



— Kindness • Responsibility • Challenge —

Grouville School

— Always be the best you can be —



School Handbook for Parents



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GOLD - RIGHTS RESPECTING



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.

At Grouville School, we believe that all pupils deserve a high-quality education, which engages, inspires and challenges so that everyone reaches their full potential both in terms of academic achievement and well-being. We strive to create a safe and happy learning environment, which promotes independence and high expectations for all. We are committed to providing opportunities which promote open mindedness, empathy and celebration of our rich and diverse, multi faith and multi cultural island community; so that everyone is able to contribute positively to society. We are dedicated to promoting healthy lifestyle choices so that our pupils develop physically, emotionally and morally.

As a Gold Rights Respecting School, we are determined that our pupils will be successful both socially and academically and will leave us as confident, highly responsible members of our community. The articles of the United Nations Convention on the Rights of the Child are embedded in all we do. Our school ethos is underpinned by our core values: **Kindness, Responsibility and Challenge** as well as our school mission statement to '**always be the best you can be.**'

Our Partnerships with Families

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 volunteer's agreement.

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 email your child's teacher or come in to 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.

Parent Staff Association (PSA)

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

You can contact the PSA on grouvillepsa@gmail.com or via the [PSA page on the school website](#).

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.

Children are encouraged to take responsibility for themselves as learners and to use self and peer assessment and 'Tagging' to identify what they are doing well and how they can improve. Children use 'Tagging' as a means of evidencing how they feel about their learning and the progress they have made within a lesson. This alongside regular feedback from adults, enables them to edit and improve their learning using blue pen.

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 have three school rules:

We are respectful
We are responsible
We are safe

These rules underpin our expectations for children's behaviour inside school, in the playground at lunchtimes and whilst out on trips or representing the school during extracurricular activities. We are an inclusive school and we aim to meet the needs of all children. Children and adults are expected to be polite, responsible and respectful to each other at all times. In addition to our school rules each class starts their school year by agreeing their own Class Charter alongside the UNCRC Rights of a child and this is referred to continuously throughout the year.

Rewards System

Our whole school Reward System ties into our core values: **Kindness, Responsibility and Challenge** (voted and agreed by the school community in April 2021). We use these values to celebrate achievements above and beyond what would normally be expected. Children share their success with the Headteacher and are awarded coloured beads: blue for Kindness, green for Responsibility or red for Challenge.

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 and Participation 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 through our Pupil Voice groups, School Council, Class Council meetings, Rights Respecting School Ambassadors, Peer Mediators, the Eco Active team, applying for Job Centre vacancies, Reception and Nursery buddies etc.

The School Day

School Times, Drop Offs and Collection.

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

Foundation children can be dropped off between 8:30am and 8:45am. Nursery parents can accompany their child into Nursery and help them settle in. Reception parents can drop off at the external classroom doors. The end of day timings in Nursery vary depending on whether you take up the offer of a full time place: part-time children should be collected at 12:30pm and full-time children at 2:30pm. Reception children should be collected from their external classroom doors at 2:45pm.

Children in KS1 and KS2 should arrive at school between 8:30am and 8:45am. Children should not arrive on school grounds before this time unless they attend our 'Early Birds' Club.



The school gates open from 8:30am. Children can head straight to their classrooms for early morning activities. Parents are welcome to accompany their child to the external classroom door if walking. Registers are taken at 8:45am: if a child arrives later than this time, they will need to report to the school office where they will be marked as late.

The end of the day for KS1 and KS2 is 2:55pm. KS1 children should be collected from their external classroom doors. KS2 children should be collected from the gates as follows:

Year 4 and 6 from the first Track gate and Year 3 and 5 from the 2nd playground gate where they will be supervised by a member of staff. KS2 children can collect KS1 siblings from their classroom and take them to their allocated gate. If for some reason you are going to be late, please telephone school to inform us, so that we can tell your child (so they don't worry) and ensure that they wait in a safe place.

Year 5 and 6 - please inform us in writing/ or by email if you give permission for your child to travel to and from school independently (bus/ walk - cycling requires Bikeability Level 2).

