

Plat Douet School



Handbook
2020-21

SCHOOL DETAILS

Address:	Plat Douet Primary School Plat Douet Road St. Saviour Jersey JE2 7PN
Telephone:	01534 725759
E-mail	admin@platdouet.sch.je
Headteacher	Mr. Phil Walker
Type of School	Primary School: Foundation Stage (Nursery and Reception Classes) Key Stage 1 and Key Stage 2 Age range: 3 - 11 years No. of children on roll 470
Authority:	Jersey Education Department P.O. Box 142 Highlands St. Saviour Jersey JE4 8QJ
Telephone:	01534 445504 (Education Department)
Minister for Education	Senator Tracey Vallois
Director General	Mr. Mark Rogers

WELCOME TO PLAT DOUET PRIMARY SCHOOL

The staff at Plat Douet School would like to extend a warm welcome to you and your child. If your child is to join us for the first time we welcome you as parents/carers and look forward to a happy and successful association over the coming years. If you already have a child here we are pleased to strengthen the links between us.

We hope that this handbook will serve as an introduction to the school and help parents/carers to know and understand more about the school where their child will spend many years of their school life. In this handbook we have tried to provide you with the answers to some of the questions which new parents/carers of Reception children ask. It will also help those parents/carers whose child has transferred from another school. The handbook provides information on the school, its aims, curriculum and activities.

The information in the handbook is correct at the time of publication. However, it should be remembered that changes sometimes occur in the course of the year. You will be informed of these changes as they happen.

June 2020
Mr. P Walker

ENTRY

The school serves a catchment area and places are given first to those children living within the area. Parents/carers living outside the area are able to apply for a place at the school and we will be pleased to accommodate them if there is room in the appropriate age group. Children enter Reception class at the beginning of the school year in which they become 5 years old. Prior to this, children are also able to spend 3 terms in our Nursery class from the age of 3 years. Pre-school meetings for parents/carers and induction sessions for children are held in the summer term prior to entry.

CLASS ORGANISATION

Nursery and Reception pupils are known as the Foundation Stage and every effort is made to ensure continuity from Nursery (our own or another provider) into the Reception classes. At Plat Douet we have two-form entry which means that there are two parallel classes for each age group. Pupils will spend three terms in a Reception class before moving on to a Year 1 class. The children in Year 1 and Year 2 are known as Key Stage 1 pupils (KS1). The children in Years 3 to 6 are known as Key Stage 2 pupils (KS2). Pupils in Reception and Y1 have the full time help of a teaching assistant.

MISSION AND VISION

Mission Statement (our purpose)

At Plat Douet School every learner is entitled to a curriculum rich and varied, challenging and inspiring, which enables every individual to reach their fullest potential to the highest possible standard and allow all pupils to **'be the best they can be'**.



Our Vision (our future)

At Plat Douet School we have high expectations which allow all pupils to **'be the best they can be'**. We aim to provide a vibrant and engaging curriculum which equips our pupils for life. We nurture a safe and supportive learning community where everyone is treated with respect and in which spiritual, moral, social and cultural development is encouraged.

THE VALUES OF THE SCHOOL

The school has four values which underpin everything we do at the school. These are:

- Respect
- Aspire
- Achieve
- Community

THE CURRICULUM

Pupils in the Foundation Stage are taught 'Development Matters in the Early Years Foundation Stage' curriculum.

Pupils in Y1 to Y6 are taught the 'Jersey Curriculum 2014'. This curriculum requires that children are taught Art, Computing, Design and Technology, English, French (from Y3), Geography, History, Mathematics, Music, Physical Education, Science, PSHE (Personal, Social and Health Education) and Religious Education.

You will be informed at the beginning of each term of the content of the curriculum your child will be covering. Details of the Jersey Curriculum are available on the States of Jersey website and a paper copy can be borrowed from the Headteacher.

GENERAL INFORMATION

ABSENCE FROM SCHOOL

Parents/carers are required by law to ensure that any child of compulsory school age (5-16) receives efficient full time education. This extends beyond ensuring regular attendance and requires that the child arrives at school on time and in a condition to learn.

If your child is ill please notify the school secretary by phone (01534 725759) or email (admin@platdouet.sch.je), on the first morning of absence. If we are not informed of the reason for the absence it will be recorded as 'unauthorised' in the register.

If it is necessary for your child to attend a hospital or dental appointment during school time please show the appointment details to office staff.

If your child has to miss part of the school day for any other reason (e.g. dancing exam) please put your request in writing to the Headteacher well in advance.

