

St. Clement's School



A Handbook for Parents

2023 - 2024



St. Clement's School
Rue de la Chapelle
St. Clement
JE2 6LN

Telephone (01534) 854007
E-mail admin@stclement.sch.je

Welcome to St Clement's School

St Clement's School is a Government of Jersey Primary School originally established in 1902. It is the Parish School catering for approximately 210 pupils between three and eleven years. The school is single form entry – there is one class in each year group.

Our current building was opened in September 2007 by HRH Princess Anne. It features attractive classrooms, a well-resourced nursery, music room, a fantastic library, an ICT suite and a Multi-Purpose room. A specialist provision for children with a range of special educational needs is also based at our school.

We are continually developing our outdoor area. We currently have a nature garden and growing area; a Nature School area; a variety of play equipment; shaded seating area; playground area; new all-weather 3G sports surface and St Clement's Cabin which can be used as an outdoor classroom. We feel very lucky to have such large outdoor areas at our school.

At St Clement's, we value the vital role that parents play in their child's education and encourage parents to be involved in all aspects of school life. We very much hope that new parents will support and participate in the many enjoyable events which are organised for the benefit of children and families throughout each academic year.

Parents are able to receive newsletters and information regarding school and class events via email. Memorable learning events are also shared on our school Facebook page "[St Clement's School Jersey](#)". Some information is also available on the school website which can be found at: www.stclement.sch.je

We want our children and their families to have a very positive experience during their time at St Clement's. I am usually available before school each morning to speak to parents. However, if I am unavailable then my Deputy Headteacher, Mrs Marianne Hickling, is always happy to meet parents. We both look forward to the beginning of a positive and productive relationship with you and your child.

Richard Heaven
Headteacher

ST CLEMENT'S SCHOOL

MISSION STATEMENT / SCHOOL PRINCIPLES / CORE VALUES / CURRICULUM CONCEPTS

At St Clement's School the whole community was involved in producing our mission statement and principles.

Our Mission Statement is:

**Aim high to achieve,
Together we succeed**

Our School Principles are as follows:

1. We believe in valuing and respecting one another, resources, property and the environment.
2. We believe in a high quality, stimulating and safe learning environment.
3. We believe that we learn best when given supported, challenging opportunities
4. We believe in taking responsibility for our own learning.
5. We believe that if something works we'll do more of it and if it doesn't work we should do something different.
6. We believe in clear and open communication.
7. We believe in a caring, supportive community that includes every individual equally.
8. We believe that all members of the school community have a contribution to make (children, staff, parents and others).

Our Core Values:

- Collaboration
- Perseverance
- Empathy
- Learning from Mistakes

Our Core Curriculum Concepts:

- Engaging
- Accessibility
- Challenging
- High Expectations

STAFF LIST – SEPTEMBER 2023

Headteacher – Mr Richard Heaven

Deputy Headteacher – Mrs Marianne Hickling



Teachers

Year 6	Miss Kelly McCullagh
Year 5	Mrs Sarah Lumsden
Year 4	Mr Kieran Norman
Year 3	Miss Paris Pretty
Year 2	Mr Tom Hall
Year 1	Mrs Claire Griffiths
Year R	Mr Tom Oxenham
Nursery	Mrs Lucy Sanderson
Teacher of the ARC Provision	Mrs Emily Ryan
Special Educational Needs Manager of the ARC Provision	Mrs Marianne Hickling
Specialist Teacher of Computing	Mr Max Livesey

Support Staff

School Administrator	Mrs Debbie Davies
Caretaker	Mr Ian Mildren
Nursery Officer	Mrs Paula Turner
Nursery Officer	Miss Shelley Jehan
Parent Engagement Worker/Keyworker	Miss Sarah Andrews
Lead Keyworker & L/Time Assistant	Ms Lara Roche
Teaching Assistant & L/Time Assistant	Mrs Mary Peachey
Teaching Assistant & L/Time Assistant	Mrs Leonie Dean
Lead Keyworker & L/Time Assistant	Ms Sue Le Monnier
Teaching Assistant & L/Time Assistant	Mrs Teresa Hayes
Lead Keyworker & L/Time Assistant	Mrs Lou Jouanne
Teaching Assistant & L/Time Assistant	Mrs Julie Guillard
Lead Keyworker & L/Time Assistant	Mrs Katy Landick
Lead Keyworker & L/Time Assistant	Mrs Maureen Bray
ARC Lead Keyworker	Mrs Tracey Betambo
ARC Lead Keyworker	Mrs Ali Le Moignan

STARTING SCHOOL

Parents are offered the same starting date for all children born within the academic year. This means that some children will be just four years old whilst others may be already five. All staff are trained to provide a suitable environment and curriculum for this wide age range.

