

Les Landes School Handbook





Les Landes School

La Rue Des Cosnets

St Ouen

Jersey

JE3 2BJ

Telephone: 01534 481013

Email: admin@leslandes.sch.je

Website: www.leslandes.sch.je



<https://www.facebook.com/p/Les-Landes-School-Jersey>

<https://twitter.com/leslandesjersey>

School Staff

School Leadership and Administration



Headteacher
Mrs Vicki Charlesworth



Deputy Headteacher
Educational Needs Co-ordinator (ENCO)
Mrs Laura Webster



Key Stage Manager and Year 4 Class Teacher
Miss Claire McMenamin



School Business Manager /Secretary
Mrs Sam Wiseman



School Administrator
Mrs Kate Hart



School Caretaker
Mr Darren Hill



School Dog
Rosie Gage

Teaching Staff



Mrs Ali Courtness
Reception Class Teacher



Mrs Emily Hopkins
Year 1 Class Teacher



Ms Kirsty Walker
Year 2 Class Teacher



Mrs Steph Turner
Year 3 Class Teacher



Mrs Jo Price
Year 5 Class Teacher



Mrs Kim White
Year 6 Class Teacher



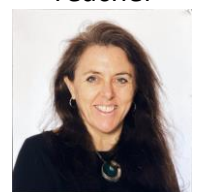
Mr JJ Gallichan
Teacher



Mrs Kelly Gage
Teacher



Mrs Jo Hibbs
Year 6 Class Teacher



Mrs Abi Searson
Teacher

Pastoral Lead, Key Workers & Teaching Assistants



Mrs Angela Betts
Key Worker



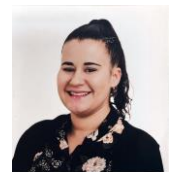
Mrs Emma Le Monnier
Pastoral Lead



Miss India Sappé
Key Worker



Mrs Heather Harris
Teaching Assistant



Miss Jess Roberts
Teaching Assistant



Mrs Jess Lescop
Teaching Assistant



Mrs Rachel DeLat
Teaching Assistant



Ms Becca Camara
Teaching Assistant



Lunch Supervisor & Cleaner
Mrs Hayley Weiss

Our Safeguarding Team



Vicki Charlesworth
Mental Health First Aider
Designated Safeguarding Lead
Health & Safety / E Safety



Laura Webster
Special Education Needs Co-ordinator
Designated Safeguarding Lead
Health and Safety



Claire McMenemy
Mental Health First Aider



Sam Wiseman
Paediatric & Mental Health First Aider
Incident Lead



Angela Betts
Makaton Safeguarding
Lead First Aider



Emma Le Monnier
Pastoral Lead
Emotional Literacy Support Assistant
(ELSA)

Safeguarding is everyone's responsibility.

If you ever have a safeguarding concern speak to one of us

If you cannot speak to a member of the team and a child could be in danger, contact the Children and Families Hub on 01534 519000, or if it's out of hours, contact the Police on 01534 612612.



As a Rights Respecting School, our philosophy is underpinned by the values and principles of the United Nations Conventions on the Rights of the Child.

UNCRC

Article 28 – The Right to the Education

Article 29 - The right to an education which develops every child's personality, talents and ability to the full.

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:

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

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 try to 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 – Off Island Residential Consisting 4 Nights

(UNCRC Article 3, 15, 28, 29 & 31)

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?

Reception

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

Tricky word cards

Year 1

Sharing a library book with a parent at least once a week

Reading their guided reading book every night

Tricky word cards

Year 2-6

Nightly reading – reading record.

Nightly spelling – spelling book

Nightly times tables –multiplication book / Times Table Rock Stars

Optional home learning task selected from a termly grid of 12 tasks.

Y6 – Homework is given as part of the preparation for secondary school.

It is a parent's responsibility to check that homework is completed correctly and to sign the reading record daily.



Inclusion

(UNCRC Article 2, 28 &29)



Our priority is to make sure children experience high quality teaching in the classroom, with appropriate support and challenge to enable and extend.

As an inclusive school, we ensure all pupils have equal access to the curriculum through ordinarily available provision. In discussion with class teachers and parents, a minority of children are placed on our Special Needs Register to acknowledge their need and help us tailor individual support provided. 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.

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 Educational Needs Co-ordinator (ENCo) 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 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 Inclusion Team based at (CYPES) Children, Young People Education and Skills Department about those children who require more specialist support or referral.

