



St Patrick's Academy

Information for Parents

2011 - 2012

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ST PATRICK'S ACADEMY

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While we try to teach our children all about life, our children teach us what life is all about.

Angela Schwindt

Dear Parent/Guardian

Thank you for making the decision to entrust your child to our care. We would like to begin by assuring you that the trust that you have placed in our school will not be taken lightly. In St Patrick's Academy we aim to do the very best we can for your child, by developing his/her potential to the full; we encourage full participation in every facet of school life, not only developing your child's academic potential, but also nurturing his/her growth in relation to spiritual, social, cultural, leisure and community interests. We have a caring, pastoral approach, with the overriding aims of ensuring the welfare, and developing the abilities and talents, of all of our pupils.

In this booklet we have outlined the high standards that we expect from all members of our school community. We believe very strongly that self-discipline is the best form of discipline and, therefore, we try to keep rules to an absolute minimum. All of our rules are made to promote the health, safety and happiness of each of our pupils, through the creation and maintenance of a calm, secure atmosphere, conducive to effective teaching and learning. We expect full cooperation from all of our pupils. On occasions, matters of mutual concern may arise and on such occasions we aim to work in partnership with you, since your commitment and involvement are essential for the success of our work.

We would appreciate if you could take some time to carefully read our 'Information for Parents' booklet and to discuss the contents with your daughter/son. Please retain the booklet as a reference and guide and, as always, if you have any queries, please do not hesitate to contact us.

PRINCIPAL & STAFF

May 2011



INVESTOR IN PEOPLE

SCHOOL ETHOS

Vision:

Achieving Excellence Together

School Aims:

As members of the school community of St Patrick's Academy, we will strive to work in harmony to:

- Nurture our Catholic faith;
- Celebrate our Irish culture;
- Appreciate and respect all cultures;
- Experience a stimulating, challenging curriculum;
- Establish an ethos of support and encouragement;
- Respect ourselves, each other and our shared environment;
- Achieve our full potential;
- Develop as confident, independent, self-motivated, life-long learners;
- Work in partnership with parents/guardians;
- Contribute actively to the wider community.

School Mission Statements:

We believe that we will help our young people to succeed by providing them with opportunities to:

- Become actively involved in individual and collective worship and in practical Christian living;
- Experience high quality, well resourced teaching;
- Evaluate their own learning and focus on areas for improvement;
- Work collaboratively with their teachers and their peers;
- Participate in a process of personal development;
- Develop their self-esteem and respect for others;
- Participate in a rich, diverse programme of extra-curricular activities, cultural, sporting, recreational and environmental;
- Develop an understanding of society at local, national and global levels;
- Prepare for the workplace;
- Develop habits of good attendance and punctuality;
- Develop their ability to become effective learners through the application of their ICT skills.

In addition:

Emphasising the importance of St Patrick as the patron of our school, we will endeavour to be:

- P** **Partners** in the pursuit of excellence
- A** **Achievers** who reach their full potential
- T** **Teamworkers**, who value the contributions of others
- R** **Respecters** of human dignity
- I** **Inspirers**, who set good example
- C** **Creators** of a caring and generous community
- K** **Keepers** of the Faith and tradition

SCHOOL STAFF

Mr F Donnelly, Principal

Mrs M McMahon, Vice-principal

Mrs M O'Neill, Vice-principal

Mr J Donnelly, Vice-principal

Mr B Coyle, Senior Teacher

Mrs A Devlin, Senior Teacher

Ms B Logan, Senior Teacher

Mrs C Donnelly, Senior Teacher

Mrs K Devlin, Assistant Senior Teacher

Mr J Kelly, Assistant Senior Teacher

Mrs A McElroy, Assistant Senior Teacher

Mrs M Reilly, Assistant Senior Teacher

Mrs J Barker (Head of Mathematics)

Mrs N Barr

Mrs E Black (Head of Chemistry)

Mr S Boyle

Mr G Brannigan

(Subject leader for Psychology)

Mrs L Callaghan

Mr R Campbell (Head of Year 9)

Mrs S Canavan

Mr A Carragher

Mrs A Cassidy

Mr M Clements (Head of Year 10)

Mrs R Conroy

Mr K Collins (Head of Careers)

Mrs M Coyle (Head of Irish)

Mrs C Cullen (Head of Year 13)

Mrs K Cummins

Mrs E Delaney

Mrs A Devlin (Head of Science)

Mrs B Devlin

(Subject leader for Sociology)

Mrs E Devlin

Mr R Devlin

Miss P Donaghy

Mrs M Duffy (Head of Music)

Mr M Fahy (Head of Year 14)

Mrs A Farrell

Mr P Ferran

Mrs P Fitzpatrick

Mr C Gourley

Mr S Grew

Mr O Gribbin (Head of Computing)

Mrs H Guilfoyle

Mrs U Heron (Head of Politics)

Mr P Herron (Head of Year 12)

Miss M Jordan

Miss G Kelly

Ms A Killen

Mrs L King

Mr Seamus Knipe

Mr Sean Knipe (Head of
Technology)

Mrs A Lilleker

Mrs S Lloyd Evans

Mrs T Lyttle (Head of Year 8)

Mrs C Mackle

Mrs J Maguire (Head of Home
Economics)

Mr K Maynes

Mrs Y McArdle (Head of Biology)

Miss C McAtasney

Mrs L McCann

Mrs S McCarthy (Head of Art)

Miss A McCloskey

Mr P McCloskey

Mr P McCormick (Head of History)

Miss J McElroy (Head of Year 11)

Mr J McGhee

(Head of Business Studies)

Miss M McGurk

Mrs F McIlvanna

Mrs D McKernan

Mr R McKearney

Mr J McKeever

Mrs J McKendry (Head of PE)

Mrs M McKernan

Mrs M McLaughlin

Miss C McMullan

Mr A McParland

Mrs B McVeigh

Mrs O McVey

Mrs A Mitchell

Mrs T Morrison (Head of French)

Mrs K Mullin

Mrs L Murray (Head of RE)

Mrs M O'Donnell

Mrs A O'Hare

Mrs L O'Neill (Head of English)

Mr S O'Neill (Head of Media
Studies)

Mr F Quinn

Mrs G Quinn

Mrs M Rafferty

Mrs U Robinson

Ms U Shannon (Head of Geography)

Mr M Shields (Head of Drama)

Mr J Slater

Mrs C Strain

Mrs K Thornton

Mr C Wray

Additional staff may be appointed

THE SCHOOL DAY

The school day begins at 8.55am and pupils are expected to be in school by 8.50 am. Pupils meet their form teacher at 8.55am each morning for prayers and registration.

