La Mare de Carteret Primary School

Handbook for Parents and Carers

2026 - 2027



Enjoy, Learn, Succeed

La Mare de Carteret Primary School

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La Mare de Carteret Primary School

Our Vision and Values



LMDCP working together with the entire community to ensure the rights of the child are met by providing a safe, nurturing and challenging education

Our Aim

To teach every child to:

Be respectful, Be independent, Work collaboratively, Listen and communicate, Be resilient, Question things, Be reflective

La Mare de Carteret Primary School

Our School

La Mare de Carteret Primary School was built in 1974. Our school is a two-form entry 4-11 school, situated on the west coast of Guernsey, within the parish of Castel. We serve a large catchment area and our community is made up of a diverse cohort of children and families.

Since September 2025, we have shared a site with the Sixth Form Centre.



Our Ethos

We believe that we give all our children the opportunity to develop and grow by recognising the uniqueness of each child. Our warm, friendly, welcoming and inclusive environment helps children to take advantage of a stimulating curriculum, which meets a wide range of learning needs.

We value our parents and carers as partners and hope they always feel welcome and we recognise that working together, we all have an important part to play in our children's education.

At the heart of our school is the belief that each child is unique, with individual stories, experiences, talents and skills and every member of staff does their very best to ensure that all children achieve their full potential, feel happy, safe and supported while at school.

Our aims are those of the Bailiwick Curriculum, which is to develop our children to be Responsible Citizens, Effective Contributors, Successful Learners and Confident Individuals.

Children are taught to be independent thinkers, make informed choices, be self-aware and confident so that they will be 'learners for life' and we aim to provide them with a 21st century learning environment in which they can flourish.

We believe in first hand experiences. Our children are given exciting, stimulating and challenging opportunities through educational and residential visits, musical and theatre groups and visitors.

La Mare de Carteret Primary School

Awards and Inspections

Unicef Rights Respecting Schools Award

We were delighted to be awarded the Gold Award in recognition of our commitment to promoting the UN Convention on Rights of the Child. These rights are based on what a child needs to survive, grow, participate and fulfil their potential. Our children learn about their rights by putting them into practice every day. A Rights Respecting School models rights and respect in all its relationships. We continue to embed a Rights Respecting ethos and culture in our school and look forward to maintaining our Gold status via the re accreditation process due in June 2027.

Learning Outside the Classroom Gold accreditation

Alongside this, the school holds the Gold award for Learning Outside the Classroom. We are very proud of this award and our staff constantly strive to provide as many opportunities as possible for children to learn outside of the traditional classroom environment.

OFSTED

During our most recent inspection in June 2023, we received the following judgements in each of the five areas of the inspection:

- Quality of Education Good
- Behaviour and Attitudes Good
- Personal Development Good
- Leadership & Management Good
- Early Years Education Good

La Mare de Carteret Primary School

La Mare de Carteret Staff Team

Leadership Team

Mrs A Elliott	**Headteacher**
Mrs J Ford	**Deputy Headteacher** Literacy Lead Curriculum and Assessment
Miss E Castle	**ALNCo** Additional Learning Needs Coordinator
Miss E Martel-Dunn	**EYFS Teaching and Learning Leader** Reception class teacher
Mrs G Beharrell	**KS1 Teaching and Learning Leader** Year 2 class teacher
Mrs K Lomas-Lloyd	**KS2 Teaching and Learning Leader** Year 6 class teacher & Maths Lead

Safeguarding Team

Mrs A Elliott	Designated Safeguarding Lead
Mrs J Ford	Deputy Safeguarding Lead
Miss E Castle	Deputy Safeguarding Lead

Teaching Staff and Curriculum Leads

Miss E Martel-Dunn	Reception teacher	EYFS Lead
Mrs R Stanley	Reception teacher	Music Lead
Miss H Waterman	Year 1 teacher	History Lead
Miss C Whitby	Year 1 teacher	Phonics & Early Reading Lead
Mrs G Beharrell	Year 2 teacher	MfL Lead
Miss G New	Year 2 teacher	

La Mare de Carteret Primary School

Mrs L De Carteret	Year 3 teacher	Computing Lead
Mrs D Cooper	Year 3 teacher	PSHE & Citizenship Lead
Mr S Le Page	Year 4 teacher	Science Lead (Acting KS2 Teaching & Learning Lead)
Miss J Smith	Year 4 teacher	
Mrs C Gray-Krall	Year 5 teacher	RE Lead
Vacancy	Year 5 teacher	
Mrs R Hubbard	Year 6 teacher	PE Lead
Mrs K Lomas-Lloyd	Year 6 teacher	Maths Lead
Mrs E de Jersey	Specialist Literacy Intervention teacher	
Mrs L Norman	PPA teacher	Art Lead
Mrs R Joseph	PPA teacher	
Mrs K Abbott	PPA teacher	
Vacancy	PPA teacher	

Learning Support Assistants

Mrs H Green	Inclusion & Well Being Mentor
Mrs A Taylor-Kerr	ELSA
Miss K Robert	Reception LSA
Miss R Osborn	Reception LSA
Mrs R Lowe	
Mrs A Scheffer	
Miss C Spicer	
Mrs A O'Neill	
Mrs C Renouf	
Miss Y McKinley-Ward	
Miss E Cooper	

