



School Prospectus

La Mare De Carteret High School

Rue Du Galaad

Guernsey GY5 7FL

Tel: 01481 256588

www.lamarehigh.com



Attend. Aspire. Achieve.

La Mare De Carteret High School raises aspiration and achievement for all.

We prepare our students for a rapidly changing world by ensuring they are successful learners; confident individuals; responsible citizens and effective contributors.

La Mare students are resilient, self-reliant individuals who succeed today and are ready for tomorrow.

This will be characterised by:

- High standards, outstanding attainment and rapid progress
- Successful learners and high quality teaching
- Positive parent partnership
- An inclusive pastoral system that encourages high aspirations, ensures students are safe and develops confident individuals
- Students who attend, are happy and effectively contribute to an engaging and vibrant personalised curriculum
- A professional learning culture where staff seek continuous improvement and share best practice
- Responsible citizens who actively contribute to our community and the wider world

2. SCHOOL CALENDAR AND SCHOOL DAY

Calendar for 2017/2018

2017

| | | |
|--------------------|------------------|---|
| Autumn Term Begins | Tuesday | 5th September |
| Half Term | Monday to Friday | 23 rd – 27 th October |
| Term Ends | Tuesday | 19 th December |

2018

| | | |
|------------------------------|------------------|--|
| Spring Term Begins | Thursday | 4 th January |
| Half Term | Monday to Friday | 19 th – 23 rd February |
| End of Term | Wednesday | 28 th March |
| Good Friday | Friday | 30 th March |
| Easter Monday | Monday | 2 nd April |
| Summer Term Begins | Thursday | 12 th April |
| May Day | Monday | 7 th May |
| Staff INSET Day (Staff only) | Tuesday | 8 th May |
| Liberation Day | Wednesday | 9 th May |
| Half Term | Monday to Friday | 28 th May – 1 st June |
| End of Term | Thursday | 19 th July |

The School Day

Timings are as follows:

| | |
|------------|------------------------------------|
| 8.30 a.m. | Registration / Assembly / Tutorial |
| 8.50 a.m. | Lesson 1 |
| 9.40 a.m. | Lesson 2 |
| 10.30 a.m. | Break |
| 10.45 a.m. | Lesson 3 |
| 11.35 a.m. | Lesson 4 |
| 12.25 p.m. | Lunch |
| 1.25 p.m. | Lesson 5 |
| 2.15 p.m. | Lesson 6 |
| 3.05 p.m. | End of School Day |

Lunchtime

All students are expected to be at school during the lunch hour unless parents have requested that they go home to lunch and are issued with a Lunch Pass. The school has a duty of care and does not give permission for students to be off site for other reasons.

If a student is to go home, then he/she should return to school in good time for afternoon lessons. If students leave the site without permission it will be deemed a health and safety issue and will be dealt with accordingly.

The school is mindful of the recent Children Law (2010) and the Obesity Strategy (2009) which require schools to promote healthy eating. We provide a dining area with a snack machine and a water cooler and all students are expected to bring a named water bottle to school. A catering service is available in the Dining Room. We also have an outside picnic area for students to use. We ask parents to provide their son/daughter with a suitable lunch according to healthy eating guidelines. A team of staff supervise students at lunchtime. In

good weather students are allowed to use the field and the school building is vacated for the second half of the lunch hour.

3. CURRICULUM

We make use of a variety of groupings for students according to the subject and year group. English, Maths and Science are taught, with few exceptions, in ability sets. Other subjects may be taught in sets if the timetable allows.

KS3

Years 7, 8 and 9 follow a common curriculum which comprises English, Mathematics, Science, History, Geography, Religious Education, French, Art, Design and Technology, Music, Drama, ICT, Personal, Social, Citizenship and Health Education (PSCHE) and Physical Education. Programmes of study are those required by The Bailiwick of Guernsey Curriculum Statement. National Curriculum Teacher Assessments are made in English, Mathematics, Science, History, Geography, French, Art, Music, P.E. and Design and Technology. Parents can access our school website to see outline topics studied in subjects. Parents are free to ring the school if they would like additional subject information.

In Year 9 students specialise in 3 Arts and/or Technology subjects to prepare for examination in KS4.

Work in all these subjects is punctuated by regular assessment including mid-year examinations.

KS4

In Years 10 and 11 all students follow a core curriculum of English, Mathematics and Science. These subjects take up just over 45% of teaching time. Other compulsory subjects are Religious Studies, Careers, PE and PSCHE is offered through immersion days during the course of the year. Students then choose subjects from a range of options, enabling them to pursue individual interests some of which may be offered at the College of Further Education or federated schools. Students have a week's Work Experience in Year 10.

As a school we are committed to providing all students with a personalised and fully inclusive curriculum that best meets their needs as individual members of the school community. This may involve a variety of support and intervention strategies at any stage in their journey. We aim to provide a learning environment where all students can succeed.

Inclusion

We ensure that all students have full access to The Bailiwick Curriculum through the use of visiting specialist teachers and through the use of our own staff. Our Inclusion Manager is able to offer further advice on modifications to the curriculum of an individual student according to their needs. We also have an Intervention Teacher who supports the development of literacy and numeracy skills working in our inclusion department to ensure students have the best possible opportunity to access the curriculum.

