

La Moye School



School Handbook 2026/2027

www.lamoye.sch.je



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Headteacher's Welcome

It is my absolute delight and honour to be the new Headteacher of La Moye School. I am extremely proud of all the pupils, families and staff here and all their wonderful achievements.

Having been the Deputy Headteacher for a number of years and Acting Headteacher more recently, I am confident when I say that the school is a happy and busy place to come to every day. The school's priority continues to be all children's safety and learning. Our clear intent is to continue to care for and do our very best for our children every day, ensuring each child is as ready for the next stage of their learning career as possible. This is something I know the staff here feel passionately about.

While we treat everyone with the same level of respect and kindness, we also see each child and their families as individuals with their own experiences and personalities.

This handbook will should give you 'a flavour' of what our school is about, however, I would recommend anyone to come and visit our wonderful setting to truly understand how very special La Moye is!

Pupils and learning are at the centre of all that we do:

La Moye School is a high performing, inclusive school in the Parish of St. Brelade. We have wonderful, friendly and motivated pupils, a dedicated and hard-working staff team, a committed P.T.A, supportive parents, and excellent facilities - including an outstanding outdoor environment.

About us:

La Moye is a two form entry primary school (two classes per year group) with fifteen classes in total, including a Nursery unit. There are approximately 350 pupils spread throughout the school from Nursery to Year 6, with our Nursery unit having up to 30 places for children from the age of 3. We are the largest school in the West of the Island and serve a far-reaching catchment area to the North and West of St. Brelade. We also, due to our size, often take pupils from outside of the catchment area.

The most recent Jersey School's Review in 2023 noted: "La Moye pupils make great strides in their learning across a wide range of subjects and show impressive knowledge and understanding when talking about their work. This is because very effective leadership ensures staff work well together, all pulling in the same direction".

We are a welcoming school with a diverse and friendly community. The staff team are dedicated to supporting our children and we have a wonderful pastoral team, who take time to get to know and

support the needs of every child, working in close partnership with families, and where necessary, other agencies.

A safe and stimulating environment that promotes positive wellbeing and learning:

The school is set in beautiful surroundings, with plenty of space for the pupils to play and many opportunities for learning outdoors. There are a variety of play areas, a newly updated adventure playground and a woodland area, as well as an all-weather school field. We believe learning outdoors offers many fantastic opportunities and try to make the best use of our grounds, the local area and Jersey as a whole through our rich curriculum offer. Pupils also are able to participate in a wide range of educational visits both in Jersey and off island. Previously the school has taken children to Sark in Year 2 as well as overnight stays at Brig-y-don in Y3, Jersey Scout Centre in Y4, Crabbé in Y5 and France in Year 6. We also welcome many visitors into school that support our learning and education programmes, such as local politicians, emergency services, theatre companies and animal experts to name a few. Last year some of our super Y5 children won the Channel Island leg of the Formula 1 STEM Racing Nationals (a Design and Technology competition) and competed in the national finals in Sheffield.

Our aim is to prepare pupils for the next stage of their education as well as for life; as such, digital learning skills are taught to all pupils. Computing is well resourced and used naturally and regularly to support learning through the use of laptops, iPads and other devices. Pupils have many opportunities to contribute to the running of our school. Our active School Council guides us in selecting the charities that we support, and these events are highly successful. Our Eco Team monitor the school's approach to recycling and waste, and ensure we promote sustainability. We train older pupils to support younger pupils through the Young Interpreters programme and as Peer Mediators, which are both very successful and well regarded by the pupils.

Our sports teams do very well in Island events and tournaments such as cross-country, football, netball and tag rugby. Pupils have the opportunity to work towards representing the school in a number of disciplines and we encourage the development of sporting as well as artistic, musical and other talents. Traditionally the school performs well in the Eisteddfod and other competitions; everything from growing vegetables and arts and crafts, to performance poetry, French, handwriting and Jerriais. The school runs a wide range of lunchtime and afterschool clubs and activities as well as a Breakfast Club to support working parents.

