



Elizabeth College Junior School Acorn House

Elizabeth College Junior School has now merged Acorn House and Beechwood. Acorn House is the Pre-School for girls and boys from 2½ - 4 years of age and the Pre-Preparatory department for girls and boys from 4 - 7 years of age. Beechwood is the Preparatory department for girls and boys aged 7-11 years of age.

Elizabeth College Junior School (ECJS) is an integral part of Elizabeth College, with its own Headteacher, Management Team and Staff.

Separate registrations are required for Pre-School and School.

Acceptance to Reception is dependent on early registration and a prescribed order of priority. Acceptance to Years 1 and 2 at Acorn House is dependent on observations made of a child during a prior visit to establish the child's current ability, skills and potential.

Acceptance to Beechwood is dependent on passing Literacy, Numeracy and Verbal Reasoning tests.

Good manners and courtesy are encouraged. All girls and boys are expected to be smartly dressed at all times. They wear a distinctive uniform and thus adopt a high profile within the Island community.

There is no automatic transfer for girls and boys at the age of 11. All pupils must pass the respective College Entrance Assessment.



Elizabeth College Junior School Beechwood



LETTER from the HEADTEACHER

Dear Parents

Parents choose this school for their children for a variety of reasons: the breadth and stability of the curriculum, which enables children to find an area in which to develop their interests and talents; the wide range of excellent facilities, offering children so many opportunities; the friendly and open nature of the children, which is a reflection of the secure and caring environment that we create for them; the importance we attach to spiritual values and the sense of purpose and genuine enjoyment – the ‘buzz’ of the school – which is always in evidence. We aim to provide all the very best elements of Preparatory School education.

This prospectus is designed to give you a small insight into what we try to achieve here, though, of course, it cannot replace a personal visit. If you have not done so already, I hope you will come to see Acorn House and Beechwood for yourselves and experience the atmosphere and involvement of the children and staff.

I have a simple philosophy. It is that every child is good at something and as educators it is our responsibility to nurture the child so that she or he fulfils her or his potential in this area. This growth in confidence will help to achieve success in other areas of the curriculum. We hope that all our children will leave us as rounded, happy individuals, capable of achieving further success in the future as independent learners.

I sincerely hope that in all our endeavours, we at Elizabeth College Junior School can continue to serve the community for many years to come and, in so doing, fulfil the College motto, ‘Semper Eadem’ – ever the same.

Yours sincerely

Suzanne Battey



Suzanne Battey, who specialises in Mathematics and Physical Education, has been Headteacher of Beechwood since September 2000 and Headteacher of Elizabeth College Junior School since September 2006.



AIMS AND OBJECTIVES

It is the aim of the School to provide the very best educational opportunities for the children, through personal attention, a happy atmosphere and a dedicated and caring staff. The children are expected to work hard, to respect others and to co-operate in the smooth running of the School Community. A careful balance is kept between freedom and order, so that by the time they leave, the children should have developed confidence and self-reliance. They are encouraged to use their own initiative and to increasingly take on responsibility as they move through the School.

The School seeks to educate the whole person, through a broad and balanced curriculum and a wide range of extra-curricular activities, so that each child can achieve her or his full potential and develop her or his self-esteem. This will enable a confident transition to their next stage of education. There is a special emphasis placed on basic Numeracy and Literacy, the foundation upon which academic success is based.

Throughout the School there is a two-fold underlying purpose: to enable the children to develop their full potential and to ensure contentment within the School Community. The ethos at ECJS is founded on firm Christian principles and this is reflected in our relationships with the children and their families. However, other denominations are welcome and are represented within the School Community. Through regular worship in assemblies, we aim to instil and nurture the principles of respect, care and trust that are implicit in a strong family community. We respect the parental right to withdraw their children from our assemblies should they so wish.

A termly calendar is published. The following year's key term dates are also included. Parents are asked to note these dates carefully. Permission for leave of absence during term-time should be obtained from the Headteacher in writing.





THE CURRICULUM

During their time at ECJS, the children are able to experience a wide range of educational activities. The curriculum offered at Acorn House is a whole learning experience. It is not only the activities and lessons planned, but also those dispositions, attitudes and values which we try to foster in our children. We believe that these experiences form a sound foundation for future academic success through the whole of Elizabeth College.

When planning the curriculum programme and putting it into practice, we aim to ensure that every child's learning is varied, balanced and matches their individual needs. The children in the Pre-School and Reception classes follow the prescribed Foundation Stage Curriculum. The areas of learning are Personal, Social, Health and Emotional Development, Language and Communication, Mathematical Development, Creative Development, Physical Development and Knowledge and Understanding of the World.

The subjects taught in Years 1 and 2 are Literacy, Numeracy, Science, Information and Communication Technology, Religious Education, Design and Technology, History, Geography, Art, Music, Physical Education and Personal, Social, Health and Emotional Education and French.

The curriculum at Beechwood (Years 3 to 6) is broad. The pupils are taught the following subjects: Numeracy, Literacy, Science, Information and Communication Technology, Religious Education, History, Geography, French, Art, Drama, Design and Technology, Music, Physical Education, PSHE and Citizenship. The allocation of periods varies slightly from year to year, though emphasis is placed upon Literacy and Numeracy; these subjects being taught every day. We endeavour to give the children broad experiences within the curriculum throughout their four years at Beechwood.

To supplement our own PSHE programme, pupils in Years 5 & 6 undertake a short course that is run by a qualified health educator from the Board of Health. The topics covered complement work within the Science curriculum and are geared specifically towards this age group. In Year 6 these include consideration of health, hygiene, peer pressure, friendship, bullying, smoking, drugs, coping with puberty and the changes of adolescence, basic anatomy, family life, sex education, childbirth and the responsibilities of parenthood. We also have close links with the local Fire Brigade, Police Education Service, St John's Ambulance Service and GASP (The Guernsey Adolescent Project) who assist in parts of this important programme of study.

We are keen to take children on educational visits, which is why we have a degree of flexibility built into the daily routine so that trips to places of local interest, concerts,



rehearsals, talks and workshops undertaken by visitors to the School, can all be accommodated. These are all considered to be an integral part of the children's education. Curriculum enrichment days are organised throughout the year to enhance the children's learning experiences.

Children who need extra support in a specific area are identified as early as possible. The appropriate action is taken and parents are kept informed about progress and how they may support their child at home. Our Learning Support Programme allows us to offer school-based support for those pupils experiencing difficulties. Children are screened for difficulties by our Head of Special Needs (SENCo) if it is felt that a child's progress is a cause for concern. As a result of this screening, parents may be asked to allow further investigations to take place either by our Head of Special Needs or, in specific cases, by an Educational Psychologist. Children are taught individually or in pairs in the Dyslexia and Learning Support Unit and close liaison with the child's class teacher is seen as an essential element in supporting and monitoring progress. These lessons are chargeable, a term in advance.

The School has drawn up plans and schemes of work in all curriculum areas. Parents are given details of our long term plans at the beginning of each term. Any parents wishing to gain a further insight into our curriculum plans are welcome to do so by contacting their child's class teacher. Transition between year groups is usually very straightforward provided pupils have made the necessary progress. Occasionally, the College reserves the right to place children in year groups for two years to allow for consolidation and progress to be made. This will only be done after considerable discussion between the Junior School and the parents of the child concerned.

HOMEWORK

Homework gradually increases as children move up the School. Children at Acorn House are encouraged to build up an initial sight vocabulary of high frequency words to aid their progress with reading. In Year 2, children may also be set a Numeracy or Literacy task, as well as spellings or multiplication tables to learn. Reading books are sent home daily.

In Years 3 & 4, the emphasis is on developing spelling, reading & multiplication tables. In addition, independent work habits are encouraged by the setting of small pieces of written work in either Literacy or Numeracy as appropriate.

In Year 5, pupils are set homework in Literacy (x2), Numeracy (x2), History, Geography and Science, together with reading and spelling. Homework should not exceed 40 minutes on any one night.



In Year 6, children will be set two homework subjects; each task should take a maximum of 30 minutes. Up until the Entrance Assessment an additional task may be set on Fridays. Spellings are given each week.

Please remember that homework is set on the first day of each term and each subsequent evening. Homework set should build on work completed in class or should be based upon research activities for future learning.

It is the responsibility of each Beechwood pupil to ensure that homework is completed. Parents are asked to check this and initial the Homework Diary daily. The class teacher checks this each day. It should not be necessary for parents to supervise homework too closely, though some help may occasionally be needed. If pupils experience undue difficulty or have to spend longer than the allotted time, parents should note this in the Homework Diary.