Religious Education and Collective Worship

We teach R.E. throughout the school following the locally agreed specification. Collective worship is broadly Christian.

Careers Guidance

We provide guidance as part of the curriculum from Year 9 onwards. We make use of visiting speakers as well as the Island Careers Service. Students have individual Careers interviews in their final year at school.

Learning Beyond the Class Room

Each department will set home learning tasks which fit with the home learning time guidelines with **every task being set on Show My Homework.**

| Key Stage 3 | Weekly | | |
|--------------------|---------------------|---------------|---------------|
| Subject | Year 7 | Year 8 | Year 9 |
| English | 1 hour | 1 hour | 1 hr 30 mins |
| Maths | 1 hour | 1 hour | 1 hr 30 mins |
| Science | 1 hour | 1 hour | 1 hr 30 mins |
| | Fortnightly | | |
| Art | 30 mins | 30 mins | 45 mins |
| Drama | 30 mins | 30 mins | 45 mins |
| Geography | 30 mins | 30 mins | 45 mins |
| History | 30 mins | 30 mins | 45 mins |
| MFL | 30 mins | 30 mins | 45 mins |
| Music | 30 mins | 30 mins | 45 mins |
| Technology | 30 mins | 30 mins | 45 mins |
| R.E. | 30 mins | 30 mins | 45 mins |
| Careers | Half-termly project | | |

| Key Stage 4 | Time per week | |
|---|----------------------|---------------------|
| Subject | Year 10 | Year 11 |
| English | 2 x 60 mins | 2 x 60 mins |
| Maths | 2 x 60 mins | 2 x 60 mins |
| Science | 2 x 60 mins | 2 x 60 mins |
| RE | 1 x 30 mins | 1 x 30 mins |
| Careers | Half-termly project | Half-termly project |
| Citizenship | 1 x 30 mins | n/a |
| <i>Option Subjects will set home learning tasks of 60 mins per week, per subject as appropriate</i> | | |

Support for Students Who Cannot Complete These Tasks at Home

We do not expect that learning beyond the class room should happen at home and students have an hour lunch break each day where they can access the learning resource centre or computer rooms to complete these activities.

Reporting

We provide three reports for each student in the course of a year, one report per term. These reports will give you an update on your child’s attendance, attainment, progress, strengths and areas for improvement. We expect all parents to read these important documents and use them as a stimulus for discussion with their children. If you would like to see a specific member of staff following a report then you may contact the school to arrange an appointment. School Leavers are provided with a Record of Achievement which will include GCSE and other examination certificates as well as recording a wide range of achievements and activities.

Timetable for Reports

| | <i>Year 7</i> | <i>Year 8</i> | <i>Year 9</i> | <i>Year 10</i> | <i>Year 11</i> |
|--------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------|
| <i>Autumn Term</i> | Autumn Report | Autumn Report | Autumn Report | Autumn Report | Autumn Report |
| <i>Spring Term</i> | Spring Report and tutor review | Spring Report and tutor review | Spring Report and tutor review | Spring Report and tutor review | Spring Report and tutor review |
| <i>Summer Term</i> | Summer Report and key worker review | Summer Report and key worker review | Summer Report and key worker review | Summer Report and key worker review | No report |

Parent events

If you wish to discuss your child’s progress at any time then your first contact point should be their form tutor. You will be invited to a parent evening during the course of the year where you will have the opportunity for individual consultations with specific teachers. In addition, you will also be contacted by your child’s form tutor during the course of the year for an academic mentoring review to review their progress and to set targets for improvement. There will be a range of Parent Forum, PTA and other events during the course of the year which we would urge you to attend.

Schools’ Music Service

Individual and group music tuition is undertaken by visiting teachers in brass, woodwind, strings, percussion instruments and the voice. Girls and boys who are already playing instruments when they transfer to this school are, therefore, encouraged to maintain their skills in orchestral, wind band, brass, guitar, drums and choral groups. Beginners are also welcome.

Students who receive instrumental lessons are automatically members of the School Band.

4. PASTORAL CARE AND WELFARE

We run a vertical tutoring model to continue to develop an inclusive, family ethos. Each student will belong to a tutor group comprising of students from every year group and belongs to either Cobo, Rocquaine or Vazon House. Each student will be allocated a form tutor, who has responsibility for the registration, achievement and pastoral care of the tutor group. The Form Tutor is the first point of contact for parents who wish to send a message to school other than the straightforward absence. Each house group has a Head of House who oversees the progress and welfare of all students within that house. Tutorial groups follow a pastoral curriculum geared towards developing successful learners, confident individuals, effective contributors and responsible citizens. Students also benefit from timetabled lessons in Personal, Social, Citizenship and Health Education (PSCHE) some aspects of which are taught by the form tutor. Sex education forms part of the programme of study for PSCHE, normally being delivered or supported by Complementary Health Educators, specialised personnel from the Education Services.

