

Forest Primary School

Prospectus

Welcome to Forest Primary School

Forest Primary School is a modern, forward thinking Primary School located in the heart of the Forest Parish, working with children from 4-11 years old.

We aim to be a safe and supportive community that enables both pupils and adults to feel safe, to build caring relationships with one another, to regulate their feelings and behaviour, as well as to learn.

As a school that has adopted the Rights Respecting Schools Award (RRSA), Forest Primary places the rights described in the articles of the UN Convention on the Rights of the Child (CRC) at the heart of our ethos, in order to improve well-being and to develop every child's talents and abilities to their full potential.

There are four articles in the convention that are seen as special. They are known as the "General Principles" and they help to interpret all the other articles and play a fundamental role in realising all the rights in the Convention for all children. Forest Primary has ensured that all school policies are underpinned by the General Principles:

Article 2 (non-discrimination): The Convention applies to every child without discrimination, whatever their ethnicity, gender, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

Article 3 (best interests of the child): The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 6 (life, survival and development): Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

Article 12 (respect for the views of the child): Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

At Forest, we encourage our learners to develop enquiring minds giving them the independence, confidence and skills to prepare them for their future. ICT is an essential part of everyday life and will continue to evolve as in yet unforeseen ways, therefore we work to create a learning community in which everyone can develop and embrace these challenges. Staff work together to ensure that all children in our care gain the best possible start to school life. In partnership with parents and carers, as well as the wider community, we work to give the children an exciting and stimulating education.

A key feature of our school is the caring, family atmosphere. As well as providing a full range of curriculum subjects, we encourage children to develop in many ways. We strive to nurture their talents and equip them with the skills for learning. We follow the Guernsey Curriculum and aim to make them Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

If you have any further queries, please feel very welcome to contact the School.

Mrs Nicki Wilbraham
(Headteacher)



Forest School works to provide a broad, balanced curriculum that meets the needs of each and every pupil.

This is achieved by:

- ✔ stimulating a love of lifelong learning by inspiring pupils, encouraging curiosity and interest, and developing an enquiring mind
- ✔ developing pupils' independence and positive attitudes to life
- ✔ fostering responsibility and respect for self, others and the environment, both in the local community and in the wider world
- ✔ creating a happy, welcoming and stimulating environment which is safe, supportive and accessible for all, where everyone is valued and treated with respect
- ✔ promoting mutually beneficial links between the school and the wider community
- ✔ providing a curriculum for all pupils which is relevant, inclusive, motivating, and which offers challenge
- ✔ creating opportunities for success, which promote the development of the whole pupil, offering learning opportunities at a physical, creative, social, spiritual, moral and emotional level
- ✔ encouraging each other to 'be the best we can be' in all aspects of our work and behaviour

School Organisation

The School Leadership Team consists of:

Mrs Nicki Wilbraham	Headteacher (Designated Safeguarding Lead)
Miss Emma King	Deputy Headteacher (Designated Safeguarding Lead)
Mrs Milly Lowin	Additional Learning Needs Coordinator (ALNCo)
Miss Emily Browning	Senior Leader (EYFS & Key Stage 1 Department Lead)
Mr Marc Hughes	Senior Leader (Key Stage 2 Department Lead)

Classes are grouped into Key Stages as follows:

Early Years and Key Stage One:

Reception class	Miss Emily Browning
Year 1	Miss Jess Smillie
Year 2	Mrs Ellie Kelsh

Key Stage Two:

Year 3	Miss Megan Crossley
Year 4	Ms Rachel Kemp
Year 5	Miss Stephanie Williams
Year 6	Mr Marc Hughes

PPA Release Teachers: Mrs Sarah Martin & Mrs Ellen Castleman
Language and Literacy Support Teacher: Mrs Katie Norris

Learning Support Assistants

Reception	Mrs Helen O'Hara
	Mrs Caroline Edwards
	Mrs Sarah Wilson
	Mr Will Lacher
Individual Learning Support	Mrs Vikki Walker, Miss Georgia Moigne, Miss Nadine Chapman

CIAS Base

Teacher	Mrs Karlie Bichard
Learning Support assistant	Lucy Bearder, Vicky Loveridge & Elisa Goncalves

Other Staff

Office Manager	Miss Emma Blundell
Administration Assistant	Mrs Kristina Mollet

Site Supervisor	Mr Andy Maindonald
Lunchtime Supervisors	Mrs Maureen Jehan Mrs Kristina Mollet

Parent Teacher Association

We have a thriving PTA who work hard to both raise money for the school and to run events for the enjoyment of the school community.

