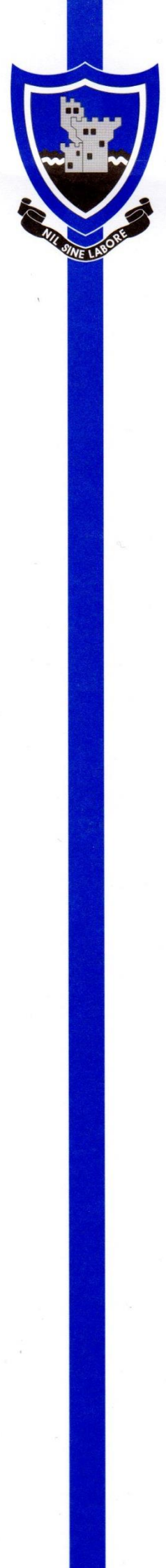




# BALLYCASTLE HIGH SCHOOL

A Guide for Parents / Carers of  
Pupils in Year 9





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\*\* full copies of our school policies may be found on our school website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk)



**WELCOME FROM HEAD OF YEAR 9**  
**MISS McBRIDE**



Welcome to Year 9.

My name is Miss McBride and I will be looking after your son / daughter this year. I will be over-seeing how they are progressing in their different subject areas and supporting them if any problems or issues arise.

Should this be the case, please encourage your child to come and talk with me - my room number is 21 and they can call at any time – I will be only too happy to help.

By now your son / daughter will have been in school for one year and will be very familiar with how things run, with daily routines and will be well settled.

I would like to encourage your son or daughter to approach this year with a proactive, forward-thinking mind-set and urge them to ask themselves what can they do to make a difference this year? Are there any actions they can take to help make school life just that little bit more manageable?

I am very keen that together we concentrate on improving a few core skills which will help school life run more smoothly for your child. We will be focussing on important skills such as organisation, time management and how to manage situations when things have gone wrong.

There are two main factors which have a key influence on how your child is progressing – their attendance and reinforcement of the work they have completed at home. There are high expectations set for both these areas and I intend to support pupils and help them to work towards improving their skills.



As your son / daughter's Head of Year I will be encouraging them to put their best effort into all activities in school – even in those subjects that they may not enjoy. I will also be encouraging them to participate in the extra-curricular life of the school, with a view to maintain a healthy mind-set.

I firmly believe that what your child does now in school can have an impact on how well they progress at a later stage in their academic career. It is important that we use Year 9 as an opportunity to in-still in them good working habits and positive attitudes towards their studies – core skills which will help them to cope with the demands of the on-coming GCSE curriculum.

Please feel free to contact me at any time if you feel that a matter needs to be discussed. My contact details are noted in your child's homework diary.

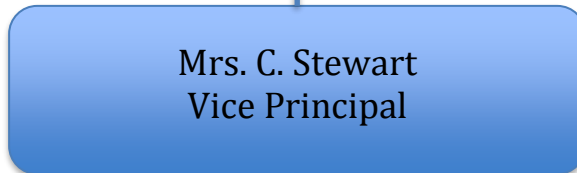
I am really looking forward to us working together to make this year a valuable and positive experience for your child.



## **LEADERSHIP TEAM**



Mr. I. Williamson  
Principal



Mrs. C. Stewart  
Vice Principal



Miss J. Elliott  
Senior Teacher

Mr. M. Rafferty  
Senior Teacher

Mr. J. McPeak  
Senior Teacher





## **PASTORAL CARE**

At Ballycastle High School we seek to create a caring and supportive community in order that the young people in our care can develop self confidence, self-respect/self-esteem and respect for others. We also aim to develop the skills and qualities needed by young people living in the 21st Century. The ethos of Ballycastle High School is created and sustained by warm and positive relationships among pupils and staff. This generates a positive climate within the school community where every individual feels valued and cared for at all times.

We cannot underestimate the significant contribution within relationships between pupils and teachers can make in this whole process. The School's relationship with parents is also vital in making this happen.

### **Implementation**

Each class has a Form Teacher and a Head of Year operates within the school with the support of the Head of Pastoral Care, Vice Principal and Headmaster.

Every classroom teacher has a responsibility for Pastoral Care.

Pupils have 10 minutes with their form teacher each morning as well as a dedicated pastoral lesson every fortnight. Each week pupils are expected to attend a full school assembly and an assembly with their Head of Year.

### **Roles and Responsibilities**

#### **Parents**

Parents will be encouraged to participate in school life. Parents will be informed through meetings, correspondences and student planners of the school's aims and



policies relating to Pastoral Care and of their responsibility in supporting them. Parents will be informed of their child's progress and of any concerns which may arise. Parents will be informed of their legal duty in ensuring that their children attend school regularly and on time and of their legal duty in ensuring that their children do not cause injury or damage to others or to property.

