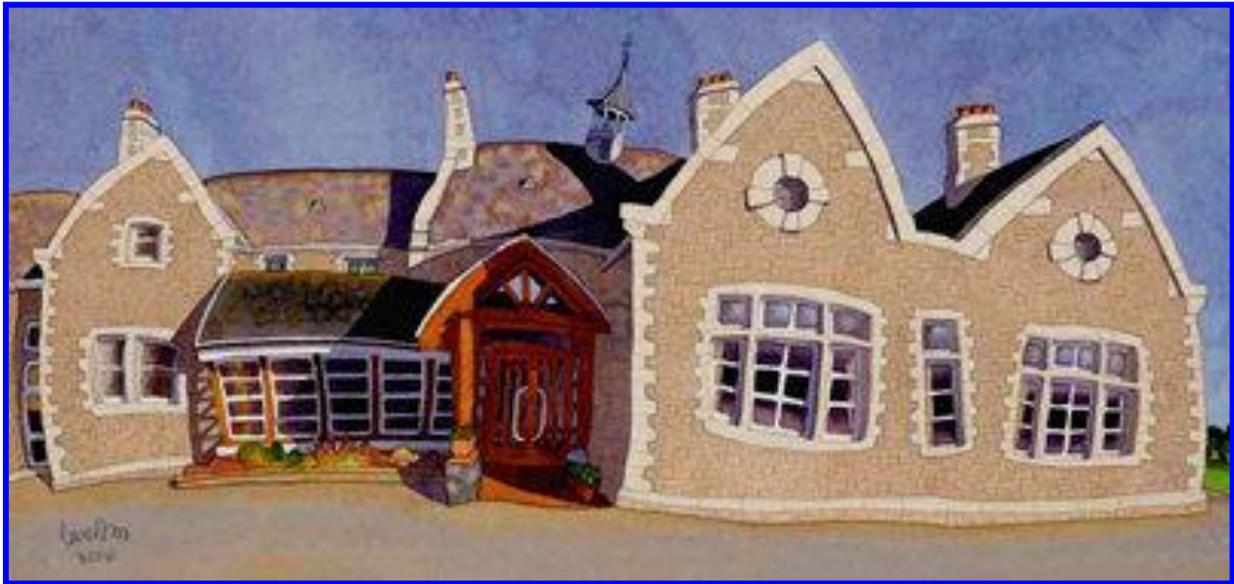


# Les Landes School Handbook



Telephone: 01534 481013  
Fax: 01534 481903  
Email: [admin@leslandes.sch.je](mailto:admin@leslandes.sch.je)  
Website: [www.leslandes.sch.je](http://www.leslandes.sch.je)



## School Staff

Headteacher	Mrs Vicki Charlesworth
Deputy Headteacher	Dr Danny Doyle
School Secretary	Mrs Sam Wiseman
Key Stage Managers	Miss Amber Freer (KS2) from Sept 19 Mrs Laura Webster (FS and KS1)
Educational Needs Co-ordinator (ENCO)	Mrs Laura Webster
Teaching Staff	Mrs Ali Courtness Mrs Jemma Dawson Mrs Laura Webster Mrs Sally Parker Mrs Jo Price Miss McMenamin Miss Amber Freer Dr Danny Doyle
Teaching Assistants	Mrs June Powell Mrs Vanessa Carré Mrs Heather Harris Ms Alexis McFarlane Ms Becca Camara
ICT Technician	Mrs Sam Wiseman
Lunchtime supervisor	Mrs Hayley Weiss
Breakfast Club Manager	Mrs Vanessa Carré
Caretaker	Mr Patrick Farrington
Cleaner	Mrs Hayley Weiss

# The Curriculum

The school's curriculum spans the Foundation Stage, Key Stage 1 and Key Stage 2.

**The Foundation Stage** (Reception) includes the following areas of learning: communication, language and literacy, mathematical development, knowledge and understanding of the world, creative development, physical development and personal, social and emotional development. Structured play as a medium for learning is an important part of the young child's learning experience and development. Outdoor learning is also a key component of our provision.

**Key Stage 1** (comprising Year 1 and Year 2) builds on the structured play of the Foundation Stage and introduces more formal learning alongside cross curricular opportunities.

**Key Stage 2** (comprising Years 3, 4, 5 and 6) continues to develop knowledge and skills in a range of subject areas, with continued cross curricular links.

Curriculum areas are:

<b>English</b>	<b>Mathematics</b>	<b>Computing</b>
<b>Science</b>	<b>History</b>	<b>Geography</b>
<b>Religious Education</b>	<b>Art</b>	<b>Design and Technology</b>
<b>Music</b>	<b>Physical Education</b>	<b>French (Years 3-6)</b>
<b>Personal, Social &amp; Health Education</b>		

## Musical Instruments

In addition to the normal music curriculum, peripatetic music staff from the Jersey Music Service (JMS) come into school to offer instrumental lessons. If children wish to play either string, reed or brass instruments, the offer of tuition is given in the summer term to the age group considered appropriate, e.g. Year 3 is considered the best time to start learning to play the violin whilst many wind instruments are best left until Years 5 and 6 due to dental development. Children requesting tuition on specific instruments are carefully assessed by peripatetic music staff before being offered lessons.

