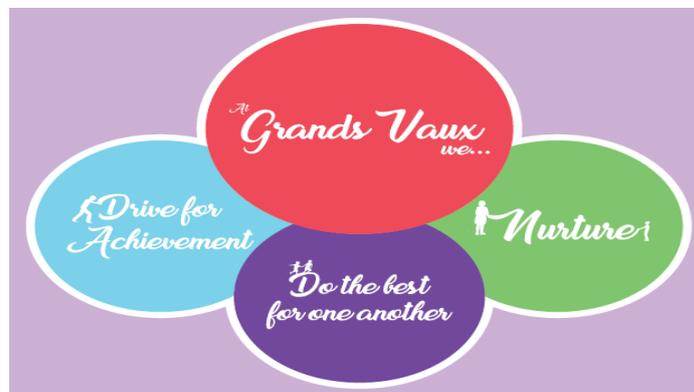




Welcome to Grands Vaux Primary School

The purpose of this handbook is to provide information about our school. Please contact us should you have any questions, require clarification or wish to come and visit.



Headteacher: Miss Maria McCool
Deputy Headteacher: Mr Jamie Hazley
School Secretary: Mrs Julie Meyer

Les Grands Vaux
St Saviour
Jersey
JE2 7NZ
Tel: 01534 735808
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Website: grandsvaux.sch.je



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Grands Vaux Primary School



Ms Maria McCool Head Teacher

Leadership, Standards and Evaluation, Curriculum and Progression, Staffing and CPD, Finance, Safeguarding, CP, Behaviour, Community links and Outside Agencies, Music

Mr Jamie Hazley Deputy Head Teacher SENCO, Assessment, Recording, Reporting (ARR), Tracking, Teaching and Learning, P.E and EVC, Students/Volunteers		Miss Kirsty Benn Year 3 Teacher English Lead and Key Stage 2 Coordinator, ECOF volunteer co-ordinator		Mrs Katie Martin Year 2 Teacher Art and DT Lead and KS1 Coordinator		Mrs Jo Prouten Nursery Teacher Foundation Stage Coordinator, Science and Eco Coordinator	
Class Teachers with release for maintaining identified subjects as required							
Miss Petra Dix Reception Teacher	Miss Ellie Caldeira Year 1 Teacher (Fixed Term)	Mrs Rebecca Richardson Year 4 Teacher R.E Coordinator	Miss Laura O'Connor Year 5 Teacher Maths Lead	Mr Michael Delahunty Year 6 Teacher Computing Lead	Mrs de la Cloche PPA Cover Teacher PSHE Co-ordinator (maternity Jan19-Jul 19)	Mrs Mhairi Taylor French Teacher (Wed & Thur)	
Support Staff							
Miss Jazmin Reynolds Nursery Officer Foundation (Fixed Term Contract)	Mrs Kez Cunningham Nursery Officer Forest School	Mrs Kate Serinet LSA Reception, WellComm, Forest School	Miss Candice Pickup LSA Yr 1 (Maternity June 19-March20)	Mrs Michelle Da Silva LSA WellComm	Mrs Anne Jarvis LSA SP&L, OT (Retiring July 2019)		
Mrs Elenor Schofield LSA SP&L, BR@P, WellComm, Forest School	Miss Chris Gilroy LSA SP&L, Reading Project, BR@P	Miss Sharon Hayes LSA ELSA/ Well-Being, Family Link/Attendance First aid Lead	Mr Paul McClemens LSA Team Leader Behaviour, BR@P, ICT Technician	Miss Kelly Fenney LTS & LSA		Tracy Rowe LTS	
Mr Roger Harper Caretaker Lollipop person am	Mrs Julie Meyer Secretary	Mrs Amber Eggleston LSA	Mr Ewan Davies LSA	Mrs Suzanna Esteves LTS			
Senior Advisor Our Senior Advisor is Mrs Eldridge-Mrotzek. She visits the school at least termly. Each school is assigned a Senior Advisor (SA) by the Group Director of Education. It is the SA's role to help the school monitor and evaluate its performance and identify strengths and areas for development.				Education Support Team colleagues Education Psychologist Dr Court Education Welfare Officer Ms Gemma Coles Well-being Support Ms Godfray Family Support Worker Ms da Silva Primary Mental Health Worker Mr Hill			

The School

Grands Vaux is a single form entry school. There is one class for each year group from Nursery to Year 6. The Nursery can take children on a full or part-time basis. Each child is entitled to 20 free hours that take place over 5 mornings weekly. Daily afternoon sessions are available for parents/carers who have opted for additional hours. For further information about this please contact the school office. A place in the Nursery does not depend on families living within the school catchment area **but entry into the Reception class does.**

In addition to teachers we employ a number of support staff. The Nursery has one Nursery Officer and the Reception class has a full time Learning Support Assistant (LSA). The other classes are supported by further LSAs and their role is dependent on the needs of the children. LSAs are provided with training enabling them to work with both individuals and groups of children.



The Building

There has been a school in the valley of Grands Vaux since the late 1960's. The original school was demolished in 2001 and re-opened in 2003. The team responsible for designing the new school was made up not only of people who knew about construction, but, who also had a background in education. The result is a school that is light, airy and spacious – an ideal environment for learning.



What can the building and surrounding environment offer you and your child?



