

St. Martin's Primary School



Prospectus

2009/10

Dear Parents and carers,

We hope you find this information useful for both you and your family.

In June 2009 the school had an excellent inspection or 'validated school self evaluation' report. The opening statement of the report is "Pupils are very well prepared for later life. They are highly motivated, achieve well and flourish as confident individuals with excellent personal qualities". We are extremely proud of this report, but also look forward to developing our teaching and learning strategies even further.

This year we will continue our focus on enquiry based learning; this is active learning where the children are engaged in asking questions, researching and exploring the world around them. Through this approach we have seen our children thrive as learners, developing essential life skills such as team work, communication, problem solving and creativity. ICT will remain a key element to this approach together with lots of opportunities to learn outside and through practical, hands on activities.

There are a number of staff changes this year; Mrs Louise Dowding is taking a years maternity leave, Mr Hutchison has taken over from her, teaching with the Year 6 team and releasing teachers across the school for planning and preparation time. Miss Nicolle has moved to Reception from Year 1 and a new member of staff Mrs Lara Harvey takes her place. Miss Snell is moving to Year 4 from Year 3, and Miss Le Huray is joining the Year 5 team. We are pleased to welcome Mrs Tina Holmes as our new Year 3 teacher.

We thank all parents for the support they give to the school and their children and we look forward to maintaining this strong partnership.

Yours sincerely,

Catherine Mason
Head teacher

EDUCATION PERSONNEL

DIRECTOR OF EDUCATION:	Mr. D. Neale Education Department The Grange St. Peter Port Guernsey GY1 1RQ Tel: 710821 Fax: 714475
SCHOOL ADDRESS:	St. Martin's Primary School La Route des Coutures St. Martin's Guernsey GY4 6HN Tel: 238707 (directory number) Tel: 235259 (ex-directory number) Fax: 238706 Email: office@stmartins.sch.gg Web-site: www.stmartins.sch.gg
HEAD TEACHER:	Mrs. Catherine Mason, M.A., B.Ed.(Hons)
DEPUTY HEAD TEACHER:	Mrs. Claire Judd, B.A. (Hons)
PAROCHIAL COMMITTEE PRESIDENT:	Mr. P.E.R. Penney
EDUCATION DEPARTMENT REPRESENTATIVE:	Deputy Carol Steere
SCHOOL HOURS:	8.55 am – 12.00 noon Infants 8.45 am – 12.00 noon Juniors 1.15 pm – 2.55 pm Infants 1.00 pm – 3.00 pm Juniors

We are not able to take responsibility for children who arrive more than 15 minutes before the start of morning school.

Children are not permitted to play on the climbing apparatus after school for insurance and safety reasons.

Beliefs, aims and purpose of learning at St Martin's Primary School

At St Martin's Primary we believe that every child matters equally and that children may need different learning experiences to reach their potential.

We want all our pupils to learn and achieve in a context that promotes their spiritual, moral, cultural and social development in preparation for the opportunities, responsibilities and experiences of their next school and for life.

We aim to provide learning opportunities enabling our children to become:

Successful learners

that are:

- enthusiastic
- motivated
- determined to reach high standards
- open to new ideas

and able to

- use literacy, communication and numeracy skills
- appreciate the creative opportunities
- think creatively and independently
- learn independently and as part of a group
- to reflect on and assess their own and others' contributions
- to apply skills learnt in new situations
- use computers and other technology to support learning in all areas of the curriculum

Confident individuals

with

- self respect and esteem
- a sense of physical, mental, emotional and spiritual wellbeing
- secure values, beliefs and morals
- ambition

and able to

- take responsibility for themselves to become as independent as possible
- interact appropriately with others
- understand the importance of leading an active and healthy way of life
- identify personal strengths and areas for improvement
- communicate their own views and respect for others
- assess risk to make the right choices
- do their very best in order to achieve fulfilment

Responsible citizens

with

- respect for others
- commitment to participate responsibly in political, economic, social and cultural life

and able to

- develop knowledge and understanding of the world and compare to life in the Bailiwick
- compare our local history and traditions with different beliefs and cultures
- make informed choices and decisions with an awareness of how they may affect others
- understand how their actions can have an effect on the wider world
- develop ideas and opinions through discussion and debate

Effective contributors

with

- a willingness to take on new and adventurous projects
- resilience
- an ability to do things for themselves and not give up easily

