



Pastoral Care Booklet For Parents and Guardians

JONES MEMORIAL PRIMARY SCHOOL

2 Cappog Road , Mullylogan
Enniskillen, Co Fermanagh
BT74 5QF
Tel: 028 66 323420 Fax: 028 66 329356

Principal: Mrs S Isherwood MSc PGCE BEd (Hons)
E-mail: sisherwood700@c2kni.net

1st September 2021

Dear Parents

I hope that you all have had a good summer and that your children are refreshed and looking forward to the new school year. It is a pleasure to see the pupils all neatly presented in the school uniform. I look forward with enthusiasm to working together with parents, staff, pupils and governors to ensure that the high quality of education delivered in the harmonious environment of our school continues to develop.

As we commence the 2020/2021 academic year, I would like to extend a warm welcome to all the new families who have joined the school this year and welcome back all of those families who have previously been involved in the life of Jones Memorial Primary School. I hope that all our pupils will be happy in school and will make good progress this year.

Please remember that ALL pupils must bring a change of footwear for P.E. This should preferably take the form of plimsolls. Please place these in a named bag hung on their peg and left in school.

During this academic year I wish to state that **NO NUTS** or products containing nuts can be brought to school as a pupil who has a severe nut allergy is enrolled at the school. Thank you for your co-operation.

We hope that your child has an enjoyable year at school. Thank you for your continued support of Jones Memorial PS.

Yours sincerely,

Mrs S Isherwood
(Principal)



Gold Health Action Award





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Parent Volunteers Required

Under regulations pertaining to educational visits, we may at times need additional adult supervision when taking your children on school trips.

If you are available, for the occasional day, please put your name down on the volunteer list in the school office or give in your name when attending your year group meetings.

To be a parent volunteer requires an Access N.I. Verification Form to be completed – some of you may have already completed one in the last school year.

As a staff we would appreciate you supporting us by becoming a parent volunteer as it allows us to plan and safely supervise your children during school trips.

S Isherwood

(Principal)



Please respond using page 4 in the Reponse Booklet – thank you!

CHILDREN'S WELFARE

Parents of new children will be issued with a copy of our Pastoral Care booklet.

Noteworthy points are:-

- o “Children being collected by car **authorised** to be in school grounds **must be met before** they depart through the pedestrian gate”.
- o Cars should **not** enter the grounds unless there are medical reasons, or a baby on board.
- o Nuts and nut based foods are excluded from school.
- o Proper arrangements should be made for the collection of children after school. In the event of a delay please telephone the office (66323420) as this lessens distress on the part of the child.
- o In the event of sickness, please forward a sick note on the child's return.
- o If your child has developed a medical condition, weakness or recurrent illness, please inform me in writing.
- o If you require medication to be administered during the school day, please complete the Prescribed Drugs Form, so that appropriate arrangements can be made. (Please see form on page 8 of the Response booklet)
- o If you have changed address, telephone number (including mobiles), second contact person/telephone number etc. please inform the office as soon as possible
- o “Permission slips” requesting your permission for each individual child's participation in school outings will be issued for completion.
- o Children requiring inhalers should ensure that teachers are informed. Inhalers marked with the child's name, can be retained on a permanent basis in their respective school classroom.

GOLDEN TIME

I'm sure you will agree that children's personal and social development is equally as important as their educational development and attainment.

In order to encourage and acknowledge good citizenship you will be continuing to use the "PATHS" programme which encourages responsibility; caring; sharing; respect; helpfulness etc. This initiative is now firmly in place and working well.

We further aim to encourage children to choose good behaviour by extending the system of praise and rewards within each classroom. We find that Golden Time is an excellent method by which to achieve this.

This involves 30 minutes of free choice activity being available to each child on Friday afternoons. Each child will start the week with a full quota of 30 minutes, and providing they abide by the rules they will enjoy their full entitlement of Fridays.

In the case of a child misbehaving, a staged approach will be adopted:

- Verbal warning
- Name on board/Yellow card
- Lose 5-10 minutes of Golden Time

If a child loses three Golden Time's during a term, they will automatically receive detention (break time).

If a child receives three detentions during a term, parents will be invited into school to discuss their child's behaviour and the way forward.

GOLDEN TIME runs throughout the year, and takes place on Friday afternoons.

N.B. no remote control cars, playing cards, tablets, phones or DS Consoles!

Many thanks for your co-operation as we strive to raise standards of behaviour, ensuring that our children enjoy a safe and secure environment.

SCHOOL MEALS

Breakfast Club:

Our Breakfast Club is continuing this year. There will be more information regarding special events and menus in our school newsletters.

School Meals:

School dinners are on sale daily at a cost of £2.60

Similar to last year the following arrangements will be adopted:-

- All families will be provided with a 4-week menu on rotation.
- Children can opt to take school dinners or bring packed lunch, on a daily basis.
- Children on free school meals will be entitled to a packed lunch from kitchen when going on a school trip.
- NB Children who purchase school dinners will be required to PAY FOR THEM ON A weekly BASIS.

Method:

- Each child who pays for dinners should bring in the amount of £2.60 each day, for which they will be provided with a set meal from menu. While each child is provided with a glass of milk or water.
- Money should be given to the class teacher in a named envelope on a Monday.
- Reception & P1 children should place their envelope in the tray outside the classroom each morning.

