



# **Rouge Bouillon School**

## **Parents' Handbook**

## **Welcome to Rouge Bouillon School.**

*We hope that this will be the beginning of a long and fruitful relationship.*

Our core values are Respect, Believe, Succeed

We RESPECT each other, ourselves and our environment.

We BELIEVE in ourselves, our skills and our ability to learn.

We can all SUCCEED if we try.

Staff, parents, and pupils were all involved in agreeing these guiding principles which we hope will be truly evident if you visit our school.

Rouge Bouillon is a school built on equal partnership, where parents are encouraged to take a full and active role in all aspects of the education of their children.

Parents are children's first educators and have ultimate responsibility for the way they are brought up. We hope by sharing the role of educator with you, each child will have the very best opportunity to develop into full and active members of society.

*Children only have one chance, they cannot repeat their time in school, please support us, and them, to make their time with us both enjoyable and rewarding.*

Celebrating success and skills is an important element of school life. Please look out for our regular newsletters and invitations to join us at school events such as assemblies, consultation evenings, Oracy events and other social events.

Address:  
Rouge Bouillon School  
Brighton Road  
St Helier  
Jersey  
JE2 3YN

Tel: 01534 705705  
Email: [admin@rb.sch.je](mailto:admin@rb.sch.je)

Headteacher: Mr Russell Price  
Email: [r.price@rb.sch.je](mailto:r.price@rb.sch.je)

[www.rb.sch.je](http://www.rb.sch.je) Follow us on X (formerly known as Twitter): @rougebouillon

## School Organisation

There are eight year groups in the school

Nursery	3 to 4 year old	} Foundation Stage
Reception	4 to 5 year old	} “
Year 1	5 to 6 year old	} Key Stage 1
Year 2	6 to 7 year old	} “
Year 3	7 to 8 year old	} Key Stage 2
Year 4	8 to 9 year old	} “
Year 5	9 to 10 year old	} “
Year 6	10 to 11 year old	} “

Apart from Nursery, year groups are made up of two classes

## School Times – 8.40am to 3.00pm

Foundation - lunch break from 11.30am to 12.30pm.

Foundation day finishes at 2.45pm.

Key Stage 1 & 2 - lunch break from 12.00pm to 1.00pm.



Admission to the school building is from 8.10am for years 3 to 6 but younger children are admitted at 8.40am. Until these times, children remain the responsibility of parents.

All children are expected to be at school for **8.40am** when the bell is rung. Punctuality is an important quality and ensures a calm start to the day. Children will be given a late mark or an ultra-late mark depending on the time of arrival after close of register. Ultra-late marks count towards recorded absences.

On arrival Foundation Stage pupils go straight to the Nursery or Reception areas using the rainbow entrance, where parents may wait with their child until the classrooms are open. All other pupils go to their designated playground. Staff will be on duty in the playgrounds from 8.30am. If it is wet pupils may be supervised in the hall until 8.40am.

Pupils should not be left unsupervised at school before the hours indicated above. Breakfast Club is available from 7.45am for those who have pre-booked.

**School Uniform** – Further details with pictures are available on our website

All pupils are expected to wear school uniform (except Nursery), much of which can be purchased from the main outlets in town.

**Polo Shirts, Green School Jumpers, (P.E. Kit and Track Suits – Y1 to Y6 only)** are available from our joint suppliers:

**Redvers**

24-28 Bath Street

St Helier

Tel: 731707

**(Please ask for items as they are not always displayed in store)**

**Lyndale Sports**

Rue du Grand Jardin

Trinity

Tel: 862411

**Website:** [www.lyndalesports.com](http://www.lyndalesports.com)

**(Orders can be placed and paid for on-line to be delivered to either home or school if desired)**

**Book bags required for Rec – Y2** are available from the school office & Lyndale Sports.

**Reception – (No PE Kit required)**

- Red polo shirts with embroidered Rouge Bouillon badge
- Bottle green jumpers or cardigans embroidered Rouge Bouillon badge. (Only available from Redvers / Lyndale sports)
- Black shorts/skirts or trousers.
- Black tights or white socks if wearing a skirt or dress.
- Black/grey socks if wearing shorts or trousers.
- Optional summer uniform red checked dress.

**Years 1 & 2**

- Red polo shirts with embroidered Rouge Bouillon Badge for both winter and summer uniform.
- Black shorts/skirts or trousers.
- Black tights or white socks if wearing a skirt or dress.
- Black/grey socks if wearing shorts or trousers.
- Optional summer uniform red checked dress.
- Bottle green jumpers or cardigans embroidered Rouge Bouillon badge (No white shirts or ties until children enter Year 3). Available from Redvers/Lyndale Sports

## **Years 3, 4, 5, & 6**

- Black shorts/skirts or trousers.
- Black tights or white socks if wearing a skirt or dress.
- Black/grey socks if wearing shorts or trousers.
- Bottle green jumpers or cardigans embroidered Rouge Bouillon badge.  
(Only available from Redvers / Lyndale sports)
- Winter Uniform (Recommended November to Easter)

White shirts and school ties (**available from the school office & Lyndale Sports**).

- Summer Uniform (Recommended Summer term to October half-term)  
Red polo shirts with embroidered Rouge Bouillon badge or red checked dresses to replace winter white shirts and ties.

**Black shorts** may be worn under dresses/skirts for modesty, (they should be no longer than the skirt).

### **Red Football socks**

If the children are attending Football Club or playing football for the school, they may wear plain red football socks with their PE Kit.

### **Skins**

Plain black skins, tops and bottoms may be worn underneath PE Kit.

### **Coats**

Children require school jumpers and a coat every day. Even if they arrive at school by car, and it is sunny in the morning, they still require them as they may be outside on a rainy playground later in the day.

We have a selection of second hand uniform available, please ask at the office if you would like to look.

**All shoes must be suitable for school. Shoes that are worn with the normal school uniform need to be predominantly black (without other bright colours), and may be either traditional school shoes, or trainers. Tall boots and footwear with open toes or a heel are not permitted.**

### **Jewellery**

Jewellery, with the exception of watches should not be worn as it can be hazardous and the school can not take responsibility for loss or damage. If it is absolutely necessary to wear earrings **ONLY plain studs** will be accepted. **(Smart watches are not permitted)**

### **Hair**

Long hair must be tied back. Elaborate or large hair bands, bows or fascinators are not allowed.

### **Make up and Fake tattoos**

We do not allow makeup (lipstick/lip gloss/mascara/nail varnish etc) / Children should not wear fake tattoos to school.

### **P.E. and Games Kit (Years 1 – 6 only)**

Red shorts

Red T-Shirt

School track suits. Children should come to school wearing **full** PE kit with track suits on PE days, please ensure all items are clearly named.

Trainers / plimsolls

### **Art and Craft Aprons**

Please provide a cover overall for your child e.g. an old shirt.

### **PLEASE NAME ALL UNIFORM AND ITEMS CLEARLY**

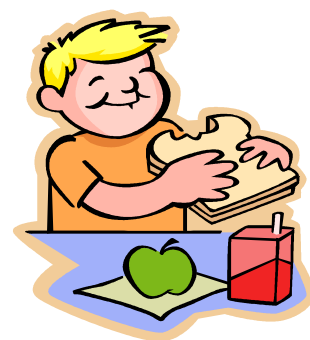
School can not accept responsibility for lost items.

Unnamed articles are placed on a lost property rail and then disposed of at the end of each term. Please check lost property first, but if you are still unable to locate an item the class teacher should be informed.

Personal possessions such as toys or valuable items should not be brought into school unless they have been requested by the teacher for a specific purpose or lesson. Name labels can be purchased at the school office.

### **Lunches**

Parents/Carers have the option of providing a packed lunch for their child or ordering a hot lunch which is served in school.



### **No Nut Policy**

Some children have severe allergies to nuts, including contact with people who have traces of nuts they may have eaten on their hands, so Rouge Bouillon School does not allow children to bring in nuts or products containing nuts. We thank you for your co-operation in this.

Pupils generally stay at school during the lunch period. They have between twenty and thirty minutes in which to eat their lunch. This is done in class or the school hall. We encourage the pupils to use this time as a social occasion.

The school encourages healthy eating as part of curriculum studies. To support this, we do not allow fizzy drinks, sweets, chocolate, chocolate products, chews or glass bottles. Snack for morning break must be only fruit or vegetables, such as carrot sticks etc. Every child needs to bring in a water bottle each day than can be re-filled in school.

## **Permission to remain on the school premises at lunch time is dependant on the following expectations.**

1. Pupils will display good behaviour at all times during the lunch period.
2. Pupils putting at risk the health and safety of others may have permission permanently, or temporarily, declined.
3. Pupils are expected to keep the school and class rules as negotiated for each year group at the beginning of the year.

