



St Saviour's Primary School

School Handbook



Bagatelle Road
St Saviour
Jersey
JE2 7TY

Telephone: 01534 725549

e.mail: admin@stsaviour.sch.je website: www.stsaviour.sch.je



St Saviour's Primary School
Bagatelle Rd
St Saviour
Jersey
JE2 7TY
Tel: 01534 725549

Email: admin@stsaviour.sch.je

Dear Parents/Carers,

I would like to extend a very warm welcome to you and your child(ren).

We are a school that likes to celebrate success – at every level. Our school is driven by an enthusiasm and desire to achieve. We aim to bring learning alive, making it exciting and stimulating. We want to give your children a thirst for learning that continues with them throughout their future school experiences and lives and we want to prepare them well for what the future may bring.

Team work is an essential component for this to happen and this is reflected in our mission statement 'Partners in Building a Future.' We view education as a joint venture, involving everyone – children, parents, staff and the wider community. We hope that we will be able to depend on your co-operation and support in this partnership and look forward to working with you so that we can provide the best education for your child.

This booklet has been created to answer as many questions as possible that might be asked about our school. We hope it will alleviate any anxieties that children (or parents!) may have when joining us.

We are confident that, with a talented team of both teaching and non-teaching staff who will be working closely in partnership with you, we can provide a smooth transition for any child joining the school and strive to meet the needs of all.

Please contact us with any queries you may have, we are more than happy to help.

Yours sincerely,

Mrs Kirstie Williams
Headteacher

OUR CORE PURPOSE

We are committed to strengthening our learning community and developing each young person as an individual and responsible member of the community who enjoys an enriched and active life.

OUR CORE VALUES AS A SCHOOL



OUR STAFF

Our rainbow logo (ARC) helps us to remember our core values

| | |
|--|---|
| Headteacher | Mrs Kirstie Williams |
| Deputy Headteacher | Mrs Sarah Jones |
| Designated Safeguarding Leads | Ms Danielle Thom Mrs Kirstie Williams Mrs Sarah Jones Mrs Natalie Cordiner |
| School Secretary | Mrs Judy Andrews-Callec |
| School Secretary (part time) | Mrs Ann Le Galle |
| Senior Leaders | Mrs Laura Fowler Mrs Natalie Cordiner |
| Special Educational Needs Co-ordinator | Mrs Natalie Cordiner |
| Teacher in charge of The Haven – Additionally Resourced Centre, supporting pupils with Autism and Social Communication Difficulties | Mrs Kim Lopez |
| Middle Leaders | Miss Melissa Bateman |
| | Miss Mia Traynor |
| | Miss Cerys Lebouc |
| Class Teachers | Miss Kathryn Park |

| | |
|---|--|
| | Miss Jessica Smyrk |
| | Miss Lucy Robinson |
| | Miss Mia Traynor |
| | Mrs Laura Fowler |
| | Miss Melissa Bateman |
| | Miss Cerys Lebouc |
| Reading Recovery Teachers | Ms Kate Amy |
| | Mrs Suzanne Burke |
| Nursery | |
| Class Teacher | Mrs Victoria Heart Mrs Danielle Alsop |
| Nursery Officers | Mrs Judy Hodgson Mrs Sarah Marett |
| Support for Learning | |
| Key worker (Haven – Team Leader) | Mrs Aimee English |
| Mrs Emily Birkin Key workers (Haven) | Mrs Mel Allen |
| | Mrs Sharon Jackson |
| | Miss Bethany Le Miere |
| | Miss Joanna Reed |
| | Mrs Emily Birkin |
| | Miss Sharyn Atkinson |
| | Mrs Tracy Crozier |
| | Mrs Jeannine O'Halloran |
| | Miss Hollie Da Assuncao |
| Learning Support Assistants | Mrs Lisa Vernon |
| | Mrs Jayne Salter |
| | Mrs Christine Senior |
| | Mrs Linda Parrish |
| | Mr Daniel Craven |
| | Mrs Nadia Miles |
| | Mrs Rachel Burnham |
| | Mrs Lina De La Haye |
| | Mr Jack Lewis |
| | Mrs Donna Tupper |
| | Miss Leanne Landers |
| | Mrs Jean Constable |
| Emotional Literacy Support Assistants (ELSA) | Mrs Lisa Vernon Mrs Judy Andrews Callec |
| ICT Technician – working mostly remotely | Mr Andrew Vallois |
| Caretaker/Crossing Patrol | Mr Mark Sheldon |
| PE coach | Miss Sam Lee |
| Lead First Aider | Mrs Rachel Burnham |