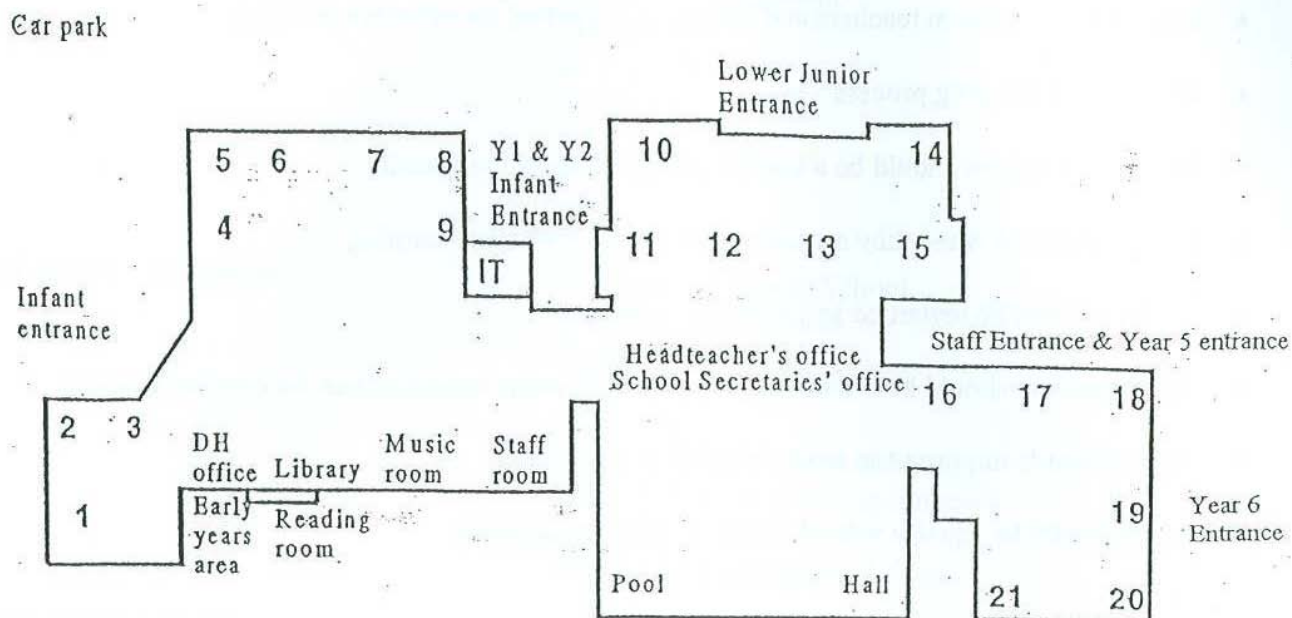
and able to

- communicate in different ways
- work in partners and in groups or teams
- take the initiative and think for themselves
- take the lead
- apply relevant thinking skills in different situations
- produce something and develop it using learnt or new skills
- solve problems

Strategic goals

- Increase opportunities for our pupils to become independent thinkers who have instant access to the latest technology to facilitate their own learning pathways. Sustain assessment for learning strategies across the whole school.
- Implement the New Guernsey Curriculum tailored to the needs of our learners.
- Sustain and develop our continuous processes of whole school self evaluation to ensure all pupils reach their full potential

CLASSROOM PLAN OF ST MARTIN'S PRIMARY SCHOOL 2008-2009



Room	Year		Room	Year	
1	R	Mrs Spoelstra	10	3	Miss Bougourd
2	R	Miss Nicolle	11	3	Mrs De Sousa
3	R	Miss Geall	12	3	Mrs Holmes
4	1	Mrs Ashworth	13	4	Mrs Booth
5	1	Mrs Harvey	14	4	Mrs de Carteret
6	1	Miss Spencer	15	4	Mrs Giles
7	2	Mrs Hinshaw	16	5	Mrs Shillito
8	2	Mrs Ogier	17	5	Miss Le Huray
9	2	Mrs James	18	5	Mrs Mills
			19	6	Mrs Mahy
			20	6	Miss De La Mare
			21	6	Mrs Judd

SCHOOL CALENDAR 2009 – 2010

AUTUMN TERM 2009		
September	Monday 7 th	Term Starts (staff)
	Tuesday 8 th	Term Starts (pupils Y1 – Y6)
	Tuesday 8 th	Parents' Information Evening
	Monday 14 th	Year R pupils begin part time
October	Monday 26th – Friday 30th	Half Term
November		
December	Friday 18 th	Term Ends 1pm
SPRING TERM 2010		
January	Monday 4 th	Term Starts (Staff)
	Tuesday 5 th	Term Starts (Pupils)
February	Monday 15th – Friday 19th	Half Term
March	Friday 26 th	Term Ends
SUMMER TERM 2010		
April	Monday 12 th	Term Starts (Staff)
	Tuesday 13 th	Term Starts (Pupils)
May	Monday 3 rd	May Day Holiday
	Monday 31st – Friday 4th	Half Term
June		
July	Friday 23 rd	Term Ends 1pm

For further information about dates, please go to the school web-site www.stmartins.sch.gg and click on 'dates'.

TEACHING STAFF: 2009 / 2010

<u>INFANTS</u>	
RECEPTION:	Mrs Gaynor Spoelstra (Head of Foundation Stage) Miss Stephanie Nicolle Miss Sarah Geall
YEAR 1:	Mrs Jen Ashworth (Head of Key Stage One) Miss Jen Spencer Mrs Lara Harvey
YEAR 2:	Mrs Lal Hinshaw Mrs Sandie James Mrs Alison Ogier
<u>LOWER JUNIORS</u>	
YEAR 3:	Miss Martine Bougourd Mrs Sandra De Sousa Mrs Tina Holmes
YEAR 4:	Mrs Clare Giles (Head of Lower Juniors) Mrs Lara de Carteret Mrs Jeanette Booth
<u>UPPER JUNIORS</u>	
YEAR 5:	Mrs Kate Shillito Miss Ellen Le Huray Mrs Pauline Mills
YEAR 6:	Mrs Liz Mahy Mrs Claire Judd (Deputy Head teacher) Miss Caroline De La Mare

ADDITIONAL STAFF

Part time music teacher	Mrs Sarah Dempster
Part time teacher	Mrs Alison Mason
Nurture teacher	Mrs Shan Carey
RE/ Y6 teacher	Mr Steve Hutchison

Teaching Assistants:	Mrs Michelle Brehaut – Reception
	Mrs Lucy Evans - Reception
	Miss Louise Sargent - Reception
	Mrs Sarah Staples – KS 1
	Mrs Janet Wickenden - ICT
	Mrs Heather Rowe –Nurture group

NON TEACHING STAFF	
Secretarial:	Ms Michelle Dupont
	Mrs Tracey Marley
Caretaker	Mr Dave Le Page
Assistant Caretaker	Mr Sam Savident
Cleaning Staff	Mr Richard Moullin
	Mrs Mary Harrison
Lunch-time Supervisors	Mr Jan Attwood
	Mrs Judy Prevel
	Mrs Rose Le Messurier
	Mrs Sue Snell

THE SCHOOL COMMITTEE

Mr P.E.R. Penney (President)

The traditional concern of the School or 'Parochial' Committee is the general maintenance and upkeep of the buildings. However a redefined role is to be addressed in the near future. The Parochial Committee is also involved with the appointment of the head and deputy and they take a close interest in the development plans for the school. Members of the Parochial Committee are elected by the parish and serve for a period of three years. Nominations are submitted to the Constables of the parish following notification in the Gazette Officiale in the Guernsey Evening Press.

THE PTA

All parents/carers of children at the school are automatically members of the PTA.

Benefits of the PTA

- **Social**
Get to know other parents as well as socialising with other parents, teachers and your child's class mates outside of school.
- **Fundraising**
Fundraising events help raise extra money to buy equipment not provided by the States. This enhances the school environment for your child and all the children at the school.
- **Community**
Take part more fully in your child's schooling and education as part of the extended community.
- **Communication**
Provide a channel of communication with the school and its teachers on matters of concern both educational (e.g. 11+) and practical (e.g. car parking).
- **Enjoyment**

How can you get involved?

Sign up as a class representative in September and/or come along to the AGM when the social/fundraising calendar is planned.

The current Committee are as follows:

Chair Person	Sarah Meader
Secretary	Pierre Lenfesty
Treasurer	Rosemary Gardiner
Vice chair	Gynette Cowens
Staff Representatives	Sarah Geall, Louise Sargent

The team leaders:

Gynette Cowens	Christmas Fayre
Lucy Buchanan	Lower and Upper Junior Disco
Julie Eccles	Annual Quiz
Juliette Yeaman, Mike and Sue Johns	PE Morning of Excellence
Sue Montgomery and Sue Roberts	Summer BBQ
Hazel Relf	Beetle Drive

See page 23 for the PTA Chairperson's report.

SUPPORTING LEARNING

Pre-School

Help your child be ready for school by encouraging them to

- talk with and listen to other children and adults
- play and socialise with others
- understand and follow simple instructions
- dress and feed themselves and attend to their own toilet needs
- cope with being separated from their parents/carers

A booklet entitled 'Getting Ready' is available free from the School Secretary.

A pre-school information pack is presented to parents in July.

At school

Help your child make the best possible progress by:

- taking an interest in your child's learning
- support our homework policy and encourage our child to use our 'learning platform' to extent and consolidate their learning
- share and enjoy books and other reading opportunities together and talk about the text
- encourage independence and self reliance in organising themselves

It is essential that you:

- keep us well informed of any difficulties your child may be experiencing
- give clear instructions about arrangements for your child going home
- explain absences either through a letter to the class teacher or a telephone call to the School Secretary.
- inform us of any changes of address or of telephone numbers where you may be reached.

OUT OF CATCHMENT AREA STUDENTS (O.C.A.S.)

Families who move out of the school catchment area must apply in writing to the Education Department if they would like their children to remain at St. Martin's Primary School (See page 2 for address).

COMPLAINTS FROM PARENTS

Complaints of a minor nature may be dealt with by reference to an individual teacher at the end of the day after checking with the Secretary that the teacher does not have prior meetings arranged. Complaints of a more serious nature must be dealt with by an appointment made with the Head Teacher who will record all relevant details.

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 to the President of the Education Board.

AT THE END OF THE DAY

Teachers will accompany their classes out into the playground through each of the year group doors. Parents are asked to wait outside to meet their children. **Bicycles and scooters must be pushed in the playground.**

PARKING

Parents may use the lay-by on Route des Coutures to drop children off and to pick up from 2.55pm. The Grande Rue public car park offers a limited number of spaces. Parents may park in the junior playground between 2.45 pm and 2.55pm under direction of the Caretaker. The gates to the playground are shut at 2.55 pm and no further movement of cars is permitted until 3.10 pm when pupils are safely out of the playground or have joined their parents in the cars. Parents are asked to be patient and not begin to move until the gates are opened.

DOGS IN THE PLAYGROUND

Under the Dog Licensing Law of the island, dogs are not permitted in the playground.

HOME/SCHOOL COMMUNICATION

We try to build a good partnership with parents and we aim to make you feel welcome. We will contact you if there are any problems and let you know if your child has done something particularly praiseworthy.

We communicate through:

- our home/school book and monthly newsletters
- three parents' evenings a year
- our learning platform on the internet: www.stmartins.sch.gg/mydesktop
- an end of year school report
- informal meetings – e.g. chats before and after school

Should you need to talk to the teacher or Head teacher, please make an appointment through the School Secretary.

Parents are asked to sign the Visitor's Book and wear a visitor's badge when they come into the school during school hours (with the exception of fund raising open days).

VOLUNTARY HELPERS IN SCHOOL

We welcome and encourage parents/volunteers help with learning activities – such as assisting swimmers, cooking, hearing readers, and accompanying school trips. We have nearly 100 regular helpers, all we ask is that a CRB check is completed before you start coming into school. Just take your passport or driving licence to the Education Department and ask to fill in the criminal record check forms.

A school booklet entitled 'Guidance for Helpers in School' is available free from the School Secretary.

HOME/SCHOOL BOOK – HOMEWORK

Each pupil will be given a home/school booklet where both the teacher and parent can comment about a pupil's progress.

CHILD PROTECTION STATEMENT

“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 Head Teacher has an obligation to report such matters to the States Children Board. The Children Board will then determine what action, if any, should be taken.”

SEX EDUCATION

It is a requirement of the Education Board that we deliver a planned programme of sex education. As part of the school's Personal, Social and Health Education programme, the sex education input is delivered by the Complementary Health Educators specialised personnel in the area of personal relationships and sex education. Their department is situated in the central annexe of the education department. Any queries should be addressed initially to the Head Teacher.

The programme begins in Year 5 with one lesson about the onset of puberty. There are four lessons in Year 6. All lessons are tailored to meet the needs of the particular age group.

Parents are informed prior to the series of lessons and can withdraw their child if they wish.

SCHOOL CLOTHING

The policy of the school is to encourage children to take pride in their appearance and to take care of their clothing worn in school. Pupils with long hair are asked to have it tied back.

Please dress your child in the requested school uniform – see display in main corridor. (Available from Fletcher Sports, Podgers, SarSew, Ego Motifs and Shoestring shops).

