

Parental Handbook
September 2018

St. Colman's Primary School Annaclone



Annaclone

PARENTAL HANDBOOK

Principal: Mr. K. O'Neill

Phone Number: 028 40671363

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Vision Statement

Vision Statement

To be an inclusive, caring School where childhood and community are valued; one, which inspires learning for life and develops the personal qualities needed to succeed in a rapidly changing World. This vision will be best realised as we undergo a continual journey of collaboration and progress through partnership, leading to excellence.

Mission Statement

We believe that each child will succeed through experiencing quality in:

- ❑ A broad and challenging curriculum
- ❑ Innovative teaching and an investigative approach to learning
- ❑ A stimulating learning environment
- ❑ An enriching programme of extra-curricular activities and visits
- ❑ A rich, varied and up-to-date range of learning resources
- ❑ An ethos of support, challenge and encouragement to succeed
- ❑ Learning partnerships between the school, home and parish community

We demonstrate our commitment to working as a learning community by:

- ❑ Striving for continuous improvement in all that we do
- ❑ Working collaboratively towards common goals

Aims for the Pupils

St. Colman's Primary School and All Saints' Nursery Unit (Annaclone), promote high achievement and learning for life by working with the staff and children to:

- ❑ Develop enquiring minds and a spirit of curiosity
- ❑ Promote well-being and the importance of a healthy work/life balance
- ❑ Encourage excellence and the development of new skills
- ❑ Ensure the children in our school are immersed in their community but are also forward facing and expansive in outlook
- ❑ Achieve their highest standards in all areas of the curriculum

- ❑ Have high self-esteem - respecting themselves, others and the environment by our positive approach to behaviour thus ensuring that each individual is motivated to do his/her best
- ❑ Utilise and provide opportunities to develop their thinking skills enabling them to work independently or collaboratively
- ❑ Be an integral part of the Parish community - one which fosters a faith commitment to Christ and prepares pupils for a fuller participation in the life of the Church
- ❑ Seek to extend themselves in mind, body and spirit
- ❑ Become highly motivated life-long learners
- ❑ Gain advanced technological skills and an awareness of Global Issues
- ❑ Be flexible and adaptable for the modern world

Our School Values:

- Happiness and enjoyment
- Effort, attitude and perseverance
- Team, school and community spirit
- Honesty, fairness and trustworthiness
- Respect and tolerance
- Politeness, kindness and caring
- High standards of behavior
- Partnerships and collaboration



Ethos of the School

St Colman's Primary School and All Saints' Nursery Unit sets out to create a caring and supportive environment, where all children can develop intellectually, emotionally, physically, socially, morally and spiritually.

In addition, the delivery of the curriculum is designed to develop interest and motivation in children using enthusiastic teaching and interesting and relevant learning activities.

- Children are encouraged to achieve high standards and are given as much help as they may need in order to achieve success.
- There are many extra-curricular activities that encourage co-operation and discipline through team games. Children are further encouraged through a variety of musical/dramatic productions to develop self-discipline.
- Within this context there is a code of discipline that is consistently enforced to ensure that the education of children takes place in an orderly and caring environment.
- Through continual monitoring of individual children's achievements, class teachers provide work pitched at a level that challenges each child yet does not frustrate.
- Good relationships within the School are vital. The staff set an example by working well together with a harmony of purpose and providing an interesting and caring environment within their classrooms.
- As part of the pastoral dimension of the School, children are taught how to care for others, to respect other people's points of view and to respect property. Children are encouraged to contribute to charity and to help people who are less fortunate than themselves.

03 September 2018

Dear Parents

Welcome back to another new school year! I trust you enjoyed your summer holidays.

For our new parents this may be the first time you have been back in a school setting since you were at school. A lot of things have changed. I do hope that you and your child will have positive experiences whilst here at the school. Should you have any worries/concerns please talk to your child's class teacher or alternatively contact me here at the school. Should you wish to contact the school please do so:

- In writing
- Via the school email account
- By telephone

Throughout this booklet there is a lot of important information about the day to day running of the school. **Please keep this book safe** as it contains a lot of information about the school. You might like to refer back to during the school year especially in relation to holiday dates, these are also available on the school website and school app. Also sign up to and check out the school twitter feed, this will give you a good insight into school life.

Can I ask that you please ensure children are in school, ready for the start of the school day at 8:45am. Children can be dropped off after 8:30am when they will be supervised in the yard, unless attending the breakfast club, which will now begin at 8.15am.

No children are to be dropped off prior to 8:30am as supervision IS NOT available, unless attending the breakfast club.

As an inclusive school, we aim to ensure that your child works to their full potential and acquires the knowledge and skills to enable them to succeed in our fast changing technological society. The staff and I are looking forward to the upcoming year and trust that you and your children are also. Thank you for taking the time to read through the information in this booklet. If we all do our part, the school will run more effectively and efficiently this year.

Yours faithfully

K O'Neill
Principal

HOME - SCHOOL AGREEMENT

The following are the pledges for both parents/guardians and the school in regards to what each party endeavours to undertake for the pupils attending St Colman's Primary School & All Saints' Nursery Unit. Please take a moment to read through them so that you are aware of both your and our responsibilities to your child.

JOINT DECLARATION

By working together, we aim to enable your child to enjoy a positive and fulfilling experience at school, thereby helping all the children at St. Colman's Primary School & All Saints' Nursery Unit to achieve their full potential.

Pledges for the School:

We will do our best to make you feel welcome and needed at school, and to give you every opportunity to be involved in our teaching and learning programmes. We will give you regular information about your child's progress in acquiring knowledge and skills, and we will give you early notice of any concerns we may have about learning, behaviour or relationships. We will seek in every way to give your child an excellent education, both academic and social.

During the time your child will attend the School we will endeavour to:

- set high standards, and provide a high quality education for your child
- encourage your child to achieve his or her potential in all aspects of school life
- care for your child as a valued member of the school community, irrespective of gender, race or religion.
- maintain a code of conduct which fosters a caring, secure and disciplined environment
- provide a broad and balanced curriculum, matched to the needs of all
- keep parents and guardians informed about any changes in the policies of the school, and about general school matters
- extend quality care to everyone connected with the school
- ensure your child's physical and social well-being at all times and to foster feelings of confidence, self-worth and belonging
- ensure that all homework tasks are given in accordance with the School's Homework Policy and reflect the child's learning needs
- ensure that work is monitored and marked regularly
- actively welcome parents/carers into the life of the School and ensure that teaching staff are available, by mutual agreement, to discuss any concerns you may have about your child's progress or general welfare

- ensure that all staff receive a good quality professional development programme and that all teaching staff are kept up to date on important educational developments and initiatives which might affect your child and to inform you of these where appropriate
- contact parents/carers as soon as possible if concerned about your child's work or behaviour
- contact parents/carers if there is a persistent problem concerning attendance or punctuality.

Pledges for the Parent(s) or Guardian(s):

- ensure regular attendance and punctuality, and provide explanations for absence
- **ensure that my child wears their uniform appropriately and with pride**
- support high standards of work and behaviour
- ensure that the school has up-to-date information for emergency contact
- ensure that my/our child arrives and is collected on time at the beginning and end of the School day
- keep the school informed on end-of-day child collection arrangements, and support the code of conduct, which seeks to guarantee a caring, secure and disciplined environment
- let the school know of any problems which might affect my/our child's work or behaviour
- attend parent-teacher consultations about my/our child's attainment and progress
- encourage my/our child in homework and other opportunities for home learning
- support school community events
- support all school policies and guidelines
- ensure that my child goes to bed at a reasonable time, has a good night's sleep and comes to school refreshed and ready to learn.

Pledges for the Pupil:

- attend school regularly, on time and ready to learn and take part in school activities
- co-operate with the staff and accept the school's authority and rules of conduct
- work to the best of my ability, and allow others to do the same
- strive to make my parent(s)/guardian(s) and the school proud of me
- consider and respect the feelings and property of other people in school and in the wider community
- care for the grounds, buildings, furniture, equipment and books provided at school
- remember to be polite and thoughtful towards others
- do my homework and bring it to school
- **wear my school uniform with pride and follow the School's dress code.**

PLEASE MAKE SURE TO ABIDE BY THE SCHOOL CODE OF CONDUCT ON UNIFORM AND WEAR THE APPROPRIATE UNIFORM ON THE PROPER DAY.

BOARD OF GOVERNORS 2018/19

Chairperson	Mrs G Fusciardi (Trustee)
Secretary/Principál	Mr K O'Neill (Principál)
Vice Chairperson	Mr J Higgins
DENI Representative	Mr G McGivern
EA Representative	Vacant
EA Representative	Mrs G Fusciardi
Trustees	Mr J Higgins, Mrs S Crawford-White, Mr S McNeill, Mr E O'Hare
Parent Representative	Vacant (To be elected)
Teacher Representative	Mrs E Quinn

The Board of Governors is currently being reconstituted. The remit of the Board of Governors is available on the school app.

