

# Our Lady of Lourdes School Ballymoney

Caring, Sharing, Learning together to meet the future

## Parents' Handbook



## **Welcome to Our Lady of Lourdes School**

It is with a great sense of satisfaction that we introduce the work of our school.

Our Lady of Lourdes School provides a quality education.

At Our Lady of Lourdes School, we focus on: nurturing core Gospel values in an ethos of care, courtesy, respect and responsibility; establishing a culture of firm and fair discipline and high expectations; developing leadership at all levels in the school; providing a positive and rewarding learning environment; and improving the quality of the pupils' learning and their achievements.

This school, in striving to meet the challenges of providing a quality education in the 21st Century, has a clear and progressive agreed, purpose and vision, which is **Caring Sharing Learning together to meet the future**. We provide a stable and loyal leadership and a cohesive, unified staff.

Our Lady of Lourdes School is growing steadily in terms of pupils joining the school. The school continues to attract pupils from across the whole ability range, and boys and girls of all abilities are thriving in our distinct small-school ethos and in our vision of enabling each individual pupil to bring light and dignity to the world - no child held back nor left behind. We are proud of our pupils; their appearance, their conduct, their respect for themselves, others and for the school property. These are all sources of great encouragement in the present and of good hope for the future. Furthermore, their attendance is superb maintaining the position of the school in the top 5% of its kind in Northern Ireland. The pupils continue to grow in wisdom and flourish under the daily guidance and inspiration of a very able and extremely hardworking staff.

We place a strong emphasis on providing our pupils with a wide range of extra-curricular opportunities; for example, Ski Trip, Hurling, Netball, Gaelic Football, Soccer, Camogie, Athletics, Dance, Drama, Glee Choir, Irish Dancing, Table Tennis, Rugby, Hockey and Music play a significant part in the life of the school, as do a variety of educational outings and inter-school activities.

As an all-ability school, we are particularly proud of our excellent examination achievements; our pupils met or significantly outperformed the Northern Ireland nonselective school examination averages in every respect in our GCSEs for the last four years.

Finally in 2018, the Education and Training Inspectorate, through a Sustaining Improvement Inspection, found that we are maintaining our high standards of education.

Our Lady of Lourdes is a happy school where pupils are expected to work hard and play hard, where they will find friends, lifetime experiences and be contented.

Miss E Gillan

Principal

## The School Aims

As a Catholic School we are committed to the promotion of an ethos throughout the school which reflects the Christian teachings and values of the Church. Our pupils are nurtured in a supportive, caring faith community which develops and promotes respect for diversity and mutual understanding- the ethos that every child is unique.

We seek to provide a friendly and caring atmosphere that recognizes the individuality of each child. Great emphasis is placed on the mutual relationship and respectful partnership between teachers, parents and pupils.

We seek to provide an effective education service that permits the greatest possible development of an individual's academic ability so that each pupil obtains the maximum amount of benefit from their experience from school.

We seek to promote all cultures through the work of the school, showing equal respect and tolerance for each other and our traditions.

We seek to work in partnership, sharing education, with our neighbouring schools of Ballymoney High and Dalriada from Key Stage 3 projects to shared GCSE subjects.

## Our School Code of Conduct

We, the pupils of Our Lady of Lourdes School, value and respect our school community.

We have drawn up the Code of Conduct set out below so that we can keep safe and learn in a happy environment.

I will: • take pride in my appearance at all times when representing the school

- Take responsibility for my own property and that of others;
- Do my utmost to gain the best education possible by attending regularly and by being punctual throughout the day;
- Complete homework on time and to the best of my ability. If absent, I will find out and

catch up on my homework and provide a note to explain any problem;

- Lead by example and show respect to all others in Our Lady of Lourdes School;
- Care for the health and wellbeing of myself and others in Our Lady of Lourdes School;
- Co-operate fully with teachers and obey the school rules at all times.

## School Uniform

The uniform below is compulsory for all pupils in Years 8 - 12 at all times unless stipulated otherwise by the Principal. Wearing of the uniform in full is part of the official school rules and policy.

### **BOYS**

- Black trousers
- Black V-neck jumper (with school name)
- Plain white shirt buttoned to the top and tucked into trousers at all times
- Tie - red and black striped worn to the waist at all times
- Black blazer with integrated school crest
- Scarf - red and black striped
- Plain black leather shoes - flat soled, no canvas shoes - [please note – trainers are only to be worn during PE or when

involved in lunch-time or after-school sport]

- Plain black overcoat worn to and from school – no hoodies
- PE Team Kit Shirt/Black Shorts/Black Socks/Black Track Suit Bottoms/Indoor Trainers/Football Boots

### **GIRLS**

- Standard black skirt to below the knee
- Red V-neck jumper (with school name)
- Plain white blouse buttoned to the top and tucked into skirts at all times
- Tie - red and black striped worn to the waist at all times
- Black tights /black bobby socks – no ankle socks
- Black blazer with integrated school crest
- Scarf - red and black striped
- Plain black Shoes – leather, flat soled, no canvas shoes - [please note – trainers are only to be worn during PE or when

involved in lunch-time or after-school sport]

- Plain black overcoat worn to and from school – no hoodies
- PE New PE Team Kit Top, Black Shorts, Black Track Suit Bottoms, Indoor Trainers/Football Boots.

