



FIRST TOWER SCHOOL PARENTS' HANDBOOK 2021

Dear Parents,

I would like to extend a very warm welcome to you and your child(ren).

We are a school that likes to celebrate success – at every level. Our school is driven by an enthusiasm and desire to achieve. We aim to bring learning alive; making it exciting and stimulating. We want to give our children a thirst for learning that continues with them throughout their future school experiences and lives and we want to prepare them well for what the future may bring.

Team work is an essential component for this to happen and this is reflected in our mission statement 'Together...we respect, we learn and we persevere'. We view education as a joint venture, involving everyone – children, parents, staff and the wider community. We hope that we will be able to depend on your co-operation and support in this partnership and look forward to working with you so that we can provide the best education for your child.

This booklet has been created to answer as many questions as possible that might be asked about our school.

We are confident that with a talented team of both teaching and non-teaching staff who will be working closely in partnership with you, that we can provide a smooth transition for any child joining the school and we strive to meet the needs of all.

Please contact us with any queries you may have, we are more than happy to help.

Yours Sincerely

*Mrs L Linton
Head teacher*

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*School Purpose
At the heart of
First Tower School is a
respect for each other,
our learning and our
community so that
together, we can be
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THE BUILDING AND ITS FACILITIES

First Tower School was established in 1901 and since that date has seen many changes. The most dramatic of these has been a major building and refurbishment programme which was completed in 1997.

This newer part of our building is architecturally outstanding, having received awards for both its design and lighting. It has provided the school with an attractive learning environment which effectively supports the delivery of the curriculum to pupils aged from three to eleven years old.

The building is constantly being updated and refurbished on an annual basis and we are very proud to have an exceptional Library with computer facilities and a large purpose built Sports Hall.



First Tower School has the capacity to accommodate approximately 400 full time pupils in the main school. The Nursery provides 40 places. All children attend for the morning and then parents may opt to pay for an additional five or ten hours each week.

There are fifteen classes in the school organised as follows:-

Class name	Number of classes	Age range	Department
Nursery	1	3-4 years	Foundation Stage
Reception	2	4-5 years	Foundation Stage
Year 1	2	5-6 years	Key Stage 1
Year 2	2	6-7 years	Key Stage 1
Year 3	2	7-8 years	Lower Key Stage 2
Year 4	2	8-9 years	Lower Key Stage 2
Year 5	2	9-10 years	Upper Key Stage 2
Year 6	2	10–11 years	Upper Key Stage 2

Other facilities include:

- A general assembly hall
- Rooms for Art and Design Technology
- A well-being room – with sensory equipment
- A room for supporting pupils with Special Educational Needs with their interventions
- A computer suite containing networked computers, with other workstations sited throughout the school, including classrooms and netbooks are available for pupils from Years 3-6 and ipads can be used across the school as a result of a strong wifi network.
- A room for Music lessons
- Four landscaped outdoor areas equipped with play apparatus and furniture relevant to each age range.

Although the school has no grassed areas, the close proximity of St. Andrew's Park provides the school with a venue for games and athletics. The beach is also very close to our school.



School hours for pupils from Reception to Year 6:

Morning session	8.45 a.m. - 12.00 noon
<i>Lunch</i>	<i>12.00 noon – 1.00 p.m.</i>
Afternoon session	1.00 p.m. – 3.00 p.m.

Access

The main entrance to the school is situated at the lower end of Tower Road. In the interests of security, all visitors are requested to use this entrance and report to the school secretary once the school is in session.

At the beginning of the school day pupils access their classes from 8.30am. At the end of the day pupils in Years 1-3 are dismissed via the Key Stage 1 playground which is monitored staff and Years 5 & 6 are released through the Key Stage 2 playground.

Foundation Stage pupils should be delivered directly to and collected from their classes. Nursery children will leave via the Nursery exit and Reception children via the Key Stage 2 playground. Key Stage 1 pupils should be collected from their class.

Parking for parents

Parents are requested to use the public car park situated in Route es Nouaux. The school has an arrangement with the Parish of St. Helier which allows parents to park free of charge for fifteen minutes either side of delivery and collection times. Parking permits for this purpose, should be displayed in the car windscreen and can be collected from the School Secretary. Monitoring of this privilege is tight and Parking Officers will administer tickets for late returns. Parents are politely asked not to block the entrances of local residents or to pull up on pavements as this is a very unsafe and illegal practice.

Please note that the parking permit is not valid at other times of the day, nor during school holidays.

Crossing patrol officers are on duty at La Route es Nouaux. Where journeys to and from school involve crossing this road and Tower Road – including accessing the public car park - **parents are requested to ensure that they assist us in imparting good road safety skills to the children by crossing with these crossing officers and following the white footprints into the school.**

Parking Control Officers frequently patrol the roads adjacent to our school and you are politely asked not to park in any of these areas. The school is proud of its position in the community and does not want to receive complaints from local residents because others are acting without due care and respect for others.

Parents are advised that the car park at the rear of the school on St. Aubins Road is reserved for staff parking only. There is a great deal of vehicular activity in this area throughout the day and it is not a safe area for the collection of pupils.

Emergency Parking

The horseshoe area is our school's access for any emergency vehicles. It is not to be used for drop off or collection as this puts our pedestrians at risk.

The horseshoe area outside the Key Stage 2 playground on Tower Road provides parking for parents to use in an emergency e.g. collecting a sick child. It is also used as a safe place for pupils to access the minibus and for deliveries to the school. Deliveries are not permitted during times when children are coming to, or leaving the school.

Please assist us in ensuring that this horseshoe area is kept free for the above usage only. Thank you.



STARTING SCHOOL

Registration

- It is advisable to register children for the Nursery Class or Reception Class as early as possible.
- Registration is not confirmation of a place. Places are allocated by Children, Young People, Education and Skills (CYPES) nearer the time of admission and according to agreed policy and criteria.
- There are separate forms for Nursery Class and Reception Class registrations and forms are now available online at <http://www.gov.ie/Education/Schools/FindingSchool/Pages/Admissions.aspx>.
- Parents living out of the school's catchment area are advised that they should only register their child in their own catchment area school, but indicating that First Tower School is their first choice, should this be the case.
- Your registration will be dated on receipt of the application form and held on file within the school. You will be asked to confirm it again in the academic year prior to your child's eligibility for a place.
- The academic year runs from *September 1st to August 31st*.

