



Elizabeth College Junior School Parents Information Booklet



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Elizabeth College Junior School



Term dates 2013-2014

Michaelmas Term 2013

Staff INSET	Tuesday & Wednesday 3 rd & 4 th September
Term Starts (Pre-School, Years 2 to 6)	Thursday 5 th September
Term Starts (Year 1)	Friday 6 th September
Term Starts (Reception)	Monday 9 th September
Half-term	Friday 18 th October to Friday 25 th October (inclusive)
Term Ends	1130am - 12 noon Wednesday 18 th December

Lent Term 2014

Staff INSET	Monday 6 th January
Term Starts	Tuesday 7 th January
Half Term	Friday 14 th February to Friday 21 st February (inclusive)
Term Ends	1130am - 12 noon Friday 4 th April

Trinity Term 2014

INSET	Wednesday 23 rd April
Term starts	Thursday 24 th April
Bank Holiday	Monday 5 th May
Liberation Day	Friday 9 th May
Bank Holiday	Monday 26 th May
Term Ends	1130am - 12 noon Friday 4 th July

Elizabeth College Junior School



Provisional dates for 2014-2015

Michaelmas Term 2014

Staff INSET	Tuesday 2 nd & Wednesday 3 rd September
Term starts (Pre-School, Years 2 to 6)	Thursday 4 th September
Term starts (Year 1)	Friday 5 th September
Term starts (Reception)	Monday 8 th September
Half-term	Friday 24 th - Friday 31 st October (inclusive)
Term ends	1130am - 12 noon Wednesday 17 th December

Lent Term 2015

Staff INSET	Monday 5 th January
Term starts	Tuesday 6 th January
Half-term	Friday 13 th – Friday 20 th February (inclusive)
Term ends	1130am - 12 noon Friday 27 th March

Trinity Term 2015

Term starts	Monday 13 th April
Bank Holiday	Monday 4 th May
Liberation Day	Saturday 9 th May
Bank Holiday/ Half Term	Monday 25 th & Tuesday 26 th May
Staff INSET	Tuesday 26 th May
Term Ends	1130am - 12 noon Friday 3 rd July

Starting School

Your son or daughter will have visited Acorn House or Beechwood prior to joining our School. We make every effort to ensure that they feel at ease with their surroundings and the older children keep a special 'look out' for the younger ones at all times. Duty staff are also there to help the children integrate at play times.

Most children arrive by car, although some walk to school. Our car parks are very busy places and we would ask every parent to keep a close watch for children as they enter and leave these spaces.

Children at Acorn House can enter the building from 08:25. They may be dropped at the 'zebra crossing' as you enter the car park and then walk along the path through the white gates. A senior member of staff will open the doors at 08:25 and the children can then enter the building. Children will be expected to come into the building by themselves after the first two weeks of term in Years 1 & 2. By the beginning of the second half term, children in Reception should enter the building by themselves. Clearly, if you wish to see your child's class teacher for a short period of time you will be most welcome to do so. Registration is at 08:40 and after 08:50 pupils will be marked as absent. Children arriving late should report to the School Office, with their parents.

At the end of the day, children at Acorn House leave at 10 minute intervals. If you are not collecting your own child, please ensure that the class teacher knows the name of the adult responsible for doing so. The class teachers bring the children to the front door at the end of each day for dismissal. **We will be most grateful for your assistance in keeping the car park flowing smoothly by departing promptly.**



Children at Beechwood may be dropped at the rear of the school after 08:10. Prior to this time there are no staff on duty and we actively discourage parents from leaving children on site unsupervised. Children may enter the cloakrooms and leave their bags etc in place before joining their peers at the rear of the school, until the bell for entry at 08:20. Registration is at 08:30 and after 08:40 pupils will be marked as absent. Children arriving late should report to the School Office, with their parents.

At the end of the day, children at Beechwood leave at 15:30, unless they are attending an After School Activity.

