

Les Quennevais School

Headteacher Sarah Hague B.A. Hons, NPQH



“Learning to be your best - through excellence and enjoyment”

Information for Parents
2017-2018

Les Quennevais School Information Booklet for 2017/2018

This booklet contains information for the parents/guardians of students who are either attending or thinking of attending Les Quennevais School and is a guide to the school's ethos and to the minimum requirements it expects of its members. It is arranged in sections as follows: -

- The School Aim
- Support for Students
- The Dress Code
- Basic Equipment Requirements
- Homework Policy
- Behaviour Management
- Health and Safety
- Media Coverage
- Other Useful Information
- Channels of Communication

Headteacher's Welcome

On behalf of our entire school community I would like to extend a warm welcome to you and your child as you embark on the next stage of your child's education.

The move to secondary school is a giant step in the journey of your child's life and it's also a hugely exciting time as they begin the next chapter of their education.

Our transition programme aims to support and alleviate any concerns or confusion during a period that can seem overwhelming at times, and make the transfer as smooth and enjoyable as possible.

Our transition team including myself will have completed many visits to primary schools to talk to Year 6 children and their teachers as part of the preparations. The two days of induction will enable your child to become familiar with their new environment and experience a taste of what learning is like at Les Quennevais School. They will now be part of a tutor group and House that will be their family for the next 5 years as they move through the school and experience some magical moments. We are very proud of the traditions, values and experiences that we offer our students at Les Quennevais. Rest assured you are joining a school that wants only the very best for your child in the coming years.

What the future will look like outside of school life is often hard to tell; the rapid pace of technological change means that many of your child's generation will be working in jobs we can't even imagine yet. But for students at Les Quennevais, who have been well equipped to prosper in this challenging new world; it's a wonderfully exciting prospect!

I am sure your child's time at Les Quennevais will be both happy and successful.

Mrs S Hague
Headteacher

Learning to be Your Best
Through Excellence and Enjoyment

Resilience

Realising Individual Potential
Through a Culture of Excellence

Respect

Ambition

LES QUENNEVAIS SCHOOL



Core Values for Students

- Use time effectively in lessons
- Support others in class
- Listen intently
- Be Kind, Specific and helpful when giving feedback to others
- Be there on time, ready to learn
- Engage positively with learning
- Respond positively when working with others
- Give homework the time it requires to do it well
- Use your time effectively in lessons
- Let others speak
- Ask for clarification, don't just sit there
- Give each task your all



- Take Risks
- Try to go beyond the targets set
- Have a compelling reason for doing your best
- Have pride in all that you do
- Embrace challenges
- Invest in the time needed for greatness
- Set yourself challenging goals
- Always look to go beyond what you know you can do: go into the struggle zone
- Always aim for excellence
- Know that through hard work and good teaching, you can make powerful progress
- Make the most of every opportunity
- Learn from your mistakes
- Be inspired by the greatness of others



- Don't ever settle for what you know you can do
- Act on feedback and critique, don't ignore it
- Know that you can always get better
- Know what to do if you're stuck
- Be prepared to be wrong
- Be prepared to start again
- Be prepared to change direction
- When it would be easy to give up, keep going
- Respond positively to setbacks
- Learn from others success
- Be relentless in your pursuit of goals



Support for Students: Les Quennevais School is an inclusive school, which recognises that in order for each student to gain the maximum benefit from his or her education it is essential that the student, the home and the school work closely together.

The first point of contact at the school for parents is the student's **Form Tutor**. They are responsible for taking a particular interest in the welfare and progress of each student in the Tutor Group and building a positive working relationship with the student's home. Form Tutors will normally remain with their Tutor Group from year to year.

Each Tutor Group belongs to a Year Group which is led by a **Head of Year** who will remain with the year group throughout their five years at Les Quennevais School. The Heads of Year are key members of the school's **Guidance and Learning Support Team**, which aims to provide academic and personal guidance together with timely and appropriate support for each student. The Guidance and Learning Support Team is managed by the **Head of Guidance**. Each Tutor Group is a member of one of the three houses McKeon, Tranter or Watts and each house is led by a **Head of House**.