There are eight year groups in primary schools, including a Nursery provision.

We are a one form entry school, which means that we have one class for each year group.

Age group	Year	
Foundation Stage	3-4 years	Nur (Nursery)
Foundation Stage	4-5 years	Rec (Reception)
Key Stage 1	5-6 years	1
Key Stage 1	6-7 years	2
Key Stage 2	7-8 years	3
Key Stage 2	8-9 years	4
Key Stage 2	9-10 years	5
Key Stage 2	10-11 years	6

In June, parents whose children will be starting school during the next school year will be invited to an introductory meeting.

The Headteacher and members of staff will talk about the general organisation of the school. They will also describe what activities the children will be involved in during the day, how best to prepare children for starting school and how parents can support learning at home.

Your child will find that the Nursery and Reception Classes will provide an enjoyable and stimulating introduction to school life. The learning experiences are practical and matched to the child's age and stage of development.

Children are not all at the same stage on entering school. Activities are planned to cover this range and you will be invited to discuss your child's progress shortly after their admission and again in the Spring Term.

RECEPTION CLASS 2023/2024



Helping your child get ready for school:

- Encourage your child to become independent e.g. ensure that he/she can dress and undress and be able to cope with buttons, wellington boots and shoe laces, if necessary. Make sure that your child can use the toilet properly and is in the habit of flushing it. Also please make sure they are used to eating their lunch at a table without assistance.
- Talk to your child as much as possible, encourage his/her language to develop, as language is the tool for logical thought and is the basis of all learning. Let your child have as many experiences as you can, encouraging him/her to talk about them by “leading him/her on” in conversation and listening to his/her opinions.
- Read to him/her as much as possible, choosing books with an interesting story and extending vocabulary.
- Ensure that your child listens as well as talks, as listening to stories helps to develop language skills.
- Give your child as much experience as you can with paint, crayons, water, sand, construction toys, jigsaws and games, picture lotto, colour dominoes etc. avoiding letting him/her become discouraged by tasks or toys which are too difficult for him/her to handle at this stage.
- Teach him/her to recognise his/her own name, written in lower case letters, not capitals, apart from the initial letter e.g: Richard.
- Practise counting forwards and backwards.
- Encourage your child to find and recognise numbers, letters and common words in the environment e.g: STOP signs or Level 5 in the car park.
- Practise eating a packed lunch at home in preparation for school.
- Ensure that your child has a regular bedtime as tired children find it difficult to focus on learning.

We know from research into children's learning that what they learn at home is very important. The most successful pupils are those whose parents work together with school to support their learning.

UNIFORM LIST - SEPTEMBER 2023

Children are encouraged to wear the following school uniform;

WINTER

Either:

- Navy trousers
- Navy V neck cotton sweatshirt with school logo
- Gold polo shirt with school logo
- Dark socks & black leather shoes.

No trainers please.

Or:

- Navy skirt, pinafore dress or navy school trousers
- Navy V neck sweatshirt or cardigan with school logo
- Gold polo shirt with school logo
- Navy tights or white socks & black leather shoes.
Shoes with high heels are not suitable for use in school.

No trainers please.

SUMMER

Either:

- Navy trousers or shorts
- Navy V neck cotton sweatshirt with school logo
- Gold polo shirt with school logo
- Dark socks & black leather shoes.

No trainers please.

Or:

- Navy skirt, pinafore dress/playsuit - pale blue & white summer check dress.
- Navy V neck sweatshirt or cardigan with school logo
- Gold polo shirt with school logo (if not wearing summer dress)
- Navy tights or white socks & black leather shoes.

P.E. Kit

On P.E days your child will come to school in their St Clement's tracksuit with their P.E top and white shorts underneath.

Barefoot is essential for gymnastics and dance.

Trainers are used for both indoor and outdoor games sessions. Under no circumstances should school shoes be worn during P.E sessions.

