



**“WORKING TOGETHER FOR EXCELLENCE IN A  
CARING COMMUNITY”**

**YEAR 8  
PARENT  
INFORMATION  
BOOKLET**

**JUNE 2022**

**PLEASE RETAIN FOR REFERENCE ~ SCHOOL YEAR 2022-23**

The following information has been put together to help you work together with us to make the time your son/daughter spends at the school both happy and successful.

**CLASS \_\_\_\_\_ SPLIT CLASS \_\_\_\_\_**

**This is useful for Parents Consultation sessions  
Ask your son/daughter to complete the details for you.**

This handbook contains information to assist parents. You may wish to keep it in a safe place to refer to from time to time. The website and app have our most up to date school policies and procedures.

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# KILLICOMMAINE JHS APP

**HAVE YOU SIGNED UP ~ THIS APP IS ESSENTIAL FOR PARENTS**

APP IS AVAILABLE ON ALL IPHONE  
AND ANDROID DEVICES

## WHAT IS THE SCHOOL APP?

An easy and effective way of communicating with parents making sure you get the correct information at the right time.

- ⇒ Key school policies such as 'Child Protection' can be accessed in 'Policy Area'
- ⇒ We can send messages immediately to all parents and to individual classes
- ⇒ Emergency or important information can be sent by push notification
- ⇒ Parents can sign all permission forms digitally (no more lost permission slips)
- ⇒ Absence notes can be sent via app
- ⇒ It's FREE

WHY IS IT BETTER THAN  
POSTING LETTERS?

## REMINDER ON HOW TO REGISTER.

- ⇒ Go to your phone 'app' store
- ⇒ Search for 'Killicomaine JHS' - Download
- ⇒ Enter the password (this was sent to you in June or see next page)

## YOU MUST ELECT THE MESSAGE GROUP YOU WISH TO BELONG TO:

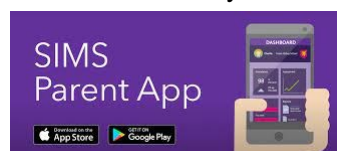
- ⇒ Year 8
- ⇒ In August you can choose the class your child has been will be in.

## NOTIFICATIONS

Click on **RED** cog wheel (top right) - Select Year group, scroll down the same list and select the **FORM CLASS NAME**



In due course we will send you details about the SIMS app. This will be a new addition to our communication with you.





## SCHOOL FUND

We are extremely grateful to all parents who annually assist us by contributing to our School Fund. Whilst it is voluntary, it is vital to enable us to provide our extensive range of activities which contribute to the KJHS experience in and outside the classroom. School Fund is used for the benefit of all pupils throughout the school and helps to facilitate music, drama, sport and other clubs and societies across the school as well as subsidise school events, competitions, sports affiliation fees, the hire of buses etc. Your support is so essential to ensure we can continue to enrich what we offer in school.

The contribution for this year will be **£30 in respect of the eldest child in attendance at the school and £10 for any other children up to a maximum of £40 per family.**

## SCHOOL PLANNERS

We also distribute a School Planner to each pupil on their first day at school, **at a subsidised cost of £3.** This planner has key information for pupils. It also acts as a homework diary.

**We are asking that you make your payment for School Fund and the School Planner through our School App (see page 3). You will find this in the PAYMENTS section. Please complete all sections and submit your payments.**



## SCHOOL HOLIDAYS 2022-23 Copy on app and pupil planner

Hallowe'en	31st October 2022 - 4th November 2022 (inc)	Includes 1 SDD
Christmas	21st December 2022 - 3rd January 2023 (inc)	Includes 1 SDD
Mid Term	13th February 2023 - 20th February 2023 (inc)	Includes 1 SDD
St Patrick	17 <sup>th</sup> March 2023	
Easter	3rd April 2023 - 14th April 2023 (inclusive)	
May Day	1st May 2023	
May Bank Holiday	29th May 2023	
Staff Training	9th June 2023 (SDD)	
Term ends on	29th June 2023	

1 further Staff Development Day (SDD) remains unallocated

## KJHS SENIOR LEADERSHIP TEAM – known as SLT

### Members of SLT- 2022-23:

Mrs A J Murphy	Principal
Mr W Johnston	Vice Principal ~Curriculum and Pastoral
Mr N Forbes	Premises Manager, Timetable, Assessment and Reporting
Mrs.C Maxwell	SENCO ~ Head of Curriculum
Mrs S Cordner	Head of Music ~ Head of Pastoral Care

