

St Mary's School

Information Booklet

2026-2027



Nurture ~ Inspire ~ Achieve



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Welcome to St Mary's School

Welcome to St Mary's School!

I would like to take this opportunity to welcome you as Parents and Carers to St Mary's School. We are looking forward to working in partnership with you to support all aspects of your child's learning. The aim of this handbook is to give you an overview of life at our school. The information contained in this booklet is correct at the time it was reviewed (June 2026), but we are constantly developing and improving on what we do, so if you are unclear about something, or if you think something may have changed, please ask.

St Mary's is a lovely school, and I am proud to be the Headteacher of such a caring and vibrant school community. We have friendly and motivated children, a dedicated and hardworking staff team, supportive parents and a spacious outdoor environment. The school is a caring, friendly, and happy school, where the children can enjoy their learning, and be successful. Our teachers are proud of our school and are fully committed to providing your children with the best opportunities for learning, and we expect you to work with us and support us as we aim to give your children the skills to be the best they can be.

Parent partnership is an essential part of what we do, and we always welcome feedback and conversation about what we are doing well and how we can improve. If you ever have any questions or concerns, please do not hesitate to come and talk them through with us. It is vital that, right from the start, we work together in partnership and support one another, for the benefit of your child.

Many thanks,

Maria Stegenwalner
Headteacher
June 2026

General Information About St Mary's School

St Mary's Primary School

The school is in the Parish of St Mary, to the north-west of the Island. The parish is rural, with coastal aspects, and a combination of private housing, small housing estates, farms and tourist facilities. The school is located next to the Parish Hall and the Community Centre, at the heart of the parish. We make the most of our links with the parish, going out to learn in the community and welcoming members of the parish who come in to school to enrich the children's learning experiences.

The original school building dates back to 1901 and is well known throughout the island for its iconic frontage which still shows the original French 'Ecole Elementaire' and the doors with the signs 'Garçons' and 'Filles' over the top. The building developed throughout the 20th Century, with new buildings added throughout that time. In 2019 the school began a building and renovation project to update the school facilities, and this was completed in early 2021 and has provided interior renovation of the 1901 and 1927 buildings, and the rebuilding of the Foundation Stage and Key Stage 1 classrooms and the building of a new Nursery. The whole project is designed to be sympathetic to the style of the original building.

St Mary's Primary School is financed and maintained by the Government of Jersey's Children, Young People, Education and Skills Department. It caters for approximately 160 children between the ages of 3 and 11.

Entry to our school is in accordance with current Authority policy; that is, siblings of existing pupils are offered places in Year Reception first of all, then children living within the published catchment area. Parents of children living outside the area are free to apply for a place at the school and we will be pleased to accommodate them if we have room.

Authority Address

Children, Young People, Education and Skills Department:
Union Street
St Helier
Jersey
JE2 3DN
Tel: 01534 445504

Email: education@gov.je



School Staff

St Mary's School Staff - September 2026

Headteacher	Ms Maria Stegenwalner
Deputy Headteacher and Special Educational Needs Coordinator + Designated Safeguarding Lead	Ms Rachel Le Seelleur
Nursery Teacher	Ms Abbie Stephens
Reception Teacher + EYFS lead	Mrs Sarah Le Moignan
Year 1 Teacher	Mrs Laura Ahier
Year 2 Teacher	Miss Emma Rogers
Year 3 Teacher and Key Stage 1 Leader	Mrs Laura Webb
Year 4 Teacher	Mrs Nicky Atkey-Smith
Year 5 Teacher	Ms Kerry Sangan
Year 6 Teacher and Key Stage 2 leader	Mrs Rachel Smith
Nursery Officer	Mrs Bethany Martin
Reception Assistant	Miss Amie Godwin
Additional Teaching Staff	Mrs Rebecca Bailey Mrs Sue Titherington Mr Mike Hayward
Emotional Literacy Support Assistant	Mrs Nikki Betts
Lead First Aider and Learning Support	Mrs Felicity Jones
Teaching Assistants and Key Workers	Mrs Linda Brennan Mrs Sue Coupel Mrs Carolynne Yeboah Mrs Kinga Sullivan Mrs Sheila Crowsley Mrs Lisa Gavin Miss Sophie Dave
School Secretary	Mrs Elle Gleave
School Business Manager	Mrs Emma Billot
Caretaker	Mr Tony Grice
School Cleaner	Mrs Jan Nairn
Breakfast Club Team	Mrs Felicity Jones Mrs Sue Coupel

Our Vision and Values

Nurture Inspire Achieve

At St Mary's School we aim to celebrate every child as an individual, and nurture them so that they are kind, confident and resilient and able to thrive in the world we live in.