### **Pupils**

Pupils will be encouraged in the skills of self discipline, acceptable standards of behaviour and to have proper regard for authority. Pupils will have instruction on Health Education, Careers Education and Study Skills. Personal and Social Skills will also be developed through Learning for Life and Work and Sentinus programmes. Pupils will have the opportunity to participate in other enrichment programmes.

### **Teachers**

All teachers have the responsibility for promoting and implementing the Aims of the Pastoral Care Policy. This means that all teachers should have a caring commitment to guide and advise pupils either formally or informally, on personal, educational and vocational matters.

### **Interviews**

You are always welcome to discuss matters with your son / daughter's Head of Year, the Head of Pastoral Care or Vice Principal. You can do this both on the phone, or if necessary, make an appointment to meet with the appropriate member of the Pastoral team. Appointments are essential as all members of this team are full time teachers. To make an appointment please contact the school secretary.



## **ATTENDANCE**

Ballycastle High School aims to ensure that every child will want to attend school. This will be achieved by creating an ethos in which staff and pupils can work together in an atmosphere of enjoyment, endeavour and mutual respect. Regular attendance at school is essential if an individual is to maximise his/her progress.

However, every single day a child is absent from school equates to a day of lost learning.

Attendance percentages can be misleading

<b>100% attendance</b>	<b>0 days missed</b>	<b>Excellent</b>
<b>95% attendance</b>	9 days of absence 1 week and 4 days of learning missed	Satisfactory
<b>90% attendance</b>	19 days absence 3 weeks and 4 days of learning missed	Poor
<b>85% attendance</b>	28 days of absence 5 weeks and 3 days of learning missed	Very Poor
<b>80% attendance</b>	38 days of absence 7 weeks and 3 days of learning missed	Unacceptable
<b>75% attendance</b>	46 days of absence 9 weeks and 1 day of learning missed	Unacceptable

**When through illness or other cause, your child is absent for one day or more an explanatory note should be brought on the day of return, signed by you stating the reason for absence.**

Your child's class should be noted on such letters. Although we would encourage you to telephone the school office if your child is off, we still require a written





explanation of absence on your child's return to school. A note is required for each separate period of absences. In the event of infectious or contagious diseases, the Principal must be informed immediately and you must not return to school until a doctor's consent has been obtained.

**Sample note:**

*Date (of day you are writing letter)*

*Dear Form Teacher,*

*My son / daughter \_\_\_\_\_ was absent on \_\_\_\_\_ (date of absence) due to \_\_\_\_\_ (reason for absence).*

*Yours Sincerely,*

*\_\_\_\_\_ (Parent / Guardian)*

**The School Day:**

<b>MONDAY</b>	
<b>ASSEMBLY &amp; REGISTRATION</b>	<b>9.00 – 9.20</b>
Period 1	9.20-10.06
Period 2	10.06-10.53

<b>TUESDAY – FRIDAY</b>	
<b>REGISTRATION</b>	<b>9.00 – 9.10</b>

PERIOD	START	FINISH
1	9.10	10.01
2	10.01	10.53
<b>BREAK</b>	<b>10.53</b>	<b>11.12</b>
3	11.12	12.03
4	12.03	12.55
<b>LUNCH</b>	<b>12.55</b>	<b>1.40</b>
5	1.40	2.35
6	2.35	3.30

<b>THURSDAY</b>	<b>WEEK 1</b>
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PERIOD	START	FINISH
form	11.10	11.40
3	11.40	12.20
4	12.20	1.00
<b>LUNCH</b>	<b>1.00</b>	<b>1.40</b>
5	1.40	2.35
6	2.35	3.30



## **UNIFORM EXPECTATIONS**

It is essential that each pupil should wear school uniform. It has many advantages to commend it. Pupils should be proud of our school and our uniform and appear in school daily, neat, tidy and clean.

<b>Girls</b>	<b>Boys</b>
<b>Compulsory:</b>	<b>Compulsory:</b>
Black blazer with school badge	Black blazer with school badge
Grey <u>knee length skirt</u> with four 6 inch pleats / grey school trousers	Black trousers
Turquoise blouse – reverse collar & short sleeves	White shirt & school tie
Royal blue V-neck jumper	Grey jumper
Plain black tights or grey knee length socks	Black socks
Black shoes (**not canvas shoes)	Black shoes (** not canvas shoes)
<b>Optional:</b>	<b>Optional:</b>
School regulation scarf (although no other scarf will be permitted)	School regulation scarf (although no other scarf will be permitted)
School shower-proof jacket with crest OR plain dark navy / black jacket	School shower-proof jacket with crest OR plain dark navy / black jacket
School half-zip may be worn over jumper (and under blazer) in colder weather – outside only.	School half-zip may be worn over jumper (and under blazer) in colder weather – outside only.