Parents are asked to be prompt when collecting their children at the end of the day or after activities. The late arrival of a parent can often cause distress to small children and delay staff reaching their next venue or activity. **Please ensure that your children and their class teachers know who is collecting them if it is not yourself.**

When collecting children at the end of the day, please make certain that you supervise them appropriately when they are handed into your care. The car parks are very busy and we are very mindful of their safety.

The School Day

Acorn House

08:25	Doors Open
08:40	Registration
09:05	Session 1
10:05	Assembly
10:20-10.40	Milk and biscuits, Break
10:45	Session 2
11:50	Lunch
13:00	Registration
13:05	Session 3
14:00	Break
14:10	Session 5
14:40	Reception depart
14:50	Year 1 depart
15:00	Year 2 depart
15:00-15:25	Activities Year 2 only, except Friday 15:45

Beechwood

08:30	Registration
08:40	Session 1
09:35	Session 2
10:35	Assembly
10:50	Break
11:10	Session 3
12:10	Session 4
12:45	Lunch (some activities occur during the lunch break)
13:45	Registration
13:55	Session 6
14:30	Session 7
15:30	Break/End of School
15:40	Activities
16:25	Clubs and activities finish

Assembly

In both Acorn House and Beechwood, Assembly time is seen as a time for coming together, thinking about ourselves as well as others and reflection. At Acorn House, Assembly takes place three times each week. One of these Assemblies will always be a celebration of the children's work. At Beechwood, Assembly takes place four times each week. Assembly can be led by the Headteacher, Deputy Headteachers, the Principal, Chaplain, outside agencies or the classes themselves. The whole school comes together for Assembly once a term.

Houses

On entry, Elizabeth College Junior School children are placed into a School House. These are named after eminent Old Elizabethans who have been awarded the Victoria Cross. The houses are Halliday, Home, Le Patourel and McCrae. Children may be awarded credits for good work, effort, manners and a vast variety of accomplishments. Credits form part of the House competitions that take place throughout the academic year.

Lunch Arrangements

All children at Acorn House receive a cooked lunch each day. Children at Beechwood can opt for cooked lunches and many do so. Others choose to have a packed lunch brought from home. The Catering Manageress ensures that children's health requirements are met and great care is taken in the preparation of these children's meals. A high standard of food is offered in our Dining Room. The menus follow a three week rolling programme. Menus are displayed throughout the School. Academic staff and lunchtime assistants supervise the children. Social skills and table manners are monitored, as these are considered important life skills.

Medicines, Health and Medical Treatment

Parents are requested to inform the School of any medical conditions that their child may suffer from on entry to the School. If your child is unable to attend School because of illness or a medical appointment, a telephone call or email should be made/sent to the appropriate School Office. The office staff will ensure that the class teachers are informed. Children arriving in School late after a medical appointment should be signed in at the respective School Office.

If a child has to take medicine during the day and they are well enough to come to School, this should be handed to the School Secretary and a medicine permission slip completed. This should clearly state the medication to be given, i.e. the dosage and the time at which the medication should be given. **No medicine should be brought in by a child.** Children who are asthmatic and who need to use inhalers should have these with them at all times. A spare inhaler should be kept in the First Aid Room; there is one in each school building. Similarly, children who may have a serious allergic reaction to food, etc and who may need to have an epi-pen, will need to have two in School. These should each be kept in a clear plastic box on the front of which should be a picture of the child, what their allergies are, the name and telephone number of both parents and their doctor. Each class has a brightly named cloth bag in which all medication is kept and carried round when the class moves from its base.



Children who have been suffering with either vomiting or diarrhoea must be clear of symptoms for 48 hours before returning to School. We shall be grateful if parents will regularly check their child's hair for unwanted visitors. Sadly, these do appear from time to time.

The School Nurse

We are fortunate to have an excellent School Nurse who regularly hosts 'pop in' sessions in both schools. She will happily discuss health, social and behavioural issues with parents and give guidance as necessary. The School Nurse is able to refer parents to specialists in the Speech and Language Service, Occupational Therapists, Optometrists, Audiologists and Psychologists.

