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

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We strive to be a Rights Respecting School and fully endorse the United Nations Convention of the Rights of the Child (UNCRC). Articles of the UNCRC can be found here: https://www.unicef.org.uk/what-we-do/un-convention-child-rights/

2. SCHOOL CALENDAR AND SCHOOL DAY

2020

Autumn Term Begins (Staff)	Inset Days	1st – 3rd September
Year 7	Friday	4th September
Autumn Term Begins (Students	Monday	7th September
Half Term	Monday to Friday	26th October – 31st October
Term Ends	Tuesday	22nd December

2021

Spring Term Begins (Students)	Tuesday	5th January
Half Term	Monday to Friday	8th – 12th February
End of Term	Thursday	1st April
Good Friday	Friday	2nd April
Easter Monday	Monday	5th April
Summer Term Begins (Students)	Tuesday	20th April
May Day	Monday	3rd May
Liberation Day	Sunday	9th May
Half Term	Monday to Friday	31st May – 4th June
End of Term	Friday	16th 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

In order to align with all secondary States schools <u>all</u> students are expected to remain on school site during the lunch hour unless parents have picked up the student from school or sent a letter to inform of a medical appointment which must be shown to their tutor or the school office. If students leave the site without permission it will be deemed a safeguarding issue and will be dealt with accordingly.

As an accredited Healthy School, the school is mindful of the Children Law (2010), The Young People and Children's Plan (2016-2022) and the Obesity Strategy (2016-2023) which require schools to promote healthy eating. We provide a dining area with a drinks machine and water coolers around the school. 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 our Food in School Policy and Packed Lunch Toolkit. Awareness in our school

and in support of those students identified Anaphylaxis **we endeavour to maintain a nut free environment** in school and would ask parents to give due consideration when preparing packed lunches. 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.

Please note that nuts, chewing gum, fizzy drinks and energy drinks are not allowed in the building.

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 Big Picture Curriculum. The Big Picture curriculum prepares learners for the complexities of the world outside the classroom. The curriculum is a curriculum for all children of all abilities and needs with entitlements to ensure children become: successful learners, confident individuals, responsible citizens and effective contributors.

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 (year 11 only), Careers, PE and PSHE is offered through whole school approaches 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 opportunities during their schooling to explore the world of work.

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. Our inclusion manager develops personal learning plans for

students with individual needs.

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 to provide support through the options process and in their final year at school.

Learning Beyond the Classroom

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

At La Mare De Carteret High School we have developed a homework schedule for Years 7 and 8 that we feel best fits our students and one in which engages them as organised and independent learners. Students may receive homework from English Maths, Science and MFL. All other homework's will be delivered in a project format with each child receiving two subject based homework's per half-term.

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
MFL	1 hour	1 hour	1 hr 00 mins

All other Year 9 subjects will set home learning tasks of 60 mins per week, per subject as appropriate.

Homework Timetable for Years 7 & 8

Term	**Year 7**	**Year 8**
TERM 1 **First Half**	Geography & Music – World Project RE	Art RE
TERM 1 **Second Half**	Food Graphics RM Drama	Food Graphics RM Geography
TERM 2 **First Half**	Art RE	RE ICT
TERM 2 **Second Half**	History Food Graphics RM	Food Graphics RM Drama
TERM 3 **First Half**	RE ICT	RE ICT

TERM 3 **Second Half**	Food Graphics RM ICT	Food Graphics RM History

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
Option Subjects will set home learning tasks of 60 mins per week, per subject as appropriate		

Support for Students Who Cannot Complete These Tasks at Home

We do not expect that learning beyond the classroom 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. Form Tutors and Heads of House can assist in planning a learning beyond the classroom plan.

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 Next steps. 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

	Year 7	*Year 8*	*Year 9*	*Year 10*	*Year 11*
Autumn Term	Autumn Report	Autumn Report	Autumn Report	Autumn Report	Autumn Report
Spring Term	Spring Report	Spring Report	Spring Report	Spring Report	Spring Report and tutor review
Summer Term	Summer Report, form tutor and key worker review	Summer Report, form tutor and key worker review	Summer Report, form tutor and key worker review	Summer Report, form tutor 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. Students 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 and equitable, family ethos. Each student will belong to a tutor group comprising of students from every year group and belong 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 (PSHE) 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 the hospital we will contact parents. Please ensure that we always have a telephone number for emergency contact.