The BoG set the strategic direction of the School.

Any communications with the BoG should only be through the Principál.

STAFFING 2018/19

Teaching

Principál	Mr K O'Neill (Non-Teaching)
Vice Principál	Mrs A Morgan
Nursery	Mrs A Hanna
Primary 1	Mrs C Burns
Primary 2	Mrs E McCann
Primary 3	Mrs M McMahon (Senior Leadership)
Primary 4	Mrs E Quinn
Primary 5	Miss A Lively/Mrs A Morgan
Primary 6	Miss T McKay/Mrs V Loy
Primary 7	Miss S Finnegan (Senior Leadership)

Ancillary Staff

Secretary	Mrs S Dale/Mrs A McArdle
Classroom Assistants	Mrs E Hanlon, Mrs S Cosgrave, Mrs B Higgins, Mrs C Tumilty, Miss C Brannigan, Mrs H Patterson, Mrs K Kerr, Mrs P McNeill
Caretaking/Cleaning	Mr R Hamilton/Mrs Collette Collins

SAFEGUARDING TEAM 2018- 2019 **(Child Protection)**

Principal (CHAIR)	Mr K O'Neill
Designated Teacher for Child Protection	Mrs A Morgan
Deputy Designated Teachers for Child Protection	Mrs A Hanna Mrs E McCann Mrs C Burns
Governor - Child Protection	Mr E O'Hare
Chairperson of Board of Governors	Mrs G Fusciardi

The Safe Guarding team will meet on a termly basis to discuss Child Protection issues, ensuring that Child Protection Policies are implemented consistently. They will organise training and look for ways to ensure that the highest standards of Child Protection procedures are implemented within the school.

ANTI-BULLYING

The No-Blame Approach

"We strive to be a genuine Christian community, in which, through actively lived values of respect, consideration and tolerance, we give the individual a sense of his/her own dignity."

- The school curriculum and the pastoral care programme are used to promote good relationships and to counter bullying wherever it occurs.
- Pupils are made aware that bullying is never acceptable and they are encouraged to speak out whenever it occurs.
- The school endeavours to ensure that teachers and other staff members have a high level of awareness of bullying and that they have strategies for dealing with it when it occurs.
- Parents are informed of the school anti-bullying policy and are encouraged to contact school if they have concerns about the matter.
- Parents of both victim and bully will be personally contacted immediately if bullying behaviour is identified.

- Staff will be vigilant at all times to the possibility of bullying.

Pupils are encouraged to speak directly to a member if they feel unsafe.

MEDICAL ISSUES AND ALLERIES

A new Pupil Record Form must be completed every year and return it to school to ensure we have the most current & update information on your child's medical issues. This will be sent home and is also available to download from the school website. Please make sure to complete and return to your child's class teacher marked for the attention of Mrs A McArdle (Appendix 1)

ASSESSMENT

Assessment is an integral part of the Revised Curriculum (NI). Teachers at St Colman's Primary School and All Saints' continually monitor, assess and record pupils' achievements and progress.

Under 1998 legislation, Education Order (NI) 1996, formal assessment is carried out near the end of each key stage; that is at the end of P4 and P7 in the primary sector. Parents are also given a written annual report on their child's achievements before the end of the school year. This report will provide information on the child's progress in all subjects and school activities as well as identifying areas for improvement. The end of key stage assessment outcomes are also reported for P4 and P7 pupils. Currently due to ongoing industrial action, this data is not available.

ASSEMBLY - Parents' Dates 2018/19

Parent Assembly (Thurs) Dates also available online on School Website - Assembly begins at 08.45am

Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
P7 - 20 th P6 - 27 th	P5 - 4 th P4 - 11 th P2 - 25 th	P1 - 8 th P3 - 15 th	N/A	P6 - 17 th P7 - 24 th P5 - 31 st	P3 - 7 th P4 - 28 th	P2 - 7 th P1 - 14 th P6 - 28 th	P5 - 4 th P4 - 11 th	P2 - 2 nd NU - 9 th P1 - 16 th P3 - 23 rd	P7 Celebration Assembly And Leavers Mass TBC

ATTENDANCE

The school aims to achieve an **attendance of 95%** or above for pupils (last year our attendance was **97.1% P1 - P7 2017/18** School Year).

Following guidance from the Department of Education, we have initiated an attendance procedure for pupils whose attendance falls below **85%** during any month. Parents will receive a letter indicating that their child's attendance is at or below 90%. If the low attendance continues for more than 3 consecutive months, without a valid reason for absences, we have a responsibility to inform the Educational Welfare Officer (EWO) who may become involved. It is therefore essential that when a pupil is off school, parents account for their child's absence by:

1. sending in a letter to the teacher upon the child's return to school; or
2. on the day of absence, phone the secretary to explain the reason for an absence.

Attendance of below 90% can greatly impact on a child's educational attainment.

Withdrawing Children for Family Holidays

The Department of Education's ruling on this matter states that only in exceptional circumstances may a child be withdrawn from school during term time and then only with the permission of the Principal. This ruling is contained in Circular 2006/14, which may be read at www.deni.gov.uk. Any pupil withdrawn from school for a family holiday will be marked absent with an Unauthorised Absence code (Family Holiday not agreed).

App - School (available for download)

In order to improve communication between home and school, reduce costs and made better use of modern technology, as well as meeting our commitments to being an Eco friendly school, the school has created its own app. This can be downloaded onto as many devices as you like and can be downloaded by parents, grandparents and other family members. **Please make sure to download at least one copy.** From September dinner menus and monthly notes will be available via app, email and website as we continue our drive to reduce costs.

AFTER SCHOOL CLUB (NURSERY - P3 1.45pm - 2.35pm)

Starting Monday 10th September after school supervision has been organised for P2/P3 pupils remaining in school after 1:45. **(P1 children can attend from Monday 1st October and Nursery children from Monday 5th November).** Activities will be planned and organised and children will receive a small snack. Twenty-five (25) spaces are available and first preference will be for pupils travelling on the bus or who have siblings in P3-P7. Parents must register their children each month and pay in advance.

Fee £2.00/day for each child. A registration form for September is with this booklet and subsequent forms will be sent out each month. Payment should be made monthly and returned with the booking form. Cheques should be made payable to St. Colman's PS or paid online. Parents experiencing financial difficulty can talk to either the Principal or secretary to work out suitable arrangements. Refunds cannot be offered as staff have been allocated. After School will be available from the date your child stays the full day.

AFTER SCHOOL CLUB - Extended (NURSERY - P7 2.35pm- 6pm)

Starting Monday 10th September extended after school supervision has been organised for P2 - P7 pupils remaining in school after 2.35pm. (P1/NU can start on 01/10/18 and 05/11/18 respectively). Activities will be planned and organised and children will receive a small snack. Twenty-five (25) spaces are available for pupils. Parents must register and pay for each child in advance for each month. A registration form for September is with this booklet and subsequent forms will be sent out each month. The cost is £10 per session (2.35pm up to 6pm)/£6 per $\frac{1}{2}$ session (2.35pm up to 4pm). Cheques should be made payable to St. Colman's PS or paid online. Parents experiencing financial difficulty can talk to either the Principal or secretary to work out suitable arrangements. A late

payment fee of £10 will be levied if child is not collected by 6pm. Refunds cannot be given as staff have been allocated. After School will be available from the date your child stays the full day.

It is extremely important that booking forms are completed and returned on time.

CATERING

Dinners

Menus will be available through Education Authority - Southern Kitchens. It is the responsibility of the EA to distribute menus in a timely fashion at the start of each month. If you fail to receive a menu, please contact Education Authority - Southern - Catering Services @ 3751 2200.

Menus will be published on school website and downloaded.

Children register for dinner each morning in their classrooms and numbers are tallied for the kitchen staff to prepare the meals. If a child goes home before lunchtime due to illness or an appointment and s/he has registered for a meal, then the child or parent is responsible to tell the secretary **by 11am** that the dinner is not needed. If the secretary is not informed, then Catering Services have informed us that the meal will have been prepared and the parent will be responsible for payment of the meal, even though it was not taken.

Dinner Money

We continue to provide a dinner service for pupils who choose this option at a cost of **£2.60/day or £13.00/week**. **Cheques** for dinner must be made payable to **"Education Authority"** as the money is deposited directly into an Education Authority account and not our school account. **Dinner money MUST be sent to school each MONDAY for that week's dinners in a sealed envelope clearly labelled with the child/ren's name, class and the amount enclosed.** A system is in place in the classroom for the children to hand in dinner money, so please do not give money directly to the teachers or without being in an envelope. Do not let dinner money go unpaid as the Education Authority does not allow us to be in arrears from week to week and have also advised us that they have the right to decline dinners to pupils whose payments are in arrears, except in exceptional circumstances. If you are having difficulty paying each week please talk to the Secretary, Mrs. Dale.