**Pupils are not permitted to wear a t-shirt or sports top under their shirt, and hoodies will be confiscated.**



PE Uniform – Girls	PE Uniform - Boys
Girls school PE shirt (plain black base layer may be worn when outdoors)	Boys school PE shirt (plain black base layer may be worn when outdoors)
School skort or school shorts	School shorts
Black socks	Black socks
Trainers with a rubber sole	Trainers with a rubber sole
Shin guards – essential for football and hockey	Shin guards – essential for football and hockey
Plain black leggings are also permitted (outdoors only)	Plain black tracksuit bottoms may be worn (outdoors only)

In addition, half-zip jumpers with the school crest may also be worn in both PE lessons and extra-curricular activities. These can be purchased directly from the school.

- All items of your school uniform should be marked clearly with your name
- **Full school uniform must be worn by all pupils. If there is a really valid reason why a pupil is not in full uniform, he / she should have a letter of explanation from their parents/carers.**

Suppliers of school uniform and P.E. uniform:

S & T Moore, 28 Railway Road, Coleraine

S & T Moore, Sperrin Business Park, Ballycastle Road, Coleraine

R. H. Gault, Church Street, Ballymoney

Heart & Home, 11 High Street, Ballymoney

You may be entitled to a grant towards the cost of school uniform. Please contact the EA North Eastern Region (Tel: 028 25 662571/2/3). **Applying early for the grant is always advised.**



## **PUPIL PRESENTATION**

We want our pupils to wear their uniform well, show a pride in our school and in their own appearance.

The following rules regarding pupil presentation apply:

### **Jewellery:**

- ✓ One stud in the lower lobe
- ✓ No other piercings in view
- ✓ Necklaces, wristbands or bracelets should not be visible
- ✓ No rings
- ✓ Watches are permitted

### **Nails:**

- ✓ Only natural coloured French polish, or clear nail varnish permitted (no gel / false nails)

### **Make- up**

- ✓ Years 8 & 9 no make-up permitted
- ✓ Years 10 and above – only light foundation permitted
- ✓ No eye make-up, no lipstick / coloured lip gloss, no false eyelashes
- ✓ No tattoos should be visible

Any breach of the above rules will result in a series of sanctions being applied depending on the number of offences.





## **CURRICULUM**

The School is implementing all statutory requirements of the Revised Northern Ireland Curriculum. In the first three years the following subjects are offered: Art, English, French, Geography, History, ICT, Learning for Life and Work, Home Economics, Mathematics, Music, Physical Education, Religious Studies, Science and Technology.

### **Student Planner**

At the start of term your son/daughter will be given a student planner. The planner is used to record all homework and must be signed by parents/carers each week. The planner is a diary which helps your son/daughter manage their time.

It is also full of information relating to school rules, internet safety tips, pastoral information and how to be a successful learner. Please take the time and read through this with your son/daughter. We see the planner as a communication tool between parent/carer and school.

It is essential that you sign it once a week.

### **Homework**

These will be set regularly in all subjects. Any homeworks set are expected to be completed carefully and handed in on time. Homework is not always written; it may be reading, learning or finding out. If you have any concerns with regard to homework please contact your child's Head of Year.

### **Practical Subjects**

As with all practical subjects, there are specific healthy and safety procedures for pupils to follow. These are clearly communicated with pupils at the start of term. Pupils with long hair are required to bring a bobble to school so that hair can be tied back during practical lessons.



### *Home Economics*

Throughout the school year in the Home Economics department, pupils will participate in lessons involving practical food preparation. They will be developing new skills and producing a wide variety of healthy dishes. Careful thought has been put into the selection of dishes. To avoid parents having to purchase large quantities of ingredients, the Home Economics department will supply all ingredients and necessary equipment. As a contribution towards the cost, we are requesting £12 per pupil to be paid to the Home Economics department at the beginning of September. A receipt will be issued to your child for money that is received.

Often, time does not permit pupils to eat their dish in class and we encourage pupils to take their finished work home in an appropriate container. Pupils are informed when their practical lessons will take place and record in their homework diaries to bring a container. It would be appreciated if parents could help their children prepare for these lessons, and prepare them with appropriate containers.

### *Technology*

In Technology, pupils in Years 8-10 are required to contribute £5 per school year towards materials. This enables the pupils to take their projects home.

### **Extra-Curricular**

There are a wide range of extra-curricular activities that take place either at break and lunchtimes, or after school. Please encourage your child to get involved in something new, or something that interests them.



