



# Ballymoney Model Integrated Primary School

## Parent/Carers' Guide to Pastoral Care



September 2024

Telephone Number: 028 276 62340



[www.ballymoneymodelips.co.uk](http://www.ballymoneymodelips.co.uk)

Reviewed by the Board of Governors – 10<sup>th</sup> September 2024



The Board of Governors and staff at Ballymoney Model Integrated Primary School through the school's Pastoral Care provision aim to create a happy, supportive, secure, stimulating and stable environment in which children can develop emotionally, socially, physically, spiritually and intellectually to their full potential during their primary school years.

We have been entrusted with the care of all enrolled pupils at this school. Our responsibility for their pastoral care extends to all activities and contexts which are part of school life both curricular and extra-curricular.

### AIMS

1. To create and sustain an environment where our pupils feel safe, secure and are supported as they develop.
2. To develop positive relationships between staff and pupils and amongst the pupils themselves.
3. By our procedures and organisation to encourage pupils to contribute positively to school life and to develop a strong sense of identity within our school family.
4. To set clear standards for positive behaviour and to encourage these consistently for the good of all and in a way that is understood by the pupils.

### ROLES AND RESPONSIBILITIES

The Principal is responsible as the representative of the Board of Governors for providing the resources, organisation and good communication which are necessary to promote a caring environment. However, the key role in caring is performed by the classroom teachers. They are well placed on a day-to-day basis to monitor pupils and deal with issues which may arise.

Mrs McNaughton was appointed by the Board of Governors in September 2022 as Pastoral Leader/Co-ordinator. Pastoral covers a wide area. Class teachers oversee their pupils' pastoral needs. Sometimes school staff require additional guidance with specific pastoral matters and Mrs McNaughton supports pupils and staff with these.

### HOME/SCHOOL LINKS

To enable a smooth transition to the new school year, teachers meet with their new class in June or at the end of August and pupils also get the opportunity to visit their new classroom. At the start of the new school year class teachers prepare an overview leaflet which is shared with pupils and parents/carers on the first day back at school.

At the start of a school year we encourage parents/carers to be mindful that their child has moved into a different year group and to give them time to settle in. The first week or two is a very important time for your child to get to know their new class teacher/s and to get used to their new year group routines.

Every effort is made to maintain close contact with parents/carers, who should not hesitate to get in touch with their child's class teacher on any matter affecting the welfare, progress or development of their child/ren.

Should a parent/carer have any concerns about their child, we would encourage them to make immediate contact with their child's class teacher in the following ways:-

- through requesting an appointment using the online School Communication Form on the school app or
- ringing/visiting the school office and asking to make an appointment with your child's class teacher/s



If appropriate the relevant Head of Key Stage may also be involved in handling any parental/carer concerns.

If parents/carers wish to speak to another member of staff in relation to a different matter, please do so in one of the following ways:-

- through requesting an appointment using the online School Communication Form on the school app or
- ringing/visiting the school office and asking to make an appointment



If you are unsure of who to speak to, please contact the Principal through the School Communication Form. Please also see our Who's Who Within Our School section for more information.

The relevant member of staff will return your call or organise an appointment when it is practical to do so. Unfortunately, as you can appreciate with staff completing their roles, phone calls and appointments cannot be returned/arranged immediately.

Class teaching starts at 9.00am and in order to keep class disturbances to a minimum, messages will be taken by the school office and passed onto the appropriate member of staff.

Should the matter be deemed urgent, appropriate contact will be made with the teacher immediately.

It is important to note that in relation to school matters school staff should not be contacted outside of school, in the staff car park or on their way into school or when leaving.

As an Eco-School we are also trying to reduce the amount of photocopying that we do by communicating with parents/carers through our school app and website.

All the latest school news will be available on the school website, school app and school Facebook page. Information and notes when necessary, will be added to the app and website.



**Ballymoney Model Integrated Primary School**

807 likes · 955 followers



Ballymoney Model Integrated Primary School is unique in the Ballymoney area welcoming families from all religions and backgrounds. We currently have fifteen Year 1-7 classes and a Speech and Language Centre.

Pupil Progress Meetings with parents/carers and teachers are normally arranged during the first and second term when parents/carers have an opportunity to discuss their child's progress.

## WHO'S WHO WITHIN OUR SCHOOL

### Principal



Mrs Jamison

Ballymoney Model Integrated Primary School is a large and busy school. We currently have three hundred and forty-three pupils taught within fifteen classes. Within school, pastoral care and learning and teaching, are supported by a team of over forty staff. I endeavour to get to know all our pupils within school as well as oversee all areas and aspects of school life. Class teachers and leaders/co-ordinators keep me updated about pupils' progress and the work they carry out within their area of expertise. We are fortunate to have an experienced and knowledgeable staff within our school, I hope this overview is helpful.

