



Welcome to FCJ

Parent / Carer Information

2023-2024

An FCJ Education



Our Vision Statement

Inspired by the Gospel and true to Marie Madeleine's founding ideal, our vision is that FCJ is a **community of personal and academic excellence.**

Strong in companionship, the unique giftedness of every person in this faith community is **recognised, nourished and celebrated.**

Our hope and expectation is that, through God's grace working in us all, each young person **grows into their best self**, with **zest for life** and the generosity and confidence to use their talents and gifts for the service of others.



Rights Respecting School

- * All children learn about the UN Convention on the Rights of the Child in school, through lessons, class assemblies, discussions and displays.
- * We are a **Gold** Rights Respecting School.
- * Each class has a Class Charter, focusing on relevant rights of the child. Children have considered how they can respect these rights at school.
- * We would really appreciate it if you talk to your child about their rights- more information can be found at [unicef.org.uk/crc](https://www.unicef.org.uk/crc)

Punctuality

- *Please ensure that your child is in school on time and ready to start their learning.
- *8.30-8:45 – children come into class and complete independent morning activities.
- *8.45 – registers close.
- *15:00 – FS & KS1 pick up/ 15:10 – KS2 pick up.
- *The time after school is valuable to staff and is used for planning, assessment, meetings and ASAC. Therefore, please collect promptly.
- *Any children not collected within a ten-minute window will wait in Reception, and you will be requested to sign a late slip.
- *We are compelled, for safeguarding reasons, to record and monitor all late collections, and/or early drop offs.
- *Please note – EDC is available from 15:00 – 17:30 each day.



Absence

- * FCJ has excellent records of punctuality and attendance.
- * It is a legal requirement for children to be at school unless they are unwell.
- * Absence for every school in Jersey is carefully monitored bi-weekly internally, and externally by Education Welfare Officers.
- * Please be aware that absence can only be authorised under **exceptional circumstances**.
- * Please notify the office of any appointments.

Attendance



How much learning have you missed?

Attendance during one school year	Equates to days absent	Which is approximately	Which means the number of lessons missed
94%	10 days	2 weeks	60 lessons
90%	19 days	4 weeks	120 lessons
85%	29 days	6 weeks	180 lessons
80%	38 days	8 weeks	240 lessons
75%	48 days	10 weeks	300 lessons
70%	57 days	11.5 weeks	345 lessons
65%	67 days	13.5 weeks	405 lessons

ASAC and EDC

- * ASAC and EDC clubs are available to all children, from PS to Y6.
- * All clubs are booked via ParentMail.
- * ASAC are provided by the goodwill of our staff team, over and above their contractual obligation. Therefore, please collect promptly from ASACs (KS1 - 16:00/KS2 - 16:10)
- * Due to persistent late collection, any late collection is recorded. Three or more late collections may result in your child's place in EDC/ASAC being withdrawn.

Residentials

- * In Year 4, 5 and 6 children take part in residentials.
- * These are fantastic opportunities for children to develop a wide range of life skills, build community and most of all have fun!
- * In our school, our staff team provide these residential opportunities above and beyond their contractual obligations. Staff do not get paid for the hours that are in addition to the school day and we are very thankful for them giving so generously of their time for the benefit of the children.

Behaviour Policy

- * The primary focus of our behaviour policy is promoting and recognising positive behaviour and learning choices. These are celebrated through:
 - * Gold certificates (linked to a class focus, eg: following instructions, using our manners etc.)
 - * Gems awarded for showing the school values.
 - * House points for great work, homework or answering questions in class.
 - * Headteacher's Award and Pupil of the Month.
 - * End of Year Awards



Award Badges

Pupil of the Month

*At the end of each month one pupil is chosen from each class as the Pupil of the Month. This pupil is selected for being their best self, in both learning and behaviour during that month. This class badge is worn for one month and then returned to school.

