



***2016/2017***

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**1. School Vision and Aims**

Our motto Caring and Learning has guided us in formulating our vision:



***“A friendly forward thinking school in which everyone is valued and encouraged to be successful”.***

In realising this vision our aim is to:

1. Provide pupils with academic and social life skills
2. Enable pupils to reach their academic potential
3. Build each pupil’s confidence
4. Encourage enjoyment through learning
5. Encourage both independent and collaborative work
6. Create motivated learners
7. Teach pupils that they may learn by mistakes
8. Provide pupils with skills required for the workplace
9. Encourage pupils to be adaptable to new situations
10. Encourage pupils’ self respect and respect of others
11. Develop pupils’ moral values and spiritual awareness
12. Encourage pupils to have a healthy lifestyle

The above aims will be fulfilled by:

1. Delivering a broad, balanced and challenging curriculum.
2. Implementing the school’s effective teaching and learning policy and adopting a

variety of teaching approaches.

1. Promoting learning partnerships between the school home and community.
2. Creating a comfortable, secure and stimulating learning environment.
3. Offering a range of extra curricular activities.
4. Differentiating learning experiences.
5. Employing a range of learning resources.
6. Valuing all opinions.
7. Encouraging a culture of self evaluation.
8. Allowing pupils to learn from their mistakes.

**2. PASTORAL CARE**

The school will endeavour to provide a comfortable and safe environment for work and play, recognising that it has a responsibility for each pupil’s physical and emotional well-being. The class teacher will be alert to the pastoral needs of his / her pupils. Any concerns will be brought to the attention of the Principal or in his absence the Vice-Principal.

If a child protection issue arises, referral will be made to the designated teacher for child protection. The school’s policy for child protection will be immediately implemented.

In cases of sickness / injury the school will contact the parents or the person they have nominated to be contacted in their absence. In an extreme emergency where immediate medical attention is critical the Principal or his delegated colleague will obtain such by summoning an ambulance to take the child to the casualty department, Antrim Hospital. Every attempt will be made to contact parents when such emergency medical attention is required.

The school has a policy for pupils requiring medication during school hours and procedures relating to the safety and welfare of pupils.

**3. MANAGEMENT AND STAFF**

## **Board of Governors 2016 / 2017**

**N.E.E.L.B. Representative:** Mrs P Fleming Mr D Fulton (Vice-Chairman)

**Transferor Representatives:** Mr P Dennis Dr S Russell (Chairman)

Mrs R Morrison Mrs C McKay

**Parents’ Representatives:** Mr W Kerr Mrs L Hill

**Teachers’ Representative:** Mrs V Wylie

**Hon Secretary:** Mr R Ross

*The Board of Governors will be reconstituted from January 2018.*

**Teaching Staff 2016 / 2017:**

PrincipalMr R Ross

Foundation/Key Stage 1Mrs M McCombe Mrs K Scott

Mrs G Dickson Mrs R McClean

Mr C McCullough Miss C Steele

Key Stage 2 Mr D Calwell Mr S Church

Mr G Fisher Mr M Armstrong

Mrs V Wylie (Vice Principal)

Special Needs Mrs K Armstrong

**Non-Teaching Staff 2016 / 2017:**

School Secretary: Mrs M Shevlin

Mrs B Anderson

Classroom Assistants: Mrs J Craig

Mrs R Fletcher

Miss K McCartney

Miss J McCartney

Mrs C Simpson

Mrs L Daisley (Temp)

Mrs S Andrews (Temp)

Miss N Lamont (Temp)

Mrs A Russell (Temp)

Mrs J McMullan (Temp)

Miss L Young (Temp)

Caretaker: Mr W Peacock

Ancillary Staff Mrs J Davison

Mrs D Hueston

Cook-in-Charge: Mrs L Forsythe

Kitchen Assistants: Mrs I Hayes, Miss P Greenwood,

Supervisory Assistants: Mrs L Daisley, Mrs R Tweedy

Mrs S Hazlett, Mrs F Fullerton

**4. THE SCHOOL CURRICULUM**

The Northern Ireland curriculum will be delivered in all P1-7 classes.

We aim to provide a broad and balanced curriculum for all children and to give every child the opportunity to experience success in learning and to achieve as high a standard as possible.

The Curriculum is set in 6 Areas of Learning:

1. Language and Literacy (including Talking and Listening, Reading and Writing)
2. Mathematics and Numeracy (focusing on the development of mathematical concepts and numeracy across the curriculum)
3. The Arts (including Art and Design, Drama and Music)
4. The World Around Us (focusing on the development of knowledge, skills and understanding in Geography, History and Science and Technology)
5. Personal Development and Mutual Understanding (focusing on emotional development, social skills, learning to learn, health, relationships and sexuality education and mutual understanding in the local and global community)
6. Physical Education (focusing on the development of knowledge, skills and understanding through play and a range of physical activities)

At the heart of the curriculum lies an explicit emphasis on the development of skills and capabilities for lifelong learning and for operating effectively in society. Through opportunities to engage in active learning contexts across all areas of the curriculum, children should progressively develop:

Cross Curricular Skills

* Communication
* Using Mathematics
* Using Information and Communications Technology

Thinking Skills and Personal Capabilities

* Thinking, Problem Solving and Decision Making
* Self Management
* Working with Others
* Managing Information
* Being Creative

**Assembly**

Assembly is an integral part of school life. It develops a sense of belonging to the school community while nurturing the Christian values of tolerance, courtesy, helpfulness, courage, generosity and consideration for others. A rota of visiting clergy is organised for collective worship. Parents are welcome to attend any seasonal services of worship. Pupils may be withdrawn from RE teaching, if desired, following a written request and consultation with the Principal.

**Extra curricular Activities**

A range of extra curricular activities are available for the children and these include Orchestra, Junior Choir, Senior Choir, Galaxy Coaching, Drama, Dance, Scripture Union, Craft, Golf, Cycling Proficiency, Soccer, Netball, Hockey, Judo, Tennis, Mini-Rugby team practices and Inter-school games/tournaments.

