Presentation and tidiness,
- Outdoor learning.

## Trinity Partnership and School Advocacy Group (SAG)

St Martin's has a strong North 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.

As part of this partnership, there is a School Advocates' Group. This is a group that is made up of staff, parents and community members. We meet four times a year to provide Trinity and St Martin's Schools with support, advice, alternative perspective, and expertise. It is also a forum where school can share practices such as the latest school developments.

### Our School Day

	Nursery	Reception	Year 1	Year 2-6
<b>Crossing Patrol starts</b>	8.30am			
<b>Gates and classrooms open</b>	8.40am	8.35am	8.35am	8.35am
<b>Registration/ lessons begin</b>	8.45 -8.50am	8.45am	8.45am	8.45am
<b>Break time</b>	NA	NA	15 minutes between 10.15-10.45 am	
<b>Lunch time</b>	11.45 – 12.45	11.45-12.45	3 lunch times either:11.45-12.45; 12.10-1.10; 12.35-1.35	
<b>Schools ends</b>	2.45pm			3pm

In Nursery, there is also the option of a 1.45pm pick up, although we do encourage our children to stay for the whole day (when they are ready).

#### 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. The gates to the classroom areas are unlocked at **8.35am** and children can go straight into class at this time.

Please do not bring children to school before this time, as we cannot accept responsibility for their welfare. The gates to the classroom areas are locked and school staff are not on duty. We ask that parents remain with them until 8.35am and parents leaving children unsupervised on school premises do so at their own risk.

A breakfast club, open from 7.45am, is available if you need provision before school.

At 8.35am:

- Years 2 – 6 - enter through the gate by the school field and go calmly to their classroom – entering straight away.
- Year 1 and Reception – enter through the gate into the Foundation Stage area and go calmly to their classroom – entering straight away.

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.

Registration closes at 8.45 am. Pupils should be in class by that time otherwise they will be marked as 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, Reception and Year 1 at 2.45pm and Years 2-6 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 who 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 child 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. We do ask that children do not play in the school playground/field after school as there are children who stay for afterschool clubs and we need to secure the area.

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 home or to meet you in the car park, then please fill in a self-dismissal form with the details and sign to give them permission to do so. This will be renewed at the start of every year.

### **Breakfast Club and Afterschool Club**

The option of a Breakfast Club is available before school, from 7.45am. Please enquire at the school office or e-mail [admin@stmartin.sch.je](mailto:admin@stmartin.sch.je) for further information on timings and costs. Spaces are limited.

Afterschool clubs:

- Sports Bug provide a fun and friendly afterschool club for reception- Year 6 on Mondays-Thursdays. Please contact them at the following address - [sportsbugisy@gmail.com](mailto:sportsbugisy@gmail.com) - if you are interested in booking a session.

There are also 3 afterschool clubs running on a Friday, which are great opportunities to be active/creative, have fun and learn new skills:

- Spikes Soccer School – 3pm-4pm – [spikesfootball@hotmail.com](mailto:spikesfootball@hotmail.com)
- Samurai Kickboxing – [www.samuraikickboxing.je/classes](http://www.samuraikickboxing.je/classes)
- Creation Station, Arts & Crafts Create Club – Fridays 3pm – 4.15pm – [emmamatthews@thecreationstation.co.uk](mailto:emmamatthews@thecreationstation.co.uk)

There are also school run afterschool clubs throughout the year, such as football, netball and chess, and details of these are shared throughout the year as appropriate.

### **Breaktimes and lunchtimes - Food and snacks**

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 **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.

Lunch times last an hour and consist of 3 parts: eating, playing, indoor calm time. The timing is organised and the classes are paired up to ensure that there are only ever 2 classes either eating or playing. When playing outside, children have access to the playground, the field (when it is dry) and also the multi-purpose room for indoor activities and games. Lunch is eaten in three sittings in the school hall between 11.45 – 1pm, for 2 classes in each sitting. There is a choice of bringing a packed lunch or having hot dinners, both are eaten in the hall. Early Years eat in their classrooms and hot dinners (for those who have them) are delivered to the classrooms.

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.

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.

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.

### **Assemblies and celebrations**

There are 2 assemblies per week for children in Year 1 and above. These have a variety of focus areas and could be related to our school values, learning dispositions, the Rights of a child and Jigsaw social skills. We also have regular 'celebration assemblies' where children are able to share their achievements from both in and out of school. Children can share special awards, medals, certificates or pieces of work that they are proud of. If your child has something to share they should bring it in to show Mr Godden who will add them to his celebration book to be shared in an appropriate assembly.

## **School Visits**

Children have an extensive range of opportunities to learn outside the classroom environment and there will be opportunities to 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 with this over the years your child is here. We ask regular parent helpers to have a current Education Sport and Culture DBS check – please ask at the office if you are interested.