Leave of Absence

It is a statutory requirement that all parents write to schools to ask permission for their children to be granted leave of absence for holiday or other purposes. It is highly disruptive for children to be withdrawn from their lessons and often places young people under considerable pressure for they are well aware of the need to make up lost ground when they return to school. It is ECJS policy not to set work for children who are being taken out of School.

Should there be a need for Leave of Absence, parents are asked to write to the Headteacher formally requesting permission, well in advance of the departure date. It is College policy to discourage parents from taking their children out of School.

Uniform

Our uniform is available from Fletcher Sports and we ask our parents to purchase items only from the official outfitters. Ties, school and sports bags are available to purchase from the School Offices. Please ensure that all uniform is clearly named to allow for its return.

Children from Year 2 upwards may wear an analogue watch once they can tell the time. Girls should not wear any form of jewellery. Nail varnish is not allowed. Hair should be tied back if it is longer than shoulder length and hair accessories should only be in the school colours, i.e. blue. Boys should not wear any jewellery. Hair should not be gelled, sprayed or coloured, except on our charity mufti days when children may express themselves more freely.



Homework

Children receive homework at Acorn House that supports the curriculum covered during lessons. Children may be asked to complete a written activity usually based on Literacy/Numeracy and, at times, topic subjects. Emphasis is also put on developing reading – both the acquisition of skills and love of books. Children receive a wide range of books throughout the week, which we ask you to share at home together regularly.

From Years 3 to 6, the quantity of homework increases gradually over the years. Emphasis is given to Numeracy and Literacy in Lower Key Stage 2, with older children being set tasks in other curriculum areas in the Upper Key Stage 2 years.

Homework should be seen as an extension of work covered during the School Day. It should not take longer than 25 minutes per subject set.

Parents are asked to sign Contact/Homework Books each night to allow the pupils' class teachers to check for both messages regarding either difficulties with work set to be completed at home or pastoral matters that can then be followed up the next day.

Activity Week

During the Trinity Term, each child will experience time out of the usual routine.

At Acorn House, this usually involves taking the whole school to the beach for the day. Here the staff run various activities for the children, who have a great deal of fun.

At Beechwood, all children from Years 3 to 6 have a full week of activities. These are arranged by each Year Group. Currently, Years 3 & 4 both have activities that are Island based, Year 5 visits an activity centre called Manor Adventure in the UK and Year 6 visit a PGL activity centre in France. The children learn much from their experiences whilst having a lot of fun!

Extra Curriculum Activities

As a School, we recognise the importance of offering the children a selection of activities in which they can participate. The programme is aimed at teaching a variety of skills to a wide range of ages. Clubs are run for children in Year 2 (after school) and in Years 3 - 6 (lunchtimes and after school). Clubs vary each term. There is a termly charge for Cookery Club at Beechwood. Other than this, only clubs run by external providers are chargeable.



Charity Days

We support many charities during the year. On some of these days we will run special events such as mufti days, cake sales, talent shows etc and for others we shall just ask for a donation. Our aim is to support children's charities, cancer care charities and those appeals for disasters across the world.

Lost Property

If all the children's property was named, we would have no lost property! Sadly, this is not the case and we do our best to return items to the children. Lost property is kept in a box in the foyer at Acorn House and in the First Aid Room at Beechwood.

Extra Charges, Money and Mobile Phones

You will find that an extra charge is levied on your child's school fees account. At Acorn House this is £25 and at Beechwood £35. Part of the extra funds that we ask Beechwood parents to pay is used by the Cookery Club Mothers to provide the children with a very special Christmas Lunch.



