

# St. Patrick's College

Information for Parents/Guardians and Pupils



**St Patrick's College, Maghera**  
**2018/2019**

<b>September</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk1</b>	BH	S	S	30	31
	<b>Wk 1</b>	3	4	5	6	7
	<b>Wk 2</b>	10	11	12	13	14
	<b>Wk 1</b>	17	18	19	20	S
	<b>Wk 2</b>	24	25	26	27	28

<b>October</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk 1</b>	1	2	3	4	5
	<b>Wk 2</b>	8	9	10	11	12
	<b>Wk 1</b>	15	16	17	18	19
	<b>Wk 2</b>	22	23	24	25	26
		H	H	H		

<b>November</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
					H	H
	<b>Wk 1</b>	5	6T	7	8	9
	<b>Wk 2</b>	12	13	14	15T	16
	<b>Wk 1</b>	19	20	21	22	23
	<b>Wk 2</b>	26	27	28	29	30

<b>December</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk 1</b>	3	4	5	6	7
	<b>Wk 2</b>	10	11	12	13	14
	<b>Wk 1</b>	17	18	19	20	S
		H	H	H	H	H
		H				

<b>January</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
			H	H		S
	<b>Wk 2</b>	7	8	9	10	11
	<b>Wk 1</b>	14	15	16	17	18
	<b>Wk 2</b>	S	22	23	24	25
	<b>Wk 1</b>	28	29	30	31	

<b>February</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk 1</b>					1
	<b>Wk 2</b>	4	5	6	7T	8
	<b>Wk1</b>	11	12	13	14	15
		S*	S*	H	H	H
	<b>Wk 2</b>	25	26	27	28	

<b>March</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk 2</b>					1
	<b>Wk 1</b>	4	5	6	7	8
	<b>Wk 2</b>	11	12	13	14	15
	<b>Wk 1</b>	S	19	20	21	22
	<b>Wk 2</b>	25	26	27	28	29

<b>April</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk 1</b>	1	2	3	4	5
	<b>Wk 2</b>	8	9	10	11	12
	<b>Wk 1</b>	15	16T	17	18**	H
		H	H	H	H	H
	<b>Wk2</b>	29	30			

<b>May</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk 2</b>			1	2	3
	<b>Wk 1</b>	H	7	8	9	10
	<b>Wk 2</b>	13	14	15	16	17
	<b>Wk 1</b>	20	21	22	23	24
	<b>Wk 2</b>	H	S	29	30	31

<b>June</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
	<b>Wk 1</b>	3	4	5	6	7
	<b>Wk 2</b>	10	11	12	13	14
	<b>Wk 1</b>	17	18	19	20	21
	<b>Wk 2</b>	24	25	26	27	28

Friday 24<sup>th</sup> August – school day to facilitate Yr13 interviews

30<sup>th</sup> August – Year 8 & 13, 31<sup>st</sup> August – Year 8 & 14, 3<sup>rd</sup> September ALL pupils

H Holiday (no transport)

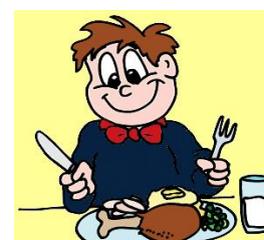
S Staff training day S\* Holiday if Staff training completed by Twilight sessions

18\*\* School day but no buses xxT Twilight session

S\* Holiday if Staff training completed by Twilight sessions

## Daily Schedule 2018/'19

Time	Period
<b>9.10 – 10.05</b> (55 minutes)	Period 1 (incl morning reg)
<b>10.05 – 11.00</b> (55 minutes)	Period 2
<b>11.00 – 11.15</b> (15 minutes)	Break
<b>11.15 – 12:05</b> (50 minutes)	Period 3
<b>12.05 – 12.55</b> (50 minutes)	Period 4 (KS3 & Y13) Lunch (KS4 & Y14)
<b>12.55 – 13.45</b> (50 minutes)	Period 4 (KS4 & Y14) Lunch (KS3 & Y13)
<b>13.45 – 14.05</b> (20 minutes)	Afternoon registration
<b>14.05 – 14.55</b> (50 minutes)	Period 5
<b>14.55 – 15.45</b> (50 minutes)	Period 6



## MISSION STATEMENT

St. Patrick's College strives for excellence, recognising the uniqueness of each individual by developing the whole person and providing education for all through Catholic moral principles.