EVERY ARTICLE OF UNIFORM MUST HAVE A NAME TAPE

OFFICIAL SUPPLIERS: Gault's, Church Street, Ballymoney, Heart and Home, High Street, Ballymoney

## School Holidays for Pupils

PLEASE NOTE: -

The rule of the school is that pupils are not permitted to go on holidays during term times except on the dates designated by the school as holidays. The position of the school is that holidaying by pupils in term time impacts adversely on their learning experiences and attainments and on the attendance levels of individual pupils and of the whole-school.

A failure to comply with this important school rule may result in: -

- the pupil being disqualified from the Annual School Formal and/or the Annual Reward

Outing;

- the case being referred to the Education Welfare Service of the EA
- the pupil being suspended for a serious breach of the rules of the school;
- The case being referred to the Board of Governors of the school

## Attendance and Punctuality

### Attendance

POOR, OR LESS THAN SATISFACTORY, SCHOOL ATTENDANCE INVARIABLY HAS A DETRIMENTAL EFFECT ON A PUPIL'S EDUCATION. THEREFORE, OBTAINING A GOOD ATTENDANCE FROM ALL OUR PUPILS IS A PRIORITY IN OUR LADY OF LOURDES SCHOOL. THE FOLLOWING LIST OUTLINES THE GUIDELINES USED BY THE SCHOOL TO MONITOR AND IMPROVE ATTENDANCE.

3.1 In the case of a pupil being absent, a note from the parent/guardian explaining that absence must be handed to the pupil's Form Teacher immediately on return.

Where a pupil is absent for more than five days through illness a Medical Certificate is expected.

3.2 Pupil attendance is monitored by the Form Teachers, Year Heads, Heads of Pastoral Care and the Attendance Co-Ordinator. If any concerns arise the

School's Attendance Policy is followed and the Education Welfare Service can become involved.

3.3 Pupils are strictly forbidden to leave the school for any reason during the day without permission. Requests for permission MUST be made by THE PARENT OR GUARDIAN in person, in writing or by telephone.

(a) MEDICAL AND DENTAL APPOINTMENTS: Such appointments should be made outside school hours. Where this is not possible, an appointment card must accompany the parental request for permission to leave the school for such purposes. Such a request must be signed by the parent/guardian on the page provided in the pupil diary. Pupils who leave the school for such appointments will be marked absent. They must be collected at the Main Door by a parent/guardian. If returning to the school that day, they will be marked present again.

(b) ALL OTHER REQUESTS must be made to the Principal.

### **Punctuality**

3.4 Punctuality is an important part of self-discipline and is essential to good time management. In the morning pupils must be in school by 8.50am. Pupils who arrive late must report to the Office and then their Form Teacher to ensure they are marked present. It is essential that all pupils are punctual for all classes.

Pupils who arrive late in the morning MUST report to the Office to ensure they are marked present. They must report to their Form Teacher. A note will be placed in the Homework Diary or Target Diary for the information of parents. Persistent latecomers will be subject to measures designed to address, correct and bring about improvement in timekeeping, including making up for all time lost through late coming in after-school detention or on a Saturday morning.

## **Buses**

Discussions between the school and Translink regarding the arrival and departure times of buses to and from school is an on-going process. Parents and pupils will be informed well in advance of any changes to the bus schedule, should any such changes be agreed.

On certain routes, i.e., those not on a Translink route - pupils are collected by the school's two minibuses.

All pupils MUST wear their seatbelt. If this does not happen then the pupil may have to relinquish their place on the bus.

The school reserves the right to take pupils off the school buses due to 1 – pupils needing a space who are not on Translink route, 2 - younger / more vulnerable pupils, 3 – pupils who have behaved inappropriately on the school bus

For further information, you can contact: -

Translink

Telephone: 028 7032 5400

In the case of the school minibuses, please contact Mr B McGarry at the school:

Telephone: 028 276 62050/65079

## Curriculum

The curriculum planned and provided in the school is broad, balanced and relevant to the needs and aspirations of all pupils. In the first three years, we offer a wide range of subjects and experiences in order to develop the talents, skills, interests and abilities of each pupil to the full. The requirements of the Northern Ireland Curriculum (Revised) are taken into account. To ensure coherence and wholeness in the curriculum, all subjects/courses are taught in line with the School Aims.

## Assessment/reports

The school's assessment/reporting policy in first year is to promote confidence in pupils, while challenging them to realise their full potential. This policy is built on in the second, and subsequent, years.

On two occasions in each of the first four years, formal assessment (this includes coursework, homework and tests) is carried out and reports are sent out to parents. In

Year 12, there will be a single formal assessment with robust tracking of individual pupils throughout the year.

## Work Experience

All Year 11 and 12 pupils will have an opportunity for a week of Work Experience.

Details will be provided by The Careers Team.

All pupils must be in line with the rules of the school, including in terms of their personal appearance, for Work Experience. Each year there will be an "Apprenticeships and Pathways Programme" Careers Event

## Extra-curricular Activities

The school provides a wide range of sporting activities and, in recent years, our pupils have achieved notable success in Hurling, Gaelic football, Camogie, Soccer and Netball. In addition, our pupils enjoy a variety of opportunities in Dance, Drama, Music, Art, Singing, and Public speaking. The school offers the pupils opportunities to participate in a variety of clubs and societies.

All pupils must be in line with the expectations and rules of the school, including uniform, equipment and personal appearance, for all extra-curricular activities [i.e. internal, interschool and public events]. Pupils will not be permitted to represent the school on such occasions unless their uniform and their personal appearance are in line with the rules of the school.

Transport home is provided for pupils from our feeder parishes following after-school activities. The participation of pupils in extra-curricular activities is the prerogative of the Principal.

