

Le Murier

School Prospectus



2018 - 2019



Welcome to Le Murier School

Vision statement:

Every experience is a learning opportunity and a chance to achieve a personal best!

School's Aim:

We believe learning should be enjoyable, purposeful and challenging. We aim to promote every student's academic, social, emotional, sensory and physical development through a breadth of learning experiences both in and outside of the classroom. We want to enable our students to be active and productive members of their local community. We value your child as an individual and we aim to provide an holistic approach to your child's learning, well being and care.

We will do this by:

- Providing a happy and secure learning and social environment in which all members of the school community feel safe and valued;
- Building positive and meaningful relationships;
- Responding to individual student needs and address individual barriers to learning;
- Giving every student a broad, balanced and relevant curriculum;
- Encouraging active partnership with parents and carers and the wider community;

- Extending our knowledge and understanding in order to best support your child's learning and development;
- Working collaboratively with other professionals and stakeholders to provide appropriate learning and developmental programmes (e.g. Speech and Language Therapist, Occupational Therapist, Physiotherapist, Educational Psychologist, Clinical Psychologist, St Sampson's High School, College of Further Education)

Our Curriculum:

- **Literacy and English** which includes emphasis on communication (speaking {signing/symbol} and listening skills)
- **Numeracy, Mathematics and Financial Literacy**
- **ICT and innovative technologies**
- **Personal skills** including PSHE, Citizenship and Global Literacy
- **Physical Health and Wellbeing** including holistic development in the areas of fine and gross motor skills as well as growth mindset and sensory regulation for some students with more complex learning needs
- **Outdoor Education** which includes outdoor learning pursuits, residential opportunities, Duke of Edinburgh Challenge and the John Muir Award
- **World around us** which encompasses awareness of the Arts, geographical location, local and national history; this may be timetabled as either 'project', 'topic', or 'current affairs'
- **World of Enquiry** which provides a science based element to learning promoting problem solving and critical thinking



- **World of Work and Enterprise** where all students can experience, learn and develop skills needed to become confident individuals, effective contributors, responsible citizens and successful learners through a range of work related experiences and opportunities.

Personal targets are also set half termly either from what we term as 'essential life skills' (communication, coordinating, participating, locating, thinking and problem solving, being safe and healthy) or from a parent/ carer request.

Students with more complex learning needs also access a sensory led curriculum; elements of the Welsh routes for learning curriculum followed for some.

Our curriculum pathway is flexible with a view to promoting skills for learning, life and living for all students.

Accreditations/ Awards

Students are able to access, where appropriate

- Edexcel Functional Skills Numeracy (Entry Level 1 upwards)
- Edexcel Functional Skills Literacy (Entry Level 1 upwards)
- Edexcel ICT (Entry Level 3 upwards)
- Duke of Edinburgh Award - Bronze and Silver
- John Muir Award
- RYA (Sailing Trust award)
- NICAS (climbing award)
- Pearson BTEC in Home Cooking Skills (Level 1 + 2)
- BTEC Entry Level Awards in Work Skills (Entry Level 3)
- OCR in Life and Living Skills (Entry Level 1 upwards)

- ASDAN Personal Development Programme (Bronze to Gold)
- ASDAN Transition Challenge
- ASDAN Sensory Transition Challenge
- BTEC in Construction EL3 or Level 1
- National Navigation Award Scheme (all levels)
- St Johns Young First Aider Certificate
- VTCT Diploma in Retail Skills Level 1
- City and Guilds EL3/L1 Hair and Beauty

Functional Skills

Numeracy, Literacy and ICT are referred to as the functional skills. Numeracy, Literacy and ICT are taught through what are called tool- box sessions and are also applied and developed regularly throughout the rest of the school curriculum both inside and outside of the classroom. These skills are taught and assessed in P Levels, Entry Levels and Levels depending on the abilities of the individual students.

These levels allow a progressive transition into adult education, as this is the system used by the College of Further Education.

Progression through these levels is as follows,

P1 → P2 → P3 → P4 → P5 → P6 → P7 → P8 → Entry Level 1 →
Entry Level 2 → Entry Level 3 → Level 1 → Level 2

The following table shows a rough comparison between the Entry Levels and Levels with National Curriculum Levels (NC). P levels are the same in both systems.