Aiming for constant improvement so we can be the best we can be:

La Moye is a 'learning' school we work with other schools in Jersey and beyond, and draw on the latest research to support and challenge our practice. We share our school improvement focuses with parents to provide an understanding of what we are working on each year. You can find our latest Strategic Plan 2025-2027 and School Improvement Plan on our school website.

We encourage a positive ethos, and value everyone's contribution and expertise. We provide our staff with a bespoke and comprehensive programme of professional development to extend their knowledge, understanding and skills. We use mentoring and coaching to building on strengths and talents, towards the highest standards of teaching.

Relationships are at the heart of all that we do:

We pride ourselves on having an 'open door' policy. Working in partnership with families we can achieve the best outcomes for pupils. Parents have many opportunities to come and share learning with their children and we in turn keep everyone informed of progress, attainment and targets through regular meetings and reports.

Our Parent Teacher's Association (PTA) raises a significant amount of funding for the benefit of La Moye pupils. They host events such as regular school discos, movie nights, bingo and fairs. All parents are automatically part of the PTA and the team are always looking for new members and support, and welcome new ideas too. You can contact them through their Facebook page, <https://www.facebook.com/LaMoyeSchoolPTA/>.

If you ever have any questions or concerns, please do not hesitate to contact us. It is vital that we work together in partnership, and work collaboratively, for the benefit of your child.

Our school website (www.lamoye.sch.je) and our Facebook page: <https://www.facebook.com/www.lamoyeschool.co.uk/> provide a lot of information about the school so do make good use of these.

We look forward to welcoming you and your family to La Moye!

Mission and Core Values

La Moya School 2023+ Mission and Principles

Doing the best for every child so that they become successful learners, confident, resourceful individuals and responsible citizens.

Develop effective learning skills and dispositions to ensure we **aspire**

Make good progress and **achieve** across the curriculum, ready for future challenges

Working **together** in a safe environment that promotes well-being, strong values, and a sense of belonging

Children's voice and needs at the centre of decision making

Promoting thinking, creativity challenge and metacognition

Developing inquisitive reflective, self-improving learners for life

Excellent standards of teaching and learning, focusing on continued improvement

An engaging, ambitious and inclusive curriculum, reflecting our unique island

Effective confident communicators through spoken, written and digital forms

Strong community, partnership and networking especially between home and school

Globally aware, inclusive and ecologically responsible citizens

Effective, aspirational leadership, that is abreast of current research and best practice

Our Core Values: Aspire, Achieve, Together guide our school's development and underpin our ethos. When we wrote out values, we involved our whole community- staff, parents and pupils.

We teach our pupils about our Core Values from Nursery and our reward system, our policies and the way we work each day reflects these values.

At the centre of our school is the firm belief that everyone in our community – pupils, teachers, parents/carers & visitors – share a responsibility for the learning, wellbeing, safety & enjoyment of everyone at our school through these Core Values.

Aspire

- Resilient
- Motivated
- Creative

Achieve

- Pride
- Progress
- Success

Together

- Care
- Respect
- Trust

What does this mean?

Aspire	• We believe in every child and have high expectations of them all. • We teach pupils to aspire and be determined to succeed and improve.
Resilient:	Life is full of challenges! We all need to learn to bounce back when we meet challenges. Learning new skills and knowledge can be tricky at times, and it is sometimes tempting to give up. Therefore we promote a 'growth mind-set' where pupils realise practice and determination are key to success. We teach strategies to enable pupils to have the resources to draw on when they are finding things tricky.
Motivated:	Often the most successful people are those that work hard, try their best and put in lots of effort. It is about working hard on what you are good at, and even harder on those things you find less easy. Therefore we praise motivation and perseverance and encourage pupils to try hard, and produce their best so they make the best possible progress.
Creative:	Seeing things differently and thinking in new and innovative ways with a questioning mind is vital in a rapidly changing world. The world we live in today will be very different to the world of the future. Every new invention has needed someone with a creative mind to think it up! Therefore we promote and develop creative approaches to learning, and encourage pupils to think for themselves and ask questions.
Achieve	• Every child should achieve and progress to become the best they can be. • We teach pupils to strive for success and feel pride in their achievements.
Pride:	We are often proudest of those things that were hardest to achieve. When we feel proud of ourselves and our accomplishments we build self-esteem and confidence. Therefore we use positive, precise feedback to promote pride, and we celebrate pupils' achievements. We encourage pupils to take pride in the school and its surroundings and look after our resources, their belongings and the natural world.

