

St Mary & St Michael
Catholic Primary School
Prospectus
2009-2010



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States of Guernsey
States Education Council



ST MARY & ST MICHAEL CATHOLIC PRIMARY SCHOOL

LA RUE DES MONTS, ST SAMPSON'S , GUERNSEY, GY2 4HU
Tel: 01481 245020 Fax: 01481 247051

Headteacher: Mrs. H. Shepherd B.Ed (Hons), NPQH, NNEB

Dear Parents

Welcome to St Mary & St Michael Catholic Primary School.

The staff of St Mary & St Michael Catholic Primary School values the partnership we enjoy with parents, parish and community. Our aim is to build on the work you have started at home and develop the spiritual, social, moral, physical and intellectual aspects of your child so that he/she can grow confidently and happily.

The aim of this school booklet is to give you and your child a clear idea of what to expect at St Mary & St Michael Catholic School.

Yours sincerely

Helen Shepherd (Mrs)
Headteacher

Our Mission statement

“St Mary & St Michael Catholic Primary School; learning together and following in the footsteps of Christ.”

We aim to be a caring, welcoming, worshipping community where the teachings of Christ are central to school life; recognising and respecting that each individual is made in the likeness of God. Together we aim to forge a partnership to enable everyone to strive for personal excellence whilst growing and developing spiritually, academically, socially and morally.

Our Aims

We aim:-

- ☺ To foster an awareness of Catholic values and live the Good News
- ☺ To actively involve the Catholic church community in our learning
- ☺ To encourage good citizenship through an awareness of respect for each other as individuals and to become role models for all
- ☺ To lay the foundations for life-long learning through collaborative and independent experiences
- ☺ To develop our physical skills and to recognise the importance of pursuing a safe and healthy life style
- ☺ To encourage each other to ‘be the best we can be’ in all aspects of our work and behaviour
- ☺ To provide a stimulating environment that challenges, excites and motivates whilst promoting independent learning
- ☺ To value and respect one another
- ☺ To develop skills necessary to foster harmonious relationships
- ☺ To develop and build upon links with the wider community sharing respect for other peoples’ values and beliefs
- ☺ To provide a welcoming atmosphere for all who enrich the life of our school

Context of school

St. Mary & St. Michael Catholic School is a small caring school situated in Rue des Monts, Delancey. We seek a Christ centred community where all are valued and co-operate to realise each person’s fullest potential. We are united in Christ by prayer, love, respect for others and support for individuals, families and the wider community.

Our school is situated near Our Lady Star of the Sea Roman Catholic Church. We have 161 pupils on the school roll, the majority of pupils are baptised in the Catholic Faith.

The age of the pupils ranges from four to eleven years. We have a one-form entry. The school is fortunate to inhabit an attractive, spacious building. The Infant Department was built in July 1982 blessed by the Right Rev. Anthony Emery. The hall and Junior Department was completed in September 1992 and opened by the Right Rev. Crispian Hollis.

Our Parent, Teachers' Association raise substantial funds for the benefit of the pupils and it is due to their generosity that our swimming pool was built in 1999. They have raised £15,000 for improved playground facilities. The building is surrounded by attractive gardens. In addition to the playground and grassed area pupils have access to the sports facilities at Delancey Park.

The school is supported by

The Educational Psychology Service
The Educational Welfare Service
The Learning Support Team
The Pupil Support Advisory Service
Medical Services
Hearing Impairment Service
Visual Impairment Service
School's Music Service

The pupil's ages range from four years to eleven plus. We are a single form entry school with the children grouped chronologically. Each class contains children of mixed ability.

School Staff - Autumn Term 2009

Teachers:

Mrs. Helen Shepherd	Headteacher – (R.E. & Child Protection Officer)
Mr. Iain Kilpatrick	Deputy Headteacher
Mrs. Helena McGovern	Reception (Literacy, Special Needs Co-ordinator and Head of Infants))

Miss Rebecca Hockey	Year 1 (PSHE & History)
Miss Emily Browning	Year 2 (ICT & Geography)
Miss Angela Greening	Year 3 (Science, Art and Design Technology)
Miss Danielle Youlton	Year 4
Miss Nicola Loveridge	Year 5
Mr. Iain Kilpatrick	Year 6 Deputy Head Teacher (Numeracy & PE, Head of KS2)
Mrs Alison Le Cheminant	Part Time Teacher (Music & French)

