

Welcome to Springfield Primary School



Headteacher: Mr M Robson

Core Professional Purpose

The core purpose of Springfield School is to create, sustain and develop an environment where the learning and care of every child is our first and most important focus. We also aim to support the learning and care of every family, every staff member and all who are associated with Springfield School.

We know that a clean, tidy and friendly learning environment is important to everyone at Springfield. We all have a responsibility to make sure that the school looks its best and always feels welcoming.

Staff at Springfield will continue to communicate effectively and efficiently on all aspects of a child's care and development. Staff will always model the highest standards and expectations of behaviour and attitude. The staff will always communicate with care and respect.

Springfield staff will always work towards making activities and lessons engaging for every child because we know that this creates enthusiasm and enjoyment of learning from the children. Springfield staff will always be positive and encouraging of children's learning and care.

Springfield School is proud of its focus and development of activities outside of 'normal' lessons, and is continuing to develop a curriculum around areas such as nature gardens, trips around the island, swimming, after school sports and games etc. We are proud of our achievements and successes in these areas and know how they have encouraged children to be successful and proud of themselves. This is an important part of our school life.

Springfield School values the community outside of the classrooms and encourages children's awareness and contribution towards it. Through this we aim for children to develop effective and confident communication skills and to see how they can contribute to their community and how their community can support them.

Children at Springfield School will aim to be respectful of all in their community and to become confident and proud of their abilities and skills.

Children at Springfield School will be taught and nurtured into independent, life-long learners with a solid understanding of literacy and numerical skills.

Through our celebration of their achievements, children of Springfield School will acquire a thirst for life-long learning, success through challenge and care for all those around us.

Core Principles

- We care for each child, and each child is at the centre of what we do.
- We acknowledge, support, develop and celebrate everyone's strengths and achievements.
- We value and aim for the best communication between children, parents and staff.
- Everyone will be valued, respected and treated fairly.
- We will teach a creative curriculum that challenges each child and drives them towards successful learning.
- We ensure there is a sense of belonging for everyone in our Springfield Community, where everyone can aspire to be the best they can.
- We expect high levels of achievement from all.
- We know that if it works, we will do it more often; if it doesn't, we will do something different.
- We nurture and value key learning qualities: independence, a desire to learn, cooperation, creativity, valuing learning outside of school, at home and in the community.
- We expect and are responsive to change, in order to secure the best for our children.

CONTENTS

	<i>Page</i>
Information about the School	6
Starting School	7
Class Organisation	8
School Uniform	9 - 13
- Reception Class	10
- Years 1 - 6	12
Valuables & Personal Possessions	14
- Lost Property	14
Punctuality & Attendance	15
- School Times	15
- Absence through illness	16
- Leave of Absence	17
- Staff Absence	18
Lunch-time	19
- Hot Meals	19
- Reception Snack	19
- Water Bottles	19
Encouraging Positive Behaviour	20
- The Playground	20 - 22

	<i>Page</i>
Out of School Provision	24 - 25
- After-School Club	23
- Breakfast Club	23
- Activities	24
Communication between Parents/Carers and School	25 - 27
- Meetings at School	26
- Reporting to Parents/Carers	27
- Parental Help	27
Health and Medical Needs	28 - 29
- Medical Appointments	28
- Administration of Medicines	28
- Medical Inspections	29
Springfield Home School Association	30 - 31
 <u>APPENDICES</u> – Summaries of:	
- Positive Behaviour and Anti-Bullying Policy	32
- Procedures for supporting children with Special or Additional Needs	34
- Homework Provision	35
- First Aid Procedures	37

Information about the School

Springfield is a Primary School for children from 4 to 11 years of age. It serves a small catchment area on the outskirts of the town of St Helier.

We are a one-form entry school with children from Reception through to Year 6. In September 2016, Springfield School opened a Nursery. The school has grown since it was formally opened in September 1995, when at that time, there was only one Reception class. The total number of children in September 2025 will be 202 including 26 Nursery children.

We are continually working hard to develop our learning environment, both inside and outside the school building. The school has created numerous learning areas outside of the classrooms where children are supported in their learning and can also work with a greater degree of independence and trust. This includes Forest School, Outdoor Exploration, swimming lessons and all that our island has to offer.



Outdoor exploration

Starting School

Starting school is an exciting time for all but can cause worries for both parent and child. We hope that this booklet will help by giving you the kind of information you need. Please let me know if you feel that we have missed anything that you would like to know.

