

PLEASE READ CAREFULLY AS THIS CONTAINS IMPORTANT INFORMATION FOR  
THE YEAR AHEAD



# General Information Booklet

P1-P7

**2023/2024**

Sept 2023



ORCHARD COUNTY PRIMARY SCHOOL  
*To Treasure Our Past and Invest in Our Future*

Mrs J McMillan - PRINCIPAL  
65 Blackisland Road, Annaghmore, PORTADOWN BT62 1NH  
Tel: 028 38852696  
Email [info@orchardcounty.portadown.ni.sch.uk](mailto:info@orchardcounty.portadown.ni.sch.uk)

Dear Parents

If you are a pupil or parent joining us for the first time, I'd like to warmly welcome you to Orchard County Primary School. If you are transferring from our Nursery, you are very welcome to the Primary School. We trust that you and your child will feel welcome and thoroughly enjoy being part of the Orchard County family! If you are a returning parent or pupil, 'Welcome Back to School!'

We hope you find this General Information Booklet helpful in preparing your child for this year in school. Please read through the information carefully, as it changes on an annual basis and keep it for reference throughout the year.

We keep parents informed about school information and events through letters, the school website, school text messaging system and our Twitter account. These provide parents with immediate and up-to-date information on many aspects of school life. Please ensure that your contact details on your child's data form are correct and updated.

If you require any further information, please do not hesitate to contact the school secretary, Mrs McCluskey, by telephone or email **[jmccluskey773@c2kni.net](mailto:jmccluskey773@c2kni.net)** and she will arrange for you to speak to the most appropriate member of staff to answer your query.

We fully appreciate the fact that your child's full potential can only be achieved when we work in partnership with you their parents, so we do urge you to play a full and active part in their education here this year.

We are all looking forward to another successful year at Orchard County. Hopefully together we can help all of our pupils achieve their personal goals and have an enjoyable year at school.

Yours faithfully

*Mrs J McMillan*  
Principal

Website – [www.orchardcountyps.co.uk](http://www.orchardcountyps.co.uk)  
X(Twitter) account - @OrchardCountyPS  
School email – [info@orchardcounty.portadown.ni.sch.uk](mailto:info@orchardcounty.portadown.ni.sch.uk)



### **SCHOOL TIMETABLE**

8.40am	School gates and cloakroom doors open (no child should be left unsupervised on the school grounds before this)
9.00am	Rear gate and all exterior doors are closed
10.30am-10.45am	Break
12.10pm -1.00pm	Lunch 1 and 2

Please note that, for safety reasons, **all exterior doors will be locked at 9.00 am**. Any child arriving after this time should be accompanied to the front door by an adult as they may have to wait until a classroom assistant or the secretary can come to the door. We would strongly discourage persistent lateness as it disrupts class work and has to be recorded on the school register.

### **NORMAL SCHOOL FINISHING TIMES**

11.30am	Nursery
12.30pm	After Nursery Club
1.50pm	P1, P2, P3
2.50pm	P4, P5, P6, P7
3.45pm	Extra-curricular activities finish



## **SCHOOL OPERATING HOURS**

The Department of Education, employing authorities, sectoral support bodies and teacher unions have written to schools stating that:

**It is recognised that school-based staff are working within a demanding environment.**

**In order to assist with workload demands, schools will notify parents of the normal operating hours of the school and when and how parents may contact staff within the school. School staff are not expected or required to contact, or respond to contact from, parents or anyone else outside of the normal operating hours of the school day, or during school holidays, unless there is a critical incident.**

Accordingly, please see below the normal operating hours of Orchard County Primary School when phone calls will be answered:

Monday	8.30am – 4pm
Tuesday	8.30am – 4pm
Wednesday	8.30am – 4pm
Thursday	8.30am – 4pm
Friday	8.30am – 3.30pm

## **PROCEDURES FOR CONTACTING STAFF**

We value parents' opinions and warmly welcome you to contact school if you have a query.

For Child Protection reasons, we need to ensure that our children are always properly supervised and that we know exactly who is on the school premises at all times. Please remember a lot of our information is available on our website or on our newsletters or sent by our messaging service.

