



"Learning for Tomorrow"

# Ballymoney Model Controlled Integrated Primary School

## Parents' Guide To Pastoral Care



September 2018

Telephone Number: 028 276 62340



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



The Board of Governors and staff at Ballymoney Model Controlled 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 the:-

**Principal - Mrs Jamison.**

**Designated Teacher for Child Protection - Mrs Carson - Year 1 Teacher**

**Deputy Designated Teacher for Child Protection - Miss Mulholland  
Vice Principal and Year 7 Teacher**

## 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 Teacher for Child Protection - Mrs Carson

Deputy Designated Teacher for Child Protection - Miss Mulholland

School Phone Number - 028 276 62340



Following these discussions, if I am still concerned

I can talk/write to the

Chairperson of the Board of Governors.

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

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

White shirt and tie

Navy V-neck sweatshirt / cardigan with badge

### **Available for the summer term and September:**

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. For safety reasons your child must be able to remove them for PE.

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. Please ensure that long hair is tied back on PE days.

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

- Navy shorts
- White t-shirt
- Plimsolls
- Soft elastic/bobble to tie back long hair
- Girls must remember to bring socks if wearing tights

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

Each year group will provide parents with an induction information leaflet about the routines specific to that year group.

Teachers will be in school from 8.45am-9.00am if you wish to speak to them but please remember that they are preparing for the day ahead and supervising the children in their care. The Principal will also be available at this time if you wish to speak to her in regards to any matter. Appointments can also be made to see the Principal or teachers through speaking to staff within the school office.

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

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

As an Eco-School we are also trying to reduce the amount of photocopying that we do by communicating with parents through our school app and website. All the latest school news will be available on the school website and app. Notes when necessary will be added to the app and website. Family notes will from time to time be issued, these will be sent home with the eldest in the family. If you wish to receive a paper copy please let the school office know as soon as possible. Sometimes we will send a text to parents but as this has a charge of 2.9p per text we only use this method of communication when absolutely necessary.

## POSITIVE BEHAVIOUR

Pupils, parents, staff and governors worked together to create a new Positive Behaviour Policy in 2015 this is reviewed annually. All pupils are expected to behave in a responsible manner both to 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.

We have an Anti-Bullying Policy in school, 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. Your concerns will be taken seriously and an investigation will begin immediately.

## 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 - 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. Should your child require antibiotics during school hours you are required to complete the necessary paperwork with Mrs Carson, Year 1 teacher, between 8.45am - 9.00am. Antibiotics should be clearly marked with the name of the child, the dosage and time that the medication needs to be administered. Parents should hand the medication directly to Mrs Carson and complete a consent form. If the consent form is not completed by a parent, we cannot administer medication. At the end of the school day the medicine will be left at the school office for parents to collect.

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.

## SPECIAL EDUCATIONAL NEEDS

Ballymoney Model Controlled 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 CIPS 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, the SEN Team 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. **A written note must be received by your child's class teacher to explain any absence from school or if your child is to be collected early from school.** The Education Welfare Officer (EWO) visits the school on a regular basis and monitors attendance of children.

You should:

- Send a note to school on the first day your child returns. The note should give the dates of absence and the reason.
- If your child is going to be absent for part of the day a note should be sent. Remember the roll is marked twice daily.
- Please inform us in writing of planned absences e.g. for medical appointment, in advance.

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. 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 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. The cost is £1 per day. 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.

## BREAK AND LUNCH TIME

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 PTA have recently 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. It is essential that all children bring a coat to school each day. 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.

## HEALTHY EATING POLICY

We have worked with the guidance given to us from the Department of the Education to develop this policy. Ballymoney Model CIPS 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. In recent years the School Council reviewed healthy breaks and introduced a Friday 'Treat Day' when children could bring in one small treat item to enjoy at break time. At dinner time, the school meals are within the Healthy Eating Guidelines and pupils who take school dinner have a range of healthy options available daily. We ask that all children and parents respect the Healthy Eating Policy of the school.

## 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:-

31st August – 14th September - 12 noon  
17th September – 28th September - 1.00pm  
1st October onwards – 1.55pm

Children in Year 2 should be picked up at 2.00pm at the side gate at the turning circle.

