

School Handbook 2023/2024

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Welcome to Samarès

Headteacher – Mrs Jenny Posner

On behalf of our fantastic staff team, I am delighted to welcome you to Samarès School. I am very proud to be the Headteacher of this community school. This booklet contains information about our school.

Our School Values of respect, determination, engagement and collaboration are seen through everything we do at Samarès. Our staff team have high aspirations and expectations for all the children and families in our community and provide enriching and exciting learning opportunities.

Samarès School has two forms of entries for Reception, Year 1 and Year 2 and one form of entry for Year 3, 4, 5 and 6. The school is growing each year! We are an inclusive school and the staff team work hard to get to know and support the needs of every child, often working in close partnership with their families and where necessary, other agencies.

We pride ourselves on having an 'Open Door' policy. Relationships are at the heart of all that we do. Working in partnership with parents and carers we can achieve the best outcomes for pupils. Parents have opportunities to come and share learning with their children and we in turn keep everyone informed of progress, attainment and targets through regular meetings and reports.

Our curriculum aims to give children wide ranging experiences and opportunities, equipping them to become life long and confident learners.

We are a busy school and regularly invite visitors into school from various groups or organisations to support children's learning.

Please read the information in this booklet or on our website (www.samares.sch.je). Please also follow us on Facebook (search for Samarès School) to keep up to date with our latest updates. You can get in touch with me through our school office if you have any questions.

Mrs Jenny Posner (Headteacher)

j.posner@samares.sch.je

Our School Values

Our school has at its heart the values of determination, collaboration, engagement and respect, which are embedded in all areas of school life.

Collaboration – "Work together: co-operate and communicate"

Determination – "Try hard and keep trying even when you make mistakes"

Engagement – "Love learning and take part"

Respect – "Be kind to everyone because everyone deserves kindness"

We actively seek ways to teach and promote our School Values in all areas of the school to ensure that our values are at the centre of what we do. Staff use consistent language and our Positive Behaviour Policy to reinforce high expectations of all of our pupils, positively recognising the efforts and achievements of all pupils.

We believe that our School Values underpin what makes for a successful, happy school and we are committed to working together with the wider school community to ensure all pupils can thrive and fulfil their potential.

At Samarès School, we aim to be a school where children's rights are at the heart of our ethos and culture, to improve well-being and to develop every child's talents and abilities to their full potential. We are working towards our recognition as a 'Rights Respecting School', an award given to schools on behalf of Unicef UK. We are currently at Bronze level. Unicef is the world's leading organisation working for children and young people and their rights. In 1989, Governments across the world agreed that all children have the same rights by adopting the UN Convention on the Rights of the Child (UNCRC). These rights are based on what a child needs to survive, grow, participate and fulfil their potential.

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



Positive Behaviour Policy

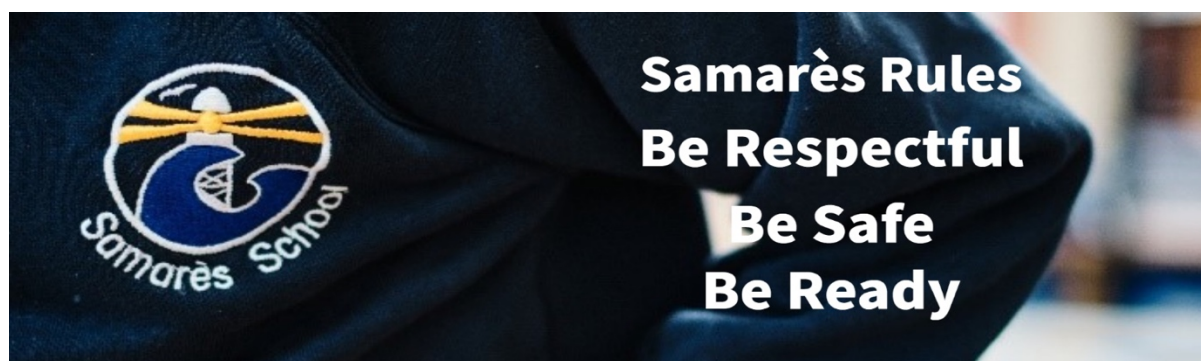
At Samarès School we have high expectations for all our pupils and believe that positive behaviour is a key component of developing a school which enables all pupils to feel safe and happy, to thrive and to make excellent progress in their learning.

