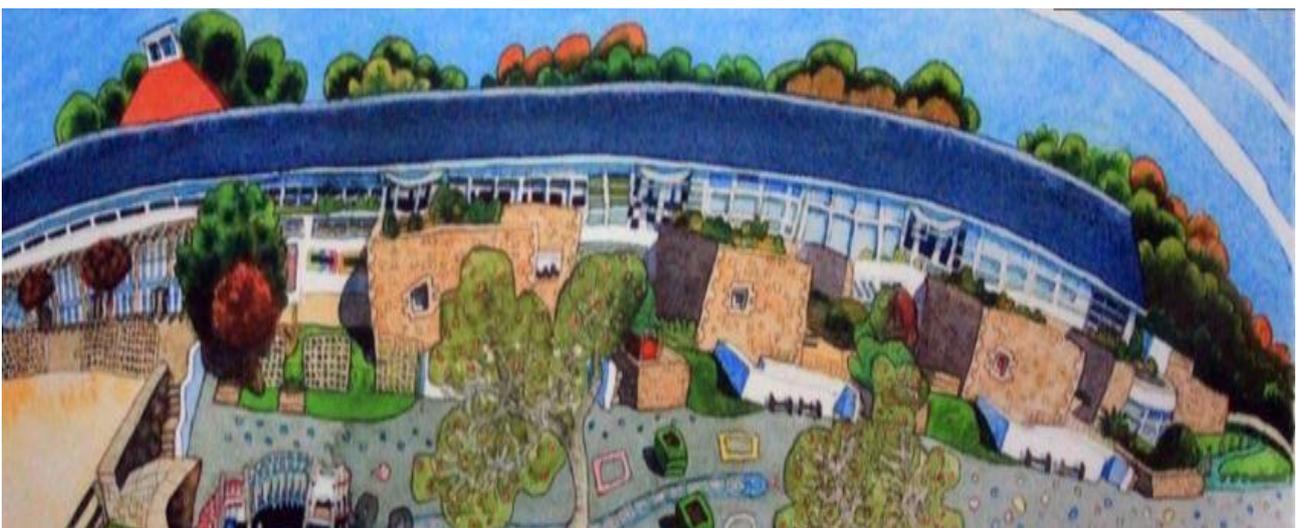




JERSEY
COLLEGE
Prep

Jersey College Preparatory School

School Handbook



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Headteacher's Welcome

Welcome to Jersey College Prep School. I look forward to getting to know you as we join together in a vital partnership. We know that you want the very best for your child – to be happy, to be confident and to be a successful learner. We want this too for all our students.

Our ambition for all children at Jersey College Prep:

At JCP we will develop happy, confident, caring students, who enjoy positive relationships and show compassion and respect for others. Pupils will grow as individuals and feel valued. We will strive to forge a strong and supportive community that reaches out around the world.

Pupils will demonstrate a growing awareness about the choices they make and the impact these have on their environment.

We want to develop hardworking, independent learners and creative thinkers. Our students will be encouraged to take full advantage of opportunities and to aspire to the highest standards. We aim for our students to be inquisitive, ambitious and motivated in their approach to learning.

Pupils will grow in independence, be reflective in their thinking, be eager for challenges and be resilient enough to be able to cope with any setbacks they may face.

Our Core Values:

We believe that to be truly effective we must base what we do on shared values. The values that form the foundations of what we do and that we share as a whole College are these:

Aspire - Inquire - Excel - Belong

We encourage pupils to "live" these values in our daily interactions:

- **aspiring** to high standards of achievement
- valuing curiosity and learning through **inquiry**
- recognising and celebrating personal **excellence**
- building a strong community to which we all feel a sense of **belonging**

Throughout your time as a parent at JCP, if you have any questions, concerns or comments I am always happy to meet and discuss any issue. As we say to the children, "The only silly question is the one you don't ask!"



Richard Sugden
Headteacher



Introduction

Jersey College Prep School is a Government of Jersey fee-paying primary school, which serves families across an island wide catchment. There is a three form, co-educational, non-selective provision starting in Reception and throughout Key Stage 1. At the end of Key Stage 1 (5-7yrs), most boys transfer to Victoria College Prep and a two form entry provision remains for the girls in Key Stage 2 (7-11yrs). Pupils gain places into Reception through a ballot system. There is a further opportunity for pupils to join the school in Year 3, through a selective admissions process.

At JCP we aim to achieve quality and excellence in every aspect of school life. Our aspiration for all our students lies at the heart of our core values: **Aspire, Inquire, Excel and Belong**.

In our pursuit of excellence we aim to provide our students with engaging, dynamic learning experiences and continually review the strategies we use for promoting and monitoring the quality of teaching and learning and the attainment of our students. It is our objective to ensure that each child achieves his or her full potential at each stage of development. We welcome the support and involvement of parents and we believe it is essential to keep parents fully and clearly informed about the progress of their children.

Although we are a school in our own right, we also operate as 'One College' with Jersey College for Girls (JCG) in the sharing of facilities and administration, as well as working closely with Victoria College Preparatory School (VCP) for transition purposes for our boys at the end of Year 2. We have high teacher expectations and, with strong parental support, our children achieve the best standards possible both in the academic and pastoral areas of the curriculum, preparing them for transfer to VCP (for boys at age 7) and to JCG (for girls at age 11).

Our ambition for all students at JCP

We aim to nurture happy, confident, caring students who enjoy positive relationships and show compassion and respect for others. We want students to grow as individuals, to feel valued and to forge a strong and supportive community. We hope they will demonstrate a growing awareness about the choices they make and the impact these have on their environment.



We want to develop hardworking, independent learners and creative thinkers. Our students will be encouraged to take full advantage of opportunities and to aspire to the highest standards. We aim for our students to be inquisitive, ambitious and motivated in their approach to learning. We want them to grow in independence, to be reflective in their thinking, to be eager for challenges and to be resilient enough to be able to cope with setbacks.

Guide to Curriculum & Learning Opportunities

The Early Years Foundation Stage (EYFS)

The Reception class is the second year of a child's education in the 'Foundation Stage', the first having been completed at a nursery or preschool. At JCP we take children from many different preschool settings, where they have had very different experiences, and bring them together as one.

We have a team of 3 teachers and 3 full time teaching assistants to provide children with a secure foundation, through learning and development opportunities which are planned around the needs and interests of each individual child and are assessed and reviewed regularly. There is an important working partnership between practitioners and parents and carers. We aim to provide a safe and happy environment where children can learn.

The overarching principles for the EYFS are that:

- every child is a unique child, who is constantly learning and can be resilient, capable, confident and self-assured
- children learn to be strong and independent through positive relationships
- children learn and develop well in enabling environments, in which their experiences respond to their individual needs and there is a strong partnership between practitioners and parents and carers
- children develop and learn in different ways and at different rates

We promote a combination of child-initiated activities, where children are given opportunities to follow their own interests inside and outside, alongside carefully planned teaching sessions. The 'prime areas', which underpin everything, are Personal, Social and Emotional Development, Physical Development and Communication and Language. The 'specific areas' which grow from these are Literacy (reading and writing), Mathematics, Understanding of the World (People and Communities, the World and Technology) and Expressive Arts and Design. We assess children regularly through observation to ensure that they meet the Early Learning Goals for all these areas (the knowledge, skills and understanding children should have at the end of the academic year in which they turn five).



