



# Catholic School

*Learning Together, Loving God*

# Prospectus 2025 / 2026



## **Welcome from Fr Inna Reddy Gade, Parish Priest and Catholic Dean of Guernsey**

Dear parents and carers,

If you are a parent who wants the best for your child, then the school that you choose becomes a very important place for you both. These are the foundation years and a foundation is probably the most important part of any building, whether it is building a house or building your child's life. If you choose Notre Dame then I know your child will feel very happy in his or her new surroundings and will develop physically, mentally and spiritually.

When your child was baptised, one of the reminders you will have received at the ceremony was, "Parents, you are the first teachers of your child in the ways of the faith, bearing witness to the faith in what you say and do. May you be the best of teachers." Don't lose sight of the fact that you as a parent are a teacher as well. You equally play an important role in the education of your child.

May I wish you and your child happy years at Notre Dame.

With every good wish,

Fr Inna

Parish Priest of Guernsey



## **Welcome from Mary Robertshaw, Executive Headteacher**

Dear Parents and carers,

Notre Dame opens wide its doors to welcome parents and pupils - especially newcomers. We look forward to getting to know you and your children and know that you will get a warm welcome when you come through the doors. We are a thriving and active Catholic school, part of the Parish of Our lady and the Saints of Guernsey, and of the Portsmouth Diocese.

The fundamental aim of our school is to be an inclusive Catholic community with high expectations for all our children, living out the gospel values in all that we do and supporting every child to succeed in their journey of faith and education.

Our mission statement 'Learning Together, Loving God' is central to all that we do and underpins every aspect of school life each and every day.

When our school was inspected by Ofsted in March 2023, the report stated, "This school epitomises inclusion. Everyone is proud of who they are and who everyone else is. Everyone is treated as special. The 'Golden Values' are the core of making this happen. Pupils, of all ages, talk about feeling respected and valued. They are confident that they have a voice and that it will be listened to." They also noted, "Pupils treat each other, as adults treat them. They are kind, compassionate and respectful." We were pleased to receive this endorsement of the commitment of everyone; staff, children and parents, to making Notre Dame a happy and successful school.

Our pupils also strive to achieve their personal best in all areas of their learning. Through a clearly sequenced curriculum, we enable our pupils to leave Notre Dame as confident and successful learners, ready to deal with life in Guernsey and the wider world.

Our pupils here at Notre Dame are our greatest ambassadors. Every visitor to our school mentions the excellent standards of behaviour exhibited by our pupils. Here you will see pupils striving to live out our mission statement:

*'Learning Together, Loving God'*

We firmly believe that for children to reach their full potential, excellent home-school relationships must exist and we aim to establish these from when your child first receives a place with us. These relationships are based on mutual trust, respect and belief in one another to help our children to be the best version of themselves that they can be.

You, as parents and carers, are the first teachers of your child. You will already have taught your child a great deal and we look forward to joining in partnership with you in helping your child to become confident adult Christians. We hope all your children have many happy, rewarding years at Notre Dame.

Mary Robertshaw, Executive Headteacher



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# The School

## Mission Statement

### LEARNING TOGETHER, LOVING GOD

At Notre Dame du Rosaire Catholic Primary School every child is recognised as a unique individual made in the image of God.

At Notre Dame du Rosaire Catholic Primary School we recognise that each person is unique and special. We work with our families and our parish to grow in our faith and work together to provide the best possible education for every child. The school aims to be a place of genuine forgiveness, generosity of spirit, value and respect for the individual. It recognises the needs and abilities of others whilst also allowing children to have the knowledge and cultural capital they require to succeed in life.

We work together to help everyone grow in love and service of God and one another and we encourage a deeper understanding and commitment to the faith of the Catholic Church.

## History

Three sisters of the Sacre Coeurs de Jesus et Marie in Paramé, Sr Marie Antoinette, Sr Marie Aurélie and Sr Marie Maxine came to Guernsey, and they established a school in Burnt Lane in 1870. The school was intended to cater for Catholic children in St Peter Port and provided education in English and French. It complemented the existing school at St Joseph's Church.

At the outbreak of war in 1939 the school was evacuated to Tottington, Lancashire. During the occupation the buildings in Burnt Lane were used for the Grammar School pupils who remained in Guernsey. After Liberation in 1945, Notre Dame school was re-established for primary age pupils, with those of secondary age attending the school in St Joseph's.

The needs of the Town children have changed over the years. We no longer have a large population of French speaking children, but our doors are open for Catholic children from St Peter Port and the southern parishes. The requirements for a successful school have long moved beyond the point of providing each pupil with a desk and, as the years passed, it was clear that the buildings at Burnt Lane (originally designed to accommodate 200 pupils) could only really cope with half this number. In 1990, with the introduction of the National Curriculum (Guernsey), the need for more space became critical and the Infant Department moved into the buildings of the now empty St Joseph's School in La Couperderie.

The school reached a significant milestone in July 1995 when, on the retirement of the Headteacher, Sister Marie Paul, the sisters of the Sacre Coeurs felt that they were no longer able to continue with their involvement. So, after 125 years of care and commitment, the sisters handed the school over to the local Catholic community, under the trusteeship of the Diocese of Portsmouth.

## The Education Governance Board

The School Governance Committee consists of Elizabeth Dene (Chair) who represents the bishop, Patrick Lynch (Parent rep), Jesufemi Ayoola (Community rep), Leanne Holmes (Staff rep) and the Headteacher and Deputy Headteacher. Education Governance Board Chairs play a crucial role in ensuring Notre Dame du Rosaire is supported, accountable to and ambitious for every learner. A meeting is held every term.