**If you have an issue you wish to discuss about your child, please follow these school procedures.**

- 1. Contact your child's teacher first by emailing the school office ([jmccluskey773@c2kni.net](mailto:jmccluskey773@c2kni.net)). Mrs McCluskey will pass on the email to your child's teacher to arrange a telephone call or meeting to discuss the issue.**
- 2. If your issue can't be resolved by the class teacher, then contact one of the senior managers, Mrs Davidson if it's a N-P3 issue or Mrs Neill (Mrs Allen during Mrs Neill's maternity leave) if it's a P4-P7 issue.**
- 3. If it's an SEN or pastoral care issue, that can't be dealt with by the class teacher, contact Mrs Davidson, if it's a curriculum issue, then contact Mrs Neill/Mrs Allen.**
- 4. If your issue can't be resolved by one of the senior managers, then email or telephone to arrange a meeting with the principal, Mrs McMillan.**

The school day is very busy and staff are unable to chat with parents at the start or end of the day as they have supervision and teaching duties before and after their class leave.

Please do not discuss your child's issues while your child is listening, much better to pass on an email or arrange a private call/meeting.

## CLASSES FOR 2023/24

	<u>TEACHING STAFF</u>	<u>CLASSROOM ASSISTANTS</u>
Nursery	Mrs Kaestner	Miss Wortley
P1/2	Mrs Davidson (Mon,Tues,Thurs,Fri) Mrs McCormack (Wed)	Mrs Beattie & Miss Agnew
P2/3	Mrs Erwin (Mon – Wed) Mrs McCormack (Thurs, Fri)	Mrs Faulkner
P3/4	Miss Bothwell/Mrs Neill	Mrs Boyd
P5/6	Mr Crawford (Mon-Thurs) Mr Johnston (Fri)	Miss Leonard
P6/7	Mrs Allen	Mrs Boyd/Mrs Barker



## CONTACT DETAILS AND MEDICAL INFORMATION

Please complete or check the Data Collection and Medical/Dietary Needs form. If you have any changes to your **address, telephone number, email address, emergency contacts, doctor's details, family situation or medical information** please make the necessary changes. Please complete this **as soon as possible** to ensure that accurate information is recorded, leaving us well placed to provide the best possible care for your children. Emails and texts are usually sent to the number one and two contacts on the Data Collection Sheet. If you need to make any necessary changes to your information throughout the year, please contact Mrs McCluskey in the school office.



## ALLERGIES

Please inform the school immediately if your child suffers from an allergy e.g. nuts or plasters. We request that **NO NUTS** or related products are brought into school for your child's break or packed lunch. Your agreement and compliance with this request could prevent a life-threatening situation from developing. (No Nutella and please check cereal bars carefully). I am sure you will appreciate the importance of this initiative and will support us fully in our efforts.

## FOOD ALLERGIES

Should your son or daughter have any food allergies, please request and complete a special diet request form, available from the school office, and this will be forwarded to our canteen supervisor Mrs Carolyn Martin.

## MEDICAL CARE PACKS/PLANS

If your child requires any medication to remain in school, please ensure that this is stored in a secure box/bag with your child's name and a recent photo. Please take note of the expiry dates and replace the medication as necessary. Checking your child's pack at the end of each term is also advisable. If your child requires inhalers, please provide a spare named one for storage in school. If your child requires any medication to be administered in school, please complete a consent form (available on the school website) and send in to school with the labelled medication.







## SCHOOL FUND

Each year we ask at the start of the year for **a voluntary £20 contribution** for each pupil to a maximum of £50 per family which is paid through Parentpay. You will receive an email notification within the first couple of weeks in September when this becomes available.

This is voluntary and we are aware of financial pressures on families. Please bear in mind that this covers all yearly subscriptions for pupils' online learning such as Mathletics (P1-P7 £5.50 per pupil), Accelerated Reader £15 per pupil (P5-P7), and Nessy £11.50 per pupils (P2-P4). These can be used at home all year. We do not ask each family for their subscription fee(s) which would work out to be a lot more than the school fund for some families.

All school fund money will go directly to providing resources and equipment for our pupils. Our budget has been drastically cut this year and we are grateful for the parental donations.

We really appreciate your continued support and generosity. If you would like to discuss this further, please feel free to contact the school if you have any questions. Please do not discuss school matters on social media.

