

ANNALONG PRIMARY SCHOOL
31 Kilkeel Road,
Annalong,
Co. Down,
BT34 4TH

www.annalongps.com
agoucher539@c2kni.net

Tel: 028 437 68336 Fax: 028 437 68867

Principal: Mr A Goucher B.Ed. Dip.SE
Vice-Principal: Mrs G Stevenson B.Ed. (Hons) MA

Dear Parent/Guardian,

May I take this opportunity of welcoming you and your child to Annalong Primary School.

This booklet has been designed to give you the basic information we think you need to ensure that your child has a positive learning experience.

Should you find you require more information about a particular aspect, please contact the school. It is only by this free communication between the home and school that we can build an open and harmonious relationship that will both support and encourage your children throughout their stay in Annalong Primary School.

Yours sincerely,

A Goucher

Principal.

Principal: Mr A Goucher B. Ed. Dip. SE
Vice-Principal: Mrs G. Stevenson B. Ed. (Hons.) MA
Chairman of the Board of Governors: Rev. S Finlay

Enrolment Number: 185

Admission Number: 26

Expected enrolment in September 2017: 134 pupils aged between 4 - 11 years (Boys/Girls)

School Management Type: Controlled

ADMISSION

The Board of Governors is conscious of its responsibilities to meet the legal requirements placed upon it by 'The Education Reform (Northern Ireland) Order 1989' in relation to the curriculum. It has therefore been decided that only children of compulsory school age will be admitted.

If the school's admission and enrolment numbers have not been reached the school will admit all children of compulsory school age whose parents wish them to attend. **Any child who reached his/her fourth birthday on or before 1 July 2017 is of compulsory school age and must receive an education from September 2017.**

ADMISSION CRITERIA

You are directed to the Admission Criteria printed in the accompanying document, "**Primary Schools Admission Criteria – School Year 2017/18**" paying particular attention to the requirements to provide a birth certificate. You **may** be required to provide at least 2 pieces of evidence verifying the child's home address with the application form.

ARRANGEMENTS FOR ADMISSION

There will be one admission time during the year for P1 children i.e. September. The P1 class will stay until lunchtime (12.30pm.) for the first 3 weeks, thereafter staying until 2.00 pm.

STAFFING

TEACHING STAFF & RESPONSIBILITIES

ANCILLARY STAFF

Nursery Teacher Mrs Weaving SENCo

P1	Mrs Stevenson	Vice Principal, Music & Assessment	Clerical Officer:	Mrs D. Cunningham
P2/3	Mrs McKibbin	Numeracy	Classroom Assistants: Caretaker:	Mrs K. Grattan Miss N. McCullough Mrs L Horner
P3/4	Mrs Beattie	P.E.	Supervisors:	Mrs M Ochiltree Mrs E. Chambers Mrs J. Haugh
P5/6	Mrs Freel	ICT	Kitchen:	Mrs Y. Gibson Mrs M. Graham Mrs J Barbour Mrs C. Mills
P6/7	Mr Goucher Mrs Cunningham	Principal & WAU Principal release	Crossing Patrol:	

INTRODUCTION

Annalong Primary School is a unit of 5 teaching staff and a teaching principal, all highly competent and dedicated with a variety of subject specialities, academic qualifications and experience. There are co-ordinators for Language & Literacy, Mathematics & Numeracy, ICT, The World Around Us, Music, PE & *Special Educational Needs.

“Mrs Weaving (Nursery Teacher), Special Education Needs Coordinator.

A team of classroom assistants ably assists the teaching staff and where appropriate the support services offered by the Education Authority (EA) and other outside agencies.

The school was recently extended & refurbished to provide new Foundation Stage (P1 & 2/3) classrooms, a central resource space, office accommodation & main entrance. The main building has also been modernised, providing larger carpeted classrooms, an IT suite and a wide range of new resources.

There are excellent sporting facilities, which include a grass football pitch and an all weather hockey pitch. There is also an extensive playground and gardens sweeping down to the road. There is a school garden/conservation area. The pupils have developed the area to include local plant species and to attract wildlife for study. An adventure playground has also been installed.