Teaching Assistants

Mrs Sue Domaille	- Reception
Mrs. Kim Rouget	- Key Stage 1
Mrs. Tracey Donaldson	- Key Stage 2

School Administration Assistant

Mrs. Carolyn Powell

Caretaker

Mr Len Bullock

Cleaner

Mr. Dave Collins

School Committee

President:

Father Michael Hore

Parish Representative:

Mrs. Teresa Humphry
Sister Carmel
Mr. Andrew Mills

Council Member:
Deputy Mike Collins
Minister for Education: Deputy Carol Steere

States Education Department

Director of Education

Mr D T Neale

Deputy Director of Education

Mr I Brown

Assistant Director of Education

Mrs S Isbister

Schools Manager

Mrs G Couch

Education Officer for Primary & Early Years Education

Mrs J Hunter

Principal Educational Psychologist

Mrs Karen Hazzan

Special Educational Needs and Children's Services Manager

Mrs Z Grainger

Education Welfare Service

Mr A Herve

Schools Music Service

Mr Mervyn Grand

Learning Support Service

Mr M Cordall

Parent Teacher and Friends Association (PTFA)

Parents automatically become members of the PTFA when their child starts school.

An AGM is held near the beginning of the Spring Term at which a committee is elected.

The Parent Teacher & Friends Association is as its name suggests an association of parents and teachers who work together for the benefit of the school. The St Mary & St Michael PTA is an active and productive body, working to raise funds to enhance school facilities as well as supporting activities for the pupils and fostering good relationship between staff and parents.

The PTFA Committee consists of:

Father Michael Hore

Mrs. Helen Shepherd – Headteacher

Mrs Helena McGovern – Teacher Representative

Mrs Christa Tee – Chairperson

Mike Collins - Vice Chairman

Mrs Zoe Tester - Secretary

Mr Matt Birtwistle - Treasurer

Zoe Lihou – Publicity Secretary

Joe Mooney – Sponsorship Secretary

Other committee members:

Ally Guilmoto

Sue Le Gallez

Kim Johns

Penny Sachet

The Swimming Pool was generously provided
by the PTFA



2009

Autumn Term

Monday 7 th September	Term Starts: Staff
Tuesday 8 th September	Term Starts: Students
Monday – Friday 19 th – 23 rd October	Half Term
Friday 18 th December	Term Ends

2010

Spring Term

Monday 4 th January	Term Starts: Staff
Tuesday 5 th January	Term Starts: Students
Monday – Friday 15 th – 19 th February	Half Term
Wednesday 31 st March	Term Ends

Summer Term

Wednesday 14 th April	Term Starts: Staff
Thursday 15 th April	Term Starts: Students
Monday 3 rd May	May Day Holiday
Monday – Friday 31 st May – 4 th June	Half Term
Thursday 22 nd July	Term Ends

Autumn Term

In addition, each school can award an extra day's holiday for its students, such a day becomes a staff development day.

Guidance Notes

The school calendar for pupils is 191 days. This includes Liberation Day if it occurs Monday to Friday and the extra day. Pupils therefore attend 189 days when Liberation Day falls Monday – Friday and 190 otherwise.

In addition, teachers also attend on the day prior to the beginning of each term and the extra day. Teachers, therefore attend 193 days when Liberation Day falls Monday – Friday and 194 otherwise.

The School Day



Infant Department

9.00 am	School starts Registration, first morning session and Collective Worship
10.45 - 11 am	Playtime
11 – 12.30	Second morning session
12.30 - 1.30 pm	Lunch
1.30 - 2.30 pm	First afternoon session
2.30 - 2.45 pm	Playtime
2.45 - 3.15 pm	Second Afternoon session
3.15 pm	Home time

Junior Department

8.55am	School starts Registration, first morning session and Collective Worship
10.45 - 11 am	Playtime
11 - 12.30pm	Second morning session
12.30 - 1.30 pm	Lunch
1.15 - 3.15 pm	Afternoon session

School Uniform

All children are encouraged to wear the school uniform. We believe it promotes a sense of belonging and pride in the school.

The uniform is very practical.

Items of uniform are available from Podgers, Fletcher Sports, Ego Motif and Shoestring Ties and fleece jackets are available from School.

