



# Ballymoney Model Integrated Primary School



Learning Together



School App



School

Facebook Page



For all the latest news see our **School Website** [www.ballymoneymodelips.co.uk](http://www.ballymoneymodelips.co.uk)

## Primary 1 September 2026 — Online Application Process



**Don't Forget!**

To check on the EA website to see if your are eligible for home to school transport assistance

## Home to School Transport

Information on Home to School Transport to include eligibility, how to apply, general information and contact details.

### Who is eligible for transport assistance?

You can check if you're eligible using the [Transport Eligibility Checker](#).

Pupils are eligible for transport assistance to a grant-aided school if they are compulsory school age, in full-time education and:

1. Attend a primary school that is more than 2 miles from your home, or a post primary school that is more than 3 miles from your home.

AND

2. You applied but were unable to gain a place in any/all "suitable schools" (i.e. a school of the same category), that are within these distances of your home.

A suitable school is defined in DE policy and is a school from one of the following categories:

Primary

Secondary & Grammar

Controlled

Controlled

Catholic Maintained

Catholic Maintained

Integrated or other voluntary

Integrated or other voluntary

Irish Medium

Irish Medium

Denominational Grammar

Non-denominational Grammar



## Reintroducing *Friends of the Model*

Thank you for your positive response to restarting *Friends of the Model*! Before the Covid pandemic, this group played an important role in supporting our school by helping to organise activities for pupils and fundraising for school projects.

We're excited to begin again and would love for you to be part of it!

Date: Tuesday 20th January

Time: 7:00 PM

Location: Ballymoney Model Integrated Primary School



If you're interested in learning more or getting involved, please come along to our first meeting. It will be a great opportunity to share ideas and plan how we can work together to support our school community.

If Tuesday evening doesn't suit you, don't worry! Please add your contact details to this form issued on the 14th January and we will keep you updated.

We look forward to seeing you there!

## Car Park — Morning Arrangements

It is great to have the additional car parking space and we appreciate your support in making the new morning system work smoothly.

To help everything run as efficiently and safely as possible:

- If you wish to walk your child into school, please park on the far side or in the car park.
- If your child is ready to walk into school independently, please use the set-down system for a quick drop-off and move on promptly.
- When using the set-down system, please drive as shown below to ensure safe and smooth traffic flow.



Thank you for your cooperation in keeping morning drop-off times safe and stress-free for everyone.

Please note there are two disabled parking spaces in the new car park.



Pupil Progress Meetings — Pupils will have their dinner in school as normal

Monday 2nd — Thursday 5th February — 1.30 — 3pm

*online booking form will be released shortly*

Early Home Times — Monday 2nd — Friday 6th February

12.50pm — Y1—3 pupils + siblings

1.05pm — remaining Y4—7 pupils



ECO COMMITTEE

DIGITAL  
LEADERS

Leader — Miss Hemphill

Leader — Mrs Murphy

Leader — Mrs Boyle

**Wednesday**

**18th February**

**2.00pm**

**Wednesday**

**21st January**

**2.00pm**

**Wednesday**

**25th February**

**2.00pm**

We do love dogs here at Ballymoney Model Integrated Primary School!

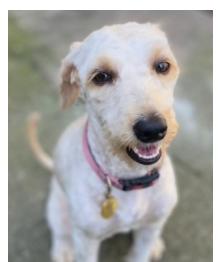
We love them so much that we have our very own Rosie in school every day.

As you know, Rosie is a fully trained assistance dog.

We thank Miss McKay and her family for taking such good care of Rosie since her arrival at the Model last November.

No other dogs, other than fully trained assistance dogs, should be brought onto the school grounds at any point.

Thank you for your understanding.



Our school is an integrated primary school, unique in the Ballymoney area. We welcome families of all religions or none and endeavour to cater for everyone's religious requests with professionalism and care.

If you do not wish your child/children to partake in any activities noted within this newsletter, please complete an online Contact School form on the school app to let us know.

