



# Grouville Primary School

*Well-being and achievement are at the heart of Grouville School so that we can all develop as life-long learners and take responsibility for ourselves and the community.*

# School Handbook





# Grouville School Handbook



*As a Rights Respecting School our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC).*

*UNCRC Article 28—Children have a right to go to school and learn.*

*UNCRC Article 29—Children have the right to become the best that they can be.*

**We are delighted to welcome you and your family to Grouville School.**

Grouville is a two-form entry School and Nursery catering for approximately 400 children aged 3 - 11. The school has strong links with the local community and we value the relationship we have with Parish Officials, the Rector and other members of the Grouville community. We are a Rights Respecting School, which means that all our actions and work are focused on the best interests of children. We regularly refer to the articles of the United Nations Convention on the Rights of the Child.

## **Parents and Teachers in Partnership**

We strongly value the relationship we develop with each of our families and look forward to securing a happy and successful partnership with you over the coming years. We believe that by working together in partnership we can achieve all of our aspirations, after all, a positive and trusting partnership between home and school is a vital ingredient for your child's success and enjoyment of school.

We value the support of parents in many aspects of school life, for instance: helping on school trips, with the libraries, running Clubs and supporting within the classrooms. If you are interested in volunteering in school, please let us know at the School Office. We will need you to complete a Disclosure and Barring Service (DBS) and a reference check. This can take up to six weeks to be processed, but please don't let this put you off - we really do value your help!

We have an 'open door' policy at Grouville and you are welcome at any time to share our learning experiences so that you can understand and be fully involved in your child's development. By working together we can really make a difference. We encourage you to come in and discuss any concerns or worries you may have, and likewise we will share any concerns we have about your child with you. Please arrange to meet with your child's teacher in the first instance; this can be arranged via the school office.

## **Successful Learners**

We believe every child can be a successful learner. By enabling them to develop positive attitudes and dispositions to be successful learners we are providing them with a valuable resource to draw on, both now and in the future. Our children have decided that the following 'ingredients' are essential to being a successful learner at Grouville:

**Try, try, try; don't give up.**

**Challenge yourself; be the best you can be.**

**Be independent; stand on your own two feet.**

**Work well together; look after each other.**

**Believe in yourself; anything is possible.**



# Grouville School Handbook



## School Expectations of Behaviour

*UNCRC Article 29 – Children should be encouraged to be themselves, be responsible and be the best they can be.*

At Grouville School we promote a high standard of behaviour and our values are built on a mutual trust and respect for all. We are an inclusive school and we aim to meet the needs of a range of all children. Children and adults are expected to be polite, responsible and respectful to each other at all times. As a Rights Respecting School, our School Charters underpin our expectations for children's behaviour inside school, in the playground and at lunchtimes. In addition each class starts their school year by agreeing their own Class Charter and this is referred to continuously throughout the year.

## Rewards System

Our whole school Reward System ties in to our Moral Purpose. We have taken the three aspects of Life Long Learning, Responsibility and Community, and focused on these to celebrate achievements above and beyond what would be expected. We do this through our coloured beads. When a child is awarded a bead they go to the Head teacher to share their success. The Head teacher will spend time with them to discuss what it is they have done and why it is important, and in so doing try to engender a 'feel good' factor within the child. The child then gets a bead: red for Life Long Learning, blue for Community, or green for Responsibility, which they put into the relevant jar in the School Foyer. We celebrate as a whole school how many beads we have in the jars.

## Children as Active Participants within the School Community

*UNCRC Article 12 – Children have a right to be heard and to say what they think should happen when decisions are being made about them.*

*UNCRC Article 13 – Children have a right to give and receive information.*

Pupil Voice is a highly valued aspect of school life and children are encouraged to contribute and make a difference - not just in school, but also within the wider community and beyond. There are many ways that children are encouraged to share their opinions about school life and make a difference, such as School Council representatives, class meetings, Rights Respecting School Ambassadors, the Eco Active team, applying for Job Centre vacancies, Reception and Nursery buddies etc.

## School Times

We have staggered some of the start and end times of the day to ease traffic congestion around school.

