

# DE LA SALLE PRIMARY SETTING OUT BOOKLET

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[www.dls-jersey.co.uk](http://www.dls-jersey.co.uk)



MARK WHITE, ASSISTANT HEAD (PRIMARY)  
SALLY COUTANCE, HEAD OF JUNIORS (RIGHT)  
EMMA HUTCHINGS, HEAD OF INFANTS (LEFT)

### Welcome to De La Salle Primary

Starting school is an exciting time, but we know that it can be a little daunting too – for boys and their parents! We hope that this booklet will provide you with all of the key information that you need to make the process of starting at De La Salle as smooth and enjoyable as possible. If, however, you still have questions after reading this booklet, please do contact us and ask – we understand that the partnership between school and home is vital to a successful school experience.

Ours is a happy, thriving school where the boys learn both the academic skills and the personal qualities which will serve them well throughout their life. As a key part of De La Salle College, we are proud of our traditions of providing a non-selective all-round education, a clear Christian foundation based on Lasallian values, a curriculum tailored to the needs and talents of boys, and an environment in which we celebrate our boys' successes in whatever field they excel. We recognise the desire of every parent to want the very best for their child.

We will ensure that your son has the opportunities, encouragement and teaching he needs to develop his individual talents and gifts to the full. We are, of course, just one element in a much larger partnership surrounding and supporting your son: you, the home, the school and College, the parish, the whole island community, and our Lasallian brothers and sisters around the world are all there just for him! Our Mission Statement: ***Be happy in the Lord, achieve excellence, one Lasalle undivided.***

From EYFS to Year 2, your son will be in the care of **Mrs Hutchings, Head of Infants**, and from Year 3 to Year 6 **Mrs Coutanche, Head of Juniors**. Together, we aim to ensure your child feels happy, supported, and confident as he takes his first steps into school life.

It is an exciting journey and one we can all enjoy together!

#### **Contact Details:**

College Office: 01534 754100  
Email: [college.admin@dls-jersey.co.uk](mailto:college.admin@dls-jersey.co.uk)





# ABSENCE & ILLNESS

If your son is absent due to illness, please email Mrs Debbie McGuigan on [absence@dls-jersey.co.uk](mailto:absence@dls-jersey.co.uk), notifying us of the reason for your son's absence. Please ensure that you send an email on each day of absence.

If your son has a scheduled medical appointment, please notify us at your earliest convenience by emailing Mrs Debbie McGuigan on [absence@dls-jersey.co.uk](mailto:absence@dls-jersey.co.uk), providing the date and time of your son's appointment and the times that you plan to collect and return him to the College.

Any request for a planned absence for any other reason should be emailed to [absence@dls-jersey.co.uk](mailto:absence@dls-jersey.co.uk) for the attention of the Primary Headteacher who will be able to consider your request based on the information provided to decide whether the absence can be authorised.

Although attendance is important and absence can hamper progress, sick children are better off at home where they have a greater chance of rapid recovery. It also lessens the possibility of transmitting illness to others.

**Boys should not return to school less than 48 hours after any incident of sickness or diarrhoea.**



# THE SCHOOL DAY

School is open and supervised for Morning Club from 7:45 every day.

8:30	- REGISTRATION / TEACHING TIME
8:30-10:35	- TEACHING AND LEARNING
10:35-10:50	- MORNING BREAK
10:50-12:05	- TEACHING AND LEARNING
12:05-12:55	- LUNCHTIME
12:55-15:00	- TEACHING AND LEARNING
15:00	- END OF SCHOOL DAY



## After School Club

The De La Salle Primary School After-School club, managed by Tamariki Club, runs until 17:30 every week day. For further information and charges for the After-School club please visit [www.tamarikiclub.com](http://www.tamarikiclub.com)



## Arriving

If you are driving, please enter the site from the lower entrance on Wellington Road and drop your son off on the slope outside the Brother Edward building. Staff are on duty every morning from 7:45 to greet boys and ensure their safe arrival at the school.

