JCG Y7 Parent Handbook
2023 - 2024
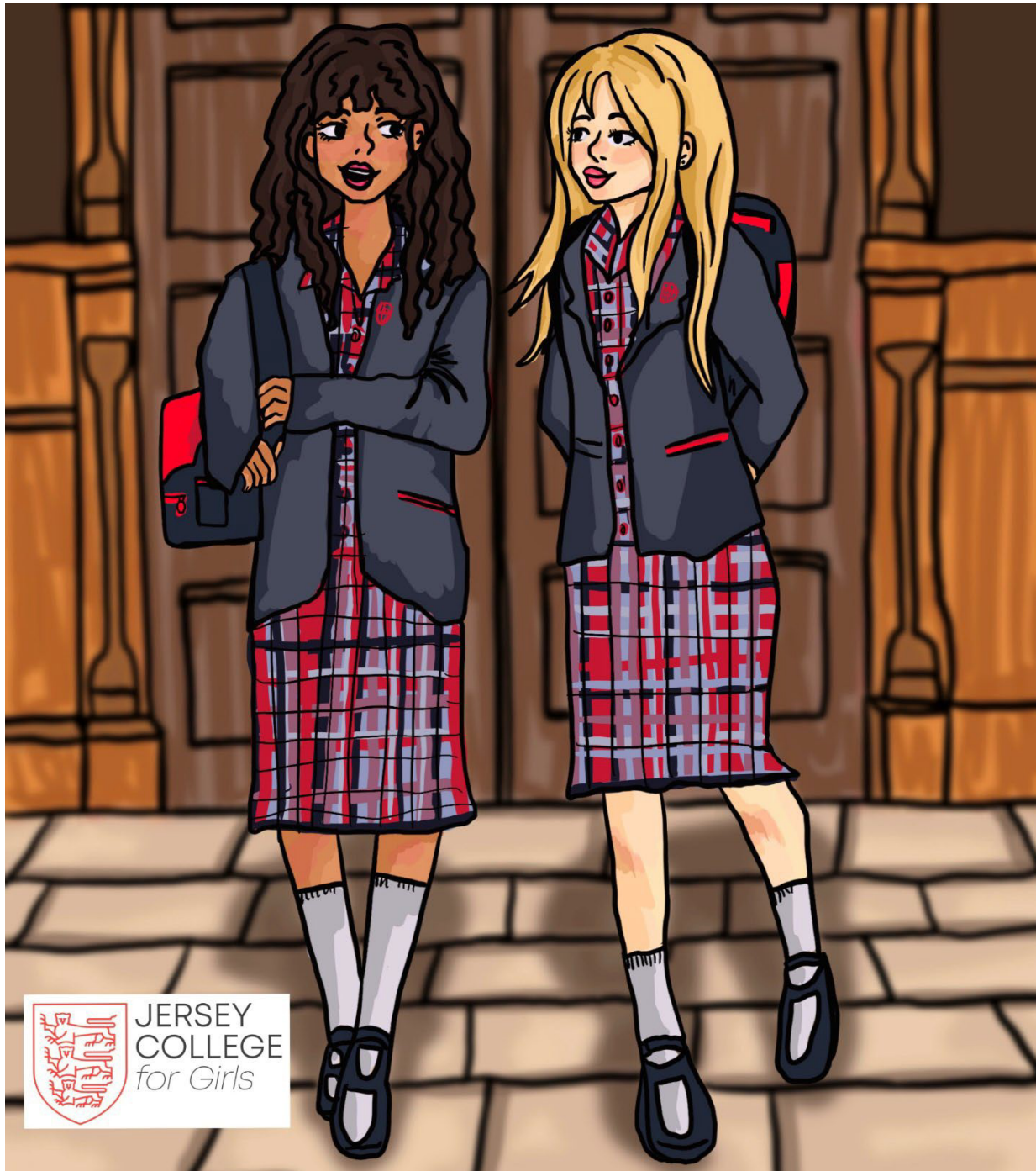
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Welcome to JCG

Dear Parents and Carers,

I would like to welcome both you and your daughter to Jersey College for Girls. We hope that your daughter has had an enjoyable start to her time with us, meeting her Form Tutor, getting to grips with her device, having her first Whole School Assembly and making some new connections.

This handbook has been designed to be both practical and informative, helping you to understand how both the College and the Lower School work, to support your daughter during her first year with us.

Following this evening, if you do have any further questions, please do not hesitate to contact your daughter's Form Tutor who will be happy to help.

Yours sincerely,
**Lauren Devine,
Head of Lower School**

Form Tutors

7AB – Mrs Stone and Mrs Smith

7CA – Miss Humphries and Ms Sandhu

7CF – Mr Bright

7GA – Ms Nicholls

7IN – Ms Paterson

7NI – Mrs Harrison

Please see the following website to visit the Staff Directory on our school website to contact any member of staff in College:

https://jerseycollegeforgirls.com/pages/staff-directory

Student Guidance Team

The Student Guidance Team work collaboratively to ensure that the support and guidance for students in relation to their academic progress and their personal well-being is varied, extensive and continuous.

Lauren Devine   -   Head of Lower School

Daniel Aubin   -   Assistant to Head of Lower School

Simon Milner   -   Assistant Head Teacher: Academic Progress and

                              Welfare, Designated Safeguarding Lead

Alice Veitch   -   Attendance and Welfare Lead, Deputy

                              Designated Safeguarding Lead

Safeguarding
One of JCG's core values is belong; being safe and feeling safe is integral to a sense of belonging. It is the foundation of safety and belonging that allows students to aspire, inquire and excel. JCG is therefore committed to safeguarding and promoting the welfare of children and young people. All members of staff complete necessary training and share this commitment. We recognise that students have a fundamental right to be protected from harm and that students cannot learn effectively unless they feel secure. We therefore aim to provide a school environment which promotes self-confidence, a feeling of self-worth and the knowledge that students' concerns will be listened to and acted upon.

SENCO and Teaching Assistants

SENCO - Special Educational Needs Co-Ordinator (Caroline David)

ISN - Individual Student Needs

ISN refers to each student learning at different rates and in different ways, no two students are the same. They all have differing needs that have to be addressed to ensure they achieve both academic success and develop happily and securely as individuals. There is no one definition, as all students are unique.

At JCG, we aim to provide a challenging, academic and broad curriculum delivered by experienced staff, who have high expectations and who model excellence. All students are equally entitled to have their needs recognised, supported and stretched and this is the responsibility of all members of staff. We aim to reduce under-achievement and nurture and develop talent.

We aim to promote best practice, not only within Jersey College for Girls but also in collaboration with the Department of Education. The College aims to provide equality of opportunity for all students to be inspired, motivated and enthused by an innovative curriculum that offers both enhancement and enrichment in order for them to excel. Students are encouraged to be both positive and proud of their abilities and to feel they belong. Jersey College for Girls aims to provide the opportunities and resources to ensure this occurs. Effectively meeting the individual needs of students will rely upon the College, the student and the parents working together.

- Specific Learning Difficulties, e.g. dyslexia, dyspraxia
- Social Emotional and Mental Health, e.g. ADHD
- Speech and language and communication difficulties e.g. ASC
- Sensory and physical difficulties
- Multilingual Leaners (MLL)

Miss David works closely with a team of Teaching Assistants (who also form part of the Student Guidance Team), Nikki Masters and Ella McClymont. Our Teaching Assistants provide both 1-1 sessions with students and support in the classroom either specifically with identified students or to provide additional support for the class as a whole. Both Teaching Assistants are also trained Emotional Literacy Support Assistants (ELSAs) to work with individual students to provide emotional and social support and development for our students, creating kind and caring relationships to help them reach their potential socially, emotionally and academically. An ELSAs role is not to fix the issues but to guide the students to find their own solutions using the tools and skillsets that they will learn and master over a course of six sessions. Our ELSAs are trained by Educational Psychologists and receive ongoing supervision.

Daily Routine

08:25 – 08:35	Morning registration (students should be on campus no later than 08:20 to ensure that they are prepared for the school day)
08:35 – 09:35	Period 1
09:40 – 10:40	Period 2
10:40 – 11:00	Break
11:00 – 12:00	Period 3
12:05 – 13:05	Period 4
13:05 – 14:00	Lunch
14:00 – 14:25	Afternoon registration / Assemblies
14:25 – 15:25	Period 5
15:25	School day ends

Uniform

It is important to us that all students at JCG wear their uniform smartly and with pride. Our uniform reinforces a real sense of identity and belonging to the College. The students are our greatest ambassadors. How they are presented reflects upon both themselves and the College as a whole. We are rightly proud of our pupils and students and expect their pride to be reciprocated through their own presentation.

Please see Appendix 1: Jersey College for Girls Uniform List

Home Learning

We believe that all students benefit from completing regular, purposeful home learning tasks. It is an essential and integral part of the teaching and learning process and instills good learning habits and independence. Home learning also provides parents and important and valuable opportunity to participate in their daughter's learning and support the development of their growth mindset.

Year 7 students will not officially be set home learning until the 2nd October, instead they have been issued with a 'Student Passport' which encourages them to engage with various activities, find certain locations, form different connections and generally feel more comfortable within their new environment. They will review this in

their Form Time and Tutors will offer support for any individuals finding this challenging.

During this time, students will also be asked to read regularly (30 minutes per day) and to complete various Maths tasks (30 minutes per week) either on paper or via an online application, 'Century Tech', which the will be introduced to students and they will become familiar with how to use this application in their lessons.

Please note, when home learning starts, students will be given a four day minimum period to submit home learning and no home learning will be set over a holiday period, we want students to relax and re-energise during this time. Home learning will be set through Satchel One, which parents will also be issued logins for so that they can monitor and support with home learning submission. Please contact the admin@jcg.sch.je if you have not received this.

From October onwards, Year 7 home learning will encompass the following:

Creativity and Performance	Preparation of resources, plus one extended home learning task of 45 minutes per subject each half term for Creative subjects, no home learning for Performance
English	20 minutes reading per day (monitored by English teachers) and 20 mins SPAG or preview/review per week
Humanities	15 minutes per Humanities subject per week = 45 mins
Languages	30 mins per week (vocab learning)
Mathematics	30 minutes weekly to practise and consolidate topics covered in class
Comp Science	15 minutes per week
Science	15 minutes per Science subject per week = 45 mins

Devices in School

The use of devices in Lower School has been instrumental in providing exceptional learning opportunities and allowing students to develop their digital literacy skills. Where possible, we would also ask that parents regularly review their child's device. It is important to make the distinction between the use of their device in school for learning and other devices, such as phones, for leisure and social engagement. We therefore suggest that any applications that are not for the purpose of learning are discussed and considered by parents with children to ensure that they are able to manage any distractions to learning suitably.

Whilst students are connected to the College WiFi, Social Media applications are blocked. Students can, however, use 4G to gain access to such applications. Parents are encouraged to see below to manage this:

    a. Open Settings > Mobile Data,
    b. Untick the use of 4G for any applications you do not want your daughter to be able to use 4G to access on her device intended for learning,
    c. Go to Settings > Screen Time > Content & Privacy Restrictions (this can also be set via a Parents device is Family Sharing is Enabled),
    d. Change 'Mobile Data Changes' to 'Don't Allow'.

You can set Time Limits for certain applications.
    e. Open Settings > Screen Time > App Limits (this can also be set via a Parents device is Family Sharing is Enabled),
    f. Select 'Add Limit'. You will find applications are categorised and you can choose to manage either a single app or an entire category at a time,
    g. Once the section has been made you can set the time limit. This can be made for as little as 1 minute.

Limit what can be accessed on your Home Router.
    h. All Routers have built in Parental Controls which you can use to limit access to certain website based which can only effect certain devices. There are very good guides online on how to do this based on the model of your Router.
    i. With JT and a TIlgin Router these can all be set up using the JT My Account App

As students have a device for learning, we ask therefore that mobile phones are not seen during the school day. If students need to contact parents, they should visit the school office where they will be able to assist with this. If a student is unwell and therefore requires collecting to go home, students should inform our staff at the office

who will make the appropriate contact. Mobile phones are not an appropriate device for learning and they will be confiscated and a behaviour mark will be issued if their use is deemed to be inappropriate. We actively discourage the use of any social media during the school day, particularly as students in Year 7 are not of the appropraite age to be able to use the majority of social applications.

The use of devices allows all students and staff at JCG to use up to date technology to support learning at the College. We believe that technology and the Internet provide many opportunities for learning, communication, creativity and freedom of expression. However, with advances in technology comes responsibility and a need for maturity. It is essential that all students respect the privacy of others and protect their own online reputation and are aware that inappropriate use of technology can cause distress and harm to others, and lead to anti-social behaviour. As such, we ask all students to read and agree to the Acceptable Use Agreement; to protect and limit the likelihood of harmful incidents to you and others, to help you make informed decisions and to take responsibility for your online 'life'.

When using a mobile device in school we would encourage staff and students to connect to the College filtered wireless network to access the Internet rather than opting for the unfiltered and costly 3G/4G networks. Using the College network will help us protect you from inappropriate and potentially distressing content. Please, help us to keep you safe online by registering your device for use on the College wireless network. To register a device you will need to take your device to the AVA office.

The website below will take you to the Student Acceptable Use Agreement: https://jerseycollegeforgirls.com/pages/about-jcg/our-policies-and-procedures/safeguarding-and-child-protection-policy/student-acceptable-use-agreement-aua-use-technology-college

Please also see Appendix 2: Tech, Social Media and Self-Esteem (Natasha Devon)

As a parent, you may find it useful to read the book 'Clicks – How to be your best self online' by Natasha Devon, we will be using the learnings from this book to inform elements of the Tutor Programme in the Lower School.

Co-curricular Opportunities and SOCS

Jersey College for Girls has an extensive variety of co-curricular clubs for the students to enjoy. Clubs are led by a mixture of staff, sixth form students and external agencies providing a multitude of different opportunities. All of our clubs able to be viewed via SOCS which is an online calendar that allows students to sign up to the clubs. Parents also have access to SOCS and can view the clubs, sign their child up to clubs, and see their child's calendar of activities, including timings.

Each year group may have clubs which are limited to them only, or, some clubs are accessible to all year groups.

Clubs and Clinics will start at the end of September / early October, please check SOCS regularly to view when Clubs are available and when new activities have been added.

Students will receive a video tutorial on how to work SOCS so that they become familiar and confident with how to use it independently.

If you would like any more information on the various clubs and clinics we offer, please email Mrs Sandra Coleman on s.coleman@jcg.sch.je

Student and Parent Guide to SOCS: https://jerseycollegeforgirls.com/pages/co- curricular/student-and-parent-user-guide-socs

Maths in Year 7

The transition to Maths from Year 6 to Year 7 can be challenging for both students and parents as often there is less time in lessons spent per week in Maths by comparison to Primary Schools. Our staff will endeavour to get to know each student as well as possible when they join their class, but they are yet to form a relationship. Each student will be familiar with various methods and techniques from different Primary Schools, it may therefore take some time for some students to adjust to new and different techniques used here at JCG.

Maths home learning is therefore essential as it provides another opportunity in the week to practice the methods, some home learning will be set to be covered over the weekend to ensure that the learning is continuous. 'Century Tech' will provide each individual a path through topics covered which will enable consolidation when needed and extension where appropriate.

There will be Maths support through drop-in sessions which students will be notified of, these will be overseen by the Key Stage 3 Maths co-ordinator with the support of sixth form students. These sessions will provide opportunities to receive support if students have found a particular task or topic challenging, catch-up on any missed work and access extension activities and competition practice for those wishing to further their knowledge and skill base.