*Fons Sapientiae Verbum Dei*

*The Fount of Knowledge  
is the Word of God*



## 1. USE OF IMAGES OF PUPILS

Occasionally, we may take photographs of the children at our school. These images may be used in our school prospectus, in other printed publications that we produce, on our school website, or on project display boards in school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use.

Occasionally, our school may be visited by the media who will take photographs or film footage of a high profile event, or to celebrate a particular achievement. Pupils will often appear in these images, which may appear in local or national newspapers or on televised news programmes.

In order that we can protect your child's interests, and to comply with the Data Protection Act 1998, please complete the consent form at the front of this diary.

## 2. USE OF INTERNET

Internet access is available to pupils and teachers in St. Patrick's College, Maghera.

Pupils using the Internet in school are expected to abide by the rules below.

**Please Note:** The use of the school's Internet is a privilege not a right.

1. The Internet is to be used for **educational purposes only**, consistent with the educational aims of the school.
2. Pupils must never reveal their home address, telephone number, or other personal details or those of fellow pupils to people unknown to them.
3. Pupils must be polite and not use inappropriate language when using e-mail. Pupils may only e-mail people approved by the College or those whom their class teacher has approved.
4. Pupils should seek permission before opening an e-mail sent by someone they do not know.
5. Pupils may not use Internet chat rooms.
6. **No pupil is allowed to retrieve, send, copy or display offensive messages, pictures or videos.**

Our school Internet provider operates a filtering service, which operates by blocking inappropriate web sites. Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of pupils to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the Internet. Pupils must report to their class teacher or a member of staff anything that is a cause for concern.

Appropriate home use of the Internet by pupils can be educationally beneficial and can make a useful contribution to home and schoolwork. It should, however be supervised and parents / guardians are responsible for their children's use of Internet resources at home.

If you agree with our Internet Use Policy and wish your child to have access to the College's computers, please complete the consent form at the front of this diary.

### **3. PARACETAMOL PERMISSION**

In order to fulfil our legal obligations written consent must be obtained from a parent / guardian if they wish their child to be given medication during the school day. This includes all prescribed medication and Paracetamol.

If your child requires specific medication, an explanatory note and the medication should be given to the School Nurse stating the dose and time required.

Paracetamol although widely available can be dangerous if misused. If your child requires simple analgesia such as Paracetamol even occasionally for headaches, etc, please complete the consent form at the front of this diary. Paracetamol will not be administered to a pupil if parental consent has not been given.

### **4. RULES FOR WORKING IN DESIGN & TECHNOLOGY ROOMS**

The biggest danger in the T&D room is YOU! You are at risk when you don't understand the hazards or you are careless, or both.

The person most likely to suffer from your mistakes is YOU!

Report any accident, spillage or breakage to your teacher.

1. Only enter a T&D room when told to do so by a teacher. Never rush about or throw things in a T&D room. Keep your work area and floor area clear, with bags and coats in the designated area.
2. Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any T&D room without permission.
3. Wear eye protection and an apron when told to do so and keep it on until you have finished the work that needs the eye protection. Make sure your sleeves are rolled back, ties are tucked in and long hair is tied back securely and tucked into your jumper.
4. Remove any loose jewellery that could be hazardous when using tools and equipment.
5. When using naked flames (e.g. gas torches in workshops), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
6. Always stand up when doing practical work in workshops so you can quickly move out of the way if you need to.
7. Report any accidents, faults or breakages to your teacher immediately
8. Report all spillages of any substance to your teacher.

**Please complete the consent form at the front of this diary.**

## 5. Homework

### Homework

Homework will be recorded by the class teacher on Show My Homework.

Homework can be:-

- Learning
- Reading
- Writing
- Drawing
- Researching
- Collecting

You are expected to:-

- Login to Show My Homework using the website or by downloading the App onto your phone, a tablet or a laptop/computer.
- Parents will also be given a login to Show My Homework which they can access using the website or by downloading the App onto your phone, a tablet or a laptop/computer.
- You will be required to login regularly to review your homework  
Homework Routine
- Homework should be completed early in evening so that you will have time for yourself when it is finished
- Having checked Show My Homework, complete your **learning homework** first, then your **written work**, followed by **reading**, next should come **drawing and colouring** and then any **collecting or research**. When you have done all this, go back to your learning homework and see how much you remember.
- When you have finished all your work check your timetable and pack your bag for the next day. Remember your pencil case! Your jotter! Your kitbag!



