



Hautes Capelles Primary School

St. Sampson's
Guernsey
GY2 4GL

Tel (01481) 244279
Fax (01481) 248020

Email: headteacher@capelles.education.gg
office@capelles.education.gg

Headteacher: Mr David Boalch

June 2006

Dear Parents

May I take this opportunity of welcoming you and your child to the first term of this newly merged school. The new Primary School has been made by the joining of the two already successful schools on the site. The school's aim is to ensure children are offered a wide range of opportunities through lessons and play.

This brochure provides information about the school's aims, curriculum and activities.

The staff and I look forward to working with you in partnership to ensure your child's experiences at school are rewarding and enjoyable. Our partnership should be based on mutual trust and understanding. We will always be available to discuss any concerns that you may have regarding your child's education or welfare.

At **Hautes Capelles Primary School** we will strive to provide an environment where your child will be happy, fulfilled and secure.

Yours sincerely

Mr David Boalch
Headteacher

Contents

Staffing for Academic Year 2006 / 2007	3 & 4
School Buildings	5
Plan of Lower School Building	6
The Curriculum	
Ethos & Aims	7
Our Philosophy & The Curriculum	8 & 9
How We Organise Teaching and Learning	10
School Procedures	
Admissions,	11
Transition to KS2	11
Out Of Catchment Area Placements	11
Holidays During Term Time	11 & 12
Good Behaviour and Discipline	12
Extra-Curricular Activities	12
Golden Rules and Safety Rules (Lower School)	13
Home and School – Working in Partnership	
Living Together in a School Community and Working in Partnership	14
Homework	14 & 15
Helping in School	15
Parent and Teacher Association (PTA)	15
Complaints from Parents	15
About the Information you Give Us	16
Photographs	16
Off Site Visits	17
Welfare and Pastoral Care	
Medical Care and Administration of Medicines in School	18
Accidents, Dental Treatment, Visits to Doctors etc	19
Child Protection Statement	19
Personal, Social and Health Education	19
School Dress Code	
Uniform and Assistance with School Clothing	20
PE and Swimming Kits , Jewellery and Lost Property	21
Our School Day	
School Times and Lunchtime Procedures	22
Getting To and From School	
School Bus , Code of Behaviour and Walking to School	23
Cycling, Travelling by Car, Car Parking Arrangements	24
Example : School Car Parking System	25
Hautes Capelles Teddy Bear (Lower School)	26
Wanachi (Lower School)	27
Miscellaneous	
Severe Weather Conditions	28
Smoking on School Premises	28
Dogs on School Site	28

Staffing For Academic Year 2006/2007

Director of Education:

Mr D Neale
Education Department
PO Box 32
The Grange
St Peter Port
Guernsey
GY1 1RQ

School Committee:

President of Parochial Committee
Vice President
Education Council Representative
Parish Representative
Parish Representative

Deputy M Lowe
Mr N Duquemin
Deputy D Le Cheminant
Mrs C Fallaize
Mrs D Robin

Teaching Staff:

Senior Management Team:

Headteacher:

Mr D Boalch

Deputy Headteacher:

Mr P de Bertrand

Mrs T Crooke

Miss S Day

Leader of the Lower School

Mrs Angela Jones

Leader of Foundation Stage

Mrs Linda Parish

Year 6 teachers:

Mr T Clarkson, Mrs M Kinder, Mrs J McColl

Year 5 teachers:

Miss S Day, Mr de Bertrand), Miss J Whalley
Mrs L Ashworth)

Year 4 teachers:

Mrs E Collas, Miss J Middleton,
Mrs D Srodzinski

Year 3 teachers:

Mrs T Crooke, Mr J Gaudion, Mrs A Thoume

Year 2 teachers:

Mrs R Scott, Mrs J Dawson Miss E Brookes

Year 1 teachers:

Miss J Setters, Mrs S Perriam Miss S Collas

Reception teachers:

Mrs L Parish, Miss N Herve Mrs D Collis

Part time Teachers: Upper School
Lower School

Mrs W Gabriel
Mrs L Dingle, Mrs L Lowe

School Buildings

The Lower School building was refurbished in 1994. The 3 Reception classes have their own activity area, cloakrooms and toilets. Safe outdoor areas have been constructed outside the Foundation Stage classes and Year 2 classes. Years 1 and 2 classrooms are positioned around a second activity area. There is a library, offices and a large hall which is used for PE, Collective Worship, Assemblies, Singing, etc.

