

BALLYORAN PRIMARY SCHOOL

INFORMATION BOOKLET

2021/2022 YEAR



**PLEASE RETAIN THIS BOOKLET FOR
YOUR INFORMATION**

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24th August 2020

August 2021

Dear Parent/Guardian

After a very challenging 18 months for all of us, I want to take this opportunity to welcome pupils and parents back to Ballyoran Primary School for the new school year.

These past two school years have been unprecedented and I would like to thank you for all that you did in support of your child's education through home learning. We have been working very hard to prepare for the safe return of our pupils and while we are delighted to be welcoming our pupils back to school, it continues to be far from business as usual. I would ask you to familiarise yourself with our reopening guidance which you have already received, this will ensure that your child's transition back to school, will be as smooth as possible. Our Reopening Guidance has been included at the back of this booklet from page 35 onwards.

I would like to thank you for your patience and support over these last 18 months. As I have already stated, my priority and the priority of all the staff in school, is the health, safety and well-being of our pupils.

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 2021/2022 Year

All dates are inclusive

Term 1

Term Dates

Tuesday 31st August – Friday 17th December 2021

Holidays

- Friday 1st October 2021
- Monday 25th October – Friday 29th October 2021 – Half Term

Christmas Holiday: Monday 20th December 2021 – Tuesday 4th January 2022

Term 2

Term Dates

Wednesday 5th January – Wednesday 13th April 2022

Holidays

- Monday 14th – Friday 18th February 2022 – Half Term
- Thursday 17th March 2022 - St. Patrick's Day Holiday

Easter Holiday: Thursday 14th – Friday 22nd April 2022

Term 3

Term Dates

Monday 25th April – Thursday 30th June 2022

Holidays

- Monday 2nd May 2022 – May Bank Holiday
- Wednesday 1st – Friday 3rd June 2022 – Staff Training Day, May Bank Holiday & Platinum Jubilee Bank Holiday

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

A number of further Staff Training Days, when school will be closed for pupils, have still to be set.

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: 2021/2022

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 L Baxter
Year 1 Miss A Baird
Year 2 Mrs A Muldrew (covering Mrs McConville's Maternity Leave)
Year 3 Miss E Wright (covering Mrs Totten's Maternity Leave)
Year 4 Miss H Abraham (Key Stage 1 & Language & Literacy Co-ordinator)
Year 5 (Job Share) Mrs R McGuire
Mrs C McMurray
Year 6 Miss M McKernan (PDMU & Charity Co-ordinator)
Year 6 (Job Share) Mrs S Brown (Mathematics & Numeracy Co-ordinator) Miss S Mullen covering absence
Mrs L Martin (Playground Friends Co-ordinator)
Year 7 (Job Share) Mrs B Heaney (Deputy Designated Teacher, Drama & Library Co-ordinator)
Mrs L Walker
LSC Mr R Hendron (PE & Sports Co-ordinator)
Intensive Support Mrs K Barkley (SEN Team)
Engage Support Mrs McCreesh-West (RE & Music Co-ordinator)

Classroom Assistants:

Mrs M Bell	Miss K White
Miss J Carson	Mrs S Glavin
Miss V Gordon	Mrs T Smyth
Mrs N Stewart	Miss S Foster
Miss C Wilson	Miss C Hamilton
Miss A Kearns	Miss K Ford
Miss K Nellins	Miss E Dudek (Maternity Leave)

Secretary Mrs J Sloan

Building Supervisor Mr J Glavin

Cleaners: Miss S Henderson Mrs M O'Connor
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

Rev L Burden

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 varnish, 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 normally attend Assemblies as follows, **however there will be no face to face assemblies until further notice and these will take place on Zoom.**

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

There has been no formal assessment for the last two years but we hope to assess pupils in May. Pupils in Years 4 and 7 normally 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 etc., mobile phones etc., 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 Nursery – Year 7 pupils. This will operate daily from 8.15 – 9.05am daily but will be for **working parents only**. This is to keep the numbers smaller than usual and aid social distancing as pupils will be in attendance from different class bubbles. If you require the Breakfast Club you must book this in advance on a weekly basis by email by the Friday of the week before by emailing rmayers268@c2kni.net, giving the days that you will require it and the pupil's names. Please note the cost remains 50p per day but must now be paid on a weekly basis in a sealed envelope to reduce the handling of money.