The Home School Communication Book (Acorn House) and the Homework Diary (Beechwood) are a useful means of communication between home and school and we would urge parents to use these as the first point of contact.

ASSESSMENT, REPORTING, INCENTIVES & PARENT MEETINGS

ASSESSMENT

Parents receive regular reports throughout the year and there are various opportunities for parents to meet staff with regard to progress. Informal discussions often take place at other times during the School Year. Children's achievements are continually assessed so that future learning opportunities are appropriately planned.

During each Academic Year, pupils are assessed using standardised tests. Using all the information we gather, we have a good understanding of each child's future potential. Acorn House pupils, who are making satisfactory progress and are benefiting from our curriculum, transfer automatically to Beechwood. Pupils transferring from other schools will be formally assessed prior to acceptance. Occasionally places are offered on a probationary basis.

For children in Years 4 to 6, Numeracy and Literacy examinations take place at the end of the Michaelmas Term. All Beechwood children sit one full set of formal written examinations during the Trinity Term. Girls and boys in Year 6 sit the Elizabeth College, The Ladies' College or Blanchelande College Entrance Assessments in the Lent Term. They must attain the necessary standard, as entry to the Colleges cannot be guaranteed. No examinations are set during the Lent Term, though end of topic tests are set at regular intervals to monitor progress.



As a result of the Assessment for Learning Initiative, teachers are targeting their lessons accurately to their pupils' needs, allowing both staff and pupils a greater insight into the Teaching and Learning that takes place each day.

REPORTS

All children at ECJS receive reports termly. Grades are given for attainment and effort, as well as written comments. The end of year report gives a full picture of the child's development during the School Year. In addition, in the Michaelmas Term, a half-term assessment is given in all academic subjects for pupils at Beechwood. Parents are welcome to discuss any areas of concern resulting from assessments with the class teacher.

When pupils sit examinations, papers will be set across year groups and their scores will be recorded on their reports.

MEETINGS

Parents of children entering the Pre-School classes and Reception are invited to a meeting in the Trinity Term where they can meet the staff and learn more about everyday matters within the school. Reception parents are also invited to meet their child's teacher during the first two days of the Michaelmas term. Reception children begin School on the third day of term.

Parents of children entering Year 3 are invited to a meeting in the Trinity Term to learn more about life at Beechwood. Children entering school are invited to spend time with their new teacher and peers during June.

Curriculum Evenings are held in both departments at the beginning of the Michaelmas Term; this gives parents a chance to learn more about the year's initiatives.

Appointments are made for parents and teachers to meet in both the Michaelmas and Lent terms. Parents are always welcome to discuss their child's work with Staff, the Deputy Heads or with the Headteacher at a mutually convenient time. This should be arranged, in advance, via the School Office.

INCENTIVES

Pupils are rewarded throughout their time at School. Stickers, House Credits and Certificates, as well as Headteacher Awards, are given to children throughout the School, who achieve personal success in any area of School life. Class teachers are responsible for collecting in credits each week and the House totals are announced regularly in Assembly. All Beechwood pupils are awarded a Credit Certificate annually that records the number of credits received. Pupils at Acorn House can have their names added to a leaf on



the Good Citizen Tree. 'Smiley Faces' are awarded throughout the year for music and pastoral initiatives such as good manners, politeness and care towards others. Children can gain bronze, silver and gold star badges, which they wear with pride on their blazer lapels.

A Head Boy and two Deputies are appointed from Year 6 and are selected for their leadership qualities and sense of responsibility. Year 6 pupils are prefects or monitors. They set an example to the younger pupils in the School and are given certain tasks to undertake by members of staff in break-times and before School. Serious disciplinary problems are extremely rare, but if a pupil persistently falls foul of the system, parents may be asked to come to School to discuss matters further. As a final resort, a pupil may be suspended, with the approval of the Principal.

ACORN HOUSE PROMISE

This is our School
And we are family.
Let us promise together
That this shall be a place
Where we love one another
As brothers and sisters.
Let us promise together
That this shall be a happy place,
Where we can learn
About the world around us.





There is a School Code of Conduct. The success of the policy rests on good communication between school and home.

CODE OF CONDUCT

At this School we learn to value each person as an important and special individual each with their own strengths and weaknesses.

