



PRIMARY AND SAPLINGS FAMILY HANDBOOK 2021-2022

We continue to celebrate our commitment to guide and inspire our children in all aspects of their learning journey.

We are **one of a team**, we are all equally important.

We are **mindful** of ourselves, of others, and our environment.

We have **kind hands, kind hearts** and use **kind words**.

We are **positive learners** who are excited to take on new challenges.

Our children say...

“We have a lot of freedom and choice and it makes it fun!” **Amber Yr 6**

“All the teachers are very nice. They make lessons fun.” **Marti Yr 4**

“You can use your imagination and be an artist.” **Archie Yr 2**

“I like to play outside with lots of toys.”

“We do lots of things like making and learning.”

Willem, Raya and Gala - Saplings

“I like the Olive Tree school because it is a small school and the teachers give you more attention.” **Noel T. Yr 6**

“I like drawing pictures. My favourite drawings are knights in shining armour with oil pastels.”

Taerin Yr 1

“It’s a small school and all the teachers are friendly and really help me.” **Zoe Yr 6**

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The Learning Community

At school we will:

- Support your child's learning needs, through excellent and personalized teaching and monitoring.
- Support your child's emotional and social development.
- Communicate homework through the weekly roundup and school diary.
- Communicate any excellent work or behaviour to families.
- Communicate any concerns to families promptly.
- Communicate your child's progress: two written reports, informal invitations to open classrooms, two parents' consultations over the year.

At home, school requests that families:

- Create a calm environment for pupils to carry out study at home.
- Hold dialogue in the evenings with your child about the day's learning.
- Communicate any feedback or concerns as soon as they arise, to a class teacher or to the headteacher.

School invites families to:

- Join our learning community by signing up to our Inspiring Speakers rota once a term. Come and speak about your profession, travels, a passion of yours.
- Sign up your strengths & aptitudes on our Careers Database so that we may call on you to support our learning in specific areas.
- Volunteer as a Class Carer – parents can be involved with supporting their child's class in this role. Ask for more details and we will be happy to include you.
- Join our dynamic Events' Committee.

Calendar 2021 – 2022

Autumn Term

8th September 2021 - 22nd December 2021

Half-term break 1st – 5th November

Spanish national holiday 6th December

Christmas break 23rd December - 7th January

Spring Term

10th January 2022 - 8th April 2022

**Half-term break & Carnival
28th February – 4th March**

Easter break 11th – 18th April

Summer Term

19th April 2022 - 23rd June 2022

Half-term break 16th – 18th May

Spanish national holiday, May Day 2nd May

Staff List 2021 – 2022

Senior Teachers

Audrey Reeder Headteacher audrey@olivetreeschool.cat

Theresa Brooks Head of Primary theresa@olivetreeschool.cat

Saplings - Early Years

Olivia Hughes Head of Saplings olivia@olivetreeschool.cat

Rebecca Rohde early years teaching assistant

Montse Ausin early years teaching assistant

Lulu Melotte early years teaching assistant

Primary teachers:

Marie Fowler Year 1 Class Teacher and Key Stage One Coordinator marie@olivetreeschool.cat

Dan Sumner Year 2 Class Teacher dan@olivetreeschool.cat

Hannah Tait Year 3 Class Teacher and Art Coordinator hannah@olivetreeschool.cat

Josh Rutledge Year 4 Class Teacher joshua@olivetreeschool.cat

Sam Lane Year 5 Class Teacher and Maths' Coordinator sam@olivetreeschool.cat

Clare Oxberry Year 5 Class Teacher, Key Stage Two and Assessment Coordinator

clareox@olivetreeschool.cat

Anna Johnson Year 6 Class Teacher and Head of Performing Arts anna@olivetreeschool.cat

Primary teaching assistants:

Lulu Melotte Year 1 and Saplings teaching assistant + Key Stage One Choir

Karen Bell Yr 2 teaching assistant

Sian Evans Yr 3 teaching assistant

Rachel Cameron Yr 4 teaching assistant and 1:1 SEN support

Helen McKetty - Year 5 teaching assistant

Francisca de Teves Costa - Year 6 teaching assistant

Primary PE and Forest school teacher

Jerry Lineham jerry@olivetreeschool.cat

Primary Spanish & Catalan teachers

Sara Carmona Calvo sara@olivetreeschool.cat

Aina Bosch Codina aina@olivetreeschool.cat

Jara Sánchez-Ocaña jara@olivetreeschool.cat

Non-teaching staff:

SARAY GALLEGO, Front of House & Communication

For information on clubs, lunches, daily routines, events, illness and absence.

admin@olivetreeschool.cat

JAMES HOYLE, Director of Finance & Business Development

For information on finance policy and on the development of the school.

james@olivetreeschool.cat

URSULA RAGETTLI, Finance Assistant

For information on your monthly bill.

ursula@olivetreeschool.cat

ALEX HENSEL, Admissions

For information about admissions for interested families

admission@olivetreeschool.cat

Primary and Saplings Daily Routine

Start of the school day – in line with school COVID-19 protocol and procedures

Temperature checks will be carried out at the gate; a temperature over 37.5 child will return home.

Main gate - families to follow staggered arrival times:

- 8:30 - Yr 6 and Yr 5 + siblings
- 8:35 - Yr 4 and Yr 3 + siblings
- 8:40 - Yr 2

Children go to patio zones until classes start at 8:45

Early Years' gate opens at 8.45 for Yr 1 and Saplings' children

Yr 1 children go straight to class.

Saplings' children to the garden with a parent/carer.

Morning break time:

- 10:15-10:40

Lunch break:

- 12.30 – 13:30

Afternoon break:

- 14:30 – 14:55

End of school day:

Saplings and Year One:

- 3:45 Saplings to be collected from Saplings' garden

Primary Yr 1 - Yr 6 – staggered dismissal from main gate:

- 15:45 - Yr 1 and Yr 2
- 15:50 - Yr 3 and Yr 4
- 15:55 - Yr 5 and Yr 6

Please contact Saray Gallego admin@olivetreeschool.cat or telephone 93 188 62 15 if you will be late collecting your child or you want another parent to collect your child.

Children enrolled in after school clubs will be supervised until the club starts at 4:15

A Creative Curriculum

A child centred approach to teaching and learning

Our Saplings' classroom is a safe, creative and exploratory environment for children aged between 3 and 5. We offer a daily adventure for your child; an opportunity where they experience an quality and engaging play activities as they start out on their learning journey. We ensure that every step of your child's education is personalized, depending on their own developmental needs.

Our experienced team of Early Years' teachers ensure your child is safe and secure as they embark on a dynamic journey. Our team follows the early learning objectives set out in the British National Curriculum. They provide a wide range of carefully planned and monitored learning experiences, both indoors and outdoors in our beautiful gardens.

In the Saplings' classroom, we believe in active 'hands-on', exploratory learning. We encourage our children to be curious and explore the world around them; we want our children to solve problems, to question and to become active and creative thinkers.

Our Primary Classrooms - the next stage in your child's learning journey

Our Primary classrooms are warm, caring learning environments where children feel secure, confident and part of a team - everyone is respectful and everyone is valued highly.