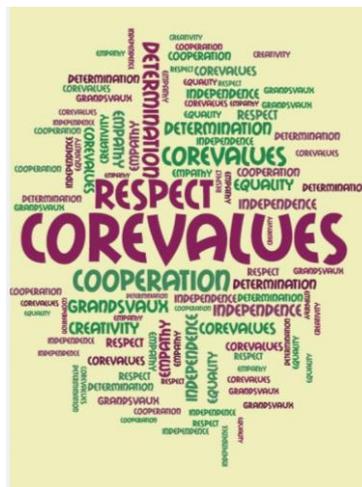
- Well-equipped classrooms from Nursery to Year 6.
- A computer suite.
- Two phase group appropriate libraries.
- A dedicated Music and Drama Studio.
- A fully functional Life Skills kitchen.
- Several quiet rooms used as additional teaching spaces
- A large versatile hall used for whole school assemblies, sporting activities, drama and lunch time eating.
- Outside learning areas also used for Forest School, gardening, and recreation.



- Playground and grassed areas with adventure equipment suitable for all children.
- Disability friendly facilities.
- A Community Learning Room for Key stage 1 group work, for children to learn with their parents/carers and for those who use the school out of hours.



Our School Values



Our children chose and voted on our core values, based on the core values of the Olympic games in London in 2012. These values underpin our school aims, principles and our Grands Vaux School Curriculum.

Our Core Values of Creativity, Determination, Equality, Independence, Respect, Co-operation and Empathy ensure that as a Rights Respecting School, children's rights are respected, their talents are nurtured & they are able to thrive. Children need to know the importance of their current role and be prepared for the future role they will play in society and the world as a whole. We support them with understanding what it means to be a productive, supportive and active citizen providing them with tools to prepare them for their future.

Excellent progress is what we want to secure for all learners. In order to do this learning must be accessible, enjoyable and challenging. A learning environment that is safe and stimulating with appropriate challenge is essential in providing learners with opportunities to discover and nurture their skills and talents in order to fulfil their potential. We all have responsibility for the well-being of our pupils and as a result we must ensure we have a healthy safeguarding culture.

Mission Statement



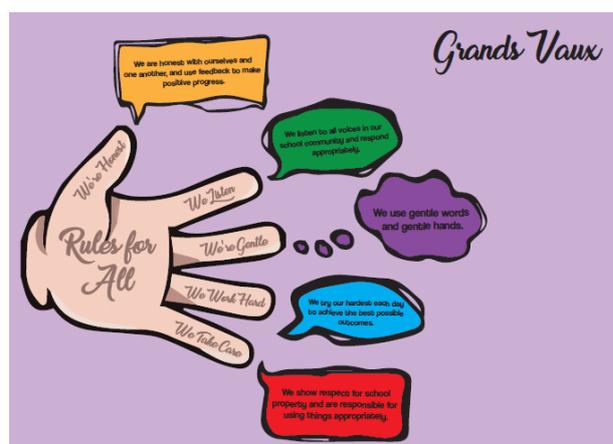
Rules for All

We believe that the school should be a calm, orderly place at all times. Therefore, the children will be taught and encouraged to show respect in everything they do. ‘Respect’ is one of our values and we show this in how we respect each other and the building/grounds in which we work at Grands Vaux Primary School.

The expected standard of behaviour is displayed in our Rules for All. These Rules have been adopted by the school community of children, parents/carers and teachers. These rules are displayed in every classroom and in prominent positions around the school to promote positive behaviour.

The following are our Rules for All:

- We’re Honest – we are honest with ourselves and one another and use feedback to make positive progress.
- We Listen – we listen to all voices in our school community and respond appropriately.
- We’re Gentle – we use gentle words and gentle hands.
- We Work Hard – we try our hardest each day to achieve the best possible outcome.
- We Take Care - we show respect for school property and are responsible for using things appropriately.



These rules are established at the beginning of each academic year and regularly revisited with the children.

Headteacher Priorities:

My priority as Headteacher is to ensure that Grands Vaux Primary School continues on the journey to outstanding ensuring our pupils meet their potential.

This will be achieved by working together on 3 main aims:

High expectations.

Our rules for all explain the high expectations we have for each other and ourselves. See above.

Positive Engagement.

Building supportive relationships are crucial in a successful school. Close working relationships between home and school are vital in supporting learning. Parents/carers in partnership with school must actively share in our children's education, I know that in order for school to be a positive and rewarding experience for learners we must work in partnership.

Highest quality effective teaching.

Through ongoing professional development and high quality reflection we shall continue to build the excellent team at Grands Vaux Primary School. This will ensure we are able to meet the needs of all our pupils to achieve their full potential in their academic, creative, personal, physical, moral and spiritual development.

Learning and Teaching

In Key Stage one and Key Stage two, we follow the Jersey Curriculum which is based on the National Curriculum 2014. Schools in Jersey introduced this curriculum for English, Maths, ICT and Science in Autumn 2014. The whole of the New Jersey Curriculum has been in place since September 2015.

In the Foundation Stage, we follow the 'Development Matters Curriculum'. Please see 'Learning in the Foundation Stage' document.

We are able to offer a broad and balanced educational programme that provides every child with the opportunity to enjoy learning.

We aim to equip the children with the skills to be independent, life long learners. We want their experiences to be active, real life and thought provoking.



