

Bel Royal School



School Handbook 2021/22



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Welcome!



Since September 2020, I have been the Leading Headteacher of both Bel Royal and La Moye Schools. I am very excited and privileged to be leading Bel Royal School and also to develop a close partnership with La Moye School. I believe partnership working provides many benefits.

Bel Royal School is an ambitious, inclusive school in the Parish of St. Lawrence. We have friendly and motivated pupils, a dedicated and hard-working staff team, supportive parents, and excellent facilities - including a great outdoor learning environment.

We have an Additionally Resourced Centre (ARC) for children with Physical Disabilities. Our ARC, and the children and families that access the ARC, are very much part of our school community.

We pride ourselves on ensuring pupils and learning are at the centre of all that we do and strive to ensure they become the best they can be, as described by our new Core Values: Include, Believe, Achieve.

About Us:

Bel Royal School is a one form entry primary school (one class per year group), with two forms of entry in one year group (currently Year 4). We have nine classes in total, including a Nursery class. There are approximately 230 pupils in school from Nursery to Year 6, with our Nursery unit having up to 30 places for children from the age of 3.

We are an inclusive school and have a comprehensive intake. The staff team work hard to get to know and support the needs of every child, working in close partnership with their families, and where necessary, other agencies.

We aim to ensure that Bel Royal School is a safe, secure and stimulating setting in order to promote learning. The school is set in beautiful surroundings, with plenty of space for the pupils to play and many opportunities for learning outdoors, including a Forest School area. We believe learning outdoors offers many fantastic opportunities and try to make the best use of our entire grounds, local area and Jersey as a whole. Pupils also are able to participate in a wide range of educational visits and we are currently setting up a program of residential trips both in Jersey and to France for our Key Stage 2 children.

We aim to prepare pupils for the next stage of their education and their lives. In a digital world, this requires the teaching of digital learning skills which are taught to all pupils. ICT is well resourced and used regularly to support learning through the use of laptops, iPads and other devices.

We are a busy school and welcome a variety of visitors into school that support our learning and education programmes. We also enjoy supporting a number of charities with community events and fundraising. The school is currently developing a range of lunchtime and after school clubs and activities as well as a Breakfast Club to support working parents from 8am daily.

Bel Royal School is determined to be the best it can be and we work hard to reflect on and improve our practice to ensure we do our best for every pupil. It is also important for us to share our school improvement focuses with parents to provide them with an understanding of what we are working on each year.

We encourage a positive ethos and believe that our school team is one where everyone should be valued for their contribution and expertise. We aim to give our staff quality professional development experiences to extend their knowledge, understanding and skills, building on strengths and talents, thus extending their capacity to create and maintain high standards of achievement in all aspects of school life.

We pride ourselves on being accessible - relationships are at the heart of all that we do. Working in partnership with parents and carers we can achieve the best outcomes for pupils. Although more challenging at present due to Covid, we aim to ensure parents have many opportunities to come and share learning with their children and we in turn keep everyone informed of progress, attainment and targets through regular meetings and reports.

We are soon going to be setting up a Parent Teacher's Association. This will be a community group to support the school as well as helping raise additional funds for the benefit of Bel Royal pupils.

If you ever have any questions or concerns, please do not hesitate to come and talk them through with us. It is vital that right from the start we work together in partnership, and support each other, for the benefit of your child. Our school Website (www.belroyal.sch.je) and our Facebook page: <https://www.facebook.com/Bel-Royal-School-104631608103045> provide a lot of information about the school so do make good use of these.

Mr. John Baudains
Leading Headteacher

Core Values

Our Core Values: Include, Believe, Achieve guide our school's development and underpin our ethos. In defining our Core Values, we involved our whole community- staff, parents and pupils.

We teach our pupils about our Core Values from Nursery and our reward system, our policies and the way we work each day reflects these values.

At the centre of our school is the firm belief that everyone in our community – pupils, teachers, parents/carers & visitors – share a responsibility for the learning, wellbeing, safety & enjoyment of everyone at our school through these Core Values.

Include

- Respect
- Responsibility
- Active

Believe

- Perseverance
- Diligence
- Creativity

Achieve

- Success
- Progress
- Independence

What do they mean?