Admission into the Nursery Class

Children attend the Nursery Class during the academic year in which they will be four years old. Criteria for Nursery places is available for reference on the formal application form.

It should be noted that a place in nursery does not guarantee a place in the main school and parents must ensure that a separate school registration form is completed by contacting the school secretary of their catchment school, either by calling in person or by telephone or online <http://www.gov.ie/Education/Schools/FindingSchool/Pages/Admissions.aspx>.

Admission into the Reception Classes

- Children are eligible for a full time place in one of the Reception classes at the beginning of the academic year in which they will be five years old.
- On very rare occasions a part time place may be offered where the parents, in consultation with the Headteacher, feel that an immediate start full time does not best serve the interests of the child.
- In the Spring Term of the academic year prior to this parents will be asked to confirm their registration. Following this, allocations will be made and parents notified.
- Allocations are made by the Education Department according to the agreed policy and criteria.
- Entry into the Reception class is staggered over the first few days of the Autumn Term. Parents will be notified in writing of their child's particular entry date.

Please contact the school if you need further advice or clarification of the situation.



Induction into school

We hope that the induction process will provide a smooth passage for children into the school and lay down good foundations for developing successful partnerships with parents. On acceptance of a place for your child, the following induction procedures will take place.

Parents or carers will be:

- offered visits to view the school and invited to attend an evening reception where you will meet the Headteacher and all the Early Years staff, be given a presentation about the activities that take place in the Reception classes, find out about organisational matters and have lots of opportunities to ask questions;
- You will also meet (subject to availability) the school's Educational Welfare Officer and the School Nurse;

Pupils will be:

- visited by a member of staff in their pre-school setting if they are not a pupil in First Tower Nursery class.
- given the opportunity to spend at least one afternoon in their new class with other prospective pupils.

The experiences offered to pupils in the Reception classes are designed to give them a stimulating and enjoyable introduction to school life. We are aware that children develop at different rates and are not all at the same stage when entering school. Teachers take these differences into consideration, plan accordingly and invite parents in to discuss their child's progress during the first term. Please play as full a part in this as you can – we recognise that you know your child better than anyone!

At First Tower, we aim to make our children as independent as possible.

It is a great help to us if your child is able to do some of the following when they come to school. It also gives your child more confidence in the early days of their school career.

- Dress and undress – including socks and shoes.
- Remove outdoor clothing and hang it up.
- Use the toilet and flush properly, washing and drying hands after use.
- Tidy and put away toys.
- Share and 'take turns'.
- Follow simple instructions.
- Sit quietly and listen to a story.
- Know his/her full name



THE AIMS OF THE SCHOOL

At First Tower school we aim to ensure that pupils are given equal opportunities to achieve their full potential intellectually, physically and emotionally and spiritually by:

- providing a caring, safe and secure environment;
- employing effective methods of teaching to support learning and to develop thinking skills and critical skills to support lifelong learning;
- setting high expectations of standards of achievement and behaviour;
- developing personal responsibility for themselves and others;
- nurturing self-esteem and self-confidence;
- fostering spiritual awareness and development;
- promoting interest and concern in the community and the wider world.

Our school's core professional purpose - what we believe in – is:

**At the heart of First Tower School is a respect for each other,
our learning and our community so that together we can be happy,
confident and successful learners for life**



THE JERSEY CURRICULUM

The Jersey Curriculum is very similar to the National Curriculum which is delivered in areas of the United Kingdom. The few differences are related to local circumstances and resources, e.g. aspects of History and Geography and also the learning of French which takes place in Key Stage 2.

INCLUSION:

We liaise regularly with parents/carers and promote working together to support all our children's needs, but also to celebrate the differences and diversity within our community. First Tower has a very diverse community with an above average proportion of children with English as a second language. We welcome the richness that different cultures bring to our very inclusive school.

Special Educational Needs

Occasionally pupils may demonstrate some particular learning needs or have barriers to their learning. The school will endeavour to work closely with parents/carers in addressing these needs.

If your child has special educational needs (SEN), all those involved in their education will take a step-by-step approach to meeting their needs. Your child's teachers will use the Special Educational Needs Code of Practice as a guide. Staff at First Tower aim to provide equal opportunities to all children so that they can access education regardless of their circumstances.

We ensure pupils are included by:

- providing a welcoming approach to pupils who have additional needs (and their parents)
- having flexible educational arrangements and making additional or different arrangements according to a pupil's needs
- monitoring progress to ensure pupils are meeting their objectives
- working towards pupils achieving high or increasing levels of attendance
- keeping as many pupils as possible in mainstream education through the development and training of our staff and our systems.

At all times Parents are kept informed and encouraged to work in partnership with the school.

Emotional and Social Needs

The school has developed a range of strategies which provide highly structured support for children whose learning is impacted by emotional stress or inappropriate behaviour. Vulnerable children may also have access to the Well-Being facility within the school or through the allocated peripatetic Well-Being facilitator who visits the school during the week.

Educational Visits

In their planning, teachers take every opportunity to utilise the local environment to support pupils' learning. From their earliest days in school, children will experience a range of visits such as:

- musical or dramatic performances;
- museums and galleries;
- Durrell Wildlife or farms or beaches;
- sites of historical or geographical or religious interest, etc.

Additionally, pupils from Year 4 upwards are offered the opportunity to experience residential visits at Crabbe or the Scout's Centre in St Ouen. This leads to an 'Off Island' residential experience in Year 6. This constitutes an important part of our Personal and Social Education, focussing on the development of thinking and social skills as well as facilitating other aspects of the curriculum.

We strongly encourage all pupils to participate.

It is the policy of the school to aim to provide high quality experiences that are good value for money and to ensure that no pupil is financially disadvantaged.



If you have any queries about an aspect of policy, then please speak with a member of the team.