The School has been awarded “**Extended School**” status, offering a wide range of additional extra-curricular activities including a “2 to 3 Club” for pupils in Primaries 1 to 3, a library open to pupils & parents, an IT Club, ActiSport programme & speech & language therapy & a music project. In addition there is an Irish Football Association soccer coaching programme & dance classes.

THE NORTHERN IRELAND CURRICULUM

The **Northern Ireland Curriculum** is in place throughout the school.

Classes are now arranged in the following phases:

Foundation Stage. P1 & 2.

KS 1. Primaries 3 & 4

KS 2. Primaries 5 to 7

Special Educational Needs are met with the early identification of those pupils experiencing difficulty with their work. The class teacher with the support of the SENCo, (Special Needs Co-ordinator), will apply the SEN Code of Practice in partnership with parents and outside agencies as necessary and certainly at **Stage 3 of the Code of Practice**.

VISITING ARRANGEMENTS FOR PARENTS AND PUPILS

Starting school can be a difficult experience for young children and parents alike. To help ease the way, an afternoon meeting for all new Primary 1 children is arranged towards the end of June. The meeting provides an opportunity to meet with the teacher and to see the new classroom for the first time.

In September the school operates a staggered intake of children whereby the number of children in the class is built up gradually over the first week of the term.

MEETINGS WITH STAFF

Parents are always welcome to come to the school and discuss their child's progress at any time. We would however ask that any parent wishing to speak with the teacher regarding their child's progress or behaviour to do so by appointment. In the first instance the Principal should be contacted.

***AVAILABLE TIMES**

Principal (P6/7):	Monday 9.00 am – 4.00 pm Tuesday 9.00am – 12,30 pm Wednesday 9.00 am – 4.00 pm Thursday & Friday – 3.00pm onwards
Mrs Stevenson P1	Thursday 2.00pm onwards
Mrs McKibbin P2/3	Tuesday 2.00pm onwards
Mrs Beattie P3/4	Thursday 2.00pm onwards
Mrs Freel P5/6	Friday 2.00pm onwards

*Staff will be available by appointment at the start of the school day (8.40am onwards) or after school (3.00pm onwards).

TO THE PARENTS

Now that your child is entering this school we look forward to his/her continuing to develop as a pleasant, sociable child with many talents.

Obviously you will have the most important part to play in this process but complete success can only be achieved where there is constant and close co-operation between the child's home and the school.

You will find a copy of a **“Home – School Agreement,”** at the back of this Prospectus. This sets out the responsibilities of the School and home in relation to the children's education. Please read, sign and return the enclosed copy to school.

The school wishes to develop the varied talents of all its pupils. This is best achieved with the fullest support of the parents. Therefore parents are kept fully informed about school life, including the “Annalong Primary Matters” newsletter and the school website at:

www.annalongps.com

The school also has a **twitter** account which provides up to the minute access to school news.



You are encouraged to support the school in a variety of ways. We have developed a “**Volunteer Pool**” of parents who are willing to give up some of their free time in support of the children. If you are interested, please ask for a “**Disclosure Certificate Application Form,**” from the school office.

The Friends of Annalong Primary School also welcomes your help and/or ideas. The group arranges a number of events throughout the year. They have provided invaluable support to the school in a number of practical and financial ways for which we are grateful.

SCHOOL MEALS

School meals are available at a cost of £2.30 per day (December '16). This includes a convenience dessert of choice. Meals are nutritious and healthy with a choice of main course. They are prepared in our meals kitchen and meet minimum nutritional standards as determined by the Department of Education.

Please note that financial support is available for the purchase of school meals/school uniform/PE clothing if you are currently in receipt of:

- **Income support/Income-Based Jobseekers Allowance/Income-Related Employment & Support Allowance, or if a pupil claims income support in their own name**
- **Guarantee element of state pension credit; or**
- **Child Tax Credit and are not receiving Working Tax Credit because you work less than 16 hours a week and have an annual taxable income of £16,040 or less; or**
- **You are an Asylum Seeker supported by the Home Office National Asylum Support Service (NASS)**

Further information and a form can be provided by the school office.

FOOD IN SCHOOLS POLICY

With effect from the 1st September 2014, schools are required to implement healthy break minimum nutritional standards.

In summary, **pupils should only drink tap water or unflavoured, still bottled water. Diluted/fizzy drinks including fruit juices will not be permitted in school.** Please note that a water cooler with filtered, chilled water is available free in school. Children can bring their own drinks bottle & fill it in school.

