ST. JOHN'S



PRIMARY SCHOOL HANDBOOK

Thinking
Learning
Caring



A very warm welcome to St John's School, a caring and ambitious community where children are encouraged to think deeply, learn with curiosity, and care for themselves and others.

Our core values- Thinking, Learning, Caring- underpin everything we do and reflect our shared belief in developing thoughtful, confident, and compassionate young people. These values are woven through our daily interactions, assemblies, and communication with families, guiding the way we learn, work, and grow together.

At St John's School, our curriculum is designed to empower today's young people to thrive in tomorrow's world by nurturing conscientious, aspirational, and resilient lifelong learners who think deeply, learn with purpose, and care for themselves, their community, and the wider world. Rooted in our vision of Thinking, Learning, Caring, our curriculum goes beyond the National Curriculum and provides exceptional opportunities that support pupils academically, socially, emotionally, and morally. We aim to "future-proof" our children by equipping them with the knowledge, skills, attitudes, and character they need to flourish now and in later life.

We believe education is most powerful when home and schoolwork in partnership. Our talented and dedicated team (both teaching and non-teaching) work closely with families to ensure every child's needs are met and that every transition is smooth and supportive. Together, we aim to nurture learners who are ready to contribute positively to their community and to the wider world.

Whether you are already part of our school family or considering joining us, we hope this website gives you a true sense of the warmth, ambition, and care that define life at St John's School. If you have any questions, please don't hesitate to get in touch; we are always happy to help.

Contacting School

If you need to telephone the school for any reason, please use the following numbers:

Telephone: 01534 861692

Email: admin@stjohn.sch.je

General enquiries

Contact the School Business Manager, Mrs Falle who is available from 8.30 a.m. to 3.00 p.m.

School Address

St John's School

La Rue de la Mare Ballam

St John, Jersey, JE3 4EJ

General Information

The School

The school is financed and maintained by the Government of Jersey Department for Children, young people, Education and Skills (CYPES).

Authority Address Government of Jersey CPYES Department,

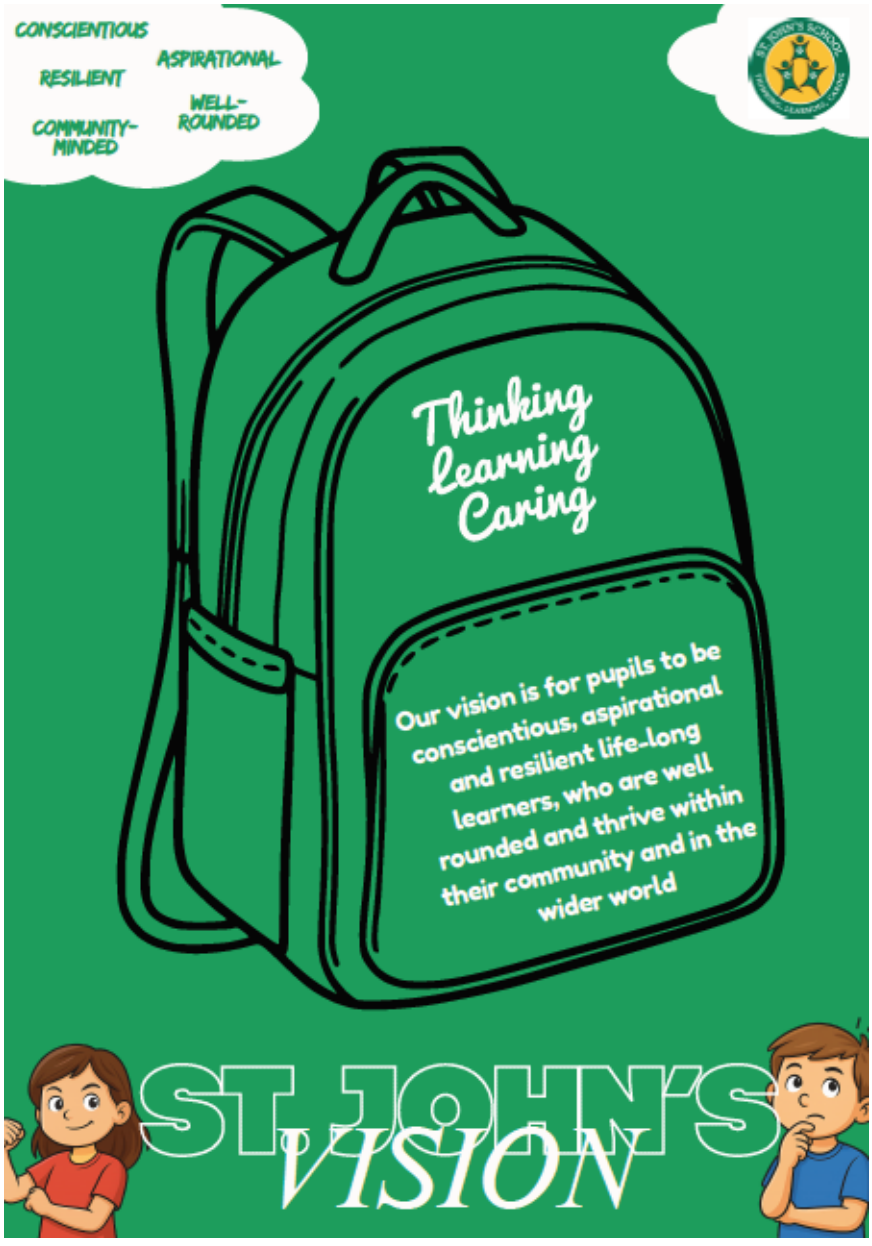
St. Saviour, Jersey, JE4 8QJ

Tel: 01534 445504

Email: education@gov.je



Our Vision


CONSCIENTIOUS
ASPIRATIONAL
RESILIENT
WELL-ROUNDED
COMMUNITY-MINDED
Thinking Learning Caring
Our vision is for pupils to be conscientious, aspirational and resilient life-long learners, who are well rounded and thrive within their community and in the wider world
ST. JOHN'S VISION