Boys Uniform

Winter: White or beige shirt, brown pullover, brown trousers, brown and gold striped tie (Fleece jackets also available)
Black or brown school shoe

Summer: Short sleeved brown/white check shirt, brown trousers - long or short, brown jumper
Black or brown school shoe or sandals (with socks)

Girls Uniform

Winter: White or beige blouse, brown pinafore or skirt, brown cardigan, jumper or fleece, brown and gold striped tie.
Black or brown school shoe with white, brown or black tights or socks

Summer: Brown/White checked dress, brown Cardigan
Black or brown school shoe or sandals (with white or brown socks)

NOTE:

- Children are requested to wear sensible, practical shoes (not trainers).
- Long hair is to be tied back (boys and girls).
- Stud earrings, a wrist watch and a crucifix, cross or medal may be worn.
- Fashion hair styles eg. Spiking, tracking, perming, dyeing are not allowed in School.

Additional items:

Peaked caps for boys and girls in summer and book bags bearing the school logo, Headbands, swimming caps and ties are also available from school.

The Education Department has for many years provided assistance to parents who have experienced difficulties in meeting the costs of their children's uniform and sportswear. Parents who wish to apply for clothing grants must contact THE EDUCATION SOCIAL WORK SERVICE ON 710821 at the beginning of the summer holidays. Parents will be given an application form to be completed and returned to the Education Social Work Service with proof of income. They will then determine the entitlement to a clothing grant and parents will be advised accordingly. Parents who are entitled will then receive a voucher in the post listing the items covered by the grant. The vouchers will be sent out from the beginning of August.

PE Kit

It is important that children wear suitable clothing for Physical Education, both for reasons of hygiene and safety. With regards to this no jewellery should be worn for these sessions.

Please Note

If pupils are not taking part in PE sessions parents need to inform the class teacher

Swimming All pupils should have large towels / wraps and appropriate bathing costumes. Swimming hats must be worn and may be purchased from school at a cost of £1.00

Foundation & KS1 Standard style shorts and tee shirts in their House colour with plimsolls /gym shoes – see Class teacher for House allocation.

Juniors: Standard black shorts and simple, round-neck tee shirts in their House colours (available from Podgers) with plimsolls/ gym shoes. Football boots may be worn for tag rugby and football sessions - see Class teacher for House allocation.
Black jogging bottoms/track suits may be worn for outside activities in cold weather.

PE Bags

Due to shortage of space, a named cloth or plastic bag to keep this kit in would be very useful as it can be easily stored or hung on a hook.

Lost Property and Valuables

Lost property is always a problem. One unnamed cardigan looks like the next one, so it would help greatly if all items of clothing could be clearly named.

The only ear jewellery permitted are studs, other forms of body piercing are not acceptable.

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

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

Parents are recommended to protect their children's property through their own household insurance.

Lunch Breaks



All pupils are invited to stay and eat their packed lunch in school.

Please note no child has a right to stay at dinner time. This is by invitation from the school and this privilege can be withdrawn if a child's behaviour is unacceptable.

To ensure your child's safety and well-being during lunchtime it is necessary that:

1. The school is told as soon as possible if circumstances change, eg telephone numbers.
2. Food and drink are adequate and provide as far as possible a healthy balanced diet.
3. Lunch is packed in named, unbreakable containers which the child can manage.
4. Canned drinks, fizzy pop and glass bottles are not allowed.
5. If a child is continually badly behaved, permission to stay for lunch will be withdrawn.
6. Parents let us know if the child will not be staying on their normal day(s) for any reason
7. No child staying for lunch is to leave the school premises.

Healthy Schools

St Mary and St Michael Primary is a Health Promoting School. We are committed to providing a healthy environment in which are children can learn and grow. We are renewing our Healthy School's Enhanced status throughout this year.

We have a commitment to healthy eating and respectfully ask parents to provide their child with a healthy and balanced lunch. We have an active School Council with children representing each year from 1-6. The Council meet regularly to bring forward the children's views and suggestions, which are then considered by the staff and where appropriate adopted.



Yr 3 & 4 enjoy their after school club

Admission of Pupils to School

Children are admitted to school at the beginning of the academic year in which they will attain the age of five.

We invite the children to attend pre-school nursery sessions in the Summer term, in order to meet their new class and to become familiar with the School environment.

Parents are invited to attend a meeting during the Summer Term to learn about life in the Reception Class.

