



Carrickfergus Model Primary School



Parent Handbook 2018 - 2019



Dear Parent

Welcome back!

Welcome back to the beginning of the Autumn Term. I hope you have had a lovely summer break. Thank you for preparing your child for the new school year. I acknowledge how much time and effort is taken to get the right shoes, lunchbox, pencil case etc...the list goes on! Please remember to name your child's items carefully, especially jumpers and cardigans as these tend to go missing most!

A very special welcome to the new families joining our school and to our new Primary 1 pupils.

The information provided in this Parent Handbook is, I believe, very important to the smooth running of our school and highlights the important partnership between school and home. It does not cover every element of school life but I would you to read over the important points raised. Please always ask if you need clarification on any detail of school life.

It is my wish that our pupils gain the most from their school experience, both academically and pastorally and I encourage parents to work with me and keep the lines of communication open as we strive to obtain the best for every child.

Best wishes,

Mrs J Miller

Principal

School Contact Details

Address: 4 Belfast Road, Carrickfergus, Co. Antrim, BT38 8BU

Tel / Fax Number: (028) 9335 1560

Email: jmiller498@c2kni.net

Website: www.carrickmodels.co.uk

App: Download from Google Play Store / Apple App Store. School Jotter. Select School Name.

Education Authority Website: www.eani.org

Department of Education Website: www.education-ni.gov.uk

Wish to speak to the Principal or your child's class teacher?

We have an open-door policy when it comes to communication between home and school. However, it is hard for members of staff to be available right away, especially at the beginning of the school day. Please leave a message with the school office and we will get back to you. Emails can be sent but we would rather this is not the main avenue for bringing up issues / discussing children as it is not the personal approach we would like to take with you and your child.

| Senior Leadership Team | Safe-Guarding Team |
|--|---|
| <p><u>Principal:</u> Mrs J Miller</p> <p><u>Vice-Principal / Head of Key Stage 2:</u> Mrs J Kirkland</p> <p><u>Head of Foundation Stage:</u> Mrs H Morton</p> <p><u>Head of Key Stage 1:</u> Mrs L Robinson</p> <p><u>Care & Welfare Co-ordinator:</u> Miss S Manson</p> | <p>If you are concerned about the welfare of a pupil in school, please speak to Mrs S Mitchell.</p> <p><u>Designated Teacher:</u> Mrs S Mitchell</p> <p><u>Deputy Designated Teacher:</u> Mrs J Miller</p> <p><u>Designated Governor:</u> Mr N Anderson</p> |

Holiday Dates for 2018-2019

(ALL dates are inclusive)

Autumn Term begins: Tuesday 28th August 2018

Staff Development Day: Friday 28th September 2018

Halloween Half-Term: Monday 29th October 2018- Friday 2nd November 2018

Christmas: Monday 24th December 2018- Wednesday 2nd January 2019

February Half-Term: Monday 18th February 2018 – Friday 22nd February 2019

Easter: Monday 15th April – Friday 26th April 2018

May Day: Monday 6th May 2019

Bank Holiday: Friday 24th May 2019 – Tuesday 28th May 2019

Staff Development Day: Friday 14th June 2019

(P1 will have an additional holiday for new P1 Induction on Wednesday 29th May)

Some provisional dates for the Autumn Term

(Please understand that things change in school at a rapid pace so all dates are subject to change. There may also be themed days for your child's class which will be detailed in their year group newsletter.)

Tuesday 28th August: Start of term. All pupils in P2 – P7 finish at 2pm each day this week. Primary 1 have staggered start times and finish at 12.30pm until the start of October.

Monday 3rd September: Normal timetable resumes for P2 – P7 pupils. Primary 3 pupils finish at 1.55pm Mondays and Tuesdays and 3.00pm Wednesdays – Fridays.

Monday 3rd September: School Bus Service Resumes. Please remember that only bus passes will be accepted from now on.

Friday 7th September: AQE registration deadline

Monday 10th September: Support Groups begin.

Thursday 13th September: Parent Information Sessions

Monday 17th September: After-school activities begin

Friday 28th September: Staff Development Day (school closed to pupils)

Week beginning Monday 24th September: P7 Parent Interviews

Friday 5th October: Harvest

Thursday 18th October: Whole School Flu Vaccinations

Thursday 25th October: P1 – P6 Parent Interviews

Saturday 10th November: AQE 1

Monday 12th November – Friday 16th November: Friendship Week

Thursday 22nd November: School Open Night

Saturday 24th November: AQE 2

Saturday 1st December: AQE 3

Wednesday 12th & Thursday 13th December Primary 1 – Primary 4 Christmas Performances (2 days should be enough as separate year group performances this year).

Friday 21st December: Half Day and end of term. Non-uniform.

PTA EVENT DATES TO FOLLOW...

