



TRINITY SCHOOL

PARENT HANDBOOK



Welcome to Trinity School

I would like to take this opportunity to extend a warm welcome to you as parents to Trinity School and hope that your child has a successful and enriching time with us. We strongly value the relationship we develop with each of our families and look forward to securing a happy and successful partnership with you over the coming years. We believe that by working together in partnership we can achieve all of our aspirations.

This handbook provides information about our school, our aims, routines and procedures. It should answer many of your questions about starting or moving to a new school. We have an “open door” policy at Trinity and you are welcome at any time to share our learning experiences so that you can understand and be fully involved in your child’s development. By working together, we can really make a difference!

We value each child as an individual and strive to ensure that every child in our care is provided with the opportunities and experience for him or her to achieve their full potential – both in terms of academic success and their emotional well-being. We believe that children learn best when they feel safe and secure and we encourage our pupils to take responsibility for their own learning and behaviour, so that they become healthy, successful individuals equipped with the skills they need for their future.

Mrs Katy McMahon
Headteacher



School History

Trinity School has a long history dating back to 1854. The interior of the building has been altered and extended considerably over the years to meet current educational needs, but it still maintains great character. Trinity has nine classes, covering each year of primary education, a school hall, and a library. In 2018 we completed a building project which increased our school space to ensure that we can offer more opportunities to our children.

Although we are on a small site, we are fortunate to have access to our own nature garden, the Riley Field, and Trinity Manor's nature trail. These facilities are used to enrich children's learning wherever possible.

The School

The school is financed and maintained by the Government of Jersey Department for Children, Young People, Education and Skills (CYPES)

Authority Address: Government of Jersey CYPES Department
Union Street
St Helier
Jersey JE2 3DN

Tel: 01534 445504

Email: education@gov.je



Staffing

The staffing structure at Trinity School is as follows:

Leadership Team

Mrs Katy McMahon	Headteacher
Mrs Sally Sleath	Deputy Headteacher, SENCO, Inclusion Lead
Mrs Claire Flett	Phase Leader, Year 6 Class Teacher
Mrs Kelly Cutting	Phase Leader, Year 2 Class Teacher
Mrs Helen Racjan	School Business Manager

Teaching Staff – From September 2025

Mrs Claire Churcher	Nursery Teacher, Early Years SENCO
Miss Sonia Tomas	Reception Teacher
Miss Rhea Barlow	Year 1 Class Teacher
Mrs Kelly Cutting	Year 2 Class Teacher
Mr Robert French	Year 3 Class Teacher
Mr Andrew Belsey	Year 4 Class Teacher
Mrs Catherine Graf	Year 5 Class Teacher
Mrs Emily Le Cornu	Year 5 Class Teacher
Mrs Abigail Osgerby	Class Teacher – Maternity 2025/26
Miss Kate McKeon	Class Teacher
Miss Melissa Male	Cover Teacher
Miss Sarah Marsden	Cover Teacher

Support Staff

Miss Cindy Lau	School Administrator
Mr Callum O'Connor	Caretaker
Miss Hannah Osborn	Nursery Officer
Mrs Tânia Fernandes	Nursery Officer
Mrs Emma O'Connell	Lead TA - Pastoral, After School Club Manager, Designated Safeguarding Lead
Mrs Sally-Ann Fillieul	Lead TA – Curriculum
Mrs Evelyn Martin-Foley	Family Engagement Worker
Mrs Niema Whitley	Learning Support Assistant
Miss Kerry Ainslie Dodd	Learning Support Assistant
Miss Mindy Huelin	Learning Support Assistant
Miss Cindy Skinner	Learning Support Assistant
Mrs Sophie Allo	Learning Support Assistant
Miss Kirsti Touzel	Learning Support Assistant
Miss Annabel Huelin	Learning Support Assistant
Mrs Amelia Beesley	Learning Support Assistant
Mrs Karen Berenguer	Learning Support Assistant
Miss Megan McGillivray	Learning Support Assistant
Mrs Lucy Marriott	Learning Support Assistant
Mrs Roxanne Morvan	Learning Support Assistant
Mrs Jackie Brookfield	Lunchtime Supervisor/Breakfast Club

Our Aspirations

Our vision is to provide every child with memorable and rewarding experiences in a safe and secure environment. They are given opportunities to learn and grow as independent life-long learners to enable them to achieve their full potential.

