

St. Clement's School



A Handbook for Parents

2025 - 2026

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 220 pupils between three and eleven years of age. 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, a music room, a fantastic library, an ICT suite and a generic needs-based provision for children with a wide range of complex needs.

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, Mr Tom Hall, is always happy to meet parents. We both look forward to the beginning of a positive and productive relationship with you and your child.

Please note this handbook also applies to children who attend the Wrap Around Care Provision.

Richard Heaven
Headteacher



VISION

At St Clement's School we provide a rich and varied curriculum which engages all children in challenging activities within a safe, inclusive learning environment. Throughout their time at St Clement's School, pupils will develop our core values of perseverance, empathy, collaboration and their ability to learn from their mistakes. Pupils are encouraged to use these skills to enable them to 'Aim High and Achieve' together in all aspects of the curriculum.

Core Values

Collaboration

Perseverance

Empathy

Learning from Mistakes

Core Curriculum Concepts

Engaging

Accessibility

Challenging

High Expectations

| Our School Principles are: | |
|--|--|
| Our Core Values | Our Core Curriculum Concepts |
| <p>Empathy: We believe in valuing and respecting one another, resources, property and the environment.</p> <p>Learning from Mistakes: We believe that if something works, we will do more of it and if it doesn't work, we will do things differently.</p> <p>Collaboration: We believe in a caring, supportive community that includes every individual equitably.</p> <p>Perseverance: We believe in taking responsibility for our own learning and we try and try again until we succeed.</p> | <p>Engaging: We believe in a high quality, stimulating and safe learning environment.</p> <p>Challenging: We believe that we learn best when given supported, challenging opportunities.</p> <p>Communication: We believe in clear and open communication in how we deliver our curriculum.</p> <p>Accessibility: We understand everyone has a right to an education and we aim to provide the best suited curriculum for all.</p> |

STAFF LIST – SEPTEMBER 2025

Headteacher – Mr Richard Heaven
Deputy Headteacher – Mr Tom Hall



Teachers

| | |
|---------------------------------|--------------------------|
| Year 6 | Miss Kelly McCullagh |
| Year 5 | Mrs Sarah Lumsden |
| Year 4 | Mr Kieran Norman |
| Year 3 | Mrs Claire Griffiths |
| Year 2 | Miss Paris Pretty |
| Year 1 | Mrs Lucy Sanderson |
| Year R | Miss Hayley Breen |
| Nursery | Mr Tom Oxenham |
| Specialist Teacher of Computing | Mr Max Livesey |
| Regular Supply Teacher | Mrs Nicole Hill |
| Regular Supply Teacher | Mrs Marianne Hickling |
| Regular Supply Teacher | Miss Katie Bennett-Jones |

Support Staff

| | |
|------------------------------|--------------------------|
| School Business Manager | Mrs Debbie Davies |
| School Secretary | Miss Chantal Birch |
| Designated Safeguarding Lead | Mrs Devorah Morris-Monro |
| Caretaker | Mr Ian Mildren |

ARC Provision

| | |
|------------------------------|-----------------------|
| Special Educational Needs | Mrs Emily Ryan |
| Teacher of the ARC Provision | Mrs Jill Stocke |
| ARC Provision Lead | Mrs Mel Allen |
| ARC Lead Keyworker | Miss Katie Bowen |
| ARC Lead Keyworker | Mrs Julie Guillard |
| ARC Lead Keyworker | Ms Elwira Hasuira |
| ARC Lead Keyworker | Ms Brooke Jarrett |
| ARC Lead Keyworker | Miss Ashleigh Hardman |
| ARC Lead Keyworker | Ms Danni De Loynes |
| ARC Lead Keyworker | Mrs Gina Strugariu |
| ARC Lead Keyworker | Ms Jacqui O'Hara |

Teaching Support Staff

| | |
|---|--------------------|
| Senior Learning Support Assistant/ELSA | Miss Sarah Andrews |
| Senior Learning Support Assistant | Mrs Tracy Betambo |
| Teaching Assistant | Miss Fleur Dodd |
| Learning Support Assistant | Mrs Louise Dugdale |
| Senior Learning Support Assistant /ELSA | Miss Shelley Jehan |
| Senior Learning Support Assistant | Mrs Katy Landick |
| Senior Learning Support Assistant | Mrs Lou Jouanne |
| Senior Learning Support Assistant | Ms Sue Le Monnier |
| Learning Support Assistant | Mrs Mary Peachey |
| Trainee Learning Support Assistant | Mrs Ciara Pretty |
| Senior Learning Support Assistant | Ms Lara Roche |
| Lunchtime Supervisor | Mr Taylor Roche |
| Learning Support Assistant | Miss Ana Santos |
| Senior Learning Support Assistant /ELSA | Mrs Paula Turner |

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 2024/2025

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 Requirements

Embroidered St Clement's School Uniform is purchased from Lyndale Sports.