Parents can register by either applying online at www.gov.je or contacting the school for a registration form. You will be given the opportunity to make an appointment to visit the school, which gives you the chance to meet the Head Teacher and 'get a feel' for the school and decide whether it is right for your child. This would take place following the school admissions process and allocation of places.

Reception

In Reception your child will be introduced to all areas of the 'Early Learning Goals' and the 'Jersey Curriculum' relevant to their stage of development and need.

Your child's progress is continuously assessed and recorded against the 'Development Matters Framework' document; this information will be shared with you throughout the Reception year.

Children in Reception learn through a combination of planned small group activities, whole class carpet sessions and through the carefully planned learning environment. Play is an essential strategy for learning.

After Reception, the class groups are Years 1 to 6. After Year 6, at 11 years old, your child moves on to secondary school. For many of our children this will be Grainville School, with whom we have close links.

Class Organisation

Foundation Stage	Nursery	3 and 4 years old
Foundation Stage	Reception	4 and 5 years old
Key Stage 1	Year 1	5 and 6 years old
	Year 2	6 and 7 years old
Key Stage 2	Year 3	7 and 8 years old
	Year 4	8 and 9 years old
	Year 5	9 and 10 years old
	Year 6	10 and 11 years old
Key Stage 3	Secondary school	11-14 years old
Key Stage 4	Secondary school	14-16 years old

Generally, a child has a class base with one teacher, but at times may work in different areas of the school being taught by other teachers.

School Uniform

At Springfield we have a smart, yet practical uniform and we ask parents to ensure that their child is wearing it at all times and that it is **clearly named**. The school colours are bottle green, gold and grey.

Uniform can be purchased from Lyndale Sports, Rue du Grand Jardin, Trinity by either visiting their shop or ordering on-line at www.lyndalesports.com.

Summer uniform must be worn for the summer term (after Easter) but may also be worn up to October half-term (this will be at the discretion of the parent). Winter uniform may be worn from September, but all children **must be wearing winter uniform after the October half-term break**.

All staff at Springfield school are expected to wear smart and appropriate clothing in line with our expectations of the children. On days when P.E. is being taught it is expected that staff will wear appropriate P.E. clothing. Appropriate clothing is also expected for trips out of school.

Uniform – Reception Class

Lyndale Sports, Rue du Grand Jardin, Trinity – you can either visit the shop or order on-line at www.lyndalesports.com

WINTER UNIFORM (Autumn half-term & Spring term)

GIRLS

- Grey polo shirt (with school logo)
- Green sweatshirt (with school logo)
- Knee length grey skirt, pinafore dress or plain grey school trousers
- Grey or white socks, grey or green tights
- Plain flat, sensible black school shoes (no trainers)

BOYS

- Grey polo shirt (with school logo)
- Green sweatshirt (with school logo)
- Grey trousers
- Grey socks
- Plain black school shoes (no trainers)

SUMMER UNIFORM - Summer term & Autumn half-term

GIRLS

- Green and white checked dress
- Green sweatshirt (with school logo)
- White ankle or knee length socks
- Plain flat black closed sandals or plain flat black school shoes.
(No strappy sandals).

BOYS

- Grey polo shirt (with school logo)
- Green sweatshirt (with school logo)
- Grey trousers or grey shorts
- Grey socks
- Plain black school shoes (no trainers)

You will also be required to purchase a Book Bag from Lyndale Sports.

PE KIT (Boys & Girls)

- Grey polo shirt (with school logo)
- Green shorts
- Plain black joggers
- Black tracksuit jacket (with school logo)
- White socks
- Black / white trainers

Children are to come to school dressed in their PE kit on PE days. The children will have PE once a week.

VERY IMPORTANT!

**All items of clothing
must be clearly labelled
with your child's name**

Hair bands are to be green, yellow, black or white. Long hair must be tied back at all times.

Dyed hair is strongly discouraged, as are haircuts that attract undue attention. This includes 'tram lines' or shaved patterns.

Outdoor coats should be a sensible style and colour, fit for purpose.

As a safety measure, jewellery is not allowed to be worn in school, apart from a watch and one pair of small stud earrings.

Uniform – Years 1-6

WINTER UNIFORM - Autumn half-term & Spring term

GIRLS

- White shirt
- Green/gold tie
- Knee length grey skirt, pinafore dress or plain grey school trousers
- Green jumper or cardigan (with logo)
- Grey or white socks, grey or green tights
- Plain flat, sensible black school shoes (no trainers)

BOYS

- White shirt
- Green/gold tie
- Grey trousers
- Green jumper (with logo)
- Grey socks
- Plain black school shoes (no trainers)

SUMMER UNIFORM - Summer term & Autumn half-term

GIRLS

- Green and white checked dress
- As an alternative to the above the girls in Years 5 and 6 are allowed to wear white shirt, tie, grey skirt, grey trousers or grey culottes
- Green jumper or cardigan (with school logo)
- White ankle or knee length socks
- Plain flat black closed sandals or plain flat black school shoes.
(No strappy sandals).