Lunches

Please use reusable plastic containers in lunch boxes where possible, as the school is charged for rubbish by weight and a lot of the weight in our bins comes from uneaten food, food packets, etc. Send your child to school with healthy lunch options (e.g. crackers & cheese, small yogurts, fresh fruit and water natural and unflavoured) as a healthy lunch affects a child's performance in the afternoons!

Drinks

Water

Children are encouraged to drink water (in sports bottles, labelled with the child's name - provided by parents) throughout the day. Children should come to school with water and this can be refilled from the water cooler located in the Staffroom. Water may be placed on their desk and taken when required. We are amazed at how quickly children settle to only having a drink when they need it. Please send your child to school with a sport's bottle for water.

Do not send children to school with flavoured water or squash

Drinks - Break/Lunch time

At break time only water or milk are allowed for drinks. Water, diluted juice or pure juice drinks in plastic containers or cartons are only allowed at lunch. Fizzy drinks & drinks in cans or glass containers are not permitted. Milk is available @ break for children who pay for this option. If your child is taking school meals water or milk is also available at no extra cost.

Free School Meals

If you think you may be entitled to free school meals, forms may be obtained from the secretary.

FRUIT BREAK

Thank you for continuing to supply fruit and helping the children to keep to our Healthy Break Policy. It is extremely encouraging to see the children develop healthy eating habits at such a young age. For younger children please ensure fruit is cut and peeled. Please do not send your child to school with an unhealthy break option.

MILK

Milk will be available at break time at the following costs for P1-P7 pupils.

	Total Cost £
Autumn Term	13.85
Winter Term	13.85
Summer Term	8.40
Yearly Payment	£36.10

Unfortunately if your child is absent we cannot refund milk money. Prices subject to change

Milk deliveries will begin September. If your child would like to receive milk, please return the reply slip at the end of this booklet, September.

Payment must be received by MONDAY 10th September (P1 - P7), cheques should be made payable to "St. Colman's Primary School".

Send payments in a sealed envelope clearly labelled with the child's name, class and the amount enclosed.

CHILD PROTECTION

Child Protection Policy

Aims:

1. To promote personal safety by creating an ethos within the school which inhibits the misuse of power, promotes individual empowerment and values, such as openness, honesty, tolerance, respect and caring for oneself and others and ensures a culture in which the pupil will feel confident and secure talking to staff about matters that concern them, knowing that staff will listen to them and act accordingly.
2. Ensure a culture in which the pupils feel confident and secure talking to staff about matters that concern them, knowing that the staff will listen to them and respond appropriately.
3. Treat pupils and parents' concerns in a confidential manner, whilst recognising that when a pupil is in danger of abuse, confidentiality must be subordinated to the need to take appropriate action, by informing and involving others in the best interests of the pupil.

Within the school:

- All staff (teaching and non-teaching) will receive training in child protection and be kept up to date with formal information regarding child protection.
- Staff will be aware of and understand the procedures to be followed in cases of suspected child abuse.
- Staff will be aware of the names of the Designated and Deputy Designated Teachers for Child Protection.
- Staff will understand the confidential recording system for information about suspicion or disclosure of abuse or complaints against staff.
- Parents will be informed of the school's Child Protection Policy and Procedures and kept up to date with any changes. These will be published in the Parent Information Booklet.
- All pupils and parents will know how to raise a complaint of suspected or possible abuse.
- All potential volunteers will be vetted by EA (Southern).

We seek to protect our pupils by:

- helping them to learn about the risks of abuse
- helping them to recognise unwelcome behaviour in others
- helping them to acquire the confidence and skills to keep themselves safe
- keeping our school secure
- being vigilant regarding strangers or anyone acting suspiciously

Child Protection Procedure

1. Staff should be aware of all the possible signs of abuse (see guidance material)
2. Where signs are evident, they should seek clarification discretely from the child and make notes.
3. Where there is still concern, a report must be made to the Designated Teacher and full notes made.
4. The Designated Teacher must notify the Principal.
5. The Principal may seek clarification or advice and consult with CCMS/EA (Southern).
6. If a referral is necessary the Principal will notify:
 - Social Services and/or the Police
 - The Designated Officer for Child Protection in CCMS/EA(Southern)

Records will set out:

- The nature of the information
- The time, date and circumstances
- Where the concern relates to signs or symptoms of possible abuse, a description of these

The Principal or Designated Teacher will supplement the record with:

- Details of any advice sought, from whom and when
- The decision reached as to whether the case should be referred to Social Services; and, if so, how, when and by whom this was done
- Otherwise, reasons for not referring to Social Services

Note

- Information is written on the presumption that parents and relevant professionals can request access to it.
- Note taker's personal feelings and reactions are not noted.
- Information is factual, accessible in language and concise.

Our child protection policy aims to promote personal safety by creating an ethos within the school which inhibits the misuse of power, promotes individual empowerment and values such as openness, honesty, tolerance, respect and caring for oneself and others and ensures a culture in which the pupil will feel confident and secure talking to staff about matters that concern them, knowing that staff will listen to them and act accordingly.

We have a Designated Governor and a Designated Teacher for Child Protection. The designated teacher is responsible for carrying out the school procedures if a suspected case of child abuse is reported.

These teachers are identified as the designated and second designated teachers for pastoral care on staff lists.

As a school we must comply with the current child protection legislation and we do our utmost to keep parents, fully informed of any changes. If you require a full copy of the policy, please ask the school secretary for a copy.

Four teachers have school wide responsibility for child protection (the Safe Guarding Team):

- Mr O'Neill (Principal and Chair),
 - Mrs Morgan (Designated Teacher),
 - Mrs Burns (Primary), Mrs Hanna (Nursery) & Mrs McCann (Primary) (Deputy Designated Teachers).
-
- If a child makes any disclosure about a child protection issue or any form of abuse (physical, emotional, sexual or neglect) the school is **obliged** (under current legislation), to report this to Social Services, **without** reference to the parent as we have a duty not to put the child at risk of further abuse. If the abuser is not the parent then we will inform the parent of the action we have taken. We do not make this decision lightly and it is always a joint decision between the school and EA Southern Child Protection Services.
 - **ALL parents and visitors to the school must report to the Main Office upon arrival. In order to cause the least disruption to the class and for child protection purposes, we would appreciate it if parents who are picking up children early would wait in the entrance for their child while the secretary informs the teacher of your arrival. PARENTS SHOULD NOT PROCEED TO ANY CLASSROOM.**
 - The school also has policies on Intimate Care (changing) and the use of Reasonable Force.

If a child makes any disclosure about a child protection issue or any form of abuse (physical, emotional, sexual or neglect) the school is **obliged** (under current legislation), to report this to Social Services, **without** reference to the parent as we have a duty not to put the child at risk of further abuse. If the abuser is not the parent, then we will inform the parent of the action we have taken. We do not make this decision lightly and it is always a joint decision between the school and EA Southern Child Protection Services.

ALL parents and visitors to the school must report to the Main Office upon arrival. In order to cause the least disruption to the class and for child protection purposes, we would appreciate it if parents who are picking up children early would wait in the entrance for their child while the secretary informs the teacher of your arrival.

PARENTS SHOULD NOT PROCEED TO ANY CLASSROOM.

Intimate Care

As with all young children - accidents sometimes happen. At all times staff follow the school guidance contained in the INTIMATE CARE Policy.

The Principles of intimate care are that:

- Every child has the right to be safe
- Every child has the right to personal privacy
- Every child has the right to be valued as an individual
- Every child has the right to be treated with dignity and respect
- Every child has the right to be involved in and consulted about their own intimate care to the best of their abilities
- Every child has the right to express their views on their own intimate care and to have those views taken into account
- Every child has the right to have levels of intimate care that are as consistent as possible

With these principles in mind the following intimate care procedures will be followed both within the Nursery and the School:

- When a child needs a change of clothes, they will be taken discreetly to the toilet area and he/she will be encouraged to change him/herself where possible.
- Staff will contact parents/carers if the child is unable or unwilling to change his/her clothes
- If parents /carers are unavailable staff will undertake these duties. Children will be talked through the procedure and encouraged to be as independent as possible.
- At no time will the child be left on their own
- Members of staff will remain in full view of others whilst dealing with the changing
- Students will NOT be left in charge of changing a child but may assist a member of staff
- All changes will be detailed in the Record book for Intimate Care (Child Protection Nursery/Primary) and parents will be immediately informed
- If, during the intimate care procedure, staff notice any unusual markings, bruising, discolouration, swelling etc., these must and will be notified to the class teacher and the Designated teacher for Child Protection or other

- member of the safe guarding team
- Confidentiality and privacy will be adhered to at all times

All Child Protection policies are available upon written request from the School.