**Assessment**

Teachers evaluate pupil progress through continuous assessment tasks and mid year/end of year tests. End of Key Stage Assessment for Year 4 and Year 7 pupils is also carried out annually in keeping with statutory obligations. Pupils are awarded levels in Communication, Numeracy and ICT (Levels 1-3 in Key Stage 1 and 1-5 in Key Stage 2). Previous results have indicated that pupils at Carniny Primary School achieve above and well above norms for Northern Ireland.

Children in all P4-7 classes complete computer based diagnostic assessments at the beginning of the academic year. Pupils’ performances in these tests are reported to parents.

**Progress and Attainment**

Parents can obtain information about their child’s progress in several ways. The school will provide:

1. A written Annual Report
2. Parent / Teacher Consultations in October and February. Parents of P1 children also have an interview with their child’s teacher in September.
3. Informal contact and communication with parents when collecting children from the classroom.

Revision of work completed in class is encouraged to ensure that pupils both understand and remember what has been taught. Statutory End of Key Stage Assessments are carried out in the Spring and Summer Terms for Year 4 and Year 7 pupils. Records of Achievements in keeping with statutory requirements are also maintained for all pupils.

**Homework**

Pupils are required to complete work at home. All homework activities are intended to develop independent study, provide additional practice for skills learned in the classroom and keep parents in touch with the child’s day to day learning.

The co-operation of parents is requested to ensure that:

1. the child makes an honest effort to complete homework set
2. the conditions under which homework is completed are suitable and
3. the difficulties encountered by the child are not solved instantly by the parent

Homework varies from 10 minutes in P1 to a maximum of 1 hour in Primary 7. Senior pupils may spend longer on homework in anticipation of their transfer to secondary education. Preparation of reading, learning of spellings, revision of tests and examinations are homework activities considered of equal importance to written assignments. In the main written homework activities are set Monday - Thursday nights. Pupils in their transfer year may also be required to complete homework over the weekend to develop the mature attitude and application required at secondary education level. *(A Homework Policy is available from the Principal on request).*

**Parent / Teacher Contact**

All parents are welcome to visit the school to meet the Principal and the child’s teacher. It may not be convenient or even possible to meet parents who arrive unannounced. It is therefore greatly appreciated if parents first contact the Principal to arrange a suitable time for their visit.

All exchanges between parents/guardians and staff should be conducted in a respectful and tolerant manner and parents/guardians are asked to adhere to the school’s guidelines detailed in the Parental Access to Teachers Policy when seeking contact with a member of staff.

Parents of those children commencing Primary 1 can be most helpful in the initial stages of “settling in”, assisting with coats, footwear etc. A quick word with the teacher may also be necessary some mornings and afternoons to clarify some aspect of school routine. After a few weeks we look upon it as a mark of maturity and self-confidence when Foundation pupils can leave their parents at the school entrance and proceed independently to the classroom.

The school year concludes with a distribution of awards at our Annual Prize Giving Assembly (Primary 1-Primary 6) and Leavers Reception (Primary 7 pupils) at which the Principal and Staff acknowledge the attainment and commitment of our pupils.

Special awards donated by parents and former pupils are presented for individual subject/areas of the curriculum to our P7 boys and girls:

|  |  |  |  |
| --- | --- | --- | --- |
| Subject/Area | ***Cup*** | Subject/Area | ***Cup*** |
| **I.C.T.** | *Carson Shield* | Mathematics | *Aicken Cup* |
| **Art** | *Foster Cup* | **Science** | *Foster Cup* |
| **English** | *Allen Cup* | **Project Work** | *Smyth Shield* |
| **Most Improved Pupil** | *Drummond Cup* | **Drama** | *McKerr Cup* |
| **Best overall P7 Boy** | *Waddell Shield* | **Best overall P7 Girl** | *Blair Shield* |
| **Exemplary Behaviour** | *Ross Shield* | **Promoting School Ethos** | *Fleming Ethos Cup* |
| **Kindness & Helpfulness** | *Lorraine Stevenson Cup* | **Dance** | *Hanly Dance Cup* |
| **Contribution to Extra Curricular Activities** | *Thompson Cup* | **Effort** | *David Hamill Memorial Cup* |

The Blair Shield (girls) and the Waddell Shield (boys) are awarded to pupils who display to both staff and pupils exemplary conduct, unselfish behaviour and an attitude and application in harmony with the ideals and aspirations of Carniny Primary School – Caring and Learning***.***

**All academic awards are listed in the Annual General Report of the Board of Governors.**

**Music in the Curriculum**

Music has traditionally been an important and popular subject in the school. As well as the usual classroom musical activities pupils have the opportunity for recorder tuition (from

P 4 onwards) and a large range of orchestral instruments (from P 4 onwards). Instrumental music is hard work for both pupil and teacher and requires personal commitment and the encouragement of parents at home to ensure that sufficient regular practice is completed. Tuition involves staying after school to produce the standards necessary for public performance and examinations. Pupils also have to leave class for a short period weekly for their lesson with Mr G Murray (Brass & Woodwind), Mr S Heron (Strings) or Mr J McDowell (Drums).

Parents who desire instrumental tuition for their child on an orchestral instrument are requested to follow this advice:

1. Consider first that music will be an added ”burden” on the child’s academic work. A minimum of 15 minutes is required for daily home practice.
2. If you feel that your child will cope with this commitment please make known your desire to have the child considered for tuition. It is usually P 4 before the child is “big” enough to handle an orchestral instrument.
3. The pupil is then given a series of Aural Tests to ascertain potential for musical training. Peripatetic music specialists then interview the child to ascertain which instrument will be allocated. Please remember that certain instruments require specific physical attributes to make the correct sound, etc. The availability of types of instruments varies from year to year.
4. If an instrument to which your child is suited is available the pupil is taught for a trial period. The instrument is provided by the Education Authority or the school and there is an annual rental fee. Tuition by the Education Authority Peripatetic teachers is no longer free, the school is required to pay for their services, and thus it is necessary to charge for lessons. To secure further lessons a certain standard of progress obviously must be maintained.
5. Never purchase an instrument for your child in the hope that tuition can commence. The child may not have the necessary musical ability and the teaching time may not be available.