Our **three school rules** which apply to any situation are:

Be Respectful

Be Safe

Be Ready



Our full behaviour policy and a one page overview can be found in the policies section of our school website.

www.samares.sch.je

Safeguarding

Samarès School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Our first responsibility at school is the safety of the children. We have a variety of systems, policies and procedures, in conjunction with the Department for Children, Young People, Education and Skills that helps us do this.

All staff are trained in safeguarding and there is a Designated Safeguard Lead (Mrs Virginia McInerney) and the Deputy Designated Lead is the Headteacher and Deputy Head (Mrs Jenny Posner and Mr George Lumley); they have responsibility for Child Protection and Safeguarding. If any parents have any concerns or questions about child protection or safeguarding, they can contact the members of staff named above.

Physical Safety

We ensure that the building is as safe as possible and encourage the children to ensure they keep their belongings tidy so that classrooms and other areas of the school are safe to move around. The staff follow precise procedures for Health and Safety for all aspects of their work.

All visitors must come to the front entrance of the school. We have procedures in place for ensuring that all visitors sign in and if unknown to staff, they will be asked for identification. Our front door locking system ensures that all children and staff are safe.

We have regular fire drills and clear procedures to ensure all children and staff know what to do in the event of an emergency.

Online/Digital Safeguarding

We take this extremely seriously. Children in the school have lessons (through PSHE and Computing/IT) which focus on how to keep safe and protect themselves in the digital online world. Any use of the internet on the school wifi is closely monitored and filtered and any concerns are addressed. Our school website contains lots of information for parents to support them in helping their children at home.

Data Protection

Samarès School is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold information in order to provide public services and meet our statutory obligations. Our privacy notice can be found on our website, from our school office or with our induction packs. We also ask parents to sign a consent/permissions form which tells us what information you are happy for us to share. You can opt out of this at any point by emailing the school office on admin@samares.sch.je.

Our code of conduct:

We respect each other's age, disability, gender, gender identity, race/nationality, religion or belief and sexual orientation.

Contact Details

You can contact us in a number of ways.

Visit us:

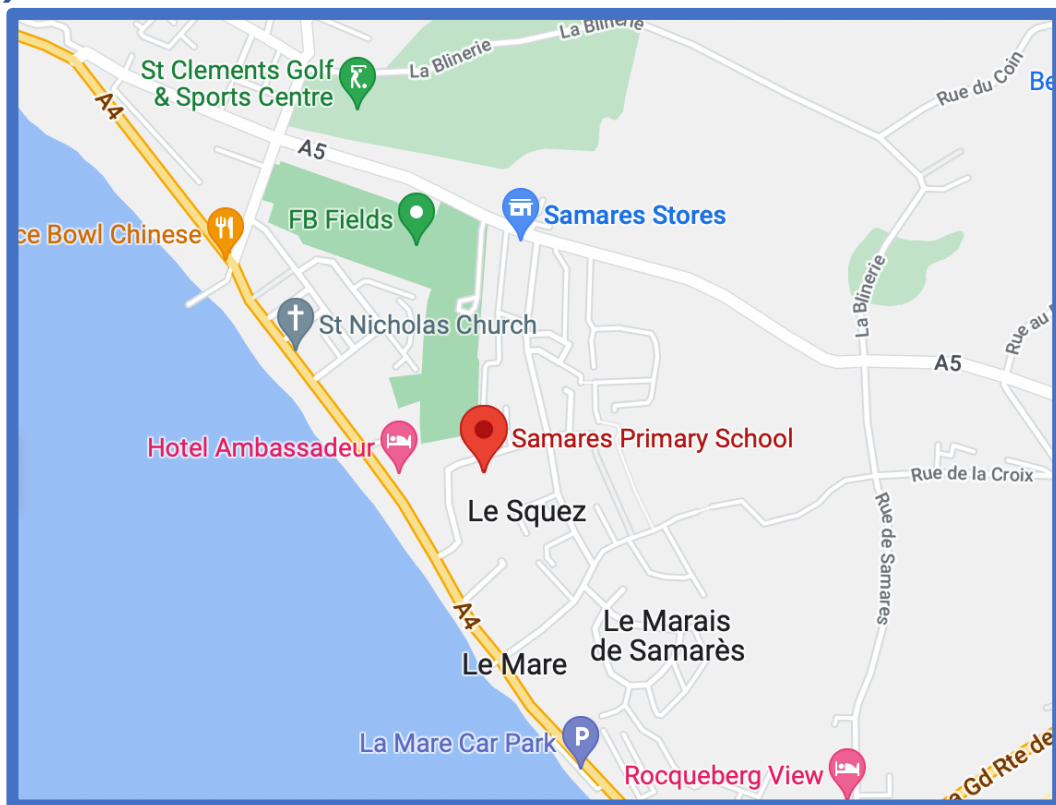
Samarès School
School Road,
St Clement
Jersey
JE2 6TG