Respect Yourself

Take pride in your work, always do your best.
Set yourself targets to achieve, do not underestimate yourself.
Have confidence in yourself.
Never be afraid to say sorry.
Never be afraid to admit to a mistake.
We all have different talents.
Be organised and responsible.
Always take pride in your appearance.

Respect the Values of this Community

Be considerate and caring to everyone in the way you speak and act.
Be honest and do not lie.
Have courage to develop your own faith.
Respect other people's beliefs and opinions.

Respect those around you

We all have the right to come to school knowing we will be respected and cared for by everyone else.
Respect other people's right to work and to do their best.
Help support others when they do things wrong.
We are all allowed to make mistakes and learn from them.
Respect other people's abilities, in and out of the classroom.
Respect other people and their views. We all have the right to our own opinions as long as they do not harm others.

Respect Property and the Environment

Be aware of your surroundings and treat wherever you are with care and respect.
Never use other people's property without permission.
Make sure that when you have worked or played somewhere, you leave the area as you would wish to find it.
Respect all the work the caretaker and the cleaner do.
Try to ensure that nobody has to clear up after you.
When other people's property is not where it should be, return it to the owner or put it in Lost Property.
Take the trouble to pick up anything that has fallen to the floor.
Place all litter in the bins.
Keep your classrooms tidy.

Respect the safety of everyone and everything in the School

Our behaviour must not be a danger to ourselves or others.
Safety rules in different areas of the school and, when using various pieces of equipment, are there for a good reason and must be followed.
It is dangerous to run in and around the school buildings.



PHYSICAL EDUCATION, MUSIC and ACTIVITIES

PHYSICAL EDUCATION

From Reception to Year 6 the children follow a progressive scheme of work for Physical Education and are given many opportunities to improve their physical skills. At Acorn House the children have games, dance and movement and PE lessons. The pupils at Beechwood have two sessions of games per week as well as one of PE. The main games are soccer (Michaelmas Term), hockey (Lent Term) and cricket (Trinity Term). In addition cross country, tag rugby, rounders, sailing, swimming, athletics, gymnastics, movement, netball, racket and ball games are arranged as part of the timetable in the Preparatory Department. The games programme is designed to enable pupils to experience a wide variety of sport and focuses attention on hand-eye co-ordination, basic fitness and team skills. There are team and year group practices during the week. These are compulsory for those selected to represent the school.

There are strong sporting links with UK schools. The senior pupils have recently taken part in soccer, hockey and cricket tours with Ipswich Prep, Cheltenham Prep, St George's (Jersey) and Denmead (Hampton). They also play soccer and cricket matches against Victoria College Preparatory School, Jersey, both home and away. Each Lent Term we host a hockey tournament for visiting schools.





MUSIC

As well as formal music lessons each week, tuition can be provided for those who wish to take up a musical instrument. This is undertaken by visiting tutors who give private lessons on a range of instruments including: violin, viola, 'cello, flute, clarinet, trumpet, cornet, horn, trombone, guitar, piano and drums. All instrumental music lessons are paid for privately and are extra to the standard school fee.

Children take part in the Art, Music and Drama sections of the Eisteddfôd each year.



ACTIVITIES and CLUBS

There are opportunities for Year 2 children to take part in after school activities such as choir, PE, gymnastics, dodgeball, origami, sewing, silk painting, dance and computer club. For children in Years 3 – 6 a variety of clubs and rehearsals take place in the activity sessions during lunch break and after School. Examples of these include music groups, art club, chess club, tennis, drama, choir, fencing, Lego, PE and ICT. The main activity period takes place between 1545 and 1625. There is also a very popular cookery club (there is a small charge per term to cover the cost of ingredients); mothers and fathers assist during lunchtime cookery sessions. Active Beaver, Cub and Scout packs are associated with Elizabeth College.

For the pupils at Beechwood, Activity Week takes place in the Trinity Term. Year 3 and 4 children take part in activities on the Island and visit places of local interest, including Herm. Year 5 and 6 children leave the Island to pursue activities at centres in England and France.



SCHOOL and STAFF

The Pre-School consists of three classes, with a Room Leader in each room and Pre-School Practitioners to support the learning. The Pre-School Curriculum Coordinator oversees the Pre-School, working closely with the Foundation Stage Coordinator and the Headteacher.