Parents/ carers will be invited into school to discuss the way forward if there are concerns about their child's attendance and / or late arrivals. If the situation does not improve, the school will contact the Education Welfare Service.

ASSESSMENT

Assessment lies at the heart of the learning process and it is something that teachers carry out regularly. Careful records are kept to monitor progress and ensure that the activities set match the child's ability and stage of development.

BEHAVIOUR

We believe that promoting good behaviour and discipline in pupils should be a partnership between parents/carers and the school. The school has a positive plan for the development of behaviour which attempts to ensure that children learn:

- respect and consideration for other people (children and adults) and their property,
- politeness and good manners,
- a correct attitude to learning,
- self control at all times.

The school develops meaningful 'Values' with the children which help them to understand the need for self discipline. Teachers will always attempt to be firm but fair. Every class has an incentive scheme which recognises and praises achievement in work, attitude and behaviour. However, when children behave in an unacceptable manner they must understand and accept the consequences. The school has a set of sanctions appropriate to the severity of the misbehaviour which all teachers will use. In cases of very disruptive or anti-social behaviour the Headteacher will invite the parents/carers into school to discuss the matter with him.

CHILD PROTECTION

All staff at Plat Douet have a duty of care to the children for whom we are responsible. Recognising children who have been the subject of abuse, and working effectively to protect them, is a high priority for all staff. All staff adhere to the guidelines within the most recent Education Department's 'Child Protection Policy and Guidelines' document. In addition, staff follow the procedures outlined in the school's Child Protection policy. A copy of this document is available on the school's website.

CONCERNS OR COMPLAINTS

We have an open door policy at Plat Douet School and parents/carers are encouraged to come in for any reason. If you simply have an administrative query come and talk to the secretary. If you have doubts about what your child 'is or is not doing', and you would like some clarification then come and talk initially to the class teacher. In the second instance please speak to your child's Phase Leader.

PHASE LEADERS

Foundation Stage: Mrs Cardwell

Y1 & Y2: Miss Godfrey

Y3 & Y4: Miss Linney

Y5 & Y6: Miss Clavel

Finally the Deputy Head or Headteacher are always willing to discuss unresolved problems or concerns. The best times to spend a few minutes with a teacher would be at 8.30 am or after 3.00 pm. For longer consultations please telephone for an appointment so that we can be sure to set enough time aside for discussion.

Please remember to always come and talk to us about any matter concerning your child's education, even if it appears trivial. We also need to be made aware of any home issue which may affect your child's work or behaviour in school. If it concerns you, if it concerns your child, then it concerns the school. Working together we can make the education of the pupils at Plat Douet second to none.

We have a 'Comments, Complaints, Compliments' form in the school foyer which parents /carers can complete if they would prefer not to approach a member of staff directly.

Where a parent/carers may feel that an issue has not been dealt with appropriately it is important, for all involved, that there is a clear and transparent process for a complaint to be looked into and followed up. Please see our website for a copy of our formal Complaints Policy.

DATA PROTECTION

In order to protect your child's data, the school follows the requirements of the Data Protection (Jersey) Law 2018. Please read the Privacy Notice (issued separately) for further information.

All personal information about your child (eg contact details, assessments and school reports) is kept securely in the school office. When your child transfers to another school (eg secondary school / school in the UK) relevant records are passed on to that school.

The school uses InTouch as a way of facilitating contact with you and / or communication with you about your child's schooling.

EXTRA CURRICULAR ACTIVITIES

A range of extra curricula activities are provided for pupils from Y2 to Y6. (We believe that Reception and Y1 pupils are too tired at the end of the school day to participate in these activities.)

These after school or lunchtime activities vary each term and include football, netball, hockey, PE skills, athletics, cricket, French, homework, art and craft, drama, cookery, dance, computer, recorder, choir and chess clubs. We are grateful to the many teachers who willingly give up their free time to support our programme of after school activities.

HEAD LICE

Head lice and nits (eggs) are a recurring problem in all primary schools. They find their way into most children's hair at one time or another, but there should be no shame attached to infestation. Please contact the class teacher if you spot lice or nits and we will give you the information on how to deal with the situation such as the 'lotions' or 'wet combing' methods. If any lice are found, hair should be combed every day with a fine nit comb for fourteen days to remove resistant eggs and newly hatched lice. Please inspect your child's hair at least once a week throughout the school year to check for head lice.

HOLIDAYS OR OTHER LEAVE DURING TERM TIME

Parents / carers do not have the automatic right to withdraw their child from school for a holiday or other leave. The Education Department does not, at any time, support leave during term time, however, in exceptional circumstances Headteachers have the discretionary power to grant leave. Parents / carers must complete a 'Request for Absence' form which are available from the school office and on our web site.