Chairperson	Mr Oli Bolger
Vice Chair	Mrs Estee Watchorn
Treasurer	Mrs Lyndsey Penney
Secretary	Vacant

The PTA can be contacted via the School Office or through the Year Group Representatives. Names of Year Group Representatives can be found from the PTA notice board or via the committee.

School Times

School drop off	8.30 - 8.45
Morning Registration	08:45
Morning Session	08:45 - 12:00
Afternoon Session	13:00 – 15:00

On the last day of each term, school ends at 13:00.

In order to ensure pupils' safety, our school remains locked until 08:30 unless they are attending Breakfast Club.

The gate into the Infant Playground, the door to the School Reception, and the doors through to the Junior Playground are all opened at 8:30 in the morning. This enables us to maintain full staff supervision to ensure pupils' safety.

School begins at 08:45. In order to maximise learning time, please ensure that your children arrive before this time.

If pupils are going home for lunch, they need to sign out at the School Reception and then sign in upon return.

At the end of the day, pupils in Reception and Key Stage 1 are released to the parent/carer collecting them. If the weather is fine, this may be from outside the classroom. If the weather is not, pupils will remain in their classrooms until they are collected from the outside door.

To ensure smooth flow, pupils in Years 3 and 4 leave school via the pupil door, while pupils in Years 5 and 6 leave via the main entrance.

No responsibility will be undertaken by the School or Education Services for children who arrive at school at an unreasonable time, i.e. prior to our 08.30 soft start, or who remain on school premises at the end of the day, unless attending a supervised activity. Children must

not leave the premises during school hours without permission. Children leaving school to attend medical appointments, etc. should sign out and back in upon return.

NOTE: A caretaker is on school crossing duty from:

08:30 - 08:55 & 14:45 - 15:15

The pedestrian crossing is primarily the responsibility of a caretaker, who is a Special Constable. We strongly suggest that no child, for any reason, uses the crossing without adult supervision.

Home-School Communication
Endeavouring to communicate quickly and efficiently with our school community, we use a range of communication strategies. While nothing can replace a conversation, our main form of electronic communication is through Class Dojo.

Please ensure that when you complete or check your data collection forms, the information is correct. Should any details change during the year, please notify the School Office.

Paper copies are available from the School Office upon request. If a permission slip needs returning, a paper copy will also be sent home.

Absence/Illness
It is important that parents and carers understand their legal responsibilities in relation to their children's attendance at school.

The Education (Guernsey) Law, 1970, places a legal duty on the parents/carers of every child of compulsory school age to ensure that they are receiving efficient full-time education suitable to their age, ability, aptitude and to any special education needs they may have. This can either be by regular attendance at school or otherwise.

The 1970 Law also places a legal responsibility on parents/carers to make sure that their child attends the school they are registered at on a regular basis. If a registered pupil of compulsory school age fails to achieve regular attendance at school, the parent/carer is guilty of an offence and may face prosecution in the Magistrates' Court.

Your Child's Health
A child should not attend school if at all unwell, this includes sickness and/or diarrhoea. If a child is taken ill at school, the parents will be contacted to make arrangements for alternative care. If you believe that your child is genuinely unwell or has suffered an injury preventing him/her from attending school, you must notify the school as soon as possible on the first day of any period of absence. Should you fail to contact school, your child's absence will be recorded as 'N' - no reason yet provided. After 3 school days this will be substituted with 'O' - unauthorised absence if you have not provided school with an explanation for your child's absence.

When you contact school regarding your child's absence through ill health you will be asked to say when you expect your child to return to school. In the case of minor illnesses this will usually involve only a day or two's absence. However, some illnesses such as flu, bronchitis or a notifiable illness (measles, chicken pox, mumps etc.) may require a pupil to be off school for a week or more. If a pupil experiences sickness and/or diarrhoea they should not return to school until 48 hours have passed since the last episode. Please keep the school regularly informed of your child's progress. Advice on Infectious Diseases and issues such as head lice, including recommended periods of exclusion from school is available from the School Nurse and School Office.

It is important to note that the recording of authorised medical absence will not automatically continue beyond 3 school days without confirmation from you of your child's continuing ill health.

The School Attendance Service provides further advice and guidance for parents/carers experiencing problems with school attendance. The leaflets available to download give some ways to encourage your child's attendance.

If you are having difficulties with your child attending school please speak to your child's class Teacher, the Headteacher or Deputy Headteacher. The earlier your concerns are shared with the school, the greater the chances of resolving the difficulties. You can also contact the School Attendance Service on 224000 during office hours (8.30am - 5.00pm).