Guernsey Sports Commission Officer

Mr S Sheppard

Office Staff

Mrs E Hamon	Office Manager
Mrs L Phillips	Part time Administration Assistant

La Mare de Carteret Primary School

Caretaking Team

Mr K Le Poidevin	Site manager
Mr A Rogers	Assistant caretaker
Mr L Savident	Assistant Caretaker
Mrs S James	Assistant caretaker
Mr A Done	Assistant caretaker

Lunchtime Supervisors

Mrs K Spicer	Lunchtime Supervisor
Mrs A Hamon	Lunchtime Supervisor
Vacancy	Lunchtime Supervisor

LMDCP Board of Governors

Chair	Mr Andrew Ogier
Community Governor	Mrs E Taylor-Kerr
Parent Governor	Mrs H Fairley
Staff Governor	Mrs L De Carteret
Headteacher	Mrs A Elliott
Deputy Headteacher	Mrs J Ford

Parent Teacher Association (PTA) Committee

Chair	Mrs A Elliott
Vice Chair	Mrs K Winter
Secretary	Mrs J Croshaw
Treasurer	Mr L Richards

La Mare de Carteret Primary School

Important Dates

All our dates can be found on our school calendar which is on our website. All term dates for the next three academic years can be found at www.gov.gg/termdates

Term dates 2026-2027

Autumn Term

- 3rd & 4th Sept — Term starts for staff
- 7th Sept — Term starts for pupils
- 26th - 30th Oct — Half term
- 18th Dec — End of Autumn term

Spring Term

- 4th Jan — Term starts for staff
- 5th Jan — Term starts for pupils
- 8th - 12th Feb — Half Term
- 25th Mar — End of Spring term

Summer term

- 12th Apr — Term starts for staff
- 13th Apr — Term starts for pupils
- 3rd May — Bank holiday (school holiday)
- 4th May — Additional training day for LMDC staff (school closed)
- 31st May - 4th June — Half term
- 22nd July — End of Summer term

School Hours

Morning session: 8.35 am - 11.50 am

Children can come into school in the morning from 8.25am and enjoy a soft start to the day

Afternoon session: 12.50 pm - 2.50 pm

Reception School Hours

The children may attend school full-time, as long as teachers and parents feel that the child is socially and emotionally able to cope with a full school day.

La Mare de Carteret Primary School

School Uniform

We have a school uniform which we expect children to wear **at all times**. Please could all items of school uniform be clearly named.

School Shoes

Children's school footwear should be suitable for **active play.** As a school we do a version of The Daily Mile, which all children participate in. This is an extra 30 minutes of physical activity in the school week, alongside break and lunchtime, which may be in blocks of 10 or 15 minutes. School shoes must be sensible as children will **not change** shoes for the Daily Mile. Children can wear all black trainers with black soles and no logos as their school shoes.



Everyday Uniform

- Sky blue polo shirt
- Maroon sweatshirt or cardigan
- Tailored grey trousers, shorts, skirts or pinafore.
- Blue and white dress (optional summer uniform)
- White, grey or black socks

- Sunhat (compulsory to have in school for summer term and first half of autumn term, please note that if the UV index is 5 or above, your child will be asked to stay inside at lunchtime and playtime if they do not have a sunhat)
- School book bag. These are available to buy from the school office. PLEASE NOTE WE WILL NOT ALLOW READING BOOKS TO BE TAKEN HOME WITHOUT A BOOK BAG.
- Rucksacks are not permitted in Reception, Year 1 and Year 2 - we do not have the space to store these within the classroom or the infant cloakrooms.

PE Kit

For Games and PE children need a named bag containing -

- T-shirt in their house colour
- Pale blue shorts
- Black, navy or grey joggers in the winter months (optional)

- Suitable trainers (NB if a child wears all black trainers for school, they must have another pair for games)
- Shin pads - for football and hockey (KS2 only)

For swimming, children need a named bag containing -

- Suitable one-piece costume or suitable swimming shorts/trunks, (baggy Bermuda shorts and bikinis are not permitted)
- House coloured swim cap (available from the school office)
- Goggles - these are worn at the discretion of the swimming teacher dependent on the activity. Please note adults in school are not permitted to assist children in putting goggles on or taking them off.
- Towel
- Suitable shoes to walk over to the pool in i.e. flip-flops (Rec - Y2)

Sea activities take place, where possible, in the autumn term (Y1-6) and summer term for all children. All children need a named bag containing -

- Full swimming kit, as above
- A wetsuit if they have one (school will provide wetsuits if necessary)
- Suitable shoes that the children can wear walking to the beach and appropriate footwear to wear whilst on the beach.
- A warm coat/jacket to put on once out of the water

Our school houses are **Castle Cornet, Fort Grey, Hauteville House** and **Candie Gardens**

Items of uniform available to buy from the school office

- Summer hat (smaller, legionnaires style) £5.00
- Book bag (without strap) £5.00
- Book bag (with strap) £8.50
- Swimming cap (house colours) £3.00

Please note, if you are experiencing financial difficulties you can contact Income Support, tel: 222508 incomesupport@gov.gg to get assistance with the cost of school uniforms.

Jewellery

Jewellery is not suitable for school. Only very small gold or silver colour studs in ears may be worn. No other piercings are permissible. All jewellery must be removed for PE and games. However, when earrings cannot be removed, they must be taped over. Removal of earrings and taping must be done by the children themselves or prior to coming to school in the morning. Fitbits and other such sport trackers are permitted to be worn discreetly under the child's jumper. However, if the teacher feels it has become a distraction they will be asked to

remove it. Smart watches are not allowed in school.