Our school core values are; **Respect, Compassion and Friendship**

Our Aims;

To provide a happy, safe school at the heart of the parish where children love to learn

To value every child as an individual and celebrate their talents and achievements

To provide outstanding teaching and learning experiences which motivates children to achieve their potential

To provide a rich and exciting curriculum that challenges and inspire our children

To encourage children to develop into informed and responsible citizens who make healthy choice and are respectful to others

To develop the children's self-confidence as resilient, reflective learners

To maintain a stimulating, secure and safe learning environment

To be reflective and evaluative, to continually review and monitor our practice to raise standards and ensure school improvement

This will be achieved through;

Ensuring that the children are at the centre of every decision made

Giving pastoral care a high priority

Providing a friendly, caring and happy school with strong community links

Providing a broad and balanced curriculum

Expecting and promoting the highest standards of behaviour

Creating a stimulating and supportive learning environment

Developing excellent teaching and learning, using a variety of teaching and learning styles acknowledging the individuality of each child

Ensuring staff are given opportunities to continue their own learning and to share good practice with other professionals

Working in partnership with parents for the benefit of their child

Children are expected to:

- Work hard and listen carefully and ask for help if I need it.
- Come to school every day on time.
- Behave well at all times to keep themselves and others safe.
- Listen to instructions from the adults at school and follow the school rules.
- Be caring, friendly and helpful to other children and adults.
- Tell somebody if there is something they are not happy about.
- Wear the correct uniform and look smart each day.
- Be organised and bring all the things they need each day.
- Take good care of the school environment and look after the school equipment.
- Take responsibility for their own learning.
- Play an active part in their learning.

Parents have a vital role to play in ensuring that their child achieves their full potential by:

- Make sure their child attends school regularly and on time. They will notify the school if their child will be absent.
- Make sure their child is dressed in the correct uniform and brings the correct equipment where necessary.
- Support the school to make sure their child maintains a consistently high standard of behaviour.
- Encourage their child to try their best so they can reach their full potential and value their learning and achievements.
- Be interested in their child's educational welfare and have a supportive and positive attitude towards the school, by reading the school policies and embracing the school ethos.
- Communicate to the school any concerns that they have about their child that may affect their behaviour in school or ability to learn.
- Make sure communication with the school is respectful, and that they make every reasonable effort to address their communications to the appropriate member of staff.
- Understand that they should communicate with staff during core school hours, and although they may at times respond outside of those hours, they can't always expect that from them.
- Treat all members of the school community with care and respect.
- Engage in parent meetings and work together with the school to achieve the best outcomes for their child.
- Read all communications sent home by the school and respond where necessary.

Teaching is most effective when teachers:

- Support the children's wellbeing and safety by providing a safe, supportive and caring environment.
- Teach and encourage children to reach their full potential and encourage them to take responsibility for their learning.
- Monitor and communicate with parents and carers regularly on progress, behaviour, attendance or punctuality.
- Provide a balanced curriculum of the highest quality for the needs of every child.
- Promote high standards of behaviour so they can maintain a safe environment for all children.
- Communicate between home and school through newsletters, emails and the school website.
- Respond to communication from parents and carers in a timely manner, following school policies.
- Be open and welcoming and offer opportunities for parents to become involved in the daily life of the school.



School Structure

The school is organised into three stages:

Foundation	Nursery and Reception Class
Key Stage 1	Year 1 and Year 2
Key Stage 2	Years 3, 4, 5 and 6

School Dates

School dates for the year are available online at www.gov.je searching for School Term Dates and Holidays. The link can also be access via our school website. Key dates are added to our calendar on the school website.