Mrs Jamison

# JANUARY



**Confidence**



Monthly  
Value

Mondays — Year 7s — Table Tennis

Tuesday 20th January — Football — Causeway Sports Academy

Wednesday 21st January — Eco-Schools — Sustrans Visit

Thursday 22nd January — Ulster Hockey — Girls

Thursday 22nd January — Year 6 — Trocaire Game Changers Programme

Friday 23rd January — Ulster Hockey — Boys

Friday 23rd January — School Development Day — staff only

Saturday 24th January — SEACi results issued



We would like to send our very best wishes to all our pupils who sat the SEACi assessment and will be receiving their results on Saturday.

Primary 7 - Post Primary — Online Application Process opens

Tuesday 27th January at 12 noon

## Post Primary Admissions Process Timeline

1

10 December 2025

Admissions Criteria Published

2

27 January 2026

Applications Open

3

19 February 2026

Applications Close

4

9 May 2026

Placement Notification

## Morning Routine

8.45 — 8.50am at the school gate is very busy. 8.50 — 9.00am there is a steady flow of pupils arriving at school. School starts at 9.00am, we would ask parents/carers to ensure that pupils arrive at school for 8.55am, so that they are in class and ready to start their learning at 9 o'clock. If pupils arrive after 9am they are marked late.

## Healthy Breaks

Following the guidance from the Department of Education we encourage pupils to have a healthy break, Monday — Thursday. We ask parents/carers to support the school in its commitment to healthy eating.

We ask pupils to bring a full water bottle to school to drink within the classroom. Pupils have a break mid-morning and pupils are encouraged during this period to eat only fruit, vegetable or bread based products and drink only milk or water.

In recent years the School Council reviewed healthy breaks and introduced a Friday 'Treat Day' when pupils can bring in one small treat to enjoy at break time.

### Healthy breaks for schools

A guide for pupils and parents



HSC Public Health Agency

school food

## Head Lice

Please can we ask all parents/carers to regularly check their child's hair for head lice. If they need treatment, it is available free from chemists. It is also a good preventative measure for pupils with long hair to wear it tied back for school.

## ALLERGIES

Many parents/carers 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 pupils 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.



# Ballymoney Model Integrated Primary School

## Learning Together

## Good Communication

At Ballymoney Model we are eager for good communication between home and school. As an Eco-School we are also trying to reduce the amount of photocopying that we do by communicating with parents/carers through our school app and website. If you are unable to access the school app and website please contact the school office and we will endeavour to help you find a solution.

|   |  |   |
|---|--|---|
|    | <p><b>School App - Schools NI App</b></p> <ul style="list-style-type: none"> <li>- All main notes and newsletters are added to our Schools NI App</li> <li>- Bookings Breakfast Club<br/>School Dinners<br/>Stay and Play<br/>Homework Club<br/>After Schools Activities etc</li> </ul> <p>(Apple or Play Store – Schools NI App – Ballymoney Model Integrated Primary School)</p> | <p>Forms (click on Contacts)</p> <ul style="list-style-type: none"> <li>- Booking System Issues</li> <li>- Absences</li> <li>- Dinner Absences</li> <li>- Late Arrivals</li> <li>- Early Collections</li> <li>- Contact School</li> </ul> |
|  | <p><b>School Website</b></p> <ul style="list-style-type: none"> <li>- Overview information about our school</li> </ul>   |   |
|  | <p><b>School Facebook Page</b></p> <p>We share school news with our local community through our school Facebook Page.</p>  |   |

If you ever need to contact school, please complete the appropriate online form on the School Communication App.

Our phone line is always very busy, we encourage parents/carers to communicate with school through completing a Contact School Form on the School App.

*Outside of School Hours, please leave a message for school by completing a Contact School Form on the school app. When school reopens your message will be responded to.*

Within school we have a large number of policies. Each year we endeavour to review a number of our policies. As we work through reviewing our policies, we will share with parents/carers through the school app.