OUR HISTORY

St Saviour's School was the first parish school in Jersey and opened in 1902 (built 1897). The school was built on church land and the links between St Saviour's Church, the parish and the school have remained strong. In 1993 an extension to the original part of the building provided the school with additional accommodation for Early Years and included the development of a Nursery.

SCHOOL VISION

We are a school that likes to celebrate success – at every level. Our school is driven by an enthusiasm and desire to achieve. We aim to bring learning alive, making it exciting and stimulating. We want to give your children a thirst for learning that continues with them throughout their future school experiences and lives and we want to prepare them well for what the future may bring.

Teamwork is an essential component for this to happen and this is reflected in our mission statement 'Partners in Building a Future.' We view education as a joint venture, involving everyone – children, parents, staff and the wider community.

LEARNING AT ST SAVIOUR'S

Teaching at St Saviour's School is 'Learning Centred', meaning that each element of whole school and classroom practice is designed with an understanding of how children learn best at its heart.

At St Saviour's School we believe children learn best when:

- 1. Learning activities are well planned, ensuring progress in the short, medium and long term.**
- 2. Teaching and learning activities enthuse, engage and motivate children to learn, when they demonstrate the St Saviour School learner traits.**
- 3. Assessment informs teaching so that there is provision for support, consolidation and extension of learning for each pupil.**
- 4. The learning environment is ordered, the atmosphere is purposeful and pupils feel safe and they are supported to be ready to learn.**
- 5. There are strong links between home and school, and the importance of parental involvement in their child's learning and development is recognised, valued and nurtured.**

We like to celebrate the learning and achievements of all our pupils. We offer regular opportunities for parents and family members to join in lessons and share in the learning that has occurred in school.

PREPARING YOUR CHILD FOR SCHOOL

At St Saviour's we aim to make our children as independent as possible. It is a great help to us if your child is able to do some of the following when they come to school. It also gives your child more confidence in the early days of their school career.

- Dress and undress – including socks and shoes.
- Remove outdoor clothing (including using zips) and hang it up.
- Use the toilet and flush properly, washing and drying hands after use.
- Tidy and put away toys.
- Share and 'take turns'.
- Follow simple instructions.
- Sit quietly and listen to a story for a short time.
- Know his/her full name

CONTINUING HELP

Your continuing help and support are essential. Showing an interest and listening to your child's account of events at school will also be of benefit to them.

You can also help by ensuring that he/she:

- Attends regularly. Please **telephone the school before 9am** if your child is not going to attend school because of illness or a medical appointment – the more notice the better.
- Arrives on time (at their allocated start time). Children who arrive late into class often feel self-conscious because their peers may already be settled to an activity or listening to the teacher. We want them to have the very best start to the day.
- Comes to school fit and ready to do their best. If your child is unwell school is not the best place for them.
- Is well mannered and shows consideration for others. Respect and good manners are very important to us. Being Polite and Respectful is our number 1 Golden Rule.
- Takes pride in their personal appearance / dress.
- Completes any allocated home learning on time.
- Is supported in becoming more independent and developing organisational skills – your child should be able to take simple verbal messages to the teacher and to remember things that they need for themselves.

PARENTAL CONTACT

Parents will usually be invited to a 'Meet the Teacher' session in the term before their child comes into the Reception class.