## WEBSITE

For the most accurate information, parents should refer to the school website ([www.orchardcountyps.co.uk](http://www.orchardcountyps.co.uk)). This includes a yearly calendar of events, holidays, the school meals menu, school policies, a parents' section, educational links and numerous images of Orchard County life both inside and outside the classroom.

**Please download** the **Schools NI app** onto your phone and sign up to email according to your child's class to ensure you receive **school messages and notifications**.



## TEXT MESSAGING

Throughout the course of the year we will endeavour to communicate regularly with parents to ensure you and your children are well prepared for school-life. This usually comes in the form of news and letters via the school website and via the school messaging service through the app. Please also keep an eye out for school correspondence in your child's bag/folder.

## VISITING SCHOOL

Each morning children should be left at the entrance gate by their parents and we encourage independence right from P1. The staff have important supervision responsibilities from the minute **the doors are opened at 8.40am** and discussions with parents at this time would result in unsupervised children. Therefore, we would encourage you to email Mrs McCluskey ([jmccluskey773@c2kni.net](mailto:jmccluskey773@c2kni.net)) or telephone the school (38852696) and make an appointment to speak to the staff member you require.

If you wish to share something urgently with a teacher, please pass on a note via your child, leave a message via the school office or send an email to the school office ([jmccluskey773@c2kni.net](mailto:jmccluskey773@c2kni.net)) and this will be forwarded to the relevant staff member.

## CHILD PROTECTION

Orchard County implements a specific Designated Child Protection Policy which is available to read and download from our school website and a paper copy is available upon request. For your information, **Mrs Davidson is currently the Child Protection Designated Teacher** and **Mrs Kaestner is the Deputy Designated Child Protection Teacher** and along with **Mrs McMillan**, they make up the **Safeguarding Team**. Please read the Child Protection policy on our website. The password to access policies on the **website is apple18**. A summary leaflet has been given to each family.



## UNIFORM

We are genuinely so grateful to those parents who send their children to school each day wearing the correct school uniform. Pupils, parents and staff have all a responsibility to work together to ensure that every member of the school community respects this aspect of our school ethos.

Our policy for school uniform is based on the notion that school uniform

- Promotes a sense of pride and respect for the school
- Engenders a sense of community and belonging towards the school
- Contributes to the ethos of high expectations throughout the school
- Helps to maintain an orderly atmosphere in which learning can flourish
- Is practical and smart
- Makes children feel equal to their peers in terms of appearance



Our P1-P7 uniform consists of the following

Girls Uniform	Boys Uniform
Navy logo sweatshirt White shirt/blouse, short or long sleeved (Long sleeved shirts for formal events) School tie Grey skirt or grey pinafore White knee length socks/navy tights Black low-heeled shoes (no trainers)	Navy logo sweatshirt White shirt short or long sleeved (Long sleeved shirts for formal events) School tie Grey trousers Grey socks Black shoes (no trainers)
All pupils must be tidy in appearance and wear school uniform in the proper way.  Shirts must be tucked in, top buttons fastened and the tie worn correctly.  Under-garments worn below the shirt should be white, nude or discreet.	

### **SUMMER UNIFORM** (optional)

In term 3 pupils may wear a **summer uniform**, consisting of the red school polo shirt, (instead of the white shirt and tie), grey skirt or grey school shorts (trouser material). Girls may wear a red gingham dress, along with the usual school jumper (no cardigans).

We have noticed some girls wearing navy or white shorts under their summer dresses, these should not be visible below the hemline of summer dresses.

Black shoes should be worn with the summer uniform. If shoes get too small before the end of the year and parents are not replacing these, then pupils' black plimsolls can be worn. No trainers should be worn, except with PE uniform on PE days.



### **JEWELLERY and PE**

Children are permitted to wear a watch, but it is preferable that no bracelets, wrist chains, necklaces or rings are worn for health and safety reasons. Any children with pierced ears will be asked to remove their earrings for PE or bring plasters with them to cover them. On PE, extra-curricular or swimming days, it is much easier if no jewellery is worn to school.

### **HAIRSTYLES**

In the interest of health and safety, we request that long hair is tied up and away from a child's face. School scrunchies or bobbles and hairbands in school colours, red or navy are acceptable. We would request that boys' hair is no longer than the top of their shirt collar. Children should not come to school with their hair shaved, with patterns or lines or dyed.