T-shirts – blue with St. Clement school logo

Shorts – plain white

Children must not wear cycle shorts, football strip, beach shorts etc.

Leotards are not worn in P.E. lessons.

Tights/socks: Children are not allowed to wear tights for P.E. – white socks must be worn for these sessions.



All shoes should be suitable for school wear. Fashion shoes with heels, 'flip flop' style sandals and ankle height boots, are not considered suitable footwear for school use.

Jewellery should not be worn. Earrings are not encouraged. Stud earrings only are allowed and **must** be removed for physical education lessons to comply with health and safety advice. Hair bands should be plain and in school colours and children with long hair should wear it tied back at school. Nail varnish is not allowed for hygiene reasons.

All school uniform and P.E. kits can be purchased from JSSK. Initially you may wish to visit the shop in order to try the different sizes that are available. However, you may also order on line and have the option to have the items delivered to the school free of charge. The shop is located at 9, Les Quennevais Parade. Their details are as follows: www.jssk.co.uk email contact@jssk.co.uk and their telephone number is 742649.

PLEASE NAME ALL ARTICLES OF CLOTHING, INCLUDING COATS.

LOST PROPERTY

Articles that are named will be returned to their owner. Those without a name are kept outside the school office for a short time and then donated to charity. Watches etc. that are found are kept in the office.

MOBILE PHONES

Children are discouraged from bringing valuable possessions to school, including phones, as we cannot take responsibility for the safety of such items. If for any reason your child needs to bring a phone to school it must be handed in to their class teacher at the start of the school day. Phones must be switched off or put on silent mode and will be kept in the teacher's cupboard during the day. They can then be retrieved just before the children go home.

SCHOOL TIMES

Morning 8.45 a.m. – 12.00 p.m.
Afternoon 12.50 p.m. – 2.50 p.m.



Children **are not** permitted to enter the school building before 8.35am as teachers are preparing the classroom or may be attending meetings. The only exception to this are the children that are attending our Morning 'Sunrise' Club.

All children (except Reception children during the first half term) should go straight onto the school field if they arrive before 8.35a.m. As the children arrive, they enter the playground through the gate at the bottom of the field. Supervision before school begins at 8.25am. Children should not arrive before this time. The first bell rings at 8.35am when children enter school, hang their coats up and get organised for their lessons. The second bell at 8.45am signals the start of the first lesson. **This is the time the children are expected to be in the classroom for registration, sat down and ready to learn.**

Anybody arriving after 8.45am is required to report to the school office at the main entrance where they will be recorded as 'late'. This is an essential Health and Safety procedure and your cooperation would be appreciated to ensure the safety of your child.

LUNCHTIMES

In order to accommodate children adequately, all children will eat in their classrooms. KS1 will eat at 12.00pm and KS2 at 12.20pm. There will be an adult in each room when the children are eating. For everyone's comfort and wellbeing, we ask children to behave sensibly and safely in the play areas.

As there are a number of children with severe allergies within school, we respectfully ask parents to avoid putting any products containing nuts e.g: peanut butter or Nutella in their children's lunchboxes.

THE CURRICULUM

Jersey Primary Schools implemented the National Curriculum in stages from 1990. From September 2015 Jersey implemented the New Primary Curriculum in its entirety. An online guide to the curriculum can be viewed at the following web page: <https://www.gov.je/Education/Schools/ChildLearning/Pages/index.aspx>.

In most cases, the subject areas covered are identical to that studied in England.

ENGLISH

The English curriculum is divided into four areas:

- Spoken Language
- Reading
- Writing
- Spelling, vocabulary, grammar, punctuation

SPEAKING AND LISTENING

We aim to teach children to communicate effectively. Oracy skills underpin the development of both reading and writing. Children need to be able to speak confidently and actively listen if they are to be successful learners. An important way in which we learn is by listening to absorb new ideas, and by talking about new experiences and situations. Opportunities are given for all children to join in discussions and to share their opinions and experiences with each other and with their teachers. Activities such as 'circle time', discussions and debates give ideal opportunities to develop these skills.

READING

A very high priority is given in school to the learning and development of reading skills. Reading is much more than simply decoding words. A wide range of comprehension skills are taught. Pupils are taught in a way that encourages enthusiastic and independent readers.