Either towards the end or at the beginning of each school year, there will be an opportunity for you to meet the next class teacher this may be in person or virtually. Your child's new class teacher will share with you the learning programme for the coming year and anything specific to that year group. You will also be given ideas of how you can support your child's learning.

During the Autumn term, there is also an opportunity for an individual parent meeting where you can discuss with your child's teacher how your child has settled into their new class.

It is a good idea to make sure the teacher has an up-to-date picture of how your child is at home and to share any relevant information.

At the end of the Spring Term you will be sent a report that describes your child's attainment and progress across the year. There is then an opportunity for a further parent-teacher meeting in the Summer Term. During this meeting the teacher will discuss your child's learning with you and their progress towards targets set from their Annual Report.

Parents are asked to make contact with the staff regarding simple queries or problems regarding their child's learning via email to admin@stsaviour.sch.je (with teacher name as reference) or at the end of the afternoon where possible, rather than at the beginning of the day, when the teacher is trying to settle the children. If the issues are complicated, then it is advisable to make an appointment with the teacher or Key Stage Leader. Please address any concerns initially to the class teacher, who will try to resolve the issue with you. Should this remain a difficulty, you will receive support from either the teacher's line manager or if necessary, the Headteacher. All staff are there to help you and to try to resolve any concerns you may have regarding your child. We enjoy a very open and honest relationship with our parents.

Whenever possible, throughout the year we will invite you to join us at various school events such as learning participation sessions, Christmas events, sports days and fundraising functions.

Newsletters and information are sent home regularly to keep you informed, mostly via e-mail. We have a school website which hosts policies, newsletters, events etc. The website address, and any other relevant computer log-ons will be shared with you in September, or upon joining the school. We also have school Facebook and Twitter pages

Facebook <https://m.facebook.com/StSavioursJersey/>
and Twitter <https://mobile.twitter.com/stsavioursch?lang=en>

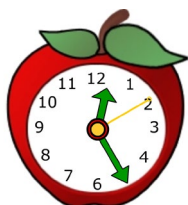
SCHOOL HOURS

| | |
|----------------------------------|---|
| Breakfast Club | 7.45-8.30am (from Reception class up, please ask at the School Office for further information as there is limited capacity) |
| School starts | Gates open 8.30am |
| Lunchtime | Staggered 12.00-1.00pm |
| School finishes | Staggered 2.55-3.00pm |
| Freedom After School Club | 3.00-5.30pm (Reception class onwards: see Freedom After School Club website for further details and bookings) |

The school opens at 8.30am each morning and pupils are welcome to arrive from this time. They can then go straight to their classes where their teacher will be ready to greet them. School finishes at 3pm (slightly earlier for FS). Pupils are asked to wait by the school office

if they are not collected by 3.15pm. Pupils from Year 4 upwards are able to walk home alone with permission from their parents/carers – permission forms are available from the school office.

In the case of parents leaving their child with another carer or family member for a short period of time, please inform the school as to who will collect your child. It is also important that you leave contact numbers for these carers in case there is an emergency.



SCHOOL CROSSING PATROL

Bagatelle Road

The school has two very busy exits, please be extra vigilant at the beginning and end of the school day. We only have a road crossing patrol on Bagatelle Road at the front of the school. The timings of this patrol are as follows:

8.30am-8.45am
2.45pm-3.00pm



Please be cautious when crossing Chasse Brunet as there is no crossing patrol on this road.

Please park with consideration for others if you are dropping off or collecting your child. Double parking or blocking driveways in nearby estates can cause problems for the residents and the school.

Safety is a key priority, please be very careful when pulling in and out of spaces, especially as pupils are entering and leaving the site with their families.

ADMISSIONS

Children are admitted to the Nursery in the school year of their fourth birthday.
Children are admitted to the Reception class in the school year of their fifth birthday.