Extra-curricular activities

There are always a range of extra activities on offer to pupils including;

Orchestral instrument tuition.

Instrumental tuition is now available at a cost to parents through the Jersey Music Service. More information can be found on <http://www.jms.je/>.

Jerriaise language lessons.

These are organised by the Don Balleine Trust. Pupils in Key Stage 2 may apply and lessons are given by peripatetic teachers once a week.

After school and lunchtime activities.

There are always a range of activities on offer to pupils at Key Stage 2 (and some activities are offered in Key Stage 1).

Some activities are run by staff and/or parents on a voluntary basis, e.g. *netball, football, athletics, recorders, choir, guitar.*

We are always seeking to extend the opportunities for our pupils and would be delighted to hear from anyone who could offer any other suitable activity to the school.



Homework

Homework has two prime purposes. Firstly, it supports and reinforces the work that is taking place in school. Secondly, it supports the development of the skills children require in order to become independent learners as they choose materials, resources and strategies to undertake tasks on their own. Teachers outline their homework expectations in the school's Homework Policy, termly ***Work Profile Letters*** and regular dialogue with parents is maintained through the range of ***Home/School Contact Books (Reading and Homework Diaries)***.

Homework needs to be a pleasant experience if any effective learning is to take place. Children are more confident in their approaches if they have a routine and understand what is expected of them

The following suggestions will help your child to approach homework more positively:-

- From day one get into the habit of checking whether your child has any homework on arrival at home.
- Aim to set aside homework time preferably early in the evening and before turning on the television.
- As far as possible try to provide a quiet place to work, preferably at a table or desk.
- You need to provide the following basic resources: - pencils, coloured pencils, an eraser, pencil sharpener and spare paper.
- A suitable dictionary related to your child's age will get them into the habit of looking up words for themselves.
- A laptop or Ipad may be useful for reference work in Key Stage 2.
- Some homework may be given electronically through the online platform Seesaw (KS1) or Microsoft Teams (KS2).

Children vary in the time they take to complete activities. Our school's Homework Policy outlines the plans and expectations for each year groups and gives further information about this aspect of learning, including recommended timings.

Apart from when you listen to them reading, children should be able to complete most of their homework on their own. Repetitive learning such as tables and spellings can be heard at odd moments. e.g. washing up, etc. Regular short practices are the key.

See also the school's leaflet about Reading.

If your child experiences any major difficulties, please bring the activity to an end and consult with the teacher the next day.



ASSEMBLIES

Assemblies provide us with a special time to share and reinforce the overall ethos of the school. The content is designed to support pupil's moral and spiritual development. All assemblies are non-denominational and reflect a variety of themes – predominantly based on the Christian ethos.

Two whole school assemblies takes place weekly; one focuses on collective worship and the other is a celebration assembly, these are led by a Senior Leader or a special visitor. The celebration assembly will focus on the outcomes of sporting activities, presentation of certificates and celebrating learning. Catholic instruction for Key Stage 2 children is also offered at this time.

Special assemblies also take place to accommodate visiting speakers. The school also hosts speakers from other charitable organisations and holds assemblies to mark important annual events such as Remembrance and Commonwealth days.



THE PROMOTION OF POSITIVE BEHAVIOUR

For pupils to benefit in full from the educational opportunities offered to them, they need the support of a caring, well-ordered community with clear boundaries. Consequently, the highest standards of behaviour and courtesy are expected from pupils at all times. We all respect ourselves, others and the environment and support others to do this.

The school's Golden Rules require us to:

- Look after each other and your school
- Be safe
- Be polite
- Be honest
- Be the best that you can be



Additionally, in the interests of Health, Safety and Security:

- Pupils may not leave the premises under any circumstances without the permission of a teacher.
- The wearing of jewellery is restricted to a wristwatch and simple studs for pierced ears. Anything else should be discussed with the Headteacher.
- Long hair should be tied back. Extreme hairstyles are not appropriate; for example, beaded braids can be hazardous during physical activities, please keep this for holidays and remove the evidence before pupils return to school.
- Electronic games and equipment, including mobile phones should not be brought to school except in exceptional circumstances and only after consultation with the Headteacher. Permission letters are required when mobile phones need to be brought into school by pupils in Key Stage 2 and they must be handed in to and collected from the office each day. Pupils are not permitted to use these on the school grounds.
- Pupils may only use the playground apparatus under adult supervision and are requested not to do so before or after school.

The school's policy is to encourage and reward positive behaviour, to raise confidence and self-esteem and to minimise negative responses.

It is the school's aim to produce caring, thoughtful individuals who are able to make sensible choices and take responsibility for their actions. This ethos is also reflected in our Personal, Social and Health Education programme.

Pupils are encouraged to perform well through a variety of incentives.

We expect our oldest pupils to set good examples of behaviour both in school and out. Pupils in Year 6 are encouraged to work towards achieving a set of standards which enables them to become school prefects with a privileged status. This position is taken very seriously by the pupils who are required to undertake a measure of responsibility within the school and maintain a high standard of behaviour.

Inappropriate behaviour can have many causes. Where a pupil demonstrates such behaviour staff will always request a meeting with parents/carers in the first instance.

The school has developed clear policies and guidelines for the management of inappropriate, anti-social or un-safe behaviour.

More information is available in the school policy documents.

BULLYING

Bullying is taken very seriously at First Tower School.

Children have the right to attend their school without fear and should have access to a safe environment. They should look forward to coming to school in a happy state of mind. Regrettably, on occasion, this does not happen. This situation, created by a very small minority, creates an unacceptable situation for the child who is bullied and this will not be tolerated.

What is bullying?

Bullying happens when a child is consistently verbally or physically abused by another child or children over a period of time. This can happen in or out of school.

Bullying is not necessarily physical, very often bullies work on a smaller or weaker child's fear of being hurt or tormented.

(Bullying is not the petty squabbling that happens naturally with children from time to time. Nor is it a child's expression of anger or frustration resulting from difficulties in conforming to school rules. All of these issues will be targeted separately with the child and their parents to ensure all children learn from their mistakes. We would like to assure you that all our children receive the very best of care.)

What to do if you think your child is being bullied?

