

# BALLYORAN PRIMARY SCHOOL

## INFORMATION BOOKLET

2022/2023 YEAR



**PLEASE RETAIN THIS BOOKLET FOR  
YOUR INFORMATION**

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August 2022

Dear Parent/Guardian

I want to take this opportunity to welcome pupils and parents back to Ballyoran Primary School for the new school year. This is our first normal start to a school year since September 2019 and we are glad that Covid-19 is no longer disrupting education.

A particular welcome is extended to our new pupils and parents - we trust that you will soon feel part of the Ballyoran Primary School community. We believe that a partnership with parents is vital and we look forward to working with you in the best interests of your child/children in the year ahead.

This booklet is designed to help ensure that the relationship between home and school is as smooth as possible and summarises what we feel are the most important pieces of school policy and information. The information included, while detailed, is not exhaustive as it would be impossible to cover every aspect of school life in such a short booklet. The information in this booklet is subject to change as the year progresses and policies and procedures are reviewed. If this happens you will be informed of any changes/amendments.

If you require any further information or clarification on any aspect of this booklet or school life, please do not hesitate to contact me.

Yours faithfully

Richard Woolsey  
Principal

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# **Mission Statement of the School**

Excellence, Creativity, Integrity

## **Vision of the School**

As a welcoming Inclusive School we aim to provide a safe, happy, caring and stimulating learning environment which will enable each child to develop to his or her full potential - academically, socially, emotionally, physically and spiritually, in preparation for becoming responsible citizens.

We celebrate each person as an individual and as a valued member of our school and wider community.

In an atmosphere of tolerance and trust, we actively encourage respect, self-worth, independence, team spirit, imagination, creativity and fun.

# Aims of the School

- 1) To fulfil the school vision by developing each child as:
  - An individual
  - A contributor to society
  - A contributor to the economy and environment.
  
- 2) To develop in each child the following skills:
  - Communication
  - Using Mathematics
  - Using ICT
  - Thinking skills
  - Managing information, problem solving and decision-making
  - Being creative, working with others and self-management.
  
- 3) To foster the following attitudes and values:
  - Personal responsibility
  - Self-confidence
  - Tolerance and respect for others
  - Commitment, determination and resourcefulness
  - Community spirit
  - Integrity
  - Independence
  - Openness to new ideas.
  
- 4) Ultimately to provide stimulating, relevant and enriching learning experiences with equality of access for each child so as they may develop an enthusiasm for learning as a lifelong process.

## **Term Dates & Holidays 2022/2023 Year**

All dates are inclusive

### **Term 1**

#### **Term Dates**

Tuesday 30<sup>th</sup> August – Friday 16<sup>th</sup> December 2022

#### **Holidays**

- Monday 26<sup>th</sup> September 2022 – Staff Training
- Monday 31<sup>st</sup> October – Friday 4<sup>th</sup> November – Half Term

**Christmas Holiday: Monday 19<sup>th</sup> December 2022 – Wednesday 4<sup>th</sup> January 2023**

### **Term 2**

#### **Term Dates**

Thursday 5<sup>th</sup> January – Wednesday 5<sup>th</sup> April 2023

#### **Holidays**

- Monday 13<sup>th</sup> – Friday 17<sup>th</sup> February 2023 – Half Term
- Friday 17<sup>th</sup> March 2023 - St. Patrick's Day Holiday

**Easter Holiday: Thursday 6<sup>th</sup> – Friday 14<sup>th</sup> April 2023**

### **Term 3**

#### **Term Dates**

Monday 17<sup>th</sup> April – Friday 30<sup>th</sup> June 2023

#### **Holidays**

- Monday 1<sup>st</sup> May 2023 – May Bank Holiday
- Monday 29<sup>th</sup> & Tuesday 30<sup>th</sup> May 2023 – May Bank Holiday & Staff Training

School will finish at midday on the last day of each term.

Note: Removing pupils during term time is not recommended; please try not to book holidays or other trips during the school term. Staff cannot prepare work in advance for children who are on holidays and very often these children miss vital work during their absence. The school is also required to inform the EA when a child is removed from school for a holiday. This information is recorded and may be used by the EA in appropriate situations, i.e. Special Educational Needs Assessments or Child Protection issues.

## Staff: 2022/2023

**Principal:** Mr R Woolsey  
**Vice-Principal:** Mrs R McGuire (Key Stage 2 Co-ordinator, SENCO and Designated Teacher)

### Teaching Staff:

**Nursery 1** Mrs F Mulholland (Nursery Co-ordinator & Deputy Designated Teacher for Nursery)  
**Nursery 2 (Job Share)** Mrs L Baxter (Job Share)  
Mrs K Wells (Job Share)  
**Year 1 (Job Share)** Mrs A Biggerstaff (ICT Co-ordinator)  
Mrs C McMurray  
**Year 1/2** Mrs H McConville  
**Year 2** Mrs A Muldrew (Music & Sustrans Co-ordinator)  
**Year 3** Miss A Baird (Eco Co-ordinator)  
**Year 4** Miss H Abraham (Key Stage 1 & Language & Literacy Co-ordinator)  
**Year 5** Miss E Wright (WAU Co-ordinator)  
**Year 6** Miss M McKernan (PDMU & Charity Co-ordinator)  
**Year 7 (Job Share)** Mrs S Brown (Mathematics & Numeracy Co-ordinator)  
Mrs L Martin (Playground Co-ordinator)  
**Year 7 (Job Share)** Mrs B Heaney (Deputy Designated Teacher, Drama & Library Co-ordinator)  
Mrs L Walker  
**LSC** Mr R Hendron (PE & Music Co-ordinator)  
**Literacy/Numeracy Support** Mrs K Barkley (SEN Team)  
**Engage Support** Mrs C Totten (Art & Design and Pupil Council Co-ordinator)

### Classroom Assistants:

Mrs M Bell	Miss E Dudek
Miss J Carson	Mrs S Glavin
Miss E Bloomer	Mrs N Stewart
Miss R Cinikaite	Miss S Foster
Miss C Wilson	Miss M Duraes
Miss d Connor	Miss J Warnock
Miss E Yendall	

**Secretary** Mrs J Sloan

**Building Supervisor** Mr J Glavin

**Cleaners:** Miss S Henderson Mrs D Larkin  
Mrs T Lawless Mrs G Mercer

**Lunchtime Supervisors:** Mrs M Cusack Mrs J Robinson

**Kitchen Staff:** Mrs D Campbell Mrs E Murphy  
Mrs D Rowney Mrs S Dobrowolska

## Board of Governors

The Board of Governors is responsible for the overall management of the school and ensuring that all statutory requirements are met. The Governors delegate to the Principal the day-to-day management of the school.

The main responsibilities of the Board of Governors are:

1. The implementation, delivery and oversight of the curriculum
2. The management and control of the allocated budget
3. The provision of information for parents
4. The recruitment and selection of staff
5. The maintenance of the premises (Shared responsibility with EA)
6. The Admissions Policy
7. The fostering of links with the local community and pursuing the objectives of Mutual Understanding

The Governors are required to meet a minimum of three times a year but the Ballyoran Primary School Board meets bi-monthly.

Chairperson: Mr E Fleming

Vice Chairperson: Mrs H Loney

EA Representatives

Mr E Fleming

Transferor Representatives

Mrs E Jennett

Mrs H Loney

Rev C Bradley

Parent Representatives

Ms C Hall

Mrs S Hughes

Teacher Representative

Mrs R McGuire

Secretary

Mr R Woolsey (Non-Voting Member)

### 1) **Accessibility**

If you require any special assistance to enable you to visit the school, please contact the office and a parking space can be made available. Accessible parking is available in Car Park 2.