Children in Year 3 should be picked up at 2.55pm at the side gate at the turning circle on a Monday and Tuesday and 2.00pm on a Wednesday, Thursday and Friday.

Children in Year 4 should be picked up at 2.55pm at the front gate beside the staff car park.

All Year 1 - Year 4 children must be picked up from these two points by a responsible adult. Giving due consideration to Road Safety / Stranger Danger, no child within Year 1 - 4 will be allowed to go to the school gate on their own.

Year 5 - 7 children are accompanied to the school gate by their teacher at 3.00pm.

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

## STAFF CAR PARK AND ENTRANCE

We must insist that the staff car park is strictly out of bounds for all parents and children with the exception of those parents' whose child holds a Disability Badge. Parents that hold a Disability Badge are welcome to use the staff car park if they need to come into school for parent teacher meetings or school matters.

For health and safety reasons as advised by the Education Authority all children should enter school via the main entrance in the front playground and should not walk through the staff car park.

## COLLECTION BY TAXI

Some of our Speech & Language children travel to and from school by taxi and 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 taxi 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 would wish to celebrate school activities and functions by recording them by video and the taking of 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.

**At the beginning of each school year we would request parents to advise the Principal Mrs Jamison, in writing if they wish their child to be excluded from photographs and the school website etc.**

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 CIPS thinks E-safety first!

### Facebook

Facebook is a social networking site online.

- **Legal age to have a Facebook account is 13.** Potential risks include cyber bullying, contact by adults with a sexual interest in children and misuse of personal information.
- Any information you add can be seen by anyone in the world.
- Any information you post (a comment, a note, a video or a chat) might be copied, pasted and distributed in ways you didn't intend.
- Any photographs you post can be copied, shared and printed off by anyone. It can be used in ways you did not intend.
- Once posted any information or photograph is always there - even if you delete it! Your digital footprint is always there.
- Photographs on Facebook often use the children's first name, surname and area they are from. The Education Authority advise us against giving out this information on a social networking site.

At Ballymoney Model CIPS we do not use Facebook as a means of communication. We would like you to use our school website and app. This is a safer way to keep up to date with school life. 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.oeg.uk](http://www.childline.oeg.uk)

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

# Be smart on the internet

Childnet  
International

[www.childnet.com](http://www.childnet.com)



**S**

**SAFE**

Keep safe by being careful not to give out personal information when chatting or posting online. Personal information includes your email address, phone number and password.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present. Remember online friends are still strangers even if you have been talking to them for a long time.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Someone online might lie about who they are, and information on the internet may not be true. Always check information with other websites, books or someone who knows.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**THINK  
U  
KNOW**



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

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.



## 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

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.

## 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.

### **School Holidays 2018/19**

#### **Term 1**

School begins for all on Friday 31<sup>st</sup> August 2018 (children finish at 12 noon)

Half Term Holidays: Monday 29<sup>th</sup> October - Friday 2<sup>nd</sup> November 2018 (5 days)

Pupils finish at 12 noon on Friday 21<sup>st</sup> December 2018

Christmas Holidays: Monday 24<sup>th</sup> December - Thursday 3<sup>rd</sup> January 2019 (9 days)

#### **Term 2**

School commences on Friday 4<sup>th</sup> January 2019

Half Term Holidays: Monday 18<sup>th</sup> – Tuesday 19<sup>th</sup> February 2019 (2 days)

Holiday: Monday 18<sup>th</sup> March 2019

Pupils finish at 12 noon on Wednesday 17<sup>th</sup> April 2019

Easter Holidays: Thursday 18<sup>th</sup> April - Friday 26<sup>th</sup> April 2019 (7 days)

#### **Term 3**

School begins back on Monday 29<sup>th</sup> April 2019

Holidays: Monday 6<sup>th</sup> May 2019 and Monday 27<sup>th</sup> May 2019

Pupils finish for the summer at 12 noon on Friday 28<sup>th</sup> June 2019

*School Development Days will be confirmed at a later date.*

## 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.**