## Admissions Criteria

Notre Dame du Rosaire is a voluntary school providing education for Catholic children between the ages of 4 and 11 years. Children may be admitted to the school between these ages on completion of an application form and on production of a Certificate of Baptism.

In the event of the school being oversubscribed with Catholic children priority will be given to those children for whom Notre Dame is the nearest Voluntary Catholic school.

Applications from non-Catholic children must be submitted to the Director of Education for approval. All non-Catholic applicants are expected to fully support the Catholic ethos of the school.

Please take a look at the States of Guernsey website for more information on Education here on the island:

<https://www.gov.gg/education>

## Funding

Notre Dame is a Voluntary School. This means that the States do not provide for the school buildings - this is the responsibility of the Diocese (i.e. all of us!) Money to maintain the buildings is raised in several ways:

- an annual grant or "rent" from the States. This covers basic maintenance,
- income from lettings of the school buildings,
- the School Committee's Building Fund; and
- the Education Sunday collection, taken up in our Churches in Spring.

We ask every family to make a contribution of £10 per month to the building fund. A leaflet giving details of the fund and a covenant form are included with this prospectus or are available separately from the school. Donations totalling over £500 per year can be covenanted and you can reclaim the tax paid. A leaflet is available from school.

## Ethos and Golden Values

Every child has the right to feel safe, therefore we aim that the school will be a welcoming place where everyone feels they can learn in a supportive, caring environment.

Our rules, or **Golden Values**, are taken from the words of Jesus: *'I give you a new commandment: love one another. If you have love for one another then everyone will know that you are my disciples.'* (John 13, 34-35). They are a simple set of 'dos and don'ts' which help us understand what He is asking of us:

To try to live as Jesus showed us:



## Behaviour

We encourage an atmosphere where everybody is treated with understanding and respect and is helped to develop his/her full potential and grow within a happy and secure environment. We acknowledge the importance of the partnership that is needed between parents, staff and children for this to succeed. The school recognises and promotes good behaviour, as it believes that this will develop an ethos of kindness and cooperation.

All teachers use Class Dojo and children are awarded Dojo points for their work and/or behaviour. This is the main way of communicating with parents and they will receive alerts on their mobile phone when their child has been awarded a Dojo point. Dojos will be recorded on a Dojo Bingo card and children are awarded a sticker for every 50 Dojos they receive. They will also be able to put a token in their house token box

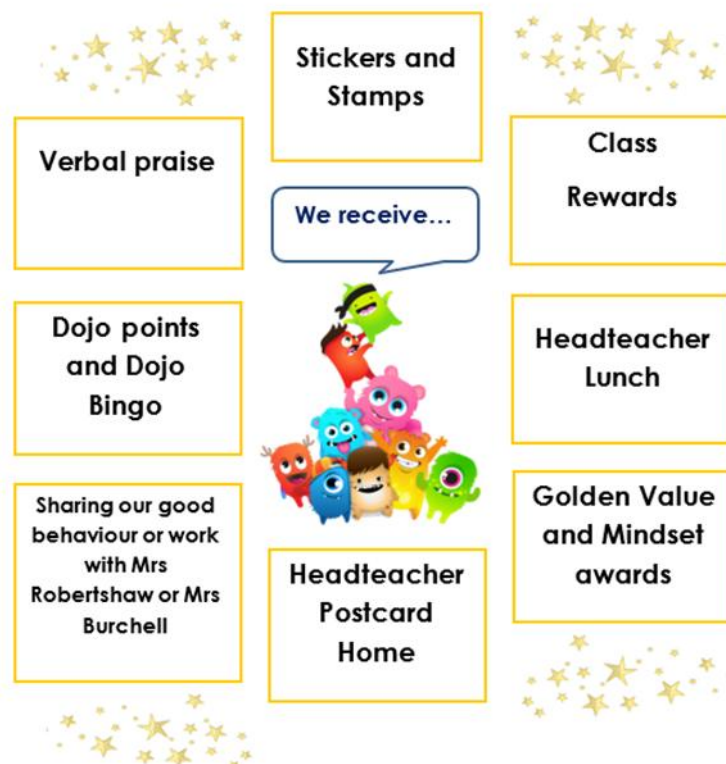
The school has a 'Celebration' assembly every Friday where work and behaviour are acknowledged and applauded. Photos of the children are put on display in the entrance hall. Nominations from the staff are invited for the children who have kept to the week's Golden Value and they receive a golden sticker and certificate from the Headteacher. A photo of the children selected is displayed for the coming week.