English

During the early years of schooling, much of the focus is to develop confident readers, mainly using the phonics approach. We follow a clear, defined programme of phonics teaching as children move through Key Stage 1. The curriculum intends that all children will secure the basic skills of decoding so that they can become fluent readers. As their reading confidence grows, they can begin to write their own ideas down and be introduced to specific ways of enhancing their written work.

In lower Key Stage 2, children will build on their work from Key Stage 1 to become more independent in both their reading and their writing. Most children will be confident at decoding most words – or will have extra support to help them to do so. They should now be able to use their reading to support their learning in other subjects. They will begin to meet a wider range of writing contexts, including both fiction and non-fiction styles and genres. In upper Key Stage 2, your child will increasingly meet a wider range of texts and types of writing and will be encouraged to use their skills in a broader range of contexts to create more sophisticated pieces of writing.

Maths

At JCP we use the Maths No Problem (MNP) scheme. MNP is based on what has more commonly become known as 'Singapore' maths. There are textbooks and workbooks from Year 1 to Year 6 which support our teaching of the Jersey Curriculum, which is also fully aligned with the UK National Curriculum. The objectives are taught across the school in daily maths lessons. Children work in mixed ability classes and lessons are scaffolded to support learners in which rich, sophisticated problems are set to challenge all learners.

We believe that where possible, lesson objectives should be taught in a real life, practical context. Mathematics should be engaging, and resources are used in all the classes to support the children in understanding their learning.



What is so special about the 'Singapore' approach to maths teaching?

- It is a highly effective approach to teaching maths based on research and evidence. It introduces new mathematical concepts using a Concrete, Pictorial, Abstract (CPA) approach, improving pupil confidence and understanding
- Pupils learn to think mathematically, as opposed to reciting formulae they don't understand and often subsequently forget
- It teaches mental strategies to solve problems.
- It equips pupils with maths skills for life.

Why use Maths No Problem?

- It is fully aligned with the Jersey Curriculum.
- It is written to develop deeper learning, known as 'Mastery', which is a fundamental objective in primary education
- It is based on 30 years of international research.
- It has been developed by world-recognised experts in maths teaching.
- It is award winning: it was awarded Education Publisher of the Year 2017; MNP was the only maths scheme awarded DFE funding approval in the UK in 2017.

PSHE

At JCP we follow the Jigsaw scheme of work to deliver our PSHE curriculum. Jigsaw 3-11 offers a comprehensive programme of PSHE including statutory Relationships and Health Education, giving children relevant learning experiences to help them navigate their world and to develop positive relationships with themselves and others. With a strong emphasis on emotional literacy, building resilience and nurturing mental and physical health, we are able to deliver engaging and relevant PSHE within a whole-school approach.

Geography

Children will find out about different places in the Channel Islands and the wider world through studying small regions in each and comparing these to other areas including their own locality.

In Key Stage 1, children will learn the names of the continents and oceans as well as the names of the four home nations and their respective capital cities. They will use the four main compass directions and simple maps and photographs to explore the local area.

In Key Stage 2, children will locate the countries of the world, as well as naming the counties, regions and major cities and towns in the United Kingdom and Channel Islands. They will begin to explore geographical features such as volcanoes and tectonic plates, as well as features of human geography such as trade links and land use. They will also learn to use grid references on Ordnance Survey maps to describe locations.

French

Over the course of their four years in Key Stage 2, the children will be learning to ask and answer questions, present ideas to an audience both in speaking and writing, read a range of words, phrases and sentences, and write simple phrases, sentences and descriptions. Children will also learn about the appropriate intonation and pronunciation of the language. French is taught by designated French speaking staff.

Religious Education

The aim is to enhance a pupil's spiritual and moral development and will focus on Christianity and other religions.

In Key Stage 1, children will learn about important religious places and events. They will also be encouraged to develop a positive attitude to other people and their right to hold different beliefs.

In Key Stage 2, pupils will develop their knowledge and understanding further by learning the historical context of various religious beliefs and what it means to belong to that community.

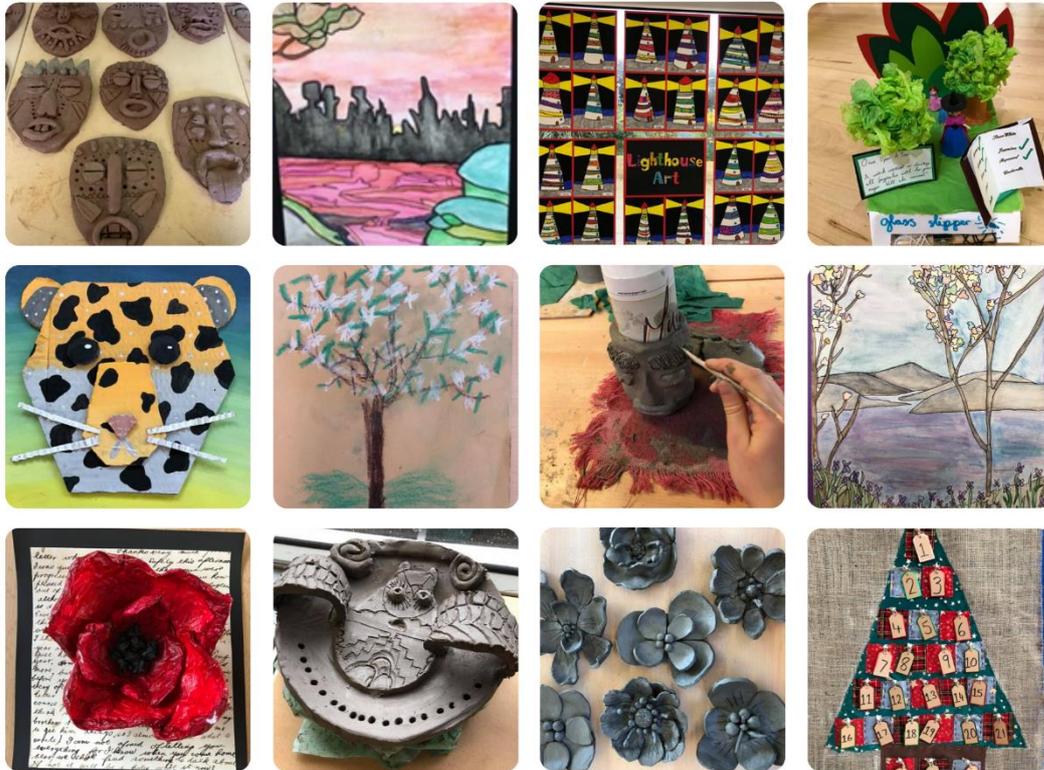
Music

Over the course of the primary years, children will listen to and perform a range of music. In the first years of schooling this will often include singing songs and rhymes and playing untuned instruments such as tambourines or rainmaker sticks.