Counselling Service: A confidential counselling service is available to all students and their parents. Appointments may be arranged by contacting the Form Tutor, Head of Year or the Counsellor directly.

Medical Facilities: The school does not employ a school nurse but does have a designated medical assistant who works in the school office. We also have a number of staff with basic first aid qualifications. If a student becomes ill, parents will be informed by the school office and will be expected to arrange for the child to be collected and taken home. Students should not be sent to school if they are unwell as we have neither the staff nor the facilities to look after them. Students who require regular medication throughout the school day will report to the medical assistant who will supervise the student taking the medication; such medication will only be administered following written consent from parents/guardians. Where possible, medication should be supplied to the medical assistant in the original container, bearing the child's name, the daily dosage and expiry date. The following children are allowed to carry medication at school with the permission of their doctor and parents/guardians:

- Students who are asthmatic and use an inhaler
- Students who have insulin dependent diabetes
- Students who are highly allergic to bee stings and/or foods and require the use of an epinephrine injection (such as an Epi-pen).

We also require spare medication for such students to be stored at school with the medical assistant.

Progress Reports: The school keeps parents and students informed of progress being made. A full written report is produced once during the year for students in Key Stage 4 and parents are invited into school to discuss their child's progress with their Form Tutor. In addition, interim reports, which indicate a student's attitude and progress, are sent home on other occasions. Key Stage 3 students receive 5 interim reports throughout the year and there is an opportunity for parents to meet with their child's Form Tutor once during the year. Parents are invited to attend parents' evenings when they can meet the subject teachers to review progress. Parents of all Key Stage 3 are provided with access to our Doodle Parent Portal where live information is available to access throughout the year.

Target Setting: Les Quennevais School has a policy of setting personal and learning targets for students throughout their school career.

In Key Stage 3, targets are established by using data obtained from a range of sources including objective tests such as the Cognitive Abilities Tests (CATs).

In Key Stage 4, target grades in public examinations are established together with a range of personal strategies to achieve them.

All students and their progress are discussed at Raising Standards meetings led by the Raising standards Leader and the Head of Year. Interventions are put into place to ensure students are supported to make the necessary progress.

Records of Achievement: Each student who leaves Les Quennevais School at the end of Year 11 is presented with a Record of Achievement which is a portfolio of evidence compiled by the student summarising and celebrating the individual's personal and academic achievements.

The Dress Code: All students are expected to wear school uniform correctly. The appearance of students is an important factor in maintaining and enhancing the school's excellent reputation, which is of benefit to all its members. Some restrictions on how students may appear and what may be worn are necessary for health, safety and security reasons. The school uniform is available from JSSK in St Brelade and Redvers in St Helier. To avoid any ambiguity we have stipulated the colour, manufacturers and styles of uniform which are permitted and they are listed below:

Blazer : A navy blue blazer with house colours manufactured by Ziggyz.

Trousers: Boys' charcoal grey trousers with pleated or flat front style manufactured by David Luke. Girls' trousers are navy blue with a low or high waist manufactured by Ziggyz.

Skirt: Navy blue pleated skirt available in 18 or 20 inch length manufactured by Ziggyz.

Shirt: Plain white cotton shirts (able to be worn with a tie) with either long or short sleeves.

Sweater: V-neck, navy blue, plain knit with embroidered school logo.

Socks: Plain white or navy ankle or knee-length socks. Navy or 'natural' tights.

Shoes: Plain black polished leather shoes. On health and safety grounds it is necessary to insist that heels should not be more than 5cm (2"). Sling back shoes must **not** be worn **nor** any type of canvas shoe. Leather shoes that look like training shoes are **not** permitted.

Training shoes of any sort or colour are not permitted as part of the uniform except in P.E. and Drama lessons.

Tie: A school tie, which is only available from the school, must be worn.

NB. The Headteacher reserves the right to determine the suitability of any item of clothing or footwear.

