



Le Rocquier School

Our School
Our Education
Our Future

LE ROCQUIER SCHOOL

**PASTORAL
HANDBOOK**

**YEARS 8, 9, 10 AND 11
2016/17**

INTRODUCTION

This handbook is designed to tell students, parents and carers all they need to know about Le Rocquier School. It should be used together with the Student Planner. The Curriculum and Homework booklets contain detailed information about the Curriculum; this booklet will tell you about the pastoral side of school life.

WHO IS WHO

Students joining Le Rocquier will become a member of a form group. This will be a mixed group of students who have joined the school from different schools. Usually students remain with this group throughout their time at Le Rocquier School.

The Form Tutor will usually remain with the form all the time they are at Le Rocquier School. The Form Tutor will get to know the student, and their family and is the first person who should be approached should students, parents or carers need some advice or need to pass on any information – for example if they have moved house and have a new address.

The Head of Year and Assistant Head of Year will look after all the students in their year group. The Form Tutor, Head of Year and Assistant Head of Year are responsible for student welfare and helping students to develop and meet the targets set for them by the teaching staff. Students, parents and carers can also go to the Head of Year if they need advice. The Head of Year liaises with parents, other outside agencies and the Deputy Headteacher (Pastoral). He or she is the point of contact for a parent/carer who wishes to get in touch with a more senior member of staff – but remember that it is the Form Tutor who knows the students best.

All students and staff are members of a House. This encourages students to mix through the age range. An exciting programme of activities is arranged on a termly basis. The 5 houses are based on Le Rocquier's international dimension and are: Europe, Africa, the Americas, Oceania and Asia.

STAFF

Headteacher: Mr P Slater
Deputy Head: Mrs S Baglin
Deputy Head (Pastoral): Mrs A Banks

Pastoral Team 2016 – 2017

Head of Year 7	Mr Dicker	
Assistant Head of Year	Mrs Berry	
7HFi	Ms Finch	
7TSn	Mrs Snapp	
7NKe	Miss Kearney	
7MJo	Mr Jones	
7MWa	Mr Watkins	
7SKn	Mrs Koppen	

Head of Year 8	Mr Belkebir	
Assistant Head of Year	Miss Sweeney	
8KOH	Miss O'Haire	(Was 7TSn)
8BRo	Mr Roberts	
8CLa	Miss Layton	(Was 7SKn)
8JGC	Mr Galan Cabellero	(Was 7SHe)
8JDJ	Miss De Jesus	(Was 7MWa)

8FAI	Miss Allen	(Was 7RTh)
8DSp	Mr Spencer	(Was 7ESa)

Head of Year 9	Mrs Trott	
Assistant Head of Year	Mrs Grimes	
9DWa	Mr Washington	
9JHd	Miss Hansford	
9LHo	Miss Ho	
9MBr	Mr Brignall	
9KHd	Miss Holland	(Was 8RWa)
9CMa	Mrs Mansfield	(Was 8RAi)
9RTh	Mr Thomas	(Was 8HFi)

Head of Year 10	Mr Webster	
Assistant Head of Year	Miss Pinheiro/Mrs Faulkner	
10GSu	Miss Sutherland	
10ESa	Miss Sale	(Was 9DKi)
10AJi	Miss Jinks	
10JHo	Mr Horton	
10KHo	Ms Howell	
10AHs	Miss Hastings	(Was 9KSw)
10OPs	Mr Parkes	

Head of Year 11	Mrs Dicker	
Assistant Head of Year	Mrs Lappin	
11GDs	Mr Davies	(Was 10JFa)
11Jsk	Mrs Skittrall	
11GMo	Miss Morlidge	
11CMq	Miss McQuaid	
11NEs	Miss Espana	
11JHa	Mr Hayward	
11CAI	Miss Alves	

STUDENT SUPPORT

Students may need support for many reasons. These can include:

- Specific learning needs
- Social and behavioural needs
- Social and emotional needs
- Medical and physical needs
- Speech, language and communication needs
- Autistic spectrum disorder
- Visual and hearing impairment

Le Rocquier School employs two specialist teachers (Nicola Eastham – SENCo and Iain Nerac – Assistant SENCo) that are able to complete screenings and assessments, and liaise with outside agencies such as the Educational Psychologist, and Speech and Language therapists. Some of the support interventions offered might include:

- Teaching assistants allocated to subjects/lessons
- Individual key workers
- Learning support groups
- Small class sizes
- Extended transition including Summer School
- Homework/Breakfast club
- Pastoral support (ELSA, Key worker, EWO, Wellbeing)
- EAL support
- Support resources (eg. laptops, iPads)
- Reading interventions
- Key Stage 3 Support Department
- Behaviour support unit (Stepping Stones)
- Exam access arrangements

School Counsellor

Le Rocquier School employs a full-time school-based counsellor, Mrs Teresa Pryor. Counselling will be offered to any student who is suffering from school related worries and issues. Students can make a self-referral to the counsellor, however the most common way to access this support is through referrals from heads of year. Students will be allocated a block of specific sessions that normally run for approximately six weeks. The school counselling service is confidential, however students are encouraged to inform their parents or carers if and when they access this support. On occasion, Mrs Pryor may feel that she must pass information on to ensure the welfare of the student, but she will discuss this with the student first and only do so if it is essential.

PUNCTUALITY AND ATTENDANCE

Le Rocquier School aims to help and encourage all students to achieve excellent levels of attendance and punctuality. A student can then take full advantage of the educational opportunities available to them. Parents and carers are required by law to make sure their children go to school and Le Rocquier School will support them in this.

All students are expected to attend school, and all of their lessons, regularly and on time. If a student is late or absent, it will be investigated by contacting the parents or carers.

Registration is at 8.30 am. A student who arrives after this time is late. School ends at 3 pm.

If a student is ill, the parent or carer must inform the school as soon as possible on each day that the student is absent. When the student returns to school please send a letter or write a note in the Student Planner to explain the absence.

Holidays in term time must be avoided due to exceptional circumstances. If a parent or carer still needs to take the student on holiday during school time, they must apply for permission from the Headteacher.

CODE OF CONDUCT

Treat others as you wish to be treated. *Show respect for the safety, property, opinions and reputation of others.*

Let the teachers teach and everyone learn. *Be responsible for your own learning and do not obstruct the education of others.*

Respect the environment in which we live and work. *Take responsibility for your actions.*

REWARDS

At Le Rocquier we value effort and achievement and have implemented a whole school reward system to recognise student success and consistency in all areas.

ACTION	POINTS	POSITIVE STUDENT ACTION	CELEBRATION
P1	YOU	<p>House Points</p> <p>+ 1-4 Pts</p> <p>Stamps</p> <p>Departmental Stickers</p>	<p>Working well for <u>yourself</u></p> <p>Good contribution to your own learning.</p> <p>Improvement in your learning.</p> <p>Improvement in your attitude and behaviour.</p>
P2	OTHERS	<p>+ 5 Pts</p> <p>Quick Note</p>	<p>Being a good role model to <u>others</u></p> <p>Excellent contribution to learning. Special consideration given to others.</p> <p>Respect shown for others/ environment.</p>
P3	SCHOOL	<p>+ 10 Pts</p> <p>Postcard</p>	<p><u>School Stars of the Week:</u></p> <p>To be nominated by each subject area/ Year Group for consistent effort or outstanding actions which promote the values and ethos of the school.</p> <p>Other exceptional contribution to learning or school community</p> <p>Student of the Week</p>
			<p>Ongoing celebration of reaching milestones (100-400 points):</p> <p>100 Points Bronze Certificate</p> <p>200 Points Silver Certificate</p> <p>300 Points Gold Certificate</p> <p>400 Points Platinum Certificate Entered into end of year draw</p>

Consequences can limit behaviour – rewards, praise and celebration change behaviour

P4 COMMUNITY	+20 Pts Certificates	Achievement which benefits the school and the wider <u>community</u> Selection for the end of term rewards trip Excellent Attendance (98%). Community Service. Participation in school/ community life eg. parents'/ presentation evenings. Outstanding effort/conduct throughout the year. Star Students. Highly Commended Certificate.	(if total tally is 400)
P5 WHOLE SCHOOL AWARDS	+ 25 Pts Whole School Awards	100% Full Attendance Outstanding Effort, Effort & Attainment Award = 35pts Whole School Trophy = 50pts School Sports Colours/ Sport Players' Player of the Year.	Key Stage Assembly. Sports Awards Evening. Full School Awards Evening.

12 CLASSROOM ROUTINES

Students are required to:

1. Be on time for lessons
2. Enter the classroom quietly
3. Put your planner and equipment on your desk
4. Sit quietly and await instructions
5. Put your hand up to speak and don't shout out
6. Listen to the person whose turn it is to speak
7. Ask for help if it is needed
8. Stay on task
9. Be polite to everyone and use appropriate language
10. Pack away in an orderly fashion
11. Check your area and uniform are tidy
12. Wait to be dismissed

SANCTIONS

Staff have a full range of sanctions available to use in the classroom if these rules are not adhered to. An early non- verbal cue followed by a warning is usually effective. If the student persists, this will be followed with another warning and time out. It may be necessary to move the student to another place in the room. If this is ineffective then a student may be withdrawn from the classroom. The subject teacher will always follow this up. Withdrawal from class will also result in a detention. A Head of Year may also place a student on partial or full day internal suspension.

In extreme cases a student may be sent home from school. This is done in conjunction only with a senior member of staff.

Members of staff may give detentions for some of the following reasons:

- Homework or coursework not completed without acceptable explanation;
- Extra work set not completed;
- Inadequate classwork;
- Work which is below the standard of which the child is capable.

Detentions will last 30 minutes or an hour and will be notified to parents/carers in advance of the date agreed by a detention slip sent home with the student.

See Awards, Rewards and Sanctions Policy for greater detail.

REPORTS

Reports on each student's progress are a regular part of school life. Parents' Evenings will be held on:-

Date	Evening
8 th November 2016	Year 7 Settling In Evening (Tutors)
3 rd October 2016	Selected Year 11 Raising Achievement Evening with Senior Team.
12 th January 2017	Year 11 Subject Parents Evening
7 th March 2017	Year 10 Subject Parents Evening
19 th April 2017	Year 7 Subject Parents Evening
24 th April 2017	Year 9 Subject Parents Evening
15 th May 2017	Year 8 Subject Parents Evening

COMMUNICATION

A two-way flow of communication between home and school is vital to support the Home School Agreement. This may take the form of meetings with staff at parents' evenings or specially arranged meetings, telephone, e-mails and written communication or the half termly newsletter. A lot of information can be found by visiting the school website www.lerocquier.com.

Newsletters and information will be sent home by email using "Parentmail". Please register for this with the school office. Appointments for parents' evenings can be made electronically via the school website.

The School Office is open from 8 am until 4 pm. There is a 24-hour answering service for telephone messages outside these times.

RELATIONSHIP PROBLEMS

During secondary school years, many new friendships are formed and sometimes old friends quarrel. Parents need to be sympathetic when their children feel hurt or upset as they adjust to new relationships or adapt to new social situations. Occasionally, peer group problems become more serious and you may suspect your child is a victim of bullying or even is a bully.

The Form Tutor would usually be the first point of contact for advice. Such problems are taken very seriously and staff will make every effort to resolve these situations. Mrs Devereux is our Student Welfare Teaching Assistant and frequently helps to resolve friendship issues.

COMPLAINTS

It is rare that a parent has cause to complain. In the first instance, problems should be resolved, if possible, with a member of staff. If this is not possible, please contact the Headteacher or his Deputy. In the unlikely event of a resolution not being found, the matter can then be referred to the School Governors (who can be contacted via the Clerk to the Governing Body, Mrs Milner, via the school office), and, if necessary, to the States of Jersey Department for Education, Sport and Culture.

ASSEMBLIES

Students will have one Year group assembly each week and will take part in other form time activities.

YOUNG LEADERSHIP PROGRAMME

Students are encouraged to take advantage of the opportunities to develop as young leaders and ultimately become prefects, Junior Head Boy/Girl (Year 9), Head Boy or Head Girl of the school. There are also opportunities to become Sports Prefects and to take part in the Sports Leaders' Award programme.

UNIFORM AND EQUIPMENT

In order to take full advantage of the learning opportunities students need to be fully equipped for school each day. Two black pens, pencil, rubber, sharpener, coloured pencils, ruler, scissors, scientific calculator are all vital tools for learning and need to be brought to every lesson. Most of these items can be purchased for reasonable prices from the School Library. A sturdy waterproof bag will be needed to carry this equipment.

The student planner should be carried at all times. It can be used to record all homework tasks, make reminders for things to do and to help students to organise their school life.

Students need to be professionally dressed for the school day.

Boys: a black blazer with Le Rocquier School logo, white shirt with button up collar and Le Rocquier School House tie. Dark grey or black trousers, suitable for school. No extreme styles.

Girls: a black blazer with Le Rocquier School logo, white shirt / blouse with button up collar and Le Rocquier School House tie. The following styles of skirt and trouser have been approved for school wear and are available from JSSK and Lyndale Sports:

Trutex pencil skirt – GSC-BLK length 18" or 20" only

Trutex stitch down pleat skirt – GPB-BLK length 18" or 20" only

Blue Max Banner drop-waisted with pleated bottom – Charleston – Black length 18" or 20" only

Trutex senior twin pocket trouser – GTN - BLK

Trutex bootcut trouser – GTB-BLK

Trutex two pocket trouser – GST-BLK

School ties are available from the school office. The PTA has second hand uniform available at car boot sales.

Please make sure that all clothing and equipment is clearly named so that it can be returned to if it is lost. Please do not bring ipods, MP3 players or other expensive items of equipment to school. The school cannot be held responsible for them if they are lost or stolen.