Sickness and Injury

A student who feels unwell or has an accident at school must inform a member of staff. If we consider that the student ought to be sent home or to hospital we will contact parents. Please ensure that we always have a telephone number for emergency contact.

If a student requires medication during the school day, parents should make arrangements to come into school or for the student to return home at lunchtime for administration of the medication. Students should not carry prescribed medication at school. If this is unavoidable, then the smallest amount should be brought to school preferably by the parent with clear instructions for administration. Please ensure such medicines are given to the School Office for safe keeping. Responsibility for taking the medication remains that of the student.

Asthmatic Inhalers / EpiPen - It is important we can support your child should they suffer from an episode whilst in school. In order to do this we request all students to supply a named spare inhaler / EpiPen (in date) to be kept in our medical room; this is in case your child forgets to bring their own to school. Please make sure your child is aware it is their responsibility to carry their inhaler with them especially when participating in sporting activities.

We strongly advise all students to carry a water bottle to remain hydrated during the school day.

Treatment Following Accidents at School

If a student is injured in an accident at school, the Education Services is prepared to pay the cost of doctors' examination and treatment up to a maximum of £700. Payments made under this scheme are not an admission of legal liability for the accident and payment is subject to confirmation of the accident by the school and the doctor.

The Education Services scheme does not cover the cost of dental treatment.

School Nursing Service

The School Nurse is available for help and advice on health issues for all students, parents and teachers. She can be contacted at Lukis House Tel. No: 725241 or via school.

A health review is offered to Year 7 students and further checks such as vision, hearing, weight, are all available on request throughout the secondary school years. The teenage immunisation booster is now given in school by the School Nurses and will be given in Year 9. Parents will be notified when this will be.

The School Nurse holds a confidential 'Drop-in clinic' each week and will see students on their own.

Permission Not To Do P.E. or Games

If medical circumstances prevent your son or daughter taking part in Physical Education activities it is important that you send a note to the school explaining the circumstances. If a note is **not** received students will be expected to take part as normal.

Drugs Policy

This is an agreed policy relating to drug offences in all secondary schools on the Island. Students found in possession of, or using drugs, on school premises must be excluded to allow an action plan to be drawn up. The period of exclusion is at the discretion of the school, which will monitor school work in the interim. If found distributing drugs on school premises, students are likely to be excluded for a substantial period. The Headteacher, Police, Parents and Chief Officer must be notified of any incident as well as any support agencies already involved with the young person.

Safeguarding Children and Child Protection

The Children Law (Guernsey and Alderney) 2008 states that all States Departments have a duty to work together and share information to ensure that children and young people get the services they require. This is also essential to protect children and young people from suffering harm, abuse or neglect and to prevent them from offending. Further information is available at <http://childrenlaw.gg>

All Island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at <http://www.online-procedures.co.uk/guernsey/> The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm.

Therefore if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm then the school will contact The Committee for Health and Social Care, Children and Family Community Services, to determine whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the Headteacher and School Child Protection Officer, who will make contact with CHSC colleagues as appropriate.

Working with Approved PSHCE Support Agencies

Students on occasion may need to meet with outside agencies such as HSC or Police. In most cases a parent/guardian will be informed prior to the meeting. If a parent is not informed a

staff member usually the Child Protection Officer would be present. In the large majority of cases the Child Protection Officer would be present.

Assistance with School Clothing

Parents who wish to apply for clothing grants must contact the Education Social Work Service (Tel. 733000) at the beginning of the school summer holidays. Parents will be issued with an application form that will need to be completed and returned to the Education Social Work Service together with proof of income. The Education Social Work Service will determine entitlement to a clothing grant and parents will be advised accordingly. Parents who are entitled to a clothing grant will receive a voucher in the post itemising the clothing covered by the grant. These vouchers will begin to be issued from the beginning of August onwards. *Please note that School Ties should be purchased directly from the School according to their House Colour.*

Whilst the Education Social Work Service is prepared to deal with clothing grant applications during term time, parents are encouraged to apply for such grants as early as possible during the school summer holidays.

Valuables

The students should not generally bring valuables to school. This includes mobile telephones, and any other electronic devices. **No responsibility is accepted for the loss, damage or theft of these items.** The school will not investigate loss of such items. Every child is issued with a locker and should provide themselves with a padlock and key.

If mobile phones are used or go off in lessons the teacher will remove the phone to be given back at the end of the school day. No students should take photographic images or recording of another student or staff member whilst on school premises.

Mobile phones and other electronic valuables must be kept outside of an examination room and are left at students own risk.

Please do not bring large quantities of money into school.

5. ATTENDANCE

Students are to be in their classrooms by 8.30 a.m. and 1.25 p.m. Latecomers can be required to make up time lost, after school hours or at break time.

Absence notes must be brought to the form tutor on the day of return after absence. Alternatively, parents may telephone (256588) or email (office@lamarehigh.sch.gg) the school to explain the student's absence.

Students must remain within the school boundaries during school hours, unless going home for midday lunch. Parents will be informed of any students who are discovered 'off site' without asking permission.

Absence from School

It is a legal requirement for us to keep an accurate record of attendance. Parents should therefore, either write a note, email or telephone the School Office (Tel: 256588) to explain any absence.