Email:

admin@samares.sch.je

Telephone:

(01534) 735415



Our Staff Team

Head Teacher
Deputy Head
SENCO
Senior Teacher
Designated Safeguarding Lead
Early Years Lead
Key Stage 1 Lead

School Administrator
Pathways
Pathways
Site Team
Site Team

Nursery Teacher
Nursery Officer
Nursery Officer
Nursery Support Officer
Reception C Teacher
Reception H Teacher
Year 1S Teacher
Year 1G Teacher
Year 2OD Teacher
Year 2C Teacher
Year 3D Teacher
Year 3DS
Year 4 Teacher
Year 5 Teacher
Year 6 Teacher
PPA and support Teacher
EYFS and Key Stage 1 Senior TA
Learning Support Assistants

Music Teacher
Reading Recovery
Physical Literacy Coach

Cleaners

Mrs J Posner
Mr G Lumley
Mrs S Achler
Miss K Burton
Mrs V McInerney
Mrs K Loveless
Mrs L Ollivier

Mrs M Shiplee
Mrs A Rocha
Mrs K Evans
Mr M Goddard
Mr D Zajac

Miss L Moll
Miss M May
Mrs J Vellam
Mrs V Le Crom
Miss R Cross
Mrs K Loveless and Mrs E Le Moignan
Miss T Sundby
Miss C Germain
Miss U O'Donoghue
Miss H Crichton
Miss L Deveau
Mr C Dixon-Lewis
Mrs R Boyle
Mr N Sanson
Miss K Burton
Mrs K Creswell
Mr H Hannah
Mrs N Graham
Mrs T Le Couteur
Mrs L Davidson
Mrs S Coutouly
Mrs A Fogarty
Mrs D Morris-Monro
Miss R Jouanne
Mrs A Beech
Mr J Carlow
Mrs A Ivanov
Mrs R Gavey
Mrs L Godwin
Mrs L Greier
Mrs C Vine
Mr O Luce
Mrs J Craven
Ms C Richardson
Mrs L Silbernagl
Mrs A Keheo
Mrs A Nechita
Mrs L Clease
Mrs X Hamon
Ms R Lawrence
Mrs L Pallant
Mr J Cox

Mrs E Brindle
Ms L Aubin

Pathways

Jersey's first school-linked child and family centre is in the grounds of Samarès School. It aims to support families with young children in the heart of the community where they are easily accessible and focuses on children before they start school.

Pathways is a joint project between Children, Young People, Education and Skills (CYPES), Health and Social Services and Family Nursing & Home Care. The centre will work in partnership with families to provide services which they find valuable including:

- Health visitors and community nursery nurses
- Child health clinics
- Parenting support groups
- Pop-in and play groups (Baby Grow group for mums and babies up to 1 year, Toddler Together for 1 to 2 years old, 2's to 3's and Drop In for 0 to 4 years old)

This service is supported by a dedicated mental health practitioner, in conjunction with maintaining well-being.

