



# Ballymoney Model Integrated Primary School

## Parents' Guide To Pastoral Care



September 2020

Telephone Number: 028 276 62340



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



Please be aware that all Covid-19 New School Day changes are highlighted in purple for ease of reference.

The Board of Governors and staff at Ballymoney Model Integrated Primary School through the school's Pastoral Care Programme 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 discipline 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.

Should a parent have any concerns about a child's well being, we would encourage them to make immediate contact with school. We believe this is an essential part of our role that such concerns are dealt with as matter of priority and we will endeavour to give appropriate time to each situation as it arises.

### CHILD PROTECTION

We as a school have a primary responsibility for the care, welfare and safety of the pupils in our charge. 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 Child Protection Policy is available from the school office and the school website. This policy is reviewed annually and requires all staff, both teaching and non-teaching to be trained in this area.

If you have a concern about something that is happening in school, please follow the procedures in the flow diagram opposite and speak to the class teacher or a member of the School's Child Protection Team who are:-

Principal – Mrs Jamison.

Designated Teachers for Child Protection

Miss Hemphill – Year 1 Teacher

Mrs Thom – Year 5 Teacher

Deputy Designated Teacher for Child Protection  
Vice Principal and Year 6 Teacher – Mr McGarrigle

How a Parent can raise a Child Protection concern

A Parent with a Child Protection concern  
may follow the guide below.

I have a concern about my child's safety



I can talk to the class teacher



If I am still concerned, I can talk to the:

Principal – Mrs Jamison

Designated Teachers for Child Protection

Miss Hemphill – Year 1 Teacher

Mrs Thom – Year 5 Teacher

Deputy Designated Teacher for Child Protection – Mr McGarrigle

School Phone Number – 028 276 6234-0



Following these discussions, if I am still concerned  
I can talk/write to the  
Chairperson of the Board of Governors – Mr Witherow

At any time, I can talk to  
a Social Worker or Police.

## SCHOOL UNIFORM

Wearing school uniform promotes a sense of belonging to the school and encourages pride in personal appearance. We are very proud of how smart our children look in their school uniform and thank our parents for their support in this area.

### Foundation Stage (Year 1 and Year 2)

Girls – grey pinafore/skirt

Boys – grey trousers/shorts

White polo shirt or white shirt and tie

Navy V-neck sweatshirt / cardigan with badge

### Key Stage 1 and 2 (Year 3 – 7)

Girls – grey pinafore/skirt

Boys – grey trousers/shorts

White shirt and tie

Navy V-neck sweatshirt / cardigan with badge

### **Available for September, April, May and June:**

White polo shirt with school badge

Light blue checked gingham dress

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

No jewellery, except a watch, to be worn.

If earrings must be worn, they should be studs.

Please ensure that items of clothing are labelled. It is particularly important to label sweatshirts and school coats clearly.

### PE

Year 1 – 4 pupils will only change their shoes when taking part in PE. PE plimsolls will stay in school. Please ensure that long hair is tied back on PE days.

<p>Year 5 – 7 pupils will change for PE and need the following:-</p> <ul style="list-style-type: none"><li>• Navy shorts/ jogging bottoms</li><li>• White t-shirt</li><li>• Plimsolls</li><li>• Soft elastic/bobble to tie back long hair</li><li>• Girls must remember to bring socks if wearing tights</li></ul>	<p><u>Covid-19 – New School Day</u></p> <p>On PE days Year 3 – 7 pupils will come to school wearing shorts/ jogging bottoms/leggings, PE t-shirt under their school jumper/cardigan and trainers. No football strips to be worn.</p> <p>Pupils should remember to also bring a coat with a hood to school on PE days.</p>
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## HOME/SCHOOL LINKS

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

Through Seesaw each class teacher will provide parents with information about class learning and routines specific to that year group.



Appointments can be made to see the Principal or teachers through speaking to staff within the school office or completing a Communication Form on the new school app.



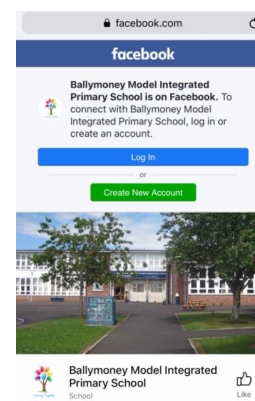
Class teaching starts at 9.00am/9.15am and in order to keep class disturbances to a minimum, messages will be taken by the school office and passed onto the appropriate member of staff.