Mrs Jamison

### Vice-Principal



Mr Clarke

### Pastoral

Pastoral covers a wide area. Class teachers oversee their pupils' pastoral needs. Sometimes school staff require additional guidance with specific pastoral matters and Mrs McNaughton supports pupils and staff with these.

Mrs McNaughton also oversees Safeguarding and Child Protection within our school and is our Designated Teacher.



### Safeguarding and CP and Pastoral Care

Mrs McNaughton

### Curriculum Co-ordination, Assessment and Learning and Teaching



Mr Clarke

Mr Clarke leads curriculum co-ordination, assessment and learning and teaching within our school. Mr Clarke works alongside class teachers and subject leader/co-ordinators to ensure pupils have every opportunity to reach their full potential.

### Special Educational Needs Co-ordinator (SENCo)



Mrs Mack

Mrs Mack is the school's Special Educational Needs Co-ordinator (SENCo). As SENCo Mrs Mack helps ensure that the necessary steps are in place to support children's ability to access the curriculum and works in partnership with school staff and parents/carers to establish the support that an individual pupil might need.

Another important element within pastoral is the pupils' voice. Miss Hemphill leads our School Council and oversees our journey as a Rights Respecting School.



### School Council and Rights Respecting School

Miss Hemphill



Remember if you are worried about anything please talk to any adult in our school or one of these teachers.



Mrs McNaughton  
Designated Teacher  
Year 4 Teacher



Mr Clarke  
Deputy Designated Teacher  
Vice Principal



Mrs Jamison  
Principal

Leader/Co-ordinator of  
Foundation Stage (Y1 + Y2)



Mr McLean

Head of Key Stage One  
(Y3 + Y4)



Mrs Murphy

Head of Key Stage Two  
(Y5 – Y7)



Mrs Robinson

The below teachers are also leaders/co-ordinators within the noted area.

Communication  
(Language and Literacy)



Mr Clarke

Using Mathematics  
(Mathematics and Numeracy)



Mrs Robinson

Using ICT and Digital Leaders



Mrs Boyle

The Arts - Music



Mrs Carson

The Arts - Art and Design



Mrs Handforth

The Arts - Drama



Miss Magee

World Around Us (WAU,  
Eco-Committee and Eco-Schools)



Mrs Murphy

Personal Development  
and Mutual Understanding (PDMU)



Mrs Boreland

Physical Development and Movement  
and Physical Education



Miss McLaughlin



Mrs Dugan

RE and Sacramental Preparation



Mrs Thom

Newcomer Pupils



Ms Browne

Y4-7 House Points



Miss Cruikshank

The below staff, also assist in other ways within our school.

### Organisation of the school's After Schools Programme



Mrs Knight

### ICT Support and School Website



Miss McKay

### Newcomer Support



Miss Rennie

### Breakfast Club



Miss Chestnutt

### Breakfast Club



Mrs Bojanowska

### StorySacks



Miss Kelly

### Literacy Support



Mrs Keyte

### Numeracy Support



Mrs Hiscock

### Numeracy Support



Miss McKay

### School Office



Mrs Arlow

### School Office



Mrs Knight

### Building Supervisor



Mr Johnston

Classroom Assistants



SEN Classroom Assistants



Lunchtime Supervisors



## CHILD PROTECTION

We as a school have a primary responsibility for the care, welfare and safety of the pupils in our charge. Safeguarding and Child Protection procedures are in place within school, which reflect our legal duties and our pastoral responsibilities. All our staff have been subject to appropriate background checks.

Our Safeguarding and Child Protection Policy is available from the school office and the school website. This policy is reviewed regularly and requires all staff, both teaching and non-teaching to be trained in this area.



Remember if you are worried about anything please talk to any adult in our school or one of these teachers.



Mrs McNaughton  
Designated Teacher  
Year 4 Teacher



Mr Clarke  
Deputy Designated Teacher  
Vice Principal



Mrs Jamison  
Principal

If you have a child protection concern, please follow the procedures in the flow diagram and speak to a member of the School's Child Protection Team.

We are an Operation Encompass School, for more information please go to the school website and within the Parents Area more information can be found .





# Procedure for Parents/Carers who wish to raise a Child Protection Concern

If a parent/carer has a potential child protection concern within the school:

I have a concern about my/a child's safety.

I can talk to the class teacher.

If I am still concerned, I can talk to the  
Designated Teacher for Child Protection  
Mrs McNaughton (Year 4 Teacher),  
Deputy Designated Teacher for Child Protection  
Mr Clarke (Vice-Principal)  
or the Principal – Mrs Jamison.



