



ST PATRICK'S
ACADEMY
DUNGANNON

SCHOOL POLICIES

ACHIEVING EXCELLENCE TOGETHER



Copies of all school policies are available from the school office and the school website. Parents wishing to obtain a copy are asked to give the school office one week's notice.

All pupils have a copy of the school Code of Conduct in their student planner and parents receive a copy in the Information for Parents' Handbook, which they receive in June.

- 2.1 **Procedure for Dealing with Complaints in Relation to the Curriculum**
- 2.2 **Anti-Bullying Policy**
- 2.3 **Attendance Policy**
- 2.4 **Homework Policy**
- 2.5 **Drugs Education Policy**
- 2.6 **Charging and Remissions Policy**
- 2.7 **Health and Safety**
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- 2.9 **E-Safety Policy**
- 3.0 **Shared Education**

2.1 PROCEDURE FOR DEALING WITH COMPLAINTS IN RELATION TO THE CURRICULUM

Complaints should be addressed to the Principal who will, in turn, contact the curriculum Vice Principal, Head of Department and Head of Pastoral Care, as necessary.

2.2 ANTI-BULLYING POLICY

At St Patrick's Academy we believe that all forms of bullying behaviour are unacceptable. We are committed to providing a safe environment for our pupils so that every child can achieve their full potential. Bullying is defined as behaviour that is repeated and carried out intentionally to hurt, harm or adversely affect the rights and needs of another or others.

DE guidance definition of harm:

- Emotional harm as intentionally causing distress by affecting a pupil's self-esteem.
- Physical harm as intentionally hurting a pupil by causing injuries such as bruises or cuts.

Ethos and principals:

- At St Patrick's Academy we are committed to educating our pupils, so they understand what constitutes as bullying behaviour.

- We will raise awareness of bullying behaviour and support those who report bullying.

Prevention:

- St Patrick's Academy aims to prevent bullying by addressing issues surrounding bullying behaviour within our PD programme and consistently implementing our school's positive behaviour policy.
- We will promote anti-bullying messages regularly at assemblies, in literature and through the work of the school councillor.
- We will participate in national anti-bullying campaigns such as Anti bullying week

Responsibilities:

- Staff will promote mutual respect by modelling high standards of personal behaviour. They will listen sensitively and provide reassurance and support to anyone who experiences bullying behaviour.
- Parents should inform the school of any concerns relating to bullying behaviour and keep a written record of any instances. They should give the school sufficient time to deal with allegations and if they are still not satisfied, they should contact the Vice Principal.
- Pupils will seek help from a trusted adult as soon as bullying behaviour happens or is observed and refrain from retaliation to bullying behaviour.

Responding to a bullying concern:

- The focus on our intervention will be to concentrate on the prevention of further incidents. We will establish the facts by listening to the views and concerns of the pupils.
- We will complete part 1 of the bullying concern assessment form for all allegations of bullying behaviour.

Support:

Our school is committed to supporting all parties involved in bullying behaviour and we will use the NIABF effective responses to bullying behaviour as a framework for identifying suitable forms of mediation.

2.3

ATTENDANCE POLICY

Regular school attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential.

St Patrick's Academy will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure. Pupils who have 100% attendance throughout the year will receive special commendation. We recommend that attendance should not fall below 96% unless there are exceptional circumstances. 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.

- It is a parent/guardian's responsibility to inform the school of the reason

for a pupil's absence on the first day of absence. If parents have not got in touch as requested, then the automated call system will contact parents by phone on the first day of their child's absence.

- If the reason for absence has not been communicated by phone; a written note should be sent with the pupil when he/she returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.
- Pupils are expected to be in the form room; or assembly hall on general assembly days, by 8.55am SHARP for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded

at registration and recorded on your child's attendance record.

- Students are not permitted to leave the school premises during the school day. All medical and dental appointments should be made outside school hours.
- Pupils who are given permission to leave school to attend an appointment must be collected by a parent/guardian.

2.4

HOMework POLICY

Homework provides opportunities for pupils to work independently, to practise skills learned in school, to reflect on their understanding of a topic or to pursue in depth, over some time, a particular area of study. The setting of homework significantly increases the time spent on study: the equivalent of one extra term's study can be achieved by setting 1.5 hours homework per night over a year.

Given the above factors, the school believes that homework is essential for academic success. Homework also strengthens the educational partnership between parents and teachers, providing a means by which parents can become more actively involved in their child's education, through observing the nature of work done in school, and their child's progress.

The success of our homework policy is greatly enhanced by parents being fully informed about what is expected of their child. Information

about homework is disseminated to parents in the following ways:

- Year 8 Information morning in September.
- Parent Teacher Meetings are valuable opportunities for staff and parents to discuss the types of homework set and how pupils have coped.
- The student planner has a section on each double page for parents/teachers to comment on any aspect of homework. It is hoped that this will provide a valuable home/school link where staff and parents can communicate quickly and efficiently with each other.
- Subject teachers provide construct comments written on returned homework, these are designed to provide guidance and encouragement to the pupil.