In Key Stage 2, children will perform pieces both alone and as part of a group using their own voice and a range of musical instruments, including those with tuning such as glockenspiels or keyboards. They will both improvise and compose pieces using their knowledge of the different dimensions of music such as rhythm and pitch. During the later years they will also begin to use musical notation, and to learn about the history of music. Music is taught by a specialist teacher.

Art & DT

In Art children will explore a range of different techniques such as drawing, painting and sculpture and will use a variety of materials, from pencil and paint to charcoal and clay, to create their own art pieces. In addition, during Key Stage 2, children will study the works of some well-known artists, architects and designers from history.



Design Technology includes cooking, with children finding out about a healthy diet and preparing simple meals. It also includes opportunities for children to design, make and evaluate products, whilst learning to use a range of tools and techniques for construction. There may also be some crossover with Science, as children incorporate levers, pulleys or electrical circuits into their designs for finished products.

PE & Games

Lessons include a range of individual disciplines (such as dance and athletics), with team sports and games. Through these sports, children will learn the skills of both cooperation and competition. Over the duration of Key Stage 1 and 2, the range of activities taught will become broader. The children will also take part in outdoor and adventurous activities such as orienteering.

Children also have swimming lessons in Reception and all years in Key Stage 2 and develop an understanding of Jersey's marine environment, including its potential dangers and how to keep themselves safe. PE and Games lessons are taught mainly by a specialist teacher.

Curriculum Enhancement & Enrichment

Forest School & Outdoor learning

Forest School is an inspirational process, which offers all learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a woodland or natural environment with trees.

Forest School is a specialised learning approach that sits within and compliments the wider context of outdoor and woodland education. The ethos is shared by thousands of trained practitioners across the UK and beyond. Its roots reach back to early years pioneers in outdoor learning and across the sea to Scandinavia.

At Forest School all participants are viewed as:

- equal, unique and valuable
- competent to explore & discover
- entitled to experience appropriate risk and challenge
- entitled to choose, and to initiate and drive their own learning and development
- entitled to experience regular success
- entitled to develop positive relationships with themselves and other people
- entitled to develop a strong, positive relationship with their natural world

This learner-centred approach interweaves with the ever-changing moods and marvels, potential and challenges of the natural world through the seasons to fill every Forest School session and programme with discovery and difference. Yet each programme does also share a common set of principles, aimed at ensuring that all learners experience the cumulative and lasting benefits that quality Forest School offers. The Leader also runs an after-school club.

House System

At JCP one of our core values, which we pride ourselves on, is to ensure all 'belong' in our school community. Based on these underlying principles, we have developed a more holistic approach to our House System. All students in Key Stage 1 and Key Stage 2 are included in our House system - through earning House points in their classrooms and also through whole school events such as the annual Sports Days!

House points are collated each week and an announcement made in our whole-school Monday assembly.

The four Houses are:

Grandin, Du Pre, Le Sueur and Gilbert

We aim to:

- ensure consistency of approach throughout each House
- use the House System as a tool to help continue to raise whole school interaction, team spirit and standards
- provide opportunities for parents, children and the school to work together in partnership to raise money for outside agencies/ charities
- encourage pupils and their parents to share and enjoy learning experiences
- encourage children to develop in confidence and interact with students from other year groups- strengthening relationships
- provide Year 6 pupils with the opportunity to develop their leadership skills further

Class Visits & Residentials

All year groups visit various parts of the island to support their learning. Such places include, amongst others, Mont Orgueil, Hamptonne, St Ouen's pond, Corbiere, La Hougue Bie, Fort Regent and even a local Chinese restaurant! They may be involved in sporting activities and musical/dramatic performances off site too. All information regarding these is given prior to the visit and we ask you at time of school admission to provide your permission for these visits which will cover the duration of their time at primary school.

Residential trips for the older year groups include the following which we write to you about much nearer the time:

- Year 4 spend a full day at Crabbe
- Year 5 do a 3 day residential visit to Crabbe or The Scout Hut
- Year 6 do a 4 day residential visit to France



Student Leadership

We have a large number of student leadership roles. The Student Council, which comprises of members who represent children from Year 2 to Year 6, meets regularly to look at and discuss issues at JCP. They are involved in canvassing the thoughts and ideas of all pupils and discussing them together. They are also responsible for agreeing on the content of Pupil Surveys and collating the results. The School Council is supported by a lead teacher.

Year 6 students have responsibilities for supporting specific areas of school life throughout the year. These areas include:

- Head and Deputy Head girls
- House Captains
- Music Captains
- Sports Captains
- School Journalists
- School Council Leaders
- Eco Leaders
- Forest School Leaders
- Art Leaders
- Early Years Leaders
- Library Leaders

Each of these areas is supported by a designated member of staff

Eco Schools

Eco-developments are an integral part of life in our school. JCP is currently a 'Green Flag' school. We were initially awarded this in 2011 and have been successfully revalidating this prestigious award ever since. The Eco Committee meet regularly and promote initiatives throughout the school year. Teachers identify Eco-related topics in their planning to ensure it is a part of everyday learning.



Special Days & Community Support

At JCP we take pride in the commitment to, and the support of, our local community. We run a number of 'special' and Community linked days, where we focus on specific areas of the curriculum and/or community links including:

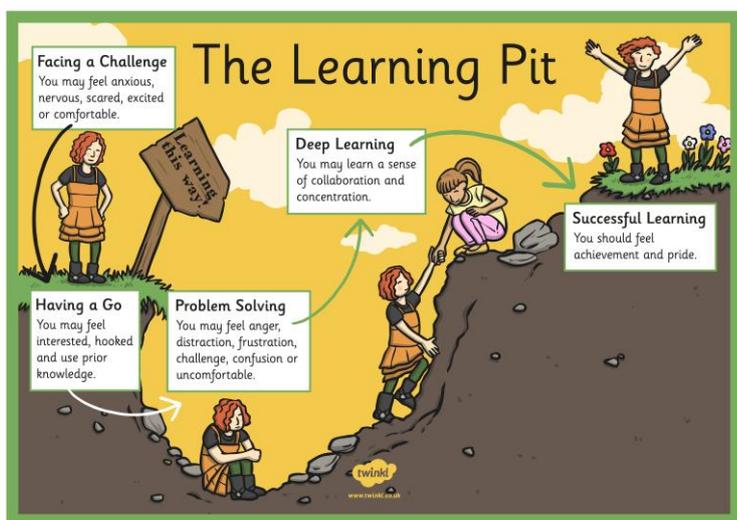
- Art/Eco Day (practical activities – Eco & Art based)
- World Book Day (Literacy based)
- Safer Internet Day (E-safety based)
- Open Day (celebrating JCP!)
- Transition days (JCG, VCP, new classes)
- School Charities
- Weekly whole school assemblies (led by Head and Deputy Head)
- Weekly Key Stage assemblies (led by Key Stage Leaders)
- Year group assemblies for parents & school
- Year 2 and Year 6 Leavers' assemblies (end of Key Stage celebration)
- Year 6 Production
- Year 1 Pantomime
- Reception Nativity
- Key Stage 1 Christmas shows
- Key Stage 2 Carol Service
- Choir visits to Soup Kitchen, Silver Springs and St Clement's OAP Club (community support)
- Student support (JCG, Trident, Fund-raising, Activities week)
- Comic Relief (fund raising for charity)
- Swimathon (fund raising for charity) – we take over the entire pool – including a staff team!
- Children in Need Day (fund raising events for charity)
- Shoe Box appeal (fund raising for charity)
- Harvest collection
- Fairtrade Fortnight

Growth Mindset at JCP

The 'Growth Mindset' approach we employ plays an essential part in the development of our children's resilience and positivity, especially in relation to how they view 'problems' or when they 'get stuck'.