School uniform (embroidered) to be purchased from Lyndale is as follows:

| | |
|---------------------|--|
| General Wear | Navy V Neck Sweatshirt or Cardigan – embroidered with school logo Lemon Polo Shirt – embroidered with school logo |
| PE Wear | Navy Training Top – embroidered with school logo Royal Blue T-Shirt (round neck) – embroidered with school logo |

School uniform that can be purchased by a supplier of your choice:

| | |
|---------------------|---|
| General Wear | Black school shoes |
| Summer Wear | Blue checked summer dress/playsuit OR smart navy shorts |
| Winter Wear | Smart navy trousers or smart navy skirt |
| PE Wear | Navy tracksuit bottoms, jogging bottoms or leggings Navy Shorts General sports trainers (ie no fashion trainers, for example Converse or Vans trainers) |

How to Purchase Uniform

Uniform can be tried on at Lyndale Sports, or at School, using a set of "Try for Size" items.

Access Lyndale Sports website: www.lyndalesports.com and find St Clement's Primary School. You can choose to "Click and Collect", "Deliver to School" (free of charge and only available during term time), or "Postal" (available for a fee).

Any orders placed during term time before 11.00am will be delivered the same day. During any busy "back to school" periods, please allow 48 hours for "Click and Collect" orders.

Lyndale can be contacted by email at myra@lyndalesports.ie or via telephone on 862411.

PLEASE ENSURE ALL UNIFORM IS LABELLED.

P.E. Kit

On P.E days your child will come to school in their P.E top and navy shorts or jogging bottoms/leggings.

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 – navy

Children must not wear football strips or 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. Equally, trainers should be sports trainers and not fashion trainers, e.g. Converse, Vans etc.

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 Lyndale Sports. 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 Rue du Grand Jardin, Augres, Trinity, JE3 5FJ.

Directions: Travel North up the A8 (La Grande Route De La Trinite, Trinity Hill). Take the second turning on the left after the Red Rose Restaurant and follow the directional signs from there.

Their Website is as follows: <https://www.lyndalesports.com>. They can also be reached by email on myra@lyndalesports.je or by telephone on 862411.

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 8.35am. 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 two sittings in the hall. Children will either eat 12.00pm or 12.25pm. A number of adults will supervise the children eating in the hall and also playing outside.

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.

Hot meals are available to all children and are purchased from Caring Cooks and eaten in our school hall. Details of how to sign up are within your Reception pack.

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. 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.

ORACY

Oracy skills underpin the development of both reading and writing. Children are encouraged to develop their Oracy skills and use their voice across all subjects and in a variety of learning and social situations. This will enable successful discussion, inspire speech and promote effective communication.

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 'Essential 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 around the island.

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.

MODERN FOREIGN LANGUAGES

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.

Jèrriais is also introduced in Year 3, where they take part in a 6-week programme. This provides an awareness of the local language.

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 pebbles by demonstrating our core values. 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 rules and model our core values 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 Zumba.

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 Lowe Legacy Fund.

SAFEGUARDING LEAD / FAMILY SUPPORT WORKER

Mrs Morris-Monro is our school Family Liaison Officer. She is also one of the school's safeguarding leads.

She works within school and so is available to meet with parents and provide a link between home and school. She has a good knowledge of the agencies that are available to support parents. Parents can make an appointment to meet with Mrs Morris-Monro by either telephoning the School Office or by emailing her on d.morrismonro@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.

CHILDREN WITH ADDITIONAL/COMPLEX 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.

Mrs Emily Ryan is our Special Educational Needs Co-Ordinator (SENCo) and can be contacted on e.ryan@stclement.sch.ie, should parents require further information or want to discuss their child's specific needs.

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 Office. Parents should refer to the Department for Education's policy surrounding the Administration of Medicine's which can be found at:

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

A record of children with ongoing medical needs 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.

WRAP AROUND CARE

The school provides both a morning club and an after-school club, as part of its Wrap Around Care Provision. Spaces are allocated on a first come, first served basis and a waiting list is kept if no spaces are available. If you would like to request a place within the Wrap Around Care Provision, please advise the School Business Manager via clubs@stclement.sch.je to request an application form. Alternatively, an application form for this provision has been provided within our New Starters packs.

