



Rouge Bouillon School

Parents Handbook

June 2018

Welcome to Rouge Bouillon School.

We hope that this will be the beginning of a long and fruitful relationship.

Our core values are Respect, Believe, Succeed

We RESPECT each other, ourselves and our environment
We BELIEVE in ourselves, our skills and our ability to learn
We can all SUCCEED if we try

Staff, parents, and pupils were all involved in agreeing these guiding principles which we hope will be truly evident if you visit our school.

Rouge Bouillon is a school built on equal partnership, where parents are encouraged to take a full and active role in all aspects of the education of their children.

Parents are children's first educators and have ultimate responsibility for the way they are brought up. We hope by sharing the role of educator with you, each child will have the very best opportunity to develop into full and active members of society.

Children only have one chance, they cannot repeat their time in school, please support us, and them, to make their time with us both enjoyable and rewarding.

Celebrating success and skills is an important element of school life. Please look out for our regular newsletters and invitations to join us at school events such as assemblies, consultation evenings, book looks and other social events.

*We know how Really Brilliant we all are at Rouge Bouillon.
We hope that you will come to appreciate this as well!*

Address:
Rouge Bouillon School
Brighton Road
St Helier
Jersey
JE2 3YN

Tel:
01534 705705
Email:admin@rb.sch.je
Headteacher:Mr Russell Price
Email:r.price@rb.sch.je

School Organisation

There are eight year groups in the school

Nursery	3 to 4 year old	} Foundation Stage
Reception	4 to 5 year old	} “
Year 1	5 to 6 year old	} Key Stage 1
Year 2	6 to 7 year old	} “
Year 3	7 to 8 year old	} Key Stage 2
Year 4	8 to 9 year old	} “
Year 5	9 to 10 year old	} “
Year 6	10 to 11 year old	} “

Year groups are made up of two or three classes.

School Times - 8.40 am to 3.00 pm

Foundation - lunch break from 11:30am to 12:30pm.

Foundation day finishes at 2.45 pm.

Key Stage 1 & 2 - lunch break from 12.00pm to 1.00pm.



Admission to the school building is from 8.10 am for years 3 to 6. Younger children arriving early must be accompanied and supervised by an adult until 8:40am.

All children are expected to be at school for **8.40 am** when the bell is rung. Punctuality is an important quality and ensures a calm start to the day. Children will be given a late mark or an ultra-late mark depending on the time of arrival after close of register. Ultra-late marks count towards recorded absences.

On arrival Foundation Stage pupils go straight to the Nursery or Reception areas using the rainbow entrance, where parents may wait with their child until the classrooms are open. All other pupils go to their designated playground. Staff will be on duty in the playgrounds from 8.30am. If it is wet pupils should go straight to their classroom.

Pupils who arrive in school before 8.30am are not directly supervised although staff will be on the premises. We would ask parents to consider carefully the provision they make for their child prior to 8.30am. If it is necessary for your child to occasionally arrive at school early please contact the school so we are aware of the reason.

School Uniform

All pupils are expected to wear school uniform (except Nursery), much of which can be purchased from the main outlets in town such as George or Marks & Spencer.

Polo Shirts, Green School Jumpers, (P.E. Kit and Track Suits – Y1 to Y6 only) are available from our joint suppliers:

Vowden Sports

Redvers, Tube & Vowdens

24-28 Bath Street

St Helier

Tel: 731707

(Please ask for items as they are not always displayed in store)

Lyndale Sports

Rue du Grand Jardin

Trinity

Tel: 862411

Website: www.lyndalesports.com

(Orders can be placed and paid for on line to be delivered to either home or school if desired)

Book bags, ties for Y3 – Y5, and baseball caps are available from the school office & Lyndale Sports. **Y6 ties** are only available from the school office.

Reception – (No PE Kit required)

- Red polo shirts with embroidered Rouge Bouillon badge
- Bottle Green jumpers or cardigans embroidered Rouge Bouillon badge. (Only available from Vowden / Lyndale sports)
- Black shorts/skirts or trousers.
- Girls' black tights or white socks.
- Boys' black socks.
- Girls' optional summer uniform-Red Checked dress.

Years 1 & 2

- Red polo shirts with embroidered Rouge Bouillon Badge for both winter and summer uniform.
- Black shorts/skirts or trousers.
- Girls' black tights or white socks.
- Boys' black socks.
- Girls' optional summer uniform-Red checked dress.
- Bottle Green jumpers or cardigans embroidered Rouge Bouillon badge (No white shirts or ties until children enter Year 3).

Years 3, 4, 5, & 6

- Black shorts/skirts or trousers.
- Girls' black tights or white socks.
- Boys' black socks.
- Bottle Green jumpers or cardigans embroidered Rouge Bouillon badge. (Only available from Vowden / Lyndale sports)
- **Winter Uniform** (November to Easter)
White shirts and school ties
- **Summer Uniform** (Summer term to October half-term)
Red polo shirts with embroidered Rouge Bouillon badge or Girls' optional Red checked dresses to replace winter white shirts and ties.