COMMUNICATIONS

In order to keep you informed, a St Colman's PS and All Saints' NU UpDB will sent home with pupils, normally once or twice per term. This contains information on the life of the school and the different activities children have been informed in. It will also contain up to date holiday information and dates of interest. The School also will use, text, the new School Website and the School twitter account (@stcolmansps) to keep you updated.

Notes will normally be sent home with the eldest child in the family, **normally Mon - Thurs.** Only in exceptional circumstances we will send notes home on a Fri.

The school also operates a text messaging service, **please make sure that the school has an up to date mobile phone number** if you wish to receive these.

We are always striving to do the best for your child, you, the parent, and the community we are all part of. If there is any way you feel we can improve communications with you or the provision we offer to you and your children, please feel free to write to Mr. O'Neill and offer suggestions or make an appointment to discuss key issues/ideas. Information will also be available on the School Website.

Please make sure to ask and check your child's school bag for notes.

COMMUNITY LINKS

Throughout the year we encourage children to get involved in various events linked to the community. During Term 1 P6 - P7 and during Term 2 P5 children take swimming lessons at the **Banbridge Leisure Centre**. Each month P6 - P7 also visit the **Rathfriland Library**. The Library van visits the school every fortnight for the children in P2 - P4. We participate in **local and international fundraising** efforts, including **collecting stamps** for charity. We also **recycle** paper. There are also opportunities throughout the year to link with **other schools** in the area, such as the Bronte PS, Ballydown PS, Fairhill PS, St. Paul's PS, Cabra, St Marys' PS, Dechomet and Rathfriland, St. Patrick's PS, Drumgreenagh, St. Ronans PS, Newry, St. Colman's PS, Dromore and international partner schools through ERASMUS, in a variety of educational & cross community activities.

COMPLAINTS

Catering/Transport

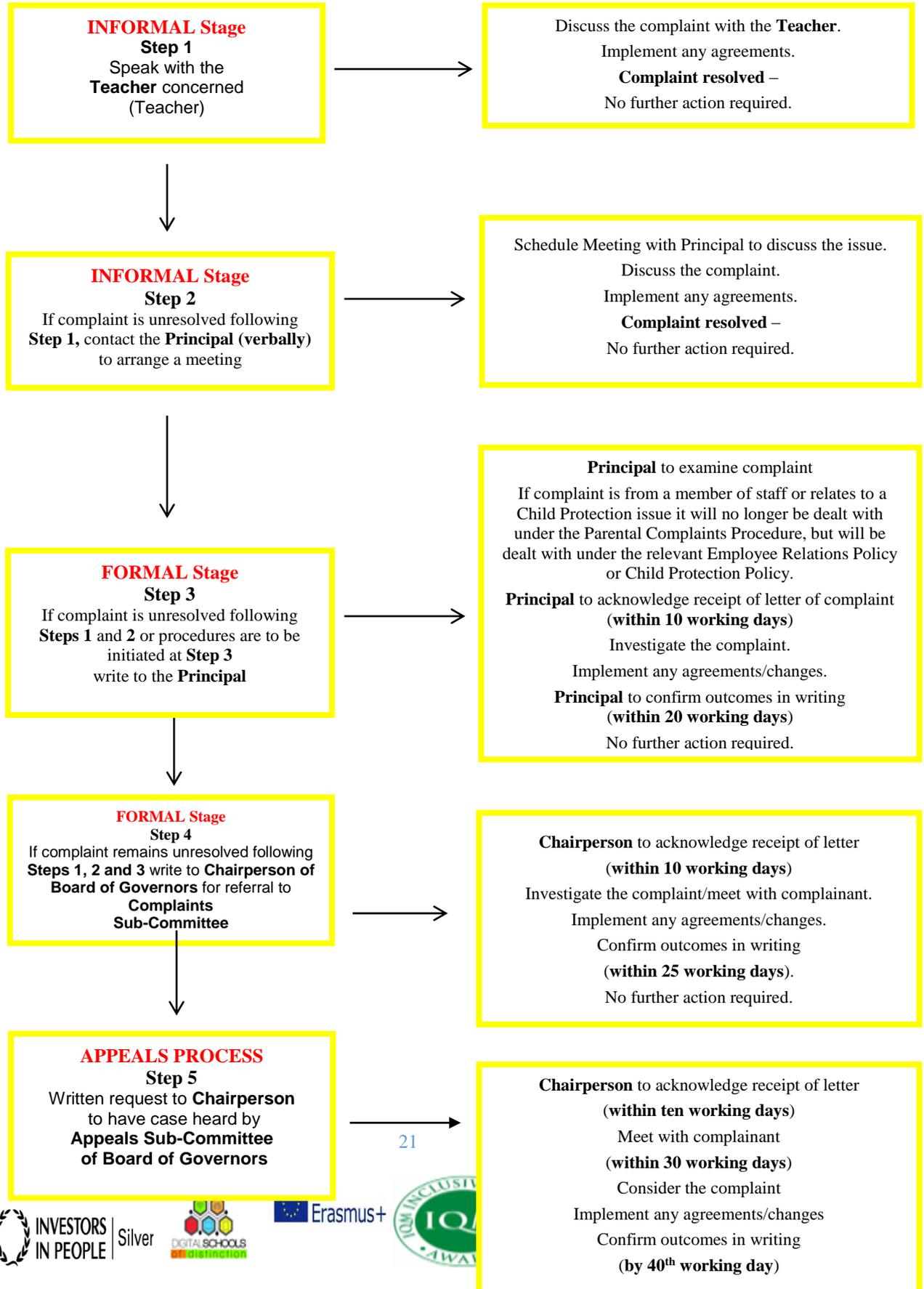
Parents/guardians wishing to complain about transport or catering services should speak to or write to the relevant department at the EA (Southern), as the school has no authority over these areas. Telephone number for the EA (Southern) is 3751 2200.

School

Complaints regarding any other issues, related to the school in terms of staffing, curriculum etc can be made directly to either a member of staff or the Principal. Due to scheduled commitments and in order to best address the issue, it is preferable to arrange a time to meet a member of staff rather than raising the issue when dropping off or picking up children. A copy of the school's complaints procedure is available upon request (available on the website).

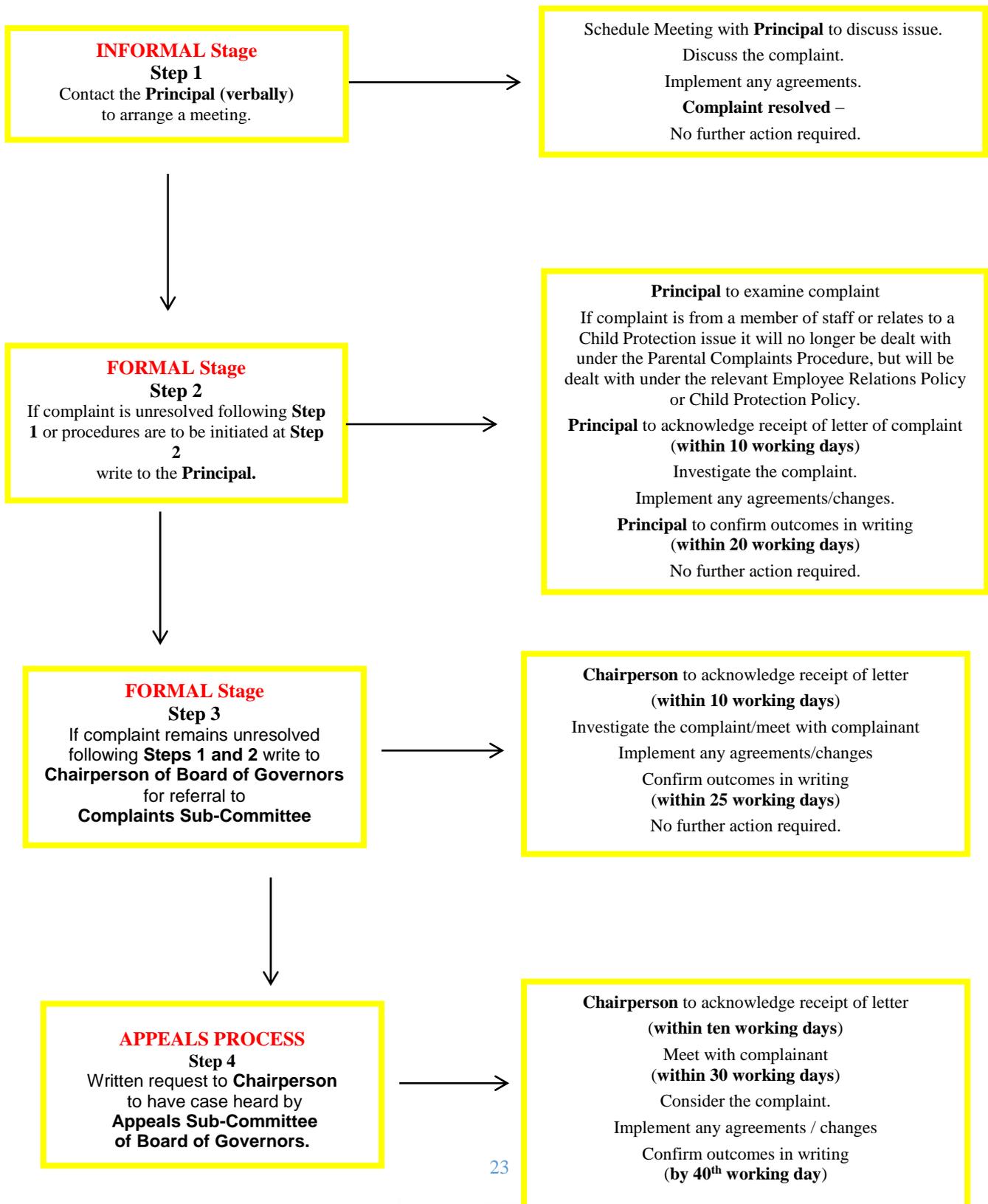
(Refer to the school's Complaints Policy - complaints can be referred to NIPSO)

