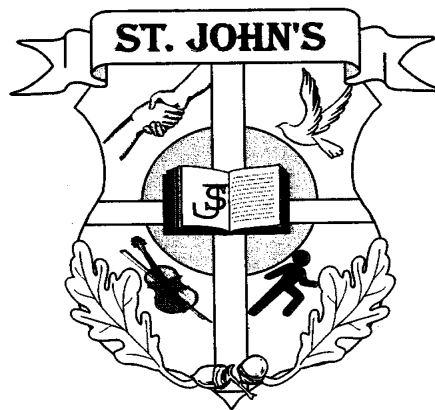


St John's Primary School

School Procedures & Safeguarding Information

2022-2023



Mission Statement

"Learning Together Growing Together"

Tel: 02871264046

Website: www.stjohnspderry.co.uk

Email: info@stjohns.derry.ni.sch.uk

School Procedures September 2022

Dear Parent(s)/Guardian(s),

Thank you for choosing St John's PS for the continuation of your child's education. I assure you that we will do our utmost to work in respectful partnership with you to build on the firm foundations you have already laid for your child.

I would like to take this opportunity to outline procedures which relate to your child's general progress and welfare and I would greatly appreciate your support and cooperation in securing a happy and safe learning environment for all.



Security: We have a Fob Security System. Exterior school doors will automatically lock at 9.00am. After this time your child may enter through the Year 5 doors on the playground. These doors will be supervised by school staff until lockdown at 9.15am. Visits during the school day should be made through the main, school entrance and recorded by office staff.



Car Safety: There has been an increase in the number of safety concerns with regards to cars entering the school grounds and/or blocking the school gates. Please park your cars carefully and pay particular attention to the safety of the children and other drivers. Please treat our School Crossing Patrol personnel with respect at all times. Should you require specific access arrangements please call the office on 02871264046.

Only staff and school service vehicles are permitted to enter the school grounds.



Start/End School Day: Children should arrive promptly at school ready for an 8:55am start. The Breakfast Club operates from 8:00 - 8.45am and provides a healthy breakfast which is subsidised by 25p per child through Extended Schools. The school day ends for Year 1 – 2 children at 2.30pm and 2.55pm for Year 3 – 7 children. **Year 1 and 2 children leaving at 2.30pm must be collected on time as the Year 1 and 2 staff have meetings and other teaching/supervisory responsibilities at this time.** Children in Year 1 – 2, with older brothers or sisters in Year 3 – 7, may attend the 'Busy Bees' Club from 2.30pm until 2.55pm.

NB. We strongly recommend that children are accompanied by an adult at all times when visiting the Rathmor Centre.



Attendance & Punctuality: Good attendance and punctuality are key priorities for our children. This aspect of school life is closely monitored by the Department of Education. Should your child be absent or late for any reason you should notify the school by letter or phone call. Children arriving in school after 9.15am must sign in at the office reception area. For attendance rates at 85% parents/carers will be contacted by Miss Amanda Murphy, Vice-Principal - the designated teacher responsible for attendance. Should attendance drop below 85% a referral to the Education Welfare Officer will be made unless any illness, causing low attendance, is certified by a doctor.

Early Withdrawal from School: Please make sure that afterschool arrangements are sorted with your child before school. The office environment is very busy therefore, unnecessary interruptions and early withdrawals should be kept to a minimum.

Personal Belongings: Please ensure that your child leaves toys, games and/or money at home. We cannot take responsibility for any loss or damage. **All items of clothing should be clearly labelled.**

Contact Arrangements: Interviews with class teachers must take place outside class teaching times and **by appointment only via the main office.** The Principal will address any urgent business.

Handling Money: Canteen dinners cost **£2.60** per day. Please help by enclosing the correct amount in an envelope with your child's name & class clearly marked on it.

Uniform: Flat, black school shoes must be worn (Sports shoes with coloured logos, tongues, laces and/or soles are not permitted). In accordance with Health & Safety procedures the only items of jewellery



permitted in school are a wristwatch and small, gold or silver stud earrings. Earrings must be removed for P.E. The PE uniform consists of navy-blue shorts and a plain white t-shirt/ polo shirt.

Please note that hoodies are not permitted as outdoor wear. Children must be equipped with a hooded, rainproof coat.

Healthy Eating: all children are encouraged to have a healthy mid-morning snack (sandwich or fruit and still water only). Children are allowed to have a small treat on a Friday. **Year 1 children receive a morning snack. £5.00 per term should be paid directly to the Year 1 class teacher to cover costs.**



Hair care: Hair should be of a reasonable style and natural colour appropriate for school. Please check your child's hair regularly for head lice and inform the teacher of any problems. Long hair should be tied back at all times.