Lateness

If your child arrives after the start of the school day, 08:45, they must report to the School Office and a late mark will be recorded. Should children regularly arrive late, parents/carers will be contacted. It is important that children are on time as many learning activities begin as soon as the children enter the classroom.

Holidays in Term Time

Education Services and schools seek to provide high standards and high expectations for all, enabling learners to realise their full potential. Education Services' expectation is that all students will achieve an attendance of at least 95%.

Although Guernsey law does not preclude term time holidays, they are not a right. Absence for holiday negatively impacts a child's attendance at school and, as such, Education Services does not approve of them. (For example, a child who misses 10 days of school for a holiday can only achieve a maximum attendance figure of 95% for that school year. Additional leave for illness at any time during the year would drop the child below the expected level.)

It is, therefore, the position of Education Services that holidays in term time will not be authorised.

Lunches

Should pupils be staying for lunch, a packed lunch and a drink in an unbreakable container may be brought to school. In line with our school policy, this should be a healthy, balanced lunch.

It is expected that pupils bring a tea towel to place their food upon and to collect crumbs as they eat in their classrooms.

Children may not leave the premises at lunchtime without supervision. Any pupil who is leaving the premises needs to be signed out and signed in upon their return.

The Headteacher reserves the right to exclude children from staying at school for lunch if they do not behave appropriately.

Break-time Snacks

Children may wish to bring healthy snacks to have at break-times. Suitable snacks include fresh/dried fruit or vegetables. Please do not send sweets, chocolate, crisps or yoghurt-coated cereal bars.

Nut Awareness
To support our children in our school who are at risk of anaphylaxis, we ask that you do not send in nuts for snack or lunch and avoid nut-based foods.

Water
Pupils learn more effectively when they are fully hydrated. Children should bring in a named water bottle, which they may fill up from the dispensers in the Reception/Key Stage 1 and Key Stage 2 corridors and then keep in their classroom. Please do not send in flavoured or sparkling water. Children should take bottles home to be washed or changed each weekend.

Breakfast Club
A Breakfast Club is run from 7.45am to 8.30am at a cost of £3.00 per day. Further information and a registration form are available from the School Office if you would like your child to join.

Uniform
The policy of the School is to encourage children to be ready for school and take pride in their appearance ("dress to impress") and to take care of their clothing.

It is expected that pupils will wear:

- Grey tailored shorts, trousers, skirt, skort or grey/green pinafore dress
- Gold polo shirt – NOTE: These should be gold not pale or lemon yellow
- Green sweatshirt, cardigan or fleece
- Black shoes (not trainers)
- White, grey or black socks (no trainer socks or logos)

Green & white gingham dresses may be worn in the summer months.

Additional Guidance: Shorts should be above the knee and tailored, not sports shorts. We recommend children keep a pair of trainers in school should they wish to engage in more sporting activities at break-times. Hair accessories should be kept to a minimum. Long hair should be tied back. For safety reasons, children with pierced ears should wear studs only. The only other item of jewellery that children are permitted to wear in school is a wristwatch (not a smartwatch). Please label each item of your child's school uniform with their name.

PE Kit

For all PE Lessons learners should wear:

- Bottle green shorts
- Plain white t-shirt
- Trainers

NB In cold weather, pupils may bring a tracksuit or jumper to go on top of their kit when working outside.

For swimming learners should wear:

- a swimming cap
- bathers (not baggy shorts)
- a wrap or towel
- goggles (if needed)

With safety in mind, all jewellery must be removed for P.E. and swimming lessons; long hair should be tied back.

The PTA sells second hand uniform for a small donation. It is available through the main doors of the school building. If you can't find suitable sizes please speak to staff in the school office, as we have overflow second hand uniform stored away.

Uniform Allowance – The States of Guernsey operates a means-tested grant scheme to help parents with the cost of buying school uniforms. For further information visit: https://www.gov.gg/uniform.

Note: When starting Reception, pupils will not need a PE Kit. PE Kits can be brought into school in Autumn 2 after half term.

Cold or Wet Weather

Pupils should bring a suitable coat to enable them to play outside even if it is cold or raining. Children in Reception also need wellies which should be kept in school.

Sun Protection

During the summer months children are to wear sun hats in the playground. When the UV index is high, parents are asked to apply suitable sun cream to their child before school. If there are specific times when children will be spending longer outside, the class teacher may contact you regarding additional sun protection.

Travelling to School

As a school we believe in the benefits of active travel and recommend all members of our school community travel in this way where possible.