**Reception, Year 1 and Year 2:** Before 8:30, boys come to the upper entrance of the Brother Anthony building, where they are greeted at the door, registered and join our Morning Club.

**Year 3 and upwards:** Before 08:30, boys come to the main playground to join our supervised Morning Club.

In inclement weather, the boys head to the School Games Hall where they are supervised on the indoor Astro pitch. Pupils arriving after 8:30 for any reason must be accompanied to the College Reception (Brother Edward building) to sign in.



## End of Day Parking

To aid parents collecting boys at the end of the day, the main College playgrounds are available for parking. Please enter the College via the lower entrance. Playground parking is open from 14:40 and closed at 14:55. Leaving the site is then managed by the College site team.



## Leaving

At 15:00, boys will be walked by their teacher from their classroom to the playground parking area. If you are walking to collect your son please wait in the appropriate parent area by the St Jean Baptiste statue. Please keep away from the pavements and stairs so that the classes can move safely and smoothly.

If you wish for your child to either take the bus or walk independently from school, please contact the Head of Primary by emailing [g.coutanche@dls-jersey.co.uk](mailto:g.coutanche@dls-jersey.co.uk). Boys who are walking will be dismissed from the St Jean Baptiste statue. Boys taking the bus will be supervised by a member of staff and taken to the buses at the appropriate time. For reasons of pupil safety, these options of walking or catching the bus are only available to Key Stage 2 children (Year 3 or over) and must be arranged in consultation with the Primary Headteacher.



## School Bus Service

Should you wish your son to use the bus service you should be aware that:

- There is only driver-supervision on the buses.
- In the mornings, pupils are dropped on Wellington Road next to the entrance to Beaulieu.
- In the afternoons, the buses park on Wellington Road next to the entrance to Beaulieu.
- Whilst the College endeavours to ensure the security of pupils between the school and the buses, the onus is on each pupil to board the correct service.

For these reasons, in our view, the service is not suitable for Reception, Year 1 or Year 2 boys. A bus service is provided to and from the various parishes and all bus routes for De La Salle can be located on the [gov.je](http://gov.je) website. There are 11 buses that leave directly from Wellington Road at the end of the school day. If your son is using the school bus, he will be supervised by a member of College staff until he boards his bus.

As always, we expect the highest standards of behaviour on the buses and in any public forum. If there are reports of poor behavioural choices, students may not be allowed to use the school buses. Please view the arrangements for yourself before deciding whether or not you wish your son to use the service. You are welcome to contact the Headteacher to discuss whether this is appropriate for your son.



## Traffic

We recognise that there is a huge volume of traffic in the vicinity of the College at the start and end of each school day. A smooth flow of traffic is dependent on the co-operation of everyone. The safety of the children is paramount. College staff are on site to actively manage the traffic flow. Priority will always be given to pedestrian movement.

Please observe the following points:

- For parents of our younger boys, if you wish to walk your son into school, please park in the visitor spaces in the lower car park. Numbered spaces are allocated to members of staff.
- Drivers should respect the Zebra crossing, and always give way to pedestrians.
- The hatched zones must be kept free at all times for through traffic. No stopping.
- Please remember that vehicles may not be left unattended at any time or for any purpose unless they are left in the designated visitor spaces. Parking on the slip road is prohibited.
- Please comply with normal traffic regulations on the road outside the College, i.e. do not park on bends, in Keep Clear zones, or on yellow lines.
- Please respect and ensure free access to neighbouring properties.
- In the school grounds, drivers must be vigilant at all times.



# GENERAL INFORMATION



## Assemblies

Assemblies are a time to gather together to worship, share learning, and celebrate achievement. Each week, the boys participate in our Whole School Worship and Achievement Assembly on a Monday. This is an important time for building our community, developing the boys' faith, recognising improvement and excellence, and enjoying being together.