Supporting Learning and Teaching

- Covid 19 guidance restrictions in place – Following a long period of home learning pupils returned to classroom-based learning (Aug 2020). Loss of learning, loss of routine, loss of structure, etc will need to be considered when re-engineering the approaches to learning and teaching in 2021/22.
- There is a need for baselining of pupils based on teacher professional judgement and pupil voice to inform planning to meet individual needs.
- Use of Directed Time in 2021/22 for staff to adapt planning and identify key learning.
- Majority of parents took on a greater role in supporting their child's learning during lockdown in Term 2 2020/21. Staff utilised online platforms and learning packs to facilitate home learning.
- School website updated in to support communication with stakeholders. Continue to build on this in 2021/22.
- Consultation with parents indicated a lack of access to devices to support online learning within some homes and a quicker turn around on provision of support required in 2021/22.
- Teacher Professional Learning will need to address effective use of digital platforms to support blended learning (EA Continuity of Learning guidance, staff meetings and reflections of 20/21).

Supporting Leadership & Management

- Covid 19 guidance restrictions continue to be in place. The school is following PHA guidance to protect all staff and pupils and to deal with Covid 19 suspected and confirmed cases (DE & PHA Guidance documentation).
- Full complement of staff in place for week beginning 23rd August (Staff Attendance Records).
- School budget: monitoring measures are necessary in going forward in 2021-22. Careful monitoring of additional costs due to decreased enrolment & Covid required by Principal and Governors, in liaison with EA LMS (EA LMS Meeting / Communication, 2021/22 Budget Statement)
- With the ever-evolving circumstances surrounding Covid, the School Community will need to be up-to-date with current legislation and practice and therefore current policies and planning will require adaptation (DE & PHA guidance documents, Policy Documents).
- Teacher Professional Learning will need to address effective use of digital platforms to support blended learning (EA Continuity of Learning guidance, staff meetings and reflections following 20/21).
- School Development Planning will follow DE Guidance (7th June 2021) and transitional plan to be agreed, implemented, monitored and evaluated.

Supporting Physical & Emotional Health and Wellbeing

- Covid 19 restrictions continue to be in place – The school is following the Public Health Agency and Department of Education guidance and will put in place any relevant measures to protect all staff and pupils (DE & PHA Guidance documentation).
- Following a disruptive year the loss of contact, loss of friendships, loss of routine, loss of opportunities resulting in attachment and anxiety issues etc will need to be considered when pupils are re-engaging in school in 2021/22.
- There is a need for reviewing pupils' health and wellbeing to inform planning to support individual needs.
- Teacher Professional Learning needed to address effective health and wellbeing approaches across the school, with a consistent approach to the pace of learning and to allow children the space to 'rediscover self-image and self-esteem' (Research – Barry Carpenter "The Recovery Curriculum" 2020).
- Staff reflection and staff feedback has indicated the stresses of Covid however the commitment of staff was evident throughout lockdown. In 2021/22 there is a need to be mindful of work-life balance and ensure there is a caring and supportive working environment for the whole school community.
- Continue to build on health and wellbeing policies and strategies e.g. healthy eating, physical activity.

SCHOOL NUTRITION POLICY INCLUDING HEALTHY BREAK POLICY AND MUNCH BOX CHALLENGE

The Governors and Staff unanimously agreed to the adoption of a School Nutrition Policy. This policy has been adopted since September 2005.

We, in Jones Memorial P.S. recognise that child and adolescent obesity has reached critical levels, and that poor diet combined with the lack of physical activity negatively impacts on pupils' health, and their ability and motivation to learn, both now and in the future.

The overall objective of this policy is to raise children's awareness of the need to make responsible decisions about their diet, and develop their understanding of the contribution of nutritious food to good health.

Pupils are encouraged to understand that Good Nutrition is essential to:

- Allowing children to reach their **full potential**
- Protect against **decaying of the teeth**
- Prevent against **long-term health problems** e.g. obesity, diabetes, coronary heart disease, osteoporosis and cancers

The school is committed to:

- Encouraging healthy eating patterns from early on in life
- Encouraging pupils to bring healthy and nutritious breaks to school as part of our Healthy Break Policy
- Encourage parents to pack healthy lunch boxes
- Supporting healthy eating through nutrition education as part of the Health Education component of P.D.M.U.
- Encouraging pupils to have a bottle of water in class at all times, to keep them hydrated
- Teaching pupils the importance of water and a balanced diet in both long term health and the effect this has on our brain and learning
- Encouraging pupils to select and consume all components of the school dinners
- Encouraging pupils who bring pack lunches to eat a varied range of foods and at least one portion of fruit or vegetables
- Providing students with the opportunity to engage in daily physical activity

Approaches used:

- Topic Work and P.D.M.U. e.g. in Foundation Stage and K.S. 1 visiting the Tesco Farm to Fork Trail shop or as part of P.D.M.U. or W.A.U. Topics at K.S. 2
- All beverages consumed at school should be milk, water or 100% fruit or vegetable juices. Fizzy drinks, crisps and sweets are strongly discouraged and healthier options offered.
- Promotion of the Healthy Munch Box Challenge
- Assemblies e.g. Food
- Visiting road shows e.g. Dairy Council Roadshow, Sports Demonstrations, Action Cancer
- Wall displays and posters
- Example setting by staff
- Regular dialogue between Pupil School Council, School Management and School Meals Staff
- Providing after school's sports in partnership with Youth Sport West and Rugby Federation
- Adequate time shall be allowed for student meal service and consumption, and we seek to provide a pleasant dining environment.
- Pupils are also encouraged to participate in physical exercise outside during play times.