Through our unique and creative approach to teaching and learning, we cover the British National Curriculum objectives. In our primary classrooms, we focus on small-group and personalized learning. Our teachers are trained in mindfulness theory and support children in being aware of themselves and others. We promote a growth mindset and our children are excited to embrace new and challenging learning experiences.

We prize creative writing, high quality texts and reading, creativity with numbers, a dynamic approach to science, and exciting project work led by the children's own interests. Children develop their excitement for learning as we fuse together their understanding of literacy, mathematics, science, history and geography in high-level project work. In addition, pupils learn music, art, drama, choir, PE, Spanish and Catalan. We value outdoor learning as an extension of the classroom and provide a wide variety of enrichment activities: swimming, forest school, nutrition and cooking, Making a Difference to the World, as well as topic-related day trips and residential stays.

School Policies

Uniform Policy

A school uniform protects children from the pressures of fashion and consumerism.

Uniform supports our core values as a school: that teamwork is essential; and that it is our appearance that matters but rather who we are and what we do.

We operate a relaxed uniform policy in terms of the style of a garment.

However, we ask you to respect the navy blue/light blue colour policy.

Summer - navy blue shorts (to the knee) or navy blue skirt, sky blue t-shirt or polo shirt (i.e. a shirt with or without collar) Any colour trainers and any colour socks.

Winter - navy blue trousers/tracksuit bottoms/skirt, long-sleeved sky-blue t-shirt or polo shirt (with or without collar), navy blue jumper, cardigan or sweatshirt.

Please note that if a pupil comes to school in non-uniform, they will be asked to change into laundered uniform kept for this purpose.

Uniform Stockists

Please feel free to source your child's uniform wherever is most convenient for you.

COIMA - Ctra. de les Costes, 40, 08870 Sitges, Barcelona Tel: 938 11 41 33

Supplies uniform with the Olive Tree School logo

Opening Hours: Mon to Fri 9.30 to 13.00 and 16.30 to 19.00; Sat 10.00 to 13.00 - It takes between 1-3 days to embroider a logo on a garment - the logo is optional.

DECATHLON - in Sant Pere de Ribes stocks most of the above items inexpensively.

MARKS & SPENCER - www.marksandspencers.com

When Families Have Concerns

At The Olive Tree, we value our close relationship with families. Clear communication between home and school makes for pupils who are secure in their learning and wellbeing.

We encourage frequent, informal dialogue between tutor and parents: any minor issues are best resolved in this way.

Occasionally, it may be necessary to follow the steps laid out below.

Social, Emotional & Learning concerns

If a parent is concerned about any aspect of their child's school day, we encourage them to make an appointment and talk to the tutor / subject teacher as soon as possible.

Stage1. Class teacher.	In the first instance, any concerns should be discussed with the class teacher or subject teacher.
Stage 2. Class teacher with headteacher's support.	The headteacher may join the class teacher and the parent in the discussion if another perspective is considered beneficial.
Stage 3. The headteacher.	If the two earlier stages are inconclusive, parents may speak to the headteacher. The headteacher will work with the family and the teacher to provide the best solution for the pupil.

Policy & administrative issues

If a parent has a concern related to school policies, please address the headteacher directly.

The headteacher works to resolve the issue promptly.

Impartiality & fairness

School commits to being fair, open and honest when dealing with any concern or complaint and to dealing with it swiftly.

Our focus will always be on the pupil and the best outcome for him/her.

Primary Homework Policy

What is the purpose of homework?

- to consolidate and extend school learning, particularly through discussion and additional reading
- to prepare for learning which will take place in the classroom
- to use resources for learning at home and in the environment or community

Children work hard at school during the school day and we believe that they need time to rest, relax, spend time with their family and play freely with their friends. We value free play highly as key to learning. The latest research confirms that excessive homework in primary school adds very little or no value to the learning experience.

We therefore do not routinely set homework in Years 1 – 4, but instead ask families to discuss, with their child, the current topic they are studying and also to foster the precious habit of devoting at least 20 mins to reading each evening.

In Year 4, 5 and 6, there may be more regular topic related activities set for homework. These will be given with a week or more to complete.

Please take time to read the weekly update from your child's teacher. It will update you on what your child is currently learning and will direct you towards meaningful homework possibilities: discussions, questions and answers, further reading/research opportunities with your child.

Daily reading, both with an adult and independently, is the single greatest factor that contributes to success at school.

Reception, Years 1 & 2 children should spend around 20 minutes each evening sharing books with an adult (i.e. being read to by an adult.) The aim is always to instil a love of reading - reading is fun, playful and a special time spent together.

Children developing early reading skills would also benefit from 5 -10 minutes each evening practising the letters and sounds in their booklets, along with related activities/games.

Year 3-4: 20-30 minutes reading each evening, independent of the adult as the child's fluency increases. Plus, 10 minutes spelling/vocabulary word games, as directed. In addition, occasional topic work projects may be set (half termly).

Year 5-6: 30 minutes reading minimum per evening. In addition, a maximum of 1 hour per week on extra activities may be set by the class teacher.

Reading to your Child

This is possibly the most important way you can motivate your child, even when he/she is already a confident reader. Continue to read to him/her all through primary, even in Year 6, choosing books that are slightly beyond his/her own range for independent enjoyment.

Positive Behaviour Policy

The primary aim of this behaviour policy is not a system to enforce rules. It is a means of promoting good relationships and behaviour, so that people can work together within our learning community.

“Making the right choices”

At The Olive Tree School we promote a caring ethos where everyone in the school community feels safe, valued and respected. In an environment where everyone works together with a respectful and supportive approach is an environment where everyone can reach their full potential, emotionally, socially and intellectually. All Saplings and Primary teachers are trained in Mindfulness which reflects and supports the ethos of the school. Adults are expected to act as role models to reflect the key rules and inspire and motivate pupils to do the same. Staff strive to set high expectations in line with school standards and this extends to behaviour – in line with procedural guidelines.

This policy aims to help children grow in a safe and secure environment and to become positive, responsible and increasingly independent members of our community.

Every Day Procedures in the Classroom

At the beginning of the year, each class teacher will establish the following to ensure that childrens’ rights and responsibilities can be upheld consistently.

- Frequent reminders of the school behaviour expectations and how this will be translated into their classroom practice – high expectations at all times.
- Formulate a class agreement/positive behaviour contract - shared agreement between teacher and children.
- Establish clear routines and systems to ensure that pupils stay safe in the classroom. These systems will differ across the Key Stages.
- Establish organisational routines that will contribute to the smooth running of each lesson and transitions around school.
- Class meetings to discuss positive behaviour, ideas for trips and curriculum projects.
- Teach moral and social understanding and consideration through the weekly Mind-Up sessions.

To enable the smooth running of the school and a calm atmosphere, all staff uphold the following guidelines when in the school environment:

- Children walk calmly and quietly along the corridors - always on the right hand side.
- Staff ask children to stop at particular transition points along the corridor to ensure that all are safe and remain respectful and calm.

Lunchtime Supervision & Routines

In order for lunch times to remain safe, calm and happy times for all children, the following procedures and systems are in place:

- Duty staff on the playground position themselves appropriately so that children can be monitored and supported.
- If a child engages in dangerous or unkind behaviour a member of staff on patio duty will open a calm dialogue to determine what has happened and help children to recognise and refocus on safety and/or kindness. Serious behaviour incidents are recorded in the behaviour log.

Individual Behaviour Plans

It is recognised that some children may need a tailored emotional and behavioural plan to regulate their behaviour and feelings. Children who are regularly receiving time in Reflection Club and struggling to manage their behaviour in and outside of the classroom will be supported by an additional, individual behaviour plan devised with the primary headteacher, the class teacher, and parents/carers.

Bullying

Bullying is behaviour by an individual, or group, repeated over time, that intentionally hurts another individual or group – either physically or emotionally. Bullying behaviour can also be directed at a number of children- with intention to intimidate or belittle. The Olive Tree School takes bullying very seriously and we do not tolerate bullying, or peer on peer abuse, of any kind. (See anti-bullying policy below). The Olive Tree School also maintains a central log of any allegations of bullying, so that they can be investigated fully but also so that the patterns that highlight involvement of particular children can be monitored. It will furthermore be reiterated to children that we celebrate differences – we do not use those differences as insults against people.

Exclusions

Only the Headteacher and Head of Primary have the power to exclude a child from school. If a child is excluded, parents will be informed immediately and invited into school to be given the reasons for the exclusion.

Roles and Responsibilities in Promoting Positive Behaviour

All members of staff will implement the school behaviour policy consistently throughout the school by supporting the implementation of the behaviour policy while treating each child calmly, respectfully and fairly. (Refer to Sapling and Primary policy folder)

Through calm dialogue children are encouraged to take responsibility for their own choices and actions, and also to understand that making the right behaviour choice is central to the ethos of

the school and the systems we have in place. Consequences are proportionate to the seriousness of the misbehaviour and seek to allow the individual to learn to make the right choice

- Ensure the health, safety and welfare of all children in the school.
- To achieve a settled atmosphere in the classroom so that quality teaching and learning can take place.
- Children can move on quickly from any inappropriate behaviour choices. Each day, each lesson, each playtime is a fresh start!
- Keep a record of PATIO/CLASS/ SCHOOL serious inappropriate choices of behaviour - monitor any emerging patterns of persistence.
- Report to/meet with parents/carers when necessary. The school values a high degree of dialogue with parents so that pupils receive consistent messages about the choices they make both at home and school.

Review

The headteachers and staff will review this policy every year, or earlier if they believe that the policy may be improved.

Reviewed June 2021

Anti-Bullying Policy

A 'GOOD FRIENDS' Approach

To promote the well-being of all children based on trust between all members of the school community. It is everyone's responsibility to prevent bullying from occurring.

To offer a harmonious environment free from verbal and physical abuse and to provide an education free from aggression, verbal and physical.

To report and record all instances of bullying.

To promote a whole-school approach, where signals and signs are identified and swift and effective action is taken.

To teach pupils to recognise how others feel and treat others how they would like to be treated; to empathize.

Defining Bullying

Bullying is defined as deliberately hurtful behaviour, which is unprovoked, repeated over a period of time, where it is difficult for those being bullied to defend themselves.

The three main types of bullying are: physical (hitting, kicking, theft); verbal (name calling, hurtful remarks); indirect (spreading rumours, excluding someone from groups).

Bullying is not simply two children falling out with each other.

Bullying in any form, by anyone, will not be tolerated at The Olive Tree School. We do not accept any form of behaviour which hurts, threatens or frightens any member of the school community. Everyone has the right to feel safe and happy in school and in the playground.

We also believe in eradicating bullying without victimising the bully.

To teach pupils to recognise how others feel and treat others how they would like to be treated; to empathize.

A Positive Approach to Promote 'Good Friends'

All adults provide a good role model; show care, politeness, respect and honesty.

Teach and promote empathy.

If necessary, set up a buddy scheme whereby an older child guides and supports a younger child at break times and lunchtimes.

Promote self-esteem, security, identity, belonging and purpose.

Help children to develop positive strategies and assertiveness.

Refer often to 'caring'; raise awareness of how good it feels to care for others and how good it feels to be cared about.

Reward positive behaviour.

Explore feelings through role-play and viewing bullying situations from both sides.

Allow children to hear what other people feel and experience (e.g., circle time, assembly).

Discuss friendships - who are our friends and why do we choose them?

Encourage children to recognise their own qualities and help them identify good qualities in others.

Teach children to listen, and always listen to them attentively.

Help children to be patient and to be reflective.

Encourage children to look after their own property and to respect the property of others.

Help children to give and receive praise.

Teach children to be helpful and team-spirited.

Personal and Social Education Assemblies.

Encourage pupils to seek support from adults in school- ensure all adults are approachable and good listeners.

Action against bullying

Every adult at The Olive Tree School is responsible for the welfare of the pupils.

Guidance for the Staff

- Take bullying seriously – tell a headteacher, who will investigate the facts of any incident.
- Support children who are being bullied.
- Encourage bullies to change their behaviour through guidance and support.
- Encourage children to ‘tell’, not to hide the truth.
- Break up groups of bullies.
- Use positive peer pressure to encourage good, non-bullying behaviour.
- Meet with bullies and victims individually.
- Encourage co-operative working/play, a special project to change a dynamic previously based on bully-victim.
- Take an active interest in children’s play times and watch for signs of distress.
- Promote a shared approach with parents/carers.

Guidance for the children

- Tell yourself - “I don’t deserve to be bullied”.
- Try to show that you are not upset.
- Try being assertive - shout “go away” loudly, or walk quickly and confidently away.
- Talk to your teacher or lunchtime monitor straightaway.
- Get your friends to support you.
- Show that you and your friends disapprove.
- Talk to a grown-up at home.
- Show understanding and support to other children who may be bullied.
- Don’t stand by and watch - tell an adult straight away.
- Remember, we are all different and we should be allowed to be proud of it.

Guidance for parents

- Listen to your child.
- Try not to overreact. Check all the facts – is it bullying or friendship problems, which may resolve naturally?
- Show sympathy but try not to dwell on the situation.
- Tell your child that bullying exists and it is not their fault.
- Speak to your child’s teacher or to the headteacher, or encourage your child to do so.

- Talk to your child about the possible strategies for him/her to use – see list above.
- For more advice, read the websites listed at the end of this policy.

Procedures for dealing with bullying

- Allow appropriate “cooling off” time for pupils involved.
- Talk with the bullies and the bullied individually in confidence. It may then be appropriate to discuss behaviour together and obtain genuine apologies.
- If appropriate, allow bullies to hear the feelings of the bullied child. Ask the bullied and the bullier what action they think is appropriate and fair.
- Ensure that all incidents of bullying and procedures to be followed are recorded.
- Inform parents how to combat bullying (see above measures).
- In certain circumstances, sanctions will then be applied.
- Depending on the seriousness and/or frequency of the unacceptable behaviour, parents may be encouraged to take an active part in “target setting” in order to promote acceptable behaviour.
- Monitor the situation until the problem is resolved.

Sanctions available

- Withdrawal from playtime.
- Writing a letter of apology.
- Withdrawal from favoured activities.
- Withdrawal of privileges such as a trip.
- Close monitoring with a Good Behaviour Chart.