## Form Teachers 2022 – 2023

(subject to change)

### Year Heads: Mrs Percy, Mr Chambers

<u>Class</u>	<u>Form Teacher</u>	<u>Form Room</u>
8A1	Miss Sergeant	4
8A2	HE teacher TBC	29
8A3	Mr Morrison	TBC
8B1	Mr Drummond	19
8B2	Miss Davidson	34
8B3	Mrs McAlister	8
8C1	Mrs Radcliffe	22
8C2	Mrs Campbell	15
8C3	Mrs Black/TBC	28

### Year Heads: Mrs Farrell, Mr Whitehead

<u>Class</u>	<u>Form Teacher</u>	<u>Form Room</u>
9A1	TBC	39
9A2	Mrs Doogan	38
9A3	Mrs Furphy	36
9B1	Mrs Blair /TBC	40
9B2	Mrs Camblin	13
9B3	Mrs Finlayson/TBC	30
9C1	Mr Sloan	18
9C2	Mrs Orbinson/TBC	1
9CA	Miss Hanna	16

### Year Heads: Mrs Hannigan, Mr Edgar

<u>Class</u>	<u>Form Teacher</u>	<u>Form Room</u>
10A1	Mr Mulligan	8
10A2	Mrs Ball/ TBC	2
10A3	Mrs Hawthorne	9
10B1	Mr Lanz	11
10B2	Miss Campbell	32
10B3	Mrs Martin/ TBC	41
10C1	Mrs Hillis	17
10CA	Mrs McCormick/Mrs Gardiner (Wed)	12

# KJHS SCHOOL DAY 2022-23

	<b>MONDAY</b> 9:00AM	<b>TUESDAY</b> 9:00AM	<b>WEDNESDAY</b> 9:00AM	<b>THURSDAY</b> 9:15AM	<b>FRIDAY</b> 9:00AM
	REG 9:00-9:10AM	LONG REG 9:00 - 9:20 AM	REG 9:00-9:10AM	DELAYED START	REG 9:00-9:10AM
	ASSEMBLY 9:10-9:20AM		ASSEMBLY 9:10-9:20AM	REG 9:15-9:20AM	ASSEMBLY 9:10-9:20AM
<b>PERIOD 1</b> 9:20-9:55					
<b>PERIOD 2</b> 9:55-10:30					
<b>PERIOD 3</b> 10:30-11:00					
11:00 - 11:15AM <b>BREAKTIME</b>					
<b>PERIOD 4</b> 11:15-11:50					
<b>PERIOD 5</b> 11:50-12:25					
<b>PERIOD 6</b> 12:25-1:00					
12:25 - 1:00 PM <b>EARLY DINNER</b>					
1:00-1:35PM <b>LATE DINNER</b>					
<b>PERIOD 7</b> 1:00-1:35					
<b>PERIOD 8</b> 1:35-2:10					
<b>PERIOD 9</b> 2:10-2:45					
<b>PERIOD 10</b> 2:45-3:15					

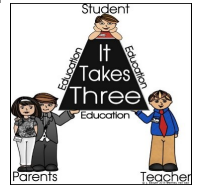
## KEY CHANGES

- ⇒Lunch time 35 minutes—removal of 5 minute lunch overlap
- ⇒School day ends 3:15pm
- ⇒Thursday delayed start 9:15 am for ALL pupils—special arrangements for buses
- ⇒School day ends 3:15pm

## ROLES & RESPONSIBILITIES

At KJHS we promote the triangle of learning—the **Pupil, the Parent and the School**. A cohesive, cooperative effort between parents, teachers and school community to develop a well-rounded education at KJHS. Working together to maximise each child's potential and achieve his/her personal excellence.

Each partner has a vital part to play by being supportive of each other and committed to the success of this partnership.



### Parent responsibilities at KJHS:

**Reminder ~ The written acceptance of our Home/School Partnership agreement is interpreted as a commitment by you and your child that you both accept our ethos, policies and rules. Whilst you may not agree with them we ask that you continue to encourage and ensure your son/daughter knows the school rules and to support the school in its expectations and implementation of the rules.**

#### Attendance

- ◆ Ensure your son/daughter attends regularly, arrives on time in full school uniform and suitably equipped for the day ahead.