BOYS Navy blue trousers/
jogging trousers
tailored shorts
Gold polo shirt/T-shirt
Royal blue sweatshirt/
fleece

GIRLS Navy blue skirt/leggings/trousers/
tailored shorts
Gold polo shirt/T-shirt
Royal blue sweatshirt/fleece/
cardigan
Blue check dress in the summer

CLOTHING FOR PE

Indoor PE: All children must change into shorts and a T-shirt

Outdoor PE: Football boots or suitable trainers will be required by both boys and girls in the junior department. Suitable clothing determined by the weather should be provided.

Children should remember to bring a plastic bag/boot bag in which to place any muddy shoes after games lessons.

SWIMMING

All children must wear a bathing cap to swim in the school pool. (These may be purchased from the School Secretary). Proper swimming costumes/trunks should be worn. NO jewellery is permitted to be worn whilst swimming. Earrings must be removed or covered.

ALL WEATHER AREA

Track shoes or training shoes must be worn by all pupils using the all weather area.

JEWELLERY AND VALUABLES

Valuables should not, wherever possible, be brought to school. No responsibility can be accepted for any losses if items are not handed in for safe keeping at the start of the lesson.

For safety reasons, children wearing earrings are asked to remove them when doing PE activities. As children have to do this for themselves, it would help if infants did not have their ears pierced or earrings were removed at home on PE days. If ears are pierced, children should only wear studs and not dangling or decorative earrings. Children with long hair must have their hair tied back for PE lessons.

MOBILE PHONES

Pupils bringing mobile phones to school are taken entirely at their own risk. Phones should be switched off during the school day and clearly named. A pay phone is available by the Deputy Head Teacher's office for the use of pupils.

STAYING AT SCHOOL FOR LUNCH

Pupils may stay at school for lunch and will need to bring their own packed lunch and drink (glass containers should not be used).

No child staying to lunch is allowed to leave the school premises without permission.

The Head Teacher reserves the right to exclude children from staying at school for lunch if they do not behave appropriately.

SEVERE WEATHER CONDITIONS

Parents are requested to listen to Radio Guernsey or Island FM for information regarding the closure of schools. Details are usually available from 7.15 am onwards.

ABSENCE THROUGH ILLNESS

Please notify your child's absence immediately when your child is unable to attend because of ill health or other extenuating circumstances.

Parents should note that if their child's state of health prevents them from attending school on a regular basis or over a prolonged period, a letter or medical certificate from a medical practitioner will be required. Unexplained absences may lead to an investigation by the Educational Welfare Officer.

If your child has a particular medical or physical complaint, please ensure that the school is informed, preferably in writing to the Head Teacher.

LATENESS

If your child arrives after the register has been called they will be given a late mark. Should children regularly be late, you will be contacted and asked to bring your child on time. It is important that children are on time because lessons start immediately after the register is taken. Late arrivals will miss the start of a lesson or will disrupt the others. Please get into the habit early and bring reception children on time. Registration is done on the computer and you will be given absence and late figures when necessary.

Children who arrive late for registration, or who leave school during lesson times for medical appointments must inform the School Secretary so the register may be updated. They should also report to the school office following their return from the appointment.

MEDICINES AND DRUGS

If possible all medicines should be administered at home.

Children recovering from an illness should NOT administer any drugs to themselves. All medicines or drugs must be clearly named and taken to a member of staff with clear details of the administration of the correct dosage, the illness, the date and the name of the medicine.

Your attention is drawn to the Education Board's policy in which a note of authorisation from parents is required before medicine is administered.

No medicines will be administered unless a letter is received.

ACCIDENTS AT SCHOOL

In case of an accident at school the Education Department is prepared to meet £700 of medical expenses irrespective of responsibility.

The Children's Dental Service will offer emergency dental treatment and follow up dental care to a child injured at school or during an after school activity provided *the contact with the service is made within 24 hours of the event*. The follow up treatment will continue until the child is no longer in full-time education within the Bailiwick of Guernsey.

You will be contacted immediately should your child have a head injury or serious accident. Should your contact number change, please make sure you let us know.

LOST PROPERTY (Clothing, glasses, watches, bags, bicycles etc.)

Lost property is kept in a cupboard opposite Mrs Shillito's room and by the reception children's entrance.

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.

SCHOOL VISITS BY MEDICAL PROFESSIONALS

During the child's first year in school parents will receive a Health Questionnaire from the School Nursing Service. Completion of this questionnaire will provide the school nurse with a clear picture of each child's health status and highlight any concerns.

A medical will be offered to any child the parents/carers would like seen by the nurse. Also any child the nurse feels would benefit from a medical may be seen, following discussion and consent from parents/carers. Additional appointments throughout the year can always be arranged through the school.

Christine Jewell, the school nurse for St Martin's Primary School, holds a drop-in clinic for parents/carers and children once a month in school. The clinic runs from 08.30 until 10.00. Nurse Jewell can also be contacted via the school or at Lukis House on 725241 ex. 5281.

HEAD LICE: The school nurse does not do routine head inspections. Research has shown this does not help eradicate the problem. We have to stress that it is the parents' responsibility to check heads regularly every week and treat when necessary. We recommend 'WET COMBING' as the method of checking whether live lice are present. Wash the hair normally with shampoo then apply conditioner. Leaving the conditioner in (which makes the hair slippery and difficult for the lice to hold on to), comb the hair in sections with a fine toothed nit comb and by wiping it regularly on a white tissue you will see if there are any lice. With long hair it is a good idea to comb through with a normal comb first to remove any tangles. Rinse off the conditioner when the combing is complete.

If you find live lice then you need to treat with a head lice lotion, which you can obtain from your local chemist. Parents are responsible for obtaining it themselves, any problems with financing this, your School Nurse can advise. It is school policy to ask parents to pick up their child and treat them should head lice be found on them at school.