Contact us as soon as possible with as much detail as you can. We will make sure you have details of our current policy, so that you know how we will proceed.

Above all you need to know that your children will be listened to, supported and encouraged to seek resolution and positive outcomes through an understanding of each other's point of view.

Physical Contact Policy

At First Tower, we feel that physical contact between adults and children is appropriate when:

A pupil needs immediate comfort and reassurance e.g. following an incident or personal crisis.

A pupil needs emotional security and recognition

A pupil needs encouragement and reassurance to attempt a new challenge.

There is a need to take urgent action to avoid accident, injury or serious damage to property.

The weather requires that Foundation Stage children are supported with the application of sun cream (provided by the parent).

If children are not comfortable with personal touch, this will be respected as part of our Safeguarding Policy.

The school will deploy the Intimate Care Policy if any special arrangements need to be put in place eg toilet training support

PARENTAL SUPPORT

We would be most grateful for your co-operation in:

- Being enthusiastic about school and interested in what your child is doing.
- Supporting the school on matters of discipline in line with school policy.
- Ensuring that as far as possible, your child wears the correct uniform and that all items are clearly marked with your child's name.
- Sending money into school only for specific purposes.
- Contacting the school before 9am if your child will not be attending the school because of illness.
- Informing the school of any changes in address or telephone numbers.
- Informing the school if your child has a bad start to the morning; if an event has occurred that may cause distress or of any more enduring anxieties that your child may have.
- Ensuring that toys and other possessions are not brought into school unless they are for an agreed special purpose designated by the teacher e.g. certificates to be presented in assemblies or specific artefacts to support a learning topic.

Thank you very much for your support!



MONITORING THE DEVELOPMENT OF PUPILS

In order to ensure that pupils are making satisfactory progress, the school and Parents need to know how individual pupils are performing. This is achieved by using a range of assessment, recording and reporting procedures which are outlined below.

Assessment

The assessment of individual, group and class achievement is on-going. A wide range of strategies are used. These will include: - marking work, sharing a range of feedback, discussions with pupils and setting specific assessment tasks. Increasingly pupils are being taught how to participate in the assessment process. This can be at a whole class level, in small groups, in pairs and individually. This is in order to assist them in understanding their own developmental needs. For assessment to succeed and enhance the child's learning three things need to be present. Children must have information about what they need to learn and how they will know that they have been successful; they must have a greater understanding about what constitutes 'quality learning'; and they must have the skills and techniques required for them to assess what they have achieved and what the next step is. Assessment supports teachers in planning lessons which will effectively address the learning needs of the pupils in their care.

Summative assessment refers to the use of standardised tests and other specific checks which highlight how pupils in a specific age range perform when they are asked the same questions at a particular time – this is a 'snapshot'. We use these tests to help us to identify what stage pupils have reached, identify any difficulties and plan future learning – the next step.

Recording

Staff record pupil's progress in all areas of the curriculum. This information helps staff to make decisions about appropriate learning experiences for both individual and groups of children. Staff liaise regularly both with subject leaders and other colleagues ensuring that all relevant records and information are passed on during the year and also when pupils move to the next class.

Your contribution to the whole assessment and recording process is very important and valued by the school.

From the Reception classes onwards pupils will bring home their reading diary and later their homework diary. These are an important means of communication between home and school on a daily basis. Staff are pleased to hear your comments about your child's progress in these diaries.

Reporting

The school offers Parents the opportunity to discuss their child's progress at any time convenient to both themselves and the school. Where possible, any queries or concerns should always be referred to the Class teacher in the first instance. The Key Stage Manager in each department will also be pleased to assist you.

Should it be considered necessary the Headteacher, Deputy and Senior Management are also available to see you at mutually convenient times.

To support our Assessment for Learning processes in school the following sessions are offered to you throughout the academic year and the following curriculum information and reviews are shared: -

Autumn Term

The new school year is launched with an evening for Parents, where members of staff meet parents. They will also present the term's "Work Profile letter," which explains the learning for that particular term and how home and school can work together for the benefit of the pupils. Any developments or updated documentation may also be shared at this meeting.

Throughout the school, from Nursery to Year 6, parents are also offered consultations in the Autumn term to enable Parents and Teachers to meet and discuss any settling in points, etcetera. A pupil review sheet will also be shared with parents in this meeting.

Spring Term

Parents will receive the Work Profile letter for the term within the first week.

In this term a second consultation is offered to parents to discuss their child's progress and the pupil review for that term is shared. The importance of these sessions cannot be stressed too strongly. They are an extremely valuable means of sharing information and Parents should make every effort to attend, even if they feel that their child is not experiencing any problems at school. These meetings are also a very visible means by which parents demonstrate to their children that they have real interest in what their children do at school.

As in the previous term, the pupil review form for the term is shared at the consultation meeting noted above. Parents are again invited to comment. This review builds on the Autumn term review and details the strengths and barriers of your child's learning.

Summer Term

Parents will receive the Work Profile letter for the term within the first week.

Information about your child's class and teacher for the next academic year will be shared with you as soon as transition plans have been confirmed and before the end of the academic year. If Parents have any query concerning their child's transition to the next class, they are requested to discuss this with the Headteacher as soon as possible.

Towards the end of this term each pupil discusses the term and school year with their teacher and a summative end of year report, with an overview of the year, containing attendance and punctuality information is sent home to their Parent / Carer. Parents and pupils are invited to comment on the child's year in school, so that they become a part of the process.

The school is committed to achieving positive partnerships with parents.

We value your knowledge of your child and look forward to working together to support his/her development.

