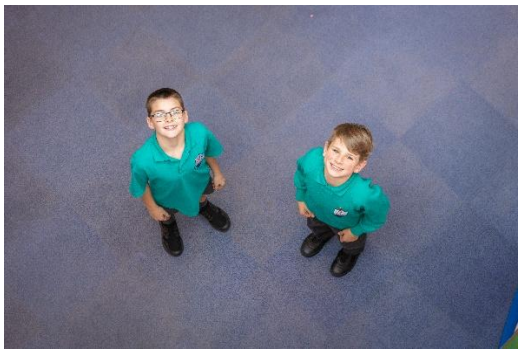
Hautes Capelles Primary School

School Prospectus

2026/2027

Head Teacher: Mrs S Coughlin



Rue de Capelles
St Sampson
Guernsey
GY2 4GL
01481 226070
hcp.office@education.gg

Head Teacher Welcome

As Headteacher of Hautes Capelles Primary School, I am delighted to welcome your family to join us as partners in your child's education. The staff and I are committed to providing the best possible opportunities for your children, whilst ensuring they feel safe and happy in a secure and caring environment. We aim to deliver a well-rounded education that enables each child to fulfil their potential and grow into caring, responsible members of our community.

We are proud to be a Gold Rights Respecting School, recognising and promoting the United Nations Convention on the Rights of the Child. These rights are embedded throughout our school and underpin all that we do.

Our school vision and values were chosen by our children, parents and staff to embody all that we strive to provide and empower our children to achieve.

School Vision

At Hautes Capelles, the best interests of the child underpins everything we do.

We believe that all members of the school should feel part of an inclusive community where positive relationships with each other are key.

All pupils are safe to learn and to play, enabling them to reach their potential and strive for excellence.

We achieve this by demonstrating our school values through our actions and our words.

Our Core Values:

- We are aspirational
- We are kind
- We respect one another
- We work together

We hope you will support our aims both at home and in school. It is important to us that you feel well informed and welcome and that you share in celebrating our achievements and successes.

Our most recent school inspection report can be found at: www.education.gg/inspections

This prospectus will provide you with all the information that you require but if you do have any additional questions, please check the school website https://capelles.sch.gg/ or do not hesitate to come into school and ask.

Welcome to our school family!



Mrs S Coughlin
Headteacher

This is our Hautes Capelles Family

Senior Leaders

Headteacher	Mrs S Coughlin
Deputy Headteacher	Mrs J Ballentine
Assistant Headteacher/ALNCO	Mrs K Fyfe
Teaching and Learning Lead	Mrs J Hind

Administration Assistants

Mrs C Rafferty
Mrs K Baudains
Miss J Loveridge

ELSA (Emotional Literacy Support Assistant)

Mrs J Harvey

Literacy and Language Specialist Intervention Teachers

Mrs A Tracey
Mrs L Gallienne

Teaching Staff

Mrs N Waterworth	Mrs J Naftel
Mrs N McClean	Mr S Eulenkamp
Mrs S Newstead	Mrs S Leece
Miss N Bourne	Miss K Henry
Mrs E Le Flocq	Miss S Williams
Mrs S Oliphant	Mr J Cartwright
Miss E Robert	Mrs J Hind

PPA (Planning, Preparation and Assessment)

Mrs L Le Page
Mr G Minto

Learning Support Assistants

Miss L Torode	Mrs B Le Carpentier
Miss Z Blake	Mrs L Martel
Miss P Le Ber	Mrs A Corson
Mrs M Sturt	Mrs D Wright
Miss T Romeril	Mrs G Lane
Mrs V Glendinning	Mrs A Desforges
Mr B Le Maitre	Mr J Taylor

Site Supervisor

Mr A Jeffreys

Assistant Site Supervisor

Mr J Falla

Times of the Day

School gates open - 8:25am
School day starts - 8:30am
Registration closes – 8:40am
Morning break – 10:15am – 10:30am
Lunchtime - 11:45am -12:45pm
School day ends - 2:45pm

Parents are asked not to leave children on the school site or surrounding areas before 8:25am, when the gates open.

