BALLYORAN PRIMARY SCHOOL

INFORMATION BOOKLET

2026/2027 YEAR

PLEASE RETAIN THIS BOOKLET FOR YOUR INFORMATION

School Address: Ballyoran Park
Portadown
Craigavon
Co. Armagh
BT62 1JY

Tel: 028 38352009

Email : info@ballyoran.portadown.ni.sch.uk

Website: www.ballyoranps.com

Find us on Facebook

August 2026

Dear Parent/Guardian

I want to take this opportunity to welcome pupils and parents back to Ballyoran Primary School for the new school year.

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.

I am honoured and excited to begin this new chapter as Principal, having proudly served Ballyoran Primary School as Vice Principal for over 17 years. I look forward to working closely with our pupils, staff, parents, and wider community as we continue to provide the very best opportunities for every child to learn, grow and succeed.

We wish everyone a happy and successful school 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

Mrs Roisin McGuire
Principal

Contents

		Page
School Mission Statement and Vision		6
School Aims		7
School Term Dates & Holidays		8
Staff		9
Board of Governors		10
1	Accessibility	11
2	Appearance	11
3	Assemblies	11
4	Assessment	11
5	Attendance/Punctuality	11
6	Banned Items	12
7	Breakfast Club	12
8	Breaktime and Lunchtime Supervision	12
9	Breaktime and Lunchtime Detention	12
10	Bullying	12
11	Charging and Remissions Policy	12
12	Charity Collections	13
13	Class Fund	13
14	Class Organisation	13
15	Communication with Parents	13
16	Concerns/Complaints	14
17	Curriculum	15
18	Cycling To and From School	16
19	Daily Times	16
20	Data Protection	16
21	Dogs	17
22	Eco Schools	17
23	Educational Visits/Trips	17
24	Emergencies	17
25	Emergency Evacuation Procedure	17
26	Entering and Leaving School	17
27	Extra-Curricular Activities/Extended Schools	19
28	Fire Drill	19
29	First Aid	19
30	Gum Shields	19
31	Head Lice	19
32	Health and Safety	19
33	Health Promoting School	20
34	Healthy Breaks	20
35	Homework	20
36	House System	22
37	Infection Control	21
38	Instrumental Tuition	21

39	Internet Safety	21
40	Intimate Care	21
41	Lockdown Procedure	21
42	Medical	21
43	Mental Health & Well Being/Mentoring/Counselling	22
44	Mobile Phones/Smart Watches	22
45	Money	22
46	Notes from School	22
47	Notes/Calls/Emails to School	22
48	Nursery Snack and Toy Fund	23
49	Nuts	23
50	Office Hours	23
51	Parent Pay	23
52	Pastoral Care/Safeguarding and Child Protection	23
53	PE	26
54	Policy on Lost Books	26
55	Positive Behaviour Management Policy	26
56	Pupil Council	27
57	Pupil Information	27
58	Reading	27
59	Accelerated Reader	28
60	RE	29
61	Removing Pupils Early from School	29
62	School App	29
63	School Dinners and Packed Lunches	29
64	School Uniform	29
65	Sickness/Injury	31
66	Smoking	31
67	Social Media	31
68	Special Educational Needs	32
69	Spellings and Tables	33
70	Stationery and Equipment	33
71	Sustrans	33
72	Swimming	34
73	The Playground	34
74	Use of Images	34
75	Walking To and From School	34
76	Zero Tolerance of Abuse Towards Staff Policy	35

Mission Statement of the School

Excellence, Creativity, Integrity

Vision of the School

To create a welcoming, inclusive school community, where all pupils can flourish and reach their full potential academically, socially and emotionally within a happy, safe and nurturing environment, preparing them to be responsible citizens of the future.

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
2026/2027 Year

All dates are inclusive

Term 1

Term Dates
Thursday 27th August – Friday 18th December 2026

Holidays

- Monday 31st August 2026 – Bank Holiday
- Friday 25th September 2026 – Staff Training
- Monday 26th – Friday 30th October 2026 – Half Term

Christmas Holiday: Monday 21st December 2026 – Monday 4th January 2027

Term 2

Term Dates
Tuesday 5th January – Wednesday 24th March 2027

Holidays

- Monday 25th January 2027 – Staff Training
- Monday 8th – Friday 12th February 2027 – Half Term
- Wednesday 17th March 2027 - St. Patrick's Day Holiday