Milk is of course also available either directly from the school or can be brought from home. **Yoghurts**, preferably low fat, can also be provided. **Flavoured milk drinks** are not permitted.

Portions of fruit & prepared vegetables can be given as a breaktime snack. Please be aware that **tinned fruit in fruit juice but NOT in syrup** are permissible.

The Public Health Agency also advises that **dried fruit & fruit bars which are high in sugar are not suitable as snacks.**

Bread-based snacks are acceptable with spreads including butter or margarine. However, spreads including jams, chocolate (in spread form) & peanut butter (Nut-free school) are not suitable.

Please note that crisps, sweets, chocolate, biscuits, cakes & snack bars will no longer be permitted at break time or as a snack at the start of the day for example.

NUT ALLERGY AWARENESS

Please note that we have children attending school who have a severe allergy to nuts. Children with this condition may have a severe reaction, which may prove fatal if they come into contact with nuts. **Please note that nuts or products containing nuts or “traces” of nuts will not be permitted in school.**

Products produced in a factory using nut ingredients are acceptable.



TO AND FROM SCHOOL

At first you will need to take your child to and from school. During the first few weeks you may wish to leave your child into the classroom. After this, we find it best if you leave your child at the dedicated P1 to 3 entrance to the gable end of the extension. Also children will worry if they have to wait for you, so please be on time when meeting your child.

**Please see the “Security Policy,” attached to this Prospectus.*

Access to school on foot is via the pedestrian path to the right of the building. Please make use of the **school crossing patrol** if necessary.

The main drive is not a footpath and should only be used if dropping off or collecting by car.

Please make sure that the main drive is not blocked if you have to leave your car for any length of time. Please park in such a way as not to cause an obstruction and obey any markings e.g. double yellow lines.

ILLNESS OR OTHER ABSENCE

If your child is absent for any reason **a note giving the reason for that absence is required on their return to school.** The school is required to record reasons for absence as part of the computerised administration system.

If for any reason you need to take your child from school during the school day, *please report to the school office and complete the **sign out sheet.***

SCHOOL UNIFORM

It is a school requirement that all children should wear the uniform. Royal blue sweatshirts & sky blue polo shirts can be purchased locally (Holmes), while charcoal grey trousers, skirts & pinafores can be bought both locally & elsewhere.

Black shoes should also be worn. Please note that we encourage children to bring a pair of "indoor" shoes to school for use in the carpeted buildings during the day.

A **PE kit** should also be worn by all children in **Primarys 4 to 7.** This consists of an APS badged white polo-neck t-shirt, royal jogging bottoms and an optional royal blue hoody.

Please note that financial support is available for the purchase of school meals/school uniform/PE clothing if you are currently in receipt of:

- **Income support/Income-Based Jobseekers Allowance/Income-Related Employment & Support Allowance, or if a pupil claims income support in their own name**
- **Guarantee element of state pension credit; or**
- **Child Tax Credit and are not receiving Working Tax Credit because you work less than 16 hours a week and have an annual taxable income of £16,040 or less; or**
- **You are an Asylum Seeker supported by the Home Office National Asylum Support Service (NASS)**

Further information and a form can be provided by the school office.

CHARGING AND REMISSIONS POLICY

Education in Annalong Primary School is provided free of charge for all lessons and activities connected with the child's entitlement under the Education Reform Order. The only occasion on which payment may be required is for board and lodging on an overnight trip.

The school may take part in 'optional extras', which are not connected with the school's formal curriculum such as visits to the theatre. 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. **An annual permission consent form is provided in September each year. Written parental consent will be required before a child participates in school trips.**

The charging and remissions will be in line with the SELB Scheme drawn up in accordance with Article 101 of the Education and Libraries (NI) Order 1989.

A **school fund** also operates. Families are asked to make a voluntary contribution of £15.00 per annum in support of the school.

MID-ACADEMIC YEAR CHANGES

If there are any changes in the enclosed information/guidance due to unforeseen circumstances, e.g. an amended or new policy, then parents/guardians will be informed in writing of the changes & how this affects you or your children.