**Music Awards**

The following awards are presented to pupils in appreciation of their commitment and talented performances throughout the school year.

Shevlin Cup (Most Promising Instrumental Beginner)

McMullan Cup (Most Promising Young Musician P 6)

Sarah Crawford Cup (All Round Musician)

Logan Shield (Woodwind)

Hamill Shield (Strings)

Baxter Shield (Brass)

Music Cup ( Recorder)

Orchestra Leader’s Shield

**Award winners are recorded in the Annual General Report.**

**Orchestra**

The Orchestra meets on a regular basis during the autumn and spring terms preparing their repertoire of music. This is a very important aspect of musical training and develops mature listening skills necessary for group music making and instrumental harmony. Pupils are presented with Orchestra Badges in appreciation of their musical application and public performances during the school year.

**Choir**

The Choir meets on a regular basis and performs to various audiences throughout the school year.

**House System**

The school operates a House System to encourage good effort both within and outside the classroom. The McIlroy Shield is awarded to the winning House. There are four houses: Bann, Braid, Kells, and Maine. Pupils are allocated their house on a random basis. Where possible, families are allocated to the same house.

**Annual Sports**

The school tradition of developing sport/games skills and implanting and sustaining an interest in this important aspect of the curriculum is well supported by parents and staff. Our Foundation and Key Stage 1 pupils (P1-P3) participate in a “Fun Sports” involving all the pupils in a series of team games. The Senior Sports (P4-7) follows the more traditional pattern.

The school has accumulated a fine collection of cups and trophies donated by parents and former pupils. These are listed below and presented at our Annual Sports Assembly each June. The following awards are presented at the annual prize giving ceremony:

### Sports Awards

P1 Girls Sprint Best P1 Girl

P1 Boys Sprint Best P1 Boy

P2 Girls Sprint Best P2 Girl

P2 Boys Sprint Best P2 Boy

P3 Girls Sprint Best P3 Girl

P3 Boys Sprint Best P3 Boy

P4 Girls Sprint Best P4 Girl

P4 Boys Sprint Best P4 Boy

P5 Girls Sprint Best P5 Girl

P5 Boys Sprint Best P5 Boy

P6 Girls Sprint Best P6 Girl

P6 Boys Sprint Best P6 Boy

P4 Girls Trier Best P4 Girls Trier

P4 Boys Trier Best P4 Boys Trier

P5 Girls Trier Best P5 Girls Trier

P5 Boys Trier Best P5 Boys Trier

P6 Girls Trier Best P6 Girls Trier

P6 Boys Trier Best P6 Boys Trier

P7 Girls Trier Best P7 Girls Trier

P7 Boys Trier Best P7 Boys Trier

Boys Senior Sprint Champion Best P7 Boy

Girls Senior Sprint Champion Best P7 Girl

Heaton Cup for Girls 100m Best P5 -P7 Girl

Baxter Cup for Boys 100m Best P5 - P7 Boy

Carniny Sports Shield- Girls Egg & Spoon Best P5 Girl

Ellis Shield Boys Egg & Spoon Best P5 Boy

Senior Girls Sack Race Best P7 Girl

Senior Boys Sack Race Best P7 Boy

Ballentine Cup Girls 200m Best P5 - P7 Girl

Stewart Shield Boys 200m Best P5 - P7 Boy

Neilly Long Jump Shield Best P6 - P7 Boy

Stevenson Long Jump Shield Best P6 - P7 Girl

Green Long Jump Cup Best P 5 Girl

Morrow Long Jump Cup Best P5 Boy

Wilson Shield Throwing Cricket Ball Best P5 - P7 Girl

Wilson Shield Throwing Cricket Ball Best P5 -P7 Boy

McKelvey Cup P 5 Girls Class Champion

McKelvey Cup P 5 Boys Class Champion

Mrs J Black Cup P 6 Girls Class Champion

Mrs J Black Cup P 6 Boys Class Champion

Carlin Cup P 7 Girls Class Champion

Carlin Cup P 7 Boys Class Champion

McIlvenna Cup All Round Sportsmanship for P5-P7 Boy

Robinson Football Cup Example & Skill in Soccer

Attias Leading Goal Scorer Shield Most Goals in League/Cup

McComb Trophy Most Enthusiastic Player

J L Gardner Games Cup (Girls) All round sport achievement

Kernoghan Games Cup (Boys) All round sport achievement

Wilson Soccer Shield (P6) Most Promising Young Player

Richard Andrew Sports Award Most enthusiastic P5-6 Footballer

Legget Netball Shield Most Improved Player

Wilson Hockey Shield Most Improved Player

Moore Cup Most Enthusiastic Player

Foster Junior Sports Cup Best Trier on Sports Day P5-7

Litogy Shield Mum’s Sprint Champion

Litoby Shield Dad’s Sprint Champion

Blakely Swimming Cup (Girls) P7 Swimming Champion

Lynn Swimming Cup (Boys) P7 Swimming Champion

Brice Cup Cycling Proficiency

Fry Cup Rugby

Donald Cup Most Enthusiastic Rugby Player

Donna Kerr Dance Cup Dance

**All award winners will be recorded in the Annual Report of the Board of Governors.**

**5. SCHOOL ORGANISATION**

**Organisation of Classes 2016 2017**

The enrolment number of 283 pupils with approximately 40 children in each of the seven year groups necessitates the organisation of composite classes.

Primary 1-4 classes will be grouped by chronological age with the eldest children in one year group being placed with the youngest children in the higher year group.

P5-7 Classes will be grouped according to results in two GL Standardised Tests (Progress Test in English and Progress Test in Maths) sat at the beginning of May of the previous school year.

Children’s standardised scores will be ranked and from this ranking pupils will be placed in an appropriate class.

Where the results indicate that pupils over or under achieved (+or- 10 from previous year’s tests) a retest may be carried out. Consideration may also be given to other exceptional circumstances (eg sickness, teacher opinion) in deciding if a retest should be carried out.

In Key Stage 2 depending on the number of children in a year group the higher ranked children will be placed in composite classes.

Parents will be informed of class structures for the following school year in the first half of the summer term.