Some provisional dates for the Spring Term

Thursday 3rd January: Spring Term begins

Week beginning 14th January: January Exams

Saturday 26th January: AQE Results issued

Wednesday 6th February: Safer Internet Day

Monday 18th February – Friday 22nd February: Half-Term

Thursday 7th March: World Book Day

Thursday 14th March: Primary 1 – Primary 5 Parent Interviews

Thursday 21st March: Primary 6 Transfer Evening

Week beginning 8st April: Primary 6 Parent Interviews

Friday 12th April: Half Day and end of term. Non-uniform.

PTA EVENT DATES TO FOLLOW...

Some provisional dates for the Summer Term

Monday 29th April: Summer Term begins

Week beginning 30th April & Week beginning 6th May: Assessment Week. Please ensure your child is not absent during these important assessments for P2-P7

Friday 3rd May: Whole School Charity Event

Monday 6th May: May Day Holiday

Thursday 23rd May: Sports Day (weather permitting) / P1 Induction Evening / P6 & P7 Trip Information Evenings

Friday 24th May – Tuesday 28th May: Bank Holiday Break

Wednesday 29th May: Primary 1 Induction (Current Primary 1s off school)

Thursday 30th May: Sports Day Reserve (otherwise held with pupils and staff only, when the weather is suitable)

Monday 10th June – Thursday 13th June: Primary 7 Residential

Friday 21st June: Primary 7 Leavers Event

Monday 24th June – Wednesday 26th June: Primary 6 Residential

Tuesday 25th June: P1 – P5 Team Sports Event (Pupils and staff only)

Friday 28th June: Half Day and end of term

PTA EVENT DATES TO FOLLOW...

September Parent Information Sessions

These meetings provide an opportunity for parents to meet their child's class teacher and learn more about the year ahead. We like to run these when the children already have a little experience in their new classroom. This will allow you to clarify anything your child has experienced in their first few weeks of school. It is not a time to discuss individual progress as this would be inappropriate so early in the term and teachers need an opportunity to get to know your child. Please plan to attend if you can.

Wednesday 13th September @ 6.30pm: P1 & P2

Wednesday 13th September @ 7.00pm: P3 & P4

Wednesday 13th September @ 7.30pm: P5 – P7

Sessions should last about 30 minutes.

Please be on time if you plan to attend as this caused some disruption last year.

GENERAL INFORMATION

Arrival into school

School is open:

8am – Morning supervision in the Assembly Hall until **8.30am** for all year groups. Many schools charge for this service so our pupils are very fortunate that this is available. A huge thank you to our Senior Leadership Team (Mrs Miller, Mrs Kirkland, Mrs Morton, Miss Manson and Mrs Robinson) for making this possible. Breakfast club is also available at this time. It costs **£1.05** per day.

8.30am – pupils are supervised in the playground by staff on duty. On wet mornings they stay in the hall.

8.45am – all pupils should be in school by this time.

****It is important that no parent or child enters school through the vehicle gate. Staff will be arriving during this time and should not have to avoid children and parents whilst turning in from the Belfast Road.****

Health & Safety Reminders for the start of term

Please take note of the following reminders and discuss the appropriate points with your child(ren). Thank you!

- We are always anxious about safety on the busy Belfast Road. Please remind your child to stay away from the kerb and listen to what is going on around them. Please remind them how to cross the road as even though Mr McAlister is there, he could be off sick at short notice. Primary 1 classes are taught how to cross the road within the first few weeks of term.

PUPILS SHOULD NEVER CROSS THE ROAD UNACCOMPANIED EVEN IF AN ADULT IS ON PATROL DUTY. THIS IS TO SAFE-GUARD OUR PUPILS AS MUCH AS WE CAN AS OFTEN CARS WILL DRIVE THROUGH THE RED LIGHTS ON THE BELFAST ROAD. WE HAVE BEEN PROMISED A TEMPORARY 20MPH SCHEME ON THE ROAD BUT DUE TO NO EXECUTIVE IN PLACE THIS IS DELAYED. HOWEVER, THIS WILL NOT STOP CARS DRIVING THROUGH RED LIGHTS SO PLEASE BE VIGILANT.

- Please be careful around the back of the school, showing consideration to residents and don't block the gate at the back entrance. Parents and pupils need clear access to leave the grounds safely.
- Please ensure your child knows which gate they are being collected from and that they must wait inside the gate. Primary 1 pupils are picked up from the front gate of the school until they are in until 1.55pm.
- Please don't offer someone else's child a lift home unless you have cleared it with their parents first, also letting us know. Even though this may seem helpful it can cause all sorts of panic!
- Please remind your child that if no one turns up to collect them or is delayed, they must inform a member of staff immediately. **No child should leave the premises unattended.**
- Sometimes, we are asked if older children can walk home by themselves. The Board of Governors does not normally approve this request (due to Safeguarding and Child Protection) so parents will need to put this in writing.
- Please send a coat with your child every day, no matter what the season. They do go out to the playground unless it is very wet. Fresh air really helps them to be ready for learning in the afternoon.
- Please check that the school has up to date medical records for your child, especially if they have a severe allergy. It is also important that medicines do not go out of date. It is essential that pupils have a spare inhaler in school and that the class teacher knows how to access it quickly!

THANK YOU!

Lateness

Pupils arriving **after 8.45am** will be marked 'late' and should report to the office. If pupils are persistently late, parents will be contacted. Lateness is extremely disruptive to your child as they often miss important instructions from their teacher, they may have to enter assembly late which can be embarrassing for them and it causes the office extra work as bus and dinners numbers need to be finalised first thing in the morning.

Entry into school

For security reasons parents / visitors must first report to the office in the school reception area. **On no account should anyone go straight to a classroom.** The exception to this is for Primary 1 parents during the first few weeks of term.

School Attendance / Absence

I'm sure I don't need to remind you that regular attendance at school is incredibly important. Please ensure your child attends school every day. However, I am aware that children do occasionally fall ill and are unable to attend. The school holds a list detailing the length of absence a child should have from school following certain illnesses. This has been issued by the Health Board. If you would like more information please contact school.

A letter explaining the absence should be sent into school with the child on the first day they return to school. This should be dated and signed by the parent / carer.

If possible, please telephone to notify us that your child will be absent. The Board Education Welfare Officer monitors attendance and should attendance fall **below 85%**, you may be contacted. If your child is sick for a few days or more, you may request school work from your child's teacher. The office will inform you when this can be collected.

Leaving School Early

We are increasingly experiencing parents turning up at school at various times, especially in the afternoon and asking to take their children home early. Unless it is a medical appointment, a family emergency or inclement weather. Going forward, this will need to be recorded and will count towards an absence even if the pupil has been present in the morning. Attendance is marked AM and PM rather than just a mark in the morning.

Medical Appointments

No pupil is permitted to leave school before the regular time unless with the Principal's / Vice-Principal's permission. Parents are requested not to ask permission **except in exceptional circumstances.** Too many of our pupils are missing vital learning time due to arriving late or leaving school early, due to medical appointments. We fully understand how difficult appointments can be to

obtain but this is causing huge disruption for our pupils and staff, especially when pupils don't return to school.

Indoors

It is school policy that children are not left unsupervised at break or lunchtime. Therefore pupils will only be allowed to remain indoors if a note explaining the situation has been brought to the class teacher.

Holidays

The Principal cannot authorise holidays of any kind during term time. Please also note that staff **will not** provide work for any holidays taken.

Car Parking

Unfortunately we do not have parking for parents on school grounds. No parent should park in the staff car park unless collecting a child who is too sick to stay in school. Any other circumstances should be discussed with the Principal. We send many reminders home about parking around the school grounds and how this can have a negative impact on local residents. Please be responsible and considerate when parking and use the car parks close to the school. This also applies to wet days when the school receives many complaints from local residents. This takes up valuable office time and we would much rather be greeting our pupils as they enter school, than dealing with irate residents! Parents are asked not to stop on the road to allow children to get out of / into their car. I do realise that collection times can pose issues for parents, However, convenience cannot override the importance of our children's safety.

School Grounds

Dogs are not permitted within school grounds, even on a lead as not everyone is comfortable with them. Smoking of any kind is also not permitted within school grounds. This includes e-cigarettes.

School Collection Times

Unless otherwise stated, collection times are at **1.55pm** and **3.00pm** from the front or back gate. Please ensure your child knows who is picking them up and which gate they need to go to. We appreciate that parents can run late from time to time and we are grateful when parents let us know by phone if this is the case.

Our pupils are reminded regularly that they must alert a member of the teaching staff or the office if no one has arrived to pick them up. Under no circumstances should a child leave the school premises unaccompanied by an appropriate adult. Please remind your child of this rule. Please also remember not to block gate entrances at the front or rear of the school so that parents and children can safely pass through them.

Buses

You will have received information about school buses. There is a bus escort on the **2.00pm** bus but not on the **3.00pm** buses. A list of stops is available from the school office and on our school website. Please note that the school has a strict policy for behaviour on school transport. **From this year, we will only be accepting bus passes as the way of payment. This is to cut down on admin and the number of pupils forgetting their bus money. It also saves small children from having to worry about handing their money in each day. Please ensure your child has their bus pass with them when required as they will not be admitted onto a school bus without it.**

Primary 3 Times and Bus Arrangements

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|--|--|--|
| 1.55pm finish Bus Escort on 2pm bus | 1.55pm finish Bus Escort on 2pm bus | 3.00pm finish No Bus Escort on 3pm bus | 3.00pm finish No Bus Escort on 3pm bus | 3.00pm finish No Bus Escort on 3pm bus |

Contact Details Update

Please inform the office of any changes to your contact details. This is vital if we need to contact you in an emergency.

Text Message System

We are continuing to operate a text message for very important reminders or emergency/sudden changes at school. Primary 1 parents will receive these as soon as your details have been processed on our system.