Students may wear suitable coats when travelling to and from school. Coats are not permitted to be worn in school and should be stored in lockers. No "hoodies" are allowed at all and should not be brought to school.

MOBILE PHONES

Students are discouraged from bringing mobile phones into school however, if a mobile phone is needed for use during the journey to and from school it should be turned off and kept in their locker or out of sight for the day. Mobile phones may be left in the School Office for safekeeping. Phones may NOT be used at any time and if a student is found with their phone at any time during the day (unless directly authorised by a member of staff for a particular purpose) it will be confiscated. On the first occasion a mobile phone will be returned at the end of the day. A second confiscation in a school year will result in confiscation for a week. If a mobile phone is confiscated a third time, and for any subsequent confiscation, parents will be asked to come to school to collect the phone.

JEWELLERY, MAKE UP AND HAIRSTYLES

The wearing of jewellery in school (other than watches or a set of plain studs) is unacceptable at any time. Because they can be dangerous to both the wearers and other students other types of earrings are unacceptable. One small stud in the lower lobe of each ear is acceptable, as is a single rubber charity band. Medic-Alert bracelets may be worn. If students decide to have their ears pierced somewhere other than the lower lobe, or their nose pierced, they must do this at the start of the summer holidays as students will not be allowed to wear new piercings during the school day.

Make-up and nail varnish (other than clear or French manicure) is not to be worn in school.

Hairstyles should not be extreme. In some subject areas for safety reasons long hair should be tied back.

CHEWING GUM

Chewing gum is not allowed in school. There have been numerous incidents where chewing gum has caused damage to furniture, carpets and staff and student clothing. Students caught chewing gum will be sanctioned.

LOCKERS

Each student will be allocated a good sized locker to house personal property. Students are not to share lockers. Each student will pay £35 on entering the school for the use of a locker and other essential items of equipment such as their planners.

If a key is lost, it will need to be replaced at a cost of £2. Whilst the school cannot accept any responsibility for loss of student's property, the locker is the most secure place for their belongings.

Students should not share lockers with other students or lend their key to other students.

INSURANCE

Please check that student's property is covered under your All Risks Household Insurance Policy. The States of Jersey Department for Education, Sport and Culture does not have a policy that covers student belongings.

CONFISCATION POLICY

Any item such as jewellery, ipods, MP3 players, mobile telephones which students bring to school will be confiscated if they are being used in school. Students may collect the item at the end of the day on the first occasion that an item, is confiscated. If an item is confiscated on several occasions parents may be asked to collect the item during normal office hours.

LE ROCQ CAFE

Le Rocq Café sells a wide selection of food both hot and cold. The menu is on display in the café as the food on offer varies daily.

Using the café is very easy. Simply line up, make your purchase and pay for your food at the tills. If using cash please try to have the correct money available. A swipe card system is in operation which may be topped up by parents / students as required. This is done by the café staff.

In the canteen students should keep bags on the floor, not the table. Students will be asked to clear up after themselves, putting rubbish in the bin and returning trays.

TOILETS

Toilets should only be used during breaks. They are to be used during lesson times in emergencies only. Students are encouraged to treat these communal facilities with respect. Students who use toilets during lessons must have a note or their student planner signed by staff.

Water fountains are placed in the Social Court and outside the entrance to the PE block for students' convenience.

GETTING TO SCHOOL

Students may travel to school in many ways: walking, cycling, by car or by bus. Whichever way you choose, make sure to leave home in plenty of time to arrive at school by 8.25 in the morning.

If you cycle to school remember:

- Always wear your helmet
- Follow the rules of the road
- Make sure your bicycle has lights or reflectors, is safe and is road worthy
- Lock your bicycle securely when you get to school with a strong padlock
- Do not share locks with other students

MEDICAL

If a student has a medical condition the Form Tutor should be kept informed. Students should not carry medication around school with them but may bring medication and leave it for safe keeping in the office. Equipment such as a named spare inhaler can be safely stored in the office for emergency use. If a student feels unwell during the school day a member of staff will attend to them. We have a number of staff who are first aid trained and will treat any student involved in an accident in school. The office staff will contact parents if their child is

unwell. Students should not contact home themselves but rather let a member of staff assess the necessity for the call. Any student leaving school for a medical appointment should sign in and out at the main office.

PARENT TEACHER ASSOCIATION (PTA)

There is a strong PTA. All parents and staff are automatically members of the PTA and are invited to take part in the activities arranged. These are largely fund raising to support the work of the school. The Chairman of the PTA can be contacted via the school office.

The PTA also run a 100 Club.