### 2) **Appearance**

We would prefer that **no** pierced jewellery of any kind be worn in school. However, one pair of stud earrings will be allowed. Children are permitted to wear a watch (which must be removed for PE) but no bracelets, wrist chains or rings are permitted for Health and Safety reasons. A necklace or chain may be worn but must be under the school uniform and must be removed for PE.

Wearing make-up of any kind to school, including nail polish, is not allowed.

Hair styles must be tidy and natural in colour (no coloured streaks)

No badges/stickers other than birthday or school related ones are to be worn on the uniform.

### 3) **Assemblies**

Pupils attend Assemblies as follows:

Tuesday: Foundation/Key Stage One (Monthly)

Wednesday: Key Stage Two (Monthly)

Friday: Whole School (Weekly)

During the Key Stage Assemblies each class gets the opportunity to participate on a rota basis. The Whole School Assemblies are normally taken by the Principal and are very much a celebration. If your child has achieved an award or done something special outside school, we would like to hear about it in assembly.

### 4) **Assessment**

Pupils in Years 4 and 7 complete statutory End of Key Stage Assessments.

We use a range of Standardised Tests in classes from Years 3 to 7 which are completed in November and May each year. IQ tests are also administered with certain classes. Results are analysed and they provide useful information for teachers and assist with future planning. The Assessment Co-ordinator also tracks pupils and classes. These results help to identify which pupils need support for Special Educational Needs. The school's schedule of Testing is available on the school website.

Parents are kept regularly informed about the outcomes of all Assessments. In October and March, Parent/Teacher meetings take place to discuss pupils' progress. Parents are free to meet with teachers by appointment at any time throughout the year. At the end of the school year, a written Annual Report is issued to parents. This report can be discussed with the class teacher.

#### 5) Attendance/Punctuality

We recognise and stress the importance of the learning and teaching within the classroom. Regular attendance and systematic learning go hand in hand and children whose attendance is poor will have difficulty in reaching their full potential. Children should be at school at all times unless prohibited by illness or medical appointments. Each month the School's EWO (Educational Welfare Officer) carries out an Attendance Audit with the Principal. Pupils whose attendance falls below 85% will be identified. In this case, if there is not a genuine reason for absence, a letter will be sent out to you. If there is no improvement, a second letter will be sent out. If, after the second letter, there is still no improvement, the Principal will make a Referral to the Education Welfare Service.

Due to Department of Education Guidelines, a present mark can only be given if a pupil is in school.

#### 6) Banned Items

Under Ballyoran Primary School Rules, a number of items are banned from school for reasons of value, potential to cause disruption or for health and safety reasons. In particular, the following **MUST NOT** be brought to school: **Gaming Devices, mobile phones., tippex, chewing gum.** (The only exceptions to this rule are special circumstances arranged by the teachers, e.g. Golden Time, End of Term Parties etc.)

#### 7) Breakfast Club

Our Breakfast Club is open to all Nursery – Year 7 pupils. This operates daily from 8.15am in the dinnerhall. If you require the Breakfast Club you must book this in advance on a weekly basis by the Friday of the week before by emailing [jsloan341@c2kni.net](mailto:jsloan341@c2kni.net) giving the days that you will require it and the pupil's name. **Please note the cost has increased to £1 per day** which must be paid on a weekly basis in a sealed envelope.

#### 8) Breaktime and Lunchtime Supervision

Breaktime supervision will be undertaken by the Classroom Assistants and Teachers on rota each day. On wet days during break and lunch time, the pupils remain in their classrooms and are supervised by those on duty. During lunch the dining room will be supervised by the Supervisors, Classroom Assistants and the Principal. Pupils will eat and then go outside. Lunchtime supervision outside will be under taken by the Supervisory Assistants and Classroom Assistants.

#### 9) Break and Lunchtime Detention

Pupils may be placed in detention at break or lunchtime where they will be supervised, as part of the school's Positive Behaviour Management Policy.

#### 10) Bullying

All members of the school community of Ballyoran Primary School are completely opposed to bullying behaviour and will not tolerate it. Members of the school community have a right to work in a secure and caring environment. We also have a responsibility to contribute, in whatever way we can, to the protection and maintenance of such an environment. The School has a detailed Anti-Bullying Policy in place which is available on the 'Policies' section of the school website.

### 11) **Charging and Remissions Policy**

Education in Ballyoran Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order.

The school will appeal to parents from time to time for voluntary donations but it is stressed that no child will be disadvantaged in any way if parents choose not to make a contribution.

The school may take part in 'optional extras' which are not connected with the school's formal curriculum, such as trips. Charges will be made for these but it is again stressed that failure to participate in these will not affect a child's performance at school.

Written parental consent will be required before a child participates in school trips.

### 12) **Charity Collections**

This year we will again be selecting a number of charities to support and these will be given a particular focus on separate occasions during the year. Details of these charities will be forwarded to parents at the appropriate time. Thank you for your continued generosity and support for all our charity work.

### 13) **Class Organisation**

Within the Primary School there are two Nursery classes, nine mainstream classes and a Learning Support Class. All year groups except Years 1, 2 and 7 have one class.

N2, Yr 1 and both Year 7s have a Job Share, this means that two teachers share the teaching each week.

#### **N2**

Mrs Baxter: Monday, Tuesday and Wednesday

Mrs Wells: Thursday and Friday

#### **Yr 1**

Mrs Biggerstaff: Monday – Thursday

Mrs McMurray: Friday

#### **Year 7:**

Mrs Brown: Monday, Tuesday and Friday

Mrs Martin: Wednesday and Thursday

#### **Year 7:**

Mrs Heaney: Monday – Wednesday

Mrs Walker: Thursday – Friday

#### 14) **Communication with Parents**

At Ballyoran Primary School we believe that a partnership with parents is vital. An important part of this partnership is communication. **We are now a paperless school, so a lot less information will be sent to you on paper, instead we will use our website, app, text and email.**

The school endeavours to communicate with parents in the following ways:

##### a) **Meetings with Staff /Telephone Call**

If you need to speak to the teacher, please contact the secretary to arrange a suitable time.

##### b) **Notes/Letters/Messages**

Notes/Letters/Messages are sent out from school as and when required using the school app.

##### c) **Parent/Teacher Meetings**

Two Parent/Teacher Meetings are normally held during the school year. The first meeting will be in October, with the second one in March. It is vital for your child's education that you attend these meetings and a choice of days and times will be offered to facilitate those parents who work. It is planned that these will return to face to face meetings this year.

##### d) **Monthly News Sheet**

These will be published at the end of each month, reviewing the month that has past and giving details of forthcoming events and sent to you via the school app.

##### e) **Website**

Ballyoran Primary School has its own website which can be accessed on [www.ballyoranps.com](http://www.ballyoranps.com) . This is a great way to keep in touch with what is going on in school.

##### f) **Text Messaging Service**

The school operates a text messaging service to get important information to parents. Please ensure we have up to date mobile numbers for you.

##### g) **Email**

We ask for one working email address for the parent/guardian of every child this year, which will be used for communication also. Please ensure that you have given us this on the Data Capture Form.

##### h) **See Saw**

The See Saw platform is used by Nursery as its main method of communication with parents.