Easter Holiday: Thursday 25th March – Monday 5th April 2027

Term 3

Term Dates
Tuesday 6th April – Wednesday 30th June 2027

Holidays

- Monday 3rd May & Tuesday 4th May 2027 – May Bank Holiday & Staff Training
- Monday 31st May & Tuesday 1st June 2027 – May Bank Holiday & Staff Training

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: 2026/2027

Principal:	Mrs R McGuire
Vice-Principal:	TBC

Teaching Staff:

Nursery 1	Miss H French (Nursery Co-ordinator & Deputy Designated Teacher for Nursery)
Nursery 2 (Job Share)	Mrs A Biggerstaff Mrs K Wells
Year 1	Mrs A Mackle (Inclusion & Diversity Co-ordinator)
Year 2	Mrs A Muldrew (Music & Sustrans Co-ordinator) Mrs A Somerville
Year 2	Mrs H McConville (Foundation Stage, ICT, Shared Education Co-ordinator & Teacher Tutor)
Year 3	Miss J Carson
Year 4	Miss H Abraham (Key Stage 1, Language & Literacy & Assessment Co-ordinator)
Year 5	Miss S Martin (Art & Design Co-ordinator)
Year 6	Miss M McKernan (Deputy Designated Teacher, PDMU & Well Being & Charity Co-ordinator)
Year 7 (Job Share)	Mrs S Brown (Mathematics & Numeracy Co-ordinator) Mrs A Somerville (Deputy Designated Teacher, World Around Us & Eco Co-Ordinator)
Caterpillar Room	Miss A Haughey
Butterfly Room	Miss A McGirr (PE & RE Co-ordinator)

Classroom Assistants:

Miss E Dudek	Miss J Carson	Miss N Judge	Miss B Pareigyte
Mrs S Glavin	Mrs E Nellins	Miss E Graham	Miss M McIlkenny
Ms S Foster	Mrs L McDonnell	Miss A Marley	Mrs M Bell
Mrs P Reid	Miss L Murray	Miss M O'Kane	Miss E Graham
Miss C Wilson	Mrs C Judge	Mrs J Haddock	
Mrs N Stewart	Miss V Cairns	Mrs Fox	
Mrs S McCool	Miss Robalo	Miss M Duraes	
Mrs L Grimley	Mrs M Corkin	Miss L Woolsey	

Secretary:	Mrs W Burrows	**Clerical Officer:** Miss M Connolly
Building Supervisor:	Mr G Davison	
Cleaners:	Miss S Henderson Mrs T Lawless	Miss E McConville Miss C Tennyson
Lunchtime Supervisors:	Mrs M Cusack	Mrs J Robinson
Kitchen Staff:	Mrs D Campbell Mrs D Rowney	Mrs E Murphy Miss P Smith

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 more regularly.

Chairperson: Mrs H Loney

Vice Chairperson: Mrs E Jennett

EA Representatives
Mr P Carvill
Vacant

Transferor Representatives
Mrs E Jennett
Mrs H Loney
Mr A Hatch

Parent Representatives
Mr D McConville
Mrs L Sergeant

Teacher Representative
TBC

Secretary
Mrs R McGuire (Non-Voting Member)

1) **Accessibility**

Accessible parking is available in Car Park 3. If you require any special assistance to enable you to visit the school, please contact the office.

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: Key Stage (Fortnightly)
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**

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 Transition Form for Nursery and a written Annual Report for Primary is issued to parents. These 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 dinner hall. If you require the Breakfast Club, you must book this in advance on Parent Pay on a weekly basis by the Friday of the week before. **Please note the cost remains £1 per day** which must be paid on a weekly basis on Parent Pay.

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/Vice Principal. Pupils will eat and then go outside. Lunchtime supervision outside will be undertaken by the Supervisory Assistants and Classroom Assistants.

9) **Break/Lunchtime Detention**

Pupils may be placed in Time Out or 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.

Parental consent will be required before a child participates in school trips. If a payment is required, payment on Parent Pay will be taken as consent, if there is a no payment, a signed consent slip will have to be returned.

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 Fund**

We are again asking parents for financial support to provide additional resources for the children in Year 3-7 classes. This contribution will allow the class teacher to purchase extra items that are needed in the classroom which are not immediately available from stock such as cooking and seasonal art materials. We are asking for £10 per child for the year and the money can be paid through ParentPay throughout the month of September. We are grateful for this additional revenue and we thank you for your support.

14) **Class Organisation**

Within the Primary School there are two Nursery classes, eight mainstream classes and two Specialist Provision Classes.

N2, Yr 2 and Yr 7 have a Job Share, this means that two teachers share the teaching each week.