Please follow Public Health guidance that any students, parents, carers or visitors should not enter the school site if they are displaying any symptoms of coronavirus.

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 that 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.

Students may self-refer to the Weight Strategy Nurse through their Form Tutor or Head of House.

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 Principal, 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://www.guernseylegalresources.gg/article/94046/Children-Guernsey-and-Alderney-Law-2008

All Island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at http://iscp.gg/
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 Multi Agency Support Hub (MASH) to determine whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the Principal and School Child Protection Officer, who will make contact with Health and Social Care colleagues as appropriate.

Working with Approved PSHE 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.
(https://www.gov.gg/CHttpHandler.ashx?id=96987&p=0)

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 locks are available to be purchased from the school office (£5). The school reserves the right to search a locker at any time.

Mobile phones are not allowed to be used during the school day, including lunch and break-times. If students choose to bring mobile phones into school, they must be switched off during the school day. All staff members reserve the right to confiscate mobile phones from students if they are seen to be in use. Students must not record or take photographic images of students or staff.

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 should not arrive prior to 8am students are to be in their classrooms, ready to learn at the start of every lesson. Morning registration starts at 8.30 a.m. and lunch-time ends at 1.25 p.m. Latecomers can be required to make up time lost, after school hours or at break/lunch 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 out by prior arrangement when parents/carers collect their child and return them.

The States Education Services require student attendance to be 95%. Students with attendance below 98% will be part of a Form Tutor or Head of House intervention group to support with strategies. Students with attendance below 94% will be supported by intervention from the Family Liaison Officer and the School Attendance Service.

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 Principal using the appropriate leave of absence request form (see Policies, Forms, Useful links available on school website www.lamarehigh.com).

6. TRANSPORT

A.M.

Route	Operator	First pick-up	Arrival at school
LMDC 1A / 2A	EXEC CAR SERVICES	07.40	08.20
LMDC 3A	ISLAND COACHWAYS	07.45	08.20
LMDC 4A	ISLAND COACHWAYS	07.45	08.15
LMDC 5A	CT PLUS	08.00	08.20
LMDC 6A	CT PLUS	07.50	08.20
LMDC 7A	LAMBOURNE TAXIS	07.45	08.10
LMDC 8A	EXECUTIVE CAR SERVICES	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 4B	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 Catioroc – 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'Eclet – 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 – ISLAND COACHWAYS
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 du Galaad – La Mare de Carteret Secondary School.

LMDC7A – LAMBOURNE TAXIS
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 – EXECUTIVE CAR SERVICES
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 Catioroc – 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 du 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 Longfrie - Route des Paysans – Rue de L'Eclet – Route des Clos Landais – Le Frie Baton Road – La Grande Rue – Rue Perelle - La Route de la Perelle.

LMDC4B - CT PLUS
Rue du 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 du 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 du 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 du 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 du 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 motorcycle to School is dependent on the limited parking capacity and will be granted by the Principal 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 suspended or revoked. We do not permit Year 9 students to park on the school site due to limitations of parking space.

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 (CBT). 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 motorcycle parks and cycle racks are out of bounds at break-time and at lunch-time. Cycles should be left tidily and locked up when in the racks; they must not be lent to, or borrowed by, other students.

We expect parents to support the school by insisting students wear appropriate safety clothing and headwear.

7. REWARDS AND SANCTIONS

We are a Rights Respecting School and as such, we follow the principles of The United Nations Convention on the Rights of the Child (UNCRC). Students will be engaged in learning about their rights and how to respect the rights of others.

Rewards for respecting the rights of other children

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 prize giving ceremony.

Misbehaviour - not respecting the rights of other children

We set high standards in behaviour and parental support is essential in this. When children overstep the limits, sanctions such as restorative justice, reprimand, extra work and break/lunch time 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 also informed 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 High School 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 and Ambassadors -** these students 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 as Council of Deliberation to ensure that student issues are addressed and that their house group achieves success.