Each class has a Growth Mindset display which is referred to throughout the year. In particular, reference is made to 'The Learning Pit' – and what is needed to climb out of it! Regular school assemblies reinforce this message and children who have shown significant resilience in their learning, in whatever shape that takes, are recognised.

'Growth Mindset at JCP' posters are also to be found in classes and around school, to show how our school & whole college values link into the key areas of a Growth Mindset approach; **Independence**, **Resilience**, **Challenge** and **Reflection**.



Sport at JCP

Sport plays an integral part in everyday life at JCP. As well as having regular, twice weekly PE/Games lessons with our own specialist PE teacher, pupils have a range of opportunities to take part in additional sports/games activities throughout the week. Some of these are aimed at developing skills in specific sports and others are geared more towards competitive games or matches against other schools.

At JCP we encourage pupils to stay healthy and active. There are many after school activities that the children can join to help keep fit.

They can also take their skills further by training with one of our school teams for Netball, Football, Hockey, Cricket, or Athletics.

Extracurricular Opportunities:

We offer a wide variety of extra clubs, either before school, during school or after school. These are either run by staff or outside providers. Club details and further information can be found on the parent portal of the school website.

Music Profile

Music has a high profile within the school and is highly valued by all staff. Every child at JCP receives an hour of music per week with a music specialist. Approximately 150 pupils learn a musical instrument in school either with the Jersey Music Service or with our own Junior Polyphony scheme which is linked to JCG.

Musical Performance

Performance plays an essential part in the school year starting with the music Eisteddfod in November. Both the senior and junior choirs compete annually, and many pupils perform in the solo classes – all with considerable success.

At Christmas time every child will perform – the Reception children perform a nativity, Year 1 has a more informal sing-a-long with parents and Year 2 performs their own nativity.

Every pupil in Key Stage 2 performs in our annual Carol Service held at the Methodist Centre in St Helier, which is always one of the highlights of our musical calendar. At this time of year our Senior Choir will also be singing out in the community at places such as the Soup Kitchen event in the Royal Square and at various care homes as well as Government House!

In the Spring term we hold our annual Open Day with several musical performances. Early in the afternoon our String Ensemble play. This ensemble rehearses regularly and is mainly for our younger string players from Year 2 and above. Our Wind Ensemble also perform - these pupils rehearse every Thursday lunchtime. At the end of Open Day we have a 'Spring Concert' which features both Senior and Junior Choirs, the Senior Orchestra and winners of the various classes in the House Music Competition.

The summer term sees the annual Year 6 musical production which involves all the children in Year 6. We also have a Leaver's assembly from both Year 2 and Year 6. Class assemblies, which are performed to the parents, run throughout the school year.

House Music Week (Key Stage 2)

For Key Stage 2 there is a House Music competition run by the Head of Music and the Year 6 Music Captains. The Music Leaders also organise an instrumental ensemble for their House which will involve about 6 instrumental players. These compete at the end of the week with the choirs. Pupils in Years 5 and 6 can enter the different instrumental and vocal classes, but every girl in Key Stage 2 sings with their House choir at the end of the week.



Homework

At JCP we are very keen for parents to support and help their children with homework. We take the view that children are likely to get more out of an activity if parents get involved. However, there are times when we will want to see what children can do on their own. It is particularly important, as they get older, for children to become increasingly independent in their learning.

It should be noted that homework can be set in many different forms with many different expectations and outcomes. It is important to remember that when expecting and setting homework there are a number of points to consider:

1. The nature and type of homework changes throughout a pupil's school career.
2. It will not necessarily come in the form of a written task.

At JCP:

- Marking homework is a way of keeping track of who has completed their homework, and giving them feedback on how well they have met the objectives of the work. However, feedback may be given to individual pupils, or to groups of pupils in a variety of forms including verbal.
- If children are absent due to illness we will not send homework home. We would assume the child was too ill to work. If the illness is short-term, the child will need to see the teacher as soon as they return to school, for any homework they have missed.
- In the event of long term illness an agreement re homework will be made on an individual basis.
- It is not possible to give homework when parents take holidays in term time.
- Parents/Carers who have queries about homework should not hesitate to see their child's class teacher.

Promoting Positive Relationships and Behaviour

Pupils at JCP demonstrate positive attitudes towards their learning and behaviour. We aim to create an ethos where children's strengths, attitudes and positive behaviours are nurtured, acknowledged and reinforced through effective strategies. At the heart of our school ethos are our College Values, **Aspire, Inquire, Excel and Belong**. These form the foundations of school life and are at the heart of all we do. 'Belong' is our most important value and places key importance on building positive relationships across the whole school community.

We work closely with parents so that children receive consistent messages about how to behave at home and at school. We expect parents to support their child's learning and to co-operate with us. We try to build a supportive dialogue between home and school, and we will inform parents if we have concerns about their child's welfare or behaviour. As part of our behaviour policy, we recognise that parents should be fully informed about their child's behaviour. Every effort is made to ensure that there is good communication between home and school. Should a child's behaviour be cause for concern then parents will be contacted, and the matter discussed.

It is our job to deal with incidents that arise in school. We ask parents not to intervene with another child, but to report the matter to us in school. If a parent would like to discuss an issue about their child's behaviour or that of another child, we would ask that they contact their child's class teacher in the first instance.

Please refer to the Positive Relationships and Behaviour Policy on the school website.

Inclusion

At JCP, we are committed to providing an inclusive learning experience for all our pupils. This is exemplified in the principles of our Core Values, Teaching and Learning Policy and the Ordinarily Available Document. Our aim is to provide an environment, which enables all our pupils to enjoy their time at JCP and to achieve their learning potential.

In order to ensure best practice, we continually review and develop the learning experiences we provide for all our children, and the provisions we have in place to meet the needs of pupils who require additional support. We enable many of our pupils with special needs to develop the necessary skills and strategies, to overcome barriers to their learning. However, we recognise that there is a constant need to develop and extend our systems, and to provide effectively for those who remain on the SEND register for longer periods of time. At JCP, our SEND (Special Educational Needs or Disability) provision is designed to support teachers in providing full access to the Jersey Curriculum, differentiated to take account of particular needs and modified appropriately to ensure the maximum flexibility and attention to all pupils' academic and personal development.

During the course of their time at school there are many children who might, for any number of reasons, experience barriers to their learning. These might be recognised as a SEND or be triggered by factors affecting a child's wellbeing, for example, changing family circumstances or bereavement.

