SCHOOL STARTER INFORMATION GUIDE

2026/2027

Mission Statement

Teach the children with all the kindness and gentleness possible.

Article 3: Acting in the best interests of the children in our care.

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* Information written in **green** is specifically relevant to **FCJ Little Companions** and may not apply to children in other year groups.

Dear Parents and Guardians

Welcome to FCJ Primary School.

The purpose of this booklet is to give you as much information as possible in order to facilitate your child's transition into our school.

There is a separate Data Check List and Permissions Booklet, enclosed with this starter pack, which contains a list of all the consents we require from you. **Please sign this and return to school.**

Please keep this Information Guide to hand so that you can refer to it if needed.

It is a legal requirement that we see your child's original Birth Certificate. We kindly ask, if you have not already done so, that you bring the original certificate to school, so that it may be photocopied. Please also ensure that we have received your child's Baptism Certificate, if applicable.

We will do all we can to ensure your child is happy, safe and thrives during their time with us, at FCJ.

As you become an important part of the FCJ Family, we hope you will make many happy, and endearing memories.

Thank you for your co-operation.

Donna Lenzi
Headteacher

DATA PROTECTION POLICY

Under Data Protection Law (Jersey) 2018, schools act as individual data controllers. We collect information to provide better services to all our pupils. There are occasions when we receive requests to share your information with third parties, for example, with the Department for Children, Young People, Education and Skills (CYPES) or with Health and Social Services. We also use several third-party services to help facilitate learning, track progress and celebrate success.

All data will be processed in accordance with the Data Protection Law (Jersey) 2018. Information about how we collect, use and store your data is detailed in our Privacy Policy. A copy can be obtained from the School Office or downloaded from our website. We hope that you will take the time to read the policy carefully and give your consent to various services listed in the Data Check List and Permissions Booklet enclosed in your starter pack.

You have the right to opt-out and withdraw consent from any of the services listed in the Data Check List and Permissions Booklet at any time. Should you wish to withdraw consent then please e-mail the School Office: **admin@fcj.sch.je**

Please refer to our website for more information regarding our Policies and Procedures. Policies (sch.je)

CURRENT CLASS STRUCTURE

FCJ is a two-form entry primary school; the classes are divided into four Key Stages:

- FCJ Little Companions
- Foundation Stage (Pre-School and Reception)
- Key Stage 1 (Years 1 and 2)
- Key Stage 2 (Years 3, 4, 5 and 6)

DAILY ROUTINES

(For Foundation Stage and Little Companions, Please Also See Separate Booklets)

Morning Drop-off:

Children not attending Morning Club can be dropped off from 8:30 am at the roundabout or at their class entry point (please see the table below*). The bell rings at 8:40 am and school

begins at 8:45 am. Registers close at 8:50 am. Arrival after this time will be recorded as late. If dropping off at your child's class entry point, please use the top car park, if dropping off at the roundabout, please keep your child in the car until you are at the front of the queue and they will be assisted to exit the car by a member of staff. Please ensure your child is ready, with all their belongings, to exit using the left side of the car for safety reasons.

Afternoon Pick-up:

School finishes at 3:00 pm for Foundation Stage and KS1 children and at 3:10 pm for KS2. For pick-up points please see table below for designated drop off and pick up points:
(If you are dropping off at Morning Club before 8:00 am or at school before 8:30 am, please remain with your child as there is no staff supervision until these times.)

	Drop off	**Entry Point**	**Pick up**	**Exit Point**
FCJ Little Companions	8:00- 8:30am	Little Companions Entrance	3:00pm 5:25pm	Little Companions Entrance
Morning and Extended Day Clubs	8:00 am	Main School	By 5:30 pm	Art and Design Room
Pre-School Reduced Morning Club and ASC, EDC	8:30 am	Pre-School entrance	5:30	Pre-School Rear Entrance
Year 6	8:30 am	School side entrance (blue gates)	3:10 pm	6R from one of the Yr2 classrooms 6D from Music Room
Year 5	8:30 am	School side entrance (blue gates)	3:10 pm	Side door near Hall (Library/Street)
Year 4	8:30 am	School side entrance (blue gates)	3:10 pm	From one of the Yr1 classrooms
Year 3	8:30 am	School side entrance (blue gates)	3:10 pm	Classroom entrance
Year 2	8:30 am	Main school entrance	3:00 pm	Classroom entrance
Year 1	8:30 am	Main school entrance	3:00 pm	Classroom entrance
Reception	8:30 am	Classroom entrance	3:00 pm	Classroom entrance
Pre-School	9:00 am	Pre-School entrance	3:00 pm or according to NEF hours requested	Pre-School entrance
Siblings Only **Little Companions Siblings**	8:30 am 8:00-8:30am	With their year group as detailed above.	By 3:10 pm	Collected from their respective classrooms as detailed above

Morning and Afternoon Parking:

- FCJ Little Companions parents may access the school site via the rear gates. Children should be brought directly to the **Nursery entrance**, where they will be welcomed by a member of nursery staff. Specific information regarding times, etc. can be found in the FCJ Little Companions Booklet.
- Parking is available at the top car park at Grainville. Please remember this is a Government of Jersey's owned carpark. You will need to display your time of arrival and, as the car park is very busy at these times, to park within the lines and in consideration of other users. When walking to and from school, please keep to the path and ensure your child walks with you.
- **Under no circumstances should you park outside Grainville School or on the roundabout**.
- **Under no circumstance should you leave your car on the roundabout/next to the main entrance.**

Afternoon Parking:

Our rear school playground opens at 2:40 pm daily. You will be directed to a parking space by a member of staff. To use this car park, please display the coloured laminated disc, located in your starter pack, on your dashboard.