All admissions are organised by the Children, Young People, Education and Skills Department. Parents seeking a Reception placement should register their children at the earliest opportunity with their catchment school via the online registration on the gov.je website. The Headteacher and School Secretary are more than happy to advise you on the admissions procedures and all information can be found on the gov.je website.

SECONDARY SCHOOL TRANSITION

During the Autumn Term, Year 6 pupils and their parents will be invited to visit secondary schools. All Year 6 pupils will take part in two induction days (usually early in July) at their future secondary school. Pupils at St Saviour's belong to a variety of different secondary catchment area schools and also access private schools for secondary transfer. Please allow your child to take advantage of any secondary induction arrangements available to help them gain a picture of what their secondary education will be like.

Any parents who feel that their child is very anxious about the transition to secondary school, should make their feelings known to the class teacher as early as possible and ideally at the end of Year 5. The school will also discuss transition with parents if they feel a pupil may be vulnerable during the process for some reason. Transition plans can be put in place to support pupils who are feeling particularly anxious.

THE HAVEN

The Haven is a quiet place within the school that provides specialist facilities including classroom spaces and a sensory room for pupils with social and communication difficulties, including autism. The school recruits additional staff to support the neuro diverse needs of these pupils and pupils who receive support from this part of our school have been identified by the CYPES Inclusion and Early Intervention Team. Pupils are included within most, if not all, of the classes across the school. We celebrate individual differences of all pupils throughout the school and include all pupils in what we do inside and outside of the classroom.

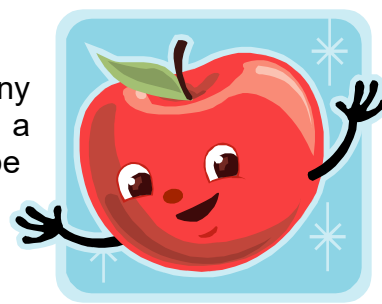
We recognise that sometimes life can be very challenging for pupils with neuro diversity, particularly autism, and their families. If your child asks you any questions you feel you cannot answer, please refer them back to the staff, who will be more than happy to help. At times, our approaches in supporting pupils through The Haven may be different to those used with other pupils. Should you have any questions about our approaches and support, we are more than happy to explain, please just come and talk to us.

LUNCHES AND SNACKS

At St Saviour's School we encourage healthy eating during snack and lunchtimes. Please include water for your child to drink and fruit/vegetables for snacks. Fizzy drinks and 'treats' such as bars of chocolate and packets of sweets are not considered healthy options for our pupils and can affect concentration in some pupils, please only keep these treat foods for home. We really appreciate your support with encouraging healthy eating and drinking. Fruit, vegetables and plain biscuits are examples of morning snacks that are suitable. Any crisps and/or cake bars will be saved for lunchtimes. We encourage the use of reusable named containers to send snacks in rather than single use plastics/aluminium foil. If you provide a yoghurt/jelly etc for your child's lunch, please can you make sure they have a named spoon with which to eat it, this often causes much excitement in the lunch hall when they don't have one!

You can also look online for some suggestions and examples of healthy snacks. ([Lunch and snack ideas for back to school - BBC Food](#))

We promote a policy whereby children can drink water at any time of the day, please ensure, **water only**, is brought in in a named bottle with a sports cap to prevent spillage. This can be



taken home daily for washing and refilling. Diluted squash or fruit juice is accepted as a drink at lunchtime only when the pupils are also eating their lunch, therefore minimising the affect on their developing teeth.

HOME LEARNING

Learning at home can help develop a child's independence and promote a motivating attitude towards learning. We aim to work in partnership with parents and provide an effective home learning system that enables all our learners to either research, consolidate or extend their learning and independence.

We consider it important for home learning tasks to be purposeful and matched to the ability of the individual children and as a result, each year group provides home learning opportunities appropriate to the age of the child.