ATTENDANCE

Our outstanding attendance record supports the claim that most children look forward to their days at First Tower School. All children benefit from a calm, ordered start to the school day. Primary school pupils are dependant upon their Parents to ensure that they arrive at school, properly dressed, with the right equipment and on time. Please ensure that children from the Reception class upwards are on the premises in time for the start of the school day at 8.45.a.m. The playground gates open from 8.30.am onwards and will be closed at 8.45am, after which pupils will have to enter school through the entrance by the main office. A Record of punctuality is kept daily and monitored by the Headteacher and Education Welfare Officer. **Please ensure your child makes it into school on time as this is a key skill for employment in later life.**

It is important that your child's teacher knows who will normally be responsible for bringing and collecting your child to school and that we are kept informed of any changes. *It is vital that you keep the school secretary informed of any changes in contact telephone numbers or addresses so that we may contact you quickly in case your child is taken ill or has an accident.*

ABSENCE

All pupils of school age must, by law, attend school regularly. If your child is absent from school please telephone us to let us know on the first day and by 9.00.am at the latest. The school will contact Parents if your child is absent without notification. For health and safety reasons our policy includes a 9.30. a.m. administration registration check to ensure that we know the whereabouts of all our pupils. It is in the interests of the health of all pupils, their families and the staff, that parents ensure that their children are not sent to school unwell and are fit to attend.

Parents themselves are unable to authorise a child's absence and are expected to try and avoid additional absence wherever possible, supporting the school in its role of improving attendance.

The school uses electronic registration which gives us accurate and easily accessed information. Absences are recorded in two ways:-

Authorised absences – those which occur through illness, medical/dental appointments and the like, where the school is informed by telephone or an explanatory note.

Unauthorised absences – those which take place without the approval of the Headteacher, or where the school is not advised appropriately of the reason by means of a note or telephone call

Sickness

If your child has been ill during the night or prior to coming to school, please keep them at home until they have recovered and where necessary seek medical advice before sending them back. Particular attention should be paid to stomach upsets, streaming colds, persistent coughs and rashes.

The Medical Officer of Health requests that children who have been suffering from sickness and diarrhoea are kept at home for at least 48 hours after the symptoms cease.

School staff are not allowed to administer medication. We have a specific policy and procedure to support pupils on long term medication and for cases where doctors have requested anti-biotics are taken 4 times a day. Parents with particular needs and concerns should speak to the Headteacher and complete the appropriate forms. Just ask if you are not sure.

Please inform the school in writing or by telephone if pupils have medical or dental appointments that are unavoidable during school time. Pupils are expected to return to school after these appointments where this is reasonable and appropriate and parents are politely asked to try and minimise any disruption to pupils' learning time.

Absence in term time

Please do not ask for leave of absence in term time unless there is a very exceptional reason. If you do have to ask for permission to take your child out of school during term time for an exceptional reason please consider the following:

- If your child is preparing for or working on important assessments;
- Give the school a least two weeks notice when asking for permission, including stating the exceptional reason;
- Where a pupil fails to return within four weeks of the agreed date, and no acceptable reason is given, the school may consider that the parent no longer requires a place and, in consultation with the Education Department, the child's name may be removed from the school roll.

Every request for a leave of absence is considered individually. The most important consideration is the effect the absence would have on your child's education.

Should you wish to apply for leave of absence during term time for an exceptional reason please use the application form available from the school office or school website.

School closure due to severe weather conditions or any other exceptional emergency

On very rare occasions schools are closed due to severe weather conditions or for another emergency. Please ensure that you complete the relevant section on the Pupil Information Sheet. If a decision is made to close the school or to change timings, the information will be given out immediately and at regular intervals on the local radio and television. This decision is made by the Department of Education. **The school will act on the information it holds from you. It is essential that you keep your wishes around this updated.**

Should such circumstances arise, please ensure that either you or a designated person collects your child as quickly as possible from the school. Bulletins will be given out on the local radio and internet early morning on the following days in order to keep Parents informed and on the first day of closure if severe weather arrives during the night. If conditions on pavements are deemed to be unsafe the school may look after children who are asked to walk home until they are able to be collected.

STAYING FOR LUNCH

Supervision

Staying for lunch is now standard practice in primary schools across the Island. In order to satisfactorily match this need and to maintain the correct pupil to adult ratio we employ additional staff known as 'lunchtime supervisors'. We proportionally need more staff for the 3-5 age range than in main school.

We aim to provide pupils with positive and productive experiences at lunchtime. They can engage in a variety of sports, games and quiet activities. Some lunchtime clubs will be available to older pupils.

Food

Children eat lunch in a classroom and are supervised by a lunchtime supervisor. Pupils have half an hour to eat lunch and then have half an hour of outside play, weather permitting.

Parents should provide a packed lunch e.g. sandwich, fruit, biscuit, drink. Parents are requested not to give our young children yoghurt tubes, as they find this difficult to manage. Similarly, remember that the lunchtime supervisors cannot peel lots of oranges! We encourage the children to eat that which you provide. However, anything your child cannot manage will be sent home in the lunch box so that you can gauge what your child has eaten, did or didn't like etc.

We would be grateful if you could provide a standard lunchbox with no exceptional features (large handles, long strap, etc) as boxes need to be able to fit easily and safely into the storage provided in class cloakroom areas.

We ask that no sweets, chocolate, chewing gum or fizzy drinks are brought into school.

We are a nut-free school and politely ask you to ensure that no nut products are brought to school or put in sandwiches.

Lunches should be healthy and balanced – we have worked hard to achieve our 'Healthy School's Award'. Thank you.

Positive Behaviour at Lunchtime

The large numbers of pupils staying over the lunchtime period requires good organisation on our part and high standards of behaviour from the pupils. They are expected to conform to our lunchtime behaviour code. Please make sure that you and your child understand the school's expectations.

The Headteacher reserves the right to make the final decision about all placements in consultation with the Department for Education.

It may be considered necessary to exclude pupils from lunchtime arrangements as a result of poor behaviour – this will be either a short term, formal break that will be considered a suspension (in which case it will be formally recorded), or it will become part of a Behaviour Plan, that is overseen by the school's Educational Psychologist and agreed with parents.

Parents are expected to work with the school to encourage positive behaviour at lunchtimes and staff will contact you swiftly should there be an issue developing.

Break time Snacks/Drinks

The Nursery class booklets explain how snacks are provided for our youngest pupils in a way that is appropriate for the Foundation Stage.

From Reception upwards, pupils may bring a small snack. We suggest either vegetable sticks, a healthy biscuit or fruit that they can easily manage. Children are given a short time to eat their snack and drink. Please do not send crisps as they take too long to eat and the main purpose of the fifteen minute break is to get some fresh air and have time to play.