Each request will be considered carefully taking into account:

- The age of the child;
- The time of year;
- The nature and purpose of the trip;
- Family circumstances;
- Attendance pattern of the pupil;
- Previous requests.

HOMEWORK

The homework routines for all classes will be explained at the yearly curriculum evening held annually in September. You will receive a letter informing you of when homework will be set, and when it should be given in. All children have a home reading diary or a homework diary in which parents/carers are encouraged to communicate with the class teacher.

HOME / SCHOOL AGREEMENTS

Pupils make the greatest progress in their learning and social development when there is close liaison and shared ethos between home and school. In order to promote positive relationships, you are invited to sign the home school agreement which you will receive as part of our induction pack.

LIBRARY BOOKS

We have an attractive and well stocked library which children visit every week with their class teacher. All children take a book from the school library home every week and they are encouraged to share this book with an adult. If library books are lost a charge is made towards the cost of replacement.

LINKS WITH SECONDARY SCHOOLS

Most Plat Douet children transfer to Le Rocquier School at 11 years of age, so links have been forged between our schools to assist children in their transfer.

LUNCH TIME SUPERVISION

The 1 hour lunch period is divided into two sessions with 30 minutes spent eating and 30 minutes spent playing out. Sessions are organised so that only half the school is out side at any time. Children will eat in their classrooms and will be supervised at all times by either a Teaching Assistant or a Lunchtime Supervisor.

Lunchtime Supervisors and Teaching Assistants will also supervise children at play. On wet days children will not play out, but will either be taken to a carpeted area where they will watch a video or will remain in the classrooms where they will be provided with appropriate playtime activities.

Children should be provided with an adequate, healthy lunch containing, at least, sandwiches and fruit and a non fizzy drink (no glass containers please). The lunch should be packed in a plastic lunch box clearly labelled with the child's name. KS1 and Foundation Stage pupils should not be given peanuts. For further information please refer to our Food Policy leaflet.

MEDICAL AND WELFARE

Reception pupils will be tested for vision, height and weight. If a hearing loss or poor vision is noticed a child will be referred to the appropriate clinic. Parents/ Carers of children in the Reception classes will also be asked to complete a written Health Assessment. Any child who arrives in the island after Reception, will be asked to complete a 'Movement into Jersey Schools' form. Y6 pupils are also tested for height and weight. If parents / carers wish to opt out of these health assessments they need to notify the Health Department directly.

An island wide Dental Screening is carried out annually. Parents/ Carers are asked to complete consent forms before each screening.

We have several qualified First Aiders who will attend to minor accidents or sickness during the school day. In the case of accidents requiring hospital attention, you will be contacted immediately and arrangements made to get the child to the Accident and Emergency Department as soon as possible. An ambulance will be called if this is considered to be the most appropriate way to transport your child to the hospital.

MEDICINES IN SCHOOL

As most doses of medicine are given three times per day, parents / carers are encouraged to give medicine before school, after school and before bedtime.

However if your child needs to have regular medication during the school day, you will be required to complete a request form. The medication will be locked away by a First Aider and administered in accordance with the instructions. You will have to ensure that the medication is replenished as necessary and notify the school in writing of any changes to the medication.

If you send your child to school with medication without our agreement, the school will not be responsible for that medication. All children with asthma have access to their labelled medication at all times.

NEWSLETTER / SCHOOL EVENTS

You will receive a link to the digital newsletter twice per term which will give you details of forthcoming events. Newsletters are sent out electronically by 'InTouch' and they are also on our school website. Paper copies will be given to those families who don't have internet access at home.

Parents, carers, families and friends of the school are invited to several events throughout the year such as class assemblies, the Christmas Play, and Key Stage 2 Carol Concert.

PARENTS / CARERS

REPORTING TO PARENTS/ CARERS

In September Y1 to Y6 parents/carers are invited to a year group meeting where the class teachers give a presentation on the curriculum and expectations for the academic year. Parents/carers may arrange to speak to the teacher on a one to one basis after this meeting.

Parents/carers are all offered an individual appointment with the class teacher during the first half term to discuss how their child has settled into their new year group.

In the spring term a written report will be sent out to all parents/carers. This will highlight what is going well and targets for the summer term.

Parent/carers will be offered a second teacher consultation during the summer term. During this meeting the teacher will discuss the pupil's progress towards their targets.

An appointment system ensures that everyone has an opportunity to discuss their child's progress with the class teacher. If the allocated time is insufficient a further appointment can be made with the teacher, Phase Leader or Headteacher.