Special Educational Needs or Disability (SEND)

A pupil is considered to have Special Educational Needs if he or she has defined learning difficulties over and above those generally experienced by the majority of his or her peers. These difficulties may be sensory, cognitive, physical, social or emotional and some students may have complex needs, which cover a range of difficulties.

The SEND code of practice focuses on meeting these needs in the classroom, and therefore as staff, we must accept that the responsibility for meeting the educational needs of all students lies with us. 'All teachers are teachers of children with special educational needs' (SEND Code of Practice)

Our priority is to make sure children experience high quality teaching in the classroom, adapted to different levels of ability and learning styles. As an inclusive school we ensure all pupils have equal access to the curriculum. In discussion with class teachers and parents, a minority of children are placed on our Special Needs Register and additional help allocated.

Every effort is made to support children if they need extra help. Most children identified, need this support for a short time only. Parents are contacted immediately if a child's learning development or behaviour is causing concern. Equally if a parent is concerned, they should see the class teacher as soon as possible. Teaching staff at JCP are trained in differentiating for the needs of pupils ranging from the very able to those with learning difficulties.

Learning is planned to provide for the development of skills across this range. Teaching Assistants are effectively used to help cater for the wide range of needs. Where required, we provide pupils with specific intervention programmes. These are in place for children with Emotional and Behavioural Difficulties, Specific Learning Difficulties, Speech and Language problems and Occupational Therapy needs. The SEND Co-ordinator (SENDCo) works closely with staff when devising Individual Learning Plans (ILPs) for pupils with special needs, where appropriate.

Our SENDCo (Special Educational Needs & Disability Co-ordinator) is Mrs Susanna Harries.

Please refer to the Inclusion/SEND Policy on the school website.

Worries or concerns

It is vitally important that you let us know immediately if you or child has any worries or concerns however trivial they may seem to you. Little worries very quickly assume huge proportions in a child's mind if they are left unresolved. Likewise, if circumstances within the family are difficult or stressful for whatever reason, do let us know in the strictest confidence. In this way we can keep a closer eye on and provide extra support for any child who is going through a difficult time.

In the first instance, parents should share concerns with the class teacher or should they be unavailable, the Key Stage Leaders (see staff details section). Following this, the concern may be addressed by the Headteacher or Deputy Headteacher.

Safeguarding/Child Protection

At JCP we are fully aware and committed to the on-going protection and safety of our pupils, staff and wider community in accordance with CYPES. Our school is committed to providing a secure environment for pupils, where children feel safe and are kept safe. All adults in our school recognise that safeguarding is everyone's responsibility irrespective of the role they undertake or whether their role has direct contact or responsibility for children or not. As a school we closely follow the guidance and policy of CYPES, namely the Child Protection Policy (2016), and the wider legislative framework, including advice and recommendations from the Safeguarding Partnership Board. Copies of both this summary and the full policy are available to parents on request. All staff working at JCP have a duty to share information about children that cause concern to ensure the safety and well-being of all our pupils.

Named personnel with designated responsibility for Safeguarding and Child Protection

Designated Safeguarding Lead (DSL)	Deputy Designated Safeguarding Lead (DDSL)
Ms Nadia Guglieri	Mrs Susanna Harries

Safeguarding Team

Team Members
Mr R Sugden (Headteacher)
Ms N Guglieri (DSL and Deputy Head)
Mrs Susanna Harries (DDSL and SENDCo)
Mrs C Scott (Digital Safeguarding)
Mrs G Loguellou (Wellbeing Support)
Mrs J Hair (Wellbeing Support)
Ms R Winston-Jones (Records Management)

If you have any concerns about a child please speak to a member of the team or contact MASH (Multi Agency Safeguarding Hub) on 519000.

Out of hours, contact the police on 612612.

Please refer to the Safeguarding & Child Protection Policies in our school website.

Jersey's Children First

At JCP we are committed to ensuring we adhere to Jersey's equivalent of Every Child Matters. This is facilitated through the four main areas of the Children's Plan for Jersey, which are:

- that all children in Jersey grow up safely
- live healthy lives
- learn and achieve
- are seen and heard

Reporting to Parents

Parents are invited to attend appointments with their child's class teacher during the Autumn and Spring term. At these meetings parents are updated on their child's progress and have the opportunity to discuss this with the teacher and any problems or concerns can be raised here. Although if something is concerning you please do get in touch with us sooner. We ask parents to arrive 10 minutes early as their child's report is available to read before going into the appointment. Invitations to attend these meetings are sent by email providing information of how to make an appointment online. The summer report is sent home towards the end of the school year.

Attendance

At JCP, attendance and punctuality are given a very high priority. In keeping with our core values, we are committed to developing motivated learners who make good progress, achieve high standards and have good habits for lifelong learning.

It is the responsibility of the Head Teacher to ensure that all staff tasked with recording pupils' attendance are fully aware of the legal requirement placed upon them in regard to these procedures. Children's attendance, punctuality and welfare is monitored closely by the Head Teacher, Designated Safeguarding Lead, SENDCO, Key Stage Leaders and Class Teachers.

Punctuality

School starts at 8:45am and children are encouraged to be in school from 8:30am onwards. We actively discourage late arrivals due to the disruption this causes not only to the individual but also to the remainder of the class. Patterns of lateness can develop into non-school attendance if left unchallenged. We are flexible where local conditions such as weather or local transport have an adverse effect on pupils arriving on time. The school has a consistent approach to lateness so as not to differentiate between classes/form groups and siblings.

From 8:30am onwards there are teachers on duty in both the KS1 and KS2 playgrounds. Parents /carers of Reception children are encouraged to come into school and settle the children. We have a before school provision from 8am for KS2 and Year 2 children and 8.15am for Year 1 children, who need to arrive at school earlier. This is a supervised outdoor play time.

Early intervention can have positive effects on poor attendance and punctuality therefore, if concerns begin to emerge, teachers will raise the concerns with parents/carers in the first instance. Where necessary, the Headteacher will then ask to meet with parents / carers, the Education Welfare Officer (EWO) will be made aware of concerns and, should the need arise, an Attendance Plan will be introduced.

Please refer to the Attendance Policy on our school website.

Leave During Term Time

The Department for Children, Young People, Education and Skills (CYPES) does not, at any time, support leave during term time, however, in exceptional circumstances Head Teachers have the discretionary power to grant leave.

Parents must make a strong case to justify taking pupils out of school during term time as the absence can seriously disrupt continuity of learning. It is expected that parents will support their child's education by arranging all leave to coincide with school holidays. An official request form must be completed and submitted to the Head Teacher. This form is available on the Parents Portal section of the school website.

Notification of Absence

All absences due to illness or any other reason should be reported to the **School Office** either by telephone or email before 08:30 advising of the reason for the absence.

Other Appointments

Requests for absences such as doctors' appointments, dental appointments, music exams etc, which cannot be made for outside of school hours, should be emailed to the **School Office** and copied to the class teacher. Please give plenty of notice. Children must be collected and signed in /out from the school office. If someone else is collecting your child please ensure we are advised of this otherwise we will need to contact you to confirm this before letting them leave for safeguarding reasons.

Home School Agreements

As part of the admissions process parents / guardians are asked to sign this agreement with school. This form is contained within the online admission forms:

"Jersey College Prep School aims to achieve quality and excellence in every aspect of school life in a supportive environment where children, teachers and parents work together in a close partnership. This home-school agreement is based on the belief that when everyone in the school community works together benefits all pupils' learning.

The School

As a school we are committed to:

- Providing the best possible learning environment that is safe, attractive and caring.
- Doing our best to ensure that each pupil realises their potential.
- Ensuring that all members of the school community are treated fairly and with respect.
- Keeping parents/guardians informed about school, through a variety of channels of communication.
- We will provide regular updates regarding your child's progress throughout the school year, including progress reports and parent-teacher meetings.
- We will contact parents/guardians about any concerns or problems relating to your child's attendance, work, and behaviour.

Parents/Guardians

As parents/guardians you are committed to:

- Ensuring that my child attends school regularly and punctually.
- Informing the school office of any absences before 08:50am
- Acknowledging that there is no automatic right to take my child out of school to go on holiday during term-time and that leave of absence for such occasions should be requested well in advance and will be approved at the Head Teacher's discretion in conjunction with the school's attendance policy.
- Providing the correct school uniform and any necessary equipment for my child to be prepared for learning.
- Supporting my child with their homework.
- Supporting the school's Behaviour and Counter Bullying policies.
- Attending Parents' evenings and other meetings to discuss my child's progress and wellbeing.
- Recognising the requirement to pay the fees as determined by the Governing Body by the first day of each term as outlined in the Admissions and Finance policies."

Consent for Use of Images

As part of the admissions process, the online admission forms ask parents /guardians to provide their consent for use of their child's image.

"As a College (comprising of JCP and JCG) we will not reveal information held about your child or you, as a parent/guardian, to a third party, unless a provision of the Data Protection (Jersey) Law 2018 is met. One condition is consent. There are a number of occasions when schools receive requests for such information and we ask for your consent for the use of your child's image by the College. For more information please view the College Privacy Policy"

You will be asked to indicate your preferences for the use of your child's image by the College by ticking the boxes. Where appropriate we will also seek the verbal or written consent of you before publishing any image where your child is a particular focus of the shot, or identified by name, but not usually when included as part of a larger group or team shot.

Responsible User Agreements

At the start of every school year we ask pupils and parents to read through these agreements together with their child, discuss, then sign and return the form to school. These relate to the use of IT in the school and safety in this area.

Data Collection Sheets

At the start of every school year we will ask you to check that some of the information we hold is correct and up to date. This data sheet comprises of information such as contact details, medical information, etc. We ask that this is checked, signed and returned to school usually on the Curriculum Evening in September. If at any point during the school year this information changes, please advise us by emailing the school office.

Parent Helpers

We welcome parental support, in particular for class visits. We are fortunate that all our children benefit from the many hours given freely by so many of our parents. Helpers must sign in at the school

office and wear a visitors badge whilst on school premises. Police checks may need to be carried out on some parent helpers if they are frequent or regular helpers.

Parent Teachers Association (PTA)

At Jersey College Prep we have an active and dedicated PTA. Throughout the year they organise many events and activities, which provide the school with additional funding to spend over and above the allocated school budget. This enables the PTA to consider requests from teachers for developments and resources that will ultimately benefit the children. These requests range from small everyday things the children love, like playground toys, to contributing to, or paying for much larger items such as the classroom interactive whiteboards, play equipment for KS1 and the Wellbeing Garden Room in the Millenium Garden. The PTA put on cake sales, cinema evenings, dress-down days, and the biggest event of the year, the school fair.

All parents and teachers are considered members of the PTA. Meetings are held approximately every 6 weeks and take place on a Monday evening at the school, for around an hour. Those who attend these meetings will help to decide how the money raised gets spent, but it isn't compulsory to attend all the meetings; you can simply volunteer to help when we hold events as every little bit helps. Key Members of the PTA Committee:

- Chairperson
- Treasurer
- Secretary
- Second Hand Uniform
- Parent Reps from each class. Please ask who your rep is so that you can be introduced.



The PTA is fortunate to have a number of committed members and volunteers, who help to make the PTA such a success. Inevitably, each year committee members and volunteers come and go and so the PTA look forward to welcoming new parents to the committee and group of volunteers. If you would like to join the PTA please don't hesitate to get in touch. They are always open to suggestions for other fundraising ideas. If you would like more information about the PTA please contact our school office.

General Information

The school

JCP is located on Claremont Road in the parish of St Saviour. It is part of the Jersey College campus, which also encompasses Jersey College for Girls. The school is surrounded by fields to the south and we are very fortunate to have wonderful indoor and outdoor facilities for our use.

Contacting the school

Jersey College Preparatory School
Claremont Road
St Saviour
Jersey C.I.
JE2 7RT

The school office is open from 8.00 am until 4:00 pm each weekday and can be contacted by telephone on +44(0)1534 516111 or by email at admin@jcp.sch.je

The Office will deal with normal administrative queries, but should you need to speak to a member of staff regarding pastoral or curriculum matters, your child's class teacher would be the first point of contact. All Teaching Staff email addresses can be found on our website.

Admissions

Please refer to our Admissions section on our website. Our Registrar is Mrs Kate Robertson and she deals with all admission enquiries. She can be contacted on +44(0)1534 516115 or by email at k.robertson@jcp.sch.je

Fees

Please refer to our Admissions section on our website.

Bursaries

Bursaries may be available for pupils from Year 3 and above. For further information, please contact the Headteacher, Richard Sugden r.sugden@jcp.sch.je

Website and Social Media

You will find a lot of information on our school website jcp.sch.je as well as regular updates on our Facebook page and Twitter account.

School Policies

All of our school policies can be found in the 'About JCP' section on our school website together with a link to those of the Education department.

College Privacy Policy

This can also be found in the 'About JCP' section of our website.

Term dates

School dates for the year are available online at www.gov.je

Weekly Newsletter

This is sent to parents at the end of each week. Not only does it celebrate that things that have happened that week, but also looks ahead to forthcoming events.



Change of Address or Circumstances

Please inform us immediately of a change of address, telephone number or email. We ask that you provide us with mobile, work and home telephone numbers wherever possible.

Lost Property

Any lost property found is placed in the lost property cupboard which is located in the Foyer area. You are welcome to check this before and after school. **Please do label items clearly with your child's full name** so that it has more of a chance of being returned to them. At the end of each term items are put out on display. If not claimed, any unnamed items of clothing or property are either donated to the 2nd Hand PTA uniform shop or a suitable charity.

Valuables, Earrings and Jewellery

We discourage children from bringing personal possessions to school because they can be a cause of distraction. Valuable teaching time can be lost looking for lost items.

Children may wear a watch. NO other jewellery may be worn apart from plain stud earrings.

Mobile Phones and portable devices are allowed in school in Key Stage 2, but must be handed in to the class teacher for safekeeping during the school day. At the end of the school day they will be handed back and must be kept away in their bags until they leave the school grounds.

If personal items are brought into school we cannot accept responsibility for them

Health and Medical

First Aiders

We have a number of qualified first aiders at school who will treat your child if they have an accident. Please note we are only able to provide first aid. At times it may be necessary for you to take them to see a medical practitioner for a medical opinion or treatment.

Illness during the School day

If your child is not well enough to stay at school we will contact you to come and collect your child. Please ensure that contact telephone numbers are kept up to date.

Sickness

Please note should your child have diarrhoea and /or vomiting the States of Jersey Department for Health & Social Services Prevention and Control of Infection Guidelines for Early Years and School Settings state that children should be absent from school for 48 hours from the **last** episode.

Medicines in School

We have **strict** guideline to follow with regard to medicines in school and the administration of these. Information regarding this can be found in the 'About JCP - Policies' section of school website.

We ask parents to give any necessary medication to their child themselves. If a prescribed medicine is to be administered three times a day we ask that this is given by parents out of school; before school, after school time and at bed time. If your child has been prescribed a medicine four times a day, please contact the school office for further discussion.

If your child has a medical condition for example an allergy, asthma, diabetes, etc please do come and speak with us. It is important that our medical records are up to date and where applicable, care plans drawn up and shared with staff. We will also discuss the storage and location of the necessary medication in school. We also ask that you let us know if any medical condition or information we hold on your child changes.

Family Nursing & Home Care - Child Measurement Programme and Hearing Checks

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. Their programme provides a valuable understanding of how Jersey's children are growing, improves understanding of changes in child measurements over time and allows them to make national comparisons.

Children in Reception class also have a hearing check to ensure any hearing problems are identified and treated as early as possible. This helps to avoid preventable speech, language and learning delay. We will forward on communication from Family Nursing in this respect which gives you further information. The checks are carried out in school by a nurse from the Family Nursing and Homecare Team and only after you have given your permission.

Dental Screening

Dental screening is carried out annually for all pupils by the Health & Community Services Dental Department. The team come into school for this purpose and you will be notified in advance of this date.

Vision Screening

This is carried out by an Orthoptist from the General Hospital and is for all children in Reception and those who have not yet had this check carried out in Jersey and are new to the school in Years 1-3.

School Hours/Routines

All children commence school at 08:45 with the Foundation Stage and Key Stage 1 finishing at 14.45 and Key Stage 2 pupils finishing at 15:00. There is a 15 minute break mid-morning and an hour for lunch between 12:00 and 13:00.

Daily Routines

08.00	The school playground is open to KS1 & KS2 pupils. There will be members of staff on duty on the playgrounds. KS1: Bottom playground KS2: Top Playground EYFS (Reception pupils MUST be supervised by an adult/parent
08.30 – 08.45	Children supervised in KS1 & KS2 playgrounds and inside classrooms. Reception: Parents can settle children in their classrooms from 8.30
08.50 – 10.30	Registration - CURRICULUM LESSONS
10.30 – 10.45	Mid-Morning Break - Please provide a healthy snack for your child's mid-morning snack. Children will have a 15 minute break time in the school playground and snacks are eaten outside. Please ensure that packaging is kept to a minimum. EYFS have separate timetable.
10.45 – 12.00	CURRICULUM LESSONS
12.00 – 12.55	Packed Lunches are eaten in the classrooms under the supervision of a lunchtime supervisor. Lunchtime is one hour and is split into two halves; half an hour to eat and half an hour for outdoor play. Hot Lunches (Currently ON HOLD due to Covid-19 restrictions) are available to pupils in Key Stage 2 (Year 3 to 6 only). The lunches are prepared by the JCG kitchen and the girls are escorted there and back by our lunchtime supervisors. Lunches are ordered online in advance and a letter detailing this is sent to parents during the second half of the term before.
EYFS & KS1 13.00 – 14.45 KS2 13.00 – 15.00	Registration - CURRICULUM LESSONS
End of Day	EYFS & KS1 - Children are collected from classroom outdoor areas. KS2 - Children are collected in year group waiting circle areas. Some children attend After School Club (Little Leopards) and will make their way to the music room at 3pm. Staff to accompany KS1. Some KS2 children attend Bus Club and will wait in Library to be collected and taken to the JCG bus area.

Water

We ask that children bring in a named water bottle for drinking throughout the day. These are kept in classroom so they are readily available. Should a water bottle be forgotten we can provide a paper cup for use throughout the school day.

School Lunches

We are an **Eco School** and **Healthy Eating School** and ask that you encourage the children in this respect by providing lunches which support these values.

No Nuts in School

We do not allow nuts in school as we have a number of children with severe nut allergies. Please ensure that your child does not bring any nut products into school. This includes items which may have nuts in the ingredients i.e. pesto, cereal bars, items containing sesame seeds, chocolate/nut spread and peanut butter etc.

Supervision Outside School Hours

Children from Year 1 to Year 6 can be brought to school from 08:00 as staff start supervision duties from that time.

Reception children are supervised from 08:30 in their classrooms.

Arrangements for entry into JCP

Before School (08:00 – 08:30)

08:00

- Members of Staff on Duty on Key Stage 1 & 2 Playgrounds for Year 1 to Year 6

- All children in Reception must be supervised by a parent/adult in the Reception playground until **08:30**.

08:30

- KS1 & KS2 pupils will start entry system into school from the playgrounds.
- Reception doors open for

08:45

- All children settled in their classrooms ready for registration.

08:50

- Main gate into the school (top waiting circle) will be locked at **08:50**
- Access to school now via Admin Car Park only via Claremont Road entrance

Wet weather

- Year 1 to Key Stage 1 IT area (opposite the Year 1 classrooms) from 8am
- Year 2 to classrooms
- KS2 to Hall

End of School (14:30 - 15:15)

- Please note, the main gate into top waiting circle will be unlocked at **14:30**
- Please wait in Key Stage 1 playground or Key Stage 2 waiting circles
- **14:45** - Reception & Key Stage 1 collected from external doors of individual classrooms
- **15:00** - Key Stage 2 collected from waiting circles

Toilets

- Children - Please ask a member of staff on duty
- Parents – Please go to school office

Should you wish to meet with a teacher before school, please make an appointment or alternately come into school via the front entrance and ask one of the secretaries for assistance.

For Safeguarding and Child Protection reasons, parents MUST NOT enter the school via classroom/year group doors and must always report to our school office

During the School Day 08:50 – 14:30

Should you need to collect or drop off when the school is in session (eg medical, dental appointments, etc.) **please use the Admin Car Park** at the back of the school from 08:50 – 14:30 (please use the intercom to gain entrance). You will need to report straight to the main School Office.

The gate into the top waiting circle will be locked between 08:50 - 14:30.

After School Clubs

Please note - the Admin car park can only be accessed during the school day (see above) and will not be available to drop off and collect before or after school (including After School Club and other clubs unless advised otherwise).

Little Leopards After School Club (15:00 - 17:30)

Please contact Mrs Philippa Healey at the JCG Foundation for more information p.healey@jcgfoundation.com

Special Arrangements for Collecting Children

Please notify your child's Class Teacher **before school** if someone different is collecting your child from school or the mode of collection changes. Please endeavour to do this as early as possible, school is a busy place and taking and passing these messages onto children and staff detracts us from our core purpose.