## Out of school activities

A variety of after school activities are offered throughout the school year for different age groups. These change termly and include football, netball, baking, computing and choir. These activities can only run thanks to the goodwill of the staff involved. The timetable is on our website. There are also a number of paid clubs, run by outside organisations.

## School visits and residential trips

It is a priority at Les Landes to move the children's education out of the school into the community and environment. School visits within the island are planned into the curriculum using our wonderful island resource for history, geography, science and cross-curricular stimulation. Although parental permission is not required for trips during curriculum time, we will always inform you of these. Full risk assessments are made before any trip.

During the school year residential visits are arranged for Years 3, 4, 5 and 6:

- Year 3 - Crabbe (not overnight) 2 days
- Year 4 - Scout Hut - 2 days
- Year 5 - St. Aubin's Fort - 3 days
- Year 6 - Lac du Guerledan in Brittany - 5 days

## Homework and Home Learning Tasks

Current research supports the following:

- Homework develops links between home and school;
- Homework allows parents to play a leading role in their child's education;
- Homework helps children understand that 'work' is not just confined to school.
- Beyond reading, spelling and times tables, homework at primary level has little impact on progress or attainment

### Home Learning Tasks

Homework is anything that children do outside the normal school day that contributes to their learning. Homework encompasses a whole variety of activities instigated by teachers and parents to support children's learning. We believe that parents are their children's primary educators and that we must therefore work in partnership with parents. We acknowledge that children's learning and development is greatly enhanced outside the school environment. We provide Home Learning Tasks each term to support the curriculum of your child. These tasks range in subject and are optional. All these activities and many more will all help children to learn and develop essential skills and contribute to their knowledge and understanding of the world.

### What homework is set by the school?

<u>Reception</u>	
Sharing a book with a parent - there is a chance to change their library book from the lending library	
Levelled reading book	
Letter recognition cards	High frequency word cards
<u>Year 1</u>	
Sharing a library book with a parent at least once a week	
Reading their guided reading book every night	Number bond cards
High frequency word cards	
<u>Year 2</u>	
Nightly reading	Weekly spellings
Rapid recall of 2,5,10 x tables	
<u>Year 3</u>	
Nightly reading 15 mins	Weekly spellings
Times Tables practice	
<u>Year 4</u>	
Nightly reading 15 mins	Weekly spelling
Times Tables practice	
<u>Year 5</u>	
Nightly reading 15 mins	Weekly spellings
Times Tables practice	
<u>Year 6</u>	
Nightly reading 15 mins	Weekly spellings
Times Tables practice	

Times tables are not marked by teachers as it is purely practice and not an effective use of their time. It is a parent's responsibility to check that homework is completed correctly and to sign the reading record daily.

## Special Educational Needs

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 Les Landes School 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 Special Educational Needs Co-ordinator (SENCo) works closely with staff when devising Individual Learning Plans (ILPs) for pupils with special needs, where appropriate. Such support will either be individual or group based depending on the type or severity of need.

Children who have complex special needs may require a full assessment of their educational needs. When we seek to do this, we always fully involve the parents from an early stage. This procedure involves the Educational Psychologist, and invariably other professionals such as Occupational Therapists or Clinical psychologists when assessing the child.

The SENCo liaises with the Educational Support Team (EST) based at the department for Education, Sport and Culture about those children who require more specialist support or referral.

## Positive Behaviour and Promoting Diversity

We work hard to be a happy and a safe school, which actively looks for the positive and recognises helpful behaviour.

We have a comprehensive Positive Behaviour Policy. This policy supports our school ethos, including our expectation of quality work and behaviour.

The school and class expectations and rules, which are developed with the children and published in school, also support our ethos. The rules are :

- We are Kind, Helpful and Polite
- We Listen
- We Work Hard
- We are Honest
- We Look After Property
- We Are Gentle

School staff are positive, fair and consistent when dealing with any issues related to behaviour. We have clear strategies for rewarding expected behaviour and discouraging inappropriate behaviour.

The issue of bullying is a very subjective and sensitive. We do everything in our power to ensure that any incidents reported are dealt with quickly and fairly. Please help us by informing us of any concerns you may have immediately.

### **Our Commitment to Equality**

We are committed to promoting diversity, eliminating discrimination and advancing equality of opportunity. The Equality Law (2010) states that it is against the law to discriminate against anyone because of:

- Age
- Disability
- Gender
- Gender identity
- Marriage and civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation

Les Landes welcomes everyone from all walks of life and everyone must celebrate and welcome all others in our school. By tackling all kinds of bullying, we believe that children will attain more at school and our community will be happier and more successful.