N2
Mrs Biggerstaff: Monday, Tuesday and Wednesday
Mrs Wells: Thursday and Friday

Year 2:
Mrs Muldrew: Monday, Wednesday
Thursday and Friday
Mrs Somerville: Tuesday

Year 7:
Mrs Brown: Monday, Tuesday and Friday
Mrs Somerville: Wednesday and Thursday

15) **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 a paperless school, so the majority of information will be sent to you electronically using our website, app, text and email.**

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

a) **School App**
We are in the process of setting up a new School App. A link will be sent to your email address very soon.

b) Meetings with Staff /Telephone Call
If you need to speak to the teacher, please contact the secretary to arrange a suitable time.

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

d) **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.

e) **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 is sent out via the school app. In a recent Survey, the majority of parents stated that they found this useful and wanted to retain it, we will review the format for the News Sheet this year.

f) **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.

g) **Social Media**
The school has its own Face Book page.

h) **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.

i) **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.

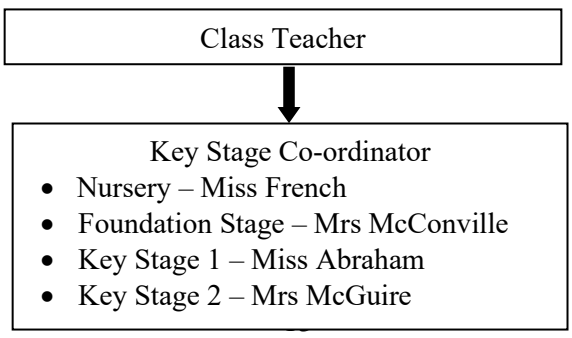
j) **See Saw**
The See Saw platform is used by Nursery as its main method of communication with parents.

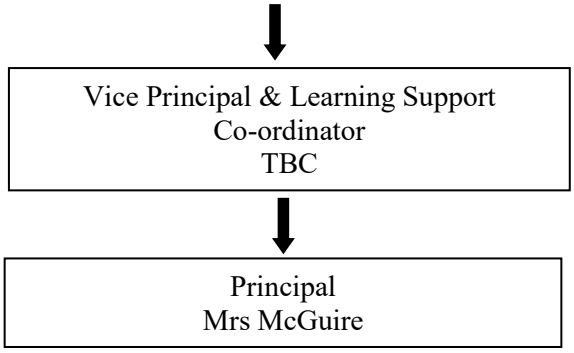
k) **Annual Reports & Nursery Transition Forms**
This is a written report on your child sent out every year at the end of June.

l) **Board of Governors' Annual Report**
This document reviews the previous school year and is published in the autumn term.

16) <u>Concerns/Complaints</u>

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.

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.

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**

Year 4 – 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:

Nursery	9am – 1.30pm every day
Year 1	8.55am – 1.55pm every day
Year 2	8.55am – 2.00pm every day
Year 3	8.55am – 3.00pm – Monday - Wednesday 8.55am – 2.00pm – Thursday & Friday
Year 4	8.55am – 3.00pm – Monday to Thursday 8.55am – 2.00pm - Friday
Year 5	8.55am – 3.00pm every day
Year 6	8.55am – 3.00pm every day
Year 7	8.55am – 3.00pm every day
Caterpillar Room	Yrs 1&2: 8.55am – 1.50pm every day Yr 3&4: 8.55am – 2.50pm Monday – Wednesday & 1.50pm on Thursday & Friday
Butterfly Room	Yr 4: 8.55am – 2.50pm: Monday – Thursday & 1.50pm on Friday 8.55am – 2.50pm every day
Break	10.30am – 10.45am: Yrs 1 – 4 & Caterpillar Room 10.50am – 11.05am: Yrs 5 – 7 & Butterfly Room
Lunch	12.00pm – 12.45pm: Yrs 1 – 4 & Caterpillar Room 12.30pm – 1.15pm: Yrs 5 – 7 & Butterfly Room

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/

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.