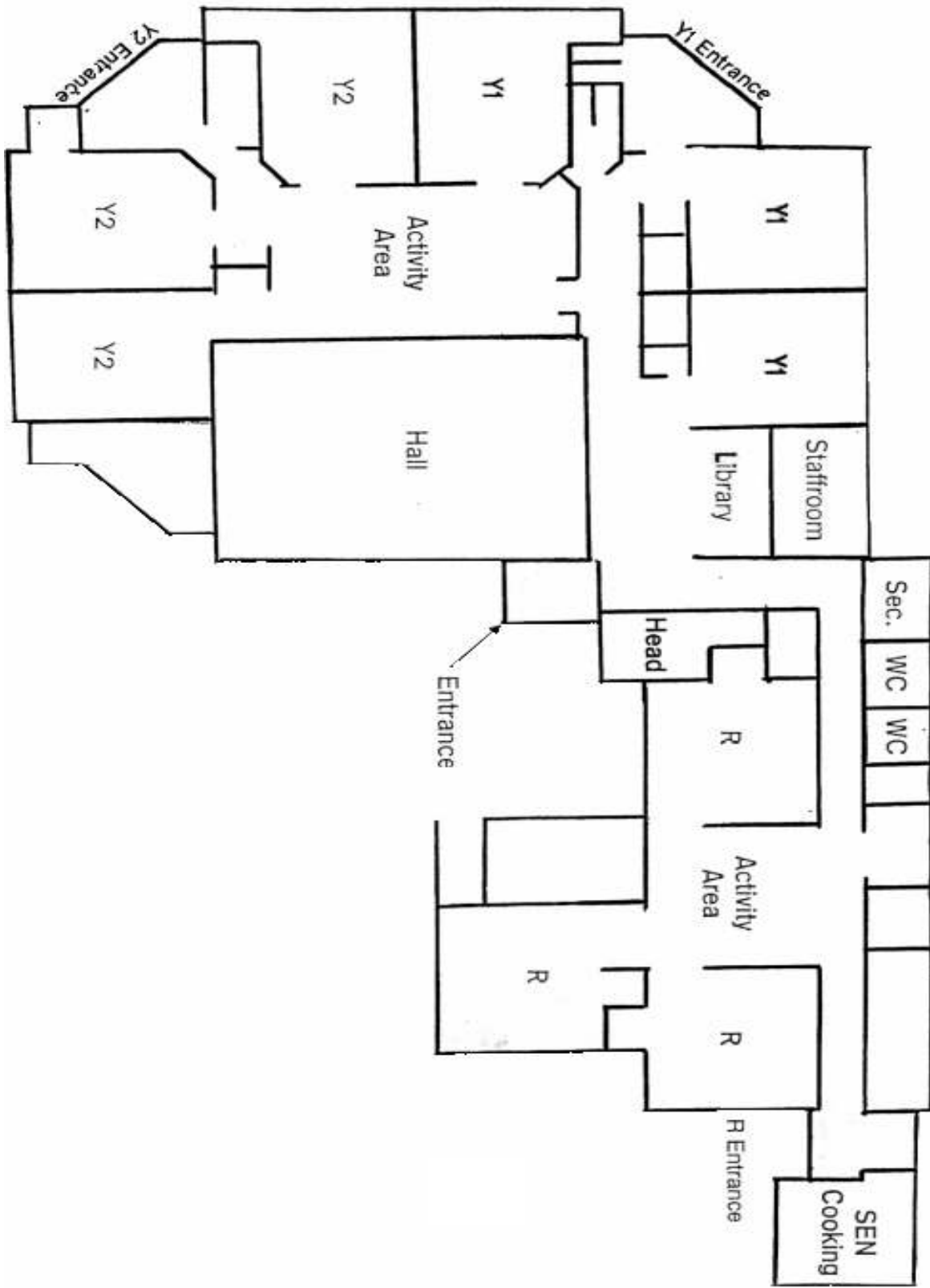
The Upper School was rebuilt in 1998. The 3 classes for each year group share a work area. This is accessed by a concertina partition, which can be fully opened or closed according to need. There is a large multifunctional Hall. The Pool is shared throughout all classes. A dedicated ICT suite is used by classes 2 to 6. In addition there are 2 Radio Linked Trolleys of lap tops, 1 in each building, and a number of work stations all linked to the server. The library is set up with a scanner and bar code system which enables pupils to process their own loans.

The extensive playing fields are used for Football, Athletics and has a recently installed all weather cricket wicket. There is provision for 4 hard surface netball courts. Our small environmental area has won awards in the past and is used in various areas of the Curriculum.

Facilities in both buildings are used extensively by the community.



Plan of Lower School Building



Ethos & Aims

We believe that everyone has a right to: -

- ❑ Be respected and valued as an individual.
- ❑ Feel safe and secure.
- ❑ Be given the opportunities to reach their full potential.

In partnership with parents or guardians we will endeavour to develop:

- ❑ Traditional values of courtesy and respect.
- ❑ Self-confidence.
- ❑ A sense of responsibility.
- ❑ High expectations and positive attitudes.
- ❑ Pride in self and school.

We will provide to the best of our ability within the resources available:

- ❑ A secure, caring, supportive atmosphere.
- ❑ A broad, balanced, well-organised curriculum.
- ❑ A stimulating and challenging learning environment.

Our Philosophy

“The purpose of education is to enhance the ability of individuals to take decisions throughout life, which will enable them to live in harmony with others and with their environment”.

A Curriculum for Guernsey Schools, 1989

The Curriculum

The Curriculum is the whole learning experience offered by the school. It is not only the activities and lessons which are planned, but also the attitudes and values the school promotes.

Staff plan together in Year Groups to build long, medium and short term plans. These take into consideration, the range of abilities in the class.

On entry into Reception, children follow the prescribed Foundation Stage Curriculum. Teaching of the statutory aged children follows the National Curriculum (Guernsey). The subjects taught are English, Maths, Science, Information & Communication Technology, Design & Technology, History, Geography, Art, Music, Physical Education, Religious Education and Personal, Social & Health Education.