## School House System

At Les Landes we have a school house system. We have four school houses - Plemont, Grosnez, Les Mielles and L'Etacq. All the children across the age groups are split into these houses. Siblings are always put in the same house. Children are awarded coloured pebbles, or house points, for kindness, helpfulness, politeness and achievement both in and out of school. They also earn house points for demonstrating the whole school learning skill, which changes fortnightly. We award 'Super Pebbles' to children who go 'above and beyond' and go 'the extra mile' (children's words). Each half term the winning house is rewarded. Each House has a House Charity for the year, and these are voted in by the children, parents and staff and reflect local, national and international charities.

## Our Partnership with Parents

### Parents and school

Contact between parents and school is essential. It provides a means for two-way communication; it enables parents to tell teachers of problems or worries and to avoid misunderstandings, while providing opportunities for teachers to inform parents about ways of working, progress, general behaviour and so on.

Parents are welcomed into the school and can help in many ways. This may involve very little time, or it might require a greater commitment, but all help is much appreciated by the staff. It is good for the children to see parents or other relatives and teachers working together because it shows them that adults work in partnership in their best interests. If you are skilled at any particular handicraft, game or sport and would like to pass on some skills or would just like to get involved, please let us know.

### Parents on outings

Children are often taken out on visits linked with their curriculum and help is appreciated to accompany large groups on these outings. This help need not be limited to your own child's class.

### Fundraising

At present, any parent can join a team who meet to plan events. Recent fundraisers have included a Christmas Fayre, School Walk, Movie Nights and a School Disco.

### Parent Forums

Parent forums are held termly to gather the views and ideas of a representative group of parents. All parents are invited and the meeting times vary so that as many parents as possible have the opportunity to help shape the policies and practices of the school. We also run a system of parent class reps to ensure that every class' views and feelings considered. The purpose of the forum is to give parents a voice in the school; it does not always offer parents a vote.

### Parent Reps

There is a parent representative from each class. Please ask who your rep is so that we can introduce you. These change each year to allow several parents to contribute over the years.

### **Reporting to Parents**

Parents are asked to attend appointments with class teachers twice during the school year so that they can be informed of their child's progress and are able to discuss with the teacher any problems or worries. The first occasion is early in the school year, usually October, when the class teacher will discuss with parents how they can best offer support at home. The second meeting is in the Summer Term, to review targets outlined in the annual report.

### **Annual Reports**

A written report is sent home to parents of all children midway through the Spring Term. The report contains brief summative statements about the child's attitude and learning skills and curriculum coverage. The report also includes targets for English and Maths. If parents have any concerns or require any clarification on reading the report, they are asked to make an appointment with the class teacher or head teacher.

Please remember that any problems or queries can be discussed with the school staff at any time. Minor problems or worries are often easily resolved if tackled early so please let us know if you or your child is unhappy or anxious about any aspect of school life. In the first instance, parents should share concerns with the class teacher. If they are not satisfied with the response, or require further clarification, the Key Stage Managers (Mrs Webster for KS1 and Miss Free for KS2) are the next staff members to approach. Following this, the concern may be addressed by the Headteacher or Deputy Headteacher, at a policy and procedures level. This procedure is outlined in our 'Comments, Compliments and Complaints Policy' which can be found on the school website.

### **Les Landes Home School Agreement**

We believe that parents have a fundamental role to play in helping children to learn. We believe that we have a responsibility to parents and that they have a responsibility to support their children and the school in developing and optimising their child's learning and development. Below you will find the Les Landes Home School Agreement. This agreement clearly outlines our responsibilities to you and yours to the school.

The school will endeavour to:

- Safeguard the children's physical and social well being at all times, and to foster feelings of confidence, self-worth and belonging;
- Deliver a balanced and carefully planned curriculum which meets the needs of individual children.

The school will foster good relationships with parents by:

- Having an 'open door' policy - no problem is too small for our attention;
- Ensuring that parents and families are supported in their role and get the appropriate help or referral to other agencies if necessary;
- Remembering and being very sensitive to the difficult role of parenting and the balancing of life and family issues;
- Adopting a non-judgemental and non-confrontational approach when dealing with sensitive issues;
- By establishing an ethos of mutual respect;
- Ensuring effective communication;
- By guiding and encouraging and valuing their opinions, concerns and contributions.

The school will keep parents informed by:

- Speaking to them immediately if we have any concerns whilst ensuring a balance between positive and negative feedback;
- Sending class information to parents at the start of each term;
- Sending a fortnightly newsletter;
- Holding bi-annual consultation meetings with parents;
- Issuing an annual written report;
- Holding parents' meetings and forums to consult and explain plans, strategies or curriculum as appropriate;
- Giving guidance as to how to support their children with homework.