## **TRACKING**

Tracking pupil progress is something that we place great emphasis on in Ballycastle High School. We want to ensure that your child is performing to the best of their ability. Tracking allows us to monitor how your child is working and offer support, if appropriate, to ensure that they fulfill their potential. These pages explain briefly how we set target grades for your child and explain some of the terms you may see on reports throughout the year.

### **An explanation of terms appearing on reports.....**

#### **Tracking Reports**

##### ***Effort:***

This is a numerical score on a scale from 1– 4. These scores are defined as

- 1 - Consistently excellent
- 2 - Generally good
- 3 - Room for improvement
- 4 - Requires urgent attention

'H' may also be present, indicating that there is a problem with homework in that subject.

	<b>September Effort</b>	<b>November Effort</b>	<b>December Effort</b>
<b>English</b>	1	1	1
<b>Maths</b>	1	2 H	3
<b>Science</b>	1	2	3

Effort in Maths and Science is deteriorating as the year progresses. Is there an issue that needs to be addressed?

Each subject teacher will use homework and test results, as well as general attitude and class work to generate this effort score.

The report will build up across the school year so that any patterns / changes in effort can be identified.



## **Full Written Reports only (Tracking 3 & 5)**

### ***Winter/Summer Assessment %:***

This is the percentage score that your child has achieved in the official school assessments in January or May - based solely on one assessment sat by everyone in the year group.

If your child is absent for an official assessment, they will have the opportunity to sit the test/assessment on their return to school. However, as the contents of the assessment are no longer secure the result achieved will not be recorded on the official school report. This column will be left blank.

### ***Winter/Summer Assessment Class Average %:***

This is average percentage score achieved by the class, including only those who sat the test/assessment on the timetabled day.

### ***Winter/Summer Tracking Average %:***

This is the average grade of all tracking assessments throughout the year so far, giving an overall picture of progress.

### ***Winter/Summer Tracking Class Average %:***

This is average percentage score achieved by the class, across all assessments used for tracking purposes so far. This will give an indication as to whether your child is above, on or below the class average in any particular subject.

The full written reports issued in the summer term will also contain a written comment from the class teacher.

### ***Sample Full Written Report:***

	<b>Winter Assessment %</b>	<b>Winter Assessment Class Average %</b>	<b>Winter Tracking Average %</b>	<b>Winter Tracking Class Average %</b>	<b>Effort</b>
<b>English</b>	<b>80</b>	59	<b>75</b>	63	1
<b>Maths</b>	<b>32</b>	59	<b>59</b>	63	2
<b>Science</b>	<b>62</b>	63	<b>56</b>	67	3
<b>LLW</b>	<b>62</b>	81	<b>61</b>	83	3

This pupil has performed particularly well in his winter assessment for English, and indeed has been working well all term. Unfortunately, they have scored particularly low in Maths. This is not reflective of their work throughout the term as the child's tracking average is much higher. It would be prudent to consider why this is the case.

If you have any concerns about your child's progress or about the Tracking and Reporting process, please contact the Head of Year or the Vice-Principal, Mrs Stewart. We will be happy to talk through any concerns you may have.

Please telephone the school office on: (028) 2076 2254





## **School Rules**

As a pupil of Ballycastle High School I will....

1. Respect pupils, staff and property.
2. Be courteous and mannerly at all times.
3. Attend school every day and be punctual to all classes.
4. Be motivated to always do my best and help my classmates and peer group to succeed in all aspects of school life.
5. Engage positively with our school community, local community and partner schools.
6. Wear my school uniform with pride.
7. Use bins and recycle where possible.
8. Come to class prepared to learn and with all the equipment I need.
9. Value myself, and others, by refraining from such activities as smoking or possessing cigarettes (or other prohibited items)
10. Adhere to all school routines and policies.

These rules apply at all times when I am in my uniform, including travelling to or from school.



## **PARENTMAIL**

We try very hard to keep parents regularly informed about what's going on at the school, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

To help make improvements in these areas we have decided to use a service called ParentMail, which is used by over 6,000 schools across the UK to communicate with 4.5 million parents by email and text message.

ParentMail will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use ParentMail we need to collect your email addresses and mobile numbers and we would use this information from the 'data collection form' which you have completed.

Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

Important –email messages will be sent from [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk). Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.



To all staff and students,

In order to help students and teachers to prepare for success this school year, **every student and Teacher is provided with Microsoft Office free of charge.** With Office 365, you will now have access to the latest version of Word, for writing; Excel, for spreadsheets; PowerPoint, for presentations; OneNote, for organization and note taking; and much more.