Making a complaint about a Teacher





Making a complaint about a member of the school's support staff



CURRICULUM

The general aim of St. Colman's Primary School and All Saints' Nursery Unit is to provide a Christian atmosphere, in which children can continue to develop intellectually, socially, physically, emotionally and spiritually. Religious Education pervades the whole school and is based on the "Grow In Love" programme.

Since September 2009 the Curriculum for Primary has changed and is now based on Revised Guidance. The Revised Curriculum focuses on infusing skills and capabilities across the following Learning Areas.

The **Thinking Skills** are:

- Managing Information,
- Thinking Problem solving and Decision making

And the

Personal Capabilities of

- Being Creative,
- Working with Others,
- Self-Management

Revised Curriculum Learning Areas

The areas of study included in the Revised Curriculum are:

- Communication & Literacy,
- Maths & Numeracy,
- ICT,
- The World Around Us (History, Geography, Science & Technology),
- The Arts (Music & Art),
- P.E.,
- Personal Development and Mutual Understanding (PDMU),

Children will also be encouraged to set targets for improvements and you will hear them talking about WALT (We Are Learning To...) and WILF (What I'm Looking For...) - this area is known as Assessment for Learning.

Targets

As part of our continual drive to improve pupil learning, we set individual P4-P7 pupil targets for Literacy, Numeracy and another area (optional) for each term. These have been set based on results of teacher observations & NFER tests.

One target has been specifically written by your child's teacher and the other by your child. These targets are specific areas of improvement for your child and ones that we would hope both the school and yourself will work on so as to help them improve their attainment. Targets will be reviewed at the end of the term.

Literacy Support

The school will continue to offer literacy support through the Reading Partnership Programme and as needed through additional school and external agency support.

Maths Support

Children identified as underachieving in numeracy will receive additional Numeracy support through the Maths Catch Up programme and as needed through additional school support.

Reading

This year, P5 will be doing the Paired Reading Programme - starting in February. It has been proven that parents & children who fully engage in this programme can see the benefits and we fully appreciate support of parents.

Swimming P5 - P7

Swimming is available for P5 - P7 pupils on Thursdays during the first term (see below for dates) for P6 and P7, and Wednesday for P5's. The cost of swimming will be **£3.00/week**, payable on the day or **£18.00 for the term**, payable on the first date of lessons. **ALL P5-P7 children are expected to attend swimming as part of the PE curriculum unless they have a valid medical excuse.**

P6:	September 6 th	P7:	October 18 th
	September 13 th		October 25 th
	September 20 th		November 8 th
	September 27 th		November 15 th
	October 4 th		November 22 nd
	October 11 th		November 29 th

P5:	January 9 th
	January 16 th
	January 23 rd
	January 30 th
	February 6 th
	February 13 th

Library

All Children are EXPECTED to have their library books with them on the due date.
Library visits for P6 - P7 will be as follows (1.15pm):

Month	P6	P7
Sept	-	-
Oct	October: 3rd	October: 10th
Nov	November: 7th	November: 14th
Dec	December: 5th	December: 12th
Jan	January: 9th	January: 16th
Feb	February: 6th	February: 13th
March	March: 6th	March: 13th
April	April: 3rd	April: 10th
May	May: 1st	May: 8th
June	June: 5 th	June:

Library Van (10 - 11.00am) will be at school once a fortnight for P2 - P4

September: 10/24

October: 8/22

November: 5/19

December: 3/17

January: 14/28

February: 11/25

March: 4

April: 1/15

May: 13

June: 10/24

BOLD Community Stops - School closed

Please ensure your child has their library books on the appropriate day.

Dates may be subject to change

Parents can change books at their local library during half term (Feb/May) and at Easter if they wish.

RELIGIOUS EDUCATION

In the Second Vatican Council's document on Christian Education it states that:

"it is the religious character that renders the school distinctive - a school that would reduce the influence and status of the subject, relegated to a remote corner of the curriculum is not a Catholic school."

At St Colman's PS and All Saints' NU we hope the importance of our Catholic ethos is evident to all. As a Catholic school we hope to provide an education, which acknowledges that faith in Jesus Christ is the centre point of all of the child's personal and intellectual development. Although Religious Education is taught separately it must be stressed that it permeates our entire School Life and Curriculum. The Grow In Love programme forms the basis of class based religious education. It provides a framework through which the spiritual and moral development of children is fostered. However, religion is also linked to the other areas of the curriculum through art, drama, music, reading, writing and talking and listening. Knowledge of the Bible both Old and New Testament is encouraged. We acknowledge and celebrate our tradition by making liturgical celebrations central to the life of this school. Understanding and ownership are fostered through participation and child centred celebrations.

We use the RSE Education for Love programme from P1 to P7.

The children are encouraged to contribute to their community through support of various charities and in particular through participation in the Trocaire campaign during lent.

We aim to build constantly on our links with the local parish and we actively encourage children to participate in weekly liturgies and the new parish based Sacramental programme. Children making their First Holy Communion will follow the parish **"Do This in Memory of Me"** programme.

Whilst we are a Catholic school we acknowledge and embrace the increasing cultural diversity in school and will seek to promote tolerance through multicultural assemblies.

Parents Role in the Religious Aspect of School/Child's Life

Parents are the first educators of their children. It is therefore important that they take an interest in the Religious development of their children. Parents are involved in the pre-sacramental preparation for First Holy Communion and Confirmation. Special meetings are planned and organised by the parish priest and staff. As these sacraments are important milestones in your child's life with Christ, your attendance at these meetings and services give all concerned encouragement in our work of handing on the faith.

EXTRA CURRICULAR ACTIVITIES

These are offered to classes according to their suitability for a particular age group and the balance of activities available to the different year groups. If an activity is available to your child's class a letter will be sent home outlining the details. Parental help and suggestions are always welcome. Miss Finnegan is the Co-ordinator for After School Activities.

CROSSING PATROL

No crossing patrol is available at the school, it is therefore important that all parents make sure that their children are supervised at all times when coming to and leaving the school. Children will be supervised by class teachers at the 1.45pm and 2.35pm hometime.

DATA - use of

Your child, as part of their education will have access to a range of electronic resources designed to enhance their learning experience and allow them to collaborate with their peers. In order to facilitate this, the School may need to share some limited data with various stakeholders including DE(NI) and EA. This will allow user accounts to be set up, managed thus enabling services to be integrated. Any data sharing is kept to a minimum and when your child leaves the School it will be deleted. At times, the School may also share personal information with stakeholders to support the delivery of certain services. The sharing of data will be kept to a minimum and conducted under the Provisions of the Data Protection Act 1998. The data controller for the School is the Principal.

DISCIPLINE

Promoting Positive Behaviour

Definition

Discipline is the approach, which the school adopts in seeking to moderate and improve the behaviour of its pupils. As such it includes the positive approach of praise, encouragement, incentives and awards, in addition to the more negative one of discipline records, concern forms, detention, suspension and expulsions. It is about the whole school and all pupils.

Aims

- ❑ To develop in pupils a sense of self-discipline and an acceptance of responsibility for their actions.
- ❑ To create the conditions for an orderly community in which effective learning can take place
- ❑ To foster mutual respect between all members
- ❑ To develop a proper concern for the environment
- ❑ To provide a healthy and safe environment for the school community.

Part of growing up is about learning what is acceptable and unacceptable and gradually taking responsibility for one's own behaviour. Our approach to discipline is to encourage and celebrate good behaviour and positive achievements in all children. The class teacher needs to make every effort to reinforce good behaviour and a sense of achievement within their classrooms. Praise and encouragement for good behaviour and achievements at Friday Achievement Assembly.

Rewards

All teachers will adopt their own system of rewards within the classroom. As far as possible all staff will commend good behaviour and reward success at whatever level. A pupil who is not made feel good about him/herself will certainly not achieve his/her potential. For some pupils achievement itself is sufficient encouragement but for all pupils a positive approach is essential for a positive response.

