



Le Rocquier School

I am delighted to welcome you to Le Rocquier School. I hope that you find the information pack helpful in preparing your child for the next important stage of his/her education. We have a wonderful campus with terrific facilities. The school has over one hundred highly experienced staff who are totally committed to the success of the school and the care and support of every individual. I want you to know that I place great emphasis on maintaining and developing a learning environment with an exciting curriculum, extensive extra curricular activities and opportunities for personal development. I also expect good manners and a positive attitude towards learning.

We are proud to be the first school in the Channel Islands to win the Investors in People Gold and Investors in People 'Champion' awards which recognises our strong focus on training staff and students.

Please be assured that every child matters to us and our strong pastoral system will care for and guide your son or daughter to ensure that they reach their full potential.

Welcome to our community

Philip Slater

Our School ● Our Education ● Our Future

CURRICULUM

Exciting

The Year 7 curriculum offers an exciting range of subjects which expand upon the excellent work undertaken in primary schools preparing students for life-long learning and career opportunities.

Innovative

In Year 7 students will focus on literacy, numeracy and learning skills. Students in Year 7 will have greater stability with a core team of teachers and teaching assistants giving them targeted support in their own wing of the school.

Project Days

Students will be involved in 'project days' which will further develop their skills and enhance their learning in an exciting way. These days will provide opportunities for students to meet other members of staff and outside speakers.

FIRST DAY

Flying Start

It is really important that students make a good start to their secondary education and there will be lots of support on hand to ensure that they have a 'flying start' on their first day in September.

Community

The transition programme and Induction Days will have provided vital information and opportunities to help new students feel part of the Le Rocquier community and to see the school as their learning pathway to successful post-16 education and a future career.

Pride

Le Rocquier has high expectations of students in terms of appearance, behaviour and achievement. It is crucial that students start their first day well and settle into routines, demonstrating a positive work ethic by completing homework, taking pride in their appearance and playing an active role within the Le Rocquier School community. It is important that families support each child's learning by working with us at school.

INDEPENDENT LEARNING

Home-Study

Independent learning is a fundamental element of a student's education at Le Rocquier School. Our students are expected to ensure that homework and home-study are completed on time and that the work is of a high quality.

Key components of the Le Rocquier School Homework Policy:

- Homework and extension work is set and marked regularly,
- Homework is purposeful and relevant,
- Homework is set according to a timetable,
- Homework is recorded by students in a student planner,

Homework set for each class is available for parents to see via a link on the school's website.

ICT is a key area for development at Le Rocquier. Your son / daughter will be able to take full advantage of this educational revolution during their time at Le Rocquier School. The school is following a BYOD (Bring Your Own Device) programme for September 2016. Students can bring any suitable device to school to help them use ICT to improve learning. There are clear guidelines regarding the appropriate use of devices in school. Please note the school has purchased a number of computers, desktops, laptops and tablets to aid learning.

The two devices that we would recommend for purchase are an Apple iPad Mini or a Chrome Book.

Parents should monitor and sign the student planner, offering support and encouragement to students completing homework.

Students will have the opportunity to use ICT facilities during lunchtimes and after school. Homework Club for Year 7 takes place at lunchtime. After school Homework Club for older students is a facility which is also available and widely used.

14,000 books, CDs, DVDs ● Internet

ASSESSMENT, RECORDING & REPORTING

Involvement

At Le Rocquier, we actively involve students and parents/carers in understanding the assessment process.

Parents/carers will receive 4 updates on the academic progress made by their son/daughter against nationally recognised standards. In addition there will be a full written pastoral report at the end of the school year.

Standards

Progress

Measurements of prior attainment and potential are openly shared, creating an honest dialogue on progress, with clearly identified strategy for improvement.

Individual target-setting approaches are used to ensure all students benefit from understanding how their work will be assessed and how they can make further progress.

PASTORAL CARE

Le Rocquier School is committed to providing excellent pastoral care which gives guidance and support to students throughout their time at school.

The form tutor is a key player in offering pastoral support to students but there are many other staff and opportunities for students to access support if they are required. Form tutors will also play a vital role in monitoring the academic performance of their students across the curriculum, assisting them in setting targets and making progress.

Le Rocquier has a full time professional counsellor to discuss a student's problems on an individual basis if required. The school counselling service is confidential and information is not passed on to parents. Heads of Year are usually involved with this support.

