



# Vauvert A-Z

*V5.1 Updated February 2026*

## Vision and Values

### **Vauvert's Vision**

A thriving, forward-thinking school with high aspirations for all. A happy school built upon care and kindness with the child at the centre; where everyone is valued, included and respected. A place where staff and children are challenged and supported to be the best that they can be.

### **Vauvert's Aims**

As a school that has adopted the UNCRC - Rights Respecting Schools Award; the rights of the child are at the heart of everything that we do. As such, at Vauvert Primary School we aim to:

- Keep children at the heart of all that we do. *(Article 3)*
- Create a school community where all children, all staff and all parents feel that they are welcome and that they belong; where they feel safe and cared for, and where they are included, no matter what their circumstance or need.
- Foster a love of learning and an understanding of the need for a positive, growth mindset; where children are motivated, resilient, and inspired, and where their creativity and imagination are able to shine.
- Provide a high-quality education through a rich and exciting curriculum, where every child can develop fully as an individual and achieve their personal best, ensuring that when they leave our school they are equipped with the skills and knowledge required to successfully access the next stage in their education. *(Article 6)*
- Equip children with the attitudes and attributes necessary to be effective members of society, understanding that we all matter, and that we should treat people with kindness and respect. *(Article 2)*
- Provide opportunities for all children to feel part of, and be able to contribute to school life; as well as to the local, and global communities through the teaching of rights and responsibilities and through hearing the children's voice in all aspects of the life of the school. *(Article 12)*

**Vauvert Primary School**  
**Learning together for a better tomorrow.**

## Contents:

Page	Main Content	Sub Content
	<a href="#">Accidents in School</a>	
	<a href="#">Attendance &amp; Punctuality</a>	<a href="#">Attendance</a> , <a href="#">Holidays in term Time</a> , <a href="#">Punctuality</a>
	<a href="#">Breakfast Club</a>	
	<a href="#">Calendar</a>	
	<a href="#">Communication</a>	<a href="#">Website</a> , <a href="#">Weekly Reminders</a> , <a href="#">Half Termly Newsletters</a> , <a href="#">Class Dojo</a> , <a href="#">Messages for Children</a>
	<a href="#">Curriculum</a>	<a href="#">Early Years</a> , <a href="#">Key Stage 1 &amp; Key Stage 2</a> , <a href="#">Phonics</a> , <a href="#">Reading</a> , <a href="#">Maths</a> , <a href="#">Religious Education</a> , <a href="#">Sex &amp; Relationships Education (SRE)</a>
	<a href="#">Data Collection, Protection and Privacy Statement</a>	
	<a href="#">Equal Opportunities</a>	
	<a href="#">Extra-curricular Activities</a>	
	<a href="#">Fire Drills</a>	
	<a href="#">Feedback - Including Complaints &amp; Concerns</a>	
	<a href="#">Food in School</a>	<a href="#">Breaktime Snacks</a> , <a href="#">Packed Lunches</a> , <a href="#">Water</a>
	<a href="#">House System</a>	
	<a href="#">Learning at Home / Homework</a>	
	<a href="#">Library</a>	
	<a href="#">Medical Needs</a>	<a href="#">Allergies</a> , <a href="#">Asthma</a> , <a href="#">Dental Treatment</a> , <a href="#">Medical and Dental Appointments</a> , <a href="#">Medication in School</a> , <a href="#">School Nurses</a> , <a href="#">Sickness</a>
	<a href="#">Mobile Phones &amp; Devices</a>	
	<a href="#">Money/ Payments</a>	
	<a href="#">Positive Relationships &amp; Behaviour</a>	<a href="#">Bullying</a> , <a href="#">Physical Restraint</a>
	<a href="#">Parents, Teachers, Friends Association</a>	
	<a href="#">Responsibilities</a>	<a href="#">Assembly Monitors</a> , <a href="#">Buddies</a> , <a href="#">Digital Leaders</a> , <a href="#">Eco Warriors</a> , <a href="#">Librarians</a> , <a href="#">Pupil Leadership Team</a> , <a href="#">Rights Squad</a> , <a href="#">Task Force</a>
	<a href="#">Safeguarding &amp; Child Protection</a>	
	<a href="#">School Closure</a>	<a href="#">Distance Learning</a> , <a href="#">Closure for Snow</a>
	<a href="#">School Day Routines</a>	<a href="#">Timings</a> , <a href="#">Dropping Off &amp; Picking Up</a> , <a href="#">Timetables</a> , <a href="#">Assemblies</a> , <a href="#">PE</a> , <a href="#">Breaktimes</a> , <a href="#">Lunchtimes</a>
	<a href="#">Special Educational Needs &amp; Disabilities</a>	
	<a href="#">Staff Team</a>	
	<a href="#">Starting School at Vauvert</a>	<a href="#">New to Reception</a> , <a href="#">New to the School at other Times of the Year</a>
	<a href="#">Travelling To and From School</a>	<a href="#">School Bus Service</a> ,
	<a href="#">Uniform</a>	<a href="#">School Uniform</a> , <a href="#">PE/Games Kit</a> , <a href="#">Swimming Kit</a>



## **Accidents in School**

We have many trained first aiders in school who will deal with all minor accidents that occur. If there is a more significant accident, we will contact you. If your child has a head or tooth injury we have a clear process to follow which includes informing you.