- Install on up to 5 compatible PCs and Macs, plus 5 tablets (including iPad!)
- Gain valuable skills on the world's most popular productivity software
- Office subscription lasts for as long as the student/teacher remains in school and the programme continues

Follow these simple steps to get Office:

**1. For PC and Mac:**

a. Visit <http://portal.office.com>

b. Login with your C2k username and password

- username must be in the format **username@c2ken.net**

(please note the @c2ken format – the usual @c2kni.net format will not work)

You will be asked again for your credentials a second time

c. On the installation page select your language and click Install-Run

- You will be asked to sign in 1 more time (username@c2ken.net and password)

**2. For iOS and Android:**

a. Download from your app store

- iPad: Word, Excel, PowerPoint
- iPhone
- Android

b. Sign in with your school credentials for full editing capability

C2k Implementation & Communications



## **SUMMARY OF THE MOBILE PHONE POLICY**

(\* copies of the whole policy can be viewed on the school website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk) )

### **WE STRONGLY RECOMMEND THAT MOBILE PHONES ARE NOT BROUGHT**

However, if you feel that it is essential for your child to have a mobile phone in school, it is our policy to allow this under the following conditions:

### **PUPILS ARE NOT PERMITTED TO TAKE OUT OR USE A MOBILE PHONE ON THE SCHOOL'S PREMISES/GROUNDS DURING THE SCHOOL DAY**

(including break time and lunchtime).

- ✓ Phones are not to be visible, in your hand or on a desk during a lesson.
- ✓ Phones are not to be switched on during the school day.
- ✓ In the case of extra-curricular activities, off-site trips, visits and exchanges, and other off-site activities, their use is not allowed unless specifically permitted by the teacher in charge.
- ✓ In very unusual circumstances, such as a family emergency, pupils should seek assistance from staff who will advise them about contacting home. Otherwise communication between home and pupils should be made via the school office.

Any breach of school rules will result in the phone being confiscated and a series of sanctions will be applied depending on the number of offences.

Second offences will require parents/guardians to collect the mobile phone from the Principal.

### **Mobile phones must never be taken into a room where public examinations are taking place.**

In the event of a pupil becoming ill, responsibility for contacting parents rests with the school nurse. Pupils are never asked to ring home on behalf of the school nurse requesting that a parent collect them because they are unwell.

The school cannot accept liability for loss of or damage to pupils' phones.





## **A SUMMARY OF THE SUPPORTING PUPILS WITH MEDICATION NEEDS POLICY**

(\*\* copies of the whole policy can be viewed on the school website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk) )

Please note: members of staff in school are not under a contractual obligation to dispense medicines and that parents should keep their children at home if they are acutely unwell or infectious. It should also be noted that we will not dispense medicines for common ailments (e.g. painkillers). In this case parents are advised to obtain slow release medication from their doctor.

**Only in exceptional circumstances** will senior staff volunteer to administer any medication, and this will be at the discretion of the Principal.

Any parent requiring supervision or administration of medication must complete an AM2 form (on policy document on website – appendix 1) and this should be submitted in person to Miss Elliott, Head of Pastoral Care, along with the medication.

Any parent requiring their child to carry medication of any kind (e.g. headache tablets, antibiotics etc.) should complete an AM3 form (See Appendix 2 on the pol). This form should be handed into the school office on the first day that medication is brought to school. All medication should be in original packaging. Any pupil found with medication not in original packaging or without submission of an AM3 form, will have the medication removed and parents will be informed.



## **ILLNESSES, ACCIDENTS AND SIGNING OUT**

### **Illness and Accidents**

If a pupil feels unwell or has an accident they must tell a teacher straight away. If they are too ill to remain in school or if hospital treatment is necessary then you will be contacted to make suitable arrangements.

Under no circumstances should the pupil leave school or go home without permission.

### **Signing out**

Where possible, medical appointments should be made outside school hours.

If a pupil has to leave school during the day for any reason please provide them with a letter and ask them to present it at the school office. Your son / daughter will be issued with an exit-slip; one copy should be retained by the pupil and the second copy given to your class monitor.



## **A SUMMARY OF THE CHILD PROTECTION POLICY**

(\*\* copies of the full school policy can be viewed on the School website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk) )

We, in Ballycastle High School, have a primary responsibility for the care, welfare and safety of the pupils in our charge.

We aim to provide a caring, supportive and safe environment in which individuals are valued for their unique talents and abilities, so that all our young people can learn and develop to their full potential.

One way in which we seek to protect our pupils is by proactively helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and acquire the confidence and skills they need to keep themselves safe.

All our staff and volunteers have been subject to appropriate background checks. The staff of our school has also adopted a Code of Practice for our behaviour towards pupils.