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.

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 or from the office.

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 5 and 7 have one class.

N2 and Years 5McG, 7 B/M, and 7B/M 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 Baxter: Friday

Year 5:

Mrs McGuire: Monday, Tuesday and Wednesday

Mrs McMurray: Thursday and Friday

Year 7:

Mrs Brown: Monday, Tuesday and Friday

Mrs Martin: Wednesday and Thursday

Year 7:

Mrs Heaney: Monday – Tuesday

Mrs Walker: Wednesday - 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**

Given the current restrictions that are in place, the amount of face to face contact between home and school has been limited. If you need to speak to the teacher, this will be done on the phone. Please contact the secretary to arrange a suitable time.

b) **Notes**

Notes/Letters are sent out from school as and when required.

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 (**pending further guidance on the situation at the time**). 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.

d) **Monthly News Sheet**

These will be published at the end of each month electronically, reviewing the month that has past and giving details of forthcoming events.

e) **Website**

Ballyoran Primary School has its own Website which can be accessed on 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.

f) **Email**

We are asking 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.

g) **Annual Reports**

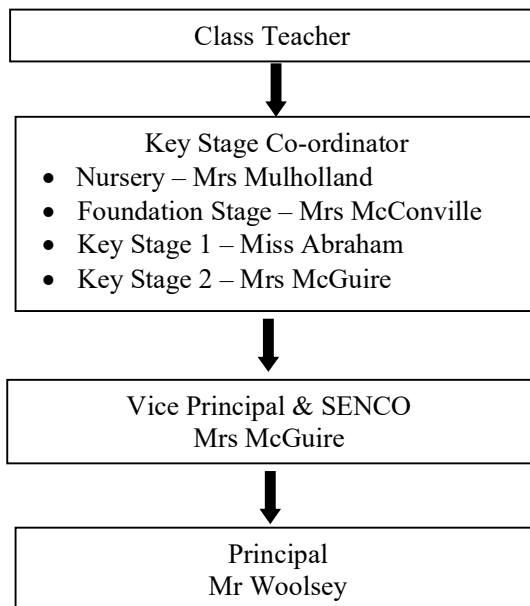
This is a written report on your child sent out every year at the end of June.

h) **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 can be obtained from the office or on the school website. If you are unhappy with any aspect of your child's educational provision, please do not hesitate to speak to the Principal.

16) 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)

17) Cycling to and from School

Key Stage 2 (Year 5 – Year 7) Pupils only are normally permitted to cycle to and from school. **However this has not started yet due to the current situation.** When it restarts, 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.

18) Daily Times:

See Reopening Plan on Page 42 for new timings.

19) 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/

20) **Dogs**

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

21) **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.

22) **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.

23) **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.

24) **Entering and Leaving School**

See Reopening Plan on pg 37 for more information

- a) Pupils should enter and leave the school through the Pedestrian Entrance only.
- b) 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.
- c) **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.**

Morning Arrangements

See Reopening Plan on pg 37 - 38 for more information

Hometime Arrangements

See Reopening Plan on pg 42 - 43 for more information

25) **Extra-Curricular Activities/Extended Schools Programme**

The school normally offers a wide range of extra-curricular activities however there will be none until further notice given the current restrictions.

26) **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.

27) **First Aid**

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

- Mr Hendron
- Mrs Baxter
- Mrs Glavin
- Mrs Bell

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.

28) **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.

29) **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.

30) **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.

31) **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

32) **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 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.

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

33) 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 13th September and at least one will be on Google Classroom each week.

34) 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.

35) 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 McCreesh-West (Music Co-ordinator).

36) 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.

37) 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.

38) Learning Mentor

The school will again have Learning Mentors 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 set up a new Mental Health Team this year and Mrs Heaney is the mental Health Lead.

39) 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.

40) 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.

41) Money

We will be moving towards a Cashless Payment but until then we will accept cash following these guidelines:

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.

42) Notes from School

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

43) Notes to School

Given the current situation, we are trying to cut down on the amount of paper going to and from school to decrease the risk of transmission. We would ask that instead of sending a note in, parents phone or email.