Morning 'Sunrise' Club

Morning Club is on offer for Reception aged children and above. It provides early supervision from 7.40am to 8.25am and currently costs £3.00 per day. 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.

Children who attend our Sunrise Club will have free play time either indoors or outdoors (weather and staffing dependant), until 8.25am, when the outdoor areas are staffed. Children from Sunrise Club will then go outside with the other children.

After School Club

The school offers an After School Club for Reception aged children and above which runs from the end of the school day, 2.50pm to 5.30pm in order to support parents with childcare. 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.

Bookings are to be made and paid for in advance on a termly basis. A short session runs from 2.50pm to 4.00pm and costs £9.00 per hour, a medium session runs from 2.50pm – 4.30pm and costs £12.00 per session and a long session runs from 2.50pm to 5.30pm and costs £17.00 per hour. A small snack will be provided at 4.30pm to those who stay for the long session.

When children are at After School Club, this is classed as their “own time”, this means they have freedom to choose from various activities on offer, including free play, colouring or craft related activities, use of loose parts equipment, watching a movie etc. The usual school rules and expectations regarding behaviour are relaxed slightly and children attending After School Club are not required to complete homework. They are also not regulated on the length of time spent at each activity.

Applications need to be made to Mrs Davies, the school Business Manager.

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. Please call to inform us of your child’s absence before 9.00am.

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.

THE SCHOOL'S APPROACH TO BEHAVIOUR

This section also applies to those children who attend the Wrap Around Care Provision.

Why good behaviour is important

At St Clement's School we want to make sure that all of our pupils achieve their potential in a supportive and stimulating learning environment.

We aim to encourage a good standard of behaviour by establishing a clear code of conduct within a positive atmosphere. We want our children to learn how to play together and to learn together. We want them to behave well towards each other, the staff and their parents.

We believe children learn best when they are clear about what they are supposed to do and when they are continually and consistently encouraged to do so. We aim to provide a happy school for all learners. All our work at St Clement's School is based on our school mission statement, and school principles (Core Values and Core Curriculum Concepts).

More information can be found in the School's Behaviour and Relationships Policy.

As a parent, you can help your child by:

- Showing pride and pleasure in your child's achievements.
- Letting school know about any concerns which might affect your child's learning or behaviour.
- Supporting the school's policies and guidelines for behaviour.
- Helping your child to be organised and responsible for themselves and their belongings.
- Ensuring your child goes to bed at a sensible time during the school week.
- Monitoring the content and quantity of television viewing / screen time.
- Encouraging your child to tell a member of staff if anything is worrying him/her.
- Informing school of any factors, including medical information, that might affect your child's learning, welfare or behaviour.
- Support a message of acceptance that some children's behaviour looks different to their own.

As staff, we will help your child by:

- providing a rich and varied curriculum which engages all children in within a safe, inclusive learning environment.
- understanding that behaviour is a means of communication.
- ensuring that all learners are supported to communicate their needs safely and appropriately using their preferred communication system.
- understanding that some of our learners have learning difficulties and other complex needs which impact on how they learn to regulate and manage their behaviour.
- accepting that mistakes are part of the learning process and we recognise that all of our learners are at different stages of the developmental process.

- providing the opportunity to learn, understand and have insight into why our learners become dysregulated, and reflect on how/why it impacts on their behaviour.
- Working collectively with our learners, their parents/caregivers and other professionals to develop strategies as part of a consistent management plan to support them to self-regulate and manage their behaviour in a positive manner.

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.

PARENT PAY

The school uses a system called ParentPay. This is used to pay for trips and visits, sign up and pay for attendance at the Wrap Around Care Provision, as well as sign up to various after school activities we offer during the school year (ie cricket, multi sports club). Sign up details and further information will be sent to you shortly after your child starts school.

COMMUNICATION

The school communicates with parents through our own communications system – In Touch. Newsletters, updates and class information will be emailed out via this system. Emails will be sent from 7072014@sims-communications.co.uk. Please add this email address to your “Safe Senders” list (note: please do not reply to this email address as it is not frequently monitored and emails could get missed). Should you wish to respond to an email sent from InTouch, please send your response to admin@stclement.sch.je.

When parents need to email school they should use the following central email address: admin@stclement.sch.je. Please also add this address to your “Safe Senders” list.

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 2025