Communication: Letters, the school newsletter, parent information boards, Parent APP, Facebook, texts and the school website are used to keep you updated on school events. Please ensure that the school has **two correct** contact numbers for you. If any changes occur, please let us know immediately. You may contact the school office (02871 264046) from 8.00am – 4.30pm daily.



Religion: The children currently study the 'Grow in Love' series. Children in Year 4 and 7 also follow the First Communion Confirmation/Sacramental Programmes. All children are encouraged to attend Sunday Mass at 10.30am in St. Mary's Church. The provision of Relationships and Sexuality Education is now compulsory. The school uses a programme titled 'In the beginning...' to promote teaching and learning in this area. Please contact the school should you require any additional information.



Homework: Homework varies according to the age and stage of your child. Please support your child by ensuring that homework is completed to a good standard. Advise teachers immediately should your child experience difficulty in this area. Reading should be part of the daily homework routine for at least 15 minutes each evening.



Parents & Friends Association: There is a Parent/Carer/Friends Partnership developing within the school as part of our Learning Together Programme. We run two programmes throughout the year for parent learning and child centred learning. We also provide workshops for Year 1 & Year 2 parents on early learning strategies. It is our intention to build on this work and further develop relations with parents/carers throughout 2022/23. We are always in need of help in and around the school. If you are interested and have a few hours to spare please leave your details at the office.

vetting is no longer required for parent participation in school day trips or any other activity which requires limited contact with children.

General Data Protection Regulations

We need to hold personal information about your child on our computer system and on paper records to help us meet their educational needs. The School Principal, Mrs G O'Connor, is responsible for their accuracy and safe keeping. It is essential to keep your child's records up to date by informing the school of any change of circumstances.

School staff have access to your child's records to enable them to do their jobs. From time-to-time information may be shared with others involved in your child's care, if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date. All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc. To ensure your child's privacy, we will not disclose information by telephone or fax unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent. We will not leave messages with others.

You have a right to see your child's records if you wish. Please ask at the school's office if you would like further details. An appointment will be required.

General Data Protection and Use of GL Assessment Tests

As part of our assessment programme, we use several sets of pupil data to monitor your child's progress and inform our teaching. The tools we use are the CAT4 Test/Progress Test Series/New Group Reading Test from GL Assessment. This data gives us an acute understanding of a student's potential. This data is considered alongside any other assessments made throughout the year, formal or informal, to inform our teaching. Therefore, we authorise on your behalf for our KS2 results to be supplied to GL Assessment who then deliver back to us a comparative analysis. This gives us a very useful report as part of an ongoing assessment programme at the school. A summary of this information is presented in the Annual Pupil Report which parents/carers receive in June. As we take the safeguarding of our children's data very seriously, we wanted to take the opportunity to let you know how your child's assessment data is used to continually improve the teaching and learning process at the school. Please feel free to contact me should you have any questions or concerns.

Mobile Phones

- Children's use of mobile phones and/or electronic devices with cameras is **strictly forbidden** on our school premises, school residential trips and school outings;
- Children should not use parents' mobile phones, or digital technology with cameras, on our school premises at any time;
- Failure to comply with these directives will result in the confiscation of phone/digital devices. Confiscated phones will be enveloped, stored securely in the office and returned only when an appropriate adult requests the phone at the office.

NB. Always remember that every mobile phone has an electronic signature attached to it and can be traced to the user. Malicious use of mobile phones will not be tolerated and information on misuse will be passed on to the relevant authorities. Sometimes what you consider to be a bit of fun can be viewed differently by others. Be considerate of others feelings at all times.

ICT

At St. John's Primary School, we are equipped with state-of-the-art ICT resources (desktop computers, laptops, iPads, interactive whiteboards and digital cameras) and these resources feature widely in the effective delivery of the curriculum. Through C2k we have filters in place which aim to keep our children safe online. Our staff are extremely vigilant in this area.

All children's personal, digital media devices must be kept at home.

We run a comprehensive eSafety programme throughout the academic year. This programme begins early September with children workshops and is followed termly with timetabled eSafety lessons. Our staff are extremely vigilant in this area. Inappropriate pupil use of the C2k facilities will result in the withdrawal of these valuable resources.

We all deserve to be able to use the Internet to learn, explore and connect with each other. However, we all need to be aware of the risks involved in doing so, especially on social media. We have compiled the following list of tips to help keep all our children and young adults safe online.