The experiences that pupils bring at the Reception (Foundation) stage are used as the starting points for the future development of each child. Throughout your child's life in this school we will provide a wide variety of experiences and with the acquisition of skills, understanding and knowledge, all pupils should be able to develop their aesthetic, intellectual, physical, social and spiritual potential. At the end of Key Stage 2, each child should, to the best of his/her ability, be able to:-

- Read fluently and accurately, with understanding, feeling and discrimination
- Develop a legible style of handwriting and good standards of spelling and grammar
- Communicate clearly and confidently in speech and writing in a variety of ways suitable for different occasions and purposes
- Listen attentively and with understanding
- Acquire the necessary study skills and higher reading skills in order to find information and record it in a variety of ways
- Develop mathematical skills, understanding and knowledge through written, practical and co-operative work
- Apply mathematical skills, understanding and knowledge with speed and accuracy, to investigation and problem solving
- Acquire scientific skills, understanding and knowledge through experimental and practical work

- Stimulate curiosity, interest and enjoyment in Science and its method of inquiry, interest in and care for the environment
- Identify needs, generate ideas, plan, make, test and evaluate to find best solutions to technological problems
- Develop geographical and historical skills, understanding and knowledge through exploring Guernsey, past and present, and its relationship with the outside world

Subject co-ordinators support and advise colleagues and are responsible for the organisation, resourcing, monitoring and evaluating of their subject area. Teachers use a variety of teaching methods – whole class, group and/or individual based. Activities may be teacher directed or allow for an independent, investigative approach to learning.

You will receive newsletters that detail what your child will be studying each term. These occasionally ask for items to be brought into school and suggest simple tasks to be done with your child at home

Children with special needs / learning difficulties are identified as early as possible and their parents are notified that the school is concerned about their progress and the appropriate action is taken, with parental consent. In their Reception year, every child is assessed using the Foundation Stage Profile.

The children's achievements are continuously assessed through the process of Assessment for Learning (AfL) so that future learning opportunities are appropriately planned. At the end of Years 2 and 6, Teacher Assessment of individual pupils using QCA level descriptors is reported to parents in an annual report.

Pupils in Year 6 also sit the 11+ examinations in order to determine their Secondary Education. Parents are invited to a specific meeting to discuss this process. Children are then placed in the secondary phase to which they appear best suited. A number are placed at the Grammar School or one of the Colleges. The remainder will move to a Secondary School depending on the catchment area in which you live. The majority attend St Sampson's Secondary School but we do work closely with all schools to ensure a smooth transition.

Collective Worship is held regularly and is an important part of the Religious Education taught in the school. We follow detailed programmes of work from the Guernsey Agreed Syllabus for Religious Education. The teaching is based on school guidelines and documents agreed by the Guernsey Education Department. If you do not wish your child to attend Collective Worship please write to the Headteacher stating your reasons.

Regular celebrations of the good work pupils have produced are made in assemblies. Pupils are given a certificate to acknowledge their efforts. The work of the Lower School is displayed in the entrance hall - please come in and look at it. We also recognize their achievements in hobbies that they follow in their leisure time. Medals, certificates, etc can be brought into the Monday Assembly for shared recognition of achievement. It is amazing the variety of activities undertaken by pupils and the high level of ability shown.

How We Organise Teaching and Learning

Each class in the school is the responsibility of a full-time teacher. Presently there are 3 parallel mixed ability classes in each year. At the end of the academic year, after careful consideration, the children are reorganised to ensure an even balance of classes for the following year. Staff - plan as a whole and in year teams, work together when necessary and employ a variety of teaching methods – individual, group, class and year groups. In planning the curriculum and putting it into practice, we aim to ensure that every child's learning programme is broad, balanced and is a match for individual needs. How children learn can be as important as what they learn. The curriculum should therefore, be seen as much in terms of experience as of knowledge, skills and understanding. It is also concerned with personal qualities, behaviour and conduct.

Part time staff release class based teachers to facilitate Planning, Preparation and Assessment time (PPA). From September 2006 class teachers will be entitled to 10% non-contact time.

School Procedures

Admissions

All children who have attained the age of five years by 1st September and have thus become of compulsory age will be required to attend school.

The Education Board has agreed that children who have attained the age of four years by 31st August may also start school from the following September provided accommodation and staff are available. All children initially attend part time, which enables the staff to get to know them and assess their needs. Children also find it easier to get used to the school routines in smaller groups. This is known as the Foundation Stage. Years 1 and 2 form the Key Stage 1 phase.

Transition to Key Stage 2

In the September following their seventh birthday, children transfer to the Upper School, which is known as Key Stage 2. In the term prior to this transfer, year 2 children attend assemblies and other functions in the Upper School. They will already have visited to use the ICT suite and the pool. Staffs of both sections of the school meet regularly so that the transition is as smooth and happy as possible.

OCAS Placements

If you move out of the catchment area of the school you may apply to the Education Department for an '*Out of Catchment Area*' place. This may be granted but we will ask you to ensure that your child arrives at school on time and is picked up on time. The place is only available to the end of Year 6; your child will then revert to being in the catchment area of the relevant Secondary School, provided they have not been placed at the Grammar School or one of the Colleges.

Leave of Absence During Term Time

Under the Education (Guernsey) Law 1970, the Education Board is responsible for providing education for children between five and fifteen years of age. It is the responsibility of the parents to ensure that their children receive full time education and, as far as possible, avoid any disruption to their education. The Education Department and the school are very concerned that children's educational progress can be put at risk if they are taken out of school during term time. Wherever possible, absence during school term time should therefore be avoided. It should be noted that the school is under no obligation to set work for pupils absent for family holidays or provide extra work to make up for non attendance. For registration purposes, your son/daughter/children's absence will be recorded as an authorised

absence in the school's attendance records, if notification of the holiday has been provided before departure.