## **Attendance & Punctuality**

### Attendance

Under the Education (Guernsey) Law 1970 and later amendments it is the responsibility of the parents/ legal guardians to ensure that their children receive full time education and as far as possible, avoid any disruption to that education.

Good attendance is essential if your child is going to make the progress in their learning that is expected of them. Even short absences from school will mean that they could miss important steps in their learning. Whenever possible absence during school term time should therefore be avoided.

We review children's attendance at school on a regular basis and will contact you if your child's attendance falls below 95%. Where attendance is a concern we may work with the Schools' Attendance Service to address any concerns.

If your child is unwell and not able to attend school, please contact the office as soon as possible to let us know.

### Holidays in Term Time

Although Guernsey law does not preclude term-time holidays, they are not a right. Holiday requests should be made in writing to the school office, using the *Leave of Absence* request form available on the school website and from the office. Education Services stipulate that all holidays in term-time will be recorded as unauthorised.

### Punctuality

Arriving at school on time is very important for children. When a child is late to school they often arrive anxious and not ready to learn. It also disrupts the teacher and the class who have often started learning when children arrive late. Your child may miss important information or instructions so they might struggle during the rest of the day. Being punctual and ready to learn are important life skills that we try to develop in school to equip children for life.

Our school day starts at 8:35am. Children arriving after 8:35am will be recorded as late on the register. They will enter via the front door, so that they can be recorded as being at school. All lateness is recorded on the school register.

## **Breakfast Club**

Breakfast Club is a paid service that operates each day between 7:45 and 8:25am. It is open to all pupils although at the beginning of Reception we ask that children do not start attending Breakfast Club until they are settled in school. Booking a space for Breakfast Club is done by contacting the school office and filling in our Breakfast Club booking form. Letters are sent out each term to inform parents and carers that bookings are open for the next term if spaces are still available.

## Calendar

Please access our website for the latest diary dates, including term dates.

<https://www.vauvert.sch.gg/diary/list/>

## Communication

School uses a variety of communication methods to keep you updated on events within school as well to share specific, relevant information. Please do not hesitate to contact us through the school office should you need to speak to us in person.

Website - [www.vauvert.sch.gg](http://www.vauvert.sch.gg)

Our website contains a wealth of information regarding school life, including key policies and procedures. Our newsletters and 'Weekly Reminders' are also available on the site.

Weekly Reminders

The office staff send out a 'Weekly Reminders' bulletin every Friday. This shares information relevant to the week ahead as well as any specifics that may need to be focused upon. Paper copies are available on request.

Half Termly Newsletters

A newsletter is produced each half term updating everyone on life in school and sharing future dates. These are posted on Class Dojo and on our website. Paper copies are available on request.

Curriculum Newsletters

The year group teams send home a Curriculum Newsletter each term. These contain information about what the children will be learning in that term.

Class Dojo

We use Class Dojo as a messaging system to share good news stories, letters home, and to send individual messages. You will be asked to provide contact information in order to register you for use of Class Dojo. Please be aware that teaching staff are not always available to respond to Dojo messages during the school day. In view of a healthy work-life balance, staff are not expected to check messages/ reply to messages outside of usual 'office hours'.

Messages for Children

Occasionally, important messages such as a last minute change in arrangements may be telephoned into the school office. Do not rely on Class Dojo, as the class teacher may not see this during the busy day.

## Curriculum:

Vauvert Primary School follows the Bailiwick of Guernsey Curriculum ([The Big Picture](#)).

Our key aim is to enable all students to learn and achieve whilst promoting their physical, spiritual, moral, social and cultural development in preparation for the opportunities, responsibilities and experiences of life.

We aim to:

- Enable all pupils to become confident individuals, responsible citizens, effective contributors and successful learners;
- Provide a safe and secure learning environment where everyone experiences success, everyone is treated with respect and valued, and each child is encouraged to have a positive 'Growth Mindset';
- Provide equal and appropriate access to a broad, balanced curriculum including subject based and cross curricular experiences;
- A teaching and learning programme that effectively achieves high standards;
- Deliver a curriculum which motivates the children and which builds on their prior knowledge, developing pupils' independent learning skills and their ability to work with others;
- Encourage Christian values, citizenship and a sense of community including respect for people from other cultures within our community;
- Encourage effective partnership with others, which supports parental involvement and community links.

### Early Years

In the Reception Foundation Stage we work within the seven areas of learning:

- Personal, social and emotional development
- Physical development
- Communication and language
- Literacy / English
- Mathematics
- Understanding the world
- Expressive arts and design

The [Foundation Stage curriculum](#) provides a strong foundation, which is then built upon in subsequent years.

### Key Stage 1 & Key Stage 2:

At Key Stage 1 (Years 1 and 2) and Key Stage 2 (Years 3 – 6) we work within the Bailiwick of Guernsey's 'Big Picture' Curriculum.

The Big Picture is a curriculum for all children, of all abilities and needs, with entitlements to ensure children become successful learners, confident individuals, responsible citizens and effective contributors. The curriculum of a school is the entire planned learning experience. From the moment the children enter the school, they will be learning. They will be formally taught for some of the time and will also learn through the ethos of the school, positive engagement in the daily life of the school and by taking advantage of the range of activities that are available including the lessons. Learning outside the classroom is a vehicle for delivery of all aspects of the curriculum to encourage maximum engagement for all learners. Guernsey offers a wealth of learning opportunities beyond the classroom and we try to get the children to make connections within and across curriculum areas.