In Reception and Key Stage 1 children have:

- daily reading / phonics lessons
- whole class, groups and individual pupils work independently on a variety of reading activities

- high quality enlarged print books and poems
- carefully graded reading texts
- a print-rich environment
- on-going assessments

The school follows the 'Letters and Sounds' phonics teaching programme. This is a UK programme used to teach the important skills required to read successfully e.g. the phonics skills of segmenting and synthesising.

Key Stage 2 have similar English lessons with an increasing emphasis on developing comprehension skills and an exposure to a wider range of written genres. In Year 5 and 6, reading activities are based more on the children's written response to the text. All children will regularly bring books home, which we hope you will share with them. Class teachers share up to date information about how we teach reading and how you can help. Children are far more likely to succeed with encouragement and help from home.

WRITING

Children are taught to understand the value of writing as a way of remembering, communicating and of course as enjoyment! Writing is divided into Transcription [spelling and handwriting] and Composition [articulating ideas and structuring them in speech and writing].

Both key stages spend at least an hour each day learning the many different aspects of the English Curriculum.

DRAMA

This plays an important part in the creative and personal development of a child and may be taught in its own right or in connection with other areas of the curriculum.

MATHEMATICS

We aim to ensure that all pupils become fluent in the fundamentals of Mathematics through frequent practice with increasingly complex problems. The curriculum develops the children's ability to reason mathematically and to solve problems by applying their knowledge. Our aim is to develop the child's skills of numeracy, measurement and simple statistics – skills that are necessary in everyday life. We also encourage development in the use of logic and reasoning. Practical experience, using concrete materials, is involved at all levels and the application of mathematics to relevant daily events and experiences is extremely important.

SCIENCE

The ability to communicate, explore and link scientific concepts to everyday life is an essential element of our progressive Science curriculum. It is taught throughout the school through linked units which will give the children an appreciation of, and knowledge about, both natural and manmade phenomena. Health education is included in this area of the curriculum.

COMPUTING

The school encourages the use of computing skills to support all areas of the curriculum. Children use PCs and I Pads in many creative ways. They are also taught a specific Computing Curriculum which focuses on Computer Science, Digital Literacy and Information Technology skills.

This subject has become increasingly important as the use of computers in many areas of life has developed. Computers are networked, using a variety of programs. Each child from Y2 to Y6 has their own e-mail account with access to the Education Department Intranet and filtered access to the World Wide Web. Each classroom has an interactive white board or panel to deliver the curriculum in a variety of stimulating ways.



CROSS CURRICULAR WORK AND THE CREATIVE CURRICULUM

Each class will study a number of mini- topics in one year, depending on their age. These topics may be taught using a cross-curricular approach, but will always have a specific subject bias such as Science, History, Geography, Art or R.E. Children form a view of the world in the light of their own experiences, therefore much use is made of the school, its grounds and our local environment, gradually extending to include the Island of Jersey and further afield. Teachers plan learning in a creative way and parents are encouraged to become involved through 'take-home' tasks to support their child's learning.



MUSIC

All children are encouraged to participate in singing and in playing untuned and tuned instruments. They may also participate in a variety of musical performances throughout the school. KS2 children learn to play the ukulele. Staff encourage a love of music and all children enjoy lively and often humorous performances. Those who show a suitable aptitude for music may apply to play an orchestral instrument through the Jersey Music Service.

ART & DESIGN AND TECHNOLOGY

A variety of media is used and work may often be related to another part of the curriculum. These areas are a valuable aspect of a child's education, developing skills and techniques and allowing children to solve problems and to express themselves in a creative way.

RELIGIOUS EDUCATION

The children are given an awareness of the Island's Christian heritage through Bible stories, church festivals and various themes taught during lessons and school assemblies. They also learn about and from a number of other principal religions.

PHYSICAL EDUCATION

Children of all ages will engage in two sessions of physical activity per week. The emphasis within PE lessons is both on the acquisition of skills and also on being active for a sustained period of time. Children across the different age groups will take part in a variety of active sessions based around the following areas:

- Games
- Gymnastics
- Dance
- Athletic Activities
- Swimming (Year 4 and Year 5)
- Outdoor and Adventurous Activities

These lessons may take place in the hall, on the playground, on our 3G sports surface, on Le Rocquier's playing field or in France!