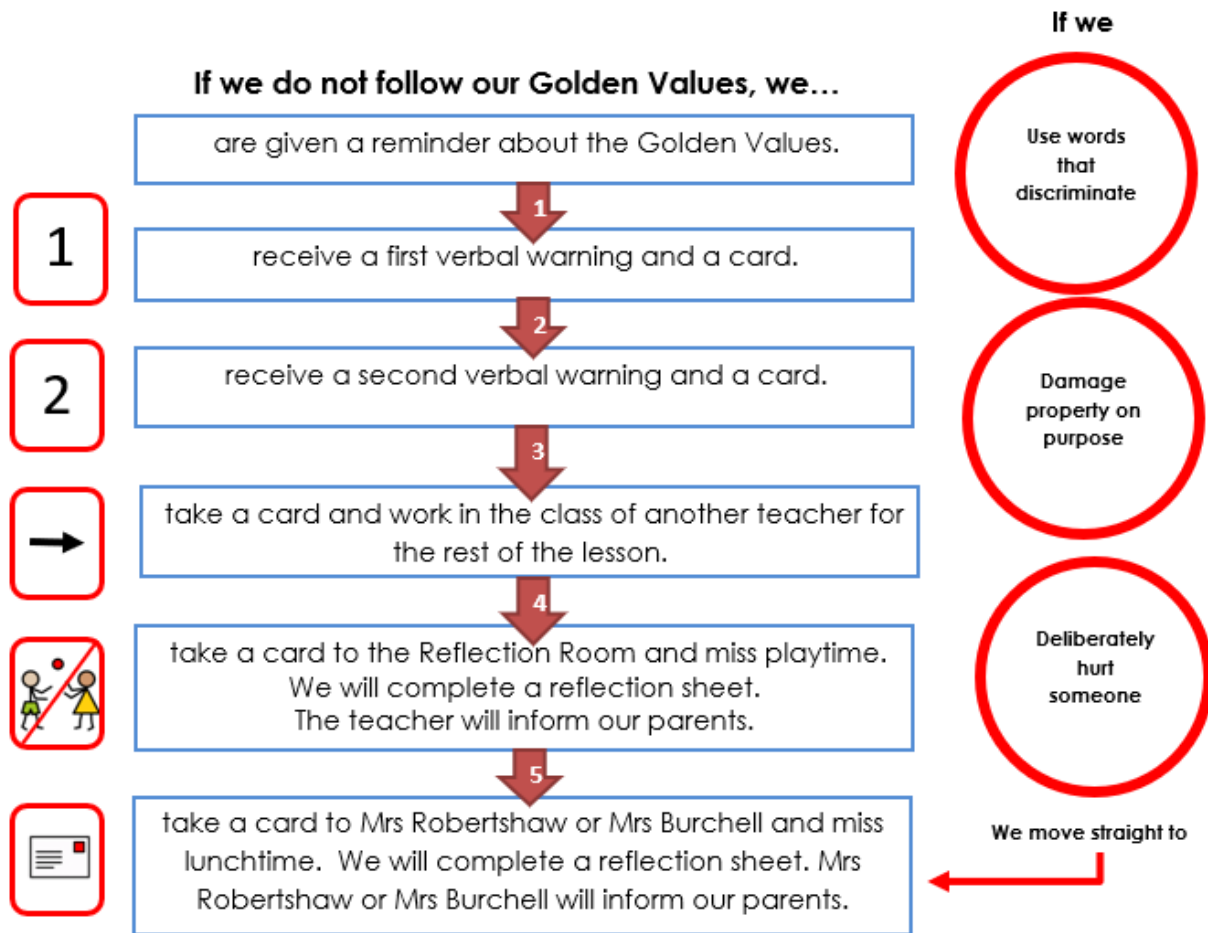
At the end of each half-term, a chosen child from each class will have lunch with the head and deputy Headteacher. They will be recognised for hard work, attitude, good progress and behaviour. This will be shared with parents.

Pupils are allocated to a 'House' when they start at Notre Dame. There are four Houses: St Joan, St Sebastian, St Bernadette and St Patrick. Children's Dojo points are totalled, and they receive token points for their House according to the number of Dojo points they achieve. A shield for Dojos and attitude and a cup for sports are presented to the winning house at the end of the year.

## Rewards and Sanctions

**If we follow the Golden Values, we celebrate!**





We are 'STARS' in the class, 'Shine in the Line' and always do 'Fantastic Walking'

**Remember, there is a fresh start every day.**

**"Seventy times seven"**

**Matthew 18:22**

## Anti-Bullying

At Notre Dame du Rosaire we believe we have a duty of care to protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment for all the children, in order to protect them from those who wish to deliberately hurt them either physically or emotionally.

Notre Dame is a UNICEF Bronze Rights Respecting School. We are proud to promote the United Nations Convention on the Rights of the Child and ensure that the whole school community learns about their rights and shows respect for each other.

At Notre Dame du Rosaire we do not tolerate bullying in any form. If we discover that an act of bullying or intimidation has taken place, we act immediately to stop any further occurrences of such behaviour. While it is very difficult to eradicate bullying, we do everything in our power to ensure that all children attend school without fear.

## The Parents, Teachers and Friends Association (PTFA)

We have a very active PTFA which is at the heart of the life of the school. The PTFA organises social events throughout the year, including favourites such as the movie nights, quiz nights, family bingo and the summer beach barbeque. They are also very active in raising funds for the school and many of the 'extras' that the children are lucky to use have been paid for by the PTFA, including the school libraries, signage and outdoor learning equipment.

The PTFA is run by a committee consisting of the Headteacher, Deputy Headteacher and parents and staff and the Committee is elected at the AGM each autumn. Parents may serve on the Committee for up to three years. Present parent committee members (elected November 2022) are:

Chair:	Emma Gershon
Vice Chair:	Dee Holland
Secretary:	Louise Manklow
Treasurer:	Tonderai Kahuni



The PTFA can be contacted on [ndrptfa@gmail.com](mailto:ndrptfa@gmail.com) and there is also a page all about the team on our website: <https://www.notredame.sch.gg/page/?title=PTFA&pid=30>

## School Leaders

Each year group from Year 3 upwards elects two representatives to serve as a School Leader. They meet regularly to discuss ways of making the school a happier place. Members have discussed a wide range of topics, for example choosing the new playground markings, deciding which charities benefit from our fundraising and organising social events.