##### i) **Annual Reports**

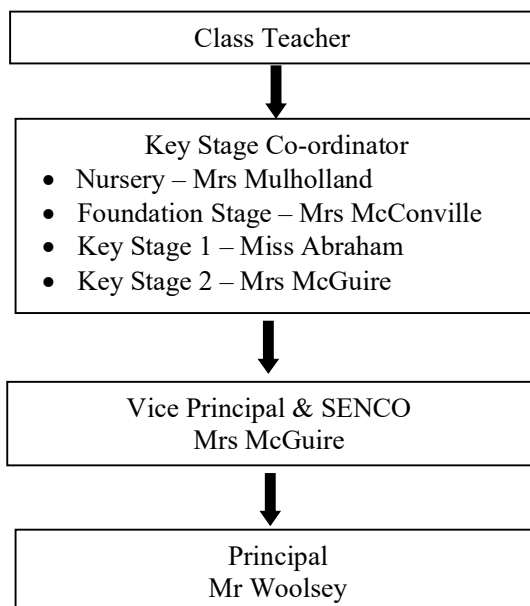
This is a written report on your child sent out every year at the end of June.

##### j) **Board of Governors' Annual Report**

This document reviews the previous school year and is published in the autumn term.

### 15) Concerns/Complaints

At Ballyoran Primary School we believe in a strong partnership with parents and communication between home and school is a vital part of this. Meetings can be arranged with staff and we would encourage you to follow the flow chart below when raising general queries / concerns:



The School has a Complaints Policy which is available on the school website.

If you are unhappy with any aspect of your child's educational provision, please do not hesitate to raise this with the school as soon as possible.

### 16) Covid-19

As stated earlier, we are delighted to be starting a new school year normally without the negative impact of Covid-19. Though school life has generally returned to normal, some mitigations will remain in place to reduce the risk:

- Regular handwashing/sanitising
- The promotion of good respiratory hygiene
- Ventilation

We would be very grateful if you would continue to encourage good hand hygiene and respiratory hygiene with your children.

**Parents should follow the latest PHA Guidance from the NI Direct Website in relation to Covid-19.**

## 17) Curriculum

At Ballyoran Primary School, children are taught a broad and balanced curriculum which is in line with the statutory Northern Ireland Curriculum.

The aim of the Northern Ireland Curriculum is 'to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.' It has three objectives:

- To develop the young person as an individual;
- To develop the young person as a contributor to society;
- To develop the young person as a contributor to the economy and environment.

There has been a major shift from content to skills within the Curriculum. The Cross-Curricular Skills which underpin all our teaching and learning are:

- Communication
- Using Mathematics
- ICT

There are 7 Areas of Learning:

- 1) Language & Literacy
- 2) Mathematics & Numeracy
- 3) The World Around Us
- 4) The Arts (Music, Art & Drama)
- 5) Personal Development and Mutual Understanding (PDMU)
- 6) Physical Education (PE) (Physical Development in Foundation Stage)
- 7) Religious Education (RE)

## 18) Cycling to and from School

Key Stage 2 (Year 5 – Year 7) Pupils only are permitted to cycle to and from school. Parents must complete a Consent Form and pupils are reminded that they must dismount the bicycle at the gate and wheel it into the school grounds for health and safety reasons. Parents are also encouraged to ensure that the bicycle is in safe working order and their child **must** have a cycling helmet.

## 19) Daily Times:

School hours are as follows:

<b>Nursery</b>	9am – 1.30pm
<b>Year 1</b>	8.55am – 1.55pm every day
<b>Year 1/2 Year 2</b>	8.55am – 2pm every day
<b>Year 3</b>	8.55am – 2.40pm – Monday - Wednesday 8.55am – 2.05pm – Thursday & Friday
<b>Year 4</b>	8.55am – 2.45pm – Monday to Thursday

	8.55am – 2.10pm - Friday
<b>Years 5</b>	8.55am – 2.50pm every day
<b>Year 6 &amp; LSC</b>	8.55am – 2.55pm every day
<b>Year 7</b>	8.55am – 3pm every day
<b>Break</b>	10.30am – 10.45am: Yrs 1 – 4 10.45am – 11am: Yrs 5 – 7 & LSC
<b>Lunch</b>	12.00pm – 12.45pm: Yrs 1 – 4 12.30pm – 1.15pm: Yrs 5 – 7 & LSC

#### 20) **Data Protection**

Any personal information we hold on our pupils and their families is kept safe and secure and is fully compliant with GDPR (General Data Protection Regulation). We keep this information so that we can keep your children safe and give them the best possible education during their time at Ballyoran. Further information about how we store and use data can be found in our Data Protection Policy and Privacy Notice. You can read these on our website at [www.ballyoranps.com/data-protection/](http://www.ballyoranps.com/data-protection/)

#### 21) **Dogs**

Dogs (except Guide Dogs) are not permitted in the school grounds for health and safety reasons.

#### 22) **Eco School**

Ballyoran Primary School is an Eco School and holds Green Flag status. This means that we endeavour to be environmentally friendly in many ways. An Eco Committee is elected each year.

#### 23) **Educational Visits/Trips**

Your child will go on educational visits or trips during the school year. There may be a charge for these and your permission must always be received to facilitate these. Given the current challenging financial situation that schools face, we rely on parental subscriptions to make these trips possible. If not enough parents pay for a trip, it may have to be cancelled.

#### 24) **Emergencies**

Clearly there will be occasions when emergency situations arise, especially for leaving school early. The school secretary is always at hand to take your call and inform the teachers accordingly.

#### 25) **Emergency Evacuation Procedure**

Should it become necessary for everyone to completely evacuate off the site, pupils will be taken to Drumcree Community Centre which has now been designated as our Emergency Evacuation Centre. Parents will be sent a text message informing them of this and asking them to pick their child/children up at the Community Centre as soon as possible.

## 26) Entering and Leaving School

- a) There is only one entrance to Ballyoran Primary School and parents dropping off and collecting children **MUST use this Pedestrian Entrance at the front of school.**
- b) Pupils should enter and leave the school through the Pedestrian Entrance only.
- c) To ensure the safety of children and appropriate access to the school, **PARENTS SHOULD NOT ENTER THE SCHOOL CAR PARKS WHEN DROPPING OFF OR COLLECTING CHILDREN.**
- d) We would again ask all parents with cars who are dropping off and picking up children to exercise caution outside the school as there have been a few near accidents involving pupils and other vehicles. Drivers should also show respect and consideration in where they park. Please do not park on yellow Warning Lines.
- e) Nursery – Year 2 pupils enter and leave school via the Red Gate into the Nursery Outdoor Play Area. Yr 3 – 7 and LSC pupils enter and leave school via the main door at Reception.
- f) **In the interest of School Security and the safety of your children, we have installed door entry systems at the main door to the school and the entrance to the Nursery. If you need access to the school during the day please press the buzzer and wait.**

## Morning Arrangements

### **The school day begins at 8.55am and the school gates open at 8.45am.**

Parents are reminded that, as far as possible, pupils should not be on school premises before 8.45am unless attending the Breakfast Club. Staff supervisory duty begins at 8.45am when the school doors are opened. Any pupil present in the school grounds before 8.45am is unsupervised. We encourage punctuality but discourage standing outside in the cold/wet too long before the bell. On arrival, pupils go straight to class. In the interests of child protection and security Parents should not go past the office after dropping pupils off. If you need to speak to or give the teacher a message, please speak to the secretary. A bell will ring at 9am to signal the start of the school day, all pupils should be in class by this stage.

## Hometime Arrangements

### **Nursery:**

Nursery parents should enter via the gate into the Nursery Outdoor Play Area and wait outside the covered play area to collect their child.

### **Year 1 - Year 3**

Pupils are collected at the red gate into the Nursery Outdoor Play Area. Parents are asked to wait outside the gate and their child will be sent out by the teacher when she sees you. Please do not come in through the red gate to collect your child from their line as this causes confusion and distracts the teacher.