Leave of Absence

Under the Education Law of Guernsey (1970) the Education Services is responsible for providing education for children between five and sixteen years of age. It is the responsibility of the parents to ensure that their children receive full time education, and as far as possible, avoid any disruption to that education. Wherever possible absence during term time should therefore be avoided. The school will not provide work for children who take holidays in school time. **It has been agreed by all Headteachers and Education Officers that (from 1st September 2016) any holiday a student takes during term time will not be authorised.**

However, any essential absences for children of compulsory school age require written permission from the Headteacher using the appropriate leave of absence request form.

6. TRANSPORT

A.M.

| Route | Operator | First pick-up | Arrival at school |
|--------------|-------------------|---------------|-------------------|
| LMDC 1A / 2A | EXEC CAR SERVICES | 07.40 | 08.20 |
| LMDC 3A | CT PLUS | 07.45 | 08.20 |
| LMDC 4A | INTRANSIT | 07.45 | 08.15 |
| LMDC 5A | CT PLUS | 08.00 | 08.20 |
| LMDC 6A | CT PLUS | 07.50 | 08.20 |
| LMDC 7A | ISLAND COACHWAYS | 07.45 | 08.10 |
| LMDC 8A | ISLAND TAXIS | 07.55 | 08.20 |

P.M.

| Route | Operator | Collection from school |
|--------------|-------------------|------------------------|
| LMDC 1B / 2B | EXEC CAR SERVICES | 15.10 |
| LMDC 3B | CT PLUS | 15.10 |
| LMDC 5B | CT PLUS | 15.10 |
| LMDC 6B | CT PLUS | 15.10 |
| LMDC 7B | CT PLUS | 15.10 |
| LMDC 8B | ISLAND COACHWAYS | 15.10 |

MORNING ROUTES

LMDC 1A/2A – EXECUTIVE CAR SERVICES

Route de Farras – Route de Plaisance – Rue des Brehauts – Les Buttes – Rue de L’Eglise – Route des Sages – Rue des Sages - Chemin Le Roi – Le Clos – Rue du Planel Route du Pleinmont – Rue des Portelettes – Rue des Villains – Rue de la Viltole Route de la Lague – Route de Rocquaine – Route du Grand Port – Route de la Rocque Poisson – Route des Sablons – Route de la Rocque – La Croix Martin – Rue du Catoroc – Route de la Perelle – Rue de la Maladerie – La Route de la Margion – Vazon Road (last pick-up, opposite La Grande Mare Hotel) – Rue D’Albecq – La Neuve Rue – Cobo Coast Road - Route de la Mare de Carteret – Rue de Galaad - La Mare de Carteret Secondary School.

LMDC3A - CT PLUS

Route de la Perelle – Rue Perelle - La Grande Rue – Le Frie Baton Road – Route des Clos Landais – Rue de L’Eclat – Route des Paysans – Rue St. Pierre – Route des Domaines – Route de Sous L’Eglise – Les Buttes - Les Prevosts Road – Route des Houguets – Route des Bas Courtils – Rue de Gron – Route des Picques – Route des Bordages – Les Buttes – Le Neuf Chemin Road – Rue des Choffins - Rue a L’Or – Le Mont Saint – Rue Dos D’Ane – Rue du Gele – Vazon Road (last pick-up, opposite La Grande Mare Hotel) - Rue D’Albecq La Neuve Rue – Cobo Coast Road Route de la Mare de Carteret – Rue de Galaad - La Mare de Carteret Secondary School.

LMDC 4A - INTRANSIT

La Route des Cornus (Carlton Hotel) Route de la Foret – Forest Road – Le Chene – Le Bourg - Rue des Landes – Route de Farras – Route de Plaisance – Route de Longfrie – Route des Paysans – Route des Adams – Route du Felconte Fief la Comte – Route des Rouvets – Rue Perelle - Route de la Perelle – Vazon Road – Rue D’Albecq – La Neuve Rue (last pick up bottom of Le Guet) – Cobo Coast Road – Rue de la Mare de Carteret - Rue de Galaad - La Mare de Carteret Secondary School

LMDC5A - CT PLUS

North Esplanade (Tourist Information Centre) – St. Julian’s Avenue – Grange Road – Les Gravees – De Beauvoir – Rohais (last pick-up) – Rue de Varendes – L’Aumone – Route de Cobo – La Haye du Puits – Route de Saumarez – Rue Cohu – Route de la Charruee – Route de la Hougue du Pommier – Rue de Galaad – La Mare de Carteret Secondary School.

LMDC6A - CT PLUS

St. Peter Port Bus Terminus – South Esplanade – Church Hill - Fountain Street - Le Bordage - Rue de Pre – La Charroterie – Ruettes Brayes – Ville au Roi – Kings Road – Les Croutes - Route Isabelle – York Avenue – Les Gravees (De Beauvoir) – Rohais (last pick-up) – Rue de Varendes – L’Aumone – Route de Cobo – La Haye du Puits – Route de Saumarez – Rue Cohu – Route de la Charruee – Route de la Hougue du Pommier – Rue de Galaad – La Mare de Carteret Secondary School.