Home-School Buses: We have one official bus travelling to/from Forest School. The bus (Forest 1A) leaves Rue Piette at 08.00 and travels through St Andrews. In the afternoon, the bus departs Forest School at approximately 15:10 travelling on the reverse route of which it came in the morning. Parents can book their children on one of these buses by contacting the school office.

The second bus provides transport for those children with a Determination who are accessing the CIAS Base at Forest.

If parking in the school car park at peak times, please ensure that rows are filled up and that if leaving your car, it is not left in a position to block the flow of the lanes.

If using disabled parking bays, please display your blue badge.

Home/School Cycling: Once pupils have successfully completed their cycling lessons in Year 6, they may cycle independently to school. A cycle shelter is provided at the front of the school to store bicycles during the day. It is recommended that bicycles are locked. School do not and will not state that a child is safe to ride to school. This is the parents responsibility only. There are some exceptions where parents feel confident in their child's skills and have chosen for their child to cycle to and from school without having completed Bikeability; this is a parental choice.

Home/school Walking & Scooting: Families are able to walk to and from school with entrances to the site both at the front and through the gate on the junior playground. A site supervisor is on the Les Landes crossing at key times to assist families crossing the road.

NOTE: It is a parent's responsibility to decide when a child can independently travel to/from school. As a member of staff we can advise as necessary. If concern arises regarding a child's safety then this could be classed as a child protection concern.

Curriculum

The curriculum of this school seeks to promote the spiritual, moral, cultural, emotional, personal and physical development of the pupil and in so doing, prepares pupils for their next stage of development and the future beyond.

We provide a well-balanced curriculum which best meets the needs of our pupils. We actively promote the outcomes in the Bailiwick's curriculum statement and believe that we provide a curriculum that motivates our pupils enabling them to be successful learners, responsible citizens, effective contributors and confident individuals.

The Bailiwick of Guernsey Curriculum is designed to enable all students to learn and achieve whilst promoting their spiritual, moral, social and cultural development in preparation for the opportunities, responsibilities and experiences of life. Students need to become:

Successful Learners

with

· enthusiasm and motivation for learning
· determination to reach high standards of achievement
· openness to new thinking and ideas

and able to

· use literacy, communication and numeracy skills
· appreciate the creative arts and develop a sense of aesthetic awareness
· use technology for learning
· think creatively and independently
· learn independently and as part of a group
· make reasoned evaluations
· appreciate, link and apply different kinds of learning in new situations

Confident Individuals
with
· self-respect and esteem
· a sense of physical, mental, emotional and spiritual well-being
· secure values, beliefs and morals
· ambition

and able to
· relate to others and manage themselves
· appreciate the importance of physical activity and to pursue a healthy and active lifestyle
· be self-aware
· develop and communicate their own beliefs and view of the world
· live as independently as they can
· assess risk and take informed decisions
· achieve fulfilment in different areas of activity

Responsible Citizens
with
· respect for others
· commitment to participate responsibly in political, economic, social and cultural life

and able to
· develop knowledge and understanding of the world and the Bailiwick's place in it
· appreciate local heritage and community whilst understanding different beliefs and cultures
· make informed choices and decisions
· evaluate environmental, scientific and technological issues
· develop informed and ethical views

Effective Contributors
with
· an enterprising attitude
· resilience
· self-reliance
· an ability to engage with change

and able to
· communicate in different ways and in different settings
· work in partnership and in teams
· take the initiative and lead
· apply critical thinking in new contexts
· create and develop
· solve problems

The subjects of the curriculum are timetabled to give pupils a broad and balanced opportunity to learn.

Extra-Curricular Activities

Throughout the year, the school offers a variety of extra-curricular activities at lunchtime and afterschool. These will vary from term to term and from year to year. A letter will be sent home outlining the activities on offer. Parents are asked to sign their children up to these activities using the form provided.

Residentials

We strongly believe in the value of residential experiences and the value that these bring to the pupils' learning. Pupils in KS2 are offered residential experiences, starting with a school sleep over in Year 3.

Assessment

Teachers continuously assess the pupils using the Island-wide 'Ready to Progress' maths grids, reading ladders and writing ladders. The outcomes of diagnostic assessments guide the next steps in pupil's learning.

Reporting to Parents

Written reports are sent to parents in the Summer Term. In KS1 and KS2, reports will indicate whether a child is working towards, meeting or exceeding age-related expectations.

Parent - Teacher appointments (Parents' Evening) are held twice each year. At other times, teachers contact parents if there is a cause for concern or celebration. Parents are also encouraged to contact Class Teachers if a need arises.