#### Positive Partnership

- ◆ Work together with teachers for the benefit of your child. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- ◆ Act as a positive role model for your child in communications and relationships with the school.

#### Contact

- ◆ Maintain regular contact with school by-
  - (a) attending parent/teacher consultation and whole school functions.
  - (b) providing absence letters or late to school letters
  - (c) informing school of events/circumstances which may impact on their child at school e.g. bereavement, separation.

#### Arranging an appointment

- If you wish to see a member of staff, please telephone to make an appointment. Do not simply turn up at school, staff have teaching and extra curricular commitments as well as their own family commitments.

#### Homework

- ◆ We would encourage parents to get involved with homeworks by:
  - (a) Inspecting the homework planner frequently.
  - (b) Signing the planner weekly.
  - (c) Encouraging a responsible attitude to schoolwork and homework.
  - (d) Ensuring that children complete homework on time.
  - (e) Communicating with the form teacher using the planner.

#### Mobile Devices

- Killicomaine JHS **does not permit pupils to have or use mobile phones** during school time. As a school community, parents are key to this by supporting this rule. A payphone is available at the school office. We ask that pupils have 50p and a copy of a parent's mobile phone in blazers for emergency use. Should a parent need to contact a pupil, please phone the main office on **02838332021**.

#### Social Media

- Parents are key to ensuring that their son/daughter is only accessing social media or apps that are age appropriate. Killicomaine cannot be responsible or manage the communications that take place on these platforms.

## Appropriate use of social networking sites by parents

The school recognises that many parents and other family members will have personal social networking accounts which they might use to discuss/share views about school issues with friends. Although it may appear to be the quickest and easiest way to express frustrations concerns about the school and those associated with it, it is not the way to raise concerns or complaints.

The School considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

- ◆ Naming children or posting any comments about children who attend KJHS.
- ◆ Making allegations about staff or anyone else connected with the school;
- ◆ Making any posts that could be deemed to be cyber-bullying;
- ◆ Making complaints about the school or staff at the school;

**KJHS will not respond to issues raised on a social networking site. Please contact the school to discuss any concerns you may have.**

**Offensive posts will be reported to the social media provider and PSNI.**





## KEY INFORMATION FOR PARENTS : CONTACT WITH SCHOOL, PUPILS AND SCHOOL STAFF



Parents/guardians are welcome to contact the school any school day at any time during school hours 8.40am – 4.15pm.

Schools are busy places where the main priority of each staff member is to provide a high-quality education to each student. Phone calls, emails or requests by parents for information or meetings will be responded to as quickly as possible. Facebook Messenger is not available as a substitute to contacting the school office and is not always manned.

**To avoid disruption to learning, phone calls will not be put through to classrooms during teaching time, but a message will be sent. Please allow at least 24 hours - Not all staff have internal phones and staff may be involved in extra curricular activities from 3.15pm.**

The following procedures should be followed:

Should parents wish to discuss any matter regarding their own child with any teacher, they should firstly contact the school office and request a call back or make an appointment with the teacher concerned. An urgent or safeguarding concern will be prioritised. **Please note that in secondary school we have a scaffold of key staff with specific responsibilities. Our office staff will direct your query to the most appropriate member of staff.**

- ◆ Meetings /phone calls should be conducted in a professional manner.
- ◆ There may be occasions when you are not happy with the way we have dealt with an issue. Please do not let your feelings override normal courtesy. If you speak aggressively to our staff then we may need to terminate the conversation. Bullying, aggressive language and threats have no place in our communication between home and school. Failure to do so will result in the termination of the interview. The teacher may have a colleague present if he/she deems it appropriate and of benefit to the meeting e.g. a form teacher may ask your child's Year Head to attend; a parent may bring a relative or friend for support.. The Principal and Board of Governors reserve the right to refuse or terminate interviews with parents who fail to conduct meetings in a proper manner.
- ◆ Please note that the school does not accept anonymous phone calls. Consequently, the office staff will not forward any caller who refuses to give his/her name. For safeguarding reasons we can only speak about a pupil to those adults on the contact list.
- ◆ For the safety of all pupils, when parents/guardians come to fulfil the appointment they should report to the office and remain there until the teacher concerned comes to the office. Visitors are not permitted beyond the double doors in the foyer and should not enter the corridors, this is in line with Child Protection procedures.
- If you wish to see a member of staff, please telephone to make an appointment. