

# Baubigny Schools



Le Murier  
2014 - 2015

**School Prospectus**



Welcome to Le Murier and St Sampson's High School which together form Baubigny Schools, two collocated schools that opened their doors for the first time in September 2008.

Learning together we strive to develop a community of:

- happy and successful learners
- confident individuals
- responsible citizens

We endeavour to provide:

- a range of challenging opportunities
- support and friendship
- a safe and stimulating environment
- encouragement of lifelong learning

"Learning Together" is the key aim for Baubigny Schools which explains why we are collocated. We believe that our schools offer "the best of both worlds" enabling specialist provision to be in place where it is needed but also providing opportunities that benefit all children; opportunities for the sharing of facilities, resources, expertise, curriculum access and socialisation; and to develop a sense of community not possible within separate systems.

We are committed to working together. We have the same uniform, logo and overarching aims and where appropriate some shared policies. There is a Joint School Council, one House system, a number of joint clubs, activities and teams and there are opportunities for joint curriculum work where it is appropriate. It is as if we are "two schools under one roof" where there is inclusion but individual support as required; partnership but each school will have its own identity; sharing but some independence is retained.

Baubigny Schools provide many opportunities for the whole community and involves members of the community in students' learning. We have the unique opportunity of having an inclusive environment where all are valued regardless of background or ability.

We embrace the opportunities and challenges and work together to enable the best education possible for all in Baubigny Schools. We "learn together".

The philosophy and purpose of Le Murier is to provide education for students with moderate, severe, profound and multiple learning difficulties, and students with communication and sensory difficulties. Le Murier's function is to offer a broad and balanced curriculum, which ensures success to students who are not able to achieve this in mainstream schools.

There is a particular emphasis on the relevance to the student of all activities, in order to develop each student's own enthusiasm and self-motivation to work and learn. Every student has the opportunity to be successful and to have achievements recognised.



## **OVERALL AIMS**

The aim of Le Murier is to enable our students to be active, productive members of the community and to be fully included within society.

We do this by creating an environment where everyone has equal value and opportunity, and where all will develop positive attitudes and essential knowledge and skills to become life-long learners. By providing a breadth of experiences, we enable our students to make choices, live as independently as possible, understand the world they live in and recognise and manage change. We work together with St Sampson's High School, parents/carers, other educational establishments, outside agencies, potential employers and the wider community to this end.

## OUR OBJECTIVES

To create a safe, supportive and happy school environment

To promote positive contribution and student self-esteem

To promote enjoyment and recognise all student achievement



To respond to individual student needs and address individual barriers to learning

To put learning activities into a range of teaching styles to suit our students  
e.g. practical, multi-sensory

To transition the student from childhood to adulthood with focus on appropriate communication, social skills including behaviour as well as skills for work and independent life

To cover areas of development including cognitive, communication, motor/physical, emotional intelligence, creative, sensory and thinking skills

To promote an atmosphere of respect and to build meaningful and positive relationships

To develop, across the curriculum, skills for life including Literacy, Numeracy and Information, to a level which is appropriate for each student

To build and promote self-care, organisation, coping and independent living skills

To promote awareness of, and interaction with, our school community, our local environment and an awareness of the world

To work jointly with therapists and other professionals (where appropriate) in the setting of student objectives and programmes

To establish an environment within which all members of the school community can work with each other for the successful achievement of these objectives.

## **Our Curriculum**

All students enter Le Murier on the **Life Skills Pathway** to develop their independence, communication and living skills. Some students may spend all their time at Le Murier developing these skills and focussing on this pathway. Ongoing assessment, target setting and personal development determine whether or when students move onto the **Work Skills Pathway** where they can extend these skills for gaining and sustaining employment.

### **The Life Skills Pathway**

Students on this pathway are likely to take much longer to become independent and in some cases may need to live in supported provision, either at home, with their families, or in supported living for most of their lives. Some of these students may seek supported employment at some stage but it is likely that this will be some time away and so a greater emphasis is placed on the development of life skills for these students. Opportunities may be given to run in-house enterprise activities with support where they may begin to develop some of the skills that could be used in a supported employment context in the future.