Our Curriculum Intent

Empowering today's young people for tomorrow's world

CONSCIENTIOUS
ASPIRATIONAL
RESILIENT
WELL-ROUNDED
COMMUNITY-MINDED

At St John's School, our curriculum is designed to empower today's young people to thrive in tomorrow's world by nurturing conscientious, aspirational and resilient life-long learners who think deeply, learn with purpose, and care for themselves, their community, and the wider world. Rooted in our vision of Thinking, Learning, Caring, our curriculum goes beyond the National Curriculum and provides exceptional opportunities that develop pupils academically, socially, emotionally, and morally. We aim to "future-proof" our children by equipping them with the knowledge, skills, attitudes, and character they need to thrive now and in later life.

The Key Features of our Curriculum

Inspiring and Relevant Learning	Lessons are designed to ignite curiosity and content has purpose.
Knowledge that sticks	Frequent opportunities to recall knowledge help pupils secure understanding.
Literacy sits at the heart	We seek to ensure all pupils become readers and effective communicators across all subjects.
Assessment is used as a tool for improvement	Assessment informs teaching, identifies gaps, strengthens memory and evaluates impact.





The Four Cornerstones of our Curriculum

The Hidden Curriculum
Character, Values & Behaviour

We explicitly teach and model the behaviours and attitudes that shape good character. Our school culture promotes respect, integrity, compassion, and cooperation. Through consistent routines, high expectations and strong relationships, pupils grow into responsible, well-rounded individuals who contribute positively to their community.

The Taught Curriculum
Ambitious, Broad & Engaging

All pupils access a broad and balanced range of subjects that stretch their thinking and spark their interests. Carefully sequenced long-term plans and high-quality teaching ensure secure progression of knowledge and skills from early years to the end of primary. We personalise learning to make it relevant, meaningful, and inspiring, enabling every child to find their passions and excel.

The Wider Curriculum
Personal Development & Citizenship

Aligned with statutory expectations and our values, this strand prepares pupils for life in the modern world. Through explicit teaching of values, SMSC, Health & Wellbeing (including RSE) and citizenship pupils develop moral awareness, empathy, confidence, and a strong sense of responsibility. Structured lessons, assemblies, enrichment days and visitors ensure key concepts are deepened over time.

Beyond the Curriculum
Experiences, Culture & Community

We enrich learning through a wide range of extracurricular activities, leadership opportunities, community engagement, charity work, visits, and residentials. Pupils develop talents, discover new interests and broaden their horizons. Cultural experiences, from the arts to outdoor learning, build cultural capital and help pupils thrive both within and beyond school.

School Structure

St. John's is a single form entry School, with a 30-place Nursery. This means that there is one class for every year group from Reception through to Year 6. As the children progress through the school, they come into different 'phases' or 'Key Stages'. These are detailed below:

Foundation Stage	Nursery	Reception
Key Stage 1	Year 1	Year 2
Key Stage 2	Year 3	Year 4
	Year 5	Year 6

Staffing

There are a large number of staff who work for the children at St. John's with different roles and responsibilities. The table below outlines some of these structures and responsibilities:

Headteacher	Mr Jamie Hazley	
Deputy Headteacher	Mr Stuart Pallant	
Designated Safeguarding Leads	Mr Stuart Pallant Mr Jamie Hazley	
School Business Manager	Mrs Helen Falle	
School Secretary	Mrs Debbie Bridge	
School Caretaker	Mr Andrew Bonass	
Senior Leaders	Mrs Rebecca Reed Mrs Hilary Jones Miss Rachel Wilson Miss Sian Walker	
Special Educational Needs Co-ordinator	Miss Sian Walker	
Class Teachers	Nursery	Mrs Debbie Manners
	Reception	Mrs Hilary Jones
	Year 1	Miss Sian Walker Mrs Sarah Reed
	Year 2	Miss Lucy Walker
	Year 3	Miss Rachel Wilson Mrs Ciara Rice
	Year 4	Mrs Sharon Day Mrs Rebecca Reed
	Year 5	Miss Brody Morris
	Year 6	Miss Georgie Clavel
Nursery Officers	Mrs Barbara Bekusch Mrs Gill Mercier	
Learning Support Assistants	Mrs Teresa Surcouf	Mrs Jeannine Godefroy
	Mrs Gemma Channing	Mrs Jaimee Le Page
	Ms Rachel Stamps	Miss Lucy Carro
	Ms Susan Hall	Ms Yana Vibert
	Mrs Kate Harte	Mrs Emma Newton
	Mrs Anne-Marie Troy	Miss Rosie McManus
	Mrs Katie Quinn	Miss Annabel Peat
ICT Technician – working mostly remotely	Mr Tom Dorey	

Foundation Stage and starting school

Starting school is an exciting time for all but can cause worries for both parent/carer as well as the child. We hope that this document will help you by providing you with the information you need at this time. Please contact the school office if you have any questions after reading this handbook.

