

Blanchelande
College



HANDBOOK

2024-25



Blanchelande College

Contents

PRINCIPAL & HEAD OF INFANTS' WELCOME	4
WHO'S WHO AT BLANCHELANDE	5
Our management structure	5
The Infant team	5
Access to the school building	7
INFANT QUEST	8
A DAY IN THE LIFE OF A BLANCHELANDE INFANT	9
SEMPER FIDELIS – BLANCHELANDE TRADITION	10
Our ethos	10
History of the College	11
Religious life	11
Assemblies	11
Christmas production	11
Mother's Day Tea Party	11
PASTORAL CARE	12
Safeguarding	12
Anti-bullying policy	12
Behaviour policy	13
Attendance and absence	13
Medication	13
WHAT TO BRING	14
THE CURRICULUM	15
Reading	17
Homework	17
Learning Support	18
Reports and parent-teacher meetings	18
Educational visits	18
EXTRA CURRICULAR	20
Sports and being active	20
SUPPORTING THE COLLEGE	22
Becoming a benefactor	22
Parent, Teacher & Friends Association (PTFA)	22
PARENTAL INFORMATION	23
Fees and extras	23
Notice of withdrawal	23



Blanchelande College

Policies	23
Complaints	23



Blanchelande College

PRINCIPAL & HEAD OF INFANTS' WELCOME

Dear Parents,

Welcome to Blanchelande's Infant Nursery department!

We are committed to giving your child an outstanding beginning to their educational journey. This handbook has been written with the intention of sharing with you all the information that you will need during the school year.

At Blanchelande we aspire to get the best out of your child each and every day! Here are some of the ways we do this:

- We like to chat to our parents and pride ourselves on always being available, either before or after school, via email or at the end of a phone line.
- Our small class sizes ensure we have time to give each child attention.
- We have a caring philosophy and a family feel, which runs throughout the entire school.
- We are excited to teach your child and take them on their learning journey as far as we can each day. We have high expectations of your child's learning progress.
- We provide specialist teaching in French, music and dance, even in the early years.
- We provide extra support when needed and also stretch and challenge activities.
- Your child's happiness, development and welfare is our entire focus and passion!

We look forward to working with you and your child during their time in the Infants.

Yours faithfully,

Michael Elward

Principal

Alexa Yeoman

Head of Infants

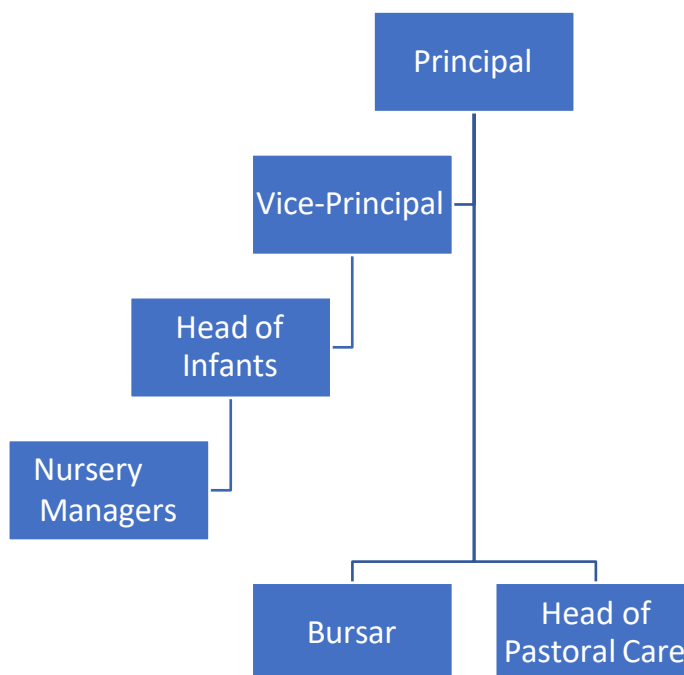
WHO'S WHO AT BLANCHELANDE

Our management structure

Blanchelande's Senior Management Team (SMT) consists of the Principal (Michael Elward), Vice-Principals (Alexa Yeoman and Andrew Manning), Bursar (Mark Lewis) and Head of Pastoral Care (Hugh Tabel). These roles have oversight over the whole College.

The College is then divided into Phases: Infants (Nursery - Y2), Juniors (Y3-6), Lower Seniors (Y7-9), Upper Seniors (Y10-11) and Sixth Form (Y12-13). Each has a Head of Phase who oversees the day-to-day running of their year groups and the well-being of the children in their section of the school. The Head of Phase works closely with the class teachers/ Form Tutors in their Phase.

The Head of Infants is Alexa Yeoman.



Parents are welcome to contact the member of staff they feel is most appropriate, but for day-to-day issues concerning their child, please start by contacting the Form Tutor.

All staff contact details are available on the Contact Us page of the website: click [here](#).

The Infant team

Led by Head of Infants, Alexa Yeoman, the Infant department consists of a team of teachers, Learning Support Assistants and Nursery staff. Our staff are approachable and always available to listen and assist you and your child.



Blanchelande College

Scarlett Le Page – Nursery Manager

Hi I'm Scarlett, I have worked in childcare for over seven years. I'm originally from Staffordshire and completed my degree in Education whilst working as a deputy manager in a nursery. I have been living in Guernsey since February 2020 and love everything the island has to offer. My passion is working with children and nurturing their learning through play. I love reading and capturing children's imagination through storytelling. If you have any questions or queries, I'd love to hear from you.



Kate Taylor – Nursery Deputy Manager Hi, my name is Kate Taylor and I am very excited to be part of the Nursery team at Blanchelande College as Deputy Manager. I have been working in Early Years for the best part of fifteen years and I am a busy mum to three children.

I recently completed a foundation degree in Early childhood Education through the University of Brighton which served to re-ignite my passion for children's learning and development and allowed me to reflect on the most effective ways of learning through play.

I especially enjoy being outdoors with the children and learning in nature and look forward to exploring the Blanchelande grounds as much as possible come rain or shine with your little ones!

I have a passion for storytelling and books and relish the opportunities they provide to develop a child's imagination.





Blanchelande College

Access to the school building

Please note that, while parents of children in Nursery and Reception may enter the school through the designated route in order to drop their child to their classroom, other parents are not permitted to enter the school building without being unaccompanied, other than to drop off their child at the Rosaire Hall for breakfast club, to attend their child's class assembly, or to come to the School Office. This is not at all because we are an unfriendly school, and is entirely to keep the children safe. If you, for instance, need to collect your child for an appointment, please go to the office and your child will be brought up to meet you. If your child is in Nursery or Reception you may either drop them off at the door or, if you prefer to bring them into the school, please go round to the back of the school and enter via the Rosaire Hall steps.



Blanchelande College

INFANT QUEST

Blanchelande's vision for pupil development is framed around the Hero's Journey, and for our youngest pupils this is adapted as the Infant Quest – a unique reward and personal growth system based around seven learning powers. The Infant Quest instils a spirit of determined adventure at the beginning of each child's educational journey.

The bespoke Quest map is displayed in each Infant classroom, inspiring the children with an imaginative visual goal. The map displays one learning power at a time, and as the class master each power the teacher moves the class boat closer and closer to Castle Blanchelande in the distance. The journey may take days, or even weeks... Each child also has their name on a star; as their personal grasp of the learning power gets stronger their named star is added to the sky, providing light for all those in the boat as they journey together to their destination.



Each child receives their own personal Quest chart which maps out the seven learning powers that they are working towards. There are three levels of achievement within each learning power: bronze, silver and gold stickers are awarded by the teacher when the required standard is reached.

Through the Infant Quest you will be able to track the all-round development of your child.



Blanchelande College

Nursery opening hours

Parents are kindly requested to walk up the steps by the Rosaire hall and then drop children directly into the Nursery classroom. At the end of the day parents will be invited to collect children directly from the Nursery classroom.

Nursery clubs

The optional before and after school clubs take place in the Nursery classroom and are run by Nursery staff.