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.

44) 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.

45) 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.

46) Office Hours

The Office is staffed as follows:

Monday – Thursday: 8.15am and 4.00pm

Friday – 8.15am – 3.45pm

Please note that Mrs Sloan’s breaks are 11.00 – 11.15am and 1.00 - 1.30pm. Please do not phone or call at the office during these hours unless there is an emergency.

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.

47) 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).

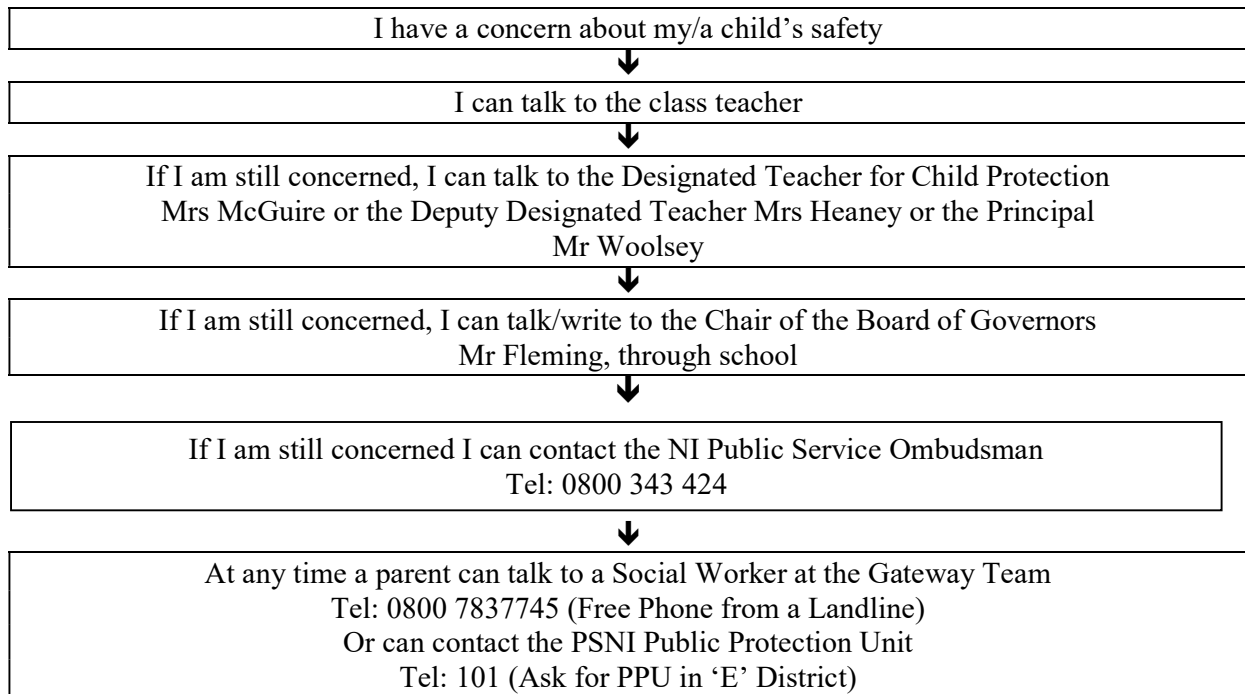
The following principles form the basis for our Child Protection procedures:

- *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.*

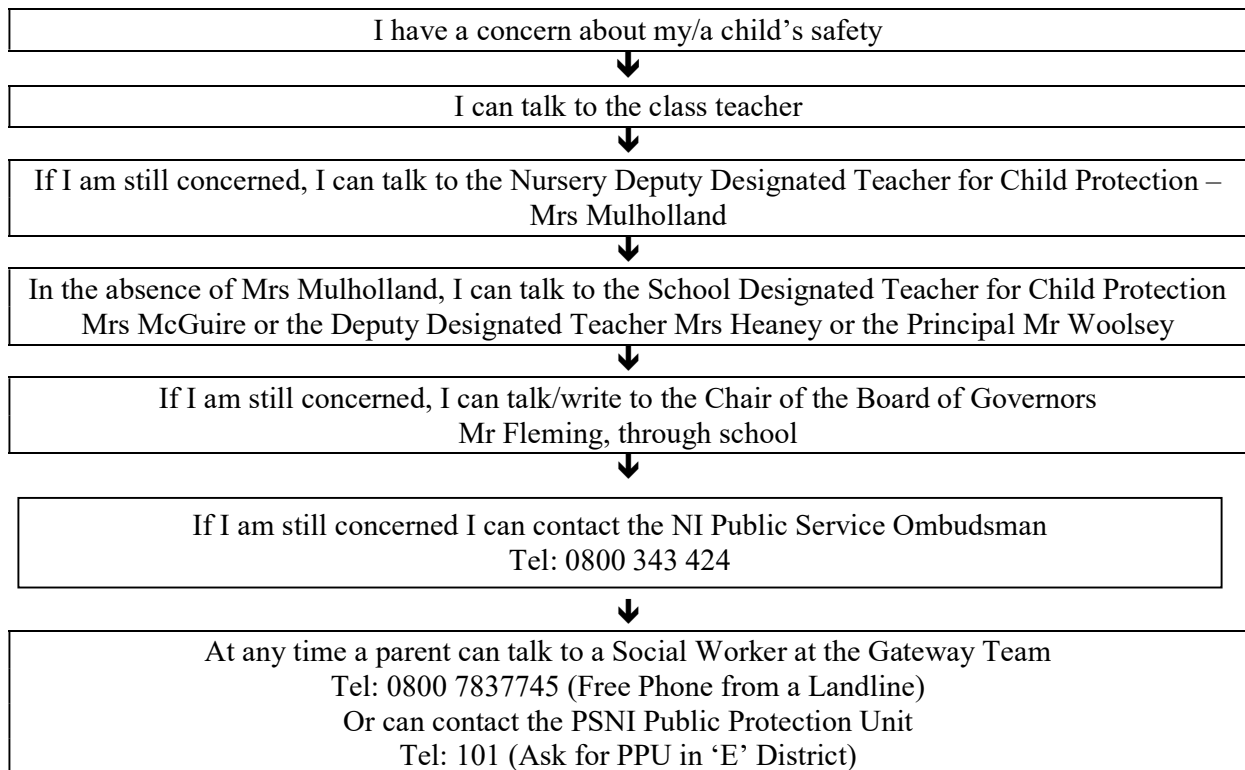
It should be noted that information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals. However, only those who need to know will be told.

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.

48) **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.

49) **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

50) **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 from the office or on the School Website.

51) **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.

52) **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.

53) **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!**

54) **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.

55) 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.

56) Removing Pupils Early from School

- **As parents are currently unable to enter the school building, we ask that removing pupils early is kept to a minimum. This MUST be arranged with the secretary in advance and your child will be brought outside to you when you arrive.**
- 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 from 1.00 – 1.30pm as the secretary is on her lunch break so access during this time will be by prior arrangement only.
- This policy is in the interest of Child Protection and School Security.

57) 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 and if anyone requires further clarification on this, they should speak to the Principal.

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.**

58) **School Uniform**

School Uniform (as listed below) is compulsory 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
- 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. Application forms are available from the office and a link on the school 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.

59) **Sickness/Injury**

Pupils must not be sent to school if they have or anyone in their household have any of the following Covid-19 symptoms and parents should follow the PHA guidance:

- **High Temperature**
- **New continuous cough** (this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hrs)
- **Loss of or change in sense of smell or taste**

School must be informed of this.

Parents must not enter the school grounds if they are displaying any of the above symptoms.

As our priority during this pandemic is to keep children and staff safe, we must implement much stricter procedures for managing sickness so if your child feels unwell in any way, please do not send them to school. If a member of staff has any concerns about the health of a child you will be contacted to come and collect them and parents must make arrangements for such eventualities.

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.

60) **Smoking**

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

61) **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

www.nspcc.org.uk/preventing-abuse/keeping-children-safe

www.thinkuknow.co.uk/parents

62) **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 SENCO and Mrs Barkley plans, teaches and monitors our Intensive Support Programme in Literacy and Numeracy.