## **Residentials**

We also 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 two 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 residentials 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 mainly 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 by class teachers and on Tapestry but there are also diaries and reading records that are sent home. Other tasks (Y2-Y6) might also be set which children can choose if they wish to complete.

## **Community Events and Visitors**

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. 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 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.

## **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 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. Please note that school ties are only needed in Year 6 and school will supply these in an assembly in the September of Year 6.

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. Please see below for some examples.

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.

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

School Uniform - Years 1-6		
Year 1 – 5 Winter (formal)	Summer (when no jumper needed)	PE
<ul style="list-style-type: none"> <li>• Red V-necked jumper with school badge (no cardigans)</li> <li>• Plain white Polo Shirt (or white shirt)</li> <li>• Grey trousers, shorts or skirt.</li> <li>• White or Grey socks or tights</li> <li>• Black school shoes or plain black trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Red Polo Shirt with school badge</li> <li>• Grey trousers, shorts or skirt</li> <li>• Red and white checked dress or red and white (gingham) shorts or playsuit</li> <li>• White or Grey socks</li> <li>• Black school shoes or plain black trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Red Polo shirt with school badge</li> <li>• Plain black PE shorts or skorts (suitable length (no hotpants) and no logos or patterns)</li> <li>• A pair of white or black plain socks</li> <li>• Plain black tracksuit bottoms (no patterns or stripes)</li> <li>• Trainers (predominantly white or black , no bright coloured shoes or laces – no hightops)</li> <li>• New St Martin’s School tracksuit top (the old tracksuit top can also still be worn while we are phasing it out)</li> </ul>
<p style="text-align: center;"><b>Year 6</b></p> <ul style="list-style-type: none"> <li>• Red V-necked jumper with school badge (no cardigans)</li> <li>• White shirt</li> <li>• School tie (supplied by school)</li> <li>• Grey trousers, shorts or skirt.</li> <li>• White or Grey socks or tights</li> <li>• Black school shoes or plain black trainers</li> </ul>		



## Shoes

When reviewing school uniform recently, it was acknowledged that the cost of shoes can be high, especially as they can need regular replacing as feet grow. To try and help with this cost, we have decided that children can wear plain black trainers with their school uniform, instead of the more expensive school shoes. This means that they could have 1 pair of black shoes/trainers that they can wear every school day (for uniform and PE days). We ask however, that if you choose to do this the trainers have to be **absolutely plain black** (see below). We will be reinforcing this rule and speaking to children if they are not plain.

This is of course optional, and school shoes can continue to be worn if you'd prefer.

**PE trainers** – to clarify, trainers worn on just a PE day (not with school uniform) don't necessarily have to be plain black but we do ask that they are either predominantly black or white, with minimal extra colours involved.

Examples of plain black trainers suitable for wearing as part of the school uniform				
Suitable for uniform day		Unsuitable for uniform day examples (not all black) but could be worn for PE		
				
				
Predominately White/black trainers suitable for PE		Trainers not suitable as not predominately white/black:		
				
Not suitable for school at all				
				
				

**Other Equipment**

- Waterproof coat
- Cap (summer months)

- Book bag and/or rucksack - it is optional for these to have a logo, **but it is not a requirement**.
- Optional Pencil Case: children from Year 2 to Year 6 can bring a small pencil case with a pencil, ruler and pencil colours to school (these items are supplied in school otherwise).
- 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 plain coloured hair band (red, white or black). 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, shaved patterns and tram lines are not acceptable. We understand that children like to have the latest fashion (e.g. shaved symbols), but do not feel these are appropriate for school. If your children is keen, we ask that you help us out by discouraging them during term time and waiting until the start of a longer holiday to get it done.

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 (or covered) 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 include toys, swapping cards, jewellery, games, electronic equipment and also **footballs and other games** for outside.

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).

**Mobile phones should not be brought into school and children should not have them on their person during the school day.** If you feel it is necessary for children to have a phone at school (for example if they are making their own way home), the phones **must be handed in to the school office** at the start of the school day to be kept securely. They should not be left in school bags.

Other valuables such as lots of money should not be brought into school unless necessary and 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/caps 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 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 try to resolve the problems,
  - If concerns continue the Headteacher/Deputy Head will meet with parents to discuss needs and agree possible strategies and positive expectations to improve attendance. This will be reviewed,
  - If problems continue school might seek support from the Education Welfare team.