Whenever possible the school involves Sports Development Officers in the teaching of P.E. This enables the children to have access to a wide range of activities ranging from cricket, golf, rugby, netball and football.

The school is represented in the Football and Netball Primary School Leagues. Matches take place after school and on Saturday mornings. Year 4, 5 and Year 6 have a comprehensive outdoor education programme that develops team building skills, perseverance and problem solving. This includes two residential trips, the first to Crabbe or the Scout Hut in Year 4 and the second to an activity centre in France in Year 5.

FRENCH

French is introduced in Year 3. A variety of programmes and materials are used to stimulate the children's interest and ensure progress in learning a new language. The main course used by most Island Schools is Salut Jersey, which has been devised by local teachers under guidance of advisers from East Sussex. Other materials and locally produced resources are used to supplement this.

PERSONAL, SOCIAL AND HEALTH EDUCATION

These lessons provide opportunities to promote the social, moral, cultural, spiritual and physical development of pupils. This area includes Relationships and Sex Education.

EDUCATION OUTSIDE SCHOOL

Teachers regularly organise visits for children in all age groups to extend their learning. These visits include:

- St. Clement's Church
- Mont Orgueil
- Jersey War Tunnels
- La Hougue Bie and Mont Ubé Dolmen
- Y5 and Y6 have several days of special outdoor activities e.g. kayaking, surfing, coasteering etc.

HOUSE SYSTEM

We believe in making the children feel part of our school community by allocating each child a house group. The four houses are Falcons, Harriers, Kestrels and Owls. If the children have an older sibling they will automatically join them in the same house. The children work hard to collect house points and house pebbles by following the Golden Rules that support our core values. These school rules are:

- Be honest and truthful
- Work hard
- Be gentle, kind and helpful
- Listen to people, you will have your turn
- Look after property

By exemplifying the core values and following the Golden Rules the children can gain points for their house team and work through their own bronze, silver, gold and platinum and platinum plus levels. Pupils that demonstrate one of our core values are also rewarded by being nominated to attend the Headteacher's Tea Party, which takes place every two weeks. Our core values are: Collaboration, Perseverance, Empathy and Learning from Mistakes. Pupils that always follow and model our Golden Rules are given the chance to attend our weekly Hot Chocolate Wednesdays.



SCHOOL CLUBS

Numerous clubs and activities are run by the staff for the children. These take part at lunchtimes and after school. Clubs vary from year to year and have included football, netball, athletics, cross-country running, signing choir, coding club, chess club and drama.

RIGHTS RESPECTING SCHOOL AMBASSADORS

St Clement's values the views of our pupils and this has had a number of benefits for both adults and children in our community. Our team of ambassadors is an elected body of pupils (two from each class from Year 2 upwards) whose purpose is to represent their class and be a forum for active and constructive pupil input into the daily life of the school and the wider community. Elections for representatives take place once a year and follow electoral procedures e.g: nominations, ballot forms and a ballot box. The team also suggest ways to improve the school environment in an eco- friendly manner.

CHARITIES

The school supports several charities. Recently we have raised money for BBC Children In Need, Grace Trust, Lions Club of Jersey and the Grace Crocker Foundation.

PARENT ENGAGEMENT WORKER / FAMILY SUPPORT WORKER

Miss Sarah Andrews is our school Parent Engagement Worker. She works within school and so is available to meet with parents and provide a link between home and school. She also has a good knowledge of the agencies that are available to support parents. Parents can make an appointment to meet with Miss Andrews by either telephoning the School Office or by emailing her on s.andrews@stclement.sch.je

Family Support Workers that are based centrally within the Children and Families Hub also provide support for parents in school.

ADDITIONAL ADULT HELP IN SCHOOL

We are fortunate to be able to fund a number of support staff whose valuable work is much appreciated. Support staff assist children with their learning in classes throughout the school.

PARENTAL INVOLVEMENT

Collaboration and co-operation between parents and school help to create a better understanding of the kind of education that we are providing for your children.

We are pleased with the level of support given by parents to the pupils of St. Clement's and work hard to maintain this valuable relationship. Parents are surveyed regularly about different aspects of school life.