Through these various approaches we will encourage each child in our care to lead healthy lives and to become responsible citizens, making informed and responsible choices and decisions throughout their lives.

Suggestions for Healthy Breaks:

- All types of fruit
- All types of vegetables
- Yoghurt and dairy products eg cheese triangles
- Crackers

Parents should avoid where possible packing for breaks cereal bars as these are very high in sugar



Healthy Munch Box Challenge:

As a school we work with the Health Promotion Department, WHSCT, to promote The Munch Box Challenge (a lunch box initiative) and obtain an Award for our school.

W.H.S.C.T. guidelines suggest that at lunch time children's lunch boxes should consist of **at least one healthy portion** from each of the four main food groups listed below,

- **Bread, Cereals and Potatoes**
- **Fruit and Vegetables**
- **Milk and Dairy Products**
- **Meat, Fish and Alternatives**

and that children should be encouraged to **reduce their daily fat, sugar and salt intake**



To Promote Healthy Eating And Improve Oral Health In Children

Always include in your child's lunch box at least one healthy option from each of the four main food groups listed here. Bread, other cereals and potatoes, Fruit and Vegetables, Milk and Dairy Products and Meat, Fish

10 DAYS OF HEALTHY LUNCH BOX IDEAS

- | | |
|---|---|
| 1 Ham and cheese sandwich - Fruit yoghurt - Apple - Cherry tomatoes - Diluted fruit juice. One part to 10 parts water. (No added sugar) | 6 Vegetable soup - Crusty bread - Cheese cubes - Cherry tomatoes - Banana - Water. |
| 2 Chicken, peppers and salad pitta pocket - Pot of rice pudding - Banana - Milk (semi-skimmed or whole) | 7 Pasta salad - Yoghurt - Pineapple and melon chunks - Cucumber slices - Diluted fruit juice. One part to 10 parts water. |
| 3 Tuna, onion, cucumber and sweet corn in tortilla wrap - Yoghurt - Fresh fruit salad - Water | 8 Ham, cheese and tomato sandwich - Pot of rice pudding - Pear - Milk (semi-skimmed or whole) |
| 4 Turkey bogel - Cheese cubes - Two Clementine oranges - Celery sticks - Fruit Smoothie | 9 Tinned salmon and salad pitta pocket - Bunch of grapes - Carrot sticks - Fruit Smoothie |
| 5 | 10 |

SUN PROTECTION POLICY

Rationale

Research has shown that too much sun can cause skin damage including sunburn, premature aging and skin cancer. A simple sunburn in childhood can lead to long-term skin damage and may increase the risk of melanoma in later life

Aims

To raise awareness among children of the dangers of excessive sun exposure.

To create a suitable environment with adequate shade and protection.

In the writing of this policy, cognisance has been taken of the EA guidelines, advice from the DHSS and recommendations from DENI. This policy forms part of the school's Health Education policy.

- Sun awareness and sun safety issues will be addressed in the appropriate curriculum areas, particularly Science, Health and PE.
- We will address the issue of using clothing as protection: PE kit for outdoor activities, collared t-shirts, appropriate hats etc.
- We will encourage children to use shaded areas of the playground during break and lunch times: trees, walls, buildings, garden structures and we will consider such issues in the development of the school grounds.
- We will take appropriate precautions for all activities such as Sports Day, After-school sports and clubs, school outings and trips.
- We permit and indeed encourage the use of sunscreens in school and will endeavour to ensure that they are used correctly.

Staff

Teachers and supervisors will be familiar with these guidelines and will ensure that they are correctly implemented. Staff will follow protection procedures and will act as role models. We will endeavour to convey a positive message so that children can enjoy outdoor safety by being "sunwise".

This policy will be monitored, reviewed and amended regularly and as required. It has been endorsed and accepted by the Board of Governors.

EDUCATION

The five key Sunsmart skin cancer prevention messages are:

- S**tay in the shade 11-3
- M**ake sure you never burn
- A**lways cover up – wear a hat and sunglasses
- R**emember children burn more easily
- T**hen use factor 15+

PROTECTION – this is an ongoing process and will be revised yearly

Timetabling:

- Junior classes will as far as possible have play and P.E. sessions in the morning, when the sun is not so strong.
- This will also apply to Sports Day.

Clothing:

Reception and Year 1, 2 and 3 parents and guardians will be advised by staff to send with their children a hat to wear in sunny weather.

Sunscreen:

- SUNSCREEN WILL NOT BE PROVIDED BY SCHOOL.
- Sunscreen will be encouraged on school trips, P.E. sessions etc
- During good weather Reception – Year 3 parents/guardians will be advised to send their children to school wearing a High Factor Sunscreen of 30 or more.
- Year 4-7 pupils will be advised to carry a named bottle of sunscreen in their bag so that they can apply it before P.E. sessions.
- Pupils with no sunscreen may not be allowed out in sun on occasions where staff deem the sun to be extremely hot and dangerous.
- We will send letters home asking for children to apply sunscreen during the summer months, which will require a response from parents.

We will monitor our progress and review the policy annually.

PASTORAL CARE

INFORMATION FOR PARENTS

It is the aim of the school to provide a safe and secure environment within which your child will develop to his/her full potential.

The moral, intellectual, personal and social development of the children is promoted by all members of staff within a climate which is characterised by good relationships and mutual respect.

The school is very dependent on the support of the parents, working in partnership in order to realise its stated aim. From Reception and Primary 1, lines of communication are established which are perpetuated as the child makes its way through the school.