Details of the class to which the child has been allocated is recorded on the pupil’s Annual Progress Report, issued on 20 June.

In exceptional circumstances (for example SEN, Twins) and following discussion with relevant stakeholders the principal may allocate a child to an alternative class.

Any concern regarding class placement should be discussed with the principal. If following discussion with the principal parents feel the process for class selection has not been applied fairly an appeal can be made to an Appeals Committee comprising 3 members of the Board of Governors. Their decision is final.

During the 2016/2017 School Year it is envisaged classes will be organised as follows:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| P1 | P1/2 | P2 | P3 | P3/4 | P4/5 | P5 | P6 | P6/7 | P7 |
| 28 | 10/16 | 27 | 29 | 10/18 | 17/12 | 30 | 31 | 20/12 | 28 |

#### Special Needs

The school policy is to identify pupils with learning difficulties and arrange in consultation with parents and teacher(s) a suitable programme of remedial action.

**Timetable**

8.45am - 10.45am

10.45am - 11.00am (Morning Break)

11.00am - 12.00pm (P1 & P2)

12.15pm (P3 – P7)

12.00pm - 12.45pm (P1 & P2 Lunch Break)

12.15pm - 1.00pm (P3-P7 Lunch Break)

1.00pm - 2.00pm ( P1 - P3)

1.00pm - 3.00pm ( P4 - P7)

1. Classes begin at 8.45am with Roll Call. In the interest of safety pupils should not arrive in school before 8.30am

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1. Primary 1 and Primary 2 remain in school until 2pm (Monday-Thursday) and 1.45pm on Friday.
2. Primary 3 children remain in school until 3pm on Monday and Tuesday, 2pm on Wednesday and Thursday and 1.45pm on Friday.
3. School finishes at 3.00pm (Monday-Thursday) for all P4 - 7 pupils and 2.00pm on Friday

**School Holidays 2016/2017**

|  |  |
| --- | --- |
| Autumn Term Begins | Friday 26 August 2016 (Half day) |
| Bank Holiday | Monday 29 August 2016 |
| Autumn Half Term | Monday 31 October –Friday 4 November 2016 (5 days) |
| Last Day of Autumn Term | Tuesday 20 December 2016 |
| Spring Term Begins | Wednesday 4 January 2017 |
| Exceptional Closures | Monday 13 & Tuesday 14 February 2017 |
| Spring Half Term | Wednesday 15 February 2017- Friday 17 February 2017 (3 days) |
| Last Day of Spring Term | Friday 7 April 2017 |
| Summer Term Begins | Monday 24 April 2017 |
| May Holiday | Monday 1 May 2017 |
| Bank Holiday | Monday 29 May 2017 |
| Last Day of Term | Friday 30 June 2017 |

Three additional exceptional closures to be planned.

**6. DAILY ROUTINES**

**Arrival**

School doors will be opened at 8.30am. Pupils should not arrive before this time when formal supervision begins. Children will enter through the main entrance adjacent to their classroom. All pupils in the mobile classrooms will walk to rear of the school and enter their classroom. On arrival pupils should leave school bags in their classroom and then proceed to the playground. (In inclement weather conditions, coats should be worn in playground. On wet days all children should remain quietly in classrooms).

**Morning Break**

Weather permitting all children will go outside at morning break (10.45-11.-00am) where they are supervised by teachers. Toilet facilities will be used on the way to the playground. Pupils will re-enter the school in an orderly manner when the bell rings and proceed immediately to their classroom and be ready for class to recommence. On wet days children will use toilet facilities and return to classroom where they will be seated and engaged in quiet activities (reading/drawing/talking).

**Lunch**

During the lunch break pupils are supervised by Supervisory Assistants both in the dining hall and in the playground.

There are three sittings in the dining hall from:

12.00 - 12.15pm (P1 & P2)

12.15 – 12.30pm (P3 – P6)

12.30-12.45pm (P7)

Packed lunches are also supervised in the dining hall.

Children should (if required) go to the toilet and collect their coats from the cloakroom before going out to the playground. Children will only be allowed to re-enter the school building at lunch time in the event of an emergency (accident or sickness).

On hearing the school bell at 1.00pm all children should proceed immediately to their appropriate entry point. Under supervision they should return to classroom in an orderly manner and be seated ready for the teacher to commence the afternoon session.

On wet days all children will remain in their classroom engaged in quiet purposeful activities and supervised by supervisory assistants. Pupils in the P5 mobile will be distributed between three junior classrooms and children in the P6 mobile will go to the Computer Suite.

**Toilet Facilities**

P4 - 7 children should be encouraged to use the toilet facilities before school at morning break, lunch break and 2pm. Only in emergency situations should children be allowed to visit the toilet at any other time. All children should adhere to the above rules regarding the use of the toilet at break and lunch time, the only exception being in the event of an emergency.

**Corridors**

Children should walk, silently, in the school corridor and keep to the left at all times. Children must exercise courtesy when walking in the corridors. For example opening the doors for the teachers, knocking on doors before entering, allowing adults to enter before themselves, greeting peers and staff appropriately (Good morning, Good afternoon, Excuse me etc.).

#### Leaving School

Children will leave school through their normal entry/exit point and use the footpaths provided walking in an orderly manner.

**Carniny Carers at Carniny Primary School**

Carniny Carers at Carniny Primary School provides a Wraparound Childcare Facility in the school at the following times (term time):

Breakfast Club 7.45-8.30am

Waiting Club 2.00-3.00pm

After School Club 3.00-6.00pm (3.00-5.00 pm on Friday).

Children are able to participate in one or more of the sessions on a regular or occasional basis (depending on places being available).

If you wish your child to avail of this service an enrolment form needs to be completed.

Miss K McCartney is the point of contact if you wish to discuss your bookings. She can be contacted on the following mobile number – 07936454949 or through the school office.

Miss L Young and Miss N Lamont will also be assisting.

**7. HEALTH AND SAFETY**

**Personal Safety**

Parents should discuss with their children the danger of ‘Strangers’ who may invite a pupil to go with them. Incidents of child molestation thankfully are rare but not unknown in the area, therefore, the best policy is to arrange to collect the child personally from school or delegate the responsibility to another adult. Primary 1 and Primary 2 children must be collected from the main entrance door at 2pm. Pupils who are capable of going home themselves should remember that staying in a group with other school friends provides some measure of security. Parents of infant pupils should tell the teacher who will be taking the child home if they cannot come themselves.