### **The Work Skills Pathway**

Students on this pathway are likely to become independent learners; most will get jobs and live independent lives with their own families. They may work towards gaining Numeracy, Literacy and ICT qualifications. Some students may also attend vocational Link courses at the College of Further Education. When students show a readiness in employability skills they are given the opportunity to undertake some work experiences with local employers.

*The curriculum is organised into core skills for adult life*

## **Core Skills**

- Communicating
- Coordinating
- Participating
- Observing
- Following instructions
- Locating
- Being safe
- Organising
- Valuing & respecting
- Evaluating / Reasoning
- Transferring / Adapting

It is our aim to cover the above core skills across the curriculum and help to make each student as independent as possible.

## House System

*Baubigny Schools have a house system which is as follows*

**Brecqhou** - Blue  
**Jethou** - Yellow  
**Lihou** - Red

All students will be placed into one of these houses. They will be used for a range of activities throughout the year.

## Le Murier is divided into three departments

- Middles
- Seniors
- Sensory and Communication

**Middles (KS 3) (Years 7 - 9)** is for students aged 11 - 14.

Here the students work in teams with nine teachers, and most of the work is centred around a theme for each term. The students are put into groups according to their needs in all areas of the curriculum. A special emphasis is placed upon providing the correct support to enable improvement in numeracy and literacy

*The staff who work in this department are:*

### **Mr Childs (Head of Department)**

#### **Teachers**

Mrs Andrews (second in department)

Mr Hunter

Mr Davies

Mrs Storey

Miss Joselin

#### **Learning Support Assistants (LSA's)**

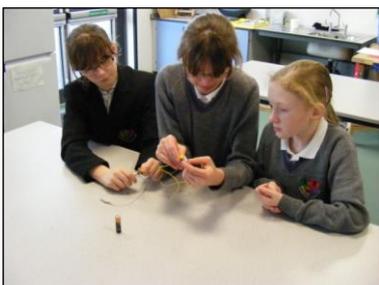
Miss Brehaut

Mrs Glendinning

Mrs Cranch

Mrs Le Huray

Mrs Gallienne



**Seniors** (Years 10 + 11) (KS4) is for students aged 14-16.

By this stage in a student's education, the curriculum pathway to be followed becomes clearer. The Life Skills pathway specialises in the acquisition of life skills including travel, home skills and social skills and appropriate levels of literacy, numeracy and information skills. Those students on the Work Skills Pathway will focus on the acquisition of skills for work and includes careers work, work experience and appropriate levels of literacy, numeracy and information skills. Students may have the opportunity to attend the College of Further Education, sometimes in discreet groups and at other times mixing with mainstream students.

*The staff who work in this department are:*

**Mr Tiplady (Head of Department)**

**Teachers**

Miss Bromley (2nd in department)

Mr Dovey

Mrs Walker

Mrs Pratt

Mr Bolton

Mrs Plummer

Mrs Gillespie

**Learning Support Assistants (LSA's)**

Mr Cameron

Mrs Smith

Mrs Renny

Mrs Nicolle

Mrs Selvidge

Mrs Northrop



## **Sensory & Communication (Years 7-13) (KS3 - 5)**

The Sensory and Communication Department sits alongside the Middles and Seniors Departments at Le Murier. It provides education that meets the needs of students with learning, sensory, communication and physical disabilities and difficulties. The Sensory and Communication Department offers a flexible approach to the curriculum focusing on skills that matter to this student group. Areas of focus include communication, choice making and social skills, personal development (looking at behaviour and coping skills, developing tolerance, confidence, self-help and independence), movement and body awareness (including therapeutic massage and hydrotherapy) as well as numeracy, literacy and information skills. The department is split into groups according to their needs. Multidisciplinary input is sought for assessment, the setting of objectives and joint classroom working. Teaching and learning approaches used may include Picture Exchange Communication System (PECS), visual schedules and work systems, principles of TEACCH, objects of reference, sensory diet, Signalong and Intensive Interaction.

*The staff who work in this department are:*

### **Miss Collier (Head of Department and Deputy Headteacher)**

#### **Teachers**

Mr Mason

Miss Cuco

Mr Rogers

#### **Learning Support Assistants (LSA's)**

Mrs Green

Mrs Wakeford

Miss Brehaut

Mrs Childs

Miss Davies

Mrs Cranch

Mrs Palfrey

Mrs Standring

Miss Alves

Mr Ellis

Mr Grange

Mrs Gallienne





**Mr Teehan**



**Miss Collier**

There are a range of staff who work across the school in various roles:-

Mr Teehan	-	Headteacher
Miss Collier	-	Deputy Headteacher
Mrs Gillespie	-	Transition and Inclusion Manager
Mrs Hunt / Mrs Reddall / Mrs Bradley	-	School Administration Assistants
Mr Evans	-	Technician
Mrs Assif/ Mrs Round	-	Lunchtime Supervisors
Lisa Eyre	-	School Nurse
Mrs Hunter	-	LSA (cookery)
Mr Dovey	-	Teacher responsible for Outdoor, Residential and Off- Site Learning

There is a range of staff who work across Baubigny Schools

Mrs Barker	-	Schools Administrator
Mr Alderton	-	Premises Manager
Mr Smart	-	Caretaker
Mr Thacker	-	Assistant Caretaker

Other technicians, caretakers and cleaners also work across the site

**The School Nurse** (Lisa Eyre) together with two Learning Support Assistants, help students who are hurt, unwell or taking medicine. She can be contacted regarding health or care issues at school. Other staff also have First Aid qualifications.

If your child has specific needs, the school nurse must be informed using the medical details form included in the "New Student Pack" which you will receive before your child starts at Le Murier. This will enable us to discuss their health needs with a view to formulating an appropriate plan of care which will ensure your child's needs are being met whilst at school.

If your child requires medication during school time, this must be brought in the **original box** which should have the **student's name, date of birth, and the dosage instructions on it**. Otherwise we are unable to give your child their medication. All medicines are locked away and will be administered when necessary by the school nurse or an appropriately trained member of staff.

### Residential Work



Throughout the students' time in school they will have the opportunity to take part in residential experiences, either in Guernsey or further afield. We would seek parents' support in encouraging all students to go on 'residentials', as they are an important element of the curriculum and are key to developing independence, positive attitudes and social skills.

## **School Uniform**

School uniform is available from Fletcher Sport, Podgers and Shoestring

### **Middles and some students in Sensory and Communication Years 7-9 (Key Stage 3)**

White polo shirt with Baubigny crest  
 Grey V-neck pullover with Baubigny crest  
 Black trousers/skirt  
 Black shoes (**NOT** trainers)  
 Blazer (optional)  
 Tie (optional) - purple

### **Seniors and some students in Sensory and Communication Years 10-13 (Key Stage 4/5)**

White shirt/blouse  
 School tie - black with purple stripe (normal or clip-on)  
 Grey V-neck pullover with Baubigny crest  
 Black trousers/skirt  
 Black shoes (**NOT** trainers)  
 Blazer (optional)

*It is our aim to make sure that all students' needs are accommodated.*

Students may wear a watch and one stud earring in each ear, and these must be removed for PE and swimming. No extreme hair styles or colours are accepted. Nail polish or jewellery is not allowed.

### **All Students**

PE kit: black polo shirt, black shorts,  
 Black sweatshirt with logo  
 PE shoes - white soled and non-marking.  
 plain, black swimwear (above the knee for boys), towel.  
 optional black tracksuit  
 optional waterproof jacket  
 a towel for showering after P.E.