8.55 am - 9.03 am	Assembly (Prayer & Registration)
9.03 am - 9.30 am	Period 1
9.30 am - 10.30 am	Period 2
10.00 am - 10.30 am	Period 3
10.30 am - 11.00 am	Period 4
11.00 am - 11.15 am	BREAK
11.15 am - 11.45 am	Period 5
11.45 am - 12.15 pm	Period 6
12.15 pm - 12.45 pm	Period 7
12.40 pm - 1.30 pm	Period 8 LUNCH (Year 8)
12.45 pm - 1.30pm	Period 8 LUNCH (Years 9 - 11)
1.30 pm - 2.00 pm	Period 9 LUNCH (Years 12 - 14)
2.00 pm - 2.30 pm	Period 10
2.30 pm - 3.00 pm	Period 11
3.00 pm - 3.30 pm	Period 12

THE SCHOOL PRAYER

St Patrick, Patron of our school,
Inspire us to bring out the best in everyone.
Encourage us to use our talents to the full.
Help us to respect others as much as we respect ourselves,
Through your intercession. Amen.

SCHOOL HOLIDAYS 2011-12

TERM ONE

1st September – 21st December 2011

Days Off: Monday 31st October – Friday 4th November (inclusive)
Friday 28th October (staff training)
Monday 21st November (staff training)
Thursday 8th December (staff training)

TERM TWO

4th January – 5th April 2012

Days Off: Monday 13th - Friday 17th February
Monday 19th March
Tuesday 20th March (staff training)
Thursday 5th April (staff training)

TERM THREE

16th April – 29th June 2012

Days Off:
Monday 7th May
Monday 4th and Tuesday 5th June (staff training)

~ These holidays are subject to alteration - parents will be informed of any changes ~

STARTING A NEW SCHOOL

Many children starting our school in September will be coming from schools with their friends or will have older brothers or sisters in the school to help them settle in. Other children, however, will be either the eldest in the family or be the only pupil to come from a small primary school. Whatever the situation, the first few days can be intimidating in a large new school and your child may have a number of concerns. While children are expected to become more independent, self-reliant and self-organised as they move on from primary school this does not happen overnight! By working together, parents and teachers can often help to alleviate any worries and even pre-empt their occurrence. You may find it useful to consider the following approaches which have proved beneficial in the past:

Before your child starts school in September:

- S/he should know where to get the bus in the morning, where to get off in the evening, and the number of his/her school bus. This information can be obtained by consulting the **Year 8 Pupil Handbook** and/or contacting the bus depot in Dungannon. All Year 8 pupils will be told that if they miss their bus, their parents will be contacted by the school and asked to collect them from school reception. Reassure your child that Year 8 pupils get out 5 minutes early for the first few months and are taken to the bus waiting area by their teacher.
- It is important for your child to know that if s/he needs to contact you during the school, school procedures must be followed, by going through the Principal or one of the Vice-Principals, and that direct contact by mobile phone is not permitted. **Similarly, parents/guardians are asked to make all contacts through the school reception, rather than making direct contact with their child.**
- All the evidence indicates that s/he will benefit from establishing the pattern of a good night's sleep in the last few days of the holidays.
- Children who are anxious about the new school day will value the reassurance that they *will* soon find their way around their new school, together with the fact that teachers are very understanding about children getting lost in their early days and that help will be on hand if needed.

In the first few days, and beyond ...

- Your child may need to be reminded that having a good breakfast before leaving home will both help him/her to cope with the new challenges being faced and to concentrate in class.
- If, when talking to your child about his/her school day, there appear to be concerns, encourage him/her, initially to talk to his/her form teacher or to Mrs Lyttle (Head of Year). If the matter is more serious, Mrs McMahon or Mr Donnelly may be contacted.
- All pupils have access to the School Library and many benefit greatly from reading for pleasure, whether fiction or non-fiction.
- Discuss with your child the clubs and societies that s/he might like to join – reminding him/her to keep such involvement to a manageable number of extra-curricular activities. Your child will receive information about all the clubs and societies in the first few days of term.
- Establishing an agreed routine for homework and – most importantly of all – helping your child to settle into it, will be extremely worthwhile. Many children (and their parents) find that an effective approach to homework involves completing it immediately after a short break on return from school, thus getting it out of the way early, leaving the rest of the evening free for essential relaxation.
- Your son/daughter may need to be reminded that:
 - Homework should be completed at a desk/table.
 - Homework should be done on the night it is set, to prevent an accumulation of tasks.
 - Continuous assessment will involve end of topic tests. Revision is therefore essential if your child is to gain confidence in a particular subject.
- If pupils are to bring money to school for any reason, it should be brought in a sealed envelope, clearly marked with the pupil's name, class and form teacher.

Information for Parents 2011-2012
LINKS WITH PARENTS

We value our positive relationship with the parents of the pupils entrusted into our care. Your knowledge of your son/daughter complements that of the teachers. We have much experience and expertise to offer each other for the benefit of the children involved. We therefore encourage parents to contact the school whenever necessary.

If there are any changes in your family circumstances or any information that you feel the school should have in relation to your son/daughter's welfare please let us know. Be assured of diplomacy and sensitivity at all times.

Early in the first term you will be invited into the school for an information evening. This meeting will suggest ways of supporting your child during the transition from primary to secondary education and you will receive further information regarding phase assessments. In the second term, you will have the opportunity to speak to your son/daughter's class teachers, form teacher and Year Head at the Parent/Teacher Meeting, to discuss your child's progress. You will be given the date of the meeting well in advance and will receive a diagram guiding you to particular teachers in the school canteen. You will find it helpful to get your child to give you a list of his/her teachers and the subjects they teach. Members of staff and senior students will also be available to help you locate your child's teachers. Since large numbers of parents attend these meetings and teachers may teach more than one class group, if you feel that time constraints will not allow you to fully resolve concerns about your child's progress/welfare at the Parent/Teacher Meeting, we invite you to make a further appointment to discuss your concerns.

The school website will provide you with the most up-to-date information about school events.

We ask you to ensure that our school office has a number of contact numbers for your son/daughter in, case of any emergency. Parents/guardians are asked to make *all* contacts through the school reception, rather than making direct contact with their child on his/her mobile phone.

In conclusion, should you wish to contact the school on any matter please ring the office and arrange for an appointment with the Principal.

RELIGIOUS EDUCATION

Catholic schools are called to recognise and respect the uniqueness of all individuals, to enable them to reach their full potential and to help create the world as God intends it to be. John Paul II

As a Catholic school, our aim is that the pupils in our care are nurtured in 'a lived and living' Faith. We endeavour to provide spiritual nourishment which is meaningful and enhancing, in the face of ever-increasing materialism and the erosion of traditional values. The school strives to work in harmony with the Church and with parents to help create and sustain a vibrant sense of spiritual awareness in our young people. Programmes which include promoting active participation in assemblies, collective worships, retreats, fundraising for charity and community work, together with frequent visits from Fr McAnenly, our school chaplain, all contribute towards this.

The RE Department, our School Chaplain, Fr McAnenly, Liturgical Services Coordinator, Mrs L. Murray and the Music Department work collaboratively to provide a variety of liturgical services in keeping with the Church Calendar throughout the school year including: Year group Masses/Masses on Holy Days, Advent Services, Carol Services, October Devotions, Lenten Devotions, Penitential Services and Special Prayer Services

The school oratory, assembly halls and St Patrick's Church are the venues for most of these services

PASTORAL CARE

The pastoral care dimension of the school is an expression of the concern for the development and progress of its pupils. It offers a means to reflect in practice the educational aims of the school, to integrate and give coherence to the many different aspects of a pupil's school experience, and to enable pupils to gain maximum benefit from their time in school.