- Only share personal information or images with people you definitely know;
- Only accept friend requests from people you know – not everyone online may be who they say they are, so be careful;
- Set privacy settings on all devices so that only people you know can view your account;
- Try to steer clear of social media apps that are not age-appropriate Snapchat, WhatsApp, Facebook and Instagram have a recommended age of 13 or over;

- Only post information online that you are happy to have shared, particularly images or videos. Posting may seem like a bit of fun with friends at the time but there is always a chance those images could be shared or get into the wrong hands and could lead to harmful situations such as stalking, abuse or blackmail;
- Pictures or videos of children wearing the St. John's school uniform should not be posted on social media sites as this increases your vulnerability and the ability of others to track you;
- If someone has made you feel uncomfortable or you have had a disturbing interaction, tell the police or a trusted adult. You can ring the police on 101 or for help and advice ring Child line on 0800 1111 or Lifeline on 0808 808 8000;
- The internet can be a great place but it is important to remember there are people out there who may wish to abuse, exploit, intimidate or bully you online – if this happens to you, tell someone immediately;
- Always be kind to others when using technology. Only post what you would be happy saying directly to someone's face;
- Remember that if things do go wrong online, there are people who can help;
- If you receive any inappropriate images or links, it is important that you do not forward it to anyone else. Contact the police or tell a trusted adult immediately. By doing this you could help prevent further such incidents. You will not get into trouble.

General Advice to Parents:

- It is vitally important that you have eSafety conversations with your children - talk to them about the benefits and dangers of the internet so that you can empower them to use the internet safely;
- Cultivate an interest in their online activities - their favourite websites, online games and interests and keep an eye on what they are doing online;
- Ask your children who they are talking to online and what they are talking about. Remind them how important it is to tell a trusted adult if something happens online that makes them feel uncomfortable or worried because there are people who can help.
Go to www.getsafeonline.org and/or <http://www.deni.gov.uk/index/pupils-and-parents/pupils.htm> for lots of useful advice and information on how to stay safe online; and
- Tablet or phone devices should be switched off at night as the bright screen affects sleep patterns and disrupts learning potential.

Positive Behaviour Code

At St John's Primary School, we believe that a clear understanding of the rights and responsibilities of children, parents and school staff will lead to harmonious relationships within our school community. Any concerns regarding behaviour must be addressed by the child's class teacher in the first instance. Should an issue remain unresolved or merit serious discussion the Vice-Principals will be involved in restoring matters of concern. The Principal will be involved in very serious disciplinary issues warranting suspension. The Principal and the Board of Governors will manage the expulsion process.

Positive Behaviour Policy

This policy is available on our school website. Paper copies are also available from the school office.

School Complaint Policy

This policy is available on our school website. Paper copies are also available from the school office.

St. John's Primary School

Children have a right to: -

- be valued as members of our school community
- get help when they seek it and have a sympathetic audience for their ideas and concerns
- make mistakes and learn from them
- be treated fairly, consistently and with respect
- be consulted about matters that affect them, and have their views listened to sympathetically and as far as is reasonable acted upon efficiently
- be taught in a pleasant, well-managed and safe environment
- work and play within clearly defined and administered codes of conduct – the RESPECT CHARTER
- experience a broad, balanced and suitably differentiated curriculum, and to have any additional learning needs or barriers to learning identified and met
- develop their interests, talents and abilities and enjoy their childhood
- a pleasant, well managed, secure and safe environment (physically and emotionally).

Parents have a right to: -

- be valued as members of our school community
- a safe, well-managed and stimulating environment for their child's education
- reasonable access to the school, and to have their enquiries and concerns listened to sympathetically and as far as is reasonable acted upon efficiently and effectively
- be informed promptly if their child is ill or has an accident
- be well informed about their child's progress and prospects
- a broad, balanced and appropriate curriculum for their child
- be consulted on school policies and procedures.

Teachers have a right to: -

- be valued as members of our school community
- work in a safe and pleasant environment where they are respected by children and parents
- express their views and to contribute to policies which they are required to reflect in their work
- support and advise from senior colleagues and external bodies
- be respected as professionals by children and parents/carers
- be involved in key decisions about their class's education
- a suitably resourced school with adequate and well-maintained accommodation.

Children have a responsibility to: -

- respect the rights, views, and property of others
- behave safely in and out of class
- co-operate with the teacher and with peers
- work as hard as they can in class
- conform to the conventions of good behaviour and abide by the school RESPECT CHARTER
- seek help if they have difficulties
- accept ownership of their behaviour and learning, and to develop the skill of working independently
- to come to school on time, with homework done, and suitably equipped for the lessons in the day ahead.