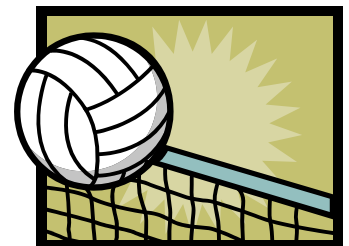
Reading/Homework diaries are issued to all children at the start of each academic year and are used to record activities such as: phonics/reading and home learning opportunities. This diary is also used as a useful tool for communicating between school/home. Messages can be sent (in both directions) using the diary providing regular feedback and information for both teacher and parent. We use the app Seesaw to support learning at home.

THE PLAYGROUND

We want our playground to be a safe place, where children can experience a great deal of fun and enjoyment.

The planted areas, walls at the rear of the school, field and adventure trail are not used at the beginning and end of the school day for safety reasons. Please support us with this by ensuring your child/ren remain with you at the beginning and end of their school day.

We are involved in an exciting project with a UK company called OPAL (Outdoor Play and Learning) and are continuing to develop our play opportunities within and across school in the coming year.



GOLDEN RULES

'Golden Rules' are based on the need for safety and respect.
The school Golden Rules are:

OUR GOLDEN RULES

We are polite and respectful
We are safe and caring



We are honest

BULLYING

Bullying is taken very seriously at St Saviour's School.

Children have the right to attend their school without fear and should have access to a safe environment. They should look forward to coming to school in a happy state of mind. Regrettably, on occasion, this does not happen.

Identifying a bullying event

Identifying a bullying event is not easy. Not all thumps, kicks and name calling is bullying. There are times when a child will engage in this behaviour as a stressful reaction to something. This may likely be a one off-situation or a reaction to provocation. Although it can be dealt with appropriately and according to the school's behaviour systems, it should not be referred to as a 'bullying event.' In order to classify it as bullying there are 4 key event indicators that can determine if bullying has taken place. Given that professional researchers in this area are still trying to agree of what bullying is as against other anti-social acts, the following descriptions are what the research community in UK seems to be focussing upon at this time.

Key indicators are that the event:

- Happened between the same individuals more than once over a short space of time.
- May happen in the same place.
- May happen at the same time of day.
- May involve the same action(s) i.e. hitting, name calling etc.

It is likely that the bullying event will be brought to the attention of school in one of three ways.

1. That a member of staff witnesses the event themselves.
2. The event is communicated to staff by the pupils.
3. School is made aware by contact from parents/carers/carers of the victim and from outside agencies.

What to do if you think your child is being bullied?

Contact us as soon as possible with as much detail as you can. We will make sure you have details of our Counter-Bullying Policy (available on the school website) so that you know how we will proceed.

Above all you need to know that your children will be listened to, supported and encouraged to seek resolution and positive outcomes.

SAFEGUARDING AND CHILD PROTECTION

Keeping children safe is an integral part of what we do in school. We follow the CYPES Safeguarding and Child Protection policies and national guidelines. Should we suspect any form of neglect, physical, sexual or emotional abuse is occurring to any individuals in our

care, we will report this to the Children and Families Hub. Information about this service is available on the gov.je website and a link to a MASH video on our school website. Please see the staff list above for the named Designated Safeguarding Leads.

All staff employed within the school have received Safeguarding and Child Protection training and their DBS (police) checks are in place. Your child's safety is our utmost concern.

You will usually be contacted with any concerns that we may have in the case of a referral, unless we and the Children's Service believe that this will be against the interests of your child.

If you wish to help the school with reading, visits etc, on a regular basis, then please consider asking for information to complete the DBS process at the school office. All adults in regular contact with the children need to go through this process for the safety and wellbeing of the children.

Visitors

Visitors and parents are asked to report to the school office once the school is in session. This is to provide security for your children and we would ask you to abide by this. Visitors will be asked to sign in, using our Passtab digital system and be given a label to show they have permission to be there. Adults wandering inside school without any i.d. will be challenged by staff.