However, any essential absences for children of compulsory school age should be covered in the following ways:

- 1) 5 days or less - a written request for permission to the Headteacher
- 2) more than 5 days – a written request for permission to The Director of Education

Good Behaviour and Discipline

Good behaviour is expected of all children in the school. We encourage this to be child-centred and lay down rules which are concerned in the main with Health and Safety issues. Classes also discuss their own internal rules. We will seek to encourage good behaviour and celebrate achievements at all times. There are a series of sanctions, which, can be put in place if a child's behaviour is considered to be inappropriate. These range from the time out, loss of playtime, being sent to a senior member of staff, to, contact with parents to discuss the child's behaviour pattern. In extreme cases the Education Department guidelines on suspension will be used.

Staff will actively promote good behaviour in school, and would like your help in making it work. We have Golden Rules and Safety Rules, which help all children to feel safe and happy. If the children are to have self-discipline, they should know that their actions have consequences.

If the rules are kept, no child at our school will feel they are being bullied. Please let us know if your child is not happy at school. We cannot achieve our aims without your support.

The incentive for children in the Lower School to keep the rules is that they will take part in Golden Time, when they will have a choice of exciting activities for 20 minutes on a Friday afternoon. Children who do not keep the rules will miss part of their Golden Time. The rules are shown on the following page.

Extra-Curricular Activities

Staff give willingly of their time and talents to provide a range of extra-curricular activities i.e. recorders, percussion, netball, football, athletics, kwik cricket and cycling proficiency. Whenever possible we offer from Year 2, pupils, the opportunity to participate in a variety of clubs, i.e. recorders, singing etc. In Years 3 to 6 sporting clubs for Football, Cricket, Athletics and Netball take place after school. Recorder clubs for 3/4 and 5/6 are held during lunchtimes.

We are also very privileged to have parents who take part in encouraging and instructing the children in choir, orchestra, swimming and cycling proficiency. All the activities are organised at lunchtimes or after school. We encourage our pupils to think of others and support various charities throughout the year. In the past we

have supported charities such as Comic Relief, Children in Need, Les Bourgs Hospice, World Wild Life, and orphaned children in Romania.

GOLDEN RULES

DO

Be Gentle
Be Kind and Helpful
Be Honest
Work Hard
Look After Property
Listen To People
Play Well With Others
Care For Our Playground
Keep The Playground Safety Rules

DON'T

Hurt Anyone
Hurt People's feelings
Cover Up The Truth
Waste Time
Waste Or Damage Things
Interrupt
Spoil Others' Games
Damage Or Spoil Things
Break The Playground Safety Rules

SAFETY RULES

WALK INSIDE SCHOOL
DON'T RUN OR JUMP

SIT ON THE BENCHES AND AT THE TABLES
DON'T CLIMB ON THE BENCHES OR TABLES

ONLY PLAY ON THE OUTSIDE APPARATUS IF YOUR TEACHER OR A DINNER
LADY IS THERE

WHEN THE BELL RINGS, STOP PLAYING AND THEN WALK INTO SCHOOL

Home and School – Working in Partnership

Living Together in a School Community

We believe that everyone has a right to be valued as an individual. As a result we hope all pupils will learn to respect other people and have a responsible attitude towards themselves and others. We believe the development of self-control and an acceptance of responsibility for their actions is essential if children are to live happily in a community. Three overriding rules apply. If followed they will help children to make the school a happy place for everyone.

- Respect for others
- Respect for him/herself
- Respect for property

Working in Partnership

We believe the interest and support of parents in all aspects of school life is of great importance. We aim to keep parents well informed about their child's education so that they can play an effective role in their child's schooling. Formal consultations with parents are arranged in the autumn and spring terms, when children's progress is discussed. A written report is sent to parents at the end of the summer term. Parents are welcome to contact their child's teacher via the secretary's office at the end of a school day, regarding any matters, which may be causing them concern. Where an immediate meeting may not be possible, an alternative arrangement will be made.

Parents are welcome to visit the school at any time but must appreciate that the Headteacher and staff may not be able to give them quality time without a prior arrangement.

It is very important that you keep the school informed of any changes that may affect your child. Please let us know promptly about any medical, physical or emotional difficulties, which may affect your child's education or happiness in school.

Homework

Homework is one way of actively involving you in your child's learning. Short activities of different kinds – simple games, learning spellings and number facts and, of course, reading together – provide a very important opportunity for young children to talk about what they are learning to an interested adult, and to practise key skills in a supportive environment.

In the Lower School we ask you to read to or with your child on a daily basis and we provide 'A Reading Diary' for your comments. The staff will also write in the diary so that you are aware of the skills your child is acquiring and things that need practising. The reading book and diary should be returned to school every day. We also send home 'Impact Maths' tasks for you and your child to complete together – these are educational but fun.

The Upper School has a daily contact book which will enable you to keep in regular contact with your child's teacher. The volume of Homework will increase to a certain amount through your child's life in the school. We also recognise that family life and out of school hobbies are also very important so a suitable amount of work is set. Reading and Maths games with investigations into topics are always the main part of work set.

We publish a half-term forecast of the main areas of the curriculum that are to be followed.

Helping in School



We value and need any help, which you can give at school, whether it be working with children in the classroom/activity areas or helping 'behind the scenes'. Any such help you give not only benefits the school in general, but it also benefits your own child. It shows that you value the school, are part of the school community and are interested in what is happening. These positive feelings will rub off on your own child. If you are able to help at any time either regularly or on an occasional basis, please contact your child's teacher, or the Headteacher.