Examples of Rewards

- ❑ Verbal approval
- ❑ A pleasant greeting first thing in the morning and going home in the afternoon.
- ❑ Interest in the pupil's personal life; family, pets, hobbies etc
- ❑ Written praise
- ❑ Constructive comments on books and worksheets
- ❑ Responsibilities within the classroom and within school.
- ❑ Drawing attention to other's good behaviour
- ❑ Stickers

- ❑ Badges
- ❑ Stars
- ❑ Whole class acknowledgement
- ❑ Golden time
- ❑ Star boy/girl
- ❑ Mention to parent
- ❑ Send to another teacher to show good work
- ❑ Homework free night
- ❑ Display work
- ❑ Certificate
- ❑ Class points

It is so important to remember that all children must be praised most of the time.

Sanctions

Teachers will have agreed privileges, which are offered to the children, but can be withdrawn if any of the golden rules are broken. It is important that children understand fully that it is the behaviour, which is not liked, not the child.

- ❑ Verbal reminders
- ❑ Verbal warnings
- ❑ Teacher comment in homework diary

Examples of Sanctions

- ❑ Time out
- ❑ Loss of privileges
- ❑ Note, word with parent
- ❑ Make observations of the child's behaviour with regard to other children, work, following instructions, etc.
- ❑ Removal from class to another class or the Principal
- ❑ Note or word with parent (record kept).
- ❑ Pupil referred to pastoral care teacher for informal talk (record kept)
- ❑ Pupil referred to Principal for informal talk (record kept)
- ❑ Detention
- ❑ Board of Governors notified
- ❑ Suspension period (CCMS Guidelines)
- ❑ Expulsion from school (CCMS Guidelines)

Code of Conduct - Pupils

Within this context there is a clearly articulated code of conduct for children in our school. This has been developed and agreed by all teachers in the school. The Code of Conduct should be discussed with each class and incorporated into the classroom rules. **All teachers** will ensure that children abide by this code and will explain to children why any breaches are unacceptable.

Children are expected to:

- Arrive at school on time
- Wear their proper school uniform (Teachers to ensure this)
- Show respect to adults and other pupils
- Be truthful, well-mannered and kind
- Co-operate with their teachers
- Do all their work in school and at home to the best of their ability
- Take care of the school buildings and equipment
- Look after their books
- Walk sensibly and quietly when in the classroom and in the corridors
- Keep the classroom and school tidy and free from litter
- Set a good example to other children
- Exercise self-control
- Walk to their line when outside and line up quietly when the bell rings.

ECO SCHOOLS - **Awarded Green Flag in June 2018**

We are continuing the challenge of incorporating the Eco-Schools programme, an environmental programme aimed at improving the school grounds with the help of pupils, parents and the local community. Each class has a planting area for which they are responsible to plant & weed.

Thanks to Mr. Hamilton we have a "wishing star" located outside of the kitchen/office windows, which we intend the pupils to decorate with mosaic tiles. We also intend to develop this into a school garden.

The ECO School Council and Committee is made up of children from P3 - P7. See the Eco notice board for upcoming events.

The more items the school can recycle/compost, the lower our bill for waste disposal. Please only send children to school with items that can be recycled or composted - especially at lunchtime.

Paper Bins

The green paper recycling container is located at the far end of the car park. The school receives a free box of paper for every green bin emptied by the Council. Please use the School paper bank. Within the school we recycle all of our paper.

Clothing Bank

The Parents' Association operate a clothing bank beside the paper bank. For every bag of material they receive £15, which they donate towards the school. Please support them by using this facility to recycle old clothes/materials.

Recycling

Each class recycles plastic, paper & milk/juice cartons as well as compostable materials. Please only send your child to school with items that can be put in the recycle bin.

Yellow Pages

Please send in your old Yellow Pages. We collect the front cover for the Yellow Woods Competition and the rest of the book is dumped in our paper bin for recycling.

Stamps

We collect used stamps for charity. A box is just inside the front door.

ENTRANCE/ SCHOOL SECURITY

It is very important that everyone feels secure within the school building. School doors will open at 8.30 a.m. Pupils enter the school using the gate by the handball alleys and come in through the back doors. Doors/playground gate will be locked at 9.00 a.m every morning. Anyone who is late must use the front entrance where there is a member of staff on duty to open the door.

PLEASE MAKE SURE THAT YOUR CHILD IS ON TIME FOR ASSEMBLY AT 8.45am.

The main entrance is to be used by parents/guardians and visitors and for security purposes works on a buzzer system. All parents/guardians and visitors must report to reception upon arrival. If a child is being picked up early for any reason, the Secretary will bring the pupil to reception. Children must be signed out using the register. If a parent sees a door open they should close it immediately. No child is permitted to open any door, even if they know the person. We ask that parents do likewise. Parents are not permitted to enter the school playground at anytime, especially when the children are playing.

FIRE DRILLS

Fire drills take place at least once a term. Each room in the school has a fire drill procedural board displayed in a prominent place, with a main and alternative escape exit clearly marked. When the fire siren sounds immediate evacuation of the school building will take place. Children will be directed to walk in a single line to the assembly point where the teacher will take a roll call and check the list against the school register.

The first fire drill is always announced. We encourage parents to discuss the fire drill procedure with their children and even have one at home for home safety purposes.

Our whole school evacuation assembly point is the Church Carpark.

FIRST AID

Many of our teaching staff and the majority of our lunchtime supervisors are trained in first aid. The aim of the school is to prevent accidents wherever possible. Should an accident occur the following procedures are followed:

- Minor accidents are treated in school as advised by the Education Authority (Southern). The child will be treated, observed and then taken back to class. Ice packs are applied to bumps and bruises where possible, to prevent swelling. Cuts are cleaned with water and a bandage applied if necessary. We do not use any antiseptic creams in case of allergic reaction. The accident will be noted in the accident book and parent informed.
- In the case of a slightly more serious accident the child will be given first aid and the parent will be notified and advised to take the child home, observe them and if necessary take the child to see the doctor. Again the accident is recorded in the accident book.
- Where an accident is serious, the child will be given first aid. The ambulance service and parents will be contacted. The accident will be recorded in the accident book and a report sent to EA Southern.
- **If the accident is serious enough to need hospital treatment but an ambulance is not required, the parent will be contacted immediately. The Principal, accompanied by another adult may also bring the child to hospital.**
- If you have any objection to this policy please inform the school in writing as soon as possible.

It is vitally important that school is informed of any change to contact details including telephone / mobile number, address, email address and any after school care arrangements.

All changes to contact details must be reported to the office.

FORMS

School Transport & Uniform Grant/Free School Meals

Any parent who wishes to apply for free school meals, transport or a grant for use towards uniforms should collect the relevant forms from the Secretary.

HEAD LICE

The main responsibility for the identification, treatment and prevention of head lice rests with the parents. It is very important that parents check their children's hair on a regular basis. It is recommended that this is done at least once a week with a fine-toothed comb.

School can provide parents with information on good hair care and guidelines for the management of infection.

Children who have head lice are not excluded from school. Parents are asked to deal with the problem at home. The school nurse is available to advise parents if the problem is recurrent.

HOMEWORK

Homework Policy

In St Colman's PS, homework is given to support and reinforce work which has been covered in class. It enables parents to show interest and to be involved in their children's learning: it helps them keep in touch with their children's progress. At each age level, the teachers have discussed and decided what they consider to be suitable and useful homework for reinforcing the Northern Ireland Curriculum, bearing in mind that the work should not be a burden to pupils or parents. Parents may discuss homework at parent interviews or write a note to teachers. No homework will be set at weekends, except in exceptional circumstances; all pupils will take home their religion books and discuss the programme with their parents.

Within the School the homework routine is as follows:

- ❑ Children will receive homework every night (Mon to Thurs). It should be neat and tidy, with good handwriting and mistakes rubbed out if required.
- ❑ Children need to be encouraged to take pride in their work.
- ❑ Homework will reflect the work ongoing within the classroom, so it is important that parents take an interest in the work the children are completing
- ❑ All children should attempt their homework; if there is a question that the child cannot do they should leave it out and go onto the next one.
- ❑ If homework is not complete/attempted then this will be noted in the child's homework diary.
- ❑ Written homework should take no longer than 40 - 45mins (but is year group dependent) - if it does then this should be noted and the child allowed to stop. A prolonged period of time should not be spent on homework this only leads to frustration for both parent and child and is ultimately counter productive. Children will usually receive their spellings and tables on a Monday and these will be tested on the Friday. Children are encouraged to spend 5-10mins going over their spellings each night. Spelling homework is related to your child's spellings. Spelling homework should be completed over the course of the week.
- ❑ About 5mins should be spent going over your child's mental maths/tables (P4-P7) - there will normally be a different set each week. There will also normally be tables homework each night (Mon - Thurs).
- ❑ In school children will be heard read 2 - 3 times a week. Parents are encouraged to read with their child, from their reading book but also from other books, newspapers and magazines. Parents **should not** go beyond the reading noted in the child's reading diary. It is vitally important to **talk** about

what they have read as this fosters understanding. Children need to be encouraged to read other supplementary books. **It is the aim of the School to "encourage a love of reading".**

- Children are encouraged to complete some of their homework by using computers at home, if they have access to one.