Please note in line with common practice in many schools the wearing of 'hoodies' as part of school uniform is not allowed.

All shoes or sandals must be suitable for school. Fashion shoes such as slip-ons, ankle boots, shoes with heels, plastic or open-toe shoes are NOT acceptable. Trainers may only be worn in school on PE Days.

Jewellery

Jewellery, with the exception of watches, should not be worn as it can be hazardous and the school can not take responsibility for loss or damage. If it is absolutely necessary to wear earrings **ONLY plain studs** will be accepted.

Hair

Long hair must be tied back with **red** or **green** elastics only, no other colour hair band or fascinators are accepted.

P.E. and Games Kit (Years 1 – 6 only)

Red shorts

Red T-Shirt

School track suits. Children should come to school wearing **full** PE kit with track suits on PE days, please ensure all items are clearly named.

Trainers / plimsolls

Art and Craft Aprons

Please provide a cover overall for your child e.g. an old shirt.

ALL ITEMS OF CLOTHING MUST BE CLEARLY NAMED.

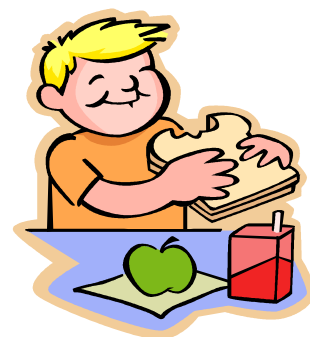
School can not accept responsibility for lost items.

Unnamed articles are placed in a lost property cupboard and then disposed of at the end of each term. Please check lost property first, but if you are still unable to locate an item the class teacher should be informed.

Personal possessions such as toys or valuable items should not be brought into school unless they have been requested by the teacher for a specific purpose or lesson.

Lunches

Pupils generally stay at school during the lunch period. They have between twenty and thirty minutes in which to eat their lunch. This is done in class or the school hall. We encourage the pupils to use this time as a social occasion.



The school encourages healthy eating as part of curriculum studies. To support this we do not allow fizzy drinks, sweets, chocolate, chocolate products, chews or glass bottles.

Snack for morning break must be only fruit or vegetables, such as carrot sticks etc.

Permission to remain on the school premises at lunch time is dependant on the following expectations

1. Pupils will display good behaviour at all times during the lunch period.
2. Pupils putting at risk the health and safety of others may have permission permanently, or temporarily, declined.
3. Pupils are expected to keep the school and class rules as negotiated for each year group at the beginning of the year.

Parents will be contacted in writing if problems arise and invited in to discuss any permanent or temporary suspension. Pupils must on no account leave the school premises at lunch time without obtaining permission. A written application from the child's carer is necessary before this can be given.

Change of Address and Contact Information

It is very important school has up-to-date information regarding home address and contact details. Please inform the school office, in writing or by e-mail: admin@rb.sch.je immediately if any changes occur. Data sheets are sent home regularly for parents to check the data we keep on file.

Absence due to Illness and Medication

If a pupil is absent from school a parent must notify the school office by telephone on the first morning of absence. Tel: 01534 705705, press 1 for main office or by e-mail: admin@rb.sch.je stating the reason for absence. After three days absence a doctor's note may be required to explain the reason for non-attendance.



No medication is given to pupils at school except in exceptional circumstances. Please do not send any medication into school as it may get into the wrong hands thus being a Health and Safety risk. If a parent/guardian requests medication to be given at school for ongoing medical conditions, they will be required to complete a Medication Record Form before any medication is administered. Inhalers are allowed in school and should be kept with the child in class.

Parents must inform school of any medical conditions and ensure that items such as epi-pens and inhalers are provided and in date.

Leave during Term Time

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

Term dates are available at least twelve months in advance and are issued each September. They are also available via the school website or at www.gov.je

All applications for leave in exceptional circumstances must be made in writing to the Headteacher before a booking is made. Please obtain a **Leave Request Form** from the school office. You will need to explain the reason for the absence and provide proof from employers where necessary of why the absence cannot be postponed until a school holiday.

Please remember that your child's school education cannot be repeated. If your child misses just 10 days school a year they would miss the equivalent of more than a whole term before they leave primary school!

Educational Visits

A wide range of Educational Visits are organised to support curriculum work. We ask parents to sign an agreement form when children are admitted to the school in order that we have the necessary permission to take pupils off school premises.

Unfortunately without such written permission pupils are unable to go on trips or visits. Further information is then issued before each trip when permission to take part can be revoked. Requests for parents to accompany trips are frequently made in order for us to comply with adult / pupil ratios. Please offer your help if you can.

Annually year 6 pupils are offered the opportunity to take part in a four night residential visit to France. We encourage all pupils to take part in this activity as it has huge educational benefits besides preparing the children for their move to secondary school. Year 4 & 5 pupils also have a one night residential visit to a base on the island.

Medical Examinations

All children have a basic medical examination in their first year in school. This includes hearing test and growth and weight measurements. The community orthoptist carries out a vision screening.

Full notification of the time and date will be given. These are then followed up as necessary during your child's time in primary school.