Children's Rights

(UNCRC Articles 12,13,19 & 24)

We are a Rights Respecting School our behaviour management policy is underpinned by the UNCRC Rights of the Child. 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.

Our School and Class charters which have been developed with the children and published in school also supports our ethos.

We are a Rights Respecting community. The school and class charters, which are developed with the children and published in school, also support our ethos.

We have agreed the following:

- We are honest and fair
- We treat others equally
- We use kind words and actions
- We listen
- We look after our environment
- We try our best

By following our school charter, we show respect for ourselves and for others.

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.

Our school policies are on our website and can be found using the link:

<https://www.leslandes.sch.ie/page/?title=Policies&pid=43>

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

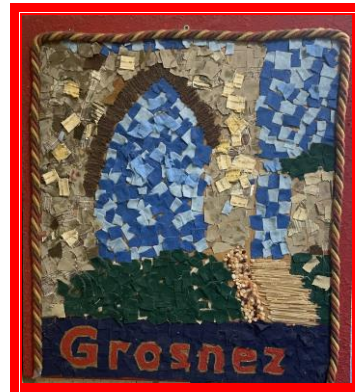
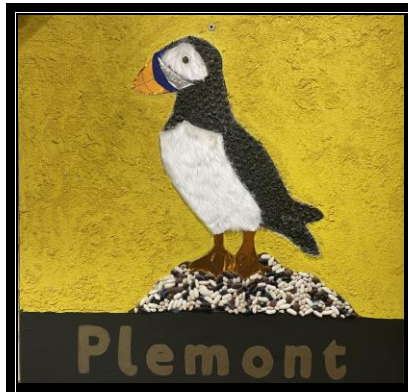
Les Landes welcomes everyone from all walks of life, everyone must celebrate and welcome all others in our school. By tackling all kinds of bullying, we believe that children will attain more at school and our community will be happier and more successful.

School House System

(UNCRC Article 1 and 2)

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 rights respecting behaviour. 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. *(UNCRC Articles 24, 28 & 29)*



Rewards

In addition, the school awards trophies in assembly for perseverance and progress in the following:

- Key Stage 1
 - Maths -The Silver Bear
- Key Stage 2
 - Maths – The Golden Boot
- Whole School
 - Reading – Book Worm
 - Spelling – Spelling Bee
 - Growth mindset

Our Partnership with Parents

(UNCRC Article 18)

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 on offsite visits

We encourage parent support when learning is beyond the classroom.

Fundraising

At present, any parent can join a team who meet to plan events. Recent fundraisers have included a, School Walk, Movie Nights, a School Disco and a Mother's Day Sale.

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.

Communication Policy

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. Our communication policy outlines protocols, expectation and escalation. This flowchart can be found on our School website in the 'About us / Policies' page.

STAGE 1

STAGE 1 Class teacher

Face to face

Learning or relationship concerns

Email should only be used to send a simple message or arrange a meeting - not for writing out a concern. This should always be done in person or on the phone when a meeting is not possible. In person, you can often catch the teacher after school for a simple matter or arrange another time to talk. You can also speak to the office to arrange a time to discuss a more lengthy matter

STAGE 1 Admin email / call

Reply same working day

School events Information—check website first

Payment enquiries

Inform of alternative pick up arrangements or changes within school day

Extra-curricular or trip queries

Safeguarding concerns

STAGE 1 Website form

Notification (no response required, please provide as much notice as possible)

Report an absence (submission notification)

Notice of medical appointment

Reply within 5 working days

Application for authorised leave

General enquiry –prospective parents

Passport photo verification request

STAGE 2

STAGE 2 Key Stage Manager

c.mcmenamin@leslandes.sch.je

Reply within 5 working days

Escalated learning / behaviour / friendship concerns if unresolved at Stage 1

Teaching concerns

STAGE 2 Special Needs Co-ordinator

l.webster@leslandes.sch.je

Reply within 5 working days

Escalated SEN concerns, if unresolved at Stage 1

Ongoing SEN correspondence

STAGE 3

STAGE 3 Head and Deputy Head

admin@leslandes.sch.je FAO Headteacher

Reply within 5 working days

In addition to escalated Stage 1/2 concerns

Ongoing issues related to safeguarding, unresolved at previous stages

STAGE 4

STAGE 4

In line with the Government of Jersey Customer Feedback Policy, formal complaints should be made via this online form:

[Submit feedback to the Government of Jersey](#)

Reply within 5 working days

Please note

Meetings cannot be guaranteed without booking

The school may not respond to communication outside of working hours

Contacting staff about school related queries via their personal social media platforms is unacceptable

The school social media platforms are not used as a two way communication method

All communication must be respectful, setting a good example in speech and behaviour towards all members of the Les Landes community, in the interests of working together to meet the needs of all children.