The School will not provide homework for children going on family holidays during term time. If requested, after an absence of 3 or more days, teachers will send home missed homework. This can be done by contacting and leaving a message with the school Secretary

- Work books, especially RE books will be send home on a regular basis for children to discuss with parents

Weekly Homework Pattern

P 1 (10-15mins)

Some reading with parent is expected daily. Literacy/Numeracy to support class work (through topic) and some Religion

P 2 (10-15mins)

Some reading with parent is expected daily. Literacy/Numeracy to support class work (related to topic) and some Religion. As the year progresses (Term 2 onwards) some spellings.

P 3 (20mins)

Reading with parents and spellings. Literacy/Numeracy work and some Religion.

P 4 (30mins)

Reading, spelling and tables/mental maths. Numeracy/Literacy and/or one other task from religion, topic (research based)

P 5 (45 min approx)

Reading, spellings, tables/mental maths, and written Literacy/Numeracy/Religion. Children may be asked to finish a task or to do research for a project.

P 6 (45 min approx)

Reading, spellings, tables,/mental maths written Literacy/Numeracy: Topic work/research, Religion. (*Feb-June additional transfer work)

P 7 (1hour approx)

Reading, Literacy/ Numeracy, RE and research for project work. (*July/August summer pack & Sept - Nov additional transfer work)

Homework - Hints and Tips

- Work out the best time for your child to do their homework - this may not always be straight after they come home from School
- Make sure they have all they need - books, pencils, rubbers, colouring pencils
- Have water available for them to drink - research shows that this helps them to focus
- Find a quiet, comfortable environment - away from distractions like the TV
- Always try the question
- Check over work
- Sign the homework diary

Parents are asked to sign homework and reading diaries daily. Any notes from teachers will be put in the homework diaries. Homework Policy is available on request.

You can help your child by:

- 1 - reading to/with them for 15mins each night
- 2 - visiting the library, especially over the summer
- 3 - listening to what they have to say/talking to them about their day at school
- 4 - promoting good attendance at school
- 5 - allowing younger children plenty of opportunities to cut and stick
- 6 - checking homework and signing homework diaries and ensuring that it is handed in on time - please do not do it for them
- 7 - attending parental consultations and airing concerns at an early opportunity

Layout of Work

Children should be encouraged to take care over presentation of work. For information regarding curriculum areas please refer to appropriate scheme/policy.

P3 - P7 pupils should have a good presentation of work and include title, date & margins.

Literacy:

Writing

Foundation Stage to P3 use agreed print script

P4 - P7 - Nelson joined script

Layout of work

P3 - P4

Date and title at the top of the page

P5 - P7

Date and title at the top of the page; margin down left hand side of the page

P3 - P7 - distinguish between sections of work by leaving a line in between them and labelling as necessary

Remember to include numbers in the margin.

Numeracy:

Numeracy work should follow agreed conventions. Date, Title, and only one number in a box. Workings out should be shown. Work should be well spaced and legible.

MARKING CODES

As a school, we have agreed a set of marking codes, which are shared with children. This information will help both you and your child focus on areas for improvement. The Marking Codes are available for download from the website and are understood by children throughout the school.

SCHOOL MASS

The New School Year Mass is scheduled for **Friday October 19th at 1000** in St. Colman's Church, Annaclone. Everyone is invited to help us celebrate the beginning of the new school year. Look at the School Website for details.

MEDICATIONS

Only prescribed Medicines will be administered during the school day and only when it is absolutely necessary. Most children in need of medicine are advised to stay at home.

Where it is necessary for a child to receive medicine during the school day, a parent must provide a written request. The pupils name and the dosage must be clearly marked on the medicine, which should be agreed with and given to the Principal.

In case of an ongoing medical problem, e.g. asthma, a child who is able to cope with his/her medication may administer it under the supervision of the class teacher. With a younger child, the class teacher, if he/she feels competent, will administer medication as instructed. The principal will undertake the administration or the supervision of medicine if for any reason the class teacher is unable to do so.

Parents may come to school during the lunch break to administer medicine if they wish but they must inform the school of this in advance. **No child** is permitted to bring any medication into school. This is the responsibility of the parent.

Medication

- Children can only have GP prescribed medication in school.
- It is the parent's responsibility to bring medications to school and keep it up to date.
- All medication is stored in a locked medicine cabinet in the principal's office.
- A signed permission form allowing the school to give medication must be sent into school before any medication, including inhalers, epi-pens can be administered.

Illness

Sick children should be kept at home until they are better. This will help to stop the spread of illnesses throughout the school. If a child is ill, notify the school by phone, preferably on the first day of illness, or in writing on their return to school.

Asthma

If your child has asthma, PLEASE:

- 1) complete a medical permission form;
 - 2) inform your child's teacher or the secretary;
 - 3) provide the school with an in date inhaler that is kept at the school; and
 - 4) provide a copy of your child's asthma medication plan available from your child's asthma nurse.
- Children cannot carry their inhalers in their school bags or pockets. Inhalers (and all medications) must be kept in our locked medicine cabinet to prevent other children having access to them.

Allergies

As we have some children at the school with a peanut allergy we would ask that you not send **any** items in for your child's break or lunch which has peanuts in it.

MOBILE PHONES

School policy is that no pupil has a mobile phone at school. The school cannot accept liability for phones that are lost or damaged. There are a number of child protection issues that have been considered in coming to this decision. If a child takes a phone into school the principal will keep it until a parent/guardian collects it from the school. If children need to contact their parents, the teacher or the Secretary will do so on their behalf. Should the child be required to bring a mobile phone to school for after school hours use, this should be given to the Principal in the morning and collected by the child in the afternoon, along with a consent note from the parent.

PARENT ASSOCIATION

The Parent Association is up and running. Its aim is to help strengthen the school & wider community and widen the enjoyment and opportunities for pupils through:

- Acting as a forum for parents views on wider educational issues
- Practical support for school activities (Fund Raising)
- Build effective partnerships between home, school, nursery and community

P.E.

Pupils need to bring in a change of suitable PE clothes (shorts, tracksuit bottoms, t-shirt) and trainers to change into. Classes will have P.E. on set days each week. The class teacher will inform pupils of these days. The optional PE uniform is still available for online purchase.

PROMOTION OF COMMUNITY EVENTS

In order to adhere to Child Protection guidelines, all community notices to be promoted through the school - e.g. flyers sent home, posters displayed, must be approved by the Principal.

PARENTAL INTERVIEWS/CONSULTATIONS

At the beginning of the school year all parents will be invited to a curriculum overview meeting. It give you the chance to meet your child's new teacher and to gain an understanding of the topics for the year ahead.

At the end of February we will hold our 1-2-1 parental consultations. This is your chance to ask your child's teacher questions about their progress, behaviour, homework etc.

PARENTAL RESPONSIBILITY

It is important that school is informed of all persons who have parental responsibility for a child. No child will be released to a person that the teacher is not familiar with. If you make a change to your child's arrangements please inform the school office and the class teacher. A form is available from the school office for this purpose.

ACCEPTABLE USE OF INTERNET POLICY

Aims:

- To fulfil the statutory requirements of the Revised Northern Ireland Curriculum, remembering that access to the Internet via C2K network remains a privilege and not a right.
- To provide for the pupils and all employees of St Colman's PS and All Saints' NU controlled and monitored access to the Internet.
- To use the internet in a manner consistent with the rules of behaviour governing employees in the education sector
- All users must comply with all copyright, libel fraud, and discrimination and obscenity laws.

Pupils:

- Will be held responsible for their own good behaviour on the school networks, just as they are on and off school premises.
- All users should know that all sites, pages and messages are traceable at any time.

Staff:

Staff will ensure that pupils know and understand that no internet user is permitted to:

- Retrieve, send, copy, or display offensive messages or pictures;
- Use obscene or racist language;
- Harass, insult or attack others;
- Damage computers, computer systems or computer networks;
- Violate copyright laws;
- Use another user's folders, work or files;
- Intentionally waste resources;
- Use the network for unapproved commercial purposes

The School Management will

- Ensure that access to the Internet is a filtered service.
- Make all users aware that school can track and record the sites visited, searches made on the Internet and e-mail sent and received by individual users
- Ensure that access for pupils in school will be available only on computers that are in commonly used areas of the school such as classrooms; the library special needs room and the computer suite.
- Ensure that computers, which are connected to the Internet, are in full view of people circulating in the area.
 - Ensure that pupils will be supervised at all times unless previous permission has been granted by the class teachers or other teachers

responsible for their learning

- Ensure that all pupils understand how to use the internet appropriately and why the rules exist
- Ensure that files and communications are reviewed regularly to ensure that all users are using the system responsibly.
- Ensure that normal privacy is respected and protected by password controls, as with the Internet itself, users must not expect files stored on C2K network servers to be absolutely private.
- Ensure that all rights will be withdrawn if unacceptable use of the Internet is discovered.