Positive achievements are highlighted and are communicated throughout the school and homes in order to promote a positive ethos.

The safety of your child is vitally important to us. Safety comes under the umbrella of 'Pastoral Care' and this area is addressed through a number of policies and practices.

SUPPORT SERVICES

The school maintains close links with the Medical and Social Services. Contact with the various departments is ongoing and the class teacher is kept informed of information which may affect the wellbeing of a child.

HEALTH EDUCATION

This important element of the curriculum is incorporated in the Science programme. It encourages the children to have respect and responsibility for their body while informing them of the dangers of smoking and bad drugs.

STAFF CONDUCT

All teaching staff are provided with an agreed Code of Practice for their conduct towards pupils. Ancillary staff, volunteers and coaches are all required to complete a vetting form.

This is an overview of the policies and procedures in place for the Provision of Pastoral Care. The school will continue to develop this area in order to achieve our stated aim of providing a safe, secure and happy environment for all the children in our care.

SUPERVISION

Supervision of children at play is very important. Teachers, classroom assistants and lunchtime supervisors are deployed to ensure the safety of children in the playground and in the classrooms on wet days.

HOME TIME

Parents/carers should meet younger children (Reception & Year 1 either before or after lunch). Years 2-7 school finishes at 3.15pm.

OUT-OF-SCHOOL ACTIVITIES

All activities are well organised with an appropriate level of supervision. The school has a Safety Policy for Trips and Visits which clearly covers all aspects of planning and preparation, group management, safety, etc.

BEREAVEMENT PLAN

Staff have adopted a bereavement plan which outlines how they might support children who have been bereaved as a result of a death in the family circle, or been traumatised as a result of a separation or upheaval.

MEDICAL

Children's medical conditions are circulated and made known to staff, and register is updated as/when necessary. The school has a dedicated areas which is used for the administration of emergency aid. Fortunately, due to the high level of supervision, most mishaps only require the administering of a cold compress. In the event of a serious injury, the parent is contacted, etc. while child is accompanied to Accident and Emergency at SWAH.

While a lunchtime supervisor with medical qualifications administers first aid, a member of teaching staff who possesses a Teacher's Emergency First Aid Certificate takes decisions following more serious mishaps.

Notes are sent home to parents to inform them of first aid has occurred.

PERSONAL DEVELOPMENT PROGRAMME

The school's personal development programme is permeated through our P.D.M.U., topic work, school and class assemblies and Circle Time. An element will include raising children's awareness of the dangers and challenges they may face both in school and in the community, and how they should respond.

CONTROLLING CHILDREN

Staff are given guidance on the Use of Reasonable Force to Restrain or Control Pupils (Dept. of Education Guideline). The need to use reasonable restraint or make physical contact with children would be rare and only used in the interests of order and safety.

CHILD PROTECTION POLICY

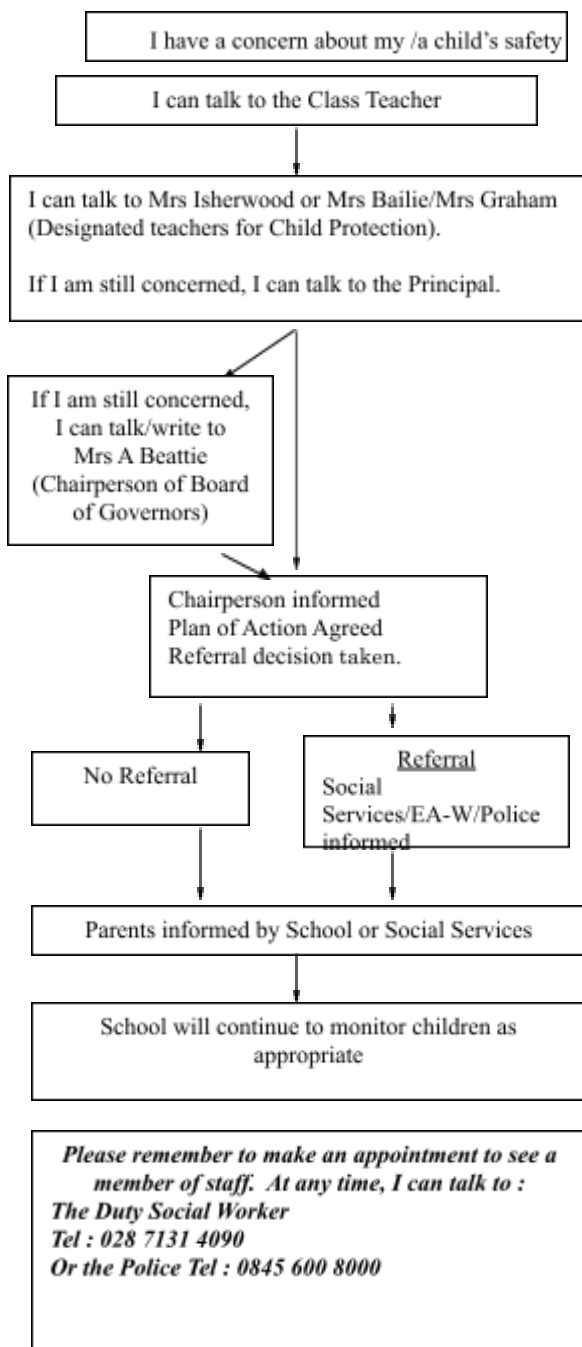
This is a very wide area which encompasses Child Abuse; Behaviour and Discipline; Drugs; Bullying; Bereavement; Controlling Children, etc.