FURTHER INFORMATION

The Board of Governors of Annalong Primary School realise that the information given in this prospectus is limited and parents are very welcome to make arrangements with the principal, Mr Goucher, to visit the school to discuss our plans for meeting your needs regarding your child's education.

CURRICULUM

Curriculum Policy Statement:

It is the policy of the Board of Governors of Annalong Primary School that all the pupils will receive their full entitlement under the NI Curriculum. The Northern Ireland Curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.

Ethos:

The Christian faith lies at the heart of our ethos & underpins the way we work and endeavour to live together as a school & nursery community.

We are a welcoming & inclusive school & nursery where pupils are nurtured in a positive, caring & safe environment.

Through an emphasis on child-centred education, it is our aim that every child achieves their full potential. Pupils are also encouraged to become self-confident, independent learners.

We aim to meet the needs & aspirations of our pupils through high quality teaching & learning.

We actively seek to promote close cooperation between the school & nursery, families & the wider community including other nursery, primary & post-primary schools.

Access to the Curriculum:

Within the curriculum development programme, teachers will be aware that different pupils learn in different ways, at different rates and have differing problems. Therefore, where necessary, a range of teaching strategies will be used.

Activities are "differentiated," within year groups to take account of the range of abilities. Activities are planned in response to the child's stage of development as determined by both informal & formal assessment of needs. (See below).

Pupils in Primaries 4 to 7 are assessed each Autumn Term using ***Computer-based Assessment**, the results of which provided to parents at Annual Parent Interviews.

*Computer-based Assessment is currently voluntary, pending the outcome of a DENI review of assessment. (December 2016)

On-line Progress Tests in Maths & English are also undertaken by pupils in Primaries 3 to 7 during the Summer Term (May).

Curriculum Delivery:

The school will distribute its time amongst the Areas of Study according to curricular guidelines. However, experience has shown that it is most difficult to measure this time allocation accurately.

Annalong Primary School has a proud tradition of sporting and musical success. It is the intention of the Board of Governors that this will be maintained. There will also be the opportunity for the development of these interests in extra-curricular activities including hockey and soccer.

The school is well equipped for study. A computer network with broadband internet, interactive whiteboards in most rooms, TV/video in each room and a fully computerised library is timetabled for all classes.

Detailed timetables and programmes of study are available in the school office for examination by parents of both actual and prospective pupils.

The school curriculum will be seen as being in need of constant revision and subject co-ordinators and senior staff will continue to review development to ensure successful implementation. This will be done with class teachers and any necessary changes will be decided.

Extended Schools:

The school benefits from Extended School funding. This has enabled us to undertake a number of valuable initiatives including offering a "2 To 3 Club," an Actisport programme & IT Club. The library is also available to families.

In addition, a reading partnership programme is also offered to those children who would most benefit from a boost to their reading.



The school works closely with other local primary schools as part of an **Extended School cluster arrangement**. Additional funding has enabled the schools to provide a range of ongoing & one-off projects.

“Small Talk ni,” offers Speech & Language Therapy to both nursery unit & primary 1 pupils. The programme is designed to compliment existing support and is not a substitute for it.

N.B. If your child is already in receipt of speech & language therapy, you should continue to attend these sessions.

Complaints re curriculum:

In accordance with the school's policy of involving parents in the education of their children in those cases where parents consider the curriculum provision is not satisfactory they are welcome to express their concerns. This should be done in accordance with the following procedure. In the vast majority of cases the problem will be solved at Stages One or Two. In the case of serious complaints the concern should be specifically detailed in writing and given to the Principal as Secretary of the Board of Governors to enable the matter to be examined and a reply to be made.

Stage One: Contact the class teacher after obtaining Principal's consent.

Stage Two: Contact Principal.

Stage Three: Contact Chairman of the Board of Governors.

Stage Four: Requests that the matter be considered by the Education Authority Complaint Tribunal for Curriculum Matters.

In the event of a serious complaint being made against a member of staff the **school complaint procedure** will be put into action.

SCHOOL HOURS AND HOLIDAYS

The School hours are as follows:

P1 - 3 ***9.00 am - 12.30 pm**
 1.15 pm - 2.00 pm

*** September only for P1**

P4 - 7 9.00 am - 12.30 pm
 1.15 pm - 3.00 pm

The school does not provide supervision before 8.40am or after 3.00 pm unless children are engaged in organised school activities.