PSHE in Year 7
Students will have one PSHE lesson a week and their PSHE classes will be different to their Form, teaching group and Maths group (once these have been decided). Each class will complete a rotation each six weeks throughout the year to cover the following topics.

Diversity and Inclusion -   with Miss David

Relationships and Sex Education -   with Miss

Devine Food and Nutrition -   with Mrs De

Louche Mental and Physical Health - with Miss

Humphries UNCRC* -   With Miss Rollo

Careers and Citizenship -   With Mr Howarth

* United Nation Convention on the Rights of the Child

We aim to nurture students' well-being and self-esteem in a safe environment and place emphasis on emotional literacy and positive values. We promote the physical, social, moral and emotional health of every student in order to help them reach their full potential as both individuals and members of the wider community.

We strive to give students a sense of empowerment and the opportunities and knowledge, skills and understanding to become informed, aware, active and responsible citizens, both at a local and global level. We aim to prepare students for the opportunities, responsibilities, risks and experience of adult life and relationships and the world of work and help them to develop the skills of critical thinking, political literacy, decision-making, economic understanding and financial capability necessary to meet the challenges of the 21st Century. We also aim to increase students' awareness of the international dimension through links with other students and schools in other parts of the world.

PSHE Co-ordinator – Mrs Dani Mynes d.mynes@jcg.sch.je

Absences due to illness

Please contact the main office either using admin@jcg.sch.je or by calling 01534 516200, if your daughter is unwell and unable to attend school. If your daughter is unwell for several days you will need to inform school on each day.

Planned absences

Should you wish to request an absence for any reason during school time, including medical appointments and sporting activities, we ask that you send an email to the office on admin@jcg.sch.je each request will be considered individually.

Key Dates

Autumn Term 1 –	6th September – 20th October (7 weeks)
	INSET 4th, 5th and 14th September
Half Term –	*23rd October -29th October*
Autumn Term 2 –	30th October – 19th December (7 weeks and 2 days)
Christmas Holidays –	*20th December – 3rd January*
Spring Term 1 –	4th January – 9th February (5 weeks and 2 days)
Half Term –	*12th February – 18th February*
Spring Term 2 –	19th February – 27th March (5 weeks and 3 days)
Easter Holidays –	*28th March – 14th April*
Summer Term 1 –	15th April – 24th May (6 weeks)
Half Term –	*27th May – 2nd June*
Summer Term 2 –	3rd June – 12th July (6 weeks)

Parent Evenings

28th November –	English, Maths, French and PE only
20th February –	All other subjects

Reports

20th October –   Tutor settling in comments

23rd November –   Autumn Term Periodics

22nd March –   Spring Term Periodics

11th July –   Subject and Tutor Reports

Other Dates

20th – 24th May 2024 –   School Exam Week

15th – 19th July 2024 –   Challenge Week

Jersey College Uniform

It is important to us that all students wear their uniform smartly and with pride. Our uniform reinforces a real sense of identity and belonging to the college. The students are our greatest ambassadors. How they present themselves reflects upon the College. We are proud of our students and expect their pride to be demonstrated through their presentation.

There is no specific winter or summer uniform. All uniform can be worn as decided by the students. All items of clothing and equipment should be clearly marked with the student's name.

Jersey College uniform is available from Lyndale Sports and JSSK. The JCP PTA (for JCP) and the Jersey College Foundation (for JCG) will in time also run second-hand uniform sales of the new design at regular intervals, giving parents an opportunity to purchase good quality items at reduced prices.

JCG

All students in Years 7 – 11 are required to wear the Jersey College uniform. Students in Years 12 and 13 are required to dress according to the sixth form dress code.

- Jersey College Kilt, Jersey College grey trousers or Jersey College lightweight dress (kilt and dress to be worn in accordance with their design e.g. not rolled up)
- Short sleeved Jersey College white revere collar blouse
- Long sleeved Jersey College red V-necked pullover
- Jersey College blazer
- Plain black tights or plain white socks
- Plain grey socks with trousers
- Gloves/scarf in plain red, black or grey

Shoes
Smart well-fitting black shoes (leather or similar - No Canvas shoes), flat or with a chunky heel which is a maximum of 5 cm high (no stiletto heels).