Les Landes Home School Agreement

(UNCRC Article 17 & 28)

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 wellbeing 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. 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

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 considerably along the road. Never Park in the churchyard as this is reserved for staff only by kind permission of the church authorities.

Cycling Crocodile



Children can sign up to be part of our cycle to school initiative known as the Les Landes Cycling Crocodile. Children from Reception to Year 4 must be accompanied by an adult. Children who have completed Bikeability can join independently, details can be found on the Crocodile Facebook page <https://www.facebook.com/LesLandesCrocodile> and at the School Office.

The Children

The school caters for the full primary age range (4+ to 11+ years), within 7 classes. There are approximately 165 children on roll at present.

School Dates

School dates for the year are available online at the 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. Please note the school has three staff training days each year. These are listed on the gov.je website under 'School term dates'.

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 can be collected from the School Hall entrance, 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 should not climb onto the school wall.

Breakfast Club

The school also runs a breakfast club which operates from 7.45am. The club is managed by Mrs Wiseman for a limited number of children. There is a daily charge for this provision of £3 which includes breakfast, this cost is reviewed annually. If you are interested, please contact the main office. Families are invoiced termly in advance and booking is essential, a wait list is held, and spaces are reviewed termly.

Contacting School

There will be times you may need to call school, however. the preference is to use the School website online forms link as follows <https://www.leslandes.sch.je/page/?title=Contact+Us&pid=2>

Website forms include:

- General Enquiries
- Applications for Authorised Leave
- Notice of Medical Appointments
- Notification of School Absence
- Passport Photo Verification
- Application School Placement
- Alternative Collection Arrangements

General enquiries

For any general enquiries you can contact the School Office Mrs Wiseman and Mrs Hart will be available between 8.30 a.m. to 3.00 p.m, Telephone: 01534 481013 or Email: admin@leslandes.sch.je

Attendance (UNCRC Article 28)

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. 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. More information to support your child's attendance can be found on the School website.

Notification of Absence

If a child is absent from school, please use the 'contact us' page on the school website to inform us as soon as possible, including the reason for absence and every day of absence there after. We expect a message 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 school several days in advance, if possible, via the 'contact us' page. 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 (UNCRC Article 3 & 18)

The Department for CYPES does not, at any time, support leave during term time, however, in exceptional circumstances Head Teachers have the discretionary authority to grant leave in accordance with this Policy. Parents are requested to write in advance of booking travel 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 (UNCRC Article 6 & 24)

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 (UNCRC Article 24)

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, including inhalers & autoinjectors (Epi-pens)

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 diarrhea 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

Sun Safety

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

First Aid

We have several fully qualified First Aiders and Mental Health 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.

Use of school site and clubs

The site is generally kept open after 4.30pm on school days and all day at the weekend for the community to use. Sometimes, external clubs rent the field, or we have a school led club. On these occasions, the site will be closed to ensure the safety of the club users.

Unless otherwise advertised, during term-time, the school building is open from **8.30am till 3:15pm**. Access to the building around these times is limited to clubs and events.

School Uniform ([UNCRC Article 18 & 27](#))

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 from Y1 up – no fashion trainers or high tops

School tracksuits and trainers for children from Y1 up*

*** Available from Lyndale Sports**

or buy on-line from [Les Landes | Schools | Lyndale Sports Jersey | School Uniform specialists, Corporate Clothing, Embroidery & Printing](#)

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

Items available from school are: Book bags, sunhats.

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, Earrings must be removed for sports activities and PE unless recently pierced. In this instance ears must be taped for PE lessons. It is the parent's responsibility to provide tape.

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**.

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 the School Office at the start of the day. It will be switched off your child can 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.

Uniform Bursaries

Financial support for uniform is available to residents of the parish. If you would like to apply for funding, please contact St Ouen's Parish secretary Mrs Alison Batho by email parishhall@stouen.je.

