St. Martin's Primary School

Prospectus 2015/16

Dear Parents and Carers

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

This year we have grown as a school and over the last 2 years have welcomed over 40 St Andrew's pupils to our community. Each class has a maximum size of 28 children and there are 3 classes in each year group with the exception of Year 5 where we have 4 classes. Although we are a large primary school we strive to maintain our small school feel. Well -being is at the very centre of our aims and we work hard to get to know each and every child; their needs, their personalities and their next steps in learning. We are very fortunate to have additional staffing to meet these needs and now have LSAs (Learning Support Assistants) in each class in Year 1 as well as Year R. Other year groups are supported by additional staff and we now have at least one LSA for Years 3 to 6. This staffing increase enables us to provide small focused group work to ensure that we meet every child's needs, whether it is extra help with their spelling or to stretch their mathematics.

Published assessment results show that St Martin's Primary School continues to have high standards and that the children make great progress. We use a combination of careful tracking of pupil progress and individual targets to ensure that the children are working at the right level of challenge. Last year we introduced 'rainbow' maths targets and these have been a great tool for developing pupil's instant recall of number facts and times tables. We will continue with these this year, so look out for the colourful rainbow booklets for Years 1 to 6.

ICT continues to develop rapidly across the school. An injection of new iPads has enabled an increase in the creative use of technology; activities such as film making, QR coding and blogging are taking root in teaching and learning. The staff are often learning alongside the children and taking the plunge. E-safety, however, remains a priority and we seek to ensure that the children understand how to be safe and responsible users of the internet. We hope that you as parents and carers find that using the school blog enables stronger home school communication and greater engagement with your child's learning.

Our children love learning outside and we are extremely fortunate with our wonderful school grounds. We look for opportunities to take learning outside - whether it is mini beast hunting in science or story telling in literacy. The children are learning how to take care of the grounds and each year group has a different area to look after; raking out the pond is a favourite and replenishing the rooms in the bug hotel another. Gardening Club is thriving under the leadership of Mrs Judd and the vegetable plots are growing in number under the club's green fingers.

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

Yours sincerely

Catherine Mason

Headteacher

EDUCATION PERSONNEL

CHIEF OFFICER	Mr Jonathan Buckland
DIRECTOR OF EDUCATION:	Mr Alan Brown Education Department The Grange St. Peter Port Guernsey GY13AU Tel: 733000
SCHOOL ADDRESS:	St. Martin's Primary School La Route des Coutures St. Martin Guernsey GY4 6HN Tel: 756060 (directory number) Email: office@stmartins.sch.gg Web-site: www.stmartins.sch.gg Schoolblog: http://stmartinsprimaryschool.edublogs.org/
HEAD TEACHER:	Mrs Catherine Mason M.A., B.Ed.(Hons)
DEPUTY HEAD TEACHER:	Mrs Claire Judd, B.A. (Hons)
ASSISTANT HEAD TEACHER:	Mrs Clare Giles, B.Ed. (Hons)
SCHOOL COMMITTEE PRESIDENT:	Rev. M. Keirle, B.A.
EDUCATION DEPARTMENT REPRESENTATIVE:	Deputy Robert Sillars
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.

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:

S**uccessful 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

Our goals

- **Ensure that every pupil feels safe, valued and included. Promote well-being and the belief that we can all grow and develop through our own efforts.**

- **Sustain and improve our excellent standards across the curriculum through high quality teaching and learning.**

- **Provide a highly engaging curriculum that enables children to develop the elements of learning: resilience, curiosity, creativity, team work, independence, making links, planning learning, motivation and reflection.**

- **Develop use of technology to empower learning and promote the skills needed for 21st century.**

- **Ensure that pupils are active and enjoy physical activity and outdoor learning.**

- **Maintain our strong links outside of the school through active engagement with all parents/carers and the wider community.**

- **Sustain and develop whole school self-evaluation and critical reflection to promote good practice.**

SCHOOL CALENDAR 2015 – 2016

AUTUMN TERM 2015		
September	**Wednesday 2nd September**	**Term starts - Staff**
	Thursday 3rd September	**Pupils in Y1-6 start**
	Wednesday 9th September	**Year R phased start**
	Monday 28th September	**INSET DAY - School closure**
October	**Mon 26th- Fri 30th October**	**Half term**
December	**Friday 18th December**	**Term Ends 1pm**
SPRING TERM 2016		
January	**Monday 4th January**	**Term starts – Staff**
	Tuesday 5th January	**Term starts - Pupils**
February	**Mon 22nd – Fri 26th Feb**	**Half term**
March	**Friday 25th March**	**Good Friday**
	Monday 28th March	**Easter Monday**
April	**Friday 8th April**	**Term ends 1pm**
SUMMER TERM 2016		
April	**Monday 25th April**	**Term starts – Staff**
	Tuesday 26th April	**Term starts - Pupils**
May	**Monday 2nd May**	**May Day Bank holiday**
	Monday 9th May	**Liberation Day**
	Mon 30th May –Fri 3rd June	**Half term**
July	**Thursday 21st July**	**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: 2015 / 2016

INFANTS	
RECEPTION:	Mrs Kate Hynes (Head of Foundation Stage) Mrs Stephanie Boscher Mrs Claire Le Prevost
YEAR 1:	Miss Sarah Geall Mrs Karen Bramley Miss Jo Horsepool
YEAR 2:	Mrs Jen Ashworth (Head of Key Stage One) Miss Sarah Baker Mrs Sophie Ash
LOWER JUNIORS	
YEAR 3:	Mrs Sandra De Sousa Miss Leah Green Miss Laura Simpson
YEAR 4:	Miss Daniella Dyke Mrs Claire Judd (Deputy Head Teacher) Mrs Ashka Karia
UPPER JUNIORS	
YEAR 5:	Mrs Kate Shillito Mrs Amanda Brehaut Miss Lynsey Strange Miss Aisling Golland
YEAR 6:	Mrs Clare Giles (Assistant Head Teacher) Mrs Caroline Gray-Krall Mrs Tina Holmes

ADDITIONAL STAFF

Part-time music teacher	Mrs Sarah Dempster
Part-time teachers	Mrs Alison Mason Mrs Louise Dowding Mrs Sam Mauger
Intervention/well being teacher Language and Literacy Specialist Teacher Leader	Mrs Kym Lovell Mrs Kelly Child

Learning Support Assistants:	Mrs Michelle Turberville
	Mrs Lucy Evans
	Mrs Nicola Barton
	Mrs Jackie Lee
	Mrs Louise Martel
	Mrs Sarah Staples
	Mrs Janet Wickenden
	Mrs Juliet Yeaman
	Mrs Dawn Kidd
	Mrs Lorraine Moores
	Mrs Caroline Cummins
	Mrs Sue Mahy
	Mrs Angela Simon
	Mrs Katherine Tetlow
	Mrs Jo De Garis

NON TEACHING STAFF	
Secretarial:	Ms Michelle Dupont
	Mrs Tracey Marley
Caretaker:	Mr Richard Moullin
Assistant Caretaker:	Mr Martyn Cohu
Lunch-time Supervisors:	Mrs Jan Attwood
	Mrs Sarah Maginnis
	Mrs Marilyn Loveridge
	Miss Kate Lee
	Mrs Karen Jehan

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.

LEARNING AND TEACHING

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. We teach reading through a range of methods and encourage reading at home from a variety of texts to broaden literary experiences.

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.

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 Martin's 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 iPads, data loggers, video cameras, voice recorders, floor and screen simulators; not to mention the vast quantity of laptops 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 school blog 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 Brieuc. There is an exciting range of activities including swimming at an aquapark, visiting a supermarket and sightseeing.

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 language and learning about each other's cultures.

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.

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. Our children learn the recorder from Year 3 and clarinet in Year 5, so they 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 "The Wizard of Oz", "The Wind in the Willows" and "Cinderella Rockerfella" have been outstanding.

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

Physical Education

We have excellent sports facilities in the school including a swimming pool, gym, two playing fields and an all-weather area. Our PE curriculum includes gymnastics, dance, games, swimming, athletics and outdoor/adventurous activities. Children usually have three 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'.