School Hours

Mornings: 8.40 am – 12.00 pm

The school gates will open at 8.25 am for all pupils whereby parents can bring their child/children to the gate to be met by a member of staff who will then direct the children towards their classroom. Please do not bring children to school before this time as we cannot accept responsibility for their welfare.

Registers in Year 1 and above will be taken at 8.45 am as this is when learning commences in the classrooms.

Foundation Stage – pupils and their parents should wait at the school gates from 8.45 am when the teachers will be there to collect them, and they will make their way into class.

Afternoons:

1.00 pm – 2.45 pm – Nursery and Reception
1.00 pm – 2.50 pm – Year 1 and Year 2
1.00 pm – 3.00 pm – Years 3, 4, 5 and 6

At the end of the day children should be collected from the school gates. A class teacher will bring the children to the gates and their class teacher will dismiss them to their parents or carer.

Children in Upper Key Stage 2 (Years 4, 5 & 6) are not permitted to leave the premises unaccompanied unless their parents have written to the school requesting that they go home on their own. Younger children are not permitted to walk home unattended.

Children in Upper Key Stage 2 (Years 4, 5 & 6) are permitted to walk up to the RJAHS with a member of staff to meet their parents/carers in the RJAHS car park. The member of staff is just accompanying the children up to the RJAHS and it is the parent's responsibility to ensure that they meet their children at the correct time.

Parking

Parking is available at the Riley Field and the RJAHS. We kindly ask that parents do not park on La Rue du Mont Pellier.

Parking Permits for the RJAHS are available from the school office.

Collection

Please notify the main office if someone different is collecting your child from school or the mode of collection changes. Please endeavour to do this as early as possible in the school day, schools are a

busy environment and taking and passing these messages onto children and staff needs to be handled efficiently.

Once you have collected your child from school, they become the responsibility of that person. School rules still apply at the end of the day even when the children have been handed over to their parents/carers. **We request that children do not climb the banks or walls in Rue de Ruelles (outside the school gates).**

To ease traffic congestion in the Riley Field we ask that parents leave promptly so that parking spaces are freed up on the Riley Field. When parking in the Riley Field please park considerably so that vehicles can enter and exit safely.

If you are parking at the RJAHS, please park in the left gravel carpark. Cars must not park on the main driveway. There are heavy goods vehicles using this driveway and it is not safe for cars to park there to collect their children and this area must be kept clear. This is where you will park should you be meeting your Upper Key Stage 2 child who is walking to the RJAHS at the end of the day with a member of staff.

If you know you are going to be unavoidably and unexpectedly delayed, then please telephone the school so that we can reassure your child and arrange extra supervision if necessary.

Traffic Plan

We are greatly concerned about our pupils' safety and following the development of a Travel Working Party and after consultation with the Government of Jersey a new 20mph speed limit is in place on La Route de la Trinte, we ask that parents follow the road guidelines to keep children safe from moving traffic during drop off and collection times.

Cycling to School

Children in Year 5 and Year 6 are permitted to cycle to school on completion of a cycling proficiency test. Parents must contact their child's class teacher **in writing** to expressly request their child cycles to and from school. The school reserves the right to request sight of a cycling proficiency certificate.

Contacting School

It is the parents' responsibility to let us know immediately of a change of address or telephone number. It is also important for us to be aware as soon as possible of any information or situation that may affect your child at school.

If you need to contact the school for any reason, please use the following details:

Telephone: 01534 864085
Email: admin@trinity.sch.je

For general enquiries please contact the School Administrator or School Business Manager from 8.00 am until 4.00 pm

You will receive emails from admin@trinity.sch.je and 7072023@sims-communications.co.uk – **please do not reply to the SIMS email as this account is not regularly monitored.** Please add these email addresses to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters. Emails should not be sent to the SIMS communication email address.