If your child is starting school in September and is in the Foundation Stage, you will be invited to attend an evening for parents/carers at the School in the Summer term. This will give you some initial information about St John's School; the structures and routines of the school day for your child; about what your child will be learning in their first year and how you can help them at home.

The children will have induction sessions during the summer term, prior to them starting school in the September. These sessions are designed to familiarise your child with their new learning environment and to meet their future friends and teachers. Dates will be sent to you about this in due course.

Children starting their schooling at St John's will either start in our 'Nursery' (ages 3-4) or, if they transfer from another Nursery, at the end of their Nursery year (4-5 years old) into 'Reception'.



Nursery Hours

Since September 2021 Jersey's Children and Education Minister confirmed that up to 30 funded hours will be offered to nursery children, aged 3 to 4, through the Nursery Education Fund (NEF), and in Government of Jersey nursery classes.

For further information please see
https://www.gov.je/Education/Preschool/Pages/NurseryEducation.aspx

Preparing your child for school

At St John's we aim to make our children as independent as possible. It is a great help to us if your child is able to do some of the following when they come to school. It also gives your child more confidence in the early days of their school career.

- ✓ Dress and undress – including socks and shoes.
- ✓ Remove outdoor clothing (including using zips) and hang it up.
- ✓ Use the toilet and flush properly, washing and drying hands after use.
- ✓ Tidy and put away toys.
- ✓ Share and 'take turns'
- ✓ Follow simple instructions.
- ✓ Know his/her full name

The Curriculum



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Our curriculum includes: -

English	Mathematics and Numeracy	Science	Technologies
Humanities	Health and Wellbeing	Religious and Moral Education	Physical Education
Expressive Arts & Music	PSHE (Personal, Social, Health Education)	French	

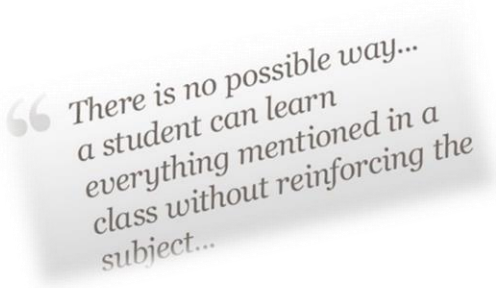
Homework and Home Learning Tasks

Home Learning Tasks

Homework is anything that children do outside the normal school day that contributes to their learning. Homework encompasses a whole variety of activities instigated by teachers and parents to support children's learning. We believe that parents are their children's primary educators and that we must therefore work in partnership with parents. We acknowledge that children's learning and development is greatly enhanced outside the school environment. We provide Home Learning Tasks each term to support the curriculum of your child. These tasks range in subject and are optional. All these activities and many more will all help children to learn and develop essential skills and contribute to their knowledge and understanding of the world.

Current research supports the following:

- Homework develops links between home and school
- Homework allows parents to play a leading role in their child's education
- Homework helps children understand that 'work' is not just confined to school
- Beyond reading, spelling and times tables, homework at primary level has little impact on progress or attainment



Special Educational Needs

At St. John's *Miss Sian Walker* is our appointed Special Educational Needs Coordinator- SENCo.

Our priority is to make sure children experience high quality teaching in the classroom, adapted to different levels of ability and learning styles.

As an inclusive school we ensure all pupils have equal access to the curriculum. In discussion with class teachers and parents, a minority of children are placed on our Special Needs Register and additional help allocated. Every effort is made to support children if they need extra help. Most children identified, need this support for a short time only. Parents are contacted immediately if a child's learning development or behaviour is causing concern. Equally if a parent is concerned, they should see the class teacher as soon as possible.

Teaching staff at St. John's School are trained in differentiating for the needs of pupils ranging from the very able to those with learning difficulties. Learning is planned to provide for the development of skills across this range. Learning Support Assistants are effectively used to help cater for the wide range of needs. Where required, we provide pupils with specific intervention programmes. These are in place for children with Emotional and Behavioural Difficulties, Specific Learning Difficulties, Speech and Language problems and Occupational Therapy needs. The Special Educational Needs Co-ordinator (SENCo) works closely with staff when devising Individual Learning Plans (ILPs) for pupils with special needs, where appropriate. Such support will either be individual, or group based depending on the type or severity of need.

Children who have complex special needs may require a full assessment of their educational needs. When we seek to do this, we always fully involve the parents from an early stage. This procedure involves the Educational Psychologist, and invariably other professionals such as Occupational Therapists or Clinical Psychologists when assessing the child.

The SENCo liaises with the Educational Support Team (EST) based at the department for Children, Young People, Education and Skills (CYPES) about those children who require more specialist support or referral.



School Terms

The academic school year is made up of 3 terms:

Autumn term: September-December.

Spring term: January-March.

Summer Term: April-July.

The specific dates for each school term are published on our website and are available from the school office and also published on https://www.gov.je/Education/Schools/SchoolLife/pages/termdates.aspx

School Hours

Nursery:

08:30 Nursery starts (doors open from 8.30 for parents to settle their children)

14:45 The whole day session finishes

Reception, Key Stage 1 and Key Stage 2:

08:30 Doors open

08:45 Registration

10:15- 10:45- Morning breaks

12.00- 1.00 Lunch break

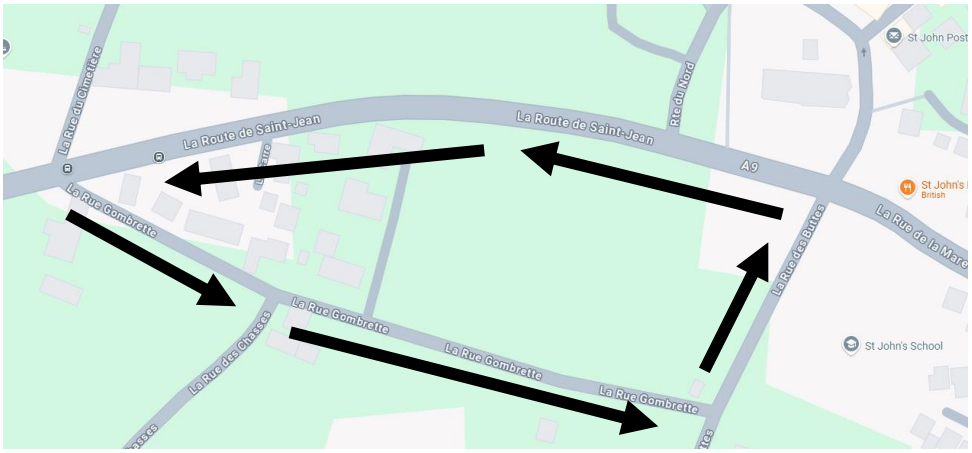
15:00 The school day finishes.

Drop Off and Collection of Children

The safe arrival and collection of children each day is of the highest priority to the school. We would therefore ask that all families follow the school procedures detailed below:

Drop Off

Doors open to children at 8:30 and the teachers will be in class ready to welcome the children. All children are to enter through their classroom doors except those children in Year 5 and Year 6- these children enter through the main entrance. Two staff members are on duty at this time; one on La Rue des Buttes to ensure the smooth flow of traffic (this is one way at drop off) and the other on the playground welcoming all.



Collection

Parents and adults collecting Nursery and Reception children come to the Nursery door or the Reception door. The doors will remain locked until this time to ensure children's safety.

Parents and adults collecting children in Key Stage 1 come to the outside of their child's classrooms via the playground.

Parents and adults collecting children in Key Stage 2 wait on the playground outside the classroom doors for Year 3 and 4. In the case of Year 5 and 6, these children will exit through the main entrance.

Breakfast Club

The school runs a breakfast club which operates from 7.45am. The club is run by Ms Vibert and Ms Hall and the admin is undertaken by Mrs Falle and Mrs Bridge. There is a daily charge for this provision, £3 which includes breakfast. If you are interested, please contact the main office. Families are invoiced monthly in advance and booking is essential.

Permission to walk home alone

Children may walk home alone without adult supervision once they reach the Years 5 or 6. A request form must be completed and handed to the school office before they will be able to leave school unaccompanied.

Mr Hazley or other senior leaders will review the application and confirm permission. If permission for your child to walk home alone is given, once the child has been dismissed from their class, they then become the parent/carer's responsibility.

Older siblings who have permission to walk home unaccompanied are not allowed to walk home with younger siblings.

Applications for children in Year 4 wanting to walk home unattended can be made in the Summer term only of that year.

Where the School may have concerns regarding a child walking home independently, in any year group, the School has the right to withdraw permission and the child will have to picked up by a known adult.

School Uniform

School uniform is important as it helps establish a strong school identity, a high expectation of standards across the school for all pupils and a pride in appearance.

Our uniform also has to be practical and comfortable. As detailed below, children can change aspects of the uniform for the summer periods. On PE days, children are expected to come to school in their PE uniform (this will be at least 2 times per week).

All school uniform is stocked at 'Lyndale Sports'. The main office can provide contact details for our supplier, who also offer an on-line service to families (including delivery/exchange to school).

All clothing and equipment MUST be clearly marked with your child's name; this includes coats, bags and lunchboxes.

St John's Uniform

Whole School

Grey trousers (or shorts in the summer)	White Polo shirt Foundation/KS1
White Shirt and Ties Year 3 onwards	Green jumper with logo
Plain grey/white socks	

Options for Girls

Grey skirt/pinafore	Green & White checked dress (optional for warm weather)
Green cardigan/jumper with logo	Plain grey/green/white socks or tights

PE Kit

New St John's ¼ Zip Top	Bottle Green T-Shirt
Black PE Shorts	"Predominantly White or Black" Trainers
Black Skort	Either: Black Track Bottoms, Black Training Pants or Black Leggings (**NO BRANDING**)

Jewellery

Jewellery should not be worn in school. This ban includes charity bangles, necklaces and rings. Children with pierced ears may wear plain studs. We will not accept liability for any injuries associated with earrings.

Hair

Shoulder length and long hair must be tied back all day. For safety reasons we also ask that children do not wear beads in their hair. Hair which falls into children's eyes will need to be clipped back off the face. The school has high expectations regarding the smart appearance of pupils, and hairstyle is part of this. Minimal hairbands should be blue, black or white.

Mobile Phones

Mobile phones are not allowed in classes at school. If you wish your child to have a mobile phone with them for a particular day, please arrange to hand the phone to Mrs Falle at the start of the day. It will be switched off and your child to collect it at the end of the school day. Your child will be asked to complete a brief signing in form to confirm these have been handed in and at the end of day to confirm that they have been returned.

Precious items

Children must not bring precious (sentimental or valuable) items into school. These items include toys, jewellery, electronic games etc. The exception to this is when it has been arranged that such items can be brought in for special assemblies or lessons. In this case the items can be kept safely. At no other time will the school be held responsible for precious items.

Lost Property

We do understand that children misplace/leave things around school; however, we do not operate a lost property 'box' in school. Any item handed into the school office is returned promptly to your child if it has their name on the item. Any items that we are unable to return to their rightful owner are on display in the office for a period of time and then disposed of to a good cause. PLEASE always ask your child's class teacher and the school secretary if you are looking for a lost item. CLEARLY marking all of your child's items of clothing is really important for their return.