We expect parents to:

- Ensure that their child has the best attendance and punctuality record possible;
- Ensure that their child is equipped for school with the correct uniform and equipment as requested
- Do their best to keep their child healthy and fit to attend school;
- Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school;
- Encourage a positive and independent attitude to homework;
- Buy in to our ethos of mutual respect;
- Promote a positive attitude towards school and learning in general;
- Monitor internet use at home, and support the school in tackling cyber bullying

### **Social Media**

The school has a Facebook and Twitter account to share learning with the wider community. These forums are not for communication between home and school and messages will not be replied to. In addition, we ask that parents think before they post something which could be interpreted in a way that might draw negative opinion of the school. Instead, please address your concerns with staff, in accordance with our 'Compliments, Comment and Concerns' Policy. You can find this on our website. Pupils should not follow these accounts, in line with Facebook terms and conditions.

## **General Information**

### **The School**

The school is financed and maintained by the Government of Jersey Department for Children, young people, Education and Skills (CYPES).

### **Authority Address**

Government of Jersey CPYES Department,  
P.O. Box 142,  
St. Saviour,  
Jersey  
JE4 8QJ

Tel: 01534 445504  
Email: [education@gov.je](mailto:education@gov.je)

### The Setting

The school is in the parish of St. Ouen, the largest and most north-westerly parish in the Island. The parish has both rural and coastal aspects with a mixture of small housing estates, farms and tourist facilities. There is a strong sense of community involvement, with the children going out into the parish in the course of their education and members of the local community coming into school on many occasions throughout the year to share aspects of the children's work. Several generations of some families have attended the school. Les Landes School is a central part of the community.

### How to get to the school

From St Ouen's Parish Hall travel north-west along the Route de Vinchelez (B55) to the Portinfer crossroads, approximately 1½ miles. Turn left into Rue de la Porte (B56).

At the next crossroads you will see St. George's Church on the left-hand side. The school is on the left just after the church.

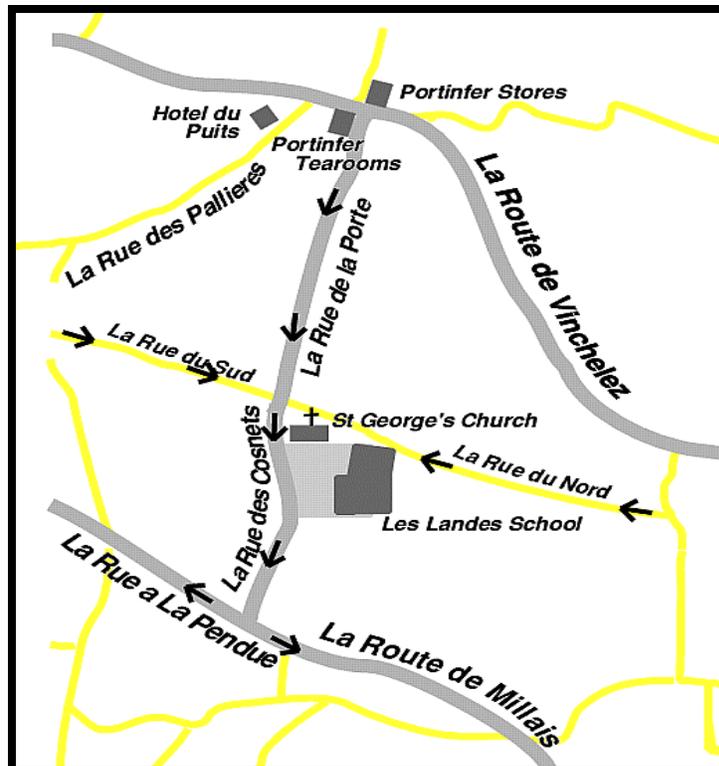
Parking is available in the road outside the school.

### The 'unofficial' one-way system

We have tried to reduce traffic congestion outside the school at the busiest times; dropping off children in the morning and collecting them in the afternoon.

Please help to make the roads near the school as user-friendly and safe as possible:

1. Use the unofficial one-way traffic system as shown below;
2. Note the NO PARKING zone near the school gates;
3. Please park considerately along the road. Never park in the churchyard as this is reserved for staff only by kind permission of the church authorities.



### **The Children**

The school caters for the full primary age range (4+ to 11+ years), within 7 classes. There are approximately 184 children on roll at present.

### **School Dates**

School dates for the year are available online at the [www.gov.je](http://www.gov.je) website. This link can be accessed from the school website. The school office keeps a record of these dates and they are also published in newsletters. Key dates are added to our calendar on the school website.

### **School times**

Mornings: 8.45 a.m. to 12.00 noon

Children and parents in KS1 are welcome to enter school from 8.30 a.m.  
KS2 children are strongly encouraged to enter independently, without an adult.

Afternoons: 1.00 p.m. to 3.00 p.m.

A teacher is on duty for fifteen minutes at the beginning and after the end of the day. Reception, Year 1 and Year 2 can be collected from their classroom.