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 Intensive Support
- Intensive Support Reading
- Reading Partnership
- Hi Five
- Talking Partners
- Peripatetic support
- Numeracy Intensive Support
- Rocket Maths
- Numeracy Catch Up
- Learning Mentor
- Sensory Motor Group
- Speech & Language Therapy

63) **LSC**

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.

64) Spellings and Tables/Maths Facts

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

<u>LOOK</u>	at the word carefully and in such a way that you will remember what you have seen
<u>SAY</u>	say the word aloud by pronouncing it carefully
<u>COVER</u>	the word so that you cannot see it
<u>WRITE</u>	the word from memory, saying it softly to yourself as you are writing
<u>CHECK</u>	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.

65) 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.

66) Swimming

Year 5 to Year 7 pupils normally go swimming on Fridays on a rota basis. **However, there will be no swimming until further notice.**

This is a very important part of the PE curriculum and a vital life skill. When swimming restarts, 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.

67) The Playground

Normally Foundation Stage pupils (Years 1 & 2) will use the playground at the front of the school. Key Stage One and Key Stage Two pupils (Years 3 – 7) will 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. During Term 3 the grass areas may be used if it is dry. **Currently with Staggered breaktimes, pupils may be using either playground.**

68) 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.

69) **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.



Reopening Guidance

August 2021

Information for Parents

1. DE Guidance

DE issued updated Covid Guidance to schools in August 2021 but there is little change to last year. Apart from a small number of changes, school will operate very broadly as 2020/2021.

2. Managing Sickness

Pupils must not be sent to school if they have or anyone in their household have any of the following Covid-19 symptoms and parents should follow the PHA guidance:

- **High Temperature**
- **New continuous cough** (this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hrs)
- **Loss of or change in sense of smell or taste**

School must be informed of this.

As our priority during this pandemic is to keep children and staff safe, we must implement much stricter procedures for managing sickness so if your child feels unwell in any way, please do not send them to school. If a member of staff has any concerns about the health of a child you will be contacted to come and collect them and parents must make arrangements for such eventualities.

3. Daily Timings

- There will be changes to daily timings to facilitate staggered arrivals and departures (See Sections 6 & 10).
- **Arrival Period has been reduced to 15 minutes and begins at 8.50am and ends at 9.05am**
- **School will no longer finish early for all pupils on Fridays.**

4. School Uniform

- All pupils should continue to wear normal full school uniform.
- Pupils will need a warm and waterproof coat and these will be placed in cloakrooms as normal.
- As advised in the DE guidance, PE will continue so please ensure that you have PE uniform and a PE kit bag for your child. PE kit should be sent in on the day that your child has PE and brought home again that day for washing. Teachers will remind pupils when to bring in their PE kit.
- As always we encourage all school uniform to be labelled as we will be unable to keep a large collection of lost property.
- To reduce the risk, we would ask that all school uniform is washed regularly.

5. Items going to and from school

- **School Bags**
All pupils must have a school bag and pupils should bring school bags to school as normal.
- **Pencil cases**
Pupils should bring pencil cases to school as normal.
- **Snack**
Pupils in Nursery to Year 2 should continue to pay £10 Snack Fund every month which covers the daily snack. Yr 3 – 7 pupils will continue to need a Healthy Breaktime Snack. Please

remember as we are a Health Promoting School, no sweets, chocolate, crisps or fizzy drinks are permitted in school.

- **Water Bottles**

As always we encourage pupils to bring water bottles into school daily but children still cannot fill these in school. So please ensure that these are filled at home before coming to school and please encourage your child not to share their water bottle with others.

- **Packed lunches**

Those children not taking school dinners must have a packed lunch.

- **Notes/News Sheets etc**

We continue to be a paperless school this year. All communication including Monthly News Sheets will be distributed electronically eg website, app, text and email. **If you have not already downloaded our school app please do so or you will miss important information. If you have any difficulty with this, please contact the office.**

- **Money**

For obvious reasons we wish to reduce the amount of money and staff/pupil/parent contact with money. We still plan to implement a Cashless Payment System. However, until then we will accept money into school but only if it is in a sealed envelope with the child's name, amount and what it is for written on it. **Dinner Money will only be accepted for the week on a Monday.**

- **Homework**

Homework will continue to be set as per our Homework Policy but as you will appreciate our priority in the initial weeks is getting our pupils settled back into school routine so there will be no homework for the first two weeks. Homework will start for all pupils on **Monday 13th September 2021.** At least one homework will be set each week on Google Classroom.