### Plagiarism (Copying)

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. **It is a form of cheating which is taken very seriously by the College.** Examination boards now have many ways to detect plagiarism. If your work is submitted and it is discovered that you have broken the regulations, which includes allowing your work to be copied, then one of the following penalties will be applied:

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that examination series;
- you will be disqualified from the whole subject for that examination series;
- you will be disqualified from all subjects and barred from entering again for a period of time.

The awarding body will decide which penalty is appropriate.

**REMEMBER – It's Your Qualification So It Needs To Be Your Own Work**

## Information for Parents / Guardians and Pupils

The Pastoral Structure within the school is such that pupils can easily access relevant staff for counselling, help and advice.

Parents / Guardians are asked to read through the following pages and to show their support for the College's Code of Conduct and Uniform Policy by signing, with their child the consent form at the front of the diary.

### Code of Conduct: Making our school work 😊

#### RESPECT

**Do:**

- behave in ways which help other people to feel safe, secure and comfortable
- tell a teacher anything which could threaten other people's safety or well-being
- tell a teacher if you think someone is being bullied or if you feel you are being bullied.
- be polite, fair and helpful to other students and staff and respect their feelings
- respect yourself and be honest about yourself and others.

**Don't:**

- be verbally or physically aggressive to other students or adults, upset them, interfere with their property or activities or unreasonably exclude them from group activities
- let yourself be persuaded to get involved in fights, watch or encourage others to fight.

#### INSTRUCTIONS

**Do:**

- be polite and respectful to **all** the adults working in school and obey their instructions

**Don't:**

- argue when you are asked to do something.

#### ATTENDANCE

**Do:**

- come to school every day unless you are ill or there is another serious reason  
If you are unable to attend school your parent/guardian must call the College's Attendance Officer by 10.00 am. For Year 8 a parent/guardian must call the St Mary Building. If no contact is made from home the Attendance Officer will make contact with home.
- sign in at reception if you arrive after 9.15 am and provide a valid reason for lateness. Medical appointments will only be accepted as a valid reason for lateness if the College has received prior notice.
- remember that it is helpful if someone can phone school if you are going to be absent and parents should notify the school if you are going to be absent for more than 2 days
- sign the absence page at the back of this diary and show it to your Class Tutor or the Attendance Officer as soon as you return to school to explain why you have been away
- **avoid making appointments during school hours** whenever possible, otherwise prior notification should be made to the Attendance Officer.

- bring in a note if you have to leave school to go to the dentist, doctor or hospital and get it signed by the Attendance Officer or in their absence a VP or Principal **before you leave**
- sign out at reception and give the secretary on duty the note signed by the Attendance Officer, Principal or a Vice Principal. **If you do not have a signed note you will not be allowed to leave school.**
- return to school after an appointment if time permits and **sign in at reception**
- let the College Support Officer or teacher on administration know if you are unwell and if necessary they will arrange for you to go home if approved by the Principal or a Vice Principal. Pupils who are sent home **must sign out at reception.**

***Don't:***

- leave school without first getting permission from the Attendance Officer or a senior member of staff
- make your own arrangements for going home when at school – pupils who use their phones to contact home will be sanctioned in line with the College's Mobile Phone Policy
- **take Holidays during the school term.** Any holidays taken will be **unauthorised** and a Parent/Guardian must inform the Principal in writing.
- leave school at lunchtime unless you are in Sixth Form or have a home for lunch pass. If you have a home for lunch pass and **do not** return after lunch, your home for lunch pass will automatically be taken from you for one full week. Repeat offenders will lose this privilege permanently. Sickness will not be accepted as an excuse for not returning to school after lunch unless the College Support Officer or a senior member of staff assessed you before you went home and made arrangements with home for you to stay there.