Jewellery: Students may wear a wristwatch and students who have had their ears pierced may wear one pair of small sleepers or studs. No other jewellery is permitted.

Make-up: No make-up, including nail varnish, should be worn.

Hair: The Headteacher, conscious of the fact that fashions change, reserves the right to query the appearance of any student's hair and may ask them to take appropriate action where it is deemed necessary. Long hair must be tied back by both girls and boys.

Specialist Clothing for Physical Education (Compulsory)

Navy blue polo shirt with *Les Quennevais* logo

Navy blue shorts (plain – no stripes or logo) or skort for girls

Navy blue tracksuit bottoms (plain – no stripes or logo) optional

Rugby shirt (blue/pale blue reversible) compulsory boys optional girls

Navy blue/pale blue hooded sweat shirt compulsory girls optional boys

Navy blue shower proof training top optional

House Polo Shirt optional

Training shoes

Football boots (boys only)

White sports socks

Navy blue socks for rugby/soccer/hockey

Shin guards

Gum shield

A plain swimming costume or swimming shorts (plain – no stripes or logo)

All items of clothing must be clearly and permanently named. Polo shirts, shorts and tracksuit tops should be named on the outside.

Other Specialist Clothing: In some areas of the curriculum it is necessary for students to wear protective clothing. In Technology, special aprons are required in the workshops and the food preparation areas. In Art, an apron or an old shirt should be worn to protect the school uniform.

Outdoor Garments: During periods of poor weather it is important that students are sent to school wearing suitable protective clothing. There is a wide range of suitable clothing available. Coats must not be worn inside the building.

Optional Dress Code for Year 11: Students in Year 11 may wear either the school uniform or smart office wear as follows: -

A plain suit (a jacket must be worn)

A plain shirt or blouse

A tie (girls are not required to wear a tie)

A school lapel badge or pin (obtainable from the school office)

Note: Girls should pay particular attention to ensuring that midriffs and cleavages are covered. Trousers should be full length, should not be low waisted and shirts/blouses should cover the waistband.

For P.E. lessons Year 11 students may wear their own sports clothing provided it is suitable for the activity in which they are taking part.

Any student who arrives at school inappropriately dressed may be sent home.

Basic Equipment Requirements:

All students should be in possession of:

Their School Planner

A ruler (preferably 30cm)

A pen (blue or black ink)

Pencils (HB, 2B and 2H) and pencil sharpener

A set of coloured pencil crayons (not felt tips)

A rubber

Geometry set

A scientific calculator

A stick of glue (e.g. Pritstick)

An English dictionary

A French pocket dictionary
An A4 hardback sketchbook – available from school
A blue and white apron for DT food
An old shirt to be worn in Art

Money/Personal Property: The school accepts no responsibility for the loss of items of personal property or money and so parents are urged not to allow their children to bring such items into school.

Lockers: Every student must have a personal locker. The lockers are large enough for school bags and PE kit. Students are required to provide their own padlock and key.

School Bags: All books and equipment should be carried in a suitable school bag. This must be large enough to carry A4 size folders and sturdy enough to provide adequate protection. Bags must not be left unattended in any part of the school nor may they be taken into the Library or the Canteen.

Mobile Telephones: Mobile telephones must not be used on site during normal school hours. They should be placed securely in a locker on arrival and left in a state which will not cause a disturbance until collected. Any student found using a mobile telephone during normal school hours is liable to have it confiscated. All confiscated telephones will be kept in the school office until collected by parents.

Personal Music Players: PMPs must not be used in any lessons and around school.

Important Notes:

- Students are encouraged not to lend or borrow property such as equipment and personal possessions.
- Students are encouraged not to lend or borrow money – however small the amount.
- Any student who takes or damages another's property may face police action.

Student Planner: In order to help students to develop organising skills, they are issued with a student planner at the beginning of the academic year. The planner, in addition to the diary section, contains a number of other useful pages including the School Code of Conduct. Students must use their planner to record their homework and parents should look at it regularly and sign it to monitor progress.