# The Curriculum

## Curriculum Intent

At Notre Dame du Rosaire Catholic Primary School every child is recognised as a unique individual made in the image of God. Our mission statement 'Learning together, loving God' encapsulates the balance between learning about ourselves, others and knowledge of our world, with the aim of converting this knowledge into understanding and skills that combine to serve our community as a whole. Due to the context of our school, we believe vocabulary is the key to all learning, and as such we try to surround the children in a vocabulary and text rich environment.

Our curriculum is designed to: provide breadth of knowledge and skills, inspiring and exciting experiences; promote resilience, independence, reflection, teamwork, creativity and critical thinking within a happy and ambitious school community.

Our curriculum is designed in response to the needs of each and every child considering their place in this nurturing family school, local community and the world beyond. Opportunities for enjoyable, independent and collaborative learning are integrated wholly within our Bailiwick Curriculum.

We aim for every child to leave Notre Dame as an effective contributor, a confident individual, a successful learner and a responsible citizen with the confidence and self-belief necessary to have high expectations of themselves and their future.

A curriculum that will help pupils to fulfil God's unique plan for each and every one of us.

## Notre Dame du Rosaire Catholic Primary Schools – Curriculum Vision

INTENT	Aims (Bailiwick Curriculum)	Effective Contributors	Confident Individuals	Successful Learners	Responsible Citizens		
	Mission Statement	<b>Learning Together, Loving God</b>					
	Core Values	Inclusive	Collaborative	Challenge	Respect	Gospel Values	Community
	Approaches to learning	Active teaching delivering personalised learning to support all ages and needs	Feedback is timely, clear and effective enabling children to make good progress	Accurate assessment that informs teaching and learning with ambitious differentiation	Children challenged and encouraged to push themselves within an atmosphere of trust and safety	Respect, consideration and making the right choice promoted by our whole school community	Children encouraged to be resilient, independent and have a positive attitude to learning
	Curriculum	Clear flow of learning from Reception to Year 6	Clear systems to track and monitor progress and attainment	High level of challenge in all year groups for all abilities	Strong focus on the development of vocabulary and reading for pleasure	Strong focus on moral, personal, physical and social education	Wide range of subjects and opportunities available in the curriculum and extra-curricular
Fulfilling our aims (Bailiwick Curriculum)	Make good progress and attain	Show positive attitudes to learning	Demonstrate high aspirations	Make healthy lifestyle choices	Have respect for self and others	Participate in the community	

## Organisation of Classes

The children are in mixed ability classes and are grouped in the classroom to enable them to progress at their own pace. The children are grouped either in single age classes or in vertically grouped classes within no more than two year groups. We endeavour to keep classes as small as possible and at present have an average class size of 22 in Reception and 25 in the rest of the school.

Children are taught in a variety of ways according to their needs and the requirements of the Curriculum. There is a mixture of individual, group and whole class teaching as appropriate. It is left to the individual teachers to arrange these learning groups as appropriate and beneficial to their particular children at the time.

## Religious Education, Prayer and Preparation for the Sacraments

The school uses the 'GOD MATTERS' Programme approved for Religious Education in all Catholic schools in the Portsmouth Diocese.

Each day the children will take part in class liturgical prayer in their classes. Each class proudly displays a prayer table. This is a sacred space which reflects our liturgical topics and liturgical colours throughout the year. Prayer tables are used as a focus for class liturgical prayer. We gather to listen to and reflect upon verses from the Bible, as well as singing and praying together.

The Headteacher and deputy headteacher leads Gospel Celebration of the word every Monday, Hymn Practice takes place on a Wednesday/Thursday and the senior leadership team lead Celebration Assembly on Fridays where children's achievements inside and outside of school are celebrated as well as their birthdays.

We work closely with the parish catechists to prepare children to receive the sacraments in Year 3. The whole school gathers for Assembly on special occasions.

## Schools' Music Service

Every year, Year 2 and Year 4 pupils are given the opportunity to learn an instrument through the Schools' Music Service Wider Opportunities Scheme. Some are given the chance to learn an orchestral instrument within school hours and at no charge apart from a small rental charge for the instrument.

The "Wider Opportunities" scheme offered to Year 4 children annually gives every child the opportunity to play a musical instrument.

## Home Learning

Home learning is a valuable and important part of a child's education. It provides a link between home and school and a balanced and progressive home learning regime will help children get the best from their years in primary school. It is important to get the correct balance and consider the benefits and disadvantages of primary school home learning.

### Benefits of Home learning:

- It provides a link between home and school so parents and carers can see and take a part in their child's school learning.
- Regular reading helps children improve their skills. Parents and carers can provide their children with invaluable 1-1 support with their reading that is sometimes difficult to provide at school.
- Developing good home learning habits at primary school can help children when transferring to secondary education.

The school aims for an appropriate balance so that children can gain the benefits of home learning without it becoming a chore.

*Home learning is important, but it is much more important that children work hard at school and give their best in the classroom.*

Depending on the phase that your child is in, they may be able to access home learning in different ways, including Dojo portfolio and Google Classroom.

Each phase sends a Curriculum Newsletter to parents and carers at the start of each term and this outlines, among other things, the home learning expectations for the term.