The learning is delivered through the development of the following skills:

- Critical thinking
- Teamwork
- Creativity
- Reflection

- Independence
- Resilience

These skills will be at the heart of teaching and will be delivered through a broad and balanced curriculum that may be taught discretely or through cross-curricular themes.

### Phonics

We use the Little Wandle synthetic phonics programme to deliver high-quality, effective phonics teaching from when the children join us in Reception. Children who join after Reception may also be introduced to this programme. A presentation to parents is scheduled in the Autumn term to teach parents how the programme works. Here is a link to the [Little Wandle Parents' page](#).

### Reading

Read! Read! Read! Read! Read! Reading is one of the most vital skills that a child will learn. As such, we place a high emphasis on reading and the importance of practising reading. Children have regular lessons throughout the week and are all heard read by an adult, either individually or in a group every week. All children have a reading book to bring home each day. Initially these are Little Wandle books, they then move to banded books and then on to 'Free Reader' books. Children are also able to bring home a library book (either from the library or their class library) to share and enjoy with an adult.

There are various reading challenges throughout the year to keep the visibility of reading high.

### Maths

We use the White Rose Maths scheme to support our maths teaching. We have a strong focus on using and applying number facts and encourage children to understand and memorise key number facts - KIRFS - Key Instant Recall Facts.

### Religious Education

Religious Education is taught across the school. Whilst as a school we have a Christian ethos, we do not specifically teach one religion over another.

### Sex & Relationships Education

As part of the school's Personal, Social and Health Education programme, the Sex and Relationship Education input will be delivered or supported by the Complementary Health Educators, specialised personnel in the area of personal relationships and sex education. Any queries should be channelled through the Headteacher. The Education Services' Personal, Social and Health Education guidelines and Sex Education Policy and guidelines are available from Education Services. Our own policy is available on our website.

## **Data Collection, Protection and Privacy Statement**

Personal data held by schools about pupils and parents is covered by the Data Protection (Bailiwick of Guernsey) Law 2017. This means that the data held about pupils must only be used for specific purposes allowed by law. This means that the school needs to comply with the requirements of the law in collecting, processing and disposing of your personal information. We do this in consultation with, and following the guidelines of, Education Services. The privacy statement can be found on the school website.

We will ask you on an annual basis to provide up to date contact information, which is in accordance with data protection.

## **Equal Opportunities**

Vauvert Primary School aims to provide a safe, secure, caring environment for all children and staff in which everyone feels valued and is able to value and support others, where everyone is respected, no matter who they are. We are committed to ensuring equality of opportunity for all pupils, staff, parents and carers irrespective of race, gender, disability, belief, sexual orientation, age or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life.

## **Extra-curricular Activities**

There are many extra-curricular activities in school. These take place at lunchtimes and the end of the day. Some of them are seasonal. Recent clubs have included:

- Choir
- Bikeability (Cycling Proficiency)
- Football
- Netball
- Cricket
- Tag Rugby
- Art
- Science
- Book Club
- Multi Sports
- Guernsey French
- Triathlon
- Sewing Club

Parents/carers will be notified of clubs that their children are eligible for. If a pupil signs up for a club, regular attendance is expected.

## **Feedback - Including Complaints & Concerns**

As a school, we are always looking to be the best that we can be. We want to be efficient and effective, working together to make the most of the limited resources available to us to enable the children to leave our school being the best that they can be.

A school is a complex organisation and we know that sometimes things are not as good as we may like them to be. We ask that people are understanding of this and work with us to help things improve. To that end, we welcome all feedback and regularly seek the views of our community. Should there be a significant issue, we ask that our Complaints and Concerns Policy is followed. This is available through our website or a paper copy can be provided by the office if requested.

We also very much appreciate positive feedback. If we have done well, it is nice to know that too!

## **Food in School**

Please note that we have children in school who have severe allergies to nuts and kiwis. Please ensure that these are not brought to school as part of break or lunch food items. Thank you.

### Breaktime Snacks

The morning can be a long time between breakfast and lunch and so children are allowed to bring in a snack for breaktime. These should be a healthy snack and should not be sweets or crisps.

### Packed Lunches

School meals are not provided in Guernsey and so packed lunches are required. We ask that the lunch you provide for your child is a balanced, healthy meal. Don't forget a drink. There are lots of good ideas online as to what makes a healthy packed lunch. The following links may be of interest...

<https://www.bbcgoodfood.com/recipes/collection/school-lunch-recipes>

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

<https://www.eatingwell.com/gallery/13581/our-top-healthy-kids-lunch-ideas-for-school/>

<https://www.nutrition.org.uk/putting-it-into-practice/make-healthier-choices/healthy-packed-lunches/>

Please ensure that any containers or packages can be opened by the children themselves, and that they are clearly marked with your child's name so that they can be returned if they are mislaid.

Friday - Treat Day! Friday is treat day and so children are allowed, if you wish, to bring in a small treat for break or lunch. Please note that children should not bring in large bags of crisps/ sharing bags, sharing bags of sweets, etc.