Parents will be contacted in writing if problems arise and invited in to discuss any permanent or temporary suspension. Pupils must on no account leave the school premises at lunch time without obtaining permission. A written application from the child's carer is necessary before this can be given.

## **Change of Address and Contact Information**

It is very important school has up-to-date information regarding home address and contact details. Please inform the school office, in writing or by e-mail: [admin@rb.sch.je](mailto:admin@rb.sch.je) immediately if any changes occur. You will be sent an invitation to Parent Lite which you can also use to access/update your details on-line.

## **Absence due to Illness and Medication**

If a pupil is absent from school you must notify the office by telephone on the **first morning** of absence. Tel: 01534 705705, press 1 for main office or by e-mail: [admin@rb.sch.je](mailto:admin@rb.sch.je) stating the reason for absence. If a pupil is still ill after 3 days, you may be asked to provide a doctor's note. If your child vomits or has diarrhoea, they will need to stay off school for 48 hours after the last episode of either, unless you can provide a note from your doctor confirming it is not contagious. If medication is required during the school day, it must be brought to the office and a form completed. Please do not send any medication into school with a child, as it may get into the wrong hands thus being a Health and Safety risk. Inhalers are allowed in school and should be kept with the child in class. If EpiPens are required, school will need two, one for the classroom and one for the school office. Parents must inform school of any medical conditions and ensure that items such as epi-pens and inhalers are provided and in date.



At Rouge Bouillon we have an Emergency Anaphylaxis kit containing Adrenaline auto injectors, along with an ample number of staff trained to be able to administer an Adrenaline Auto-Injector should it be required.

## Leave during Term Time

**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 this policy.**

Term dates are available at least twelve months in advance and are issued each September. They are also available via the school website or at [www.gov.je](http://www.gov.je).

All applications for leave in exceptional circumstances must be made in writing to the Headteacher before a booking is made. Please obtain a **Leave Request Form** from the school office. You will need to explain the reason for the absence and provide proof from employers where necessary of why the absence cannot be postponed until a school holiday.

Please remember that your child's school education cannot be repeated. If your child misses just 10 days school a year they would miss the equivalent of more than a whole term before they leave primary school!

If a child is off school for more than 20 consecutive school days, then we are required to activate the "Child missing in Education" process and remove them from the school roll.

## Educational Visits

A wide range of educational visits are organised to support curriculum work. We ask parents to sign an agreement form when children are admitted to the school in order that we have the necessary permission to take pupils off school premises.

Unfortunately, without such written permission pupils are unable to go on trips or visits. Further information is then issued before each trip when permission to take part can be revoked. Requests for parents to accompany trips are frequently made in order for us to comply with adult / pupil ratios. Please offer your help if you can.

## Medical Examinations

All children have a basic medical examination in their first year and again in Year 6 in school. This includes hearing test and growth and weight measurements. The community orthoptist carries out a vision screening.

Full notification of the time and date will be given. These are then followed up as necessary during your child's time in primary school.



## **Hearing Tests**

These are given in school when a child has been identified as being at risk, parental consent is required before any tests are carried out.

## **Cycling to school**

Children may cycle to school only if they have a cycling proficiency certificate and live outside of walking distance (1½ miles). The certificate must be brought into school to the Headteacher for permission to be given. Children must also agree to wear a safety helmet and have a road worthy bike including bell and lights. We provide a cycle rack to store bikes but accept no responsibility for bikes left there and advise that they should be securely locked.



## **Scooters**

Scooters may be used to travel to school, but at their owner's risk. They must be stored in the designated place and not used on the premises; we advise that your child locks it up. The school does not take responsibility for scooters brought into school, please name them clearly.

## **Mobile Phones**

Mobile phones must not be used on the school premises by children. The students' phones must be switched off, handed into the school office in the morning and collected at the end of the day. We do not take any responsibility for lost phones.

## **Smart Watches**

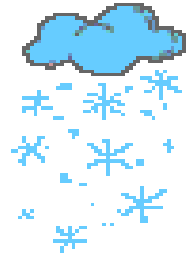
Watches where children can take photos, play games or the internet can be enabled are not permitted in school.