Mrs McNaughton



Mr Clarke



Mrs Jamison

If I am still concerned, I can write to the  
Chairperson of the Board of Governors, Mr Witherow  
requested via contact through the Principal / School. Tel: 028 276 62340

At any time I can talk to the local Children's Services Gateway Teams or  
PSNI Central Referral Unit at IOI.

If you have escalated your concern as set out in the above flowchart and are of the view that it has not been addressed satisfactorily, you may revert to the school's complaints policy. This policy should culminate in the option for you to contact the NI Public Services Ombudsman (NIPSO) who has the legislative power to investigate your complaint.

If a parent has a concern about a child's safety or suspect child abuse within the local community, it should be brought directly to the attention of the Children's Services Gateway Team.

## SCHOOL UNIFORM POLICY

It is our policy that all pupils should wear school uniform when attending Ballymoney Model Integrated Primary School, or when participating in a school organised event outside normal school hours.

Our school uniform is distinctive, smart and important to us. It is one way in which we identify ourselves as a school family and it promotes a strong, cohesive school identity which supports high standards and expectations in all areas of school life and harmony between different groups represented in the school. It is our belief that the wearing of school uniform by pupils encourages respect in personal appearance and helps promote positive behaviour and therefore contributes to more effective learning and teaching.

We are very proud of how smart our pupils look in their school uniform and thank parents/carers for their support in this area.

Our policy is in keeping with the guidelines provided by the Department of Education Northern Ireland (Circular 2011/04).

### Aims and Objectives

Our policy is based on our belief that school uniform:

- promotes a sense of pride in the school
- engenders a feeling of community and belonging
- makes pupils feel equal to their peers in terms of appearance
- is not distracting in class (as fashion clothes might be)
- is practical and smart
- is cost effective

### Our School Uniform

Our school uniform is as follows:

<u>Foundation Stage and Key Stage 1 (Year 1 – Year 4)</u> Grey pinafore/skirt/trousers/shorts White polo shirt preferably with school logo or white shirt and school tie Navy V-neck sweatshirt/cardigan preferably with school logo Socks (white/grey/black) and tights (grey/black/navy)	<u>Key Stage 2 (Year 5 – 7)</u> Grey pinafore/skirt/trousers/shorts White shirt and school tie Navy V-neck sweatshirt/cardigan preferably with school logo
<u>Summer Uniform – September, April, May and June:</u> White polo shirt preferably with school logo Light blue checked gingham dress (fitted black/grey/navy shorts can be worn under the dress if wished)	

Please note – lots of companies offer sensory and adaptive school uniform ranges

### Footwear

Shoes/Trainers should be of a sensible, comfortable design, low heeled, toe covered and all black in colour. Shoes if laced should have black laces.

### Hair

Hair should be neat and tidy and worn with no extremes of style or colour. Long hair should be tied back, particularly for PE. Hair accessories should be appropriately sized and in keeping with the school colours.

### Jewellery

In relation to health and safety we do not allow pupils to wear jewellery in our school. The exception to this rule is the wearing of plain silver or gold studs in pierced ears (please note only one piercing per ear is acceptable). However, the wearing of studs is also strongly discouraged due to health and safety concerns.

Please note that it is the policy of the Joey Dunlop Leisure Centre that pupils are not permitted to participate in the school swimming programme if they are wearing jewellery of any kind.

Please note that watches are not considered items of jewellery and may be worn. However, depending on the activity, it may be appropriate for pupils to be asked to remove their watch on health and safety grounds.

Smart watches cannot be worn in school. If a pupil comes to school wearing a smart watch they will be asked to leave their smart watch in the school office with pupil mobile phones.

### Make up

It is deemed inappropriate for pupils in our school to wear make-up or nail polish and therefore no make-up or nail polish should be worn.

### Physical Development and Movement (Foundation Stage)/Physical Education (KS1 and 2)

Physical Development and Movement/Physical Education is a compulsory part of the statutory curriculum from the age of 4 to 16. Clothing and footwear are important aspects to safety in Physical Development and Movement/Physical Education. For hygiene and health and safety reasons, it is essential therefore, that pupils are dressed appropriately and wearing appropriate footwear. Trainers/plimsolls should be worn when the pupils are taking part in physical activities.

Year 1 – 4 pupils will come to school in their school uniform and only change their shoes when taking part in Physical Development and Movement/Physical Education. Parents/Carers are asked to provide plimsolls/trainers without laces to make changing a more simplistic task. Plimsolls/trainers should be labelled and in a named bag. Plimsolls/trainers can remain in school or be brought in on PE days. Please ensure that long hair is tied back on Physical Development and Movement days.

In line with good practice and hygiene guidance, pupils in Y5–7 will come to school in their school uniform and change for PE. At the end of the PE sessions pupils will change back into their school uniform. Changing for PE helps to develop pupils' independence in learning how to dress themselves and take care of their belongings, two important life skills. This will also help prepare pupils for their transition to post-primary school. Pupils should come to school every day in full school uniform unless otherwise advised. PE uniform should be plain in appearance and not display any commercial sports brands or be linked to any sporting teams.

Year 5 – 7 pupils change for PE and need the following:-

- navy/grey/black shorts/jogging bottoms/leggings
- white t-shirt/polo shirt
- trainers
- soft elastic/bobble to tie back long hair
- girls must remember to bring socks if wearing tights

## Swimming

- girls – one-piece costume
- boys – trunks
- towel

## The Role of Parents/Carers

We ask all parents/carers who send their children to Ballymoney Model Integrated Primary School for their support of the school uniform policy.

We believe that parents/carers have a duty to send their child/ren to school equipped appropriately for the day ahead. This includes ensuring that child/ren are correctly dressed and ready for their daily schoolwork which may include, PE, games, swimming or after school activities.

The school greatly appreciates the support of parents/carers in labelling items of uniform with their child's name, by keeping uniform clean and encouraging their child/ren to wear it with pride every day. We would ask that you check name labels periodically as these often wash out or come off in the wash, meaning that we cannot match lost items to their owners.

Parents/Carers are asked to inform their child's class teacher if there is a problem, and their child is unable to come to school in the above noted uniform.

## The Role of the Board of Governors

The Board of Governors support the Principal in implementing the School Uniform Policy. They consider all representations from parents/carers regarding this policy and liaise with the Principal to ensure that the policy is implemented fairly, consistently and with sensitivity.

The Principal/Board of Governors will refer to DE Guidance and 'The Association for Physical Education's Safe Practice in Physical Education and School Sport' document for guidance in matters that may present themselves in the future and are not included in this policy. The Board of Governors will use this guidance to inform policy making or to make changes to school policy should the need arise.

## Uniform/PE Grant Form

Financial assistance is available through EA Free School Meals/Uniform Allowance service. Further information is available on the EA website <https://www.eani.org.uk/financial-help/free-school-meals-uniform-grants>

## Monitoring and Review

The Board of Governors are very proud of how the pupils look with respect to the wearing of our school uniform and thank parents/carers in anticipation of their valued support in this important area of school life.

Pupils in Y4-7 are encouraged to wear the correct school uniform through the awarding of a daily point within the school's house point system.

The Board of Governors, and Principal will consider carefully any request for a modification to be made for any individual pupil, on the grounds of religion, race, gender, special educational need or medical condition.

This policy will be reviewed when the need arises.

## School Uniform Suppliers

Robert Gault, Ballymoney

Heart and Home, Ballymoney and Coleraine

S & T Moores, Coleraine

## PUPILS' BELONGINGS

We ask parents/carers to ensure that their child/ren do not bring any special belongings/toys to school. From experience special items/toys can often get lost or go missing during the school day and this can be stressful and upsetting for the child.

## BIRTHDAYS

Birthdays are special occasions. Any parent/carer who may wish to send party invitations to pupils via school is welcome to do so if they are going to every child in the class. Should there be a smaller group attending then these should be distributed outside of school.

**Unfortunately, due to issues arising from the labelling of products, birthday cakes must not be sent into school.**

## POSITIVE BEHAVIOUR

Pupils, parents/carers, staff and governors worked together to create a new Positive Behaviour Policy in 2015 and this was reviewed again in 2019. All pupils are expected to behave in a responsible manner both towards themselves and others. Consideration, courtesy, and respect for other people and our environment should be observed at all times.



Being a 'Rights Respecting School' each teacher will explore with their class in September the area of rights, responsibilities and respect. Together they will create their classroom charter which will be displayed within their classroom and shared with parents/carers. We plan to review our Positive Behaviour Policy this school year.

## BULLYING

Bullying is wrong, harmful and unacceptable. We aim, through our ethos and curriculum, to inform pupils appropriately and encourage a sense of self-confidence and self-worth.

Unfortunately, within school too often we have to manage situations where pupils have been unkind to each other through their online communication to each other in the evenings, weekends and during school holidays. No matter how many times we remind pupils of the serious consequences of behaving in this way, a number of pupils every year continue to communicate with others in an unkind manner. If this behaviour is repeated then it becomes a bullying situation and we do not wish any of our pupils to be in this situation, either experiencing bullying behaviour or displaying bullying behaviour.

Our current Anti-Bullying Policy is available for parents/carers reference on the school website. If you, as a parent/carer, suspect your child is experiencing bullying behaviour, please immediately complete a Communication Form on the school app to contact your child's class teacher.