School App

We will continue to use our school app to keep you updated with school life. Most reminders and all newsletters will be posted here as this is more cost effective than text messages. Please download the app so you can stay informed.



This link may be of interest when considering GDPR:

<https://www.schooljotter.com/privacy-policy/>

Emergency School Closures

In the unlikely event of a school closure, due to adverse weather conditions or safety issues with the school building, emergency school closures will be announced through our text message system and on local radio. Whilst we will endeavour to get this information to you as soon as possible, some decisions in school can only be made when staff arrive in the building that morning.

Appointments with Staff / Parent Interviews

From time to time, you may be concerned about your child's academic progress or social interaction. It is best to speak to your child's teacher about this first. To do this, you can contact the office and leave a message for your child's teacher. They will contact you as soon as they are available. If things persist, you may wish to speak to the Principal who can be contacted via the school office. It is essential that appointments with school staff are made in advance. It is not always possible to speak to a senior member of staff before school as they all have morning duties to perform. However, if available we will certainly speak with you!

Appointments with the Principal

Please email Mrs Miller or leave a message at the office with the secretary. An email can be sent to set up an initial appointment. It is preferable to deal with any issues that arrange via the telephone or face to face at a meeting.

Administration of Medicine

The school has a policy for the administration of medicines. Most medication can be administered at home and where this is the case it should be done so. Parents or a responsible adult may come into school to administer medication to a pupil. If parents wish medication to be administered by a member of staff, **the correct form** must be completed. These are available from the school office.

Food Allergies

It is important that we know about severe food allergies for your child. Most parents are excellent at communicating this information to us. Nuts of any kind are forbidden in school. From time to time, birthday cakes are sent into school or foods are being made during lessons. Please let your child's teacher know if this causes any difficulties for your child.

Health / Accident Forms / Bumps to the head

If your child receives a bump to the head, our policy is to contact parents. All other minor injuries will be recorded and a note sent home. In the event of a serious injury, our policy is to ring for an Ambulance straight away.

Child Protection Procedures for Parents

If you, as a parent, have a concern about a child's safety you may speak to the Designated Teacher for Child Protection, Mrs S Mitchell. If you feel that this might be inappropriate, you may speak to the Principal, Mrs J Miller (or in her absence, Mrs J Kirkland). If you are still concerned, you may contact the Chairperson of the Board of Governors, c/o Carrickfergus Model Primary School.

Uniform

Pupils are expected to maintain a high standard of personal appearance and to wear school uniform with pride in school and when travelling to and from school. Thank you for your efforts with this.

- Children should have their PE shoes (P1-P3) and kit (P4-P7) in school every day. Children without the correct uniform will be unable to take part in PE lessons.
- Large bows and headbands etc are not permitted. Navy and red clips, bobbles and headbands should only be worn. (School colours)
- Make-up / nail polish should not be worn at any time.
- Boys' hair cuts should be shaved no shorter than number 2 and should not have designs shaved into them.
- Ear-rings: These should not be worn to school. If worn, teachers may ask a pupil to remove them for health and safety reasons eg swimming / PE. Plasters may be worn over newly pierced ears but we would ask you to leave the piercing of ears until the month of June.
- Please ensure that every item of uniform is fully labelled with your child's name.
- All school shoes should be plain black. Trainers should not be worn. We appreciate that towards the end of June, school shoes are getting small and parents may not want to replace them at this time due to the expense. In this case, a pair of cheap black shoes/trainers may be worn but they must be plain black.

Jewellery

With the exception of watches, no jewellery should be worn to school. The school will not be liable for any valuables brought or worn to school, even if a child takes the item off. Staff retain the right to ask pupils to remove items of jewellery on any occasion but especially on PE days, swimming or during any sporting activities.

Mobile Phones

Mobile phones are not allowed in school. There are child protection reasons for this as well as the risk of damage and / or loss. If parents request for a mobile to be kept in school, there is a form that must be completed and terms agreed upon.

Drinks

We encourage our children to bring water only into school and they are permitted to drink this during class. For convenience, we would ask you to use the sports-type drinks container. There is also a water fountain available in school.

Healthy Eating

We encourage our pupils to have a balanced diet as part of a healthy lifestyle. To support this we ask children to either partake of our healthy break scheme, provided by the canteen staff or bring a healthy break in to school. P1—P2 have

fruit only and this is provided separately. Pupils are discouraged from bringing in large bags of sweets as part of their lunch as this can make teaching them a huge challenge in the afternoon. We would also ask that pupils do not eat sweets first thing in the morning in the hall or playground and that they have finished eating their breakfast BEFORE entering school in the morning.