Teachers have a responsibility to: -

- Always behave in a professional manner
- speak respectfully to parents
- be punctual, prepared and suitably equipped for lessons
- respect the rights, views and property of others and work collaboratively with other school and EA/DE/CCMS staff
- set appropriate homework and mark constructively in line with the Marking/Assessment Policies
- show interest in their children's learning
- listen to the child and respect their views
- be sympathetic and alert to any child having trouble

- address special educational needs through the SEN Code of Practice
- share with the parents any concerns they have about their child's progress or behaviour
- work co-operatively with children to surmount barriers to learning and wellbeing
- expect high standards and acknowledge effort and achievement.

Parents have a responsibility to: -

- speak respectfully to staff in a polite and courteous manner
- ensure that their child attends school regularly, arrives in good time, with homework done and suitably equipped for lessons in the day ahead
- uphold the school's uniform policy and ensure that their child has a rainproof coat
- be aware of school procedures and encourage their child to abide by them
- show interest in their child's classwork and homework, where possible, provide suitable facilities for studying at home
- act as positive role models for their child in their relationship with the school
- attend planned meetings with teachers
- provide the school with all the necessary background information about their child, including contact details, telling the school promptly about any concerns they have, or any significant change in their child's medical needs or home circumstances
- work collaboratively with the school and class teacher in developing mature and responsible
- monitor their child's online activities and take corrective action as required
- respect the views, rights and property of others
- Support the schools' policies and procedures.

Personal and Intimate Care

During the school day it may be necessary for staff to assist your child with changing clothes and/or personal hygiene in the event of a toileting accident, sickness, or menstruation. We ensure that good practice is always upheld. We preserve the dignity of your child by providing privacy, encouraging good hygiene and independence.

The following procedures are currently in place in the event of such an incident:

1. Staff will inform another member of staff before assisting or changing your child's clothing in an available room/area;
2. Where possible another member of staff will remain in the vicinity of the changing area;
3. If the child has an older sibling, and the child requests it, that sibling will assist in the changing of clothes;
4. Soiled clothing will be bagged and sent home;
5. Parents/carers will be notified by a phone call;
6. A record of the incident will be made in the Incident Log Book at the office.

N.B. Any parent/carer who does not give their consent to staff assisting or changing a child, should make their preference known in writing to the Pastoral Care Vice-Principal Miss A Murphy. The parent/carer should also ensure that they attend or name a trusted adult to attend to their child's needs should assistance be required.

Our Pastoral Policies are available on the school website and paper copies are available from the office on request.

Overview of Child Protection Guidelines for Parents

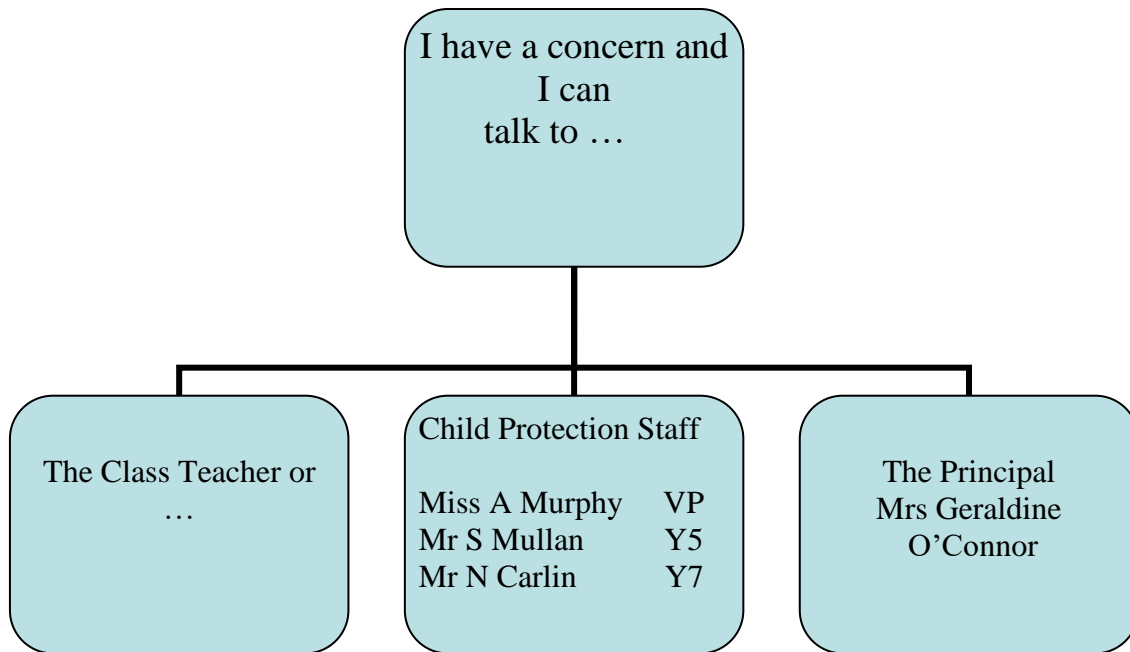
St. John’s Primary School is committed to upholding the legitimate rights of children and seeks to provide a holistic, child centred environment in which the rights of our children are paramount. We implement the statutory guidelines on Child Protection as issued by the Department of Education Northern Ireland and work with external agencies as and when appropriate.