All staff will help to ensure that the uniform regulations are followed. On an occasion where your child is unable to come to school wearing his/her uniform, please inform your child's teacher.

In selecting Orchard County as your child's school, we assume that you are happy to support the staff in the maintaining these standards in appearance throughout the year. We are regularly commended for the appearance of our children in their school uniform when we go on trips and visits. Thank you for helping us maintain these high standards, we really do appreciate your support. in providing a clean and tidy uniform for all our pupils.

The main suppliers for our uniform are:

**Robert Davidson**

**Address:** 10 Bridge Street Portadown  
**BT62 1HZ**

**Telephone:** 02838354571

**Web site:** robertdavidsonclothing.com

or

**Ivan Jameson**

**Address:** 17-18 High St, Portadown, Craigavon

**Phone:** 028 3833 2244

website: <https://ivanjameson.com/>





## PE UNIFORM

PE is a compulsory part of the curriculum and it is expected that your child will take part.

Pupils will be timetabled for two sessions of PE per week on two days, these will be confirmed by the class teacher at the beginning of term.

**On PE days, pupils may come to school wearing their PE kit.**

Should your child be staying for an after-school activity that requires a PE kit, then they should bring their PE kit with them in a bag, and they will get changed for the activity after school. They will then go home from their activity in their PE kit.

PE uniform should **ONLY BE WORN ON PE DAYS.**

## PE KIT

- boys - plain navy shorts and plain navy tracksuit bottoms (both will be required throughout the year) (no white lines or patterns on tracksuit bottoms)
- girls (P1-P4) - navy shorts or navy skort and plain navy tracksuit bottoms or sport leggings (both will be required throughout the year) (skort compulsory from P5-P7 team sports)
- red polo shirt with school logo
- black plimsolls for indoor activities, these should be left in school in a named bag for all indoor PE such as gymnastics or dance
- trainers for outdoor activities/games
- a school hoodie is available from size (5-6) for use at after school activities or outdoor PE **ONLY**
- hoodies can be worn to school on PE days over their polo shirt (a school hoodie does not have to be purchased as the school jumper can be worn with the navy tracksuit bottoms)

**(NON-MARKING SOLES PLEASE ON INDOOR PLIMSOLLS)**



**ALL ITEMS OF UNIFORM SHOULD BE LABELLED CLEARLY  
WITH THE CHILD'S NAME**

## **TRANSPORT – SCHOOL BUS**

Check the **EA website (eani.org.uk)** to see if your child is eligible for free home to school transport. EA transport team 028 95985959.

The Transport Department of the Education Authority will usually send each family some information about the bus route, bus stops and times of collection and set down to and from school.

### **TRAVELLING BY SCHOOL BUS**

Pupils should:

- Fill the bus up from the rear (social distancing)
- Put on a seat belt if it is provided
- Keep the passageway free from bags
- Remain seated when the bus is moving
- Pupils should not write on the windows
- Not leave litter on the bus
- Be well mannered at all times
- Walk straight to your classroom



### **Most Important**

If anyone is having any type of problems on the bus, please tell the driver, your parents and your class teacher as soon as possible.

Parents should:

- Make sure a responsible person is at the bus stop at the allocated time to put your child onto and take your child off the bus.
- If you miss the morning bus it is your responsibility to bring your child to school
- At home time, should there not be a responsible person to collect your child at the bus stop, the bus driver will bring the child back to school and it is your responsibility to collect your child from school.
- In an emergency when you are unable to collect your child from the bus and are unable to make other arrangements, please contact the school and your child can remain in school until you can arrange transport.

### **ARRIVAL WITH PARENT OR OTHER ADULT**

The following page summarises these procedures. Please take the time to check these carefully, even if you are a returning parent. Thank You.

**PLEASE REMEMBER TO INFORM YOUR CHILD'S TEACHER WHEN SOMEONE OTHER THAN THE NAMED PARENT OR CARER IS TO COLLECT YOUR CHILD FROM SCHOOL.**



## AT-A-GLANCE ARRIVAL AND DEPARTURE SUMMARY

Morning Arrivals		Nurs (8.50-9am)		P1-P7 (8.40-8.50am)	
Gates and doors <b>open at 8.40am.</b> ALL children can be dropped off at the back or front black gates (near Nursery) and can enter their classroom via their allocated door.		P1 children should be encouraged to walk with siblings or say goodbye to parents at the relevant gate. A member of staff will be in the playground to greet them.		P2-P7 children arriving at the front should walk around the building and enter immediately via their cloakroom door.	
				The doors and gates will be closed and locked at 9.00am sharp. Any late-comers should enter via the front door using the buzzer.	
P1-P3 Departures					
Parents or collecting adult can pick up P1s at the front door.  P2 and P3s will be brought out to the black gate near Nursery, at the front of the school.				If you are dropping off or collecting from the nursery, please walk around the front of the school through the side gate and not through the middle of the playground.	
				Pupils should only leave the school grounds when accompanied by an adult.  Any child not collected will be brought back into school and can be collected at the front door as the staff have afternoon classes. <b>Late collections are via the front door only.</b>	
P4-P7 Departures					
The P4-7 pupils will depart the building using their allocated door.		Children can either walk to their collection car or be met by an adult.		<b>Children may walk or cycle home but we <u>must have written parental permission.</u> (This must be sent into school each September)</b>	
				The bell will ring at 3.00 pm and anyone not collected should return to the main building for late collection which is ALWAYS via the front door.	

**Please do not leave your child on the school premises before 8.40am as there will be no supervision.**

Please also remember that it is your responsibility to make sure your child is accompanied to and from school by a responsible adult. This includes walking and cycling to school.

Afternoon Departures	Nursery 11.30am ASNC – 12.30pm	P1 1.50pm	P2 1.50pm	P3 1.50pm	P4 2.50pm	P5/6 2.50pm	P6/7 2.50pm
Allocated entrances and exits	Nursery front door	Entrance - P1 cloakroom door Exit – front door	Entrance – P2/3 cloakroom door Exit – Black gate at Nursery		P3/4 cloakroom door	P5/6 Mr Crawford Yellow cloakroom door	P6/7 Mrs Allen Resource area 2 blue door



## Afternoon Pick Ups

**P1** parents should come to the front door.

**P2 & P3** parents can collect at the black gate in front of the Nursery.

**P4-7** Pupils should make their way to their parents' car or meet at the school gate. Pupils should not wait around outside school. Anyone not collected should return to the school building and notify a member of staff. Pupils can wait at the front door for late collection.

Parents should leave their child to walk from the school gate independently. Staff will be in the playground to greet your child and direct them to the correct door. Please telephone the office if you wish to pass a message on to your child's teacher or contact them via email.



### VERY IMPORTANT

- Please do not park on the double yellow lines. Respect the one-way system in the school car park. Please respect our neighbours' properties by not parking on kerbs or in front of driveways.
- Staff parking will be around the roundabout and at the front of the school.
- Parents' parking will be in spaces in front of the MUGA and the spaces to the left of the entrance gate so that pupils can walk safely via the footpath.
- Disabled spaces – please note we have two disabled spaces at the front of the school for parents/carers who hold a blue badge and have mobility issues. Please remember there are people who really need to use these spaces.



## HEALTHY BREAKS

As Orchard County is a 'Healthy Eating School' we ask that only the following foods and water/milk are taken at break time.

Fruit	Dried fruit	Ham	Pancakes
Crackers	Vegetables	Breadsticks	Yoghurts
Wheaten Bread	Sandwiches	Cheese	

### Please note

- If you are sending fruit from home and your child prefers their fruit peeled, this should be done at home and sent in a named, plastic container.



## DINNER MONEY

All dinners are booked and paid for through ParentPay. Please activate your ParentPay account. **All meals have to be booked by midnight Sunday as, after this time, the booking is closed and you will be unable to do so after this.** If your child was off ill, please email the days and choices to Mrs McCluskey (jmcccluskey773@c2kni.net) before 8.30am on the morning of their return. If you have already paid for a meal and your child is off ill, this will be reimbursed – you do not need to contact the school. Dinner will consist of a cooked meal and a pudding at a cost of £2.60 per day. The dinner menu is available on the school website.

## FREE SCHOOL MEALS ENTITLEMENT

We strongly encourage any family considering this to **APPLY NOW**. This is all completed very discreetly and many of the children entitled do not even know themselves that they are getting their meals free. **Please also note you have to apply each year.** Please visit the Education Authority website ([eani.org.uk](http://eani.org.uk)) for more details. The school also benefits financially when we have a larger number of families accessing this entitlement. You still need to pre-book your child's meal choice on ParentPay each week.