<p>Include</p>	<p>We believe all members of our school community, and primarily our pupils, should feel included, valued and respected. They should expect to have a voice, and that their learning and curriculum will meet their needs. They should feel pride in our school and also feel part of the wider Jersey community, and beyond.</p> <p>As a result we work hard to understand and meet the individual needs of our pupils, but also teach them the attitudes and skills to value and include others within our curriculum. We aim to have a strong school community and so value communication and try to bring our community together regularly.</p>
<p>Respect</p>	<p>Each one of us is different and our school is made up of pupils from a mix of genders, religious and ethnic backgrounds. By creating an atmosphere of mutual respect we will be able to focus on how similar we all really are and avoid assumptions.</p> <p>We teach pupils to accept and respect differences, and to respect each other. We do not tolerate bullying or discrimination, and teach pupils to develop inclusive attitudes. We provide opportunities for pupils to learn to work together in groups, teams and as a school to help prepare them for the future.</p>

Responsibility	<p>Responsibility is about doing the right thing at the right time, because it is the right thing to do not because someone tells you to. It is also about becoming an independent person and taking care of yourself and others.</p> <p>We teach the children to look after each other, the school and their belongings. We take shared responsibility for making the school a safe, vibrant, organised and exciting place to be and to learn in.</p>
Active	<p>It is all well and good to watch the world go by smiling at the good things and complaining at the bad. This is not really good enough. If we want our school to be a better place tomorrow, we need to stand up for what we believe in try to make a small difference. This is what changes the world.</p> <p>We teach our pupils to be active participants, and value their ideas and contributions. We want them to develop the skills to contribute to our school, Jersey and wider world, by for example, becoming Rights Respecting.</p>
Believe	<p>We believe in every child and have high expectations of them all. We are positive and ambitious for our children and try to help them overcome barriers.</p> <p>We teach pupils to believe in themselves and other people, and be determined to succeed and improve, helping others along the way.</p>
Perseverance	<p>Life is full of challenges! We all need to learn to meet these challenges head on and not give up when things get tricky. Learning new skills and knowledge can be difficult at times, but we are usually proudest of those things that were hardest to achieve.</p> <p>We promote a 'growth mindset' where pupils realise practice and determination are key to success. We teach strategies to enable pupils to have the resources to draw on when they are finding things tricky, and to support others in overcoming these challenges.</p>
Diligent	<p>Often the most successful people are those that work hard, try their best and put in lots of effort. It is about working hard on what you are good at, and even harder on those things you find less easy. To become an expert in anything requires hours of practice...geniuses and experts are made through application and practice not born that way!</p> <p>We praise motivation and effort and encourage pupils to try hard, and produce their best so they make the best possible progress. We teach them positive learning dispositions and try to develop their concentration and self-motivation.</p>
Creative	<p>Seeing things differently and thinking in new and innovative ways with a questioning mind is vital in a rapidly changing world. The world we live in today will be very different to the world of the future. Every new invention has needed someone with a creative mind to think it up!</p> <p>We promote and develop creative approaches to learning, and encourage pupils to think for themselves and ask questions. We try to challenge pupils to push themselves and go beyond the minimum. We allow them to apply learning in new contexts and link ideas together.</p>
Achieve	<p>Every child should progress to become the best they can be and increasingly independent learners and people. We want our pupils to strive for success and feel pride in their achievements.</p> <p>We strive to develop an innovative, rich curriculum. We use approaches that have a good evidence base, and creative teaching strategies, so that all children, regardless of their starting points or barriers, can make the best possible progress for them. Our team are positive, creative and resourceful in looking at next steps, which are sometimes unique to an individual child.</p>
Progress	<p>Progress should be a given in our school. Our expectation is that pupils will make good progress across the school, and that every child will feel the achievement that 'getting better' at something gives.</p> <p>We plan to ensure pupils make good progress in lessons, through providing both support and challenge for learners. We encourage pupils to recognise their own and other people's progress. We recognise that the steps of progress learners make will differ from person to person, but we challenge ourselves to ensure this progress is good enough for each and every child.</p>

Success	<p>Some successes are large, some are small, but seeing visible success with what you are achieving boosts confidence and builds aspiration.</p> <p>We plan to ensure pupils achieve successes in lessons and we celebrate and acknowledge successes, academically and in all aspects of pupil's development.</p>
Independence	<p>Whatever we are learning, the aim is that we will develop enough skills and knowledge to be able to achieve it with less and less, and eventually no support. This applies just as much to children and adults- indeed we are all learners, all of the time.</p> <p>We plan learning so that pupils have just enough support to enable success, and as they become more accomplished, we reduce that support or offer new challenges where they can apply their learning to new contexts and in more complex ways.</p>



At Bel Royal Primary School, we aim to be a school where children's rights are at the heart of our ethos and culture, to improve well-being and to develop every child's talents and abilities to their full potential. As part of this plan we are beginning to work towards recognition as a 'Rights Respecting School', an award given to schools on behalf of Unicef UK. We are currently at 'Bronze' level for this and are now working towards our silver award.