The Personal Development programme will make a significant contribution to the development of important life skills. It will enable pupils to acquire the skills and confidence to take more responsibility for their learning, their personal health choices and, in partnership with other departments, their eventual occupational choices. The programme aims to encourage our young people to engage themselves actively in their school community and in their local and wider communities. Its purpose is to promote active and responsible citizenship.

The Personal Development programme is an integral part of the school curriculum in Year 8 to 14, except for Year 12, and is delivered formally by the Form Teacher through a designated 30 minutes classroom contact period one a week. In consultation with the Vice Principal (Pastoral Care), Heads of Year and the senior teacher with responsibility for Personal Development, a specially constructed programme has been designed for delivery by the tutors. The programme considers the well-being of the whole person. Accordingly, a number of key themes is followed in the Personal Development framework. These include: Personal Relationships, Learning about Learning, Healthy Choices, Environmental Education, Choices for Working Life, Emotional Intelligence, Teamwork, Tolerance and Respect.

While the general focus of pastoral care requires a caring commitment by all teachers, in a school of this size, a structured approach is needed to ensure that at least one teacher in the school (the Form Teacher) has a detailed knowledge of the needs, aspirations, interests and academic progress of each student in his/her form. With this knowledge, Form Teachers can support the learning and development of all their students by motivating them, responding to their problems, approaching issues of discipline positively, and by encouraging them to benefit from all the opportunities which the school has to offer.

The role of the Form Teacher is a crucial one. She/he is appointed to oversee the personal, social, academic and vocational development of the young people in his/her care. Pupils meet their Form Teacher at the beginning of the school day for registration. Form Teachers will also help their class prepare for regular school assemblies. They have a designated period in which to interview members of their form class. Pupils are encouraged to seek out their Form Teachers for individual help and support, should a serious problem or difficulty arise in their lives.

To support the work of the Form Teachers in the classroom, a number of important outside agencies and speakers are invited by the school to deliver presentations. These presentations include the Love for Life programme, Mood Matters and the local Breakthru programme. A range of different teaching strategies is encouraged in the delivery of Personal Development. These include: action planning and target setting; debates; role plays; social activities; audio visual presentations; learning through games; questionnaires and action research.

An integral part of the programme is the 'cairdeas', or peer-support scheme, involving Years 8 & 13. This is a pupil support system set up initially to provide a safe environment for Year 8 to share any difficulties or problems encountered early in their school career with their Year 13 'cara' (friend) and together attempt to explore possible solutions to these problems. At the beginning of the school year both Year 8 pupils and Year 13 students complete questionnaires on interests/hobbies, subject preferences, locations, career aspirations and so on, so that young people from both years can be suitably matched.

As our school vision, aims and mission underline, we are committed to working together, to create an environment of care and trust, in which the spiritual, emotional, social and physical welfare of the young person will be fostered, in conjunction with the emphasis upon the achievement of high academic standards.

ORGANISING BOOKS AND EQUIPMENT

In St Patrick's Academy, we are working hard to try to reduce the number of text books that our pupils have to carry to and from school. It is essential, therefore, that Year 8 pupils learn to organise themselves each evening for the next day. Helping your child with this task will greatly reduce the stress and worry that s/he may feel initially about forgetting books and will help him/her to develop excellent organisational skills from an early age.

- Assign, if possible, a space, which is easily accessible at home, for storing books;
- Keep your child's timetable on display, getting him/her to highlight the days when additional equipment or clothing may be required for practical subjects (PE/art/home economics/technology and so on);
- Remind your child to carry only those books which are essential for a particular day. Getting your child to empty his/her school bag each evening and to use the Student Planner and timetable to plan for the next day will be an excellent routine to establish.
- Encourage your child to check his/her planner each evening to ensure that all work for the next day is complete.

ASSESSMENT

All students are assessed regularly in keeping with Departmental policy. Formal assessment, which is usually reported to parents, will take place up to three times per year.

In the *Student Planner*, in a section entitled *Student Assessment Scheme*, you will find that the academic year is split up into 3 Assessment Phases (APs). Students can see in advance the important tasks which they will carry out in each subject in each AP. They will also know in advance the marks which each *Assessment Task (AT)* carries and how it contributes to the summative % mark which will appear on their *Progress Statement/Report* at the end of each AP. Students must record every AT mark in the *Student Assessment Scheme*. Their teachers also record the students' AT marks in the school assessment database and it is from this source that computerised *Progress Statements* are sent to parents at the end of AP-1 towards the end of November, and at the end of AP-2 in early March. Complete reports, which include teachers' comments, are sent out to parents at the end of AP-3 in June. Students' progress is reviewed by Senior Management after every Assessment Phase, and appropriate remedial action taken if necessary. By these methods, it is anticipated that students will achieve their maximum potential in our school.

Parents are asked to regularly visit the Student Assessment Scheme in their children's Student Planners since it will provide an ongoing snapshot of their achievement in every subject, provided, of course, that students regularly enter their AT marks.

HOMEWORK POLICY

We believe that homework is essential for academic success; part of our pastoral development programme trains pupils to cope with the demands of home study and shows them how to utilise their time in the most effective manner. We know that, as parents, you will contribute to the success of this approach to learning by taking an active interest in the work being done and by ensuring that your son/daughter:

- Spends a reasonable amount of time on daily home study. As a general rule: **1.5 hours in Years 8 and 9;** 2 hours in Year 10; 2 – 3 hours in Years 11 and 12; 3+ hours in Years 13 and 14;
- Works in a room conducive to positive study, with a specific time for homework;
- Realises that learning work is just as important as written homework and that time should be devoted on a daily basis to reviewing and assimilating what has been done in the classroom; a daily study/revision programme is essential to academic success;
- Takes pride in the presentation of his/her work and recognises that homework forms an important aspect of assessment;

Each pupil will be given a Student Planner. We hope that parents will find this a valuable method of gaining insight into homework given. At the end of each week there is a section in the planner where parents may comment on the homework being done and teachers may comment, as necessary.

HEALTH AND WELFARE

If your child is feeling unwell in the morning, it is advisable to allow him/her to remain at home. **Please notify the school if your child is unable to attend.** Should s/he recover quickly, s/he could come to school later in the morning. Pupils who become unwell during the day will be cared for by the school nurse. If they are unable to remain at school, Nurse Curran will make arrangements for them to go home. Any child who is leaving school must be collected by a parent/guardian and must be signed out at Reception.

Again, parents should ensure that they provide the school with reliable telephone number/numbers so that contact with them can be made should an emergency arise. Mobile numbers are particularly useful since it is essential that the school has at least one number that will ensure prompt contact with a parent/guardian. Parents/guardians are asked to make *all* contacts through the school reception, rather than making direct contact with their child on his/her mobile phone.

SCHOOL CANTEEN

Breakfast – 8.15– 8.40am

Break – 11.00 – 11.14am

Lunch 1 – (Year 8) 12.40 – 1.30pm

(Years 9 – 11) 12.45 – 1.30pm

Lunch 2 – 1.15 – 2.00pm

Our school embraces to the full the Department of Education Guidelines for schools to adopt a firm approach to healthy eating. If your son/daughter brings a snack and/or packed lunch to school, we ask that you encourage him/her to choose a health-promoting option. Any attempts to undermine this policy by selling confectionary will be taken very seriously and dealt with accordingly.