Progress:	Progress should be a given in our school. Our expectation is that pupils will make good progress over time, and that every child will feel the achievement that 'getting better at something' provides. Therefore we plan to ensure pupils make progress in lessons, through providing both support and challenge for learners. We encourage pupils to recognise their own and other people's progress, and that even small steps of progress ought to be celebrated.
Success:	Some successes are large, some are small, but having success with what you are working on or learning boosts confidence and builds aspiration. Therefore we plan to ensure pupils achieve successes in lessons and we celebrate and acknowledge successes, academically and in all aspects of pupils' development.
Together	• We believe developing a strong sense of community is vital to pupils' development as future Jersey citizens. • We teach pupils to work together in groups, teams and as a school, and plan events that bring our community together.
Care:	We care. First and foremost, we care about each and every child that we teach, but we also strive to work with their families closely too. Therefore we teach pupils to empathise, look after and support each other, but also care and value themselves as unique individuals.
Respect:	Each one of us is different and our school is made up of pupils from a range of cultural, religious and ethnic backgrounds. By respecting people's differences we will be able to focus on how similar we all really are and work together positively. Therefore we teach pupils to accept and respect differences, and to respect each other. We do not tolerate bullying or discrimination, and teach pupils to develop inclusive attitudes.
Trust:	Trust is hard to gain, and easy to lose. Trust relies on clarity, honesty, integrity and openness. Once trust is established it is much easier to work together collaboratively, to allow greater freedoms and to promote independence. Therefore we aim to be honest and open in our dealings with pupils and parents. We aim to build trusting relationships with pupils and their families through clear communication and open dialogue. This enables us to work together effectively with the 'child at the centre'.



At La Moye Primary School, we aim to be a school where children's rights are at the heart of our ethos and culture, to improve well-being and to develop every child's talents and abilities to their full potential. We are a 'Rights Respecting School', an award given to schools on behalf of Unicef UK. We have recently been re accredited at 'silver' level and inspectors praised the school for embedding rights across the curriculum, promoting diversity and enabling pupils to lead projects while sharing "thoughtful perspectives that enrich the whole school community". We are currently working hard towards our 'gold' award.

For further information about Rights Respecting Schools and the Convention on the Rights of the Child please visit: www.unicef.org.uk/rrsa and unicef.org.uk/crc.

Admission Policy and Transition

Pupils are admitted to the Reception classes according to Education Department Policy:

"All pupils whose fifth birthday falls between 1st September and 31st August are entitled to commence school on a full-time basis during September of the Autumn Term."

In order to support transition, we work in close liaison with the local nurseries / playgroups and reciprocal visits are made when possible. Pupils are invited into school for sessions in the term before they start school to meet the teachers and become familiar with the classroom.

If your child will be joining us in Nursery or Reception, then you will be invited to a welcome evening where you can meet the staff and find out more about the school. After this, there will be a planned series of meetings and events to support transition, such as home visits, 1:1 teacher meetings and a number of pop in sessions where your child can come and visit their new classroom, often with parents too. Some children need more than this, and so bespoke transition is offered to support children with additional needs.

If your child is joining us at another point in their school career, then you will be invited to look around the school and meet key staff at a mutually convenient time.

If you ever have any concerns or questions about your child's transition, do let us know.