## **Additional Learning Needs and Inclusion**

Notre Dame is an inclusive school.

Every child has the right to a purposeful and relevant curriculum that helps them to achieve their full potential. All children have different needs at different times throughout their school lives. All staff in the school are aware of the need to identify and support children with Additional Learning Needs and Disabilities.

Inclusion in our school means that we actively create a community where we recognise and affirm the value and dignity of every child, staff member and parent. We provide everyone with the means and opportunity to develop their potential intellectually, emotionally, physically, socially and spiritually. We aim to raise the aspirations of and expectations for all pupils with ALN with a focus on their outcomes.

High Quality Teaching is integral with all subject areas and all aspects of school life, with particular relevance for literacy, numeracy and associated skills.

### **Aim**

We aim to:

- Recognise and celebrate the uniqueness of every child as a gift from God.
- Provide an inclusive environment that removes barriers to learning and enables children to experience success.
- Ensure early identification of ALN through ongoing assessment and observation.
- Develop personalised provision (IEPs, IBPs) that is reviewed regularly and shared with families.
- Ensure all staff are confident in delivering HQIP and aware of the Guernsey Code of Practice for ALN.
- Foster positive, respectful partnerships with parents/carers.
- Work in collaboration with external agencies (e.g. LIS, CIAS, EP, CAMHS) to support pupils with specific needs.
- Include children in decisions about their learning and provision wherever possible.
- Monitor the progress of pupils with ALN and evaluate the impact of interventions.
- Promote a culture of acceptance, mutual respect and high aspirations for all learners.
- Ensure that children with ALN are supported in developing independence, communication skills, and self-confidence.

Extra help is given to non-English speaking children joining us during the year so that they can understand and learn within the class situation.

If you ever feel that something is preventing your child from making progress, please get in touch with the Headteacher or class teacher. You may, for example, need to inform the teacher if your child has difficulty in seeing or hearing, or if stressful circumstances outside school are causing unhappiness or behaviour problems. We are keen to help.

At Notre Dame du Rosaire, we are called to live out Christ's message of love, dignity, and inclusion. We strive to meet the diverse needs of all learners through compassion, expertise, and collaboration. By recognising the unique worth of every child and supporting them with personalised provision, we empower our pupils to grow in confidence and faith, and to become successful, resilient, and loving members of our community and the wider world.

## PSHE and Relationship Health Education (“RHE”)

***“I have come so that you may have life and have it to the full”*** John 10.10

Notre Dame du Rosaire School aims to help all its children to grow in love and service of God and our fellow human beings.

At Notre Dame, PSHE & RHE are delivered in three main ways:

- Through the children’s experience of the Christian life of the school, as we aim to live our lives as Jesus taught us;
- Through the specific teaching of PSHE & RHE, using the Guernsey PSHE framework alongside Life to the Full, our RHE Scheme; and
- Through aspects which arise in other subjects of the Curriculum, especially religious education but also science, technology, physical education, etc.

It is the privilege and responsibility of parents and carers to be the first teachers of their children in all matters pertaining to their personal growth and development. The school wishes to support all parents and carers in this sensitive task and will therefore keep you regularly informed as to what is to be taught each term. Our role in supporting the work of the parents and carers means that we give the children an understanding of sexuality as a gift from God who created us male and female in his image. In the upper Juniors the school staff work together with members of the Complimentary Health Education team in teaching matters connected with puberty, sexuality and relationships.

The school aims to be a place of genuine forgiveness, generosity of spirit, value and respect for the individual and recognition of the needs of others. To achieve this aim we wish to provide a model of loving relationships between all the members of the school community, so we can reflect on and share common experiences. This allows positive attitudes and values to form. We recognise that poor behaviour choices, such as bullying or fighting will occur from time to time. Through a variety of activities, we develop in the children a sense of their own self-worth and an insight into the feelings and opinions of others. Across the school we use a Diocesan-approved resource called Ten:Ten which helps the children to grow in understanding and empathy. The school’s behaviour policy, guidelines and sanctions enable reconciliation to occur.

Through PSHE and RE we aim to enable each young person to have a sense of his or her own dignity and self-worth, be confident in relationships, have a sense of responsibility for self and others and develop a framework of personal values and beliefs.

# School Routines

## Hours

### Morning Session:

8.45am – 12 noon Children can enter school from 8.35am and head straight to class

**Note: We do not accept responsibility for children before 8.35am**

### Afternoon Session:

1.00pm - 3.00pm

Break times vary occasionally but are normally at 10.30am or 10.45am.

**The school reserves the right to exclude children from staying for lunch when their behaviour is not acceptable, whatever age they are.**

We encourage children to drink water during the day. Each child should have a clearly labelled bottle, which can be refilled when necessary.

Notre Dame aims to be a healthy school and as such, children are only allowed fruit snacks during break on a Monday through to Thursday. On Friday they can have a nut and sesame free snack of their choice.

Children bring their own packed lunch (fruit like oranges should be ready peeled and drinks should be in a clearly labelled unbreakable flask or bottle). Please only send what your child would normally eat for lunch at home.

**We have a number of children with serious allergies. Therefore, we ask that no child brings in food containing nuts or sesame, to ensure all the children are safe.**

## Breakfast Club

We run a Breakfast Club, starting at 7.50am each morning in the Infant Hall. Junior children are walked to the Junior site by staff at 8.25am. You will need to complete a form for your child to attend. Costs are currently £3.50 a morning.