The Canteen operates a *Cashless Catering System*. In September 2008 we took advantage of technology and now operate the system with a biometric user recognition system, which is fully compliant with the Data Protection Act and which has eradicated the need for swipe cards.

We need to register every potential user by taking an image of his/her fingerprint. All fingerprints are made up of unique identifiers called minutae. The biometric engine is able to extract these minutae, digitize them (ie convert them into a sequence of 1's and 0's) and encrypt them (using 128 bit encryption methodology) into a 300byte template. Even if you were able to break the code, the template consists only of these individual datapoints, which could never be assembled to recreate a person's fingerprint image.

Parents should note that the data cannot be used for any other purpose and cannot in particular, be used to construct an image of the fingerprint.

Funds can be credited to your child's account in the following ways:

- online via sQuid (details will be forwarded to all parents and are also available on the school website)
- by cash – notes/coins through one of the four revaluers on site
- by cheque, sent directly to the canteen stating clearly your child's name/class/DOB

Pupils **must** lodge money by one of the above methods.

Pupils will be shown how to credit cash onto the revaluer on their first day in September.

The technology used in this new system is in place in a number of schools and parents should be reassured that the data collected will be kept safe and will not be passed onto any third parties. All biometric data will be destroyed when the pupil leaves school.

DISCIPLINE POLICY AND CODE OF CONDUCT

1. Aims of the Policy:

In St Patrick's Academy we will seek to:

- Establish a culture of care and consideration for the needs of others, in line with the school's Catholic ethos;
- Promote a climate of self-discipline, self-control and independence, in which each pupil takes responsibility for his/her own behaviour and the consequences of it;
- Provide our pupils with a safe, secure environment in which their learning can flourish;
- Create optimum conditions for teachers to teach effectively;
- Develop sound relationships, based upon collaboration and cooperation, with the parents of our pupils.

2. Behaviour of Pupils in the Classroom:

Pupils are expected to be:

- Attentive
- Cooperative
- Courteous
- Participative
- Punctual
- Responsible
- Responsive

Good behaviour is an essential part of the learning process. Everyone has the right to study and develop in an atmosphere of trust, respect and security. The following rules for appropriate behaviour will be displayed in each classroom. Furthermore, each pupil will indicate his/her acceptance of these rules by signing the relevant section of the Student Planner.

1. Punctuality to class is essential.
2. Pupils must enter and leave the classroom in an orderly manner.
3. Everyone must show the courtesy and respect that they would expect from others.
4. It is the pupil's responsibility to ensure that all correct books and equipment are brought to class.
5. Listening attentively, particularly to instructions, is essential.
6. Full participation in class activities is expected from every pupil.
7. Interruptions while others are speaking are not acceptable.
8. Homework must be:
 - recorded accurately in the student planner;
 - completed to the highest possible standard;
 - submitted at the specified time.
9. It is the pupil's responsibility to arrange for a friend to pass on, or collect, details of any work set, in the event of a planned absence.
10. Food and drink must not be consumed in the classroom.

3. Conduct on the school premises, outside the classroom

Pupils must not engage in activities which will be harmful to them or their peers or which may lead to damage to property.

- **Before class starts in the morning**

Pupils should line up outside their assembly room at 8:50am and only enter the room with their form teacher's permission.

- **General assemblies**

Pupils must line up, in class groups, in alphabetical order, parallel to and facing the stage. When assembly is over, class groups must wait in silence until they are dismissed, line by line.

- **On the corridors/outside 'mobile' classrooms**

(1) Between class:

Pupils are expected to move about the school in an orderly manner keeping to the left-hand side; Pupils should stand aside for adults at doorways, holding the door open, if necessary.

(2) During class:

As far as possible, all pupils should, at all times be in class or in the study hall. Pupils should take the opportunity to go to the toilet at break and lunchtime, rather than asking out of class. Pupils who are out of class will be challenged and 'hurried on' to class/study hall; a verbal reprimand will be given, if appropriate, in the first instance; persistent offenders will be reported to their form teacher and Head of Year.

- **Break time and lunchtime**

Break: 11:00-11:15am First lunch: 12:45-1:30pm: Second lunch: 1:15-2:00pm.

Warning bells will be rung five minutes before the end of break and lunch time to remind pupils that they should make their way to their classrooms, to enable class to start promptly.

During break and lunch times pupils are expected to go to designated areas and stay away from classrooms. The environment should be relaxed and safe for all pupils.

Pupils who wish to go home for lunch should bring a written request from a parent at the beginning of the school year.

- **School Canteen**

Conduct in the canteen should be relaxed but orderly; all rules for queuing and clearing must be strictly adhered to. Pupils must clear tables after use; all rubbish should be placed in the bin.

Year 8 will be allowed to go to the canteen 5 minutes before other year groups.

Packed lunches should reflect the school's healthy eating policy. Any attempts to undermine this policy by selling confectionary will be taken very seriously and dealt with accordingly.

- **After school, off the school premises**

For reasons of Health and Safety, only the pedestrian exits can be used. No pupil is allowed to walk down the school drive-ways or leave school through the main gates.

Pupils should go directly home from school and not congregate in large groups in the town centre. Pupils are reminded that when wearing their school uniform, they are representing the school. Any pupil bringing the school into disrepute will receive a serious sanction.

4. School Uniform

Pupils must wear their uniform neatly and observe all uniform regulations. Those who fail to comply will initially receive a verbal reprimand. A second offence will result in after school detention.

5. Attendance:

Every pupil should aim for full attendance. A casual approach to attendance is not acceptable. Any pupil returning to school after a period of absence **must**, on the day of return, present to his/her form teacher an explanatory letter from a parent/guardian. Failure to supply an absence note within three days of returning to school will result in an After School Detention.

No pupil should be on the school premises after 3:30pm unless he/she is involved in school business.

6. Leaving school during school day:

All pupils must remain within school bounds throughout the school day unless they are given permission to leave. Such permission will be given only by the Principal and Vice-Principals, on production of written request by parent/carer, together with an appointment card, where relevant. Pupils must be **collected** by a parent/guardian and 'signed out' at reception. Parents are reminded that medical and dental appointments (other than those with hospital consultants) should not be made during the school day.

Attendance will be monitored throughout the school day. Pupils who leave school without permission will be put on after-school detention or Saturday detention, as appropriate.

7. Punctuality:

Pupils must be punctual for school. They must be in by 8:50am at the latest, to ensure that they are in their registration rooms/general assembly/year assembly by 8:55am. Pupils who arrive after this time must report to reception, where the time and the reason for lateness will be recorded. Any pupil who is late for a valid reason must provide a note from a parent/guardian. A pupil who is late, without a note giving a valid reason, more than once, in any given month, will be required to do after-school detention.

Likewise, pupils must arrive promptly for all of their classes. Punctuality to class will be monitored throughout the school day.