## **Parking**

Parking around the school is restricted to residents' parking only. If you live more than a 10 minute walk from school, you can obtain a 15 minute parking permit for school collection and drop off. Application forms are available from the school office. Please observe all normal parking regulations around the school as there are regular parking control checks at morning drop-off and evening collection times. Parking permits need to be renewed annually. Please request this at the school office.

## **Snow Conditions**

On the extremely rare occasions when we have snow and conditions require the possible closure of the school, a decision will be broadcast on Radio Jersey between 7.00am and 8.00am. Channel Television will also carry news flashes during the morning and information will be found on the [www.gov.je](http://www.gov.je) website or on the Government of Jersey X (Twitter) feed or Facebook page.



## **Homework**

Homework is one of the vital links between home and school to support the parent partnership. Reading at home with a parent is expected daily from the earliest point and a home diary will be included in the child's reading folder for the parent or child to write in.

**All children are expected to read aloud to an adult for at least 15 minutes each night.** This is especially important as they move through the school. Homework in addition to reading may be set periodically in the older year groups. Homework expectations for each year group are communicated to parents in a class newsletter at the beginning of each term.

## **Additionally Resourced Provision (ARP)**

We have a specialist facility in the school which supports the needs of children who have been identified as having autism or a communication difficulty. These children are placed at the school by the authority and come from all over the island. The children have access to a specially adapted classroom but may be based in normal classrooms at other times.

## **Breakfast Club**

Is run by the school for children from Year 1 through to Year 6. Drop off is between 7.45am and 8.10am. Please contact the school office for further information.

## **Ace of Clubs**

This is an after school and holiday care facility offered for children who attend Rouge Bouillon. It is open from 3.00pm to 5.30pm during term-time and 8.30am to 5.30pm during school holidays (except Bank Holidays). It is a non-profit making charitable organisation run separately from the school. Fees are charged which cover the cost of the staff, snack, hire of the facilities and resources. Places at the Ace of Clubs are limited, so applications should be made through the club manager. On average 20 places are available for each

year group. The Club is split into different areas to cater most appropriately for the age of the child attending. Each area is run by a supervisor and supported by play workers. The ratio is about 10 children to 1 adult. Further details can be obtained from the Ace of Clubs Manager on Tel: 01534 617798 or the Finance Officer on Tel: 01534 705707

## **Nursery**

Nursery is part of our Foundation Stage provision offering 30 hours a week of childcare free of charge. The 30 hours are from 8.40am – 2.45pm. Registration for Nursery is necessary in addition to registration for school.

Nursery aims to provide a stable rich environment, which will be a link between home and school, where a child may be helped to develop confidence, self-reliance, high self-esteem and the ability to relate to others. Through a structured but stimulating environment, in a calm, friendly, secure atmosphere, it is hoped to assist the development of the whole child.

It is hoped that a close school/home partnership will be built between all the adults involved to allow for the greatest support of the child. The Nursery promotes both a multi-cultural and equal opportunity policy.

The Nursery works as part of the main school and the curriculum is planned from 3 years to 11 years, to allow continuity of development and clearly defined progression for all pupils. A place in the Nursery **does not** guarantee a place in school. Please ensure you have registered for Reception waiting list [Registration of interest in a reception place](#).

## **Little Phoenix**

Little Phoenix is a facility open to children aged 2 – 3 years old, in the year before they start nursery. It is designed to help children adjust to a new school setting; parents are required to stay while their child attends.

## **Data Protection**

We take the safety of your and your child's data very seriously and comply with the Data Protection (Jersey) Law 2018. For details of our Policy and Official Data Protection documents, please go to our website [www.rb.sch.je](http://www.rb.sch.je).

## **Feedback**

Your views are valuable to us, so we welcome feedback. Emailing [admin@rb.sch.je](mailto:admin@rb.sch.je) with “For the attention of ....” In the subject line will always get your message to the desired member of staff efficiently. If you have questions, queries or wish to discuss matters that involve your child’s everyday experiences, then their class teacher would normally be the first person to contact. If you have a matter that has not been resolved by communicating with the class teacher, then you can escalate this for the attention of Mr Price, the headteacher, and if he is unable to resolve your issue, it should be referred to the complaints section of the [www.gov.je](http://www.gov.je) website.

## **Family Support**

At Rouge Bouillon School we believe in supporting our wider school community and recognise that occasionally families may experience difficulties that may well be beyond their control. If you are having difficulties, please talk to us as it will help us to support your child, and we may be able to find other source of support too.