There will be a requirement later in the year to run a Police check for these voluntary situations. Details will be published closer to the time.

Parent and Teacher Association (PTA)

As a parent of a child in school you are automatically a member of the PTA. This is very active and supportive and arranges a number of social and fund-raising events throughout the year. A great deal of money has been raised by the PTA for additional equipment that we would not normally be able to purchase. The annual general meeting when committee members are elected is held in the autumn term. You will not be forced to be a member of the committee at this meeting, but your support at the events will be appreciated.

Complaints from Parents

Complaints of a minor nature may be dealt with by reference to an individual teacher, preferably at the end of the school day, or before the start of the next. This should be arranged through initial contact with the school secretary. Complaints of a more serious nature must be dealt with by an appointment, made with the

Headteacher, who will record all relevant details. If the matter remains unresolved, parents may contact the Education Department where it will be dealt with by the Administration Officer, who will report it to the Director. As a last resort, parents have the right of appeal to the President of the Education Board.

About the Information You Give Us

Personal data held by schools about pupils and parents is covered by the Data Protection (Bailiwick of Guernsey) Law 2001. This means that the data held about pupils must only be used for specific purposes allowed by Law. The Headteacher for a school is registered as the data controller. This means that the school needs to comply with the requirements of the Law in collecting, processing and disposing of your personal information.

We are required to tell you about the types of data held, why the data is held and to whom it may be passed on.

The school holds information on your child in order to :-

- contact you at home on school related matters
- support your child's teaching and learning
- record their educational progress
- give appropriate pastoral care
- assess the school's overall progress

The information held includes contact details, family details, attendance information and characteristics such as special educational needs and relevant medical history.

Pupils have a general right of access to personal information held about them. All rights under the Data Protection Law rest with the child once he or she is able to understand these rights. In practice, this is normally taken to be 12 years of age, but it can be more or less. If you wish to have access to personal data held about your child, you can submit a request to the Headteacher. The school is allowed to charge for supplying the information, but the charge cannot exceed £10.00. Normally, however a charge will not be made. The school has up to 60 days to provide the information following a request.

Photographs

We are very proud of the exploits of pupils in the school. To encourage pride in the school we invite the Guernsey Press to cover interesting events and occasionally they or the radio or Television contact us. Quite often this results in a photograph or film, of a small number of children being printed in the local paper. Christian names only are usually printed. We therefore send a form for parents to sign at the beginning of your child's education in our school, giving you the option to exempt your child from having his/her photograph taken for these purposes.

Off-site Visits

From time to time children are taken out of school on various educational visits which tie in with their curriculum topics. When your child starts school in the Reception Year you will be asked to sign a form giving permission for your child to go on such outings. When visits require special instructions such as special clothing to wear or a packed lunch, a separate letter would be sent.

Unless we hear from you, this permission will apply throughout your child's school life at Hautes Capelles School.

Welfare and Pastoral Care

Medical Care

If your child is unwell at school, we will make every effort to contact you. It is very important that we have up-to-date home, work and mobile telephone numbers. Until we have contacted you we will take any care required in the interests of your child.

Each child is examined by the School Nurse during their first year in school, with a follow up health questionnaire in Year 3. Parents are informed and invited to attend. In conjunction with this medical all children are given a hearing test.

A parent can request checks to be made on eyesight/hearing/weight etc at anytime. Parents should telephone the school secretary to request a check and she in turn will call the school nurse. The findings will be reported back to you.

Speech Therapy may be available to those children who need it. Most appointments are held at the Princess Elizabeth Hospital.

The School Nurse no longer makes periodic visits to check for head lice, so please ensure that you check your child's hair weekly. Should you discover your child has an infestation, please advise school, we will then send out a letter to all parents of that year group requesting they check and, if need be, treat their child's hair. This procedure will hopefully prevent an outbreak.

Administration of Medicines in School

We draw attention to the Education Council's policy, which is:

"Where possible, parents should either come into school to administer the medicine themselves or preferably for children to return home at lunchtime for medication. In cases where this is not possible then the smallest possible dose should be brought to school, preferably by the parent for administration by school staff. Parents will be asked to complete a form of authorisation which details precise instructions"

For pupils with chronic disorders such as asthma, diabetes or epilepsy, who require medication whilst at school, the Education Council request that you also complete the form of authorisation, which can be obtained from the school secretary. We cannot accept inhalers if the parental form has not been completed. Children should be able to use inhalers by themselves once instructed by parents. Medicines should not be kept in pupil's bags, but handed into the office or to the Headteacher at the start of

a day. I ask your understanding in this matter, as our first priority is the welfare of your child.

Accidents

If a child is involved with a minor accident in school, the appropriate treatment will be given. In the case of a head injury a note will be sent home with the time of the injury. Should a child be injured as a result of an accident at school, the Education Board will pay medical expenses up to £700. Payment of these expenses does not mean that the Board has accepted legal responsibility for the accident. If a child is taken to the doctor after an accident at school, the doctor should be informed that the injury has occurred at school

Dental Treatment

The Education Scheme does not cover the cost of dental treatment. Pupils who meet the Department of Health and Social Services criteria for treatment at the Children's Dental Service (for example those whose parents who are in receipt of supplementary benefit and looked after children) may contact the clinic to make arrangements for the child to be treated there. In other cases, if emergency treatment is required, the clinic can provide such treatment provided that the appointment is made in the first instance by the school.