## ALLERGIES

We have a number of pupils who suffer allergic reactions. A pupil with an allergy can be affected even if, for example, the product that they are allergic to is in someone else's lunchbox or on someone's hands following eating the product. We have a number of pupils with allergies in the school and therefore ask that everyone cooperates by not sending in the following products.

- All nuts including horse chestnuts
- Eggs – hard boiled and egg sandwiches

Any breaks or packed lunches brought into school must not contain the above products.

PLEASE NOTE: Many chocolate spreads DO contain nuts. Please check ingredients carefully.

Recyclable materials e.g. cardboard from products containing nuts must not be brought into school for junk art.

Unfortunately, due to issues arising from the labelling of products, birthday cakes must not be sent into school.

It is parents/carers' responsibility to make sure any medication that is held in school for their child is in date.

We sometimes have pupils or staff allergic to dogs, so no dogs should be brought onto the school premises or near the school gates.

## DOGS ON SCHOOL PREMISES

As noted above, some pupils and staff may be allergic to dogs. Also, some children and staff can be scared or afraid of dogs. In regard to this no dogs should be brought onto the school premises or near the school gates.

## MEDICAL ISSUES

Legally, schools are not compelled to administer medication to pupils unless absolutely necessary, i.e., chronic conditions – asthma, diabetes, epilepsy and anaphylaxis. Ideally the administration of other medication to pupils should be given by parents/carers and if your child requires regular short-term medication, we believe that your child would convalesce better at home.

Please remember to update the school office during the course of the year of any changes in your child's medical history. It is very important that we are made aware of all conditions and allergies of the pupils in our care. Thank you for your co-operation in this matter.

## SERIOUS PUPIL INJURIES

Any pupil who breaks a bone/requires a cast or boot etc from the hospital must not arrive into school without a meeting with the Principal to set up suitable arrangements to keep your child safe. Please complete a Communication Form on the school app to make an appointment.

## PERSONAL DEVELOPMENT AND MUTUAL UNDERSTANDING (PDMU) AND CITIZENSHIP

In an effort to celebrate pupils' achievement and to teach pupils our school values of Happiness, Kindness, Friendship, Creativity, Confidence, Trust, Harmony, Respect, Teamwork and Achievements we will focus and celebrate these throughout the school

year. We also enjoy acknowledging pupil's achievements that occur outside of school and would encourage pupils to bring in certificates, medals and cups (or send us a photo) so their peers and school community can celebrate their success with them.

## SPECIAL EDUCATIONAL NEEDS

Ballymoney Model Integrated Primary School is committed to providing equal access for all pupils to a broad and balanced Northern Ireland Curriculum. As a school we recognise that some pupils during their school career may have special educational needs and/or a disability and we endeavour to make every possible arrangement to provide for their individual needs.

In striving to meet the individual needs of all our pupils we may on occasion feel it necessary to consult and discuss your child's progress with other outside agencies such as the school's educational psychologist and other professionals we deem as appropriate. This will support the staff in making the best provision for your child. You will be kept informed throughout the process.

The SENCo (Learning Support Co-ordinator) in school is Mrs Mack. Mrs Mack is also the teacher within our Speech and Language Classroom.

If you have any concerns regarding your child's education, please speak first to your child's class teacher. If your child's individual needs require further support within school, a number of staff will be involved in assessing and providing appropriate provision for your child.

If you are concerned regarding your child's progress or development, as noted previously, it is always best at the beginning of the school year to give your child time to settle into their new class, before contacting the class teacher or Mrs Mack our school SENCo (Learning Support Co-ordinator). Furthermore, it is important to note that our school funding in relation to SEN, has been reduced dramatically, so Mrs Mack has very little release time from class to cover the many different and important aspects of the SENCo's role.

## ATTENDANCE MATTERS

Good attendance at school is important. Registers are marked in each classroom in the morning and afternoon. When a pupil returns after an absence the reason for the absence is recorded. Correct information to explain absences is very important. Parents/Carers must complete an Absence Note on the school app to explain any absence from school. If pupils are to be collected early from school a Communication Form must be completed. The Education Welfare Officer (EWO) contacts the school on a regular basis and monitors attendance of pupils.

Please inform us of planned absences in advance by completing a Communication Form e.g. for medical appointment. Pupils should not be taken out of school for family holidays.

## LATENESS

The Department of Education requires us to officially note all late arrivals to school. The school day begins at 9.00am and pupils arriving after 9.00am will be marked as late. Attendance and late arrival will be monitored by the school and if necessary the Education Welfare Officer. We would ask you to make every effort to have your child in school for 8.55am, so they are ready to start their learning at 9.00am. It is very unsettling for pupils to arrive late to class. In relation to Safeguarding and Child Protection procedures if your child arrives at school after 9.00am they will be greeted at school foyer and taken to their classroom by a member of the school staff.