## School Discipline

Our school discipline policy is based on the school's Christian values and beliefs. We aim to: -

- provide a supportive environment which will foster the growth and development of caring and responsible pupils;
- create a well-ordered school in which pupils can learn effectively;
- develop in our pupils a sense of self-worth and self-discipline.

We expect all our school community to act in a positive and caring way towards each other. To this end, we have a number of school rules for our pupils which we will implement fairly and consistently. We require our pupils to: -

- be punctual for all school activities;
- respect their own and other people's property;
- be given permission before being excused from class;
- play safely, fairly and for enjoyment;
- wear full and neat school uniform at all times;



- move through the school quietly and in order;
- attend school regularly;
- show self-respect and respect others.

The observance of all rules is essential for the smooth running of the school and the security of pupils and property. We place a firm emphasis in the school on acknowledging and rewarding conduct and work of high standards, through regular Reward initiatives and trips.

In addition, we implement appropriate sanctions, when necessary, to direct pupils towards following acceptable behaviour and taking responsibility for their actions at school. The school also implements discipline procedures when: the pupils transgress rules going to and from school; the pupils involved in transgressions are identified with the school: and/or where such behaviour brings the school into disrepute or endanger the welfare of pupils or staff.

In the case of a matter of pupil indiscipline being outstanding or unresolved at the end of a school year, the school reserves the right to address such a matter during the summer holiday and at the start of the following academic year.

If a pupil engages in an act of violence or nuisance against the person or property of a member of the school staff, or to an immediate member of the member of staff's family at any time, whether inside or outside school, disciplinary action will be taken against the pupil which may include consideration by the Board of Governors of the option to expel.

## Representing the School

We expect the same standards of conduct and discipline from our pupils when representing the school at all times, including while attending other schools and when on Work Experience. The school will apply its disciplinary procedures in the case of any pupil involved in serious indiscretions or breaches of our rules while representing the school, whatever the occasion or location.

## Expectations/Rules/Procedures/Requirements

WE REQUIRE PARENTS TO BE FAMILIAR WITH THE SCHOOL RULES AND PROCEDURES WHICH FOLLOW. THE SUPPORT AND THE CO-OPERATION OF PARENTS ARE ESSENTIAL IN ORDER TO ENABLE OUR PUPILS TO ADHERE TO THE RULES OF THE SCHOOL IN FULL AT ALL TIMES.

WE EXPECT PUPILS TO TAKE PRIDE IN THEIR PERSONAL APPEARANCE.

## 1 DRESS AND STYLES

1.1 **SCHOOL UNIFORM** is compulsory for all pupils and must be worn neatly and in full at all times, including to and from school. Details of the full school uniform are provided elsewhere in this booklet.

1.2 **HAIR**: Pupils must have hair cut in a neat and tidy style; unconventional or unacceptable hair styles are not permitted. In addition, pupils' hair must be one subtle colour or two subtle colours with no bright highlights/lowlights, dip dyed/tips or bright colours, for example white, purple, pink, blue etc. Hair extensions are not permitted. Pupils are also required to be clean-shaven at all times. Any pupil in breach of these rules will be required to rectify matters as soon as possible and in the meantime will join the school's withdrawal learning support programme. Any pupil who refuses or fails to rectify the appearance of their hair in order to be in line with the rules of the school will be subject to suspension.

1.3 **MAKE-UP**: The wearing of make-up, fake tan, false eyelashes, eyelash extensions nail varnish/gel nails/acrylic nails is not permitted.

1.4 **WEARING OF JEWELLERY**: The wearing of excessive jewellery by pupils is forbidden. Pupils may wear plain ear studs in the ear lobe only (maximum 1 per ear). Apart from a watch, jewellery should not be brought to school as it may be stolen; the school will not take responsibility for any loss incurred. Nose studs, eyebrow rings, septum rings, plastic nose studs or any other type of body piercings are unacceptable; any pupil wearing such items will have them confiscated until the end of the school day and any pupil found to be repeatedly wearing such items will be subject to disciplinary measures.

1.5 **SHOES**: All pupils must wear FLAT-soled shoes which will not mark floors. Shoes with nailed soles or metal plates are forbidden. BLACK LEATHER SHOES only are acceptable and must be kept neat, clean and polished. (Please note: BOOTS, CANVAS SHOES, PLYMSOLES OR TRAINING SHOES ARE NOT ALLOWED). Any medical request for exemption from this rule must be accompanied by a doctor's note.

1.6 **The OFFICIAL SCHOOL BLAZER** with badge is a compulsory part of the school uniform for all pupils. Blazers and jumpers must be worn in classrooms and corridors and

throughout the school day. Pupils can ask their teachers when they want to take off their blazers and jumpers in class if they are too warm. Those pupils not wearing full school uniform will be in breach of the School Rules and will be eligible for the full range of sanctions.

For rules and sanctions to be effective, it is crucial that parents and teachers work in close co-operation. For this reason, we inform parents of breaches of discipline, when necessary, and the associated sanctions.

Hoodies are strictly forbidden – the school now has half zips for PE and at present we are working with a new company to design a new half zip, school coat, scarf and “beaney” hat.

## Our Classroom Code of Conduct

In order to allow myself and others to get the best opportunity to learn I agree to: -

### **Being prepared for class:**

- bring all necessary equipment to class;
- line up quietly in a single line outside the room;
- do not enter the class if a teacher is not present;
- enter a room quietly;
- place my Homework Diary on my desk;
- not chew, eat or drink in class or in corridors.