6. Morning Arrival at School

- **Staggered Arrival Times**

To aid social distancing and reduce the risk of transmission staggered arrival times will continue to be used. Gates will be supervised by staff. **The arrival window has been reduced from 30 minutes to 15 minutes and from 10 minute slots to 5 minute slots.** The new Staggered Arrival Times are as follows:

- 8.50 – 8.55am: A - G
- 8.55 – 9.00am: H - M
- 9.00 – 9.05am: Mc - Z

Please note these timings will be kept under review.

- **Entry Points**

Again to aid social distancing, multiple entry points will be used, however the Car Park 2 Entrance will not be used and all pupils will enter the school grounds via the main pedestrian entrance:

- Red Nursery Outdoor Play Area Gate: Nursery - Year 2
- **Front Door: Years 3 - 7**

Senior staff and assistants will direct pupils and parents and entry points.

Pupils will go straight to class on arrival and be met and welcomed by their teacher.

- **Breakfast Club**
 - This will operate daily from 8.15 – 9.05am daily but will be for working parents only.
 - This is to keep the numbers smaller than usual and aid social distancing.
 - Pupils will sit in family groupings.
 - If you require the Breakfast Club you must book this in advance on a weekly basis by emailing jsloan341@c2kni.net by the Friday of the week before.
 - **Please note the cost remains 50p per day but must now be paid on a weekly basis in a sealed envelope to reduce the handling of money.**

- **Parents**
 - **All parents entering the school grounds must continue to wear a face covering.**
 - Only Nursery (and Year 1 for the first few weeks) parents should enter the school grounds in the morning.
 - We must ask, to aid social distancing and ease congestion, that only one person per family comes into the school grounds to drop a child off.
 - A reminder that only pupils from Nursery to Year 3 and LSC pupils need to be accompanied to and from school.
 - **Year 4 – 7 pupils can come to school unaccompanied.**
 - When dropping your pupils off at school we ask that you adhere strictly to social distancing guidelines and do not congregate in large groups.
 - Please drop off your child/children and leave the school grounds immediately.

7. Parents coming into school

- You will understand that to protect the school community, only pupils will be allowed to enter the building. Parents are unable to enter the building until further notice.
- If in a very exceptional situation, a parent needs to enter the building, they must wear a face covering and sanitise their hands at the front door.
- All communication as far as possible should be conducted by telephone, note, See Saw or email.
- Nursery parents can drop off and collect their child in the covered outdoor play area but will not be able to accompany them into the building.
- Yr 1 parents can bring their child to the Yr 1 covered outdoor play area until the end of September but will not be able to accompany them into the building.
- As normal all other pupils who are being accompanied to school must be dropped off at the road entrance.

8. During The School Day

- **Protective Bubbles**
 - Use of Protective Class Bubbles will continue.
 - A staggered timetable for use of the toilets will be in place so that pupils stay with their own class.

- **Hand Hygiene**
 - Staff will encourage pupils to employ the following good hand hygiene measures and regularly go over these good hygiene messages with pupils: washing your hands often and avoid touching your eyes, nose, and mouth with unwashed hands.
 - Pupils will have to wash their hands frequently throughout the day with soap and water:
 1. On arrival in class
 2. Before Break
 3. After Break
 4. Before lunch
 5. After lunch
 6. Before leaving
 - Pupils may bring in small personal bottles of hand sanitiser but they must be encouraged not to share these with other pupils.
 - Hand sanitiser dispensers have been placed at the main entrance for staff and visitor use.
 - Posters encouraging hand hygiene have been placed throughout the school.
 - We continue to operate a 'no handshakes' policy in school.
 - We ask that you go over the importance of good hand hygiene regularly with your child.
 - Staff will also adopt the same stringent hand hygiene practices.