Where to find us

In the little bungalow on the playground behind school, next to Holly's Garden. Main entrance accessed via visitors' car park.

For more information please contact Mrs Ollivier (l.ollivier@samares.sch.je) or phone 626806.



The School Day

Our school gates are open from 8.30am and registers are taken at 8.45am. All classrooms have doors which parents drop off from and are accessed through the visitor car park. Nursery parents drop children at the dedicated Nursery entrance at the front of school. Parents pick up from the same location as drop off. School finishes at 3pm from Reception to Year 6. Nursery finishes at 2.30pm. We ask that parents are on time to pick up. Should someone other than a parent be picking up, you must inform the teacher or school office in advance. If they are unknown to the school, they will be required to bring photo ID.

Children from Nursery to Year 3 must have parents accompany them to and from their classroom. Year 4 children and above may walk to and from school provided we have written permission. Parents are requested to pick up their children promptly at the end of the school day.

Children who arrive after 8.45am must come to the School Office to be signed in, so that we can ensure our registers are correct.

Samarès School cannot take responsibility for children who arrive before 8.30am unless they are taking part in a supervised activity.

Children from Year 1 upwards have 15 mins breaktime in the morning. Lunches are 1 hour long. Behaviour at lunchtime is monitored closely and the school expects high standards of behaviour. The Headteacher reserves the right to exclude pupils during the lunch period if their behaviour poses a threat to the health and safety of others or they fail to maintain the expected standards. In such a case, parents will be asked to make alternative arrangements for the lunch period.

We support greener travel and encourage parents to walk/cycle to school. There are cycle shelters and scooter pods for children to use. We have a visitor car park at the back of the school. Parents/visitors are asked not to park in the staff car park area (which is located by the main office area).

We run a Breakfast and After School Club for children from Reception upwards. It runs from 7.30 to 8.30am every morning and until 5:15pm every afternoon. The entrance is at the dedicated door near the front office. The club is very popular and places get booked very quickly. If you would like more information or to book a place, please go to our school website.

Healthy Eating and Lunchtimes

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

Snacks

Foundation Stage (Reception and Nursery) provide snack for their pupils during the morning session. A charge is made to parents towards the cost of snack provision which is £45 a year.

Key Stage 1 and 2 pupils bring in their own snack of fresh fruit and/or vegetables.

At Lunchtime we encourage pupils to eat healthy food, e.g. fruit, cheese, raw vegetables. Lunch may consist of a sandwich or similar, fruit and or yoghurt, small biscuit or cake and a soft (non-fizzy) drink. No chocolate, sweets or fizzy drinks are allowed.

Samarès School works in collaboration with Caring Cooks to provide hot lunches and a cooking programme. Go onto our website to find out more about Flourish (their daily hot food service) and see the termly menu. Parents who access income support are entitled to access free school lunches.



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

Water – All pupils should bring in a water bottle which can be refilled during the day.

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

Attendance and Punctuality

Attendance at School

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

If your child is not attending school due to illness or other reasons, it is essential that you phone or email school to let us know the reason for absence.

Leave during Term Time

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

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

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

Any holidays that are not covered under 'Exceptional Circumstances' will not be authorised and will be recorded as 'Unauthorised Absence' and may be followed up by our Education Welfare Officer.

Appearance

Samarès School encourage all our pupils to maintain high standards not only in their work but also in their appearance. There is an expectation that all pupils wear school uniform and look smart at all times.

All logoed items can be bought from **JSSK** in Les Quennevais precinct or online (www.jssk.co.uk) . The Friends of Samarès also stock good quality pre-loved uniform which is for sale. Other generic items can be purchased from a number of high street shops.