Older children stand inside the school gate waiting to be collected. If the weather is wet the older children are brought into the dome and may be collected from there.

Children are not permitted to leave the premises unaccompanied unless their parents have requested in writing that they go home on their own.

Children are not permitted to cycle to and from school unless they have the written permission of their parents or are accompanied by a parent.

### **Breakfast Club**

The school also runs a breakfast club which operates from 7.30am The club is run by our Manager, Mrs Carré, for a limited number of children. There is a daily charge for this provision, £2 which includes breakfast. If you are interested please contact the main office. Families are invoiced monthly in advance and booking is essential.

### **Contacting School**

If you need to telephone the school for any reason please use the following numbers:

Telephone: 01534 481013

Fax: 01534 481903

Email: [admin@leslandes.sch.je](mailto:admin@leslandes.sch.je)

### **General enquiries**

Contact the school secretary, Mrs Wiseman who is available from 8.30 a.m. to 3.00 p.m.



### **Attendance**

Parents are responsible for their child's punctual and regular attendance at school. It is important that children are in class, ready to start work, at 8.45am. Good attendance and punctuality really help your child to get the best from their education and have a settled time at school. The school values the positive attitude that parents and carers have towards attendance and the enthusiasm that children show to be ready for school on time. Attendance is monitored by a central Educational Welfare Officer and any queries are followed up. A record of your child's attendance for the year is included with their annual report. Children should be collected before 3.15pm, when the staff duty finishes. Late pick ups are also recorded and monitored by the school, with a referral to the Education Welfare Officer if this is a regular occurrence.

### **Notification of absence**

If a child is absent from school we require a telephone call or email from you to inform us as soon as possible, including the reason for absence. We expect a message or telephone call on the first day of absence before 9.15am. For safety reasons the school will telephone the parent after 9.15am if a child is absent and we have not been informed.

### **Requests to attend appointments**

If your child has a hospital, dental or doctor's appointment please notify the class teacher several days in advance, if possible. It is preferable that a child should miss only part of a morning or afternoon session rather than a whole one where this can be avoided. When you come to collect a child for a medical appointment, we ask that you go to the office and not straight to the class, so that we know when children have left the school and when they have returned.

### **Leave during Term Time**

**The Department for CYPES does not, at any time, support leave during term time, however, in exceptional circumstances head teachers have the discretionary power to grant leave in accordance with this Policy.** Parents are requested to write to the Headteacher to request leave in term time. Each case is considered carefully. If the request does not meet the criteria for 'exceptional circumstances', the leave will be recorded as 'unauthorised'.

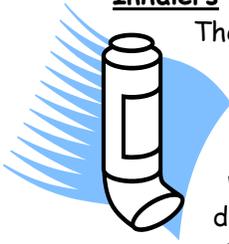
### **Health and Medical Matters**

During their first year in school all children have their height, weight, vision and hearing checked by the school nurse service. Full notification of this is given to parents.. The Dental Service also visits the school but parents are also encouraged to phone the School Dental Clinic at the General Hospital to arrange more regular check-ups for their children.

### **Medicines in School**

The school will not normally undertake to store or administer medication to children during school hours. However, in extreme circumstances and at the discretion of the headteacher, parents can request that medication be administered. Any such request must be made in writing giving precise details of the time and dose to be administered. A copy of the 'Medicines in School Policy' is available on request and on the school website.

### Inhalers



The one exception to the above policy is that of inhalers. Children who require an inhaler for asthma and allergic conditions must keep them in class with them. This encourages independence and responsibility of use. Parents should inform the child's teacher of the need for an inhaler. The teacher and child will decide together the best place for the inhaler to be kept in the classroom during the day. It is the parents responsibility to ensure that all inhalers are within date. An off-site visit may be refused if a child does not have an inhaler in

school.

### Infectious Diseases

It is very important that children who have infectious illnesses, such as gastro-enteritis stay at home until the condition is completely clear. Department of Health advice states quite clearly that children who suffer from diarrhoea or vomiting should remain at home for 48 hours after the last bout. This is to minimize the risk of infection to other children. If your child is suffering from any of the common childhood illnesses such as Chicken Pox or German Measles please let us know so that other parents can be informed that there is a case within the school.

### Head Lice

Unfortunately, it is a fact of life that children in our society often become infected with headlice. For this reason we insist that children with shoulder length hair or longer wear it tied back. The control and detection of head lice is not the school's responsibility but parents are contacted if it is noticed that their child has head lice. It is important that you check your child's head and comb it through with a fine tooth comb regularly at home. Please inform school if your child has eggs or lice, so that we can be vigilant together. Guidance on the prevention and treatment of head lice are available from the School Office or the School Nurse at Le Bas Centre. In addition the NHS Choices website is recommended by the School Nurse Team [www.NHS.uk](http://www.NHS.uk)

### Sun Safety

For sun safety please send your child to school with a sunhat and apply suncream on appropriate days. Only a full sun hat is acceptable, no visor only hats please.