Besides the usual fundraising events, parents, grandparents and friends are invited to help with class visits and other activities including craft, cookery, sewing and any other expertise they can offer. This kind of help is of great benefit to the children and is highly valued by the teachers. We are also happy to offer places to students e.g. Project Trident, as their visits benefit both the individual and the school.

If parents can make a regular commitment, or alternatively an occasional visit, please let a member of staff know. Parent volunteers have to complete an online Disclosure Barring Service (DBS) form in order to be able to assist in school. This process can take up to six weeks to be completed.

SCHOOL FUNDRAISING

Various activities are organised throughout the year to raise funds for the benefit of all children. Parents are encouraged to become involved in these events. The proceeds are spent on a variety of resources, which will benefit all children. You will regularly receive news about the fundraising activities via email. Please support these activities as they benefit all of the children at St. Clement's School.

PARENT'S MEETINGS AND REPORTS

Early in the year, information will be given to you about the curriculum and procedures for each year group. Parent/teacher meetings are held for a detailed discussion about progress in the Autumn and Spring Terms. In the Summer Term, written reports are sent to parents, with opportunities for parents and pupils to contribute. Children are assessed continually, but more formal assessments also take place, throughout the year. The school aims to keep parents fully informed about their child's progress and achievement.

SPECIAL EDUCATIONAL NEEDS

Many children experience difficulties at some time in their education. These are often temporary and are dealt with by school. A very small number of children (about 2% nationally) have significant and long-term needs. These children require multi-disciplinary assessment, involving an educational psychologist, the school, parents and other agencies. We aim to keep parents informed of any concerns that we may have.

Please do not hesitate to contact school if you are worried or wish to know more about your child's progress. We aim to provide information to help parents to become involved in their child's learning.

MEDICAL NEEDS

Please let us know if your child has a specific medical problem, which may affect their life in school. We also need to be aware of any allergies or regular medication that your child has to take. Please do not send your child to school with **any** medication without previously discussing this with either the Headteacher or the School Secretary. Parents should refer to the Department for Education's policy surrounding the Administration of Medicine's which can be found at :

<https://www.gov.je/Government/Departments/Education/Pages/Policies.aspx>

A record of children with ongoing medical disorders is kept at school. Parents must inform school of any medical needs before they begin school, as well as any ongoing changes, to ensure that records are maintained and accurate. This includes any medical equipment such as asthma inhalers and epi-pens. Pupils with complex medical needs will have a Health Care Plan detailing both the child's needs and the arrangements that the school puts in place to meet these needs.

HYGIENE INSPECTION

The school nurse no longer does regular hygiene visits, so it is in everyone's interest that parents should check their own child's hair on a regular basis for any evidence of head lice by using a fine tooth 'nit comb'. Children with live lice must not attend school until they have been treated with the lotion recommended by Public Health. This is available from the chemist or obtainable on prescription from GP's. **The lotion should only be used on the family member who has live lice in their hair.**

MEDICAL EXAMINATIONS

All children have a medical examination in their first school year. This includes height and weight measurements as well as eye checks. Full notification is given to parents in advance and your consent is necessary before any injection or immunisation can be given. Year 6 children have their height and weight measured again before they leave to go to secondary school.

FIRST AID

Several staff are currently qualified First Aiders. If your child has an accident at school or appears unwell, these staff will check their condition. If we feel concerned in any way you will be notified and possibly asked to collect your child from school.

If your child bangs their head at school, parents will always be contacted so that the child can be monitored after school. Any other minor first aid injuries dealt with at school will result in a first aid slip being sent home to inform parents of what happened and the treatment/ support given.

SCHOOL DENTIST

The school dental service has undergone a review in recent years. Currently an annual dental inspection takes place. Parents are always free to seek dental treatment for their children at the Dental Clinic at the General Hospital. Treatment is free of charge.

SECURITY

The school has a Health and Safety Committee to ensure that policies and risk assessments are reviewed and updated. Fire drills are held every term so that children are familiar with the nearest exit in order to be able to evacuate the building quickly.

For everyone's safety we ask all visitors, including parents, to check in at the main office, entering through the front door only. Please do not go directly to a classroom. Only nursery children and nursery parents are allowed to enter through the nursery door.