Holiday arrangements:

The school will be closed for the months of July and August and for all statutory holidays. Information about other holidays i.e. Christmas, Easter, Mid-term breaks will be sent to parents at the beginning of the new school year.

A copy of the holiday list is provided with the Annual Report in June. Alternatively, a copy can of course be downloaded from the school website www.annalongps.com

In an emergency...

In the event of an emergency closure, every attempt will be made to notify parents to enable them to make alternate arrangements. The school now operates “**Text Local**,” an **automated text & e-mail** alert programme. *Please ensure that you provide the school with both home and mobile phone numbers if at all possible.*

Religious Education:

Religious Education will continue to be taught regularly in Annalong Primary School based on the SELB programme for Religious Education. Whole school assemblies will be held at least once a week with special celebrations at Harvest, Christmas and Easter, when everyone will be encouraged to participate.

It would be the school's intention to invite appropriate people e.g. local clergy, governors, “friends” and helpers to these occasions. Each school day will include religious instruction, as detailed on individual class timetables.

ARRANGEMENTS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Some of the children attending the school will have special educational needs. These may arise from the child's physical incapacity or his/her learning abilities. As it is the intention of the school to maximise the potential of each of the pupils the school will endeavour within its resources to meet these needs.

If despite the assistance received by the class teacher and Special -Educational Needs Co-ordinator **at Stage 1 & 2 of the Special Needs Code of Practice**, a child is unable to cope in the school, **a referral at Stage 3 of the Code** may be initiated in consultation with parents and the Education Authority. The referral may result in the issuing of a **Statement, (Stage 4 & 5)**, by the EA. The needs of the child will be met either through extra assistance in school or by a placement in another more appropriate setting in exceptional circumstances.

The process of determining that a child has special educational needs in accordance with the law is a lengthy one and involves close co-operation among the teachers, school medical authorities, educational psychologists and the parents. Formal Satementing, enabling the provision of additional support will only be considered in consultation with Special Education, EA Southern.

Organisation of Classes:

It is the policy of the Board of Governors that, as far as possible, children should be taught in single year group classes. Where it is necessary to establish composite classes (e.g. P5/6) every effort will be made to limit the size of these classes.

Primary School children succeed better with a class teacher who will take the children for all central subjects of the curriculum. The particular skills of teachers, however, will be used in late afternoon classes where teachers will adopt a semi-specialist role in such subjects as the Arts, Physical Education and Using ICT.

Homework:

Annalong Primary School sees a value in children engaging in homework as a means of revising work done, in discovering information unavailable in school, in involving parents in their children's studies and in the development of good work habits especially valuable in secondary education.

Against this must be balanced each child's need for recreation and the development of private interests and hobbies and so the total amount of homework should not exceed that which can be done in **under 30 minutes in P1 - 3** and **50 minutes in P4 - 7 classes**. If you find that your child is unable to complete homework in the allotted time, stop them and **note the difficulty in writing for the benefit of the child and teacher**.

To ensure regularity it will be school policy that homework will be set each night from Monday to Thursday, though this may be relaxed for special occasions and around holidays.

Nursery Provision:

A 26-place full time nursery class is for all nursery age children in the community. A separate Nursery Prospectus is available and places are allocated according to the agreed admissions policy for nursery-aged children.

The nursery was completely refurbished and refurnished during the 2013 – 14 nursery year. Outdoor play was also enhanced with the provision of a landscaped play area.

I.T. Provision:

All classrooms incorporate a computer network linked together under the **“My School”** portal, providing pupils with the opportunity to word process, create spreadsheets, and access information and educational games from a wide range of programmes and also “surf the net” under supervision. An “Acceptable use of the Internet” policy and safety on the Internet posters are clearly displayed.

Interactive whiteboards have been installed in each classroom & are used extensively in the delivery of the curriculum.

An IT Suite is also available to the children. Additional PCs & laptops have been purchased, enabling children to have more frequent access to both PCs & group instruction.



The school has also introduced iPads for use by teachers & small groups of pupils. This area of IT provision is currently being developed with the introduction of a range of apps for use by pupils & staff.

Music:

Music is actively encouraged throughout the school. In addition to class activities undertaken with the help of a new music programme, auditions are held each year for **Senior & Junior Choirs and Praise Group**.