Attendance and Punctuality

We have an expectation that all children will attend St. John's School 100% of the time.

However, we understand that, on occasions, children will become ill or need to attend a medical appointment. It is important that if your child cannot attend school, direct contact is made with the School Office first thing on the first day of absence.

If contact is not made, the school will make direct contact with parents/carers. If direct contact cannot be made, the school will seek support from other central agencies to clarify where the child may be and if they are safe.

To help with this, parents are advised to enter the school's telephone number (01534 861692) into their phone so that it can be found easily. As the mornings can be extremely busy in school, we have a telephone system which allows you to leave a message to report your child's absence. Please leave a message on the voicemail if no-one is available to take your call.

The Main Office should be informed of medical appointments and times in advance so that children can be registered correctly, and they are prepared to leave school on time for their appointment. When an appointment is for the start of the school day and your child will not be in for registration, it is important that you have let the Main Office know so that we are not actively looking for your child. If we are unsure as to the whereabouts of your child, the school will have to contact you.

We have an expectation that all children will attend school on time every day. This is monitored by the class teachers, our Attendance Officer (Mr Pallant), the Main Office and the Education Welfare Office. We understand that, on occasions, circumstances cause a child to be late. However, this should be a rare occurrence.

Where there is a growing concern regarding punctuality, your child's class teacher will contact you in the first instance. Where improvement has not been made the matter will be taken up by the school and Education Welfare Office.

The emotional impact on a child turning up late for school is significant and can affect their ability to learn and to access activities throughout the day.

The main doors to the school are open from 8.30 am, registration is at 8.45am; after this time your child will be marked at "Late". If your child is late, they must report to the main office to be signed in.

It is essential that children who are being collected from school are collected at the end of the day on time. On the rare occasions when an adult may be faced with an unforeseen delay in collecting their child, it is important that contact is made with the school before 3pm. We can then let your child and staff know that you will be late, and we can ensure they are safe and happy.

Leave during Term Time

The Department for Children, Young People, Education and Skills (CYPES) **does not, at any time, support leave during term time, however, in exceptional circumstances head teachers have the discretionary power to grant leave in accordance with this Policy**. This policy can be found at:

https://www.gov.je/Education/Schools/ChildsWelfare/Pages/SchoolAttendanceAbsence.aspx#anchor-3

Parents are requested to write to the Headteacher to request leave in term time. Each case is considered carefully. If the request does not meet the criteria for 'exceptional circumstances', the leave will be recorded as 'unauthorised' : https://www.stjohn.sch.je/attachments/download.asp?file=1546&type=pdf