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**

Emergency evacuations happen termly. Should it become necessary for everyone to completely evacuate off the site, pupils will be taken to Drumcree Community Centre which is our off-site 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 are two entrances to Ballyoran Primary School for pupils and parents:
   - Pedestrian and Vehicle Entrance on Ashgrove Road
   - Pedestrian Entrance on Ballyoran Park

   Any parents dropping off and collecting children by car **MUST use the Entrance on Ashgrove Road to enter the school grounds. If you are dropping off or picking up please use the drop off/pick up zones on the right. If you need to park to come into school, for example Nursery parents, please use the car parking spaces on the left. Parents driving to school MUST adhere to the new one way system entering via the new Ashgrove Gate and exiting via Ballyoran Park. Parents should not drive up Ballyoran Park or park on Ballyoran Park at any time as this will disrupt the flow of traffic in the one way system.**

b) Pupils coming to school on foot should enter and leave via the Ballyoran Park Pedestrian gate or the Ashgrove Road Pedestrian gates.

c) To ensure the safety of children and adults, everyone must remain on the footpaths at all times and use the appropriate Pedestrian crossings.

d) **PARENTS AND PUPILS SHOULD USE CAR PARK 1 ONLY AND MUST NOT ENTER CAR PARKS 2 OR 3 WHICH ARE FOR STAFF ONLY**

e) **Parents use the new car park and drop off and pick up zones at their own risk. The school will not accept responsibility for damage, accident or loss.**

f) We would again ask all parents with cars who are dropping off and picking up children to exercise caution inside and outside the school grounds as there have been a few near

accidents involving pupils and other vehicles.

g) Nursery – Year 2 pupils enter and leave school via the Red Gate into the Nursery Outdoor Play Area. Yr 3 – 7 and Butterfly Room pupils enter and leave school via the main door at Reception. Caterpillar Room pupils go directly to their classroom.

h) **In the interest of School Security and the safety of your children, the doors are locked and we have 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, when all pupils should be in school 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.

Home time Arrangements

Nursery:
Nursery parents should pick their child up from the Nursery entrance beside the office. Please enter the hallway, press the buzzer, and wait for your child to be brought out by staff.

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 Caterpillar Room and Butterfly Room) 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 anxious and distressed.
- We would ask that parents do not remove pupils earlier than their home time 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
Class teachers will walk your child out to the Pedestrian gate on Ballyoran Park if your child is walking home. If they are going home by car, pupils will go down and meet parents in car park 1.

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**

The timetable for After School Clubs is on the school website. Clubs will begin on Monday 7th September 2026.

28) **Fire Drill**

Fire Drill is practised regularly and a notice of Emergency Evacuation Procedures is displayed in each classroom and corridor areas in red frames. 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 a number of qualified First Aiders who will treat your child in the event of an accident. They are:

- Miss Wilson (First Aid Co-ordinator)
- Mrs Muldrew
- Mrs McDonnell
- Miss Murray
- Mrs Reid
- Mrs Nellins
- Mrs Stewart
- Miss Dudek

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. 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.

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 in a non drip bottle
- 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 operates a Healthy Breaks Policy.

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 using Parent Pay.

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.

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 schoolwork and to check over homework.

Homework will begin on 7th 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) **Infection Control**

We encourage the following which are good infection control measures and will reduce the risks of any type of bugs spreading in school:

- Regular handwashing
- 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.

38) **Instrumental Tuition**

Pupils get the opportunity to learn an instrument through the EA Music Service who send tutors into school. It requires both dedication and commitment for those who are successful in being chosen and there is charge for doing this. Any parent who is interested in their child playing a musical instrument should contact the office.

39) **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.

40) **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.

41) **Lockdown Procedure**

The school has a Lockdown Procedure based on recent guidance from EA, unfortunately which we are unable to make this public as this would increase the risk to our school community. Be assured that the safety of all our pupils and staff is my number one priority.

42) **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.

43) **Mental Health and Well Being/Mentoring/Counselling**

The school will again have Mentors and Counsellors working with pupils who have social, emotional and behavioural difficulties this year. This year we will also be having a music therapist in school weekly. If you feel that your child would benefit from this please contact the teacher.

44) **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

45) **Money**

We are a Cashless School and all payments must be made through our Parent Pay System.
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.

46) **Notes from School**

The amount of paper notes has been greatly reduced as we have become a paperless school. Most communications are now made through The School App.

47) **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.

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.

48) **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 pay through our Parent Pay system.

49) **Nuts**

Ballyoran Primary School has 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.

50) **Office Hours**

The Office is open for parents as follows:
Monday – Thursday: 8.15am - 4pm
Friday: 8.15am – 3.45pm

The office will also be closed daily from 10.10am – 10.25am and 1.15pm – 1.45pm for staff break and lunch.

When reporting absence or letting us know that your child is going to be late for school, you do not need to speak to the secretary, a message should be left at Option 1 when you phone or an email sent.

51) **Parent Pay**

Parent Pay is our new Online Cashless Payment System for parents to make payments for aspects of school life including dinners and school trips. All parents must be registered with Parent Pay to allow you to make payments using your own unique username and password. See Guidance at https://tinyurl.com/bp5x35ba

52) **Pastoral Care/Safeguarding/Child Protection**

Designated Teacher: Mrs McGuire

Deputy Designated Teachers: Miss McKernan and Mrs Somerville.