These funds are used for a variety of purposes. Firstly, to allow us to take advantage of visiting educational providers that visit Guernsey or whom we contact to arrange specific visits to School. These will include drama groups, musicians and artists, as well as companies that provide workshops that may include working with authors, problem solving or discovery days. We have been fortunate to have well known companies such as the Happy Puzzle Company and the Young Engineers working with the children. Actors from drama companies such as Play on Words and the Blunderbus Theatre Company perform and work with the children and, recently, Milton Morrissey Productions ran Buddy Holly workshops. Visiting musicians such as Jim Bernardin, who ran a steel pan workshop and the Southbank Sinfonia who worked with our young musicians. Brass rubbing workshops, Science Boffins and the Explorer Dome are all frequent visitors. We also take the children out and about for visits and exhibitions travelling by coach. All of these help broaden the experiences of children within the School.



Any money brought into School should be in a sealed envelope with name, class and purpose for which the money is sent, written on the envelope. If there are siblings in the School, they should each have their own envelope.

If money is sent in for the Stationery Shop at Beechwood, this should always be a small amount and any change should be given to the child's class teacher for safekeeping.

Generally, there should be no need for children to have money within School.

Children within the School have no need to have a mobile phone, as staff will always phone a parent if there is a need. There is also a payphone in Beechwood House. As a privilege, pupils in Year 6, who have an essential need to have a mobile phone at School, must deposit this with the School Secretary each day. **Children are not allowed to have mobile phones on their person during the School Day.**

Parents Notice Boards

In each department of the Junior School, parents will find a notice board on which all current information will be displayed. Please check these regularly so that you are aware of all that is going on within your child's School.

Home/School Communication

In Reception, Years 1 & 2 the children have a Home/School Communication Book. In Years 3 to 6 children have a Homework Diary. These books should be used each day for parents and staff to communicate with each other. Parents are asked to record comments covering reading and homework set. With the older children parents are asked to note the time taken for homework and initial this in the diary. Any difficulties encountered should be added here.

Weekly newsletters are published for Acorn House and Beechwood. These are sent home via the children at Acorn and via e-mail at Beechwood. The newsletters are uploaded onto the Elizabeth College website. This is www.elizabethcollege.gg

With the introduction of our new management information system, letters and communication is usually by email. However, on occasion, these may be sent home with the children.

Parent Helpers

The School has an 'open door' policy that allows parents to assist us during the week. At Acorn House, we will hold workshops during the year to create scenery, costumes etc for our productions. Parents also listen to children read each day. Parents help with changing at the swimming pool and accompany children on outings. At Beechwood, parents assist in many ways. Class teachers will ask for parents to help with reading activities and accompany children on trips. Parents also run the Cookery Club during lunchtimes and are heavily involved with our sporting events throughout the year. We are grateful for the support that we receive. Parents who regularly help in School or who host visiting children are asked to complete a DBS enhanced disclosure to safeguard our pupils.

Parents Evenings

Parents Evenings take place in all three terms for all children. Appointments are made at 10 minute intervals and parents are asked to be mindful of the time they are with staff. It may be necessary to arrange a further meeting at a mutually convenient time if the discussion needs to be continued. The meetings for Reception through to Year 5 in the first term are primarily to discuss pastoral issues.

Staff are always willing to meet with parents at other times to talk about their children. Appointments may be made through the Home/School Communication or Homework books or through the School Offices.

Reports

We regularly write formal reports on our children. You will receive three reports over the year at the end of each term.

Learning Support

The School offers wide ranging support to numerous children during their time at Elizabeth College Junior School. At Acorn House, this is delivered by Mrs. Orton. She works with individual children each morning. This support is kept very low key and is seen as an extra that enables our younger children to build confidence and gain a better understanding of the basic skills they need to develop in order to achieve well in the class room. There is no extra charge for the support the children receive.

At Beechwood, our Learning Support is delivered by two members of our teaching staff. The support becomes more formal and children are withdrawn from class for lessons of 30 minutes at least once a week. Children having Learning Support at Beechwood may have difficulties such as Dyslexia, Dyscalculia or Dyspraxia.

Investigations into children's difficulties may be carried out by Miss Brooker (Director of Studies) and a plan of study is devised. On occasion, further investigation may be necessary and Miss Brooker may recommend that your child is seen by a Speech and Language Therapist, an Occupational Therapist or an Educational Psychologist. There is a charge per term for Learning Support lessons at Beechwood.