LMDC7A – ISLAND COACHWAYS

Colborne Road – Prince Albert Road – Queens Road – Les Gravees - De Beauvoir – Rohais – Rue de Varendes (last pick-up) – L’Aumone – Route de Cobo – La Haye du Puits – Route de Saumarez – Rue Cohu – Route de la Charruee – Route de la Hougue du Pommier – Rue de Galaad – La Mare de Carteret Secondary School.

LMDC Secondary 8A - ISLAND TAXIS

La Route de Picquerel – Les Dicqs – Route de Port Grat – Route de Pulias – Route des Pecqueries – Portinfer Road - Port Soif Road – Les Grandes Rocques – Rue de Galaad – La Mare de Carteret Secondary School.

AFTERNOON ROUTES

LMDC1B/2B – EXECUTIVE CAR SERVICES

Rue de Galaad – Route de La Mare de Carteret – Cobo Coast Road – La Neuve Rue – Rue D’Albecq – (first drop-off Grande Mare Hotel - Vazon Road – Rue de la Margion – Rue de la Maladerie – Rue de la Perelle – Rue du Catoroc – Croix Martin – Route de la Rocque – Route des Sablons – Route de la Rocque Poisson – Route du Grand Port – Route de Rocquaine – Route de la Lague Rue de la Viltole - Rue des Villains – Rue des Portelettes – Route de Pleinmont – Rue du Planel – Le Clos – Chemin Le Roi - Rue des Sages – Route des Sages – Rue de L’Eglise – Rue des Buttes – Rue des Brehauts – Route de Plaisance Route de Farras.

LMDC3B - CT PLUS

Rue de Galaad - Route de la Mare de Carteret – Cobo Coast Road – La Neuve Rue – Rue D’Albecq (first drop-off, La Grande Mare Hotel) Vazon Road – Rue du Gele – Rue du Dos D’Ane – Le Mont Saint – Rue a L’Or – Rue des Choffins - Le Neuf Chemin Road – Les Buttes – Route des Bordages – Route des Picques – Rue de Gron – Route des Bas Courtils – Route du Houguets – Les Prevosts Road – Route de Sous L’Eglise – Route des Domaines – Rue St Pierre – Route du Lonfrie - Route des Paysans – Rue de L’Eclat – Route des Clos Landais – Le Frie Baton Road – La Grande Rue – Rue Perelle - La Route de la Perelle.

LMDC4B - CT PLUS

Rue de Galaad - Route de la Mare de Carteret – Cobo Coast Road – La neuve Rue – Rue D’Albecq (first drop-off, La Grande Mare Hotel) Vazon Road Rue de la Margion – Rue de la Maladerie Route de la Perelle – Rue Perelle Route des Rouvets - Fief la Comte – Route du Felconte – Route des Adams – Route des Paysans – Route de Longfrie – Route de Plaisance – Route de Farras – Rue des Landes – Le Bourg – Le Chene – Forest Road – Route de la Foret – La Route des Cornus (Carlton Hotel).

LMDC5B - CT PLUS

Rue de Galaad – Route de la Hougue du Pommier – Route de la Charruee – Rue Cohu – Route de Saumarez – La Haye du Puits - Route de Cobo – L’Aumone – Rue de Varendes (first drop-off, bus lay-by outside Grammar School) – Rohais – Les Gravees (De Beauvoir) -

Grange Road – St.Julian’s Avenue – North Esplanade – The Quay – South Esplanade - St. Peter Port Bus Terminus.

LMDC6B - CT PLUS

Rue de Galaad – Route de la Hougue du Pommier – Route de la Charruee – Rue Cohu – Route de Saumarez – La Haye du Puits - Route de Cobo – L’Aumone – Rue de Varendes (first drop-off, bus lay-by outside Grammar School) – Rohais – Les Gravees (De Beauvoir) - St. Stephen’s Hill – Les Croutes – Kings Road – Ville au Roi – Ruettes Brayes – La Charroterie – Rue du Pre – Le Bordage – Fountain Street - Church Hill – South Esplanade - St Peter Port Bus Terminus.

LMDC7B - CT PLUS

Rue de Galaad – Route de la Hougue du Pommier – Route de la Charruee – Rue Cohu – Route de Saumarez – La Haye du Puits - Route de Cobo – L’Aumone – Rue de Varendes (first drop-off, bus lay-by outside Grammar School) – Rohais – Les Gravees (De beauvoir) - St. Stephen’s Hill – Les Croutes – Kings Road – Mount Row – Prince Albert Road – Colborne Road – La Val des Terres – South Esplanade – St Peter Port Bus Terminus.

LMDC Secondary 8B - ISLAND COACHWAYS

Rue de Galaad - Les Grandes Rocques – Port Soif Road – Portinfer Road - Route des Pecqueries – Route de Pulias – Route de Port Grat – Les Dicqs - Route du Picquerel.