A school CCTV system has been installed at the entrances to the school so all visitors on the premises can be monitored.

**Road Safety**

Road Safety Education is an integral part of the curriculum but there is no substitute for the constant vigilance of pupils and parents to back up the lessons from teachers.

**Safety in the Morning and Afternoon**

To avoid all possible contact between pupils and vehicular traffic please note the school car park is out of bounds for all cars except those of staff, delivery vehicles, disability access and official visitors.

**Pupils and parents should not walk into school along the vehicular road to the school car park**. Parents should inform whoever is collecting their child of this important matter. This is a road and **not** a footpath.

There is traffic congestion in the mornings and afternoons at both the Old Cullybackey Road and Carnview Park school entrances. Always let your child out of the car on the kerb side. Ensure your child mounts the footpath immediately and proceeds inside the school gates. When collecting children at the end of the school day counsel them to wait for you on the footpath. In the interest of safety please do not park on the double yellow lines and Keep Clear Zones on the Old Cullybackey Road and always show consideration to local residents by not parking close to driveways.

**Medical Alerts / Conditions**

Please ensure that the school is informed of any medical condition to which teachers should be alert to in the interests of pupils’ safety. Such information will be held confidentially and may be most helpful in an emergency incident. If your child is ill please have some consideration for his / her classmates before sending to school. They are put at risk of infection and the class’s work disrupted if the teacher has to attend to a sick child, change clothing, summon parent(s) to take child home etc. The Department of Education Circular 1994 / 18 requires that children who are *“ill with diarrhoea (‘Tummy Bugs’) should be kept from school until they are symptom free to minimise the spread of infection.”*

**Children Returning to School Following Minor Illness**

To facilitate supervision arrangements and for health and safety reasons all children are expected to go outside at break and lunch time.

It is assumed that children returning to school following an illness (colds, tummy bugs etc) have sufficiently recovered to go outside during these times.

Children should not be sent to school if they are unable to fit in with the above routines.

Children who become ill during the school day will remain indoors until collected.

**Prescribed Medicines in School**

Ideally, medication should be administered by parents. Where possible it is the school’s policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so.

Parents are responsible for providing the Principal with comprehensive information regarding the pupil’s condition and medication.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Antibiotics should be administered at home.

Staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents.

Further details can be viewed in the Medication Policy (available from the office).

**Accidents in School**

Within any school environment accidents invariably occur. Minor accidents, for example cuts, and grazes, will be appropriately dealt with by teachers and/or Supervisory Assistants. In more serious cases the nominated person, detailed on the SIMS Data Capture Form, will be immediately contacted.

The school keeps a record of all accidents requiring attention. For more serious accidents an Accident Report Form is completed and a copy sent to the Education Authority.

**Emergency Procedures**

All classrooms display emergency exit procedures. Teachers and pupils will practice the evacuation of the school building on a regular basis. The assembly points are the school playgrounds.

**Use of Mobile Phones/Communication Devices in School**

It is our policy that pupils may bring a mobile phone/communication device to school. However it must be switched off during school hours.

**Healthy Break Policy**

The school has a Healthy Breaks Policy to encourage healthy eating among staff and pupils. Pupils and staff are encouraged to eat fruit, vegetables or bread based products at break time.

**8. ATTENDANCE POLICY**

Carniny Primary School recognises that punctual and regular attendance is an essential prerequisite to effective learning and is therefore committed to maintaining high levels of attendance and punctuality. To this end we in Carniny actively promote a teaching and learning ethos which encourages all pupils to attend whatever their level of ability or need.

Children are expected to attend school for 190 school days each year. Attendance is recorded on the Computer Attendance Module twice daily (morning and afternoon sessions) and this shows whether the pupil is present, engaged in an approved activity off site or absent. If a pupil is absent every half day absence has to be classified by the school as either authorised or unauthorised. Only the school can authorise the absence, not parents/carers. For this reason information about the cause of each absence is required in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given. This includes:

* Parents/carers keeping pupils off school unnecessarily
* Truancy before or during the school day
* Absences which have never been properly explained
* Children who arrive at school too late to get a registration mark for morning session.

Children who are representing the school in a competition or perhaps taking a music, dance or drama examination organised by the school will be recorded as having attended school. Absences due to attendance at non-school organised activities (drama, dance, music) will be recorded as an Authorised Absence.

There are three steps parents should follow in relation to any absence planned or unplanned, brief or otherwise:

1. Contact the school by telephone on the first morning of the absence and inform the school the reason for and expected length of the absence
2. Keep the school informed if the absence is going to be more prolonged than initially anticipated
3. On return to school provide teacher with written explanation for the absence

Medical/Dental appointments where possible should be taken outside school hours. If an appointment has to be made during school hours a written explanation must be provided stating clearly the time of the appointment. If a child attends an appointment during school hours a present mark is awarded providing the child returns to school for the remainder of the school day

It is hoped parents/carers, school staff and statutory authorities can work closely to overcome any problems which may affect a pupil’s attendance. If a pupil is reluctant to attend it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This will only give them the impression that attendance does not matter, and may make matters worse.

Parents are furnished with details of the school holidays at the beginning of the school year The school discourages parents from taking children on holidays during term due to the impact on pupils’ learning. Parent/Carers must contact the school prior to booking any holiday to explain the need to remove a pupil from school during term time. The contact should be in the form of a letter addressed to the Principal. Any holidays in term time are considered unauthorised absences. Children will not be given work by their teacher to complete during the holiday absence.

All children should be in school by 8.45am A full attendance involves being present the entire school day. A record is kept of all late arrivals. Children arriving after 8.45 report to the office to have their time of arrival recorded and those arriving after 10.15am and 1.25pm will be marked absent for the appropriate session. If a child goes home in the morning due to illness he/she will be marked absent for the afternoon session.