Reception to Year 6 wear uniform. Nursery children can choose what they wear. Summer uniform can be worn from the beginning of the summer term to the autumn half term. Winter or summer uniforms can be accompanied by a school jumper/cardigan when necessary.

Summer uniform:

- Navy shorts, trousers with a white or blue polo shirt, grey or black socks
- Blue chequered dress and white socks or navy shirts/skort with a white polo shirt and white socks
- Hats are required for children to wear outside when the UV index is high
- School logo jumper or cardigan
- Black school shoes (not trainers)



Winter uniform:

- Navy trousers, navy skirt or pinafore style dress with a white shirt and school tie (Reception children are not required to wear a tie)
- Navy or white socks/tights
- School logo jumper or cardigan
- Black school shoes (not trainers)



PE Uniform:

Children can come in their school PE kit on PE days.

- PE jumper, navy jogging bottoms or shorts and blue polo shirt
- Black plimsolls or trainers



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

Optional items available from JSSK include:

P.E. bags, book bags, back packs, sun hats, woollen hats.



Hair

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

Jewellery

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

Overalls and Aprons

Painting shirts or overalls are worn for messy activities.

Valuables & Personal Property

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

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

Mobile Phones

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

Lost Property

We have a lost property box which is situated at the bottom of the main stairs. Children are encouraged to look for lost items there. Please have a look if your child loses anything as we often seem to have a lot of unclaimed items.

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

Curriculum and Teaching

At Samarès School, we offer a broad and balanced curriculum which builds on the knowledge, understanding and skills of all children, whatever their starting points, as they progress through the school.

Our website contains a useful overview of our curriculum and what each year group will be learning throughout the year, as well as some information about the wider curriculum, our **Extra curricular** offer, **Online Learning** and our **School Council**.

Our curriculum extends beyond the classroom to teach children throughout the different interactions and experiences they have at school. We are passionate about enriching our Subject Curriculum through trips, visits and experiences for all children which create lasting memories and help to broaden the horizons of all pupils. **100 Things To Do Before Leaving Samares** shows the entitlements that all children have to experience a wide range of opportunities during their time at Samares.

Our curriculum has oracy and Personal Development at the centre – aimed to equip children with the skills and understanding required to be successful in both school and the wider world. **Voice21** helps us in our delivery and development of high quality oracy teaching to enable children to **learn to talk**, and to **learn through talk**.

Personal Development and Behaviour is deliberately planned for and another important part of our curriculum. Children are taught skills of self-regulation through the **Zones of Regulation** and are supported to discuss their feelings and emotions through a variety of means in our provision – We follow the Jigsaw scheme of learning for PSHE, we have a full time well-being facilitator and ELSA trained staff, and work with a wide range of agencies to support the mental health and well-being of our pupils. Further information on the Zones of Regulation can be found on our website.

Our curriculum is continued into break and lunchtimes where we have developed a space for play that is supported by a trained team of staff using **OPAL** – Outdoor Play and Learning. We also use local agencies such as Sportsbug to support physical activity and games at lunch time.



Special Educational Needs

We are an inclusive school. At Samarès School, we understand that all pupils are individuals and we provide for a wide variety of pupils with additional needs across the key stages. For most pupils, their needs are able to be met by the class teacher in the classroom environment without any additional support.

Some pupils may need additional support which we can provide for in a number of different ways including individual learning plans, teaching assistant time and intervention programmes. This could be because they have what would be termed 'Special Educational Needs'. This need could be short term, longer term or something that may impact on the child for the rest of their lives.

Special Educational Needs (SEN) is an extremely broad area and can refer to a wide variety of different needs a child may have. SEN can relate to:

- Learning needs (e.g reading difficulties or working memory issues)
- Social and communication needs (e.g speech and language needs, ADHD or Autism)
- Emotional, behavioural and wellbeing needs (e.g anxiety, attachment)
- Physical needs (e.g hearing loss, mobility issues, motor control)

How do we support pupils with Special Educational Needs?