### **Teacher and pupil speaking:**

- listen when a teacher or pupil is speaking in class;
- put up my hand when I wish to speak in class;
- not shout out.

Asking and answering questions:

- raise my hand when asking and answering questions;
- wait quietly to answer.

### **Group work:**

- listen to and respect everyone’s opinion in the group.

### **Working on my own:**

- concentrate so as to do the best work I can;
- do not disturb others.

### **Practical Work**

- listen and follow instructions carefully so that I can work safely.

Leaving the Classroom:

- ensure that the classroom is left neat and tidy;
- leave the classroom in a quiet and orderly manner and in single file.

#### **Homework:**

- do all my homework to the best of my ability and have it completed on time.

#### **Examinations:**

- be punctual for all examinations;
- bring necessary materials and equipment;
- be silent in, and adhere to all the rules of, the examination room.

#### **Respect for each other and for Equipment and Property**

EACH PUPIL IS RESPONSIBLE FOR HIS/HER OWN PROPERTY/EQUIPMENT AND MUST RESPECT THE PROPERTY/EQUIPMENT OF OTHERS.

2.1 PUPILS must never engage in acts of physical contact or violence such as hitting, kicking, Pushing, play fighting or spitting, whether individually or collectively, against other pupils.

2.2 PUPILS must never interfere with another pupil's property, for example, by stealing, hiding, moving or damaging it.

2.3 PUPILS must never use offensive names or make racist, sectarian, sexual or other offensive remarks or gestures when addressing another pupil or commenting about another pupil or a member of that pupil's family. Examples of offensive remarks include: teasing, and belittling or ridiculing a pupil about his/her appearance, speech, personal mannerisms, abilities or achievements. **This rule covers incidents that occur outside of school and that are brought into school; such matters will be dealt with as a school-related issue and a matter for internal discipline.**

2.4 PUPILS must not spread rumours about another pupil or his/her family. The last two points apply to oral and written forms of communication including graffiti, pictorial images, mobile phones, use of the Internet and social media. This rule covers incidents that occur outside of school and that are brought into school; such matters will be dealt with as a school-related issue and a matter for internal discipline.

2.5 PUPILS should report any breaches of respect for themselves, their property, each other and each other's property to a teacher and to their parents, giving as full details of any incidents as possible.

2.6 THE SCHOOL buildings and grounds, their contents and all school resources

must be treated with respect. Pupils will be expected to pay for loss or damage to school property that result from their actions. Removal of school property from class or from its location outside class will be regarded as stealing.

2.7 PUPILS must not drop litter; they are required to take responsibility to keep the school environment tidy, for example by picking up litter and depositing in bins.

2.8 CHEWING GUM and CORRECTION FLUID are not permitted and must not be brought into school.

2.9 SCHOOL BAGS: Each pupil must have a bag or case large enough and suitable for carrying the necessary books. Preparation for school at home in the evening must include the packing of the books necessary for the subjects to be studied the following day. Schoolbags must be taken home daily. Bags, PE equipment and any other items brought to school are the responsibility of the pupil between and during class. At break and lunchtime, bags and gear are to be left by pupils in their change over classroom.

2.10 STATIONERY ITEMS: Pupils must provide and have necessary items of stationery e.g. pens, pencils, ruler, jotters, eraser, calculator, and dictionary. Exercise books will be supplied free whilst existing stocks last.

2.11 BOOKS: Text books are provided strictly on loan; they remain the property of the school and must be kept in good condition and when required. A charge will be made for any text books damaged or lost. A limited number of exercise books for homework etc. will be provided.

2.12 PE EQUIPMENT: Each pupil must have the correct PE kit (team kit top and half zip, team kit tracksuit bottoms or plain black tracksuit bottoms, team kit black coat or plain black coat, -no hoodies or club colours allowed) and this must only be brought to school on the day(s) required.

2.13 SAFE-KEEPING OF PROPERTY: (i) All personal belongings, school bags, and clothing must be clearly marked with the owner's name. (ii) Pupils should not bring large amounts of money or valuables to school; anything of this type may be left, on request from the parents, for safe-keeping in the Office or with their Form Teacher. (iii) Any jewellery worn or electronic games equipment brought in is the responsibility of the pupil.

2.14 SCHOOL PROPERTY: (i) Pupils are expected to take care of school property and furniture. (ii) Pupils are forbidden to use school equipment or machines without

permission from and supervision by a teacher. Any pupil who damages school property will be required to financially reimburse the school in full via a parent or guardian.

**2.15 MOBILE TELEPHONES:** The use of mobile phones and other such electronic devices capable of communication are strictly forbidden in school.

Mobile phones must be switched off and in the school bag.

Any pupil found with a mobile phone out in school will have the item [including the sim card] confiscated until the end of the school day

and if found in breach of the rule of possession at any future time will be disciplined in line with the procedures outlined in the following paragraph. In the case of the school having serious concerns regarding the content of a mobile phone or any other such electronic device capable of communication which it has confiscated, the school will contact the parent as a matter of urgency, keep the device in a safe and secure place until the parent comes to the school, and will ask the pupil and the parent to permit the school to view the content of the device in their presence. Please note that, in such circumstances, the school may also have to contact the relevant Child Protection agencies and the PSNI.