Foundation children can be dropped off between 8:30 and 8:40am. Please accompany your child into their setting and help them settle in. The end of day timings vary in Nursery: part-time children should be collected at 12:30pm and full-time children at 2:30pm. Reception children should be collected from their classroom at 2:45pm.

Children in KS1 and KS2 should arrive at School between 8:25 and 8:40am. A member of staff is on



# Grouville School Handbook



duty in the playground from 8:25am. Children should not arrive before this time unless they attend our 'Early Arrivers' Club. This club starts at 7:55am each morning, and costs £1.00 per child, per session. Applications forms are available from the School Office or can be downloaded from the school website.

In the morning children should be dropped off at the main or East gate and walk into the playground behind the School. Year 5 and year 6 only, can be dropped at the gate leading from the track; any siblings of these children are also able to enter through this gate. The morning bell rings at 8:40am and registers are taken at 8:45.

KS1 and KS2 children should be collected at 2:55pm. If for some reason you are going to be late, please telephone school to let us know, so that we can tell your child (so they don't worry), and ensure that they wait in a safe place. KS1 children should be collected from their classrooms from the outside door and not through the school. Please do not wait in the library areas. KS2 children should be collected from the gates. Year 3 and 6 from the main gate and Year 4 and 5 from the East gate. They will be supervised by a member of staff.

## Lunchtime

*UNCRC, Article 24—Children have the right to have healthy food and clean water to drink.*

Children stay at school to eat their packed lunch. Eating together is an important social activity and we expect children to use sensible voices and good table manners. We encourage healthy eating and do not allow sweets or chocolate at lunch or snack times. An example of a sensible lunch box is as follows:

- Sandwiches or equivalent, e.g. pasta salad
- Fruit
- Yoghurt
- A drink

Nuts or any nut products are not allowed in school as we have some children with serious allergies.

Please note that children will bring their rubbish and uneaten food home with them so that you can monitor how much they are eating. A plastic bag may be useful to put the rubbish in, in order to keep their lunch box clean.

It is important to note that should any child choose to display unsociable behaviour at lunchtime, a letter will be sent to their parents, who will then need to make alternative lunchtime arrangements.

## Snacks

Children's snacks should be fresh or dried fruit or vegetables only, e.g. carrot batons, to eat during morning snack time. Foundation Stage parents are asked to contribute towards a class snack, which is provided daily and plays an important part in the children's social development and routines.



# Grouville School Handbook



## Water

All children need to bring a named, filled water bottle into school every day so that they can drink as and when they need to. This needs to be in addition to the drink that they bring in their lunchbox (no fizzy drinks). Research shows keeping hydrated is very important and that drinking water regularly improves children's concentration, which in turn enhances learning.

## Lateness & Absence

It is very important that children arrive at school on time; being late can be very unsettling for them. If your child is late, they need to go straight to the office and give an explanation. The class register will then be amended and your child will be marked as Late. Children in Reception and KS1 should be accompanied to the office by their parent/carer.

At all times we need to know that your child is safe, so it is very important that you let us know as soon as possible of your child's absence by phone or e-mail at the beginning of each day. If your child is not in school it is important we know that he/she is safe at home. If you have not advised us by 9:30am, the school secretary will contact you to confirm your child's absence. Our registers are monitored by our Education Welfare Officer, who visits school each half term to monitor attendance and discuss any concerns.

## Leave of Absence

The Education Department has clear guidelines about leave for holidays or other reasons. Holidays should be taken during the thirteen weeks that together make up the official school holidays and we work from the premise the 'Every Day Counts'. **Head teachers may only authorise absence during term time in exceptional circumstances.** If you need to make a request for absence, you must complete an 'Application for Authorised Leave'. These can be downloaded from our website, or you can collect one from the School Foyer.

We realise that for some families taking holidays during the official school holiday time may be difficult, but we do stress that it is very unsettling for children to miss school. Such absences also disrupt the continuity of progress of your child. We ask you to try and enjoy your holidays at the correct time.

(For more information please see Attendance Policy on our website)

**It is vital to remember that attendance at school is statutory and children are required to attend school for 188 days each year, and that every day is important.**

## Pupil Welfare and Medical Information

*UNCRC, Article 3—Anyone working with children should do what is best of each child.*

It is important that we have up to date contact numbers so that we can reach you in an emergency. Please also remember to notify school of any change of address. If your child needs hospital treatment and we are unable to contact you, we will call an ambulance or take them to the Accident and Emergency Department.