- A green disc will be allocated to parents who have a child in Foundation Stage and KS1. We ask that parents who hold a green disc, **arrive for parking at the back playground from 2:45 pm.**
- A yellow disc will be allocated to parents who have a child in KS2. We ask that parents who hold a yellow disc, **arrive for parking at the back playground from 3:05 pm only.**
- Please note, if you have a child in FS, KS1 and KS2, you will only receive a **yellow disc.** This system prioritises parents with children in FS and KS1, as our younger children are dismissed (10 minutes) earlier than KS2, giving parents a clear, safer exit from the playground.
- We kindly ask all parents to arrive at the allocated disc times. Cars displaying a yellow disc, which arrive before 3:05 pm, will be unable to park and will be asked to drive through and exit the playground in order to re-join the queue.
- When you are ready to leave, please turn on your hazard lights and wait until you are directed to reverse, or leave your space, by a member of staff.
- Please keep your hazard lights on as you drive very slowly through the playground, this will help staff ascertain which cars are leaving the playground and which cars need to park.
- May we also respectfully ask that parents walking to their cars with children, stay close to the building and use the coned pathway provided.
- Please ensure you abide by the 5mph speed limit on FCJ/Grainville site.

Little Companions, FS and KS1 parents collecting at the earlier time are respectfully asked to show consideration for other parents waiting to park and collect their children, please exit the playground as promptly as possible to enable waiting cars to enter.

Each family will be provided with two discs of the same colour. We ask that parents ensure the disc is clearly displayed on their dashboard before entry to the playground and that any family members or friends who regularly collect are provided with a disc and an explanation of this system. If you require extra discs, please contact the School Office.

For all information relating to the drop-off and collection of children at FCJ, please refer to the Early Arrival and Late Collection Policy which can be found on our website: https://www.fcj.sch.je/school-policies/

If you have arranged for another person to collect your child at the end of the school day, please let your child's teacher and the School Office know in writing in advance.

MEDICAL POLICY AND HEALTH CARE PLANS

(Applicable to FCJ Little Companions)

Health Care Plans should be completed and sent to school prior to medication being brought into school, if:

- Your child requires any ongoing medical care or has any allergies, and their medication needs to be kept in school.
- Your KS2 child has a temporary illness which requires medication during the day. Please note any medication must come to school **in a single dose - in an appropriate named container - that your child can take by themselves.**

Health Care Plans can be obtained from the School Office or downloaded from our website.

If you are returning to Jersey, or moving to the Island for the first time, you will also need to complete a 'Movement into Jersey Medical Form'. This form can be obtained from the School Office.

MEDICAL SCREENINGS

(Applicable to FCJ Little Companions)

Jersey Health and Social Services offer the following screening/vaccination programmes, consent forms for these are sent in due course, once dates have been agreed with the various health departments (please note that, depending on your child's start date, some of these screenings may have already taken place):

- Whole school dental screening.
- Visual screening (Reception and new starters up to Year 3)
- Height and weight measurements for children in Reception and Year 6 with an added hearing test for Reception children only. Health and Social Services has now adopted an opt out policy for this screening, therefore, your child will be seen by the school nurses unless you have indicated otherwise. More information regarding this will be sent out to you in due course.
- Whole school flu vaccine administered via nasal spray.



LEAVE DURING TERM TIME

The information on the States of Jersey website regarding leaving during term time is as follows:

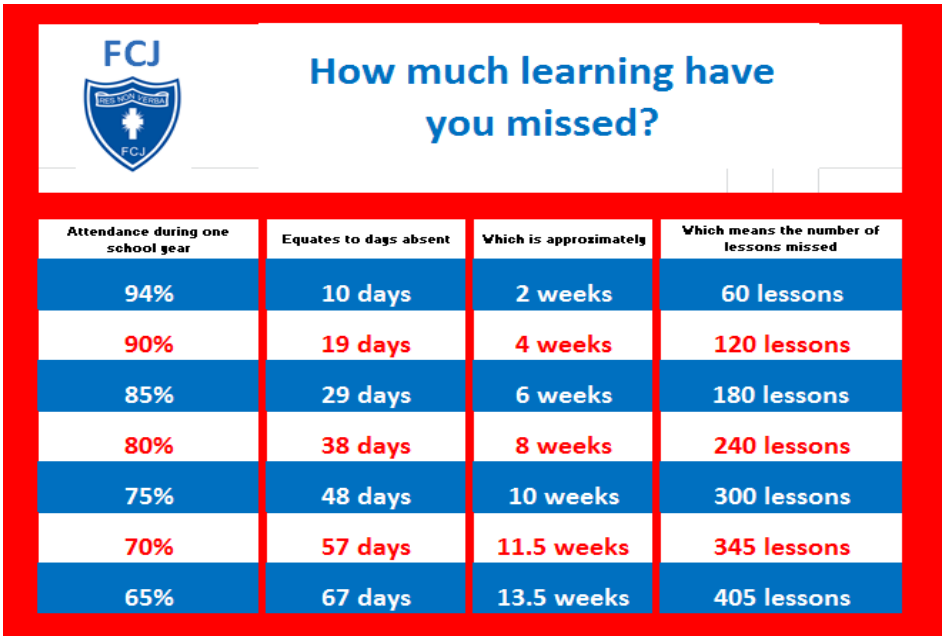
'The Education Department does not support (holiday) leave during term time.

You do not have the automatic right to withdraw your child from school. You must request permission in advance from your school's Headteacher. You must make a strong case to justify your Headteacher's decision to allow your child to be away from school during term time.

Your child's absence from school will disrupt the continuity of their learning.'

If requesting leave, please use the appropriate Absence Request Form which can be obtained from the School Office or downloaded from our website.

Please see the following chart demonstrating the impact absence from school has on your child's learning time.