Any pupil found to be operating [i.e. including on], or providing another pupil with, or in repeat possession of a mobile phone or any other such electronic device capable of communication during school or while in the responsibility of the school will have it [including the sim card] confiscated until the end of the school day and will be required to fulfil after-school detention. Any pupil found to be in breach of this rule on a second occasion will be required to fulfil two after-school detentions, and three detentions if found to be in breach on a third occasion. Any pupil found to continue to breach this school rule after the third occasion then the school will ask the parent to collect the phone from school and the phone is not to be in school again. If the pupil continues to bring the phone to school, take it out or use the phone then due to the continued breach of this school rule then the pupil will be suspended from the school and, subsequently, may be expelled from the school.

The use of mobile phones or electronic equipment after school by pupils as a

means of bullying or intimidation, not least to contribute to, or to continue, disrespectful relationships and tensions that arise in school will be regarded as unacceptable conduct and dealt with as a school-related issue and a matter for internal discipline. It is also important that pupils do not have their phones or devices used by another person to bully or intimidate; such pupils could find themselves in a compromised situation. Furthermore, any pupil found in possession of a mobile phone or electronic device containing sexual or inappropriate material will be suspended from the school and, subsequently, may be expelled from the school.

The school will consider any request in writing from parents for their child to carry a mobile telephone to and from school on the following basis; any pupil for whom the Principal has given permission in response to such a written request from parents to bring a mobile telephone to school will be required to hand it into the Main Office in a marked envelope or pouch on immediate arrival at school in the morning and it will be stored in the school safe until home time and returned to the pupil on leaving the premises. Any pupil deemed by the staff to be in need of using a telephone during the school day will be given access to a telephone via Mrs McLean in the School Office. Parents will be asked to collect from the School Office any other unacceptable items that the staff confiscates from pupils, including any item confiscated on the grounds of health and safety.

#### 2.16 ANNUAL YEAR 12 SCHOOL FORMAL DANCE: The Annual Year 12 Formal

Dance will be organised by the school. The attendance of pupils at the School Formal will depend upon their successful

adherence to the following requirements: -

- **A – Very good Attendance {at least 93%}**
- **B - Behaviour** - there is a strict ban on the consumption, possession and/or the purchase of alcohol, or any other illegal substance, at the Formal. The School Formal Dance is viewed by the management of the school as a privilege for pupils and an occasion that is organised and provided for them on the condition that their behaviour (i) in school beforehand is in line with the high standards of conduct that we expect from our pupils and (ii) is fully in line with the arrangements

set out in the Year 12 Annual School Formal Contract. The school can decide, if necessary, to cancel or discontinue the attendance at the Annual School Formal Dance of individual pupils or their guests. Please note that the Formal will not be open to attendance by any pupil who has engaged in unacceptable behaviour during this school year resulting in more than one period of suspension; and

- **C - Coursework** and examinations completed in full and up to date for all GCSE subjects.

Please note that all the above requirements must be met by individual pupils if they are to be considered eligible to attend the School Formal. Guests are admitted to the Formal at the discretion of the school.

**2.17 POSSESSION OF OFFENSIVE WEAPONS:** In the case of any pupil(s) found to be in possession (in pocket/in bag/readily available) of an offensive weapon (i.e. any article made or adapted for causing injury) or intended by the pupil(s) for such use by him/her or some other person in the school building or on the school grounds, the school will contact the relevant statutory authority and the pupils' parents/guardians immediately and implement its disciplinary measures in proportion.

**2.18 SCHOOL TRIPS:** All pupils will have the opportunity to attend all school trips and reward trips. However, the school reserves the right to withhold this privilege if behaviour is deemed to be unacceptable.

## Behaviour in and around our school

In order to demonstrate courtesy and concern for others I agree to: -

### **Corridors**

Walk quietly in single file along the left side of corridors. Show respect for other pupils and school property by not running or shouting. Not chew, drink or eat between classes.

### **Equipment**



Show respect for my own and other's equipment, both in and out of school.

### **Toilets**

Use the toilet facilities in a hygienic and respectful manner, and encourage others to do likewise.

### **Assembly/Registration**

Arrive punctually, listen to instructions/information and participate fully in Assemblies and Form Period activities.

### **Break time**

Obey instructions of the duty staff and respect the prefects and other pupils. All pupils must stay in their designated areas at break and lunchtimes.

### **Lunchtime**

Line up quietly when asked to do so and return to class in an orderly fashion.

### **Canteen Lines**

Line up quietly, and only enter the Canteen when told to do so by the duty staff.

### **Canteen**

Remember table manners whilst eating and leave no rubbish on the table or floor. Show respect to all those in the Canteen. Not take food or drink out of the Canteen.

### **School Grounds**

Stay in the allocated area, and show respect for the school environment by not throwing litter or abusing school property. Make use of litter bins.

### **Bus Lines**

Wait in line until the staff on duty tell me to board the bus and do so in a responsible manner. Do not drop litter.

### **Coming to and Leaving School**

Pupils should come directly to and from school and should not be in shops within the locality unless accompanied by a parent or guardian.

Leave school and proceed straight home in an orderly manner and as directed by the staff.

Only leave school premises when I have written permission from home and with the agreement of the Principal.

**Buses**

Show respect for my fellow passengers, and the bus driver.

Remain in the bus for the complete journey with the seatbelt on, both in the morning and the evening.

**After School**

Remember that while I wear uniform, I am representing my school.

Do nothing which will detract from the reputation or destroy the good name of my school.

**Extra-Curricular Activities**

Adhere to the rules of the school in full and conduct myself to the highest possible standards when involved in extra-curricular activities.