Key Stage 1 (comprising Year 1 and Year 2) builds on the structured play of the Foundation Stage and introduces more formal learning alongside cross curricular opportunities.

Key Stage 2 (comprising Years 3, 4, 5 and 6) continues to develop knowledge and skills in a range of subject areas, with continued cross curricular links.

Curriculum areas are: English, Mathematics, Computing, Science, History, Geography, Religious Education, Art, Design and Technology, Music, Physical Education, French (Rec-6) and Personal, Social & Health Education. If you require any further information about curriculum policy and content please do not hesitate to contact the school.

Out of school activities/clubs

A variety of after school activities are offered throughout the school year for different age groups. These can be viewed on our website and include football, netball, racquet club, multi-sport, Forest School, gardening, art and Eco club. These activities can only run thanks to the goodwill and support of the staff involved.



School visits and residential trips

The curriculum is supported throughout the year by trips and visits. These link with topic areas and broaden the experience the children have using island resources. All trips are risk assessed prior to taking part.

During the school year off island and residential visits are arranged for Years 4, 5 and 6:

- Year 4 – Sark
Biannually (due to small numbers)
- Year 5 – Crabbe (2 nights) or France (4 nights)
- Year 6 – St Aubin’s Fort (2 nights) or France (4 nights)

Special Educational Needs

Access to high quality teaching is essential. As a school we recognise that children learn in different ways, sometimes there can be barriers to learning and that as a school we need to offer support for children with additional needs in order to facilitate success. Grands Vaux School’s wide-ranging Learning and Teaching Policy which advocates an inclusive approach accommodates the majority of learners through high quality teaching which meets the individual needs of the majority of children. Special Educational Provision is underpinned by high quality teaching and is compromised by anything less. Some pupils may require additional assistance and educational provision. Grands Vaux endeavours to ensure that all children get the support they need and meets the child’s SEN through early identification, assessment and provision of appropriate support.

Those pupils who have a learning requirement significantly different from the majority of children the same age or who have a disability which hinders them from making use of the educational facilities for pupils their age in school have a ‘special educational need’.

At Grands Vaux School, we take every care to ensure all pupils receive appropriate and necessary support so that they are able to access effective learning opportunities. To do this we:

- value all pupils equally
- reduce as many barriers to learning as we can by having systems and resources in place to identify and intervene
- provide suitable learning challenges and targets to meet all pupils needs

Grands Vaux School follows the Statutory Legislation of the Education(Jersey)Law 1999 (Revised January 1997) and the Education Department's Code of Practice (2017) which states that all children and young people are entitled to an education that is appropriate to their needs, promotes high standards and the fulfilment of their potential and which enables them to:

- achieve their best
- become confident individuals living fulfilling lives, and
- make a successful transition into adulthood, whether into employment, further or higher education and/or training.

Please see our SEN policy on our website for more details.

Working Together

We believe that working in partnership with parents/carers is fundamental and we operate an open door policy, encouraging parents/carers to talk to teachers on a regular basis. Teachers are available both before and after school time and the Head Teacher is available (by appointment) throughout the day. Our 'Home School Agreement', which we ask parents/carers, children and the school to adopt, supports this partnership.

Communication

A regular newsletter keeps parents/carers up to date with everything that is happening in school. If you would like to receive the Newsletter by e-mail please contact the school secretary. Information is also distributed on a regular basis by letter and you can also access the latest school information on the School Website by logging on to <http://www.grandsvaux.sch.je>

Communication with parents/carers regarding their child's progress takes place during Parents' Evenings which are held in the Autumn and Spring terms. A written report is prepared and distributed each term, including an end of year report in the Summer term.

Reporting to Parents/carers

Parents/carers are asked to attend appointments with class teachers twice during the school year so that they can be informed of their child's progress and are able to discuss with the teacher any problems or worries. The first occasion is in the Autumn term, this is when the class teacher will discuss expectations and how parents/carers can support at home. The second meeting is in the Spring Term to give parents/carers the opportunity to discuss their child's progress.

Annual Reports

A written report is sent home to parents/carers of all children before the end of the summer term. The report contains brief summative statements about the child's attitude and learning skills and curriculum coverage. On reading the report parents/carers are asked to make an appointment with the class teacher or head teacher if they have any concerns or require any clarification.

Grands Vaux Home School Agreement

As parents/carers we understand that you play a crucial role in supporting your child's schooling. It is a shared responsibility.

Below you will find the Grands Vaux Home School Agreement. This agreement clearly outlines our responsibilities to you and yours to the school.

The school will endeavour to:

- Safeguard the children's physical and social well-being at all times, and to foster feelings of confidence, self-worth and belonging;
- Deliver a balanced and carefully planned curriculum which meets the needs of individual children.

The school will foster good relationships with parents/carers by:

- Having an 'open door' policy – no problem is too small for our attention;
- Ensuring that parents/carers and families are supported in their role and get the appropriate help or referral to other agencies if necessary;
- Remembering and being very sensitive to the difficult role of parenting and the balancing of life and family issues;
- Adopting a non-judgemental and non-confrontational approach when dealing with sensitive issues;
- By establishing an ethos of mutual respect;
- Ensuring effective communication;
- By guiding and encouraging and valuing their opinions, concerns and contributions.