The purpose of the procedures on Child Protection is to protect our pupils by ensuring that everyone who works in our school - teachers, non-teaching staff and volunteers - has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child, and the welfare of each child is our paramount consideration. The problem of child abuse will not be ignored by anyone who works in our school.

### **Identifying signs of possible abuse**

Due to their day-to-day contact with individual children, school staff - especially teachers, but also non-teaching staff, are particularly well placed to observe outward symptoms of abnormality or change in appearance, behaviour, learning pattern or development. Such symptoms may be due to a variety of other causes, including bereavement, domestic violence or other changes in family circumstances, or drug, alcohol or solvent misuse. Sometimes however they may be due to child abuse. Symptoms may give rise for concern but are not in themselves proof that abuse has occurred.

### **School procedures in suspected cases of child abuse**

The procedure when the school has concerns, or has been given information, about possible abuse by anyone other than a member of the school's staff.

Beyond initial clarification it is not the responsibility of teachers to carry out investigations into cases of suspected abuse, or to make extensive enquiries of members of the child's family.

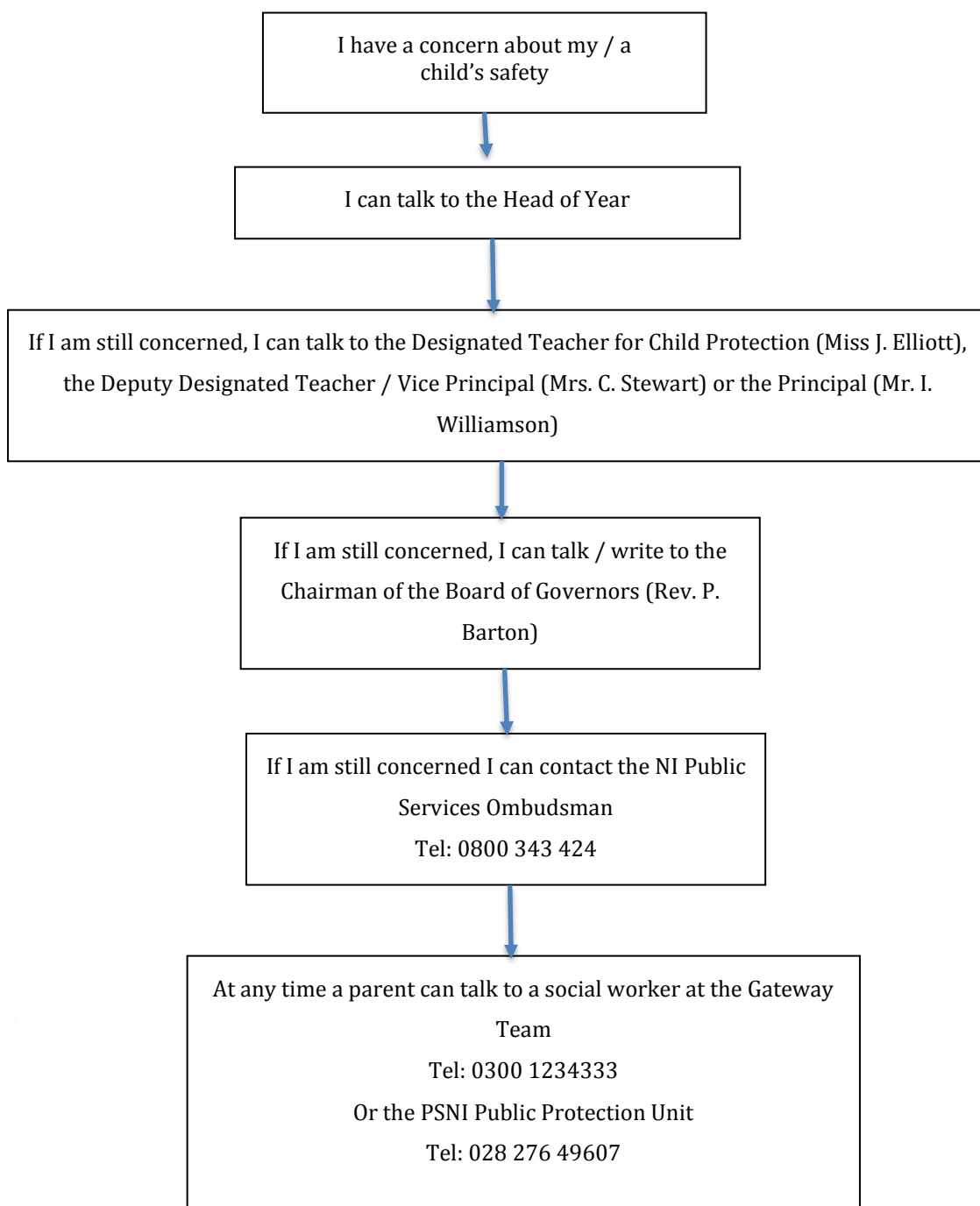


## Role of the Designated Teacher

Designated Teacher:	Miss. J. Elliott
Deputy Designated Teacher:	Mrs. C. Stewart
Designated Governor:	Rev. D. Ferguson

In all cases of suspected abuse members of staff should report the information to the designated teacher.