<b>THE RIGHT PLACE AT THE RIGHT TIME</b>
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***Do:***

- make arrangements each morning which will ensure that you arrive in school on time (by 9.05 am)
- come straight to school and if you travel by bus disembark **inside the school grounds and remain there**
- be ready to enter the classroom for morning registration at 9.10 am - if you arrive after 9.10 am you will be marked as **Late** in Lesson Monitor
- if you arrive after 9.15 am, you must sign in at reception before going to class
- line up outside classrooms before lessons and wait for the teacher to arrive
- follow your timetable at all times unless permission has been granted by the principal to deviate from it
- be present and on time for registration, assembly, lessons or any other appointment
- attend to personal needs, such as toilet visits, before the start of Period 1, during break and lunch times, and if necessary at the end of Periods 1, 3 and 5
- use your lunch pass and be polite to staff on duty (NB only those pupils in Years 9-12 who have presented written requests from parents at the beginning of the school year may go home for lunch)
- go to the library or computer rooms on the days when you are allowed and follow the school's ICT acceptable use policy
- use the assembly hall (lunch rooms when hall is unavailable) to eat your lunch (Sixth form pupils to use lunch rooms on the top floor of the three-story building)
- put all waste in the appropriate bin in keeping with the school's recycling policy

***Don't:***

- visit shops on the way to or from school
- go into the two-story building at lunch or break times unless you have permission to be there
- eat in class, on the corridors or when walking around the school
- go to areas which are out of bounds:
  - classrooms apart from those that are used for lunch time activities
  - all car park areas
  - behind the music suite and around the mobiles (at break and lunch times)
  - around the sports hall including car park area
  - the area between the three-story building and the perimeter fence (east side adjacent to technology rooms)
  - behind the trees on the front pitch and those behind the two-story building
  - behind the two-story building
- leave the school at lunch time unless you have permission to go home (not a chip shop or cafe) for lunch ~ with the exception of sixth form
- leave the school during the day without permission from your Head of Year or a senior teacher
- leave a classroom during a lesson without the teacher's permission

<b>CLASSROOM</b>
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***Do:***

- try your best always, co-operate, remain on task and ask for help if you need it.

***Don't:***

- disrupt lessons, distract other students or allow yourself to be distracted.

<b>HOMEWORK</b>
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***Do:***

- check Show My Homework, to see where the homework has been recorded and the date when it is due in
- try to do homework on the night it is set and take time to do it thoroughly
- finish your homework before watching television or going out
- hand in homework on time

***Don't:***

- Deface your books with graffiti.

## EQUIPMENT

### *Do:*

- use a proper schoolbag big enough to hold your books and equipment
- bring a book to read
- remember your P.E. kit on days when you have P.E.
- bring a pencil case to school with all the things you need, including the following stationery:
  - Plastic coloured A4 folder for each subject
  - HB pencils
  - Black, red and green pens
  - A rubber
  - A 30cm ruler
  - A calculator
  - A protractor
  - A compass
  - Colouring pencils
  - A sharpener
  - A pencil case
  - Pritt stick
  - A small Oxford or Collins dictionary
  - A stapler and a hole puncher (for use at home)

## PERSONAL PROPERTY

### *Do:*

- take care of your own things, including textbooks which are lent to you by the school
- take care not to damage things which belong to others
- **write your name on all personal property, including books, schoolbag, clothing and PE kit.**

### *Don't:*

- bring to school expensive items of clothing, equipment or large sums of money
- take or borrow other people's things without their permission
- bring into school anything which could be dangerous, anti-social, cause a nuisance or is unlawful. These include cigarettes, illegal substances, chewing gum, fireworks, matches or lighters, laser pens, alcohol, penknives etc.
- bring into school personal stereos, CD players, i-pods or MP3 players.

## UNIFORM AND APPEARANCE

### *Do:*

- always follow the school's dress code including the rules for hairstyles, shoes, jewellery and tie.
- wear full uniform each day, including tie and badge, and label items with your name
- wear a **clip on tie**

### *Don't:*

- wear make-up, fake tan or chew chewing gum as they are not appropriate for school

## THE COMMUNITY

### *Do:*

- remember that people make judgments about St. Patrick's College by the way students behave
- be well-mannered with people you come into contact with on the way to and from school or those you meet during out-of-school activities
- remember that there may be visitors on the school site at any time and behave accordingly
- queue quietly for buses and remember that bus drivers are responsible for the safety of their passengers and that other people have the right to a calm journey
- use litter bins to keep our school and local communities tidy.

### *Don't:*

- distract bus drivers in any way
- disturb other passengers or push in front of them.