If you are not resident in St Ouen and would like to access financial support, please contact Mrs Charlesworth.

All applications will be dealt in the strictest of confidence.

Lunchtimes

The school remains open during lunchtime, which lasts for 60 minutes. Children spend 30 minutes eating lunch, followed by 30 minutes of outdoor play.

Reception

Reception children eat lunch from 11:45 a.m. to 1:00 p.m. They spend the first 45 minutes in their classroom eating lunch, with the remaining time dedicated to play.

Key Stage 1 and 2

Pupils in Key Stage 1 and 2 eat in the school hall, under the supervision of teaching assistants or lunchtime supervisors.

Lunch Options

Families can choose between two lunch options:

1. School Hot Lunch – Provided by Apetito
2. Packed Lunch – Brought from home

School Hot Lunch

Parents can book and pay for hot lunches through the ParentPay portal. Meals cost £2.50 each and must be booked two weeks in advance. Full details, including menus and booking instructions, can be found on the school website.

Packed Lunch Guidelines

- We recommend providing your child with a lunchbox, which will be stored on classroom shelves until lunchtime. As we do not have refrigeration facilities, please include an ice pack, especially for perishable items like ham sandwiches.
- Please pack only enough food for your child to eat within the allocated time. Any uneaten food will be sent home to help you gauge your child's appetite.
- If including yoghurt or similar items, remember to pack a spoon.
- Chocolate, sweets, and fizzy drinks are not allowed at lunch or break times. Glass containers and bottles are also not permitted.
- Due to severe nut allergies within the school, no peanut butter or nut-based products should be included in your child's lunch.

Lunchtime Expectations

We have clear, positive expectations for behaviour during lunch. Children are encouraged to eat politely at the table and play respectfully with others during their break.

Sustainability

As part of our commitment to *Plastic Free Jersey*, we encourage families to support our *Waste-Free Wednesday* initiative, aimed at reducing single-use plastic in packed lunches.

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. Bottles are kept handy in the classrooms and children are allowed to drink at any time during the day and are reminded to do so.

Parental help

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

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

Change of Address or Circumstances via SIMS parent app

It is the parents' responsibility to let us know immediately of a change of address or telephone number. 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 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.

There is an online form on the Contact us page of the Schools Website specifically for notifying us of any changes to adults collecting your child, we also request you provide any 'Trusted' regular adults who have permission to collect your child from school as well as the frequency.

Les Landes School Jersey

Privacy Notice 2025

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.

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

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, MARK and Seesaw. A small amount of personal data is also stored (name, email address) on Reading Eggs. 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 Government of Jersey (GOV.je) 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.

| Publication of your information | E-Mails | Telephone Calls |
|--|--|--|
| <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"> Where we are required by law to publicise certain information, for example performance data. In the interests of demonstrating a fair and transparent decision-making process, for example admissions process and appeals procedure. Where we are required to provide statistical information about a group of people; although your data will be anonymised to protect your identity. Where you have responded to a public consultation, although your comments will be anonymised to protect your identity. | <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</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> |
| <p>We will not publish any of your sensitive personal information unless there is a requirement for us to do so in order to carry out our statutory functions.</p> | <p>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> | |

Your rights

| | |
|--|---|
| <p>You can ask us to stop processing your information</p> <p>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.</p> <p>You can withdraw your consent to the processing of your information</p> <p>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.</p> <p>You can ask us to correct or amend your information</p> <p>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.</p> | <p>You request that the processing of your personal data is restricted</p> <p>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.</p> <p>You can ask us for a copy of the information we hold about you</p> <p>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.</p> |
|--|---|

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

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@jerseyoic.org

Office of the Information Commissioner
2nd Floor,
5 Castle Street,
St Helier, Jersey JE2 3BT

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)
- ParentPay (A);
- Cypad (A);
- School Cloud (F);
- Reading Cloud (C);
- GL Assessments (B);
- Times Table Rock Stars (C);
- Reading Eggs (C);
- Maths Seeds (C);
- Purple Mash (C);
- White Rose (C);
- Social Media (Facebook, X) (F);
- MARK (E);
- Juniper Education (F);
- PWC Hive Hackers (C);
- Impero (C);
- SeeSaw (C); • My Concern (A).

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 Government of Jersey (A);
- The Police (B);
- Health Services included CAMHS, CYP Hub, MARAC and JMAPPA (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.

Revised May 2025