## Allergies

Due to the potentially serious consequences for those with allergies and in particular those with an allergy to nuts, our school is a 'Nut Free Zone'. Please do not send nuts, or products containing nuts, in lunch boxes or for snacks. In addition, because of the increased number of cases of nut and other allergic reactions, please do not send in birthday cakes or other edible treats that may contain nuts or nut products. This will help us greatly in reducing what is a very serious risk to some pupils and staff.



## Contact Details

Please remember to inform the College immediately by email [college.admin@dls-jersey.co.uk](mailto:college.admin@dls-jersey.co.uk) of any change of address, telephone number or e-mail address. We must also have an emergency contact telephone number if both parents work during the day.



## Equipment Requirements

School will provide all of the stationery equipment that your son needs. However, as he progresses through the school he may wish to bring his own pencil, ruler, colours etc. in a pencil case. Boys will write in pencil until their handwriting is to the standard where they will earn a "Pen Licence".



## Lunch

Boys in Reception, Year 1 and Year 2 all bring healthy packed lunches from home. Boys in Year 3 and above may also bring healthy packed lunches, or you may choose to pre-order hot lunches from the College canteen. Mr Coutanche will contact parents at the beginning of each term with an updated menu and a link for you to use in order to book the days your son will have a hot meal. Please therefore prepare packed lunches for your son for the first few days until the booking service is set up. Boys will need a healthy (usually fruit) snack for break time, and will need to bring a reusable water bottle which they can refill at school.



## Medication

Staff cannot administer medication in school, unless in exceptional and previously agreed circumstances. If a pupil is fit to be in school but, in the view of the doctor, requires medication, please endeavour to time the doses out of school hours. Approved inhalers and EpiPens are, of course, permitted in school but are subject to the rules of the College applying to medicines. If in doubt, please contact the school.



## Parents Evening and Reporting

Parents are provided with termly formal updates on their son's academic progress and his personal development. In the Advent (Autumn) and Lent (Spring) terms, parents have the opportunity to attend a 15-minute meeting with their son's class teacher, as part of which a written summary report is provided. At the end of the Ascension (Summer) term, parents receive a full written report covering all aspects of development and progress.



## PTA

We are fortunate to have a very active PTA. They are extremely successful in raising funds to support the boys, and organising fun social events for our school community. The PTA also run a Nearly New uniform shop and send out newsletters to all parents. For further information about the PTA, please contact [pta@dls-jersey.co.uk](mailto:pta@dls-jersey.co.uk)



## Rules & Rewards

Our school rules are few and simple, based around positive behaviour management encouraging the boys to ensure appropriate behaviours for learning and getting on with others. Throughout the Primary school, from Pre-Reception to Year 6, our behaviour expectations are as follows:

1. We listen
2. We do as asked straight away
3. We respect and work positively with others
4. We work to the best of our ability

Each class will develop their own class contract based around these core expectations. We have a range of strategies and structures for acknowledging and rewarding boys for maintaining high standards of personal conduct. If an individual is not following expectations, we have effective approaches to support the boy to understand how to ensure positive behavioural choices.



## School Calendar

The School Calendar is available [on our website](#), and updated termly. While we will always endeavour to send timely notice and reminders of any upcoming events, we also ask all parents to try to stay up to date with the calendar.



## Weekly Parent Briefing

A 'Parent Briefing' is sent to all parents and carers on the Friday of each week. As much as possible, you will only be sent information relevant to your son's age group. We ask all parents to ensure they read the Briefing each week, so they do not miss any important information.

# SCHOOL UNIFORM

We are proud of the wonderful students in our care and the reputation that they enjoy in the wider community. Personal presentation and our school uniform are important elements of this reputation.

There are occasional special circumstances where a pupil will be excused from wearing a particular item of uniform and we would ask that parents write to the school to outline any special circumstances to ensure appropriate permissions are given.

Students are also asked to maintain a suitable neat and tidy hairstyle, which is off the collar and deemed sensible at the Headmaster's discretion.

Items such as coats, trousers and shirts should be of appropriate school-wear material and style.

Jewellery is not permitted. We recommend velcro fastenings; if your son's shoes have laces he must be able to tie them independently. Please can you ensure that all items of main uniform and PE kit are clearly labelled.