- **Peer Listeners** - 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** - are responsible for coordinating and leading initiatives across the school to support peers with social, emotional and mental health and wellbeing.

- **Tour Guides and Events Ambassadors** - are responsible for meeting visitors and taking them around school to celebrate the achievements of students.

8. UNIFORM [Updated July 2020]

High standards of dress and personal appearance for all students are an important part of [name of school]. We expect students to take pride in their appearance and in being a member of the school community. All items, unless indicated, are available from a number of uniform retailers including **Fletcher Sports, Game Changers** and **Shoestring**.

Uniform Allowance – The States of Guernsey operates a means-tested grant scheme to help parents with the cost of buying school uniforms. Grants are awarded on a sliding scale dependent on the parents' residual income once certain allowances have been made. For further information visit: https://www.gov.gg/uniform

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

Years 7 to 11	
Blazer	Black blazer with School logo on the left chest pocket. **To be worn at all times**.
Jumper	V necked Maroon pullover with School logo. (Optional).
Tie	Ties should be worn at all times.
Trousers / Skirt	Standard Black **full length trousers**, Black box pleat tailored **skirt** of appropriate length. (Leggings, jeggings, jeans or similar items **are not acceptable)**. Tailored school shorts. **These must be suitable school wear only** and are available only from uniform retailers. If a belt is required then it must be plain black.
Shirts / Blouses	A white long sleeved or short sleeved **shirt.**
Shoes	**Shoes** should be **smart black sensible** shoes. (This **does not** include black trainers, boots, backless, stiletto, canvas, ballet pumps, sling-back or toeless shoes).
Socks / Tights	**Socks** must be plain white (no sports logos) with a skirt or plain black with trousers. **Trainer socks are not permitted. Tights** must be Clear or Black colour.
Coats	A sensible school **coat** which can be worn over the school blazer to and from school and outside during lunchtime. These should not be worn during lessons, between lessons or during morning break.
Jewellery	Students may wear one pair of plain stud earrings and a wrist watch. No other jewellery may be worn (including rings, bracelets, facial piercings, bars or belly button piercings).
Make-Up, Nails & Hair	**Discrete makeup** may be worn. **Nail varnish/nail extensions/Gels should not be worn**. False eyelashes or coloured (cosmetic) contact lenses are not permitted. Hair colour and hairstyles should not be extreme. Hair should be worn

	off the face and in a smart sensible style. If you have doubt about a hairstyle/colour please check with the school before any change takes place. **No extreme styles. Tramlines and other razored patterns are not allowed.** Grade 2 minimum.
Misc.	An apron for Food Technology is available from the school (students will be advised when this is required).

Physical Education	
T Shirt	Navy Blue/Sky Blue Falcon polo shirt with school logo
Hooded Top/Sports Jumper	Navy Blue/Sky Blue Falcon hooded top/sports jumper with school logo (optional)
Shorts / Skort	Navy Blue/Sky Blue Falcon
Rugby Shirt	Navy Blue/Sky Blue Falcon with school logo
Socks	Plain white sports socks Navy Blue with a Sky Blue top Football socks
Shoes	Sports Trainers and Football/Rugby boots (suitable for astro turf/field).
Swimming	Black swim shorts or one piece swimming suit Swim cap Goggles optional
Hockey, Football & Rugby	Shin Pads Mouth guards/gum shields (fitted) for all hockey and rugby lessons

Students must have a note of explanation from parents/carers if for any reason they are not wearing the required uniform.

Motorcyclists and pedal cyclists should wear suitable protective clothing.

Books and equipment should be carried in a substantial bag, which should fit inside the locker.

If students or parents/carers are in any doubt as to what is acceptable within this policy please contact the Head of House who will be able to provide guidance.

9. DATA PROTECTION LAW

Personal data held by schools about students and parents is covered by the Data Protection (Bailiwick of Guernsey) Law, 2017. 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.