What is child abuse?

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, by those known to them, or more rarely, by a stranger.

ACPC Regional Policy and Procedure Chapter 2

We aim to keep you, the parents/carers of our children, informed of the procedures available to you should you wish to raise or report any concerns regarding the safety of your child or another child at our school. Therefore, please follow the procedures outlined in the diagram below.



The designated Governor for Child Protection is Mrs S Keogh. If I am still concerned I can talk or write to the Chairperson of the Board of Governors care of St. John’s Primary School. Outside school hours I can talk to:

- Out of Hours Social Worker (After 5.00pm) 028 95049999
- Child Abuse Investigation Unit, Strand Road (PSNI) 101 Ext 57176
- NSPCC Child line Offices 0800 1111

Please note that the information provided here is an overview of our school policy. The complete policy is available on the school website or from the school office on request.

USING IMAGES OF CHILDREN
CONSENT FORM FOR INDIVIDUAL CHILDREN

Name of Parent or Guardian (Please delete as appropriate)	
Name of Child	
Home Address	

St. John's Primary School would like to take photographs/make a video of your child to promote the school and school activities. These photographs/video images may appear in the local press, electronic or printed publications, on our Facebook page, on our website or in all these media forms. The school understands the concerns around the use of photographic images of children and the potential for these to be used in an inappropriate manner. In an attempt to approach these concerns in a considered and balanced way and to comply with General Data Protection Regulations and our Child Protection Policy, we need your permission before we take any image of your child. Please answer the questions below, sign and date the form and return it to your child's class teacher immediately.

Conditions of Use

- Publications and Press Releases will include the first name of your child.
- We will not include personal e-mail or postal addresses, telephone or fax numbers.
- We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
- We will hold these images for a period of 50 years.

To the Parent/Guardian	YES	NO
May we use your child's photograph for display around the school?		
May we use your child's photograph/video image in our printed or electronic publications?		
May we use your child's photograph in the local press?		
May we use your child's photograph/video image on our website?		
May we use your child's photograph/video image on our Facebook/Twitter platforms?		
May we record your child's video image on our promotional videos?		
May CCMS use your child's photograph on CCMS websites and all publications?		
<u>Year 4 & 7 Children</u>		
May we use your child's photograph for display in St Mary's Church?		

Photography/Digital Imagery

I have read the conditions of use and consent/do not consent to my child's photograph/video image being used. If there is any change to my decision, I will inform the school.

Signature:Date:

Your name in block capitals:

St. John's Primary School - September 2022-2023

Child's Name: Parent/Guardian Signature:

Class Teacher: Date:

Please tick the appropriate boxes, sign below and return this consent form to your child's class teacher as soon as possible. Thank you.

Geraldine O'Connor
PRINCIPAL

I have read, understood agree with the School Procedures outlined in this document.

I have read and understood the school's policy on General Data Protection and the use of GL Assessment Tests.

I have read, understood and agree with the school's guidelines on ICT.

I give permission for my child to use the internet in school.

I have read, understood and agree with the school's policy on Mobile Phones.

I give permission for school staff to attend to my child should he/she require assistance in line with St. John's P.S. Intimate Care Policy.

I have read, understood and agree with the school's Child Protection Policy.

I give permission for my child to participate in curriculum excursions, activities, or religious events arranged by the school.

I give permission for my child to travel in a bus, private car or taxi with vetted driver and a member of school staff.

In the event of my child requiring immediate medical attention, I give my permission for staff trained in First Aid to attend to my child.

I give permission for a member of school staff to take my child to hospital if I am non-contactable.

Educational Trips

I would like to assist with the supervision of children on educational visits.

Positive Behaviour – Parent Contract

I have read the St John's PS Positive Behaviour Policy and I have discussed it with my child. I agree to support the application of the policy in line with my choice to have my child attend St John's PS.