ORGANISATION

It is vital that students develop strong organisational skills and attend school each day fully prepared for learning. The Le Rocquier School "Home School Agreement" sets out the expectations for each student in terms of their 'readiness for school'. The student planner is a key tool in supporting good organisational skills and it acts as a communication link between teachers and parents/carers. Additionally, it is important that each student starts the day with a healthy breakfast and a drink to ensure his or her brain is fuelled for learning.

Below are the essentials each student requires:

- ✓ A suitable pen or ball point with blue or black ink;
- ✓ A pencil and sharpener;
- ✓ A rubber;
- ✓ A ruler.

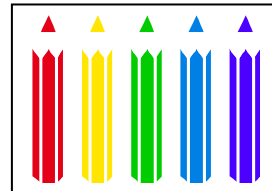
Essential equipment for Technical Skills:

HB Pencil	Pencil colours	Glue stick	Good pencil sharpener
Fine line pen	White rubber	30cm ruler	

All this equipment can be bought individually, or as a set, from the Technical Skills Department.

Also useful may be:

- ✓ Coloured pencils or felt tips;
- ✓ A pocket dictionary;
- ✓ A calculator;
- ✓ Headphones for use in ICT suites.



The following stationery can be purchased from the Library, if required.

- ✓ Pen
- ✓ Pencil
- ✓ Ruler
- ✓ Rubber
- ✓ Pencil sharpener

A suitable bag or rucksack is necessary to carry books. Please ensure that the bag or rucksack is large enough to carry A4 size cardboard wallets without creasing.

UNIFORM

Students in Years 7-10

- Blazer with Le Rocquier School logo,
- White shirt with collar and red Le Rocquier School House tie,
- **A house tie will be presented to each student when they start at the school.** If this is lost the student will be required to purchase a replacement.

- Boys: black trousers,
- Girls: a plain black skirt or plain black trousers in the following styles only:
 - Trutex Pencil Skirt – GSC-BLK length 18” or 20” only
 - Trutex Stitch Down Pleat Skirt – GPB-BLK length 18” or 20” only
 - Blue Max Banner Drop waisted with pleated bottom – Charleston Black length 18” or 20” only
 - Trutex Senior Twin Pocket Trouser – GTN – BLK
 - Trutex Bootcut Trouser – GTB-BLK
 - Trutex Two Pocket Trouser – GTS-BLK

Students in Year 11

Boys: white shirt with collar and Year 11 Le Rocquier School tie

The Year 11 tie may be purchased from the School Office.

Girls: No tie necessary if wearing correct Year 11 blouse
Blazer with Le Rocquier School logo.
Skirts, trousers and shoes as above.

Each year the Headteacher will invite some students in Year 11 to wear professional dress.

Uniform and PE uniform suppliers

Approved style girls’ skirts, trousers, Year 11 girls’ blouses and all Le Rocquier School blazers will be available from two approved suppliers **and not from school**. These are:

JSSK

No. 3 Les Quennevais Parade
La Route de Quennevais
St Brelade, JE3 8FX

Tel +44 1534 742649
Fax +44 1534 490089
Website: www.jssk.co.uk

Lyndale Sports

Lyndale
Rue du Grand Jardin
Trinity JE3 5FJ

Tel +44 1534 862411
Website: www.lyndalesports.com

School ties are available only from school.

Only one pair of ear studs is permitted. These must be worn in the lower part of the ear. No other jewellery is permitted. Extreme hairstyles, cuts and colours are not permitted.

Please ensure that all uniform and equipment is clearly named so that any lost property can be promptly returned to its owner.

SCHOOL SHOES

The following styles ARE suitable for school wear:

Shoes with black logos ONLY are acceptable



The shoes pictured below are NOT SUITABLE for wear to school

Canvas shoes **ARE NOT** allowed

Trainers with coloured logos are **NOT** to be worn.

White soled trainers **ARE NOT** to be worn.