Visits to Doctor, Dentist etc

Pupils who go to the doctor, dentist, optician etc, during school hours should normally be regarded as being released from school and the first responsibility for their safety rests with their parents/guardians. This applies to visits to school clinics as well as to private practices. With electronic registration in place, all pupils should inform the school secretary when leaving for and returning from appointments.

Child-Protection Statement

It is a directive of the Education Board that the following statement must be published in school brochures:

"All island schools are required to comply with the 'Inter-agency guidelines and procedures for child protection', as laid down by the Guernsey Child Protection Committee. Should any school suspect child abuse, the Headteacher has an obligation to report such matters to the 'Children and Young People's Services'. They will then determine what action, if any, should be taken".

Personal, Social and Health Education

In all aspects of school life we aim to promote the personal and social development of children. We aim to help them develop an understanding of how to look after themselves, and acquire basic life and interpersonal skills.

We help children to understand and come to terms with growing up. 'Sex Education' is taught in Years 5 & 6 by the Complementary Health Team, with teachers in attendance to answer any questions. Parents are informed of when the lessons will be and you have the right to withdraw your child from these lessons. Other outside agencies such as GASP, Fire Brigade and the local Police are invited into school to deliver specific aspects of PSHE.

School Dress Code

Uniform

We encourage all children to wear the school colours of jade green and grey. Children wear the school sweatshirt with grey skirts or grey trousers / shorts. Jade green polo shirts or a white shirt / blouse can also be worn. In the summer girls often wear a green check dress. The green sweatshirts and polo shirts with the embroidered school emblem may be obtained from Fletcher Sports in the Arcade, Shoestring, Gabriels and Ego Motifs. Parents who have difficulty in providing school uniform should contact the school who may be able to help with providing second-hand items in the short term. We discourage children from wearing clothes which are not suitable for school e.g. fashion shorts, colourful T-shirts, sports, sweatshirts, tracksuit bottoms etc. Your child will be using the stairs in school several times a day – it is therefore essential for their own safety that sensible shoes are worn. Some shops now sell a fleece jacket which is considered by staff to be an outdoor garment.



We encourage children to take pride in themselves and their school. Most children wear the school uniform every day – it looks really smart. **Please make sure that every item of clothing is clearly marked with your child's name, as a great amount of time is spent searching for lost property.**

Assistance with School Clothing

The Education Board has for many years provided assistance to parents who have experienced difficulties in meeting the cost of their children's school uniform and sportswear.

The Education Social Work Service is responsible for the administration of clothing grants for pupils attending both mainstream primary and secondary schools. **Parents who wish to apply for clothing grants must contact the Education Social Work Service (telephone 710821) at the beginning of the school summer holidays.** This Department will determine entitlement to a clothing grant

and parents will be advised accordingly. Parents who are entitled to a clothing grant will receive a voucher in the post itemising the clothing covered by the grant.

PE Kit

All children need a change of clothing for P.E. – shorts (plain), T-shirt (plain) or in the Upper School a house coloured T-shirt available from the school office. Suitable shoes, pumps or light trainers are also required. It is important for safety reasons that children wear shoes that grip the floor and do not restrict ankle movement. Can you please mark all the items with your child's name. Your child will be informed of any appropriate protective wear that may be required for some games lessons. All items can be stored in a suitable bag and left on your child's peg.

Swimming

Pupils in the Lower School swim for 1 term in each academic year, Year 2 during the Autumn Term, Year 1 during the Spring Term and Reception during the Summer Term in the school pool. Years 3 to 6 swim all the year round.

Children will need a towel, a plain one piece bather (for safety reasons boys are not allowed to wear shorts) and a swimming cap. A plastic holdall available in house colours is especially useful for storing damp swimming gear. Holdalls and swimming caps are on sale from the school office. Please remind your child to take home their wet kit for drying.

We often need support to supervise these sessions. If you could spare some time it would be much appreciated.

Jewellery

Jewellery, except for watches, should not be worn to school. Please avoid ear piercing at a time, which would result in the loss of PE time. Signet rings and stud earrings must be removed for PE/Games/Swimming. In the interests of safety no other body piercing will be accepted. Other schools apply the same ruling, as do the national bodies of various sporting organizations.

Lost Property

Any items found during the day are normally placed in bins, which are kept in a central place. These are cleared regularly and children should always check there if they cannot find something they have lost. We are constantly amazed at the amount, and value of clothing, which is unclaimed. At the end of each term, we normally offer lost property to a deserving charity. ***Having clothes named would greatly reduce the amount of time used in the day trying to find the lost item.***

Pupils' Property (clothing, spectacles, watches, bags, bicycles, etc)

The school will take all reasonable measures to prevent loss or damage to pupils' property. However, if something belonging to a pupil is lost, stolen or damaged on school premises or during a school visit the school does not accept responsibility for meeting the cost of replacing the item.

Our School Day

Lower School

8.55 am	Start of School Day
10.15 – 10.30 am	Morning Break
11.45 – 1.00 pm	Lunch Break
2.25 – 2.35 pm	Afternoon Break
3.05 pm	End of School Day

Upper School

8.50 am	Start of School Day
10.30 – 10.45 am	Morning Break
12.00 – 1.00 pm	Lunch Break
2.00 – 2.15 pm	Afternoon Break
3.20 pm	End of School Day

Parents are asked not to allow children to arrive at school until ten minutes before the start of the morning or afternoon sessions because supervision cannot be guaranteed.