## REFERRAL SYSTEM

In order to ensure fairness and to avoid subjective judgment of pupils' behaviour, the school operates a discipline system. It is important to note that most of the pupils in the school have a clear discipline record. A central record is kept of all pupils' positive and negative behaviour.

of transgressions noted. When necessary, pupils will have a letter sent home to parents informing them of particular situations. Where there are concerns regarding misbehaviour, particular sanctions will be initiated by the school. If the situation continues, parents will be contacted and can be asked to come to school to discuss their child's behaviour and how the school intends to respond to such behaviour. At all times, the school will work in partnership with parents in an effort to improve pupil behaviour.

Thus, pupils who ignore or transgress the rules of the school can expect to be sanctioned for their inappropriate behaviour.

The school, at all times, will follow the policies in relation to discipline as laid down by the school the CCMS and EA.

# CONSEQUENCES

Consequences include:

- Verbal warning.
- Setting of additional tasks.
- Referral to Form Teacher, Year Head or Head of Pastoral Care.
- Withdrawal of privileges e.g., School Outings.
- Referral to parents;
- Referral to Principal/Pastoral Care Team;
- Segregation or withdrawal for a period of time, especially when a pupil is disruptive (Supervised by staff);
- Behavioural Support Plan/Target Diary;
- Detention with teacher supervision (including Saturday morning, if deemed necessary);
- Suspension from the school by the Principal;
- Permanent exclusion in the case of very serious offences or where a pupil continually refuses to adhere to the rules of the school.

Where the behaviour of a pupil is causing serious concerns, the parents/guardians may be asked to attend a meeting with the relevant sub-committee of the Board of Governors.

It is important to note that the school does not tolerate any disruption to learning and teaching by pupils. In such circumstances, the school operates a withdrawal system, commencing with one day learning in isolation and reaching a three-day withdrawal.

Should any pupil continue to disrupt learning and teaching having fulfilled the maximum withdrawal period, the school will implement further discipline procedures and suspension from the school.

# Supervision of Pupils

## **MORNING AND AFTERNOON**

In the morning a teacher will be on duty at the bus stops in the grounds of TESCO and the surrounding shops to supervise the pupils entering school. Other teachers will ensure that pupils sit in the Assembly Hall/Sports Hall. All pupils, in the interests of their pastoral care, protection, health and

safety are to enter the school grounds directly, and are to follow the direction of the teachers on supervision at all times. No pupil is permitted to be on the stage in the Assembly Hall, nor to run in the Hall. All litter must be placed in the bins. Members of staff and prefects will undertake supervision duties at break and lunch time.

## **AFTER SCHOOL**

Teachers will walk with pupils to the bus stops in the grounds of TESCO/Castle Street/ Castle Croft after school, ensuring that no litter is dropped particularly in Church grounds and at the bus stops. The teachers will supervise pupils boarding the buses at the bus stops. No pupil is allowed to cross the road without the School Crossing Patrol Man or a member of staff.

The teachers will remain on duty until all pupils and school buses have left the area.

## **BREAK**

Pupils are to proceed to the Canteen. They may also go to toilets at break time and at lunch time.

Toilets open: Girls - beside door leading to playground area;

Boys - near Tuck Shop

No pupil is allowed in the West Wing or on stairs, upstairs, nor past the toilets on the Main Corridor at break time.

## **OUT OF BOUNDS**

NO PUPIL IS PERMITTED TO LEAVE SCHOOL AT ANY TIME

WITHOUT PERMISSION FROM THE PRINCIPAL

Pupils, at break and lunch time, are not permitted in the following areas: at the gas tank; at the rear of the Science rooms; at the rear of the Technology and Design room; and also at the rear of, and to the side of, the Sports Hall. Furthermore, pupils are not permitted in the areas where the staff or visitors park vehicles.

## **ENSURING CARE, HEALTH, SAFETY AND WELFARE**

The school reserves the right to make whatever re-arrangements are necessary for the

supervision of pupils during the school day to ensure their care, health, safety and welfare.

## Anti-Bullying

Bullying can be defined as the conscious desire by any pupil to hurt, offend or abuse another. It may include physical violence against an individual, verbal abuse, extortion or threat. Our work in dealing with bullying - in response to the victim and the bully - is strongly linked to the pastoral policies, practices and structures of the school.

### AIMS

- It is our intention to ensure that all pupils feel safe and secure within the school community.
- Pupils are made aware of the appropriate steps they must take when they experience bullying.
- All pupils are required to behave in a tolerant and sensitive manner towards their peer group.
- Parents should be confident that their children will receive the necessary support when a bullying incident occurs.
- We promote a whole-school awareness of the negative and damaging effect of bullying, using Form Periods, School Assemblies, etc.

### PROCEDURES

- All teachers should be alert to bullying situations. The teacher becoming aware of the problem must report the incident using the relevant records on SIMS.
- Having assessed the situation/ incident, staff will follow the levels of intervention – Addressing Bullying Policy.
- In cases of physical abuse or repeated or persistent harassment, the Principal may be involved.
- Following discussions with pupils, the parents will then be required to visit the school to discuss the matter if the case warrants such action. Pupils and parents can be asked to sign an Anti-Bullying Agreement.
- A close follow-up exercise of support involving the Form Teacher, Year Head, Head of Pastoral Care and the Principal will then take place to ensure that the problem has been successfully resolved.

# Health and Safety

HEALTH AND SAFETY REGULATIONS MUST BE OBEYED. PUPILS WHO IGNORE OR TRANSGRESS THESE REGULATIONS WILL BE SUBJECT TO SERIOUS SANCTIONS.