- **All students should wear sensible strong black leather or leather-look low-heeled school shoes.**
- **Trainers with coloured logos are NOT to be worn as school shoes.**
- **Trainers may only be worn for PE lessons.**
- **White soled trainers are not to be worn.**
- **Canvas shoes are NOT allowed.**

UNIFORM TO WEAR FOR PE and SPORTS

Boys PE Kit List:

Plain white socks
Plain red shorts
Plain white polo shirt
Trainers suitable for school
Red reversible shirt
Red socks with white trim
Football boots
Shin pads
Gum shield

Girls PE Kit List:

Plain white socks
Plain red skort
Plain white polo shirt
Trainers suitable for school
Red round neck sweatshirt with school logo
Red socks with white trim
Football boots
Shin pads
Gum shield

SCHOOL DAY

Year 7

8.35 Registration
8.45 to 9.40 Period 1
9.40 to 10.30 Period 2
10.30 to 11.00 Break
11.00 to 11.30 Period 3
11.30 to 12.20 Period 4
12.20 to 13.10 Period 5
13.10 to 13.40 Break
13.40 to 14.10 Period 6
14.10 to 15.00 Period 7

Years 8, 9, 10 and 11

8.35 Registration
8.45 to 9.40 Period 1
9.40 to 10.30 Period 2
10.30 to 11.00 Period 3
11.00 to 11.30 Break
11.30 to 12.20 Period 4
12.20 to 13.10 Period 5
13.10 to 13.40 Period 6
13.40 to 14.10 Break
14.10 to 15.00 Period 7

REWARDS

Le Rocquier School takes pride in rewarding student achievement and values success in all areas. A host of opportunities are available for students to gain recognition. The Behaviour For Learning Tariff – positives and reward can be found at the back of these notes.

SANCTIONS

Le Rocquier School has a high expectation of student behaviour and attitude towards schoolwork. If students fall short of these expectations, there is a strong emphasis on supporting students so that they get back on track. However, if a student fails to respond to this support, a clear sanctions procedure is in place to correct poor behaviour or inadequate classwork or behaviour. The Behaviour and Consequences Tariff is at the back of these notes.

GIFTED & TALENTED

The aim of the Le Rocquier School Gifted and Talented programme is to increase and enrich the learning opportunities for our most able students.

Through a programme that involves extension of the curriculum and a series of special events, we aim to offer our gifted and talented students experiences that will lead to greater success.

Our goal is to ensure that there is no ceiling to achievement at Le Rocquier School.

HOUSE SYSTEM

The House System is designed to increase a sense of 'ownership' amongst students by making them feel valued members of our learning community.

Name of Houses: Africa, Americas, Asia, Europe and Oceania



SPECIAL EDUCATIONAL NEEDS

Le Rocquier School Support Department aims to provide support, help and guidance to all members of the school community should the need arise either for long or short-term assistance.

Many students, at some time in their school life, experience difficulties or require extra help and we aim to give the best support we can to all of our students.

Some students need ongoing support and this, too, is wide and varied but always available to those who need it.

Assistance ● One-to-One ● Support ● Literacy

The following areas are just some of the ways we help all of our students:

- Experienced and well qualified teachers,
- Teachers in charge of Learning and Behaviour Support,
- Teacher in charge of Year 7 Special Educational Needs,
- Learning Assessment Specialist,
- Primary transition – special programme,
- Support group for parents,
- Experienced and well qualified teaching assistants,
- Special programmes,
- One-to-one and small group support when necessary,
- Extra literacy and numeracy support,
- Support during GCSEs and other external examinations,
- Additional support in Years 10 and 11,
- School Counsellor,
- Education Welfare Officer to support students with attendance difficulties,
- Specialist support for students who have English as an Additional Language,
- Support for students with physical, visual or hearing needs,
- Close liaison with outside agencies,
- MAST – Multi Agency Support Team.
- Summer School.

EXTRA CURRICULAR ACTIVITIES

Le Rocquier School has an extensive extra-curricular programme on offer to students.

There are opportunities for students to represent their school in most sports in inter-school fixtures. These often lead to Le Rocquier students being selected to represent Jersey for Island fixtures against UK and continental opposition.

In addition, there are many non-sporting activities on offer.

Badminton	Rounders	Athletics
Rugby	Basketball	Hockey
Football	Cricket	Trampoline
Tennis	Netball	Reading group
Music lessons	Art	Cooking
Drama	Dance	First Aid
Human Rights Group	Environment Group	Eisteddfod
British Sign Language	Amnesty International	Ski trips
Language classes	Charity work	

YOUNG LEADERS

Le Rocquier School is committed to developing natural talent and offers an array of opportunities for students to enhance their leadership skills.