We aim to provide inspiring learning and life experiences that enrich childhood, so that our children achieve well, and are balanced, enthusiastic, and responsible individuals who make a positive difference in the communities in which they live.

Kindness Empathy Enthusiasm Creativity Resilience Progress

At St Mary's School, our core values guide everything we do. We believe every child deserves to be valued as an individual and to experience high-quality learning that challenges, motivates and inspires them to be the best they can be. Our children are at the centre of all our decisions, and we provide a safe, secure environment where everyone can flourish.

Our children grow into confident, responsible members of our community through a supportive, inclusive and creative learning environment that meets the needs of all learners. We listen to and care for one another—our children, families and the wider community—and we work together to ensure everyone succeeds. We are proud to be part of the St Mary's team and want everyone to feel the same.

We do this by:

- Nurturing every child and valuing them for who they are
- Providing high-quality teaching so children make excellent progress, with high expectations for all learners
- Offering a broad, balanced and relevant curriculum that uses our island and local community as a learning resource
- Making decisions that put children's best interests first and ensuring their voices are heard
- Welcoming and encouraging strong partnerships with parents
- Prioritising the well-being of both children and staff
- Working together as a united team

We are a Rights Respecting School, where children's rights are learned, taught, respected, protected and promoted. We are proud to have achieved the Silver Award.

School Organisation

St Mary's School caters for children aged 3 to 11 across eight classes, with approximately 160 pupils on roll.

We have a dedicated team who work together to support our school vision and aims. The school is led by the Headteacher, Ms Steg, the Deputy Headteacher, Ms Le Seelleur, and our Senior Teacher, Mrs Smith. They are supported by Key Stage leaders and the wider staff team, all of whom play an important role in the smooth running of the school.

At the Meet the Teacher session each September, teachers will explain the best ways and times to contact them. After school is usually the most suitable time, as mornings are used for preparing lessons and teachers are unable to speak once the school day begins.

Term dates are available on the Government of Jersey website and are also shared through our school newsletters.

Key Stages at St Mary's School

We have three Key Stages:

Early Years Foundation Stage (EYFS), Key Stage 1 (KS1) and Key Stage 2 (KS2).

Early Years Foundation Stage (Nursery & Reception)

Led by Mrs Le Moignan

Children develop positive attitudes to learning through carefully planned activities that encourage exploration, creativity and active learning. Both indoor and outdoor environments support a balance of child-initiated play and adult-led learning, tailored to individual needs and interests.

Key Stage 1 (Years 1 & 2)

Led by Mrs Webb

Children begin working within the Jersey Curriculum, building on the structured play and early learning experiences from EYFS. Learning becomes more formal while still offering cross-curricular opportunities.

To support a smooth transition, Mrs Webb also oversees **Year 3**, where children move into Key Stage 2.

Key Stage 2 (Years 4, 5 & 6)

Led by Mrs Smith

Children continue to deepen their knowledge, skills and understanding across a wide range of subjects, with strong cross-curricular links that help them make sense of the world around them.

Jersey Curriculum Subjects (KS1 & KS2)

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

Each term, parents receive information about what their child will be learning, helping you stay informed and support learning at home.

Starting School and Transition

Starting School

When your child joins St Mary's, we ask you to complete a registration form with key information such as medical details and emergency contacts. We check this information annually, but please let us know straight away if your address or daytime contact numbers change. It's also important that we are aware of any circumstances that may affect your child at school so we can support them appropriately.

Transition

Supporting children through change is an important part of their wellbeing and learning. We have strong transition processes in place to help children feel confident when starting school and as they move from one year group to the next.

Nursery and Reception

Parents of children starting Nursery or Reception are invited to a welcome meeting to meet the staff and learn more about the school.

- Reception: Children take part in two small-group "pop-in" sessions in June/July to meet their teachers and explore their new classroom.
- Nursery: Children begin in September with short sessions that gradually increase as they settle. Although all children are entitled to 30 hours, some may need a slower start for their emotional wellbeing. Staff and parents work closely together to agree the best pace for each child. Most children attend full-time by the end of September, though a flexible plan may be used in exceptional cases.

Moving Up Through the School

At the end of each school year, all children take part in two Move Up Days, where they meet their new teacher and spend time in their new classroom. This helps reduce any worries the children may have and prepares them for the year ahead.

Transition to Secondary School

At the end of Key Stage 2, children move on to secondary school. Our catchment school is Les Quennevais, and we work closely with their staff to ensure a smooth transition into Year 7. Additional support, such as extra visits and meeting key staff, is available for children who need it.

Learning in the Early Years Foundation Stage

Learning Through Play

"Play is the beginning of knowledge." – George Dorsey

Young children learn best when they play, explore and use their imaginations. We create a safe, welcoming environment where children can discover new things, follow their interests and enjoy learning indoors and outdoors. We get to know each child well so we can plan meaningful next steps and spark their curiosity. Every day brings chances to create, investigate, wonder – and get messy.

Continuous Provision

Our learning is shaped by the children's interests and the Early Years Curriculum. High-quality play helps children develop language, problem-solving, social skills, resilience and confidence. Alongside play, we include short, focused activities to teach key skills in reading,

writing, maths and motor development. This balance helps children grow as independent, enthusiastic learners.

Nursery

Children enjoy a mix of play, carpet time and small-group activities. We read stories, sing songs and give children time to talk about themselves and their ideas.

Reception

Reception follows the same play-based approach, with added daily phonics (Read Write Inc) to learn sounds, blending and early reading. Children explore mark-making, writing, drawing and develop both fine and gross motor skills. We also use Drawing Club and Helicopter Stories to build imagination, storytelling and early writing in joyful, creative ways.

In maths, children learn through games, real-life experiences and hands-on exploration of number, shape, measure and mathematical language.

Above all, we want your child to feel happy, secure and ready to learn.

“It is fun to have fun.” – Dr Seuss

Partnership with Parents

Your child thrives when school and home work together. We aim to be approachable and supportive, and we encourage you to talk to us about any concerns—small worries are easier to solve early.

If teachers are busy at drop-off or pick-up, please arrange another time to talk by calling or emailing the office:

- 01534 481690
- admin@stmary.sch.je

We communicate regularly through newsletters, emails and our website, and staff meet weekly to ensure consistency and support for every child.

Parents in School

Parents are warmly welcomed to help in school—whether joining trips, supporting reading, or helping with creative activities. Children love seeing adults work together for their benefit. For school trips, volunteers may support any class. Drivers need business insurance cover and a DBS check.

DBS Checks

If parents help out regularly, they will need a ‘police check’ (DBS). This can be arranged in school. If you would like to volunteer regularly, please talk to Mrs Billot and she will arrange for you to register for a DBS check.

Keeping You Informed

We value open communication and believe parents play a vital role in their child’s learning. Throughout the year, we provide regular opportunities to share information about your child’s academic progress and wellbeing.

At the start of the year, parents are invited to a Curriculum Evening to meet the teacher and learn about expectations for the year ahead.

We hold Parents' Evenings twice a year. The first, in October, focuses on settling in and how learning can be supported at home. The second, in June, reviews progress and next steps. Children in Years 3–6 may attend the June meeting if parents feel this is appropriate. Nursery to Year 2 children should not attend.

A written report is shared with parents before the end of the Spring Term, highlighting strengths, areas for development and attainment. Parents are encouraged to contact the class teacher or Headteacher if they wish to discuss the report further.

Working Together and Sharing Concerns

At St Mary's, we believe that the best outcomes for children come from strong, open partnerships between home and school. Parents are always welcome to speak to staff about any questions, worries, or concerns.

Small issues are often easily resolved when shared early, so please let us know if your child is feeling unhappy or anxious about any aspect of school life. In the first instance, concerns should be discussed with your child's class teacher. If further clarification is needed, parents should then contact the Key Stage Manager. Following this, concerns may be referred to the Headteacher.

We ask parents to work with us by:

- Supporting good attendance and punctuality.
- Ensuring children come to school properly equipped and in the correct uniform.
- Promoting a healthy lifestyle. Letting school know about any outside factors that may affect a child's wellbeing, behaviour, or learning.
- Encouraging a positive and independent attitude to homework.
- Supporting our ethos of mutual respect.
- Promoting a positive attitude towards school and learning.

Getting Involved

We are relaunching our Parent Staff Association (PSA) to support good communication between home and school, and to help to raise funds for items that enhance learning at St Mary's. Everyone is welcome to the committee meetings, and we look forward to your support at PSA events.

We are always keen to work in partnership with parents to help us improve what we do. We also understand that families are busy and may not be able to attend regular meetings.

If you would be happy to be part of a small focus group and share your views through occasional surveys during the year, please let your child's class teacher know. Your feedback is valued and helps shape our ongoing development.

Our School Day

Start and Finish Times

- Nursery & Reception: 8:45–2:45 (drop-off from 8:40)
- Years 1–3: 8:50–3.10 (drop-off from 8:40)
- Years 4–6: 8:45–3:00 (drop-off from 8:30)

Registration is at 8:50 for Years R–3 and 8:45 for Years 4–6.

Arriving at School

To keep everyone safe and the traffic flowing:

- Nursery & Reception: Park in the Community Centre car park. Nursery children go to the Nursery entrance; Reception to the green gate.
- Years 1 & 2: Drop off on the loop by the Community Centre
- Years 4 & 5 (and any younger siblings): Drop off on the loop by the Community Centre
- Year 6 (and any siblings) and Year 3 (and any younger siblings): Drive through the Parish Hall car park and drop off on the grassy area.

Please park safely, reverse into spaces where possible, drive slowly and never double-park.

Do not drop off in front of the school, in the Parish Hall car park or the church car park unless the school has advised you to.

End of the Day

Collection arrangements

- Nursery & Reception: Collected from the Nursery entrance / green gate at 2:45pm
- Years 1 & 2 (and older siblings), and Years 4 & 5: Collected from the Community Centre car park
- Year 3 (and older siblings) and Year 6: Collected from the school car park via the Parish Hall entrance

Any child not collected by **3:15pm** will wait in the library and families will be contacted.

Children will only be released to a **parent or named carer**. If someone different is collecting your child, please inform the school office in advance.

Children in **Years 5 and 6 only** may walk or cycle home independently, but parents must notify the class teacher or the school office in writing.

Parking and keeping the roads clear

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

Please help make the roads near St Mary's School as user friendly and safe as possible:

- Never drop your children off at the school gate on the main road or the Parish Hall car park;
- Nursery & Reception parents park considerately in the Community Centre, and return to the car swiftly after drop off and when picking up, so that others may park after you;
- Year 1 & 2 parents drop your children off to the waiting adult at the Community Centre;
- Year 4 & 5 parents drop your children off at the Community Centre entrance, and at pick up drive round in a loop if your child is not there waiting.

- Year 3 & 6 drive through the Parish Hall Car Park, drop your child on the grassy area, and exit via the school playground.

The system only works if everyone plays their part and behaves responsibly.

Break and Lunchtime

Children go outside whenever possible, so please ensure they have a **coat all year round**, and **sun hats and sun cream during warmer weather**.

Morning Snack

- **Nursery:** Daily snack preparation and tasting (£35 per term)
- **Reception:** Children should bring a fruit or vegetable snack
- **Years 1–6:** Fruit or vegetables only for morning break

Lunch: 12:00–1:00

Children may bring a packed lunch or order a hot meal from **Apetito (£2.50)**. Younger children eat first and are given extra time if needed. Lunch is followed by outdoor play, with Years 5 and 6 having a slightly longer break.

Hot lunches must be **ordered and paid for in advance via ParentPay**.

Attendance and Punctuality

St Mary's School is proud of the high levels of attendance and punctuality achieved by our pupils. Regular attendance has a significant impact on children's wellbeing, confidence, and ability to learn, helping them start each day settled and ready to engage.

We work closely with our Education Welfare Officer to monitor attendance and punctuality, meeting each half term to review patterns and offer support where needed. From time to time, the Education Welfare Officer may also come into school to meet parents and is always happy to discuss any concerns.

Leave of Absence

The Department for Children, Young People, Education and Skills provides clear guidance regarding leave of absence during term time. Wherever possible, holidays should be taken during official school holiday periods.

If you wish to request leave of absence during term time, a pupil absence form must be completed and submitted to the Headteacher before any bookings are made. Forms are available from the school office. The school will confirm in writing whether the absence has been authorised.