4.1 Smoking, vaping, E-smoking and the possession of tobacco, matches and lighters are strictly forbidden; pupils must not smoke while, for example: in school uniform; on school premises; or on school outings. Any pupil found smoking, vaping or in possession of tobacco, matches or a lighter shall have these removed, and on the first occasion, be subject to supervised after-school detentions and, at any subsequent stage, to suspension from the school.

4.2 The possession and use of Tippex or other correcting fluids or solvents are strictly forbidden.

4.3 The possession and use of alcohol, or any other illicit drug, are strictly forbidden; if a pupil is found to have alcohol or any other illicit drug in his/her possession or found to be under the influence of alcohol or any other illicit drug, on the school premises, or at any social or extra-curricular activity organised by the school, the Principal, in consultation with the Board of Governors, will take disciplinary action following the procedures as laid down by the school's Drug Policy and procedures from CCMS and the EA.

4.4 Parents are responsible for providing the Principal with comprehensive information regarding their child's medical condition and medicine. Prescribed medicine will not be accepted in school without complete written and signed instructions from the parent. Staff will not give a non-prescribed medicine to a pupil. Only reasonable supplies of medication are to be supplied to the school and in a secure and labelled container as originally dispensed. Each item of medication must be labelled as follows: pupil's name; name of medication; dosage; frequency of administration; date of dispensing; storage requirements; and expiry date. Medication must be left in the School Office to be kept in a secure place, out of the reach of pupils, and only to be taken with the permission of the staff in charge of medicines.

4.5 Pupils must observe all safety regulations in the school and classroom; subject teachers will inform pupils of these rules.

4.6 Pupils must never interfere with any safety equipment e.g. fire alarms, extinguishers etc.

4.7 Pupils must at all times behave in a manner which will not endanger others. Pupils must not engage in conduct of any kind that is likely to cause injury to others or to have in their possession items that may do so.

4.8 School bags should not be left unattended on the corridors during break or lunchtime. No pupil is allowed to congregate or sit on the stairs at these times.

4.9 Pupils are not allowed to run inside the school buildings. Pupils may only run in the school yards and grounds in the appropriate circumstances.

4.10 Aerosol Sprays - in the interest of the health and safety of the pupils and staff, aerosol sprays are not permitted in the school for any reason. Pupils are permitted to use roll-on deodorants following classes of Physical Education.

4.11 A new menu has been developed by the canteen and lines of appropriate food and drink have been introduced in line with the requirements for healthy eating as outlined by the Department of Education; in the interests of their good health, pupils are required to adhere to these lines of healthy food. Nut-based products are strictly forbidden in the school.

4.12 Internet Use - The school reserves the right to monitor the use of the Internet by the pupils, including sites, such as Facebook, Snapchat, Tik Tok, which can be accessed under the name of the school. The use of such sites is strictly forbidden in school. The school will contact the parents of any pupil whose homepage or contacts with others contain inappropriate material on Internet sites that can be accessed under the name of the school. Parents and pupils need to be aware that the school can apply very serious sanctions in the case of any pupil: -

- having inappropriate material found on a site under the name of this school that is regarded by the school as damaging the reputation of the school or bringing the school into disrepute;
- using the Internet in school or at home to aggravate, bully or intimidate fellow pupils; and
- engaging in inappropriate comment on the Internet directed at or pertaining to members of staff.

Parents need to be aware that Internet sites such as that mentioned above can be accessed with ease by any member of the public who has a modicum of experience in computing

matters; virtually everybody, without discrimination, can access personal information on your child and could possibly contact your child. Sites such as the above can also provide your child with access to inappropriate visual material and they can also be used as a means of bullying. Furthermore, it is believed that pupils spend time on such sites at home that could be much more usefully spent on study. If you allow your child to use sites such as the above at home, please ensure that you regularly view the content of his/her homepage and contacts and monitor the time (s)he spends on it.

## Charging and Remissions Policy

In line with the requirements of the Northern Ireland Education Reform Order 1989, it is the policy of the Board of Governors to: -

- maintain the right to free school education for all pupils;
- establish that activities organized wholly or mainly during school time should be available to all pupils;
- require parents to pay charges for board and lodging for their children on residential trips, taking account of any relevant remission arrangement;
- confirm its right to invite voluntary contributions for the benefit of the school or in support of activities organized by the school;
- make charges in respect of optional extras, as determined by the Board of Governors.

A copy of the full charging and remissions policy is available at the school for inspection by parents.

### Voluntary Subscriptions - School Fund

Throughout the years, the vast majority of parents have been very generous with voluntary subscriptions to the School Fund. This money has been raised by a variety of activities such as raffles, sponsored walks etc. At present, there is no levy on individual pupils and we hope that all parents will continue to support strongly our fund-raising activities.



## Other Useful Information

### Clothing Grant

Cash grant towards cost of School Uniform. Please note forms (UN1) can be obtained from the school.

### Transport

Train/Bus Passes will be issued by the school. Parents must complete an online application form Free School Meals

Any parent who believes that their child is entitled to free school meals should contact County Hall at the address below for the necessary forms.

County Hall

182 Galgorm Road

Ballymena

Co Antrim

BT42 1HN

## Our Homework Policy

We believe that doing homework on a regular basis helps pupils develop important skills.

By becoming more independent in their learning they will benefit more from their time in school.