Milk Order / Healthy Break

There will be separate notes for these. To facilitate with the administration payment is requested in advance. Please take note of the final payment dates given. **We cannot take late payments after numbers have been finalised and milk / food has been ordered, no matter what the reason for the late payment.**

School Dinners

The cost of a school dinner is **£2.60** per day. All pupils are offered a regular choice of hot meals. **We would request that each week's dinner money is paid on the first day of the week and that siblings are paid for separately.** The office keeps very little cash as money is banked straight away so change cannot be given. Please note that the school kitchen runs separately to the main school and must be run in line with the Department of Education's Healthy Eating Guidelines. If required, the Head of School kitchens can be contacted through the Education Authority. Children may of course bring a packed lunch to school; this will be eaten in the classroom under supervision. If a pupil forgets his / her packed lunch we will contact parents and / or supply the child with a school dinner that should be paid for the next school day.

Breakfast Club

This will be £1.20 per day and pupils should arrive before 8.30am. Breakfast club does not need to be booked in advance. It is supervised by a member of staff at all times.

Wraparound Care

School is open from 8.00am each morning. We do not charge parents for this facility at the moment. We are hoping to start a 2pm-3pm club at some stage this year. If any parent is interested in getting involved with this please let Mrs Miller know. Thank you!

Swimming

Primary 5 – Primary 7 pupils will go swimming on Wednesdays throughout the year. There will be separate information sent home throughout the year.

Physical Education

This is a compulsory aspect of the school curriculum and as such pupils are expected to participate unless excused on medical grounds by a doctor. Pupils in P1-P3 will take their jumpers off and wear plimsoles but pupils in P4 - P7 will wear the school PE kit. We would ask that pupils in P4-P7 have their PE kit in school

every day as sometimes PE days can change due to the busy nature of school life. PE kit is a white T-shirt / polos shirt, navy shorts, black plimsols or trainers.

In order to help the Self-Management of our pupils (which is a focus after our Parent Questionnaire results in April 2018) the school office will be limiting the number of phone calls home for forgotten PE / swimming kits. This is especially important for Primary 6 and Primary 7 pupils who should be taking more responsibility for their organisation. Parents will be contacted if swimming or PE kit is continually forgotten. The same policy applies for After-School activities.

SEN

If your child has Special Educational Needs we will endeavour to help them as much as possible. **Mrs Kirkland**, our P7 teacher and Vice-Principal is also our SENCO. Our teachers will differentiate as appropriate and our superb team of Classroom Assistants will continue to provide extra help when necessary. If we are concerned that your child has a very specific need, we may recommend that they are seen by our Educational Psychologist. The school is allocated a very small number of sessions with the Educational Psychologist each year so children need to be prioritised in order of the severity of their need. Unless schools and the Educational Authority see a change in their annual budgets, this system is unlikely to change. Please understand that the area of Special Needs provision has been severely affected by school and board education cuts across all schools in Northern Ireland.

Literacy & Numeracy Support Groups

These groups run in the afternoon and are taken by our Foundation Stage and Key Stage 1 teachers, who have an excellent knowledge of phonics and early number. These support groups are for children who do not have Special Education Needs but just need a little extra support with their learning. Please do not panic if your child is offered a place in one of these groups. They are about prevention, rather than cure. **Please be advised that Support Groups are separate to our After School Activity provision and work on a different timetable.**

Homework

Homework is an essential part of your child's learning and we would like to thank parents for their continued support in this. We know it isn't easy! It is essential that children are reading every day and that learning homeworks are completed thoroughly. Rather than simply asking your child to spell words back to you, allow them to write them down as this is how they are asked them in class.

Multiplication tables are also essential as they help children answer questions more speedily when they engage in more challenging mathematics in Primaries 4 – 7. **All homework should be checked carefully and signed by a parent / carer each night.**

We are finding that pupils in P5-P7 are competing less and less homework and are spending their lunch times completing the work. This work must be done at home

and it is very unfair that teaching staff are having to staff this at lunch time. Once again, we are working towards improving the self-management of our pupils.

School Council

The School Council plays a very important part in school and the children's ideas and opinions are listened to and acted upon. This year we are asking Primary 4 to become members for the first time!

Board of Governors Annual Report

This is a summative report of the year 2017-2018 and will be available soon.

Parent Teacher Association (PTA)

Our PTA provides much needed support for our school not only in terms of financial assistance but also in providing numerous social events for both pupils and parents. I would strongly encourage everyone to lend their support in whatever way possible to the PTA, whether this is by becoming a committee member or attending the various events throughout the year. It is impossible to run large events without the support of parent volunteers and it often falls to a very small number of parents. By becoming a member you will be of great assistance to improving school life for all children. This year we are asking for every class to have one representative parent attending all PTA meetings who will feed back and gather ideas from other parents of the class. Most importantly we will need a Chair, Vice-Chair and Secretary. Please speak to Mrs Miller before the AGM if you are interested in the 3 roles mentioned above.

Charities

We continue to raise money for a selected charity each year. Please support in our efforts to teach our pupils about giving to others. Due to sad circumstances in school we are going to support Cruse Bereavement for another year.