Emergency Contact

Occasionally it is necessary to contact parents during the school day to inform them of a child's illness or a minor injury. If we cannot contact you, this can cause some distress to your child. At the beginning of each school year parents are asked to complete a form and update the information we hold with regard to contact telephone numbers. It is parents' responsibility to inform us of any changes during the school year. We also ask you to include a friend or relative as an alternative contact in case there is an emergency, and you are not available.

Attendance

Parents are responsible for their child's punctual and regular attendance at school. It is important that children from Year 1 upwards are in class, ready to start work at 8.45 am. Good attendance and punctuality will help your child get the best from their education and have a settled time at school. Attendance and lateness are monitored by a central Educational Welfare Officer and any queries are followed up.

Absence

If your child is absent from school, please call or email the school office as soon as possible on the first day of absence including the reason for absence. All notifications of absence must be reported to school by 9.15 am.

If your child is attending a secondary school Taster Day, please email the school office in advance so that the registers can be update.

Please do not leave a message on "Tapestry" or email teachers directly about absence from school as the legal register is carried out in the school office. We will contact you for an explanation if we do not hear from you.

It is very important that children who have infectious illnesses, such as gastroenteritis stay at home until the condition is completely over. The Department of Health advice states clearly that children who suffer from diarrhoea or vomiting should remain at home for 48 hours after the last bout. This is to minimise the risk of infection to other children and staff within the school.

If your child appears unwell in class, we will make a call to their emergency contact to come and collect them. In some cases, we may take their temperature and if it reads over 37.5 degrees, we will advise you that your child needs to be collected to go home.

Appointments

If your child has a hospital, dental or doctor's appointment please notify the school office as soon as you can so that we can notify your child's class teacher. When you come to collect your child for an appointment, we ask that you come up to the school office and the office team will then call for your child to come and meet you.

Leave during Term Time

The Department of Children, Young People, Education and Skills (CYPES) does not, at any time, support leave during term time, however in exceptional circumstances head teachers have the discretionary power to grant leave in accordance with this Policy.

Parents are requested to download and complete a Leave Request Form from the school website: www.trinity.sch.je and look within the Parents section on the website.

Each case for leave during term time is considered carefully and if the request does not meet the criteria for exceptional circumstances, the leave will be recorded as unauthorised on the school registers.

Whilst a single holiday will likely result in you being informed by the school that the absence is being recorded as 'unauthorised', repeated holidays will be reported to the Education Welfare Team by the school, and through liaison with the Parish Centeniers, a decision will be made regarding possible legal steps being taken.

Health and Medical Matters

During the Reception year of school all children are seen by a member of the school nurse service for height, weight and hearing checks. Parents will be notified of these checks and will have the opportunity to non-consent directly to the School Nursing Team. Each year some children are re-examined, and selected children are examined in Year 6. All parents will also be asked to complete a health assessment questionnaire about their child and if necessary, an appointment will be made for parents to meet with the School Nurse to discuss. Children in Reception will also receive a vision test carried out the Department of Health Optometrists Team. Again, parental consent will be sought beforehand.

First Aid

We have several qualified First Aiders within our staff. Should your child be injured whilst in school a First Aider will examine them and decide whether medical intervention is required. If this is the case, you would be contacted immediately.

Medicines in School

Please inform the school if your child requires regular medication. If your child has a medical condition or has had serious illness in the past, please let us know. We do need to be told about these situations and be updated so that we can support your child in the best way.

We are happy to keep named inhalers on the premises for our younger asthma sufferers, although we encourage children to take responsibility for managing their own inhalers as soon as they are able. If your child does need to use an inhaler at school, please notify the school office so that we can arrange for you to meet with the Lead Pastoral TA to discuss a care plan for your child.

If your child is taking a prescribed medicine after an illness, an antibiotic for example, the doses should be administered before and after school as we do not administer such medicines during the school day except in exceptional circumstances. If it is necessary for medicine to be taken during the school day (due to prescribed instructions for four doses per day for example) please bring the medicine to the school office and complete the Administration of Medicine form.