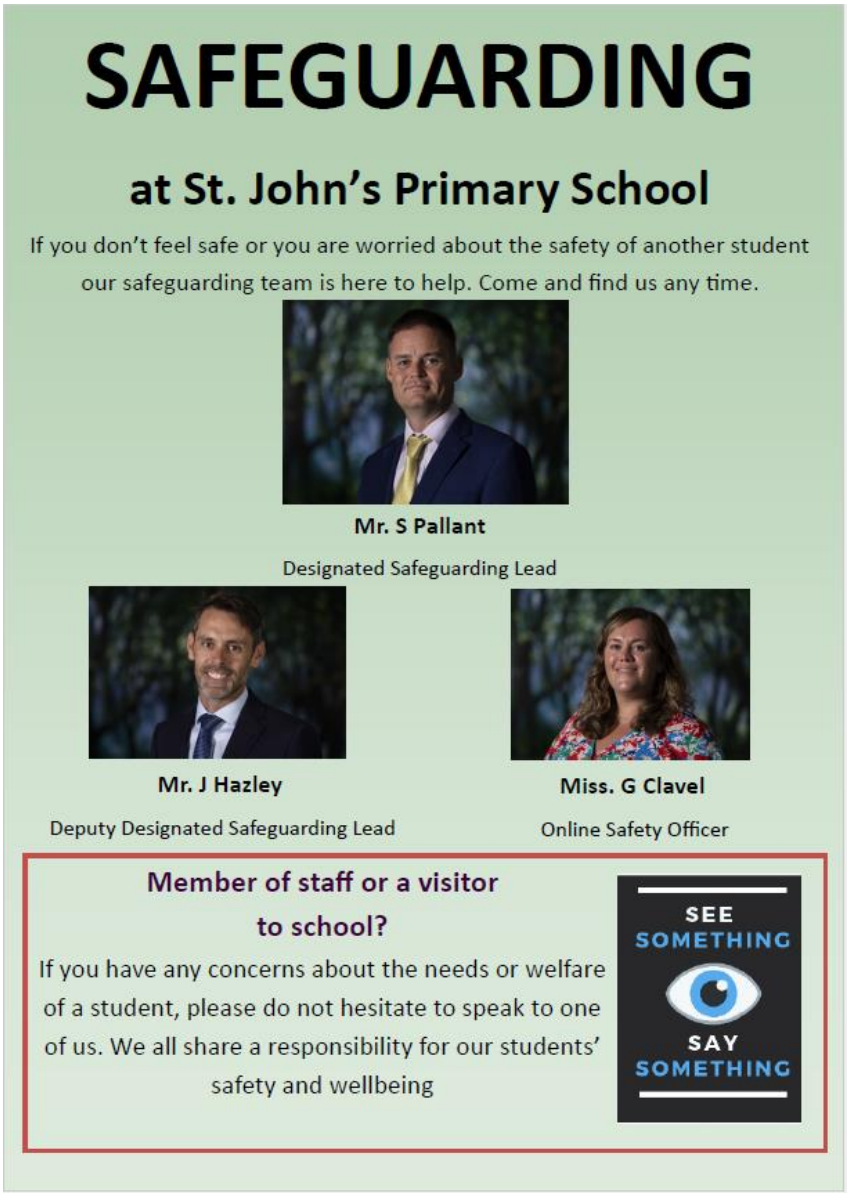
Safeguarding and Child Protection

Keeping children safe is an integral part of what we do in school. We follow the CYPES Safeguarding and Child Protection policies and national guidelines. Should we suspect any form of neglect, physical, sexual or emotional abuse is occurring to any individuals in our care, we will report this to the Children and Families Hub. Information about this service is available on the gov.je website.

Please see the poster shown below for the named Designated Safeguarding Leads.

All staff employed within the school have received Safeguarding and Child Protection training and their DBS (police) checks are in place. Your child's safety is our utmost concern. You will usually be contacted with any concerns that we may have in the case of a referral, unless we and the Children's Service believe that this will be against the interests of your child.

If you wish to help the school with reading, visits etc, on a regular basis, then please consider asking for information to complete the DBS process at the school office. All adults in regular contact with the children need to go through this process for the safety and wellbeing of the children.



Visitors

Visitors and parents are asked to report to the school office once the school is in session. This is to provide security for your children, and we would ask you to abide by this. Visitors will be asked to sign in, using our digital system and be given a label to show they have permission to be there. Adults wandering inside school without any ID. will be challenged by staff.

Health and Medical Matters

During their first year in school, all children have their height, weight, vision and hearing checked by the school nurse service. Full notification of this is given to parents. The Dental Service also visits the school, however, parents are also encouraged to phone the School Dental Clinic at the General Hospital to arrange more regular check-ups for their children.

Medicines in School

The school will not normally undertake to store or administer medication to children during school hours. However, in extreme circumstances and at the discretion of the headteacher, parents can request that medication be administered. Any such request must be made in writing giving precise details of the time and dose to be administered. A copy of the 'Medicines in School Policy' is available on request.

Inhalers

The one exception to the above policy is that of inhalers. Children who require an inhaler for asthma and allergic conditions must keep them in class with them. This encourages independence and responsibility of use. Parents should inform the child's teacher of the need for an inhaler. The teacher and child will decide together the best place for the inhaler to be kept in the classroom during the day. It is the parent's responsibility to ensure that all inhalers are within date. An off-site visit may be refused if a child does not have an inhaler in school.

Infectious Diseases

It is very important that children who have infectious illnesses, such as gastro-enteritis stay at home until the condition is completely clear. Department of Health advice states quite clearly that children who suffer from diarrhoea or vomiting should remain at home for 48 hours after the last bout. This is to minimize the risk of infection to other children. If your child is suffering from any of the common childhood illnesses such as Chicken Pox or German Measles, please let us know so that other parents can be informed that there is a case within the school.

Head Lice

Unfortunately, it is a fact of life that children in our society often become infected with headlice. For this reason, we insist that children with shoulder length hair or longer wear it tied back. The control and detection of head lice is not the school's responsibility, but parents are contacted if it is noticed that their child has head lice. It is important that you check your child's head and comb it through with a fine-tooth comb regularly at home. Please inform school if your child has eggs or lice, so that we can be vigilant together. Guidance on the prevention and treatment of head lice are available from the School Office.

Sun Safety

For sun safety please send your child to school with a sunhat and apply sun cream on appropriate days. Only a full sun hat is acceptable, no visor only hats please.

Partnerships with Parents

We believe that a genuine partnership between parents and the school is central to pupils achieving their best. We encourage dialogue through homework and informal discussion between teachers and parents. There are lots of opportunities for communication and also a range of events on the school calendar where families and staff get together socially e.g. St JUFFS sponsored walk, Sports Day and Christmas Events.

First Aid



We have several fully qualified First Aiders on the staff. Should your child be injured whilst in school a First Aider will examine him/her and decide whether medical intervention is required. If this is the case, you would be contacted immediately. Any parent whose child receives a bump to the head during school hours is automatically informed by email with an accompanying phone call if required. In order to fully support your child, please let us know if he or she has any medical needs whether temporary or long term. Please do not hesitate to contact us if you have any concerns or queries about medical matters.

Parent Support

We welcome and value parents' help in school, whether they have a specific talent or skill or can assist with more general activities. Parent involvement can include listening to children read, helping with cooking, gardening and DT, library and computer skills, or accompanying educational visits. If parents wish to help in school, they must hold a current DBS clearance, which is simple to organise and can be applied for via the school office.

All parents and guardians of children at St John's School and members of staff, automatically become members of the Parent, Teacher and Friends Association (PTFA).

PTA



The PTA at St. John's aim to develop good relationships between parents and teachers, teachers and pupils, and the entire St John's community. They also aim to enrich the education of our children through fundraising in order to provide the school with funds for activities and equipment.

The PTA talks to the teachers about what they feel the children need (in addition to school funded activities and equipment) to assist the learning process.

The PTA talks to the children about what might enhance their time at St John's.

The core committee meets every month to discuss and organise fundraising events such as Christmas fairs, summer fetes, deco days, Christmas parties, discos, bingo nights, quiz nights, scavenger hunts and much more!