All jewellery including earrings **must be removed** for both sea and pool swimming. Please note staff are not permitted to remove earrings for children, they must be able to do this themselves.

Hair, Nails and Makeup

Long hair (shoulder length or longer) must be tied back in school. If children have their hair untied, they will be asked to tie it up with a hair band provided by the school office.

Extreme hair styles such as tram lines or coloured hair dye are not appropriate in school. If your child comes to school with an inappropriate hair-style, they may be asked to wear a cap in school.

We appreciate that some children like to style their hair with gel but ask for your cooperation in making sure the style is suitable for school.

Elaborate headbands with large bows, ears etc. and hair feathers/braids are also not appropriate for normal school days. On mufti days (non uniform) and PTA events, extra hair accessories are acceptable.

Nails must be kept clean and short. Nail varnish, nail extensions and makeup are not acceptable or permitted.

Valuables and Mobile Phones

The school will take all reasonable measures to prevent loss or damage to pupils' property, but if something belonging to a child is lost, stolen or damaged on school premises or during a school visit, the school does not accept responsibility for meeting the cost of replacing the item.

Mobile phones are not permitted in school but if a child needs to bring one for any special circumstances, they must hand it in to the school office at the start of the day and collect it at the end of the day.

La Mare de Carteret Primary School

Food and Water in School

Allergies

Please note that due to allergies, we do not allow any birthday cakes, sweets or other food to be given out to classes in school or after school.

No foods containing any nuts should come into school including products such as Nutella spread. We have a number of children with severe nut allergies and we ask for your cooperation in this matter to ensure that we keep all children safe.

Drinking Water

During the day, children will only be permitted to drink water. All children must bring a named, full water bottle to school with them everyday. We have chilled and filtered water stations throughout the building where children can refill their bottles during the day. Drinking plenty of water, regularly throughout the day, is very important for children's brain development and helps to maintain focus and concentration ensuring high quality learning outcomes.

Breakfast Club

We run a Breakfast Club which is open to all children within school. Breakfast Club starts at 7.55am and children are welcome to enter the building from 7.50am via the main office. Please ensure your child does not arrive for Breakfast Club any later than 8.10am as this does not give them enough time to eat and tidy up before going to their classrooms at 8.25am. The children have a choice of cereal, toast, fruit, water and in the winter months, porridge. Please note, there are limited places available. If there is not enough space, your child's name will be placed on a waiting list. The cost at the present time is £2.50 per day. Parents and carers are invoiced two weeks before the start of each half term. Payment can be made in cash, by cheque or by bank transfer. We respectfully ask for payment before the start of each half term. Please talk to the office staff if you are interested in finding out more.

Playtime

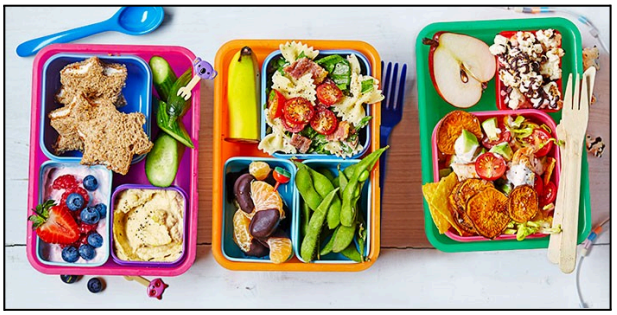
During morning playtime all children are asked to bring a fruit or vegetable snack to eat. Reception and KS1 children may eat their fruit while listening to a story in their classrooms before going out to play and KS2 children generally take their fruit outside to eat in the

playground. Please note we do not allow children to eat other items from their lunch boxes at playtime, and items such as biscuits and crisps are not allowed outside.

School fruit is available for any child who does not have a piece of fruit of their own. This fruit is donated to the school each week by Les Cotils.

Lunchtime

Lunchtimes are an opportunity for children to enjoy eating their lunch and playing with their friends. We encourage children to use appropriate table manners and to look after their own belongings, making sure they tidy up after themselves and take their rubbish home.



As a school committed to promoting healthy lifestyles, we actively promote healthy eating. We do not allow children to drink fizzy drinks or eat sweets including chocolate bars e.g mars, galaxy etc at lunchtimes. If your child brings these to school, we will ask them to take them home.

You can find lots of useful ideas and tips and information about how to create a healthy, balanced lunch for your child at www.healthimprovement.gg/services/eat-well/lunchbox-support-over-5s

The Headteacher reserves the right to request that any child who is struggling to cope at lunchtimes, goes home for lunch. For some children, going home for lunch provides a good opportunity to regulate or to have a change of environment which may help them to refocus on their learning in the afternoon.

If staying at school for lunch, Reception, Y1 and Y2 children eat in the hall during the first half of the lunch hour, they are then able to go and play in the playground. All KS2 children play outside first, then come in at 12.20 and have lunch in their classrooms or in the junior work area. All children are supervised both inside when eating and outside playing by the team of staff members on duty each day.

Going Home for Lunch

A lunch register is taken every morning so that we are clear which children are going home for lunch each day. Children will only be allowed to leave the building at lunchtime with a parent/carer and they must be collected from and signed out and in again at the main school office.

Lunch time is from 11.50-12.50pm every day.

La Mare de Carteret Primary School

Travelling to and from School

During morning drop off and afternoon pick up times there can be traffic congestion in and around the school site. During these times our caretaking team assume the role of Special Constables and are responsible for the safety of all children and adults on the school site. As such it is necessary that all instructions issued by Special Constables are followed. Failure to follow the instructions of a Special Constable may result in you being asked to leave the school site.

Walking

We encourage as many children and families as possible to use active travel methods whenever they can to travel to and from school. Children who walk to school should enter via the gates, Reception, KS1 and KS2 gates, that are opened at 8.25am by a member of staff who will be there to greet them.

Cycling and Scooting

We want to support those children and families who choose to cycle to and from school. All parents and carers must take responsibility for their own children. Bikes and scooters must be stored in the bike shed in the playground and should be secured. Please note once on school property all cyclists should dismount and walk alongside their bike, cyclists are not allowed to ride bikes in the school playground. This is to ensure the safety of all our children. All children riding or scooting to school must be wearing a helmet.

School Bus

If you would like to arrange for your child to have a place on the school bus from September, please email the office to confirm: lmp.office@education.gg Please note places are limited.

The route the buses takes is below:

Morning bus 1A: Rue des Varendes - L'Aumone - Route de Cobo - La Haye du Puits, Route de Saumarez, Rue Cohu - Landes du Marche - Les Rouvets Road - Pleinheaume Road - Rue des Cottes - Portinfer Road - Port Soif Lane (last pick up) - Rue de La Ronde Cheminee - Rue du Galaad - LMDC Primary School

Afternoon bus 1B: LMDC Primary School - Rue du Galaad - Rue de La Ronde Cheminee - Port Soif Lane (first drop off) - Portinfer Road - Rue des Cottes - Pleinheaume Road - Les Rouvets Road - Landes du Marche - Rue Cohu - Route de Saumarez - Route de Cobo - Rue des Varendes

Travelling By Car

There is no parking on site for any parents/carers in the mornings (except for the new Reception parents for the first half term). New reception parents will be issued with a parking permit, given out at new parents evening in July, valid for the first half term. We ask that the permit is displayed in the car windscreen and is easily visible for the Special Constables.

Kiss and Drop (mornings only)

In the mornings, all cars must use the Kiss and Drop gate from 8.20am. Please drive up to the gate and stop next to a member of school staff who will be wearing a high vis jacket. Staff will open the car door and greet the children, welcoming them to school. Once safely through the school gate, parents and carers can then drive away. The children will then wait in the playground until 8.25am when the first bell rings. Children must not get out of the car until a staff member opens the car door. Please make sure your children are ready to get out quickly with all their belongings, as the line of cars can build up. It is also much more efficient if car seats are positioned on the left hand side. Kiss & Drop opens at 8.20am to help the Special Constables with the safe management of the site, to alleviate a build up of cars on the roads surrounding and to ensure children are on time for school.

Late Arrivals

School starts at 8.35am and at this time the register is opened and taken by the class teacher. All gates are closed at 8.35am and registration closes at 8.40am. If your child arrives late (after 8.35am), they will need to enter the school through the main office area and sign in with the office staff and will be marked in the register as arriving late, i.e. after 8.35am.

At the End of the School Day

If travelling by car at the end of the day to collect your child please follow all instructions and directions from the Special Constables when parking.

The Reception and KS1 gates will be unlocked at 2.45pm and the KS2 gates are unlocked at 2.50pm. Parents and carers are welcome to wait in the playground but are respectfully asked to remain outside and not enter the building.

KS2 children with younger siblings in KS1 will be directed from the KS2 gate into the playground and infant classrooms if they are meeting parents collecting younger children.

Children are not permitted to use the grassed areas, playground apparatus, or play football after school hours. If any accidents occur outside of the school's working hours, or if children use apparatus outside of designated times, the school cannot be held responsible.

Please make sure that you leave the school site as quickly as you can after collecting your child, this allows everyone to exit the car park promptly. Please take care when walking through the car park with your child and be aware of moving vehicles.

Policies and Procedures

Safeguarding

La Mare de Carteret Primary School is committed to safeguarding and promoting the welfare of all of our children, parents and staff and this commitment is woven through everything that we do.

Safeguarding is the responsibility of every member of the community. If you have any safeguarding concerns, please speak to the following members of staff.

- Mrs A Elliott - Designated Safeguarding Lead
- Mrs J Ford - Deputy Safeguarding Lead
- Miss E Castle - Deputy Safeguarding Lead

You can find full details of our comprehensive Safeguarding Policy and Procedures on our school website.

Attendance

Good attendance and punctuality at school is essential for a child to make progress.

If your child is ill, please contact the school office by telephone, 01481 226140 or email LMP.office@education.gg by 8.35am to inform us why your child is absent from school. If we have not had notification from you, in line with our Safeguarding Policy, the school office will send a message to find out where your child is. If a parent does not respond to this message, our Attendance Officer will follow this up and telephone you. If we are unable to speak with a parent or carer to establish why a child is not in school, it may be necessary to speak to HSC and the duty social worker team, or the police. Not being able to contact a

parent or carer is a safeguarding concern. A child who is not in school could be missing. The school has a duty of care to ensure that all children are accounted for and are safe.

If the school is concerned about attendance or punctuality, a letter may be sent home at the end of each half term detailing the current attendance and the school's concerns. If attendance drops below 90%, the school will inform the School's Attendance Service and parents may be asked to attend a meeting. Attendance below 90% is considered as 'persistent absence'. Attendance below 50% is considered as 'severe absence'. Being frequently late for school adds up to lost learning - for example, arriving 5 minutes late every day adds up to being absent for 3 days a year. When children are late they find it harder to settle into the routine of the day, they often miss key teaching input which continues to have an effect on their learning for the rest of the lesson or day.

Taking Children out of School

Holidays and other social absences

In accordance with Education Services policy, if you take your child out of school for a holiday, family wedding or other similar occasion it will be recorded as an unauthorised absence. You are required to notify the school in writing of any planned absence of this kind. Please contact the office who will provide a form to be completed and returned detailing the absence. LMP.office@education.gg

Approved sporting or cultural activity

If you take your child out of school for an approved sporting event e.g Dance World Cup or other similar cultural activity e.g Eisteddfod performances, it will be recorded as authorised absence. You are required to notify the school in writing of the absence. Please email LMP.office@education.gg

Medical/Dental Appointments

Wherever possible we ask that medical or dental appointments are taken outside of school hours in order to minimise the disruption to learning.

Behaviour Policy

Our behaviour policy is designed to enable all learners the opportunity to learn and all teachers the opportunity to teach. The full policy can be read on our website.

ICT Acceptable Use Agreement

All members of our community, children, staff and the parents/carers of our youngest

children are expected to sign an Acceptable Use Agreement before using IT equipment in school. We teach the children about online safety during Computing and PSHE lessons and through assemblies. If a child breaks our code of conduct, there may be a sanction imposed that prevents them from using IT equipment in school for a period of time after which we would expect a new agreement to be signed during a meeting with parents/carers.

Information about our Acceptable Use Policy is available on our school website.

First Aid and Medical Issues

The school has a very comprehensive First Aid Policy which can be read in full on our school website. All accidents in school are reported and accidents that require an ice pack or additional first aid are reported to parents and carers via a phone call.

The school is able to administer essential medicines should your child need it, if the appropriate paperwork and written consent has been obtained.

If your child has an acute or ongoing medical need, our ALNCo and the School Nurse will meet with you in order to create an individual Health Plan.

Data Protection

In accordance with The Data Protection (Bailiwick of Guernsey) Law, 2017 our Fair Processing and Privacy Notice is available on our school website. In order to ensure we are compliant with The Data Protection (Bailiwick of Guernsey) Law, 2017, we will not be able to share lists of children's names with you or give out any party invitations.

Filming and Photography (by the school)

We ask parents/carers to sign consent forms detailing whether we have permission to use your child's photograph on our school website, our social media platforms or with local media outlets. We do not put children's names next to their photo. The permission request forms are sent out in September and must be returned to school within the first 3 days of the new school term.

Filming and Photographing (by parents and carers)

Attending school events like Sports day, PTA events, class assemblies, open afternoons and Christmas Nativities are usually very proud moments for parents and carers. Because we want you to be able to focus on your child's performance and not worry about filming the event, we often take photos and videos as a school to share with parents or post on our social media platforms if we have the relevant permissions.

The Data Protection (Bailiwick of Guernsey) Law, 2017 ('the Law') regulations states that as

long as a parent is only using photographs and videos, which may include other children as well as their own, for 'personal use' this is not in violation of the Law.

As a school we would discourage posting such material on your social media platforms like Facebook, Instagram or Twitter, without permission from all those included in the picture or clip. Anyone who is unhappy that images of their child have been posted online without their permission should approach the person responsible or the social media platform directly. As a school we will never share your child's image without your written permission (see above).

There may be occasions when particular safeguarding issues surrounding some children mean that photography or filming would be inappropriate. On these occasions we will let you know in advance via the usual communication channels, eg, SchoolApp message, Weekly Bulletin or printed on the ticket or invitation - PHOTOGRAPHY/FILMING OF THIS EVENT IS NOT PERMITTED.

Conduct of Parents and Carers

We value all our parents and carers and work hard to develop strong relationships and a sense of partnership. It is important that all adults who are part of our school community treat each other respectfully and that we act as positive role models for our children.

We welcome feedback from parents and are always looking for ways to improve our school. However, as a school we will not tolerate or accept any behaviour or communication, verbal or written, that is deemed to be rude, disrespectful or aggressive. There is a policy entitled 'Managing Abusive and Aggressive Communication' which can be found on our school website which outlines our expectations and the steps we will take if required.

Educational Visits

We will ask you to give permission for your child to go on trips within the school day that are classified as Category A visits. These might include trips to another school, Beau Sejour, Guilles Alles Library, Candie Museum, Castle Cornet or even a walk along the nature reserve. By giving consent at the start of a new academic year we do not need to ask you to give permission each time a trip is planned. Failure to provide this written permission may result in your child not going on any activities outside of the school grounds. The permission request forms are sent out in September and must be returned to school within the first 3 days of the new school term.

If we take the children on a trip that would be classified as a Category B visit, e.g. rock pooling at the beach, or a cliff walk, we would ask for additional written permission.

Concerns or Complaints

Please see our Complaints Procedures which is available on our website.

Partnership with Other Agencies

The school works in close partnership with a range of outside agencies to support and safeguard children and families. Professionals from partner agencies offer advice, guidance and support with a range of issues and concerns. They may work in school alongside your child, carry out specific assessments or interventions or meet with you, along with our ALNCo and Inclusion & Wellbeing Mentor, at regular review meetings.