We will not generally give non-prescribed medication (Calpol, Nurofen and Piriton) to students. These will only be accepted in exceptional circumstances and can only be administered when provided by parents/carers with a clear dosage instruction and completed Administration of Medicine form.

Please refer to the Medicines in School policy which is available on our website looking within the Our School – Policies – Safeguarding Policies section.

Head Lice

Unfortunately, most people still squirm at the thought of these tiny creatures, but they are fact of life and neither parents nor children should be embarrassed if they are found in the family. If a child or adult is found to have head lice, please treat them before they come to school to prevent them spreading.

We request that children with shoulder length hair or longer wear it tied back. The control and detection of head lice is not the responsibility of the school, but we will contact parents if we notice head lice on a child in school. Prevention is better than cure and the current recommended advice is to comb hair at least twice a day and check hair weekly. The best way to do this is to apply conditioner to wet hair and then use a special fine-toothed comb. In this way any eggs or lice can be eliminated.

Further information and guidance are available from the School Nurse at Le Bas Centre (tel 443622).

Sun Safety

On sunny days please send your child to school with a sunhat and apply sun cream on appropriate days. Any sun cream which is brought into school must be named so that your child is able to locate it to apply the protection themselves. Only a full sun hat/cap is acceptable, please do not send children in with visors only.



School Uniform

Trinity School uniform colours are grey and bottle green. We take pride in our appearance and encourage both children and staff to look as smart as possible. All uniform items should be named. This allows lost items to be easily returned to their rightful owner. Unclaimed items are disposed of on a regular basis.

Uniform items with the Trinity School Logo and Trinity School tie can be purchased at Lyndale Sports from their shop in the Parish of Trinity or online via www.lyndalesports.com.

Nursery – Autumn/Spring/Summer Term

Trinity School Bottle Green sweatshirt

Trinity School Bottle Green polo shirt

Own tracksuit bottoms, trousers, shorts, leggings

We ask that dresses or skirts are not worn in Nursery as it hinders physical movement in school.

Reception and Key Stage 1 Winter uniform

(Autumn half-term – Easter/ Spring Half Term)

Grey trousers/shorts/Grey pinafore, skirt, trousers, tailored shorts or culottes

Trinity School Bottle Green polo shirt or plain Bottle Green cardigan

Trinity School Bottle green sweatshirt

Grey socks, grey tights

Black shoes

Keys Stage 2 Winter uniform

(Autumn half-term – Easter/ Spring Half Term)

Grey trousers/shorts/Grey pinafore, skirt, trousers, tailored shorts or culottes

Trinity School Bottle Green sweatshirt or plain green cardigan

Trinity School Bottle Green polo shirt or white shirt with Trinity School tie

Grey socks, grey tights

Black shoes

Reception, Key Stage 1 and Key Stage 2 Summer uniform

(Easter/ Spring Half Term – Autumn half term)

Grey shorts/trousers, Grey pinafore, skirt, trousers, tailored shorts or culottes

Green and white checked dress

Trinity School Bottle Green polo shirt or white shirt with Trinity School tie (white shirt/tie for KS2 only)

Trinity School Bottle Green sweatshirt

Grey socks or white socks

Black shoes

PE Kit

Children wear their PE kit on PE Days which will be confirmed by your class teacher at the beginning of each term.

Green shorts or green skirt.

Trinity School Bottle Green polo shirt

White socks

Black tracksuit bottoms or leggings

Trainers – these must be predominantly white or black, **no bright coloured shoes or laces or high tops.**

Children may also need a spare pair of shoes/trainers to change into if they have been over to the Riley Field.

Jewellery

Jewellery should not be worn in school by the children in the interests of health and safety. Children with pierced ears may wear **one pair** of plain stud earrings. We will not accept liability for any injuries associated with earrings. Earrings must be removed or taped up for PE sessions. Watches may be worn in school except during PE sessions. Smart watches are not encouraged but may be worn in school but the camera, messaging and call services must be disabled. We will not accept any liability for any damage to a smart watch.