**All items to be named please**

## **A Day at Le Murier**

8.25	Staff begin supervision in the playground
8.40	registration & Assembly
9:00	session 1
9:40	session 2
10:30	break
10.45	session 3
11:35	session 4
12.25	1st sitting of lunch and activities
12.55	2nd sitting of lunch and activities
1.25	session 5
2:15	session 6
2.55	school ends

Our students can go to the Baubigny Schools' cafeteria during their lunch sitting

### **Lunchtime arrangements**

The Baubigny Schools' cafeteria is an area where students and staff can buy refreshments and / or lunch. Hot food purchased in the cafeteria may **not** be taken outside the cafeteria to be eaten, unless it is in a sealed container.

We do encourage the students to think about what they eat and drink each day. Hot food can be brought to school in thermal containers but we cannot heat up food to be eaten in the hall due to safety concerns. Students may still bring their own lunch if you prefer which can either be eaten in the dining area at Le Murier or the joint dining areas in Baubigny Schools.

All students are invited to stay at lunchtime, and provided behaviour is good they will be encouraged to do this throughout their school career. If your child is to leave school at lunch time, permission is needed in writing.

We would encourage the students to include a piece of fruit for their break or lunch.

Squash is available at 10p

Arrangements can be made for students with special dietary requirements.

During each lunchtime students spend half an hour at a chosen activity from a list including: quiet games, computer games, CDT, gardening, swimming, sports, keep fit, drama and choir, sewing, drawing, painting and reading.

## VISITING PROFESSIONALS

The Health & Social Services Department (HSSD) (formerly Board of Health) provides **Speech Therapists, Occupational Therapists, Physiotherapists and Support Assistants** employed by these services. Visits may be timetabled for individuals or group sessions. These professionals advise parents, carers and staff, and devise and deliver with teachers and teaching assistants, programmes to help manage students' therapeutic needs.

Teachers and support staff from the **Service for the Hearing Impaired and Visually Impaired** work regularly with those students who require their assistance and provide guidance and support for class teachers.

A **Librarian** from the Guille-Alles Library visits school frequently, and works with a range of students.

The **Education Development Officer, SEN Inclusion and Intervention**, at the Education Department, provides advice and support to the school.

The **Educational Psychology Service** contributes towards assessments and in planning strategies to meet students' needs.

The HSSD's **Child Development Team** provides support from a **Clinical Psychologist**, a **Child Psychiatrist** and **Social Workers** and **Nurse Practitioners**.

The **Consultant Community Paediatricians** hold clinics at school. Appointments are made for all students to be examined on a regular basis.  
A parent/carer should, if possible, be present at all medical examinations.

The **School Attendance Officer, Karen Martel**, may also be called upon for support.

We also work closely with the **Service for Young People with a Learning Disability**.

A close working relationship is being developed with relevant professionals to aid transition into adult life including the **Service for Adults with a Learning Disability** and the **Careers Service**.

## A FEW RULES

One of our rules in Le Murier is that *everyone should respect people and property*, and here are a few arrangements which will help your child to sail through school without getting into trouble.

### Absence arrangements

If your child is absent, please telephone school **by 9:00 am.** on the first day to tell us why, and if the absence lasts more than 2 or 3 days, telephone again to keep us informed and send a note when they return.

If you want to take your child out of school during term time for reasons other than illness, for example, a wedding or a holiday parents need to formally write in to request time off and it needs to be agreed by the Headteacher. Please remember that every school day is important.

### Showering

Students are expected to shower after P.E., therefore, they must bring named towels etc. as well as P.E. kit.

### Mobile phones

These may be brought into school but all students are asked to turn their phones off and lock them in their lockers.

### Accidents

Accidents involving personal injury are always reported to the Head or Deputy Headteacher. Advice will be sought from the school nurse, who will contact you to discuss the situation.

In an emergency, the school will immediately contact hospital services.

The student's parents and medical practitioner will be advised of this action as soon as possible. (It is vital that school is in possession of **up-to-date, alternative contact telephone numbers.**)

Accidents requiring medical attention are reported to the Education Department.

### Fire Drill

The buildings are protected by the latest smoke sensors and automatic fire doors, and there are ample, clear, emergency signs. Fire drills are practiced on a regular basis.