- **Year Council** – each form has two elected representatives who sit on the Year Council.
- **School Council** - two students from each year group represent their year group on the School Council.
- **Year 9 – Junior Leadership Team** – led by a Junior Head Boy and Girl.
- **Year 9 – Junior Prefect Team** is a team of students trained in Year 9 who play an integral part in offering help to younger students.
- **Year 10 & 11 Prefects** will play an increasing role in terms of responsibility for various duties and functions within the school.
- **The Year 11 Leadership Team** are led by the Head Boy and Head Girl. This team plays a key role in being ambassadors for the school.
- Environmental Leaders.
- Students are involved in staff appointments.
- Office duty students work in reception.

Ambassadors ● Leadership ● Opinions ● Prom Committee

ADMINISTRATION

Attendance

Le Rocquier School is committed to ensuring students have an excellent attendance record. Only through regular attendance will a student fully access his/her entitlement to the curriculum. Excellent attendance is rewarded with certificates for the student's Records of Achievement folder, letters home and prizes. Research clearly shows that lack of attendance equates to lack of achievement.

What to do if your child is ill

Telephone the school on the first morning of absence. Send a letter to your child's Form Tutor on their return to school, stating the dates of the absence and the reason why he/she was not at school, or write a note in the student's planner.

If the school does not receive a phone call or letter, you may be contacted by telephone, e-mail or text message because we are concerned for your child and the continuity of his/her education.

Truancy or poor attendance is recorded and followed up.

Please remember that only the school can authorise absence.

Time Off School

In very exceptional circumstances, the Headteacher may authorise time away from school. Applications must be made to the Headteacher in writing for prior approval. Applications in Years 10 and 11 will almost certainly not be approved. Applications for more than ten school days can only be approved by the Director of Education.

Break time arrangements

There are two breaks during the school day. All students are expected to remain on site during these breaks. Students are welcome to bring a packed lunch to school. Alternatively, they may purchase food from Le Rocq Café where there is a variety of food on sale including hot lunches.

Accidents and illness

We have several members of staff in school who are trained in First Aid who are available to help if students feel unwell or have an accident during the school day. Staff will, of course, contact parents should it be necessary for their child to be collected or require a visit to the doctor. However, please remember that staff are not medically trained and if you have any cause for concern then please refer your child to your own doctor, or to the Accident and Emergency Department at the hospital, if appropriate. Children who are clearly unwell should not be sent to school.

If medicines are required by your child, they should be left at the office, clearly labelled with the name and form of the student and dosage instructions. On no account should any medication be carried by a child around the school, with the exception of students who suffer from asthma OR

anaphalatic shock who should have the correct inhaler / epi pen with them at all times and a named spare inhaler / epi pen left at the school office.

Procedure for sending students home

Students will not be sent home without the school first gaining the permission of a parent/carer. Appropriate arrangements will be made for the student to be collected or to make their own way home.

Lines of communication

If you have any queries or you simply wish to be contacted by a member of staff, please telephone the office on 855876 or e-mail a member of staff via our website (www.lerocquier.com). We will try to respond to all concerns within 24 hours. If an investigation into a matter will take longer, we will update you.

The Headteacher writes a weekly update which is available on the school website and termly newsletters are sent home by Parentmail. All parents/carers are encouraged to sign up for Parentmail as the majority of communication with home is by this method.

Headteacher: Mr Phil Slater

Deputy Head: Mrs Samantha Baglin
Mrs Andrea Banks

Travel to and from school

By bicycle

Students are encouraged to walk or cycle to school. Students who cycle should do so safely and they **must wear a helmet**. The bicycle must be roadworthy. Police will carry out random checks. If bicycles are deemed un-roadworthy, they may be confiscated and parents requested to collect and affect repairs.

Upon arriving at school, students should dismount and walk their bicycles onto the premises. Bicycles should be placed in the bicycle rack and secured with a strong lock. Combination locks are not advised.

By car

Students who travel by car should be dropped off by 8.25 am at the latest and collected after 3.00 pm. Drivers of vehicles are asked to take care in the car park and to follow the marked signs.

School bus service

Students who use the school bus service are asked to do so in a safe and sensible manner. The school bus service operates a pre-paid card system. Cards are available from the Liberty Bus offices only. Cash is not accepted on the school bus.

Chewing gum

Chewing gum is not permitted at Le Rocquier School.