Brass and string instrument tuition is also provided by the SELB Music Service for successful pupils on a weekly basis throughout the year.

The **School Musical** has also proved a great success with pupils and parents alike and provides a showcase for the wonderfully talented singers and actors of Annalong Primary School.

School Sports:

Annalong Primary School continues to excel on the Sports Field. Classes follow a comprehensive programme of PE activities. At Primaries 4, 5, 6 and 7 the children have the opportunity to attend swimming at Kilkeel Leisure Centre.

Under Mrs Greenaway's coaching, success in both hockey and soccer at local and Northern Ireland level continues. Standards achieved are very high in every area of sport undertaken.



PASTORAL CARE

Policies focusing on all aspects of Pastoral Care have been put in place. Issues such as child protection, bullying and school discipline will be addressed by applying the relevant policy. These are available for your inspection. Certain policies have been reproduced at the back of his Prospectus.

A range of policies are in place to include:

- Pastoral care
- Child protection
- Discipline
- Anti-bullying
- A staff code of conduct
- Use of reasonable force/safe handling
- Intimate care
- First aid

Child Protection:

In any case of suspected child abuse, **the vice-principal is the designated teacher for Child Protection** or, if preferred, **the principal is the assistant designated teacher**. Anyone with a concern about any child should first bring it to the attention of either of the above.

School Discipline/Security:

The school has a written discipline policy drawn up by staff and governors. This policy expresses the responsibilities agreed with pupils, parents and staff for good discipline and safety in and around the school.

The School Discipline Policy is also attached to this Prospectus.

In particular, could **you please read the accompanying School Discipline & Security Policies, then sign and return the agreement pages.**

'LET'S STOP BULLYING NOW'

The following provides practical guidance in the event of an allegation of bullying behaviour.

The school participates in **NI Anti-Bullying Week** each year. In addition, anti-bullying assemblies and PDMU/Circle Time sessions will include bullying as a topic focus.

A detailed **Anti-Bullying Policy** is available from school or to download from the school website.

Bullying is wrong!

- 1 No one should be allowed to get away with hurting other people, physically, verbally emotionally.
- 2 Bullies are indiscriminate. Anyone can be the target of a bully.
- 3 If you are being bullied - it is **NOT** your fault – the person responsible for bullying behaviour needs to change, not you.

What you should do in school if you believe you are being bullied.

- 1 Talk to a teacher, parent, older friend, ancillary helper or playground friend.
- 2 If they don't believe you don't give up - try someone else!
- 3 If you need to, ask your friend to come with you to talk to an adult, or ask your friend to talk to an adult on your behalf.
- 4 Always do something - sometimes bullying will stop but it may not and you will only get more upset. This will encourage bullies. More people could be hurt unless they are stopped.

What you should not do!

- 1 Don't suffer in silence - there is nothing wrong with asking for help.
- 2 Don't hit bullies - you could be accused of bullying.
- 3 Always be truthful - don't exaggerate. If anything you say is untrue, then people may doubt your whole story.

Working with other people to stop bullying.

- 1 You do not have to have been bullied to do something about it.

- 2 If you do nothing the bullies may think you approve of what they are doing.
- 3 You can help by objecting to any bullying behaviour and supporting younger children who are being bullied.

The best thing our school can do to prevent bullying is to make it clear that bullying will not be tolerated. Staff, pupils and parents need to agree to this and to have respect for each other.

School Discipline Policy

Why have a School Discipline Policy?

- I. Good discipline is crucial in instilling positive attitudes & values
- II. In promoting self-esteem & respect for others amongst pupils
- III. In creating a positive, secure learning environment based on the school ethos
- IV. To ensure the emotional, physical & moral safety & wellbeing of all members of the school community
- V. In addition, it is only in an environment where standards of behaviour as defined by this policy are enacted; that the pupils can expect to achieve their full potential

Behaviour which falls short of the standard of behaviour expected by teachers can and does have a detrimental effect on individual pupil attainment & on standards achieved both across Key Stages & the whole school.

The school & nursery unit will emphasise & reward good behaviour & potential rather than focusing on failure & shortcomings. An active policy of instilling good attitudes with appropriate praise & rewards will be implemented across the school & nursery unit.