## HOMEWORK

Set homework is an ideal opportunity for you to share your child's acquisition of knowledge and skills. At the beginning of September each class teacher will give advice on the amount and type of homework your child will be given. Each teacher will provide more information about class homework this year in the class letter. On occasions children do not get homeworks completed due to unexpected incidents or difficulties at home, this is not a problem. Simply keep us well informed and we will do all we can to support you and your child. All homework including reading books and diaries should be kept inside the homework folder provided. Homeworks could also be online using Google Classroom.

## MOBILE PHONES

For child protection reasons, mobile phones or smart watches, linked to phones, should not be brought into school. If your child needs to contact his/her parents/carers in an emergency, then they may use the school phone. If you urgently need to contact your child during school time, please phone the school and your child will be given the message.

If in exceptional circumstances a parent wishes his/her child to bring a mobile phone to school in order to contact them after school, that parent must email the school office and a message will be passed on to the class teacher. The phone must be switched off and handed in to the teacher first thing in the morning and collected by the child at home time. Mobile phones should not be used on the school bus. Any phones brought to school without permission, will be confiscated and parents will be contacted and asked to collect the phone. Please speak to your child about this.

## SMARTWATCHES

Please consider the following before allowing your child to wear a smartwatch to school. Obviously these items are valuable and may have to be removed for some activities and will be the pupils' responsibility. As we do not allow mobile phones in school, it is our policy that pupils should not have these connected to a mobile phone. They can be a distraction in the classroom and we would prefer they are left safely at home.

Pupils should not be using cameras or microphones on smartwatches to record during school.



## ATTENDANCE

Please ensure that your child **arrives in school at their allocated time**.

Appointments eg doctors and dentists should be arranged, where possible, outside school hours.

Education Welfare Officers visit our school termly to check on pupils' attendance.

Any child with attendance below 85% will be identified and parents will be contacted by the Education Welfare Officer.

## ABSENCE NOTIFICATION FORM

An online pupil absence form is available for parents to complete, following a period of absence. This form is available on the school website, under Parents – Forms – Pupil absence report form.

## HOLIDAYS

The holiday list is available on the school website (Parents' area). Please remember holidays **should not** be taken during term time. Any holidays taken during term time are recorded as an unauthorised absence. Absences, due to term-time holidays, can be very disruptive for the class teacher and pupils. Absent pupils can miss important assessments and many of the special activities planned for June. No classwork or homework will be provided if you decide to take your child on holiday during term time.

## ACCIDENTS, INJURIES AND FIRST AID

Here in Orchard County our children come first and their health and safety will always be our number one priority. However, as school is a place where the children are encouraged to be physically active both in P.E. and whilst out in the playground, we will from time to time have minor collisions resulting in bumps and bruises.

However, no matter how well the children are taught or supervised, accidents will occur and this letter is to advise you of how we will be dealing with injuries from now on. Obviously every single bump does not need treatment and on most occasions the children dust themselves off and continue with their game. I'm sure you will agree that in such cases, there is absolutely no need for treatment or for you to be advised. However, a percentage of the children will require some first aid and for this we plan to implement a two tier system.

### Level One (Minor Injuries)

If, following assessment, we decide that an injury is minor and the treatment required is minimal, we will simply be advising you by placing an *'I've Had First Aid Treatment'* sticker on the child. This would include occasions when ice is used to reduce swelling or bruising or when a minor wound has been cleaned and covered. We fully appreciate that even minor bumps can sometimes develop into more significant issues and the sticker will ensure that you have been informed and can keep an extra eye on them that evening and the days following the injury. **On some occasions, a teacher or assistant may send home a parent information slip to explain treatment given and provide more details.**

### Level Two (More Significant Injuries)

When one of the children has had a more serious injury (i.e. significant cut, significant head injury or suspected sprains or fractures) we will immediately be advising you using the contact numbers you have provided for us. On such occasions we will request that you collect the child to either have them assessed by a doctor or supervised (one-to-one) by an adult.

In both level one and two, a staff member who witnessed the accident or the first aider who treated the injury will complete an 'Incident and Illness' slip in the school's 'Incident and Illness Register.