- Educational Psychology Service (EPS)
- Speech & Language Therapy Service (SALT)
- Communication, Interaction and Autism Service (CIAS)
- Les Voies Outreach team (SEMH)
- School Attendance Service (SAS)
- School Nursing Service
- School Dental Service

School Nursing Service

School nurses are registered nurses specialising in all aspects of child health and their service is free and confidential. They work in close liaison with other professionals in the health service and other agencies involved with the care of children and education. Both parents and teachers can access the service directly if they have concerns about a child's health.

Every school on the island has a designated School Nurse who visits regularly and carries out any routine health screening as well as hearing, vision or health checks requested by teachers or parents.

They run clinics/groups for enuresis (bedwetting), behavioural problems, and healthy lifestyle issues. Please contact them for more information.

School Nurses are available every weekday during term time at Lukis House, tel 222011.

Head Lice
School Nurses do not do routine head inspections for head lice any longer as this is a parent/carer responsibility.

We recommend 'WET COMBING' as a method of checking whether live lice are present. Wash the hair normally with shampoo then apply conditioner. Leaving the conditioner in, this makes the hair slippery and difficult for the lice to hold on to, comb through the hair in sections with a fine toothed nit comb. Wipe the comb regularly on a white tissue and you will see if there are any lice.

Children's Dental Service

The Children's Dental Service will offer emergency dental treatment and follow-up dental care to a child injured at school **provided the school makes contact on the day of the event.** The follow-up treatment will continue until the child is no longer in full-time education within the Bailiwick of Guernsey, but will be confined to treatment which is necessary as a direct result of the initial accident.

Parental Partnership

Communication

We aim to be consistent, timely and efficient in our communication and intend to communicate effectively with all members of the school community. In all our communication we aim to be:

- Clear in what we communicate
- Polite and respectful
- Mindful of people's workloads and personal life

We use the SchoolApp messaging system that is linked to our website to communicate with parents and carers. This allows us to email or message you any reminders or other information that you may need. On joining our school you will be invited to connect to our SchoolApp service and will be sent a set of instructions explaining how to download the App to your phone.

Please ensure that the school has the correct contact information for you, e.g, mobile number and email address. You must ensure that you inform the school office of any

changes to your contact details.

Your child's teacher may email or telephone you if they have any concerns or issues that they want to discuss with you.

Teachers and other members of staff can be contacted through the office email LMPoffice@education.gg and the office team will forward messages to the relevant member of staff. You can also email the headteacher or deputy headteacher with any feedback, queries or concerns.

alison.elliott@education.gg

juliet.ford@education.gg

Emails will normally be acknowledged within 24 hours although a more detailed response may take longer depending on the nature of the response required.

Staff will not respond to emails outside of normal working hours which are between 8.00am - 5.00pm, at weekends or during school holidays.

Website

We are looking forward to the launch of a new school website in September 2026. Further information to follow once we are ready to launch. In the meantime our current website www.lamare-pri.sch.gg contains some useful information for parents/carers.

School Facebook Page



Our Facebook page gives parents/carers and the wider community a wonderful insight into daily life at La Mare Primary. We share achievements, special events in school, curriculum news and other proud moments that we want everyone to know about. Please follow us at **La Mare de Carteret Primary**.

La Mare de Carteret Primary School

Curriculum Overview

Class teachers share a curriculum overview for each year group at the beginning of each term which provides parents/carers with information about the focus for teaching and learning for the term in different curriculum areas, as well as key dates and things to remember each day.

Half Termly Newsletter

On the last day of each half term, you will receive a hard copy newsletter which will be a celebration of all that has happened that half term.

Weekly Bulletin

Each Friday, you will be sent a weekly bulletin via the SchoolApp which outlines everything that is taking place in school the following week, including clubs and events or meetings for parents/carers. Weekly bulletins are also uploaded to the school website each week.

Parents' Evenings

Twice a year, in the Autumn and Spring terms, parents are invited to meet teachers on a formal basis to discuss attainment, progress and behaviour. Appointments with class teachers can be booked online via our online booking system. Please note that due to time pressures only one parents' appointment will be offered for estranged parents unless there is a legal requirement or a court order in place requiring separate appointments.

Book Looks

In the Autumn, Spring and Summer terms we hold Book Looks at the end of the school day for Year 1 - 6. This is an opportunity for you to come into school with your child and look at their books and all the learning that they have been doing. Teachers will be available in their classrooms to greet you and answer any questions you might have.

Stay and Play Sessions

During the year, Reception parents and carers are offered a number of opportunities to join their children in the classroom to enjoy learning alongside them and to give the children the opportunity to share all of the things they love to do at school. We also use this time to

offer short workshops to parents and carers about the Early Years curriculum and strategies for developing language and vocabulary, teaching reading, writing and maths.

Class Assemblies and Open Afternoons

During the school year each class will share an assembly with parents/carers highlighting some of their learning during the year.

Similarly every Y1-6 will plan and deliver an open afternoon for parents/carers to showcase the curriculum and allow parents/carers to engage with their child's learning and with the school. Dates for class assemblies and open afternoons will be shared with parents/carers in September so that you can have the dates well in advance.

School Reports

An annual end of year report is sent out in July and will include information about your child's progress and attainment over the year. It will also include information about their behaviour, social and emotional well being and attitude to learning.