Early Birds Club

This club starts at 7:55am each morning, and costs £2.00 per child, per session, payable via Pay360. Application forms can be downloaded from the school website or are available from the school office. There may be a waiting list so early registration is recommended.

Pick Up Responsibility

Please let us know who will be collecting your child at the end of the day. Children will only be allowed home with adults with parental responsibility or with your confirmed permission. If there are any changes to your normal 'pick-ups' please inform the school office so that we can pass the information on to the relevant staff and children.

	Location	Drop Off	Pick Up
Nursery	Nursery	8:30 - 8:45	12:30 or 14:30
Reception	Classroom Door	8:30 - 8:45	14:45
KS1	School Gates (drop off only)/ Classroom Door	8:30 - 8:45	14:55
KS2	School Gates	8:30 - 8:45	14:55

Parking and Road safety

We have very limited parking on site so please read our [School Traffic Management Plan](#) carefully to better understand our systems and procedures. It is important that we all work together to keep our children and families as safe as we possibly can. As a school community we have been actively trying to improve road safety around the school with the support of the Parish and DfI. Any suggestions or comments are always welcome and can be shared with admin@grouville.sch.je The parking situation does ease off over the course of the year, so please be patient.



Punctuality

It is very important that children arrive at school on time; being late can be very unsettling for them. If your child is late (after 8:45), 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.

It is also important that children are picked up promptly after school; the teachers are on duty at the gates after school and then they often have meetings after this. We appreciate that sometimes you are running late and this cannot be avoided, but this should be an exceptional circumstance.

Leave of Absence

CYPES 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 that '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 office.

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 the 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.

If your child has a medical appointment, please let the office know and they will inform the teachers.

Pupil Safeguarding, Welfare & Nutrition

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

Safeguarding

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 and Child Protection Policy, which can be downloaded from our



school website.

Grouville School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, including supply teachers, volunteers and visitors to share this commitment.

Pupil Welfare and Medical Information

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 or contact details. 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.

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 using SIMS Parent App and inform us of any medical conditions/ needs when they occur.

If your child is ill at school, we will do our best to care for them, but the right place for a poorly 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 CYPES/ 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. In these cases, a form must be completed by the parent/guardian. 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. If your child has any allergy medicines or epi-pens etc. these are kept in a locked cupboard in the classroom/ medical room. (For more medical information, please see our website, where you will find our First Aid and Medication Policies.)

Some illnesses require exclusion from school for a period of time e.g. Diarrhoea & Vomiting 48 hours from last episode. If you are unsure, please contact the office.

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. An Orthoptist from the Health and Social Services Department visits the school to check children's vision and the Dental Department carries out a whole school dental screening during the year - consent forms (if required) with further information are sent home near to the date. All assessments take place during school hours.



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 healthy lunch box is as follows:

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

Nuts or any nut products, including tree nuts (e.g. Nutella bars, pesto) 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. As an Eco School we aim for as little plastic waste as possible.

It is important to note that should any child choose to display unsociable behaviour at lunchtime, we will contact 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.

Water

All children need to bring a named, filled reusable bottle (with water only) 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.

Sunsafety

Please ensure your child brings a named sunhat (preferably legionnaire style) 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.

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. You can also have items embroidered with our logo at Magic Touch.

Nursery children are invited to wear their own clothes - see Nursery Handbook for more details.

All items of uniform must be named with your child's first name and surname.

Our uniform changes according to the seasons/terms as follows:

Summer (Easter onwards to Oct Half Term)

Winter (Oct Half Term to Easter)

Year round/ Winter uniform

Charcoal grey trousers, pinafore dress or skirt or trousers

White polo-shirt with/ without Grouville School logo (Reception & KS1)

White shirt and Grouville school tie (KS2)

Royal blue cardigan/jumper with/ without school logo

Grey tights or socks

Summer uniform

Simple royal blue and white gingham dress (as currently) with white socks

Optional navy blue 'cycling' type shorts may be worn under summer dresses but they must be shorter than the summer dress

Charcoal grey shorts/trousers with grey socks

White polo-shirt with/ without Grouville School logo

Shoes

Black leather/leather effect

No heels and closed-in toe

Please note, we do not allow children to wear trainers for school and no ballerina type shoes

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

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 school bag that is not too big or too complicated. Learning can be messy, so please don't be surprised if your child's clothes at the end of the school day are not as pristine as when you said goodbye to them in the morning!