Roles & Responsibilities.

The Board of Governors will assist the principal in maintaining the internal management & discipline of the school. Governors should ensure that policies & procedures designed to promote good behaviour & discipline are pursued at the school.

They will also offer guidance in relation to disciplinary matters taking account of relevant legislation & if necessary seek advice from the Education authority (EA).

The principal will consider & implement any necessary measures:

- I. To promote both good behaviour & self-discipline among pupils &
- II. Respect for authority

Staff shall be expected to maintain good order & discipline among pupils in accordance with the policies of the employing authority. This will apply wherever & whenever children are in the care of staff.

Staff will model good behaviour as “role models.” All staff will be expected to apply the discipline policy fairly & consistently across a range of situations.

Parents are required to acknowledge acceptance of the school discipline policy on their child’s admission by completing a signed acknowledgement.

The school will seek to work in partnership with parents. Parents will be encouraged to promote & support the rules & regulations agreed in consultation with stakeholders from time-to-time. An effective partnership will help greatly in promoting positive behaviour amongst pupils.

The school & nursery unit recognises that if a discipline policy is to be implemented effectively, then the cooperation of parents/guardians is essential. Parents/guardians play a crucial role in developing & maintaining high standards of behaviour amongst the children & in ensuring compliance with other linked policies & practices including respect for others & their property, attendance, the wearing of school uniform & homework.

The parent leaflet, "Good Behaviour At School," is issued on entry to primary school & periodically thereafter.

A well-behaved pupil will demonstrate:

- Self-respect
- Respect for others including teachers, ancillary staff & visitors alike
- Respect for school property including resources, buildings & grounds

The school discipline policy sets out a series of rules whose aim is the creation & maintenance of good behaviour. These rules have at their heart the safety & well-being of pupils, staff & visitors alike.

Likewise, the school will encourage pupils to exhibit good behaviour, mutual respect & positive attitudes towards school & learning in a safe & secure environment in which their needs can be best met.

School Council.

The school council will also be consulted in determining the school & nursery unit "safety in School" rules below.

Safety in School.

- Children must walk within the school buildings for safety reasons
- Children should line up at the appropriate entrance following break & lunchtime & proceed to class in an orderly fashion
- Children must remain within the fenced area of the school grounds during the school day unless otherwise permitted. Gates are closed during the school day to protect children
- Children arriving in school on foot must use the pedestrian pathway. Bicycles must also be walked up & down this path. The driveway is for car use only
- At nursery & Primaries 1 to 3 pupils will only be released to known adults at the end of the school/nursery day
- Parents must indicate in writing if they wish to remove a child from school before the end of the school day, i.e. Nursery 1.30pm; Foundation Stage/KS1 2.00pm & FS2 3.00pm. Written medical evidence may also be required
- Parents must complete the sign out sheet at the main office when removing a child in this way

A Positive Approach to Discipline.

It is important that a positive learning environment is encouraged across the school & nursery unit by applying the discipline policy fairly & consistently. This policy emphasises positive approaches to learning in order to maintain and improve discipline.

The following positive approaches are examples of strategies used by this school & nursery unit to both praise & encourage children:

- ✓ Giving pupils responsibility e.g. allocating teacher-defined classroom roles or as Playground Friends
- ✓ Appropriate displays encouraging respect amongst pupils across the school & nursery unit
- ✓ Verbal praise or encouragement
- ✓ Table or pupil of the week
- ✓ Reward stickers/prizes
- ✓ Awarding of school trophies, medals & certificates
- ✓ Success in outside competitions
- ✓ Excellent work certificates & display board
- ✓ House points system
- ✓ Annual Reports
- ✓ Use of green card acknowledgement by lunchtime supervisors
- ✓ Public acknowledgement i.e. Annalong Primary Matters & press releases
- ✓ Graduation ceremonies

Applying Sanctions.

In situations where despite the best efforts of staff it becomes necessary to apply sanctions then this will be done so fairly & consistently across the school taking account of the child's stage of development. When judged necessary, parents will become involved in the disciplinary process in consultation with the school.