Our extra-curricular opportunities include

- 'Work-out-Week' (Year R – Yr 6)
- Island Youth Games (Yr 5 and Yr 6)
- R G Falla 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)
- Infant, lower junior and upper junior sports afternoons
- Links with Sports Development Officers in hockey, cricket, football etc
- 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 Martin's. 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 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 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. 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 fundraising 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 blog has links to educational activities on the internet parents could use to consolidate and extend learning; please go to http://stmartinsprimaryschool.edublogs.org/

HOME/SCHOOL COMMUNICATION

We wish 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 school blog http://stmartinsprimaryschool.edublogs.org/
- 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 fundraising open days).

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, and school trips. In very extreme cases children may be excluded from school.

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 in school and they enable us to deliver a more creative and varied curriculum. We ask

helpers who regularly help in school and who work with small groups outside of the classroom to have a CRB check. Please ask the head teacher for help and advice on how to get this done.

ADMISSIONS

During the first week of the autumn term parents and cares are invited into school for a 1 to 1 meeting with the class teacher.
In order to settle the children into their new school they begin school in groups. As the youngest children usually need the most support to settle, they start school first. They are then joined by spring term born children then finally the autumn term born children. All children attend full time once they have begun school and can stay for lunch. If, however, the school believes that a child is not settled and happy in school, they may be asked to attend part time in the autumn term.

Starting dates:
Summer term born children: full time from Wednesday week 2 of the autumn term.
Spring born children: full time from Monday week 3 of the autumn term.
Autumn term born children: full time from Thursday week 3 of the autumn term.

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 child/children to remain at St. Martin's Primary School (See page 3 for address).

THE SCHOOL COMMITTEE

Reverend Michael Keirle (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:

Chairperson	Helen Fleming
Vice chair	Natalie Robins
Secretary	Pierre Lenfestey
Treasurer	Sarah Hancock

See page 26 for the PTA Chairperson's report.

COMPLAINTS FROM PARENTS

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

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

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.

SCHOOL BUS
Pupils living in St Andrews are entitled to travel on the school bus. Two bus supervisors walk with them children to the bus pick up and drop off points on the Grande Rue and see the children safely on and off the bus. For details of the route please contact the Education Department.

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, 'tram lines', lines cut into hair styles and large decorative hair ties or scarves are not appropriate for school.

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

BOYS	Navy blue trousers/ jogging trousers tailored shorts Gold polo shirt/T-shirt Royal blue sweatshirt/ fleece Black shoes/black trainers	**GIRLS**	Navy blue skirt/leggings/trousers/ tailored shorts Gold polo shirt/T-shirt Royal blue sweatshirt/fleece/cardigan Blue check dress in the summer Black shoes/black trainers

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 entirely at their own risk. Phones should be switched off during the school day and clearly named.

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.

DOGS IN THE PLAYGROUND

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

SAFEGUARDING CHILDREN AND CHILD PROTECTION

The Children Law (Guernsey and Alderney) 2008 states that all States Departments have a duty to work together and share information to ensure that children and young people get the services they require. This is also essential to protect children and young people from suffering harm, abuse or neglect and to prevent them from offending. Further information is available at http://childrenlaw.gg

All island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at http://www.online-procedures.co.uk/guernsey/

The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm.

Therefore if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm then the school will contact Health and Social Services Department, Assessment and Intervention Team to determine whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the Head Teacher and School Child Protection Officer (Mrs C Mason), who will make contact with HSSD colleagues as appropriate.

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.

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 the school of 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 as lessons start immediately after the register is taken. Late arrivals will miss the start of a lesson and may disrupt others. Please get into the habit early and bring reception children on time. Registration is completed on the computer and absent and late marks will be given 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 can 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. Medical forms can be obtained from the school office.

No medicines will be administered unless a letter/form 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 sustain a head injury or have a serious accident. Should your contact number change, please make sure you let us know.

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

Lost property is kept in a cupboard by the caretaker's room and by the reception children's entrance for clothing, shoes and water bottles. All other lost property will be kept in the school office.
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.

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 10.00am. The school nurse can also be contacted via the school or at Lukis House on 725241 extension 5268.