Child Abuse: - Staff are informed of the four types of abuse, i.e. Sexual; Neglect; Emotional and Physical. There are established steps which the school will be obliged to take in the case of suspected abuse or a disclosure being made. This will involve contacting Social Services who may initiate a formal investigation.

The full policy can be requested from the school office.

See Appendix A

Parent Information on Child Protection



A close partnership between home and school should help to ensure that all of our young people learn and develop to their full potential in a caring, supportive and safe environment.

Together we can ensure that the best interests of every child remains our primary consideration.

Pastoral Care

2 Cappog Road
Mullylogan
Enniskillen
Co fermanagh
BT74 5QF

Tel : (028) 66323420
E-mail : [HYPERLINK](#)
"mailto:ksterritt616@c2kni.net"
sisherwood700@c2kni.net
Website : [HYPERLINK](#)
"http://www.jonesmemorial.co.uk"
www.jonesmemorial.co.uk

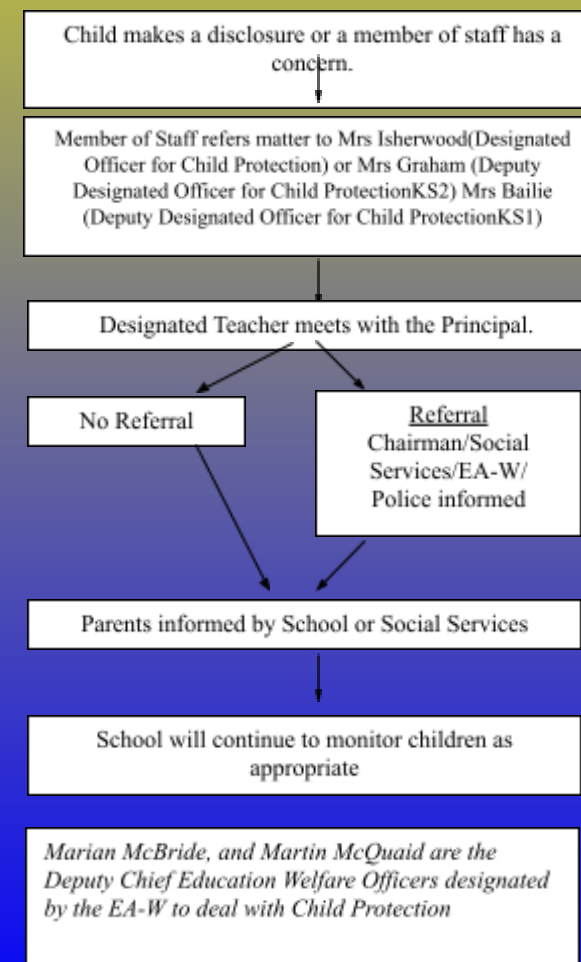
Appendix A

At Jones Memorial Primary School the pastoral care of our pupils is of utmost importance. We pride ourselves on knowing every pupil and addressing their individual needs.

We take due consideration of the Special Educational Needs and Disability NI Order.

Our aims are to help pupils:

- Feel secure, valued, special and unique
- Feel a member of our school community
- Develop as individuals
- Gain personal and emotional worth
- Build good relationships with other pupils and adults
- Appreciate life and respect the world in which they live
- Develop a sense of responsibility for their own learning and actions



PROMPTING POSITIVE BEHAVIOUR POLICY

Behaviour and Discipline: - The school is in the process of revising the positive discipline policy which encourages good behaviour. Supporting the Discipline Policy are Ten School Rules, in addition to each teacher having established Classroom Rules conveying the teacher's expectations of the children. The school assemblies are also used for raising awareness of positive behaviour.

This document will be published for consultation in the new school year.

See Appendix B

Parents have a right to:

- A broad, balanced and appropriate curriculum for their children
- Have reasonable access to the school. Have enquiries and concerns dealt with sympathetically and efficiently
- Prompt information if a child is ill, injured or concerns exist
- Involvement in big decisions about their child's education
- A safe, well managed and stimulating learning environment for their children
- Information about their child's progress, school rules and procedures
- A suitably resourced, well maintained school.

Parents have a responsibility to:

- Ensure that their child attends school regularly and on time
- Ensure that homework is completed in a suitable environment
- Equip each child with the items required for the school day
- Be aware of the school rules and procedures and encourage each child to abide by them
- Show interest in their child's work
- Attend planned meetings and support school functions
- Provide the school with their child's background information
- Ensure that the school is informed promptly of concerns or changes to home / medical / relevant personal circumstances.

We adopt a positive approach to this Policy by encouraging good attitudes and behaviour through rewards and praise of pupils' efforts where possible.

There are occasions when sanctions are required these may include:

- Solution focussed approaches - PATHS
- Verbal reminder
- Non verbal reminder/visual cues
- Yellow cards / Red cards / Loss of Golden Time
- Additional homework / Use of Red Letter
- Withdrawal from situation, class group or playground
- Withdrawal of privileges eg. playing outside at break or lunch
- Note in homework diary, phone call or letter to parent
- Referral to Principal / Vice-Principal
- Daily Report Card
- Detention after school (with parental permission)
- Suspension
- As a last resort referral to the EA-W for expulsion.

The sanction used will depend on the behavioural issue and more than one sanction may be applied in a particular case.

If a pupil engages in an act of violence disciplinary action will be taken which may include a recommendation to the EA -w that the pupil be expelled. Support may be sought from EA-Wservices.