Behaviour

We continue to expect our pupils to follow the **Golden Rules**. Our expectations are clearly communicated to all children through assemblies and in class during the first few weeks of term. As well as rewarding children for their good behaviour we also need consequences for behaviour that is considered inappropriate. As a school, we think very carefully before disciplining children and endeavour to listen to both sides of a story first. However, children need to learn to be responsible for their own actions so please support us if we have to employ any of the methods outlined in our policy. The Golden Rules are also displayed at the back of your child's homework programme. We have developed a new flowchart for Behaviour at the end of this Handbook which you can also refer to.

In order to assist parents further we are sending home some flowcharts of our systems in school. When we completed our questionnaire in April 2018, parents felt that positive behaviour was reinforced well but that we could do more about unacceptable behaviour.

As a school, our biggest challenge is that some parents believe every word their child says when he / she comes home from school. They then telephone the school and say things like:

- *'My child would never do that'*
- *'I don't believe my child should be given any consequences because they didn't do anything wrong'*
- *'I believe my child rather than that teacher'*
- *'It's not in my child's nature to do something like that'*
- *'My child has sworn that he's telling me the truth and I believe him/her'*
- *'If my child is punished I'm taking them to another school but the other child involved should be punished as they started it'*
- *'My child was bullied today'*
- *'My child was bullied at youth club. What are you going to do about it?'*
- *'I've been talking to other parents and they are also saying things about this child'*
- *'My child should have been chosen for _____ and they weren't'*
- *'I know my child is no angel but on this occasion he / she didn't do it'*

*As a parent our natural instinct is to protect and defend our children and this is how it should be, however imagine what kind of adults we are creating if our children believe they are never in the wrong? We care very deeply about every single pupil and we recognise their individuality, **BUT** we cannot educate hearts **and** minds if we do not have support from some parents.*

Bullying

Sometimes, parents contact us because they are concerned about bullying. Bullying will not be tolerated in Carrickfergus Model. Bullying is a form of unacceptable behaviour, but not all unacceptable behaviour can be considered bullying. Bullying behaviour is one-sided and is completely different to friends who fall out.

Bullying usually has 3 elements:

- It is repeated behaviour that happens over a period of time
- It involves an imbalance of power
- It is intentionally hurtful behaviour

That said, all unacceptable behaviour must be challenged, whether it is bullying or not.

An accusation of Bullying is very serious and parents should think carefully before using this term. It is vital that parents gather the facts of any situation as children soon learn how to gain a reaction at home. That said, we will do everything we can to deal with issues when they arise.

Avoid labels (from the Anti-Bullying Forum of Northern Ireland)

The term bullying is highly emotive, often causing great anxiety, fear and shame to both the children involved and their families. None of us wants to hear that our child has been bullying others, however, if this is the case it is important that we concentrate our disapproval on the behaviour, not the child.

For that reason we should avoid using the word 'bully' to describe a child. It suggests that it is something that they are, as opposed to reflecting the unacceptable behaviour that they have engaged in. We must help them to understand why their behaviour is unacceptable, recognise the impact that it is having on another or others and support them to rectify the situation.

Saying Sorry

In school, we are working hard to teach children that saying sorry constantly for the same thing is not good enough. Saying sorry sincerely means that we try not to do the same thing again and that we try to make it up to the person we have hurt. Please support us in this as we believe it is very important.

Carrickfergus Model Primary School

Classroom Behaviour Management

You have 30mins **GOLDEN TIME** on Friday afternoon 😊

What happens if...

I don't follow the classroom rules like the rest of my class?

I continue to make the same poor choice?

I still choose to make this poor choice?

My name is on the RED light twice in a week?

I choose not to improve my actions/choices after 2 weeks on behaviour monitor?

No one can see a major improvement in how I behave?

All of these opportunities to turn things around have been wasted?

A VERBAL WARNING

AMBER light

RED light - you've LOST some of your GOLDEN TIME

➤ Loss of ALL **GOLDEN TIME** this week

➤ Breaktime/lunchtime detention

I will be on a **Behaviour Monitor** for up to 2 weeks

I will be sent to **Mrs Kirkland** to decide on a **further consequence**.

I will stay on a **Behaviour Monitor** for up to 2 weeks

I will be sent to **MRS MILLER** to decide on an ultimate **consequence** and **will meet with my parents**

I may be **suspended or expelled** from our school

Carrickfergus Model Primary School

Playground Behaviour Management

You have 30mins **GOLDEN TIME** on Friday afternoon 😊

What happens if...

My behaviour/attitude of kindness is not the best that it could be?

A VERBAL WARNING

I answer back to ANY adult in the playground?

I choose to continue in this way?

TIME-OUT at the wall

Time-out does not help me to improve my actions or attitude?

RED light - you've **LOST** some of your **GOLDEN TIME**

I'm in **TIME-OUT** (at the wall) twice in a week?

➤ Loss of ALL **GOLDEN TIME** this week
➤ Breaktime/lunchtime detention
I will be on a **Behaviour Monitor** for up to 2 weeks

I choose not to improve my actions/attitude after 2 weeks on a behaviour monitor?