REPORTING ABSENCES

(Applicable to FCJ Little Companions)

If your child is going to be absent due to illness, you must inform the school before 9am on the first day of your child's absence and keep the school updated on subsequent days. There is a dedicated telephone line to leave a message, or you can send an e-mail to **admin@fcj.sch.je**. Please leave your child's name, their class and the reason for the absence.

Please also note that there is a 48-hour exclusion policy from school for children who have vomited or who have had diarrhoea.

If your child has a medical appointment, please leave a message on the office voicemail or send an e-mail to **admin@fcj.sch.je.** Please remember to indicate your child's full name and class**. A copy of the appointment letter is also required for our records.**

For Pre-School children, please refer to the Absence/Sickness Policy in the Pre-School Handbook, as a continuous absence may affect your Nursey Education Funding (NEF).



MORNING, EXTENDED DAY AND WRAP AROUND CLUBS

Providing Extended Day Care for Your Children

KS1 And KS2:

Morning Club

- Opens at 8:00 am to 8:30 am.
- Drop-off at school reception area at 8:00 am.
- Current charge is £3.80 per morning.
- Lots of activities for the children to do, including - colouring, Lego, games, dressing up, puzzles etc.

Extended Day

- Opens at 3:00 pm, parents/guardians must have collected by 5:30 pm.
- Substantial snack and drink is provided.
- Current charge is £18.70 per afternoon session.
- Activities include - ICT, cooking, colouring, craft, outside games/play, painting, Lego, puzzles etc.

Wrap Around Club

- Only for children who are participating in After School Activity Clubs and only operates whilst there are Clubs.
- Children attend from the end of their After School Activity Club (from 4:00 pm for KS1 and from 4:10 pm for KS2) until 5.30 pm.
- A snack (usually fruit) and a drink is provided.
- Current charge is £12.70 per session.
- Activities include - ICT, cooking, colouring, craft, outside games/play, painting, Lego, puzzles etc.

Bookings for the Morning Club and Extended Day/Wrap Around Clubs close 24hrs before the date of the club required. Block bookings are also available for Morning Clubs.



FOUNDATION STAGE:

Extended Morning Club (Pre-School only)



- Opens at 8:00 am to 9:00 am
- Drop off at main reception area at 8:00 am.
- Current charge is £9.35 per morning.
- Lots of activities for the children to do - including colouring, Lego, games, dressing up, puzzles etc.

Reduced Morning Club (Pre-School only)

- Opens at 8:30 am to 9:00 am
- Drop off at Pre-School.
- Current charge is £4.70 per morning.

Morning Club (Reception only)

- Opens at 8:00 am to 8:30 am
- Drop off at school reception area at 8.00 am.
- Current charge is £4.70 per morning.
- Lots of activities for the children to do - including colouring, Lego, games, dressing up, puzzles etc.

Extended Day Club (Pre-School and Reception)

- Opens at 3:00 pm, parents/guardians must have collected by 5:30 pm.
- Substantial snack and drink are provided.
- Current charge is £21.30.
- Activities include - ICT, cooking, colouring, craft, outside games/play, painting, Lego, puzzles etc.

Bookings open half termly in advance.

The disparity of cost between Morning Club for FS and KS1/KS2 is due to the higher staff/child ratio required in FS.

You may park in the school rear playground from 4:00 pm, **with the gate closing promptly at 5:30pm.** Please note that due to the registration regulations of the Club, children must be collected and off the school premises by 5:30pm. We respectfully request that your child is collected prior to Club's closing time.

GENERAL INFORMATION

- There are limited places for the Morning and Extended Day Clubs.

- Our Morning and Extended Day Clubs are registered. Parents can request confirmation of fees paid for tax purposes.

- We kindly ask that you keep a list of your bookings (obtainable from your ParentMail payment history), and check that you have booked the correct dates. We will not be in a position to accept children whose parents have made incorrect bookings.

- **Children must not be dropped off for Morning Club before 8:00 am,** as no supervision is provided until 8:00 am. If arriving earlier, an adult must stay with the child until a member of staff comes on duty. Please refer to the Early Arrivals & Late Collection Policy found on the website.

- If your child is in the Extended Day/Wrap Around Clubs, we kindly ask that you collect your child promptly by 5:30 pm. Please note that due to the regulatory requirements of the EDC licence, all children must have left the premises by 5:30pm.

- If a pupil is not collected by 5:25pm, a member of EDC staff will contact the parents to ensure that parents/guardians are on their way to collect their child/ren.

- **Telephone Contacts**
  We would ask that you use 07829 723 067 if you need to contact the EDC Manger. **Please note this number should be used in emergency situations only.**

  It is not to be used to call to advise you are running a few minutes late, **(please note that calling will not exempt a parent from any late charges).**

- The booking procedure is similar to online shopping. Please see instructions on how to book in the ParentMail section of this booklet.

- The booking system for the EDC's becomes available at the end of every half term, for the following half term. You will receive a ParentMail notifying you of the date and time for these bookings.

- If you find that you cannot book a session, this is either because the Club is full, or you have already booked the session. You can check this by looking at your payment history.

- **Refunds/Swaps Not Permitted**
  Staff running clubs are allocated based on the number of bookings received. For this reason, bookings are non-transferable. Refunds are only considered in exceptional circumstances and are granted at the discretion of the School Business Manager (SBM) on a case-by-case basis.

  All refund requests must be submitted in writing to the SBM via email at admin@fcj.sch.je. Where a refund is approved, a transaction and administration charge will apply to cover the cost of processing the refund and updating registers. All refunds will therefore incur a 10% administration fee, with a minimum charge of £5.

- Refunds or credits/transfers will not be offered in the event of school closures/reduced service - (whether due to inclement weather, industrial action, pandemic or any other reasons).

- By using the Morning and Extended Day Clubs, you are agreeing to the Terms and Conditions set out above.