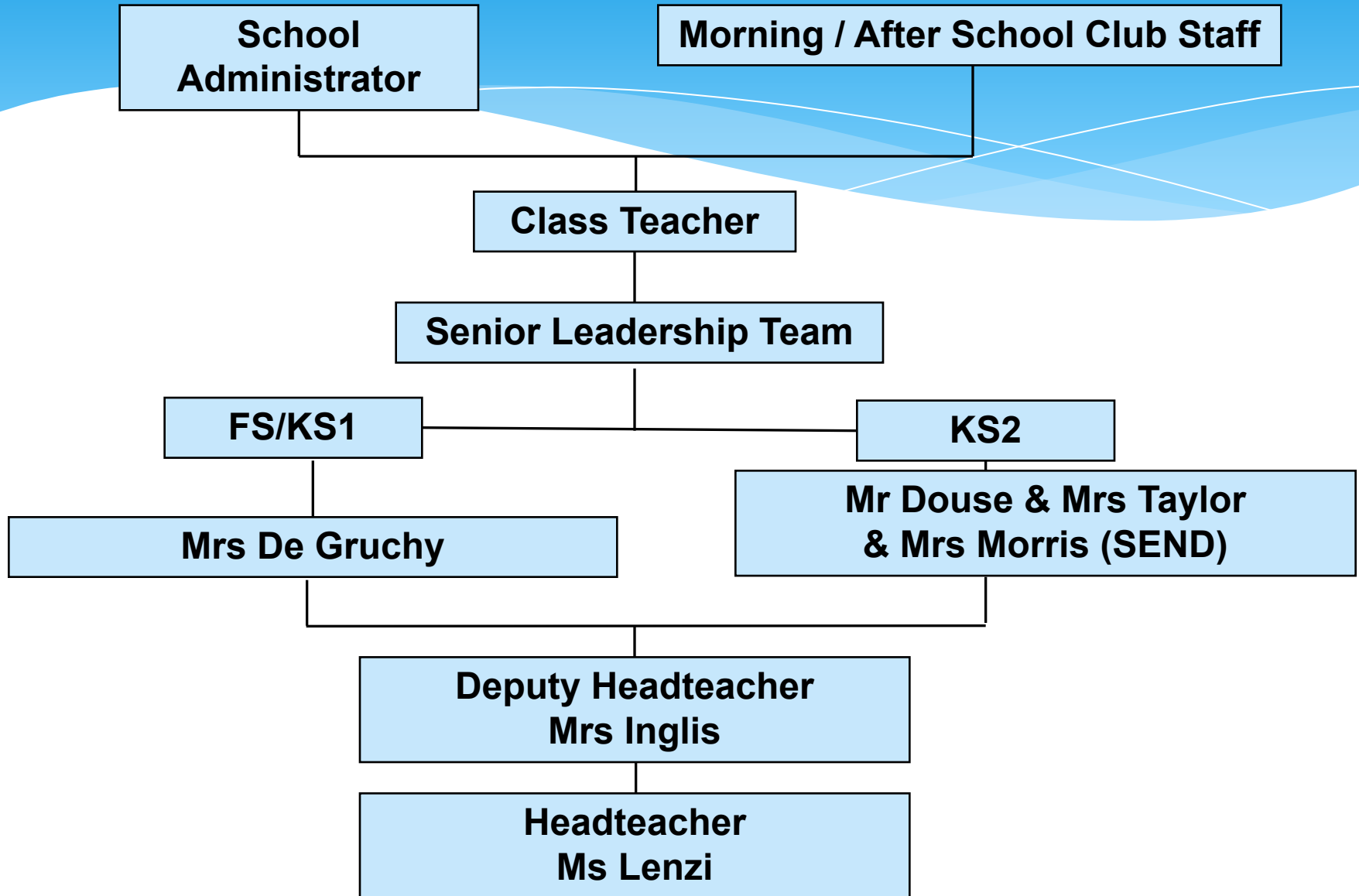
Headteacher Award (for demonstrating the half term core value)

*Each half term we focus on one of the FCJ core values. A badge is awarded to one pupil in each class for demonstrating that core value throughout the half term (both in class and on the playground). These badges are kept by the pupil forever.

Behaviour Policy

- * There are times when pupils will need adult support to help them make the right choices.
- * Our behaviour system ensures children have clear choices, guidance and appropriate time in order to achieve a positive outcome. Reminders and warnings are given.
- * If negative behaviour continues, a restorative conversation will take place with an adult in order to make things right. A consequence may be issued, as necessary.
- * For more serious behaviour, a member of our Senior Leadership Team will support.
- * Parents will be informed of any significant behavioural concerns or incidents.
- * Parents will need to have trust and be supportive of the school when discussing behaviour with their child at home.

FCJ Communication Flowchart



Uniform Reminders



- * Hats and blazers must be worn to school every day (except PE days). Navy blue coats are permitted on cold or wet weather days.
- * Please ensure pupils wear full school uniform, and that top buttons are closed and shirts tucked in.
- * School bags must be either FCJ specific or plain navy blue. Please can key rings be kept to one on each bag only.
- * White trainers and white socks are required on tracksuit days (ankles to be covered, no trainer socks please). Plimsolls must be kept in school, as these are used each week for PE lessons and assemblies.
- * On PE days, children to come to school each morning and leave school each evening in their **full tracksuits**.
- * Jewellery is not permitted, with the exception of one watch (this must not be a Smart Watch) and one pair of plain earrings.
- * Uniform must be named.
- * Please encourage your child to be an independent dresser. We would like the children to practise tying shoelaces, ties and belts.

PE Kit Expectations (KS2)

*Children are to come to school wearing FCJ tracksuit, (top and bottoms), whether they are scheduled for outdoor or indoor PE.

*It is expected that the children wear the correct white PE t-shirt and blue shorts underneath the tracksuits.