- **Respiratory Hygiene**
 - Staff will encourage pupils to employ the following good respiratory hygiene measures and regularly go over these messages with pupils: covering your cough or sneeze with a tissue, then throwing the tissue in a bin and washing hands. See Catch it, Bin it, Kill it. If a tissue is not available cough or sneeze into your sleeve.
 - Posters encouraging good respiratory hygiene have been placed throughout the school.
 - We ask that you go over the importance of good respiratory hygiene regularly with your child.
 - Staff will also adopt the same stringent respiratory hygiene practices.

- **Social Distancing**
 - Social Distancing for pupils continues to be relaxed.
 - Social Distancing for staff between staff remains in place at 2 metres.
 - Social Distancing between staff and pupils remains in place and the guidance states that it should be as far as practicable.
 - To aid social distancing, when pupils are moving around the school when there is potential for them to come into contact with pupils from other bubbles - arrows, signs and one way systems will be in use.
 - **Pupils must walk on the left at all times and keep as close to the wall as possible in corridors.**
 - Our aim is to keep pupil movement in the corridors during the school day, to a minimum.
 - We would appreciate it if you could over these messages with your children.

- **Assemblies**
There will continue to be no large gatherings of pupils including assemblies and these will continue on Zoom.
- **Ventilation**
 - Evidence points to the importance of good ventilation in reducing transmission through aerosols and airborne particles. The use of ventilation therefore will be maximised as far as practicable.
 - The opening of doors and windows will be encouraged to increase natural ventilation.
 - As much use as possible of outside areas will be made.
- **Seating Arrangements**
 - Children will continue not to sit facing each other where possible.
 - However, we believe that this is not appropriate in Nursery and Foundation Stage.
 - In Years 3 – 7 pupils will all sit at desks facing the front of the classroom.
 - Collaboration and group work is a major part of the learning process so pupils will be still be able to work in groups within their bubbles.
- **Resources**
 - One change in the guidance is that *public health advice is that although COVID-19 spreads from person to person through small droplets, aerosols and through direct contact, **there is a relatively low risk of virus transmission associated with surface contacts in schools.** The risk from sharing resources such as library books or bringing schoolbags into school is extremely small. The small risk presented by sharing resources such as pens and computers in school can be further reduced by regular hand hygiene and regular surface cleaning practices. Schools are not required to quarantine items either after shared use in the classroom or after they have been in a pupil's home.*
 - We still encourage pupils not share personal resources eg stationary.
 - Some resources, particularly in Nursery and Foundation Stage may still have to be removed.
 - Resources that are shared will still be cleaned after use eg computer keyboards.
 - **Good hand hygiene is the best protection measure when it comes to resources.**
- **Breaktime**
 - Staggered Breaks will continue to be in operation meaning a smaller number of pupils in the playground.
 - Pupils will play in their Class Bubbles in a dedicated area of the playground.
- **Lunchtime**
 - Staggered Lunch times will continue to be in operation but we have reduced these from 4 to 3 sittings.
 - Pupils will continue to go to the Dinner Hall in their class bubble to eat.
 - All pupils, both school dinners and packed lunches will continue to eat in the dinnerhall.
 - The number of pupils sitting at each table has now been increased to normal.

- Tables will be cleaned thoroughly between sittings following the guidance.
 - Again pupils will be able to play in their class bubbles in the playground after they have eaten.
 - **A reminder that there are no school meals on the first day of term Tuesday 31st August.**
 - A reminder that for packed lunches, all rubbish or uneaten item must go home in the lunch box.
- **PE & Swimming**
 - Physical exercise is vitally important so PE will continue as normal in line with the guidance.
 - As per the guidance, we will endeavour to use the outdoors for this as much as possible but the assembly hall may also be used.
 - Pupils should bring their PE kit to school on the day they have PE and bring it home after every session, to be washed.
 - There will continue be no Yr 5 – 7 swimming until further notice.
- **Shared Education**

There will be no joint Shared Education events with Bocombra Primary School until further notice.
- **Personal Protective Equipment (PPE)**
 - The guidance states that routine use of PPE within schools is not required other than for certain tasks deemed to be of higher risk of transmission ie - Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; giving children medication and First Aid.
 - PPE should not be worn by children.
- **Face Coverings**
 - The guidance states that Primary school children are recommended not to use face coverings on school premises because of the range of mitigation measures schools have in place and the reduced rate of transmission to and from children of this age.
 - Staff will wear face coverings where appropriate.
 - **All parents entering the school grounds must continue to wear face covering.**
- **Cleaning**
 - Strict cleaning procedures are in place as per the PHA guidance with more regular cleaning throughout the day of high touch hard surface areas eg desks, chairs, door handles, telephones, computers and toilets.
 - Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been, to minimise risk of the spread of the virus. This will be clearly communicated to parents to provide assurance that the environment is safe.