HELPERS

Class teachers often encourage parents/helpers to come into school to help with many tasks. The advantage of additional adult help is three fold. Firstly, it is helpful to the teacher in supervising the many diverse activities in which the children are involved. Secondly, children benefit from working in small groups in close contact with an adult. Thirdly, parents develop a deeper understanding of their role in a child's education. It is beneficial for children to see parents and teachers working together. They see and understand that such co-operation is in the interest of their development. Please contact your child's class teacher if you would like to be a helper. The teacher will have a number of suggestions for tasks to be undertaken with children. You may have a particular skill you would like to use. If so please inform the teacher. Helpers will need to undertake a DBS check (police check).

PARKING

Parking at the school is limited and we therefore encourage as many parents as possible to walk with their children. If you do need to use a car, please park with consideration for others and abide by the following guidelines:

Cars should not mount the pavements on Plat Douet Road as pavements should be kept clear for pedestrians.

Cars should never be parked across driveways belonging to house owners in Plat Douet Road.

Drivers should not block the entrance to the car park, or allow children to get in or out of cars near the entrance to the car park, as this causes congestion on Plat Douet Road.

In the mornings parents / carers are allowed to drop Y1 to Y6 pupils in the car park where staff will support them making their way to class. It is however the responsibility of parents / carers to ensure their child's safety in the school car park.

Under no circumstances should cars park on the yellow line between the school exit and the Waitrose (Plat Douet Rd) entrance as vehicles parking in this area prevent heavy goods vehicles from accessing the Waitrose site.

RELIGIOUS EDUCATION

Religious Education is taught to all pupils from Reception to Y6 as part of the Jersey Curriculum. Pupils also participate in assemblies which may include a hymn and very occasionally a short prayer. Parents/carers who wish to exercise their right to withdraw their children from religious education lessons and assemblies should make an appointment with the Headteacher.

RESIDENTIAL EXTRA CURRICULAR ACTIVITIES

KS2 children have the opportunity to participate in three extra curricular residential visits:

- Year 4 spend one night at St Aubin's Fort
- Year 5 spend two nights at Crabbe
- Year 6 spend four nights in France

Time spent at each of these centres forms an integral part of our programme of outdoor education, cultural and environmental studies. A Parent's Evening is held for Y4 pupils before the St Aubin's Fort residential and before the Year 6 French residential.

SCHOOL TIMES / DATES

Mornings

Reception	8:45 until 12:30
Y1 to Y4	8:45 until 12:00 (with 15 minute break)
Y5 and Y6	8:45 until 12:30 (with 15 minutes break)

Afternoons

Reception	1:30 until 2:55
Y1 and Y2	1:00 until 3:00
Y3 to Y4	1.00 until 3.00
Y5 and Y6	1:30 until 3:00

Arrival Procedure

To encourage a calm start to the day, all pupils go straight to their classes when they arrive at school after 8:30 a.m. Reception children should be taken to their classroom door where they will be met by the class teacher or classroom assistant. KS1 pupils enter through the door of the Computer Suite and KS2 pupils enter through the KS2 door. There is an adult 'on duty' at each door.

Children should be in the school building by 8.40a.m in order to ensure a prompt start at 8:45 a.m. Pupils should not arrive at school more than 15 minutes before the start of the morning or afternoon session.

We expect children to be on time for school and if late an explanation should be provided by note or by telephone.

End of Day Procedure

At the end of the day you are required to collect your Reception and KS1 children from the classroom doors as no KS1 or Reception pupil will be allowed to walk home unaccompanied. KS2 pupils leave either from their classroom door or from the KS2 door.

Term Dates

Term dates are given out, at least one school year in advance, through a newsletter. This information is also available on our web site and on the States of Jersey website.

SECURITY

Once school is in session all outside doors will be locked. Visitors to school are asked to speak to the office staff to gain entry into the building. Voluntary helpers should sign in at the office and wear an appropriate badge.

Parents attending sharing sessions or individual meetings with teachers, whilst the school is in session, are also required to sign in at the office.

SNACKS

Children are encouraged to eat a healthy snack, such as a small piece of fruit during the daily break in the morning teaching session.

SPECIAL EDUCATIONAL NEEDS

A child with a special educational need is a child who, for a variety of reasons, is finding it hard to learn or to join in with the whole range of activities enjoyed by the majority of children of the same age. The special need may be caused by: a medical condition, problems with speech and language, limited levels of understanding, emotional difficulties or behaviour problems.

Parents/carers should notify the Secretary of any known medical problems e.g. poor hearing, poor eyesight, restricted movement, asthma, diabetes, epilepsy before the child starts school so that suitable arrangements can be made. If your child develops medical problems during his/her time at Plat Douet, please notify the Class Teacher straight away.