8.15 am – 8.45 am - Optional Early Bird Club

8.45 am – 2.45 pm – The Nursery day

2.45 pm – 3.50 pm – (*optional*): the Nursery After School Club

A DAY IN THE LIFE OF A BLANCHELANDE INFANT (Reception, Year 1, Year 2)

7.45 am – 8.45 am	Mrs Carre welcomes early birds for breakfast club!
8.45 am – 9.00 am	Children are greeted at the door by one of our Infant staff
9.00 am	Registration and lessons begin
10.35 am	Playground and snack time
10.50 am	Back to lessons again for the rest of the morning
12.15 pm	Infants gather in the Rosaire Hall with their friends for either their packed or school cooked lunch
12.45 pm	After lunch there's time at the Infant playground or to a range of different clubs (followed by a quick run-around!)
1.25 pm	Registration and afternoon lessons begin
2.45 pm	Playtime
3.00 pm	Storytime
3.15 pm	Home time – the school day finishes with a prayer and each child says goodbye individually to their teacher
3.15 pm – 5.30 pm	After school club



Blanchelande College

SEMPER FIDELIS – BLANCHELANDE TRADITION

Our ethos

Our mission

Blanchelande College, as a Catholic school, seeks to be a family always faithful to the example of Our Lord Jesus Christ, striving to become all that God wants us to be.

Our aims

1. That the Blanchelande family experiences a safe environment where each young person flourishes.
2. That, by fostering their gifts and talents, each pupil develops their personal vocation.
3. That the intellectual life of inquiry is directed by the search for truth, beauty and goodness.
4. That pupils learn to communicate with accuracy, logic and style.
5. That pupils engage in service and charity, helping others and preserving God's creation.
6. That pupils extend their cultural horizons and have opportunities to experience and participate in the arts.
7. That pupils nurture their health, growing in endeavour and enjoyment of true leisure.

Three Rules for Life

1. Use your talents to pursue what is good.
2. Treat other people as you would like them to treat you.
3. Be tolerant and open to respectful debate.

'Lord, let me grow into the person you have made me to become.'



Blanchelande College

History of the College

For the history of Blanchelande College – which stretches back to the Middle Ages – click [here](#).

Religious life

Children from Reception onwards, participate in some form of collective act of worship each day, either as a class, a year group, a department, jointly with Juniors or as a whole College. These acts of worship, in the Roman Catholic tradition, may be led by pupils, teachers or a visiting chaplain from the local parish. Children in the Nursery will also learn some short, age-appropriate prayers.

If you have any questions about the school's religious life or RE curriculum, please contact the RE Coordinator (Primary), Mrs Gaudion, or the Principal.

Email gaudiona@blanchelande.sch.gg

Assemblies

Infants (Reception – Year 2) and Juniors gather for assembly on Wednesdays at 11.40 am – 12.15 pm. Often a class leads this assembly and parents of the relevant class are invited to attend.

It is usually possible to take photographs of your own child at these assemblies, but care must be taken not to photograph other children. We also ask that no photographs are posted online. Occasionally an announcement may be made asking parents to take no photographs during the assembly. However, after it has finished an opportunity to take an individual picture may be provided.

Christmas production

Infants participate in the Primary Christmas production. Parents are often asked to support the production through helping learn lines, and provide pieces of costume. The production is usually performed twice, once in a morning and again in an evening, to enable parents and grandparents to attend at a convenient time.

Mother's Day Tea Party

Around Mother's Day (the fourth Sunday in Lent), the Infant children say thank you to their mothers by hosting a tea party! As well as delicious cakes (made by the children in our Food Technology kitchen) and endless cups of tea, the children provide entertainment in the form of poetry and song. Grandparents are very welcome to attend this lovely event.



Blanchelande College

PASTORAL CARE

Blanchelande staff are committed to the well-being of every child at the school, and the partnership between home and school is essential.

Safeguarding

Safeguarding is defined in law as, 'protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.'

Responsibility for safeguarding lies with the Principal and is overseen by the Designated Safeguarding Lead, Hugh Tabel (Head of Pastoral Care). All members of staff at Blanchelande have a responsibility for reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL). The College will liaise closely with parents and external agencies, as appropriate.

Scarlett Le Page is the Early Years Designated Adult for Operation Encompass.

For the College's full Safeguarding policy, please [click here](#).