Hair

Shoulder length and long hair must be tied back all day. All hairstyles should be neat and tidy and hair accessories should be discrete and in the school colours (green, white or black).

Tram Lines shaved into the hair, spikes and the use of excessive hair gel and Mohican styles are not acceptable in school.

Make Up

Children are not permitted to wear makeup or nail varnish in school.

Mobile Phones

Children should not be sent to school with a mobile phone. This is in line with Government policy introduced in September 2025. Mobile phones are not allowed to be used in classes at school. If a mobile phone is found in use during the school day, this will be held by the class teacher and kept safe until the end of the day. We will not accept any liability for any damage to a child's mobile phone.

Precious Items

We operate a "No Toys in School" policy and children must not bring precious (sentimental or valuable) items into school. The exception to this is when it has been arranged that such items can be brought in for special assemblies or lessons or in the Foundation Stage where a comfort toy may be appropriate.

Equipment - All Equipment must be named

Foundation Stage and Key Stage 1

- Lunch Box
- School Bag
- Coat
- Wellington Boots
- Waterproof Coat/Rain Suit (Nursery/Reception/Year1)

Key Stage 2

- Lunch box
- School Bag
- Coat
- Pencils
- Handwriting Pens – blue and black ink only (no fountain pens, unless requested)
- Colouring Pencils
- 30 cm Ruler
- Rubber
- Sharpener
- Scissors
- Glue Stick
- Art shirt/old t-shirt

Your child's school bag size should be kept to a minimum and their pencil case should only contain the equipment listed above.

Musical Instruments

Children receiving instrumental lessons from the Jersey Music Service must store their instruments etc carefully and neatly either inside their locker or in the Intervention Room. Please make sure that all cases/covers are clearly named.

Should you wish to enquire about music lessons from the Jersey Music Services please contact them by telephoning 832230 or emailing jms@music.sch.je.

Lunches

Provision is made to enable children to attend school during lunchtime but there is no compulsion or absolute right to do so. Parents may choose to take their children out of school during the lunchtime period. The lunchtime break lasts for 60 minutes from 12.00 pm.

All hot lunches are to be ordered through ParentPay, please see more details on our website [Trinity Primary School - Hot Lunches](#) or pupils can bring in their own packed lunch in a protective, named container. We ask parents to ensure that the children have a wholesome, healthy and balanced meal consisting of items that will be eaten and a small drink. Sweets, lollipops, chocolate bars and fizzy drinks are not permitted.

We ask that parents only provide enough food for your child to eat during the 30 minutes available. Any unfinished items are sent home so that parents are aware of how much their children eat at lunchtime. Children are encouraged to bring their lunch in reusable plastic containers to cut down on the amount of waste and rubbish collected in school.

Due to allergies within the school, we request that Peanut Butter, Nutella or any other peanut/hazelnut products are not given in any child's packed lunch or snack.

Snack – Year 1 and above

Please ensure that you provide your child with a healthy fruit or vegetable snack each day to have at playtime. No nuts, chocolate or sweets should be provided for the morning snack.

Children in Nursery and Reception will be offered a healthy snack in class each day.

Water

We recognise the medical and educational benefits of drinking water and children are encouraged to bring their own water bottle to school each day. These should be named, and they can be kept on the desk and be available for whenever children are thirsty (except during whole class listening times). We request that only clear still water be used to refill the bottles; squashes and fizzy drinks are not acceptable.



Breakfast Club

The option of a Breakfast Club is available before school. Breakfast Club is run each day and there are two areas of the school used, one in the Foundation Stage (for Nursery, Reception and Year 1 children) and the School Community Room and Library are used for children in Year 2 upwards.

If you would like to enquire about Breakfast Club, please email clubs@trinity.sch.je for further information.

After School Club

After School Club is available at Trinity School for all children who attend Trinity School. Please enquire at the school office by emailing clubs@trinity.sch.je for further information on timings and costs.