- **Removal from EDCs**
  Parents/guardians may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the Headteacher/EDC Manager that the continued presence of the child is incompatible with the interest of the Club/s.

  The child will also forfeit their place at the Club if the parent/guardian is persistently rude to any member of FCJ Staff. There will be no refund of fees in these circumstances.

For all information relating to the drop-off and collection of children at FCJ, please refer to the Early Arrival and Late Collection Policy which can be found on our website: https://www.fcj.sch.je/school-policies/



AFTER SCHOOL ACTIVITY CLUBS (ASC's)

We are the only school on the Island in which all teachers offer two terms of After School Activity Clubs. The number and variety of Clubs on offer is testament to the dedication of our staff. Clubs run by FCJ staff are over and above their normal teaching duties and are only available thanks to their goodwill. The choice of year groups and Club days is based on staff availability and will change from term to term, to allow our children to experience new skills and activities.

These Clubs are available to book at the beginning of each term on ParentMail. You will receive an e-mail to advise you of this. Please be aware that our After School Activity Clubs always prove extremely popular and the majority sell out very quickly. We understand this can be frustrating, but it is simply not possible to schedule enough Clubs to cope with the overall demand. Please remember that we also have our Extended Day Club for wrap around care.

In addition to FCJ led Clubs we also have external coaches who provide other Clubs, such as Guitar and Kick Boxing, which are booked directly with the provider.

An <u>example</u> of a term's activities:

DAY	LUNCHTIME 1	AFTER SCHOOL 1	AFTER SCHOOL 2	AFTER SCHOOL 3	AFTER SCHOOL 4	AFTER SCHOOL 5
MONDAY	Recorder Ensemble- KS2	Football Yr 5/6	Art Yr 3/4	Computing Yr 5/6	Drama Yr 1/2	
TUESDAY	Football Yr 3/4	Netball Yr 5/6	Mindfulness Yr 1/2	Cooking Year 1		
WEDNESDAY	Invasion Games Yr 1/2	Science Yr 3/4	Dance KS2			**Guitar & Ukulele**
THURSDAY	Marvellous Musicians Yr 1/2					**Samurai (External Club)**

**** Costs are subject to periodic review.***

PARENTMAIL

Introduction

(Applicable to FCJ Little Companions)

Communicating with parents is a vital part of what we do. Ensuring that you receive the correct information about activities, events etc., is extremely important to us.

ParentMail will be beneficial to you because:

- Messages should reach you reliably and on time.
- We can send messages directly to Mums, Dads and other carers at the same time.
- Emergency or important information can be sent by text message.
- You can purchase Christmas Performance DVDs, pay for PSA run events, school trips, Morning, Extended Day, Wrap Around and After School Activity Clubs, book a place on the Shuttle Bus etc.
- You can book a slot to meet your child's teacher on Parent Consultation Evenings.

What to do Next

If you are not already registered, please complete the appropriate section in the Data Check List and Permissions Booklet so that we can register you. We recommend that you use a personal e-mail address that you are able to access easily during the day, as we may need to communicate with you urgently, for example if we have to cancel an After School Activity Club or in case of school closure due to snow.

Please be assured that ParentMail is registered with The Office of The Data Protection Commissioner and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Registering with ParentMail

As soon as we have received your e-mail address and we have added you to ParentMail, you will receive a registration e-mail.

Please follow the instructions on the e-mail to register. You will then be able to create your own account.

For ease of use you can also download a ParentMail app to your iPhones, iPads and Androids.

Booking and paying with ParentMail

The booking procedure is similar to online shopping. Please follow the instructions below if you would like to make a purchase or a booking.

- Log into ParentMail on a computer using an internet browser or use the ParentMail app on your iPhone, iPad or Android device.
- For all items except our Morning, Wrap Around & Extended Day Clubs, please Select 'Payments' from the list.
- If you are using a computer, the following message is displayed: **You have no items to Pay. Items that require your action will appear here. Visit the Shop to see the available items. Go to Shop.**
- Click on 'Go to Shop'.
- A list of available items to purchase will appear.
- Click on what you would like to purchase or book.
- Your child or children's names are listed.
- Choose the name of the child you are making the booking for and then select 'Add to basket'. (Repeat the process for each child you are purchasing for).
- Continue to select the items you would like to book and add to basket after each selection.
- Once you have finished selecting your chosen items, click on the basket symbol in the top right-hand corner of the page.
- Your Basket items are now all shown in a list.
- **Please check you are happy with your selections (and that you have selected the correct year group for your child/ren) before choosing to Checkout.** Once you have reviewed your basket, please select 'Checkout' which is shown in the top right corner.
- Should you wish to remove an item from your list, click the box where it shows the number '1' and change this to '0'. Choose 'Yes' to remove it from your basket.
- Your Order Summary is now displayed with the amount to pay in green in the top right corner.
- Payment can be made using a Credit Card, Debit card or a PayPal account.
- Choose your preferred method of payment, select 'Confirm Payment' and follow the instructions.
- Once your payment has been processed, you will receive an email confirmation from ParentMail. The confirmation shows your order details for each child and also your payment total**. Please keep this email for future reference.**

Further Information

On the front page of your ParentMail account, there is the option of 'Payment History'. If you select this option, it will show you all of your orders placed so far.

How to book - Morning, Wrap Around & Extended Day Clubs

To make bookings for our Wrap Around Care (Extended Day Clubs (EDC)), please follow this guide:

- Log in to the IRIS ParentMail App
- Select 'Accounts' from the left-hand menu
- Choose the relevant club (e.g. Morning Club, Extended Day Club)
- Select the week you wish to book - Ensure you choose the correct day
- A pop-up window will display available sessions
- Select the sessions you require
- **Important Check** - Confirm you are booking the correct club for your child's year group as costs may vary depending on age or session
- Scroll down and select 'Pay Now'
- Select 'Continue' to add more days if needed
- Select 'Basket' to complete payment

As with other apps, the ParentMail app will need updating from time to time. If you are experiencing issues with booking, please try an update or deleting the ap and reinstalling it, before contacting us.