The School Day

	Nursery	Reception	KS1 & KS2
	Doors open at 8:30 a.m. and teachers are on duty in the classrooms.		
Morning	8:45 – 12:30	8:45 – 12:00	8:45 – 12:00
Afternoon	12:45-2:45	1:00 – 2:55	1:00 – 3:00

Before & After School

Members of staff are on duty 15 minutes before and after each school session. We operate a 'soft start' to the day whereby pupils are encouraged to arrive at school from 8.30am onwards with the aim of being ready for the formal start of the day at 8.45am. **Please note that pupils should not arrive at school before 8:30am** unless they are attending Breakfast Club as detailed below. **The school cannot accept responsibility for pupils arriving before 8.30 am or remaining on the premises after 3.15pm unless taking part in a supervised activity.** If pupils are found in the playground unsupervised before 8.25am they will be taken into Breakfast Club and parents will be charged for the session. **All pupils must be in school by 8:45am or they will be recorded as 'late'.**

Breakfast Club

Breakfast Club operates each morning from 7:30 am – 8:30 am and is available for children in Nursery through to Year 6, subject to spaces. Pupils in Y1 – Y6 should be brought to the Breakfast Club entrance (currently the hall), where they will sign in and be supervised by a member of staff. Food is not currently provided at Breakfast Club. Pupils take part in a range of supervised in activities before school. Current charges are as follows (these charges are reviewed on a regular basis):

- £3.50 per day (payable in advance for the half term or term);

NB: There are limited places available at Breakfast Club. All enquiries should be made in the first instance to the school office.

Mini-Me's also offer a wraparound care facility at Communicare before and after school which parents may wish to explore. They drop children to and from school by minibus.

Sports Bug

Sports Bug offer an after school club here at La Moye from 3pm – 5.15pm for children in Reception through to Y6, sessions can be booked directly with Sports Bug, please visit their website sportsbugjersey.co.uk

Breaks

Years 1-3 usually have a break between 10:00am–10:15 am. Years 4–6 usually have a break between 10.30 am -10.45 a.m. Foundation Stage pupils choose when to have their own snack and have access to a supervised play area outside. In line with our healthy eating policy Years 1-6 are allowed fruit and vegetables and water for snack. Juice and other food items are only for lunchtimes.

Lunchtime Supervision

Behaviour at lunchtime is monitored closely and the school expects, and indeed enjoys, high standards of behaviour. The Headteacher reserves the right to exclude pupils during the lunch

period if their behaviour poses a threat to the health and safety of others or they fail to maintain the expected standards. In such a case, parents will be asked to make alternative arrangements for the lunch period.

Healthy Eating



Food and Health

We encourage the school and community to recognise the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. We are a healthy school and actively encourage all pupils to be active and have a healthy diet. We also encourage pupils to drink plenty of water throughout the day

Snacks

Foundation Stage provide snack for their pupils during the morning session. A charge is made to parents towards the cost of snack provision.



Key Stage 1 and 2 Pupils bring in their own snack of fresh fruit and/or vegetables and water. No juices or other snack items are acceptable, unless a child has significant medical needs.

Lunch

We encourage pupils to eat healthy food, e.g. fruit, cheese, raw vegetables. Lunch may consist of a sandwich or similar, fruit and or yoghurt, small biscuit or cake and a soft (non-fizzy) drink, such as water, milk or fruit juice. **Please ensure your child's lunch/snack box and water bottles are named.** For health reasons, we discourage too much heavily processed food and ask parents to limit 'treat' foods like crisps and pastries, and sweet treats like cakes, chocolate bars and biscuits. We recommend only one such item is included per day as a maximum- and ideally only rarely.

Hot Food

All children at La Moye have the option of having a hot lunch every day supplied by Flourish, parents are required to order via the Flourish website for a small cost per day, if your family receive income support there is no cost but you are still required to register.



Nuts in any form are not permitted in school as a number of pupils and staff have severe allergies. We also need to be mindful of the other 14 most common allergens that can cause anaphylactic reactions, and we will update you if there is a need to raise awareness of any of these

in your child's class. Here is a useful link with more information:
<https://www.anaphylaxis.org.uk/about-anaphylaxis/14-major-food-allergens/>

Birthdays and other Special Events

In order to celebrate children's birthdays, we allow children to celebrate their individualism by wearing their own clothes. We do not encourage children to bring in sweets or cakes to give out to the class. However, if parents wish to send in a fresh fruit snack to give out, they would be welcome. If you are unsure about this, please talk to your child's class teacher.

Water

All pupils have access to drinking water in their own water bottles in the classrooms.

What can you do to help?

A good breakfast in the morning before pupils come to school is an extremely important aspect of healthy nutrition and diet for your children. High quality sleep is very important too which is aided by having time before bed away from electronic screens.

Appearance and School Uniform

As a school, we encourage all our pupils to maintain high standards not only in their presentation but in their appearance too. There is an expectation that all pupils wear school uniform and look smart at all times. All logoed items can be bought from **Lyndale Sports**. The PTA also stock good quality, second-hand uniform for sale which can be ordered through our website. Other generic items can be purchased from a number of high street shops or on-line.



Winter

- Navy trousers, skirt or tailored shorts
- Light blue polo shirt with school crest (children with sensory needs can wear unbranded)
- Navy v-necked jumper or cardigan with contrasting blue trim with school crest
- Black Shoes or all black unbranded trainers
- Navy or white socks or navy tights

Summer

As above with the option of navy shorts or the striped summer dress.



PE Kit

Pupils come to school in PE kit on the days they have PE.

- Navy regulation shorts
- Light blue polo shirt with school crest (or previous navy branded logo t-shirt, children with sensory needs can wear unbranded)
- Navy Round Neck Sweatshirt embroidered with the school crest (or previous tracksuit top w/logo)
- Navy jogging bottoms or leggings under shorts for the winter or the previous trackshuit bottoms
- Black trainers with no branding
- Unbranded navy or white socks



It is essential that all items of clothing are clearly labelled/named. The school cannot accept responsibility for missing items, please ensure any pre-loved uniform you have purchased has the correct name labelled.

Hair

Any pupil with hair that is longer than shoulder length should have it tied back accordingly with a hair-band. This is for Health and Safety and working reasons. Hair accessories must be school colours.

Jewellery

The **only** jewellery permitted are a simple watch (not a smartwatch), and pupils with pierced ears may wear plain stud earrings. For safety's sake these are removed or covered for P.E. If your child has had their ears pierced, only stud earrings should be worn. Nail varnish and other make-up items are not permitted.

Overalls and Aprons

Painting shirts or overalls are worn for messy activities. You may be asked to provide one of these. (An oversized shirt is perfect for this)

Valuables & Personal Property

We actively discourage pupils from bringing valuable items and toys into school. However, if a pupil does so then we cannot accept responsibility for it if it gets broken or lost. Electronic items are not allowed unless specific permission has been given by a member of staff.

Mobile Phones and Smartwatches (inc. fitbits etc)

Following ministerial decision on use of mobile phones in school, any mobile phone brought to school must be, and remain, turned off during the school day and stored in the child's bag. We do not allow pupils to wear smartwatches in school. Individual pupils are responsible for their own devices and the school cannot accept responsibility for these should they get broken or lost.

Lost Property

We have a lost property box which is situated in the library area. Children are encouraged to look for lost items there. Please contact the school office if your child loses anything as we often seem to have a lot of unclaimed items.

Please make sure that all items of clothing, etc. are clearly marked with your child's name. If items are marked they can easily be returned to their owner.

At the end of each half term, any unnamed items which are unclaimed will either be disposed of, given to charity or given to the second hand uniform shop for resale.

Parents and Communication

We pride ourselves on being an open, approachable school and welcome regular contact with parents.

Parental Involvement

Parents usually visit us when they are considering the school as potentially suitable for their child or when they have been allocated a place. These visits are an ideal opportunity for staff to discuss a child's particular needs.

We welcome parents to accompany staff and students on outings, help with reading activities, cooking, sewing, painting etc. and generally assist the teacher(s). If you are available to help with any of these activities please contact the School Office.

Communication between Home and School

You will receive a half termly curriculum newsletter which will be sent to you via email. In addition, these newsletters and other information about school life can be accessed from the internet at <http://www.lamoye.sch.je> or our Facebook page, which is regularly updated.

Staff will also communicate with parents through reading and homework diaries and via e-mail. For any simple matter, do speak to the teachers after school. However, to discuss things properly, it is best to make an appointment to see the teacher at a mutually convenient time. We welcome constructive comments and staff are happy to arrange appointments to meet with parents. If you wish to speak to someone more senior, there is a Phase Leader responsible for each area of the school who will be happy to meet you. The Headteacher and Deputy Headteacher are also available for parents to discuss matters with, although an appointment will be necessary.

We hold more structured parent consultation evenings during the Autumn and Spring term and in the Summer there is a pupil led consultation. All parents are given termly written reports detailing their child's achievements in all subjects and their general progress and attitude.

Term Dates/InSet Days

Term dates vary slightly from year to year. However the dates are given out well in advance and are available on the link on the front page of the website <http://www.lamoye.sch.je> or on the www.gov.je website.

InSet Days are training days for teachers when the school is closed to pupils. These are set either by the school or by the Education Department. For 2026-2027 these dates are:

- Monday 7th September 2026
- Thursday 10th September 2026
- Monday 12th April 2027
- Monday 6th September 2027
- Thursday 9th September 2027

Attendance

We are very proud of the high levels of attendance and punctuality achieved at our school. This has an enormous impact on the children's focus and well-being at the start of each day and their progress throughout the year. We work with our Education Welfare Officer (EWO) to monitor attendance and punctuality and meet regularly to discuss this. Our EWO comes into school from time to time to meet parents and is always willing to talk to any parents with concerns.

We understand that children are unwell at times. However, if your child's attendance falls below 95% a letter will be sent to advise you of this and monitoring will continue. If attendance does not improve then a referral to the Educational Welfare Officer will be made and further support offered which may include school nursing team.

Leave during Term Time

It is Department Policy that pupils should attend school, each day, throughout the defined school year, unless they are unwell. Every day a child is in school matters to their learning and progress. Term time dates are published at least a year in advance on the Education Department website (www.gov.je) to assist with planning holidays.

The Education Department does not, at any time, support leave during term time, however, in exceptional circumstances Headteachers have the discretionary power to grant leave in accordance with their Policy.

If you are forced to take your child out of school during term-time you must request leave of absence by completing an 'Authorised Absence Request Form' **prior to any booking being made**. This can be completed as an online form on our website or obtained from the School Office.

Any absence that is not covered under 'Exceptional Circumstances' will not be authorised and will be recorded as 'unauthorised absence'. This will be followed up by our Attendance Lead or if leave is persistently being taken, a referral will be made to Education Welfare Officer.

Staff Absences

Staff are occasionally absent through illness or attending professional development courses. The School's first priority is to ensure consistency for the children. Where possible the school will cover an absence with a supply teacher or by using our own staff. Where a supply teacher is unavailable, the school will 'split' the class to the other year groups with prepared work for the day or part of the day. Reception and Nursery classes are never split.

If for some reason there was a significant absence of a staff member, we will always write to you to explain the cover arrangements during this time.

Health & Medical Information

Medical Assessments

All pupils receive a medical assessment, including height and weight checks and hearing tests, from the School Nurse in their Reception year, together with a vision test by the Orthoptist. Further checks of growth are also carried out in Y6. The School Dental Service, with parental consent, carries out annual checks of the whole school.

Headlice

We would ask parents to ensure long hair is always tied back and regular scalp checks are made for headlice. This is a community problem and not just a school one. With regular inspection and combing, headlice do not pose a major problem. Combs are available to buy from local chemists.

Medication

We apply a strict Medication Policy following the Education Department guidelines. This means that we are only allowed to administer medication for long term treatments such as asthma/diabetes etc and prescribed medication such as antibiotics if they are prescribed **more than** 3 times per day. This is only allowed after parents have completed a consent form (on our website). It is the parents' responsibility to ensure the School have up-to-date medication. Any medication should be brought to and collected from the school office by parents.

Please be aware that we use the playing field, woodland and Les Creux for walks and games and during the Summer months this can be a problem for hay fever sufferers. If your child is a sufferer, please administer any medication he/she may have for this condition each morning.

Parents should also be alert to children picking up ticks during the Spring and Summer. Guidance on how to remove ticks is available here:

<https://www.gov.je/Environment/LandMarineWildlife/Insects/pages/informationticks.aspx>

Illness

If your child is unwell before the school day, please keep them at home. For safeguarding reasons, the School requires a telephone call/email/website form when a child is off school for each day they are absent. In the interests of safeguarding, if no message is left, the School will contact parents/carers directly. We need to know what symptoms your child has because we have a responsibility to report some infections, and also alert staff, for example, if there is Chicken Pox in school. If no contact can be made then, the School must inform the Education Welfare Officer who will take further measures to ensure contact.

If your child has had diarrhoea or vomiting, they should not be brought back to school until at least 48 hours after they last vomited or had diarrhoea.

First Aiders

Most members of staff are trained in First Aid and every effort will be taken to ensure your child is treated appropriately should they become ill or hurt themselves. We keep an up-to-date medical log of all incidents. If it is felt that further treatment may be necessary, you will be contacted by School.

Any child who bangs their head will automatically receive a phone call home informing parents/carers so that they can be monitored.

Fire Drills

Fire drills are held at least termly – including drills at lunchtimes. All pupils and staff have to know what to do and where to go in the event of a fire alarm. Our fire procedures and equipment are regularly inspected.

Safeguarding

Every child deserves to be happy and safe. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Parents and carers need to feel sure that the people in charge of their children within the school community are trustworthy, responsible and will do everything they can to keep their child safe from harm. La Moye School fully recognises its responsibility to safeguard and promote the welfare of all its pupils and to work together with other agencies to ensure adequate arrangements within our School to identify, assess, and support those pupils who are suffering harm. As a school we work in partnership with a range of other safeguarding agencies including the Children and Families Hub (CaFH), the Multi-Agency Safeguarding Hub (MASH), CAMHs, the Police and Social Services. More details can be found in our Child Protection and Safeguarding policies on our website.

It is vital for our safeguarding responsibilities, as well as our Data Protection responsibilities, that we have up-to-date contact details for all parents and carers.



Sign In/Sign Out

All visitors to the School are required to sign in and sign out using our electronic system in the reception area, and are given a visitor badge to identify them as an authorised visitor. This includes parents helping out at School.

If your child arrives at school after registration, perhaps due to a medical appointment, please use the iPad to sign them in. If you need to collect your children during school hours, please ensure your child is signed out on the iPad. We rely on this in the event of a Fire Alarm.

Digital Safeguarding

We take this extremely seriously. Children from Reception to Year 6 have a programme of lessons to develop their understanding of how to protect themselves when using computers and other devices that access the internet. We offer sessions for parents and provide information to keep you up-to-date about the most recent threats to children's safety in the online world. For more information and useful resources, visit the www.thinkuknow.co.uk website which has information for children and parents.



Sun Protection - In the Summer term and first half of the Autumn term, children must bring their own sun hats for use during breaks. When UV levels are high, sun cream is also necessary. Please apply all-day cream to your child as staff are not able to re-apply cream during the day.

Keeping Healthy

Wellbeing is important to the school. We have a wellbeing professional who visits weekly and members of staff (ELSAs) who takes support groups for various activities to support their wellbeing in school.

We also have visits from professionals such as the Educational Welfare Officer and Family Support Worker who can support any family where it is clear that there are circumstances affecting the wellbeing of the child. If any professional support is needed for a family, the school can refer them or provide the right contacts. Again, please let us know if home circumstances are likely to affect your child, we will always treat information confidentially but this helps us to work with you to support and care for your child.

Coming to and from School

Car Parking



Please use the car park at Les Creux Millennium Park by the Scout Hut, walking the pupils along the lovely country path and crossing opposite the School. We have a dedicated zebra crossing to facilitate this and we consider ourselves very fortunate to have such lovely spacious parking available. **Please remind your children they must only cross the busy main road at the zebra crossing and support them to learn**

to do this safely.

On no account should parents park in the roads at the rear of the School, or next door in the Links Halt Estate or at the local Morrisons shop. The local Parish authorities make regular checks of these areas and will book any car that is causing an obstruction or that is parked on property that does not belong to them.

We also ask parents to please respect the road markings in front of the School which is a strict no parking area. **Only parent/carers whose child has their own disability badge are eligible to apply for a parking space in the car park in front of the School.** We have a barrier system in place that controls entry and you will not be allowed entry without a permit.