Valuables

If valuables have to be brought to school, they should be left in the school office. To avoid problems, students should be encouraged to leave valuables at home.

Earrings

If a student has his/her ears pierced, one set of plain studs is allowed in the lobe of the ear only. Students should avoid having their ears pierced during term time as they are required to remove studs for Physical Education lessons.

Mobile phones/ BYOD (Bring Your Own Device)

If a student has a mobile phone it should be switched off and kept in their bag out of sight. A phone is not a viable device for use in lessons for most activities. There may be exceptions but this is at the discretion of the member of staff. Other mobile devices may be used in class and students will be expected to follow the procedures as set out in the user agreement.

Anyone who does not comply with these simple rules will be subject to the following sanctions:

- On the first occasion the device is kept by school for the day and returned to the student at 3 pm.
- A second occasion will mean the device is kept for five days.
- A third occasion will mean the device is kept in school until it is collected by a parent and the student will be banned from using their personal mobile devices in school. If a device is required for lessons it will be provided by school if possible.

Any incident of a serious nature which involves photographs, cyber bullying or trolling, will be dealt with by the police.

The school is not able to accept responsibility for the loss of any such devices and parents are strongly advised to add them to their home contents insurance policy.

TERM DATES

Please note that holidays during term time will not be authorised. Requests for absence during school time should be applied for in writing to the Headteacher. **Holidays will never be authorised during term time at Key Stage 4.**

Autumn Term Monday 5th September – Thursday 15th December 2016

International Air Display Day Thursday 8th September – School closed

Half Term Monday 24th October - Friday 28th October 2016

Spring Term Thursday 5th January – Friday 31st March 2017

Half Term Monday 20th – Friday 24th February 2017

Summer Term Wednesday 19th April - Friday 21st July 2017

Half Term Monday 29th May – Friday 2nd June 2017

Bank Holidays Monday 1st May & Tuesday 9th May 2017

LE ROCQUIER SCHOOL – BEHAVIOUR AND CONSEQUENCES

ALL STAFF

Behaviour 1 - examples

Off task
 Interruption of staff/students
 Inappropriate language (low level) or comment
 Littering
 Refusal to follow instructions
 Running in corridors
 Inappropriate uniform

Consequence 1
VERBAL
WARNING
BREAK/LUNCH
DETENTION

**CLASS TEACHER /
 FORM TUTOR
 FACULTY/ SUBJECT
 LEADER
 DUTY STAFF
 HOY/ASSIST HOY**

Behaviour 2 - examples

Persistent B1 behaviours (3 strikes)
 Inappropriate use of mobile phone or other device
 Bullying
 Rudeness / swearing, inappropriate language
 Repeated breach of any of the 12 Le Rocquier classroom routines

Consequence 2
PHONE
CONFISCATION
PROCEDURE
FOLLOWED
BREAK /
LUNCH
DETENTION
CONTACT
PARENTS
WITHDRAWAL

**CLASS TEACHER /
 FORM TUTOR
 FACULTY/ SUBJECT
 LEADER
 DUTY STAFF
 HOY/ASSIST HOY**

Behaviour 3 - examples

Persistently late to lessons / truancy
 Failure to attend first detention
 Walking away from staff
 Chewing gum (first offence)
 Persistent disruptive

Consequence 3
AFTER
SCHOOL
DETENTION
WITHDRAWAL
ROOM

**HEAD OF YEAR
 ASSISTANT HEAD
 DEPUTY HEAD
 HEADTEACHER
 COMMUNITY POLICE
 OFFICER**

Behaviour 4 - examples

Chewing gum (second offence)
 Smoking / associating with smokers
 Refusal to submit mobile phone
 Blatant disregard for uniform
 Serial bullying/intimidation
 Racist incident

Consequence 4
DETENTION
WITHDRAWAL
ROOM
INTERNAL
SUSPENSION

**ASSISTANT HEAD
 DEPUTY HEAD
 HEADTEACHER
 COMMUNITY POLICE
 OFFICER**

Behaviour 5 - examples

Persistent and intentional bullying
 Physical attack / fighting
 Swearing or threatening behaviour towards staff
 Possession of weapon, drugs, alcohol
 Theft

Consequence 5
WITHDRAWAL
ROOM
INTERNAL
SUSPENSION
EXTERNAL
SUSPENSION
GOVERNORS
DISCIPLINARY
PANEL