The Junior School is well staffed with 19 full-time and 4 part-time teachers and 11 Teaching Assistants as well as administrative, maintenance and catering staff. The fourteen classes are divided into seven age groups with two parallel, non-streamed classes in each year group.

At Acorn House there will not normally be more than 20 children in any one class and at Beechwood classes will not be more than 22. At the end of the school year, children are placed into newly formed class groups. This usually occurs in Reception, Year 2 and Year 4 but, on occasion, classes are also mixed at the end of Year 1. Much thought and care is taken in making our decisions.

On entering the School, all pupils are placed in one of four houses. These are all named after eminent Old Elizabethans, each of whom were awarded the Victoria Cross. The Houses are listed below, together with their representative colours:

Le Patourel	Red
Halliday	Green
Home	Blue
McCrea	Yellow

The pastoral care of the pupils centres around the class teacher who is responsible for keeping a careful watch on the progress of the children, both socially and academically. When problems or concerns arise, it is the class teacher who is in the best position to deal with them with the support of the Headteacher as appropriate.

The BUILDINGS and RESOURCES

BUILDINGS

Acorn House is accommodated in a flexible building that has been extended and adapted as the School has grown. The children are taught in well equipped classrooms full of light and colour. There is a hall which is used for assemblies, as well as musical, dramatic and physical activities, a play area for the Pre-School children and a separate playground for the School. The children have a cooked lunch each day in the dining room. In addition, an outside classroom has been created.



Facilities at Beechwood include two purpose-built teaching blocks which comprise of 8 classrooms, Science Laboratory, Design & Technology Room, Gym, Assembly Hall, Cloakrooms, Medical Room, Resources Room and Staff Room. Beechwood House provides space for the Library, Art room, Music Suite, ICT Suite and Dyslexia and Learning Support Unit. Beechwood has its own playground and field and benefits from an all-weather sports surface.

RESOURCES

ECJS is a well-resourced, fully networked School. We are fortunate to have the most modern resources and equipment in all areas of the School.

Acorn House have seen the Pre-School re-housed on the ground floor of the building, with the School classrooms now all on the first floor. This refurbishment has allowed for replacement of equipment and updating of teaching resources. Each teaching room at Acorn House has an Interactive Smartboard with specialist software that enhances the education the children receive.

Each teaching room at Beechwood has an Interactive Smartboard, computers and specialist access to software. The ICT suite (containing 21 fully networked PCs) is available to pupils throughout the week and is used for a wide range of curriculum areas by all School year groups. ECJS is linked to the Internet via the GILE (Guernsey Integrated Learning Environment), which allows for a sharing of information and good practice. An internet user policy is in place to which parents and pupils are asked to adhere. Pupils are supervised closely when using the internet to research work during lessons. Each department has a class set of pupil laptops which are widely used throughout the week.

Both Acorn House and Beechwood have a well stocked school library. There are fiction, non-fiction books and cassette tapes that pupils may borrow. There is a wide range of resources in each School that children can use for project work. A computerised borrowing system is in place.

Staff members look after the libraries; Year 6 Librarians help in the Preparatory School. Class teachers can also use the Guille-Alles Library and the Education Development Centre as a source of reference material and reading books.



DAILY ROUTINE

ECJS Pre-School begins at 0900 and children should enter with their parents through the Pre-School entrance. Parents who wish to leave their children from 0830 may register for an 'Early Birds' session; these children should enter through the Acorn House main door at **0830**. There are limited places for this facility, which is chargeable.

Pre-School children should be collected from their rooms at the end of the session. If children are to be collected at an earlier time, they should be signed out at the School Office. Please note that entry to Pre-School, through its own entrance, is restricted during the School Day. A bell can be rung to alert staff of your presence.

Children should not arrive at Acorn House prior to 0820. The doors are opened at 0825. The Acorn House School Day for children in Reception to Year 2 begins with registration at 0840. Prior to this, children in Years 1 & 2 should enter the building through the main entrance and go to their classrooms independently. Parents of children in Reception should escort their children up to their class rooms until such time as their child's class teacher feels this is no longer necessary.

Children should be collected from the main door at the end of their day. An 'After School Care' is run primarily for siblings of Beechwood pupils. There are limited places for this chargeable facility. The School Day at Acorn House is arranged as shown.