We offer an Early Bird Breakfast Club from 8:00am. If you would like to use this service, please contact Mrs Rafferty in the school office to check availability. Please note there is a daily charge for this provision.

If a child's behaviour at lunchtime poses a risk to their own or others' safety, we reserve the right to exclude them from staying for lunch.

Uniform

All uniform should be clearly named for ease of returning lost items. The school does not take responsibility for any lost items of clothing or personal belongings.

Lost property is placed in boxes outside of the main entrance, please feel free to check the boxes for missing items.

Long hair past shoulder length must be tied up for both safety and hygiene reasons.



Uniform	
• Jade green polo shirt with Hautes Capelles school logo • Jade green sweatshirt or cardigan with Hautes Capelles school logo • Smart grey trousers /shorts • White or grey socks • Sensible plain black school shoes (not boots or trainers) • Green sunhats (provided by school) • Girls may wear a grey knee length skirt, pinafore dress, or green/white checked dress • Grey tights	
PE Kit	**Swimming kit**
• Plain "House Colour" T-shirt • Plain black shorts or plain black joggers • Normal plain school socks (white for girls, black, grey or white for boys) • Pumps or trainers suitable for games (not fashion trainers)	• Towel or wrap • Plain one-piece bather (girls) • Plain tight-fitting bather shorts (boys) - Board shorts are not permitted for safety reasons • Swimming cap • Goggles are permitted but are not mandatory
Jewellery Only stud earrings are permitted. A watch may also be worn (not Smart watches). These need to be removed for P.E. and swimming.	

In the summer, dark green sun hats (bucket hat style) to be worn - available from school.
Fleeces are not considered indoor clothing as part of our uniform and should be worn outside.

School Organisation

Our school is located over two buildings. The front building facing the road is the Junior building and the building behind is the Infant building.

Early Years Foundation Stage

This is our Reception class: they follow a curriculum appropriate to their age and stage of development focused on skill development through child-initiated activities whilst still having direct teaching of phonics, reading and maths every day by their teacher. This phase of school traditionally has a greater number of adults and learning support assistants to ensure the children make progress in these first steps in learning.

Key Stage 1
This includes Year 1 and 2. They begin a more formalised approach to learning following the Bailiwick Curriculum. A larger percentage of the children's learning time is spent learning phonics to enable them to read and write, and to access the world around them.

Key Stage 2
This includes the children from Year 3 to Year 6 who are based in the front building. They continue learning the Bailiwick Curriculum covering all subjects.

To help the children develop social skills and to become well rounded citizens, we mix the classes each year. This also maintains a balance of gender, houses and ability across the year group.

Communication

We use the Class Dojo app to communicate with parents. The Headteacher posts a weekly newsletter on a Monday, and class teachers share updates, events, photos and notices on Fridays. The app also allows messaging between parents, teachers and the school office.



Please note that there is no cost to use Class Dojo.

Behaviour

We expect all children to demonstrate learning behaviours that enable all children to access their rights to an education and to be safe. We promote that the children demonstrate our core values through their actions and their words which is rooted in strong and positive relationships between the staff and children; and between their peers.

We teach the children expected behaviour throughout the year to enable them to become strong rounded citizens for the future. In addition, when children become dysregulated or are struggling to make good choices, we use the language of choice, change and consequence to help them make a positive change to their behaviour. This enables children to make a different choice before a consequence, which may range from time lost at playtime, time in a different room or time spent with a member of senior management. In extreme cases, the headteacher may choose to suspend a child.

Staff actively promote good behaviour and would like your help. If there have been poor choices made, staff will communicate this with parents. If the children are to develop self-regulation, they need help and guidance from all the adults around them. This helps to recognise the value of good choices and to understand that, at times, actions have consequences. You can find our behaviour policy on the school website.

Bullying

Bullying of any kind is not tolerated at Hautes Capelles as it goes against our core values and our duty of care to all children. We recognise that children may occasionally experience unkind behaviour, however, if this becomes repeated or persistent, children are encouraged to report it to their teacher or another trusted adult. All concerns are escalated to phase leaders, who investigate and take appropriate action to resolve the situation.

Safeguarding

The protection and welfare of our children is our key concern. This ranges from site security, vetting of adults and training of staff and acting upon concerns. If we have concerns about a child, all staff and volunteers have a duty of care to pass this information to the designated safeguarding lead. In our school, the designated safeguarding leads are Mrs Coughlin (Head Teacher) Mrs Ballentine (Deputy Head Teacher) and Mrs Fyfe (Assistant Head).

Inclusion



The children in school have varied abilities and needs but we strive hard to ensure that all our children are included in the school curriculum and events. Mrs Fyfe is responsible for ensuring the needs of the children with additional needs are met by overseeing the provision put in place, liaising with outside agencies and managing the learning support team. She can be contacted through the school office if you have any concerns about your child.

RRSA 'Rights'

We are a UNICEF Gold Award Rights Respecting School.

Hautes Capelles Primary aims to be a school where children's Rights are at the heart of our ethos and culture, to improve wellbeing and to develop every child's talent and ability to their full potential. This is built into our school vision "everything we do is in the best interests of the child". Children learn about their Rights by putting them into practice every day and we endeavour to model their Rights and show respect in all relationships.

Wellbeing and Pastoral Care



At Hautes Capelles we use a book called 'The Colour Monster' as a vehicle for helping children learn how to communicate their feelings and emotions. Each day children check in when they come to school so that we can give additional time to children if needed. We also do 'check ins' with all children on 'Wellbeing Wednesdays'.

We have several staff trained in Mental Health First Aid and our ELSA provides special individualised or small group support for the children that need additional support such as at the time of a bereavement or friendship difficulties. We also work in partnership with 'Paws for Support' and enjoy regular visits from our reading dog Skippy, whom all the children enjoy spending time with.

Attendance, Punctuality and Absence

Good attendance and punctuality are essential for children to settle into school and not miss out on vital learning and social experiences. Days missed can cause children to feel unsteady about their learning due to gaps in their understanding and catching up can be tricky. It also affects their emotional feeling of belonging to a team and a family if they have consistent absences.

Children need to be in school by 8:30am unless they are unwell or there are exceptional circumstances. If your child is absent, please notify the school office by 9:00am to explain their absence, this can be via phone call, Class Dojo to the school office or by email.

Where possible, medical appointments should be arranged outside of school hours. If this is not possible, children should attend school before and after the appointment.

Holidays during term time are not authorised and work will not be provided for holiday travel.

Attendance is monitored every 6 weeks and if we have a concern about your child's attendance, you will be notified.

Hautes Capelles Attendance Expectations			
100%	0 days off school	0 hours lost	Fantastic!
99%	2 days off school	11 hours learning lost	Excellent
97%	5 days off school	25.75 hours learning lost	Good
95%	10 days off school	51.50 hours learning lost	Expected minimum but on a watch list as we are becoming concerned
90%	20 days off school	103 hours learning lost	School is concerned and is actively monitoring.
85%	30 days off school	154.5 hours learning lost	School is very concerned

Please note on attendance print outs all attendance is shown as half day sessions.

Curriculum

We use the Bailiwick of Guernsey entitlement documents to ensure that all our children acquire the same knowledge across all primary schools to ensure that they enter their next step into secondary school with the same foundations.

Maths and English are taught daily, and we focus on early reading and phonics as a priority in Reception and Year 1. We teach phonics using the Little Wandle scheme and the children begin this journey on the very first day of their Reception year with the letter 'S'.

Children significantly make better progress in their learning when they practice their reading regularly and we would ask that families listen to their children daily and encourage good reading habits to develop lifelong readers.

Physical Education

All children participate in PE and swimming. We ask that on PE days children wear their PE kit to school to maximise the time available for physical activity. PE and swimming are a compulsory part of the curriculum and we particularly value swimming as this enables our children to be safe when on the beaches or near water.

No stud earrings or watches should be worn on swimming and PE day.

Food in School

We are a nut free school. We encourage all the children to eat healthily in school.
All children need to bring a packed lunch to school, and we would ask that this is balanced and an appropriate amount for your child to eat. Snacks for mid-morning break should be fruit or vegetables.

Children are only permitted to drink water during the school day. Their lunch box may contain a small carton / bottle of an alternative drink. All children do need to bring a water bottle that can be refilled throughout the day.

There are a few things that we do not permit children to have as part of their lunch and if so, these will be sent home as a treat for later in the day. This includes:

- Sweets
- Chocolate bars
- Carbonated drinks
- Nut products inc. Nutella/ peanut butter (due to a significant number of children with allergies)
- Birthday cakes / sweet treats for classes on birthdays

Please note that lunch boxes are not refrigerated during the day.

We do offer fruit for any child that doesn't have a snack in the morning, this is available in the hedge veg boxes created by our children's FOOD team (Focus On Our Diet).

Residential Opportunities

Every Junior child gets the opportunity to attend a residential trip with their year group. These are communicated with parents in September with an outline of the trip and the cost involved. Payment plans are then set up to support families. Currently Year 3 have a sleepover at school, Year 4 visit Rue Mainguy for 1 night, Year 5 visit Fauxquet Valley for 2 nights and Year 6 go to Herm for 2 nights. These residentials offer the children a wonderful opportunity to develop independence and resilience, self-belief and confidence and a whole heap of fun and lost socks!

Extra-Curricular Opportunities

Staff in school volunteer their time to run a wealth of extra clubs either at lunchtime or after school. Each term these vary from sports to gardening. Opportunities to book clubs are available through school Dojo.

We do expect that whilst in attendance at any school event or sporting fixture, that our normal behaviour expectations still apply.

Medicines and Medical Need

If your child has a medical need such as allergies, diabetes or asthma, please ensure that Mrs Fyfe our ALNCo is aware so that we can ensure we have adequate medical care plans and staff trained to meet your child's needs.

For day-to-day medicines such as antibiotics, we would like to draw your attention to Education Services Policy:

- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours

- Schools should only accept prescribed medicines that are in date, labelled, provided in the original container as dispensed by the pharmacist and include instructions for administering, dosage and storage. The exception to this is insulin which must still be in date but will generally be available to schools inside an insulin pen or a pump, rather than it its original container.

Following these guidelines if your child does need to bring medication to school, ensure that you bring it to the school office and complete a medication form.

Phones in School

Pupils should not bring phones to school: they are not needed for learning. If there is an emergency situation where a child does need a phone, for example a medical need, then parents must request consent from the Headteacher for a phone to be bought into school to be stored in the school office.

PTA

We have an active PTA who run activities for the children and families throughout the year. When you join our school, all families are automatically part of the PTA regardless of the level of involvement you can or wish to contribute. The PTA has a main committee who undertake the planning and arrangement of activities but request help from other parents on large events.

The main function of the PTA is to raise funds that is spent on the children alongside building our school community. Recent purchases have included sunhats for all the children, pencil cases for all the children and fencing to create a new Reception outdoor space.

Data Protection

"Personal data held by schools about pupils and their parents and carers is covered by the data protection (Bailiwick of Guernsey) Law 2017. The data held about pupils may only be used for specific purposes allowed by law. This means the school needs to comply with the requirements of the law in collecting, processing and disposing of your personal information" The school holds information on your child to be able to contact you at home on school related matters; to support your child's teaching and learning; to record educational progress; to give appropriate pastoral care and to assess the schools overall progress.

The information includes contact details, family details, attendance information and characteristics such as medical needs or additional learning needs. If you wish to have access to personal information held about your child, you can submit a request to the headteacher. The school has up to 30 days to provide the information following your request.