# Grouville School Handbook



Parents have prime responsibility for their child's health and should provide school with information about their child's medical condition. At the beginning of each academic year, all parents are required to complete a Data Check Form and inform us of any medical conditions/ needs.

If your child is ill at school we will do our best to care for them, but the right place for a sick child is at home. We will therefore endeavour to contact you and ask you to collect your child if they are poorly; following the latest guidance from the Education Department/ Public Health. It is school policy to contact parents/guardians in the event of a serious bump to the head. Cuts and grazes and other injuries are normally dealt with by our First Aid Officers.

Teachers are not able to administer medication to your child during the school day, except in particular extreme cases. The one exception is inhalers. Children who require an inhaler for asthma and allergic conditions must keep them in class with them. This encourages independence and responsibility of use. Parents must inform school/the child's teacher of the need for an inhaler. The teacher and child will decide together the best place for the inhaler to be kept in the classroom during the day. It is the parents' responsibility to ensure medications are in date.

If your child has any serious allergies/ medical conditions you will be asked to complete a Care Plan for them. (For more medical information, please see our website, where you will find our First Aid and Medical Policies.)

## Checks by the Health and Social Services Department

During the course of their Reception year and their final year with us, children will have their height, weight and hearing checked as part of a physical development assessment carried out by the school nurses during school hours. An Orthoptist from the Health and Social Services Department also visits the school to check children's vision; this is also done during normal school hours. The Dental Department also carries out a whole school dental screening during the year - consent forms with further information are sent home near to the date.

## School Uniform

Wearing School uniform is an important part of developing a sense of belonging and identity. All children are expected to look smart and tidy in their uniform, remembering at all times that they are ambassadors for our school.

Our uniform is available from Jersey Schools & Sports Kit (JSSK), which is based at Les Quennevais. Uniform can be viewed and bought at the shop itself, or purchased online or via telephone. JSSK promise a next day delivery to school or home service - [jssk.co.uk](http://jssk.co.uk).

All items of uniform must be named.

Our uniform is as follows:



# Grouville School Handbook



**Summer (Easter onwards to Oct half term)**

**Winter (Oct half term to Easter)**

## KS1 Girls

- Summer** Simple royal blue and white gingham dress, blue jumper/cardigan with school logo, white socks.
- Winter** Charcoal grey pinafore dress, skirt or trousers; white polo-shirt with Grouville School logo, blue cardigan/jumper with school logo, grey tights.

## KS1 Boys

- Summer** Charcoal grey shorts/trousers, white polo shirt with Grouville School logo, blue jumper with Grouville School logo, grey socks.
- Winter** Charcoal grey trousers, white polo shirt with Grouville School logo, blue jumper with Grouville School logo, grey socks.

## KS2 Girls

- Summer** Simple royal blue and white gingham dress, blue jumper/cardigan with school logo, white socks.
- Winter** Charcoal grey pinafore dress, skirt or trousers, white shirt with school tie, blue cardigan/jumper with school logo, grey tights.

## KS2 Boys

- Summer** Charcoal grey shorts/trousers, white shirt with school tie or white polo shirt with Grouville School logo, blue jumper with Grouville School logo, grey socks.
- Winter** Charcoal grey trousers, white shirt with school tie, blue jumper with Grouville School logo, grey socks.

## Shoes

These should be black leather/leather effect. A low heel and closed-in toe for girls. Please note, we do not allow children to wear trainers for school. No ballerina type shoes for girls.

JSSK also stock sun hats/ woolly hats with the school logo. Matching hair accessories are also available.

Children's hair must be appropriate and smart for school. Long hair on both boys and girls must be tied back. Hair accessories for girls should be blue and be discrete.

It is important to remember when buying uniform that children need to be able to dress independently. They also need to be able to manage their bags independently, so please choose a



# Grouville School Handbook



school bag that is not too big or too complicated.

The PSA holds a second hand uniform sale once a month. Please ask at the school office for more information.

## P.E. Kit

Physical Education (P.E.) is an important aspect of the curriculum and all children are expected to take part.