### First Aid

We have several fully qualified First Aiders on the staff. Should your child be injured whilst in school a First Aider will examine him/her and decide whether medical intervention is required. If this is the case you would be contacted immediately. Any parent whose child receives a bump to the head during school hours is automatically informed by email with an accompanying phone call if required.

In order to fully support your child, please let us know if he or she has any medical needs whether temporary or long term. Please do not hesitate to contact us if you have any concerns or queries about medical matters.

## School Uniform

### Whole School

Navy V neck jumper/ navy cardigan with Les Landes crest\*

Pale blue polo shirts with/without the Les Landes crest\*

Navy trousers / shorts

Sensible black shoes - no heels

Navy or white socks

Options for girls: Winter: knee length navy skirts or navy pinafore dresses, navy tights

Summer: pale blue check dresses or playsuits

### PE Kit

Navy PE shorts

Navy blue polo shirt with Les Landes crest\*

Plain trainers - no fashion trainers or high tops

School tracksuits for children from Y1 up\*

\* Available from Jersey School and Sports Kit (JSSK) at Les Quennevais

or buy on-line from [www.jssk.co.uk](http://www.jssk.co.uk)

Our logo is also held at Magic Touch should you wish to purchase uniform items elsewhere.

Items available from school are: Book bags, sunhats and P.E. bags.

### Jewellery

Jewellery should not be worn in school. This ban includes charity bangles, necklaces and rings. Children with pierced ears may wear plain studs. We will not accept liability for any injuries associated with earrings.

### Hair

Shoulder length and long hair must be tied back all day. For safety reasons we also ask that children do not wear beads in their hair. Hair which falls into children's eyes will need to be clipped back off the face. The school has high expectations regarding the smart appearance of pupils, and hairstyle is part of this. Minimal hairbands should be blue, black or white.

### Art and Craft Aprons

Children need to wear an overall or apron during art, craft and technology activities. Purpose made items are available or a large old shirt with the sleeves shortened may be worn. Aprons should be kept in school during term time.

### Mobile Phones

Mobile phones are not allowed in classes at school. If you wish your child to have a mobile phone with them for a particular day, please arrange to hand the phone to Mrs Wiseman at the start of the day. It will be switched off and your child to collect it at the end of the school day.

### Precious items

Children must not bring precious (sentimental or valuable) items into school. These items include toys, jewellery, electronic games etc. The exception to this is when it has been arranged that such items can be brought in for special assemblies or lessons. In this case the items can be kept safely. At no other time will the school be held responsible for precious items.

### **Lunchtimes**

The school remains open during the lunchtime and the midday break lasts for 60 minutes. 25 minutes of this time is spent eating lunch and the remainder of time is spent playing outside. All children eat their lunch in their classroom under the supervision of a teacher or lunchtime supervisor. To help us have happy lunchtimes please consider the following:

- ☺ We advise that you provide your child with a lunchbox many examples of which are available in the shops. These are then stored on shelves in the classroom until lunchtime. As we do not have refrigeration facilities, we recommend an ice-pack is added, particularly if your child enjoys ham sandwiches because the classroom can get warm during the morning.
- ☺ Only provide enough food for your child to eat during the time available. We encourage the children to eat as much as we feel they can manage and they take home the remainders to give you a guide as to how much they are eating.
- ☺ If you provide a yoghurt or similar, please also provide a spoon.
- ☺ Children are not permitted to eat chocolate, sweets or drink fizzy drinks at lunch or break time. No glass containers or bottles please.
- ☺ As we have several children in school with severe nut allergies we ask that you do not provide your child with peanut butter or other nut containing snacks.
- ☺ We have positive rules and expectations for the children when they are eating at the table and playing with other children.

We are committed to supporting Plastic Free Jersey, and have a Waste Free Wednesday initiative each week to reduce single use plastic.

### **Playtime snacks**

Please ensure that you provide your child with a healthy snack to have at playtime. No nuts, chocolate or sweets should be provided. We suggest fresh or dried fruit or vegetables.

### **Water**

We ask that you provide your child with a named bottle of water for drinking throughout the day. There is growing evidence about the benefits to health and concentration of drinking sufficient water. Bottles are kept handy in the classrooms and children are allowed to drink at anytime during the day and are reminded to do so.

### **Parental help**

We welcome help in many different ways including reading stories, playing games and helping out on visits or other activities. If parents are volunteering they will be required to complete a police check form, known as a DBS check. We will also require written references, as we would for paid employees.

## Pupil Information

### Les Landes School Jersey Privacy Notice 2019

Les Landes School Jersey, 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 your information in order to provide public services and meet our statutory obligations. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or in some cases, by another States department.