BOYS

- White shirt
- School tie
- Green jumper (with school logo)
- Grey trousers or shorts
- Grey ankle socks
- Plain black closed sandals or plain black school shoes

Physical Education is an extremely important part of the school curriculum. It is very important that the children always take part and are dressed appropriately for Health and Safety reasons. Parents and carers will be contacted where appropriate P.E. kit is not available, or a child consistently misses P.E. sessions.

PE KIT (Boys & Girls)

Children are to come school on PE days wearing their PE kit

- Grey PE polo shirt (with school logo)
- Green shorts
- White socks
- Black / white trainers
- Black tracksuit top (with school logo)
- Black tracksuit bottoms or plain black jogging bottoms

VERY IMPORTANT!

**All items of clothing
must be clearly labelled
with your child's name**

Hair bands are to be green, yellow, black or white. Long hair must be tied back at all times.

Dyed hair is strongly discouraged, as are haircuts that attract undue attention. This includes 'tram lines' or shaved patterns.

Outdoor coats should be a sensible style and colour, fit for purpose.

As a safety measure, jewellery is not allowed to be worn in school, apart from a watch and one pair of small stud earrings.

Valuables and Personal Possessions

We discourage children from bringing personal possessions to school because we have very little storage space and valuable teaching time can be spent looking for lost items.

If personal items are brought to school, we cannot accept responsibility for them.

Older children may wear a watch but must give it to the teacher for safekeeping during P.E. lessons. No other jewellery may be worn apart from stud earrings, which must be covered by tape during P.E. lessons.

iPods and electronic games **must not** be brought to school under any circumstances.

Mobile phones are only permitted in school following agreement by the Headteacher or Deputy Headteacher. They must be handed to the class teacher on arrival in the morning and must be switched off during the school day. If your child has to make an important phone call, he/she will be allowed to use the school telephone.

Lost Property

Many children lose things at some point - some more than others! If the garment found is named, the item is returned to the child. If it is not named it is put into the lost property box (near the multi-purpose room). Children are encouraged to look for lost items and you are welcome to search through it at any time. The lost property box is emptied every half term – items are then displayed for parents to check through and reclaim any lost property.

Please ensure that your child's clothes and property are clearly named

We cannot stress this enough!!

Punctuality and Attendance

Springfield School is very proud of the high levels of attendance and punctuality achieved by the children each year. This has an enormous impact on the children's focus and well-being at the start of each day and their consistent progress throughout the year.

School Times

- School starts at 8.30am – children should arrive at school between 8.15am and 8.25am and be ready for registration at 8.30a.m. On arrival the children go straight to their classrooms where 'Morning Starter' activities are available.
- Whole School Assembly is at 8.45am on Mondays and Fridays.
- Break in the morning is between 10.15-11.00 (15 minutes per class)
- Lunch is from 12.00-1.00 p.m.
- School finishes at 2.45pm.

NB For safety reasons

- Children should not arrive before 8.15am as there are no staff members officially on duty (unless your child is attending the Breakfast Club at 7.30 am).
- Reception, Year 1, Year 2 and Year 3 children must be brought and collected by an adult or older brother or sister. Year 4 children and above may walk to and from school provided written permission has been given by the parent (please email admin@springfield.sch.je giving your consent).
- Parking is not permitted on the school grounds. This is to ensure the safety of all children and adults. When dropping off or collecting children, parents can park at the Monterey Hotel or Springfield Stadium (yellow disc needed). Parking is limited to 15 minutes in both of these areas.
- Parents/carers are **not allowed to drive into the staff car park** to drop children off, unless they are attending the Breakfast Club, as this constitutes a major hazard.

Absence through illness

If your child is absent for the day due to illness, please telephone the school before 8.30 a.m. and leave a message on the school's answerphone under 'student absences' (please give details of your child's illness e.g. coughing, vomiting etc.). If your child is absent for more than one day **you must telephone the school every day** so this can be recorded accordingly.

If your child is absent due to vomiting or diarrhoea, **they must be off school for 48 hours from the last bout of illness**. Your child will, therefore, be registered absent for 2 days. You do not need to telephone the school again on the second day. **If your child is off for a third day you must call the school.**

If no message is left, the School Administrator will contact parents/carers directly. If no contact can be made then, in the interests of safeguarding children, the school will inform the Education Welfare Officer (EWO) who will take further measures to ensure contact.