0825	Doors Open
0840	Registration
0850	Session 1
1000	Assembly
1015	Milk and biscuits
1020	Break
1040	Session 2
1120	Session 3
1200	Lunch 1 st sitting
1230	Lunch 2 nd sitting
1300	Registration
1305	Session 4
1400	Break
1410	Session 5
1440	Reception depart
1450	Year 1 depart
1500	Year 2 depart
1500-1530	Activities Year 2



At Beechwood, pupils should not arrive at School before 0810. **Parents should note that the School cannot accept responsibility for children arriving at School before 0810.** They can enter the buildings at 0820. The School Day ends at 1530. However, after a short break, activity sessions are run by the staff. These are voluntary, but it is hoped pupils will attend at least one of the clubs run for them. Those children staying after 1530 for activities may bring a snack and drink to School.

The School Day at Beechwood is divided into seven sessions with morning and afternoon breaks.

0830	Registration
0840	Session 1
0935	Session 2
1005	Session 3
1040	Assembly
1055	Break
1115	Session 4
1215	Session 5
1250	Lunch some activities take place during this time
1345	Registration
1355	Session 6
1430	Session 7
1530	Break/End of School
1545	Activities
1625	Clubs and activities finish

LUNCH

All children at Acorn House have a cooked lunch. This is also available for children at Beechwood at an extra charge. These lunches are eaten in the dining room at Acorn House. Beechwood pupils may eat hot lunches once a week, three days a week, all week or in any combination their parents require. Cooked lunches may be organised through the Secretary at Beechwood by completing a cooked lunch request form prior to the beginning of term. Parents should note that these lunches are charged in arrears to your child's School Fees Account.

Beechwood children may bring a packed lunch to School. It should be brought to School in a proper lunch box (not plastic bags). Children are required to eat the food they bring to School. Parents should ensure that their children like the food they bring so as to avoid unnecessary waste. **Sweets, fizzy drinks, food containing nuts or nut products and glass containers are not allowed.** We ask that parents include a tea cloth or napkin on which lunchboxes may be placed.



We hope that parents will support the School's quest in teaching our pupils to be healthy by providing wholesome, healthy food for their children. All pupils may bring water in 'see through' sports bottles to have on their desks during the day as well as a healthy snack for break; such as fruit, cereal bars or cake.

ABSENCE and ADMINISTRATION

In the event of absence from School due to illness or accident, parents should notify the appropriate School Secretary by phone or e-mail. A reason for absence should subsequently be confirmed in writing when the pupil returns to School. It should be noted that the School will contact parents who have not informed the School that their children are unwell.

The School Secretaries are in their offices from 0800 until 1600. Appointments may be made and messages left during this time. They can also be contacted by e-mail on office@beechwood.sch.gg or officeacorn@beechwood.sch.gg or the Pre-School Secretary from 0830 until 12.00 officepreschool@beechwood.sch.gg.

During the School Holidays, parents may contact the School by e-mail. However, these are not checked daily throughout the breaks. Messages left on the School telephones may not be picked up regularly. For urgent matters the Bursar's Office at Elizabeth College should be contacted.

SCHOOL POLICIES

MEDICATION

In line with Elizabeth College's administration of medication policy, procedures are now in place that reflect the ages of our pupils. The administration of medication falls into three separate areas.

- Pupils who have medical conditions that, if not properly managed, could limit their access to education.
- Pupils who have been prescribed antibiotics, for example, who need to complete a course of treatment, but are no longer infectious and may return to School.
- Pupils who may require emergency medication. A severe allergic reaction, for example, will need immediate treatment.

In the first two cases, the School must be provided with a written request before medication can be administered.



Parents of children who have been prescribed Epipens to counteract severe allergic reactions should confirm their children's medical details in writing, or as soon as is practicable, preferably before they begin at ECJS. The School will need two Epipens on site at all times. Staff receive training in the procedures required to administer Epipens in emergency situations. If children are unable to participate in Physical Education lessons, a covering letter is needed which must be shown to the teacher in charge at the beginning of the lesson.