At the start of each term, the Class Teacher will provide parents with information about topics covered that term, days and times for swimming and P.E. lessons and any special activities or notices. At various times during the year parents are invited into school to celebrate and share their child's learning experiences.

Learning at Home

We strongly believe that through the considered use of activities set for completion outside of the school day, we can further develop many of the skills necessary for learning. Homework may take many forms, from the practice of sounds and words in Reception, learning of maths facts, and then individual research and project work.

Reading is not simply a school activity and never develops exclusively in school; we always need your support with reading. Children in Reception through to Year 2 have a reading diary and parents are asked to sign these. Children in Years 3 to 6 have a Reading Journal in which to record their daily reading.

Pupils are given Numbots https://numbots.com/ (Reception and KS1) and TT Rockstars https://ttrockstars.com/ logins to reinforce number and times table work completed in class. If access at home is not possible, school will provide access at either break or lunchtimes.

Although we encourage independent learning, there may be occasions when some assistance is required. If appropriate, please help your child and note this on the work. We

hope that parents will encourage a positive attitude towards learning outside the school day.

Learning activities should never lead to tears and tantrums. Please contact the class teacher immediately if there is a problem. While we expect children to complete work set, we understand that there will be times when a problem will occur. Please don't hesitate to contact us should this be the case.

Parents will be informed if activities are regularly not completed.

Behaviour

The school has a clear *Positive Relationships and Behaviour Policy* in place. Parents are welcome to view both this Policy and the *Anti-Bullying Policy* by contacting the school. We expect all children to be responsible for their behaviour and to follow our school values which we call our **Forest Foundations**:



We hope that parents will support the efforts made to foster the attitudes and behaviour that will help to achieve our aims. Good manners and politeness are essential to maintaining a happy community.

Bullying

The school treats incidents of bullying with the utmost concern and all incidents will be dealt with by the Headteacher or Deputy Headteacher.

We define bullying as repeated, unprovoked behaviour by one or more pupils that is intended to upset another individual pupil or group of pupils. This includes verbal, physical and online bullying behaviour. We believe that such behaviour is unacceptable at all times and conflicts with the stated aims of the school and our Anti-bullying and Behaviour Policies. We believe that every child has the right to feel happy, safe and secure at school and that everyone has a responsibility to ensure that this is so.

Insurance Statement

The Education Department does not have insurance to protect pupils' possessions (for example, clothes, bags and spectacles) from loss or damage. Parents who wish to insure such items are advised to do so through a household insurance policy.

GUERNSEY CHILD PROTECTION COMMITTEE INTER-AGENCY GUIDELINES.

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.

All island schools are required to comply with the Interagency Guidelines on Child Protection. These may be located at http://www.icpc.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 Designated Safeguarding Lead (DSL) will make enquiries to the Multi-Agency Support Hub (MASH) using the MASH enquiry form.

Any concerns raised by members of staff in the school will be reported to the Headteacher and DSL, who will contact HSC colleagues as appropriate.

About the Information You Give Us

Personal data held by schools about pupils and parents is covered by the Data Protection (Bailiwick of Guernsey) Law, 2017. This means that the data held about pupils must only be used for specific purposes allowed by Law. The Headteacher of 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 is 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.

Pupils have a general right of access to personal information held about them. All rights under the Data Protection Law rest with the child once he or she is able to understand these rights. In practice this is normally taken to be 12 years of age but it can be more or less. If you wish to have access to personal data held about your child you can submit a request to the Headteacher. The school is allowed to charge for supplying the information but the charge cannot exceed £10.00. Normally, however, a charge will not be made. The school has up to 60 days to provide the information following a request.

If Things Go Wrong
Minor problems will normally be solved by an internal discussion between parent/carer and class teacher.

More complex matters are best dealt with by an appointment with the class teacher concerned and a senior leader.

Serious complaints of any nature should always be addressed directly to the Headteacher or Deputy Headteacher.

In the event of a problem remaining unresolved, the proper procedure would be to seek an appointment and advice from Education Services.

Should all other reasonable means fail, every parent has the right to appeal to the Education Board through the Education Minister, or the Education Department through the Director of Education.

Contact Us...

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Forest
GY8 0HF

Tel: 01481 226010
Email: fop.office@education.gg
WWW: www.forest.sch.gg
Twitter: @ForestPrimaryGG

Education, Sport and Culture can be contacted by…

Education Services
Sir Charles Frossard House
La Charroterie
St Peter Port
Guernsey
GY1 1FH

Tel: 01481 733000
Email: education@gov.gg
https://www.gov.gg/education