Sanctions may be applied for several reasons including:

- Breaches of agreed rules
- Where the authority of staff has been challenged
- To act as a deterrent where the safety of pupils is put at risk
- To result in a positive change of attitude or behaviour

When applied they should be:

- Proportionate, taking account of the stage of development
- Specific to the individual or individuals involved
- Constructive
- Should not be demeaning. *Ref. Staff Code of Conduct*

Where relevant, it is important to relate any breach of the discipline policy back to the Class/School contract. Sanctions include:

- ✓ Verbal warning
- ✓ *Time out (age appropriate)*
- ✓ *Withdrawal of privileges*
- ✓ House points deducted
- ✓ Red card issued following a verbal warning (lunchtime supervisors)
- ✓ Use of an incident log & parents informed
- ✓ Detention after school*
- ✓ Suspension or expulsion**

*Where it is considered necessary to detain pupils outside normal school hours, then parents will be provided with written notification of such & given 24 hours notice of any detention. *DENI Circular 1998/25*

**In the event that suspension or expulsion is considered necessary, then the principal in consultation with Governors, the Education Authority & parents will act in accordance with Article 6 – “Duty of Education & Library Boards to prepare/plan for Children with Behavioural Difficulties.” *DENI Circular 1998/25*

Consultation with outside agencies.

In addition, it must be recognised that some behaviours considered to be inappropriate, may be as the result of an underlying condition. As a result, it may be necessary to consult with the SENCo & parents/guardians within the Code of Practice for Special Educational Needs. Help for pupils exhibiting challenging behaviours may require the support of outside agencies including advice & possible intervention from Educational Psychology, Special Education, the SELB Behavioural Support Team or Autism Service.

Procedures for dealing with incidents of unacceptable behaviour.

- In the first instance, the class teacher will attempt to deal with incidents of unacceptable behaviour
- Parents/guardians may also be contacted by the teacher with the principal’s permission.
- Persistent breaches will be reported to the principal for action & parents will be contacted
- Individual Educational Plans (IEPs) may be drawn up within the Code of Practice
- As a result of the above, outside agencies will be consulted at Stage 3 of the Code of Practice

Dining Hall/Playground (*sub-section*)

- Children will line up in the proscribed manner when called forward for meals
- Knives & forks are not to be carried in the hall unless under supervision
- Children must ask to leave the hall by first raising their hand
- All rubbish (packed-lunch) to be disposed of in bins provided
- Children will play in designated playground zones
- Use of the adventure play equipment is on a timetabled basis. Rules governing use are clearly displayed
- The children should endeavour to keep the playground rules – displayed
- Litter is to be placed in the bins provided

ANNALONG PRIMARY SCHOOL

Discipline Policy

I agree with the Discipline Policy as drawn up by staff & Governors

Child’s name: _____

Signed: _____ Date: _____

ANNALONG PRIMARY SCHOOL

Home - School Agreement

The School will:

- Encourage children to give of their best at all times
- Provide an education in accordance with the NI Curriculum
- Treat pupils fairly & with respect
- Provide a warm, welcoming & safe environment
- Inform parents/carers of their child/ren's progress at regular intervals

Signed: Andre Goucher Principal

Parents/carers will:

- Ensure that children arrive on time for school (9.00am)
- Make sure that children attend school regularly, avoiding holidays during term time.
- Making sure that children have all that they need for school including a full school uniform
- Make every effort to attend meetings to discuss their children's progress
- Support the school's pastoral care policies in respect of good behaviour & discipline

Signed: _____ Parent/Carer

As a pupil I will:

- Try to do my best at all times
- Care for school property
- Be polite, kind & friendly & show respect to others
- Wear my school uniform
- Leave toys & sweets at home as they are not needed in school
- Not bring a mobile phone to school
- Talk to a teacher or other adult if I am worried or need help

Signed by/or on behalf of: _____ Pupil _____ Class

Volunteering!

If you are interested in volunteering your help we would like to hear from you. Volunteering can range from accompanying children on school trips to leading activities if you have particular skills.

In every instance, an **Enhanced Vetting Certificate** should be applied for through the school from Access NI at **no cost** to the volunteer.

Please complete and detach the slip below if interested. Thank you.

ANNALONG PRIMARY SCHOOL

Volunteering

I am interested in becoming a school volunteer. You can contact me at the following number/s:

Home Tel: _____

Mobile: _____

Signed: _____

Date: _____