Each request is considered individually, taking into account:

- The length of absence requested
- The child's attendance record
- The possible impact on learning, progress, and wellbeing
- The specific circumstances of the request (for example, bereavement or family illness)

The Headteacher may authorise absence in limited circumstances, including:

- Parental employment in seasonal or essential services
- One-off family events

- Unforeseen or exceptional circumstances, such as bereavement or serious illness

We recognise that taking holidays during school holiday periods can be challenging for some families. However, term-time absences can be unsettling for children and often disrupt learning. We therefore strongly encourage families to plan holidays during designated school breaks whenever possible.

Sickness

If your child is unwell and unable to attend school, please inform the School Secretary as soon as possible, stating the reason for absence. This can be done by:

- Email: admin@stmary.sch.je
- Telephone: calling or leaving a voicemail message

If we have not been notified by 9:30am, school staff will contact parents. For safeguarding reasons, we must receive a confirmed reason for every day of absence.

Travelling to and from School

We encourage children to walk, cycle or scoot to school where possible. This supports healthy lifestyles, independence and helps reduce congestion and parking pressure around the Community Centre.

Cycling and Scooters

To keep everyone safe, we ask families to follow these simple guidelines:

- Bikes and scooters must be roadworthy
- Helmets must be worn at all times
- Routes should be planned in advance using road-safety guidance (see the Jersey Police website)
- Children travelling independently should be road aware and ideally have completed Bikeability (Silver level). If not, they should be accompanied by an adult
- All riders must dismount on arrival at the school gates – riding on school premises is not permitted.

Bikes and scooters are brought to school at the owner's risk. Children are encouraged to lock them securely using the cycle racks provided.

Dogs

We kindly remind parents that **dogs are not allowed on school premises**. Children should not approach or stroke dogs during drop-off or collection unless closely supervised by their parent. Dogs you may occasionally see on site are part of carefully planned school activities, with appropriate risk assessments in place.

Thank you for helping us keep our school community safe, calm and welcoming for all.

Healthy Eating

We aim to promote healthy habits and positive routines that support children's wellbeing and learning.

Healthy Eating at School

To help make lunchtimes calm and enjoyable, we encourage parents to provide healthy, manageable lunches that children can open and eat independently. Please include any necessary cutlery and, if helpful, a napkin to use as a placemat.

Chocolate, sweets and fizzy drinks are not permitted in lunches or snacks. Children are encouraged to eat what they feel comfortable with, and dry leftovers are sent home to help you gauge how much your child is eating. We support children with clear expectations and good manners at the table.

Examples of a healthy lunchbox might include:

- A wholemeal sandwich with cheese, chicken or hummus, carrot sticks, a piece of fruit and water.
- Pasta or rice salad with vegetables and protein (such as tuna or beans), yoghurt and fruit.
- A wrap with lean meat or salad filling, cucumber or pepper slices, a homemade muffin or flapjack, and water.

You may find further lunchbox ideas on the NHS Healthier Families website.

Allergies

As we have children with nut allergies, we ask that no products containing nuts are brought into school, including class treats.

Water and Hydration

Healthy eating and drinking support both physical development and learning. Children should bring a labelled water bottle each day. Water only is permitted during the school day; squash and juice may be included for lunchtime. Please take bottles home regularly to wash and refill.

Treats and Celebrations

We ask that children do not bring sweets or chocolate to school. For birthdays or special celebrations, families may (but are not expected to) send in individual or pre-cut treats to be shared at the end of the school day and taken home. A thoughtful alternative is donating a book for the class.

Party Invitations

We love seeing friendships grow. To help avoid disappointment, we ask that party invitations are not handed out during the school day. Due to data protection, the school is unable to share class contact details.

Breakfast Club

St Mary's School offers a Breakfast Club for up to 24 pupils before school. Children enjoy a healthy breakfast followed by calm activities such as games, arts and crafts.

Breakfast Club runs during term time from 7:30–8:30am and is open to pupils from Reception upwards. To support younger children with settling into school life, Reception pupils usually join after October half term, or once staff feel they are ready to manage both Breakfast Club and a full school day.

For further information, please contact Mrs Billot or Mrs Gleave in the school office on 481690.

After School Provision

The Kids Club

The Kids Club is based at the Community Centre and provides after-school care 3:00–5:30pm, as well as holiday provision from 8:30am–5:30pm. Children from St Mary's School are given priority for places, and the club is open to pupils from Reception upwards. For details, contact Nia Percy on 485897.