The school will keep parents/carers informed by:

- Speaking to them immediately if we have any concerns whilst ensuring a balance between positive and negative feedback;
- Sending class information to parents/carers at the start of each term;
- Sending a fortnightly newsletter;
- Holding bi-annual consultation meetings with parents;
- Issuing an annual written report;
- Holding parents' meetings and forums to consult and explain plans, strategies or curriculum as appropriate;
- Giving guidance as to how to support their children with homework.

We expect parents/cares to:

- Ensure that their child has the best attendance and punctuality record possible;
- Ensure that their child is equipped for school with the correct uniform and equipment as requested
- Do their best to keep their child healthy and fit to attend school;
- Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school;
- Encourage a positive and independent attitude to homework;
- Buy in to our ethos of mutual respect;
- Promote a positive attitude towards school and learning in general.
- Monitor internet use at home, and support the school in tackling cyber bullying

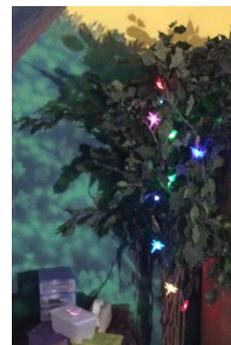
Social Media

The school has a Facebook account to share learning with the wider community. This forum is not for communication between home and school and messages will not be replied to. In addition, we ask that parents/carers think before they post something which could be interpreted in a way that might draw negative opinion of the school. Instead, please address your concerns with staff, in accordance with our 'Compliments, Comment and Concerns' Policy. You can find this on our website.

Our **Family Link** person is Miss Sharon Hayes who is available from 8.30 am to 9.00am Mon-Thurs and alternate Fridays and at the end of the school day 2.30-3.00 Mon-Thurs and alternate Fridays. She is able to offer support to our families. Please make an appointment if you would like to see her.

The **Wellbeing Room** is a multi-sensory room which has been specially designed, creating a peaceful and calm environment. The whole school have an opportunity to visit, either individually or in groups with specially trained

staff. The 'Wellbeing' and 'Emotional Literacy support' (ELSA) staff, help children to develop positive self-esteem, build confidence and learn how to manage their feelings. Children are encouraged to do this by the use of relaxation techniques, art, music, visualisation, self-massage and storytelling. These staff also support whole classes during Circle Time.



We have a hard working **Parent Teacher Association** (PTA) which organises fund raising and works with staff on school developments. The PTA organises a huge array of events just a few include: Summer Fair, Christmas Fair, Discos, Film Nights and Bingo.

We always welcome new parents/carers joining!



School Nurse. Appointments with a school nurse can be made through the school or directly by phoning 443622.

Transition to any island secondary school is dependent on where families live. At the end of Year 6 the majority of our children transfer to Grainville Secondary School. We work closely with the staff at all of the Jersey secondary schools to ensure that the move from primary school is smooth for each child. Staff from both schools plan a series of lessons across the curriculum to provide the children with a variety of learning opportunities. This approach to transition guarantees that each child has first-hand experience of secondary school life, prior to their enrolment in Year 7.

Safeguarding

We are keen to work in partnership with parents/carers for the benefit of all pupils. In keeping with department policy and best practice guidance we ask all staff and volunteers to sign up to this statement - "We have a shared responsibility to make sure that children at risk of harm in Jersey are safeguarded against all forms of abuse."

Safeguarding Children Partnership Board.

Please contact the Head or Deputy if you have any concerns regarding safeguarding.

Induction Procedures

For new arrivals to the school, parents/carers are welcome to make an appointment to meet the Head Teacher/Deputy Head for a tour of the school and to share important information. Where appropriate, the Inclusion Coordinator may also be involved.

Policies

You will be able to find our policies as they are updated on our new website. Currently these include Assessment, Reporting and Recording, Child Protection, Intimate Care Policy, Data Protection, Homework, Safeguarding, Video Enhanced Observations, Snow Plan, Compliments, Concerns and Complaints and CCTV.

Please let us know if you would like a copy of a specific policy, or have any questions or comments.

Medical Needs

Your child's health and safety is of prime importance to us.

Where children have specific medical needs, school will seek guidance from medical professionals and parents/carers to ensure best practice guidelines are followed with an agreed plan of support.

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. The appropriate medical form needs to be completed and returned to the school office. 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 parent's responsibility to ensure that all inhalers are within date. An off-site visit may be refused if a child does not have an inhaler in school. Consideration must be given for children who may need inhalers on the walk home, if this is the case it is the parent/carers responsibility to confirm arrangements with school for this provision.

Illness

If your child is unwell you must notify the school so that we can be sure that your child is at home and safe and also that in the case of infectious illness, we can notify others if necessary. Miss Hayes or the school secretary will contact you if we don't hear from you, **so please help us by ringing us** on 735808.

If children are taking medication that is required three times a day, please administer it at home. If your child needs medication four times a day we need your written consent to give medication at lunch times. A form can be collected from the office.

Infectious Diseases

It is very important that children who have infectious illnesses, such as gastro-enteritis stay at home until the condition is completely clear. Department of Health advice states quite clearly that children who suffer from diarrhoea or vomiting should remain at home for 48 hours after the last bout. This is to minimize the risk of infection to other children.

If your child is suffering from any of the common childhood illnesses such as Chicken Pox or German Measles please let us know so that other parents/carers can be informed that there is a case within the school.