Incidents referred to the Principal or Vice-Principal will be recorded on the Incident File which is viewed by the Chairman annually. Other incidents may be recorded in teachers' personal incident books.

Jones Memorial Primary School



Promoting Positive Behaviour and Behaviour Management

*2 Cappog Road
Mullylogan
Enniskillen
BT74 5QF*

*Tel : (028) 66323420
Fax : (028) 66329356*

Top of Form

*E-mail : [HYPERLINK](mailto:HYPERLINKmailto:sisherwood700@c2kni.net)
"mailto:sisherwood700@c2kni.net"
sisherwood700@c2kni.net*

Bottom of Form

Website : www.jonesmemorial.co.uk

Appendix B



ANTI- BULLYING

The school has zero tolerance towards bullying. Bullying should be reported by children and/or parents either to the class teacher or Principal. If persistent bullying has been alleged or observed within the school, parents of both offender and victim will be notified. Meetings will be arranged as appropriate in order to resolve the situation and a record made of events and actions to be taken; this will be communicated in writing to parents. Should there be no improvement, the school will implement the Department's Suspension/Expulsion Policy.

The school has undertaken a review of the documentation. Please share your views Within the proforma.

See Appendix C

Responding to Incidents of Bullying Behaviour

- Speak in a calm manner
- Remain neutral
- State that you are taking the incident seriously
- Show empathy
- Help pupils who feel bullied to be

- honest about their feelings
- open about how they feel
- willing to listen and share

- Praise the pupil who feels bullied for seeking help
- Inform the Principal or Vice Principal who will investigate

Where appropriate, depending on outcome of the investigation:

Don't Forget The Golden Rules:

- Do be gentle
- Do be kind and helpful
- Do work hard
- Do look after property
- Do listen to people
- Do be honest

Preventative Interventions and Proactive Strategies to create a Bully Free Ethos

We adopt a positive approach to this Policy by encouraging good attitudes and behaviour through rewards and praise of pupils' efforts where possible. Everyone is encouraged to work together in the pursuit of a Bully Free Ethos.

The school will seek the support of the WA-W and other professionals in all matters related to pupil welfare, if necessary. Please note that if a concern relates to a child protection matter, advice may be sought from social services and followed as appropriate.

Incidents referred to the Principal or Vice Principal will be recorded on the Incident File

Jones Memorial Primary School

Anti Bullying Policy

*2 Cappog Road
Mullylogan
Enniskillen
BT74 5QF*

*Tel : (028) 66323420
Fax : (028) 66329356
E-mail : [HYPERLINK](mailto:ksterritt616@c2kni.net)
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sisherwood700@c2kni.net
Website : www.jonesmemoiral.co.uk*

The aim to create a climate where positive behaviour is encouraged and all pupils feel secure and equally valued.

Our school is completely opposed to bullying and will not tolerate it. All members of the school community have a right to work in a secure and caring environment. They also have a responsibility to contribute and maintain such an environment.

Reports made about incidents of bullying are taken seriously and thoroughly investigated. When bullying occurs, the needs of the victim are paramount. Bullied pupils will be listened to and supported.

WHAT IS BULLYING?

The Northern Ireland Anti Bullying Forum define bullying as *“the repeated use of power by one or more people intentionally to harm, hurt or adversely affect the rights and needs of another or others”*

We recognise that it can take a number of forms – physical, verbal, gestures etc.

All reported cases of bullying will be dealt with in line with our Promoting Positive Behaviour Policy.

If a parent or child has a concern regarding bullying, it should be reported to Mrs Isherwood (Principal), Mrs Bailie (Vice Principal) or Mrs King (Deputy Designated CPO).

JONES MEMORIAL PRIMARY SCHOOL **CHILD COLLECTION POLICY**

Your child's well-being is of great importance to the staff at the school, therefore procedures for collecting children are followed to ensure your child's safety. No children will be released from our care if staff are not informed of the person collecting the child.

Admission information

When your child starts at the school, you will be asked to fill in some information about your child. We will ask for details about the person/people who will be collecting your child. This information can then be used to identify the designated person(s).

Suitable person / Identification of Individuals

- It is the policy of the school that no person under the age of 16 years can collect a child from the school during the day.
- If staff feel that the parent/carer collecting a child may be under the influence of either alcohol or drugs and the safety and wellbeing of the child may be compromised, the staff must contact a member of the Senior Management Team.
- The member of the Senior Management Team will assess the situation and if they feel that the parent/carer appears unable to take responsibility for the child they will take appropriate action. This could include contacting another member of the family to collect the child.

End of School Arrangements

All walking lines to leave the school via the junior entrance. Senior pupils walking home MUST join the walking line to ensure they are crossed safely.

- The Class Teacher must be informed by the parent should there be a deviation to the plan, i.e different persons collecting child to original permissions. If the supervising teacher is not content that there is prior authorisation/permissions, they must make the appropriate enquiries and satisfy themselves of the validity of the new arrangement before the child is released from the school's care.
- Should a case arise where a child informs the class/supervising teacher of a different arrangement from normal, i.e child going home with a class friend, then it is incumbent on the class teacher (or through the School Office) to make the appropriate enquiries and satisfy themselves of the validity of the claim.
Should this procedure fail the Senior Staff Member within the school must be notified immediately, and every effort made to ensure the child is returned to safety. The Senior Staff Member must also ensure that the Parent/s of the child is notified immediately.