Unicef is the world's leading organisation working for children and young people and their rights. In 1989, Governments across the World agreed that all children have the same rights by adopting the UN Convention on the Rights of the Child (UNCRC). These rights are based on what a child needs to survive, grow, participate and fulfil their potential.

Bel Royal School pupils will learn about their rights by putting them into practice every day. A Rights Respecting School models rights and respect in all its relationships.

For further information about Rights Respecting Schools and the Convention on the Rights of the Child please visit: www.unicef.org.uk/rrsa and unicef.org.uk/crc.

Admission Policy

Pupils are admitted to the Reception classes according to Education Department Policy:

“All pupils whose fifth birthday falls between 1st September and 31st August are entitled to commence school on a full-time basis during September of the Autumn Term.”

We have a close liaison with the local nurseries / playgroups and reciprocal visits are made when possible. Pupils are invited into school for one or two sessions in the term before they start school to meet the teachers and become familiar with the classroom. Children are settled in over the first two weeks of term into their full time routines. During this term they will also be able to choose books from our pre-school library to take home and share with an adult.

Additionally Resourced Centre (ARC)

We are proud of the fact we have an Additionally Resources Centre that is part of our school.

Some children at Bel Royal School access the Additionally Resourced Centre

Who is the ARC for?

The Additionally Resourced Centre provides bespoke provision for some children with Physical, Medical and Speech and Language needs.

What is the ARC?

Bel Royal School has extra allocated resources in terms of adapted buildings and playground accessibility. The school has access to specialist equipment as well as expert staffing and expertise.

How are places allocated?

Children placed in the ARC will have a Record of Need. Placements are decided by the Education Department.

The ARC provides access to expertise...

- trained ARC teaching and support staff.
- specialist advice and support from agencies such as Physiotherapy and Occupational Therapy.
- working in partnership with other agencies, professionals and families, with the child at the heart of what we do.

The ARC provides access to learning...

- bespoke activities to enhance provision.
- a building that ensures access and promotes independence.
- tailored learning planning and monitoring
- a focus on communication, language and literacy skills.

The ARC provides access to a supportive network...

- other children with similar needs.
- other families with children with similar needs.
- within a mainstream school environment, where children spend time alongside peers in class whenever possible
- where each child is valued as an individual.

Equality of opportunity by overcoming barriers that may be caused by disability through flexible and creative planning and approaches.

Responding to children's unique needs and planning to build on strengths and interests, for example using tactile learning and alternative resources and tasks.

Ensuring a positive, inclusive approach and clear expectations and communication.

Experiencing success and as high a standard of achievement and progress as possible for each child from their starting points.

Ensuring progress in all aspects, not just academic learning, but social and emotional development too, to develop independence and life skills.

When needed ensuring high levels of differentiation to ensure success in achieving an appropriate learning outcome.

The School Day

	Nursery	Reception	Year 1 and 2	Year 3, 4, 5, 6
Morning	8:30 – 12:30*	8:45 – 12:15	8:45 – 12:15	8:45 – 12:15
Afternoon	12:30 -2:30*	1:15 – 2:45	1:15 – 3:00	1:15 - 3:15

Please note these times have varied slightly due to Covid regulations this past year.

*Nursery times vary slightly due to additional hours

Before & After School

Members of staff are on duty 15 minutes before and after each school session. We operate a 'soft start' to the day whereby pupils are encouraged to arrive at school from 8.30 am onwards with the aim of being ready for the formal start of the day at 8.45 am. **Please note that pupils should not arrive at school before 8:30 am** unless they are attending Breakfast Club as detailed below. **The school cannot accept responsibility for pupils arriving before 8.30 am or remaining on the premises after 3.15 pm unless taking part in a supervised activity.**

If pupils are found in the playground unsupervised by parents before 8.30 am they will be taken in to Breakfast Club and parents will be charged for the session.