Entry Levels and Levels	National Curriculum Levels (NC)		
Level 2	NC level EP NC Level 7 NC Level 6	GCSE A* - C	5 - 9
Level 1	NC Level 6 NC Level 5 NC Level 4	GCSE D - G	1 - 4
Entry Level 3	NC Level 3		
Entry Level 2	NC Level 2		
Entry Level 1	NC Level 1		

BTEC WorkSkills

WorkSkills is a suite of BTEC qualifications designed to equip students with the essential skills for job success and career development. The main purpose is to develop employability skills. There is a large choice of units at Entry Level 3 and Level 1 that fully reflect the realities of the modern workplace. The qualifications measure employability skills but often these skills are developed using a particular activity or vocational context. Examples of when skills are commonly developed include:

- The process of searching for work- "Job Quest"
- Undertaking a group project, for example in Enterprise Activities
- Work experience placements
- Money Management
- Health and Safety

Le Murier is divided into three departments

- Middles
- Seniors
- Sensory and Communication

Middles (KS 3) (Years 7 - 9) is for students aged 11 - 14.

Here the students work with teams of teachers, and most of the work is centred around a project for each term. Projects are based on aspects of The World Around Us, The World Of Enquiry , problem solving and science based thinking skills. The students are put into groups according to their needs. A special emphasis is placed upon providing the correct support to enable improvement in Numeracy and Literacy.

The teaching staff who work in this department are:

Mr Childs (Head of Department and Acting Deputy Headteacher) Kevin.Childs@lemurier.sch.gg

Teachers

Mr Davies

Mrs Harvey

Mr Harvey

Miss Joselin

Mr Mason

Mrs Pratt

Miss Richards

Mrs Walker



Seniors (KS4) (Years 10 + 11) is for students aged 14-16.

Students in this department continue with the functional skills of Numeracy, Literacy and ICT and are taught skills to transition into adulthood including work related learning. There are opportunities for work experience, in house enterprises, Duke of Edinburgh Award and community volunteering. Students have the opportunity to attend the College of Further Education, sometimes accessing discrete teaching groups such as Retail and PAC or as part of the LINK programme.

The teaching staff who work in this department are:

Miss Bromley (teacher responsible for the department)

Michelle.Bromley@lemurier.sch.gg

Mrs Gillespie (overview of KS4 and Acting Deputy Headteacher)

Morag.Gillespie@lemurier.sch.gg

Teachers

Mr Bolton

Mrs Gillespie

Mr Dovey

Mrs Plummer



Sensory & Communication (KS3 – 5) (Years 7-14)

The Sensory and Communication Department sits alongside the Middles and Seniors Departments at Le Murier. It provides education that meets the needs of students with more complex learning, sensory, communication and physical disabilities and difficulties. The Sensory and Communication Department offers a flexible approach to the curriculum focusing on skills that matter to this student group. Areas of focus include communication, choice-making and social skills, personal development (looking at behaviour and coping skills, developing tolerance, confidence, sensory self-regulation, self-help and independence), movement and body awareness (including osteotherapy, yoga and hydrotherapy) as well as Literacy, Numeracy and ICT. The department is split into groups according to their needs. Multidisciplinary input is sought for assessment, the setting of objectives and joint classroom working. Teaching and learning approaches used may include Picture Exchange Communication System (PECS), visual schedules and work systems, principles of TEACCH, objects of reference, sensory diet, Signalong and Intensive Interaction.

For some students the current College of Further Education learning environment is unsuitable or some may have additional medical needs requiring a school nurse on site, therefore in past years a KS5 (Yr 12) provision has been established. Students continue their learning in all areas of the curriculum but with a focus on learning skills to move into adulthood and their next steps.

The teaching staff who work in this department are:

Miss Collier (Head of Department and Headteacher)



Teachers

Mrs Ozanne (2nd in department)
Mr Hunter

Mrs Cohen
Mrs Brown



Miss Collier



Mr Childs



Mrs Gillespie

There are a range of staff who work across Le Murier in various roles:

- | | | |
|---------------|---|---|
| Miss Collier | - | Headteacher
headteacher@lemurier.sch.gg |
| Mrs Gillespie | - | Acting Deputy Headteacher
Morag.Gillespie@lemurier.sch.gg |
| Mr Childs | - | Acting Deputy Headteacher
Kevin.Childs@lemurier.sch.gg |
| Mr Dovey | - | Teacher responsible for Outdoor,
Residential and Off-Site Learning |
| Ms Richards | - | Coordinator ICT and Digital
Competency |
| Mrs Hunt | - | School Administration Assistant
office@lemurier.sch.gg |
| Mrs Reddall | - | School Administration Assistant |
| Mrs Bradley | - | School Administration Assistant |
| Mr Evans | - | Technician |
| Lisa Eyre | - | School Nurse |
| Mrs Hunter | - | LSA (cookery) |
| Mrs Assif | - | Lunchtime Supervisor |

Learning Support Assistants (LSAs) working across Le Murier are:

Miss Alves	Mrs Bradley	Miss Brehaut
Mrs Childs	Mrs Copperwaite	Mrs Cranch
Miss Davies	Mr Ellis	Mrs Gallienne
Mrs Gillson	Mrs Glendinning	Mrs Green
Mr Hunter	Mrs Hunter	Mr Judge
Mrs Le Huray	Miss Lovell	Miss Mahoney
Ms Millsopp	Mrs Nicolle (LSA 2)	Mrs Northrop
Mrs Oliver	Mrs Palfrey	Mrs Selvidge
Mrs Shier	Mrs Smith	Miss Smith
Mrs Torode	Ms Watt	

Teachers and support staff from the Service for the Hearing Impaired and Visually Impaired are based at Le Murier.

There are a range of staff who work across Baubigny Schools:

Mrs Barker	-	Schools Administrator
Mr Alderton	-	Premises Manager
Mr Smart	-	Caretaker
Mr Thacker	-	Assistant Caretaker

Other technicians, caretakers and cleaners also work across the site.

The School Nurse (Lisa Eyre), works alongside the school staff to support all children to address medical needs and medication. She supports and liaises with parents about any issue relating to the child's health and development. These can include behaviour difficulties, continence, diet, sleep management, emotional and mental well being and development of self help skills. Depending of the needs of the child, the school nurse will work with and can refer into Speech and Language Therapists, Physiotherapists, Occupational Therapists, Audiology, Ophthalmology, Paediatrician, Clinical Psychologist, CAMHS and Special Needs Social Worker.

If your child has specific needs, the School Nurse must be informed using the medical details form included in the "New Student Pack" which you will receive before your child starts at Le Murier.

This will enable us to discuss their health needs with a view to formulating an appropriate plan of care which will ensure your child's needs are being met whilst at school. These are updated yearly.

If your child requires medication during school time, this must be brought in the **original box** which should have the **prescription label showing, student's name, date of birth, and the dosage instructions on it**; otherwise we are unable to give your child their medication. A consent form must also be signed and is available for school or from our website.

All medicines are locked away and will be administered when necessary by the school nurse or an appropriately trained member of staff.

Student Voice/ School Council

Le Murier values the students' voice and student participation is important to school improvement. We have representatives at the Youth Forum and our School council meets weekly to discuss ideas and participate in decision making across and beyond the school. The council is elected by the students for the students. All Le Murier students are encouraged and supported to have a voice.



Learning Outside the Classroom, Residential and the Duke of Edinburgh Award

Throughout the students' time in school they will have the opportunity to take part in residential experiences and for some the Duke of Edinburgh Award Scheme either in Guernsey or further afield. We would seek parents' support in encouraging all students to participate in these as they are important elements of the curriculum and are key to developing independence, positive attitudes and social skills. They also help to develop successful learners, confident individuals, responsible citizens and effective contributors.



House System

Baubigny Schools have a house system which is as follows:

Brecqhou - Blue

Jethou - Yellow

Lihou - Red

All students will be placed into one of these houses. They will be used for a range of activities throughout the year including Sports Days, Swimming Galas, House Games and Learning Challenges.