PHOTOGRAPHIC IMAGES

You should be aware that from time to time Elizabeth College uses media images of pupils as a means of recording pupil involvement in activities such as sport, music and drama and to help publicise the work of the School. These photographs and images may appear in the media, printed publications, videos or on our website. Clearly these are entirely customary school uses of pupil images. To reassure you about how we use such images please note that the following guidelines are observed:

- Pupils whose images appear in the local press will be named, but no personal contact information will be included in any news releases.
- Pupils whose photographs appear on any College web page will not be identified.
- Your child's image will not be used for commercial advertising purposes, or in publications for gain, without seeking consent.

We hope that you will understand Elizabeth College's desire to publicise your child's achievements by using images in this way. However, on occasion, you may wish that images of your child are not published. If you should want to prevent the use of your child's image in our publications, or from being passed to the media, please inform your child's Headteacher to this effect in writing.

Parents who wish to access the above policies or those for health and safety, complaints and any academic policies, can do so by contacting the Headteacher or by looking on the Elizabeth College website – www.elizabethcollege.gg.

PARKING

Parking space is very limited on both School sites so it is vitally important that parents arrive and depart promptly to collect their children at either end of the School Day. At the beginning of each academic year, parents are advised where each year group should try to park at pick up time. While we appreciate that this will not always be possible we ask that parents try to adhere to this request. With consideration for others, movement within the car parks can be maintained. Parents should be very aware of children's safety in the car park before and after School.



CLOTHING and EQUIPMENT

New parents receive a comprehensive clothing list and **it is important that everything that comes into School is clearly marked with the pupil's name.** Parents are asked to purchase clothing from the School Outfitters only.

Children at ECJS must bring their School Kit Bag containing their PE kit to School on a Monday morning. This may remain in School until Friday. Games kit should be brought in on the appropriate day and returned home after games sessions for washing.

Parents of children at Beechwood should ensure that their children come to School with the correct equipment for the day's work. It helps if you can check regularly that your child has a named pencil case with rollerballs, H or 2H pencils, sharpeners, rubbers, crayons, etc. Children in Years 5 and 6 need a simple geometry set containing compasses, set square and protractor for use in Mathematics. All pupils should also have a glue stick and safety scissors. **Children are NOT allowed Tippex or other similar products in school.**

The School has its own Stationery Shop where the pupils may purchase most of the items they require for School.

THE FRIENDS and OLD ELIZABETHANS

THE FRIENDS' ASSOCIATIONS

Both Acorn House and Beechwood have their own Friends Association; all parents are automatically members. Their aim is to raise funds for the School and to organise social events, which provide an opportunity for parents and children to meet together informally. Over the years, events have included: a Children's Fashion Show, Barn Dance, Sponsored Car Wash, Bingo, Race Night, The Acorn House Ball, Beach BBQ, Michaelmas Bazaar, Christmas Fayre, Sports Day BBQ, School Discos and The Beechwood Ball. Each Association is run by a committee with representatives from each year group from which a Chairperson and Treasurer are elected to manage the day-to-day running of the Association.



The Friends have been and continue to be successful organisations, which have played a full part in the continued development of ECJS. They have funded a variety of purchases. These include a sound system for the Acorn House Hall, CD players, a significant donation towards climbing frames, the provision of Design & Technology workbenches, a new pottery kiln, a school mini-bus and gymnastic equipment. Benches for the pupils to sit on at break-time have also been purchased. The Friends have also funded the purchase of a number of musical instruments and have donated books for the library.

The Friends have also supported our ICT initiative and funded the purchase of Interactive Smart Boards, hardware and software. Digital cameras, MP3 players, pupil laptops and garden benches are their most recent purchases.

A '200 Club' was formed in 1991 and the funds it raises are used to subsidise sporting tours to the mainland. Members pay £12 per annum. Fifty per cent of money received is paid out in the form of twelve monthly prizes of £25 and three termly prizes of £100.

We hope that you, as parents, will support the work of the Friends while your child is a member of the school.

THE OLD ELIZABETHAN ASSOCIATION

The Old Elizabethan Association fully supports the development of ECJS in the belief that a strong Junior School provides a good introduction to the ethos of Elizabeth College and can thus sustain both the long-term membership and values of the OE Association. Acorn House has received funding for library shelving and at Beechwood significant funding for an electronic baby grand pianola, athletics equipment, a sound system for productions and a set of steel pans.

We at ECJS are most grateful for the support we receive from the Friends and the OE Associations. Their support has made a significant impact on the specialised resources available to the children.