MORNING 'SUNRISE' CLUB

As a school we offer a morning club for Reception aged children and above. It provides early supervision from 7.40am to 8.25am which costs £3 per day. If you would like to request a place within this facility please advise the school secretary via admin@stclement.sch.je . Bookings for the Morning Club are made on a termly basis. As this facility is run by school with very limited administrative staff we are not able to accommodate last minute requests or be flexible in terms of shift work patterns.

FREEDOM ACTIVITY AFTER SCHOOL CLUB

This club is run entirely independently from school. Applications need to be made directly to Mr Jim Westwater who is the manager of the club. Further information can either be obtained by emailing Mr Westwater at: jimwestwater@hotmail.com

ABSENCE FROM SCHOOL

If your child is absent from school, you must phone the School Office as soon as possible to let us know. School will contact home if your child is absent without notification. Please inform the school secretary of the reason for your child's absence as this is recorded in the CYPES database.

If a child has a dental or medical appointment we would like to be informed the day before the appointment where possible.

ATTENDANCE

Leave during Term Time

CYPES does not, at any time, support leave during term time. However, in exceptional circumstances, Headteachers are able to authorise leave in accordance with the CYPES' policy. If a request for term time leave is required, parents should arrange an appointment with the Headteacher to discuss the context behind the application. Travel arrangements should not be booked until after this meeting has taken place. The form requesting absence from school can be obtained from the School office or downloaded from our school website.

PUNCTUALITY

At St Clement's School we believe that punctuality is important. If a child is late they may miss the introduction to new work, arrive after notices are given out and they, in turn, interrupt lessons. For this reason please ensure that your child arrives at school **between 8.25am and 8.35am**. Please do not drop your child off before 8.25am as there is no playground supervision prior to this time.

BEHAVIOUR EXPECTATIONS

Children are, at all times, encouraged to show consideration and courtesy to everyone they work and play with.

We therefore have certain expectations:

- Children are expected to show respect towards each other and towards their teachers and other helpers.
- During lessons, we expect pupils to be attentive. Children have a right to learn and equally, their teachers have a right to teach.
- In the interests of safety and of creating a pleasant environment, we expect children to move about the building quietly and in an orderly manner.
- Everyone is expected to show respect for equipment and property, both personal and communal.

We encourage good behaviour by giving praise and rewards in the same way that we encourage academic work. This approach to discipline by 'positive reinforcement' – i.e. by rewarding good behaviour / 'catching children being good' has been shown to be more successful than concentrating on poor behaviour. Children need to be happy in school and know that they can make mistakes as part of their learning and development. We help them develop self-esteem and self-discipline in order to benefit fully from their years in school. There are many rewards for good behaviour such as house points, celebrating good choices with other staff members and attendance at Hot Chocolate Wednesdays and the Headteacher's Tea Party.

Parents are encouraged to support their children in the development of the school's core values and the following of our Golden Rules which are displayed throughout the school.

When children persistently behave in a manner that causes disruption or particular concern, either the Head or Deputy Headteacher will take time to understand the underlying cause of the problem. Following this discussion, they will then contact the parents to discuss the matter further. *We firmly believe that problems are most successfully overcome when home and school work closely together.*

When sanctions for poor behaviour have to be applied, children may be asked to repeat work that is of poor quality, be given a fixed period of 'time-out', forfeit free time or lose other privileges.

SCHOOL CLOSURE DUE TO WEATHER CONDITIONS

On the extremely rare occasions when the school is affected by snow, ice or extreme temperatures, the decision to close school will be broadcast on Radio Jersey between 6.00 a.m. and 8.00a.m. Information regarding possible school closure can be followed on the CYPES Facebook page and Twitter feed and across local media.

In the event of a closure within the school day, parents are encouraged to collect their children at the earliest opportunity, unless an alternative arrangement has been annotated on the data collection sheet which is updated annually.



CHANGE OF ADDRESS

Please ensure that the school is notified of any change of home address or contact telephone numbers.

COMMUNICATION

The school communicates with parents through our own communications system – In Touch. Newsletters and class information will be emailed out via this system.

When parents need to email school they should use the following central email address:

admin@stclement.sch.je

The school also has a Facebook page which is used to share memorable learning moments with parents. This can be found by searching for “[St Clement’s School Jersey](#)”.

We hope this information has been useful and welcome you and your family to the St Clement’s School Community. Please let the school know if you think of any information that is missing from this handbook.

Headteacher – Richard Heaven
June 2023