Class teachers have an important role to play in managing attendance by marking the attendance register each day, collecting absence notes and identifying pupils with irregular attendance patterns. Teachers can speak to pupils about their attendance and to parents about their child’s attendance. They will also promote class attendance through curriculum activities.

In the course of the school year the Principal monitors pupils’ attendance. If a pupil’s attendance falls below 90% parents will receive a letter from the school informing them of their child’s attendance level. When attendance falls below 85% the school is obliged to bring the matter to the attention of the school’s Educational Welfare Service which will offer support in resolving the attendance issue. The school will also communicate with a parent whose child has more than five late arrivals during a calendar month (Appendix 2). The Board of Governors will be made aware of any attendance issues.

The school continues to operate its own Full Attendance Award Scheme. Certificates are awarded to those pupils who have not missed a day during the school year. The school also awards certificates to those children who have 2 - 6 consecutive years full attendance. A prestigious trophy is awarded to any pupil who achieves 7 Years Full Attendance. Names of children receiving attendance awards are published in the Annual General Report in the Autumn term.

Carniny Primary’s School Attendance Policy will be monitored annually by the Principal and the outcomes of any evaluation recorded in the Annual Report of the Board of Governors.

**9. MONEY IN SCHOOL**

Please remind your child not to leave money or valuables anywhere in the school. Parents of P1-3 pupils should send dinner money, savings etc in a sealed envelope with the amount, child’s full name and amount clearly marked. We encourage parents to use Parent Mail + Pay for payments and avoid sending money to school.

**9.1 Dinner Money**

Dinners presently cost £2.50 for all children.

We encourage all parents to pay for school dinners using the ParentMail +Pay PMX system. The principle is that parents pay on line in advance and as children avail of school meals a deduction is made from their + pay account. Alternatively dinner money can be paid directly to the children’s teachers each Monday after roll call (or the first day of a teaching week). Money should be placed in envelopes, available from the school office, and clearly marked with your child’s name. If at all possible we would ask parents to pay for more than 1 week at a time.

Parents on Income Support may apply for Free School Meals. Application Forms are available from the school office.

**9.2 Toast Money**

Children in P1-7 have the option of buying toast for morning break from the School Meals Kitchen. Toast money should be paid each Monday or the first day of the week the child has returned following an absence. The cost of toast for a school week is £1.25. Refunds are not given for days children have been absent from school. Toast money is operated by the School Kitchen Staff, not the school office, therefore **do not place Dinner and Toast money in the same envelope.**

**9.3 Charity Money**

Pupils and parents are invited from time to time to donate to various charity appeals. There is no obligation to contribute. All donations are accepted on the understanding they are voluntary contributions. Details of charity donations by pupils, parents and staff are recorded in the Annual General Report.

**10. POSITIVE BEHAVIOUR POLICY**

The creation and maintenance of an orderly working environment is a pre-requisite to effective learning and teaching. To achieve this we aim to establish a positive ethos which is conducive to learning and in which the individual pupil is respected.

Reflecting this ethos our school’s positive behaviour policy seeks to set guidelines that support our pupils within a caring framework and lead them to a position of self discipline and personal responsibility.

Discipline needs to be seen in the much wider framework of how a school seeks to moderate and improve the behaviour of its pupils. As such it includes the positive approach of praise, encouragement, incentives and inducements as well as the more negative one of criticism and accepting negative consequences.

Our positive behaviour policy is based on a whole school approach, is widely disseminated and is clearly understood by staff, pupils and parents. There are clear procedures for dealing with breaches of discipline and these will be consistently and fairly applied.

Part of growing up is about learning what is acceptable and unacceptable and gradually taking responsibility for one’s own behaviour. Our approach to discipline is to encourage and celebrate good behaviour and positive achievements in all children.

The class teachers will make every effort to reinforce good behaviour and to promote a sense of achievement within all pupils.

This Positive Behaviour Policy will encourage a positive ethos of care and respect within the formal and informal life of the school. Pupils and staff will feel valued, secure and confident within an atmosphere of acceptable manners, behaviour traits and work patterns.

**10.1 Code of Behaviour**

Pupils will always:

1. Be at school on time and fully equipped for work,
2. Ask for help when it is needed and obey teacher's instructions,
3. Strive to take care of their books, school equipment, and keep all areas of the school tidy,
4. Be aware of our school safety rules e.g. walk in corridors, avoid areas out of bounds,
5. Have respect for self, others and belongings,
6. Refrain from using cruel and offensive language,
7. Refrain from bullying and fighting.

**10.2 Undesirable Behaviour**

We do not accept:

Bullying

Stealing

Bad or inappropriate language

Fighting

Dangerous physical contact

Destruction of property

Name calling

Disruption of classes

The following undesirable Behaviour will not be allowed to develop unchallenged:

* Cheating and Copying (a form of stealing other pupils’ work)
* Defiance of instructions from a teacher/insolence
* Unreasonable forgetfulness disrupting class routine
* Not presenting homework on time
* Breaking safety rules

Sanctions will be used when the code of behaviour has been broken. The level of reprimand will depend upon the degree of seriousness of the behaviour.

**10.3. School Rules**

In order to encourage good behaviour Carniny Primary School has agreed a set of rules:

**Movement Rules**

* We walk within the school building
* We play safely in the playground at break and lunch times
* We enter and leave school in a sensible manner

**Learning**

* We listen to instructions and explanations
* We always try our best and are prepared to have a go
* We keep our work, books, table and classroom neat and tidy

**Communication**

* We speak respectfully to one another and to adults
* We listen (We don’t interrupt)
* We show good manners when visiting other classrooms
* We are honest

**Respect**

* We are polite, helpful, kind, thoughtful and considerate to everyone
* We look after our books, equipment and all other aspects of school property
* We put litter in the bin

These provide the guidance for positive behaviour and therefore create an environment conducive to effective teaching and learning.

**10.4 Rewards and Sanctions**

We aim to positively recognise and reinforce good behaviour and positive attitudes to class work through our Reward systems. Sanctions will be used when the Code of Behaviour has been broken.