There is a 'Help' tool on the top bar with some useful FAQ's, however, should you still be experiencing difficulties, please do not hesitate to email the school office at **admin@fcj.sch.je**

SCHOOL UNIFORM

(Applicable to FCJ Little Companions)

FCJ School uniform is available to purchase from Lyndale Sports shop or website.

For on-line purchases please see the following guide:

- Log on to the website: www.lyndalesports.com
- Select 'Login' tab at the top right-hand corner

An account login page will appear. Select 'Create New Account'. 'Create an Account' page will be shown.

Fill in your details, password and click 'create account'

Your account is now active, and you will receive an email to confirm this.

Type FCJ into the search bar at the top right-hand side of the screen, all FCJ uniform will then be displayed. Simply select the item and the size you require and add to your basket. Once your order is complete select 'Go to the Checkout' and chose from the following three delivery options:

'Delivery direct to school' The cut-off time for orders placed with Lyndale Sports either by telephone, email or online will be 11 am on Friday in order for the items to be delivered to school by Friday afternoon. Delivery to the school is completely free regardless of the size of your order.

'Delivery to a specified address' Orders can be posted direct to your home address, provided the order is received before 11 am it will be dispatched the same day. If the order is placed after 11 am it will be posted the following day, unless it is a Friday in which case it will be posted on the following Monday. The delivery charge may apply.

'Collect from shop' Lyndale staff will be available from Monday to Saturday in store to help you choose FCJ uniform. Please now enter your billing address and proceed to payment.

Exchanges or Refunds should you need to exchange or refund an item; you can either take the item to the shop or Lyndale Sports will collect the item from school on a Friday afternoon. If you require collection from school, you must contact Lyndale Sports by email or telephone, to arrange the refund or exchange. The item to be exchanged or refunded must be in the school office by 9 am on a Friday morning prior to collection.

Should you have any questions regarding use of the website, there is a 'Frequently Asked Questions' page or alternatively please call Lyndale Sports directly and a member of staff will be happy to answer your questions.

Lyndale Sports' Address and Contact Information

Lyndale Sports, Rue du Grand Jardin, Augres, Trinity, Jersey JE3 5FJ
Telephone: 01534 862411 - Email: myra@lyndalesports.je

Directions: Travel north up the A8 (La Grande Route De La Trinite, Trinity Hill). Take the second turning on the left after the Red Rose Restaurant and follow the signs from there.



School Uniform: boys

All boys from Reception to Year 6 require the following items:
(For Pre-School and Little Companions please see designated Booklet)

- FCJ School blazer
- FCJ School cap
- FCJ School tie
- FCJ School blue V-neck jumper
- White shirt (long or short)
- Dark grey trousers (winter uniform)
- Dark grey shorts (summer uniform)
- Grey socks
- Navy blue coat/waterproof for winter months
- Black (sturdy, low heel) leather shoes *
- PE trainers (predominantly white) *
- Black plimsolls (to remain at school)
- Blue shoe/gym bag for spare clothes to remain at school
- Blue Apron/Overall for Arts and Crafts (to remain at school)
- FCJ School scarf for winter play (optional)
- FCJ Fleece hat for winter play (optional)
- FCJ Blue sun cap for summer months (compulsory)
- FCJ Blue book bag (compulsory)
- FCJ Navy rucksack (Year 1 and above)

*Shoes and trainers must not have flashing lights

Additional items for Reception and KS1 boys	Additional items for KS2 boys
• FCJ white PE polo-shirt (x2)* • Navy blue PE shorts (x2)* • White socks for PE • Extra pair of navy/white underpants and socks (x2)* • FCJ Infant PE sweatshirt and jogging bottoms (x2)*	• FCJ white PE polo-shirt (x2)* • Navy blue PE shorts (x2)* • White socks for PE • FCJ Football kit, boots, socks and shin pads (if taking part in after school football) • FCJ Junior school tracksuit (x2)*

One to be kept in school as spare

Boys' hair must be short and tidy.

FOR THE PRE-SCHOOL UNIFORM PLEASE SEE THE PRE-SCHOOL HANDBOOK

All items of uniform must be clearly labelled with your child's name.

School Uniform: girls

All girls from Reception to Year 6 require the following items:
(For Pre-School and Little Companions please see designated Booklet)

- FCJ School blazer
- FCJ School boater hat (summer uniform)
- FCJ School bowler hat (winter uniform)
- FCJ Summer dress (summer uniform)
- White socks (summer)
- Plain navy blue cardigan (summer uniform)
- Navy blue winter coat/waterproof for winter months
- Blue or white underwear
- Navy blue socks or tights (winter uniform)
- Blue or white hair accessories
- Black (sturdy, low heel) leather shoes *
- PE trainers (predominantly white) *
- Black plimsolls (to remain at school)
- Blue shoe/gym bag for spare clothes to remain at school
- Blue Apron/overall for Arts and Crafts (to remain at school)
- FCJ School scarf for winter play (optional)
- FCJ Fleece hat for winter play (optional)
- FCJ Blue sun cap for summer months (compulsory)
- FCJ Blue book bag (compulsory)
- FCJ Navy rucksack (Year 1 and above)

*Shoes and trainers must not have flashing lights

Additional items for Reception and KS1 girls

- FCJ school striped blouse (winter) *
- FCJ navy blue pinafore dress **with side zip** (winter) *
- Extra pair of navy/white knickers and socks (x2)*
- FCJ white PE polo-shirt (x2)*
- Navy blue PE shorts (x2)*
- White socks for PE
- FCJ Infant PE sweatshirt and jogging bottoms (x2)*

Additional items for KS2 girls

- Navy blue A-line skirt: **no splits or pleats** (winter)
- White shirt (winter)
- FCJ School tie (winter)
- FCJ School blue V-neck jumper (winter)
- FCJ white PE polo-shirt (x2)*
- Navy blue PE shorts (x2)*
- White socks for PE
- FCJ football kit, boots, socks and shin pads (if taking part in after school football)
- FCJ Junior tracksuit (x2)*

One to be kept in school as spare

Parents are reminded that, for reasons of health and safety, jewellery may not be worn at school. An exception may be made for girls wearing simple, small stud earrings. Girls will not be allowed to take part in PE if their earrings have not been removed or covered with tape before coming to school.