## Transport and Parking

Parents and carers themselves arrange for children's transport.

### Lower School parking

To avoid congestion, parents and carers dropping and collecting Infants at La Couperderie are asked to use the side gate as an entrance and exit into La Couperderie. Please do not come before 2.55pm. The children are dismissed at 3.00pm and teachers wait with the children until the parents and carers arrive. We encourage parents to drive past and we will put your child in your car so that you do not need to park.

### Upper School Car Park Area:

All motorists are asked to be very careful and drive slowly in and around Notre Dame School Car Park. Drivers must make sure that they do not restrict the movement of other vehicles and are asked especially not to park in the reserved spaces at Le Platon, nor should cars be left unattended in the Private Parking area or in Le Platon car park, where access for emergency vehicles is needed.

Junior children are allowed to walk to and from School if parents and carers feel they are competent to do so. **Parents and carers hold full responsibility.** The School can refuse a child to cycle or travel unaccompanied, despite the inconvenience which may be caused, if it is felt that the pupil may be a hazard to him/herself and other road users. Bikeability lessons are organised for Year 6 each autumn.

**We ask that if your child is to be collected by anyone other than yourself you inform us. If there is an emergency and you cannot collect your child on time, please telephone the school.**

# Clothing and Jewellery

## School Uniform:

- Girls: Grey pinafore, dress, skirt or trousers (must be button up – no Lycra or leggings)  
Blue summer dress  
Pale blue blouse  
Royal blue cardigan or jumper with school badge embroidered (available from Game Changers or Fletcher Sports)  
Royal blue or white socks in summer or royal blue or grey tights in winter  
Royal blue tie  
Black leather shoes
- Boys: Grey trousers  
Pale blue shirt  
Royal blue jumper with school badge embroidered (available from Game Changers or Fletcher Sports)  
Royal blue tie  
Grey socks  
Black leather shoes

School uniform is worn by all children. Some second-hand uniforms can be obtained from School.

***Polo shirts and sweatshirts are NOT part of our uniform and should not be worn in school.***

## Coats:

An outdoor coat is normally essential in the autumn and winter terms as the children are in the playground in changeable weather. Children also walk between the sites for assemblies and other events.

## Physical Education (PE):

PE kit: White t-shirt, royal blue shorts and black trainers. In winter the children may wear a navy sweatshirt with the school badge embroidered and navy track pants (available from Game Changers or Fletcher Sports). A suitable labelled bag to put this clothing in to hang on their peg is also required. Reception children do not need a PE kit for the start of the September term. We will inform you when PE lessons start.

**ALL CLOTHING, INCLUDING SHOES NEED TO BE MARKED WITH THE CHILD'S NAME. PLEASE NAME LUNCH BOXES AND BAGS AS WELL, AS MANY ARE THE SAME SIZE AND COLOUR.**

## Top tips for parents on uniforms:

- Ensure all items are labelled clearly.
- Some uniform providers sell brown raincoats and fleeces. However, these are not compulsory and children may wear their own coats, hats (both summer and winter), scarves & gloves.
- Velcro on shoes makes easier dressing.
- Five or six shirts are a good idea as they get messy. This gives you one for every day plus a clean one ready for Monday.
- Zips on the dresses makes dressing easier.
- Uniforms can be purchased from Fletcher Sports, Marks and Spencer, Game Changers and Next (to name a few), or online.

## Jewellery:

For safety we advise parents and carers not to let their children wear jewellery to school, we also advise that watches should not be worn by young children and, if by older children, only at your own risk. Any watches linked to a phone or with a camera are not allowed. Only one piercing per ear is accepted. Again, in the interest of safety all children with pierced ears should wear to wear stud type earrings whilst at school Parents and guardians should be informed of when PE is taking place in school and should be reminded that jewellery should not be worn on days where PE takes place.

Personal effects such as jewellery (including body piercings), religious artefacts and watches should be removed to establish a safe working environment.

Earrings must not be worn for PE and need to be taken out on PE days. If children really can't take them out then they can take part in lessons during activities of low risk/non-contact or can take a coaching role. Earrings must NOT be taped over.

**Hair:**

Hair colour should not be dyed in unnatural colours. It is advisable for reasons of both safety and hygiene that children with long hair have it tied back. The School Nurse advises parents and carers to check their child's hair at least once a week to ensure there is no infestation. Regular combing of hair every day before children go to bed is a way of preventing this. Hair ties and bows should be a sensible size and in the school colours.

**Technology:**

Children and parents need to have completed a Phone Contract if a child wishes to bring a phone into school. Phones need to be handed in at the office on arrival at school. A child should only need a phone if they have to walk a distance catch a bus. Any issue of technology may result in a mobile phone being banned from school.

**Makeup and nail varnish:**

Children are not allowed to wear make-up or nail varnish to school. If they do, they will be asked to remove this at home that evening.

**Health Matters****Accidents and Emergencies:**

Any accident taking place at school is recorded. If the accident is of a serious nature, parents and carers are informed immediately. It is therefore necessary that we have your home or work telephone number and the name of your own doctor. Where Infant children have minor injuries in school, we send a note home to parents and carers at the end of the day. Any accident in school is covered by the Education Service insurance (see page 14, "Accidents in School"). Please inform the school if your child needs medical treatment as a result of a school accident.

**Medicine in School:**

The Education Service issues guidelines to schools concerning the administration of medicine to pupils during the daytime. The policy is that no school or staff member is under any obligation to give medicines to pupils, but it is recognised that schools will do their best to help pupils with ongoing medical needs.

Three categories of need for medicine have been identified:

1. Those who are completing a course of prescribed treatment;
2. Those with long term medical conditions; and
3. Those with conditions that can, often without warning, require swift emergency medication, e.g. asthma and anaphylaxis.

Pupils completing courses of treatment do not normally need to bring medicine to school. If a dose needs to be given three times a day this can be done after breakfast, after school and before bedtime.

If your child needs to take any form of medication in school please ask for a "medicine in school" form which you must complete and then come and discuss it with a member of staff. This is to ensure we fully understand the issues and can consult the School Nurse if necessary. Please don't send medicine in with a note and assume that someone will give it to your child. We won't do this and there are too many risks if we allow this to happen.

For children with long term medical needs or who may need emergency medication the child's needs must be discussed with the school first and a health care plan will be drawn up with the support of the School Nurse and other medical professionals if necessary. We ask for an update every September to ensure our records are accurate. Parents and carers are responsible for ensuring medicines are not out of date.

We will encourage children with medical conditions to manage their own medication when appropriate. For example, children with asthma inhalers should keep their inhaler with them, remember to take it to PE and know where the spare inhaler is stored.

This policy does not cover sick children. If a child is unwell, he or she must stay at home and working parents and carers need to have contingency plans in case this happens. There have been occasions in which a

sick child has been sent to school with a bottle of Calpol in the lunchbox. If you need free advice on any of these matters please contact the school nurses at Lukis House, 225241. Our School Nurse visits the school regularly and will be happy to see you.

All parents and carers are asked to sign and return a data-checking sheet each September. In this way we can ensure our records are up to date and that we can contact you quickly if necessary. If a child needs medication in school, the details must be given in writing on the emergency information form. Please notify the school of any change of address or telephone number (home or work).

## Parents' Evenings

Twice during the year, in the autumn and spring terms, you are invited to meet the teachers on a formal basis to discuss your child's progress but if you are concerned about anything, please do not wait for a Parents' Evening to contact us for an appointment. Members of Staff are willing to see parents and carers at other times by appointment, usually after school.

Individual written reports are sent home at the end of the academic year.

### Separated Parents:

Where a child's mother and father do not live together, we will, on request, send written copies of all school documentation (newsletters, end of year reports etc.) to the parent who is not living with the child. We will try our best but cannot always undertake to arrange separate face-to-face interviews during Parents' Evenings, so parents should endeavour to come to an arrangement between themselves as to which parent will attend.

## Attendance

Under the Education (Guernsey) Law, 1970, the Education Service is responsible for providing education for children between five and sixteen years of age. The Education Service has determined that holidays taken during term-time will no longer be authorised.

As a parent or carer, the Education Service requires that you should fill in a "Notification by Parent/Carer of Leave of Absence for Holiday During Term Time" form for safeguarding purposes if you want to take your child out of school during term time to go on a family holiday. The form can be downloaded from our website on the "Key Information" tab. After completing the form, please return it to the school. The holiday will be recorded as an "unauthorised absence."

### **Extra work will NOT be provided for children taking holidays during term time.**

If a child is absent or has an appointment with the dentist, etc, please notify the school by leaving a message on the answerphone, tel: 222412 (option 1) or e-mail to [ndp.office@education.gg](mailto:ndp.office@education.gg)

Children should always be on time for school. Where a child's attendance or punctuality is a cause for concern the school will inform the Schools' Attendance Service, who will endeavour to give help and support to parents and carers in ensuring regular attendance.

## Communicating with Parents and Carers

### Class Dojo:

Messages are posted on Dojo to inform you of events in the school and future activities. This is the key method of communication between the school and parents. Class teachers maintain regular contact with parents and carers through Class Dojo. If you have the Class Dojo app on your phone you can see when your child has earned a Dojo award for excellent effort in their learning or following the Golden Values. Class Dojo should not be used to inform teachers about illness. The school office should be contacted for any emergency communication.

### Newsletter:

The school publishes a newsletter every half-term. This is used to sum up the term's activities and celebrate learning.

**Website**

We have our own website, ([www.notredame.sch.gg](http://www.notredame.sch.gg)) and newsletters, forthcoming events and holiday dates appear here.

**Curriculum Update:**

A Curriculum Newsletter is sent out at the beginning of each term giving brief details of the topics to be studied during the term in each year group.

# Education Service Notices

## Accidents in School

Accident Recording: Any accident at school is recorded. If the accident is serious, parents or carers are notified immediately. For minor injuries to Infant children, a note is sent home at the end of the day.

Insurance: The Education Service's insurance covers any accident in school. They are prepared to pay for a doctor's examination and treatment up to £700. However, this payment is not an admission of legal liability.

Dental Treatment: The Education Service scheme does not cover the cost of dental treatment.

Medical Treatment: If a child needs medical treatment as a result of a school accident, parents should inform the school.

## Personal Property

Pupils' property (clothing, spectacles, watches, bags, bicycles etc.)