For persistent incidents, fixed-term exclusion of one-three days may be used in order to highlight the fact that the community rejects the behaviour absolutely.

Pupils involved in incidents will be informed of sanctions carried out. Parents, teachers and teaching support staff will also be informed.

Some concluding thoughts

Bullying happens in every school to some degree. It can be extremely subtle as pupils grow older. Bullying is addressed effectively through whole -school policy and swift intervention.

ANTI-BULLYING WEBSITES

www.dfes.gov.uk bullying Government site with information about the new pack for schools and many links to related sites.

www.bullying.co.uk

www.kidscape.org.uk Both good for general information, support and strategies

www.smallwood.co.uk

www.luckyduck.co.uk

www.childline.org.uk - useful information sections, particularly on racial harassment and bullying.

www.antibullying.net This site also has a useful section on racist bullying.

www.ncb.org.uk The website of the National Children's Bureau has information on bullying in the Forum on Children and Violence section.

www.nspcc.org.uk The NSPCC site includes information on bullying as part of the Full Stop campaign.

Reviewed and updated August 2020

Health & Safety Policy

We have a duty to ensure that each child stays safe and makes healthy choices.

At The Olive Tree the health and safety of all children is a high priority. Parents trust us to provide a safe, caring environment where their children can flourish. We deliver this.

The school has a health and safety policy, which is monitored regularly by the Headteacher.

The school complies fully with Spanish Fire Safety Regulations, building regulations and upkeep of facilities. The school has the 'Licencia de Actividades' awarded by Sant Pere de Ribes 'ayuntamiento' (local council).

First Aid

In school there is always at least one fully-trained member of staff who can administer first aid.

Every staff member is given a refresher course in Week 0 of Autumn Term.

There is a full First Aid kit in school and a portable kit for day-trips.

When a child is unwell, or has suffered an accident in school or on the playground, there is a protocol for staff to follow. (See Protocol for Accidents & Emergencies in this Handbook.)

- A trained first aider is consulted (Saray, Audrey, Theresa)
- The incident must be logged in the Incidents Book found in the staff room
- For head injuries or more serious injuries or a different nature please inform either Audrey or Theresa immediately: a parent is always contacted.

School policy is that members of staff may only give medicines when the parent has expressly requested that staff administer medicine.

The First Aid Kit contains basic equipment for staff to use on minor injuries. There are also protective gloves for staff to use for their own safety.

Site Security

The Olive Tree provides a secure site with two locked gates to the street.

However, the site is only as secure as the people who use it.

So we ask that:

- Both the gates to the street and the main door into school are always closed to prevent intrusion and to prevent children leaving the premises unaccompanied at hometime.
- Children will only be allowed home with adults who are not known to school with parental permission.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, with prior permission.
- Visitors must be accompanied by a member of staff, must wear a 'Visitor' badge and must be signed in and out in the Visitors' Book.

The entire site (indoors and outdoors) is systematically checked (the 'sweep') on arrival by staff at 8.15 to ensure it is safe for the children's arrival at 8.30.

The Design of the Curriculum

- The curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in Science, PE and Design and Technology.
- At all times there are appropriate staffing levels and, when the curriculum is taken out of school, correct adult/pupil ratios are maintained (one-to-ten in secondary).
- The level of risk involved in a visit will always be assessed before any LOTC takes place, preferably with a prior visit and with a considered Risk Assessment form being completed.

Internet Safety

- Children should be encouraged to use the internet when appropriate, but at all times in a safe way.
- Parents will be asked if they agree to their child using the internet.
- Pupils will never be left online unattended.
- (See the e-Safety Policy below.)

Criminal Records Checks

- All staff who are appointed to work in our school have an enhanced criminal records search: a UK police DBS check & a local criminal records check on the Spanish database.

Attendance & Absence

- Attendance is expected of all children, but when children are unwell, parents are asked to confirm absence by telephone or email the same day. If there is no notification, the school has a policy of phoning home the same day.
- Praise is given to help children take pride in attending regularly and punctually.

Equal opportunities

- We value every child highly, irrespective of their ability, gender, religion or race and will challenge anyone who appears not to do so.

Race Equality

- We want our children to be prepared for an increasingly ethnically diverse society here in Spain. The school will work hard to promote racial equality and harmony by preventing and challenging racism.
- If anyone ever feels unjustly treated, then the school welcomes and values a response.
- Race equality will be explored through the curriculum. The children will take part in discussions designed to raise awareness and address prejudice.
- Followers of diverse world faiths are actively invited to come and share their beliefs with our children.

Images of pupils

- Written permission is sought from parents for the public use of photographs and videos on the school website, school yearbook, and around school (see below).
- Pupils' names are never published with images.

Revised June 2021

Accident and Emergency Policy

Our protocol is as follows:

1. We contact parent or carer initially.
2. If no answer immediately and child clearly needs urgent medical attention (eg a fracture), drive the child to the emergency department at Sant Camil hospital either:
 - In a staff vehicle (with a second adult supporting the child) or
 - In a taxi with a member of staff supporting the child.
3. Admin staff will continue to call the parent or carer until successful.
4. Staff take the school insurance form to the hospital.
5. If the parent or carer answers our call immediately, the parent or carer decides between 2 options:
 - The school drives the child to Sant Camil hospital by taxi or staff vehicle and meet the parent or carer there.....OR....
 - Ask the school to wait for parent or carer to collect the child.
6. Head injury/spinal injury.
 - The child is not to be moved.
 - The family and an ambulance are called immediately and simultaneously.
 - If a family member takes longer to arrive than the ambulance, a staff member will accompany the child in the back of the ambulance.

Reviewed June 2021

Child Protection Policy

We are committed to working with the Spanish authorities and social services in protecting children from harm and in responding to abuse.

Identifying child abuse

Abuse falls into four categories:

1. **Physical abuse** – non-accidental cuts, bruises, fractures, bites, etc.
2. **Neglect** – chronic inattention to a child’s basic needs for warmth, shelter, food, clothing, health care, etc.
3. **Emotional abuse** – extreme denial of love, attention, security and well-being.
4. **Sexual abuse** – the involvement of children in sexual activity by one or more adults, including touch as well as penetration.

Children in this school are highly valued individuals and the school is an open and accepting place in which all staff are prepared to listen to children’s fears and worries.

Children have opportunities to speak at registration times, circle times, at the end of lessons and to seek out a caring adult during break and lunch times.

The designated person for Child Protection is Audrey Reeder. She will investigate any concern following DfES guidelines and will contact with Spanish social services if there are concerns about a child.