## SCHOOL PROPERTY

### *Do:*

- return textbooks in good condition at the end of the year
- help to keep the school free from litter and graffiti
- take care of school furniture and all school equipment and report damage or dangers
- respect the school environment including trees and shrubs and walk on paths not grass.

### *Don't:*

- leave litter or the remains of food and drink on the tables in the dining room
- interfere with windows, blinds, etc.
- put graffiti anywhere on school property.

## GOOD ORDER

### *Do:*

- walk along corridors and queue sensibly and safely to enter the building after breaks
- observe the one-way system on the stairs in the three-story building and the procedures for entering and leaving each building at the change of class and when there is a large volume of pupils on the move.

### *Don't:*

- run or push or act in any way which could endanger others or yourself.

## FIRE DRILL

### *Do:*

- know the school's emergency evacuation procedures and where to assemble in such an emergency

### *Don't:*

- interfere with fire-fighting equipment or alarms etc

## School Uniform

- Is compulsory and must be worn by all pupils when they return on the 1<sup>st</sup> September 2018.
- Plain low heeled, black **dress** shoes that strike below the ankle are the recognised footwear and parents are asked to ensure that this type of footwear is provided. The following must **not** be worn: platforms; wedges; high heels; stilettos; sling backs; coloured shoes; shoes with steel heels/toes, metal strips or ornamentation; trainers or shoes that resemble trainers.
- Combat trousers, black denim jeans or corduroy trousers, are **not** acceptable.
- Socks must be black or navy. **White or brightly coloured socks must not be worn** with the school uniform. **Belts must be plain black.**
- School scarves, if desired, are available from Official Supplier.
- Hairstyles **must** be acceptable to the School Authorities. **Extreme hair colouring is not acceptable nor are styles which reflect street culture, such as shaven. NB Hair must not be cut shorter than a number 2.** Stripes or patterns cut into hair are strictly forbidden.
- **Boys are not permitted to have styles which are long and unkempt.**
- Girls may only wear a watch and one pair of small plain earrings, (to be worn on the lobe of the ear). Other **jewellery, make-up** and **nail polish** must **not** be worn.
- Boys may **not** wear **earrings** or any other item of jewellery, excluding watches.
- **Boys should be clean-shaven.**
- To avoid embarrassment / unpleasantness please ensure that the school uniform as outlined above is worn at all times throughout the school year.
- **To promote a high standard of uniform, clip on ties MUST be worn by all pupils.**
- **To promote modesty and a high standard of uniform, all female pupils will be expected to wear the new school skirt** (available from the official supplier). **All skirts must be knee length.** Tights should be worn with the skirt.

# LOOKING GOOD!



Blazer collar down.

Top button closed.

Tie up tight to shirt.  
All pupils **MUST** wear a **clip on tie**.

Girls may wear hair bands but these must be black or navy.

Shirt tails neatly tucked in.

Jewellery (watches and one pair of small stud earrings worn on the lobe of the ear for girls excepted)

Only official school badges to be worn on the uniform.

Low black **dress shoes** striking below the ankle.

- BOYS**
- ❖ Black Blazer with school crest.
  - ❖ Blue Shirt
  - ❖ School tie (**clip on**)
  - ❖ Black Trousers
  - ❖ Grey Jumper with Royal Blue V
  - ❖ **Black Socks and Plain Black Belts**

- GIRLS**
- ❖ Navy Blazer with school crest.
  - ❖ Blue Shirt
  - ❖ School tie (**clip on**)
  - ❖ Navy Skirt (Knee length)
  - ❖ Navy Jumper with Royal Blue V
  - ❖ **Black Tights**

Hairstyles **must** be acceptable to the School Authorities and must not reflect any extreme of fashion. Shaved, brightly coloured, unnatural bleached blonde, multiple tones of highlights or hairstyles that reflect street culture are not acceptable. **Stripes or patterns cut into hair are not permitted. Hair must be no shorter than a number 2.**

# School Procedures

## **BUS**

- **WAIT** inside the school gate.
- **WALK** on the footpath to the bus.
- **QUEUE** in single file alongside the bus.
- **STAY** on the bus until it arrives in school.
- **REMAIN** in school after you get off the bus.