School Uniform

School uniform is available from Fletcher Sports, Podgers and Shoestring.

Middles and some students in Sensory and Communication Years 7-9 (Key Stage 3)

White polo shirt with Baubigny crest - white shirt optional

Grey V-neck pullover with Baubigny crest

Black trousers/skirt

Black shoes, ((**NOT** trainers, plimsoles or ballet pumps) Velcro is allowed

Blazer (optional)

Tie (optional) - purple



Seniors and some students in Sensory and Communication Years 10 + 11 (Key Stage 4)

White shirt/blouse

School tie - black with purple stripe (normal or clip-on)

Grey V-neck pullover with Baubigny crest

Black trousers/skirt

Black shoes ((**NOT** trainers, plimsoles or ballet pumps)

Blazer (optional)

Years 12-14 (Key Stage 5)

Smart casual (no uniform)

It is our aim to make sure that all students' needs are accommodated regarding uniform therefore please contact the Headteacher directly if necessary

Students may wear a watch and one stud earring in each ear and these must be removed for PE and swimming. No extreme hair styles or colours are accepted.

Nail polish or other jewellery is **NOT** allowed. Year 10 and Year 11 students attending the Hair and Beauty Link course at the College of Further Education are allowed to wear nail polish (if applied on the course) for two days.

Make up is not allowed to be worn in year 7 - 9

Discreet make up may be worn in years 10 - 14

Aerosol deodorants are **NOT** allowed for health and safety reasons as well as medical consideration for some students.

All Students

PE kit: black polo shirt, black shorts, black skorts

Black sweatshirt with logo

PE shoes - white soled and non-marking.

Plain, black swimwear

(above the knee for boys), towel.

Optional black tracksuit

Optional waterproof jacket

Towel for showering after P.E.

All items to be named please.

Day at Le Murier

8.25	Staff begin supervision in the playground
8:40 - 9:00	Registration/Tutor/Assembly
9:00 - 9:40	Lesson 1
9:40 - 10:30	Lesson 2
10:30 - 10:45	Morning Break
10:45 - 11:40	Lesson 3
11:40 - 12:25	Lesson 4
12:25 - 1:25	Lunch time
	12.25 - 12.55 - first sitting
	12.55 - 1.25 - second sitting

Students eat in our hall or can go to the Baubigny Schools' cafeteria during their lunch sitting

1.25	Afternoon registration
1:30 - 2:15	Lesson 5
2:15 - 2:55	Lesson 6
2:55	Time to go home

Lunchtime arrangements

Most students bring their own lunch which they eat in the school hall or in the outside dining area, weather permitting. Students can also use the joint dining areas in Baubigny Schools cafeteria where students and staff can buy refreshments and / or lunch. Hot food purchased in the cafeteria may *not* be taken outside the cafeteria to be eaten, unless it is in a sealed container

We do encourage the students to think about what they eat and drink each day. Hot food can be brought to school in thermal

containers (but we cannot heat up food to be eaten in the hall due to safety regulations).

We would encourage the students to include a piece of fruit for their break or lunch. Squash is available at 10p per cup; fizzy drinks are not allowed.

If your child is to leave school at lunchtime, permission is needed in writing from the parent/carer.

Arrangements can be made for students with special dietary requirements so please note these on the medical sheet or let the school know of any dietary or allergy needs.

During each lunchtime students spend half an hour at a chosen activity, this might include: quiet games, computer games, CDT, gardening, swimming, sports, keep fit, drama and choir, sewing, drawing, painting, reading, climbing, homework club or construction.



Transition

Le Murier is committed to supporting all students through their time at school and transition on to their future life and each student has an annual review. Year 6 students are supported and transitioned into Le Murier by the Head of KS3 and Head of Sensory and Communication where appropriate; this process starts two terms prior to entry to school. There is a transition between Middles and Seniors and this process starts in Year 9. There is also a transition process to help students leave school and move onto their next stage. This will take place over a year and for those students who need very bespoke packages, this transition process can be longer.