Please ensure that family holidays are planned around the school calendar.

All absences impact children's school and learning experiences.

## HOME/SCHOOL LINKS

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

Should a parent/carer have any concerns about their child, we would encourage them to make immediate contact with their child's class teacher in the following ways:-

Contact school in one of these two ways:-

- Ring the school office – 028 276 62340 – and speak to the school's Senior Clerical Officer to make an appointment with your child's class teacher.
- Complete an online Communication Form available on the school app.



Your child's class teacher will be contacted and a time for a phone call/meeting will be organised as appropriate.



If a further phone call or meeting is required, please ring the school office and speak to the school's Senior Clerical Officer or complete an online Communication Form. The most appropriate member of the Senior Leadership Team will also be involved.



If a further phone call or meeting is required, please ring the school office and speak to the school's Senior Clerical Officer or complete an online Communication Form to make an appointment with the Principal.

*Please note the relevant member of staff will return your call or organise an appointment when it is practical to do so. Unfortunately, as you can appreciate with staff completing their roles, phone calls and appointments cannot be returned/arranged immediately.*



Ballymoney Model Integrated Primary School

Safeguarding and Child Protection Team

Remember if you are worried about anything please talk to any adult in our school or one of these teachers.



Mrs McNaughton

Designated Teacher

Year 4 Teacher



Mr Clarke

Deputy Designated Teacher

Vice Principal



Mrs Jamison

**OPERATION  
ENCOMPASS**

In every force. In every school. For every child.

We are an Operation Encompass School, for more information please go to the school website and within the Parents-Carers Area more information can be found .

## Important Attendance Information

**If your child is absent, please ensure you let us know, so the correct code can be linked to your child's attendance record.**

| Summary of Attendance Codes on current C2K system (Updated July 2025) |   |      |  |
|---|---|------|--|
| CODE  | DESCRIPTION   | CODE | DESCRIPTION  |
| I\  | Present: / = (AM): \ =(PM)                                | S    | Study Leave  |
| A   | Artistic Endeavour  | U    | Late (after registration closed)                             |
| B   | Bereavement   | V    | Educational Visit / Examination                              |
| C   | Suspended   | W    | Work Experience  |
| D   | No reason provided for absence                            | X    | Only staff should attend                                     |
| G   | Family Holiday (not agreed)                               | Y    | Exceptional Closure  |
| H   | Other Absence   | #    | Holiday for all  |
| I1  | Illness (not medical or dental appointments)              | !    | No attendance required                                       |
| I4  | Illness – Emotionally Based School Non-Attendance (EBSNA) | 1    | Community Providers / EOTAS (organised by the EA)            |
| J   | Extended Leave  | 2    | Exceptional Teaching Arrangement / hospital                  |
| L   | Late (before registration closed)                         | 3    | Elective Home Education                                      |
| M   | Medical / Dental Appointments                             | 4    | Pupil Referral Unit  |
| N   | No reason yet provided for absence (temporary code only)  | 5    | Another mainstream school (under Entitlement Framework – EF) |
| O1  | Other Exceptional Circumstances                           | 6    | Training Organisation (under EF)                             |
| O2  | Temporary Exceptions to the Curriculum                    | 7    | FE College (under EF)  |
| P   | Approved Activity   | 8    | Intensive Support Learning Unit                              |
| R   | Religious Observance                                      | 9    | CAMHS / Mental Health Support                                |

**Absence Category Colour Code**

|   |                    |                      |                         |
|---|--------------------|----------------------|-------------------------|
| Present / Approved Educational Activity | Authorised Absence | Unauthorised Absence | Attendance not required |
|---|--------------------|----------------------|-------------------------|



### EVERY SCHOOL DAY COUNTS –

Every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading.