Long hair must be tied up using white or blue hair ties; hairstyles to be smart and simple (no beaded braids, please).

FOR THE PRE-SCHOOL UNIFORM PLEASE SEE THE PRE-SCHOOL HANDBOOK

All items of uniform must be clearly labelled with your child's name.

INTERNET SAFETY

USE OF THE INTERNET AND E-MAIL

As part of FCJ's Computing Programme, we offer pupils supervised access to the internet.

Our curriculum encourages pupils to learn about how to use the internet in a safe way, making use of the wide range of information available. They also learn to communicate and collaborate through an awareness of their digital behaviours. E-Safety and digital citizenship is taught through Computing lessons and within our Jigsaw lessons. FCJ takes a range of measures to minimise risks to children. This includes content filtering and 'Impero' (which restricts content to any inappropriate materials). All children know what to do if they are concerned about anything they see online. Children have the right to be protected from harm (Article 19) whilst also having access to reliable information (Article 17).

At FCJ, all Key Stage 2 pupils use Google Classroom both in class and for homework. This is a fantastic tool which promotes engagement in learning and is helping our pupils become proficient in the technological world in which we live.

Although internet use is supervised and filtered at FCJ School, families should be aware of the 12 rules below:



KEEPING SAFE; STOP, THINK, BEFORE YOU CLICK!

12 RULES FOR RESPONSIBLE ICT USE

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, telephone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher/responsible adult.

Conditions

I accept that ultimately, the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using an educationally filtered service, along with Impero, employing appropriate teaching practice and teaching e-Safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites she/he visits, and that if there are concerns about her/his e-Safety or e-behaviour, the school will contact me.

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-Safety.

ONLINE ASSESSMENTS

(Applicable to FCJ Little Companions)

For these online assessments, please complete the appropriate sections on the Data Check List and Permissions Booklet.

School Tracker Software

In order to support the learning of our pupils, we use school tracker assessment software which assists in the assessment of your child's performance and enables us to monitor and address your child's attainment. Special Educational Needs details may be included if it is applicable and deemed appropriate.

Processes are in place to ensure that the data will be transferred and processed securely.

Tapestry Online Learning Journey – Foundation Stage Only (inc Little Companions)

FCJ Foundation Stage classes use the Tapestry Online Learning Journey application to track and monitor the progress of your child during their time in FS. All our FS staff will be using Tapestry on their iPads to capture the learning as it happens and record observations and activities, directly linking these to the FS curriculum.

TAPESTRY
ONLINE LEARNING JOURNAL

For Little Companions, Tapestry will also be used to share important daily care information, such as sleep times, meals and snacks eaten, and nappy changes/toileting. This helps to keep parents and carers informed about their child's day and supports effective communication between home and nursery.



ASSESSMENTS

FCJ Primary School pupils undertake Cognitive Abilities Tests (CATs) and Standard Assessment Tests (SATs). These assessments play a key role in understanding pupils' progress and supporting their educational journey.

What Are CATs

CATs (Cognitive Abilities Tests) assess a student's reasoning abilities in three key areas:

- Verbal reasoning – understanding and processing language
- Non-verbal reasoning – problem-solving using shapes and patterns
- Quantitative reasoning – numerical and mathematical thinking

CATs are not based on prior knowledge but instead measure a child's ability to learn and think critically. They help teachers identify strengths, areas for development, and how best to support each student's learning. These assessments do not require any preparation at home.

What Are SATs

SATs (Standard Assessment Tests) are national assessments taken by pupils at the end of and Key Stage 2 (Year 6) to measure progress in core subjects:

- English (Reading, Grammar, Punctuation & Spelling)
- Mathematics (Arithmetic & Reasoning)

These tests provide valuable insights into your child's academic progress and help inform future teaching strategies.

If you have any questions or require further clarification, please feel free to contact us.

Thank you for your continued support in your child's education.

PERIPATETIC MUSIC LESSONS FROM YEAR TWO

Once a year we hold a special Music Assembly to give children in KS2 the opportunity to listen to a range of musical instruments demonstrated by our peripatetic music teachers. We currently offer tuition on the following instruments: Flute, Recorder, Piano, Guitar and Ukulele. We also offer specific tuition in Music theory.

As well as learning the instrument, theoretical elements of music are also included. Lessons run on a weekly basis during term time and are on a rotational timetable so that children do not always miss the same lesson. We strongly advise that children only receive tuition on one instrument during school time.

The peripatetic music teachers will be your point of contact for lessons and will arrange all the administration. Lesson fees are charged per half hour and will need to be paid a term in advance, directly to the teacher. Lessons missed through absence, holidays taken during term time or school closure for circumstances such as snow, must be paid for. However, teachers will always try to make up any missed lessons where possible. If, at any time, you wish to discontinue lessons, a term's notice in writing is required.

Learning an instrument is a commitment and in order for your child to progress, it is important that children attend lessons every week. It will also be necessary for practice to take place at home. Little and often is a good approach, so 10-15 minutes a day would be beneficial. A written diary will be kept informing you of your child's progress and to indicate any areas to practice. There will also be space for you to record the amount of practice completed. You will need to purchase or hire your own instrument and music, but guidance will be given about what will be required. Opportunities to enter examinations or competitions, like the Eisteddfod, will be discussed when the children are ready and agreed with you before any entries are made.