SCHOOL UNIFORM

There is an official school uniform and children are encouraged to take a pride in the way that they look. Details of the uniform are available from the school office. Most items that involve school colours or logos are available for purchase from:

Jersey Schools & Sports Kit, Les Quennevais Parade, Tel 742649 (www.jssk.co.uk)
Lyndale Sports, Trinity (www.lyndalesports.com) Tel 862411

Both shops take online or telephone orders and usually deliver the next day to school for your convenience. There are regular second hand uniform sales within school and all items are sold for £1.

Please note that shoulder length and longer hair **must** be tied up or a hair band worn that matches the uniform or hair colours.

Tattoos and nail polish are lovely for weekends and holidays but are not appropriate for school, please support us by not sending your child in with either of these on.

JEWELLERY AND OTHER VALUABLES

The following jewellery is permitted in school, although the school will not accept responsibility for items that are lost:

- Watch
- Plain stud earrings only

No other jewellery is permitted.

Children should not bring mobile phones or any other expensive items to school. If there are **special circumstances and this is absolutely necessary**, parents need to complete a permission form (available at the school office). In the case of these requests, it will be the child's responsibility to deliver the item to the office at the start of the school day and collect it at the end of the day, where special signing in and out procedures are in place. The school cannot be held responsible for any items left around school e.g. in drawers, on teacher's desks or in bags in the cloakroom.

LOST PROPERTY

Each term we have lots of lost property, although this is improving. Please encourage your child to seek out lost items and help them by ensuring that all items that belong to them are **clearly named**.

The lost property is checked regularly and named items returned to the child. All uniform that remains unnamed and unclaimed will be taken by the PTA for their second hand uniform shop. A regular sale of this will be advertised and prices and quality can be very reasonable so watch out for these.

Parents are recommended to protect their children's property through their own household insurance.

SCHOOL VISITS

We encourage our classes to go out on visits throughout the school year, whether on foot or by coach, as we believe our children can learn a lot from the outdoor environment and our island community. You will always be contacted regarding any such visits in advance and will probably be asked if you can help!



FIRST AID

We have several staff who are trained First Aiders. First Aiders will make an assessment of any injuries your child sustains and they may then contact you to discuss the treatment given, they may, however, tell you if further investigation may need to take place. This may include taking your child to the Accident and Emergency Department or Doctor/Dentist. In very serious cases, an ambulance will be called to school and you will be asked to meet your child and a member of staff at the hospital for further assessment/treatment. **Please ensure we always have your most up to date contact details in case of emergencies.**

The school keeps records of any incidents that involve the intervention of a first aider, particularly bumps to the head. Your child will receive a sticker for head bumps and a member of staff will contact you to let you know of any such incidents. Should your child need to be hospitalised as a result of an injury carried out under school supervision, the school sends a record of the incident to CYPES.



Minor injuries are recorded on a body bump form, which your child will bring home to inform you of the injury and of the treatment that has been given.

Health

Firstly, please keep your child at home if they are genuinely poorly; to send him/her into school often results in distress and can also lead to the spread of infections, affecting many more pupils. Any pupil displaying the symptoms related to Covid-19 i.e. new continuous cough, high temperature and/or headache must **NOT** come in until they have a negative lateral flow test.

Any pupil who experiences an upset stomach (diarrhoea) or sickness (vomiting) must be kept away from school for **48 hours after** the last bout has occurred.

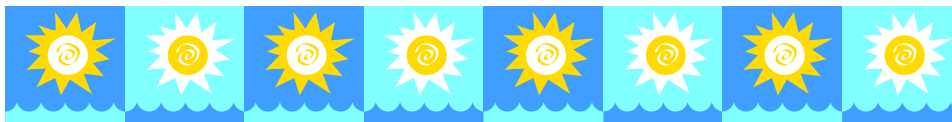
Medicines

Unfortunately, we are unable to administer medicines to children, except in exceptional circumstances. Some examples of when we are able to administer medicine include diabetic 'pens', asthmatic inhalers, epileptic or other on-going drugs prescribed by a doctor. In these circumstances, please make an appointment with the Lead First Aider to discuss the requirements and complete any necessary paperwork, this will include a care-plan and be supported by the School Nurse. Administering medicines like Paracetamol or Nurofen during the day is not possible, you would be welcome to come into school to administer these should your child need it.