Head Lice

Unfortunately, it is a fact of life that children in our society often become infected with headlice. For this reason we insist that children with shoulder length hair or longer wear it tied back. The control and detection of head lice is not the school's responsibility but parents/carers are contacted if it is noticed that their child has head lice. It is important that you check your child's head and comb it through with a fine tooth comb regularly at home. Please inform school if your child has eggs or lice, so that we can be vigilant together. Guidance on the prevention and treatment of head lice are available from the School Office or the School Nurse at Le Bas Centre. In addition the NHS Choices website is recommended by the School Nurse Team www.NHS.uk

Road safety

We have a crossing patrol from 8.30 to 8.45 each morning and 3.00 to 3.15 each afternoon. We recommend that only children from Year 5 upwards should walk to school **as long as their journey does not involve crossing roads**. Parents/carers must give written permission for their children to walk to school, although to ensure safeguarding of children, each case will be looked at individually and consent will be at the Headteacher's discretion.

Please ensure that when you collect children from school they remain with you and do not walk through the car park unaccompanied.

Scooters and bicycles:

As you will be aware it is the law for children under the age of 13 to wear a cycle helmet when on a bicycle. At Grands Vaux this has been extended to include scooters that are ridden to and from school. If your child is using a scooter to get to and from school please insist they wear a helmet. Please be reminded that scooter and bicycle riding is dangerous on the school site as there are lots of children and adults around so please do not ride on school grounds.

Child protection

To ensure that the school is a safe environment it is essential that all visitors report to the school office. Any adult working in the school must undergo a States of Jersey Police check. Volunteers will be asked to sign an agreement, committing to schools guidelines for safeguarding.

Sun safety

Although we have shaded areas for the children to play in we are conscious of the dangers from the sun. Please ensure that during the Summer months your child uses sun cream and wears a cap to school. Sun caps are available to buy from the school secretary.

Critical Incident

In the extremely rare event of a critical incident, such as a fire, evacuation, please follow school policy/staff guidance.

The School Day

School opens at 8.30 a.m. each day. All children up to and including Year 4 arriving before 8.30 am **MUST** be supervised by a parent or carer.

In the Foundation Stage, children enter through the Foundation Stage entrance. Reception children go straight into their class where they are supervised from 8.30 and Nursery children enter the Nursery at 8.45. Parents/carers with Foundation stage children can also access the class rooms via the Reception Class Play Area at the back of the school, or through the Nursery playground. Parents/carers are welcome to stay and settle their children in the Nursery.

All Key Stage 1 and Key Stage 2 children are supervised by school staff from 8.30 until 8.40 am. There is a 'Stop and drop' area at the front of the school

In bad weather Key Stage 1 will be supervised in the classrooms in the mornings and Key Stage 2 will be in the shared area.

All children are collected by the class teacher at 8.40 to prepare for registration at 8.45 a.m.

Key Stage 1 morning play time : 10.10 to 10.25 a.m.

Key Stage 2 morning play time : 10.30 to 10.45 a.m.

Throughout the school children are encouraged to bring in a healthy snack of fruit or raw vegetables - this is provided for children in the Nursery. Every Friday is Fruity Friday when children can bring 50p to buy fruit or a fruit smoothie at play time.



Foundation Stage lunchtime: Nursery 12.30-1.00 and Reception 12-1.00. Foundation Stage children eat their lunch in their classrooms supervised by lunch time assistants.

Key Stage 1 & Key Stage 2 lunchtime: 12.00 – 1.00 p.m. Key stage 1 and 2 eat in the hall in three supervised sittings. We encourage a healthy lunch box and would appreciate your support in this. Chocolate and Fizzy drinks are not permitted.

Children are encouraged to drink water throughout the day and may bring a water bottle to school.

Key Stage 1 afternoon playtime: 2.15 – 2.30 p.m.

End of the day: 3.00 p.m. School doors open at 3.00.

Reception and Key Stage 1 (Year 1 and Year 2) children should be collected from the outside doors of the classrooms.

Year 3 and Year 4 children should be collected from the outside doors of the hall (Fire Exit)

Year 5 and Year 6 children should be collected from the outside doors of the Music and Drama Room.

Older siblings can go to the class of their younger siblings if this aids parents/carers with collection.

If arrangements for collection change please inform the school as soon as possible.

There are a variety of school clubs available to the children. We do run a breakfast club. This is open to children from Reception upwards unless there are exceptional family circumstances. Breakfast club costs £2 a session.

Details and arrangements for these are shared termly and are on the website.



Uniform

GIRLS

WINTER

School sweatshirt.

White polo shirt

(with school logo).

Grey skirt, tunic or trousers.

Black shoes.

SUMMER

As winter or Summer dress.

P.E KIT.

Navy Blue School tracksuit or navy blue unbranded jogging bottoms

White polo shirt

(with school logo).

Black/Navy shorts.

Trainers.



BOYS

WINTER

School sweatshirt.

White polo shirt

(with school logo).

Grey trousers.

Black shoes.

SUMMER

As winter or grey shorts.

P.E KIT.

Navy Blue School tracksuit or navy blue unbranded jogging bottoms

White polo shirt

(with school logo).

Black/Navy shorts.

Trainers.

OPTIONAL UNIFORM

School fleece coats

Fleece winter hats

Summer caps

Book and P.E. bags

Water-proof jackets

JEWELLERY

For Health & Safety reasons jewellery should not be worn at school.