FCJ offers a high standard of music making for its pupils both in and out of school and it is expected that those who receive instrumental tuition in school participate in our school music ensembles. As a musician, your child will gain a huge amount from making music with others as part of an ensemble. This experience also helps to build self-confidence, improves sight-reading skills and is very enjoyable!

If your child is interested in learning one of these instruments, please contact the school office. Please note that, for some instruments, there may be a waiting list.

SCHOOL BUSES - CODE OF CONDUCT

Liberty Bus operates a shuttle service between FCJ and Wellington Road. This service is available only to KS2 pupils or KS1 children, if accompanied by an older sibling who accepts responsibility for them. Payment can be made on the bus or charge cards are available from Liberty Bus.

The bus has 29 seats and 15 standing places. The seats are not equipped with safety belts.

The buses are not supervised by adults, so it is important that:

- Pupils conduct themselves in a safe and sensible manner whilst on the bus.
- Children are required to stay seated while travelling on the bus and to talk quietly and sensibly to the child beside them.

However, due to an increase in children now using this service in the afternoon from FCJ, we need you to be aware that there may be times when there is standing room only.

AFTERNOON JOURNEY ONLY (FCJ TO WELLINGTON HILL):

A Bus Contract is now required before your child uses the afternoon shuttle service from FCJ.

Your child's place on the bus must be booked via ParentMail. If you have not booked a place for your child, she/he will not be allowed to take the bus and you will be called to come and collect him/her. We will not delay the bus while we call you, as some children have connecting buses to catch. Bookings close 24hrs before the date required.

Bookings can be made in advance, but we would kindly ask that, in consideration of other users, you only book the days you need and if you no longer need the space, you e-mail the school office with as much notice as possible so that we can make it available again. If the bus is fully booked, you must make alternative arrangements to collect your child from school at the usual time or book them into Extended Day Club.

Also, in order to minimise the impact on staff who are on bus duty, please ensure that your child is clear as to when they are taking the bus. If there is a last-minute change to the arrangements and your child no longer needs to take the bus, we respectfully ask that you e-mail the office as soon as possible, so that we can inform your child and his/her teacher of the change and ensure the bus is not delayed.

FCJ pupils who travel by bus, are allowed to bring a mobile telephone to school and leave it at the office until home time. Should there be any delays with the bus, they then have the

facility to contact you. They MUST NOT use the phone at any other time or for any other purpose.

If you wish your child to use this service, please sign a Bus Contract and return it to school before your child uses this service.

A Bus Contract is available from the School Office or can be downloaded from our website.

For up-to-date details, departure times and tickets, please contact Liberty Bus directly on 01534 828555 or visit their website: **www.libertybus.je**.



WALKING CONTRACTS

If your child is in KS2 and you would like him/her to walk home at the end of the school day, please read the following conditions, sign a Walking Contract and return it to school before your child is to start walking home:

- Please ensure that you have walked the route with your child, and you are satisfied that your child feels confident about walking home after school.

- It is important that your child understands that she/he must conduct themselves in a safe and sensible manner whilst walking home; they are representing the school.

- Please ensure your child knows which day/s she/he will be walking home.

- FCJ pupils who walk home after school are allowed to bring a mobile telephone to school and leave it at the office until home time, in case they need to communicate with you on their way home. They MUST NOT use the telephone at any other time or for any other purpose.

- Once a child has left school to walk home, they must not return to school that day, unless accompanied by an adult.

- We strongly advise that your child has reflective stickers or strips on their school bag and coat.

A Walking Contract is available from the school office or can be downloaded from our website.

OFF-SITE RESIDENTIAL EDUCATIONAL

Residential trips are offered to Years 4, 5 and 6. These great experiences create long lasting memories for the children.

SCHOOL OPEN DAY THURSDAY 4TH FEBRUARY 2027

Our School Open Day is an opportunity for children to showcase their work and for you to come into school to view their progress. On Open Day the school is closed for learning, but all children are required to come into school with their parents to register with their class teacher and share their learning, school uniform is not required. The school is open as follows:

- 9:30 am to 12:00 pm
- 1:30 pm to 3:30 pm
- 6:00 pm to 7:30 pm

There is no need to book, please choose the session you prefer.