Hair

Hair should be neat, cut in a smart style and tied back for practical subjects. Hair slides and bands should co-ordinate with your uniform – plain red, black, grey or white. Hair should be a natural colour.

Jewellery

Four stud-type earrings in total. No nose or face studs or any other jewellery, except a watch. For safety and security reason, necklaces, rings, bracelets and hoop earrings are not allowed.

Other

- No make-up or nail varnish.
- Lab Coat

PE Kit Years 7 to 11

- Jersey College Sports Jacket (optional)
- Jersey College sweatshirt
- Jersey College polo shirt
- Jersey College short **or** skort
- Jersey College sports leggings **or** tracksuit bottoms
- Jersey College red/Black knee length socks
- Black or red swimming costume
- Plain white sports socks
- House T-shirt
- Swimming Goggles
- Swimming cap in your House colour
- Sports bra (of your choice)
- Trainers (Sensible, practical and comfortable for indoor sports)
- Astro trainers or football boots (outdoor sports – football or hockey)
- Gum shield (essential item for hockey)
- Shin pads (essential item for hockey and football)

Tech, Social Media & Self-Esteem

Reminder Sheet for Workshop by Natasha Devon
(**www.natashadevon.com**)

AVOIDING TECH ADDICTION

- Remember you don't have to be on every app; pick the ones you find the most fun and useful and the least toxic;
- Disable screen notifications;
- Decide in advance how much time you want to spend playing a game or browsing an app;
- Find ways to create 'space' between the urge and action of scrolling/gaming;
- Set a 'digital sunset' (a time when your phone goes in a drawer/on airplane mode) about an hour before you want to go to sleep.

SWERVING FAKE NEWS

- Search each piece of content or question 'fresh'. Don't just watch the videos or click on the links the algorithm suggests;
- Check sources and whether the studies cited come from reputable publications, have a decent sample size and are peer reviewed;
- Don't assume 'traditional media' (newspapers, TV, radio) is completely impartial – whilst they have to follow more stringent guidelines, they are just as likely to have an agenda;
- Use websites with a proven track record of impartiality to fact check anything you're unsure about.

WHAT TO ENGAGE WITH

- See your clicks and engagement as currency – Spend it wisely, on the kind of content which nourishes you and you'd like to see more of;
- Try to avoid the temptations of click bait – It fuels the outrage economy and encourages the creation of more unethical and irresponsible content;
- Don't feed the trolls. If you must share something offensive or outrageous, screenshot and anonymise where possible to avoid inadvertantly amplifying their message and growing their following.

WHO TO FOLLOW

- Regularly evaluate who you're following by mindfully scrolling through your feed and noticing how content is making you feel;
- Seek out role models who are inspiring, positive, stimulating, entertaining and diverse;
- Don't expect your online role models to be perfect – We're all human;
- Follow some people outside of your 'stream' but make sure, if their opinions differ radically from your own, there is evidence for what they are saying and their motivations seem to be good;
- Remember to show love and support for people whose content you appreciate.

ONLINE SAFETY

- Use strong passwords;
- Set up two-factor authentications on all your apps;
- Don't post anything which inadvertently reveals your address or exact date of birth;
- Use only secure websites where possible;
- Never click on phishing links;
- Always log out after each session.

EMOTIONAL ONLINE SAFETY

- Mute users or hashtags if they are triggering;
- Remember, you don't have to comment or come up with a take on every trending topic – It's okay to sit it out;
- If you're piled on, log off for 48 hours, then apologise sincerely (if you are actually sorry) or don't engage;
- If you are being cyberstalked, harassed or feel unsafe for any reason, report to the police.

For organisations who can provide evidence-based advice and confidential support on mental health visit
https://www.natashadevon.com/advice-support