School Dentist

Children's teeth are checked annually at school. However, if you would like your child to see a dentist, appointments can be made at the school dental clinic. Treatment is free of charge up to the age of eleven.



Hearing Tests

These are given in school when a child has been identified as being at risk, parental consent is required before any tests are carried out.

Cycling to school

Children may cycle to school only if they have a cycling proficiency certificate and live outside of walking distance (1½ miles). The certificate must be brought into school to the Headteacher for permission to be given. Children must also agree to wear a safety helmet and have a road worthy bike including bell and lights.



Scooters

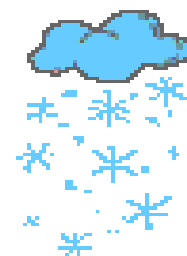
Scooters may be used to travel to school, but at their owner's risk. They must be stored in the designated place and not used on the premises. The school does not take responsibility for scooters brought into school, please name them clearly.

Parking

Parking around the school is restricted to residents parking only. If you live more than a 10 minute walk from school, you can obtain a 15 minute parking permit for school collection and drop off. Application forms are available from the school office. Please observe all normal parking regulations around the school as there are regular Parking Control checks at morning drop-off and evening collection times.

Snow Conditions

On the extremely rare occasions when we have snow and conditions require the possible closure of the school, a decision will be broadcast on Radio Jersey between 7.00am and 8.00am. Channel Television will also carry news flashes during and information will be found on the www.gov.je website or on the States of Jersey Twitter feed or Facebook page. Each year you are required to complete a form indicating collection arrangements for your child in case of school closure whilst in session due to heavy snow.



Homework

Homework is one of the vital links between home and school to support the parent partnership. Reading at home with a parent is expected daily from the earliest point and a home diary will be included in the child's reading folder for the parent or child to write in.

All children are expected to read aloud to an adult for at least 15 minutes each night. This is especially important as they move through the school. Homework is set on a regular basis as pupils progress through the school. Homework expectations for each year group are communicated to parents in a class newsletter at the beginning of each term.

Additionally Resourced Centre (ARC)

We have a specialist facility in the school which supports the needs of children who have been identified as having a communication or language disorder. These children are placed at the school by the authority and come from all over the island. Children are nearly all class based but with additional support in class to enable them to have access to the main stream curriculum.

Ace of Clubs

This is an after school and holiday care facility offered for children who attend Rouge Bouillon. It is open from 3.00pm to 5.30pm during term-time and 8.30am to 5.30pm during school holidays (except Bank Holidays). It is a non-profit making charitable organisation run separately from the school. Fees are charged which cover the cost of the staff, snack, hire of the facilities and resources. Places at the Ace of Clubs are limited, so applications should be made through the club manager. On average 20 places are available for each year group. The Club is split into different areas to cater most appropriately for the age of the child attending. Each area is run by a Supervisor and supported by play workers. The ratio is about 10 children to 1 adult. Further details can be obtained from the Ace of Clubs Manager on tel: 617798 or Finance Officer on tel: 705707

Nursery

Nursery is part of our Foundation Stage provision offering both full-time and part-time provision. 20 hours a week are provided free of charge with an additional 5 or 10 hours available on request. The 20 hours are from 8.40 am – 12.45 pm. Registration for Nursery is necessary in addition to registration for school.

Nursery aims is to provide a stable rich environment, which will be a link between home and school, where a child may be helped to develop confidence, self-reliance, high self-esteem and the ability to relate to others. Through a structured but stimulating environment, in a calm, friendly, secure atmosphere, it is hoped to assist the development of the whole child.

It is hoped that a close school/home partnership will be built between all the adults involved to allow for the greatest support of the child. The Nursery promotes both a multi-cultural and equal opportunity policy.

The Nursery works as part of the main school and the curriculum is planned from 3 years to 11 years, to allow continuity of development and clearly defined progression for all pupils. A place in the Nursery **does not** guarantee a place in school.

Fair processing notice
DATA PROTECTION (JERSEY) LAW 2005

Schools and the Department, Sport and Culture hold information on pupils in order to run the education system and in doing so have to comply with the Data Protection (Jersey) Law 2005. 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, Sport and Culture. 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, Sport and Culture 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, Sport and Culture 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, Sport and Culture 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, listed below, for education purposes. This may be to facilitate contact and / or communication with you about your child's schooling or for tracking progress and recording attainment;

SIMS

2BuildaProfile

Early Excellence Assessment Tracker (EEXAT)

Busy Things

B- Squared

Google Apps

Cornerstones

The school also provides a service in relation to individual, group or family photographs on an annual basis. The company providing this service acts as a data processor for this purpose. Data in the form of photographic images is accessible via a secure link over the

internet for the sole purpose of viewing the image and ordering printed copies. Our provider is currently Peter Trenchard.

On occasions we may also provide a service to record and publish important school events such as Christmas Plays and Concerts. Digital recordings are made with the sole purpose of producing a DVD of such events for school records or for parents to purchase.

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, for the purposes of crime prevention and safeguarding.

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 Sport and Culture 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, Sport and Culture.

Please note that all rights under the Data Protection (Jersey) Law 2005 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.