Children with pierced ears may wear a small stud.

HAIR

Long hair needs to be tied back with plain hair ties. This is for Health & Safety reasons but also to help prevent the spread of head lice.

Coloured hair and 'tram lines' are not permitted.

UNIFORM PURCHASE

Grands Vaux school uniform and tracksuit are available from:

Lyndale Sports,

Rue de Grand Jardin,

Trinity

T. 862411

If specific items are requested by parents/carers to be worn, this must be made known to the class teacher or Headteacher for approval.

Staff Dress code:

We believe that all staff should represent good role models to children and to all who work in the school. By 'staff' we mean: all teachers, support staff, administration staff, lunchtime assistants, caretaker, students and volunteer helpers. The staff dress expectations are in place to ensure the safety and well-being of children throughout the school and should support the practical undertakings of staff during the day.

Staff will therefore wear clothes which are smart and professional; specific items of clothing as they relate to the staff expectations are discussed and agreed annually with the staff.

Staff will wear appropriate footwear for both their role within the school and in setting expectations for children.

When staff are escorting children on outside trips e.g. to the woods, beach etc appropriate clothing can be worn (this may include jeans or other hard wearing trousers) and fit-for-purpose shoes or boots (e.g. walking boots or Wellington's).

Attendance and Punctuality

The Education Department does not, at any time, support leave during term time. However, in exceptional circumstances head teachers have the discretionary power to grant leave in accordance with this Policy. Please see Grands Vaux Attendance Policy.

We have an expectation that all children will attend School 100% of the time. However, we understand that, on occasions, children will become ill or need to attend a medical appointment. It is important that if your child cannot attend School, direct contact is made with the School office first thing on the first day of absence. If contact is not made the School will make direct contact with parents/carers. If direct contact cannot be made, the matter may be referred to the Education Welfare Office. This is to ensure that all children, absent from School, are accounted for and safe.

The Office should be informed of medical appointments and times in advance. We do need to see a copy of the appointment letter or the text reminder that was sent confirming the date and time. School attendance is mandatory and as such registers must be kept as an accurate document, absences including those to attend appointments must be noted. When an appointment is for the start of the school day and your child will not be in for registration it is important that you have let the Office know so that we are not actively looking for your child. If we are unsure as to the whereabouts of your child the School will have to contact you.

We have an expectation that all children will attend School on time every day. This is monitored by the class teachers, Office and the Education Welfare Office. We understand that, on occasions, circumstances cause a child to be late. However, this should be a rare occurrence.

Where there is a growing concern regarding punctuality your child's class teacher will contact you in the first instance. Where improvement has not been made the matter will be taken up by the School and Education Welfare Office.

Emergency Contact Information

Once your child is registered at Grands Vaux Primary School it is essential that we have all your current contact details: address, landline and mobile telephone numbers, work number (where appropriate) and 2 nominated alternative contacts (family member, family friend etc).

As and when these details change it is essential that the School is informed. Please be aware that in the need for immediate or emergency medical treatment for your child, the School or hospital cannot sanction any treatment without the parent/carers direct authorisation.

Also, on the rare occasions when the School has to be closed in an emergency (e.g. extreme weather conditions) parents/carers need to be contacted immediately. Inability to contact parents/carers in these situations can result in children being at School for very lengthy periods of time, often anxious and worried, when all other children have left.

Encouraging Positive Behaviour

We have a behaviour chart that is consistent across the whole school – this is displayed in every classroom and throughout the school as a reminder of expectations. See Appendix 3 - Road to Success and Appendix 4 – Reach for the Stars.

The system is designed so:

- All children have the opportunity to make positive choices about their behaviour and influence outcomes,
- Children who regularly meet the 'Positive Expectations' are recognised and celebrated.
- Teachers integrate a consistent system within daily teaching in order to promote positive behaviours.

- Teachers can be supported to develop effective behaviour management skills.

The system allows the following:

- A consistent approach that can be used by all staff
- Whole class and individual rewards
- Least intrusive approaches are used to manage behaviour
- Teaching of specific behaviours and routines

How it works:

In class there is a prominent ‘Behaviour Chart’ display. Children have a name card on the display - All children start the day with their name on the third level of the behaviour chart - ‘Good to be Green’. As the day progresses the children can move up through the levels. If children make positive impact choices they move to Star Status and then Legend. If children make negative impact individual choices they move to Warning, Reflection Chair, Phase Group Class and then SLT time. Between each zone there is a verbal reminder before the move down a level. Classes are linked to Phase Group Classes. Children are sent to these classes for positive (level 2) and negative (level 6) behaviours. The system allows children to reflect on their actions, attitudes and behaviours and supports affirmation of positive choices swiftly as children can move up the chart.



Children aim to end each day on at least Level 3 – Good to be Green, but ideally higher. The actions taken by staff for children in the positive impact zones are decided by the zone the child is in at the end of the day. The children take responsibility for moving their names on the chart if appropriate.