The Pre-School Role of the Parent

Prepare Your Child for School

It would be most helpful if your child could do the following:

- Tie shoelaces
- Dress and Undress
- Use the toilet properly
- Wash and dry hands and face
- Tidy up after using toys and apparatus
- Use a handkerchief properly
- Remove outer clothing and hang them up
- Share and take turns

Have spent some time separated from you

Motor Skills

Use and hold scissors correctly
Climb/run/jump

Hold pencil correctly
Play ball games

Language

Include your child in conversation whenever practical. Discuss arrangements for shopping, holidays, trips, important events in the family. Watch television together and talk about the programme. Teach your child nursery rhymes and jingles.

Books

Provide your child with a variety of books in the home; encourage them to think of reading as fun and exciting.

Read to your child every day if possible.
Talk about the pictures in the book.
Point to the words you are reading.
Take your child to the library



Writing

Encourage your child to trace over and copy simple writing patterns.

Follow the letter formation sheets available from school.

Encourage them to copy over or underneath your writing when sending Christmas or Birthday Cards.

Recognise and copy over their name.

Maths

Maths starts at home as does everything else. Help your child to realise how numbers occur in life - e.g. how many forks are on the table? Put out a knife for each fork. Do we have a plate for each person? How many cars are there parked along the road?

Play games which encourage counting or recognition of shapes, Ludo, Snakes and Ladders. Do Jigsaws.

Provide sand and water play - is the jug full? How many cups of water will the bottle hold? How many sand-cakes have you made?

Know o'clock and half past.

Clubs and Groups

There are lunchtime and after school activities including, Recorder Groups, Netball, Football, Volleyball, Swimming, Cricket and Art. These are dependent on the expertise of the staff in any given year.

Accent Multi-linguistic Agency provide KS1 & 2 French and Spanish Clubs at a charge.

Illness and absence from school

Please telephone the school secretary on the morning of absence or if your child is going to be late. All absences have to be accounted for.

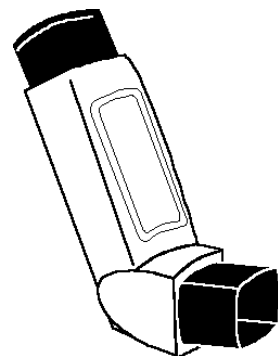
Administration of Medicine in School

The Education Council has issued instructions to schools regarding the administering of medicines in school. When possible parents should make arrangements to come into school or for pupils to return home at lunch-time for medication. If this is not possible, the smallest amount should be brought to school with clear written instructions for administration. The medicine should not be kept by the pupil but should be given to the teacher or school secretary. Only under these terms will medication be given.

All medication is to be stored in the medical cabinet or when necessary in the staff room fridge.

Asthma Inhalers:

Before a child brings an inhaler into school, the parents should come into school to fill in a medical form in consultation with the Headteacher or delegated member of staff.



Clear instructions must be given in writing by the parent on when to use the inhaler.

Infant pupils must hand in inhalers to a member of staff. The inhalers will be kept with the medication in the medical room. There is always access to the inhalers. Junior pupils may be responsible for their own inhalers.

No member of staff is allowed to accept inhalers that have no instructions or where no parental form has been completed.

We look forward to your co-operation in this matter, as our first priority is the welfare of the children.

Accidents

If a pupil is injured in an accident at school, the Education Department is prepared to pay the cost of doctors' examination and treatment up to a maximum of £700. Payments made under this scheme are not an admission of legal liability for the accident, and payment is subject to confirmation of the accident by the school and the doctor.

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

Medicals

All children are examined during their first year. Parents are invited to be present at these examinations which are carried out in school.

Please ensure the school always has a current telephone number where you can be contacted.

Every school on the Island has a designated School Nurse (our school nurse is Mrs Fiona Hardy) who carries out any routine health screening as well as hearing, vision or health checks requested by teachers or parents. If you have concerns about your child the School Nurse can be contacted any weekday during term time at Lukis House – 724541. A drop in clinic will be available at school on the first Thursday of every month from 9:00 am. Any health issue discussed is done so with complete confidentiality, however any issues or disclosures that raise concerns about any child's safety will be passed on to the appropriate agencies,

To help prevent the spread of head lice, parents are strongly advised to carry out weekly inspections of their children's hair. School Nurses do not do routine head inspections. The School Medical Services recommend 'wet combing' as the method of checking whether live lice are present. Please inform the school immediately if your child does have a problem.