PROTECTION FROM THE SUN

The school is aware of the potential danger of the sun's rays to a young person's skin. Pupils are encouraged to wear peaked caps in the playground and on really hot days parents are asked to apply sun cream before school. School sun hats can be purchased from the School Secretary.

DRINKING WATER

The school is equipped with seven drinking fountains for the pupils and a water dispenser for the staff. However, it is recommended that all pupils should bring a bottle of drinking water to school each day in their school bags. On hot days, and when pupils participate in exercise, dehydration can cause tiredness, headaches and a lack of concentration. Ideally, all pupils should drink at least 6 – 8 glasses of pure water every day.

PROMOTING GOOD BEHAVIOUR

Our policy for good behaviour is based upon the Golden Rules:

Do be gentle

Don't hurt anyone

Do be kind and helpful

Don't hurt people's feelings

Do work hard

Don't waste time

Do look after property

Don't waste or damage things

Do listen to people

Don't interrupt

Do be honest

Don't cover up the truth

They are modified for the playground to become:

Do play well with others

Don't spoil others' games

Do care for your playground

Don't damage things

Do keep to the playground safety rules

Don't break the playground safety rules

The rules are taught in assemblies, in class circle time sessions and are displayed throughout the school and we hope they are reinforced by parents outside of school.

Our reward systems reinforce the Golden Rules with stickers, certificates or house points for good behaviour.

Golden Time

All pupils who have managed to keep the rules for the week take part in 'Golden Time', e.g. PE, listening to music, watch a video, read, and play educational games. Pupils can also be sent to the Head teacher for good work and a letter or certificate can be awarded if a child has not lost any 'Golden Time'.

Sanctions

The sanction system in the school is also linked to 'Golden Time' and is based upon pupils losing 'Golden Time' if they break a Golden rule. Other sanctions may include time out, missing playtimes, school trips. In very extreme cases children may be excluded from school.

PHYSICAL CONTROL AND RESTRAINT

St. Martins School is committed to maintaining a calm and positive learning climate for all. The school places a high priority on developing caring and considerate relationships between pupils, and between pupils and staff. We are confident that the strategies we have in place to develop positive behaviour in school will ensure that physical restraint is a rarely used and exceptional practice.

However, there are occasions within school when it may be necessary to physically control or restrain a pupil in order to protect the pupil from harm, others from harm or to protect property. Where the situation allows, every effort will be made to defuse a situation before physical intervention takes place. Physical control or restraint will **never** be used as a punishment.

The States of Guernsey Education Department have strict guidelines for action of this sort. Parents will be informed when an incident involving restraint of their child occurs and reports will be forwarded to the Education Department. If parents are concerned about any incident involving the restraint or physical control of their child, they are asked to contact the Head Teacher. If the matter cannot be immediately resolved you are asked to follow this up by putting your concerns in writing, again to the Head Teacher. If parents are dissatisfied with the response of the school and wish to pursue the matter further they may then forward their concerns, in writing, to the Pupil Services Manager, Education Department, Grange Road, St. Peter Port. The incident will then be formally investigated.

MIXING CLASSES

It is school policy to mix some classes in the year group as they move up through the school. This is done to ensure all classes keep a good balance of pupil numbers, gender and ability and to develop the children's social skills. We usually mix the classes at the beginning of Year 1 and 4 depending on the cohort of children. Parents will be informed in advance.

LEAVE OF ABSENCE DURING SCHOOL TERM TIME

Under the Education (Guernsey) Law 1970, the Education Council is responsible for providing education for children between 5 and 15 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 be avoided particularly at the beginning of the school year and during 11 plus testing.

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

5 days or less – written permission from the Head Teacher

More than 5 days – written permission from the Director of Education (see address on page 2).

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

7. Curriculum

Teaching and Learning

In order to become successful learners we believe our teaching needs to contain the following components;

- active involvement of the children in their own learning
- sharing learning goals with our pupils
- giving our children rich verbal and written feedback
- effective questioning
- helping our children identify their next steps and how to take them
- adjusting our teaching to take account of our assessments
- confidence that every child can improve and achieve

SCHOOL CURRICULUM

We follow the National Curriculum for Years 1 – 6 inclusive, together with the Foundation Stage curriculum for Reception children.

Foundation Stage Curriculum

The Reception year is the last year of the Foundation Stage and the most important year of a child's school life! It is the aim of the reception staff to make this year a happy, exciting and challenging experience for the reception children.

Our curriculum is broken down into 6 areas of learning:

- Personal, social and emotional development
- Communication, language and literacy
- Problem solving, reasoning and numeracy
- Knowledge and understanding of the world
- Physical development
- Creative development

Because children learn best through play, we try to provide opportunities and space for children to be active learners both indoors and out. We aim to organise an environment that maximises opportunities for self motivated, creative learning because we want the children to be independent learners.

At the end of the reception year the children are well prepared for the challenges of Year 1.

English

At St Martin's Primary School we consider literacy to be vitally important. We follow the National Literacy Strategy alongside the 'Read Write Inc' phonic programme. Children are grouped according to reading ability from Year 1 to Year 6.

We teach reading through a range of methods and encourage reading at home from a variety of texts to broaden literary experiences. A Parents' Guide on the Teaching of Reading at St. Martin's School is available from the School Secretary.

We like to give the children experience in both creative and factual writing, which is taught alongside spelling and handwriting. Handwriting sheets of letter formation, with associated language, are available for parents to assist their children at home. Joined handwriting is taught once the correct letter formation is established.

Children also have the opportunity to enter the Speech and Drama Section of the Eisteddfod and we are very proud of their achievements over the years. Children from Key Stage 2 are entered into the English Speaking Board examinations in order to demonstrate their Speaking and Listening skills.

Mathematics

Mathematics is a vital aspect of teaching and learning at St Martin's Primary School. We see numeracy as an essential life skill, so teaching focuses on using and applying skills learnt in real life examples and problems. We follow the National Curriculum and the National Numeracy Strategy covering using and applying maths, number and algebra, shape, space and measure and handling data.