8. Possible sanctions for misbehaviour

8(a) Detention procedures:

(i) Lunch time detention lasts 25 minutes. Pupils will have a minimum of 24 hours notice and may wish to bring a packed lunch as they will only have 20 minutes in the dining room. No preferential treatment will be given in the dining room.

(ii) After school detention takes place once a week, usually on Thursdays, from 3:30-5:00pm.

Parents are always informed by letter so that travel arrangements can be made. Any student who has been placed on three after school detentions will automatically receive an INSET day/Saturday detention for a fourth offence.

(iii) INSET day/Saturday Detention will last for three hours and will be imposed for more serious breaches of discipline, such as truancy. It can be given only by the Principal or VPs. Parents are always informed by letter so that travel arrangements can be made.

Any detention set will be recorded in a pupil's school record on the Sims.net system.

8(b) Alternative/additional sanctions:

- Withdrawal of privileges, possibly including non-involvement in extra-curricular activities
- Temporary removal of a pupil from his/her peers into another class
- Temporary 'attachment' of a pupil to a senior member of staff.
- Internal suspension

In the case of all serious disciplinary issues, parental involvement and support will be sought. At the discretion of the Principal, pupils whose behaviour/progress are giving rise to serious concern may be asked to sign an agreement, indicating their willingness to co-operate fully with their class teachers and to conform to the school's code of conduct.

In extreme cases of misbehaviour, the Board of Governors may deem that internal or external suspension, exclusion or expulsion is the appropriate course of action.

9. Bullying

Bullying of any type will not be tolerated. St Patrick's Academy will do all within its power to combat bullying – see **Anti-Bullying Policy**.

10. General Conduct

• School trips

Conduct on school trips must be in accordance with procedures as set out in the **School Trips Policy**. The school code of conduct applies to all school organised activities.

• Mobile phones

1. Mobile phones without digital camera facility may be brought to school but must be switched off and kept out of sight throughout the school day.

- Any pupil failing to observe this regulation will have his/her mobile phone confiscated.
- On a first offence, the confiscated phone will be held by the school until the end of the school day.
- A subsequent offence will lead to confiscation and the phone being held by the school until it is collected by a parent/guardian.

2. Mobile phones with digital camera and recording capability are strictly forbidden. Such a phone will be confiscated from any pupil found to be in possession of one, and will only be returned to a parent/guardian.

- Repeated use of a mobile phone with digital camera and recording capability will incur additional sanctions.
- The use of a mobile phone, or any device, to record or to take a photograph of, or attempt to record or photograph, *other than on the instruction of a teacher*, any member of the school community is strictly prohibited and will result in suspension.
- Any attempt to instigate an incident which can then be recorded or photographed will result in suspension.

• Use of MP3 Players, iPods, PSP, games technology

There is a ban on all such devices throughout the school day (8.50am – 3.30pm), in the interest of Health and Safety and the security of your pupil's possessions. Use of these items will lead to confiscation.

• Smoking

Pupils are strictly forbidden to smoke in school, or when wearing school uniform outside school hours. In view of the serious health implications of smoking, any pupil who breaks this rule will have the following sanctions imposed: for a first offence parents will be informed, a warning given and after school detention will be imposed in two successive weeks. A second offence will result in external suspension.

• Alcohol and Drugs

Alcohol and illicit/illegal substances are absolutely forbidden in school and the school grounds, or when wearing school uniform outside school hours – see **Drugs Education Policy**. Pupils in breach of this rule will be excluded from school; this exclusion may eventually result in suspension or expulsion by the Board of Governors.

• Care of school environment

Graffiti or damage to property will not be tolerated. Pupils in breach of this regulation will (i) receive a sanction and (ii) be required to pay for the cost of repair and/or replacement of what has been damaged.

Chewing gum is forbidden.

All litter must be put in bins.

• Buses

Pupils must assemble in the allocated line and wait there until the supervising teacher informs them of the arrival of their bus. They should then walk in an orderly manner to the bus and board it. We expect our pupils to maintain the same high standards of courtesy on their journeys to and from school as they are required to show in school. Pupils who fail to comply with these regulations may have their bus passes confiscated.

- **School property**

School textbooks must be covered and properly cared for. All books should have the pupil's name on the inside of the front cover. Art folders, glasses cases, calculators etc should be clearly marked. Pupils should have a strong school bag for carrying books and other materials. Textbooks are supplied on loan to pupils and must be returned at the end of the school year. Where loss or damage to school property - including textbooks – occurs, the school may require the pupil to pay the costs of repair or replacement.

- **Pupils' property**

All items of uniform should bear the owner's name. Pupils should not leave money or other valuables unattended in school bags or pencil cases. School bags or other items must not be placed in passage ways. Headphones, personal CD players, MP3s etc are forbidden during class or study time and will be confiscated. Pupils bringing these items to school do so at their own risk.

Conclusion:

In St Patrick's Academy, we feel confident that our pupils, with the encouragement of both staff and parents, will recognise that the above rules and procedures exist solely to underpin the school's aim of creating and maintaining an environment for all which is safe, secure and conducive to productive learning.

UNIFORM INFORMATION FOR PARENTS

1. General Guidelines

School uniform must be worn on all occasions, in a manner which is neat and tidy. Please ensure that all items of uniform are clearly marked and that your child/children adhere(s) to uniform regulations relating to hairstyles/lengths/colours, jewellery, heel height, make-up and general appearance.

If your son/daughter breaches a uniform regulation, a conduct log will be issued. If he/she breaches uniform regulations on a second occasion, then he/she will be placed in After-School Detention.

Uniform checks will be carried out daily by form teachers and periodically by the Head of Year and by members of Senior Management. Class teachers will also check uniform and issue conduct logs to students who come to class with uniform which is in breach of uniform regulations.

At the discretion of Senior Management, a student who is in serious breach of one of the uniform rules, or who persistently breaches the regulations, will be removed from class and placed on internal suspension for a day. Students will then be given a letter to take home to parent(s)/guardian(s), asking them to have the particular uniform offence(s) corrected so that the student may return to school as soon as possible.

2. Specific Requirements

All students must have:

- School blazer with crest
- Clip-on tie
- Years 8-12 blue Trutex/Banner blouse/shirt
- Years 13 & 14 white Trutex/Banner blouse/shirt
- V-neck jumper (school regulation only)

Girls' clothing:

- Navy pleated skirt worn below the knee (school regulation skirt only) **If a skirt is purchased and is shorter than the regulation length, parents will be required to change it for one of the correct length. (School suppliers have been informed of this policy.)**
- Plain black leather school shoes - heel height must not exceed 2.5cm; 'sling-backs', mules, boots, trainers and so on are not permitted
- Navy tights (Knee length navy socks can be worn in warm weather provided that the skirt is worn below the knee.)

Information for Parents 2011-2012

Boys' clothing:

- Plain black trousers
- Plain black leather shoes - boots, trainers and so on are not permitted

PE Uniform:

Years 8 – 12 boys and girls:

- School crested football shirt, shorts and socks
- Trainers (no plimsolls), football boots, swimwear

Optional outdoor clothing

The following garments may only be worn outdoors:

- **Scarf:** only the school scarf is acceptable
- **Outdoor jacket:** navy waterproof jacket with the school crest may be worn over, not instead of, the blazer; no other outdoor garment or 'fleece' will be permitted

Make-up:

Years 13 and 14 girls may wear light foundation but no other make-up is allowed.