## MORNING ARRANGEMENTS

A Breakfast Club operates within school from 8.00 – 8.45am every morning in our dining hall. Pupils attending Breakfast Club need to arrive before 8.30am. We provide cereal, toast and juice. Pupils not attending Breakfast Club may enter the

school premises from 8.45am when the school bell rings. Please note that in relation to Health and Safety pupils are unable to come into the school grounds before 8.45am as no supervision is able to be provided by the school.

## BREAK AND LUNCH TIME

Break and lunch time periods give the pupils an opportunity to participate in physical play. The School Council through their fundraising efforts have provided a selection of play equipment for everyone to use at break time and the Friends of the Model provided us with sheds to store our playground equipment. We have Golden Time Lunchtimes and with this pupils get the opportunity to enjoy and take part in a number of different activities during lunchtime. All pupils are expected to be in the playgrounds during break and lunchtime even if the weather is damp or cold. It is essential that all pupils bring a coat to school each day. We would remind parents/carers that if their child is unwell and unable to go outside, to keep their child off school until they are well enough to attend. There is no supervision provided to keep pupils in at break time. At lunchtime pupils can stay with the senior lunchtime supervisor in the dining hall.

## HEALTHY EATING

We have worked with the guidance given to us from the Department of the Education. Ballymoney Model Integrated PS endeavours to provide a healthy eating environment for its pupils. We ask pupils to bring a full water bottle to school each day. In keeping with DE Guidance, pupils should not bring water bottles filled with juice to school to drink within the classroom. Parents/Carers if they feel it necessary can send juice for their child to drink at lunchtime with their packed lunch.

Pupils have a break mid-morning and the pupils are encouraged during this period to eat only fruit, vegetable or bread based products and drink only milk and water. In recent years the School Council reviewed healthy breaks and introduced a Friday 'Treat Day' when children could bring in one small treat item to enjoy at break time.

At dinner time, the school meals are within the Healthy Eating Guidelines and pupils who take school dinner are offered two healthy options each day.

We ask that all pupils and parents/carers respect and support the healthy eating guidelines issued to the school by the Department of Education.

## COLLECTION ARRANGEMENTS

At the noted collection time, teachers will escort their class to the front playground. Pupils will line up in their classes to be collected.

Parents/Carers should remain outside the school gates until opened by a member of school staff.

If not waiting for another pupil please move away promptly once your child is collected, this will reduce congestion and also allow parking spaces to be created. Please continue to respect the local residents by not obstructing driveways. Cars should not be parked on the zig zag yellow lines outside school. If waiting to collect another pupil – parents/carers are reminded that children in their care need to be fully supervised and cannot come back into the school grounds to play and run around.

- Year 1 – 1.55pm – 9<sup>th</sup> September onwards  
(2nd September — 6th September 12 noon — just break  
9th September onwards — break and lunch — 1.55pm)
- Year 2 – 1.55pm
- Year 3 – Monday and Tuesday – 2.55pm Wednesday – Friday 2.00pm
- Year 4 – 2.55pm



- Year 5 – 2.55pm
- Year 6 – 3.00pm
- Year 7 – 3.00pm

Year 5 – 7 pupils can walk home or to an arranged meeting point independently. Please ensure all Year 5 – 7 pupils know their arrangements before leaving home in the morning. This saves lots of worrying at the end of the school day and emergency calls to the school office.

Pupils attending after school activities will be escorted to the gate by the teacher/leader taking that activity.

### COLLECTION BY TAXI

Some of our Speech and Language pupils travel to and from school by EA provided transport. Our staff within our Speech and Language Classroom ensure a smooth hand over of the pupils in the morning and at the end of the day with the travel escorts.

If you have made a private arrangement for your child to be collected by taxi, please ensure that the school and your child's class teacher are made aware of this to ensure a smooth and safe hand over.

### USE OF PHOTOGRAPHS/VIDEOS

You will appreciate that we wish to celebrate school activities and functions by recording them through video and the photographs, with the possibility of these being included on our school website or other media sources. Pupils may also be photographed as part of our observation records which would show some of the work they have been involved in, this is particularly relevant to Foundation Stage classes. However, we are obliged to annually ask your permission to do so.

Parents/Carers are also reminded that they should not video or photograph pupils in or around school without seeking the permission of the Principal. The only exception to this will be school events where parents/carers etc will be permitted to photograph or video their child performing. Parents/Carers are reminded that these photographs and videos are for their own reference only and should not be shared on any social media sites. This will be highlighted prior to school concerts or special events.