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

<b>WHAT</b>	<b>WHY</b>
<p><b>What information do we collect about you?</b></p> <p>We collect the following types of information about you:</p> <ul style="list-style-type: none"><li>• Name of child and parent / carer</li><li>• Date of birth of child</li><li>• Address of child and parent / carer</li><li>• Contact details – phone, email</li><li>• Child DOB</li><li>• Child gender</li><li>• Verification of birth (i.e. copy of birth certificate, seen not collected)</li><li>• Medical information that is relevant to child</li><li>• Parental responsibility</li><li>• Bank account details</li><li>• Social security number</li></ul>	<p><b>Why do we collect information about you?</b></p> <p>We need to collect and hold information about you, in order to:</p> <ul style="list-style-type: none"><li>• Stay in touch with you</li><li>• Verify you are who you say you are</li><li>• Answer your query</li><li>• Handle your application</li><li>• Provide you with information you need</li><li>• Meet our statutory obligations</li><li>• Carry out the service we provide, and to monitor and improve our performance in responding to your service request</li><li>• To ensure that we meet our legal obligations</li><li>• Where necessary for our law enforcement functions</li><li>• Where necessary to protect individuals from harm or injury</li><li>• To prevent and detect crime</li><li>• To process financial transactions including grants or payment of benefits</li><li>• To allow the statistical analysis of data so we can plan the provision of services</li></ul>

### **HOW**

**How will we use the information about you?**

We will use the information you provide in a manner that conforms to the Data Protection (Jersey) Law 2018.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept. Please ask to see our retention schedules for more detail about how long

we retain your information.

We may not be able to provide you with a service unless we have enough information or your permission to use that information.

We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal or statutory requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data.

We will not disclose any information that you provide ‘in confidence’, to anyone else without your permission, except in the few situations where disclosure is required by law, or where we have good reason to believe that failing to share the information would put someone else at risk. You will be told about this unless there are exceptional reasons not to do so.

We do, on the odd occasion, process your information overseas using web services that are hosted outside the European Economic Area, for example Facebook. This is processed in the US, but has been approved by another competent supervisory authority under Article 40 of the GDPR or equivalent statutory provisions, together with binding and enforceable commitments of the controller and processor to apply the appropriate safeguards such as information security procedures and checks. .

We upload children’s data to the MiS (Sims Database) that is hosted in the European Union. In addition, children’s data may be uploaded to GL Assessments, DfE NCA, Mailmate, School Pupil Tracker Online and EExAT. A small amount of personal data is also stored (name, email address) on Education City and parent / carer contact data to ParentMail. All of these services are hosted within the European Union. To understand how this information is processed in more detail please read Appendix A.

### **Data Sharing**

We may need to pass your information to other States of Jersey (SOJ) departments or organisation to fulfil your request for a service. These departments are Health, Social Services, Social Security, Multi trust agencies. These departments and organisations are obliged to keep your details securely, and only use your information for the purposes of processing our service request. Please read Appendix B for a list of organisations your data is shared with and how.

We may disclose information to other departments where it is necessary, either to comply with a legal obligation, or where permitted under other legislation. Examples of this include, but are not limited to: where the disclosure is necessary for the purposes of the prevention and/or detection of crime; for the purposes of meeting statutory obligations; or to prevent risk of harm to an individual, etc.

At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

<b>Publication of your information</b>	<b>E-Mails</b>	<b>Telephone Calls</b>
<p>We may need to publish your information on our website and/or in the Jersey Gazette for the following reasons:</p> <ul style="list-style-type: none"><li>• Where we are required by law to publicise certain information, for example performance data.</li><li>• In the interests of demonstrating a fair and transparent decision-making process, for example admissions process and appeals procedure.</li><li>• Where we are required to provide statistical information about a group of people; although your data will be anonymised to protect your identify.</li><li>• Where you have responded to a public consultation, although your comments will be anonymised to protect your identity.</li></ul> <p>We will not publish any of your sensitive personal</p>	<p>If you email us we may keep a record of your email address and a copy of the email for record keeping purposes.</p> <p>For security reasons we will not include any confidential information about you in any email we send to you. We would also suggest that you keep the amount of confidential information you send to us via email to a minimum or use our secure online services where possible or correspond with us by post.</p> <p>We will not share your email address or your email contents unless is it necessary for us to do so; either to fulfil your request for a service; to comply with a legal</p>	<p>We do not record or monitor any telephone calls you make to us using recording equipment, although if you leave a message on our voicemail systems your message will be kept until we are able to return your call or make a note of your message. File notes of when and why you called may be taken for record keeping purposes. We will not pass on the content of your telephone calls, unless is it necessary for us to do so; either to fulfil your request for a service; to comply with a legal obligation, or where permitted under other legislation.</p>

information unless there is a requirement for us to do so in order to carry out our statutory functions.

obligation, or where permitted under other legislation.