De La Salle woolly hats may be worn where appropriate. De La Salle sun hats are highly recommended.

## Main Uniform:

School Blazer  
Dark Grey Shorts or Trousers  
White Shirt  
School Tie  
Grey V-neck De La Salle pullover  
Dark coloured socks  
Black, polished, leather shoes (not boots or black leather trainers)

## Games Kit:

De La Salle Tracksuit

## PE Kit:

De La Salle T Shirt  
De La Salle Shorts  
White Socks  
Predominantly White Sports Trainers  
De La Salle Rugby Shirt  
De La Salle Shorts  
Blue Football Socks  
Shin Pads  
Mouth Guard  
Football Boots (with moulded studs)



## Suppliers:

Lyndale Sports (Rue du Grand Jardin, Trinity) 01534 862411 [myra@lyndalesports.je](mailto:myra@lyndalesports.je)

Redvers (Bath Street St Helier) 01534 731707 [redversjersey@outlook.com](mailto:redversjersey@outlook.com)

De La Salle Second Hand Uniform Shop – [ptauniform@dls-jersey.co.uk](mailto:ptauniform@dls-jersey.co.uk)

Other new items are available from the main College Office, including; woolly hats, sun hats, rucksacks, book bags, boot bags and drawstring bags.

# FREQUENTLY ASKED *Questions*

## **Where can I find details about school bus routes?**

School bus routes are published by libertybus.je, and these can be accessed through the gov.je website. There are 17 separate buses provided in the mornings covering all areas of the Island, and arriving at Wellington Road or Mont Millais, a short walk from De La Salle. There are 11 buses that leave directly from Wellington Road at the end of the school day that De La Salle students generally use.

## **How do I catch the bus at the end of the day?**

Please see the information about 'The School Bus Service' in the section entitled, "The School Day"

## **What do I need to bring on my first day?**

On your first day, you will attend in normal school uniform and you only need to bring a packed lunch, snack for breaktime, drink and pencil case with the usual stationery, including a calculator. All other resources will be provided.

## **Will I be able to buy food in the canteen on the first day?**

Please see the earlier General Information section on 'Lunch.' For the first few days of term please bring in snacks, a drink and a packed lunch.

## **Can I cycle into school?**

Absolutely! We have bicycle racks where you can safely park your bike for the day. Bicycle helmets and high vis clothing can be stored in your classroom.

## **How can I find out about school clubs?**

There are lots of morning, lunchtime and after school activities that you can get involved with, and these will start after the first few days of term. We will send an up-to-date list of all daily clubs, including academic support, enrichment and sport opportunities, in the Parent Briefing at the beginning of each term.

## **Can I start learning or continue learning a musical instrument at De La Salle?**

We have a wide range of peripatetic staff teaching a range of instruments throughout each week. Your lessons will always be staggered so that you don't miss the same academic lesson each week. Just speak to Mr Quenault, Head of Music, and he will set the wheels in motion. If you are taught by a music specialist who is currently not coming into De La Salle, we can usually make arrangements to ensure this can happen.

## **I am learning with the Jersey Music Service; how can I continue these lessons?**

Staff from the Jersey Music Service are unable to come into De La Salle as we are a private school and not part of the States provision. Nonetheless, many of our boys do learn with the Music Service, and they attend lessons at the JMS Headquarters after school hours.

## **Can I wear non-white trainers for sport?**

Yes! Our school uniform policy for trainers only requests that the soles are non-marking.

## **What if I need to ask something that's not answered in this booklet?**

Your parents can contact any time by emailing [college.admin@dls-jersey.co.uk](mailto:college.admin@dls-jersey.co.uk)



# APPENDICES

## **E-Safety, Mobile Phones and Electronic Devices**

As part of our drive to personalise learning and to support learning opportunities within the school, your child, will at appropriate times, be given access to the Internet as an information source, a communications tool and a publishing medium.