P.E. kit is as follows:-Trainers (**velcro fastening for younger children**), white socks, plain white t-shirt, royal blue shorts and a royal blue school tracksuit.

Children are expected to wear their P.E. kit on their P.E. days. Skins and trainer socks etc. are not permitted.

For health and safety reasons, the wearing of jewellery is not permitted in P.E. lessons, and should be restricted in normal lesson times to simple watches and a pair of simple studs for those children with pierced ears. Studs should be removed on P.E. days and newly pierced ears should be covered before coming to School.

## Lost Property

Children are encouraged at all times to take responsibility for their belongings. This can prove difficult for them if their clothes are not named... one school jumper looks very much like another! All clothes - uniform, P.E. kit and coats - **must** be clearly named.

Unidentified and 'found' clothes are put in the 'lost property' basket, which can be found in the foyer of the school entrance. We try to return 'found' named items to the children. Unnamed items are disposed of regularly.

## The Organisation of the School

The school is organised into the following phases:

Foundation Stage - Nursery and Reception

Key Stage 1 - Years 1 and 2

Key Stage 2 - Years 3, 4, 5 and 6

## Foundation Stage

In Nursery and Reception we follow the Early Years Foundation Stage Curriculum.

The areas within this are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Mathematics
- Literacy



# Grouville School Handbook



- Expressive Arts and Designs
- Understanding the World

Within the EYFS, we recognise that children need to have a balance of opportunities that enable them to learn key skills in English and Maths and also to initiate, explore and lead their own learning. It is important to remember that a young child's 'play' is their 'work'. Teachers plan carefully for this balance. This approach to learning extends into Year 1 so that the needs of all children are met.

In addition the revised EYFS refers to the different ways that children learn as the Characteristics of Learning:

- Playing and exploring: children investigate and experience things and 'have a go';
- Active learning: children concentrate and keep on trying if they encounter difficulties, and enjoy achievements;
- Creating and thinking critically: children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

## The Curriculum

*Article 28—Children have a right to go to school and learn.*

*Article 29—Children have the right to become the best that you can be.*

We follow the Jersey Curriculum at Grouville School. A child's experience of school is extremely important and lays the foundation for lifelong attitudes, both social and educational. Teachers aim to teach the curriculum in a way that is exciting and meaningful, in order to engage and challenge children so that the highest quality learning takes place, they make progress, and see themselves as "successful learners". At the beginning of each term, parents will receive a Curriculum Overview from their class teacher, explaining the focus of the learning and how they can support their child. (Please see our Curriculum and Learning section of our school website for more information.)

## Assessment and Reporting to Parents

Teachers keep ongoing records of children's progress. The Education Department requires us to report Teacher Assessment at the end of Year 2 and Year 6.

During the year we have two Parent Consultation Evenings, which provide parents with the opportunity to have a personal meeting with the class teacher. These take place during the Autumn and Spring terms. From Years 1-6, children's attitudes and behaviour, effort and levels of attainment in English and Maths are discussed. Parents are informed as to what their child's strengths and next steps are in relation to the National Curriculum. Parents are given a copy of this information to take away with them. Children in Key Stage 2 are encouraged to attend these meetings, to hear first-hand what is being discussed.

Within the meetings for Reception and Nursery parents there is a focus on personal, social and emotional development, as well as academic development and achievement.



# Grouville School Handbook



In the Summer term, parents receive an Annual Report of their children's learning, which includes the child's reflection on their own learning and an attendance summary. Parents are asked to share their thoughts on their child's learning.

## Homework

We believe homework is an important part of school life and we use it to:

- Consolidate and extend current learning;
- Develop home/school links;
- Teach organisation and responsibility.

We understand that some children become excited and interested by what they are learning in class, and will want to go and find out more about it. If children want to take their learning further, we ask parents to encourage and support them, and we celebrate this learning in school.

## Celebration Afternoon

In the Summer term, we have a whole school 'Celebration Afternoon', where children take the lead in sharing their year's learning with their parents. This is also an opportunity to look around the school, and parents are encouraged to visit 'next year's' classrooms.

## Special Needs

At some time during their journey through Primary School, a number of children will need additional support. This may be on a short term basis or for a prolonged time, depending on the individual need. This support can be on a 1:1 basis, in or out of the classroom, or as part of an intervention group. All support and interventions are specific to what the child needs to enable them to make progress.