An engagement record is sent out with the annual report and will include an overview of the following:

- All the educational visits your child has undertaken
- All the visitors that have helped to enhance your child's learning
- All the clubs that have been on offer for your child, highlighting the ones they have engaged in
- All the positions of leadership that have been on offer for your child, highlighting the ones they have undertaken
- A self reflection of your child's learning and their aspirations for the following year

Workshops for Parents

We plan regular workshops throughout the school year for parents and carers which focus on different aspects of teaching and learning. The workshops are delivered by members of teaching staff or other educationalists and are informal, interactive, relaxed sessions where staff and parents can discuss how children learn and how we can work in partnership to best support our children so that they achieve their potential.

Our plan for workshops during the new academic year will be shared early in September.

La Mare de Carteret Primary School

Parent Teacher Association (PTA)

The Association was formed in 1983 and all parents and teachers are automatically members. A new committee is elected each Autumn and various events are organised throughout the year**.** Fresh ideas and new faces are always welcome, so please give the Association your support.

Fund raising activities throughout the year mean that extra equipment, trips and special events can be provided for children in school.

The PTA produces a termly newsletter for parents/carers detailing upcoming events and how funds have been spent.

You can contact the PTA via email lmdcprimarypta@gmail.com or join their Facebook page **LMDC Primary PTA**

Parent Rep Team

We have a fantastic team of Parent Reps who work closely with Mrs Elliott to discuss issues affecting the school and feedback from the wider parental community. Each year group in school is represented by a small group of reps. If you are interested in joining the team please contact Mrs Elliott who can give you more information. Our reps also host a private year group Facebook page where they can share information and messages from school, post reminders about upcoming trips and events and canvass parental support. They are also instrumental in providing all parents and carers with support including welcoming new families and helping them settle into life at La Mare after moving to our school.

Volunteers in School

Parents and carers are a wonderful support in extending the teaching and learning opportunities we can offer in our school and we would encourage you to consider volunteering if ever you have time to spare. We rely on volunteers to help make trips, reading, maths passports, swimming and many other initiatives in school successful - all support is valued highly.

Following the Education Department's Guidelines regular volunteers in school will need to be DBS checked. It is a very simple process that can be completed with a visit to The Hub at Sir Charles Frossard House. Please see our school office team for more information.

Transition

We have a comprehensive Transition Policy which is available on our school website.

We want our children to experience smooth transitions at all stages of their educational journey so that the quality of learning is maintained, children are happy and content and continue to make the very best progress.

We plan transition sessions with teachers for all children towards the end of the summer term, have teacher handover meetings where all information about your child is shared with their new teacher and open classrooms to parents/carers for a 'Meet the Teacher' session in July.

We mix classes at the end every year to ensure that the classes remain well balanced. Children from these classes will be asked to write down the names of five children who they learn well with within their year group. The teachers will ensure that children are in a class with at least one child from their list. In addition, the following criteria will be considered when mixing the classes:

- Gender
- Age
- Academic ability
- Personal, social, health and well-being needs
- Peer relationships/friendships
- Specific additional learning needs

Early Years Foundation Stage (EYFS)

Starting School in Reception

We run a very comprehensive preschool transition programme during the summer term prior to starting school where children are invited in with their parents after school to help build relationships with their new reception teachers and other classmates.

The sessions also allow staff to get to know the children, their likes and interests so that we can plan the curriculum at the start of term to engage and motivate them and ease their transition into school.

During these sessions we provide workshops for parents and carers which we hope will give advice and guidance on how to support children as they begin school.

Our transition programme includes a New Parents Evening which is an opportunity for parents and carers to learn more about the school and to meet the staff in a relaxed, informal atmosphere.

Twins and Triplets

The school prefers to place twins in different classes within a year group as it is often beneficial to the individual children to have the opportunity to grow and develop without depending on or relying on their sibling. However, we would always make this decision in consultation with parents.

School Readiness - Preparing your child for school

Research tells us that a child learns more in his or her first years of life than at any other time, as their first teachers, parents and carers have obviously done a great deal before children start school. We will work with you to help your child continue to learn.

To help the children settle into school, please encourage them to do the following:-

- Dress and undress without help
- Use the toilet independently
- Take shoes off and put them on
- Put on coat, hat and gloves independently
- Play with other children
- Share toys and take turns
- Talk to adults
- Carry out simple instructions
- Tidy up toys and games
- Accept winning and losing games

During the Reception year, the children spend a lot of time outside, whatever the weather, so it is really important that children are able to put on their coats and wellington boots independently. The school has all-in-one rain suits that children can wear in inclement weather.

Talk, language and words are vital to every child's development and these suggestions may help:-

- Read to, and above all, talk with your child
- Ask your child to guess what will happen next in the story
- Teach simple songs, nursery rhymes and counting rhymes

- Encourage your child to draw, paint, cut-out, stick and make models and **TALK** about them
- Encourage him/her to ask questions and listen
- Play "I-Spy"
- Limit and control screen time

You can find out more about preparing your child for school by visiting
www.startingreception.co.uk

The EYFS Curriculum

The Foundation Stage is the curriculum for children from the age of three to five. In Reception we begin to develop a lifelong love of learning and introduce the children to a wide range of interesting and sometimes challenging experiences. Our curriculum is based on seven areas of learning as outlined in *Development Matters.*

The Prime Areas are Personal, Social and Emotional Development, Communication and Language and Physical Development. We recognise that children should have a good level of development in these Prime Areas before developing the Specific Areas of Literacy, Mathematics, Understanding the World, Expressive Arts and Design.