Years 8-12 inclusive:

Make-up must not be worn. This includes false tan, eye make-up and nail polish. Students wearing make-up will be asked to remove it and will be given a conduct log.

Hair Styles:

Hair should be neat and tidy at all times.

Students must not adopt hairstyles which are extreme, with regard to length or colour.

Hair should not be cut more closely than 'No 3'.

'Train-tracks' and similar effects are not allowed.

Eyebrow shaving is not allowed.

Boys' faces must be clean shaven.

Jewellery:

One pair of small stud earrings in ear lobes only (no hoops or drop earrings permitted);

No other facial or body piercing permitted.

One chain and one plain ring will be allowed.

Excessive jewellery or hats, scarves etc. that breach uniform regulations will be confiscated and kept for collection by parents.

No tattoos

School uniform suppliers:

Carmel's, Irish St, Dungannon;

Lawrence Dooley, Coalisland;

DIGG, Irish St. Dungannon

PE kit: Brendan Begley

Malachy Kelly's, Irish St, Dungannon;

Frank McGirr's, Coalisland.

Horace McMullan, Dungannon

Uniform checks are carried out periodically by the form teacher and Head of Year. Please make sure that your child's name is on all items of uniform.

ATTENDANCE POLICY

The Academy aims to promote the maximum attendance from all our students so they may achieve their full potential. Students who have 100% attendance throughout the year will receive special commendation. We are very aware that poor attendance impacts negatively on pupil performance. In view of this we acknowledge our fundamental role in ensuring good patterns of attendance and also acknowledge parents legal responsibility to ensure that their children attend school regularly. To this end we will:

- Raise awareness of the importance of regular attendance and punctuality through the Pastoral Care Programme
- Keep attendance records for every class from Year 8-14
- Ask that parents contact the school before 8.50am if their child is going to be absent that day. If parents have not got in touch as requested then the automated call system will contact parents by phone or text on the first day of their child's absence
- Ask that parents supply their child's Form Teacher with a written explanation for absence on their immediate return to school
- Produce monthly printouts which identify individuals with unacceptable levels of attendance and punctuality and work with these pupils to achieve improvements
- Liaise closely with parents so that school and home can work together to assist improvement
- Liaise with the Educational Welfare Officer, who, in turn, will contact parents of students whose attendance is causing concern
- Provide parents with a printed record of their child's attendance and punctuality at the end of the Autumn and Summer Terms
- Ask parents to make medical and dental appointments outside of school hours
- Ask parents to plan family holidays during school holiday times so as not to disrupt curricular provision

APPOINTMENTS

- Students are not permitted to leave the school premises during the school day. All medical and dental appointments should be made *outside school hours*.
- If this is impossible, your child should bring the appointment card and a letter from his/her parent/guardian to the Principal or one of the vice-principals THE DAY BEFORE THE APPOINTMENT. If permission is given, the Principal will sign the letter which can then be shown to his/her Form Tutor.
- Pupils who are given permission to leave school to attend an appointment must be collected by a parent/guardian.
- Immediately before leaving, your child should go to Reception, hand the letter to a member of the office staff, writing his/her name, time of departure and reason for leaving in the PERMISSIONS BOOK. The parent/guardian who is collecting your child should also sign the Permissions book.
- On return to the school, your child should write the time of return in the book.

ANTI-BULLYING POLICY

1. Rationale

At St Patrick's Academy we acknowledge the existence of bullying in even the best regulated schools and recognise that it is neither age nor gender specific.

2. Mission Statement

In St Patrick's Academy we are committed to providing a caring, friendly and safe environment for all of our pupils so that they can learn in a secure atmosphere. Bullying of any kind is unacceptable in our school. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly, effectively and confidentially. We are a telling school. This means that anyone who knows that bullying is happening is expected to tell staff.

3. Aims & objectives

- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.
- All governors, teaching and non teaching staff, pupils and parents should have an understanding of what bullying is.
- All governors, teaching and non teaching staff should know the school policy on bullying and follow it when bullying is reported.
- All pupils and parents should know the school policy on bullying, and what they should do if bullying arises.

4. Links with other school policies

This policy is set within the broader school context of Pastoral Care and, as such, should be read in conjunction with the following school policies:

- Pastoral Care policy
- Child Protection Policy
- Misuse of Drugs/Substances Policy
- Internet Policy
- Special Education Needs Policy
- Policy on the Use of Reasonable Force

5. Definition of bullying behaviour

Bullying can be defined as deliberately hurtful behaviour where it is difficult for the victim to defend himself or herself. It can be planned and organised. It may be perpetrated by individuals or by groups of pupils. The main types are:

- physical e.g. hitting, kicking, spitting, theft or damage to belongings;
- verbal e.g. threats or name calling, including sectarian, homophobic or racist name calling;
- indirect e.g. spreading rumours or excluding some one from social groups;
- cyber bullying e.g. text messaging. Insulting/embarrassing material/pictures via mobile phones camera [students and staff], silent or abusive messages, e mail bullying, chat room bullying and websites including Bebo, blogs and social networking sites.

6. Preventive steps

All concerned parties have a role to play in creating and maintaining a safe learning environment for all those in our care. Our staff will:

- Foster our pupils' self esteem, self respect and respect for others;
- Demonstrate by example the high standards of personal and social behaviour we expect of our pupils;
- Maintain anti bullying as high profile in classes, assemblies, posters, help lines, school counselling provision, school website, displays etc.
- Identify and supervise 'hotspots' such as toilets, buses, lunchtime, early morning, movement between classes, make available quiet areas etc.
- Provide meaningful support strategies for the victim;
- Learn from effective anti bullying work elsewhere and work with the E.L.B. and relevant statutory/voluntary organisations when it is beneficial;
- Review the policy, with improvements linked to the school development plan;
- Make clear to pupils that serious sanctions, such as suspension, will be in place in the case of cyberbullying.

7. Guidance and procedures for staff dealing with incidents

We ask our staff to:

- Listen to the pupil and reassure him/her that the incident will be investigated;
- Remain calm, neutral and non judgemental;
- Deal with the incident as quickly as possible. The student being bullied may need reassurance and comfort;
- Record the details. The incident will be investigated and discussed by appropriate staff; form teacher, Head of Year and Vice Principal responsible for the Key Stage;
- Interview each named person separately, to point out the feelings of the victim and to ask for a full explanation. It is recognised that it is best to avoid a confrontational approach where blame is attributed before the complete facts have been examined;
- Discuss means by which the alleged culprit(s) can suggest ways in which s/he (they) can show his/her (their) remorse, particularly in relation to making the victim happier;
- Inform parents if the bullying incident is **serious**. The 'victim' may be suffering from insecurity and low self-esteem so that parents and school need to work together to restore self-confidence. In some cases, victims may need to be encouraged to examine their own behaviour in order to establish if this may, in any way, be contributing to bullying;
- Monitor the situation closely. The judgements of the form teacher, Head of Year and relevant Vice-Principal should be applied to each specific case;
- Report back to parents over their concerns about a bullying incident.
-

8. Guidance and Procedures for parents/guardians

Parents/guardians who suspect that their child is being bullied should contact the school immediately. The initial contact may be made to the Principal or relevant Vice Principal or Head of Year.