We recognise that at times, some children may need some pastoral care support with social, emotional or behavioural issues. We are able to offer different types of support, which may be delivered by one of our ELSAs (Emotional Literacy Support Assistants) or, if the issue is more serious, a school counsellor.

## Extra-Curricular Activities

We aim to offer a range of activities and they vary from term to term. Most school clubs are undertaken by teachers or parents willing to give their own time. Football, netball, kwik cricket and hard ball cricket, cross country, gardening club, choir, recorder club, ukulele club, poetry club and a computing club are some of the clubs that have been enjoyed this year. We also offer Year 6 the opportunity to do their cycling proficiency.

At the beginning of each term, children are notified of the clubs that are available, with details concerning numbers and age limits where they apply, and the members of staff responsible. We greatly appreciate parents' help with these clubs, so let us know if you would be willing to get involved either by helping out or leading a club.

## Parent Staff Association (P.S.A.)

The P.S.A. plays an important role in our school and we value the commitment they make. As a parent of a child at Grouville School you are automatically a member of the Parent Staff



# Grouville School Handbook



Association.

The Head teacher is president of the Association, and other staff representatives attend meetings. All other positions, including Chair, Secretary and Treasurer, are held by parents. The P.S.A. Committee is elected annually, by parents at the Annual General Meeting in October. All parents are encouraged to become Committee members at some stage during their connection with the school.

The aims of the P.S.A. are:

- To foster close co-operation between parents and teachers;
- To raise funds for the children's benefit through social activities - for the children, e.g. end of term disco—for the adults, e.g. Pub Quiz nights
- To further enhance our school community
- To give the children enrichment activities.

Money raised by the P.S.A. provides for additional items which will enhance the children's learning. Even if you do not feel able to stand as a member of a busy committee, your assistance at the many arranged events is always needed and very much appreciated.

## Parent Forum

The Parent Forum meets once a term. The purpose of the group is to formalise the relationship between parents and school, and to enable the Headteacher to share information with parents and for parents to discuss concerns, and suggest ideas to make improvements.

## Communication

We acknowledge that it is vital to have efficient and effective means of communication with parents. We try very hard to communicate in as many ways as we can.

We use:

- Our website to enable parents to check for information and print out forms
- E-mails to send out newsletters, curriculum letters, weekly updates and other pieces of information including cancellation of after school clubs etc.

We have an open-door policy and encourage parents to come in and talk through any concerns or worries they have. You can also contact the Office at any time on telephone 851089.

## Secondary Education

Children begin their Secondary Education in the September following their 11<sup>th</sup> birthday. Grouville is in the Le Rocquier School catchment area and we have a close relationship with them. Many opportunities will be provided to support your child's transition to secondary school including transition days, visits from Le Rocquier's teachers, Open Evenings for families and 'taster' sessions and days. We appreciate that this can be an anxious time for your child and work hard to make it as smooth a transition as possible. For more information please go to- [www.lerocquier.com](http://www.lerocquier.com)

## Safeguarding



# Grouville School Handbook



At Grouville School the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that we will provide a secure environment in which their children can flourish. As a school community we have to ensure that this expectation is reality and in order to do this we have a wide range of measures in place. For further information please refer to our Safeguarding Policy, which can be downloaded from our school website.

## Sunsafety

Please ensure your child brings a named sunhat to school with them on sunny days and that a long lasting sun cream is applied in the morning. We do have some areas of shade in the playground and on the field but they are limited, so it important your child is well protected.

## Data Protection

Grouville School is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you and your child. We process and hold your information in order to provide public services and meet our statutory obligations. Please refer to our Privacy Notice and appendixes which can be found under the Data Protection tab on our school website.

## Photos, Video and Social Media

Parents are welcome to take photos and videos of their own children at school events. Please use them responsibly and do not share them on any social networking sites. Please refer to our Social Media Policy for Parents for more detail.

*We are always trying to find ways to do things better. If you have any suggestions on how we can improve this Parent Handbook, or if you feel we have left anything out please let us know.*

*You will be able to find information about our school, the latest newsletter and important dates for the term etc. on our website: [www.grouville.sch.je](http://www.grouville.sch.je)*

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