From Reception upwards, all pupils are asked to bring a small bottle of water for their own use in the classroom. Please check that your child brings the bottle home daily to be hygienically cleaned. The water bottle should be named and should be available throughout the day. Fruit juice or low sugar squash are appropriate for lunchtimes only.

HEALTH, SAFETY AND SECURITY

Health, safety and security at school is governed by a comprehensive policy monitored and managed by a Health and Safety Committee. We encourage pupils to take an active part in ensuring that First Tower School is a safe and secure environment in which to work.

Safety

The school adheres to CYPES policy guidelines for supporting pupil activities both on and off the premises. Your permission will be sought for various activities eg visits off site, photograph/video permission, internet/email use etc

Before and after school supervision

Before school, staff are engaged in meetings and preparatory work. ***Supervision of pupils prior to the morning session does not begin until 8.30 a.m.*** Therefore children should not be on the premises before this time. Where parents encounter specific short-term problems, the Headteacher will endeavour to provide support and needs to be contacted directly. We also run a Breakfast Club with limited places. Please apply to the office for more information.

Please ensure that all pupils have an appropriate breakfast. If they do not have breakfast, this is shown through research to be detrimental to their performance at school.

At the end of the school day pupils from Year 1 upwards leave school via either the Key Stage 1 or Key Stage 2 playground where teachers are on duty from 3.00 until 3.15 p.m. Unless they have permission to walk home all pupils are expected to stay in the playground with the teacher on duty until collected by a known adult. The pupils are asked not to play in the area beyond the stairway to the balcony, or on the playground equipment at this time. If you are driving to school, please use the public car park. Stopping on the yellow lines and the chicane markings outside the front entrance in Tower Road is illegal and regularly monitored by the traffic control officers.

Any pupils not collected by 3.15p.m are taken to the school office area.

Supervision should cease at 3.15pm as far as school staff are concerned and all children should be collected by this time, unless there is a one-off emergency. Parents should notify the school of any changes to routine before 3pm.

Regular late pick ups will be considered as a welfare issue and logged and any pick ups after 4pm will be referred to Children's Service or the Police Protection Unit in line with Department of Education policy.

Please can we ask for your consideration in this – you need to be aware that the end of your child's school day is not the end of the day for staff. They will be involved in a range of activities often including courses and meetings on/off site and late pick ups can also cause significant anxieties in the children. As a result, your punctuality will be very much appreciated.

Security

Once the pupils have entered the school for the morning session, the playground gates and doors to the school are locked. Therefore, during the school day all parents and visitors must report to the secretary in the administration/reception area just inside the main front door on Tower Road.

Parents are requested to ensure that any monies sent to school via a child is always placed in a sealed envelope, clearly marked with the purpose of the payment and the child's class and name.

Data Collection: A Fair Processing Statement

In order to effectively manage your child's education we require you to provide us with relevant personal information. The school is registered under the Data Protection Law (Jersey) 2005 and complies with the Department for Education's Data Protection Policy. Therefore, Parents and Carers should be aware that all information is processed solely for the purposes of the education and pastoral care of pupils. This information is stored securely and reviewed annually. If there are any changes in the interim, it is important that you inform the school secretary immediately, particularly if these changes relate to addresses and contact telephone numbers.

All Parents are asked by the school to sign that they have seen a copy of the Fair Processing Statement and this process takes place when individual pupil data sheets are updated.

DATA PROTECTION (JERSEY) LAW 2018

Schools and the Department for Education hold information on pupils in order to run the education system and in doing so have to comply with the Data Protection (Jersey) Law 2018. This means that the personal data held on pupils must only be used for specific purposes allowed by Law. This statement outlines the types of data held, why that data is held, and to whom it may be passed.

The school is a data controller and holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess the school's performance. This information includes contact details, National Curriculum assessment results, attendance information, special educational needs and any relevant medical or safeguarding information.

From time to time, the school is required to pass on some of this data to the Department for Education. When a pupil is transferring to another school, schools and the Department will pass on all information relevant to the education and care of that pupil to other schools and institutions. Information is also passed to UK examination and assessment organisations for processing.

The Department for Education uses information about pupils to carry out specific functions for which it is responsible, to evaluate and develop education policy and to monitor the performance of the education service as a whole. Information will also be used to assess any special educational needs the pupil may have. The Department also uses the information to derive statistics to inform decision-making on (for example) the funding of schools, and to assess the performance of schools and set targets.

Information is also shared between Social Security and the Department for Education in order to profile attainment levels of students in order to inform targeted funding and plan outcomes. Information may be shared by the Department for Education with other States Departments or agencies for statistical or research purposes, or with Health and Social Services, the Police or other relevant agencies for the purposes of safeguarding.

Contact details may also be provided to the Department for Health and Social Services and Family Nursing & Homecare in order that parents may be contacted regarding child health programmes, such as the dental screening scheme and the vaccination programme.

From time to time, the school uploads personal data about pupils to web based servers using the following applications for education purposes, and/or for the purposes of facilitating contact and/ or communication with you about your child's schooling:

- SIMS InTouch – for communication

Sensitive personal data (such as health data or ethnicity) will not usually be uploaded to the internet under any circumstances. If it is uploaded then that will only occur with explicit written parental consent (or the pupil themselves if they are of an appropriate age)

The school has closed circuit cameras installed by the back door, for the purposes of crime prevention and safeguarding. A record is not kept of any images pertaining to this.

Pupils, as data subjects, have certain rights under the Data Protection (Jersey) Law, including a general right of access to personal information held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, this can be done through a subject access request. This is a formal procedure which is started in the first instance by contacting the school. The school is allowed to charge a maximum of £30 for supplying the information. If you believe the Department of Education or the examination or assessment organisations hold personal data then the data protection officer for these organisations should be contacted to initiate a subject access request process. Details may be obtained from The Department for Education.

Please note that all rights under the Data Protection (Jersey) Law 2018 in relation to information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12.

An up-to-date list of external companies with whom we have an agreement to share data, can be found on the school website.