It is an essential part of our Health and Safety Policy that we are informed of the reason for your child's absence; if this is not given, or where there is a discrepancy between the child and parent's reason for absence, the school will contact the parent/carer directly.

If your child is ill at school, we will keep her or him under careful observation and if necessary, we will contact you. **It is therefore essential that we have up-to-date contact details**. If your child needs to go to hospital, we will contact you immediately. Your child may be taken by Ambulance but if we feel it necessary to take your child to hospital ourselves, we will meet you there. No hospital treatment can be given without the parent being present, so please make sure we are able to contact you.

Many staff are First Aid trained, as well as there being an identified First Aid Officer. There are notices around school informing you of the First Aid trained staff.

If your child has a medical condition that requires the school to administer a medicine either on a short-term or long-term basis, please complete the relevant form (available from the Office). The school cannot administer any medication without the parent/carer's written consent.

School **cannot administer non-prescribed** medicines e.g. Calpol (please see page 36 for further information). **Children are not allowed to keep the medication on their person and administer the dose themselves** – all medicines **MUST BE** handed in to the school Office.

Leave of Absence

CYPES does not, at any time, support leave during term time, however, in exceptional circumstances Headteachers have the discretionary power to grant leave in accordance with this policy. **Whenever possible, holidays should be taken during the official school holiday periods.**

If you wish to take your child out of school during term time, **please request a 'Leave of Absence' form from the school office.** The school will contact you to inform you whether permission for absence has been granted or not.

Each request will be considered carefully taking in account the following:

- The age of the child.
- The time of year.
- The nature and purpose of the trip;
- Family circumstances;
- Attendance pattern of the pupil;
- Previous requests;
- The potential impact on the child's progress and development in relation to the absence;

If your request is for more than ten school days, the Headteacher is only permitted to grant this **once during a child's primary school life.**

We realise that for some families taking holidays during the official school holiday time may be difficult, but we do stress that it is very unsettling for the child to be taken away from school whilst it is in session. Such absences also tend to disrupt the continuity of progress of your child. We ask you to try and enjoy your holidays at the correct time.

The Headteacher will not give permission for absence during term time unless it is for exceptional circumstances.

Staff Absences

Staff are occasionally absent through illness or attending professional development courses.

The school's first priority is to ensure consistency for the children, where possible the school will cover an absence with a supply teacher or by using our own staff.

Where a supply teacher is unavailable the school will 'split' the class to the other year groups with prepared work for the day or part of the day.

Reception class is never split, and alternative cover arrangements are always made for this year group.

Where there is a significant absence, the school will write and inform the parents of the children in that class explaining what the cover arrangements will be and how long the absence is anticipated for.

Lunchtimes

Hot Meals

We operate a hot meal option for children every day. This would be in place of a packed lunch. Details of how to register for hot meals and the payment system will be sent out before your child starts with us in September. Meals cost £2.50 per day, and this includes a dessert.

Food

Part of the Jersey Curriculum covers healthy eating and dental hygiene for your child - this is an area where you can support the school's learning programme.

- food should be brought in a small bag or lunch box
- lunch boxes should contain sandwiches, fruit, yoghurt etc.
- morning snack should be a piece of fruit, such as an apple, banana, grapes etc. Raw vegetables such as celery, cucumber or carrot also make a good snack. Snack in Nursery and Reception is provided.

- no glass bottles/containers
- no chocolate bars or sweets
- no fizzy drinks

Reception Snack

Snack is provided for children in Reception. We provide a variety of fresh fruit, vegetables and a healthy carbohydrate (crackers, rice cakes, pop corn, etc.). Snack for the year costs **£25 per term** (£75 in total). Please pay termly with the first payment due before your child starts school.

Payment can be made online at https://one.gov.je/service/Springfield_School_Payments
This link is also on our school website: <http://www.springfield.sch.je/> About Us - School Payments.

Water Bottles

Your child must bring a named water bottle into school daily. This will be kept in the classroom during the day so your child can access it freely. Your child will take their bottle home at the end of each day so it can be washed and re-filled.

Encouraging Positive Behaviour

We encourage standards of behaviour which will benefit all members of the school. Rules are based on safety, common sense and consideration of others. They are discussed and reviewed with the children frequently.

The school has achieved high levels of positive behaviour in all year groups for a number of years by having the highest expectations of children's communication and interaction with each other. This is reinforced and supported by all staff, children, parents and carers. Children are rewarded with House Points if they demonstrate good behaviour.