As there are no facilities in school for a child who is unwell, please ensure that your child is fit to attend school, particularly if he/she has been ill during the night. If your child has a contractible illness such as Chicken Pox, please notify the school immediately. In cases of accident or illness, parents will be contacted and asked to take their child home or to the doctor.

Leave of absence during school time.

Under the Education (Guernsey) Law 1970, the Education Council is responsible for providing education for children between five and fifteen years of age. It is the responsibility of the parents to ensure that their children receive full time education and as far as possible, avoid any disruption to that education. Wherever possible absence during school term time should therefore be avoided.

Parents are discouraged to take family holidays during term time.

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

1. 5 days or less, written permission from the Headteacher
2. More than five days - written permission from the Director of Education (Grange Road, St Peter Port)

Children who are either below or above legal school age require written permission from the school only, whatever the length of absence.

Complaint Procedure

Complaints of a minor nature may be dealt with by reference to an individual teacher, preferably at the end of the school day.

Complaints of a more serious nature must be dealt with by an appointment made with the Headteacher. The Headteacher will record all relevant details and request the complaint to be made in writing.

If the matter remains unresolved, parents may contact the Education Department where it will be dealt with by the Administration Officer - Education, who will report it to the Director.

As a last resort, parents have the right of appeal.

Child Protection Statement

It is a directive of the Education Board that the following statement must be included:

All Island schools are required to comply with the inter agency guidelines and procedures for Child Protection as laid down by the Guernsey Child Protection Committee. Should any school suspect child abuse the Headteacher has a duty to report such matters to the States Health and Social Services Department. The Health and Social Services Department will then determine what action if any should be taken.

Behaviour and Discipline

School Rules

- Do be kind and helpful, be polite and never hurt people's feelings
- Do be honest and don't cover up the truth
- Do work hard and always try your best
- Do look after our school, never drop litter or damage things
- Do respect things belonging to other people
- Do walk around school quietly and sensibly

Class Rules

In Reception Class children discuss rules with the class teacher and reminders are clearly displayed in the classroom. Sun and clouds are used as a visual reminder for pupils' behaviour. Yr 1 has symbols of faces to show levels.

In Year 1-6 each class determines a set of rules, which are clearly displayed in the room. Children are then asked to sign the rules as an agreement.

Rewards

Rewards should reflect endeavour and not purely excellence so that every child has an equal chance of reward eg stickers, House points, certificates etc

Sanctions

Traffic lights or similar are used as a visual reminder for pupils

- ⊗ Minor breaches of discipline e.g. shouting out/ interrupting/ not listening will be dealt with by the class teacher (quiet word, moving seat, loss of playtime, moved to amber on traffic lights).
- ⊗ If a child severely disrupts the teaching and learning, he/she will be put on the red light. He/she is then sent to the Deputy to discuss their behaviour and then referred to the Headteacher if behaviour persists. A decision will then be made as to whether to contact parents.
- ⊗ In extreme circumstances when a teacher needs help a pupil should be sent to the offices to alert a senior member of staff.



Bullying

Bullying is not an inevitable part of school life or growing up. Children should be assured that it is alright to tell an adult if they are being bullied and that teachers are there to listen and help. They may need to be reassured that telling will not make things worse and that the bullying will be stopped. We believe it is a basic right of every member of St. Mary & St. Michael School to enjoy an atmosphere of care and safety, without fear of being bullied or intimidated. We continue to build a community where God's love is evident

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet ,such as email & internet chat room misuse
Mobile threats by text messaging & calls
Misuse of associated technology , i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

Procedures

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be recorded by staff
3. In serious cases parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

We welcome the opportunity to discuss your child's work with you at anytime during the year, however there are two special times set-aside for this.

During the Autumn Term, there will be an evening when you will be invited to school to examine and discuss your child's work. You will be given a choice of time and date so that a mutually convenient appointment can be arranged. We expect to see every parent during this term.

Likewise a second Parent's evening will take place during the Spring Term.

At the end of the school year, parents will receive a written report. You will be given the opportunity to discuss the report with the class teacher and Headteacher.

Homework

Children working on a project or special topic are encouraged to follow this up at home and also on occasions, to complete unfinished work.

Children from both departments are encouraged to take home reading and library books.

The School has its own Homework Policy, which outlines the level of homework each year group is expected to participate in.



Year 6

Evenings are arranged during the year for pupils and parents to visit all of the Island's secondary schools including the Grammar School, after it is known which school they will attend. This normally takes place during the first week of July, the induction process varies from school to school.