### Water

It is extremely important that children remain hydrated during the day as this helps them to be ready to learn. Children are asked to bring a water bottle to school that will remain with them in their classroom. Water bottles can be topped up as required.

## **Fire Drills**

Fire drills are regularly held in accordance with the requirement of Education Services, to ensure that everyone knows what to do in the event of a fire.

## **House System**

Pupils are placed in one of three houses, Cambridge (Blue), Delancey (Green) and Saumarez (Red). Captains and Vice-Captains are elected early in the Autumn Term. During the school year house swimming and athletics sports meetings, plus football and netball competitions, and quizzes are organised.

Children are able to earn house points for good work and for good behaviour, manners or initiative. These points contribute to a house competition on a weekly / termly / yearly basis.

## **Learning at Home / Homework**

Learning at home can be a very valuable learning experience for the children. Research has shown that for primary age pupils working together at home can make a positive difference to a child's learning. It can also be a vital link between home and school.

Full details of our 'Learning at Home' expectations can be found in our *Learning at Home - Expectations & Support* booklet, available through our website, or a paper copy can be obtained from the office. Specific information is also contained in our half termly year group curriculum newsletters.

## **Library**

We have a well-stocked school library from where children may borrow books to read at school and at home. It is open for children to return and take out new books. Additional books are available in the classrooms and on loan from the Guille-Alles Library.

We encourage children to take care of books and to return them. If books are lost by children we would request a contribution towards replacement costs, the aim being to encourage children to value, appreciate and take care of books.

## **Medical Needs**

### Allergies

If your child is allergic to anything that requires a medical response, it is vital that we know this. This may include food, drink, plasters, sun cream, etc. If this is the case, please inform the school office. Our SENCo will liaise with you to ensure that we have a full understanding of how this should be handled and which staff need to be informed. A plan will be compiled if required.

A register is kept of pupils with allergies and, depending on the severity of the allergy, staff are informed appropriately. Where required, children's EpiPens are kept in the school office. It is a parent/carer's responsibility to ensure all EpiPens are in-date.

### Asthma

There are many children in school who have asthma. Please ensure that school is kept up to date with all relevant information, including what needs to happen in the case of an asthma attack. A register of children suffering from asthma is kept in the school office. Inhalers need to be kept in the classroom. When pupils go off site the teacher looks after the inhalers for the duration of the trip.

### Head Lice

Head lice are an ongoing problem in schools. It is vital that parents and carers check the children's heads every week and, if evidence of lice is found, it should be treated immediately. We recommend "wet combing" as the method of checking whether live lice are present. If you find live lice then you need to treat with a head lice lotion that can be obtained from your local chemist. Parents and carers are responsible for obtaining the lotion themselves. The school nurses do not do routine head inspections. Head lice transfer quickly from head to head

so if we find a child with head lice in school we will call parents and ask them to treat them before they return to school the next day.

### Dental Treatment

The Education Services scheme does not cover the cost of all dental treatment, however all children up to their 18<sup>th</sup> birthday can have one free dental check-up at any dentist per calendar year, you must state when booking the appointment that the appointment is for the States annual child dental check-up. Pupils who meet the Department of Health and Social Services criteria for treatment at the Children's Dental Service (for example, those whose parents are in receipt of supplementary benefit, and looked after children) may contact the Clinic on tel. 227427 to make arrangements for the child to be treated there. In other cases, if emergency treatment is required, for example following an accident in school, the clinic can provide such treatment provided that the appointment is made in the first instance by the school.

### Medication in School

Education Services has issued instructions to schools regarding the giving of medicines in school. When possible, parents should make arrangements to come into school, or for pupils to return home at lunchtime for medication. When the dose is stated three times a day, please administer before and after school and at bedtime. If this is not possible, the smallest amount should be brought to school and you must fill in and sign a form obtained from the headteacher or school office before the medicine will be administered.

Only designated members of staff will administer any medicines and then only after the relevant form has been completed.

Medical equipment such as asthma inhalers and EpiPens are retained in school. Parents must ensure they are in date.

### Medical and Dental Appointments

We would encourage you to make any necessary appointments outside of the school day. However, we accept that this is not always possible. If your child does need to attend a dental or medical appointment during the day, the school may ask to see the appointment card. Please let the school know who will be collecting your child prior to the appointment and children should return to school as soon as possible afterwards.

### Nut and Coconut Free School

We have several children with a severe and potentially life-threatening allergy to nuts and nut-based products. We would therefore like to ask for your help in reducing their exposure to these products. We ask that your child doesn't bring in any nuts or nut based products, as well as coconut.

### School Nurses – Lukis House, The Grange, St. Peter Port. Tel. 220000

School nurses are registered nurses specialising in all aspects of child health and are employed by Health and Social Care. Their service is free and confidential. They work in close liaison with other professionals in the health service, and other agencies involved with the care of children and education. School nurses are an excellent source of useful information on health, contact numbers and advice. Both parents and teachers can access their services directly if they have concerns about a child's health.

Every school on the island has a designated school nurse who visits regularly and carries out any routine health screening as well as hearing, vision or health checks requested by teachers or parents. School nurses are available, through Lukis House, every weekday during term time from 9.00am – 5.00pm.

