

# Le Murier

## School Prospectus



2021 - 2022



## **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 a 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 based on the Big Picture with focus on the Elements of Learning (resilience, reflections, independence, teamwork, critical thinking and creativity);

- Recognising and rewarding all types of achievements and attainments
- 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 and support 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)
- Opportunity to engage fully in the Careers Education, Information, Advice and Guidance (GEIAG) programme which includes undertaking suitable internal and external work placements where appropriate and world of work/enterprise activities

### **Our Curriculum:**

- **Literacy and English** which includes emphasis on communication (speaking {signing/symbol} and listening skills)
- **Numeracy, Mathematics and Financial Literacy**
- **ICT and digital competency, E-safety 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 Award 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.

**Targets** for students are set throughout the school depending on their needs and abilities. This may be done in consultation with parents or student led.

*Students with more complex learning needs also access a sensory led curriculum; elements of the Welsh routes for learning curriculum are followed by 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:

- Functional Skills Numeracy (Entry Level 1 upwards)
- Functional Skills Literacy (Entry Level 1 upwards)
- IGCSE ICT (All Levels)
- Duke of Edinburgh Award - Bronze and Silver
- RYA (Sailing Trust award)
- NICAS (climbing award)
- BTEC Award in Home Cooking Skills (Level 1 + 2)
- BTEC Award/ Certificate in Work Skills (Entry Level 3)
- BTEC Award in Construction (Entry Level 3 or Level 1)
- Life and Living Skills (Entry Level 1 upwards)
- ASDAN Personal Development Award (Bronze to Gold)
- ASDAN Transition Challenge
- ASDAN Award of Personal Effectiveness (Level 1)
- ASDAN Life Skills Challenge (Entry Level 1 upwards)
- ASDAN Science short course
- National Navigation Award Scheme (All levels)
- St Johns Young First Aider Certificate
- ABC Award in Art, Creative Design and Creative Studies
- OCR Life and Living Skills (All levels)

## Functional Skills

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

The Entry levels and 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:

Entry Level 1 → Entry Level 2 → Entry Level 3 → Level 1 → Level 2

The following table shows a rough comparison between the Entry Levels, Levels and Progression Steps with National Curriculum Levels (NC).

Entry Levels and Levels	National Curriculum Levels (NC)			Progression Steps
Level 2	NC level EP NC Level 7 NC Level 6	GCSE A* - C	5 - 9	Step 9/10
Level 1	NC Level 6 NC Level 5 NC Level 4	GCSE D - G	1 - 4	Step 8
Entry Level 3	NC Level 3			Step 6/7
Entry Level 2	NC Level 2			Step 5/6
Entry Level 1	NC Level 1			Step 3/4

## BTEC Work Skills

Work Skills 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 (KS3) (Years 7 - 9) is for students aged 11 - 14.

In Middles we take a holistic approach to learning with students grouped according to their educational, social and emotional needs. All students have a tutor group base to build positive relationships with staff and in lower KS3 remain in these groups for Literacy/Maths. In other subject areas, students are supported by a team of specialist teachers. We follow a project themed curriculum with a Humanities or Science focus but is reinforced by being incorporated into other subject areas. In addition to the main curriculum, students have a range of learning opportunities including through lunch/after school clubs, residentials and other enrichment activities. Throughout Middles we aim to help students become more independent, foster positive attitudes towards learning and each other and develop skills for lifelong learning.

*The teaching staff who work in this department are:*

**Mr Harvey (Head of Department)**

[Christopher.Harvey@lemurier.sch.gg](mailto:Christopher.Harvey@lemurier.sch.gg)

**Mr Childs (overview of KS3 and Deputy Headteacher)**

[Kevin.Childs@lemurier.sch.gg](mailto:Kevin.Childs@lemurier.sch.gg)

### ***Teachers***

Miss Ashton

Miss Golland

Miss Joselin

Mr Klement

Miss Mahoney

Mrs Pratt

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, taking qualifications in these subjects. Students study for a range of other qualifications through the ASDAN and BTEC programmes, as well as having the opportunity to complete a vocational course at College one afternoon a week. There is a focus on enabling the skills needed to transition into adulthood, including Work Related Learning and Life Skills. There are opportunities to complete work experience, the

Duke of Edinburgh Award, community volunteering and develop enterprise skills.