Each family will receive a form to update their contact details each academic year. Please advise us immediately if these details change. Should there be an accident, we need to be able to contact someone quickly.

Summer Sun

We request parents administer sunscreen to their child before they come to school in the summer and particularly on very sunny days with a UV index of 6 and above. We do have sunscreen dispensers which are accessible to all pupils so that they can top up their sunscreen especially in hot weather or on PE days. Staff are not routinely able to put sunscreen on each pupil, however in the case of the younger pupils (Nursery, Reception and Year 1 pupils), a member of staff will support them with this. From Year 2 to 6 children are sufficiently independent enough to do this for themselves. Please advise us if you would prefer your child to bring in their own sunscreen due to skin allergies/conditions. All children need to have a sunhat in school daily during the Summer and first half of the Autumn terms, we recommend a named school cap. Those without suitable headwear will be kept safe in the shade.



NO SMOKING / NO ALCOHOL POLICIES

Please note that in line with other Government buildings in Jersey, our school operates a 'No Smoking' Policy and smoking is not permitted either in the school grounds or the school building.

The school also operates a 'No Alcohol' policy and any fundraising functions involving children will not have any alcohol available for consumption.

SCHOOL PHOTOGRAPHS

A school photographer will visit the school during the year to take a range of photographs. There will also be an opportunity for a family grouping should you wish this. Details will be sent in advance by newsletter.

HOLIDAY ABSENCE

The school holidays are published well in advance of the beginning of the school year. Reminders are also sent by newsletter. Term dates are available on the gov.je website.

We work very closely with the Educational Welfare Service and our absence rates are monitored on a daily basis through electronic registration.

Taking holidays in term time is inappropriate as this affects a child's access to the curriculum. If however this is unavoidable, please speak with the Headteacher before you commit yourself to paying for a holiday. **Parents do not have the right, under the law, to take their children out of school without permission and the Headteacher has the right to refuse permission if he/she feels that the child's education will be adversely affected.** In reaching a decision, previous attendance and progress in school are taken into account. It is not appropriate to request more than one day's absence and taking a week out of school is not something that parents should consider except under exceptional circumstances. Several travel agents now give parents a specific discount for purchasing a holiday during the school holidays.

DIGITAL SAFEGUARDING/E-SAFETY

Pupils will be asked to sign a contract to enable them to use the Internet and emailing facilities in the school. Please note that there is a comprehensive firewall screening any websites used in school and your child will not be allowed access to the Internet without a member of staff being present. These measures ensure that your child can access the Internet without the fear of any inappropriate materials being viewed. Please be just as attentive at home to ensure your child is safe from accessing any possible inappropriate material or persons. This is a growing concern in the present day. Our experience also tells us that access to inappropriately aged DVD's, books and computer games can also adversely affect pupils' social and emotional development in a very serious way. Please be very vigilant as to what your child watches, reads or plays. Please also be aware that many social media and other sites i.e. Facebook, Instagram and WhatsApp require users to be aged 13 or over before setting up an account. Please see the school website for information/helpful hints.

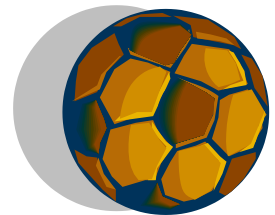
SPECIAL EDUCATIONAL NEEDS

In our school, we liaise closely with outside services such as the Speech and Language Therapy Service, Occupational Therapy and Educational Psychology and Wellbeing Service. Where a child has additional needs or appears to have some barriers to their learning, they will be referred to the school's Special Educational Needs Coordinator (SENCo) who will assess them and perhaps decide they would benefit from having an Individual Learning Plan. The targets on these plans will be shared with you and your comments on any progress will be requested each term. As evidence builds to show that your child may need further support you may be asked to sign a form giving us permission to work with other services. Should this situation arise we will go through the process together and make each step very clear to you. We can then be sure that we are doing our very best for your child.