Breakfast Club

Breakfast Club operates each morning from 8 – 8:30 am. Pupils should be brought to the Breakfast Club entrance (currently via the top gate), where they will sign in and be supervised by a member of staff. Breakfast itself usually consists of drinks, a choice of cereals and toast with various spreads. (Currently due to Covid rules we are unable to serve food or drinks). Pupils are then encouraged and supervised in activities before school. Current charges are as follows (these charges are reviewed on a regular basis):

- £2 per day (payable in advance for the half term or term)
- £1 for children who are eligible for Jersey Premium (from September 2021)

NB: There are limited places available at Breakfast Club. All enquiries should be made in the first instance to the school office.

Breaks

Years 1 and 2 usually have a break between 10:35– 11 am on the lower playground. Years 5-6 have break at 10:45-11.10 on the upper playground. Years 3 and 4 have break at 10:15-10:40. (These times and arrangements may change depending on Covid restrictions). Foundation Stage pupils choose when to have their own snack and have access to a supervised play area outside.

Lunchtime Supervision

Behaviour at lunchtime is monitored closely and the school expects, and indeed enjoys, high standards of behaviour. The Headteacher reserves the right to exclude pupils during the lunch period if their behaviour poses a threat to the health and safety of others or they fail to maintain the expected standards. In such a case, parents will be asked to make alternative arrangements for the lunch period.

After School Club

We have an after school club run by Freedom, on behalf of the school. All staff are employed directly by Freedom but are familiar with the school setting and are appropriately trained and have DBS checks. The club is open for every day that the school is open, from 3pm to 6pm. Children from Reception to Year 6 are welcome to attend. A number of activities are provided from quieter activities to more active physical games. For more information contact Mo McDonald moascfreedom@gmail.com or on her mobile, 07797765744.

Staff Team

Senior Leadership Team

Mr J Baudains	Leading Headteacher
Mr D Mills	Head of School
Mrs D Marsay	Inclusion Leader (ARC Lead Teacher and SENCo)
Miss K Simon	Senior Teacher
Mrs C Boswell	Business Manager

Phase Leaders

Miss N Le Miere	Early Years Leader (Nursery and Reception)
Mrs C Smith	Key Stage 1 Lead (Year 1 and 2)
Miss K Simon	Key Stage 2 Lead (Year 3, 4, 5 and 6)

Teaching Staff

Miss K Simon
Mr A Dolman
Miss L Cooke
Miss C Fells
Mr C Le Huray
Mrs E Du Val
Mrs C Smith
Mrs L Nerac
Miss O Lamb
Miss Le Miere
Miss L Lopez

School Support Staff

Miss J Siham
Miss T Nash
Mrs M Paine
Mrs T Arthur
Mrs B Laurent
Mrs T De La Cour
Mrs A Banks
Mrs C Quenault
Mrs C Baudains
Mrs M Bateup

Pastoral Support Lead
ELSA
ELSA/SEN Support
KS1 Support
KS1 Support
KS1/SEN Support
Reception
Nursery Officer
Nursery Officer
Nursery Officer/SEN Support

ARC Support Staff

Miss V Richardson
Miss G Trott
Mrs T Nash
Mrs A Laframboise
Mrs R Shield
Mrs A Honey
Mrs J Howell
Mrs N Vasse
Miss K McKenzie
Miss S Stevanon

ARC Team Leader
ARC Keyworker
ARC Assistant
ARC Assistant

Support Staff

Mrs K Le Pennec
Mrs B Laurent
Mr C Jones

School Secretary
Office Assistant
Caretaker

Lunchtime Supervisors

Mrs M Pickup
Mrs S Mollet

Healthy Eating



Food and Health

We encourage the school and community to recognise the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. We are a healthy school and actively encourage all pupils to be active and have a healthy diet. We also encourage pupils to drink plenty of water throughout the day.

Snacks

Foundation Stage provide snack for their pupils during the morning session. A termly charge is made to parents towards the cost of snack provision.

Key Stage 1 and 2 Pupils bring in their own snack of fresh fruit and/or vegetables and water is available.

Lunch

Children bring their own packed lunch to school. We encourage pupils to eat healthy food, e.g. fruit, cheese, raw vegetables. Lunch may consist of a sandwich or similar, fruit and or yoghurt, small biscuit or cake and a soft (non-fizzy) drink. Glass bottles are not permitted.

Please ensure your child's lunch/snack box and water bottles are named.

Nuts in any form are not permitted in school as a number of pupils and staff have severe allergies.

Water

All pupils have access to drinking water or their own water bottles in the classrooms. This must be water, not juice-based drinks.

What can you do to help?