Examples of Acceptable and Unacceptable Use of the Internet On-line activities, which are encouraged include for example;

- The use of email and computer conferencing for communication between colleagues, between pupils and teachers, between pupils and pupils, and between schools and industry;
- Use of the Internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
- The development of the pupils' competence in ICT skills and their general research skills.

On-line activities, which are not permitted, include, for example

- Searching viewing and /or retrieving material that is not related to the aims of the curriculum or future careers;
- Copying, saving and or distributing copyright protected material, without approval;
- Subscribing to any service or ordering any goods or services, unless specifically approved by the school;
- Playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher.
- Using the network in such a way that the use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass e-mail messages.
- Parents should discourage their child from publishing, sharing or distributing any personal information about him or her or any other user (such as: home address, email address; phone number etc.)
- Any activity that violates school rules.

Advice to parents on the Acceptable Use of the Internet

- ❑ While in school, teachers will guide pupils towards appropriate materials on the use of the Internet. Outside school, parents/guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radios and other media.
- ❑ Appropriate home use of the Internet by children can be educationally beneficial, and can make a useful contribution to home and schoolwork. It should however be supervised, and parents should be aware that they are responsible for their children's use of the Internet resources at home.
- ❑ On occasion we will advise on useful Internet sites for your child to visit but you must remember that at school we offer filtered and monitored sites this may not be the case at home.
- ❑ It is important the as a parent or guardian that you discuss with your child the rules for using the Internet and decide together when and how long and what comprises appropriate use.
- ❑ It is important that as a parent or guardian that you get to know the sites that your child is visiting and talk to them about what they are learning.
- ❑ Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the internet, such as a picture, an address, a phone number, the school name or financial information such as a credit card or bank details.
- ❑ As parents you should encourage your children not to respond to any unwelcome or abusive messages and to tell them if they receive any such messages or images. If the messages come from an Internet service provided by school or by C2k network, they should immediately inform school.

For further information please see Department of Education Circular 1999/25

SCHOOL DEVELOPMENT AREAS

During this academic year, the school will focus on developing the following areas:

- ICT - Coding
- PE - Athletics
- Numeracy across the curriculum (data handling)
- Literacy across the curriculum (comprehension)
- Assessment for Learning (marking policy)
- Play - developing outdoor play
- Global Learning - global learning day in T2
- WAU including - Scientific Investigations
- Shared Education - Final year of the 4 year partnership partnership
- Erasmus (International Award & application for a new ERASMUS)
- IIP - pupils
- IQM - Flagship Renewal
- School Grounds - Front ramp and play ground space.

SCHOOL OPENING TIMES

Daily Schedule

The school doors open at **8.30am** at which time the children will be supervised.

PLEASE NOTE: Due to legal reasons **we are unable to provide supervision before 8.30am and children will not be admitted on the premises before this time.**

We appreciate your full co-operation in this matter.

Starting time:	8:45 am
Break-time:	P1/P2 10:10-10:25 am; P3/4 10.30-10.45am; P5-P7 10:45- 11:00am
Lunch time:	P1-P4 12:00 pm - 12:45 pm / P5-P7 12:30 pm - 1:15 pm

Finishing times:

Primary 1 & 2	All Year	1:45 pm
Primary 3	September	1:45 pm
	Oct-June	<u>(starting Tuesday 2nd October)</u>
	Mondays, Fridays	1:45 pm
	Tuesdays, Wednesdays, Thursdays	2:35 pm
Primary 4-7	All Year	2:35 pm

Children need to be picked up promptly at finishing times.

All pupils not engaged in after schools activities should have left the school premises by 2:45 pm unless prevented by scheduled bus timetables.

POLICIES

The following policies and documents are available to parents/public, upon written request. A charge may be levied (to cover copying costs) for members of the public who request a document:

Curriculum & Scheme of Work Policies	Non Statutory Policies	Statutory Policies	Other Documents
<ul style="list-style-type: none"> • Literacy • Numeracy • Science & Technology • ICT • WAU • RE • PE • Structured Play • Art & Design • Marking 	<ul style="list-style-type: none"> • Health Education • Relationships & Sex Ed • Medicines Handling • Food/Nutrition • Smoking • School Trips • Emergency Routines • Road Safety • Complaints • Twitter 	<ul style="list-style-type: none"> • Child Protection • Intimate Care • Reasonable Force • Drugs • Health & Safety • Positive Behaviour • Discipline • Anti-Bullying • SEN • Homework • Pastoral Care • Assessment • Teaching & Learning • Internet Safety • Admissions • Charging & Remissions • Curriculum 	<ul style="list-style-type: none"> • Prospectus • Annual Report • Board of Governor's Report • Pastoral Care • Supporting Pupils with Medical Needs • Reading Advice for Parents • Attendance

Personal, Social and Health Education Policy

As a health promoting school we aim to provide an atmosphere for personal, social and moral growth and to develop in the children self-discipline and a sense of responsibility and concern for themselves, for others and for the environment.

Health and social education incorporates all aspects of health, physical development, and psychological and social development. This work is carried out in conjunction with the school support services, including the doctor, school nurse, health visitor, dentist, social worker, education and welfare officer and school psychologist.

It covers first aid, fire prevention and practice drill, road safety, cycling proficiency, and parental involvement. It has strong links with the pastoral dimension.

Health and Social Education will be carried out in a cross-curricular manner, mainly through English, The world Around Us, religion and PE. All such work is done using a pupil centred, experiential approach.

TRANSPORT

Buses

Transport is the remit of the EA/Transport Division (3751 2200). Any pupil using Education Authority (Southern) transport must have submitted an application form, available from the Secretary. The Education Authority is only obliged to carry children of statutory school age and who live a min of 1.9 miles from the school. Buses will not run during frosty or snowy weather, however, the school is not informed if the buses do not run. In addition, throughout the year there may be days on which EA buses are not operational but school is open. It is the responsibility of parent/guardians to organise transport for their children on these days.

Car Parking

Buses **only** should use the car park for drop off/pick up of pupils. The lay-by has been provided for pupils arriving by car to be dropped off/picked up. **As a courtesy to parents with young children, please leave the lay-by available for them, especially during home time.** Do not block the school gates or enter the car park area when dropping off/picking up pupils. Drivers are asked to please **ONLY** park on the same side of the road as the school and use the footpath. These practices are in place for the safety of all children, please support us by following them.

UNIFORMS

Uniforms - Primary

- Navy blue trousers (boys)/skirts or pinafore (girls)
- Light blue shirt
- Navy blue tie
- Jumper with school crest
- Black footwear
- (Optional) reversible (windproof/fleece) crested coat from Robin Fields (Banbridge)

Optional warm weather uniform (Sept & Oct and from Easter to June only)

Boys: navy trouser shorts, light blue short sleeve shirt, tie & school jumper;

Girls: light blue checked dress & school jumper.

Grants may be available - forms can be obtained from the School Secretary.

For school photos, trips and special occasions, the full school uniform (shirt, tie, trousers/skirt/pinafore) must be worn. Blue polo shirts are not part of the school uniform and should not be worn to school.

Please **LABEL ALL** clothes, uniforms & bags (PE, school) brought/worn to school. Labels should be checked at the end of **each term**, and re-labelled if needed. The school cannot be held responsible for lost items of clothing, especially if they are not labelled clearly. **Please label lunch boxes & food storage containers too!!!**

Outdoor Play - Winter/Summer

Children should wear a warm coat to school, particularly during the cold winter months. During the sunny weather, suncream should be applied to the children before they come to school. School staff are not permitted to apply suncream to pupils. A sunhat is also advisable.

Jewellery

On health and safety grounds we do not allow children to wear jewellery in school. The exceptions to this rule are earring studs in pierced ears (girls) and small objects of religious significance, such as a crucifix on a chain.

VETTING

Any adult with access to children must be vetted according to Access NI vetting procedures. If parents/guardians are interested in helping out at any time (e.g. school trips, after school clubs, etc.) please obtain a form from the secretary and return it as soon as possible as it takes several weeks to process. Parents only need to be vetted once by the school.

WEBSITES

Fun websites your children use in school and which we would encourage them to use at home if they have access to a computer are:

www.mathsisfun.com

www.learningni.net

www.teachingtables.co.uk

www.bbc.co.uk/schools/bitesizeprimary

www.ixl.com

www.stcolmansandallsaints.co.uk