Ways you can help your child with maths at home:

- Singing number songs with very young children
- Playing card games/ board games
- Noticing numbers in the world around us
- Practising reading, writing and ordering numbers together
- Shopping together, using money skills, working out change etc.
- Discussing measurements: taller, heavier, longer etc.
- Tell the time; analogue and digital
- Practising number bonds and x tables together
- Checking maths homework and providing support if possible

Science

Science at St Martins involves pupils actively exploring, discovering and investigating their immediate environment through enquiry-based learning. Our pupils learn to develop and apply their scientific knowledge through rich topics that stimulate their curiosity and enjoyment.

Design and Technology

Thinking skills and problem solving challenges make D and T an enjoyable, stimulating experience for most children. Designing, making, assessing, discussing and refining their work becomes a familiar process as they move through the school. Activities range from making puppets, designing pop-up mechanisms, and constructing a smoothly running cog mechanism to developing the most delicious (and healthy!) energy bar. Group co-operation develops and the opportunity to learn new skills and pass them on to others builds confidence – and it's always useful to know how to use a saw safely!

Information Communication Technology

We have an extensive range of technology including data loggers, video cameras, voice recorders, floor and screen simulators; not to mention the vast quantity of laptops, notebooks and desktop computers. Consistent use of these prepares pupils to participate in the rapidly changing world they will experience when they leave St. Martin's. All resources are used throughout the curriculum to enhance teaching and learning. This enables children to take the initiative and become more independent learners. Use of the VLE (Virtual Learning Environment) facilitates communication and learning beyond the classroom.

Religious Education

There is a Guernsey Agreed Syllabus which St Martin's and all Guernsey schools consult when planning RE.

As well as learning about the traditions and beliefs of Christianity, the children enjoy learning about world faiths such as Hinduism, Islam and Judaism.

We encourage the children to discuss, argue and debate in RE lessons which are becoming increasingly more practical and thought provoking. The teachers of RE provide a range of opportunities for pupils to explore feelings and to foster a sense of awe and wonder.

Our aim is to encourage children to develop their own opinions with a strong emphasis on understanding and respecting other people's beliefs.

Collective Worship

Assemblies are held at the end of the school day. The children come together, either in departments or as a whole school to enjoy a story, celebrate achievements and birthdays and to learn the Golden Rules.

Assemblies are led by the Head teacher and different members of staff as well as visiting speakers such as Rev Keirle and the PACE group.

Each KS2 class lead an assembly once a year and the children produce special services throughout the year such as Harvest, Christmas and Easter which are held at St Martin's Church.

As a school, it is one of our aims to encourage the children to become critical thinkers and at the end of each assembly they have the opportunity to sit quietly and reflect on the message or theme.

French

French is taught in Years 5 and 6 mainly through interactive speaking and listening activities, with some reading and written work. The children are given the opportunity to experience life in France and try out their language skills during an annual trip for Year 5 pupils to St Briec. There is an exciting range of activities including ice skating, visiting a supermarket and site seeing.

Those who stay in Guernsey have a local 'French Experience' and have the opportunity to immerse themselves in French customs and traditions as well as visiting places with a French influence in Guernsey.

A link with a school in Lingreville, Normandy has been made and Year 6 children correspond with a pen pal practising their French and learning about each other's ways of life.

History

Through History we teach the children to compare past and present and develop a sense of chronology. They study some key periods in history and learn about significant people, (e.g. Samuel Pepys, The Tudors, World War 2 and Ancient Egypt). The children are encouraged to develop their research skills through investigation, questions and analysis. In Year 6 pupils study the Victorians using an enquiry based method of learning. This is where they learn independently with unlimited access to technology. The topic ends with a spectacular 'Great Exhibition' as a new way of sharing their historical learning with family and friends.

Geography

Our pupils learn a range of geographical skills including using maps, plans and photographs. They are also challenged with engaging questions to problem solve and investigate places and environments throughout the world. Topics include 'improving the school grounds', 'window on the world' and comparing Guernsey with St Malo.

Personal, Social, Health and Citizenship Education

We believe that all our children should acquire the knowledge and skills they need to lead happy, healthy, confident and independent lives. We aim to help our children to become active responsible citizens who are able to form positive relationships throughout their lives.

Our children are given many opportunities through assemblies, school and class councils, school residential trips and focused lessons to acquire and develop these skills. We have an excellent buddy system operating within the school that helps our younger children whilst teaching responsibility and relationship skills to our older pupils.

We have close links with the Police, Fire Brigade, St John's Ambulance and various health agencies (dental, drug, alcohol, tobacco) who support us in teaching PSHE.

We are a healthy school and are successful in promoting the health of our young people. This was acknowledged when we were awarded "Enhanced Healthy Schools Status" in 2008.

Music

All our children have music once a week taught by a music specialist. Whatever the child's ability he or she will be able to enjoy success in following a varied curriculum, which includes music from many times and places. The children also experiment with simple music technology programs. We have a wide range of instruments including a set of Djembe drums, glocks and keyboards. All our children learn the recorder from Year 3 and so leave our school with some knowledge of music notation.

Extra curricular activities include a thriving choir of sixty plus and orchestra. Our standards are very high and school productions such as "Joseph" and "The Wind in the Willows" have been outstanding.

For pupils who show musical promise, the Schools' Peripatetic Music Service may offer further specialist teaching from strings, woodwind and brass.