Any health issue discussed is done so with complete confidentiality, however any issues or disclosures that raise concerns about any child's safety or child protection matters will be passed on to the appropriate agencies. School nurses are also available for Health Promotion talks and assist teachers with various presentations in line with Education's PSHE and Citizenship curriculum.

### Sickness

If your child is unable to come to school due to illness, you must contact the school office (not the class teacher) on the first day of their absence and again if they need to remain off school for longer than two days. You will need to let the office staff know what is wrong with them and when you feel they may be able to return to school. You can contact the school by phone (24 hour answering service), and by email.

If your child is absent from school and we have not heard from you, we will try to contact you. All absence will be recorded as unauthorised until we have been informed of the reason for the absence.

Some illnesses require a set period away from school. Please contact your GP, school nurse or the school office to discuss. If your child has suffered from vomiting and/or diarrhoea, they should not return to school until 48 hours after their last bout of illness. We will adhere to all current Public Health requirements regarding illness.

We monitor all children's absences and liaise closely with the Schools' Attendance Service. If your child has regular absences due to illness you may be asked to supply medical information from a doctor or other health practitioner.

If your child is ill during the school day, we will contact you to discuss the problem, and then, depending upon the outcome, request that you collect your child from school.

## **Mobile Phones & Devices**

We do not encourage children to bring mobile phones, or similar electronic devices, to school, however we recognise that there may be a genuine reason why a child needs to bring their device to school. If a mobile phone is needed to be brought into school, we ask that parents/carers complete our form so we know that they are aware and agree to this. When arriving at school, the phone should be switched off and handed in to the office for storage until the end of the day. Children are not allowed to use them during the school day. The school cannot take responsibility for a device's security.

Similarly smart watches are not to be worn to school. A watch or Fitbit may be worn, unless it is a distraction to his/her learning.

## **Money/Payments**

Children are not encouraged to bring money to school unless for a specific purpose. If money is brought to school the teachers cannot accept responsibility for any losses if the money is not handed in for safe keeping at the beginning of the school day.

When paying for trips or residential, a range of payment options is available, however, we prefer internet banking if possible.

### **Parents, Teachers, Friends Association (PTFA)**

The PTFA was formed in the academic year 1997-1998. The PTFA hold a number of fund-raising and social events each year, raising funds for agreed projects across the school. Previously this has included a 'secret' garden, playground developments, ukuleles, and supporting competitions and events within the school. We are always grateful for the partnership work with the PTFA. You can follow the PTFA on Facebook.

Officials of the PTFA are elected at the annual general meeting held in the Spring Term. All parents are invited to attend all meetings. The more parents and friends we have involved, the more we can support the school!

#### The current PTFA Committee

Acting Chairperson:	Mrs Kirsteen Saddington
Vice Chairperson:	Mr Jon Bell
Secretary:	Mrs Adele Gale
Treasurer:	Mrs Carrie Jones

### **Positive Relationships & Behaviour**

The way children are treated in school communicates to them the values we place upon them as people. Vauvert Primary 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 staff. We work to develop mutual consideration for staff and for pupils, respect for property and to develop self-discipline in behaviour and work.

Our *Vauvert Tag Line* - '**Learning together for a better tomorrow.**' is present across our school. It is explored regularly within classes to reinforce what it means and how it should look in our school.

Our *Vauvert's Values* underpin the work that we do.

We...

- ★ Know that everyone is different - It is ok to be you;
- ★ Are kind - Treat people how they want to be treated;
- ★ Let the teachers teach so that we can learn - Don't distract;
- ★ Help each other - Keep everyone safe;
- ★ Listen to what people say - Don't call out or interrupt;
- ★ Work hard - Never give up;
- ★ Look after property - Look after our school.

*Our Positive Relationships and Behaviours Policy* (available from school or on our website) outline expectations and provides guidance for staff.

### Bullying

We have a clear *Anti-Bullying Policy* (available from school or on our website) which outlines what bullying is and what bullying is not, as well as the processes that we follow should bullying occur. We take any allegations of bullying, racist or sexist behaviour extremely seriously, and therefore wish to be kept informed of these. We are particularly aware of the unfortunate rise in online poor behaviour. Pupils and parents may report this via the Whisper button on the school website, or by contacting the class teacher.

### Physical Restraint

We are confident that the strategies we have in place to develop positive behaviour will ensure that for the vast majority of the time we will continue to have the exemplary behaviour that we see in school. However, there may be exceptional circumstances where physical restraint of a pupil may need to be used, 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 punishment. The States of Guernsey Education Services have strict guidelines for physical restraint. Parents will be informed when an incident involving restraint of their child occurs. If parents are concerned about any incident involving the restraint or physical control of their child they are asked to contact the Headteacher. If the matter cannot be immediately resolved, parents are asked to follow this up by putting their concerns in writing to the Headteacher. 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 Services, Sir Charles Frossard House, La Charroterie, St. Peter Port, GY1 1FH. The incident will then be formally investigated.

## **Responsibilities**

### Assembly Monitors

Assembly Monitors are Year 6 pupils who help set up for assemblies and operate the AV resources.

### Buddies

As children move further up the school they can take on the role of a 'buddy'. The nature of the role can vary depending on the children involved and what the focus may be at that time. An example of this occurs when older children support the younger children at playtime by playing games with them.