Behaviour Chart Zones in more detail:

Level	Name	Outcome
1	Legend	Recognition in Friday Assembly by class teacher and then note home
2	Star Status	1 credit
3	Good to be Green	
4	Warning	This is a verbal warning. The child is reminded of the Rules for All and in particular which rule it is they are not supporting with their behaviour. The child is told they have received a warning and they need to move their name down the chart. (if appropriate)
5	Reflection Chair	This is an opportunity for the pupil to complete an age appropriate reflection task to communicate how they were feeling at the time of the behaviour, why the behaviour choice was made and how choices in the future can be improved. The reflection chair is located within the classroom and has all the items needed for the reflective task to be completed. (See Appendix 6)
6	Phase Group Class	This is a time out session away from the class and in the phase partner class. It is an opportunity to reflect and calm – the time out of class should be limited to 5 mins, the child should take a timer with them so it is clear when they can return to class. Timer is turned once child is sitting in body basics. Upon return to class if appropriate an apology is sought. Children should be back in class as soon as emotionally ready.
7	SLT Time	This is time out away from the children and is spent with a member of SLT. This will be an opportunity to reflect on the behaviours being demonstrated and the communication behind these.

Following each consequence if the child continues to demonstrate the undesirable behaviour or refusal to follow expected consequence then they move down through the levels.

To reach Legend status the behaviour will be unique to that child so cannot be quantified however it would be out of the ordinary behaviour, beyond what would be expected of good behaviour.



Additional reward:

If a pupil is on Start Status at the end of each day for a week – not only will they have had the 1 credit everyday but will also receive a certificate and recognition in assembly.

The House System

At Grands Vaux we have a 4 house system based around 4 sporting heroes of our Island; Heather Watson, Matt Banahan, John Searson and Serena Guthrie. Children from Nursery through to Year 6 are placed into houses on entry into our School.

What are CREDITS?

Credits can be given to a child for good quality work, hardworking attitude, positive polite behaviour; this can be in varying contexts (Well Being, SEN work, classrooms, corridors, playground etc) and can be given by all staff members. A maximum of 3 credits can be awarded at any one time.

The number of credits given out is down to staff discretion. This is a professional judgement. It must be remembered that 3 credits are given out for work that is exceptional and beyond expectation for that child. 3 credits should not be given out for behaviour/work that is expected as the 'norm'.

What are the CREDIT CARDS?

Each child is given a credit card related to the house that they are assigned to. On being given credits they colour in the corresponding number of areas on the credit card. All pupils begin with a bronze credit card.

Bronze = 100 credits

Silver = 200 credits

Gold = 300 credits

Platinum = 50 credits

How are children ALLOCATED into houses?

Foundation Stage children are placed in houses by the FS staff in negotiation with the Deputy Head.

New children are added to the house list by the Deputy Head and issued with a house badge. The house selected for the child is based on siblings, house numbers within the year group, house numbers overall.

The child collects their credit card from their Head of House.

How are the HOUSE CAPTAINS selected?

The House Captains are selected by Heads of House from those yr 6 children who want to put themselves forward for the role. Each house has 2 captains (usually 1 boy, 1 girl).

House Badges

An initial house badge is supplied by school. If lost the expectation is that a replacement will be purchased at a cost of £2. A stock is kept and sold from the office.



Pupil Information

Grands Vaux School Jersey Privacy Notice 2018

Grands Vaux School Jersey, is registered as a ‘Controller’ under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or in some cases, by another States department.

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

WHAT	WHY
<p>What information do we collect about you?</p> <p>We collect the following types of information about you:</p> <ul style="list-style-type: none"> • Name of child and parent / carer • Date of birth of child • Address of child and parent / carer • Contact details – phone, email • Child DOB • Child gender • Verification of birth (i.e. copy of birth certificate, seen not collected) • Medical information that is relevant to child • Parental responsibility • Bank account details • Social security number • Image via CCTV operating on the outside of the school building (see CCTV Policy) 	<p>Why do we collect information about you?</p> <p>We need to collect and hold information about you, in order to:</p> <ul style="list-style-type: none"> • Stay in touch with you • Verify you are who you say you are • Answer your query • Handle your application • Provide you with information you need • Meet our statutory obligations • Carry out the service we provide, and to monitor and improve our performance in responding to your service request • To ensure that we meet our legal obligations • Where necessary for our law enforcement functions • Where necessary to protect individuals from harm or injury • To prevent and detect crime • To process financial transactions including grants or payment of benefits • To allow the statistical analysis of data so we can plan the provision of services

HOW

How will we use the information about you?

We will use the information you provide in a manner that conforms to the Data Protection (Jersey) Law 2018.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept. Please ask to see our retention schedules for more detail about how long we retain your information.

We may not be able to provide you with a service unless we have enough information or your permission to use that information.

We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal or statutory requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data.

We will not disclose any information that you provide ‘in confidence’, to anyone else without your permission, except in the few situations where disclosure is required by law, or where we have good reason to believe that failing to share the information would put someone else at risk. You will be told about this unless there are exceptional reasons not to do so.

We do, on the odd occasion, process your information overseas using web services that are hosted outside the European Economic Area, for example Facebook. This is processed in the US, but has been approved by another competent supervisory authority under Article 40 of the GDPR or equivalent statutory provisions, together with binding and enforceable commitments of the controller and processor to apply the appropriate safeguards such as information security procedures and checks. .

We upload children’s data to the MiS (Sims Database) that is hosted in the European Union. In addition, children’s data may be uploaded to BSquared, Catch Up Maths, Tapestry and EExAT. InTouch (part of the SIMs Database) is used as our communication link with parents/carers. All of these services are hosted locally or within the European Union. To understand how this information is processed in more detail please read Appendix A.