The school constantly reviews its practice in this area and procedures for supporting positive behaviour are regularly updated. The school aims to keep children and parents involved in the consultation and production of our procedures.

If we have any concerns about your child's behaviour, we will discuss them at the earliest stage so that we can work together to solve the problem. Equally it helps us to know if you have any behavioural problems or concerns at home.

Please see the 'Appendices' for a summary of our 'Positive Behaviour and Anti-Bullying' Policy.

The Playground

We have high expectations with regard to behaviour in the playground. We encourage children to have fun, play safely and take care of the equipment which is available for their use. We endorse positive play.

In the playground, we want everyone to be able to play happily and safely. This means restricting boisterous play if others are affected, and children are encouraged to control over-excitement and develop self-discipline.

However, if your child's behaviour is problematic at lunchtimes in school, we will inform you in the first instance to discuss the best way forward. If unacceptable behaviour persists (despite planned individual support programmes), you may be asked to make alternative lunchtime arrangements.

Trim Trail

We are happy for children to play on this equipment during school hours but if they wish to use it between 2.45pm and 3.00pm they **MUST BE SUPERVISED BY A PARENT/CARER.** The school is not responsible if a child is injured on this equipment after school hours. Please leave the site by 3.00pm as these areas are used by the after-school club.



Key Stage 2 Playground



Forest School

Nursery & Foundation Stage Play Areas



Springfield School – ‘Out of School Hours’ Provision

After-School Club

The school offers an ‘After-School’ provision daily between the hours of 2.45-5.15 p.m. This is managed by Mrs Lopes and Mrs Franks. The facility is available for children from Reception to Year 6 and applications are available from the school office. The hourly cost is set at a non-profit making rate.

There are also alternative provisions available e.g. Centre Point Trust.



Breakfast Club

The school also has provision for pre-school care from 7.30-8.15 each morning. The Club is managed by Ms O’Driscoll. Children will be offered a simple breakfast and adult supervision. Again, costs are set at non-profit making rates.

This facility is open to all children from Reception to Year 6.



Out of School Activities

We are able to offer the following club activities at various times throughout the year:

- After-School Club
- Breakfast Club
- Boys' and Girls' Football
- Well-being
- Dance Club
- Netball
- Cross Country
- Athletics
- Cricket
- Hockey
- Coding Club
- Choir
- Baking

Parents are informed of the arrangements and timing of these activities each term by the teacher responsible.

Swimming

Children in Reception will have the opportunity to attend a 10-week swimming course across the year – every child will be able to access this at some point. Children in Year 3 – 6 will be given the opportunity across these years to attend swimming lessons as part of our PE curriculum.

Other Activities

During the school year residential visits are organised for -

- | | |
|--------|--|
| Year 4 | - Crabbé Activity Centre |
| Year 5 | - St Aubin's Fort / Scout Centre |
| Year 6 | - Activity week based at an on-island location |

Communication between Parents/Carers and the School

Your child's well-being and good progress depend on the partnership between parents/carers and school.

Meetings at School:

We work hard at being approachable and available to everyone in our school community and we hope that you will come to us with any concerns. Please remember that any problems or queries can be discussed with the school staff at any time. Minor problems or worries are often easily resolved if tackled early.

However, the beginning and the end of the day are particularly busy for teachers who are responsible for receiving and dismissing pupils; so if we are not available, please make arrangements to speak to us at another time. An appointment is necessary if more than a few minutes discussion is needed.

Where a meeting is arranged at school, please be aware that it is school policy to:

- Ensure that all meetings are conducted in a respectful and polite manner
- To ensure confidentiality of meetings, where appropriate
- To independently refer information onto other agencies where there is seen to be a child safe-guarding or child protection issue
- To respond to issues raised according to the Policies and Procedures of the School
- Keep agreed notes and minutes of meetings, and subsequent actions, between parents and staff
- To keep file notes in children's personal files

Please let us know if you or your child is unhappy or anxious about **any** aspect of school life. The Home School Association (HSA) has an important role in community concerns and supporting school life. They are supportive and reactive in raising issues and concerns, on behalf of parents, to Mr Robson and the Leadership and Management team of Springfield School (Head, Deputy Head, Key Stage Leaders).

Reporting to Parents

It is essential for your child's continuous care and achievements that you receive regular and accurate information about their progress. To this end the school has developed the following procedures:

All parents/carers will be asked to attend two termly consultations with their child's class teacher. During these meetings you will be able to see what your child has achieved and what they need to focus on to ensure further progress.