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

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



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



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

## POSITIVE BEHAVIOUR

Pupils, parents, staff and governors worked together to create a new Positive Behaviour Policy in 2015 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 and responsibilities. Together they will create their classroom charter which will be displayed within their classroom.

## BULLYING

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

Within our Positive Behaviour Policy we have a section on Anti-Bullying, giving guidance for teachers and pupils. If you, as a parent or guardian, suspect your child is being bullied please inform the school immediately by speaking to or telephoning the Principal.

## HEALTH EDUCATION AND DRUGS

The Board of Governors, Principal and staff take a serious view of the misuse of drugs. Our Drugs Education Programme, primarily taught through the subject area of PDMU will provide opportunities for our children to acquire knowledge, understanding and skills which will enable them to live a healthy lifestyle. The positive influence of the home is required to support school.

## ALLERGIES

Many parents are now aware of the increasing number of children who suffer allergic reactions. A child 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 children 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' responsibility to make sure any medication that is held in school for their child is in date.

## MEDICAL ISSUES

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

Please remember to update the school 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. Mrs Boreland, Year 3 teacher, is responsible for Pupils' Medical Needs within school. If you would like to speak to her at any time, please phone the school office to make an appointment at a suitable time. Thank you for your co-operation in this matter.

## PDMU AND CITIZENSHIP

In an effort to celebrate pupils' achievement and to teach children 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 children's achievements that occur outside of school and would encourage them to bring in certificates, medals and cups so their peers and school community can celebrate their success with them.

### Covid-19 – New School Day

Following Department of Education guidance, we are endeavouring to reduce the number of items coming into school. We would ask parents to share a photo of any certificates, medals and cups with their child's class teacher through Seesaw rather than bring these items into school.

## 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 in Ballymoney Model IPS we may on occasion feel it necessary to consult and discuss your child's progress with other outside bodies 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 Special Educational Needs Coordinator (SENCO) in school is Mrs Mack. Mrs Mack also leads the work within our Speech and Language Centre.

We value your important input as parents and 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.

## ATTENDANCE MATTERS

Good attendance at school is important. Registers are marked in each classroom in the morning and afternoon. When a child returns after an absence the reason for the absence is recorded. Correct information to explain absences is very important. Parents must complete an Absence Note on the new 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) visits the school on a regular basis and monitors attendance of children.

Please inform us of planned absences in advance by completing a Communication Form e.g. for medical appointment.

Children should not be taken out of school for family holidays.

## LATENESS

The Education Welfare Officer (EWO) requires us to officially note all late arrivals to school. The school day begins at 9.00am/9.15am. Attendance and late arrival will be monitored by the school and Education Welfare Officer. We would ask you to make every effort to adhere to this timetable. It is unsettling for children to arrive late to class. In relation to Safeguarding and Child Protection procedures if your child arrives at school after 9.00am/9.15am they will be greeted at school reception and taken to their classroom by a member of the office staff.

## MORNING ARRANGEMENTS

A Breakfast Club operates within school from 8.00am – 8.45am every morning in our dining hall. We provide cereal, toast and juice. Children not attending Breakfast Club may enter the school from 8.45am. **Please note that before this time there is no supervision provided by the school.** Year 1 and 2 children go to their classroom and Year 3 – 7 go to the back playground until the bell rings at 9.00am.

Covid-19 – New School Day  
Following Department of Education guidance, we are unable at present to run Breakfast Club. Between 8.45am – 9.15am pupils come into school in the morning and go straight to their class.



## BREAK AND LUNCH TIME

<p>Break and lunch time periods give the children 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 have provided us with new sheds to store our playground equipment. All children are expected to be in the playgrounds during break and lunchtime even if the weather is damp or cold. <b>It is essential that all children bring a coat to school each day.</b> We would remind parents 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 children in at break time.</p>	<p><u>Covid-19 – New School Day</u> Following Department of Education guidance, we are giving our children an opportunity to participate in physical play within their class bubbles at break and lunchtime. We are not currently using any play equipment at break and lunchtime. Each Year 4 – 7 class has been given their own football that the class School Councillors look after.</p>
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## HEALTHY EATING POLICY