- **Pupils in Years 1 – 3 (including LSC) MUST be collected from school or be accompanied home by an adult.**
- If pupils are being collected by someone other than their parent/guardian/other family member, school **must be informed** of this in advance. If someone other than a family member tries to remove a pupil, they will not be permitted to do this if the teacher has not been informed by the parent/guardian. Please note this policy is for Child Protection purposes to ensure the safety and well-being of your child.

- Pupils must be collected promptly at their dismissal time. If this does not happen, pupils often get distressed.
- We would ask that parents do not remove pupils earlier than their hometime unless there is a legitimate reason as this interrupts their learning. Pupils from Year 4 – Year 7 should not be removed at this time unless there is a legitimate reason to do so as this interrupts their learning also.

#### **Year 4 – Year 7**

Parents are asked to wait outside the school grounds at hometime. Class teachers will walk your child out to the main front gate.

**Please Note: If a child is left in school at home time and the school is unable to make contact with their parent/guardian by the time the school is closing, the school will have no option but to contact Social Services and/or the Police.**

#### 27) **Extra-Curricular Activities/Extended Schools Programme**

The school normally offers a wide range of extra-curricular activities however these have been paused due to the pandemic.

#### 28) **Fire Drill**

Fire Drill is practised regularly and a notice of Emergency Evacuation Procedures is displayed in each classroom and corridor areas. Each teacher is aware of his/her particular duties. Fire alarms are tested weekly and extinguishers are serviced regularly.

#### 29) **First Aid**

The school has five qualified First Aiders who will treat your child in the event of an accident. They are:

- Mr Hendron (First Aid Co-ordinator)
- Mrs Baxter
- Mrs Bell
- Mrs Muldrew
- Miss Baird

If your child receives First Aid in school, you will be informed in writing. We have a policy of contacting parents when there has been a serious head injury. All serious accidents will be logged on Accident Report Forms.

#### 30) **Gum Shields**

All pupils playing Gaelic Football in school **MUST** have and wear a gum shield. These can be purchased in any good sports shop. This is to protect your child from injury and follows GAA advice.

### **31) Head lice**

The issue of head lice is an ongoing one for schools. Furthermore, the School Medical Service no longer involves School Nurses in any aspect of dealing with this problem other than issuing advice. Accordingly, we ask all parents to check their children's hair regularly and respond appropriately. If you become aware that your child has head lice please inform the school immediately. If this happens our school Policy is that we inform the parents of the other pupils in the class without naming names. Head lice combs are available from the office priced at 50p.

### **32) Health and Safety**

The school will endeavour to provide a comfortable and safe environment for learning following the EA's Health & Safety Policy.

Due to the nature of Primary education it will be the responsibility of each class teacher to look after the pastoral needs of the children in his/her class.

All staff will have responsibility for Pastoral Care both in the context of their classroom and the wider school community.

### **33) Health Promoting School**

Ballyoran Primary School is a Health Promoting School and it will be the policy of the school to:

- create a healthy environment
- create a positive social environment
- provide facilities for exercise and leisure
- support the school health services
- promote positive attitudes to health
- promote a sense of responsibility regarding individual, family, community health
- encourage a healthy lifestyle

In order to do this:

- The School has a Policy of Healthy Breaks
- Pupils are encouraged to bring water into school and water is also provided at three locations in the building for pupils
- The School operates a Breakfast Club where pupils are given a Healthy Breakfast
- The Canteen offers pupils a healthy, varied and balanced diet in line with the National Nutritional Standards with water, milk, salad and fruit daily

### **34) Healthy Breaks**

Ballyoran Primary School is a Health Promoting School and we operate a Healthy Breaks Policy. Pupils are only allowed to eat healthy snacks at breaktime.

Pupils in Nursery and Years 1 and 2 are provided with a Healthy Snack each day and parents are asked to contribute £10 per month for this.

Pupils in Years 3 – 7 must bring their own snack for break; this may include fruit, vegetables, breads, healthy yoghurts or cheese and crackers. Pupils are not permitted to bring crisps, sweets, chocolate bars of any kind (including Breakfast/Cereal Bars) or fizzy drinks for breaktime snacks. Pupils eat this snack in the playground.

Healthy Breaks have slipped during the pandemic but these will be strictly enforced from the start of this year.

The last day of each term is an unhealthy break day.

### 35) **Homework**

Homework is seen as an important part of each child's education. All parents are asked to give some time each evening to talk with their child/children about school work and to check over homework.

Older children will have a Homework Diary into which they must write, or have written by the teacher, exactly what they have to do at home. Parents can check for homework in this book each evening.

**Homework will begin on 12<sup>th</sup> September.**

### 36) **House System**

A House System operates in school with all pupils in Year 1 – 7 being members of one of the following houses:

- Bann
- Lagan
- Foyle

A House Competition runs and points are awarded to pupils as part of this. Each House has a Captain elected from Year 7 and a Vice Captain elected from Year 6.

### 37) **Instrumental Tuition**

Pupils get the opportunity to learn a woodwind and or stringed instrument through the EA Music Service who send tutors into school. Unfortunately, the school is no longer able to cover the cost of this. It requires both dedication and commitment for those who are successful in being chosen. Any parent who is interested in their child playing a musical instrument should contact Mrs Muldrew (Music Co-ordinator).

### 38) **Internet Safety**

All parents must sign an Acceptable User Policy before their child is allowed to use the Internet. The importance of Internet Safety is stressed by all teachers and the PSNI work in conjunction with the school to encourage this on a regular basis. A large amount of guidance and information is available on the school website.

### 39) **Intimate Care**

The school has an Intimate Care Policy. All parents of Nursery and Foundation Stage pupils must sign this at the beginning of the school year. Nursery pupils **MUST** have a change of clothes kept in school.

### 40) **Medical**

A Medical Register is kept for every class. It is the responsibility of parents to inform the school regarding any medical condition concerning their child.

In the case of pupils with medical conditions e.g. asthma, all parents are responsible for informing the school in writing regarding the prescribed treatment and of ensuring that their child has the correct medication available when needed.

Any pupil, who has asthma, must always have a blue reliever inhaler with them in school. For Nursery to Year 3 pupils this will be kept by the teacher, Year 4 to 7 pupils are responsible for carrying their own inhaler. The pupil's name should be marked clearly on the inhaler. In addition, it would be appreciated if parents of pupils in Years 4 - 7 could send an extra labelled inhaler to their child's teacher which the teacher will keep in class in case of an emergency. The school keeps an Asthma Register and this is updated regularly.

#### Medicines:

We prefer to avoid administration of medicines to pupils by staff. There may be occasions, however, when it will be necessary. If this is the case, parents must in advance complete a Medication Consent Form which is available from the office or on the school website. More information can be found in the school's Medication Policy which is available on the school website.

### 41) **Mental Health and Well Being/Mentoring/Counselling**

The school will again have Mentors and a Barnardos Counsellor working with pupils who have social, emotional and behavioural difficulties this year. If you feel that your child would benefit from this please contact the teacher. We have a Mental Health and Well Being Team and Mrs McMurray is the mental Health Lead.

### 42) **Mobile Phones/Smart Watches**

These are banned in school for pupils. If a pupil is found to have one with them, it will be removed and a parent will be asked to collect it at the end of the school day.

Staff abide by a Mobile Phone Policy also. Their phone must be on 'silent' and they must not use it during class time or in front of pupils at other times.

### 43) **Money**

**All money being sent into school must be placed in a sealed envelope with the child's name, class, the amount and what it is for written clearly on it. Teachers or the secretary cannot accept loose money.**

**Dinner Money MUST be paid for the week on a Monday.**

**Parents MUST send the money in with the pupils (even in the Early Years) as parents are unable to enter the building.**

Pupils should not leave money or valuables in coat pockets in the cloakrooms.