Reporting to Parents

Parents are asked to attend appointments with class teachers twice during the school year so that they can be informed of their child's progress and are able to discuss with the teacher any problems or worries. The first occasion is early in the school year, usually October OR November, when the class teacher will discuss with parents how they can best offer support at home. The second meeting is in the Summer Term.

Annual Reports

A written report is sent home to parents of all children at the end of the Spring Term. The report contains brief summative statements about the child's attitude and learning skills and curriculum coverage. The report also includes targets for English and Maths. If parents have any concerns or require any clarification on reading the report, they are asked to make an appointment with the class teacher or head teacher.

St. John's Primary School Jersey
Privacy Notice 2025

St. John's School, Jersey is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. This notice explains how we use and share your information. Information may be collected on a paper or online form, by telephone, email, or by a member of our staff, or in some cases, by another States department.

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

WHAT	WHY
What information do we collect about you? We collect the following types of information about you: • Date of Birth, gender and identification documents • Contact details and contact preferences • Parental Responsibility • Student and curricular records including attendance information • Results of internal assessments and externally set tests and exams • Safeguarding information • Exclusion information • Photographs • CCTV images captured in school • Contact Tracing and Positive Cases	**Why do we collect information about you?** We need to collect and hold information about you, in order to: • Stay in touch with you, answer your queries and provide you with the information that you need including with regard to the running of the school (such as emergency closures) and events • Verify you are who you say you are • Handle your applications • Meet our statutory obligations including to support student learning, monitor and report on student progress and provide appropriate pastoral care • Carry out the service we provide, and to monitor and improve our performance in responding to your service requests • Ensure that we meet our legal obligations and, where necessary, for law enforcement functions • Prevent and detect crime • Where necessary, protect individuals from harm or injury • Allow the statistical analysis of data so we can plan the provision of services • Comply with the law regarding data sharing • Where necessary to protect individuals from harm or injury, including anything that could harm health.

HOW

How will we use the information about you?

We will use the information you provide in a manner that conforms to the Data Protection (Jersey) Law 2018.

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. In some instances the law sets the length of time information has to be kept. A retention schedules are in place which determines how long we retain your information.

We may not be able to provide you with a service unless we have enough information or your permission to use that information.

We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal or statutory requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data.

We will not disclose any information that you provide 'in confidence', to anyone else without your permission, except in the few situations where disclosure is required by law, or where we have good reason to believe that failing to share the information would put someone else at risk. You will be told about this unless there are exceptional reasons not to do so.

We do, on the odd occasion, process your information overseas using web services that are hosted outside the European Economic Area, for example Facebook and Twitter. This is processed in the US, but has been approved by another competent supervisory authority under Article 40 of the GDPR or equivalent statutory provisions, together with binding and enforceable commitments of the controller and processor to apply the appropriate safeguards such as information security procedures and checks.

We upload children's data to the MiS (SIMS Database) that is hosted in the European Union. In addition, children's data in Early Years Foundation Stage (EYFS) is also uploaded to EExAT. All of these services are hosted within the European Union. To understand how this information is processed in more detail please read Appendix A.

Data Sharing

We may need to pass your information to other Government of Jersey (GOJ) departments or organisations to fulfil your request for a service. These departments are Health, Social Services, Social Security, Multi trust agencies. These departments and organisations are obliged to keep your details securely and only use your information for the purposes of processing our service request. Please read Appendix B for a list of organisations your data is shared with and how.

We may disclose information to other departments where it is necessary, either to comply with a legal obligation, or where permitted under other legislation. Examples of this include, but are not limited to: where the disclosure is necessary for the purposes of the prevention and/or detection of crime; for the purposes of meeting statutory obligations; or to prevent risk of harm to an individual, etc.

At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

Publication of your information	E-Mails	Telephone Calls
We may need to publish your information on our website and/or in the Jersey media for the following reasons: • Where we are required by law to publicise certain information, for example performance data. • In the interests of demonstrating a fair and transparent decision-making process, for example admissions process and appeals procedure. • Where we are required to provide statistical information about a group of people; although your data will be anonymised to protect your identify. • Where you have responded to a public consultation, although your comments will be anonymised to protect your identity.	If you email us, we may keep a record of your email address and a copy of the email for record keeping purposes. For security reasons we will not include any confidential information about you in any email we send to you. We would also suggest that you keep the amount of confidential information you send to us via email to a minimum or correspond with us by post. We will not share your email address or your email contents unless is it necessary for us to do so; either to fulfil your request for a service; to comply with a legal obligation, or where permitted under other legislation.	We do not record or monitor any telephone calls you make to us using recording equipment. File notes of when and why you called may be taken for record keeping purposes. We will not pass on the content of your telephone calls, unless is it necessary for us to do so; either to fulfil your request for a service; to comply with a legal obligation or, where permitted under other legislation.

We will not publish any of your sensitive personal information unless there is a requirement for us to do so in order to carry out our statutory functions.		

Your rights

You can ask us to stop processing your information
You have the right to request that we stop processing your personal data in relation to any of our services. However, this may cause delays or prevent us delivering a service to you. Where possible we will seek to comply with your request but we may be required to hold or process information to comply with a legal requirement.

You can withdraw your consent to the processing of your information
In the few instances when you have given your consent to process your information, you have the right to withdraw your consent to the further processing of your personal data. However, this may cause delays or prevent us delivering a service to you. We will always seek to comply with your request but we may be required to hold or process your information in order to comply with a legal requirement.

You can ask us to correct or amend your information
You have the right to challenge the accuracy of the information we hold about you and request that it is corrected where necessary. We will seek to ensure that corrections are made not only to the data that we hold but also any data held by other organisations/parties that process data on our behalf.