Please note that both clubs are very popular and well attended by the students, so places are extremely limited.

Behaviour and Attitude

As a school we have high expectations and standards of behaviour. We believe that children's behaviour and attitudes are shaped and influenced by their experiences at home and at school. We foster an atmosphere of praise and encouragement where children learn what is expected of them and understand the consequences of their actions. Staff aim to recognise and praise good behaviour more frequently than criticising inappropriate behaviour. Please refer to the school policies on our website.

The Trinity Rules underpins our expectations:

- Show respect
- Be friendly
- Be compassionate
- Keep safe

At the start of the academic year each class agrees their own class contract. Each child is expected to sign up to the agreed statements.

Year 6 children are encouraged to earn special privileges by demonstrating high standards of behaviour and maturity. In Key Stage 1 and 2 children work towards achieving a bronze, silver or gold badge that they can wear with pride!

House System

All children in the school from Year 1 upwards are allocated to one of four houses all named after "famous" people from the parish – Durrell (red), Riley (green), Young (yellow) and Gallichan (blue). Siblings are placed in the same house as each other. The house system runs through all aspects of school life. House points are given for effort, behaviour, academic achievement, sporting achievements and other house events such as poetry and art competitions.

School Visits

As a school we try to make the most of local opportunities and aim to incorporate as many visits and trips to extend and enrich children's learning as possible. Throughout your child's time at Trinity, they will visit a range of places such as the zoo, local heritage and environmental sites, walks around the local area etc. In all cases careful planning and preparation will have taken place to ensure that arrangements meet the requirements of CYPES guidelines for the Health and Safety of pupils on educational visits.

Transport will usually be provided by minibus, coach and parents' cars. When parents kindly offer their support to provide transport by private care, then they must have fully comprehensive insurance cover and have informed their insurers that their car may be used for school visits. Parents helping with transport also need to have a current police check form, known as a DBS check. Please email the school office for more information.

On the day of a visit please send in your child's booster seat or chair if they require one for travelling in a car. Your child's class teacher will inform you in advance of any visits.

Residential Trips

We value the use of educational visits to support and extend the curriculum. In Year 4 our children will visit Jersey Zoo for 1 night/2 days. During Year 5 children visit Crabbe in St Mary for 2 nights/3 days, where they will enjoy a range of outdoor activities and exploring the local area. In Year 6 the children will experience a weeklong residential trip taking part in many outdoor activities.

Parents in the relevant classes will be informed in the Autumn term of plans for the residential trips that will take place later in the school year and parents will be requested to pay a non-returnable deposit and given details of an instalment payment plan.

Secondary Transfer

In the September after their 11th Birthday, all children begin their secondary education. Trinity School is in the Grainville School catchment area, and we have a close relationship with them. Many opportunities will be provided to support your child's transition to secondary school including transition days, visits from Grainville's teachers, Open Evenings for families and "taster" sessions and days. We appreciate that this can be an anxious time for your child and work hard to make it as smooth a transition as possible.

If you have any queries on the secondary transfer to your Government of Jersey catchment secondary school, please email schooladmissions@gov.je they will assist you and liaise with us here at Trinity School if necessary.

Some parents prefer their children to apply for a place at one of the fee-paying schools. We recommend that you contact the schools directly to enquire about their admissions process before your child reaches Year 6.

When the children are in Year 5 some of the fee-paying schools will offer a Taster Day, if you book in for these directly with the school please make sure that you notify the Trinity School office of the day your child will be absent so that school registers can be updated.

Partnership with Parents

The school is very proud of the relationship it has developed with parents over the years. By working together to support and nurture our young children we can really make a difference to their lives.

We value the contribution made by our volunteer helps, whether it involves weekly support in class, or occasional offers of transport for outings. Please let us know if you feel able to share your talents and help in any way. If you would like to volunteer in school, please email the school office for more information and they will guide you through the DBS process.