**11. CHARGES AND REMISSION POLICY**

Education is provided free of charge for all lessons and activities associated with the pupil’s entitlement under the Education Reform Order (NI) 1989. Exceptions will include:

1. Payment may be required for board and lodging on an overnight trip. Charges will be remitted to parents on Income Support or Family Income Supplement.
2. Donation may be required for participation in an extra curricular activity.
3. Cost of admission to Seven Towers Leisure Centre for swimming. The school will pay the cost of transport to and from the pool, the EANI, will pay the cost of swimming tuition.
4. Provision of recorder for P4 - P7 pupils, the instrument becoming the personal property of the pupil.

Pupils who play an orchestral instrument are required to pay annually a fee for loan of the musical instrument (£36.00 for Violin and £46 for all other instruments), replace broken strings, reeds etc. as prescribed in the Education Authority ‘Loan of Instrument’ agreement. It is also necessary to levy a charge for tuition on an orchestral instrument in the light of schools now being charged for the services of peripatetic instrumental specialists.

The school may from time to time appeal to parents for voluntary donations to assist in the provision of an educational activity but no child will be disadvantaged if parents choose not to make a voluntary contribution (e.g. a visit to an exhibition which would enhance a topic already studied). From time to time the school may organise optional extras such as visits to theatres, or bringing performers to the school. Charges will be made for such activities but non-participation by a pupil will not affect his / her academic performance. Charges will be made from time to time by a ‘Third Party’ for a product available to pupils and parents on their request, e.g. School photograph, school sweatshirt, books from the School Book Club. There is no obligation to purchase the product. It is supplied at your request.

Parents and pupils may be invited to donate to various charity appeals which are traditionally supported by local schools. There is no obligation to contribute. Any donations received are on the understanding that they are voluntary.

**12. PROVISION OF INFORMATION**

1. In addition to the details included in this Handbook parents are kept up to date with information relating to school life in the Parents’ Newsletter.
2. Teacher / Parental consultations are held in October and February of each year. Parents of Primary 1 children have an additional consultation in late August/early September.
3. Parents may speak to their child’s teacher or the Principal at any time during the year by making an appointment.
4. Another excellent way to keep in touch with school activities is through the Friends of Carniny. The school for many years has been fortunate to have the support and encouragement of an active and enthusiastic parent association which provides:
5. Social evenings
6. Fund raising events e.g. Christmas Fair/Auction, Summer Fair.

**Friends of Carniny Primary School Committee (2015 / 2016)**

**Office Bearers:**

President Mr D Calwell

Chair Mrs H Weir

Secretary Ms L Doole

Treasurer Mrs C Sarkar, Mrs S Smyth (Assistant)

Publicity Mr S Andrews

**Members of Committee:**

Mr S Church, Mrs R McClean, Mrs J King, Mrs D Stephan

**13. COMPLAINTS**

As a school, we welcome suggestions for reviewing and enhancing our support for your child. It would be appreciated if you have a concern that you tell us as soon as possible as it can be difficult to investigate an incident or problem which may have happened some time ago.

Most concerns and complaints can be sorted out quickly by speaking with your

child’s class teacher.

If you have a complaint which you feel should be considered by the Principal, you should contact him/her as soon as possible. It is usually best to discuss the problem face to face. To do this you may need an appointment which can be arranged by contacting the school office. The same arrangement applies if you wish to speak with a member of the teaching staff.

The Principal or member of staff will make every effort to resolve your problem speedily and efficiently. They will discuss what you feel went wrong, and they will explain what will be done to follow up your complaint. As well as helping to resolve the immediate difficulty it is hoped that speaking with you will help to prevent a similar problem arising again.

If the matter is still not resolved a written complaint should then be sent to the Chairman of the Board of Governors. The Governors will respond as quickly as possible following their convened meeting.

You may also find it helpful to have a copy of the school’s Complaints Procedure as this explains in detail the procedure to be followed in the event of a complaint against the school. This document is available from the school office.

**14. GETTING READY TO START CARNINY PRIMARY SCHOOL**

**14.1 School Uniform**

Pupils are expected to wear school uniform. Most parents find school uniform economical and convenient. When our pupils are in the public eye the universal wearing of a uniform creates both a favourable impression and a mark of identity.

The school Uniform can be purchased from Select Kidz, Springwell Street, Ballymena.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Normal Day** | **Formal Occasions** | **PE** |
| **BOYS** | Grey trousers Carniny Primary School “V” neck sweatshirt and polo shirt, grey socks and black school shoes. | Grey trousers, white shirt and school tie and black school shoes (black trainers not permitted) | “T” Shirt/Sports Shirt and Shorts (P4-P7).  Primary 1 - 5 wear black gutties and Primary 6 - 7 wear trainers where gutties sizes are not available. Jewellery is not allowed (Sleeper studs permitted). |
|
| **GIRLS** | Grey skirt/pinafore or plain trousers Carniny Primary School “V” neck sweatshirt and polo shirt, white knee length socks /grey tights and black school shoes. | Grey skirt or pinafore, white blouse and school tie, white knee length socks and black school shoes |
|

Please refer to the Code of Conduct within the Positive Behaviour Policy (available on Website) for guidance on the standards of pupil appearance.

**14.2 General Preparation for Coming to School**

Over the years the collective experience of teachers and parents has shown that there are many ways in which children can be prepared for starting school. Many pupils may already have attended Nursery or Playgroup and thus have been introduced to a social environment outside the home. Many things have changed since you as parents started school but still the greatest need for the new pupil is SECURITY, that is he / she should look forward to going to school, feel safe and happy there and hopefully co-operate with his / her parents and teachers to enable the home and school to develop his / her academic potential.