Email: admin@stjohn.sch.je

You request that the processing of your personal data is restricted
You have the right to request that we restrict the processing of your personal information. You can exercise this right in instances where you believe the information being processed is inaccurate, out of date, or there are no legitimate grounds for the processing. We will always seek to comply with your request, however we may be required to continue to process your information in order to comply with a legal requirement.

You can ask us for a copy of the information we hold about you
You are legally entitled to request a list of, or a copy of any information that we hold about you. However where our records are not held in a way that easily identifies you, for example a land registry, we may not be able to provide you with a copy of your information, although we will do everything we can to comply with your request.

Complaints

You can complain to us about the way your information is being used

If you have an enquiry or concern regarding the processing of your personal data, please contact:

Telephone: +44 (0)1534 861692

Email: admin@stjohn.sch.je

St. John's Primary School
La Rue de la Mare Ballam,
St. John
JE3 4EJ

You can also complain to the Information Commissioner about the way your information is being used

The Office of the Information Commissioner can be contacted in the following ways:

Telephone: +44 (0)1534 716530

Email: enquiries@jerseyoic.org

Office of the Information Commissioner
2nd Floor,
5 Castle Street,
St Helier, Jersey, JE2 3BT

St. John's Primary School, Jersey
Appendix A
Organisations that Process Data

St. John's Primary School, Jersey is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

St. John's Primary School, Jersey process data utilising or has an agreement with the following organisations;

- SIMS (MiS Database) (A)
- My Concern (A)
- GL Assessments (B)
- White Rose (C)
- Accelerated Reader (C)
- Bentley Photographic (C)
- Key Stage History (C)
- Microsoft 365 (C)
- Impero (C)
- Spelling Shed (C)
- Tapestry (C)
- MARK (C)
- Smartgrade (C)
- Phonics Tracker (C)
- Provision Mapper (C)
- Google Classroom (D)
- Parent Pay (D)
- Parentmail (D)
- Cypad (D)
- Social Media (Facebook) (D)

Reasons why we process data:

- A – To hold the student record file, for statutory obligations, to ensure that we meet our legal obligations; to track and monitor a child's academic and pastoral progress, provide you with the information you need;
- B - For statutory obligations including providing examination information for students; to collect their examination results in addition to the tracking and monitoring of examination progress;
- C - To utilise appropriate online teaching and learning tools; for statutory obligations within teaching, for tracking and monitoring of children's learning;
- D – To communicate effectively with you; to provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;
- E – To communicate celebration and relevant information effectively with you; to provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;
- F- To provide the information needed in order to carry out the service

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

St. John's Primary School, Jersey
Appendix B
Data Sharing with Organisations

St. John's Primary School, Jersey is registered as a 'Controller' under the Data Protection (Jersey) Law 2018 as we collect and process personal information about you. We process and hold your information in order to provide public services and meet our statutory obligations. Our Privacy notice explains how we use and share your information.

St. John's Primary School, Jersey share data with the following organisations;

- Departments within the States of Jersey (A);
- The Police (B);
- Health Services included CAMHS, MASH, MARAC and JMAPPA (C);
- Social Services (D);
- Children's Social Care (E);

Reasons why we share data within the States of Jersey:

- (A) – For statutory obligations, for verification purposes, to provide you with the information you need, to answer your query, to approve financial transactions of bursaries; to allow the statistical analysis of data so we can plan the provision of services; To ensure that we meet our legal obligations;
- (B) - To prevent and detect crime; for statutory obligations, where necessary to protect individuals from harm or injury; where necessary for our law enforcement functions;
- (C) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need;
- (D) - For statutory obligations, to ensure that we meet our legal obligations; where necessary to protect individuals from harm or injury; provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;
- (E) – To provide you with information you need; carry out the service you have requested, and to monitor and improve our performance in responding to your service request;

We will continually review and update our sharing agreements to reflect changes in our services and feedback from service users, as well as to comply with changes in the law

Forms

When your child starts at school there are a series of forms that parents are asked to complete for school and health records. These include:

- An indication of who has parental responsibility
- Pupil information and emergency contacts
- Data protection permission
- Competition entry permission
- Medical check and screening forms
- A copy of your child's birth certificate
- Permission for class visits, including coach or minibus transportation
- School closure arrangement
- Permission to store data on the school's tracking and assessment systems

Change of Address or Circumstances

It is the parents' responsibility to let us know immediately of a change of address or telephone number. A mobile telephone number is also very useful for direct and emergency contact. It is also important for us to be aware as soon as possible of any information or situation that may affect your child at school.

Special Arrangements for Collecting Children

Please notify your child's Class Teacher or the main office if someone different is collecting your child from school or the mode of collection changes. Please endeavour to do this as early as possible, school is a busy place and taking and passing these messages onto children and staff detracts us from our core purpose.

Worries and Concerns

It is vitally important that you let us know immediately if you or child has any worries or concerns however trivial they may seem to you. Little worries very quickly assume huge proportions in a child's mind if they are left unresolved. Likewise, if circumstances within the family are difficult or stressful for whatever reason, do let us know in the strictest confidence. In this way we can keep a closer eye on and provide extra support for any child who is going through a difficult time. Correspondence in the first instance by email is acceptable, but we prefer face to face meetings so that communication cannot be misinterpreted. For your information, staff are not expected to email out of working hours.

If we are concerned for any reason, we will contact you immediately to discuss the matter.



Thinking Learning Caring