Lower School Lunchtime: 11.45 am to 1.00 pm

It is advisable for all Lower School children to go home for lunch, but if that is impossible because you are at work during our lunchtime, or an emergency prevents you from having your child at home, we do provide supervision. Permission to stay should be obtained from the Headteacher.



Reception children are not eligible to stay for lunch until their second term in school.

Upper School Lunchtimes: 12.00 – 1.00 pm

Whilst children are able to stay at school for lunch under supervision, we find we are overloaded at times. It would help if your child could go home for lunch. We accept children whose parents are at work or who live too far away from the school to go home for lunch. Some children stay on particular days because they attend activities run by teachers at lunchtime. We do understand, however, that it may be necessary for your child to stay for lunch on the odd occasion. A brief note or a telephone call would be appreciated in this case. We do reserve the right to refuse permission for a

child to stay for lunch because of consistent bad behaviour. A daily register is used to check numbers for emergencies, which may occur.

Please provide a healthy packed lunch and drink in a named unbreakable container.

Getting to and from School

School Bus Service

There are two school buses in the morning and two in the afternoon. 1 for each Key Stage . The bus routes are as follows:-

Morning bus 1	(8.30 am approximately) Les Prins – Port Soif - Portinfer – La Passeur – Pleinheume – Camp du Roi – School
Morning bus 2	(8.30 am approximately) and (3.25 pm Upper School) Pont Vaillant corner /Longue Rue – Camp du Roi traffic lights – Les Rouvets – Pleinheume – Les Prins – Port Soif Lane – La Passée – Port Grat – Le Picquerel – Les Petites Mielles – end of Sandy Hook – Route Carré – Grand Fort Road – Petites Capelles – School
Afternoon bus	(3.00 & 3.25 pm approximately) School – Les Quartiers – Pont Vaillant – Camp du Roi – Les Rouvets – Pleinheume – Les Prins – Port Soif Lane – La Passée – Port Grat – Le Picquerel – Les Petites Mielles – end of Sandy Hook – Route Carré

Code of Behaviour of School Transport

All pupils are expected to:

- Wait quietly until the bus arrives
- Enter the bus in an orderly fashion
- Sit down and remain seated throughout the journey
- Be polite to the driver and other passengers
- Have regard for the bus furnishings and other accessories
- Obey the bus driver's orders
- Generally behave in a manner appropriate to pupils at Hautes Capelles Junior School

Pupils who do not follow this code of behaviour will not be allowed to travel on the school bus.

Walking to School

Children who walk to school may enter the school grounds at the supervised crossings; whether via the car park or at the front of the school.

Cycling to School

Cycling to school is, in the interests of safety, restricted to children in Years 5 and 6. There is some training offered by the Police and Cycle Club. All cyclists use the entrance to the front of the school when entering or leaving, and only when supervised.

Travelling to School by Car

All parents bringing children to school by car are asked to drive slowly and carefully whilst in the car park. Children may be dropped off or collected from the car park. Whenever it is necessary to park the car whilst dropping off or collecting children, it is vital that parents deliver their children to the footpaths. Children are not allowed on to the car park itself unless accompanied by an adult they are instructed to remain behind the wall in front of the school. Please do not park in the freeway round the car park unless asked by the traffic controller. Parking lanes and NO parking areas are clearly marked.

Please collect Reception children from their classrooms.

Car Parking Arrangements

Please read the following instructions and refer to the diagram overleaf on how to use our car park.

- Children should be dropped off as far along the pavement towards the church building as possible, and not by the granite arched gate as this causes traffic to back up on the road. As soon as your child is safely on the pavement, please drive off. If you wish to ensure that your children are safely on the school premises, please park in the main car park and walk them in.
- Use the crossing to walk from the school to the car park. Children are not permitted to cross by the Granite arch gate as it is highly dangerous for them to be walking through the cars.