We appreciate that not all students can conceptualise or clearly communicate their long-term goals. Where this is the case, the views, wishes and aspirations of parents and carers will be considered as being expressed on behalf of the student.

School Equal Opportunities

As a school we will actively offer equality of opportunity to all students and staff regardless of any categorisation in respect to disability, age, race, gender, faith, sexual orientation, social class or marital status.

VISITING PROFESSIONALS

The Health & Social Care (HSC) provides **Speech Therapists, Occupational Therapists, Physiotherapists and their respective**. Visits may be timetabled for individuals or group sessions. These professionals advise parents, carers and staff, and devise and deliver with teachers and learning support assistants, programmes to help manage students' therapeutic needs.

Teachers and support staff from the **Service for the Hearing Impaired and Visually Impaired** work regularly with those students who require their assistance and provide guidance, advice and support for class teachers. These staff are based at Le Murier.

Teacher responsible for the Hearing Impaired - Neil Oaten
Teacher responsible for the Visually impaired - Nancy Devoe

Students are referred into these services by either the school or the school nurse. Parent, teacher or child can request a referral. Parental consent is needed for all.

A **Librarian** from the Guille-Alles Library visits school frequently, and works with a range of students and holds a lunchtime library club on a Friday.

Our link **School Educational Officer**, Dave Stumpf, at the Education Department, provides advice and support to the school.

The **Educational Psychology Service (E.P.S)** contributes towards assessments and in planning strategies with teaching staff to meet students' needs and overcome any barriers to learning. Charlotte Friel is the link Educational Psychologist. Formal assessment for placement is co-ordinated through E.P.S.

The HSC Child Development Team for young people with learning difficulties provides support from Clinical Psychologists, Social Workers, Speech and Language Therapists, Occupational Therapists, Physiotherapists, Paediatricians and Nurse Practitioners.

CAMHS are a child and mental health service with Psychiatrists, Psychologists, and Nurse Practitioners; the School Nurse can refer a student where appropriate.

The **School Attendance Officer**, (Kirsty Furley) may also be called upon for support and parent liaison for unexplained periods of absence or school refusal.



Other Agencies

Close working relationships have been developed with relevant professionals to aid transition into adult life including Adult Services, St Martin's Centre, Guernsey Careers Service and the College of Further Education.

A FEW RULES

One of our rules in Le Murier is that *everyone should respect people and property*, and here are a few arrangements which will help with this.

Absence arrangements

If your child is absent, please telephone school **by 9:00 am** on the first day to tell us why, and if the absence lasts more than 2 or 3 days, telephone again to keep us informed and send a note when they return. If your child has had sickness and or diarrhoea they must stay at home for 48 hours after the last episode of sickness or diarrhoea.

If you want to take your child out of school during term time for reasons other than illness, for example a wedding or holiday, parents need to write to inform the Headteacher. This will be classed as unauthorised. Please remember that **every** school day is important.

Showering

Students are expected to shower after P.E., therefore, they must bring named towels etc. as well as their P.E. kit.

Mobile phones

These may be brought into school but all students are asked to turn their phones off and lock them in their lockers during the school day.

Accidents

Accidents involving personal injury are always reported to the Head or Deputy Headteacher. Medical advice will be sought from the School Nurse, who will contact you to discuss the situation. An accident form is completed as part of the process.

In a medical emergency, the school will immediately contact hospital services. The student's parents and medical practitioner will be advised of this action as soon as possible. (It is vital that school is in possession of **up-to-date alternative contact telephone numbers.**)

Accidents requiring any medical attention which occur on school site or during an off site activity are reported to the Education Department via the accident/ incident form mentioned above.

Fire Drill

The buildings are protected by the latest smoke sensors and automatic fire doors and there are ample, clear, emergency signs. Fire drills are practiced on a regular basis, usually termly.

There is a **Fire Safety and School Evacuation Policy**. In order to comply with Fire Safety regulations, it is important that all visitors speak to the Administration Assistant on arrival at school, and sign the visitors' book, *and* sign out on leaving. This is especially important if you are either collecting your child or returning them to school mid-session. Students also need to use the sign in book if arriving late, leaving school or returning at any point throughout the school day.