### **When on the bus:**

- **STORE** all bags safely.
- **STAY** in your place.
- **TAKE CARE** when leaving the bus.
- **SHOW RESPECT!**



## **CORRIDORS**

- **OBEY** the signs.
- **WALK ON THE RIGHT.**
- **MOVE** quickly and quietly to class.
- **TAKE CARE** on the stairs.
- **PUT ALL BAGS** in the proper place.
- **SHOW RESPECT!**



## **OUTSIDE AREAS**

- **STAY WITHIN** the agreed areas.
- **KEEP AWAY** from all cars.
- **PUT ALL BAGS** in the proper place.
- **KEEP** our grounds tidy.
- **SHOW RESPECT!**



## **OUTSIDE CLASSROOMS**

- **LINE UP** quietly.
- **KEEP** our school tidy.
- **WAIT** for instructions to enter.
- **REPORT** to the staffroom if teacher is absent.
- **SHOW RESPECT!**



## **CANTEEN**

- **PROCEED** to canteen at designated time.
- **FOLLOW** instructions.
- **LINE UP** in an orderly fashion.
- **EXERCISE** good table manners.
- **KEEP** tables clean and report all spillages
- **RETURN** your **own** tray, plate, cutlery etc
- **PLACE** personal debris in a bin.
- **SHOW RESPECT!**



## Entering and Leaving the School Buildings

### Three Storey Building

1. **At all busy times, especially at changes of class**, the North Entrance (beside the Assembly Hall) is for exit only. At these times you may not enter through this door unless directed by a teacher.
2. The South Entrance (beside the Sports Hall). You may enter and exit through this door at any time.

### Two Storey Block

1. The front door is for the use of staff and visitors to the school only. Pupils should **only use it when reporting to Reception**.
2. Entry and exit doors in the Covered Area are clearly marked and should be used as the signs indicate.

### Stairs in the Three Storey Building

1. **Going Up! South Stairs** (beside Rooms 26 and 27). Everyone moving up to Levels 2 and 3 should use these stairs.
2. **Going Down! North Stairs** (beside Rooms 21 and 32). Everyone moving down to Levels 2 and 1 should use these stairs.

**Exceptions: Both sets of stairs must be used for leaving the building at home time, 3.45pm, and during an emergency exit. At these times students on Level 3 should use the North Stairs and leave the building by the North Entrance. Students on Level 2 should use the South Stairs and leave the building by the South Entrance.**

## Anti-Bullying

Bullying may be defined as, “Deliberately hurtful behaviour, repeated over a period of time where it is difficult for a victim to defend him/herself”.

### Recognising forms of bullying:

- |                       |  |
|-----------------------|--|
| (a) Verbal e.g.       | teasing, taunting, innuendoes, name calling, spreading rumours, sectarianism, homophobic and racist remarks. |
| (b) Physical e.g.     | pushing, tripping, kicking, nipping, punching, hair pulling and hitting.                                     |
| (c) Non-physical e.g. | dirty looks, silence, isolation, hiding/breaking property theft, initiation ceremonies, extortion.           |

### Signs of Bullying:

Absenteeism, isolation, frequent sickness, regular lateness for class, homework not being done, unexplained bruising, unhappy countenance, poor school performance, change in attitudes, loss of property, association with older pupils.

There are seven categories of **cyberbullying**:

- **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort.
- **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
- **Phone call bullying via mobile phone** uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified
- **Email bullying** uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- **Chat room bullying** involves sending menacing or upsetting responses to children or young people when they are in a web-based chat room.
- **Bullying through instant messaging (IM)** is an Internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online.
- **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyberbullying (e.g. Facebook; Twitter; Instagram, Snapchat and other social network sites).

### **Preventative Measures:**

In acknowledging that bullying does/can take place, it is in the interest of the whole school to take steps to prevent it happening.

The following guidelines for pupils may help in this area.

- (1) Report all incidents no matter how trivial, to any member of staff.
- (2) Be careful of teasing other people or making personal remarks.
- (3) Avoid being alone in places where bullying might occur.
- (4) Try to ignore the bully – look and sound confident and walk away.
- (5) Give support to other pupils whom you might suspect may be bullied.
- (6) Show that you and your friends disapprove of bullying, without using threats or violence.
- (7) Keep a log of all bullying incidents.

### **Procedures in reporting incidents of bullying:**

- (1) Report all / any incidents to a teacher, tutor, responsible adult, prefect, monitor, friend or parent as soon as possible.
- (2) If afraid to tell, inform the school authorities through a parent, friend, prefect or monitor.