*"The school will take all reasonable measures to prevent loss or damage to pupils' property, but if something belonging to a pupil is lost, stolen or damaged on school premises or during a school visit the school does not accept responsibility for meeting the cost of replacing the item.*

*Parents and carers are recommended to protect their children's property through their own household insurance."*

## Safeguarding Children and Child Protection

*At Notre Dame du Rosaire Catholic Primary School, the safeguarding and child protection policy is a top priority. The school operates in compliance with the Children Law (Guernsey and Alderney) 2008 and the Interagency Guidelines on Child Protection. These legal frameworks emphasize that all departments must collaborate and share information to ensure children and young people are protected from harm, abuse, or neglect.*

*The guidelines emphasise that everyone has an important part to play in preventing the abuse of children, and in responding to situations where they think that a child may be suffering, or at risk of suffering from serious harm.*

*Therefore, if we have concerns about a child or believe that a child has suffered or is likely to suffer serious harm then the school will contact the Multi-Agency Support Hub (MASH) Team to determine whether a referral should be made. Any concerns raised by members of staff in the school will be reported to the Headteacher and Deputy Headteacher as designated Safeguarding Leads (DSL), who will make contact with HSSD colleagues as appropriate."*

*Please read our Notre Dame du Rosaire Safeguarding Policy which can be found on our website for more information.*

## Data Protection

*"Personal data held by schools about pupils and their parents and carers is covered by the Data Protection (Bailiwick of Guernsey) Law, 2017. The data held about pupils may only be used for specific purposes allowed by Law. This means that the school needs to comply with the requirements of the Law in collecting, processing and disposing of your personal information."*

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 educational progress; to give appropriate pastoral care and in order to assess the school's overall progress. The information held includes contact details,

*family details, attendance information, and characteristics such as special educational needs and relevant medical history. If you wish to have access to personal information held about your child you can submit a request to the headteacher. The school has up to 30 days to provide the information following your request."*

Our normal practice is to share all data with parents and carers. Test results and attendance statistics are sent home with the end of year report in July. We will share your personal data with other agencies, for example if a child is transferring to another school, or with the Board of Health. **However please note that we are not allowed to give out personal details to individuals.** We often get requests for lists of names and addresses or phone numbers from parents and carers wishing to arrange birthday parties. Sorry, we cannot do this!

## **Clothing Grants**

The Education Welfare Service offers clothing grants to help parents and carers pay for school uniforms and processes around 600-700 applications for assistance per year. Please contact the Education Welfare Service on 733000 ext. 251 for advice, information, or an application form. If further uniform items are required during the year, please contact the Service. You are not required to complete another application form unless your financial circumstances have changed.

# Current Staff List 2025-2026

Executive Headteacher	Mrs M Robertshaw (Designated Safeguarding Lead)	
Deputy Headteacher	Mrs C Burchell (Designated Safeguarding Lead)	
ALNCo	Mrs L Smart	
<b><u>Infants:</u></b>		
Reception	Mrs R Le Marre	
Learning Support Assistant	Mrs M Welbourne	
Learning Support Assistant	Mrs S Robert	
Year 1	Mrs L Holmes	
Year 1	Miss L Allen	
Year 2 & Infant Lead	Miss B Murray	
Learning Support Assistant	Mrs O Fallaize	
Learning Support Assistant	Miss L Hyde	
Learning Support Assistant	Mrs D Ozanne	
Learning Support Assistant	Mrs N Figgins	
<b><u>Juniors:</u></b>		
Year 3	Mrs K Spurrier	
Year 3	Miss G Smith	
Year 4 & Junior Lead	Mrs H de Kooker	
Year 5/6	Miss D Neville	
Year 5/6	Miss T Goddard	
Year 5/6	Mr C Wright	
Learning Support Assistant	Mr J Guilmoto	
Learning Support Assistant	Mrs R Thoumine	
Learning Support Assistant	Miss N Gallichan	
Learning Support Assistant	Mrs M Hugo	
Literacy Intervention Teacher	Mrs S Sexton	
	Mrs D Sarre	
PPA teacher	Mrs E Van Vliet	
	Ms N Ni Bhrolchain	
Sports Commission Officer	Mr D Lilley	
Office Manager	Mrs C Muir	
Admin Assistant	Mrs F Fish	
Site Supervisor	Mr R Le Page	
Lunchtime Supervisors	Mrs M Vaudin	Juniors
	Mrs M Priore	Juniors
	Mrs M Hugo	Juniors
	Mrs D Ozanne	Infants
	Mr G Coffey	Juniors
	Mrs N Figgins	Infants
	Mrs S Robert	Infants
	Mrs J Carre	Infants

# Term Dates 2025 / 2026

## AUTUMN TERM 2025

Monday	1 <sup>st</sup> September	INSET day
Tuesday	2 <sup>nd</sup> September	INSET day
Wednesday	3 <sup>rd</sup> September	Term starts: Pupils
Friday	24 <sup>th</sup> October	INSET day
Monday – Friday	27 <sup>th</sup> October – 31 <sup>st</sup> October	Half Term
Friday	19 <sup>th</sup> December	Term ends

## SPRING TERM 2026

Monday	5 <sup>th</sup> January	INSET day
Tuesday	6 <sup>th</sup> January	Term starts: Pupils
Monday – Friday	16 <sup>th</sup> – 20 <sup>th</sup> February	Half Term
Friday	27 <sup>th</sup> March	Term ends

## SUMMER TERM 2026

Monday	13 <sup>th</sup> April	INSET day
Tuesday	14 <sup>th</sup> April	Term starts: Pupils
Monday	4 <sup>th</sup> May	May Day Holiday
Monday – Friday	25 <sup>th</sup> May – 29 <sup>th</sup> May	Half Term
Friday	17 <sup>th</sup> July	Term ends