The school cannot be responsible for the loss of money or valuables or for the breakage of toys on the premises.

If a pupil finds money they are encouraged to be honest and hand it in. If it is not claimed within a set period, it will be given to the pupil who found it.

44) **Notes from School**

The amount of paper notes has been greatly reduced as we have become a paperless school.

45) **Notes/Calls/Emails to School**

The occasions when information is required are as follows:

1. After an absence: This should give the dates the child was absent and an explanation for this absence. The school computerised record system requires a “reason for absence” when attendance data is entered.
2. To allow children to remain indoors at break and lunch time: It is reasonable for children to stay indoors at breaktime and lunchtime if they are getting over an injury or period of illness. However, we would not expect such requests to be open-ended!
3. To get your child out early: We need to know the time and the reason why a pupil has to leave early. Normally these are for dental appointments, family commitments etc.

46) **Nursery Snack and Toy Fund**

The Nursery Fund is **£10** per Month. This goes towards a daily snack for each child as well as new toys. Parents are asked to send this into school in an envelope at the start of each month.

47) **Nuts**

Ballyoran Primary School endeavours to be Nut Free and we have a No Nuts Policy. We ask all parents to ensure that no nuts or products which include nuts are brought into school. This is to protect the health and well-being of pupils who have severe nut allergies.

#### 48) Office Hours

The Office is staffed as follows:

**Monday – Thursday: 8.15am and 4.00pm**

**Friday – 8.15am – 3.15pm**

When reporting absence or letting us know that your child is going to be late for school, a message should be left at Option 1 when you phone.

#### 49) Pastoral Care/Safeguarding/Child Protection

Designated Teacher: Mrs McGuire

Deputy Designated Teacher: Mrs Heaney

Nursery Deputy Designated Teacher: Mrs Mulholland

The above 3 members of staff along with the Principal, Mr Woolsey and the Designated Governor for Child Protection, Mrs Loney and the Chairperson of the Board of Governors Mr Fleming make up the school's Safeguarding Team.

The Staff and Governors of Ballyoran Primary School have both a primary and a collective responsibility for the welfare and safety of the pupils in our care. The Vision for the school states 'We aim to provide a happy, caring, safe and stimulating learning environment...'

There has been a strong tradition of caring for our pupils in the progressive stages of their academic, spiritual, personal and social and emotional development. By doing so, we hope to assist each individual to apply himself/herself fully and confidently to the learning process and hence to acquire the skills, attitudes, concepts and knowledge necessary for a successful and satisfying school and future life.

#### **In particular, we aim to help pupils to:**

- *Feel a sense of worth and dignity;*
- *Experience success and achievement;*
- *Develop their talents to the full;*
- *Assume a sense of respect and responsibility towards themselves and others.*

**General Focus:** Since the pastoral dimension permeates all activities, there is a caring commitment by all teachers and adults to every aspect of school life, creating a community in which the atmosphere is ordered yet sympathetic, and where learning is carried out in a happy classroom where each pupil is treated as an important individual.

**Specialised Focus:** The class teacher has a detailed knowledge of each pupil in the class and aims to develop good inter-personal relationships and provide a wide variety of experiences and extra-curricular activities, in an atmosphere of positive discipline where self-esteem is enhanced.

The link between home and school is of vital importance and teachers value the contribution of parents in supporting and informing them about any relevant aspect of the pupils' welfare.

**A Child Protection Policy operates in Ballyoran Primary School.** Its aim is to protect our pupils by ensuring that everyone who works in our school has clear guidance on the detection and procedures involved where abuse of a child is suspected. The overriding concern of all caring adults must be the safety of the child and the welfare of our pupils is our paramount consideration. We have not only a moral, but also a legal responsibility to pass on concerns about possible abuse.

**In all their contact with pupils, staff in Ballyoran Primary School follow the guidelines and procedures described in the DE publication ‘Safeguarding and Child Protection in Schools – A Guide for Schools (2017).**

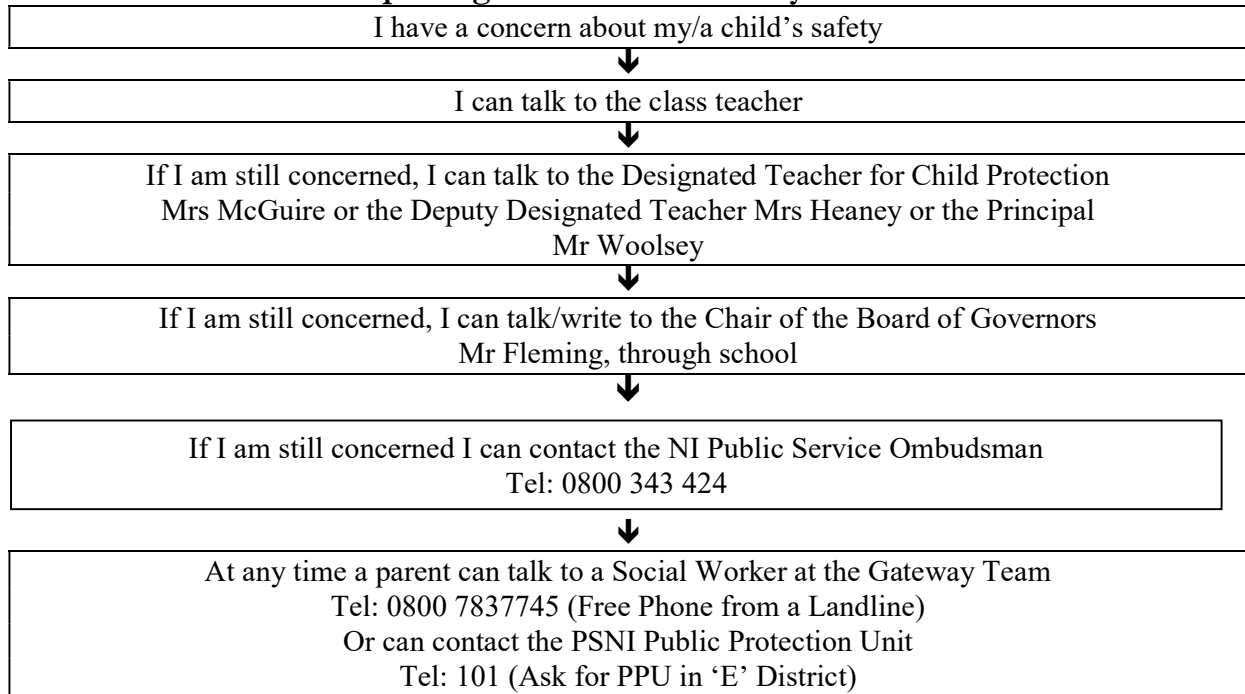
The following principles form the basis for our Child Protection procedures:

- *Every child has the right to be safe from harm and to have proper care given to their physical, emotional and spiritual wellbeing;*
- *Children should be listened to and taken seriously;*
- *In any incident the child’s welfare must always be paramount; this overrides all other considerations.*

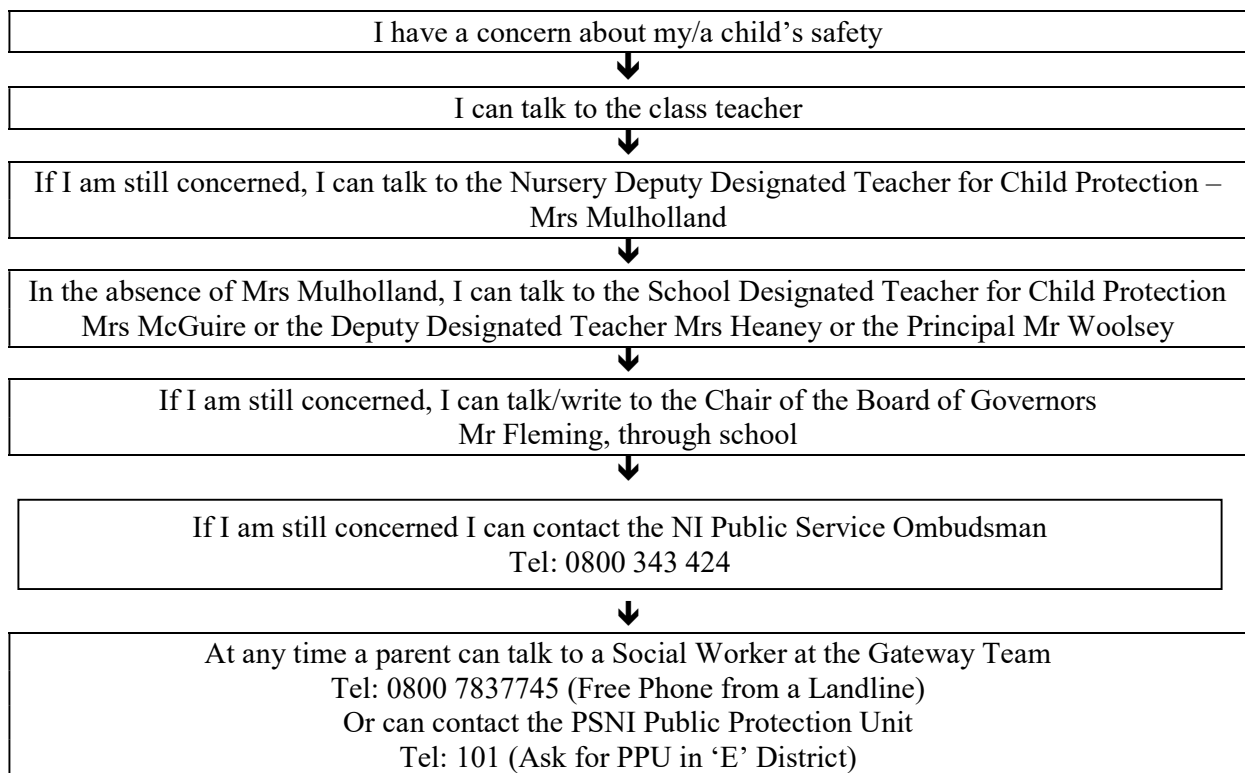
**It should be noted that information given to members of staff about possible child abuse cannot be held ‘in confidence’. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told.**

**If you require a full copy of the Child Protection Policy, please do not hesitate to contact the school office on 028 38352009 or download it from the policies section of the website.**

### Reporting a Concern – Primary School



### Reporting a Concern – Nursery



**In all cases of suspected child abuse, the action that will be taken in Ballyoran Primary School is that of informing Social Services and the EA. The school will NOT be involved in investigating the suspected abuse.**

50) **PE**

PE is a very important part of the School Curriculum and we would ask you to ensure that your child has their PE gear in school on PE days, as they will not be able to phone home for this.

**Year 4 to 7 classes MUST change for all Physical Education lessons.**

**Year 1 – Year 3 will change on certain days only.**

All PE gear should be labelled with your child's name.

**PE gear must now only be sent in on the day that your child has PE and taken home for washing again that day.**

**PE bags will be on sale from the office priced at £3.00.**

Multi-coloured T-shirts or football tops must not be worn in school for PE.

Your child must have a note to be excused from PE.

Changing: Following EA Guidelines, boys and girls will change together in Year 1 – Year 3 and will change separately from Year 4 upwards.

51) **Policy on Lost Books**

It is school policy that all school text books or reading books lost by pupils must be replaced by parents. Parents have a choice of two ways to do this:

1. Send in the money for a replacement book to school
2. Purchase the book themselves and send it into school

52) **Positive Behaviour Management Policy**

High standards of behaviour are expected from all pupils attending Ballyoran Primary School. It is the school policy that discipline should be based on respect for self, respect for other people and respect for their environment and their property.

Central to this Policy is a programme for positive behaviour management based on rules, rewards and consequences.

Rules and routines are made and enforced in order to make Ballyoran Primary School a safer, happier and pleasant environment to work and study, e.g. walk in single file around the school etc. The school has six Golden Rules which underpin everything that happens in school.

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard

- We look after property

In those cases where a child has transgressed the school rules, there is a graded set of consequences/sanctions involving various members of staff in order of seniority. In any case involving a serious breach of rules, parents will be involved either by receiving a written or oral report from school or by being invited to come to discuss the matter.

Please note when a pupil is on Daily Report they are excluded from the following during that time:

- After School Clubs
- Representing the school on teams
- Playground Friends

The school's Positive Behaviour Management Policy is available on the School Website.

As you were informed at the end of last year, we are having a major focus on behaviour management this year. This is because staff are having to deal with an increasing amount of challenging behaviour since the pandemic. More information about this will be sent out to you in due course and we would ask for your full support.

### 53) **Pupil Council**

Each Class from Year 4 – Year 7 has a Class Council which meets to allow pupils to bring ideas/issues forward. These can then be brought to the Pupil Council by the Class Representative.

The School has a Pupil Council which has elected class representatives from Year 4 to Year 7. The Pupil Council meets regularly with Mrs Totten to discuss ideas.

We believe that this is an important part of PDMU and also gives pupils responsibility and allows them to feel ownership of the school.

### 54) **Pupil Information**

Parents MUST inform school as soon as possible of any changes in address, telephone number or emergency contact details. We treat this information as strictly confidential in line with GDPR but it is essential that it is accurate, particularly where contact must be made in an emergency. An increasing number of parents are not informing us when they change their mobile phone numbers. This is unacceptable and leaves us in a very difficult position if for example we needed to contact you if your child was seriously ill. We cannot stress the importance of this enough, please keep us up to date. Again as with late pick up, if we are unable to contact a parent/carer in the event of an emergency we will have no option but to refer this to Social Services or contact the Police.

Changes in other circumstances or health details should also be communicated to the school as soon as they are known. The School keeps a Medical Register and it is vital for the wellbeing of your child that this is kept up to date.

## 55) Reading

Each week your child will have a reading book(s). **Before it goes home, your child will have read it in class.** He/she will not be given particular pages to read each night. Rather he/she will be given a **set number of nights to read the book.** He/she may wish to read part of the book each night or preferably read the whole book and re-read it the following night. **Re-reading develops confidence and encourages your child to self-correct previous errors.**

Sometimes your child will have a **familiar book to re-read.** This is **to encourage the development of a more fluent style of reading.**

Please **support and encourage your child** when reading. When your child encounters a difficulty, rather than always telling him/her the word, **encourage him/her to try out different strategies**, e.g. If the problem word is 'kicking' you could ask:

What do you see at the beginning? (kicking)  
Middle? (kicking)  
And/or end? (kicking)

Or you could ask:

**Is there anything in the picture that might help?** (e.g. there could be a football)

Or you could say:

**Try that again and think what would fit.** (re-read the sentence and think of a word that would fit and make sense).

As you encourage this checking for cues, your child will become more adept at doing this for him/herself.

Most importantly, **enjoy reading together!**

## 56) Accelerated Reader

We use an Independent Reading Programme called Accelerated Reader for children in Years 4 - 7.

Accelerated Reader is a digital program designed to motivate children to read, encourage reading for pleasure and improve comprehension. The software allows teachers to assess current reading levels and create a personalised reading plan to support each child in the development of vital literacy skills.