During the school day we ask that parents enter and exit the school via the school office. If you are helping in school, you will be asked to sign in via the E-Reception book register in the office.

We operate an “open door” policy where parents are always very welcome to come into school and we try to encourage a two-way flow of information between home and school. Individual parent consultations are held during the Autumn and Spring terms and annual reports are issued towards the end of the Summer term.

If you have a problem or concern please talk to your child’s class teacher in the first instance, as they are best placed to help solve the problem. If the issue is not resolved satisfactorily a member of the leadership team will be happy to help. To make an appointment to meet with the headteacher either telephone or email the office or pop in when you bring/collect the children.

We produce emails/newsletters to inform you about school events or changes to routines and every term we let parents know in outline the work that their child will be doing over the coming weeks. Parents will be sent emails/newsletters electronically via the SIMS (School Information Management System). We will also post regular updates on our school Facebook Page: Trinity School Jersey.

Regular Celebration Assemblies are held with the children to share their achievements from both in and out of school. Children are invited to bring along special awards, medals, certificates or pieces of work that they are proud of.

Parents are invited to several events throughout the year. These include our Harvest Festival Service at the parish church, the Petit Port Memorial Service and our Christmas celebrations in the Autumn Term. In the Summer Term parents are invited to Sports’ Day and Year 6 parents will attend the Leavers’ Assembly. You will also be invited to book sharing sessions and shared learning sessions where you will be invited to support your child with their learning on a particular topic/theme or celebrate the culmination of a special project/challenge.

Photos, Video and Social Media

Parents are welcome to take photos and videos of their own children at school events. Please use them responsibly and **do not share them on any social networking sites**. Please see our Social Media Policy on the Trinity School website for more information.

PTA

All parents with a child at Trinity School are automatically members of our PTA. The school benefits greatly from the tremendous support of the PTA who raise funds to purchase many “extras” for our children. Recent fundraisers include a School Disco, Movie Night, Bingo and Christmas and Summer Raffles. There is a dedicated Facebook Page for our PTA which can be found on Facebook: TrinityJerseyPTA.

PTA Parent Reps

Each class will have a PTA Representative, please ask your class teacher who your rep is so that we can introduce you to their chat forum which is held on WhatsApp. This platform is used to generate support about PTA and Trinity School events.

The school takes no responsibility for the content of the WhatsApp chat but politely requests that concerns regarding the school are addressed through the proper channels where they can be resolved quickly and easily.

Safeguarding

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected

and valued. We will act quickly and follow our procedures to ensure children receive early help and effective support, protection and justice.

Our policies for Child Protection and Safeguarding are available on our website.

School in the Community

The school benefits from being part of the close parish community and is well supported and respected by it. The Rector is a regular visitor, assisting with special assemblies and with the delivery of parts of our religious education curriculum. Trinity Church hosts the annual Harvest Thanksgiving and Ebenezer Chapel is the venue for the Christmas Carol Service. We are an inclusive school and respect children of all faiths and cultures. We respect your right to withdraw your child from Christian assemblies.

Our older pupils are annually involved in the Remembrance service at Petit Port and Lent Lunches at Trinity Parish Hall. We traditionally enter several teams in the Jersey Swimarathon. We try to support a range of local and national charities throughout the year, but it would not be possible to respond to all the requests that we receive.

Extra-curricular Activities

Trinity School pupils are encouraged to participate in a few extra-curricular activities. Clubs on offer often include:

- Football
- Netball
- Cricket
- Athletics
- Hockey

We would be delighted to hear from any parent who wishes to share their talents and support extra-curricular activities.

Worries and Concerns

We hope you will enjoy your time at Trinity School and your child's emotional well being is of paramount importance to us. Please do let us know if you are concerned about anything so that we can work together and sort thing out. Parents are sometimes reluctant to discuss their concerns because they seem trivial. All worries are taken seriously and we would prefer to resolve problems whilst they are still small. Please contact your child's class teacher or the school office.