Raising a pastoral concern

If you are concerned that your child is being bullied, or is having difficulties relating to other staff and boys, or you notice a worrying change in his behaviour or attitude, please contact the College.

You may wish to contact one of the following:

- Your child's class teacher, Nursery Manager or Deputy Manager
- The Head of Infants, Mrs Yeoman (yeomana@blanchelande.sch.gg)
- If the matter concerns safeguarding/ child protection, the Designated Safeguarding Lead, Mr Tabel (tabelh@blanchelande.sch.gg)
- The Principal, Mr Elward (principal@blanchelande.sch.gg)

Anti-bullying policy

Blanchelande has a strict no-bullying policy, and we recognise that bullying is damaging to both the victim and the perpetrator. If you have a concern about bullying, please immediately raise it with the College. Our anti-bullying policy is on the [policies page](#) of our website.



Blanchelande College

Attendance and absence

Regular school attendance is vitally important for every child to flourish.

- **Planned absences:** Parents should email the Primary Secretary one week in advance stating the reason and duration of the planned absence. The recipient will aim to reply within 48 hours and file the request.

Email andradek@blanchelande.sch.gg

- **Unplanned absences:** If for any unforeseeable reason (illness, travel difficulties, etc.) a child cannot attend school, parents should telephone the College Office, or email the College on the first morning of the absence.

Email office@blanchelande.sch.gg **Tel** 237200

- **Sickness:** Any child who is unwell during the school day will be sent to the Medical Room adjacent to the College Office. Parents will be contacted should collection be required, or permission for a specific medical treatment.
- **Return to College after sickness – the 48 hour rule:** A child who has been off-school with a contagious illness must be *symptom-free for 48 hours* before returning to school. Any child returning to College prematurely will be sent home.

Medication

The College will always try to support families in the administering of routine medication. If your child is on medication, please contact the School Matron, Mrs Jones to discuss their requirements, copying in the Head of Infants, Mrs Yeoman and the Nursery Manager, Mrs Le Page.

Email jonesj@blanchelande.sch.gg

yeomana@blanchelande.sch.gg



Blanchelande College

WHAT TO BRING

Pupils in Nursery:

- Uniform (see uniform list)
- Book bag
- Water bottle
- Healthy snack for morning break (no nuts, crisps or chocolate – fruit, crackers, nut-free cereal bars are recommended!)
- Spare clothes – please include pants and socks
- Wellies
- Blanchelande sun hat

Pupils in Reception and Years 1-2, do not bring in their own stationery. Everything they need is provided for them.

Here is what pupils do need to bring with them:

- Seasonal uniform (see uniform list)
- Book bag
- Reading record book
- Water bottle
- Homework (if due)
- Healthy snack for morning break (no nuts, crisps or chocolate – fruit, crackers, nut-free cereal bars are recommended!)
- Packed lunch (if not having cooked school lunch)

The following items are kept in school:

- Blue apron
- Wellies
- Blue waterproof dungarees
- Blanchelande sun hat



THE CURRICULUM

Throughout the Primary department, pupils are taught by a mixture of class teachers and subject specialists. Each Infant Class from Reception onwards, has a full time Learning Support Assistant who works alongside the class teacher providing further support for individuals and groups of children.

For some lessons, Infant classes will use some of the wider College facilities, such as the outdoor playing fields and courts, ICT suite, library, Food Technology kitchen, as well as – within our Victor House Arts Centre – the music and drama studios.

Frequently the curriculum is enlivened by visits from special guests, such as historical figures (supplied by Guernsey Museums) and representatives of various professions (e.g. doctors, vets, etc.).

Academically, Infants at Blanchelande broadly follow the English National Curriculum.

Nursery

In September 2021 we start our journey with a focus on being a nature Nursery, making full use of the stunning school grounds that we are blessed with. We aim to offer a high standard of care and education to children from 2½ to 4 years of age.

The Early Years framework

Blanchelande's Nursery follow the Early Years Foundation Stage curriculum (EYFS). While following this framework, we recognise that every child is unique and develops at their own pace; our high staff to pupil ratio enables us to take each child's development into account when constructing the curriculum.