At the beginning of each academic year all parents are invited to our 'Annual General Meeting' where the main areas of development and focus of the school will be discussed. This also offers an opportunity to meet your child's class teacher and to discuss the expectations and aims for that year.

At the end of each year every child will receive an 'Annual Report' which will highlight progress and achievement made throughout the year in all curriculum areas.

Parents/carers are also invited to come and observe and participate in their child's class at numerous times throughout the year, and this can also be requested at anytime by any parent/carer for their child's class.

There are other events in the school calendar to which you will be invited such as Christmas performances, Sports Days, Parents Workshops, Maths & Literacy lessons (when you are invited to join your child in a lesson) and Home School Association activities. Letters containing key information, requests and dates, are regularly sent out by the school, please ensure that you have received and read these.

We currently use **SIMs 'InTouch'** as a means of communicating with parents either through text message or email. If you have an email address and would like to receive letters etc. this way please email the school (admin@springfield.sch.ie) giving your name, your child's name and your mobile number.

If you do not have an email address you will continue to receive paper copies of correspondence as well as text messages.

From time to time, the school uploads personal data about pupils to web-based servers using the following applications for education purposes, and/or for the purposes of facilitating contact and/or communication with you and your child's schooling.

The following web-based applications are currently used in school: (e.g. Facebook, Office 365, SIMs InTouch, Google apps, Tapestry, Junior Librarian, Accelerated Reader). This list is not exhaustive and may change from time-to-time

Parental Help

If you have any time to spare, help is always needed in school for a host of activities. These may include supporting children in class, sharing books with individual or groups of children, covering books, accompanying visits, playing educational games, cooking, giving talks on current classroom topics - the list is endless.

If you feel you could help at all, or if you have a special talent to add to the variety of the school experience, please let us know.

Health and Medical Needs

Medical Appointments

If your child is absent during school hours for a medical or other appointment, we would ask you to produce a medical appointment letter (which may be photocopied by the school) or this may be a text message confirming your appointment.

The School Office will sign your child out when you collect them and sign them back in on their return.

If your child is absent when the register is taken but attends later in the day (between morning and afternoon register) you must enter the building by the main Reception area so the office can sign your child in.

If your child is at a medical appointment when the register is taken at 8.30am but arrives before 10.00 am they will be marked as having attended for the whole morning. However, if your child arrives later than 10.00am they will be registered as 'M' (medical) for the whole of the morning session.

Administration of Medicines at School

The school has a very clear duty of care to all children whilst they are in attendance at school, and also to ensure that children have regular attendance and full participation in school life.

Children who have on-going health needs or a formal health-care plan will be supported by staff in the administration of their medicines. This can only be undertaken once the parents/carers have completed the relevant medical form (from the office). This will include the storage of inhalers for asthma and epi-pens. Spare inhalers and epi-pens *must* be kept at school and taken on all school trips, as well as being kept up to date.

Parents and carers are responsible for their child's medication.

Where a child has an illness that doesn't require them to be absent from school but has a course of medicine that needs administering during the day **(4 times a day only)**, **the school is happy to administer this.** Please complete the required form available from the school office. Staff cannot administer any medication without this completed form. Staff cannot administer any non-prescribed medication (e.g. Calpol).

If your child's medicine states "**3 times a day**" this will **not be administered in school** unless the parent/carer is happy to come in at lunch-time to administer the required dosage. **However, if your child attends the After-School Club the school is happy to administer the 3rd dose on your behalf.** Children are not allowed to keep any medication on their person and administer the dose themselves.

School staff will always respond to emergency and immediate care needs for any child throughout the day.

Medical Inspections

Medical inspections are carried out in the following way:

- 1) Reception Class children on entry into school will have their height and weight checked and also vision and hearing tests will be carried out by the School Nurse.
- 2) Year 2 – no routine visual screening will be carried out by the school nurse unless the child's previous tests indicate a further test is necessary.
- 3) Year 6 – routine measurement of height and weight. Child's health record will be updated, and this will also enable the Public Health Department to gather information about child growth trends in Jersey.

At the start of the academic year, a letter from the Medical Officer of Health will be sent to parents/carers of all children eligible for measurement (i.e. Reception and Year 6). The letter will inform parents about the programme and give them the opportunity to opt their child out, either by emailing or calling the child health administration team.

The School Nurses will then visit the school to carry out the height/weight measurements (also the audiometry hearing examination for Reception children). Any child whose parent/carer has opted out will not be measured. A result letter (in a sealed envelope) will then be sent to the parent/carer.