Relationship breakdown of parents / guardians

The school has a clearly defined procedure, which is followed in the event of the relationship between a child's parents or guardians breaking down.

Unless there is a court order, of which the school must have a copy, preventing one parent's contact to the child we are unable to deny access.

If there is concern about violent or aggressive behaviour from either parent we recommend that the child does not attend the school until the problems have been resolved, thereby ensuring the safety of all children.

Failure to collect a child

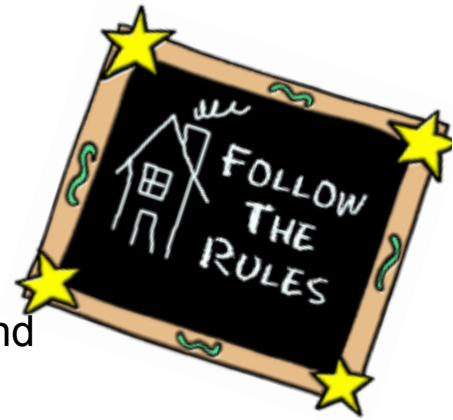
In the event of a parent / carer failing to collect a child the procedure set out below will be followed:

- A member of the Senior Leadership Team will try to establish contact via the emergency contact number(s).
- If in the event of a child not being collected and following 5.00pm the Social Services and or the police will be contacted.
- On no account must a child be taken by a person not known by the school.

May 2019

please now sign and complete the Collection Slip in the RESPONSE BOOKLET on Page 9

OUR SCHOOL RULES



1. Look good coming to and leaving school.
2. WALK in single file on the right in corridors and stairways, taking care NOT TO RUN.
3. Behave properly in cloaks and toilets.
4. Be polite and show good manners to all staff and visitors.
5. Keep the playground rules, value supervisors, be caring and play fairly.
6. Make the best effort, taking pride in all that you do.
7. Understand and keep all classroom rules, working together with your teacher and classroom assistants.
8. Look after the building as it is our school.
9. Treat others as you would like to be treated yourself.
10. Be proud of **Jones Memorial Primary School**.

Use of the following approaches is actively promoted:

- **Investigation of School Rules** at the start of the year and referred to as necessary throughout the year.
- **'Golden Rules'**
 - **We are gentle** We don't hurt others
 - **We are kind and helpful** We don't hurt anybody's feelings
 - **We listen** We don't interrupt
 - **We are honest** We don't cover up the truth
 - **We work hard** We don't waste our own or others' time
 - **We look after property** We don't waste or damage things

INTERNET SAFETY

We in Jones Memorial Primary School have in place an E-Safety Policy that incorporates an Acceptable Use of the Internet Policy in ensure that a safe use is made of the Internet by staff and pupils.

See Appendix D – *A Full Copy can be requested in the school office*

Please turn to page 11 of the Response Booklet and sign to show that you support this ESafety Policy.

The Smart Rules for Internet Safety are:

Secret **S** Always keep your name, address, mobile phone number and password private.

Meeting – someone you have contacted by cyberspace can be dangerous. Do not meet anyone unless your parents are present.

Attachments – Opening attachments, e-mails or files from people you don't really know or trust can get you into trouble – they may contain viruses or nasty messages.

Reliable – Information on the internet may not be reliable. Someone on-line may be lying and not be who they say they are. Stick to the public areas in chat rooms and if you feel uncomfortable simply get out of there!

Tell – your parent or carer if someone or something makes you feel uncomfortable or worried.

This policy ensures:

- Use of filtered Internet Service Provider.
- Children's use of the Internet is a supervised activity.
- Children will be informed about and understand Internet Safety Rules.
- Web sites used by the children will be viewed by staff prior to use and also regular checks will be made on the computer's Internet browser bookmarks, cache or history.
- Parents who have concerns about their children's use of the Internet are invited to discuss their feelings with a member of staff.

Filtering for the Home Computer –

There are many types of security software available for monitoring all Internet activity. Examples include:

Net Nanny, www.netnanny.com

Cyber Patrol

Surfwatch www.safesurf.com

**Jones Memorial
Primary School**

The Internet is a huge network of computers or other technology such as Nintendo DS's, Mobile phones and XBOX 360's, making a worldwide community. It is a way of connecting computers together so that people using them can:

- Interact and play games
- Send and receive messages
- Obtain information and resources
- Publish information
- Buy and sell things
- Socialise
- Listen to music

Why do we use the Internet in school?

The Internet is a unique and exciting resource. It brings the world into the classroom. It has many educational benefits:

- It gives children opportunities to find up to date information that might otherwise be unavailable in school
- It provides fast and efficient communication
- It encourages independent learning and children enjoy using it
- Use of the Internet is an essential skill

What are the Dangers for my Child using the Internet?

The Internet is available to all. This can bring young people into contact with unsuitable persons. Children should be taught:

- People they encounter on the Internet are not always who they say they are
- That they should never give personal details to a stranger on the Internet
- That they should never meet alone anyone contacted via the Internet

Some material on the Internet can be inappropriate for children as it may contain unsuitable information or images.

Children need to know how to respond to unsuitable materials or requests on the Internet. They should be taught:

- To tell a teacher or an adult immediately if they find unsuitable material
- To tell a teacher or adult immediately if they are requested to do something that makes them feel worried and/or uncomfortable
- While we would encourage young children not to use social networking sites we recognise that socialising via sites such as Facebook is becoming increasingly popular among younger children. **Parents and children need to be aware of specific security settings.**

What can we do in School?