In addition to the activities delivered by the Nursery team, we have dedicated times when specialist teachers provide the children with broader opportunities, including:

- Dance
- Fun French
- Music

We also try to make every day feel different so that the children have a balance of a secure routine with stimulating variety, including:

- Forest Kindergarten



Blanchelande College

- Cooking
- Outings

Fostering a love of books

We have key focus themes each term based on what the children enjoy and want to learn about. Children will be given books and they will have the opportunity to choose books that appeal to them to take home in their own personal bookbag (which we provide free of charge).

Communication with parents

As your child's Nursery, we are here to work incredibly closely with and alongside you. We will always be pleased to meet you and be contacted either when you are dropping off/collecting or via email.

Do share with us any special moments or home experiences. We have a dedicated display board to sharing home life where children can display photos and share fond memories. We have 'proud clouds' so parents can share why they are proud of their children and/or a special moment that may have taken place outside of Nursery.

Reception

Pupils in Reception follow the Early Years Foundation Stage (EYFS) curriculum.

- Communication and language (include French language teaching)
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world (including Religious Education)
- Expressive arts and design

Click [here](#) for a curriculum overview.

Years 1-2

- Literacy (English)
- Numeracy (Maths)
- RE
- Science
- History
- Geography



Blanchelande College

- French
- Art & Design Technology (DT)
- Music
- Computing
- Physical Education (PE)
- Personal, Social, Health Education (PSHE)

Click the following links for [Year 1](#) and [Year 2](#) curriculum overviews.

Reading

We aim for every Infant child to become a confident, fluent reader with a love of books. Each year the children celebrate Book Week (Hilary Term) with a visiting author.

At school Infant staff will hear children read individually, in pairs and in groups throughout the week. Each child will bring a book home from school every day; we ask parents to spend ten minutes each evenings listening to their child read, and to record this in the Reading Record book.

Click the following lists for recommended reading lists:

- [Reception reading list](#)
- [Year 1 reading list](#)
- [Year 2 reading list](#)

Homework

Homework is set for all Infant children with an allowance of a week given to complete set tasks (except for reading, which is daily).

Reception

- Phonics activities
- Daily reading
- Spellings (staggered based on reading level)

Year 1

- Daily reading
- Weekly spellings (differentiated)
- Weekly Maths activity

Year 2

- Daily reading



Blanchelande College

- Weekly spellings (differentiated)
- Weekly Maths activity
- Occasional work in other subject area

Learning Support

Learning Support is available for any child with a special educational need. Support may be given either through in-class differentiation, or through one-to-one lessons, provided by a learning support specialist.

One-to-one lessons are charged as an extra, at a rate of £36 per half hour.

Reports and parent-teacher meetings

Parents receive the following formal feedback during the course of the year.

Michaelmas Term

- Parents evening (late October)
- Written report (end of term)

Hilary Term

- Parents evening (after half term)

Trinity Term

- Written report (end of term)

Educational visits

Infants broaden their experience through a number of educational trips. These change each year depending on topics being learnt and opportunities available, but often include:

- Guille-Alles Children's Library
- Castle Cornet
- Guernsey Folk Museum
- Local veterinary practice
- Herm
- Fire Station
- Airport
- Local supermarket
- Fort Grey Shipwreck Museum
- Candie Museum
- Sailing
- Sea swimming



Blanchelande College

Generally, there is no additional charge for these educational visits. A modest additional charge is made for Activity Week in June.

Blanchelande has its own minibuses, equipped with seatbelts.



Blanchelande College

EXTRA CURRICULAR

Infant children have a busy school day and need unstructured playtime, but we also provide appropriate opportunities for them to develop hobbies and interests outside the curriculum.

These take place during lunchtime (without charge) and change from term-to-term. The list of activities is published each term but examples of past activities include:

- Sewing
- Construction
- Tennis
- Football
- French
- Spanish
- Library
- Craft
- Brilliant Books

Sports and being active

Blanchelande Infants are blessed with extensive outdoor space to be active at various times throughout the school day, within and outside lesson times. Facilities include the outdoor courts, large sports pitches, the Infant playground, outdoor decking area and an outdoor learning and forest area.