Your child will also receive a dental check every year during their primary schooling.

Springfield Home School Association (H.S.A.)

The H.S.A. meet on a regular basis (first Monday of every half term) and work collaboratively in organising fund-raising events, making decisions on distribution of funds, and discussing concerns or issues for the school. The meetings have an excellent balance of being relaxed and informative, as well as ensuring that due processes are fulfilled.

The H.S.A. is seen as an important parental voice and an effective way of highlighting and influencing key aspects of the school for its present and future needs.

As a group we are happy to have mutually supportive roles and to have members who attend regularly and those who can support on specific occasions. All attendance is voluntary and reflects the strong commitment of parents to the school and children's learning.

We are conscious that the school's budget is set to cover the essentials such as books and providing high quality teaching materials. However, there are always 'nice to haves' which go some way to making our children's time at Springfield an even more enjoyable one.

Since the school's inception, the H.S.A. has funded such diverse things as outdoor play equipment to full strips and tracksuits for the school sports teams. They have also contributed towards the purchase of a minibus as well as a new playground equipment. They have helped with educational aids such as software, the library computer and quality reading texts for all classes.

At Christmas we help with the little extras like presents from Father Christmas. Every year our members tirelessly work at raising money through the Raffles, Bingo Evenings and other family events including the Annual Summer Fayre.

The school will continue to seek the opinions and thoughts of parents on key school developments throughout the year, and the H.S.A. has always been an important forum for such discussions.

If you're interested in becoming an H.S.A. member please email the school office: admin@springfield.sch.je

If you would like to offer help or indeed if you have a skill or contact which you feel would assist us with our ventures, please contact the school or one of the members. Any offer of help with functions is much appreciated even if you are not a member. We are always happy to hear from you.

Who is currently in the H.S.A?

❖ President	-	Mr Mal Robson
❖ Vice-President	-	Anthea Carroll
❖ Chairperson	-	To be elected in September 2025
❖ Secretary	-	Jennifer Gibb
❖ Treasurer	-	Leanne Duffy
❖ Communication Officer	-	To be elected in September 2025
❖ Procurement Officer	-	To be elected in September 2025

Every parent and carer of Springfield School is a member of the Home School Association.

Appendices:

Summary of Positive Behaviour and Anti-Bullying Policy

Definition:

Springfield School believes that 'bullying' can take many forms and is a different experience for different people. We identify bullying behaviour as:

- harmful, being carried out by an individual or a group
- repetitive, wilful, or persistent
- over-powering, leaving the person being bullied feeling defenceless and harmed.

As a Staff we will:

- take all reports of bullying seriously and listen to all concerns
- wherever possible, to work with the parents/carers of any child being bullied to support and encourage solutions to the bullying
- to work with the child who is bullying to change their behaviour
- to keep children and parents informed of all stages of progress and monitoring and to record this formally
- where appropriate, to involve outside agencies in supporting those children experiencing bullying or who are bullying others. This will only be done with the agreement of parents/carers.
- as a last resort, to suspend a child who is bullying, where the child's actions pose a threat to the health and safety of other children or where no positive response is made to desist their actions.

In addition, staff will:

- on receiving a report of bullying inform a senior manager within an hour of learning of the situation
- to record the allegations and to take them seriously
- to contact parents/carers the same day
- to listen to the views of the person alleged to be bullying
- to set strategies and sanctions, to record them, monitor them and review after 10 days

As a Parent/Carer of a child being bullied we will expect:

- you and your child will be listened to and believed
- you are involved in the process of supporting your child in dealing with the bullying
- all staff will do their best to address the concerns you have.

As a Parent/Carer of a child who is bullying others we will expect:

- you and your child will be listened to
- your child will be treated fairly
- your child will be asked to stop and change their behaviour and will be supported in doing this
- you will fully support the school in the strategies agreed for dealing with the bullying behaviour

Where a suspension from school is applied the school will follow the guidelines and procedures set out in the Children, Young People, Education and Skills' *Positive Behaviour and exclusions policy* (2019)

Summary of procedures for supporting children with Additional Needs

All children need support in the development of their learning and progress throughout the day and throughout their school careers. Some children have particular needs that require special support at different stages of their development. This may be due to a number of factors: cognitive, physical, or sensory needs, support with speech and language, emotional, social or behavioural difficulties.

We value the fact that every member of our school is included and feels part of our community. Every effort is made to support children when their learning and/or behaviour indicates that they need support. If a teacher is concerned about a child as a result of monitoring within the classroom and/or playground, or as highlighted by a specific assessment, the teacher will discuss with parents ways in which both the school and parents can work together to support the child and plan the way forward.