Child Protection Procedures

1. Any member of staff who has a concern about a child, however small, should speak to the Headteacher.
2. Staff should not investigate or interview a child on their own.
3. If there are frequent, unexplained injuries on a child, these are marked on a sketched body map, showing the size, nature and position of the injury. The body map is then signed and dated.
4. If a child communicates that s/he is at imminent risk (or if a teacher intuits this), it should be reported to the Headteacher immediately and before the child goes home from school that day. Even if the child asks for the information to be kept secret, a report must be made to one of the Headteachers, either Primary or Secondary. No confidentiality should be promised to a child looking to confide in a staff member.
5. After discussion with the Headteacher, it may be decided to monitor a child.
6. If it is decided that a referral should be made to the Spanish Social Services, the Headteacher will be responsible for making the referral. The parents will be informed of this referral, unless the allegation is of a sexual nature, in which case the parents will not be informed.
7. The Headteacher will complete the referral form in conjunction with the class teacher and other relevant members of staff.
8. School staff are not responsible for carrying out an investigation and should not attempt to do so.
9. Staff should report only the facts and must not ask a child any leading questions.
10. The Headteacher will continue to liaise with parents, and will work to maintain a positive and supportive relationship with them.

11. All staff must respect the confidentiality of each case and not discuss it with anyone.

Adults within school

- All staff who work within the school are subjected to enhanced UK police DBS checks when they are employed. The school fulfils all procedures recommended for safe recruitment.
- Parents and other adults who work within the school on a voluntary basis do not spend time alone with children in closed rooms.
- No form of physical punishment is permitted in the school. This includes shaking, pushing, striking, or any other form of degrading treatment.
- Any concerns about a teacher will be dealt with immediately by the Headteacher.

Restraint

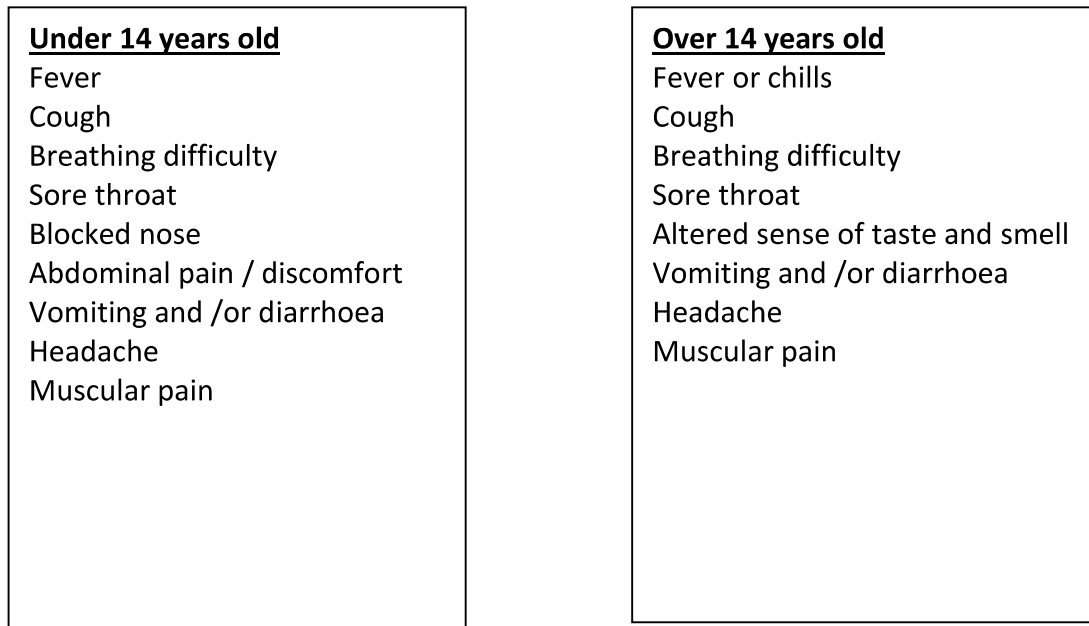
- A member of staff may use reasonable restraint when they are at risk of being attacked by a child, or if a child is endangering themselves or a peer.
- If physical restraint is used, then it must be recorded by the Headteacher and the parents must be informed on the same day that a pupil has been restrained.

Reviewed June 2021

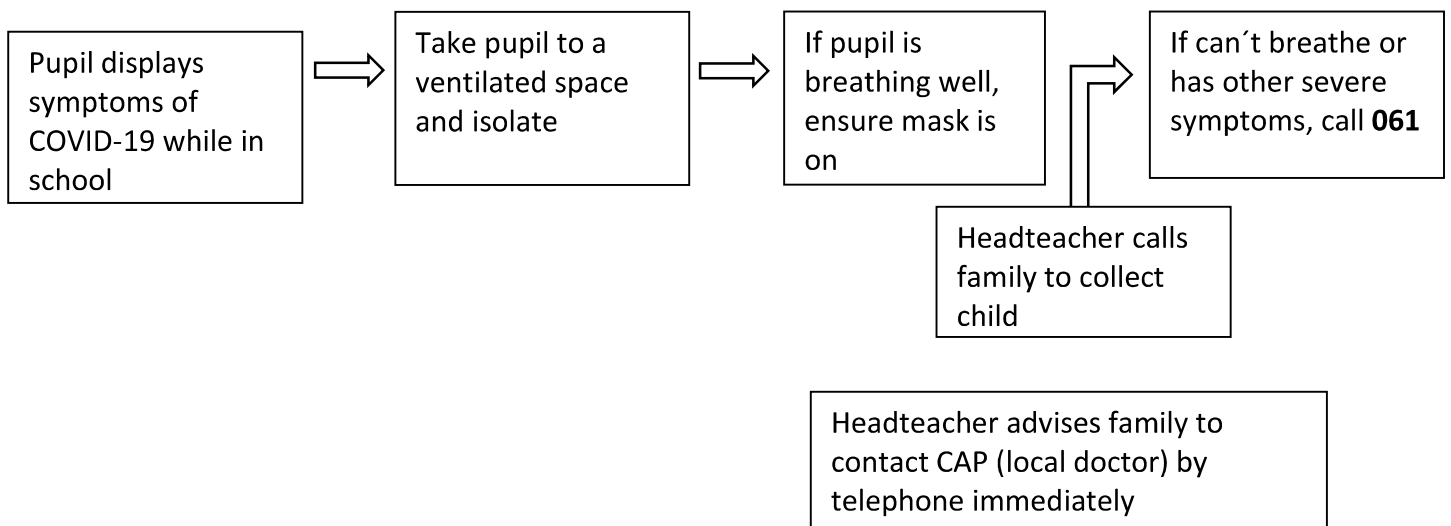
COVID case management in schools

Below is a guide to procedures to be followed in case of suspected Covid-19 and if there is a positive diagnosis of a school pupil.

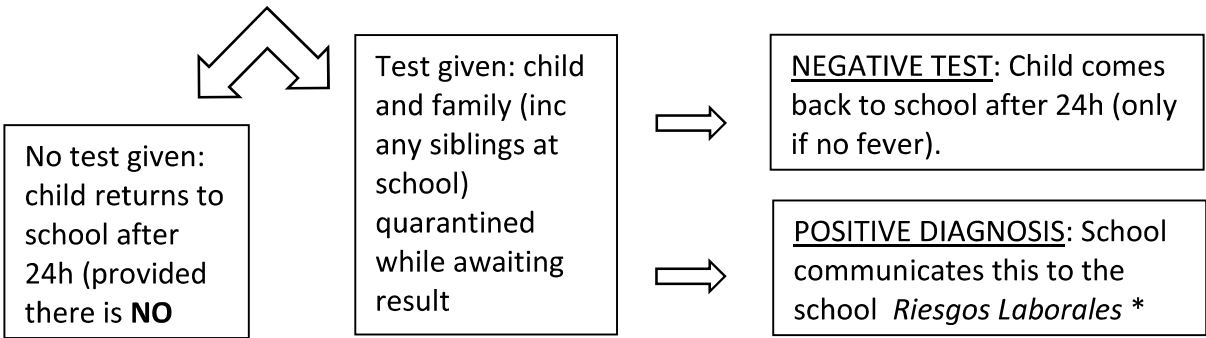
SYMPTOMS CONSISTENT WITH COVID-19



If a case is suspected in school



Doctor may decide to give PCR test (pref in the 24h hours since first symptom)



Class bubble is not quarantined while awaiting result

**Servicio Vigilancia epidemiológica* will track and trace the person's contacts in the previous few days and also quarantine them.