Sports Bug

Sports Bug offers an activity-based after-school and holiday club based at La Moye School. Transport is provided from St Mary's at 3:00pm, with collection from La Moye. For more information, contact Danny at info@sportsbugjersey.co.uk.

School Uniform

We aim to keep our school uniform as simple, affordable and accessible as possible. Our main colours are royal blue and grey. While grey is widely available on the high street, royal blue can be harder to find, so we accept a range of suitable alternatives. Families who prefer royal blue jumpers or cardigans may find them online at retailers such as Tesco, Sainsbury's or George.

We recognise that some children, including those with sensory needs, may find traditional uniform uncomfortable. Where this affects learning, we offer flexibility for children to wear practical, appropriate alternatives, as outlined below.

Children may wear either school uniform or suitable learning clothing that is comfortable, safe and appropriate for school life.

Uniform Expectations

Nursery and Reception

- Royal blue or plain blue sweatshirt
- Clothing suitable for all activities, including outdoor learning
- Wellington boots (kept in school)

Key Stage 1 and Key Stage 2

- Royal blue or navy V-neck jumper or cardigan
- White polo shirt
- KS2 may also wear a white shirt and school tie

- Grey or black trousers, shorts or skirts
- Sensible black shoes
- Velcro fastening for Reception and KS1
- No heels, trainers or ballet pumps
- Grey or white socks

Optional Items

- *Winter:* Grey or navy pinafore dress, grey tights
- *Summer:* Pale blue, royal blue or navy and white check dresses

PE Kit

Children in Years 1–6 come to school wearing their PE kit on PE days.

- Royal blue, navy or black PE shorts
- White polo shirt
- Plain trainers (no fashion trainers or high-tops)
- Plain blue tracksuit (Years 1–6)

Sensory-Friendly Uniform Options

To support children who find uniform challenging, suitable alternatives include:

- Plain black trousers
- Plain white or black t-shirt
- School hoodie (available from Lab-6: <https://lab6.co.uk/st-marys/>)
- Sensible, closed-toe black shoes

Clothing Expectations (Non-Uniform and Dress-Down Days)

All clothing worn in school must be appropriate for the school environment:

- No crop tops, short shorts, off-the-shoulder tops or padded bras
- No slogans, logos or fashion images
- PE clothing to be worn on PE days
- No make-up, jewellery or flip-flops
- Clothes should allow for safe, comfortable play

Jewellery, Hair and Appearance

- Jewellery should not be worn, except plain ear studs (one per earlobe)
- Medic-alert bracelets are permitted
- Watches may be worn from Year 2 Fitbits and smart devices are not allowed
- Long or shoulder-length hair must be tied back
- Hair accessories should be blue, black or white
- Beads in hair are not permitted

Temporary tattoos, transfers and nail varnish should not be worn in school.

Art and Craft Aprons

Children should have an apron or overall for art and craft activities. A purpose-made apron or an old shirt with shortened sleeves is suitable. Aprons should stay in school during term time and be taken home to wash at the end of each term.

Mobile Phones and Personal Items

Mobile phones are not permitted in school. If a phone is needed for a specific reason, it must be handed to Mrs Billot at the school office at the start of the day and collected at the end.

Children should not bring valuable, sentimental or electronic items to school unless agreed in advance for a specific activity. The school cannot accept responsibility for personal items brought in without permission.

Keeping Children Safe

The safety, wellbeing and happiness of every child is our highest priority at St Mary's School. We work hard to create a caring, inclusive and secure environment where children feel safe, valued and ready to learn.

Safeguarding and Child Protection

St Mary's School is fully committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are trained in safeguarding and share responsibility for keeping children safe.

Our Designated Safeguarding Lead is Ms Le Seelleur, who oversees all safeguarding and child protection matters. Parents are welcome to contact her with any concerns or questions about a child's safety or wellbeing.

Site Safety and Visitors

To help keep everyone safe:

- All visitors (including parents) must sign in and out at the main entrance using our electronic system and wear a visitor badge
- Children arriving late or leaving during the school day must also be signed in or out by an adult
- The front door remains locked during school hours, with access managed by the school office
- We hold regular fire drills and have clear evacuation procedures in place.

These systems help us keep accurate records and ensure everyone is accounted for in an emergency.