A good breakfast in the morning before pupils come to school is an extremely important aspect of healthy nutrition and diet for your children. High quality sleep is very important too which is aided by having time before bed away from electronic screens.



Appearance

School Uniform

As a school, we encourage all our pupils to maintain high standards not only in their work but in their appearance too. There is an expectation that all pupils wear school uniform and look smart at all times. All items can be bought from **JSSK** in Les Quennevais precinct and **Lyndale Sports** in Trinity. We are currently setting up a Second Hand Uniform Shop, which will be run by our soon to be formed PTA. Other generic items can be purchased from a number of high street shops.



	Boys	Girls
Winter	Navy trousers Teal polo shirt with school crest Navy v-necked jumper with school crest Black Shoes (not trainers) Black or Navy socks	Navy skirt, trousers or tailored shorts Teal polo shirt with school crest Navy v-necked jumper with school crest Black shoes with sensible low heels White/navy socks or navy tights
Summer	As above with the option of navy shorts in summer.	As above with option of Bel Royal School summer dress / navy shorts / blue/black sandals (not open-toed).



PE Kit

Key Stage 1 - (Rec to Year2)	Key Stage 2 - (Year 3 to Year 6)
Navy regulation shorts, Teal polo shirt with school crest Plimsolls or light weight trainers – plain dark or white School regulation tracksuit	Navy regulation shorts or navy netball skirt Teal polo shirt with school crest Plimsolls or light weight trainers – plain dark or white School regulation tracksuit (Football boots & shin pads- football squad only)



Pupils come to school in PE kit on the days they have PE. Pupils should **not** come to school in non-regulation track suits/leggings or skirts.

It is essential that all items of clothing are clearly labelled/named. Stick on labels are available to order through the PTA. **The school cannot accept responsibility for missing items.**

Extra items available from JSSK include:

P.E. bags, book bags, beanie hats, sun hats (hats are being sourced at present).



Hair

Any pupil with hair that is longer than shoulder length should have it tied back accordingly with a blue hair-band. This is for Health and Safety and working reasons.

Jewellery

The **only** jewellery permitted is a simple watch. Pupils with pierced ears may wear plain stud earrings only. For safety's sake these are removed or covered for P.E. If your child has had their ears pierced, only stud earrings should be worn. Nail varnish and other make-up items are not permitted.

Overalls and Aprons

Painting shirts or overalls are worn for messy activities. You may be asked to provide one of these.

Valuables & Personal Property

We actively discourage pupils from bringing valuable items and toys into school. However, if a pupil does so then we, as a school, cannot accept responsibility for it if it gets broken or lost.

Electronic items are not allowed unless specific permission has been given by a member of staff.

Mobile Phones

Any mobile phone brought to school must be, and remain, turned off during the school day. Individual pupils are responsible for their own phones and once again the school cannot accept responsibility for these should they get broken or lost.

Lost Property

We have a lost property box which is situated in the corridor near the office area. Children are encouraged to look for lost items there. Please have a look if your child loses anything as we often seem to have a lot of unclaimed items.

Please make sure that all items of clothing, etc. are clearly marked with your child's name. If items are marked they can easily be returned to their owner.

At the end of each term, any unnamed items which are unclaimed will either be disposed of, given to charity or given to the second hand uniform shop for resale.

Parents and Communication

We pride ourselves on being an open, approachable school and welcome regular contact with parents.

Office Hours

Our Office is usually open between 8am and 3:30pm, Monday to Friday. Our Admin team will usually be available in the office and can be contacted by phone, email or in person. Outside of office hours an answerphone will be used. Emails sent to the admin@belroyal.sch.je address will also only be checked during these hours. Emails for teachers are often best sent to the admin address as when they are teachers, it is unlikely that teachers will be able to read or respond to emails.

Change of Details or Circumstances

If your contact details change in any way it is important to inform us straight away as we may need to contact you in an emergency. If pick up arrangements change, we also need to know as we will not release your child to an unknown person without your permission, including fellow parents. If a significant event happens in your family that might impact on your child, such as a bereavement, parental separation or serious illness for example, please let the School know so that we can make adjustments and keep a closer eye on your child. The details we hold are updated yearly as part of our Data Protection obligations, but you can ask to update your details at any time. We only share information about your child with people that hold Parental Responsibility, so please ensure we hold the correct information and this is updated if things change. If you are unsure about this, please contact us to clarify.