Child returns to school after a minimum of 10 days. Must have had 72h clear of all symptoms. A second PCR is not needed to return.

When to quarantine

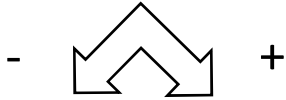
One or more cases in the same bubble
CONFIRMED by PCR

The whole bubble and the case's siblings quarantined

In school, place mask on child if can breathe well and isolate (see above process)

Whole bubble + siblings PCR tested

Quarantine 14 days



Quarantine 14 days + contacts traced*

**Servicio Vigilancia epidemiológica* will track and trace all contacts made in the previous few days and quarantine them.

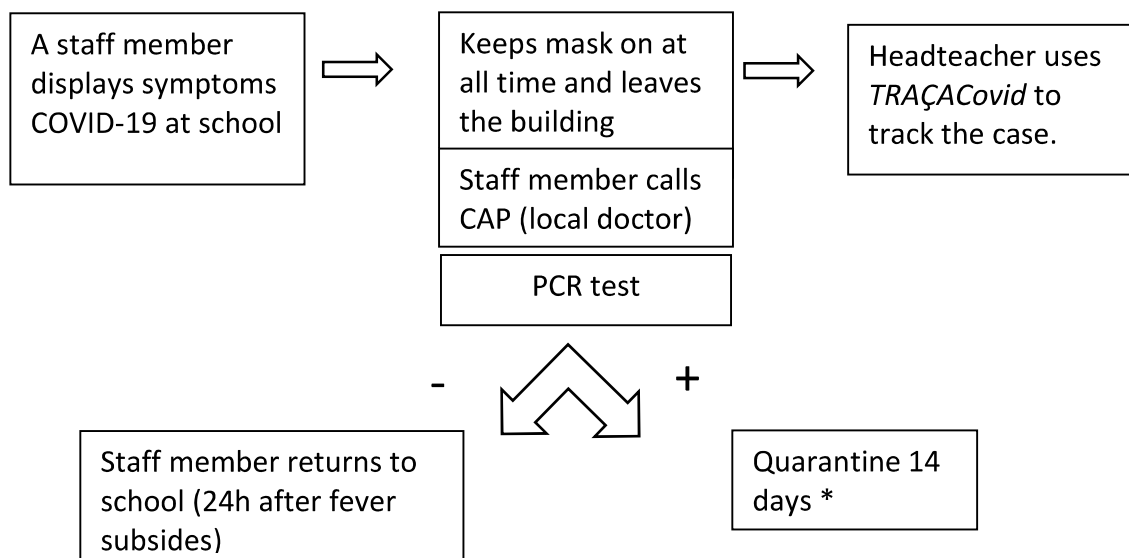
A **CONFIRMED** case in two or more bubbles on the same floor of the school

The whole bubble quarantined 14 days

No in-school teaching on that floor for 14 days (online learning)

Anyone with a positive diagnosis of SARS-COV by PCR in the previous 6 months- no quarantine

If a staff member has symptoms



**Servicio Vigilancia epidemiológica* will track and trace the staff member's contacts in the previous few days and quarantine

Please note that our Covid protocols are compliant with guidelines issued by the Catalan Department of Education. They are subject to change in accordance with the latest updates and for this reason are not included in the Handbook. Parents are given an updated Covid protocol and are required to sign before the start of the school year to agree to the measures included and to declare that they take responsibility for their children as required by the guidelines.

If you require any further information in regard to Covid protocols, please contact the Headteacher, Audrey Reeder, at audrey@olivetreeschool.cat

Policy for Learning Outside the Classroom

Educational Visits and Learning Outside the Classroom (LOTC) are an integral part of life at The Olive Tree School, enriching the education of our pupils.

‘When you step outside the classroom you have the opportunity to transform learning and raise achievement. Learning outside the classroom allows participants to learn in context, to learn by practical engagement, and to learn by personal discovery.’ DCFS, Council for Learning Outside the Classroom 2006

Our outdoor learning opportunities at The Olive Tree include; the school gardens, the local environment (the coastline, the Garraf ‘parque natural’, the town of Sitges, the city of Barcelona, local school-farms, laboratories and other activity centres), museums and art galleries.

Children need to be well prepared for any learning experience to be of maximum benefit. All visits and learning outside of the classroom opportunities are planned jointly by teachers and the Headteacher.

The health and welfare of our children on school trips is of the highest priority.

General Information

- Early planning is essential for any visit.
- Outdoor and adventurous activities should be within the ability of the children participating and the accompanying staff.
- Good planning and attention to safety measures will reduce the number and gravity of accidents.

Party Leader

- If a Class Teacher wishes to take a group of pupils out of school, they assume responsibility for the planning, risk assessment and risk management of the educational visit or experience outside of the classroom. They accept all reasonable responsibility for the well-being and safety of all pupils attending the trip.
- If more than one class is involved in a visit, a party leader is named. This is normally the staff member with the most appropriate experience, competence or most relevant qualification. For any educational visit or learning outside the classroom experience to go ahead, the ratio of staff to secondary pupils must be correct, i.e. one adult to ten pupils.
- The party leader is responsible for informing the parents and accompanying staff of their responsibilities.

Parent Volunteers

- Parent volunteer helpers may be encouraged to join our outdoor learning visits.
- Voluntary helpers are informed of their responsibilities in the attached document, Areas of Responsibility for Voluntary Helpers (see below)
- The Olive Tree School does not permit staff or parent volunteers to assume responsibility for any activity for which they are not qualified.

First Aid

- On any visit, at least one of the supervisory staff will be a competent First Aider and carrying an appropriate first-aid kit.

Transport

- The Olive Tree School has a policy that all coaches used be fitted with seat belts when booked. All seats should be forward facing. The drivers should be suitably qualified.
- On rare occasions, pupils may travel in staff or parents' cars. Children travelling in this way should comply with the legal requirements. Booster seats are legally required for all children travelling in a car under the height of 140cm. Parents consent in writing and with a signature to the school of the travel arrangements they have arranged for their child. No signature or notification will result in the pupil not attending the trip.

Supervision on trips

- Two members of staff should supervise the pupils getting on and off the coach – one on the coach and one by the steps.
- Count heads on outward and return journeys and at any point where children or adults disembark and subsequently embark the coach.
- Do not let pupils sit on the first two seats facing the front window or next to the emergency exit - adults should take these seats.
- Ensure pupils are settled and seat belts fastened before setting off.
- Pupils must wear their seat belts throughout the journey unless told to remove them in an emergency.
- When leaving the coach, check for lost property and litter.
- At least one staff member should be on the coach or minibus and have a mobile phone with them.

Pupil Organisation

- Dialogue with the children will be held to prepare them for the visit.
- A group list is prepared for all staff and helpers attending the visit.
- The party leader should keep a copy of the list and carry it when on the visit.

Adult: Pupil Ratios

The Olive Tree School follows British government guidelines with regard to adult : pupil ratios that are required on an LOTC visit.

Pupil Welfare

- All accompanying adults have a duty of care. Teachers remember that they are in loco parentis at all times on the visit and thus are legally responsible for the well-being and safety of the children.
- Children should never be left on their own or allowed to become isolated from their group.
- When forming groups, children should be considered individually according to need and placed with the adult who can best enhance their learning experience. Groups and group leaders should be decided in advance and attached to the risk assessment.

Information to be taken on trip

The party leader keeps the visit information for the duration of the visit. The information should contain details of:

- risk assessment
- itinerary
- meeting points
- mobile phone numbers of places to visit
- staff – teacher in charge, her deputy, parent helpers, etc.
- emergency contacts for parents
- copies of Parental Consent Form
- copies of any tickets to museums, etc, insurance documents, critical incident policy, contracts, etc.

Emergencies

The leader contacts the appropriate emergency/rescue services and school.

Unrelated School Educational Visits

The guidelines in this document relate only to activities connected to the work of the school. Where a teacher takes charge of children voluntarily on an activity out of school hours i.e. one which is not organised by the school but involves children from the school – no responsibility is accepted by The Olive Tree School.

Planning a trip

- The information outlining the educational experiences and opportunities of the destination chosen are collated and given to the Headteacher.
- She may or may not approve the visit.
- A meeting of all those involved is held to organize the visit.

Risk assessment

- The group leader initially draws up a visit plan and timetable (who, what, where, why, when and how?).
- For any educational visit learning outside the classroom experience, an exploratory/risk assessment visit should be made by the school party leader of the group and a written copy kept.
- This is to obtain the following information:
 1. is the venue suitable
 2. to assess areas and levels of risk involved in the visit
 3. To maximize the learning opportunities
- If it is not possible to make an exploratory/risk assessment visit, we try to contact another school, which has already visited the centre, the area, and the site.
- If a preliminary visit has not taken place, the party leader must carry a visual risk assessment as soon as the party arrives.

Close Supervision

- There must be close supervision of children on all LOTC visits. Close supervision is defined as the group remaining within sight and contact of staff or volunteers at all times.

Information for Parents for Day Visits

- Parents are notified of the arrangements and cost of visits and sign a consent form.

Responsibilities of Parent Volunteers on School Trips

- You should attend meetings before the visit, if appropriate.
- You should be aware of the itinerary for the educational visit and receive a copy of the itinerary and the names of the pupils going on the visit.
- You should stay in close proximity to a teacher on the visit. You should not take a group away to an undesignated area.
- You may be given a small group of children to look after and should know who they are. (The party leader should check regularly that the children are behaving appropriately and that they are safe and feeling well.)
- You should keep the children with you at all times.
- No child should ever be left alone.
- You should not assume any responsibility for an activity for which you are not qualified, e.g. rock climbing.
- You should be aware that the pupils must wear seat belts at all times on a coach, unless told to remove them by the party leader or in the case of an emergency.
- You should tell school party leader if a pupil does not wear his or her seatbelt or interferes with that of another pupil.
- You should tell the school party leader if a pupil is misbehaving or will not do as asked.
- You should accept you have a duty of care to make sure the children in your group are safe and well.

Revised June 2021

E-Safety Policy

Managing Information Systems & Email management

- Pupils may only use approved email accounts for school purposes.
- Pupils must immediately tell a designated member of staff if they receive an offensive email.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Whole -class or group email addresses will be used for communication outside of the school.

- Staff will only use official school provided email accounts to communicate with pupils and parents/carers, as approved by the Senior Leaders' Team.
- Access in school to external personal email accounts may be blocked.
- Social email use can interfere with learning and is disallowed in school hours.
- Email sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper would be.
- The forwarding of chain messages is disallowed.
- Staff should not use personal email accounts during school hours or for school matters.

Publishing pupils' images or work

- Images or videos that include pupils will be selected carefully and will not provide material that could be reused.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before images/videos of pupils are electronically published.
- Pupils' work can only be published with their permission or that of their parents.
- Written consent will be kept by the school where pupils' images are used for publicity purposes, until the image is no longer in use.
- The school has a policy regarding the use of images of children.

Management of social networking, social media and personal publishing

- The school disallows access to social media and social networking sites.
- Pupils are advised to never give out personal details of any kind which may identify them and/or their location. Examples would include real name, address, mobile or landline phone numbers, school attended, email addresses, full names of friends/family, specific interests and clubs.
- The use of mobile phones is strictly disallowed between the times of 8.30 and 4.00.

Protecting personal data

- Personal data is recorded, processed, transferred and made available according to the European General Data Protection Regulations (GDPR), 2018. Age-specific supervision

Risk Assessment

- The school will take all reasonable precautions to ensure that users can access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed, or any consequences resulting from Internet use.

- The school will audit ICT use to establish if the e–Safety policy is adequate and that the implementation of the e–Safety policy is appropriate.
- Methods to identify, assess and minimise risks will be reviewed regularly.

Community Internet Access

- The school is sensitive to Internet-related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice.
- The school will provide appropriate levels of supervision for students who use the internet and technology while on the school site.

E-Safety: Contacts and References

- CEOP (Child Exploitation and Online Protection Centre): www.ceop.police.uk
- Childline: www.childline.org.uk
- Childnet: www.childnet.com
- Click Clever Click Safe Campaign: <http://clickcleverclicksafe.direct.gov.uk>
- Cybermentors: www.cybermentors.org.uk
- Digizen: www.digizen.org.uk
- EiS - ICT Support for Schools and ICT Security Advice: www.eiskent.co.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Kidsmart: www.kidsmart.org.uk
- Teach Today: <http://en.teachtoday.eu>
- Think U Know website: www.thinkuknow.co.uk

Revised August 2020

Data Protection

As you may be aware, new General Data Protection Regulations (GDPR) were put in place across Europe in 2018. While broadly similar to the previous regulations, it changes how schools store and use personal data and it strengthens individuals’ rights in relation to their personal data. All personal data kept by the school is strictly confidential and will not be transferred to third parties without your consent under any circumstances.

Consent is requested from parents/carers for your children be photographed/recorded and for the images/recordings to be used by school in its newsletter, on the website and social media and in displays and brochures. Please see the request for consent form below. You will be required to complete this form via Docusign, our digital document & contract system. You have the right to deny consent for any or all of the different media listed.

This consent is requested because we like to celebrate the achievements of our pupils via in our school newsletter, on the school website and via social media.