Digital Safeguarding

Keeping children safe online is an essential part of modern education. From Reception to Year 6, children are taught how to use technology safely and responsibly. We also provide guidance and information sessions for parents to help them stay informed about online risks.

Our school works closely with Child Exploitation and Online Protection (CEOP), and helpful advice for families can be found at www.thinkuknow.co.uk.

Data Protection

We take data protection seriously and comply fully with the **Data Protection (Jersey) Law 2018**. Personal information is collected only to meet statutory requirements and support children's education. Our full Privacy Notice is available on the school website or from the school office. Parents may update or withdraw consent at any time.

Inclusion, Behaviour and Anti-Bullying

Positive Behaviour

We believe children learn best in an environment built on **respect, responsibility and kindness**. At St Mary's, everyone has:

- the **right** to learn
- the **responsibility** to behave well
- the expectation of **mutual respect**

Each class creates a yearly **Class Charter**, giving children shared ownership of behaviour expectations.

Positive behaviour is celebrated through praise, displays, assemblies and communication with parents.

Managing Behaviour

Our three simple school rules apply in all settings: **Be Ready. Be Respectful. Be Safe.**

Most behaviour issues are resolved with gentle reminders and support. When further help is needed, staff follow a clear, graduated approach which may include time to reflect, restorative conversations, and—where appropriate—discussion with parents.

Serious incidents (such as physical violence, racist language or bullying) are rare but are dealt with promptly by senior staff, and parents are always informed.

Counter-Bullying

Bullying of any kind is **not tolerated**. We actively teach children how to recognise, prevent and report bullying through PSHE lessons, assemblies and pupil voice initiatives such as School Council and Playtime Pals.

If you are worried about bullying—whether raised by your child or noticed at home—please talk to us as soon as possible. Early communication helps us act quickly and effectively.

Special Educational Needs and Inclusion

We are an **inclusive school** and aim to meet the needs of all learners through high-quality, adapted teaching. Some children may require additional or short-term support and may be placed on our Special Educational Needs Register in discussion with parents.

Our **SENCo**, Ms Le Seelleur, works closely with families, staff and external agencies to ensure children receive the right support at the right time.

Health, Medical Needs and First Aid

Parents must inform the school of any **medical conditions or health needs**. Where necessary, we work together to create a **medical care plan**.

- Most medication should be given at home
- Inhalers are kept in class to promote independence
- ADHD medication must be provided in original packaging and handed to the school office

We have trained **First Aiders on site**, and parents are always contacted if medical attention is required.

Illness and Infection Control

Children with infectious illnesses should remain at home until fully recovered. Children experiencing vomiting or diarrhoea must stay home for **48 hours after the last episode**. Please inform us of infectious illnesses so we can notify other families where appropriate.

Sun Safety

We take sun safety seriously and want children to be able to enjoy outdoor play safely and comfortably during warm weather.

On sunny days, please ensure your child:

- Comes to school wearing sun cream already applied
- Brings a sun hat to school

We operate a clear “No Hat, No Play” policy during periods of strong sunshine. Children without a suitable hat will be asked to remain in shaded areas of the playground to protect their skin.

Only full sun hats are acceptable. Visor-only hats do not provide enough protection. The most effective options are:

- Legionnaire-style caps (with a flap at the back)
- Bucket hats

Thank you for helping us keep children safe while still enjoying outdoor play.

Head Lice

Head lice are a common and entirely normal part of childhood, particularly in young children, and their presence is not linked to cleanliness. Even with careful prevention, they can occasionally occur.

To help reduce the spread:

- Children with shoulder-length or longer hair must keep it tied back during the school day
- Parents are encouraged to check their child's hair regularly at home using a fine-toothed comb

If head lice are noticed at school, parents will be sensitively informed, and we ask that treatment is started promptly. We work closely with families and approach this discreetly and supportively, recognising that this can happen to any family at any time.

Guidance and advice on detection and treatment are available from <https://www.nhs.uk/conditions/head-lice-and-nits/>

Mobile Phones and Valuables

Mobile phones and valuable items should **not** be brought into school unless agreed in advance. Any approved phones must be handed in at the school office for safekeeping.

Anything Else?

We hope this handbook helps you feel confident about how we care for and protect your children. If you have any questions or concerns, please speak to your child's teacher or contact **Mrs Billot or Mrs Gleave** at the school office:

✉ admin@stmary.sch.je