The school will: -

- ensure that pupils are set homework on a regular basis and in manageable amounts;
- set tasks which are suitable and achievable within the time available;
- provide homework which relates to work being done in school;
- mark homework and give useful feedback to pupils;
- ensure that homework is at an appropriate level of difficulty for the pupils;
- provide suitable facilities for homework tasks to be carried out at school. The amount

of homework set will be approximately as follows: -

Year 8 - 1 hour each day Year 10 - 2 hours each day

Year 9 - 1 1/2 hours each day Years 11 and 12 - 2 to 3 hours each day

The school has in place a Homework Support Programme. Pupils who have been identified

for extra support are required to attend break or lunchtime Homework Support in order to complete [missed] homework(s).

## Promoting and sustaining effective working relationships with parents/guardians

In recognizing that the effective education of our children is a partnership between the home and school, the Board of Governors will seek to allow parents/guardians a right of access at all reasonable times to the Principal or a teacher delegated by her. The Principal, as the day-to-day manager of the school, will seek to ensure that all such contacts are conducted in a manner which will promote the educational interests of the pupil and allow for the safety of all the pupils and staff.

As parental attitudes to school and the teacher can directly influence the pupil, it is important that all exchanges between school and home should be informed by a mutual respect for each other's knowledge and concern for the pupil's welfare. Pupils have much to gain from the shared interest of parents/guardians and teachers. Each has an in-depth knowledge of the pupil in different settings and contexts, and the sharing of this information in a positive way should seek to help the pupil to feel valued and to achieve his/her full potential. It is important that pupils feel secure in the working relationship between home and school.

The means of expressing this working relationship can be diverse yet parents/guardians will appreciate that some guidelines are necessary as each teacher has responsibility for a group of pupils. 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 when seeking contact with a member of staff.

The Board of Governors endorses the school's arrangements for effective parent/teacher communication as set out below.

The contact between parent/guardian and teacher will take the form of: -

- meetings to discuss the pupil's academic progress;
- casual or informal exchanges of information made for routine housekeeping purposes e.g. dental appointments, illness, lost property, etc.;
- more sensitive, wider issues involving school policies that are causing concern. In such

circumstances, an appointment should be made and the issues clarified in advance to enable parent/guardian and the member of staff to make appropriate preparation;

- at least 48 hours' notice is normally required to permit appropriate arrangements for such meetings to be made.

The school has in place an agreed Policy for Handling Concerns and all parents are required to follow the procedures outlined in this policy. On the advice of CCMS and the Education Authority Northern Region, the school has also put in place arrangements for addressing the most serious situations where the approach of a parent/guardian might amount to abuse or harassment of staff in the workplace.

The Board of Governors, Principal and staff would like to thank parents/guardians for their co-operation and support in this matter and look forward to working together to further strengthen the healthy home/school partnership that already exists in Our Lady of Lourdes School.

## Pastoral Care, including Discipline

What to do if.....

### **I am late (after 8.50 am) or miss Registration?**

Sign in at the Office then report to my Form Teacher.

### **I am being bullied or know someone who is?**

Tell somebody - Your Form Teacher, a friend, Principal, or the Pastoral Care Team

### **I have a dental/medical or other appointment?**

Your parent will provide the appointment card and make the request in the Temporary Absences Section of your diary and sign it. Your Form Teacher will sign your diary beside the request. Take your diary to the Office and then sign out, having been cleared by your Head of Year and Head of Pastoral Care.

### **I am absent?**

Your parent will give the reason and sign the Absences Section of your Diary. Your Form Teacher will also sign the relevant section.

### **I have lost something?**

Lost Property is kept by the Caretaker. Ask Mr McGarry if he has found it. If it is still lost, tell your Form Teacher. Schoolbags are the responsibility of pupils and should not be left

in a classroom except at break and lunchtime. All property should be marked with your name.

**I don't understand homework?**

See your subject teacher or your Form Teacher or a friend.

**I have forgotten my homework or PE kit?**

Explain to your subject teacher before the lesson begins.

**I get something confiscated?**

Arrange with the teacher who has taken it when it can be collected.

**I don't feel well?**

If you are unwell, you should, with permission from the class teacher, speak to Miss Wilson the Medical Coordinator.

Arrangements, at that stage, can be made to contact your parents/guardians. The person contacted should then decide whether or not you should remain in school and make all the necessary arrangements to ensure that, if you leave the school, you can go home directly or to another suitable location.

## **Safeguarding Team**

Miss Gillan - Principal

Designated Teacher –Mrs Sloan, Mrs Mullan

Deputy Designated Teachers – Mrs Delargy

Designated Governor – Mr D Mc Mullan

## School Poem

You're unique and one of a kind  
Your life can be what you want  
Take the days just one at a time  
Count your blessings not your troubles  
You'll make it through whatever comes along  
Don't put limits on yourself  
So many dreams are waiting to be realised  
Decisions are too important to leave to chance  
Reach for your peak, your goal, your prize  
The longer one carries a problem the heavier it gets  
Live a life of serenity not a life of regret  
Remember that a little love goes a long way  
A lot goes forever  
Remember that friendship is a wise investment  
Life's treasures are people.... together  
Realise that it is never too late  
Do ordinary things in an extraordinary way  
Have health and happiness  
Take the time to wish upon a star  
And don't forget – for even a day  
How very special you are



# Our Lady of Lourdes School Ballymoney

Caring, Sharing, Learning together to meet the future

## School Poem

You're **unique** and **one of a kind**  
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Take the days just one at a time  
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**Live a life of serenity** not a life of regret  
Remember that a **little love** goes a long way  
A lot goes forever  
Remember that **friendship** is a wise investment  
**Life's treasures are people**....together  
Realise that it is **never too late**  
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Have **health and happiness**  
Take the time to **wish upon a star**  
And don't forget – for even a day  
How very **special** you are

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