Parents who report an incident of bullying will be informed of the outcome of the investigations.

We ask our parents to support their children and the school by:

- Advising their children to report any bullying to their form teacher;
- Advising their children not to retaliate violently to any form of bullying;
- Informing the school of any suspected bullying, even if their children are not involved;
- Keeping a written record of any reported instances of bullying;
- Co-operating with the school.

9. Guidance and Procedures for pupils

We ask our pupils to:

- Refrain from becoming involved in any kind of bullying behaviour;
- Report any witnessed or suspected incidents of bullying;
- Intervene to protect the pupil who is being bullied, unless it is unsafe to do so;
- Not suffer in silence, but have the courage to speak out, to put an end to their suffering and that of other potential targets.

10. Procedures for monitoring & reviewing the policy

This school recognises and accepts the importance of monitoring and evaluating all aspects of Pastoral Care at every level. To this end we follow the procedures for self evaluation as outlined in the Department of Education document 'Together Towards Improvement'. This policy will be reviewed annually.

DRUGS POLICY

St. Patrick's Academy recognises that it has a vital role to play in educating our young people to deal with the pressures they face in our society. As a school we are committed to the development of the whole child and we recognise the need to maintain an ethos within the school which promotes individual empowerment, and values such as tolerance, honesty and respect. Drug abuse is a whole community issue and as such we recognise that the school alone will not single-handedly solve the problem. We will work in partnership with parents and outside agencies to seek to prevent the onset of drug misuse.

Aims

- To develop a consistent approach to drugs-related issues;
- To develop and implement a drugs education programme within the curriculum;
- To establish procedures for dealing with drug-related issues and incidents, including issues of suspected drug misuse.
-

Overview of Drugs Education Programme

- i.) A drugs education programme is just one part of a whole school response to drug misuse. Our drugs education programme is an integral part of the PSHE (Personal, Social and Health education) programme and aims to:
 - provide accurate and up to date information on drugs and their effects on health;
 - introduce opportunities for pupils to enhance their self-respect, personal competence and self-esteem;
 - ensure continuity and progression in the knowledge, understanding, skills, attitudes and values being addressed;
 - ensure that the content and teaching methods used are appropriate to the age, maturity and experiences of the pupils;
- ii.) The Drugs Education Co-ordinator, in liaison with the senior teacher with responsibility for pastoral care, will review the content of the programme and teaching methods used on a yearly basis and make amendments where relevant.
- iii.) Harm reduction methods will not be employed in the drugs programme in the classroom.

The full version of this policy can be accessed via the school website <http://www.stpatricksacademy.org.uk/>

CHILD PROTECTION POLICY

Aims

- To introduce procedures in the school to deal with Child Protection concerns as directed by the SELB Child Protection Procedures, DENI Circular 1999/10 Children (Northern Ireland) Order 1995 Guidance and the Area Child Protection Committees' Regional Policy and Procedures.
- To make staff and parents aware of the referral procedure within the school
- To help our pupils learn about the risks of possible abuse, to recognise unwelcome behaviour in others and to acquire the confidence and skills they need to keep themselves safe. This Code of Practice is set out in the Appendix to the policy statement.

School Safeguarding Team

The following are members of the school's Safeguarding Team

Principal - Mr Fintan Donnelly
Designated Teacher - Mrs Margaret McMahon
Deputy Designated Teacher - Mrs Kiera Thornton
Designated Governor for Child Protection - Mrs Roisin Hughes
Chair of the Board of Governors - Mr Kevin Teague

Implementation of procedures:

The designated teacher is the person with special responsibility for dealing with Child Protection concerns.

Members of staff who have been informed of abuse by a child, or who suspect that a child may have been abused in the past – or is currently being abused – should inform the designated teacher immediately and hold the matter in confidence thereafter.

The Principal must be notified immediately by the designated teacher

It is possible the school may contact the local Social Services office for advice regarding a concern and then act upon the advice given. If, after discussion with the Principal, the conclusion is reached that there is reason for concern, the school will immediately contact the local Social Services office for guidance and later confirm the referral on UNOCINI [Understanding the Needs of Children in Northern Ireland].

The designated teacher will then inform Mrs Jennifer McCann and Mrs Cathy McCann, Designated Officers for Child Protection (SELB), of the school's concerns and the action that has been taken. The designated teacher will also forward to Mrs McCann a copy of UNOCINI.

Where the suspected abuse is expressed by the Education Welfare Officer or the Educational psychologist s/he will inform the designated teacher or Mrs McCann. Social services will be informed by Mrs McCann.

In all cases of suspected child abuse, the action taken by the school is that of informing Social Services and the SELB. The school must NOT be involved in investigating the matter.

A full copy of the CP Policy is available on the school web site.

POLICY ON THE USE OF REASONABLE FORCE

Our pastoral care policy aims to provide a caring, supportive and safe environment in which all our pupils can learn and develop their full potential. We feel that the need to use reasonable force to restrain or control a pupil in our school will be very rare.

The application of reasonable force to restrain or control a pupil is to be used as a last resort, only when other behaviour management strategies have failed, and when the pupil, other pupils, members of staff, or property are at risk, or the pupil is seriously compromising good order and discipline.

Who may use reasonable force?

Article 4 of the Education (N.I.) Order 1998 authorises teachers to use such force as is reasonable in the circumstances to prevent a pupil from:

- committing an offence;
- causing personal injury to, or damage to the property of, any person, including the pupil him/herself; or
- engaging in any behaviour prejudicial to the maintenance of good order and discipline in the school or among any of its pupils, whether during a teaching session or otherwise.

Other members of staff, authorised by the Principal, are also authorised to use reasonable force.

The right of a member of staff to use reasonable force applies where the pupil concerned is on the school premises and when he/she has been authorised to have lawful control in charge of the pupil concerned elsewhere e.g. supervision of pupils in bus queues, on a field trip or out of school activity.

What is meant by reasonable force?

The law regards reasonableness as “enough force to stop whatever was about to happen from happening”.

The use of force can be regarded as reasonable only if the circumstances of the particular incident warrant it. Any force used should always be the minimum.

The degree of force might depend on the age, level of understanding and any physical disability the pupil may have.

- Reasonable force should only be used where other behaviour management strategies have failed.
- Staff should always try to deal with a situation through other strategies before using reasonable force.
- Staff should never act in a way that might reasonably be expected to cause injury.
- Staff should avoid touching or holding a pupil in any way that might be considered indecent.
- All incidents involving reasonable force must be recorded in the incident book.
- Parents will be informed of an incident involving the use of force with their child but not of any trivial incident.
- The Designated Teacher for Child Protection shall provide guidance for all staff on the use of reasonable force - Code of Conduct for staff.