CLUBS

Where possible, the school hosts a variety of clubs either during lunchtime or after school. These are dependent on the expertise of the staff in any given year.

Children should leave the premises or be collected immediately after each session. In the case of outdoor clubs, parents are asked to phone the school office after 2pm if they are unsure as to whether the weather will affect the activities. We aim to send a message via e-mail as soon as possible if there are changes to any clubs/activities.



DATA PROTECTION

Personal data held by schools about pupils and parents is covered by the Data Protection Law.

The school holds information about your child in order to contact you at home or at work on school related matters; to support your child's teaching and learning; to record their academic and personal development; to give appropriate pastoral care and in order to assess the school's overall progress. Please refer to the Privacy Notice that is available on our website for further information about the data we hold and what we do with it.

SCHOOL COUNCIL, RIGHTS RESPECTING AMBASSADORS AND ECO-TEAM

We have a few different pupil voice forums within school. They are usually made up of children from across the school in Years 1 to 6. These children are elected to be representatives for their class and attend regular team meetings to discuss relevant matters of interest concerning school organisation and development. These groups are actively involved in decision making within the school and regularly conduct surveys to gather views and opinions from their peers.

Any child in the school may put forward a suggestion to the School Council through their class council meetings. A response will be made by the School Council either personally or during one of our school assemblies. The aim of the School Council is to develop an awareness of citizenship and involve all our children, to some extent, in the running of the school.

ECO-SUSTAINABILITY

Our school is committed to becoming a sustainable environment, where pupils can learn the skills that will make them safe and considerate individuals. The Eco-Team consists of children and staff who meet regularly to discuss current issues and maintain our Green Flag status. The areas they are currently addressing are:

Waste/Recycling:

We recycle white paper and there are green bins in every classroom.

There is a battery collection point within school. There are plastic bottle recycling bins around the school too.

Energy:

Please encourage your child to turn off any unnecessary lights and to switch off computers at the end of the day.

Water is a precious resource and we encourage children not to waste it.

Environment and Litter:

We encourage pupils to care for their environment and to be aware of local issues.

Travel and Traffic:

We are actively trying to reduce the traffic around our school. Walking all or part of the journey to school is a great way for children to get fit, healthy and active. Research suggests that a chance to take physical exercise before school helps children concentrate better, and the walk to school is a great opportunity for your children to become more road-aware and independent. The walk also provides them with an opportunity to learn more about their local area.

There is also an impact on safety around the school entrance - we know many of you worry about your children's safety on the way to school, with the entrance of our school being a focus for traffic. If more people walked, congestion would be reduced, making this area a safer place for us all. We'd also have a positive impact on our environment by reducing pollution.

PARTNERS IN BUILDING A FUTURE

We would be most grateful for your co-operation in:

- Being enthusiastic about school and interested in what your child is doing.
- Supporting the school with our policies and procedures.
- Contacting the school before 9am if your child will not be attending the school because of illness.
- Informing the school of any changes in address or telephone numbers promptly.
- Informing the school if your child has a bad start to the morning; if an event has occurred that may cause distress or of any more worries that your child may have.
- Ensuring that as far as possible, your child wears the correct uniform and that all items are clearly marked with your child's name.
- Sending money into school only for specific purposes.
- Ensuring that toys and other possessions are not brought into school unless they are for an agreed special purpose designated by the teacher e.g. certificates to be presented in assemblies or specific artefacts to support a learning topic.

We REALLY appreciate your support!

**We very much look forward to working with you and being partners
in building the future for your child/ren.**

In line with our open-door policy please do not hesitate to contact me if you have any queries. You can pop into the school office or telephone me. Alternatively, I try to pop out to the school entrances during the week if you would like to speak to me informally.

Yours most sincerely,

Mrs Kirstie Williams
Headteacher