## Your rights

### **You can ask us to stop processing your information**

You have the right to request that we stop processing your personal data in relation to any of our services. However, this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

### **You can withdraw your consent to the processing of your information**

In the few instances when you have given your consent to process your information, you have the right to withdraw your consent to the further processing of your personal data. However, this may cause delays or prevent us delivering a service to you. We will always seek to comply with your request but we may be required to hold or process your information in order to comply with a legal requirement.

### **You can ask us to correct or amend your information**

You have the right to challenge the accuracy of the information we hold about you and request that it is corrected where necessary. We will seek to ensure that corrections are made not only to the data that we hold but also any data held by other organisations/parties that process data on our behalf.

### **You request that the processing of your personal data is restricted**

You have the right to request that we restrict the processing of your personal information. You can exercise this right in instances where you believe the information being processed is inaccurate, out of date, or there are no legitimate grounds for the processing. We will always seek to comply with your request but we may be required to continue to process your information in order to comply with a legal requirement.

### **You can ask us for a copy of the information we hold about you**

You are legally entitled to request a list of, or a copy of any information that we hold about you. However where our records are not held in a way that easily identifies you, for example a land registry, we may not be able to provide you with a copy of your information, although we will do everything we can to comply with your request.

## Complaints

### **You can complain to us about the way your information is being used**

If you have an enquiry or concern regarding the processing of your personal data please contact:

Telephone: +44 (0)1534 481013

Email: [admin@leslandes.sch.je](mailto:admin@leslandes.sch.je)

Les Landes School,  
Rue Des Cosnets  
St Ouen  
JE3 2BJ

### **You can also complain to the Information Commissioner about the way your information is being used**

The Office of the Information Commissioner can be contacted in the following ways:

Telephone: +44 (0)1534 716530

Email: [enquiries@dataci.org](mailto:enquiries@dataci.org)

Office of the Information Commissioner

One Liberty Place, Liberty Wharf,

St Helier,

Jersey, JE2 3NY

# Les Landes School Jersey

## Appendix A

### Organisations that Process Data

Les Landes School Jersey 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 your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

Les Landes School Jersey process data utilising or has an agreement with the following organisations;

- Sims (MiS Database) (A);
- GL Assessments (B);
- Times Table Rock Stars (C);
- Reading Eggs (C);
- ParentMail (D);
- School Pupil Tracker Online; (E);
- EExAT; (E)
- Social Media (Facebook, Twitter) (F);
- MailMate (D);

Reasons why we process data:

- (A) – To hold the student record file, for statutory obligations, to ensure that we meet our legal obligations; to track and monitor a child's academic and pastoral progress, provide you with information you need;
- (B) - For statutory obligations including providing examination information for students to be to collect their examination results in addition to tracking and monitoring of examination progress;
- (C) - To utilise appropriate online teaching and learning tools; for statutory obligations within teaching, for tracking and monitoring of children's learning;
- (D) – To communicate effectively with you; to provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;
- (E) – To utilise appropriate online teaching and learning tools; for statutory obligations within teaching, for tracking and monitoring of children's learning;
- (F) - To communicate celebration and relevant information effectively with you; to provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

# **Les Landes School, Jersey**

## **Appendix B**

### **Data Sharing with Organisations**

Les Landes School, Jersey 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 your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

Les Landes School, Jersey share data with the following organisations;

- Departments within the States of Jersey (A);
- The Police (B);
- Health Services included CAMHS, MASH, MARAC and JMAPP (C);
- Social Services (D);
- Social Security (E);

Reasons why we share data within the States of Jersey:

- (A) – For statutory obligations, for verification purposes, to provide you with the information you need, to answer your query, to approve financial transactions of bursaries; to allow the statistical analysis of data so we can plan the provision of services; To ensure that we meet our legal obligations;
- (B) - To prevent and detect crime; for statutory obligations, where necessary to protect individuals from harm or injury; where necessary for our law enforcement functions;
- (C) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need;
- (D) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;
- (E) – To provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

### **Forms**

When your child starts at school there are a series of forms that parents are asked to complete for school and health records. These include:

- An indication of who has parental responsibility
- Pupil information and emergency contacts
- Data protection permission
- Competition entry permission
- Medical check and screening forms
- A copy of your child's birth certificate
- Permission for class visits, including coach or minibus transportation
- School closure arrangement
- Permission to store data on the school's tracking and assessment systems
- Registration email details for ParentMail

### **Change of Address or Circumstances**

It is the parents' responsibility to let us know immediately of a change of address or telephone number. A mobile telephone number is also very useful for direct and emergency contact. It is also important for us to be aware as soon as possible of any information or situation that may affect your child at school.

### **Special Arrangements for Collecting Children**

Please notify your child's Class Teacher or the main office 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.

### **Worries and 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. Correspondence in the first instance by email is acceptable, but we prefer face to face meetings so that communication cannot be misinterpreted. For your information, staff are not expected to email out of working hours.

If we are concerned for any reason we will contact you immediately to discuss the matter.