Parental Involvement

Parents usually visit us when they are considering the school as potentially suitable for their child or when they have been allocated a place. These visits are an ideal opportunity for the Headteacher to discuss a child's particular needs.

We welcome parents to accompany staff and students on outings, help with reading activities, cooking, sewing, painting etc. and generally assist the teacher(s). If you are available to help with any of these activities please contact Mrs. Boswell via the School Office.

We are in the process of forming a **Parent Teachers Association** of which, as a parent, you automatically become a member. Parents are encouraged to serve on the committee if able to volunteer, or help out running or supporting events. The Annual General Meeting is held in September each year. The aim of the PTA is to fund raise, provide social activities for the school and support the work of the school in curriculum activities. Through selfless effort this active group of people will organise events that benefit the pupils' education and enhance the warm community spirit within the school.

Communication between Home and School

You will receive a termly curriculum newsletter which will be sent to you via email. In addition, these newsletters and other information about school life can be accessed from the internet at <http://www.belroyal.sch.je> or our Facebook page, which is regularly updated.

Staff will also communicate with parents through reading and homework diaries and via e-mail. For any simple matter, do speak to the teachers after school. However, to discuss things properly, it is best to make an appointment to see the teacher at a mutually convenient time. We welcome constructive comments and staff are happy to arrange appointments to meet with parents. If you wish to speak to someone more senior, there is a Key Stage Leader responsible for each area of the school who will be happy to meet you. The Head of School and Headteacher are also available for parents to discuss matters with, although an appointment will be necessary.

We hold formal parent consultation evenings during the Autumn and Spring term and in the Summer there is a pupil led consultation. All parents are given termly written reports detailing their child's achievements in all subjects and their general progress and attitude.

Term Dates/InSet Days

Term dates vary slightly from year to year. However the dates are given out well in advance and are available on the link on the front page of the website <http://www.belroyal.sch.je> or on the www.gov.je website.

InSet Days are training days for teachers when the school is closed to pupils. These are set either by the school or by the Education Department. These are communicated well in advance. For 2021-2022 these dates are:

- Monday 6th September 2021
- Thursday 9th September 2021
- Monday 25th April 2022

Attendance at School

We are very proud of the high levels of attendance and punctuality achieved at our school. This has an enormous impact on the children's focus and well-being at the start of each day and their progress throughout the year. We work with our Education Welfare Officer (EWO) to monitor attendance and punctuality and meet regularly to discuss this. Our EWO comes into school from time to time to meet parents, and is always willing to talk to any parents with concerns.

Leave during Term Time

It is Department Policy that pupils should attend school, each day, throughout the defined school year, unless they are unwell. Every day a child is in school matters to their learning and progress. Term time dates are published at least a year in advance on the Education Department website (www.gov.je) to assist with planning holidays.

The Education Department does not, at any time, support leave during term time, however, in exceptional circumstances Headteachers have the discretionary power to grant leave in accordance with this Policy.

If you are forced to take your child out of school during term-time you must request leave of absence by completing an 'Authorised Absence Request Form' **prior to any booking being made**. This can be obtained from the School Office, or downloaded from our website.

Any absence that is not covered under 'Exceptional Circumstances' will not be authorised and will be recorded as 'unauthorised absence' and may be followed up by our Education Welfare Officer. If a child is taken out of school for a period of four weeks or longer it is likely the place will be lost and on return, parents will have to apply for a school place again, which depending on numbers, may not be at Bel Royal School.

Staff Absences

Staff are occasionally absent through illness or attending professional development courses. The School's first priority is to ensure consistency for the children. Where possible the school will cover an absence with a supply teacher or by using our own staff. Where a supply teacher is unavailable, the school will 'split' the class to the other year groups with prepared work for the day or part of the day. Reception and Nursery classes are never split.

If for some reason there was a significant absence of a staff member, we will always write to you to explain the cover arrangements during this time.

Emergency Closure

On rare occasions it can be necessary to close the school, perhaps due to heavy snow or another significant event, such as the recent Covid-Pandemic. In these circumstances, you will be alerted through the local media, www.gov.je website, our school website and school Facebook page. If school is already open at the time of this announcement, we will keep children at school until they can be collected.

Health



Medical Assessments

All pupils receive a medical assessment, including height and weight checks and hearing tests, from the School Nurse in their first year at school, together with a vision test by the Orthoptist. Further checks of growth are also carried out in Y6. The School Dental Service, with parental consent, carries out annual checks of the whole school.