## 6. Safeguarding Children

### Need To Talk To Someone?

- If you have something important to talk to staff about;
- If you are worried about something that is happening to you, or to someone you know;
- If you need help, or if you need to know how to get help; the staff of St Patrick's College are here to listen and to help – they will try to do what they can
- If you are worried about telling things in confidence
  - tell the member of staff, they will understand
  - if they are concerned about your safety, they may need to share this with others, but they will always tell you first

If you are still unsure about talking to a member of staff, you can telephone:

**NI Childline 08001111**

**NSPCC Child Protection Helpline 0800 8005000**

These calls are free, and they will not show up on your phone bill. They will help you work out what to do next.

Other contact numbers are:

Samaritans 08457 909090

Relate Teen: Belfast 028 90323454; Foyle 028 71371502; Newry 028 30252636

AA 028 86762859

### Designated Teachers for the Safeguarding of Children



Mrs Young  
Vice Principal



Mr Mc Gale  
Vice Principal



Mrs Mussen  
Principal



Mr Clifford  
Year Head SMB

## School Counselling Service

Dear Parent / Guardian,

As part of the Pastoral Care provision in the College we offer a counselling service provided by a trained counsellor employed by the College and supported by a counsellor from an external DENI approved service. The aim of these services is to provide a confidential listening ear and support for pupils as they go through their teenage years and help them manage the many changes they encounter. Counselling is normally a one-to-one process.

The counselling service is open to all pupils and can be on a whole range of issues e.g. bereavement, discipline, bullying, health, relationships both within and outside the College etc. The legislation allows students to self-refer for counselling (with or without parental permission) or be referred by teachers through the Pastoral Team. Parents / Guardians are welcome to contact Mrs Young (Head of Pastoral Team), Mrs Bernie Stewart (School Counsellor) or their Head of Year if they wish their child to be counselled.

We would appreciate your support for these services. If you have any concerns or wish to have any queries answered, please contact Mrs Young or Mrs Stewart.

**Please complete the consent form to indicate that you have read this letter. Thank you.**

Yours sincerely

B Stewart

Mrs B Stewart (Guidance & Counselling)

B Mussen

Mrs B Mussen (Principal)

## Be Sensible and Safe

Throughout the school year you will have the opportunity to discuss with your class tutor and other teachers all of the issues listed below. These issues are important because they concern your safety and the safety of everyone in the school. How you deal with these issues will reflect your good sense about yourself and your thoughtfulness and caring towards others.

### **Looking After Yourself**

As you grow older you take on more responsibility for looking after yourself. This is a big issue, and as well as the topics listed below, it involves many aspects of your personal behaviour. Good behaviour in class is important, but how you conduct yourself with your friends, on the way to school, in the corridors, in the canteen and around the school says much more about you as a person. Keeping out of trouble and making sure you create the right impression will ensure that people will respect you as an individual.

### **Healthy Lifestyle**

Everyone has a moral duty to look after his or her physical well-being. The way you treat your body during your school years will determine how well it survives in the years to follow. In school you have opportunities to take physical exercise, you should make the most of these opportunities. Healthy eating is also very important. You should make sure that what you have to eat at break time and dinnertime helps to improve your health and builds healthy eating habits.

### **Road Safety**

Waiting beside the road for a bus, boarding a bus and crossing the road, are three dangerous situations for school students. Being a member of a large group of students often gives individuals a false sense of security and accidents can result in these situations. Cars do not have to stop just because you want them to! When you are a member of a group you have a responsibility for the others and for yourself. Take care on the road particularly during the winter months when visibility and road conditions can be poor. If you are old enough to drive to school, then you have a particular responsibility to set a good example to those who are younger.

### **Winter Weather**

In snowy conditions you should take extra care while on the way to school. You need to look after yourself, but you also need to have respect for others. You are not allowed to throw snowballs in school. It is dangerous and often most unwelcome by those who are targets. You should never throw snowballs at cars. As well as damaging the cars you might very well cause the driver to have an accident, which would be your fault.

### **Fireworks**

Fireworks are dangerous. Every year fireworks seriously injure large numbers of young people.

It is a criminal offence for young people to have fireworks and therefore it is strictly against school rules. Possession of fireworks in the school will result in suspension from school.