SPECIAL EDUCATIONAL NEEDS

“All teachers are teachers of pupils with SEN. It is therefore a whole school responsibility, requiring a whole school response”

DEN Code of Practice 1998

Rationale

St Patrick’s Academy promotes an inclusive ethos; all pupils are offered a broad and balanced curriculum. Every pupil is entitled to opportunities to allow them to develop their full potential while being educated alongside their peers. We strive to provide educational experiences which celebrate all achievements and recognise individuality.

Aims

- To develop a whole school approach to special needs provision
- To ensure all pupils with SEN have a positive self image
- To ensure early identification through a variety of means
- To equip pupils with opportunities to develop knowledge, skills and understanding which ensure progress, promote success and develop self confidence
- To enable pupils to be participative learners
- To take reasonable steps to ensure that the pupils inclusion is compatible with the efficient education of other children
- To establish links between home and school to ensure a coherent approach to the promotion of effective learning
- Liaise with outside agencies to provide support for pupils and staff to help best meet the needs of the individual child
- To provide staff training
- To ensure all staff are aware of their roles and responsibilities

A full copy of the policy is available on the school website.

The school SENCo is Mrs Anne Devlin – please contact her if you have any concerns.

USE OF ICT FACILITIES

St Patrick’s Academy seeks to harness to the full the use of ICT as a learning tool. However, it recognises also the potential for misuse and/or abuse of its ICT facilities. Therefore, to enhance the former and counteract the latter, the following procedures must be adhered to by all students who use ICT facilities in school:

1. Recording, importing and exporting can only be done in the teacher’s presence, with the full knowledge and prior consent of the teacher;
2. Any digital content of any nature can only be used in the teacher’s presence, with the full knowledge and prior consent of the teacher;
3. The use of any ICT devices must be related (i) directly and (ii) solely to the subject that is being studied at the time that the ICT equipment is being used;
4. The relevant aspects of the school’s policy on *Acceptable Use of the Internet* must be followed, in particular, firstly, that no user should:
 - *Retrieve, send, copy or display offensive messages or picture;*
 - *Use obscene or racist language;*
 - *Harass, insult or attack others;*
 - *Damage computers, computer systems or networks;*
 - *Violate copyright laws;*
 - *Use another student’s password;*
 - *Trespass into another user’s folders, files or documents.*

Secondly, that:

- *Any misuse or abuse will be regarded as a grave disciplinary matter, which may result in suspension or exclusion from school. In addition, any inappropriate references, including the use of images or audio recordings, which relate to the school, its pupils or staff will be regarded in the same way and carry the same consequences. Information on any such violation may be passed on to the appropriate outside authorities.*

5. The relevant aspects of the school's policy on the use of mobile phone technology will apply:
- *In the interest of Child Protection and privacy, no pupil is allowed ... to record an [unauthorised] image (video or still) or to make an audio recording of a pupil or member of staff. Anyone caught doing so, or attempting to do so, will be suspended.*

To ensure that all users of ICT facilities appreciate the above policies and procedures, students will be asked to sign an agreement accepting the above conditions for use of ICT equipment in school and parents will be asked to endorse the signature of their son/daughter.

POLICY FOR ACCEPTABLE USE OF THE INTERNET

1. For Pupils

- a) St. Patrick's Academy provides a filtered Internet service through c2k and a filtered e-mail service for educational use. Students are not permitted to use any other e-mail service from the school network.
- b) Access to the Internet requires parental permission and a signed declaration by each pupil agreeing to abide by school rules for use of the Internet.
- c) Pupils are responsible for good behaviour when using the Internet just as they are at all other times during the school day. However, a number of rules apply which are specific to Internet use.
- d) When using the Internet in school, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.
- e) More specifically, pupils of St. Patrick's Academy should know and understand that no Internet user is permitted to:
 - retrieve, send, copy or display offensive messages or pictures
 - use obscene or racist language
 - harass, insult or attack others
 - damage computers, printers or other computer-related equipment
 - violate copyright laws
 - use another person's password
 - trespass into another user's work, files or folders
 - intentionally waste resources eg. ink or paper
 - use the network for unapproved commercial purposes
- f) St. Patrick's Academy will ensure that all pupils understand how to use the Internet appropriately and why rules exist for the use of the Internet. Pupils will be referred to the pupil version of this policy in their planners and when they use the Internet for the first time. The rules will be reinforced during future lessons and any changes to the rules will be clearly explained.
- g) The Internet is provided for pupils to conduct research and to communicate with others. While the use of computers is an important aspect of the curriculum, access to the Internet remains a privilege and not a right. Such access will be removed from students who fail to maintain acceptable standards of use and behaviour.
- h) During school hours teachers will direct pupils towards appropriate Internet sites for educational use. However, outside school it remains the responsibility of parents to provide such guidance and to supervise Internet use appropriately.

2. Examples of Acceptable and Unacceptable Use of the Internet

- a) Pupils are encouraged to use the Internet to:
 - use e-mail and on-line conferencing
 - investigate and research educational topics
 - develop computer competence including ICT and general research skills

b) Internet activities which are **not** permitted include:

- viewing materials which are not related to the aims of the curriculum
- copying, saving or distributing copyright protected material without approval
- ordering goods or service unless specifically approved by the school
- playing computer games or using interactive 'chat' sites or social networking sites, eg Bebo
- publishing, sharing or distributing any personal information about a user
- using the network in such a way as to disrupt the work of other users eg. downloading large files
- any other activities which violate school rules.

3. Sanctions

Violation of the rules stated above will result in a temporary or permanent ban on Internet use.

Additional disciplinary action may be added in line with existing school rules on inappropriate language or behaviour.

Where applicable, police or local authorities may be involved.

4. Cyber-bullying

We have become increasingly aware of the dangers of bullying by means of IT. Therefore, conscious of our duty of care to pupils and staff alike, the sanction we impose on offenders is that of suspension.

5. Location and Supervision

Internet access in St. Patrick's Academy is available in all classrooms as well as in ICT suites and in the libraries. Students should not attempt to access the Internet without the approval and supervision of a member of staff.

Users should be aware that the Principal has the ability to view all files and e-mails of any user as well as their Internet history to ensure that the network is being used responsibly. While normal privacy is respected users must not expect files on the school network to be absolutely private.

All policies are reviewed on a regular basis and copies are available from the school office and school website. Parents are informed of any changes to school policies.

Additional Advice for Parents with Internet access at Home

1. The computer with Internet access should be situated in a location where parents can monitor access to Internet.
2. Parents should agree with their children suitable days/times for accessing the Internet.
3. Parents should discuss with their children the school rules for using the Internet and implement these at home. Parents and children should decide together when and for how long computers are used, and what comprises appropriate use;
4. Parents should get to know the sites their children visit, and talk to them about what they are learning;
5. Parents should consider using appropriate Internet filtering software for blocking access to unsavoury materials. Further information is available from Parents' Information Network (address below);
6. It is not recommended that any child under 16 should be given unmonitored access to newsgroups or chat facilities or social networking sites, eg Bebo. Children should never post photographs or personal information on such sites.
7. Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the Internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
8. Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes via school email, they should immediately inform the school.

Further free advice for parents is available from the following source:

- Parents' Information Network (PIN), 34 Sheringham Road, London, SE20 7YJ.
(<http://www.pin.org.uk>)

NOTES



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