### Digital Leaders

Our Digital Leaders meet weekly with Mrs Scullion. They learn about many aspects of IT/computing and undertake jobs across the school to assist in the smooth running of our IT systems.

### Eco Warriors

Vauvert's Eco-Warriors' mission is a simple one: To work together to improve the school's immediate environment and to raise environmental awareness in general for the benefit of everyone at Vauvert School.

### Librarians

Children in the upper school are able to apply to be a librarian. The team of children support staff and the Schools' Library Service in maintaining the library and ensuring it operates smoothly. ₂

### Pupil Leadership Team

The school has a thriving Pupil Leadership Team, composed of elected pupils from across the school. The council help with decisions about the school, aspects that could be improved and ways to help the pupils.

### Rights Squad

The Rights Squad meet on a regular basis to understand and promote the rights of the child across our school community. They have a key role in developing our school and the work that we do in and beyond our school community.

### Task Force

Pupils in Year 6 have the opportunity to join the 'Task Force'. These children then undertake jobs throughout the school to support the staff with their work.

## **Role of the Parent**

### Pre-school

The role of the parent prior to starting school is essential in preparing the child to be ready for school. Working on the following aspects is hugely beneficial:

- An ability to dress and feed themselves and attend to their own needs in the toilet;
- Established consistent sleeping habits;
- Confidence in being separated from the parents/carers during school time;
- Ability and confidence to play and share with other children and to communicate with them;
- Ability and confidence to talk to adults and to understand and follow simple instructions;
- Prepare your child for coming to school well in advance. Try to walk past the building with your child long before the first visit;
- Talk to your child about school – a happy and exciting place, something to look forward to;
- Work with your child on getting dressed and changed independently;
- Get reading with them! Reading and sharing books will help with their start in school;
- Play with numbers. This will also help with their start in school.

Further information specifically for the Foundation Stage is contained within our Foundation Stage booklet. Please contact the school if you would like a copy.

### The continuing role of the parent

Once your child has settled into school, it is important that you support your child as they go through the invariable ups and downs of their school years.

There are key things that you can do...

- Take a keen continued interest in your child's learning. This includes homework, daily reading, supporting activities at home and celebrating their achievements. Class presentations are held from time to time. Your attendance at these, open days, concerts etc. is a great encouragement to your child.
- Making sure clothing and belongings are clearly named;
- Give children clear instructions about arrangements for going home, or being met from school. If your permission is given for your child to go home with another child, please ensure that the office knows.
- Communicate with school:

- Inform the school of any medical conditions or other factors that may affect your child.
- Inform school of any changes of address, telephone numbers or email.
- Inform school of any absence reasons - telephone or email the office.
- Follow school rules/advice & support school routines/requests - eg not dropping off before 8:25am, not allowing the children to wear jewellery or make up; Ensuring all money sent to school is placed in an envelope, clearly marked with the child's name, their class, amount enclosed and for what purpose;
- Ensure that your Internet and devices have filtering and reporting enabled;
- Monitor your child's internet/social media/online chat;
- Volunteer to support the work of the school if you can. See the section below on volunteering.

## **Safeguarding & Child Protection**

Child protection is everyone's responsibility. The duty of each employee of the States and all other persons *'whilst they are working with any child whom they reasonably believe is in need or at risk, to take actions to protect and promote the child's welfare and share information'* (Children Law Guernsey and Alderney 2008)  
The Welfare of children is paramount (Children Law Guernsey and Alderney 2008).

We safeguard all pupils and staff in the school. All staff and volunteers working in school have had an enhanced DBS check. All staff are regularly trained in safeguarding and child protection, in line with island policy. Education Services operate Safer Recruitment for all staffing appointments.

We teach pupils about safeguarding themselves, both in and out of school, as well as online. For online safety we use SWGfL Boost resources that parents can access too, to help at home.

GUERNSEY CHILD PROTECTION COMMITTEE INTER-AGENCY GUIDELINES.

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.

All island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at <http://www.icpc.gg/>

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 Designated Safeguarding Lead (DSL) will make enquiries to the Multi-Agency Support Hub (MASH) using the MASH enquiry form.

Any concerns raised by members of staff in the school will be reported to the Headteacher and SCPO, who will contact HSC colleagues as appropriate.

## **School Closure**

### Distance Learning

Should there be any future school closures, either short term (i.e. weather related such as snow) or longer term, such as lockdowns (recently for Covid-19), the school is well set up to continue to provide learning for pupils via online platforms.

Parents will be given access to Distance Learning materials via Class Dojo.

The details of what is expected to be provided and covered are contained in the Distance Learning guidelines provided by Education Services. We will work with you to retain contact by utilising Dojo, telephone call or video meeting (eg Google Meets) for pastoral as well as academic reasons. We can help with device loans should these be required.

#### Closure for Snow

On the extremely rare occasions when we have snow and the conditions require the possible closure of school, a decision will be broadcast on Radio Guernsey and Island FM between 7.00 and 8.00 a.m. BBC and Channel Television will also carry news flashes during broadcasting hours. If the school needs to close during the school day, we will contact you via your mobile phone. This will also be broadcast on radio and TV.