*Children must wear white trainers (coloured trainers and/or coloured laces are not permitted), however they may be asked to change into properly fitting plimsolls or bare-foot, depending on the learning activity during the lesson.

*Children should also have an additional outdoor PE kit: long blue socks, shin pads, football boots and any additional cold-weather clothing they may require (i.e. gloves/hat). This will be kept in lockers and sent home if it gets too wet and muddy. It then needs to be brought back into school ready for the next lesson. Blue football tops/ blue football socks for outdoor lessons can be changed into before the lesson.

*All pupils will require a gum shield for the Autumn and Spring terms. Please ensure the gum shield is correctly fitted for your own child.

May we also remind you that:

- Children must not wear hooped earrings to school.
- Children must be able to **take all earrings out by themselves**. If they cannot, a letter must be written to give consent for the children to wear earrings during PE lessons. Earrings need to be taped over before they come into school.

Medicines

- * Medication must be handed in to the office with a **completed Care Plan** (this includes any pain relief).
- * KS2 children must be able to self-administer medication.
- * FS/KS1 children must receive their medication from their parents/guardians, either before or after school, unless in the case of long-term medication.
- * Any long-term medication, such as epi-pens and inhalers, must be in date and handed into the office, with an up-to-date Care Plan.
- * Please remember that we are unable to store any antibiotics in school.



Snacks/Lunch



- * Please remember we are a nut-free school. **This includes spreads such as Nutella and pesto sauce.**
- * Your child **must** have a **named** water bottle in school, which they are able to refill at set points during the day.
- * Morning snack should be a healthy snack, such as fruit or vegetables. Other snacks should be eaten at lunchtime. We will always encourage the children to pick their healthy option at break.
- * At lunch, children are encouraged to eat their savoury options first. Please ensure they have all utensils required for their lunch, as we are unable to provide cutlery etc.

Special Educational Needs

- ★ In line with our Vision Statement, we endeavour to ensure all FCJ pupils are valued by all members of staff for the individual contribution they make to the school. We believe that all children should experience success and feel positive about their own achievements.
- ★ FCJ teachers are teachers of inclusion and special educational needs. We are committed to meeting the special educational needs of pupils, to ensure that they achieve the best possible outcomes.
- ★ All pupils with special educational needs will receive appropriate support to enable them to access effective learning opportunities suited to their needs and ability.
- ★ High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN/D. We regularly and carefully review the quality of teaching for all pupils and professional development opportunities are provided for staff to extend their knowledge and understanding of SEN/D and high-quality teaching.
- ★ We assess each pupil's current skills and levels of attainment on entry to FCJ, building on information from previous settings and key stages where appropriate. Class teachers, supported by the Senior Leadership Team, make regular assessments of progress for all pupils. These seek to identify pupils making less than expected progress, given their age and individual circumstances.
- ★ Where a pupil is identified as having SEN/D FCJ, with the support of the child's parents/carers, takes action to remove barriers to learning, through a graduated approach, that ensures effective special educational provision is in place.

Annual Reporting Cycle to Parents/Carers

Autumn Term - Parent Consultations

Spring Term - Parent Consultations

Summer Term - End of Year Written Report & Offer of
Parent Consultation

Open door policy throughout the school year.

Parent / Carer Support

- * There are many different outside agencies who can offer support to parents/carers. These are shared via ParentMail and are on the school's website.
- * The Children & Families Hub is also available for parents/carers to seek advice and self-refer.
- * If you have any safeguarding concerns about a child, it is expected that you would contact the Children and Families Hub for advice.

GDPR & CCTV

- * FCJ follows all GDPR and Data Protection guidelines. Staff are trained in this area
- * Data check sheets are completed annually.
- * Our Data Schedule is regularly updated and found on our website.
- * All pupils in KS2 will use Google Classroom and Google Drive for both class and homework.
- * Apps / software are risk assessed and evaluated for how the data is used and stored. These are included in our Data Schedule (on the website).
- * CCTV is used for the general security of the school, providing a safe and secure environment for pupils, staff, and other site users.
- * Images of CCTV footage will be stored securely, and access will be restricted to specific authorised personnel.

Social Media



- * Please remember there are several children within our school whose parents have requested that their child does not appear in public photographs, including social media.
- * Therefore, please be mindful of sharing school group photographs of children (other than your own) on social media.
- * We are aware that Whatsapp groups are used by parents. Due to GDPR, we cannot allow these groups to use the name of the school/staff, nor can we share parent information for these.
- * These groups should be used to share school information. We always welcome feedback from our parents. If any parent would like to offer feedback/ideas about any aspect of our school or you have any concerns, **we politely ask that you speak to the relevant member of staff, rather than posting concerns on any social media/messaging apps.**



Twitter



- * Twitter is an exciting way of us being able to keep in touch with you.
- * We have over 1000 followers – if you don't already follow us, please take a look!
- * Generally, tweeting will take place after a visit or event; under certain circumstances, tweeting may take place in 'real time'.