*The teaching staff who work in this department are:*

**Miss Tostevin (Head of Department)**

[Emily.Tostevin@lemurier.sch.gg](mailto:Emily.Tostevin@lemurier.sch.gg)

**Mrs Gillespie (overview of KS4 and Deputy Headteacher)**

[Morag.Gillespie@lemurier.sch.gg](mailto:Morag.Gillespie@lemurier.sch.gg)

## Teachers

Miss Bromley

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. Teachers provide education that meets the needs of students with more complex learning, sensory, SEMH, communication and physical needs. The Sensory and Communication Department offers a flexible and bespoke approach to a student centred curriculum, focusing on

skills that matter to this student group and their families. As well as literacy, numeracy and ICT, areas of focus include:

- Developing communication using multi-modal methods
- Choice and decision making while encouraging autonomy and developing a positive sense of self
- Developing social and emotional skills, personal development and positive mental health and well-being (encouraging and supporting self-regulatory behaviours and coping skills, developing tolerance and flexibility, resilience, sensory self-regulation, self-help and independence)
- Movement and body awareness (including the development of fine and gross motor skills and opportunities for osteopathy, yoga and hydrotherapy, climbing, swimming and outings into the community.)

Skills are taught through a variety of activities which are embedded in meaningful real life contexts which can be taken through into family life at home, into the community and ultimately into adulthood.

Teaching methods that support learning and development may include Picture Exchange Communication System (PECS), visual schedules and work systems, principles of TEACCH, objects of reference, sensory diet, Signalong, Intensive Interaction, sensory stories and Attention Autism.

The department is split into groups according to their needs. Multidisciplinary input is sought for assessment, the setting of objectives and joint classroom working.

*The teaching staff who work in this department are:*

**Mrs Cohen (Head of Department)**

[Laura.Cohen@lemurier.sch.gg](mailto:Laura.Cohen@lemurier.sch.gg)

**Miss Collier (overview of S + C and Headteacher)**

[Headteacher@lemurier.sch.gg](mailto:Headteacher@lemurier.sch.gg)

### **Teachers**

**Mrs Brown**



**Miss Moore**



**Mrs Ozanne**



### **Other Staff in the School**



**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
- Mr Childs - Deputy Headteacher  
Kevin.Childs@lemurier.sch.gg
- Mrs Gillespie - Deputy Headteacher  
Morag.Gillespie@lemurier.sch.gg
- Mr Dovey - Teacher responsible for Outdoor,  
Residential and Off-Site Learning
- Miss Richards - Coordinator ICT and Digital  
Competency
- Mrs Alderton - School Administration Assistant
- Mrs Hunt - School Administration Assistant  
office@lemurier.sch.gg
- Mrs Martin - School Administration Assistant
- Mrs Bradley - School Administration Assistant
- Mr Evans - UQ Lecturer in CDT
- Lisa Eyre - School Nurse
- Mrs Eagles - LSA (cookery)
- Mrs Assif - Lunchtime Supervisor
- Mrs Murphy - Lunchtime Supervisor

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

Miss Alves	Mr Barnett	Mrs Bourgaize
Miss Brehaut	Mrs Childs	Mrs Copperwaite
Mrs Cranch	Miss Davies	Mr Ellis
Mrs Gallienne	Mrs Glendinning	Mrs Green
Mrs Greening	Mrs Harris	Mr Hunter
Mr Klein	Mrs Le Huray	Miss Lovell
Mrs Mathews <sup>(LSA2)</sup>	Mrs Nicolle <sup>(LSA2)</sup>	Miss Norman
Mrs Oliver	Mrs Palfrey	Mr Reid
Mr Robilliard	Mrs Saunders	Mrs Selvidge
Mrs Shier	Mrs Smith	Mrs Torode
Mrs Ware	Ms Watt	

Teachers and support staff from the Service for the Hearing Impaired and Visually Impaired are based at Le Murier and work across all schools in Guernsey and Alderney.

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

Mr Harris	-	Schools Administrator
Mr Alderton	-	Premises Manager
Mr Smart	-	Head Caretaker
Mr Thacker	-	Assistant Caretaker
Mr Jeffreys	-	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 and pastoral needs and medication. She supports and liaises with parents about any issue relating to the child's health, well-being and development. These can include behaviour difficulties, continence, diet, sleep

management, emotional and mental well-being and development of self-help skills. Depending on the needs of the child, the school nurse will work with, and can refer to, the Speech and Language Therapists, Physiotherapists, Occupational Therapists, Audiology, Ophthalmology, Paediatrician, Clinical Psychologist, CAMHS, Positive Behaviour Support (PBS) and Special Needs Social Workers, as well as additional support agencies in the community such as the HUB and the Sport's Commission.

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 from school or from our website. Medication consent forms are required annually for prescription drugs.

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. Le Murier has achieved the Bronze RRSA (Unicef UK Rights, Respecting Schools Award) and the student voice in relation to their rights is promoted throughout.



## **Learning Outside the Classroom, Residentials 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 bronze and silver level of the Duke of Edinburgh Award Scheme. The expedition section takes place in 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. Points are achieved by the students for taking part in the sports events.

## School Uniform

School uniform is available from Fletcher Sports, Podgers, Game Changers 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/ culottes

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 or White polo shirt with Baubigny crest  
 School tie - black with purple or purple with a stripe (normal or clip-on) to be worn with shirt  
 Grey V-neck pullover with Baubigny crest  
 Black trousers/skirt  
 Black shoes (**NOT** trainers, plimsoles or ballet pumps)  
 Blazer (optional)

### **Years 12-14 (Sensory and Communication)**

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 or 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

A towel is also needed for showering after P.E.

**All items to be named please.**

At school we have a second-hand uniform rail. Please feel free to request to view and then take items that are needed. Donations are welcome.

**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 or Deputy Head and Head of Sensory and Communication or Headteacher 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. This is supported by the Head of KS4 or Deputy Head and Head of S & C or Headteacher.

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 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, Positive Behaviour Support and Nurse Practitioners. 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 but are peripatetic workers across all schools on island and Alderney.

**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.

**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** each day to tell us why. 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 Devices**

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

### **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 primary and secondary 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 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 positive handling plans (PHP) which are agreed and shared with parents. Others may have support plans promoting effective ways of working with an individual.

**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 and sign in on arrival.

### **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 (or next point of contact), then if neither are available and for you and your child's safety we notify the police.

## **Smoking**

Le Murier is a non-smoking site

## **Chewing Gum**

Le Murier is a non-chewing gum school, there is a box on the wall outside school for chewing gum.

## **Social Media**

School currently post on Facebook and Twitter and you can withdraw permission for your child to appear on these platforms, in writing, to the headteacher.

## **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 268312.

## **Insurance Statement**

The Education Department does not have insurance to protect students' possessions (for example, clothes, bags, mobile phones 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 regularly.

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:**

<b>ADDRESS</b>	Le Murier, Rue de Dol, St Sampson, GY2 4DA
<b>TELEPHONE</b>	226660
<b>E-MAIL</b>	<a href="mailto:office@lemurier.sch.gg">office@lemurier.sch.gg</a> <a href="mailto:headteacher@lemurier.sch.gg">headteacher@lemurier.sch.gg</a>
<b>WEBSITE</b>	<a href="http://www.lemurier.gg">www.lemurier.gg</a>
<b>TWITTER</b>	@lemurierschool

Le Murier offers an open - door policy so please do not hesitate to contact us or pop in to see us.