#### **Additional Learning Needs** (*Previously known as Special Educational Needs & Disabilities*):

At Vauvert Primary School we have a wide range of children, all with different needs and experiences. Some children may have specific, diagnosed needs such as Dyslexia, ADHD or Autism, some may have a more 'medical' need such as an allergy, asthma, or a toileting difficulty. Other children may be particularly capable in one area, or find it difficult in another area, some may have more general difficulties. We believe in including all children and all families, no matter what their circumstance or need. As a school we will work closely with the child and their family to support them to be the best that they can be.

If you feel that something is preventing your child from making progress please get in touch with the class teacher in the first instance. You may, for example, need to inform the teacher if your child has difficulty in seeing or hearing, or if circumstances outside school are causing unhappiness, behaviour problems, or affecting his/her learning. We are keen to help. Similarly the class teacher will discuss with you if we feel your child may be experiencing difficulties, so that we may work together to help him/her.

Should more specialist thought be required then a discussion with the ALNCo (Additional Learning Needs Coordinator) would be recommended. Our team of Learning Support Assistants are able to provide support if needed, based on the level of need and the school requirements. Education Services employs a number of advisory teachers for special needs and a team of Educational Psychologists. We will consult with them – following consultation with you – if we feel it best to consult external services to support your child. This support can be highly effective in helping to meet a child's needs.

#### **Staff Team:**

Our current staff team can be seen on our website - <https://www.vauvert.sch.gg/the-staff-team/>

#### **Starting School at Vauvert**

Children join our school at all different times of the year. We aim to make this process as simple and reassuring for the child and for the family. We know that this can be a difficult time and so endeavour to work with each family to meet their specific needs.

Visits to the school are always welcome, should you wish to do so.

### New to Reception

Children start school at the beginning of the school year (September) in which they are five. Parents are asked to register their children at their catchment school during the registration period as advised by the States of Guernsey. Registration forms are available to download at <https://www.gov.gg/schooladmissions>. In a normal year up to 56 children may be admitted to Vauvert. Parents are normally advised of the school place by Education Services by Easter.

We understand the importance of a smooth transition from home and pre-school to primary school. To this end we organise a planned programme of events to support your child and you. Specific details are shared once placements are confirmed. These include parents' presentations, 'Play to Learn' sessions and visits to the child's pre-school setting by a member of the Reception staff.

### New to the School at other times of the Year

As each arrival to our school is different, we endeavour to meet individual needs. We may arrange a tour of the school, a meet the teacher session, a settling in session at school, or something else. Once placement is confirmed arrangements can be organised.

## **School Day Routines**

### School Day Timings

8:25 Drop off from 8:25

8:35 Morning Registration

11:50 Lunch Break

12:50 Afternoon Registration

14:50 End of the school day for all children

### Dropping Off & Picking Up

Children can be dropped off from 8:25 am. Our Site Supervisor is on hand to help keep everything flowing smoothly. He will assist children exiting the car if required. Parking is very limited and traffic can be busy and so we recommend travel to school by other means if possible. Once children are ready, we ask that parents/carers drop them off at the school gate and that the children walk to classes themselves. For the first half term of Reception, parents and carers can take the children to the class and hand over directly to the Reception staff team. Senior staff are on duty to assist with the early morning drop offs.

At 14:45 the Site Supervisor opens the gate to the back corridor to allow infant families to pick up from their designated door. From this point the Site Supervisor is on duty until just after 15:00 to ensure that children are collected safely and that everything runs as smoothly as it can.

At 14:50 staff will hand Reception and KS1 children over to whoever is collecting them at their doors. KS2 children will exit the school via their doors and then meet whoever is picking them up either on the KS2 playground or on the road outside school. Older children may walk home alone if parents/ legal guardians feel that they are safe to do so.

If children are not collected within a few minutes at the end of the day, they are brought to the school office.

Education Services would like it made known that schools are not responsible for accidents occurring due to unauthorised use of school equipment. If pupils use any of the playground apparatus before or after school, the School and Education Services cannot accept any liability.

### Timetables

All of our classes have set timetables which provide a structure for the day and for the week. However, teachers may adapt these depending on what is needing to be taught, how the children are responding, whether there are visitors coming in, trips going out, etc. Where possible, regular activities such as PE, weekly tests such as spellings or tables, will be kept at the same time and day but that may not always be possible.

### Assemblies

The school has regular assemblies which are a valuable aspect to school life. They enable us to deliver whole-school messages and themes, and help to create the 'whole school' atmosphere that is vital to our ethos. Each assembly has a different focus and a different grouping to enable staff to pitch the assembly for maximum relevance.

Mondays	Whole School Assembly - Led by members of the Senior Leadership Team. This assembly focuses on important messages such as Growth Mindset, Diversity, Doing our Best, Aspects of Society, etc.
Tuesdays	Key Stage Assembly - Singing
Wednesday	In Class assembly - Rights Respecting Schools
Thursday	Key Stage Assembly - topical based assembly that may also look at current news.
Fridays	Whole School Assembly - Celebrating Success. Children receive Personal Best certificates; we share good news e.g. celebrations of success; children can bring in certificates and trophies that they have received out of school for us to share in assembly.

Please note that Reception classes do not join assemblies until later in the year when they are ready.