The Guernsey Selection Procedure – The Eleven Plus

The Guernsey system of secondary education is, broadly, a system of "streaming by ability and aptitude" by which children in the States primary schools are assessed for placement in a school which will provide the help and support necessary to achieve educational success.

The majority of children will be awarded places at the Secondary School which serves their catchment area.

Approximately 25% of children, those who are assessed as being of the highest academic ability and aptitude, will be considered for a place at either the Grammar School or the Colleges.

Pupils whose parents have selected Elizabeth College or The Ladies College as their first preference, and who have scored highly enough in the selection process, will be offered a place at one of the Colleges.

The Colleges each take twenty-three pupils per year while the co-educational Grammar School takes about a hundred pupils. As numbers in the age group vary so, correspondingly, will the number of children being offered places at the Grammar School.

Special Places at Blanchelande Girls' College

Parents who are practising Roman Catholics, who have the support of the Roman Catholic authorities and whose daughters have been assessed as being within the top 25% of the ability range may also express a preference on the entry form for a Blanchelande Girls' College place. Up to six places are available each year for girls from the States Maintained Primary Schools who fulfil these criteria.

The Selection Process

The selection process for secondary education takes place during the last year in the Primary School.

Parents are asked to decide whether they want their child to take part in the process of selection for a place at the College or Grammar School, or whether they want to opt straightaway for a secondary school place. This decision is notified to the Education Department on the entry form which will be given to parents in October.

Sex and Relationship Education

At St Mary & St Michael Primary Sex and Relationship Education is delivered as an integral part of the school's PSHCE and Science Curriculum. The objective of sex and relationship

education is to help and support young people through their physical, emotional and moral development. Our programme will help young people to respect themselves and others and to move with confidence from childhood through adolescence into adulthood, making responsible and well informed decisions about their lives.

Working with parents

We recognise that parents and carers are the key people in helping their children to cope with the emotional and physical aspects of growing up and in preparing them for the challenges and responsibilities which sexual maturity brings. Therefore SRE in our school is complementary and supportive to the role of parents and carers. Parents have the right to withdraw their children from those aspects of the SRE which are not part of the National Curriculum Science programme.

As part of the school's Personal, Social and Health Education programme in Yr 5 & Yr 6 the sex education input will be delivered by the Complementary Health Educators who are specialised personnel. This programme includes personal hygiene, child development, and human reproduction. More details are sent to parents prior to the course.

Complementary Health Education Service:

Tel: 733078

e-mail comphealth@education.gov.gg

Alcohol Education in Year 5 and 6

Following the 2007 Guernsey Young People's Survey results revealed that children were experimenting with alcohol at an earlier stage than previously thought.

In response to this, Anne Bodman from the Guernsey Youth Housing Project has compiled a programme to support the work of the junior teachers. The aim of this programme is to educate children about alcohol issues, striving to enable them to make informed choices which promote their well-being.

Fire Drill

A Fire Drill is held termly in accordance with the requirements of the States Education Department.

School Trips

From time to time classes or year groups may leave the school premises for outings. Some of these are routine, e.g. library, Beau Sejour or to another school – one form signed at the beginning of the school year covers all such trips. If the trip is further afield e.g. beach, you will be asked to sign a slip giving your permission and then return it to school.

Health & Safety

Statement on behalf of the States Education Board:

Commensurate with age and capability, pupils will be expected to:

- a) exercise personal responsibility for the health and safety of themselves and others;
- b) observe standards of dress consistent with safety and/or hygiene;
- c) comply with the health and safety rules of the school and in particular the instructions of staff given in an emergency:
- d) use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

School Photographs

A school photographer will visit the school twice a year to take class, individual photographs and family groups. Details will be sent in advance.

Help In School

We always welcome extra adult helpers. There are a variety of ways you can help without previous experience! Please contact the Headteacher or your child's teacher if you are interested.

Data Protection – About The Information You Give Us

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

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

The school holds information on your child in order to contact you at home on school related matters; to support your child's teaching and learning; to record their educational progress; to give appropriate pastoral care and in order to assess the school's overall progress.

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

In order to administer the National Curriculum Tests we are required to pass on some of this data to the Qualifications and Curriculum Authority (QCA), which is responsible for the National Curriculum and associated assessment arrangements, and to ensure that these are continually improved.

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