Physical Education

We have excellent sports facilities in the school including a swimming pool, gym, 2 playing fields and an all-weather area. Our PE curriculum includes gymnastics, dance, games, swimming, athletics and outdoor/adventurous activities. Children usually have 3 formal PE sessions a week as well as numerous opportunities to be physically active during the school day. We have recently been awarded the 'Advanced Healthy School's Standard'

At St Martin's, we believe physical education is:

Social – working together and making friends

Active – to increase those fitness levels

Inclusive for all – regardless of ability

Never giving up

Trying something new

Sense of achievement

Our extra-curricular opportunities include

- 'Work-out-Week' (year R – Yr 6)
- Island Youth Games (Yr 5 and 6)
- Fortis Guernsey Athletics Championships (Yr 3-Yr 6)
- School House football and netball matches (Yr 6)
- Island netball, football and cricket tournaments (Yr 5 and Yr 6)
- Island tag-rugby tournaments (Yr 4 – Yr 6)
- School swimming sports (Yr 3 – Yr 6)
- Infant, lower junior and upper junior sports afternoons
- Smokebusters cross-country runs (Yr 3 – Yr 6)
- Links with Sports Development Officers in hockey, cricket, football etc
- 'Stepping Out' fitness training (Yr 5)
- PTA Sports Morning of Excellence (Yr 4 – Yr 6)
- Cycling Proficiency awards (Yr 6)

Art

We aim to encourage the children's creativity with a range of art projects throughout the school. They will have opportunities to learn skills with which to progress in their drawing, painting, printing, textile and collage work, as well as experiencing three dimensional projects which the majority find particularly stimulating, exciting and satisfyingly messy! We work from a wide range of stimuli including direct observation and the historical and contemporary work of artists from around the world. The children are proud to see their work displayed around the school. Upper juniors are invited to join Art Club, which provides further opportunities to work in different media and "exhibit" their work in the main corridor. The enthusiasm and enjoyment with which the children (and staff!) approach their art projects is reflected in the finished products.

Library

We are very proud of our Library at St Martins. With approximately 6000 books filling the shelves the children are spoilt for choice in their weekly visits. Whether they are looking for a good story to curl up with or some information to help them with a project there is something for everyone. The adjoining conservatory makes a light, airy and relaxed area for children to browse through the books.

The library is equipped with a computerised loan system. We wish to thank the team of parents who kindly donate their time to operating the loan system for books and cassettes and also attend to the daily upkeep of the library. Their help is invaluable. Any new parents who would be interested in helping please contact Mrs. Mason or Mrs. Hinshaw for more information.

Your assistance will ensure that optimum use is made of our library facilities.

Special Educational Needs

We operate the Special Educational Needs Code of Practice (Guernsey 2004), and aim to provide a curriculum which meets the needs of all our children.

We try to ensure that children with SEN are identified as quickly as possible so that early intervention can be taken. We liaise and involve a range of Education Support Services to ensure that proper advice and support is given.

Close partnerships with parents and carers are developed so that children with SEN can benefit from co-ordinated provision.

If you have any concerns please do not hesitate to contact your child's class teacher to discuss these. It may be that ideas to help your child could be shared at this meeting, or that additional information needs to be sought through consultation with the Special Educational Needs Coordinator (SENCO), Mrs Clare Giles.

Cycling Proficiency

All children are encouraged to take their Cycling Proficiency training course organised in conjunction with the School Road Safety Officer, P.C. Mick Chart. This is taught as part of the PE curriculum in Year 6.

Parental Involvement

The school welcomes and encourages all parents who wish to participate in school and extra-curricular activities. It is hoped that they would wish to be involved either in responding to requests for help in school or in fund raising or social activities. A school booklet entitled 'Guidance for Helpers in School' is available free from the School Secretary.

Homework

All pupils from Reception to Year 6 are asked to do additional educational activities at home. In the Early Years the work is predominantly pre-reading activities and the enjoyment of listening to good stories.

As pupils progress they are encouraged to read with an adult and then read independently. Other activities involve the learning of spellings, mathematical tables, finding out and investigating topic related information.

Each Year Group team of teachers will send letters home at the beginning of each term to inform parents of the planned areas of study.

The school recommends that all pupils should spend approximately 15 to 45 minutes an evening (depending upon age and ability) on additional educational activities, not necessarily set by the school. The school web site has numerous links to educational activities on the internet parents could use to consolidate and extend learning; go to www.stmartins.sch.gg

PTA REPORT

PTA Report September 2008 - September 2009

Parent Class Representatives

Last years' Chairman, Caroline Bradley, set up a PTA format of Parent Class Representatives, which is now in its third year. This highly successful format enables parents to be involved in just one fundraising activity throughout the school year (or as many as their time and enthusiasm allows). The PTA aims to have two Class Representatives from each class, from Reception through to Year 6, who then undertake to help with one fundraising event, lead by a Team Leader. This new system encouraged an unprecedented response from parents and, again, enabled another very successful fundraising year.

Fundraising / Social Events

Christmas Fair	-	Gynette Cowens
Christmas Discos	-	Lucy Buchanan
Quiz Night	-	Julie Eccles
PE Morning of Excellence	-	Sue Johns, Mike Johns and Juliette Yeaman
Summer BBQ	-	Sharon Roberts and Sue Montgomery
Year 6 End of Year Disco	-	Gynette Cowens

PTA Purchases This Year

This year we have set up the school hall with fantastic technology for assemblies, presentation and school performances.

- Data projector for main hall
- PA system, microphones and speakers
- Stage lighting
- Mixing desk

Thank You - Committee

This year has seen two changes in the PTA Committee line-up. Rosemarie Gardner has ably taken the “bean-counting” baton from Paul Dallamore as PTA Treasurer, and Sarah Meader has taken over the role of PTA Chairman from Caroline Bradley, whose long service to the Committee and legacy of the introduction of the Parent Class Representative format have ensured the on-going success of the PTA. The Committee changes were relatively seamless thanks to PTA Secretary, Pierre Lenfesty (“Lenny” to all and sundry) who continues to be the backbone of the PTA and whose enthusiasm and boundless energy permeates all the PTA meetings and events. Thank you to all the PTA Committee; it’s been a pleasure raising money with you!