### PE

All classes from Year 1 upwards have PE lessons twice per week. These will include gymnastics, dance, games, focused sport, or swimming. We will also endeavour to provide access to additional activities such as sailing.

PE is a compulsory element of the curriculum and is not an opt in/opt out activity. If your child expresses reluctance to join in with PE lessons, please get in contact with your child's class teacher.

For health and safety reasons, it is vital that the children are suitably dressed for PE and that long hair is tied back and that all jewellery / watches are removed.

### Breaktimes

During the morning, children have a 15 minute break from their lessons when they can go out onto the playgrounds and play with their friends as well as having a snack and using the toilet. The younger children sometimes benefit from an additional afternoon break if it is required. In the case of extremely wet weather, children play in their classrooms instead of going outside.

Timings of break times are staggered across the year groups to provide more space for pupils on the playgrounds.

### Lunchtimes

Lunchtimes are carefully arranged to enable the children to have time to eat, time to play with their friends, and time to use the toilets, as well as enabling effective supervision, and maximum effective use of the halls and playgrounds.

Lunchtime is 11:50 - 12:50. Children eat in various sittings in the two halls. When not in the halls, children use the playgrounds.

The halls have to be clear by the end of lunch to enable the afternoon lessons to take place.

## **Travelling to and From School**

### Active Travel

We promote walking, cycling or scootering as a healthy way for our students to travel to school. Research shows being active can help students concentrate better and increase their levels of achievement. Being active on their journey to school also helps young people reach the recommended 60 minutes of physical activity a day. By walking or cycling, our school community can also help reduce the number of vehicles on the road making it safer for pedestrians and cyclists. It also reduces the pollution caused from exhaust fumes helping combat climate change and create cleaner air. You could also consider park and stride - find a location near to the school to park and walk from there.

### School Bus Service

Free school buses are provided morning and afternoon from the Collings Road/St. Jacques area. Free bus vouchers are also available in certain cases, from Education Services, for travel on scheduled buses to and from school.

The following rules must be observed: -

- Drivers must not be disturbed while driving.
- Pupils should remain seated at all times.
- No eating or drinking is permitted on the bus.

In order for the drivers to keep on time, pupils should disembark at designated stops only. Drivers will only drop pupils at other areas if directed to by Education Services.

In order to reduce the risk of accidents pupils should remain at the bus stop until the bus has pulled away.

Misbehaviour on School Contract Buses will result in the pupil being excluded from the service for a fixed period. A written warning will not always be given first.

## **Uniform**

A school uniform gives each child a sense of identity and pride to be wearing the colours of the school or their house. As such, we have a clear school uniform policy which we expect all families to follow.

### School Uniform:

- White polo shirt/ blouse/shirt
- Grey skirt/pinafore dress/trousers/shorts,
- Red cardigan or sweatshirt with the school logo,
- Red Red/white gingham dress
- Black shoes (not trainers or boots). *For the younger children, it would be much appreciated if it is possible for shoes to have velcro fastenings. Heels are considered dangerous around school, and therefore not permitted.*

Our school office staff collects and sells good condition second hand uniform. Please contact the office for details.

A hat and sunscreen are essential in summer. We ask that all pupils wear a hat and have a hat in school for use during the school day from the Easter break through to the October half term. Sunscreen should be applied before the school day.

### Notes:

Children should not wear jewellery. Not only are they deemed as not in keeping with a place of learning, they can be a significant safety hazard. Children are permitted to wear one pair of stud earrings, however, these must be removed for sports and swimming. Staff are not permitted to remove earrings.

It is inappropriate to wear make-up including nail varnish. If children arrive at school with makeup they will be asked to remove it.

### PE Kit/ Games Kit:

All Children - PE Shorts, Plain coloured T-shirt in house colours, daps or trainers.

*Note: Football kits are not acceptable, joggers/ tracksuits can be worn during the winter months when it is colder.*

### Swimming Kit:

- Bathers - *Trunks not shorts or 'baggies', and bathers not bikinis.*
- Swimming Caps (caps can be purchased from the office).
- Goggles are optional

*Note: If a pupil has a verruca this should be treated with an appropriate treatment. A swim sock may need to be worn.*

House Colours: **Cambridge – blue,**      **Delancey – green,**      **Saumarez – red**

With safety in mind, long hair must be tied back for all P.E. and games lessons. On the days when a child has P.E., games or swimming lessons, it may be beneficial for them not to come to school wearing jewellery.

## **Volunteering in School**

We enjoy having visitors and volunteers to help the children with their learning.

We are always looking for volunteers to help with reading and maths as well as other curriculum activities. We also require support with visits off the school site. Whether you are able to give time on a regular basis, or on an ad-hoc basis, we would be keen to have you to help!

Safeguarding our children is of paramount concern to us. As such, all volunteers will need to have a Volunteer Card issued by the States of Guernsey. To obtain the card, you will need to attend Sir Charles Frossard House with 2 forms of ID so that proof of identity can be recorded and an enhanced DBS check completed. Once the Volunteer Card is obtained, this can be shown to our office staff together with your DBS and a form of ID and your details will be recorded on our SCR - Single Central Register. For further details of this process, please speak to our office staff.

All volunteers and visitors need to sign in at the school office upon arrival at school. They will then be given a visitor lanyard to be worn while in school.