Headlice

We would ask parents to ensure long hair is always tied back and regular scalp checks are made for headlice. This is a community problem and not just a school one. With regular inspection and combing, headlice do not pose a major problem. Combs are available to buy from local chemists.

Medication

We apply a strict Medication Policy following the Education Department guidelines. This means that we are only allowed to administer medication for long term treatments such as asthma/diabetes etc and prescribed medication such as antibiotics if they are prescribed more than 3 times per day. A care plan will be set up to support this, and signed by parents. This is only allowed after parents have completed a consent form. It is the parents' responsibility to ensure the School maintain up-to-date medication. Any medication should be brought to and collected from the school office by parents only.

Please be aware that we use the playing field and Forest area for walks and games and during the Summer months this can be a problem for hay fever sufferers. If your child is a sufferer, please administer any medication he/she may have for this condition each morning.

Illness

If your child is unwell before the school day, please keep him/her at home. For safeguarding reasons, the School requires a telephone call when a child is off school and a note explaining their absence on their return. In the interests of safeguarding, if no message is left, the School will contact parents/carers directly. If no contact can be made then, the School must inform the Education Welfare Officer who will take further measures to ensure contact.

If your child is ill during the school day we will call you. Please come to the main office to collect them, and sign them out.

If your child has had diarrhoea or vomiting, they should not be brought back to school until at least 48 hours after they last vomited or had diarrhoea.

It is possible we have staff members and children with medical conditions that make them vulnerable to infections that are rarely serious in most people. Please make us aware if you child has chicken pox, measles, German measles (Rubella) or slapped cheek (Fifth disease or Parvovirus).

First Aiders

Many members of staff are trained in First Aid and every effort will be taken to ensure your child is treated appropriately should they become ill or hurt themselves. We keep an up-to-date medical log of all incidents. If it is felt that further treatment may be necessary, you will be contacted by School.

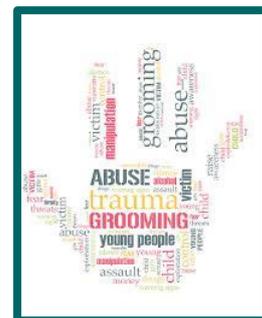
Any child who bangs their head will automatically have a note to take home informing parents/carers and be contacted by the School so that they can be monitored.

Fire Drills

Fire drills are held at least termly – including drills at lunchtimes. All pupils and staff have to know what to do and where to go. Our fire procedures and equipment are regularly inspected.

Safeguarding

Every child deserves to be happy and secure in their activities. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Parents and carers need to feel sure that the people in charge of their children within the school community are trustworthy, responsible and will do everything they can to keep their child safe from harm. Bel Royal School fully recognises its responsibility to safeguard and promote the welfare of all its pupils and to work together with other agencies to ensure adequate arrangements within our School to identify, assess, and support those pupils who are suffering harm. As a school we work in partnership with a range of other safeguarding agencies including the Multi-Agency Safeguarding Hub (MASH), the Police and Social Services. More details can be found in our Child Protection and Safeguarding policies on our website.



It is vital for our safeguarding responsibilities, as well as our Data Protection responsibilities, that we have up-to-date contact details for all parents and carers. Please see our Privacy Statement for more information on Data Protection.

Sign In/Sign Out

All visitors to the School are required to sign in and sign out at the School Office, and are given a visitor badge/sticker to identify them as an authorised visitor. This includes parents helping out at School.

If your child arrives at school after registration, perhaps due to a medical appointment, please use the iPad in the foyer to sign them in. If you need to collect your children during school hours, please ensure your child is signed out in the same way. We rely on this system in the event of a Fire Alarm.

Digital Safeguarding

We take this extremely seriously. Children from Reception to Year 6 have a programme of lessons to develop their understanding of how to protect themselves when using computers and other

devices that access the internet. We offer sessions for parents and provide information to keep you up-to-date about the most recent threats to children's safety in the online world. For more information and useful resources, visit the www.thinkuknow.co.uk website which has information for children and parents.

Sun Protection - In the Summer term and first half of the Autumn term, children must bring their own sun hats for use during breaks. When UV levels are high, sun cream is also necessary. Please apply all-day cream to your child as staff are not able to re-apply cream during the day.

Keeping Healthy

Wellbeing is important to the school. We have a wellbeing professional who visits weekly and members of staff who takes support groups for various activities to support their wellbeing in school. Referrals can be made by staff or parents.