Nursery Deputy Designated Teacher: Miss French

The above staff and the Designated Governor for Child Protection, Mrs Sergeant and the Chairperson of the Board of Governors Mrs Loney 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 talks about a 'happy, safe and nurturing environment'

There has been a strong tradition of caring for our pupils in the progressive stages of their academic, personal, 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 Safeguarding and 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.

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 Safeguarding and Child Protection Policy, it is available on the 'Policies' section of the website.

Reporting a Concern – Primary School

I have a concern about my/a child's safety

↓

I can talk to the class teacher

↓

If I am still concerned, I can talk to the Designated Teacher for Child Protection
Mrs McGuire or the Deputy Designated Teacher Miss McKernan or Mrs Somerville

↓

If I am still concerned, I can talk/write to the Chair of the Board of Governors
Mrs Loney, through school

↓

If I am still concerned I can contact the NI Public Service Ombudsman
Tel: 0800 343 424

↓

At any time a parent can talk to a Social Worker at the Gateway Team
Tel: 0800 7837745 (Free Phone from a Landline)
Or can contact the PSNI Public Protection Unit
Tel: 101 (Ask for PPU in 'E' District)

Reporting a Concern – Nursery

I have a concern about my/a child's safety

↓

I can talk to the class teacher

↓

If I am still concerned, I can talk to the Nursery Deputy Designated Teacher for Child Protection – Miss French

↓

In the absence of Miss French, I can talk to the School Designated Teacher for Child Protection Mrs McGuire or the Deputy Designated Teachers Miss McKernan or Mrs Somerville

↓

If I am still concerned, I can talk/write to the Chair of the Board of Governors
Mrs Loney, through school

↓

If I am still concerned I can contact the NI Public Service Ombudsman
Tel: 0800 343 424

↓

At any time a parent can talk to a Social Worker at the Gateway Team
Tel: 0800 7837745 (Free Phone from a Landline)
Or can contact the PSNI Public Protection Unit
Tel: 101 (Ask for PPU in 'E' District)

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.

53) **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.

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.

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 Years 1 – Year 2 and will change separately from Year 3 upwards.

54) **Policy on Lost Books**

It is school policy that all school textbooks 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

55) **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

Nursery and Foundation Stage have simplified these rules to:

- We share and take turns
- We listen
- We tidy up
- We use our manners
- We try our best

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:

- Representing the school on teams
- Playground Friends

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

56) **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 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.

57) **Pupil Information**

Data Capture Forms are updated annually in June. However, 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.

58) **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!**

59) **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.

60) **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.

61) **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 between 1.15 and 1.45pm when the door will not be answered.
- This policy is in the interest of Child Protection and School Security.

62) **School App**

All communication from school is now electronic. You will receive a notification to your email account. Please follow the on-screen instructions.

63) **School Dinners and Packed Lunches**

Yr 1 – Yr 7: £3.10 per day, £15.50 per week Nursery: £3 per day, £15 per week

The only way to pay for school dinners is using Parent Pay, the school will no longer be accepting cash as payment for school dinners.

A menu for 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.**

64) **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
- Blue 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
- 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/tops 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
- Replacement ties are available from the School Office at £5.
- 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.

65) **Sickness/Injury**

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.

66) **Smoking/Vaping**

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

67) **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

68) **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, Boosting Reading and, if necessary, support from the EA Local Impact Team.

The school complies with the requirements of the Code of Practice for Special Educational Needs and we believe in a policy of early intervention.

Mrs McGuire is the Learning Support Co-ordinator (SENCo) and she also plans, teaches and monitors our 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 and Numeracy Support
- Boosting Reading
- Hi Five
- Talking Partners
- EA Local Impact Team
- Boosting Maths
- Mentor/Counselling
- Sensory Motor Group
- Speech & Language
- Study Seed (Literacy and Numeracy Support funded by RAISE)

The school has two Specialist Provision Classes for children whose Special Educational Needs require a smaller group setting. Pupils with statements are placed here by the EA.

69) **Spellings and Tables/Maths Facts**

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

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

70) **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.

71) **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.

72) **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. 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.

73) **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.

74) **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.

75) **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.

76) **Zero Tolerance of Abuse Policy**
Ballyoran Primary School has a Zero Tolerance of Abuse Towards School Staff Policy. Verbal abuse towards staff will not be tolerated.