Physical Education

The children receive a wide range of physical activities throughout the year. At Acorn House, the lessons will appear on the children's weekly timetable. One will be a P.E. lesson; this may be dance, movement, gymnastics or swimming. The outside Games lessons use a variety of activities to improve coordination, both hand/eye and foot/eye, through various disciplines as well as learning to work together as a member of a team. From Year 2, the children can experience further activities in the after school clubs that are offered. All children swim in the Trinity Term.

At Beechwood, the children receive a weekly P.E. Lesson and two weekly Games lessons. A vast variety of disciplines are offered within the School and all children are given opportunities to try sports such as squash, badminton etc. through the annual visits of the Island's Sports Development Officers. Many activities are offered by the staff, both at lunchtime and after school.

The children are given the chance to take part in many Island events such as the GIAC Cross Country races, athletic meetings, football, tag rugby, cricket and hockey tournaments. They enjoy the competitiveness and the chance to give of their best. As they become older, matches are arranged against other Island and off-Island schools and they are encouraged to become good ambassadors for the School.

House competitions in the School's main sports take place termly and much enjoyment can be seen by spectators. Both Acorn House and Beechwood hold annual Sports Days.



Music

Music plays a large part in the everyday life of the School. All children receive class and whole year group lessons each week. Singing practices also take place weekly.

Children from Year 2 onwards can sing in our choirs and play in our ocarina group, string group, steel pan ensemble and orchestra. Regular opportunities for the children to perform to parents and a wider audience occur throughout the year.



From Year 2, pupils are able to access the peripatetic staff to take private lessons. Although these are arranged by the Head of Music, the financial arrangements are directly between the teacher and the parents. Half a term's notice is required should you wish the lessons to cease.



Art

Art is a superb platform for developing the imaginative, creative and personal sides of a child's character and so we encourage all of our pupils to experience a wide variety of techniques and formats. The Art lessons include opportunities to explore painting, sculpture, drawing, textiles, printing and collage.

We want the children to enjoy Art. Children are taught to explore colour, pattern, tone, shape and form in a structured way, using a variety of media as they move through the School.

Once a year, we hold an Art Day across the whole of the Junior School, each year having a different theme. Art clubs and visits to special exhibitions all add to the depth and variety of the children's experiences. We celebrate the children's work through our vibrant displays that can be seen throughout the School.



The Friends

The School enjoys good relationships with its parental body. The Friends of Acorn House and The Friends of Beechwood support the school in many ways throughout the year. Events are arranged for children, families or adults only and are always well attended. The funds raised by the Associations provide the School with extras that enhance the opportunities for the children. These include new minibuses, climbing frames, extra IT equipment, musical instruments and some refurbishment. The Friends have all registered with various internet sites and Co-op numbers that allow them to receive 'commission' on purchases made by parents. The Committees are always looking for new members, as more hands make light work and meetings are always fun.

We hope that your child will spend a happy, exciting and rewarding time at ECJS and that they will become increasingly independent and enthusiastic learners in all the tasks and activities in which they engage and participate.

School Contact Details

Should you need to contact the School, please use the following telephone numbers and/or e-mails.

Acorn House:

Telephone 01481 713862

e-mail officeacorn@beechwood.sch.gg

Beechwood:

Telephone 01481 722123

e-mail office@beechwood.sch.gg

Bursar's Office:

Telephone 01481 712542

e-mail bursar@elizabethcollege.guernsey.net

The Bursar also holds the position of Clerk to the Board of Directors and parents who wish to contact a member of the Board are welcome to do so through the Bursar.

Should you wish to contact a member of staff:

In the first instance please write a note in your child's Contact Book or Homework Diary, or e-mail the relative School Office.

Details of Elizabeth College policies (including Anti-bullying, Child Protection, Complaints procedures etc.), staff lists, the Board of Directors etc. can be found on the relevant pages of our website: www.elizabethcollege.gg