### USE OF MOBILE PHONES OR SIMILAR DEVICES IN SCHOOL

Personal mobile phone use is not allowed within school. If at any time a pupil needs to contact home this can be done through their class teacher or the school office. If parents/carers deem it necessary, that their child should bring a mobile phone or similar device to the school then they must leave it at the school office on their arrival to school and collect it again at home time.

Smart watches cannot be worn in school. If a pupil comes to school wearing a smart watch, they will be asked to leave their smart watch in the school office with pupil mobile phones.

## INTERNET ACCESS AND SAFETY

As part of our ICT and Internet Safety Policy in school we are required to seek the permission of parents/carers before we allow pupils to use internet facilities in school. This is completed annually.

Our system is managed and filtered by c2kschools.net (in line with all Northern Ireland schools) and is well supervised. We would ask you to complete the Internet Safety Agreement (which will be issued shortly) with your child/ren, spending time discussing the importance of using the internet appropriately with your child. Please return the completed form to your child's class teacher.

Ballymoney Model Integrated Primary School thinks E-safety first!

Our priority is to keep children safe – online safety is so important! We aim to educate our pupils throughout their primary classes to know the risks when using the internet and what they can do to be safer online and offline. We teach children the SMART rules from an early age. Please take time to read the SMART rules with your child.

You can also find out more at

- [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
- [www.childline.org.uk](http://www.childline.org.uk)
- [www.getsafeonline.org](http://www.getsafeonline.org)
- [www.nspcc.org.uk](http://www.nspcc.org.uk)
- [www.internetmatters.org](http://www.internetmatters.org)
- [www.saferschoolsni.co.uk](http://www.saferschoolsni.co.uk)



Each year it comes to light that some of our pupils are members of WhatsApp, Snapchat or gaming chat groups. The below image from an online safety newsletter issued last year shows a reminder of the age restrictions for these applications due to the associated risks of communicating and posting on these social media groups. Pupils have been reminded that sharing and defacing photographs of other pupils or adults online, without their permission, is against the law and can therefore have serious consequences.

## Get to know Age Ratings

Age ratings are in place to help protect your child, so we thought we'd provide you with a little reminder of how important it is to check the age ratings of what your child is accessing online. Here are the age ratings of some of the more popular apps that young people are accessing. Did you know that WhatsApp has an age rating of 16?



Whether your child is viewing films, accessing apps, playing games online, using social media or downloading other apps – check the age rating first to see if your child is old enough. In addition, the likes of PEGI include further content descriptors, which will give you an indication of the type of content that your child might view e.g. violence, if accessing the app/game etc.

It is important to note that whilst age ratings do allow you to see if something may be appropriate for your child, it is also important to review the content yourself. This will allow you to make an informed decision as to whether it is suitable for your child to access and if it would be beneficial to apply further parental controls.

### [REQUEST FOR HOMEWORK](#)

Homework is an important aspect of your child's education and allows you the parent/carer to see what your child is learning in school and how they are progressing.

As homework is set in context of classwork, homework is therefore not provided for pupils on holiday during term time. We would encourage your child to read or maybe keep a holiday journal for the period which they are off school.

### [HEAD LICE](#)

We are very aware that this can be a frustrating issue for parents/carers. However, following strict guidelines set down by the Department of Health, schools are forbidden to inform parents/carers of any instance of infestation of lice in classes.

We would continue to encourage you to check your child/ren's hair on a very regular basis and use appropriate treatments only when infestation is found. We will continue to issue timely reminders in the weekly notes to encourage thorough checking.

Best practice is to keep long hair tied back.

## [INTIMATE CARE – please see our Intimate Care Policy for more guidance](#)

Please note that parents/carers will be notified at the earliest opportunity if their child has had a toileting incident. It is the responsibility of parents/carers to ensure that the school has up to date contact details. If a parent/carer cannot be contacted, the people noted on the contact list on the Data Collection Form will be telephoned in the order that their names appear on the list.

The purpose of our Intimate Care policy is:

- to safeguard the rights and promote the best interests of pupils.
- to ensure pupils are treated with sensitivity and respect.
- to safeguard adults required to provide assistance in sensitive situations.
- to raise awareness and provide a clear procedure for intimate care.
- to inform parents/carers how intimate care is administered.
- to ensure parents/carers are consulted regarding the intimate care of their children.

## [FIRST AID – please see our First Aid Policy for more guidance](#)

It is important to note that our aim is always to prevent accidents from happening. However, we acknowledge that, for whatever reason, accidents can and do happen. We believe that if and when accidents happen prompt action needs to be taken to care for the person(s) involved.