<p>We have worked with the guidance given to us from the Department of the Education to develop this policy. Ballymoney Model IPS endeavours to provide a healthy eating environment for its pupils. We have fresh, filtered water available for children to drink throughout the day. Pupils have a fifteen-minute break mid-morning and the children are encouraged during this period to eat only fruit, vegetable or bread based products and drink only milk and water. <b>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.</b> At dinner time, the school meals are within the Healthy Eating Guidelines and pupils who take school dinner have a range of healthy options available daily. We ask that all children and parents respect the Healthy Eating Policy of the school.</p>	<p><u>Covid-19 – New School Day</u> At present with Covid-19 we ask pupils to bring a full water bottle to school each day.</p>
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## COLLECTION ARRANGEMENTS

Children in Year 1 should be collected at the front gate beside the staff car park.

Year 1 home times are as follows:-

1<sup>st</sup> September — 11<sup>th</sup> September - 12 noon  
14<sup>th</sup> September — 25<sup>th</sup> September - 1.15pm  
28<sup>th</sup> September onwards — 1.55pm

Children in Year 2 should be picked up at 2.00pm at the side gate at the turning circle.	<u>Covid-19 – New School Day</u> Following Department of Education guidance, we are working with staggered home times as follows:-
Children in Year 3 should be picked up at 2.00pm at the side gate at the turning circle on a Wednesday, Thursday and Friday.	Year 1 – 1.45pm from 28 <sup>th</sup> September 2020 Year 2 – 2.00pm Year 3 – 2.00pm Year 4 – 2.30pm Year 5 – 2.40pm Year 6 – 2.50pm Year 7 – 3.00pm
Children finishing at 3pm will line up in their classes in the front playground to be collected. Those children with permission to walk will be released first. If you wish for your child to walk please ensure your child's teacher has a written note stating this.	

All Year 1 – Year 4 children must be collected by a responsible adult. Giving due consideration to Road Safety / Stranger Danger, no child within Year 1 – 4 will be allowed to leave school on their own.

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

## COLLECTION BY TAXI

Some of our Speech & Language children travel to and from school by EA provided transport. Our staff within our Speech and Language Centre 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 your child's teacher is 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. The children 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 are also reminded that they should not video or photograph children in or around school without seeking the permission of the Principal. The only exception to this will be school events where parents/grandparents etc will be permitted to photograph or video their child performing. **Parents 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 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.

## INTERNET ACCESS AND SAFETY

As part of our ICT and Internet Safety Policy in school we are required to seek the permission of parents before we allow the children 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 son/daughter and return to their 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 children throughout their primary classes to know the risks when using the internet and what they can do to be safer online and off line. 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)

[ceop.police.uk/](http://ceop.police.uk/)

[www.childline.org.uk](http://www.childline.org.uk)

[www.getsafeonline.org](http://www.getsafeonline.org)

## PARENT VOLUNTEERS

It is an obligation of the school to have Access NI checks completed on all members of staff and volunteers in the school.

## REQUEST FOR HOMEWORK

<p>Homework is an important aspect of your child's education and allows you the parent 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 children 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.</p>	<p><u>Covid-19 – New School Day</u> It is difficult for teachers to teach and prepare remote learning activities for those pupils not in school. If a pupil is unwell it is best that they rest until they are able to return to school.</p> <p>If a pupil is off school for self-isolating reasons the school will endeavour to provide remote learning activities.</p>
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## HEAD LICE

We are very aware that this can be a frustrating issue for parents. However, following strict guidelines set down by the Department of Health, schools are forbidden to inform parents 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.

## 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 arranged in Term 3 by the Love for Life Team.

## SCHOOL LIFE

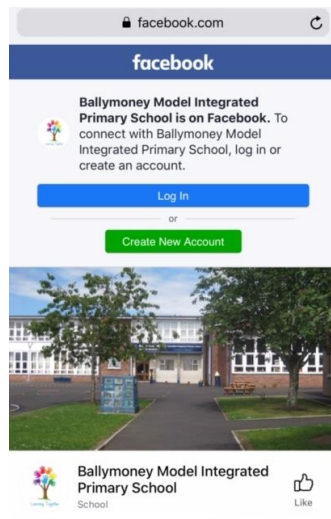
Seesaw Class Pages



School Apps



School Facebook Page



School Website



Ballymoney Model Integrated Primary School  
Learning Together



## 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 an issue, please do not hesitate to contact Mrs Jamison.

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