9. If a pupil becomes ill during the school day

Non Covid-19 Symptoms

- Normal procedures will be followed

Covid-19 Symptoms

- **High Temperature**
- **New continuous cough** (this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hrs)
- **Loss of or change in sense of smell or taste**
- Pupils will be sent to the office.
- While we will not be routinely checking pupil temperatures on arrival, with your consent, we will check your child's temperature. (This has been included on the Pupil Data Capture Form)
- Parents will be contacted immediately to come and collect pupil.
- The pupil awaiting collection will be moved to a dedicated room where they can be quarantined and supervised by an adult until the parent arrives.
- Other siblings in school will also have to go home.
- Pupils will be brought to the Nursery Play Area Red Gate when the parent arrives. Parents should report to the front door intercom to inform the secretary that you have arrived.
- We will keep a full record of such actions and request parents to record their acknowledgement of this action.
- Please note parents are advised to follow the new PHA guidance for Contacts of Positive cases which has been placed on our school website.

10. Afternoon Departure from School

- **Staggered Dismissals**

There has been a change to some dismissal times so please read this carefully

Pupils will be dismissed as follows:

- Nursery – 3 staggered departures
 - ✓ 1:00-1:10pm- A-F
 - ✓ 1:10-1:20pm- G-M
 - ✓ 1:20-1:30pm- N-Z
- Year 1 – 1.55pm
- Year 2 – 2.00pm
- Year 3 – 2.40pm: Mon – Wed & 2.05pm on Thurs & Fris
- Year 4 – 2.45pm: Mon – Thurs & 2.10pm on Fris
- Year 5 – 2.50pm
- Year 6 & LSC – 2.55pm
- Year 7 – 3.00pm

Please note these timings will be kept under review.

- **Exit Points**

Again to aid social distancing and reduce the risk of transmission, multiple exit points will be used:

- Red Nursery Outdoor Play Area Gate:
 - ✓ Nursery - Parents should go to the outdoor covered play area and your child will be brought out when the teacher sees you.

- ✓ Years 1 & 3 – Parents should wait outside this gate and the class will be brought out by the teacher and dismissed.
- Main Pedestrian Entrance:
 - ✓ Years 4 -7 – Pupils will be escorted to this gate by teachers. Year 4 – 7 Parents should not enter the school grounds.

Please note the Car Park 2 Gate is no longer in use.

- **Parents**

- **All parents entering the school grounds must wear a face covering.**
- As on arrival, to aid social distancing and ease congestion that only one person per family comes into the school grounds to collect a child off.
- A reminder that only pupils from Nursery to Year 3 need to be accompanied to and from school and these parents may enter the school grounds at home time.
- Year 1 – 3 parents should wait outside the Nursery red gate as normal and the pupils will be dismissed by the teachers here.
- **Year 4 – 7 pupils can go home unaccompanied.**
- **Year 4 - 7 parents should not enter the school grounds at hometime.**
- When collecting your child, we ask that you adhere to social distancing guidelines and do not congregate in large groups.
- When you have collected your child, please leave the school grounds immediately.

11. After School Clubs

There will continue be no after school clubs until further notice.

12. School Day Trips and Residentials

There will continue to be no school trips until further notice.

13. Remote Learning

While we hope that there will be no more school closures due to the pandemic, our robust Contingency Plans for Home Learning remain in place.

14. New PHA Guidance for Contacts of Positive Cases

New guidance on this will be forwarded to you separately.

Thank you for your patience and co-operation as we endeavour to keep the entire school community safe.

All of our plans will be kept under constant review and may need to change as the situation develops but you will be kept informed of any changes.