CYCLES AND MOTOR CYCLES

Permission to bring a motor-cycle to School is dependent on the limited parking capacity and will be granted by the Headteacher firstly to students in Year 11 and then Year 10 who do not live within a reasonable walking distance. Priority will be given to those involved in after school activities or attending College on a specific day of the week. This is regarded as a privilege and students who ignore road safety within the school site and close vicinity of the entrance will have such permission revoked.

Cycles and motor cycles brought to school must be in a road-worthy condition. Learner motor cyclists are required to undergo the Guernsey Motor Cycle Training Scheme. Cyclists and motor cyclists must observe the regulations laid down by the school to deal with arrival and departure, and must ride with due care and attention, at all times, to and from school. Those who live in the immediate environs of the school must not bring their machines to school.

The motor cycle parks and cycle racks are out of bounds at break-time and at lunch-time except for owners collecting and returning machines, when going home to lunch and returning to school afterwards. Cycles should be left tidily and locked up when in the racks; they must not be lent to, or borrowed by, other students. Due to space on site only Years 10 & 11 students can park on the school site.

We would hope parents support the school by insisting students wear appropriate safety headwear.

7. REWARDS AND SANCTIONS

Rewards

House Points

Any member of staff can award a house point to a student for:

- Independence
- Resilience
- Critical thinking
- Teamwork
- Creativity
- Reflection

We have many ways of recognising the traits listed above. Students may gain house points, certificates and other awards. We hold regular Rewards Assemblies where students are praised for their constant hard work, punctuality and regular attendance. We also celebrate student success in whole school and house group assemblies, as well as awarding special prizes at our annual prizegiving ceremony.

Misbehaviour

We set high standards in behaviour and parental support is essential in this. When children overstep the limits then sanctions such as restorative justice, reprimand, extra work and detentions are given. If the behaviour of a student causes particular concern we invite parents to discuss the problem with us. We inform parents if a student is sent out of a lesson on a regular basis. Parents are informed, too, of any after school detention, should one be given, because parents may have to make their own transport arrangements for the student to travel home afterwards.

Exclusion from school is a serious matter and is only used as a last resort or for extreme misbehaviour.

Student Leadership

Student leadership is an integral feature of the way students take part in our community. Undertaking a leadership role at La Mare De Carteret offers young people the opportunity to gain an additional professionally recognised qualification, the SSAT Student Leadership Award. Taking on such a role helps to develop our young people with skills for life, future learning and the world of work. We believe that young people have inner strengths and talents that will continue to grow through a wide range of leadership opportunities. At present we offer the following opportunities for students to develop skills and experiences through leadership:

- **Junior Leadership Team:** Comprised of the Head Girl and Head Boy and Deputy Heads who have been appointed through an interview process. This student leadership group is responsible for taking a whole school focus to make our school the best that it can be.
- **Prefects, KS3 Leaders, Ambassadors and Digital Leaders** who work to support and develop an area of school life that they are passionate about.

- **House Leadership Team:** Comprised of a House captain (Year 10) and representatives from each form tutor group within that house including Tutor Captains and Tutor Vice-Captains. These students work to ensure that student issues are addressed and that their house group achieves success.
- **Peer Mentors and Lunch Buddies** who are responsible for supporting students with friendship issues and any concerns that they may have to ensure that everyone is included within school.
- Health Champions who are responsible for co-ordinating and leading initiatives across the school to support peers with social, emotional and mental health and wellbeing.
- **Tour Guides and Events Ambassadors** who are responsible for meeting visitors and taking them around school to celebrate the achievements of students .
- **Enrichment representatives** who are responsible for ensuring that all students have the opportunity to participate in extra-curricular activities through positive encouragement and celebration of wider opportunities.

8. UNIFORM

We expect students to take a pride in their appearance and in being a member of the school community. The school readily accepts the need for parents' support for their children in maintaining a good standard of uniform and is appreciative of parent's efforts.

All items of clothing should be clearly marked with the child's name.

For your convenience the School is able to offer purchasing the School Blazer at a cost of £30.00. The School Tie will only be available to purchase via the School (Cost: £3.50). The rest of the uniform (including Blazer) however will be available from the usual Local Suppliers.

Special note regarding uniform

We have several areas of concern regarding uniform:

- Trousers should be of school style not leggings or jeans; jeans are characterised by patch pockets, obvious rivets, stitching etc.
- Shoes should be of traditional style, able to be polished and offer water protection and a degree of safety in the school setting including workshops and other practical areas. Black trainers are not acceptable. Low sided ballet shoes or similar are not acceptable footwear. Shoes should be comfortable enough to walk to school in and worn during the day. Trainers should not be worn at breaktime.
- Students should walk to and from school in uniform and not expect to collect it from lockers on arrival.
- All headwear should be removed upon entry into school.
- N.B. All students are expected to wear their Blazer at all times unless directed by a member of Staff.