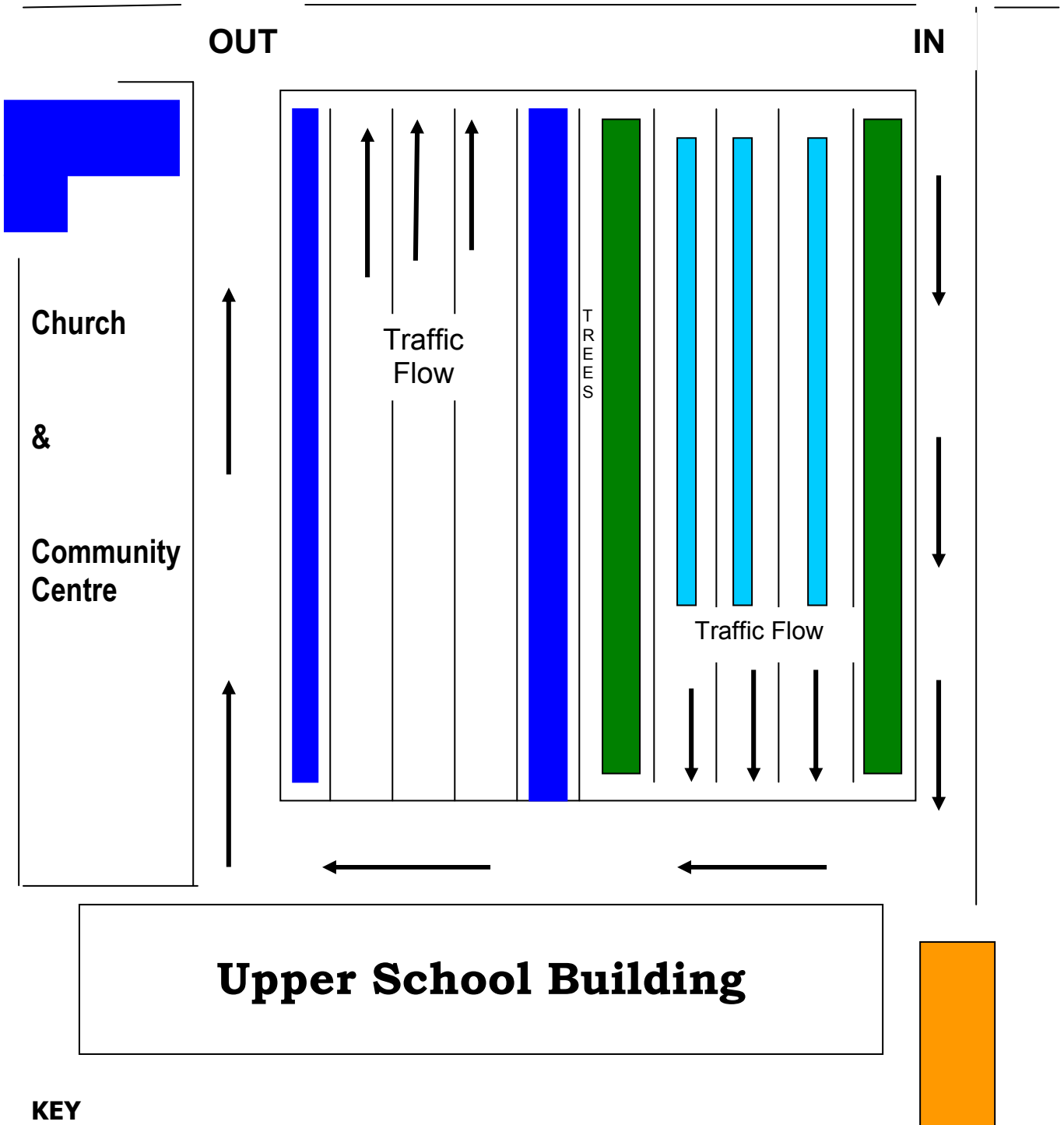


- Parents who have children in both the Lower and Upper schools should park in the lower playground from 2.40 – 3.00 p.m. There is plenty of space and this would ease the present problems. The gate is opened for cars to leave at 3.30 p.m. once the Upper School children have been dismissed.

- Please, please fill the rows in the car park from front to back so that all parents can use all of the spaces provided. **Please do not park in the left hand row** as you enter the car park at any time unless you are staying in school to help.
- Please make sure that any childminders, grandparents, friends etc picking up your children are aware of these arrangements.

Example Of : SCHOOL CAR PARK SYSTEM

La Route des Capelles





Demotes Traffic Flow
Staff Parking
Helpers/Visitors Parking
Infant Only Collection Parking
Infant & Junior Collection Parking

Lower School Building

Hautes Capelles Teddy Bear

As part of our Geography curriculum in the Lower School, each year group has a Capelles Bear to visit other countries and places in the world. The bears travel with different people around the world to places of interest which will show the physical and human side of that place.



Each family who takes a bear on holiday with them will be expected to provide the school with photographs of the bear in the country they are visiting. Postcards, leaflets of places they have visited, and artefacts associated with that place could also be brought in. Guidance will be given by the member of staff who is responsible for the Geography curriculum in our school.

To minimise the possible duplication of places visited, the staff will decide where the bears travel to. This is to ensure that a variety of cultures, people and weather are demonstrated. An application letter with a reply slip is sent out to parents at the beginning of each academic year. If you are selected to take a bear on a visit you will be notified.



Wanachi in the Lower School

We introduced "Wanachi" as part of our programme for PSHE, as a means of developing self-esteem. Wanachi is a North American Indian word meaning "the chosen one". This starts in Reception after the autumn half term holiday. A different child is chosen each week by the class to be the "Wanachi" and is made to feel special for the whole week.



The chosen child has special privileges:-

- they wear a special "Wanachi" badge so that everyone knows who they are
- they can bring in special toys and possessions to talk about to the class
- they can bring in photographs of themselves and certificates that will be displayed in a special place in their classroom
- they will be the leader of the class line
- they will choose a story at story time
- they will decide on the activity for Golden time for that week

Everyone needs to be valued and it can be difficult to show each child, all the time, that we value them. Making them the “Wanachi” ensures that every child is seen to be special and should help to raise their self-esteem.

Miscellaneous

Severe Weather Conditions

The school will endeavour to stay open for as long as possible, however there may be occasional unseasonable weather conditions which result in the school having to be closed. The Education Department will broadcast information on the radio.

Smoking on School Premises

The States has passed a new law, which comes into effect on July 2nd, which prohibits smoking in indoor places excluding homes. The school buildings will be included in this law. May I further request that you do not smoke in the playground areas except in your car. We work very closely with GASP to promote non smoking with pupils and I would like to demonstrate good practice if at all possible.

Dogs on School Sites

Could I please ask that dogs are not brought onto the school site. There is a States Ordinance which prohibits dogs being brought onto school premises. The reasoning behind the law is based on the possible infection caught from the mess left and the fact that many pupils are terrified by dogs.

The details in this booklet are not intended to create contractual relationships and may be varied in the light of changing circumstances.