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 whilst 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

Pupils are encouraged to drink water regularly throughout the school day as dehydration can cause tiredness, headaches and a lack of concentration. 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. Water should be in a clear plastic bottle labelled with the pupil's name.

BREAK TIME SNACKS

As part of our healthy eating policy, pupils are asked to bring fresh fruit if they want a mid-morning snack at break-time.

MIXING CLASSES

It is school policy to frequently mix 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.

PHYSICAL CONTROL AND RESTRAINT

St. Martin's 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.

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. 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 requested by letter, addressed to the head teacher.

PTA REPORT

September 2014- July 2015

The St Martins School PTA has many roles including raising funds, running fun social events and providing a link between the teachers, pupils and parents. All parents/carers that have children at the school are automatically members of the PTA. Within the PTA we have a committee of people who look at ways we can raise money to buy extra equipment for the school and maintain previous purchases. At the start of each academic year we have an AGM and ask people to sign up to be on the PTA e-mail circular which ensures they receive regular e-mails giving them an overview of the current plans of the PTA and where/when help is required.

Each event we run are led by a Team Leader who heads up a small team and we are always looking for new people to get involved and share new ideas. Getting involved with the PTA does not mean giving up huge amounts of time and an hour given here and there can help make each event a real success. We aim to have fun at these meetings and it is a great way to meet other parents and get involved in school life.

We have had another busy and productive academic year with lots of events:

72 parents signed up to Easy Fundraising raising £694.34 to date
Christmas Fair
New for 2014 – 1st St Martin's Christmas Market
Christmas Junior Discos
Christmas Hamper Raffle

Charlie and the Chocolate Factory Movie Night
Easter Mug Decorating Competition
Mothers Day Golden Ticket Event
2nd Speed Quiz night with IPADS – 3rd July 2015
Refreshment/snack stall at the school sports days
Infant Disco Parties – 10th July
Working with St Andrews PTA to welcome incoming children
Helped our fellow Hautes Capelles School PTA with the loan of our equipment

PTA Purchases this year

We have continued to invest in some equipment for the PTA this year to help with future events. One of our talented parents, Andy Mauger, built us a fantastic waterslide complete with our school logo! And we also purchased two gas hobs, wooden trays and food display trays to help us with catering for future events.

We have helped with the purchase of 20 IPADS to help back up the current school allocation, a new projector screen for the main school hall and have taken up payment of the license to play films at the school.

There is always a wish list, and thanks to lots of hard work and commitment from PTA Members we have had another successful fundraising year.

Thank you – Committee

Chairperson – Helen Fleming
Vice Chair – Natalie Robins
Di James - Secretary
Treasurer – Sarah Hancock

Thank you to Sarah Hancock who has kindly given her time and services again this year. A very special thank you goes to Natalie Robins, Vice-Chair who headed up the new Christmas Market Event, Mothers' Day Golden Ticket Event and the Charlie and the Chocolate Factory movie night. She has given her time and continued enthusiasm to many of the other events along with Tracey Hancock who headed up our very popular Christmas Hamper raffle. This year we broke the £1000 in raffle ticket sales which was a fantastic achievement!
Another thank you goes to Di James, who stepped in as Secretary this year. She ran our Easter Mug competition and worked on raising the parents awareness of the Easyfundraising scheme that we run. Di's help and support to Natalie and myself has been very much appreciated. We have again had a dedicated team of helpers and without all their support and help, this year could not of been so successful, rewarding and fun!

We are fortunate to have a strong and successful PTA but I would ask any parent to consider getting involved as we can only continue with your support. With this in mind I would like to thank all those that have given their time to help at events, bake cakes and jacket potatoes!, give hamper donations and who come along to support our events. We hope that the extras that we can purchase, above what Education provides, makes the children's time in school more enjoyable.

We also owe a huge thank you to the many local businesses and individuals who are very kind and generous with their contributions. We work hard to maintain these relationships and they are vital to our present and future events. Lastly, a continued thank you to Mrs Mason for her support, encouragement and help. Her enthusiasm inspires and drives us on. We look forward to welcoming newcomers to the school in September and hope you want to get involved. Come and join us, we look forward to seeing you all!

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.

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.