We also have visits from professionals such as the Educational Welfare Officer and Family Support Worker who can support any family where it is clear that there are circumstances affecting the wellbeing of the child. If any professional support is needed for a family, the school can refer them or provide the right contacts. Again, please let us know if home circumstances are likely to affect your child, we will always treat information confidentially but this helps us to work with you to support and care for your child.

Coming To School

Drop off and Pick Up

Morning Drop Off

From 8:30, we operate a 'drop and go' system using the loop system at the front of school. Between 8:30 and 8:45 staff are on hand to support this, helping children with car doors etc. Please stay in your car where possible, and certainly do not leave your vehicle as you will block the system for everyone.

Parents of children in Nursery and Reception only are allowed to park in the playground and walk their children to the Foundation Stage entrance gate. Our caretaker is on hand to support safe access to and from the playground.

Afternoon Pick Up

At either 1:30pm or 2:30 pm (depending on your child's hours), Nursery parents can collect their children from the Foundation Stage gate. Parents of Nursery children are permitted to park in the Key Stage 2 playground for drop off and pick up.

At 2:45 Reception children are dismissed to parents from the Foundation Stage gate. Parents of Reception children are permitted to park in the Key Stage 2 playground for drop off and pick up.

At 3pm Year 1 and 2 children are dismissed from the front door of the school. Parents wait in the 'loop' and move off as soon as they have collected their child/children.

At 3:15pm, Year 3 and 4 children are dismissed from the front door of the school, parents wait in cars in the loop. Year 5 and 6 children are dismissed from the top playground. Parents wait in the 'loop' and move off as soon as they have collected their child/children.

There are some variations on this at present due to Covid.

Parking

Our small car park and kerbside parking is usually needed for staff and visitors. We do not have enough parking for parents in these spaces. **Please never park on a pavement, yellow line or non-designated area as this will pose a safety issue to the children or other road users, and also block emergency access.**

Directly outside of the school are some reserved spaces for permit holders only. These are for parents of children in the ARC that have limited mobility. Other parents must not use these spaces at any time.

In order to reduce congestion, please vacate the school site as soon as possible after drop off or collection.

Walking, Cycling, Scooting to school

As part of our Green Travel Plan, we actively encourage children to walk, scoot or cycle to school with their parents. We have bicycle storage available near the end of the school building.

Assessment and Reporting

Assessment

At Bel Royal School, assessment is an integral part of the teaching and learning process which focuses on what a pupil can or cannot do (diagnostic), what a pupil needs to do next (formative) and sum up a pupil's progress so far (summative). We aim to develop a positive self-image in our pupils through constructive feedback and the feeling of success which encourages further study. Staff use a range of assessment strategies, including:

- Informal observations.
- Oral questions and answers.
- Verbal feedback.
- Marked pieces of class work.
- Self and peer evaluation.
- Formal tests.
- Mini Quizzes.
- Work scrutiny.

Pupils themselves are very important in this process and are frequently asked to self and peer assess their own work. They are taught the skills needed to do this effectively and purposefully. Research has shown that this is one of the most effective ways for pupils to improve.

We ensure pupils are assessed against Jersey and National Standards in the core subjects of English and Mathematics each term. Any judgements made are based on 'age-related expectations' for each year group. Teachers also keep records of children's attainment in other curriculum subjects, and this is formally tracked one a year. Each teacher reviews their pupils' progress and maintains appropriate records to inform their planning. These records are on-going and identify and describe the progress and achievement of the pupils. They show the attainment of each child as required by the Jersey Curriculum and are based on evidence.

In Year 6 for the past few years (prior to Covid), as in all Jersey Schools, our children have taken part in the National Curriculum Tests used in the UK. We believe the tests are a useful way of verifying our teacher assessments. We conduct them in a calm, positive way to reduce undue worry.

Reports

Bel Royal also reports to parents throughout the year as follows:

- In September each class holds a Curriculum Conversation meeting which parents are invited to. This enables parents to meet their child's teacher and learn about the class routines, expectations, arrangements, etc.
- Parents are encouraged to attend two consultation evenings, one in the Autumn and one in the Spring to review their child's social and emotional progress, along with academic progress and attainment. A record of the main points of these meetings is sent home.
- A third 'Sharing Learning' event is hosted by the pupils, who lead the discussion with parents and teacher to discuss their own learning and progress.
- A summary written report is sent home in the Summer term.



www.belroyal.sch.je
Facebook Page: Bel Royal School