There is a **Fire Safety and School Evacuation Policy.**

In order to comply with Fire Safety regulations, it is important that all visitors speak to the Administration Assistant on arrival at school, and sign the visitors' book, *and* sign out on leaving. This is especially important if you are either collecting your child or returning them to school mid-session.

## **Behaviour**

Le Murier is committed to developing and promoting appropriate socially acceptable behaviour.

Our strategy is to make the students learn to take responsibility for their own behaviour and to feel good about themselves. We have learnt that those who have good self-esteem are less likely to misbehave. Although we ensure that students address any unacceptable behaviour problems they may have in a realistic way, it is our aim never to do so in a manner which makes them feel bad about themselves or undervalued.

Unacceptable behaviour will usually result in the student missing an activity that they value. Continued unacceptable behaviour is monitored and addressed by considerable counselling by teachers, and parents will often be asked to support work done in school. All staff are trained in "Team-Teach" de-escalation techniques, a positive way of managing behaviour.

Bullying is not tolerated and all incidents are followed up by staff. Our students, through the **Student Council**, created and recently updated an **anti-bullying statement** which is as follows

*At Le Murier we believe that bullying should not be allowed.  
Bullying happens until it is stopped.  
Ignoring the bullies or avoiding them might work  
but keeping quiet is not the answer.  
Inform any trusted person - don't suffer in silence.*

Because of these strategies, people visiting our school always comment on the calm and industrious atmosphere around the school.

## **If Things Go Wrong**

Minor problems will normally be solved by an internal discussion between parent and class teacher.

More complex matters are best dealt with by an appointment with the class teacher concerned, or the Head of Department.

Serious complaints of any nature should be addressed directly to the Headteacher.

In the event of a problem remaining unresolved, the proper procedure would be to seek an appointment and advice from the Director of Education, in the first instance through the Pupil Services Manager.

Should all other reasonable means fail, every parent has the right to appeal to the Education Board through the Education Minister, or the Education Department through the Director of Education.

**Transport**

We encourage as many students as possible to travel independently to school. Where this is not possible or appropriate, students may be transported to and from school. This service is organised through the Transport Manager, Mr Rolphe Martin, at the Education Department, telephone number 710821.

**Insurance Statement**

The Education Department does not have insurance to protect student's possessions (for example, clothes, bags and spectacles) from loss or damage. Parents who wish to insure such items are advised to do so through a household insurance policy.

If a student is injured at school and requires medical treatment, the Education Department will pay the cost of medical treatment up to £700. Such a payment will not represent an admission of legal responsibility.

The Education Department will not pay for private dental treatment. Therefore, if dental treatment is required as the result of an accident and you wish the cost to be met by the States, you should contact the School Dental Clinic to arrange for treatment to be carried out.

**About the Information You Give Us**

Personal data held by schools about students and parents is covered by the *Data Protection (Bailiwick of Guernsey) Law 2001*. This means that the data held about students must only be used for specific purposes allowed by Law.

The Headteacher of a school is registered as the data controller. Therefore the school needs to comply with the requirements of the Law in collecting, processing and disposing of your personal information.

We are required to tell you about the types of data held, why the data is held and to whom it may be passed on. This information is checked with you in October each year.

The school holds information on your child in order to contact you at home on school related matters, to support your child's teaching and learning, to record their educational progress, to give appropriate pastoral care, and in order to assess the school's overall progress. The information held includes contact details, family details, attendance information and characteristics such as special educational needs and relevant medical history.

Students have a general right of access to personal information held about them. All rights under the Data Protection Law rest with the student once he or she is able to understand these rights. In practice this is normally taken to be 12 years of age but it can be more or less. If you wish to have access to personal data held about your child you can submit a request to the Headteacher. The school is allowed to charge for supplying the information but the charge cannot exceed £10.00. Normally, however, a charge will not be made. The school has up to 60 days to provide the information following a request.

IF YOU NEED ANY OTHER INFORMATION, PLEASE CONTACT THE SCHOOL

ADDRESS            *Le Murier, Rue de Dol, St Sampson's, GY2 4DA*

TELEPHONE        246660

FAX                246667

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