We of course appreciate that all children are individuals and some have specific extra issues to be considered. The process outlined above is a general one. If your child has specific



issues, we will be happy to discuss a different plan with you if you feel that it is in your child's best interests.

We trust that you will find this system both helpful and convenient. Please do not hesitate to call us if you have any concerns at any time about the health and safety of your child or children.



## **SCHOOL RULES**

Our 'POSITIVE' school rules are vitally important as they assist the staff in their attempts to help every child to reach their personal goals. We would ask for parental support in establishing and maintaining the following:

1. Always listen carefully, give your best and co-operate with all school staff.
2. Always be on time for the start of school and classes.
3. Always be considerate and mannerly to everyone in school and when on school visits.
4. Always carefully look after the school, your own and other people's property.
5. Always stay on the school grounds unless you have a teacher's permission to leave.
6. Always stay off the school grounds after school hours.
7. Always walk when in the corridor.
8. Always get off your bicycle and walk when on the school grounds.
9. Always avoid chewing gum or other chewy sweets when in the school.
10. Always tell an adult if you have or see an accident during the school day.
11. Always leave your mobile phones at home.
12. Always carry school money securely and make sure it is labelled with your name.



## **PARENTS IN PARTNERSHIP**

We aim to:

- Provide a happy, caring and safe environment for positive learning to take place
- Make the school environment as stimulating as possible by providing a wide range of resources and experiences
- Help your child reach their maximum potential in all areas of the curriculum
- Encourage and praise your child in their achievements and build on these accomplishments
- Advise you of any concerns we may have regarding your child
- Involve children and parents actively in discussions relating to acceptable and unacceptable behaviour which will be incorporated in the school rules
- Develop a sense of self discipline through positive acknowledgement and reinforcement of good behaviour
- Encourage courtesy, manners, self-respect, respect for others and their environment
- Administer all discipline procedures impartially, fairly, firmly and consistently

**To ensure that your child develops in a happy, confident and successful way throughout their school life we need you to:**

- Support the school's ethos and aims
- Ensure regular attendance and punctuality and avoid holidays in term time
- Ensure that doctor/dentist/ appointments are arranged as far as possible outside school hours
- Ensure your child's teacher is informed if your child has to leave school during school hours
- Ensure your child comes to school in full uniform and brings a PE kit when required
- Monitor and sign your child's homework on a daily basis and provide a suitable environment and time for homework to be completed and handed in on time
- Inform us as soon as possible of any circumstances that might affect your child's work or behaviour
- Reply promptly to school communication
- Support as far as possible extra curricular activities and school functions

- Be responsible for your child at functions where the teachers are not directly in charge of your child, i.e. school fund raising events, information evenings



## Code of Conduct for Parents, Carers and Visitors

At our school, we want to build good relationships within the whole of our community, that includes parents, staff and pupils. The key to a happy school is one where everyone feels respected and valued. To this end we have an agreed Code of Conduct for parents, carers and visitors.

- Follow the school's signing in and out procedures for visitors
- Respect school staff and support them in the things they do to help children learn
- Set a good example by behaving appropriately and not using inappropriate language
- Ask the school about their view on incidents so that you can determine if it is the same as your child's view before taking things further
- Ensure that your child knows how to behave in school and towards others
- Ask the school for help if you need more information about something or do not understand something the school is doing

In order to have a peaceful and happy school environment, parents, carers and visitors must not:

- Disrupt classes or any area of the school
- Question decisions made by the school in front of the children
- Use loud or rude language; swear or show temper
- Threaten to hit/push staff, other parents or carers
- Deliberately damage or destroy school property
- Criticise school staff, pupil or other parents and carers – on school premises and on social media sites
- Attempt to contact staff during evenings, weekends or holidays. Please telephone the school to make an appointment if you wish to speak to a member of staff
- Send abusive or threatening emails or make abusive or threatening phone calls to the school
- Physically punish your child on school premises
- Approach another child and tell them off for something that has happened
- Smoke or consume alcohol at school events or on school premises
- Spit on school premises or discard chewing gum on school premises



### **AND FINALLY...**

If we have forgotten anything or you have any additional questions for us, please email the school office and we will endeavour to answer your query.

We want to thank you for working with us as we aim to make Orchard County Primary School as happy an environment as possible for all our pupils.