**14.3 What Parents Can Do To Help Their Children.**

1. Help your child to look forward to starting school. Tell them about the many things they will do there, make it an exciting event to look forward to by telling them:

* They will make new friends and playmates
* They will learn stories, rhymes, songs, new games

1. They will learn to paint, draw, and play with toys and use computers.
2. They will learn to count, to read, to write.
3. They will become a “Big Person” able to do the same things as their older brothers and sisters.
4. Help your child to become reasonably self-sufficient and responsible. You could teach them to:
5. Use the lavatory.
6. Blow his / her nose.
7. Make his / her wants known.
8. Say “Please” and “Thank You”.
9. Dress and undress, zip up coat, button and unbutton etc.
10. Clear up toys and share toys.
11. Sit and listen to a story.
12. Hold a pencil or crayon.
13. Wash and dry hands.
14. Change shoes.
15. Get along without presence of parents.
16. Get along with other children.
17. Never use the school or the teacher as a threat to get your child to behave. Hinting that the school is a place of punishment may make the work of the teacher more difficult. Going to school may be the first long term break with home so children will need the security and protection of another adult i.e. their new teacher. You can really help the transition from home to school by healthy encouragement rather than comments like, “Wait till they get you at school” or “You’ll soon know what’s hit you” etc.

**14.4 Talking and Listening**

1. Talk to your child, not always in a childish language but more and more adult in fashion. Talk to them at every opportunity; tell them what you are doing as you wash up, clean, cook, garden etc. This will strengthen and enlarge his / her vocabulary.
2. Try and answer questions. If you consistently ignore your child’s questions he/she will eventually catch on that there is no point in trying to learn this way. A question is often the best start to any learning situation.
3. Listen to your child when he/she wants to talk to you. Encourage them to tell you about themselves, their play, friends, things which they have seen and enjoyed.
4. Read to them and tell them stories. There is still great joy and value in the bedtime story. Children will often demand the same story over and over again. This means they are already learning, recalling what brings them pleasure.
5. Teach nursery rhymes and simple poems. These are excellent ways of introducing language, which can easily be remembered and recalled with enjoyment. They aid counting as well. If you can get them to do the actions to nursery rhymes this is the start of drama and creative expression.

**14.5 Reading and Writing**

1. Let your child handle books. They will be the tools of his / her trade for many years to come. Foster a respect for books. Get them a corner or part of a shelf that is exclusively for his / her books. Let them take pride in his / her collection of picture and simple story books.
2. Take them to the library; help them pick suitable books, particularly ones with plenty of colour and pictures.
3. Let them scribble with pencils and crayons. This develops the motor control he / she will need when formal writing lessons begin. Don’t however try to force handwriting, they may have to unlearn what you have taught.
4. Be careful about formal reading books. Reading needs to be taught in a sequence and knowing when a child has progressed through the stages of reading readiness is a complex matter. Do however read stories to your child. The school uses a combination of reading schemes to introduce reading skills.

**14.6 Mathematics and Science**

1. Let your child touch, hold, feel and observe things. Observation is one of the first steps of learning. Let your child help you about the house and garden. Let them make the occasional mess when you are baking, gardening or cleaning. Learning by doing and playing to learn are well known ways by which children learn.
2. Let them sort things: this is the beginning of mathematics, sorting things into sets, eg putting the cutlery back in the right spaces in the drawer.
3. Encourage them to count e.g. the stairs as he / she goes up to bed, etc. Talk about ‘big and little’, ‘heavy and light’, ‘full and empty’, ‘cold and hot’ etc.
4. Observation is the beginning of science so provide opportunities for the child to observe first hand e.g. feeding ducks in park, visit to zoo, bird table in garden, visit to farm etc.
5. Holidays, as well as fun, are a great learning opportunity for new learning experiences e.g. going for walks, playing in sand and water, exploring etc. and all these activities widen the pre-school experience, enrich family relationships and hasten the maturity of the child.

**14.7 Games and Muscular Control**

1. Most mums and dads play games with their children and this is an important activity to assist the development of muscular co-ordination. Games involving a ball are excellent for developing hand to eye co-ordination.
2. Children should be encouraged to move to music and develop a sense of rhythm.
3. Playing with toys is good as imagination is stimulated. Playing with toys increases vocabulary and toys that allow children to mimic adult roles often produce an abundance of new words associated with the roles they are enacting. Observe a group of girls dressing up!
4. Making things is the beginning of Technology. The box that the cereal comes home in can be a multitude of make believe articles for the imaginative child.

The best teaching and learning both in and out of the school is achieved by infection and interference. By infection the parent and teacher ‘pass on’ their love for and interest in a subject or activity. By interference the parent and teacher know when to ‘interrupt’ the child’s own learning and self-discovery to further enhance his / her education. A child left to their own devices may discover many things but not in anything like the quantity or quality when his / her parents and teachers are involved and providing motivation.

**14.8 Helping the P1 Teacher**

There are many ways you as parent can co-operate to maximise the time available for teaching your child.

1. Please put names on clothes and belongings. Many items look the same and indeed can be identical. Time is wasted when the teacher has to go round checking which item belongs to which child.
2. When sending drinks to school for lunch or mid-morning break please put in a plastic bag. Leaking drink containers ruin books. Do not send glass bottles, they are sure to shatter on the tiled floor!
3. Please check school bags regularly for notes from teacher or newsletters from the Principal.
4. Your child will have a sound box. They will frequently have new sounds to recognise. Please help your child by reinforcing these at home.
5. Please send PE items on correct day. Your teacher will tell you on which days P1 have PE. Pupils must wear slippers / gutties to prevent accidents on the wooden floor of the gym.
6. Do please get your child to school on time. Late arrivals keep back and distract a working class.
7. Always be at school on time to collect your child. There is nothing as distressing to a new P1 pupil as coming out of school to find nobody there to take them home. If you are going to be late please arrange for another adult to come and telephone the school to notify us who will be collecting your child.

Pick up time is 12.20pm every day from Wednesday 31 August until Friday 9th September. From Monday 12th September the pick-up time is 2.00 pm Monday – Thursday and 1.45 pm on Friday.

1. Do make sure you give the school an emergency telephone number. If you have gone out shopping or visiting and your child becomes ill or distressed the Principal should be able to locate you or a designated relative/friend.
2. If your child is on any medication please speak to your child’s teacher or the Principal. A “Request to Administer Medication” form must be completed before medication can be administered.
3. If your child is ill please consider his / her classmates before sending to school. They are put at risk of infection and their work is interrupted while the teacher cleans up or changes soiled clothing.
4. In the event of a child’s uniform becoming wet or dirty it would be greatly appreciated if parents would leave a spare change of clothing for their children in a named bag in the cloakroom.