Pre-loved Uniform (Second-Hand Uniform)

We support sustainability and appreciate that students sometimes grow quicker than we can keep up! Pre-loved uniform is available via the PSA. Please email grouvillepreloveduniform@gmail.com with your requests. The PSA run regular pop up Pre-Loved uniform shops throughout the year. The PSA



gratefully accepts donations anytime of the year - please pop them into the school office.

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 navy/ 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.

Jewellery and Hair

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 must be removed on P.E. days and newly pierced ears should be covered before coming to School or your child should bring tape with them.

Children's hair must be appropriate and smart for school (no dyes and no extreme haircuts). Long hair (longer than shoulder length) must be tied back. Hair accessories should be blue and be discrete.

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. You may know your child's clothing if they are marked with a different name or are identified with a ribbon on the label but we do not and therefore, it cannot be returned.

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.

Organisation of the School

The school is organised into the following phases:

Early Years Foundation Stage - Nursery and Reception

Key Stage 1 - Years 1 and 2

Key Stage 2 lower - Years 3 and 4

Key Stage 2 Upper - Years 5 and 6



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.

Early Years Foundation Stage

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

The areas within this are:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Mathematics
- Literacy
- Expressive Arts and Designs
- Understanding the World

Within the EYFS, we recognise that children need to have a balance of opportunities that enables them to learn key skills across all areas of the curriculum and 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 as well as formal learning.

A crucial priority throughout the Foundation Stage is also ensuring that every child develops the '**Characteristics of Effective Learning**' which are outlined below.

- 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.

Year 1 to Year 6 - The Jersey Curriculum

We follow the Jersey Curriculum at Grouville School for children in Years 1 to Year 6. 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.) Teachers also send out Weekly Updates every Friday to keep you informed about what the children are learning and how you can support.

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 and an End of Year review, which provides parents with the opportunity to have a meeting with the class teacher. From Years 1-6, children's attitudes and behaviour, effort and levels of attainment in English and Maths are discussed, as well as strengths and next steps. 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 attainment, progress and next steps for the different areas of the Early Years Foundation Stage Curriculum.

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. For more information please see our Homework Policy.

Inclusive Education - Special Needs

At some time during their learning journey, 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. If you have any concerns regarding your child's learning or development, please speak to your child's class teacher in the first instance who will arrange a meeting with the SENCO if appropriate. Please refer to our Special Educational Needs and Inclusion Policy on the school website.

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, our school counsellor.

Extra-Curricular Activities & Events

Extra-Curricular Activities & Clubs

We aim to offer a range of activities and they vary from term to term. Most school clubs are undertaken by staff or parents willing to give their own time. Football, netball, kwik cricket, hard ball cricket, cross country, gardening club, choir, recorder club, ukulele club, poetry club, Digital Leaders and Eco club are some of the clubs that we may offer. From September we are hoping to increase our



offer but will be asking for a small donation to cover costs. We will keep you informed.

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.

Information on which clubs are being held each week can be found on the school answer machine message, which is updated each Friday for the next week.

Celebrations 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.

Additional Information

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.
- School Facebook page - <https://www.facebook.com/grouvilleschool/> and PSA Facebook page - <https://www.facebook.com/GrouvillePSA/>

We have an open-door policy and encourage parents to come in and talk to their class teacher about any concerns or worries they have. You can request an appointment via the school office on 851089 or by emailing admin@grouville.sch.je.

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.

Secondary Education

Children begin their Secondary Education in the September following their 11th 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.



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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

Updated May 2023

We are always trying to find ways to do things better. If you have any suggestions on how we can improve this School 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, policies etc. on our website: www.grouville.sch.je

We have created a number of additional guides to help explain how we do things at Grouville School – they can be found on our [Parent and Carer Survey Guide](#) page of our school website.