Many children may have a special educational need at some time while attending primary school. For some children, the need continues through all of their time at Plat Douet. For others, a short burst of a little extra help and support, is all they need to give them the skills and reassurance to fully join in with the rest of the class.

If your child is experiencing difficulty, the Class Teacher will notify the Special Educational Needs Co-ordinator (SENCo) and they will set targets for the child to measure his/her rate of improvement. Parents/carers are invited to discuss the targets with the Class Teacher or Special Educational Needs Co-ordinator and they are sent information about the extra help provided.

If a child makes little or no progress, despite the extra help put in place, more support will be provided and, with parental permission, the Special Educational Needs Co-ordinator will seek advice from the Education Department's Support Team, Speech and Language Therapist, Educational Psychologist, Occupational Therapist, Child and Adolescent Mental Health Service, or any specialist agency which can support the child.

At each stage, parents are kept informed of their child's targets and progress, in the form of an 'Individual Learning Plan'. Parents/carers are welcome to discuss their child, before or after school, or to send in written comments about their child's Individual Learning Plan.

SUN SAFETY

In order to ensure that all pupils are fully protected against the sun, please ensure that your child has a hat to wear outdoors whenever it is a sunny day. In sunny weather please apply sun cream to your child before they come to school. You may also wish to give your KS2 child a small tube of sun cream to reapply before they go outside.

THINGS TO BRING TO SCHOOL

Children need bring very little to school. They should bring:-

- a warm coat (a hat, scarf and gloves) in winter months
- homework bag / reading folder which can be purchased at school
- Lunch which should be brought in a standard sized plastic lunch box
- A water bottle

Children may also like to bring:-

- a healthy snack for morning break - a biscuit or some fruit (please NO chocolate, sweets or crisps)
- a pencil case containing pencils and colours (not in Reception or KS1) which should be clearly named

Parents are requested not to let children bring personal toys, collection cards etc to school unless asked to do so by the teacher as part of a class topic. Toys have a habit of being lost or broken causing distress to the child and frustration to the teacher who has to sort out the problem.

Children from Reception to Y2 inclusive should not bring large ruck sacks or other bags to school as there is no room to store them.

PLAT DOUET SCHOOL UNIFORM

At Plat Douet School we believe in the importance of uniform for the following reasons:

- *Children are smartly dressed to represent the school.*
- *They have appropriate clothing for different activities.*
- *There is no competition between children in vying for the latest designer clothes and trainers, so keeping the cost to parent / carers to the minimum.*

Girls

Navy blue skirt, pinafore dress, trousers or tailored shorts
Navy v-necked sweater or cardigan or school v-necked sweatshirt or cardigan
White shirt (long or short sleeved) and school tie
Gold polo shirt with school logo for the summer term and first half of the autumn term
Sensible school shoes (no open toes / sling backs for safety reasons)
White socks or navy blue tights
Blue and white checked dresses (summer only)

Boys

Short or long grey school trousers
Navy blue v-necked sweater or v necked school sweatshirt
White shirt (long or short sleeved) and school tie
Gold polo shirt with school logo for the summer term and first half of the autumn term
Sensible school shoes (no open toes for safety reasons) and grey socks

PE Clothing – to be worn to school on PE days

Blue track suit (no leggings) Gold round neck T-shirt Navy shorts Trainers

Art and Craft

A painting apron or 'adult sized shirt' to wear during Art lessons.

Hair

Hair should be kept clear of the eyes. Hair styles must not be extreme (eg. not partly shaved, no 'tram lines' or dyed hair). Long hair should be tied back. Hair bows and bands should be plain colours eg navy, black, white.

Make Up / Nail Varnish / Jewellery

Eye make up and nail varnish are not permitted. Jewellery should be restricted to a watch and a pair of studs for those with pierced ears. To comply with Health and Safety regulations, children are not allowed to wear any form of jewellery in PE or Games lessons. In these lessons studs must be covered with tape or removed.

Purchasing Uniform

All aspects of the school uniform are available for JSSK Limited, 3 Les Quennevais Parade, St Brelade, open Monday to Saturday 9.00am to 5.00pm. Uniform can also be ordered by telephone (742649) or online at their website www.jssk.co.uk and delivered free of charge to the school during term time.

Redvers, Jersey also stocks all items of Plat Douet School uniform. You can contact them on 731707.

Other items of clothing can be bought at any store which stocks school uniform.

PLEASE REMEMBER EVERY ITEM OF CLOTHING SHOULD BE CLEARLY LABELLED