There are only 190 school days in a year and the Education Department and the Education Welfare Team work from a principle that Every Day Matters. They recommend a range of strategies to help parents when encouraging their children to attend school. Some of these include:

- Prioritize school with your child. From their early school career onwards, set good routines and expectations for attendance. Chat about school and ask questions about their day.
- Whilst adhering to health guidelines, send your child into school even if they aren't 100%. Inform the school and trust them to call you if your child doesn't feel better as the day goes on.
- Communicate with school if you, or your child, has any concerns. The earlier you do so, the easier these are to resolve.
- Ask for support from school. All schools have experienced staff who can help. Schools have direct links to outside agencies that can also offer support. With attendance matters specifically, every school has either a school based or allocated central Education Welfare Officer who can offer advice.

### **Leave of Absence during term time**

Taking holidays during term time should be avoided no matter the time of year or the age of your child. Some allowance can be granted for exceptional circumstances, at the discretion of the Headteacher, and parents should always contact school **before** booking. There is a leave of absence form to fill out that can be obtained from the School Office.

As a school we do try and consider each case carefully and will take into account exceptional family circumstances, attendance patterns of the pupil and previous requests. In general however, family holidays will be recorded as an unauthorised absence.

Whilst a single holiday will likely result in the absence as being recorded as 'unauthorised', repeated holidays will be reported to the Education Welfare Team. This in turn could lead to them liaising with the Parish Centeniers, regarding possible legal steps that might be taken.

### **Medicines in school**

Please inform the school if your child has a medical condition that requires regular medication. 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.

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. We ask that this is checked termly. 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.

### **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 (DSL), who is the Deputy Headteacher and a Deputy DSL, who is the 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 My 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.

### **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](mailto:admin@stmartin.sch.je) .

## **Relationships and 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 an environment that has kindness and inclusion to all children at its heart;
- To promote the importance of building positive relationships;
- To model and teach positive behaviour traits and responsibilities;
- To promote and encourage excellent behaviour in all students;

- To create a flexible consistency from adults to behaviour management;
- To have high expectations for all children;
- To create a calm and safe learning environment and school.

At St Martin's School we 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 rules, together with our core values, are referred to regularly in class and around the school when reinforcing positive behaviour and reminding or correcting misbehaviour. Routines and structure in class and around school allow children to know what the expectations are and therefore train them in how to do it. It means we can set high expectations, can remind children of these standards and expectations as well as being able to encourage and support them to follow these structures.

At St Martin's we have the following consistencies that all adults will use and reinforce around the school:

- Line basics – how we expect children to line up calmly and walk around school.
- Body basics – how we expect children to sit to show they are ready to listen/learn.
- Ready to listen – a signal for children to stop and listen.

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

## **Other Parent/Carer Information**

### **Family Engagement Worker**

St Martin's and Trinity have recently appointed Evelyn Martin-Foley as a joint family engagement worker between the two schools. The position is there as an additional support to families both in and outside of school. Please contact the school for further information and look out for events during the year, including the Jigsaw Family programmes we run.

### **Helping in school**

We welcome and value any help offered in school and indeed sometimes require additional adult support for outings. If you are helping, please familiarise yourself with the safeguarding leaflet by the signing in area. If you would like to be a more regular volunteer to help in school, please arrange to complete a DBS/Reference form from the school office.

### **Parking**

When dropping off/picking up your child by car, please park in the Parish Car Park 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. Please **do not use the Marks and Spencer/ doctors carpark or the small parking area at the front of the school**. 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 running late because you are struggling to park. Your child will be kept safely at school until you can get there.

To help ease some congestion in the car park, Early Years and Year 1 finish at 2.45pm. We ask parents of children in these year groups 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.

### **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 the 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)
- 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 allowed 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.

### **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 in and out when helping in school. For safeguarding reasons, parents should not be walking around the school unaccompanied.

### **Parent events**

There are various parent events throughout the year these include:

- A 'meet the teacher' evening in September,
- Two parent consultation evenings,
- Book sharing sessions,
- Class assembly,
- Decoration day,
- Harvest Festival Service at the parish church,
- Christmas celebrations

- Sports' Day
- Leavers' Assembly.

### **School Dates**

School dates for the year are updated annually by the Education Department. If you are looking to plan in advance, information regarding dates can be found at:

<https://www.gov.ie/Education/Schools/SchoolLife/pages/termdates.aspx>

### **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 use Tapestry to share pictures of the learning going on at school and for memos home.

We also have a school website - [www.stmartin.sch.je](http://www.stmartin.sch.je) and Facebook page - [www.facebook.com/stmartinsjersey](https://www.facebook.com/stmartinsjersey)

### **Reporting to Parents**

Twice a year, we arrange parent consultations 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. We have a very active and friendly PTA who put on lots of great events for the children that both raise funds but also builds community. These include bingo, discos, Elf Shop, Fetes, movie nights etc... We are always looking for new ideas and support at events so please do come along to the half termly PTA meetings or sign up to events when you can. The school benefits greatly from the tremendous support of the PTA who raise funds to purchase things for the school that benefit the children.

### **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 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](mailto:admin@stmartin.sch.je)