Health

When a child takes up a place at school Parents are asked to provide relevant medical information. Staff need to be aware of any allergies or medical conditions that may affect your child. The school has a high percentage of staff that have St. John's Ambulance First Aid certification. One of these people is on call every day and for visits off the premises.

Every year in Jersey and the UK, children in Reception and Year 6 have their height and weight measured as part of the Child Measurement Programme. Children in Reception also have a hearing check to ensure any hearing problems are identified and treated as early as possible.

The Public Health Department also offer a free nasal spray vaccine at school during the autumn term.

The school no longer receives regular hygiene inspections from the school nurse. Therefore Parents are strongly recommended to check their children's hair weekly for head lice and encourage daily combing as this can be a regular issue in Primary Schools.

School medical procedures for all Reception pupils include:

- ***Height and weight and hearing checks. This programme is run on an opt-out basis, but nearer the time you will receive more information from the Child Health Team about this programme.***
- ***Consent forms for vision tests will need to be completed by parents and returned to school. A follow up screening session is then conducted by the States of Jersey Orthoptics Department***
- ***Consent forms for the nasal spray will also need to be completed by parents and returned to school.***
- ***Relevant medical history needs to be completed by parents on the data collection sheets.***

School Nurses can be contacted at: Community Health Services
Le Bas Centre
St Saviour Telephone: 443620

Sickness and Accidents

Most staff are trained First Aiders. This does not mean that the staff are qualified to make a diagnosis if a child has seriously hurt themselves. Should your child experience considerable distress for any reason, you will be called to advise us on the course of action you wish to take. This may include taking your child to the Accident and Emergency Department or Doctor/Dentist. In very serious cases, an ambulance will be called to school and you will be asked to meet your child and a member of staff at the hospital to secure further treatment. Please be advised that hospitals will not carry out any treatment without parental permission and by delaying your arrival or by not providing us with correct contact information, you could endanger your child's safety.

The school keeps records of any incidents that involve the intervention of a first aider, particularly bumps to the head. A member of staff will contact you to let you know of any such incidents. Should your child need to be hospitalised as a result of an injury carried out under school supervision, the school sends a record of the incident to the Department of Education.

Alcohol and Smoking Policy

Please note that in line with other public buildings in Jersey, our school operates a 'No Smoking' Policy and smoking is not permitted either in the school grounds or the school building.

The school also operates a 'No Alcohol' policy and fundraising functions involving children will not provide alcohol to parents. Parents should also be advised that providing their own alcohol at such functions is against ESC policy and as such, not appropriate.

SCHOOL UNIFORM

The uniform at First Tower School is predominantly navy and light blue.
The pamphlet on school uniform included in the school pack, or available on request, outlines these requirements, including clothing and footwear for physical education.
The school aims to ensure that our uniform is readily available through the main clothing stores, and a local uniform outfitter.

It is essential that all items of uniform are clearly labelled.

School shoes should be brown or black. Medium and high heels are extremely dangerous. The expectation is that pupils will wear sensible traditional school shoes with flat heels. The wearing of trainers is not allowed other than for physical education lessons on days when they are allowed to wear their P.E. kit.

Parents should also note the following:

- Long hair should be neatly tied back. Hair bands and slides, etc, should be blue, black or brown and very neutral in appearance.
- Any form of make up or nail varnish, although lovely for weekends and holidays, is not appropriate for school, so please help us by removing it before children come to school.

Although you may bring your child to school by car, please ensure that your child brings a coat to school, particularly in the Autumn and Spring terms and plain light weight jacket in the Summer term. Remember that pupils play outside at break times and may go on outdoor excursions with their teacher.

CHILDREN ARE EXPECTED TO LEAVE SCHOOL AT THE END OF THE DAY IN A CALM MANNER, SMARTLY DRESSED AND THEY MUST WAIT TO EAT ANY FOOD UNTIL THEY HAVE LEFT THE SCHOOL GATES.

Summer/Winter Uniform

- Summer or Winter uniform may be worn during the first half of the Autumn term.
- Winter uniform should be worn from the beginning of the second half of the Autumn term and during the Spring term.
- From the beginning of the Summer term all pupils will be expected to wear Summer uniform.

Purchasing Uniform

- **Lyndale Sports, La Rue de Grands Jardin, Trinity. Telephone 862411.**
www.lyndalesports.com
- **JSSK, 3 Les Quennevais Parade, St Brelade. Telephone 742649.**
www.jssk.co.uk

These are our main uniform suppliers. Orders for any of the uniform which they stock can be ordered over the phone or via their website and delivered to the school for collection.

Additionally, the following stores stock some of the generic / non-logo uniform requirements:-

- Marks & Spencer
- Next
- and also on-line

Lost Property

Each class has a box that is taken outside each playtime for jumpers etc. There is no central lost property box.

Lost property cannot be kept indefinitely and is disposed of after a half term. Items of reasonable quality will then be given to the Friends of First Tower and recycled as part of the second hand uniform shop.

Please encourage your child to manage their belongings and ensure they are named.

E Safety

Children in Year 1 to Year 6 will be asked to sign an Acceptable Use Policy to enable them to use the Internet and emailing facilities in the school. Please note that there is a comprehensive firewall screening any websites used in school and your child will not be allowed access to the Internet without a member of staff being present.

These measures ensure that your child can access the Internet in as safe a way as possible. Please be just as attentive at home to ensure your child is safe from accessing any possible inappropriate material or persons. This is a growing concern in the present day.

Our experience also tells us that access to inappropriately aged DVD's, books and computer games can also adversely affect pupils' social and emotional development in a very serious way. Please be very vigilant as to what your child watches, reads or plays and for how long they access this. You can seriously impact on their future well-being if you do not consider this.

'Friends of First Tower'

'Friends of First Tower' is the name given to the association of Staff, Parents, Carers and Friends who support First Tower School. It is less formal and more flexible than the old-style Parent Teacher Associations, taking Parents' working commitments and modern lifestyle into consideration.

The aim of this group is to support the work of the school by assisting staff in the classroom and raising funds for additional equipment and resources. Such funds have recently bought the school outdoor play equipment, Christmas gifts for the children, sports team kits and helped towards the annual mini-bus lease.