I will be sent to **Mrs Kirkland** to decide on a further consequence.
I will stay on a **Behaviour Monitor** for up to 2 weeks

No one can see a major improvement in how I behave?

I will be sent to **MRS MILLER** to decide on an ultimate consequence and will meet with my parents

All of these opportunities to turn things around have been wasted?

I may be suspended or expelled from our school

SCHOOL DEVELOPMENT PLAN 2018-2021

The School Development Plan is re-written every 3 years. The priorities below outline some of the things we will be working on over the next 3 years.

School Development Plan



What our are priorities this year?

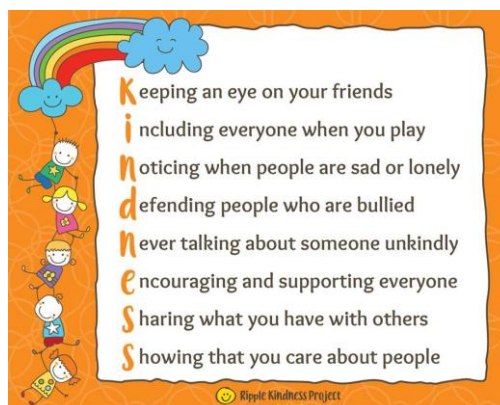
1. Ripple Kindness Project

This year, every class in school will be taking part in The Ripple Kindness Project. We have chosen this project because we want to education the heart as well as the mind.

The Ripple Kindness Project for Schools is a comprehensive, fun and rewarding, on-going whole school positive psychology curriculum. It provides the early intervention to improve social, emotional and mental health and reduce bullying. The lessons and activities are designed to nurture kindness and giving in the classroom, home and community to help foster a warm and loving environment where our children can reach their full potential. You can find out more about this project at ripplekindness.org.

How can parents assist?

Teach our definition of kindness below and talk about it often with your child and as a family.



The 3 biggest things you can do to teach kindness as a parent are:

1. Lead by example

2. Plan deliberate acts of kindness as a family

3. Most importantly, recognise when your child does something kind and praise, praise, praise. Too often we are too busy to recognise the kind things our children do.



5. JASS Programme

This year we are introducing the JASS Award for our Primary 7 pupils. JASS (Junior Award Scheme for Schools) is an accredited learning programme to support individuals through the transition from primary to secondary school. It is based on the very popular Duke of Edinburgh Award Scheme and we are very excited to be the first school in N. Ireland to implement the programme. JASS is consistent with the National Curriculum whilst being flexible to be tailored to the interests and abilities of individual, ensuring it is achievable by all participants. We are aiming for the Gold Award for all our pupils.

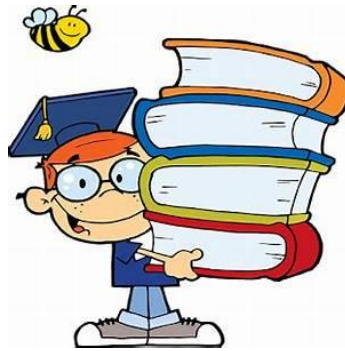
We believe that JASS will give our Primary 7 pupils a real focus, especially post-AQE examination.

JASS develops the whole individual by offering recognition in 4 key areas:

1. **My Interests** (developing an interest or learning a new skill). 18 hours over 2 school terms.
2. **Get Active, Stay Active** (taking part in sport and physical activity). 18 hours over 2 school terms.
3. **Me and My World** (contributing to the local community). 18 hours over 2 school terms.
4. **Adventure** (outdoor activity and learning, including team work and problem solving). 8 hours.

You can learn more about the programme at www.jassschools.org.uk. We will be using the e-jass version.

Pupils can also gain accreditation for activities, clubs and interests outside of school. Participants who successfully complete all 4 sections will receive their Gold Award.

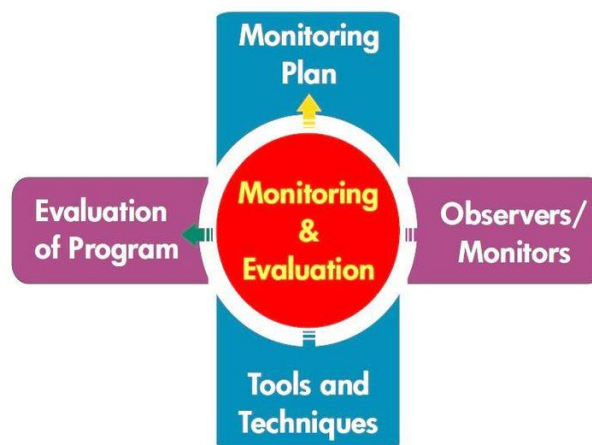


6. Literacy

As a school we are always working on this core subject. We continue to work hard to raise the profile of reading in our school, especially within the realms of comprehension. In the first year of this plan we will be working on providing for children who are Gifted & Talented in Reading. This is reading comprehension as well as reading fluency.