Where possible we encourage pupils to walk, cycle or scoot to school and use the facility of the Railway Walk to the rear of the School.

No dogs are allowed onto any of the school grounds unless they are guide dogs. Do not enter through any school gate with your dog.

Walking Bus

We provide a free walking bus service for Years 1-4 children from Les Creux (Bowling Club) returning

from school at 3:10pm. This provides a useful service for parents/grandparents with limited mobility that would otherwise struggle to collect from school. To access this service, please email the school office.

Year 5 & 6

Children in Years 5 & 6 are able, with parent/carer permission to make their own way home at the end of the school day.

Cycling to School

We are also fortunate that the Railway Walk can be used as a cycle path to and from school. There are some cycle racks in the area between the playground and the field – however no bikes should be left scattered around that area to prevent safe access to and from the field. We encourage all pupils to lock their bikes. All pupils must wear a suitable cycle helmet. The woodland path to and from the school to the Railway Walk is too narrow to cycle on, cyclings must dismount and walk their bikes.

After School Clubs

Over the course of the school year, we offer a wide variety of extra-curricular activities and clubs for our pupils. These are usually after school and at lunchtime. Clubs are voluntary on the part of staff and parents, who run them in their own time. The children who attend are expected to be on their best behaviour, and to attend consistently. Clubs can sometimes be cancelled because of poor weather, or because the teacher has been required to attend a professional meeting.

Clubs in past have included:

Art & Craft, Football, Netball, Surf Club, Percussion, Choir, Chess, Gardening/eco, Yoga, Small World Play, Cross-Country, Story Telling, Lego, Homework.

Several other organisations also use our school as a base for providing their clubs. These change from time to time, but recently have included Fit Kids, Digital Animation Club and Creation Station.

Home Learning

Home learning at La Moye School forms an integral part of the school day. We feel it is extremely important and helps to support learning in school. It also enable parents to gain an understanding of what pupils are learning in school and encourages pupils to become self-motivated and independent learners, vital for secondary school and later life.

La Moye offers home learning for all year groups including online home learning, personal research projects and the more formal tasks. All home learning is planned and set appropriately to the needs

of the child. **We have a homework policy on our website.** This policy explains the expectation for homework across the school.

We ask parents to support the School's home learning policy and check and sign the home learning diary each week, or Seesaw/Google Classroom. We also want parents to ensure that their children spend part of their evening relaxing, ready for the day ahead and that sensible bed times are kept. No home learning should take too long and parents should let the teacher know if their child struggles with any particular piece. Pupils usually work best in a calm quiet place without family distractions but with your positive encouragement. Each child can use the School's book bag for home learning purposes or can be provided with a homework folder.

Website and Facebook

Our website is a hub of school information please refer to La Moye's website www.lamoye.co.uk for any additional information; all information regarding the curriculum, various online forms and permissions.

We would encourage all parents to sign up to La Moye's Facebook Page (La Moye School) where we post reminders, advertise various charity, PTA and Community events.

If you cannot find the information you require on either our website or facebook page, please call or email our office on tel: 01534 741390 admin@lamoye.sch.je

Open Door Policy

At La Moye School, we are committed to fostering positive, respectful, and constructive relationships with all members of our community. We operate an open door policy and actively encourage parents and carers to communicate with us regarding any questions, concerns, or feedback they may have about their child's education or wellbeing.

We believe that open and timely communication is essential to ensuring the best outcomes for our pupils. Should an issue or concern arise, we respectfully ask that parents and carers contact the school directly in the first instance. Our staff are always willing to listen, provide clarification, and work collaboratively to resolve matters in a supportive and professional manner.

We kindly request that concerns are not shared on social media or other public platforms before the school has had the opportunity to address them. Public discussion can sometimes lead to misunderstandings or unnecessary distress within the school community. By approaching the school first, we can ensure that information is accurate, concerns are handled sensitively, and appropriate action is taken where necessary.

Our aim is to build a culture of mutual trust, respect, and partnership. We value your support in upholding these principles and working together with us for the benefit of all pupils.



www.lamoyeschool.co.uk
Facebook: La Moye School