Boys

- Blazer - Black with School Logo on left chest pocket
- Shirt - Plain White (Optional: Short sleeve in Summer Term)
- Tie - (Clip-on) Maroon/Blue diagonal stripes with House colour
- V Neck Pullover - (Optional) Maroon with School Logo (sleeved or non-sleeved)
Year 11 only may wear Black Pullover
- Trousers - Plain Black (loose fitting)
- Socks - Plain sober colour
- Shoes - Plain Black, of sensible safe style

Girls

- Blazer - Black with School Logo on left chest pocket
- Shirt or Blouse - (Blouse must have top button) Plain White
(Optional: Short sleeve in Summer Term)
- Tie - (Clip-on) Maroon/Blue diagonal stripes with House colour
- V Neck Pullover - (Optional) Maroon with School Logo (sleeved or non-sleeved)
Year 11 only may wear Black Pullover
- Skirt - Plain Black Pleated
- Or** Trousers - Plain Black (loose fitting)
- Socks/Tights - Plain sober colour
- Shoes - Plain Black, of sensible safe style (no boots, platforms, stiletto heel, canvas or ballet style slip-on shoes)

P.E. Kit - Boys

- Navy Blue/Sky Blue Falcon embroidered Polo Shirt
- Navy Blue/Sky Blue Falcon Shorts
- Navy Blue/Sky Blue Falcon Rugby Shirt
- Navy Blue with a Sky Blue top Football Socks
- Sports Trainers (not plimsolls)
- Football Boots
- Fitted Gum Shield (Strongly Recommended)
- Shin Pads
- Black Swim shorts

Optional Items (highly recommended)

- Navy Blue/Sky Blue ¼ zip up jumper
- Under layer
- Navy Blue Rainmac

P.E. Kit - Girls

- Navy Blue/Sky Blue Falcon embroidered Polo Shirt
- Navy Blue/Sky Blue Falcon Shorts
- Navy Blue/Sky Blue Falcon Rugby Shirt
- Navy Blue with a Sky Blue top Football Socks
- Sports Trainers (not plimsolls)
- Football Boots
- Fitted Gum Shield (Strongly Recommended)
- Shin Pads
- Black one piece Swimming Costume

Optional Items (highly recommended)

- Navy Blue/Sky Blue Falcon Skort
- Navy Blue/Sky Blue ¼ zip up jumper
- Under layer
- Navy Blue Rainmac
- Sports Bra

Design and Technology Subjects

- Aprons are provided.
- Strong shoes.

Art

- We advise you to provide an old shirt or smock as an overall.

Jewellery - The following regulations are supported by the Education Board and the School Committee.

Students are allowed to wear one small stud in each ear, flesh or transparent tunnels but not earrings or any other item that would constitute a health and safety risk. Please note that we do not allow any other face or neck piercings including tongue studs or any type of bar on Health and Safety grounds. Students wearing items such as eyebrow studs or nose studs or studs other than in the ear or bars will be required to remove them (not cover them) and the item will be confiscated until the end of the school day in the first instance.

No other jewellery including rings and bracelets is allowed on health and safety grounds.

Hair

Appropriately managed with health and safety issues in mind. Hair should be of one uniform natural colour.

No extreme styles.

‘Tramlines’ and other razored patterns are not allowed.

Grade 2 minimum.

Make-up and Nail Varnish

Must be discreet i.e. not visible. Students will be asked to remove obvious make up and coloured nail varnish.

9. DATA PROTECTION LAW

Personal data held by schools about students and parents is covered by the Data Protection (Bailiwick of Guernsey) Law 2001. This means that the data held about students must only be used for specific purposes allowed by Law. The headteacher for a school is registered as the data controller. This means that the school needs to comply with the requirements of the Law in collecting, processing and disposing of your personal information.

We are required to tell you about the types of data held, why the data are held and to whom it may be passed on.

The school holds information on your child in order to contact you at home on school related matters; to support your child’s teaching and learning; to record their educational progress; to give appropriate pastoral care and in order to assess the school’s overall progress.

The information held includes contact details, family details, attendance information and characteristics such as special educational needs and relevant medical history.

E-Safety

E-safety is not limited to school premises, school equipment or the school day. Neither is it limited to equipment owned by the school. E-safety is a partnership concern between the school, students, parents and carers, network providers and other local agencies.

Poor use of social media outside of school can often spill into the school day. We would ask all parents and carers to be vigilant of their child's use of social media and use it in a safe and responsible way.

Parents should be aware of the serious potential problems caused by inappropriate use of social networking sites. Age restrictions apply e.g. Facebook has a lower age limit of 13 and therefore is not available to Year 7. Police may be involved where threats or disputes between students are aired publicly.

Parents should be aware that students may NOT make images or videos of any school activity involving students or staff without specific permission of a member of staff.

10. KEY PERSONNEL

School Staff

| | |
|--------------------------|---|
| Headteacher | Mrs. V. Godley |
| Deputy Headteacher | Mr. D. Cleary |
| Assistant Headteachers | Mrs. V. Tomlin Mrs. J. Divers Mr. D. Park |
| School Administrator | Mrs. J. Liddle |
| Heads of House | Mr. J. Dodd - Cobo Mrs. T. Kincaid - Rocquaine Mrs. K. Vaudin - Vazon |
| Inclusion Manager | Mrs. L. Adkins |
| Intervention Coordinator | Mr. M. Foulds |

Queries or Difficulties

Parents may wish to consult with members of staff at times other than scheduled Parents' Evenings. They are always welcome to do so but it is requested that all such queries should go through the School Office.