What children learn is significant, but **how** children learn is vital in ensuring they have the life skills to progress through their education. The characteristics of effective learning are:

PLAYING AND EXPLORING – Engagement

- Finding out, investigating and exploring
- Playing with what they know
- Being willing to 'have a go'

ACTIVE LEARNING – Motivation

- Being involved and concentrating
- Being able to keep trying when things are difficult
- Enjoying achieving what they set out to do

CREATING AND CRITICALLY THINKING - Thinking

- Having and developing their own ideas
- Making links between ideas

- Developing and choosing strategies for doing things

We aim to deliver a varied curriculum which meets the needs of the whole child. Reception teachers plan an overview of each term, which shows when special activities and events will take place. Weekly plans show the activities, skills and knowledge that will be taught.

Phonics and early reading sessions happen daily and as a school we follow the '*Little Wandle - Letters and Sounds Revised*' scheme.

Similarly for maths there is daily teacher directed input. We use the Number Sense programme and our Maths Passport scheme to help children begin to master early mathematical concepts.

Teaching in Reception may be whole class, groups or on an individual basis.

We recognise the importance of play in the early years. Children are experiencing and learning in the here and now and it is in the moments of curiosity or challenge - 'the teachable moments'- that a skilful adult makes a difference. With this thought in mind, we aim to have a mix of child initiated and teacher directed activities based on observations of children's interests and aptitudes.

The Foundation Stage Profile, based on observations across all of the areas of learning, provides a picture of the whole child at the end of the Reception Year. There will be an opportunity for parents to meet with their child's class teacher to discuss the Foundation Stage Profile in September (before their child starts school) and again during Parents' Evenings during the year. We will share each child's 'Learning Journey' regularly with parents/carers via the 'Evidence for Learning' app - this will include photographs and observations about each child's progress.

Bailiwick of Guernsey Curriculum (Y1 - Y6)

The Bailiwick Curriculum is designed to develop our learners to become Successful Learners, Confident Individuals, Effective Contributors and Responsible Citizens. We intend to teach the knowledge, content and skills necessary in all areas of learning through a broad and balanced curriculum that is carefully planned, progressive and builds on prior learning.

Our curriculum is designed to ensure children are healthy and active, safe and nurtured, included and respected and are able to reach their individual potential in order to support the four core outcomes of the Children and Young People's Plan (CYPP).

We believe effective learning takes place when children are motivated and develop positive independent learning behaviours. Effective learning depends upon effective teaching. It is

our aim to develop our staff through continued professional development and using feedback from our internal monitoring systems to enable them to become outstanding practitioners.

Pedagogy in our school is based around the principles of 'High Quality Inclusive Practice'.

- Focussed lesson planning with clear objectives and outcomes
- High levels of engagement and interaction for all children
- Effective use of questioning, modelling and explaining
- Scaffolded activities that are well matched to a child's abilities and needs
- Planned opportunities for retrieval and revisiting of key concepts, knowledge, skills and vocabulary
- Regular use of encouragement and authentic praise to engage and motivate children

We ensure the skills and content defined in the Bailiwick Curriculum is taught but we also teach some additional content from the UK National Curriculum. The curriculum is taught through daily, weekly and blocked lessons. There is a specific weekly timetable for each year group that ensures the time allocation for each subject is delivered.

Daily	Weekly	Blocked
Literacy Phonics & Early Reading (KS1) Numeracy	Reading (KS2) RE PE PSHE & Citizenship Music	Science Geography History Art Computing DT French (KS2)

You can find full details about each area of the curriculum, what we teach, why we teach it and how we teach it on our school website.

We send out an overview of the curriculum each term for each year group so that parents/carers are clear about what the focus for teaching and learning will be.

Home Learning

As part of our partnership with parents/carers we need your support to ensure that all children

- read every day (at least 10 mins in KS1, 20 mins in Y3 & Y4, and 30 mins in Y5 & Y6)
- In KS1, practise Maths Passport targets every day
- In KS2, complete 20 mins per week on TT Rockstars website

- In KS2, a weekly spelling home learning task is set

Library

We have a well-stocked school library where children can borrow books to read at school and at home. Additional books are available in the classrooms and on loan from the Guille-Alles Library. We encourage children to take care of books and to return them regularly.

If books are lost we will request a contribution towards replacement costs, the aim being to encourage children to value, appreciate and take care of books.

House System

Children are placed in one of four houses, Castle Cornet (Red), Fort Grey (Blue), Hauteville House (Green) and Candie Gardens (Yellow). Year 6 Captains and Vice-Captains are elected early in the Autumn Term.

Children are able to earn house points for good work and for good behaviour, manners or initiative. These points contribute to a house competition with the house trophy awarded each half term to the house with the most points. At the end of term all points earned are added together to go towards a whole school points target, if achieved the children all earn a whole school reward on the last day of term.

La Mare de Carteret Primary School

Final Thought

Children learn what they live.
If a child lives with criticism,
He learns to condemn.
If a child lives with hostility,
He learns to fight.
If a child lives with ridicule,
He learns to be shy.
If a child lives with shame,
He learns to feel guilty.

If a child lives with tolerance,
He learns to be patient.
If a child lives with encouragement,
He learns with confidence
If a child lives with praise,
He learns to appreciate.
If a child lives with fairness,
He learns justice.
If a child lives with security,
He learns to have faith.
If a child lives with approval,
He learns to like himself.