Our normal practice is to share progress and attendance data with parents either in parent consultations or in the annual individual school report. We will share your personal data with other agencies for example when transferring school or in referrals to other agencies for support. **However please note that we do not give out personal information to individuals such as full class lists for party invitations.**

Term dates for 2026 – 2027

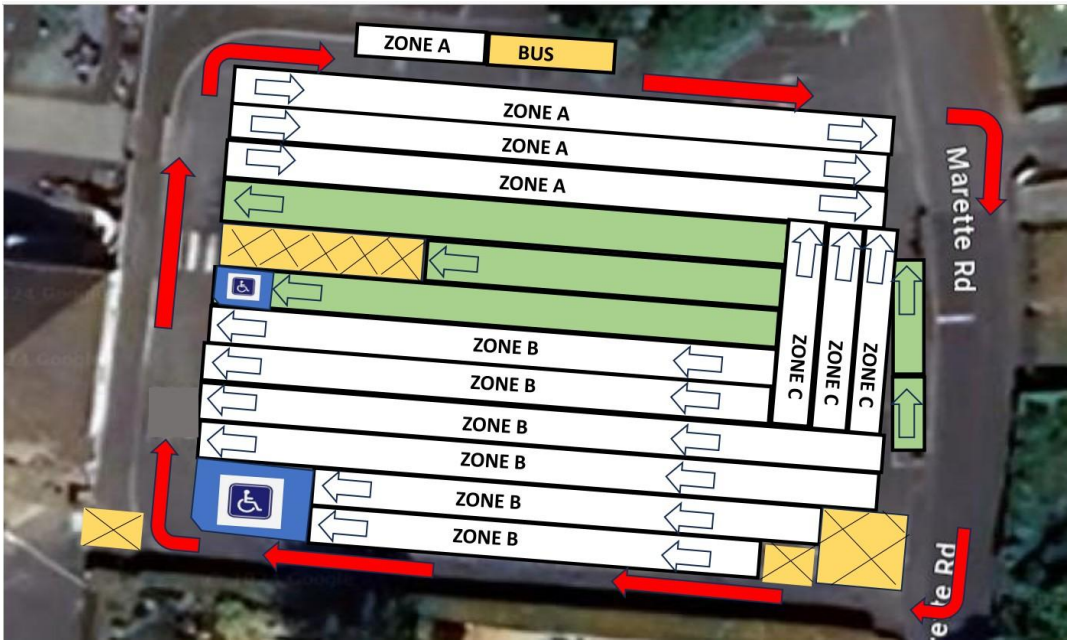
Autumn Term 2026	
Thursday 3rd September	Term Starts (Staff)
Monday 7th September	Term Starts (Pupils)
Monday 26th October to Friday 30th October	Half Term
Friday 18th December	Term Ends
Spring Term 2027	
Monday 4th January	Term Starts (Staff)
Tuesday 5th January	Term Starts (Pupils)
Monday 8th February to Friday 12th February	Half Term
Thursday 25th March	Term Ends
Summer Term 2027	
Monday 12th April	Term Starts (Staff)
Tuesday 13th April	Term Starts (Pupils)
Monday 3rd May	May Day Bank Holiday
Sunday 9th May	Liberation Day
Monday 31st May to Friday 4th June	Half Term
Thursday 22nd July	Term Ends

Car Park

All parents bringing children to school by car are asked to drive slowly and carefully whilst in the car park.

Cars pull into lanes on the car park as per the diagram below, follow the lanes round to fill up Zone A first. The green lanes are staff parking.

Please do take care and be extra vigilant of children and adults moving around the cars. At the end of the day, cars can be parked whilst you are collecting children. At this time of day, children are not allowed on to the car park itself unless accompanied by an adult; they are instructed to remain behind the wall in front of the school. Please do not park in the freeway round the parking lines and **no parking** areas are clearly marked by hatching, this enables emergency vehicles access to the site.



Severe Weather

The school will endeavour to stay open for as long as possible, however there may be occasional unseasonable weather conditions which result in the school having to be closed. Any information on snow days will be broadcast on the radio and via social media.

Smoking on School Premises

Smoking on site is prohibited by law. Our smoke free site extends to the playground, field and car park.

Dogs on School Sites

Please do not bring dogs into the school site. There is a States Ordinance which prohibits dogs being brought onto school premises.