Further information about Accelerated Reader was given out at parent teacher meetings, including a letter containing the 'Renaissance Home Connect' web address and your child's login details which will enable you to access our Accelerated Reader website at home.

This allows you to:

- View your child's progress towards reading goals
- View all books that your child has read and quizzes your child has taken
- Receive emails that reveal results for Reading Practice Quizzes as and when your child completes them

This information will be shared with new pupils early in the new year.

The average amount of reading suggested by Accelerated Reader is 25 minutes per day. Teachers will set aside 15 minutes per day for Accelerated Reader time in class and we would be grateful if parents could ensure that their children read for the remainder of that time, or more, at home. Thank you in advance for your cooperation.

### 57) Religious Education

Ballyoran Primary School is an inclusive school and welcomes pupils from all backgrounds. Religious Education will be available to all children. Parents may remove their children from these classes on the grounds of conscience and the school will make alternative provision for them. Year 4 and Year 7 pupils are prepared for First Holy Communion and Confirmation if this is the parent's wish. An alternative RE class is available for pupils not being prepared for these sacraments.

### 58) Removing Pupils Early from School

- We ask that removing pupils early is kept to a minimum. This **MUST** be arranged with the secretary in advance.
- A Record will be filled in by the secretary.
- No pupil will be allowed to leave the school grounds alone during the school day; they must be collected from the office by an adult.
- Please note that Reception and the office is closed for 30 minutes at lunchtime.
- This policy is in the interest of Child Protection and School Security.

### 59) School App

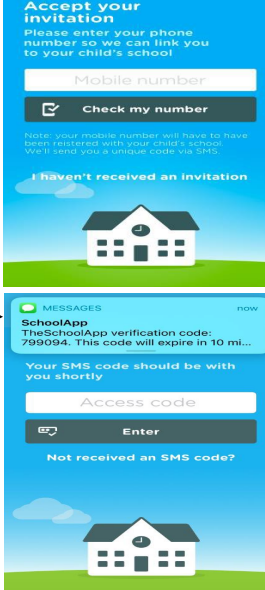
All communication from school is now electronic, to ensure that you do not miss anything we ask that all parents download the **TheSchoolApp** from their Mobile Phone App Store.

Please follow these instructions when you get a text from the TheSchoolApp.

1. Firstly you must click on the link provided in the text.

2. Type in your Mobile Number and Click **Check my number**

3. You will then receive another text from the SchoolApp with a 6 digit verification code. Type the code into the box and press Enter. **This must be done within 10 minutes before the code expires.**



**You are now set up as an authenticated user for the Ballyoran Primary School App**

## 60) School Dinners and Packed Lunches

Yr 1 – Yr 7: £2.60 per day, £13.00 per week      Nursery: £2.50 per day, £12.50 per week

**Please note that Dinner Money cannot be paid for in arrears. Dinner Money MUST be paid in advance on a Monday morning. It is therefore parents' responsibility to ensure that your child comes to school with Dinner Money if they wish to take school dinners. This policy will be strictly enforced and if your child arrives in school expecting to take dinner, with no money, you will be contacted to bring the money in, bring a packed lunch in or take the child home for lunch. The policy reflects EA policy.**

All dinner money must be sent into school in a sealed envelope with the child's name, class, amount of money, what it is for and the days that dinners are required.

A menu for each month is included in the Monthly News Sheet and is available on the school website.

We would encourage parents to use the menu to talk to your child/ren about what they are having for lunch. If it is something that they do not like, consider sending in a packed lunch. An increasing number of pupils particularly in Key Stage 2 are eating very little at dinnertime which is of great concern. Please ensure packed lunches are healthy and balanced with for example sandwiches and fruit. A reminder that crisps, chocolate and sweets should be kept to a minimum and no fizzy drinks are permitted in school. Advice for healthy lunchboxes is available on the school website. **All uneaten food and rubbish must be taken home in the lunchbox.**

## 61) School Uniform

School Uniform (as listed below) must be worn at Ballyoran Primary School. It is important as it promotes the ethos of the school and gives pupils a sense of identity with the school. With everyone in uniform, the school has a 'smarter' appearance. We would appreciate parents' help in ensuring their children are wearing full uniform every day. The policy of pupils wearing a school uniform aims to:

- give children identity and help make them feel part of the school community;
- allow them to feel pride in themselves;
- add to the overall ethos and atmosphere of the school;
- promote equality by ensuring that pupils do not feel different in the clothes that they wear;
- take pressure off parents with regard to providing clothes each day for their children to wear;
- help with Safeguarding, Child Protection, Security and Health and Safety as our pupils can be easily recognised and distinguished;
- promote the image of the school in public.

### **Nursery (Boys & Girls):**

- Maroon Ballyoran Nursery sweatshirt
- Sky blue polo shirt
- Mid grey tracksuit bottoms
- Trainers/Shoes – Velcro fastenings
- Grey shorts/Blue checked dresses can be worn in the summer term

### **Boys (Year 1 – Year 7):**

- Maroon Ballyoran sweatshirt

- Sky blue shirt (short or long sleeved, although we recommend short sleeved for the Early Years)
- Ballyoran tie (Elasticated for Early Years)
- Grey trousers
- Black shoes (Velcro fastenings for Early Years)
- Grey shorts can be worn in the summer term

**Girls (Year 1 - Year 7):**

- Maroon Ballyoran sweatshirt/cardigan
- Sky blue blouse (short or long sleeved, although we recommend short sleeved for the Early Years)
- Ballyoran tie (Elasticated for Early Years)
- Grey skirt, grey trousers or grey pinafore
- Grey socks or grey tights
- Black shoes (Velcro fastenings for Early Years)
- Blue checked summer dresses with white socks can be worn in the summer term

**PE Uniform (Boys & Girls):**

- Black shorts/leggings
- White polo shirt/T-shirt
- Black plimsoles (non-marking soles)

**Other Uniform Information:**

- Uniform can be purchased from the following suppliers:
  1. Robert Davidson, Bridge Street, Portadown. Tel: 028 38354571
  2. Ivan Jameson Clothing, High Street, Portadown: Tel: 028 38332244
  3. JNR Clothing, North Street, Lurgan: Tel: 028 38346209
  4. Maxwell's, Union Street, Lurgan: Tel: 028 38347880
- All items of clothing should be clearly marked with the owner's name. Name tags can be ordered through the office.
- Uniform grants are available from the EA. This is applied for in a similar way to Free School Meals on the EA website.
- For Health and Safety reasons, shoes should be flat, enclosed and have non-marking soles.
- Hoodies are not permitted in school.
- Football scarves are not permitted.
- Summer Uniform which is a blue checked dress and white socks for girls or shorts for boys, may be worn in Term 3.
- A maroon Ballyoran coat is available from our uniform suppliers
- PE bags and replacement ties are available from the School Office at £3.00.
- Coats – Every pupil should have a coat for school and these should be worn by pupils in the cold weather. We enforce the wearing of coats at break and lunch time during the Winter months.

62) **Sickness/Injury**

Parents should follow the latest PHA Guidance from the NI Direct Website in relation to Covid-19.

If a child is sick at home, we ask parents to be sensible about keeping their child away from school until they are well again. Sending pupils into school who are unwell risks spreading illnesses to other pupils and staff. If your child should contract any of the following, we ask that you inform the school immediately:

- Chickenpox
- Measles
- Scarlet Fever
- Whooping Cough
- Mumps
- Slapped Cheek

If a child has vomiting or diarrhoea it is recommended that pupils are kept at home for 48 hours after the last instance of vomiting/diarrhoea.

A more detailed list of illnesses and recommended times to keep children at home is posted on the Parents Noticeboards and the school website.