Homework Policy: At Les Quennevais School we believe that homework is important in:

- Reinforcing positive attitudes to work
- Encouraging self organisation and self discipline
- Reinforcing, broadening and extending the school curriculum
- Developing home/school partnership
- Preparing students for life opportunities and experiences

There are many reasons for setting homework, the most important ones being:

- To encourage and develop self-discipline and study habits
- To reinforce class work and consolidate learning
- To give students experience of working on their own, and to develop a sense of responsibility for, and commitment to, their own learning
- To offer access to resources which are not available in school
- To involve parents in the educational process and provide an insight into the work of the student. Providing opportunities for parental co-operation and support whilst creating channels for home-school dialogue
- Allowing preparation for future class work

- Offering access to resources not available in the school
- Providing opportunities for individualised work
- Allowing assessment of students' progress and mastery of work
- Providing evidence for the evaluation of teaching
- Training for students in planning and organising time
- Encouraging ownership and responsibility for learning
- Providing information for parents

Students are expected to meet deadlines set for homework. Where there are particular problems in completing a piece of work on time parents are asked to write an explanatory note of the circumstances either by a note to the teacher or by writing in the Student Planner. Core subjects set homework weekly following an agreed timetable; other subjects set homework as appropriate.

Non-completion of homework: Students should perceive the completion of homework to be in the interests of their own learning. It is the student's responsibility to ensure that work is completed in a timely manner. When homework has not been completed satisfactorily by the deadline unless there are extenuating circumstances or the teacher judges it to be appropriate for a particular student the following may apply:-

- The student may be given an extended deadline, with or without additional work
- The non-completion of homework may be recorded in the student planner
- The student may be invited to attend an after school subject clinic where they can be supported in completing the work
- A letter may be sent home to parents
- The student may be placed in detention
- The student may be required to complete the work in class while the class continues with its normal work

After-School Study: Students who wish to stay on for up to **one hour** after school to continue their learning or complete work that has been set may arrange to do so by speaking with a member of staff. Direct supervision may not be provided but staff will normally be nearby. Students who are being directly supervised may remain longer.

Behaviour Management: The school has high expectations of attainment and behaviour and seeks to encourage and reward positive behaviour. We seek to work with each other to achieve solutions that enable us as a community to move situations forward, whilst equipping ourselves with the skills to manage our own behaviour and take responsibility for our actions. The Head of Behaviour Support is responsible for managing the agreed behaviour policy, a copy of which is kept in the School Office where it may be studied by parents on request.

The behaviour policy includes a code of conduct, which is set out below and is published in each classroom.

The Code of Conduct: We expect everyone to behave with courtesy and consideration to others at all times which means that all members of the school will:

- make it possible, by their behaviour in class and around the school, for everyone to learn and for the teachers to teach;
- ensure that their behaviour contributes positively to the day to day life of the school and enhances the school's reputation;
- try to appreciate other people's points of view;
- be silent whenever required;
- move around the school carefully and quietly, keeping to the left;
- keep the school clean and tidy;
- follow the School Dress Code correctly at all times;

- observe a high standard of dress and behaviour to and from school and on school visits
- respect the property of others and take great care of their own;
- be punctual.

The procedures, which will be followed by members of staff when dealing with students whose behaviour falls short of the high standards expected, are laid down in the school's behaviour policy. A brief outline is set out below: -

- The most common occurrence is where a member of staff becomes aware of an incident and deals with it on the spot drawing from a wide range of non-confrontational strategies;
- If an incident occurs in lesson time and the student refuses to cooperate and continues to disrupt the learning of others the teacher may send the student to the Exit Room for the remainder of the lesson. Parents will be informed via a letter and the misbehaviour will be followed up by appropriate staff;
- Where the member of staff considers that a detention should be issued, parents will be given at least 24 hours notice and asked to sign and return a detention slip as acknowledgement;
- Where a breach of the Code of Conduct occurs outside the lesson it may be dealt with by the student being placed in lunchtime detention;
- Where there is growing concern about a student's behaviour, the Tutor or the Head of Year may contact the home;
- The Headteacher, Deputy Headteacher or the Head of Behaviour Support will deal with very serious incidents. The most serious sanction available to the Headteacher is suspension from school. All suspensions will be reported to the school's Governing Body and to the Education Department:

Health and Safety: It is the responsibility of each member of the school to ensure that the health and safety of everyone in the school is not put at risk by negligence, act or omission. In the interest of health and safety the following items must not be brought into school: -

- Weapons of any kind, including laser pens
- Pocket knives e.g. Swiss Army knives
- Explosive devices e.g. fireworks, caps
- Drugs, alcohol, cigarettes, matches, lighters etc

Any of the above items if discovered will be confiscated and safely disposed of

Media coverage: From time to time school events take place which are covered by the local media who may want to publish details of individual students which might include a named photograph. Publication in the media celebrates the achievements of students and provides them with positive recognition but may not be acceptable to some parents who may choose to withhold permission.

Please indicate your wishes by replying in the relevant section of the **Confidential Data Check Sheet**.

Other Useful Information:

Timing of the school day:	8.40 am	Registration
	9.00 am	Lesson 1 starts
	2.50 pm	End of school

Students have a 15-minute break at either and a lunch break of 35 minutes

Lunchtime Arrangements: Students in Y7-Y10 are expected stay on site at lunchtime. They can bring a light lunch or snack to school or buy food from the school canteen. Y11 have the privilege of leaving the premises, providing parents and Tutors approve.

Buses: All students who use the school bus service to travel to and from school must abide by the conditions laid down by the bus operator. Failure to meet the conditions may result in a student not being allowed to use the service. Avanchi Cards are available to purchase online or directly from Liberation station.

Attendance: The attendance and timekeeping of all students is closely monitored by your child's Form Tutor and the Attendance Officer. Please contact the Attendance Officer if your child is going to be away from school because of illness - Tel: 499174. If a student is absent and the school has not been informed of the reason, the Attendance Officer will normally contact the home during the morning of the first session of absence. Frequent lateness will be followed up by the Form Tutor or Head of Year.

Leave of Absence: Any parent who wishes to apply for leave of absence for a child must apply in writing to the Headteacher. Parents should note that except in very special circumstances, any such requests made on behalf of Y10 or Y11 students will not receive the support of the school. Serious disruption to a child's education at GCSE level can occur as a result of extended absences from school.

The Channels of Communication: Les Quennevais School encourages and welcomes regular and close contact with the parents of its students. There are a number of channels through which contact may be made. The first point of contact is usually the student's Form Tutor.

Other channels are: -

The Head of Year

The Subject Teacher (for subject specific queries)

The Head of Department (for subject specific queries)

The Headteacher or Deputy Headteacher

The Governing Body, which includes two representatives elected by parents.

Visiting School Premises: Parents are encouraged to make an appointment before coming into school and must report to the reception area of the school office. Parents and visitors are not allowed onto school premises unless accompanied by a member of staff.

Students are encouraged to raise any matter that affects them. The first channel of communication is the Form Tutor. Other channels are: -

Other subject staff

The Heads of Year

The Assistant Headteachers

The Deputy Headteachers

The Headteacher

Governing Body

The schools Governing Body consists of the Chairperson, elected Parent Governor representative, elected staff Governor representative and representatives from the Education department and wider community.

Senior Leadership Team

Headteacher – Mrs Sarah Hague

Deputy Headteacher – Mr Paul Letch

Deputy Headteacher – Mrs. Catherine Moisan

Assistant Headteacher – Mrs. Julie Ashley – Operations
Assistant Headteacher – Mrs. Claire Freeman – Raising Standards Leader
Assistant Headteacher – Mr. Paul Harris– Teaching Standards and Staff Development
Assistant Headteacher – Mr. Peter Jones–Teaching and Learning

Contacting the school

Les Quennevais School	Tel: 743171
Email:	admin@lqs.sch.je
Fax	741323
Attendance Officer	Tel: 499174
Website	http://lesquennevais.sch.je