Other End of Day Arrangements for Key Stage 2 Pupils

We have closely looked at the options at drop off and pick up times at the start and the end of the day due to heavy congestion in the car park and surrounding areas. Whilst, as a school, we have an Island-wide catchment and a number of families may not necessarily be on a main bus route, we would like to encourage you, as parents, to consider some possible alternatives to using the car park at JCG. They are designed for Key Stage 2 aged children:

1. **Bus Club:** Children are supervised here until about 15:30 when they are escorted across to JCG where we make sure they get on the correct bus. You would need to 'register' with us for this option via the parent portal on the school website and buy a bus pass from the bus station. The buses are not suitable to take younger children (Rec/Key Stage 1).
2. **Meeting a sibling/friend at VCP:** How about meeting up with a brother/friend at VCP. KS2 children could walk down to VCP straight after school, without having to cross a road.
3. **Arrange to meet at an alternate place/collection point:** Probably for the more confident children. You can decide where is an appropriate place to meet your child.

Due to Safeguarding regulations and in order to comply with the JCG Risk Assessment, pupils are not allowed to access the JCG carpark unaccompanied. Primary School children MUST be accompanied by an adult at all times.

If you would like to try any of these alternatives as a regular arrangement and alternative to using the car park over at JCG, please make sure that your child(ren) are really confident in what to do/where to go. **We do ask that you let us know by email to admin@jcp.sch.je if you decide on options 2 or 3 so we can keep a central record of what your child is doing. Please only let us know of any changes on the day if absolutely necessary.** Bus Club enquiries should be addressed to busclub@jcp.sch.je

Car Parking

Parents are asked to use the car park at Jersey College for Girls, Mont Millais to pick up and drop off children both in the mornings and afternoons. A crossing patrol officer is on duty on Claremont Road from 08.00 until 08.50 and again from 14.40 until 15.15. The staff car park is only available for JCP staff. The Admin car park, near to the administration offices, is designated parking for administration staff and disabled drivers only. It can be used to drop off or collect pupils only from 09.00-14.30. Please do not drop off on Claremont road itself.

Disabled Access

Please contact the School Office.

Visitors to School

For safety and security reasons, all visitors to the school must report to the School Office. Visitors will be asked to sign in and out at the school office and they will be issued with a badge. Staff and parent helpers in school are asked to challenge any visitor who is not wearing a badge.

School Uniform

It is important to us that all pupils wear their uniform smartly and with pride. Our uniform reinforces a real sense of identity and belonging to the school.

- JCP Uniform is available from Lyndale Sports and JSSK.
- The PTA also run a second-hand uniform sale at JCP at regular intervals, giving parents an opportunity to purchase good quality items at reduced prices.
- For reasons of safety, children with pierced ears may wear plain stud earrings however, other than watches, no other jewellery is allowed. Children should also tie their hair back when their hair is long enough to do so. Pupils are asked to refrain from wearing 'fashion' hair accessories and to keep bows small. Ribbons should reflect the school colours of red, white or grey.

Winter:

- red regulation coat (choice of 3)
- grey regulation blazer (KS2 only)
- grey regulation pinafore dress/trousers
- long or short sleeved white open-neck blouse/shirt
- long sleeved regulation red V-necked pullover
- grey knee length socks or thick red tights
- plain black flat shoes

Summer:

- grey regulation blazer (KS2 only)
- red/white regulation summer dress
- grey regulation shorts/trousers
- short sleeved white open-neck blouse/shirt
- white/grey ankle socks
- plain black flat shoes

Physical Education:

- red shorts or skorts
- white polo shirt with JCP logo
- white ankle socks for outside games (no grey socks)
- plain coloured trainers with non-marking soles (preferably without laces for Reception/Yr1)
- red regulation sweatshirt (with logo)
- plain black tracksuit bottoms/ plain black leggings
- plain coloured speedo swimsuit (KS2 only when lessons are timetabled) – swimming cap (in KS2 House colours- available from PTA)
- shin pads and long red football socks (KS2 – only when hockey/football is played)
- mouth guard (KS2 – when hockey is played)

Miscellaneous:

- long sleeved painting overall with hanging loop
- stiff plastic wallet for homework (Year 2 – Year 6 only)
- red reading folders with school logo
- red baseball cap with school name
- red waterproof jacket
- wellington boots (Reception and Key Stage 1)

Optional Items:

- red woollen scarf
- red gloves
- grey regulation woollen hat embroidered with the school crest
- red JCP backpack KS2 only (not required for Reception and Key Stage 1)
- sleeveless red regulation V-necked slipover
- red & black regulation windcheater top (with logo) for PE – KS1 & 2

All items of clothing and equipment should be clearly marked with your child's name

School Staff - Staffing TBC for Academic Year 2021-2022

Head teacher	Mr Richard Sugden
Deputy Head teacher	Ms Nadia Guglieri (Designated Safeguarding Lead)
Senior Leadership Team	Mrs Susanna Harries: SENDCO (Deputy Safeguarding Lead) Ms Kat Byrne: KS1 Leader, Transition Mr James Paul: Yr3&4 Leader, Science, French, Off-Island visits Mrs Angie Pateman: Y5&6 Leader, English, Library, Transition Mrs Carolyn Scott: EYFS Leader, ICT Mr Pierre Louw (JCP/JCG): College Bursar
Office Administration	Ms Rachel Winston-Jones (Lead Secretary), Mrs Sue Neil, Mrs Sarah Beardshall, Ms Cheryl Muir (Finance Administrator) Mrs Kate Robertson (Whole College Admissions' secretary)
Caretaker	Mr Roger Timlin
Lunchtime Assistants	Mrs Sarah Beardshall, Mrs Julie Cheshire, Mrs Diana Mezei, Mrs Simone Royston, Mrs Jo Hair, Ms Cheryl Vautier, Mrs Elisha Wyse, Mrs Gill Bennetts, Mrs Lis Jones, Mrs Tracey Vallois, Miss Anastasija Jegorova
IT Technician	Mr Dominic Pallot
Reception	Mrs Carolyn Scott Mrs Zoe Cartmell Mrs Sadie Crute
Reception TA's	Mrs Tracey Vallois, Mrs Elisha Wyse, Miss Natasha Brown
Year 1	Mrs Susanna Harries Mrs Alison Duquemin Mrs Katie Walsh
Year 2	Ms Katerina Byrne Mrs Debbie Chappell-Jenkins Mrs Andrea Christopher
KS1 TAs	Mrs Gill Bennetts, Ms Cheryl Vautier, Mrs Lis Jones, Mrs Kate McCreesh
Year 3	Mrs Lauren Anderson Mrs Georgina Langdon
Year 4	Mr James Paul Mrs Hayley Toudic
Year 5	Mrs Georgia Killick Mrs Penny James
Year 6	Mrs Angie Pateman Mrs Alice Jefferson
Music	Mrs Liz Allman
PE and Sport	Miss Michelle Bichard
KS2 TA's	Mrs D Chinniah, Mrs Jo Hair, Ms Liz Coles
Wellbeing support	Mrs Jo Hair, Mrs D Chinniah, Ms Liz Coles