This may lead to an Individual Learning Plan (I.L.P.) being created to provide a clear structure of support. You will be involved in all aspects of this and your child's class teacher will keep you informed.

ILP's are working documents which include: -

- a description of the main areas of difficulty
- a series of targets to be achieved within a specified time
- a description of the curricular approaches and resources to be used to achieve the targets.

Targets are set, reviewed and shared with parents each half-term or term (depending on the nature of the targets) and supported in school through differentiated activities and, where appropriate, support from a Teaching Assistant.

Some children need extra support only for a short time; others may need it for longer. If at any time in their school career your child does require additional help, please see it as a positive strategy aimed at providing support in order to help him/her access the curriculum.

If the support and special programme provided by the school is not successful, it may be necessary to call on the expertise of outside agencies, such as the Educational Support team (EST), Speech Therapists, Educational Psychologist etc. However, no action would be taken until discussions had taken place between school and the parents/carers and your permission given.

Summary of Homework Provision

We aim to provide opportunities for reinforcing your child's learning at home so that they can celebrate with you what they have achieved. Increasing demands from homework will be matched to the age and abilities of the child.

Maths Homework

Wherever possible, teachers will set the Maths homework online at Complete Maths. Your child will be given their own log on and password, so that they can access levelled homework and track their attainment.

- The homework is supported with online lessons to help your child if they are having any difficulties.
- Arrangements can be made with the class teacher if you are unable to access the internet at home.
- At times, children will be given a paper copy for homework as lessons such as data collection, graphs and geometry will need to be drawn/measured/recorded (which can not be completed on line) and handed into their teacher by a specified date.

Literacy

Literacy homework will be set by your child's teacher on a weekly basis. This may include reading, writing, spellings, conversational activities, or aspects of topic-based work. Your child's class teacher will provide more specific details about homework at the beginning of the academic year.

Accelerated Reader Homework

All children in KS2 are expected to complete **at least** 20 minutes reading every night. (This can include you reading with or to your child) At the start of each term, your child will complete an online Star Reading Test at school, which will allocate your child with a level. They will then choose a book at this level and then complete an online test on each book that they read, testing their understanding and comprehension skills. Class teachers will monitor your child's test results and may adjust their level if necessary.

We have found the following suggestions useful for all children:

- share books with children, read aloud to them and/or with them;
- take children to libraries;
- show an interest in what children are reading;
- provide writing and drawing materials
- discuss events and future plans with children;
- discuss situations involving numbers or the calculation of time;
- acquire a map of the island – there are many free ones available; encourage your children to find places you visit;
- encourage a discriminating selection of television programmes and be prepared to follow them up with discussion

The habit of developing a quiet time at home with your child is important. At the pre-school and Reception Class stages this often takes the form of a bedtime story. We recommend that additional, gradually increasing quiet times are found during the evenings of school days as children move through Years 1 to 6. This should be a time when children can tell you about their work at school, practise handwriting, learn spellings and multiplication tables.

Summary of First Aid Procedures

'First Aid' is an integral part of the school's responsibilities towards children's safety and well-being, and our support and communication with parents. It therefore has a high degree of priority throughout the school regardless of time of incident and/or other responsibilities being undertaken.

A key aspect of this is for the school and individual members of staff to make a considered judgement on the level of need for each child once an injury has occurred.

The underlying principle behind this judgement is that:

- if in doubt, consult immediately with the First Aid Officer;
- if they are unavailable consult with another First Aid staff member;
- if still in doubt consult with parents immediately and request them to collect their child and take them to the Doctor or A&E etc.
- if the situation clearly needs immediate and emergency treatment, the child will be taken to hospital by a member of staff or an ambulance called (parents being informed immediately)

Any **head injury** must be dealt with by a trained First Aid member of staff and, where available, by the First Aid Officer as a priority. It will never be ignored. (This includes bumps/bangs to the head, split lips, nose bleeds from a collision/accident etc).

All head injuries will be communicated to parents immediately through a phone call and also a letter sent home as reminder to keep observing in case of delayed reactions.

No child will leave Springfield School having suffered a head injury without the parents knowing in advance.

Any injury, apparent or not apparent, where the child is clearly distressed and distraught will be dealt with by a First Aider Officer as a matter of priority.

If a child has had to attend Hospital as a result of an injury, the school will complete a 'Notifiable Accident Report Form' of the injury and its context as well as the treatment administered at school. This is then forwarded to the Education Department and a copy is kept in school.

Notes