When a child is sick or injured, the school will in the first case, attempt to contact the parent with a view to asking them to come to school to collect the child. If this is not possible in the case of injury, then the child will be taken to the local Health Centre or to hospital. In all cases, it will be the School Policy to act in the best interests of the child.

### 63) **Smoking**

Smoking (including e-cigarettes) is not permitted anywhere in the school grounds. Please extinguish cigarettes in the bins provided on arrival.

### 64) **Social Media**

An increasing number of pupils are indicating that they have access to, or regularly use, social media platforms such as SNAPCHAT and FACEBOOK. We would like to remind parents/guardians that these platforms are **AGE RESTRICTED** and **it is the view of the school that they SHOULD NEVER be used by any primary school aged pupil.**

It is the responsibility of parents/guardians to be ***fully aware*** of what their child is doing online. The school will not become involved in situations where pupils behave inappropriately on those platforms outside of school. Should instances of online bullying and abuse be reported to the school by concerned parents, we will advise those parents how to report the incident to the appropriate authorities. ***It is up to you to keep your child safe from internet bullying while at home.***

We suggest that you use the following 5 measures to ensure that you can monitor your child's mobile phone/tablet to ensure their safety:

- (1) Agree that *you* can have access to their phone whenever you want; *check the phone regularly.*
- (2) Make sure you *know what apps they are using* (age appropriate) and *know all their passwords* for these apps.
- (3) Look at and *monitor the history of their calls, messages, contacts, web-site and pictures.*

(4) No child needs their phone after 8:30pm or before 8:30am....and definitely ***NO CHILD NEEDS HIS/HER PHONE IN THE BEDROOM AT NIGHT.***

(5) At all times *talk to your child regarding the dangers of social media.* Remember 1 out of 5 children talk to a stranger every day through social media.

This advice does not mean that we agree with your child having access to social media but, if you insist on letting your child use it, then this advice will hopefully help to keep them safe.

**For further information check out:**

[www.ballyoranps.com/internet-safety](http://www.ballyoranps.com/internet-safety)

[www.nspcc.org.uk/preventing-abuse/keeping-children-safe](http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe)

[www.thinkuknow.co.uk/parents](http://www.thinkuknow.co.uk/parents)

65) **Special Educational Needs**

Ballyoran Primary School promotes an inclusive ethos; all pupils are offered access to a broad, balanced and relevant curriculum and given every opportunity to develop to their full potential while being educated alongside their peers.

A child has special educational needs if he or she has a learning difficulty which calls for special educational provision to be made. A **learning difficulty** means significantly greater difficulty in learning than the majority of children of the same age or a disability, which makes it difficult for the child to use the same educational facilities as other children. Classroom activities are organised and differentiated to ensure that all pupils receive work at their level and are suitably challenged. More able children are offered extension activities while children with learning difficulties have access to a comprehensive programme of remediation, including in-class and withdrawal support, Reading Partnership and, if necessary, Peripatetic Support.

The school complies with the requirements of the Code of Practice for Special Educational Needs and we believe in a policy of early intervention. All pupils who require Learning Support are listed on a SEN Register. Initially, teachers keep Records of Concern on pupils before they formally go on to the Register. Education Plans are formulated in consultation between the class teacher and the SENCO, for all pupils at Stages 2 - 5 on the Register. These are then discussed with and signed by parents. We believe that the SEN Register should not be a static document and that pupils should be constantly moving either up or down the stages.

Mrs McGuire is the Learning Support Co-ordinator and Mrs Barkley plans, teaches and monitors our Support Programme in Literacy and Numeracy. Mrs Totten will also be Engage Support this year.

**Interventions** - The school offers the following interventions to pupils who have been identified as needing assistance in these areas. If your child is selected for any of these interventions, you will be informed:

- Literacy and Numeracy Support
- Boosting Reading
- Hi Five
- Talking Partners
- Peripatetic support
- Boosting Maths

- Mentor/Counselling
- Sensory Motor Group
- Speech & Language

The school has a Learning Support Class for children whose Special Educational Needs require a smaller group setting. Pupils with statements are placed here by the EA.

#### 66) **Spellings and Tables/Maths Facts**

a) You can help your child to learn their spellings by encouraging them to use the following method.

<b><u>LOOK</u></b>	at the word carefully and in such a way that you will remember what you have seen
<b><u>SAY</u></b>	say the word aloud by pronouncing it carefully
<b><u>COVER</u></b>	the word so that you cannot see it
<b><u>WRITE</u></b>	the word from memory, saying it softly to yourself as you are writing
<b><u>CHECK</u></b>	what you have written. If you have not written the word correctly, do not alter it, instead go back and repeat all these steps

Please ensure that your child understands the meanings of the words they are learning to spell.

b) It is important that your child learns his/her Maths facts at the appropriate stage. Please spend a little time in the evenings, when appropriate, revising these basic Maths facts.

#### 67) **Stationery/Equipment**

Pupils need to arrive in school ready to work. This means that they must come prepared with school bag, pencil case and the appropriate stationery. Your child's teacher will be able to provide you with a detailed list of equipment required.

#### 68) **Sustrans**

Ballyoran Primary School is a Sustrans School where pupils are encouraged in active travel to school. One example is that they are encouraged to walk, cycle or scoot to school.

#### 69) **Swimming**

Year 5 to Year 7 pupils go swimming to the South Lakes Leisure Centre, on Fridays, on a rota basis.

This is a very important part of the PE curriculum and a vital life skill. Please ensure that your child has their swimming gear in school on the proper day each week as they will not be able to phone home for this. If a child is unable to swim due to illness a note **MUST** be sent in to the class teacher. Consent is covered on the Data Capture Form. The school covers the full cost of this for all pupils.

#### 70) **The Playground**

Foundation Stage pupils (Years 1 & 2) use the playground at the front of the school. Key Stage One and Key Stage Two pupils (Years 3 – 7) use the rear playground. Playground markings have been laid to encourage traditional games, co-operation etc. Year 7 Playground Friends will organise these games in

the playgrounds. A significant amount of money has been spent on Outdoor Play in recent years which has included a new Trim Trail, Outdoor Play equipment and a shed.

#### 71) **Use of Images Policy**

During the school year there are many occasions when pupils are photographed – e.g. Newspaper photos, display boards, website etc. – or videoed – e.g. concerts, classroom activities, etc. Your consent to a photo/video of your child being taken and used in school is required annually.

If parents are attending events in school we ask that they only photograph or record their own child/children. We also ask that these images are not placed on Social Media.

#### 72) **Walking to and from School**

As this is the start of the school year parents are asked to again go over these **SAFETY RULES** with their children.

Never go away with anyone unless one of your parents has told you to.

If your mother/father is supposed to pick you up from school and someone else turns up - do not go with them - tell a teacher or return to the office.

If approached keep your arms tucked in so you cannot be grabbed. Run straight home or to someone you know.

If offered sweets, toys or a ride home in a car - take nothing. Don't trust people you don't know.

Never stop to play in a lonely place and try to be home before dark - always tell your parents where you will be.

A stranger may pretend he knows you but never let anyone touch you, hold your arm or try to cuddle you.

If you feel someone is watching you or following you home from school, tell the teacher or your parents. Remember - no one will be cross if you are wrong.

Some strangers can look nice - don't go with them. If in doubt - shout for help as loudly as you can and run away.

Please Note: Parents, particularly of the younger children, are asked to make it clear to their child/children that should you not arrive on time to pick him/her up after school they should either:

- (a) Go back into school and tell his/her teacher - the teacher will bring the child to the Secretary's Office.
- or
- (b) If their teacher has gone on to take another class, the child should go directly to the Office and tell the Secretary or Principal.