Samarès School provides a broad and balanced curriculum for all pupils. Within the classroom, class teachers set suitable learning challenges and respond to pupil's diverse learning needs through the resources they use, the different teaching styles they adapt and the planning they put in place.

If pupils require additional support to help them overcome their 'barrier to learning', they will be set Individual Learning Plans which are personal to the needs of the child at that time and detail targets and provision to be put in place. The school also provides a range of intervention programmes designed to support specific learning needs and wellbeing.

A positive school/parent partnership is crucial in order to support a child with Special Educational Needs and we work closely with all our parents on a regular basis to support their child in achieving their full potential.

More information can be found on our website or by contacting our Special Education Needs Coordinator.

Wellbeing

The wellbeing of our children is paramount. We understand that sometimes things happen at school or home that can affect how a child or adult is feeling. To ensure that we are able to deal with these situations, we have a range of facilities and resources in place to support your child.

Our PSHE programme, Jigsaw, is taught weekly in every class. It offers comprehensive teaching giving children relevant learning experiences to help them navigate their world and to develop positive relationships with themselves and others. There is a strong emphasis on emotional literacy, building resilience and nurturing mental and physical health. Jigsaw lessons also include mindfulness allowing children to advance their emotional awareness, concentration and focus.



We have a full time Wellbeing Facilitator and school based ELSA's (Emotional Literacy Support Assistants) who can provide additional support.

We offer a graduated response in supporting children's wellbeing. Please speak to your child's class teacher in the first instance.

Parent Communication

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

Parental Involvement

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

We welcome parents to accompany staff and students on outings, help with reading activities, cooking, sewing, painting and generally assist the teacher.

There is a parent group called Friends of Samarès (**FOS**) of which, as a parent, you automatically become a member. Parents are encouraged to serve on the committee if able to volunteer. The aim of the Friends of Samarès is to fund raise, provide social activities for the school and support the work of the school in curriculum activities. Through selfless effort this active group of people organise events that benefit the pupils' education and enhance the warm community spirit within the school. FOS can be reached on email – friends@samares.sch.je .

Communication between Home and School

You will receive a termly curriculum newsletter which will be sent to you via email and on our website. In addition, there is a weekly newsletter providing information and details of events which is also sent by email. These newsletters and other information about school life can be accessed from the internet at **www.samares.sch.je** or Facebook, which is regularly updated.

Staff will also communicate with parents through homework and via email. For any simple matter, do speak to the teacher after school. However, to discuss things properly, it is best to make an appointment to see the teacher at a mutually convenient time. We welcome constructive comments and staff are happy to arrange appointments to meet with parents. If you wish to speak to someone more senior, there is a member of our team responsible for each area of the school and these people will be happy to meet you. The Headteacher is also available for parents to discuss any matters, although an appointment may be necessary.

We hold formal parent consultation evenings during the Autumn and Spring term and in the Summer Term there is a report published.

Health Information

All pupils receive a medical assessment, including height and weight checks and hearing tests, from the School Nurse in their first year at school, together with a vision test by the Orthoptist. Parental consent is sought for these checks. Further checks of growth are also carried out in Year 6. The School Dental Service, with parental consent, carries out annual checks for the whole school.

Family Nursing and Home Care link closely with school to provide support for a wide range of medical needs. This includes toilet training or support with other medical needs. Please speak to our Special Educational Needs Coordinator if you wish to seek support.

Headlice

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

Medication

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

Illness

If your child is unwell before the school day, please keep him/her at home. For safeguarding reasons, the school requires a telephone call or email explaining the reason for absence when a child is off school before 9am. In the interests of safeguarding, if no message is left, the school will contact parents/carers directly. If no contact can be made then, the school must inform the Education Welfare Officer who will take further measures to ensure contact is made. If your child has had diarrhoea or vomiting, they should not be brought back to school until at least 48 hours after their last episode.

COVID

Samarès School follows the Public Health guidance for COVID. Full details can be found here:

<https://www.gov.je/Health/Coronavirus/EducationChildcare/Pages/EducationCoronavirusGuidance.aspx>

First Aiders

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

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