Reception and Year 1 have 'Welly Wednesday', a weekly, hour-long outdoor learning lesson.

Activity week in the Trinity term, during which a wide range of activities is offered. In the past these have included sailing, horse-riding and a trip to Herm.

PE lessons are taught by PE specialists and activities include:

- Swimming (at Beau Sejour)
- Ball skills and games (variety of sports)
- Gymnastics and dance
- Athletics

In the second half of the Trinity Term, Infants participate in Primary Sports Day, to which parents are warmly invited.



Blanchelande College

ENRICHMENT

As mentioned, our infant children perform in class assemblies, go on educational trips and enjoy listening to a range of guest speakers. Throughout the year children also participate in a range of annual enriching activities and events.

Michaelmas Term	<ul style="list-style-type: none">• School Council election (2 children are elected from each class and attend meetings throughout the year)• Year 2 monitors elected• Harvest festival• Christmas production• Christmas party• Visit to Residential home –Selected Year 1 and 2 children sing and present cards to residents.• Presentation of Cusack Cup (for Courtesy, Kindness and being Caring)
Hilary Term	<ul style="list-style-type: none">• Eisteddfod – every infant child performs in the infant choir competition. Year 1 and 2 children may choose to recite and perform a poem.• Book week - Daily activities to celebrate reading and books in a variety of ways. This includes a visit from an author, a dress up as a book character day and a competition.• British Science week – fun science activities• Lent fundraising activity• Mother's Day Tea Party• Easter Egg Hunt• Presentation of Cusack Cup (for Courtesy, Kindness and being Caring)
Trinity Term	<ul style="list-style-type: none">• Nursery children welcome afternoons/Reception transition to Year 1 afternoons• Activity week – Daily activities• Sports Day• Speech day/prize giving• Transition morning – all pupils spend a morning in their new class



Blanchelande College

SUPPORTING THE COLLEGE

As Blanchelande parents you already support the College in the most important way; thank you for entrusting the education of your son or daughter to Blanchelande.

Becoming a benefactor

Blanchelande College is a not-for-profit charitable organisation. The Trustees and Governors of the College offer their time as volunteers, without remuneration. Any surplus generated by the College is reinvested in the estate and educational provision. As such, the College welcomes the support of families and members of the community who would like to donate time, funds or material gifts to benefit the College. Should you wish to support the College in this way, please contact the Principal.

Email principal@blanchelande.sch.gg

Parent, Teacher & Friends Association (PTFA)

Blanchelande's PTFA is run by a committed group of volunteers and coordinates fundraising and community events. The PTFA has its own website: <https://blanchelandeptfa.co.uk/>

The PTFA raises essential funds for school resources, and in recent years has enabled many improvements including:

- Playground furniture for the Infant and Junior playgrounds
- Staging for the Drama studio
- Outdoor table tennis tables
- Hockey goalkeeper kit
- A Slinger tennis machine and balls
- Refurbishment of Science laboratories
- Picnic benches
- Basketball stands
- A catering van

The PTFA Committee is always keen to welcome further volunteers and committee members. The time commitment is very much based on what each parent can give. To express your interest, please send the committee an email.

Email: ptfa@blanchelande.sch.gg



Blanchelande College

PARENTAL INFORMATION

Fees and extras

For information regarding fees and extras for the current academic year, click [here](#). Parents receive one full term's notice of changes to fees; this is normally given at the close of the Hilary term with effect from the following September.

Notice of withdrawal

In the event of withdrawal of a pupil from the school, a full term's notice in writing must be given to the Principal. In the absence of such notice, one term's fees is payable in lieu.

Policies

All statutory policies are available on the policies page of our website [here](#).

[Eat well policy.pdf](#)

[Healthy Early Years policy.pdf](#)

Complaints

We hope that you will always be able to informally resolve any cause for dissatisfaction through a meeting with the member of staff concerned, or with the Principal. However, should you wish to make a formal complaint, our Complaints policy is available on the policies page of our website [here](#).



Blanchelande College

Les Vauxbelets,
St Andrews,
Guernsey
GY6 8XY

Tel: 01481 237200

Email: office@blanchelande.sch.gg
www.blanchelande.co.uk