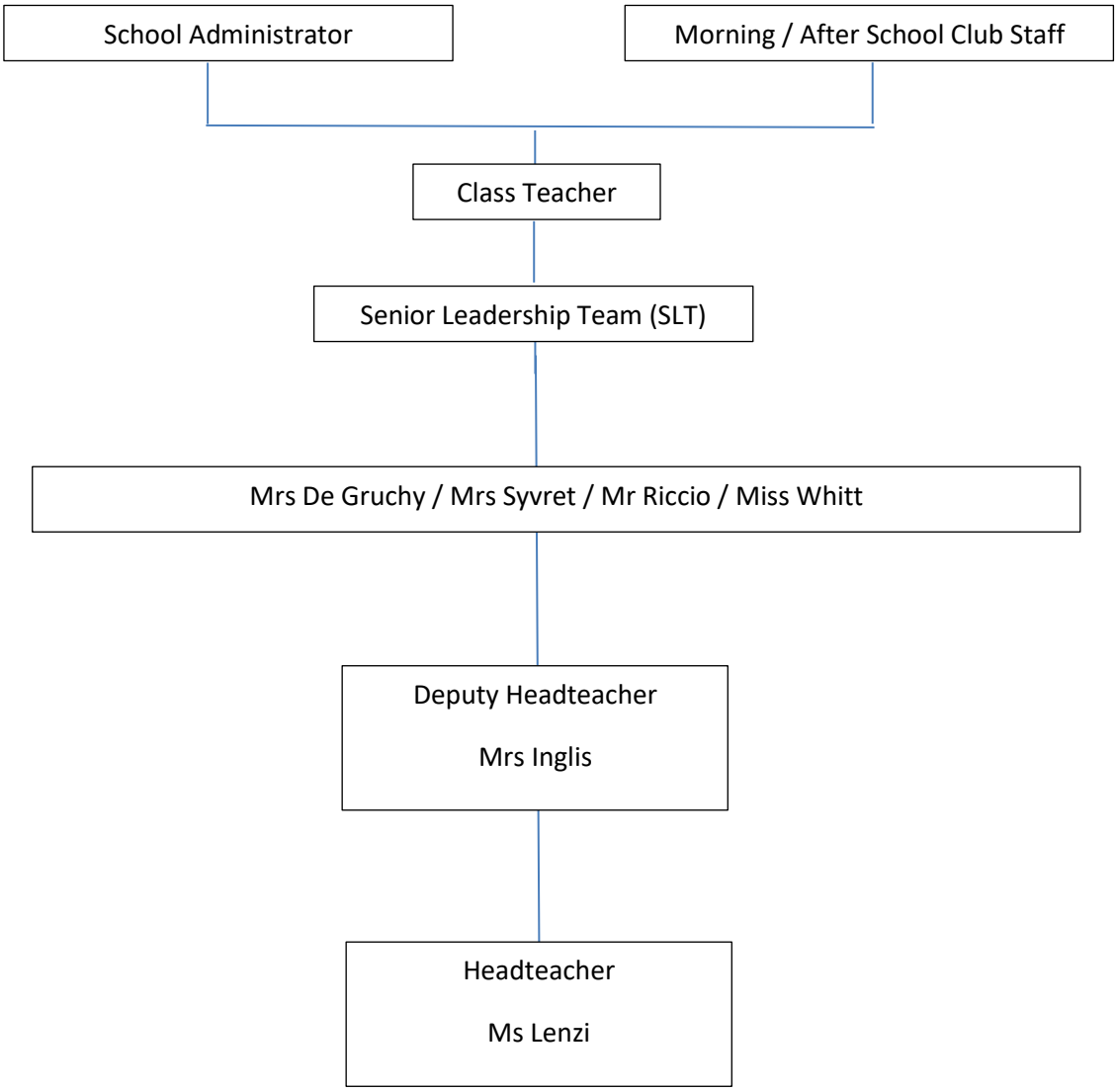


LINES OF COMMUNICATION

(Applicable to FCJ Little Companions)

If a parent is concerned about anything to do with the education that we are providing at our school, they should, in the first instance, discuss the matter with their child's class teacher. Most matters of concern can be dealt with in this way. All teachers work very hard to ensure that each child is happy at school and is making good progress; they always want to know if there is a problem, so that they can take action before the problem seriously affects the child's progress.

FCJ Communication Flowchart



PARENT STAFF ASSOCIATION (PSA)

(Applicable to FCJ Little Companions)

FCJ School is blessed with an active, vibrant Parent Staff Association. New members are always encouraged and welcomed. Some parents feel they cannot commit to meetings but are very willing to help at PSA functions and fund-raising events. That too, is vital to the life of the school and is very much appreciated.

Being involved in the PSA is a wonderful opportunity to meet new parents; especially if you are new to the Island of Jersey.

The Main Objectives of the P.S.A.

'To maintain and foster
a close, friendly and co-operative relationship
between parents and pupils of the school;
the teaching staff and past pupils.'

The Annual General Meeting is usually held in October and the specific date is published in advance. Parents are encouraged to come along and see what has been happening throughout the year.



ACADEMIC YEAR 2026 - 2027
TERM DATES

AUTUMN TERM 2026
Staff Inset Day: Monday 7, Thursday 10 September & Friday 23 October

Tuesday, 8 September – Friday, 18 December

Start of Term
In school: Tuesday 8 September - Thursday, 22 October

School closed for International Air Display on Thursday, 10 September

Half Term Holiday: **Fri**day 23 - Friday 30 October

In school: Monday 2 November - Friday, 18 December (11.50am finish)

Feast Day: Tuesday 8 December (half day, 11.50 finish)

SPRING TERM 2027
Staff Inset Day: Monday 4 January

Tuesday 5 January – Thursday 25 March

Start of Term
In school: Tuesday 5 January - Friday, 5 February

Half Term Holiday: Monday 8 - Friday 12 February

In school: Monday 15 February – Thursday 25 March (11.50am finish)

Open Day: Thursday 4 February

SUMMER TERM 2027
Staff Inset Day: Monday, 12 April

Tuesday 13 April – Friday 9 July

Start of Term
In school: Tuesday, 13 April - Friday 28 May

Half Term Holiday: Monday 31 May - Friday 4 June

In school: Monday 7 June - Friday, 9 July (11.50am finish)

Year 6/7 Transition Days: Thursday 1 & Friday 2 July 2027

Bank/ Public Holidays: Monday 3 May & Monday 31 May

STAFF INSET DAYS: Monday 7, Thursday 10 September & Friday 23 October 2026; Monday 4 Jan 2027 and Monday 12 April 2027.





CONTACTING THE SCHOOL

If you would like to discuss an issue regarding your child, please contact the teacher in the first instance, via the office, to make an appointment.

FCJ Primary School
Deloraine Road
St. Saviour
Jersey
JE2 7XB

Tel: 01534 723063
admin@fcj.sch.je
www.fcj.sch.je.

Follow us on:

https://twitter.com/FCJPrimary - Now needs to be X?
https://www.facebook.com/FCJPrimarySchool



** Costs are subject to periodic review. Current prices can be found on our website – www.fcj.sch.je*