|                 |   |              |
|-----------------|---|--------------|
| 100% Attendance | 0 Days Missed   | Excellent    |
| 95% Attendance  | 9 Days of Absence<br>1 Week and 4 Days of Learning Missed   | Satisfactory |
| 90% Attendance  | 19 Days of Absence<br>3 Weeks and 4 Days of Learning Missed | Poor         |
| 85% Attendance  | 28 Days of Absence<br>5 Weeks and 3 Days of Learning Missed | Very Poor    |
| 80% Attendance  | 38 Days of Absence<br>7 Weeks and 3 Days of Learning Missed | Unacceptable |
| 75% Attendance  | 46 Days of Absence<br>9 Weeks and 1 Day of Learning Missed  | Unacceptable |

For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.



Give your child the best start in life – every school day counts.

## Bookings

If your child is unwell we can move your child's dinner booking to another day. You must contact school by 9.30am.

If your child is unwell or unable to attend we are unfortunately unable to move bookings for Breakfast Club and After School Clubs etc. to another day, due to having to pay the linked staff.

Please ensure to book on time, late bookings unfortunately cause additional administration within the school and so have a higher linked charge.

**Breakfast Club 8.00-8.45am** — Please note, pupils should not be left standing outside school unsupervised prior to 8am.

Bookings must be made by 12 noon on a Friday for the following week. We cannot stress the importance of this as it allows us to appropriately plan staffing and space requirements for the following week.

If a parent/carer needs to book their child in at short notice, we would ask them to complete a Contact School form on the school app to request a space.

You will then be contacted by school and if a space is available it will cost £3 for the session.

## Stay and Play Club

Our after school Stay and Play Club is available for Y1—3 pupils.

Stay and Play Club will cost £3.50 per session and run from 2-3pm.

Bookings must be made by 12 noon on a Friday for the following week. We cannot stress the importance of this as it allows us to appropriately plan staffing and space requirements for the following week.

If a parent/carer needs to book their child in at short notice, we would ask them to complete a Communication form on the school app to request a space.

You will then be contacted by school and if a space is available it will cost £5 for the session.

## Activity/Homework Club

Our after school Activity/Homework Club is available for Y1—7 pupils.

Activity/Homework Club will cost £3.50 per session and run from 3-4pm.

Bookings must be made by 12 noon on a Friday for the following week. We cannot stress the importance of this as it allows us to appropriately plan staffing and space requirements for the following week.

If a parent/carer needs to book their child in at short notice, we would ask them to complete a Communication form on the school app to request a space.

You will then be contacted by school and if a space is available it will cost £5 for the session.



## Important Term 2 Dates

School begins again on Monday 5th January 2026

School Development Day — Friday 23rd January — staff only, no pupils

Pupil Progress Meetings — Monday 2nd February — Thursday 5th February  
1.30 — 3pm

*online booking form will be released shortly*

Early Home Time — Monday 2nd — Friday 6th February  
12.50pm — Y1-3 pupils + siblings                    1.05pm — remaining Y4-7 pupils

Half Term Holidays: Wednesday 11th — Friday 13th February (3 days)

St Patrick's Day: Monday 16th — Tuesday 17th March (2 days)

Wednesday 1st April — last day of Term 2 — non uniform

Pupils finish for Easter Holidays at 12 noon on Wednesday 1st April

Y1-3 pupils and their Y4 — 7 siblings — 11.40am

Remainder of Y4 — 7 pupils — 12 noon

Easter Holidays: Thursday 2nd — Friday 10th April (7 days)



## Easy Fundraising App

Thank you to the 71 supporters that have joined so far, with your support the below amount has been raised for school, thank you!

### Donations

**£474.43** raised so far

£12.01 in the last 30 days

### Supporters

**71** joined so far

### The easiest way to raise

Download our FREE App to shop & raise with over 8,000 brands, track your donations & get the Donation Reminder.



- 1 Open your phone's camera
- 2 Scan the QR Code
- 3 Get the app

Trusted by over 460,000 users