The organisation aims to be flexible in the hope that all parents, carers or friends of the school will feel they can actively participate in some way. A meeting is held about once a term so that decisions about future initiatives can be discussed.

If any parent (or grandparent) wishes to support the school with events, then please let us know. You will always be welcomed.

Without the Friends of First Tower, the provision for the pupils would be much diminished. Please give serious consideration to helping in some way. The school needs you!

ECO-ACTIVE

Our school is committed to becoming a sustainable environment, where pupils can learn the skills that will make them safe and considerate individuals.

Recycling:

We recycle several items.

There is also a battery collection point in school.

Resources:

Please encourage your child to turn off any unnecessary lights and to switch off computers at the end of the day.

Water is a precious resource and we encourage children not to waste it.

Local Environment:

We encourage pupils to care for their local environment and to be aware of local issues. We involve pupils in an annual beach clean and support the Parish of St Helier with their 'Green Fingers'.

Building and Grounds:

We encourage pupils to respect their school building and grounds. Many pupils enjoy the responsibility of supporting the site manager in his work.

Travel and Traffic:

We are actively trying to reduce the traffic around our school. Walking all or part of the journey to school is a great way for children to get fit, healthy and active. Research suggests that a chance to take physical exercise before school helps children concentrate better, and the walk to school is a great opportunity for your children to become more road aware and independent. The walk also provides them with an opportunity to learn more about their local area.

There is also an impact on safety around the school gates - we know many of you worry about your children's safety on the way to school, with the gates being a focus for traffic. If more people walked, congestion would be reduced, making this area a safer place for us all. We'd also have a positive impact on our environment by reducing pollution.

FUND RAISING

Parents need to be aware that the school regularly receives numerous requests to participate in fund raising activities. The school is conscious that it has a responsibility to ensure that requests to parents for charitable donations should be appropriate and reasonable. Therefore, it is the school's policy to restrict requests to parents for donations as outlined below and to be committed largely to locally based initiatives.

SCHOOL FUND

This fund helps us to finance the minibus and subsidises special events and activities. Activities include non-uniform days which take place about twice a term. Children participating may wear any suitable smart casual clothing for the day. Donations are £1.00 per child.

FRIENDS OF FIRST TOWER

This fundraising supports the purchase of additional items that the school could not normally afford through Cinema nights, Key Stage 2 discos and fayres.

THE LOCAL COMMUNITY

At Christmas time the school normally supports the local children's charity appeal. Money is raised through collections made at the carol service, nativity play, concerts, etc.

THE WIDER WORLD

The school supports the education of children through Comic Relief and Children in Need. The school is also a member of the Fairtrade Association.

Also during the year there may be specific fundraising by individual pupils such as toy auctions and cake sales, etc.

We hope that you will encourage your child to participate in all these activities. By their involvement we hope to foster empathy and understanding for other community needs.

Pupil Sponsorship:

The staff would like to respectfully point out to parents that due to sheer numbers and 'Equal Opportunities Policy' they cannot undertake to sponsor individual pupils undertaking charitable activities. **Please do not encourage your child to approach staff as this can be embarrassing for both parties.**



Information frequently shared in our school newsletters:

Attendance: We check our registers daily to monitor attendance and punctuality. Thank you for ensuring your children arrive at school between 8.30 and 8.45 and for telephoning us when your child is absent from school.

School opens at 8.30.a.m. each day. For safety reasons please do not drop your children off before then and leave them. We are concerned that a small number of children are being left unattended before the beginning of the school day. If you have any concerns about this do come and see the Headteacher.

Mobile telephones and other devices:

As stated in our School Handbook if any Parent or Carer of Upper Key Stage 2 – children in Years 5 and 6 wishes their child to bring a mobile phone to school for a specific safety reason would they please write to the Headteacher to confirm this or telephone the school office and register your permission. Upper Key Stage 2 children with permission need to leave their 'phones at the very beginning of the school day at the school office and collect them at 3.00.pm. Thank you for your support with this and all the letters of confirmation from parents already received.

Book bags and lunch boxes:

Thank you for supporting us by sending the children to school with a book bag and lunch box only. This has really helped our storage and security and the children find these two items easy to manage.

Water bottles:

As the aim is for children to be fully hydrated during the day in order to be ready to concentrate and do their best learning, we ask that all children have a labelled bottle of water which they can sip at intervals during the school day. The non-spill type bottles are helpful. This labelled water bottle is kept in the classroom and is in addition to the drink provided for your child to accompany their lunch. We sell water bottles at the school office. Thank you

School Website, Parentmail and Facebook

We continually add items to our school's website on the internet, to our Facebook page and to communicate with you through Parentmail. You are strongly advised to sign up for Parentmail and to check your account on a regular basis for further information about the school. Our aim is for all parents to receive quality communication from the school.

Healthy Eating:

To support our Healthy Schools work we are also working on clarifying our healthy eating approach to snacks and lunchboxes. So many of the lunchboxes look delicious as well as very healthy!!

Uniform Policy

Please read the information about our school uniform carefully and support it to the best of your ability. The school has tried hard to ensure the uniform is not overly expensive and that cheaper options can be substituted in some cases. Your support in ensuring that your child looks smart and well-presented would be most welcomed and assist us in trying to raise standards in school.

To support sun safety all children need to:

1. Bring a sun hat or cap to school every day (pop it in your book bag)
2. Apply sun cream before coming to school each day
3. Bring a plain lightweight jacket in case of sudden showers during the summer months

Thank you for all your continued support with all these items.

We hope that you find the information in this handbook both informative and useful.

This handbook, along with other policies, is on our website.

Please remember our
Open Door Policy ~ come and see us if you have any queries.

Should you wish to visit the school, please contact the school secretary, who will make an appointment for you to meet the Headteacher or Deputy Headteacher.

FIRST TOWER SCHOOL

La Route de St Aubin, St. Helier, Jersey, JE2 3SD

TEL: 01534 721066 FAX: 01534 285840 EMAIL: admin@firsttower.sch.je