## How a Parent can raise a concern







## **A SUMMARY OF THE ANTI-BULLYING POLICY**

(\*\* copies of the whole policy can be viewed on the school website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk) )

\*\* this policy is due to be revised in September – October 2019\*\*

In Ballycastle High School we recognise every pupil's right to receive his or her education free from humiliation, fear and abuse. It is therefore the responsibility of all members of staff to play their part in creating an atmosphere, which is caring and protective. Every member of staff in Ballycastle High School has a vital role to play in assuring pupils and parents of our commitment to detecting and dealing with bullying in school.

“A pupil is being bullied, or picked on, when another pupil or group of pupils say nasty things to him or her. It is also bullying when a pupil is hit, kicked, threatened, locked inside a room, sent nasty notes or texts, abused in a social networking chat room and when no-one ever talks to them. It is also bullying when a pupil is teased repeatedly in a nasty way. These incidents can happen frequently and it is difficult for the pupil being bullied to defend himself or herself. However if two pupils of equal power or strength have an occasional fight or quarrel, this is not bullying.” (from ‘Bullying’ an advisory pack devised by the Department of Education).

There are many definitions of bullying, but most have three things in common:

- it is deliberately hurtful behaviour
- it is repeated often over a period of time
- it is difficult for those being bullied to defend themselves.

Bullying can take many forms, but five common types are:

1. Physical e.g. pushing, hitting, kicking, spitting, theft, damage to belongings.
2. Verbal, for example, threats, name-calling, teasing, taunting, spreading rumours, passing malicious notes.
3. Indirect, for example, excluding someone from the social group, tormenting, hiding other pupils' belongings, being unfriendly, making threatening gestures, staring.
4. Cyber bullying which may include misusing mobile phones/ computer and internet programmes to humiliate, threaten and isolate another as well as bullying through Social Network Sites, messaging and chat rooms.
5. Pupils may be targeted on the basis of race, religion, culture, gender, homophobic bullying including perceived sexual orientation or identity.

**Policy areas:**

- ✓ Prevention of Bullying
- ✓ Procedures for staff
- ✓ Guidance and procedures for parents / carers
- ✓ Guidance for pupils

**Some useful websites:**

- [The Anti-bullying Network](http://www.antibullying.net) – provides information for teachers and other professionals who work with young people ([www.antibullying.net](http://www.antibullying.net))
- [Kidscape](http://www.kidscape.org.uk)- advice for young people on how to respond to cyberbullying ([www.kidscape.org.uk](http://www.kidscape.org.uk))
- NSPCC – lots of advice here about keeping children safe online. ([www.nspcc.org.uk](http://www.nspcc.org.uk))
- [Childnet International](http://www.childnet.org) - plenty of advice and teachers' resources. Look for the 'Prank or Pain' link through their 'Know it All' project link. ([www.childnet.org](http://www.childnet.org))
- [Internet Watch Foundation](http://www.iwf.org.uk) - support website with information on filtering, protection, and an area to report illegal content. ([www.iwf.org.uk](http://www.iwf.org.uk))
- [Kidsmart](http://www.kidsmart.org.uk) - part of the Childnet stable of websites, dealing with Internet safety programmes for schools, young people and parents. ([www.kidsmart.org.uk](http://www.kidsmart.org.uk))
- [Cyberbully](http://www.stopbullying.gov.uk/cyberbullying) - contains links to useful online documents such as a guide to cyber-bullying and an educator's guide. ([www.stopbullying.gov.uk/cyberbullying](http://www.stopbullying.gov.uk/cyberbullying))



## A SUMMARY OF THE HEALTHY EATING POLICY

(\*\* copies of the whole policy can be viewed on the school website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk) )

Ballycastle High School is dedicated to providing an environment that promotes healthy eating and enabling pupils to make informed choices about the food they eat. We believe that what you eat affects how you learn, how you feel and how you behave.

### Food and Drink

All snacks provided at the school are nutritious, avoiding large quantities of sugar, salt, saturated fats, additives, preservatives and colourings. Menus are planned in advance and food offered is fresh, wholesome and balanced.

The school encourages parents and carers to provide children with healthy packed lunches using the principles of the BOGH (Balance of Good Health). Children are also taught these principles.