2.5

DRUGS EDUCATION 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 of Drugs Education

- 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 the Drugs Education Programme

- 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 PD (Personal Development) 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 Vice Principal 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.

2.6 CHARGING AND REMISSIONS POLICY

The school complies with the DE Charging and Remissions Policy. Parents will be able to obtain a copy of this policy from the school office. There is no capital fee but parents are invited to make a voluntary contribution of £100 per family.

Parents will be notified of any changes to the above information in writing as and when appropriate.

2.7 HEALTH AND SAFETY POLICY

We operate parental drop-off and collection facility adjacent to the 3G and All-weather pitches. Parents are asked to use this facility between 8:15 and 9:00am and between 3:15 and 4:00pm. During these times, for reasons of health and safety, vehicular access to the main school car park will not be possible unless specifically approved by the principal.

Fire drills are completed at least twice a year; all pupils will be made fully aware of the procedure and alternative arrangements are in place for disabled pupils. Any concerns parents may have about the health and safety of their children while in our care may be directed to the principal through the principal's personal assistant, Mrs Maria Martin.

2.8 EQUALITY AND INCLUSION

St. Patrick's Academy is committed to equality and inclusion. We recognise the value of diverse environments and strive to promote a culture in which all pupils, staff and members of the school community are welcomed and supported to fulfil their potential, irrespective of their background or personal characteristics.

We are committed to an ethos and culture of inclusion in our school for all pupils, irrespective of race, religion/belief, political views, disability, SEN status, gender, gender identity (e.g. transgender) and/or sexual orientation (LGBTQ+). St. Patrick's Academy is an inclusive school where we focus on the well-being and progress of all our children and young people and where all members of our school community are of equal worth. We recognise, respect and value difference and understand that diversity is a strength that enriches our lives. We take account

of differences and strive to remove any barriers to learning and development.

Over the past decade St. Patrick's Academy has seen a change in our pupil and school community demographic. Our community is now much more diverse. In particular, there has been a significant increase in the diversity of our pupils' race, ethnicity and cultural heritage.

We oppose all forms of unlawful and unfair discrimination and bullying and harassment. As a school community, we recognise the need to champion equality and ensure inclusion for all pupils in the full life of our school; where appropriate making necessary adjustments to enable everyone's participation.

St. Patrick's Academy believes that education (both formal and informal learning) is fundamental to equality of opportunity. It prepares young people for life and is a powerful influence on access to and advancement in employment.

All young people should be able to learn and develop fully in a truly diverse and inclusive environment. All our policies and practices are fully inclusive and supportive of a welcoming culture for all communities; this is evidenced in our practices and procedures.

2.9

E-SAFETY POLICY

New technologies have become integral to the lives of children and young people in today's society, both within educational establishments and in their lives outside school. The Internet and other digital/information technologies are powerful tools which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other.

These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe Internet access. The requirement to ensure that children and young people are able to use the Internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound.

Pupils:

- Are responsible for using the school ICT systems in accordance with the Pupil Acceptable Usage Policy, which they will be required to sign before being given access to school systems. Parents/carers will be required to read through and sign alongside their child's signature.
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's e-safety policy also covers their actions out of school, if related to their membership of the school.

Mobile Phone

- Mobile phones and iPods must

be switched off and kept out of sight while on the school premises unless they are being used to facilitate online learning and with a teacher's permission. Any pupil failing to observe this regulation will have his/her mobile phone or iPod confiscated and the phone/iPod held by the Principal's PA until it is collected by a parent/guardian.

- In the interests of Safeguarding and of privacy, no pupil is allowed to use his/her iPod/phone to record an 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.
- Anyone caught trying to provoke a situation whereby a video or audio recording will be made will be suspended.

Electronic Communication Devices

- In the interest of Health and Safety, Safeguarding and for the security of pupils' possessions, the use of all such devices is not permitted on the school premises unless they are being used to facilitate online learning and with a teacher's permission. Use of such items will lead to confiscation and the same return procedures which apply to the use of mobile phones.

Our e-safety policy will help to ensure safe and appropriate use. For more information, please see; www.stpatricksacademy.org.uk/key-information/policies/

3.0

SHARED EDUCATION

The Academy is very proud of its involvement in a local Shared Education partnership with The Royal School, Dungannon. The aim of the project is to support collaboration between schools where the pupils are from different backgrounds to foster sustainable, high quality engagement by young people from different cultural traditions and backgrounds.

- This partnership involves shared classes at A Level in subjects such as Psychology and Economics with the aim of enhancing academic opportunities for the pupils of both schools.
- The Duke of Edinburgh/President's Award is offered at Silver and Gold levels across KS4 and post-16 on a shared basis. All activities are planned together and led by staff from both schools.

- We have developed a number of very successful shared activities such as the joint annual art exhibition in Ranfurly House. The History departments have collaborated on a number of projects such as history conferences and a trip to Berlin.

The Shared Education Partnership brings pupils together in the pursuit of common goals and enables students to deepen their understanding of other cultures and develop tolerance for, as well as interest in, those from different background. The two schools share a common vision of building a shared future in Dungannon for all its inhabitants.