If you have any questions about data protection please contact our Acting Data Protection Officer James Hoyle: james@olivetreeschool.cat

Consent Forms and Permission Request for Reference

Consent Forms

The forms are reproduced here for reference only. On registration with the school you will be asked to sign the consent forms online.

Consent for Use of Images and Video Footage

Name of child: Year:

Parent's name:

I give my permission to The Olive Tree School to use images and video footage of my child for publication in the following media (please select YES or NO as appropriate).

- | | |
|--------------------------------------------------------------------------------------------------------|--------|
| 1. School website and Blog | YES/NO |
| 2. The School Yearbook (album of photos for parents) | YES/NO |
| 3. The School Facebook Page | YES/NO |
| 4. Around the School Building | YES/NO |
| 5. The School's Internal Dropbox account (only accessible to children & parents in your child's class) | YES/NO |

Consent to Use of Internet

I give my permission to The Olive Tree School for my child to use the internet during school hours.

I understand that the school complies with the e-safety policy as contained in the Primary &/or Secondary Handbook and that the school makes every effort for pupils not to access inappropriate content.

Term Time Absence Request

Children are not allowed to take holidays in term time. Our methodology is heavily based on project work and group collaboration which often involves experiential learning. If pupils are away from school they cannot 'catch up' – they have simply missed the learning experience and project work while away.

We understand that there are exceptional circumstances when parents may wish to request absence from school during term time, for example, a funeral of a close family member, or a hospital appointment. However, we ask that requests for such absences are made in writing to the Headteacher at least 2 weeks before the event.

Below is an example of the request form. If required, you can obtain a copy from reception or ask Saray to email you a copy: admin@olivetreeschool.cat

I would like to request permission for my child, _____, from
Year _____, to be absent from school on the following dates:

From: _____ To: _____

Reason for absence: _____

Requested by: _____

Date: _____

Request Approved/Denied by: _____

Date: _____

Terms & Conditions

Tuition Fees 2021-22

AGE	CLASS	ANNUAL FEE
3	Nursery	7.950 €
4	Reception	8.550 €
5	Year 1	PRIMARY 9.750 €
6	Year 2	
7	Year 3	
8	Year 4	
9	Year 5	
10	Year 6	
11	Year 7	SECONDARY 10.700 €
12	Year 8	
13	Year 9	
14	Year 10	SECONDARY - GCSE 11.125 €
15	Year 11	

All fees include tuition, materials and school insurance. For Secondary and GCSE courses (Years 7 to 11) some additional textbooks are required and are charged separately.

Discount for annual payment in advance

A discount of 3% is offered to those who wish to pay the full annual fee in advance. For those who wish to take advantage of this discount for school year 2022-23, we issue the invoice at the end of June 2022 and payment must be made in full by July 5th 2022.

Registration Fee

- No Registration Fee is charged for children entering at Nursery level.
- The Registration Fee of 2500€ is payable on admission to the school, and once only.
- A second child pays a registration fee of €1500.
- Subsequent children pay €1000 registration fee.

Discount for Advance Payment of Annual Fee

- 3% discount for payment of the annual fee in full before 5th July 2022.
- Notification of intention to pay the annual fee in advance is required by 28th June 2022.

Discount for Siblings

1. 30% is discounted in tuition fees for a third child.
2. 50% is discounted in tuition fees for a fourth child.

Invoicing

- The fees are charged in 10 instalments (from September to June).
- Fees must be paid by the 5th of the month. (September fees payable by 5th September etc.)

If you are paying by direct debit and the request for payment is rejected by your bank, an additional charge of 15€ will be added to your monthly fee to cover bank charges and administration costs.

If payment falls more than one month in arrears the school reserves the right to withdraw a child's place with immediate effect and to recover any outstanding fees, if necessary, via legal proceedings, the cost of which are added to any outstanding debt to the school.

Punctual Payment

Invoices are issued in advance of each month - for example, September's tuition fees invoice is issued at the end of August; October's fees at the end of September etc. Payment is due before the 5th of the month (for example September's fees must be paid by 5th September). In the event of late payment, the school reserves the right to apply a surcharge in line with legally-established guidelines.

If you are paying by direct debit and the request for payment is rejected by your bank, an additional charge of 15€ will be added to your monthly fee to cover bank charges and administration costs.

If payment falls more than one month in arrears the school reserves the right to withdraw a child's place with immediate effect and to recover any outstanding fees, if necessary, via legal proceedings, the cost of which are added to any outstanding debt to the school.

Extras

- Colonias: (the annual residential trip) and other educational trips are not included in the tuition fee. Details of school trips and excursions are provided prior to the event and you will be asked to specifically sign up and give permission for your child to attend. Charges, as published, will be added to your monthly invoice.
- Extra-curricular Clubs: availability of extra-curricular clubs is published at the beginning of the school year with the pricing. Charges are added to your monthly invoice.
- Individual music tuition: classes are available for individual tuition to learn a musical instrument. Prices are published at the beginning of the school year and are charged to your monthly invoice

Lunch Provision

There are 2 options for lunch:

1. **School Lunch** – provided by the school’s caterers. We have arranged with our caterers for lunch to be delivered straight to classrooms, where children will be having their lunch under the measures taken re Covid 19, as the dining room will not be used.

This is a balanced, healthy 3-course meal. You can reserve on a monthly basis for 7.95€ per day. If lunch is requested for less than one month’s duration the daily price is 9.45 €

2. **Packed Lunch** – You can choose to provide your own packed lunch. If you take this option, a small charge of 10€ per month is made to cover the cost of cleaning and monitoring. Packed lunches will be eaten in the classroom under supervision, and the classroom will be cleaned and disinfected after lunch before classes re-commence in the afternoon.
- If your child is absent through sickness, you will not be charged for a school lunch for the days absent.
 - Any changes in your child’s school lunch requirement must be communicated by the 21st of the previous month to Saray at admin@olivetreeschool.cat

Renewing a Place- Current Pupils:

- To keep a current pupil’s place for the following September, families pay a €300 reservation fee by 5th April.
- This fee is non-refundable but is discounted from September’s tuition fee.
- If a place is reserved for 2021-22 but is not taken up, the whole September fee (minus the 300€ reservation fee) will be charged.

Waiting List Fee- New Pupils

- To join the waiting list for admission there is a non-refundable fee of €100 fee. This is not discounted from the first monthly fee should your child subsequently register with the school.
- Joining the waiting list does not guarantee a place, but does ensure you will have first refusal if and when a place comes available in the appropriate year group.

Reserving a place in advance

- A place is only secured once the matriculation fee has been paid.
- In the case of Nursery, where there is no matriculation, September’s fee is requested to matriculate a child.

Individual Tuition

Pupils with special educational needs may require the additional support of individual tuition. For 2021-22, each hour of one-to-one teaching will be invoiced at 27,50 per hour.

Two Months' Written Notice Before Leaving

Two months' written notice is required if you wish to withdraw your child from the school once the school year has started. Tuition fees will be charged until the end of the 2-month notice period. This means that if, for example, notice of withdrawal is received in October 2021, you will be invoiced for the tuition fees of the subsequent months of November and December 2021. So, if a pupil is not returning for January 2022, for example, notice is required by 31st October 2021 and fees would then be charged for the months of November and December 2021.