Numeracy

As a school we are always working on this core subject. We continue to work on problem solving as many children find this a hard skill. Not surprisingly it is linked to reading comprehension skills. We also continue to work on children's recall of basic number facts, multiplication tables and maths facts. Learning homeworks are a vital part of this.



7. Monitoring & Evaluating

One of the things that staff will be engaging in is to watch one another teach and provide feedback. The Principal will also be taking part in regular learning walks throughout the whole school. This is to continually challenge our practice and to aim for consistent approaches throughout.



8. PE / After School Activities / Wraparound Care

We know from Parent, Pupil and Staff Questionnaires that our pupils could be engaging more with sport and After School activities. We are doing our best to cater for our pupils in this area. The biggest challenge we have as a school is the layout of the school building. It is very hard to cater for all children with one hall and unpredictable weather. However, rest assured that we are trying to make improvements in this area.

We also know that parents would like us to cater for pupils between 2.00pm and 3.00pm. Once again, we are considering how we can manage this and the layout / availability of space is proving a challenge. We haven't given up however!



9. Outdoor Learning Area

We are very excited about this and work has begun over the summer. This should provide our learners with a safe and interesting space outside. More fundraising needs to be done to complete the area so please support us with our PTA events this year.



10. Fab Fridays

We recognise that the most important part of our job is to teach our pupils the basics of Literacy, Numeracy and ICT and give them a solid foundation for future learning. However, we also agree that we want to educate the heart as well as the mind. To that end, we have decided to make every Friday a 'Fab Friday' where we concentrate on our Ripple Kindness Programme, STEM activities, Joint Year Group Learning, Art and Golden Time.

Current School Policies

All school policies are available on request and some are available on our school website. If a policy is being updated a draft version may be available. Some of our policies have a 'Parent Summary' version available. A list of our main school policies are included below. Each policy has been ratified by our Board of Governors and all policies follow the guidance provided by the Education Authority or the Department of Education.

- School Ethos, Mission Statement, Aims and Values Policy
- Child Protection and Safeguarding Policy
- Positive Behaviour Policy
- Uniform Policy
- E-Safety Policy
- Health and Safety Policy
- Compliments and Complaints Policy
- Educational Visits Policy
- First Aid and Medical Policy
- Intimate Care Policy
- Safe Handling Policy
- Playground Policy
- Drugs Education Policy
- Relationships and Sexuality Policy
- Open Enrolment, Admissions and Pre-School Transition Policy
- Pastoral Care Policy
- Special Educational Needs Policy
- Road Safety Policy
- Anti-Bullying Policy
- Attendance and Lateness Policy
- Charges and Remission Policy
- Data Protection and Freedom of Information Policy
- Assessment Policy
- Marking Policy
- Homework Policy
- Staff Code of Conduct Policy
- Supervision Policy
- Smoking Policy

2018 / 2019 Teaching Staff Compliment

Principal: Mrs J Miller

Vice-Principal: Mrs J Kirkland

Primary One: Mrs H Morton and Miss S Manson

Primary Two: Mrs S Mitchell and Mrs J Dickinson (4 days) / Mrs Boyd (1 day)

Primary Three: Mrs R Johnston and Mrs C Rea (4 days) / Mrs Bankhead (1 day)

Primary Four: Mrs L Robinson and Mrs C Gardner

Primary Five: Mrs Falconer and Mrs B McCullough

Primary Six: Mrs J Hutton and Mr J Catterson

Primary Seven: Mrs J Kirkland and Mr C Trussell

2018 / 2019 Classroom Assistant Staff

Primary One: Mrs N Fitzsimmons and Mrs H Love

Primary Two: Mrs K Foster, Mrs J Russell

Primary Three / Four: Mrs K Boyd, Mrs Molloy and Mrs N McAuley

Primary Five-Primary 7: Mrs A Simpson

Small Group Work: Mrs J Harkness

2018 / 2019 Support Staff Compliment

Secretary: Mrs H Beggs

Clerical Officer: Mrs L Smythe

Building Supervisor: Mr J Kirk

Patrol Person: Mr J McAlister

Bus Escort: Mrs I Auld

Cleaners

Miss D Rankin

Mrs R Seaton

Mr M Milne

Canteen Staff

School Cook: Mrs M McCormick

Mrs M MacIntosh

Mrs J Clyde

Mrs J McCallum

Unity

AUTHOR UNKNOWN

I dreamed I stood in a studio and
watched two sculptors there.
The clay they used was a young child's
mind and they fashioned it with care.

One was a teacher
the tools that were used
were books, music, and art.
The other, a parent,
worked with a guiding hand
and a gentle, loving heart.

Day after day,
the teacher toiled with touch
that was deft and sure.
While the parent labored close nearby
and polished and smoothed it o'er.

And when their task was done,
they were proud of
what they had wrought,
For the things they had molded into a child
could neither be sold nor bought.

And each agree they would have failed
if each had worked alone.
For behind the parents stood the school
and behind the teacher stood the home.