Fair Processing Notice

La Mare De Carteret High School (LMDCHS) processes your personal data in line with its core mandate. The Committee for Education, Sport and Culture is the registered data controller for all activities which are summarised within this notice. LMDCHS processes personal data to discharge those duties and responsibilities as per its core mandate, and more specifically under the Education (Guernsey) Law, 1970 and the Bailiwick of Guernsey Curriculum.

LMDCHS aligns itself with the Bailiwick of Guernsey's Four Core Purposes and Outcomes, as detailed within the Bailiwick of Guernsey Curriculum. The Four Core purposes enable children and young people to become:

- Effective Contributors
- Confident Individuals
- Successful Learners
- Responsible Citizens

To realise the Four Core Purposes, the curriculum is dedicated to supporting the Four Core Outcomes of the Children and Young People's Plan (CYPP) to ensure that children are:

- Healthy and Active
- Safe and Nurtured
- Included and Respected
- Reaching their Individual Potential

For more information on the Bailiwick of Guernsey Curriculum and the Children and Young People's Plan, please see: https://gov.gg/curriculum https://gov.gg/cypp

The Data Protection Law

LMDCHS acknowledges its obligations as per the Data Protection (Bailiwick of Guernsey) Law 2017, (the Law) which provides a number of requirements in terms of processing activities involving personal data. The controller further acknowledges the general principles of processing as well as the rights of a data subject. This notice provides information regarding how LMDH complies with the principle of processing; for more information about the rights of a data subject, please visit https://www.gov.gg/dp.

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.

The school operates an acceptable use of ICT policy that all students must adhere to.

We have a strict policy on the use of mobile phones in school. Mobile phones must be switched off and away during the school day including breaks and lunch times.

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

Principal	Mrs V Tomlin
Deputy Headteacher	Mr D Low
Assistant Headteachers	Mrs J Divers
	Mr D Park
	Mr J Dodd
School Administrator	Mrs J Liddle
Heads of House	Mr B Stubbs - Cobo
	Miss C Broomfield - Rocquaine
	Mrs K Vaudin - Vazon
Inclusion Manager	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 Principal 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 Principal.

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 termly 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 ESC 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 following are current members of the School Committee:

Mrs V Tomlin	(Principal)
Dep M Lowe	(Vale)
Mr A Harris	(St. Sampson)
Mr T Langlois*	(Castel)
Mr T Langlois	(St. Pierre du Bois)
Ms J Knight	(St. Saviour)
Mrs M Boden-Heaume	(Forest)
Mrs J Ridley	(Torteval)
Mrs J Robin	(St. Peter Port)
Dep R Graham	(ESC Representative)

The School Committee meets at least once a school term and maintains contact with the Principal and members of the senior staff also with the ESC. 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.

APPENDIX

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

ANTI-BULLYING

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.

We are an inclusive school and accept all people irrelevant of race, gender, disability, sexual persuasion, religion or ideology

What is Bullying?

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

Examples of bullying include:

- Physical e.g. hitting, kicking, taking or hiding belongings (including money).
- Verbal e.g. name calling, teasing, insulting, writing unkind notes.
- 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.

Cyberbullying

The use of social media and in particular, the use of mobile phones within school to intimidate students will not be tolerated. Mobile phones must be switched off and out of sight during the school day. This includes during lunch and break times. Staff may, as a part of their teaching, allow students to use mobile devices under their instruction and supervision.

Instances of cyberbullying that occur during the school day will be dealt with accordingly.

Cyberbullying Incidents That Occur Outside The School Day

We will support students and parents who have concerns regarding incidents of cyberbullying outside of school but, we consider that the responsibility for student safety to lie with parents. We would encourage parents to inform the police in these matters.

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.

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 lesson 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. A restorative conference between the victim and the bully may be convened and an agreement put in place. This will be formally recorded and documented.

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 Relationships Policy', exclusion from school may be considered by the Principal but it is unlikely to be the first course of action and preventative measures will always be the preferred option. Even when sanctions have been applied, the bully and victim will receive support in the form of mentoring to prevent the repetition of the bullying.

Report Bullying Now – School Website www.lamarehigh.com