It is emphasised that parents should not hesitate to contact the school, so that they may be put in touch with the appropriate person to help.

The Headteacher and Senior Team are always pleased to see parents but it may be more appropriate, if you have an enquiry relating to school work, to meet the Form Tutor, Head of House or a Subject Teacher.

Any complaints should be addressed, in the first instance, to the Headteacher.

We expect all members of our school community to treat each other with respect. Where parent/carer's conduct in school does not come up to this important value, we will restrict access to school by appointment only.

Parent Forum

We are committed to working in close partnership with parents so that we can improve our school with the input of all stakeholders. It is vital to our success that we build community links and engage parents so that there is a strong partnership between the school and the community we serve. The parent forum sits every half term to discuss a range of issues that are determined by parents. We will confirm the time, date and agenda for each parent forum on the school website and via group call.

La Mare De Carteret High School Committee

La Mare De Carteret High School Committee is enclosed in the Education (Schools Committees) (Guernsey) Ordinance, 1970. Although some of its responsibilities are now undertaken by the Education Services it remains a very essential part of the monitoring of the school.

Its main functions presently are to support how well the school is being conducted. This can cover any aspect of school life, from the conduct and discipline of the school and how the curriculum is being delivered to the maintenance of the buildings and furniture and equipment. Although this is a duty under the Law it does not give members of the school committee powers to take any action other than to report the matter on to the Education Board and to request the Board to take action.

The School Committee consists of representatives of those Parishes who have students attending the school. School Committee members are elected by each Parish for a term of three years.

The School Committee meets at least once a school term and maintains contact with the Headteacher and members of the senior staff also with the Education Board. During the school year the Committee inspects both the interior and exterior of the school building and makes recommendations to the Board for repairs and upgrades. Members of the School Committee attend various school events.

The following are current members of the School Committee:

| | |
|-------------------|----------------------------------|
| Headteacher | Mrs. V. Godley |
| Dep. M. Lowe | (Vale) |
| Mr. A. Harris | (St. Sampson) |
| Mrs. A. Cox | (Castel) |
| Mr. T. Langlois | (St. Pierre du Bois) |
| Mrs. A. Nippers | (St. Saviour) |
| <i>iba</i> | (Forest) |
| Mrs. S. Aldwell | (Torteval) |
| Mr. D. Le Moignan | (St. Peter Port) |
| Mr. C. Meerveld | (Education Board Representative) |

Appendix: This is a separate document to be distributed to Adults working in School, Students and Parents

ANTI-BULLYING POLICY

AIM

We wish to make it clear to students that bullying is unacceptable. We want every student to feel safe and happy in school, and to feel protected when at risk.

What is Bullying?

Bullying is repeated behaviour that makes other students feel threatened or uncomfortable – no matter whether it is intended or not.

The three main sorts of behaviour are:

1. Physical e.g. hitting, kicking, taking or hiding belongings (including money).
2. Verbal e.g. name calling, teasing, insulting, writing unkind notes.
3. Emotional e.g. being unfriendly, excluding, tormenting, spreading rumours, looks.

Students react differently. It is difficult to tell if some students are hurt or upset.

Possible Signs

Students who are being bullied may change their behaviour. They may become shy or nervous, pretend to be ill or avoid other students. Their work may suffer as they are unable to concentrate well. In extreme cases they may truant from school.

What do you do if bullying is going on?

Tell someone – normally the form tutor of the student being bullied or any other adult working in the school. We will listen to anyone who tells us that a student is being bullied, and action will be taken. That action will be swift but sensitive. Not telling protects the bully, and encourages them to continue bullying and even find more victims. So keeping quiet about bullying will lead to more bullying.

To Students

If you are being bullied, or you know someone who is being bullied, tell an adult working in school. The bullying will then be dealt with.

To Parents

If you suspect your son or daughter is being bullied let their form tutor know straight away. We will deal with the bullying sensitively but firmly. If we think that bullying has become a serious problem for a student we will contact you and discuss together how the problem can be solved.

To Adults in the School

If you suspect someone is being bullied, talk to the student concerned. Ask this student what is going on, and notify the form tutor of the problem. Be aware of times when students are more likely to be bullied – breaks and lunchtime can be difficult times, as well as changeovers. Be aware of places where students are more likely to be bullied – corridors, cloakrooms, toilets and play areas.

What Will Happen When Bullying is Going On?

It will be made clear

- to the victim that revenge is not allowed
- to the bully, that his/her behaviour is unacceptable and has caused distress.

Both victim and bully will be spoken to, and given clear understanding of the need to avoid further bullying. Students will be told to let their parents know that there has been a problem. If the bullying behaviour continues, then sanctions will follow and the school will notify parents of both students of the repeated nature of the bullying, and the action being taken by the school. Sanctions will be in line with the School Behaviour Policy, the least sanction being a lunchtime detention, the final sanction being exclusion from school. Even when sanctions have been applied, the bully and victim will receive support in the form of counselling to prevent the repetition of the bullying.