Please note that parents/carers/next of kin will be notified at the earliest opportunity if their child has had a serious incident. It is the responsibility of parents/carers/next of kin to ensure that the school has up to date contact details. If a parent/carer/next of kin cannot be contacted, the people noted on the contact list on the Data Collection Form/SIMS will be telephoned in the order that their names appear on the list.

## [EARLY ADOLESCENT CHANGES](#)

Within our school we are aware that many of our pupils are maturing sooner. To help us assist your child please let your child's class teacher know so they can provide support where necessary.

In relation to these changes in early adolescence Years 6 and 7 will take part in activities provided by organisation such as the Love for Life Team.

## [CLASS DOJOs AND Y4-7 HOUSE POINTS](#)

Within school we are eager to both encourage and reward pupils for their efforts and we do this through class dojos. Pupils can gain class dojos for a wide number of positive reasons. This year the School Council agreed a school reward system for each key stage in relation to what pupils can exchange their earned points for.

At school we also promote the value and importance of teamwork, and we do this through our Y4-7 House Points system. On entering Y4 pupils are assigned to one of our Colour Houses (Blue, Green, Red and Yellow). Each day pupils can gain points for their Colour House in relation to punctuality (arriving at school on time), wearing the correct school uniform and bringing a healthy break to school. Additional points are also allocated in relation to special House Competitions throughout the year. Each half term the House with the most points receives a special treat, in the past these have ranged from hot chocolate and cookies, a trip to Megaw Park or a movie afternoon.

## OUR EXPECTATIONS OF PARENTS/CARERS AND VISITORS

At our school – we want to build good relationships within the whole of our school community – that includes parents/carers, staff and pupils. The key to a happy school is one where everyone feels respected and valued. To this end we have the below expectations of parents/carers and visitors.

- Keep us informed, e.g. change of address, circumstances
- Follow the school's guidance in relation to all matters, e.g. communication, procedures and policies
- Respect school staff and their professional judgement, support them in the things they do to help pupils learn.
- Ensure that your child knows how to behave in school and towards others.
- Set a good example by behaving appropriately and not using an unacceptable tone or inappropriate language.
- Ask the school about their view on situations so that you can determine if it is the same as your child's view.
- Ask the school for help if you need more information about something or do not understand something the school is doing.
- Be realistic, schools are very busy places. If you contact us, we will endeavour to get back to you as soon as practically possible.
- We strive to meet the needs of all the pupils in our care. This may, at times, result in us being unable to meet individual needs.
- We are all at our best when we work together.

In order to have a peaceful and happy school environment – parents/carers and visitors must not:

- disrupt classes or any area of the school.
- question decisions made by the school in front of pupils.
- use loud, rude or offensive language; swear or show temper.
- threaten to hit/push staff, other parents or carers.
- deliberately damage or destroy school property.
- criticise school staff, pupil/s or other parents and carers – on school premises or on social media sites.
- send abusive or threatening messages/emails or make abusive or threatening phone calls to the school.
- go up to another pupil and ask them or tell them off for something that has happened to your child.
- smoke at school events, at the school gates or on school premises.
- spit on school premises or discard chewing gum on school premises.

## CLASS WHATSAPP GROUPS

The Board of Governors are aware that some parents/carers in the school are part of WhatsApp Groups linked to their child's class. While they are sensitive to the fact that these may be beneficial to chat with other parents/carers in relation to homeworks, school trips etc, these are not platforms to discuss individual members of school staff. Please be advised, if information comes to the school's attention, that the school or any member of school staff is being talked about in a manner that could be deemed derogatory/offensive, the Education Authority's Legal Services will be contacted.

## SCHOOL LIFE

Parents/Carers play an important part in supporting their child/ren's education. We keep parents/carers informed through the following ways:-



### Schools NI App

- All main notes and newsletters are added to our Schools NI App

(Apple or Google Play Store – Schools NI App – Ballymoney Model Integrated Primary School)



### School Communication App

- Communication Form
- Absence Form
- Bookings – Breakfast Club and School Dinners
- Bookings – After School Activities

(Apple or Google Play Store – Ballymoney Model Integrated Primary School)



### School Website

- Overview information about our school



### School Facebook Page

We share information about school life on our school Facebook Page. If you ever need to contact school, please complete a Communication Form on the School Communication App.

## PASTORAL CARE RESOURCES

We continue to build up a library of Pastoral Care Resources and policies within our school. If you require any advice or guidance on dealing with a pastoral issue, please do not hesitate to contact Mrs McNaughton, Pastoral Care Leader/Coordinator.

Remember if you ever have any queries, questions or concerns please do not hesitate to contact your child's class teacher, the relevant member of staff or the Principal Mrs Jamison.

School Hours      Monday — Thursday 8.45am — 4pm      Friday 8.45am — 3.30pm

School Office closed for lunch 1.00 – 1.30pm