Thank You - Team Leaders and Parents

All the PTA fundraising events are firmly embedded in the school calendar and are competently run by their Team Leaders. Thank you to you all; Team Leaders as listed above, and to all the Class Representatives, parents, relatives and carers, without whom the St Martins PTA would not exist. The PTA is an integral part of the school - it provides another important link between the teachers, pupils, parents and community and enables our children to benefit directly from funds raised; so thank you for all your time, help, cake-baking, donating and attending events, without which these events would simply not be successful.

The PTA also owes a debt of thanks to many local businesses and organisations for their support. These links are an important contribution and further cement St Martin’s relationship with the community.

It is with gratitude and sadness that we say a fond farewell and enormous “thank you” to Sue and Mike Johns who have run the PTA Morning of Excellence for five years. This event draws participants from primary schools across the island and is a “flag ship” fundraising event. Not only is it of great benefit to all the pupils taking part, but raises St Martins’ profile in the community and island and enables children to receive expert tuition in their chosen sport in a fun-packed Saturday morning. Taking the auspices from Sue and Mike for next years’ event are Caroline and Gynette Cowens

Thank you for all your support. Here’s to next year!

Sarah Meader
PTA Chairman

CONSTITUTION OF THE P.T.A.

1. Name

The name of the Association shall be St Martin's Parent-Teacher Association (the PTA).

2. Objects of the PTA

The objects of the PTA are:-

- a) To advance the education of the pupils of the school by providing facilities and amenities (not provided by the States Education Council);
- b) To enhance the enjoyment of the school and its environment for the pupils of the school through social and fund raising events;
- c) To promote good community relations between the teaching staff, parents and others as part of the extended community;
- d) To provide an additional means of communication between the teaching staff and parents to support the school as a whole.

3. Non-political

The PTA shall be non-political.

4. President / Vice-President

- a) The President of the PTA shall be the Head teacher.
- b) The names of the Vice-President shall be submitted at the Annual General Meeting.

5. Membership

All parents of pupils at St Martin's Primary School and staff of that school shall be members of the PTA.

6. The Committee

- a) The management and control of the PTA shall be vested in a Committee ("the Committee").
- b) Each of the classes of the school from Reception to Year Six inclusive shall have one or more parent class representatives.
- c) The Committee shall be drawn from the class representatives and teaching staff at the school.

- d) The Committee shall consist of a maximum of twelve members, of which:
 - i) not more than two shall be members of the school teaching staff nominated by the teaching staff from time to time; and
 - ii) not more than ten shall be parent class representatives.
- e) The Committee shall have the power:-
 - i) To appoint any sub-committee or team;
 - ii) To prescribe the function of any sub-committee or team;
 - iii) To co-opt any number of class representatives to such sub-committees or teams.
- f) Casual vacancies on the Committee may be filled by co-option.

7. Elections

The Committee shall make the following elections:-

- a) Chairman
- b) Vice-Chairman
- c) Treasurer
- d) Secretary
- e) Minutes Secretary
- f) Team organisers (Maximum of five)
- g) Each of the above shall hold office for such period of time and on terms as the Committee so resolves.

8. Annual General Meeting

- a) The Annual General Meeting of the PTA shall be held in the second week of October of each year.
- b) The Chair shall be taken by the Chairman or in his/her absence by the Vice-Chairman of the Committee.
- c) At each AGM, the elected members of the Committee shall retire from office.
- d) Any member retiring shall be eligible for re-election (but is not obliged to do so) up until their children leave the school.
- e) Twenty-five members shall constitute a quorum at the AGM.

9. Special General Meeting

- a) A Special General Meeting shall be convened at the request in writing to the Secretary, of ten members of the PTA. Such a meeting shall be held within thirty days of the request.
- b) Agenda and motions submitted shall be circulated to all members.
- c) Twenty five members shall constitute a quorum.

10. Additional Meetings

- a) Additional meetings shall be held of the Committee and any sub committees.
- b) Six members of the Committee and any sub committee shall constitute a quorum.
- c) Decisions of the Committee and sub committees shall be by simple majority of the members present. The Chairman shall have a casting vote in the event of a tie.

11. Friends of the School

Where parents no longer have children at the School, but wish to continue their interest in the school through the PTA, such parents may be accepted as Friends of the School, and shall be entitled to full membership with the exception that they may not hold office as Chairman, Vice Chairman, Secretary or Treasurer, or serve on the Committee.

12. Alterations to Rules /Objects / Dissolution Clause

- a) No alterations of the rules may be made except at the Annual General Meeting or at a Special Meeting called for this purpose.
- b) No alteration or amendment shall be made to the objects clause or dissolution clause which would cause the Association to cease to be a charity at law.

13. Accounts / Audit

- a) The Honorary Treasurer shall keep an account of all income and expenditure and shall submit accounts duly audited, at the Annual General Meeting.
- b) The Banking Account shall be in the name of the PTA.
- c) Withdrawals shall be made in the name of the PTA on the signature of any two of the following:
 - (i) Chairman; (ii) Treasurer; (iii) Secretary

- d) Two auditors, not being members of the Committee shall be appointed annually at the Annual General Meeting, to audit the accounts and books of the PTA.

14. Assets on dissolution

Any assets remaining on dissolution of the PTA after satisfying any outstanding debts and liabilities shall not be distributed amongst the members of the PTA but will be given to the School for the benefit of the children of the School in any manner which is exclusively charitable at law.

15. Any other matter

That any matter not provided for in the Constitution shall be dealt with by the Committee, whose decisions shall be deemed final.

16. Educational matters

The PTA shall be purely supportive and have no say in the day to day running of the school. The Head teacher shall have the ultimate decision on all educational matters.

Reviewed 8th October 2007

FINALLY

Your child is with us for a small proportion of every day. In order that he or she has a rewarding and enjoyable day, it is essential that the home and school work in partnership. We welcome **any** help you can give us and in return we invite you to discuss with us any problems that may occur, so we can solve them together in a spirit of cooperation.

The details in this booklet are not intended to create contractual relationships and may be varied in the light of changing circumstance.