Data Sharing

We may need to pass your information to other States of Jersey (SOJ) departments or organisation to fulfil your request for a service. These departments are Health, Social Services, Social Security, Multi trust agencies. These departments and organisations are obliged to keep your details securely, and only use your information for the purposes of processing our service request. Please read Appendix B for a list of organisations your data is shared with and how.

We may disclose information to other departments where it is necessary, either to comply with a legal obligation, or where permitted under other legislation. Examples of this include, but are not limited to: where the disclosure is necessary for the purposes of the prevention and/or detection of crime; for the purposes of meeting statutory obligations; or to prevent risk of harm to an individual, etc.

At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

Publication of your information	E-Mails	Telephone Calls
<p>We may need to publish your information on our website and/or in the Jersey Gazette for the following reasons:</p> <ul style="list-style-type: none"> • Where we are required by law to publicise certain information, for example performance data. • In the interests of demonstrating a fair and transparent decision-making process, for example admissions process and appeals procedure. • Where we are required to provide statistical information about a group of people; although your data will be anonymised to protect your identify. • Where you have responded to a public consultation, although your comments will be anonymised to protect your identity. <p>We will not publish any of your sensitive personal information unless there is a requirement for us to do so in order to carry out our statutory functions.</p>	<p>If you email us we may keep a record of your email address and a copy of the email for record keeping purposes.</p> <p>For security reasons we will not include any confidential information about you in any email we send to you. We would also suggest that you keep the amount of confidential information you send to us via email to a minimum or use our secure online services where possible or correspond with us by post.</p> <p>We will not share your email address or your email contents unless is it necessary for us to do so; either to fulfil your request for a service; to comply with a legal obligation, or where permitted under other legislation.</p>	<p>We do not record or monitor any telephone calls you make to us using recording equipment, although if you leave a message on our voicemail systems your message will be kept until we are able to return your call or make a note of your message. File notes of when and why you called may be taken for record keeping purposes. We will not pass on the content of your telephone calls, unless is it necessary for us to do so; either to fulfil your request for a service; to comply with a legal obligation, or where permitted under other legislation.</p>

Your rights

You can ask us to stop processing your information

You have the right to request that we stop processing your personal data in relation to any of our services. However, this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

You can withdraw your consent to the processing of your information

In the few instances when you have given your consent to process your information, you have the right to withdraw your consent to the further processing of your personal data. However, this may cause delays or prevent us delivering a service to you. We will always seek to comply with your request but we may be required to hold or process your information in order to comply with a legal requirement.

You can ask us to correct or amend your information

You have the right to challenge the accuracy of the information we hold about you and request that it is corrected where necessary. We will seek to ensure that corrections are made not only to the data that we hold but also any data held by other organisations/parties that process data on our behalf.

You request that the processing of your personal data is restricted

You have the right to request that we restrict the processing of your personal information. You can exercise this right in instances where you believe the information being processed is inaccurate, out of date, or there are no legitimate grounds for the processing. We will always seek to comply with your request but we may be required to continue to process your information in order to comply with a legal requirement.

You can ask us for a copy of the information we hold about you

You are legally entitled to request a list of, or a copy of any information that we hold about you. However where our records are not held in a way that easily identifies you, for example a land registry, we may not be able to provide you with a copy of your information, although we will do everything we can to comply with your request.

Complaints

You can complain to us about the way your information is being used

If you have an enquiry or concern regarding the processing of your personal data please contact:

Telephone: +44 (0)1534 735808

Email: admin@grandsvaux.sch.je

Grands Vaux School,
Les Grands Vaux,
St Saviour,
Jersey,
JE2 7NZ

You can also complain to the Information Commissioner about the way your information is being used

The Office of the Information Commissioner can be contacted in the following ways:

Telephone: +44 (0)1534 716530

Email: enquiries@dataci.org

Office of the Information Commissioner
One Liberty Place, Liberty Wharf,
St Helier,
Jersey,
JE2 3NY

Forms

When your child starts at school there are a series of forms that parents/carers are asked to complete for school and health records.

These include:

- An indication of who has parental responsibility
- Pupil information and emergency contacts
- Data protection permissions
- Medical check and screening forms
- A copy of your child's birth certificate
- Permission for class visits, including coach or minibus transportation
- School closure arrangement
- Permission to store data on the school's tracking and assessment systems
- Registration email details for email contact from the school office, school staff and Grands Vaux PTA.

Worries and Concerns

Communication is important, if at any point you or child has any worries or concerns please let us know. We would want to support through any difficulties.

Email communication is fine but does not replace the power of face to face meetings, these can provide a much more meaning exchange. For your information, staff will not reply to emails out of working hours.

If we are concerned for any reason we will contact you immediately to discuss the matter.

We do have a Comments, Compliments and Concerns policy available on the school website.

The children are at the heart of every decision we make to ensure that they are safe, happy, confident and that the opportunities that are provided for them are relevant to their needs both now and in the future.

Please do not hesitate to get in touch if you have any queries, concerns or there is anything we can do to help and support you with your child's learning and school life. All at Grands Vaux Primary School are committed to the well-being of your child/ren so if we can help please let us know.

Miss M.McCool

June 2019