### Availability of water

We have fresh drinking water and suitable cups readily available for children and staff.

### Special dietary needs and food allergies

We are sensitive to the catering needs of children with specific dietary needs, including religious considerations. Parents will be asked about any special dietary requirements their child has before their child starts school. Parents of children who have special diets (for example a gluten-free diet) or who have food intolerances are responsible for providing the school with information about their diet and choices available to the child. We update our records regularly.

We would ask that parents **avoid including nuts or peanut butter** as part of their child's lunch or break time snack. If an allergic pupil comes into contact with nuts, or traces of nuts, they will suffer a severe anaphylactic reaction. At worst this reaction can be life threatening and at best will cause severe discomfort. We appreciate your support as we attempt to ensure that our school is a safe place for all of our children.



## **A SUMMARY OF THE RELATIONSHIPS & SEXUALITY EDUCATION POLICY**

(\*\* copies of the whole policy can be viewed on the school website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk) )

All young people have a right to an education which adequately prepares them for adult life and good Relationships and Sexuality Education plays an integral part. Many young people are maturing earlier and parents tend to allow young people increased independence during their years at post primary school and greater freedom to participate in a wider range of social activities.

Relationships and Sexuality education is a lifelong process where there is a need to acquire information and develop attitudes, beliefs and values about personal and social relationships and gender issues. The learning process begins informally with parents/ carers, and continues throughout their school and adult life.

### **Sharing Responsibility for Relationship and Sexuality Education.**

Our school believes that the responsibility for relationships and sexuality education should be appropriately shared between teachers, male and female; parents and the school community as a whole. Its effectiveness depends on a collaborative process involving teachers, parents, governors and other educational and health professionals. Teachers will have training on delivering the RSE program.

### **The involvement of Parents**

Many parents/carers are keen that their children are well prepared to handle situations around relationships and sexuality. Whilst the classroom teacher has a significant role to play in the implementation of RSE in school, this role cannot be considered in isolation to the role of the parents and should ideally be additional and complementary.

There is no statutory parental right to withdraw a child from classes in RSE. The school will consider any parental concerns expressed and will as far as possible try to arrive at a mutually acceptable solution.



## **A SUMMARY OF THE E-SAFETY POLICY**

(\*\* copies of the whole policy can be viewed on the school website – [www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk) )

Ballycastle High School has a clear, progressive e-safety education programme as part of the ICT curriculum / Pastoral curriculum. In addition, such topics may be covered as part of whole school assemblies, year assemblies and pastoral lessons. This covers a range of skills and behaviours appropriate to their age and experience, including:

- to STOP and THINK before they CLICK
- to develop a range of strategies to evaluate and verify information before accepting its accuracy;
- to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
- to know how to narrow down or refine a search;
- [for older pupils] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
- to understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
- to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have





turned-on privacy settings;

- to understand why they must not post pictures or videos of others without their permission;
- to know not to download any files – such as music files - without permission;
- to have strategies for dealing with receipt of inappropriate materials;
- [for older pupils] to understand why and how some people will 'groom' young people for sexual reasons;
- To understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying.
- To know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as ChildLine or the CLICK CEOP button.



### **School Policies**

A full copy of each school policy is available on the school website:

[www.ballycastlehigh.org.uk](http://www.ballycastlehigh.org.uk)

➤ Navigate to '*SCHOOL INFO*' and choose '*Policies*' from the menu.

<b><i>Safeguarding Policies</i></b>	<b><i>Curriculum Policies</i></b>
Anti-bullying Policy Attendance Policy Bereavement Policy Child Protection Policy Drugs Policy E-Safety Policy Pastoral Care Policy Promoting Positive Behaviour Policy Relationships and Sexuality Policy Supporting Pupils with Medication Needs Policy Use of Reasonable Force Policy Visitor's Policy	Assessment Policy Curriculum Policy Educational Visits Policy Examination Evacuation and Contingency Policy Examinations Policy Homework Policy Internal Appeals into Examination Coursework and Units of Assessment Policy Learning and Teaching Policy Literacy Policy Numeracy Policy SEN Policy
<b><i>ICT Policies</i></b>	<b><i>Staff Policies</i></b>
BYOD Policy ICT Policy iPads: Acceptable Use Policy	Beginning Teachers Policy ICT Staff Acceptable Use Policy PRSD Policy Staff: Code of Conduct
<b><i>Other</i></b>	
Admissions Policy and Remissions Policy Complaints Policy Data Protection Policy Fire Safety and Fire Safety Procedures Healthy Eating Policy Health and Safety Policy Management of Critical Incidents Policy Mobile Phone Policy Privacy Notice Smoke Free Policy Uniform Policy	