Behaviour

Le Murier is committed to developing and promoting appropriate socially acceptable behaviour. Our strategy is to promote positive self esteem and confidence.

Unacceptable behaviour will be discussed with a student with a view to finding a resolution and in some cases may lead to the student missing an activity they value. Triggers for the behaviour are worked at and where appropriate behaviour plans are put in place to help support the student moving forward. Continued unacceptable behaviour is then monitored and addressed by considerable counselling by teachers, school nurse if appropriate and parents will often be asked to support work done in school. All staff are trained in "Team-Teach" de-escalation techniques, a positive way of managing behaviour. Some students have pressure holding plans which are agreed and shared with parents.

Bullying is not tolerated and all incidents are followed up by staff. If you feel that your child has been bullied please contact the school immediately.

Our students, through the **Student Council**, created an **anti-bullying statement** which is as follows:

At Le Murier we believe that bullying should not be allowed.

Bullying happens until it is stopped. Ignoring the bullies or avoiding them might work but keeping quiet is not the answer. Inform any trusted person – don't suffer in silence.

All visitors to the school are expected to behave in an appropriate manner.

If Things Go Wrong

Minor concerns or issues will normally be solved by a discussion between parent and class teacher.

More complex matters are best dealt with by an appointment with the class teacher concerned, or the Head of Department.

Serious complaints of any nature should be addressed directly to the Headteacher.

In the event of a problem remaining unresolved, the proper procedure would be to seek an appointment and advice from the Education Officer responsible for Special Educational Needs in the Department in the first instance and then the Director of Education.

Safeguarding

A senior member of the management team is responsible for managing child protection concerns. Health and Safety is managed and monitored by the Senior Management Team and activities off site are risk assessed. Le Murier's named Child Protection Officer is Kevin Childs.

Students leaving the site without permission

If a student leaves the site without permission, we will contact you in the first instance (and next contact number), then if neither are available and for you and your child's safety we notify the police.

Transport

We encourage as many students as possible to travel independently to school. Where this is not possible or appropriate, students may be transported to and from school. This service is organised through the Transport Manager, Mr Chris Pattimore, at the Education Department, telephone number 733027.

Insurance Statement

The Education Department does not have insurance to protect students' possessions (for example, clothes, bags and spectacles) from loss or damage. Parents who wish to insure such items are advised to do so through a household insurance policy. If a student is injured at school and requires medical treatment, the Education Department will contribute towards some of the cost of the medical treatment. Such a payment will not represent an admission of legal responsibility.

The Education Department will not pay for private dental treatment. Therefore, if dental treatment is required as the result of an accident and you wish the cost to be met by the States, you

should contact the School Dental Clinic to arrange for treatment to be carried out.

About the Information You Give Us

When processing your personal data we are compliant with the Data Protection (Bailiwick of Guernsey) Law 2017. Therefore the school needs to comply with the requirements of the Law in collecting, processing and disposing of your personal information. We are required to tell you about the types of data held, why the data is held and to whom it may be passed on. This information is checked with you in October each year.

The school holds information on your child in order to contact you at home on school related matters, to support your child's teaching and learning, to record their educational progress, to give appropriate pastoral care, and in order to assess the school's overall progress. The information held includes a photograph, contact details, family details, attendance information and characteristics such as special educational needs and relevant medical history.

Students have a general right of access to personal information held about them. All rights under the Data Protection Law rest with the student once he or she is able to understand these rights. In practice this is normally taken to be 12 years of age but it can be more or less. If you wish to have access to personal data held about your child you can submit a request to the Headteacher. The school is allowed to charge for supplying the information but the charge cannot exceed £10.00. Normally, however, a charge will not be made. The school has up to 60 days to provide the information following a request.



**IF YOU NEED ANY OTHER INFORMATION,
PLEASE CONTACT THE SCHOOL:**

ADDRESS	Le Murier, Rue de Dol, St Sampson, GY2 4DA
TELEPHONE	246660
E-MAIL	office@lemurier.sch.gg headteacher@lemurier.sch.gg
WEBSITE	www.lemurierschool.com
TWITTER	@lemurierschool