At Jones Memorial Primary School we do everything we can to protect children using the Internet:

- All access to the Internet is provided through a filtered service
- Internet use is supervised by an adult
- The use of the Internet is a planned activity and Websites are previewed by teachers and appropriate material selected
- Children are taught Internet safety rules.

What can you do at Home?

It is important to promote Internet Safety in the home and to take an interest in what your children are doing on the Internet.

- Keep the computer in an area at home where you can see your child using it
- Keep an eye on the clock! Too much time spent on the Internet can be unhealthy
- Remind children that there are websites which are unsuitable. If they come across unsuitable material, they must tell you
- Be aware of 'Pop ups' linked to certain sites
- Know the SMART rules for Internet safety and discuss them with your child
- Monitor everything your child does on the Internet, even sites used in school

AFTER SCHOOL CARE AND HOMEWORK CLUB

Reception /Year 1 After School Care

We provide after school care for children in Reception & Year 1, Monday – Friday until 3.15pm. This is to facilitate parents picking up older children. This is supervised by our own classroom assistants.

There is a charge of £2 per day or £10 per week.

Please ensure money is in a named envelope. This can be paid daily or weekly

Year 2-7 Homework Club:

There is Homework Club from 3.15-5pm Monday- Thursday. Children have the opportunity to complete their homework and undertake accelerated reading tasks aided and supervised by our classroom assistants.

This costs £2 per day or £8.00 per week.

Parents are asked to please ensure money is in a named envelope, and send an afternoon drink and snack with their child.

BREAKFAST CLUB

Breakfast Club:

Our Breakfast Club is continuing this year this year. There will be more information regarding special events and menus in our school newsletters.

**Please turn to page 13 of the Response Booklet and sign to show an expression of interest in these club/s.*

Autism

What is the Autistic Spectrum?

Autism is a range, or “spectrum”, of disorders which affect some individuals to varying degrees. A child with an autistic spectrum disorder (ASD) may present with their own combination of difficulties, putting them somewhere on what is called the “autistic spectrum”. Some children with autism may have learning difficulties and very limited speech and communication. Other children with a form of autism, called Asperger’s Syndrome, may have a good vocabulary but still have difficulty with communication. As many as one in a hundred children may have an ASD. It is four times more common in boys than girls.



- Children with an Autistic Spectrum Disorder usually have difficulty with:
1. Social Communication – ability to use and understand language.
 2. Social Development – making and keeping friends, eye contact, understanding emotions, accepting simple social rules eg turn taking.
 3. Imagination – ability to play, ability to distinguish between reality and fantasy and ability to cope with change.
 4. Sensory Issues – visual, auditory, tactile, smell and taste.

Provision for children with an ASD

Children with an autistic spectrum disorder are fully integrated into mainstream classes with the help of a classroom assistant.

Dyslexia – Guide for Parents

Indicators of Dyslexia

Your child may...

Have particular difficulty with reading and spelling.

Reverse letters/number (b/d).

Have difficulty hearing the difference between sounds, which are similar ie. b/p, d/t, z/s, g/k, v/f.

Have difficulty recalling the alphabet, tables etc.

Omit letters in words or put letters in the wrong order, (ie siad for said)

Have difficulty understanding reading.

Not be able to complete work in set time.

Have problems processing language quickly.

Have poor concentration

Have difficulty copying from the board

Have difficulty with left/right, ordering days of the week etc.

Have difficulty tying shoelaces.

Be good orally

Lack confidence and or have low self-esteem

Have poor co-ordination

PLEASE NOTE

This is not a checklist. If your child has several of these indicators, you should speak to his/her teacher. Your child may be dyslexic or there may be other reasons.

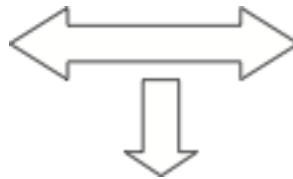
The teachers at Jones Memorial Primary School are aware of the indicators of Dyslexia and have taken Understanding Literacy Skills training, Speech &

Infant link which benefits all children attending our school. We are employing teaching and learning techniques, which will ensure that each and every child achieves their full potential.

We regularly monitor children's progress and ensure that children who require additional support receive same from with our resources. Parents are notified as soon as a teacher has concerns about a child's progress.

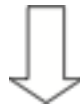
PROCEDURES

Parent voices concerns to the class teacher



Teacher has concerns about a child's progress and informs parent.

Teacher speaks to school's Special Needs Co-ordinators (SENCO), Mrs Isherwood or Mrs Bailie. Child's name is placed on the school's Special Needs Register. (Stage 1)



Appropriate intervention is put in place ie differentiated work/education plans. Child's progress is monitored closely. (Stage 2)



If progress is not commensurate with ability, child may be referred to the school's Educational Psychologist. (Stage 3)



Pending Educational Psychologist's findings your child MAY meet criteria for referral to outreach support service for children with Dyslexia.

How you can help your child

- Home is a haven—encourage and praise your child for things he/she is good at.
- Understand your child's learning difficulty

- Help your child to organise him/herself—establish good routines.
- Read to your child, let him/her relax, listen and enjoy the story.
- Play memory games (I went to the market...)and I spy.
- Develop your child's other interests and take an interest in them.
- Stay closely in touch with the class teacher.

More information on
British Dyslexia



Dyslexia is available from the
Association website.
www.bdadyslexia.org.uk

**Please Read and Sign Response Booklet
Return to school by 10th September 2021**