The Internet has become a major source of educationally useful material and the primary distribution medium for a wide range of organisations. The potential to support the classroom teacher and the learner is significant and will continue to grow.

Although there are concerns about children having access to inappropriate material via the Internet, the school takes a range of measures to minimise these risks. A filtering system is in operation, which restricts access to inappropriate materials, and this is supplemented by an Internet safety programme for all pupils which teaches the safe and appropriate behaviours to adopt when using the Internet, email and other technologies.

Where it is evident that the guidelines of the e-safety policy are not being followed, the child concerned will be spoken to and depending upon the seriousness of the breach, appropriate action taken and parents informed. In extreme cases, the child's access to the learning platform and use of ICT within the school could be suspended.

The use of mobile phones and music listening devices within the school is prohibited for our students. This is an important element of our safeguarding procedures. Such electronic devices should be turned off on entry to the college and safely stored within the student's bag or locker until the end of the college day. The college cannot take responsibility for the loss or any damage that occurs to personal electronic devices.

The school's e-safety policy on the use of computers, including the use of the Internet and electronic devices is available for parents to inspect on the college website. Should you wish to discuss any aspect of Internet use, please contact the E-safety Coordinator/SIRO.

Our Acceptable Use Policy for computer technology and electronic devices is available through the school website. All users within the college are expected to abide by this policy.



DE LA SALLE COLLEGE  
ACADEMIC SCHOOL YEAR 2025-2026  
TERM DATES

ADVENT TERM 2025: TUESDAY 2nd SEPTEMBER 2025 – THURSDAY 18th DECEMBER 2025

**START OF TERM**

<b>IN SCHOOL FROM:</b>	Wednesday 3rd September:	Primary School Years 0 – 6 Secondary School – Years 7 and 12
	Thursday 4th September:	Whole College Returns
	Thursday 11th September:	International Air display (pupils not in school)
<b>HALF TERM HOLIDAY:</b>	Friday 24th October	- Sunday 2nd November
<b>IN SCHOOL FROM:</b>	Monday 3rd November	- Thursday 18th December (noon)

LENT TERM 2026: MONDAY 5th JANUARY 2026 – WEDNESDAY 1st APRIL 2026

**START OF TERM**

<b>IN SCHOOL FROM:</b>	Monday 5th January	-	Friday 13th February
<b>HALF TERM HOLIDAY:</b>	Saturday 14th February	-	Sunday 22nd February
	Island Walk		Tuesday 31st March
<b>IN SCHOOL FROM:</b>	Monday 23rd February	-	Wednesday 1st April (noon)

ASCENSION TERM 2026: MONDAY 20TH APRIL 2026 – FRIDAY 10th JULY 2026

**START OF TERM**

<b>IN SCHOOL FROM:</b>	Tuesday 21st April	-	Friday 22nd May
<b>PUBLIC HOLIDAY:</b>			Monday 4th May
<b>FOUNDERS DAY:</b>			Friday 15th May (finish at noon)
<b>HALF TERM HOLIDAY:</b>	Saturday 23rd May	-	Sunday 31st May
<b>IN SCHOOL FROM:</b>	Monday 1st June	-	Friday 10th July (noon)
<b>ACTIVITIES WEEK:</b>	Monday 15th June	-	Friday 19th June
<b>PROJECT TRIDENT:</b>	Monday 15th June	-	Friday 26th June
<b>TRANSITION DAYS:</b>	Thursday 2nd July	-	Friday 3rd July (TBC)

**STAFF INSET DAYS:** Tuesday 2nd September, Thursday 11th September, Friday 24th October 2025 and Monday 20th April, Monday 13th July & Tuesday 14th July 2026.



# WELCOME TO DE LA SALLE

Any queries, please contact  
[college.admin@dls-jersey.co.uk](mailto:college.admin@dls-jersey.co.uk)  
marking emails for the attention  
of the specific member of staff.

01534 754100  
[dls-jersey.co.uk](http://dls-jersey.co.uk)  
Wellington Road, St Saviour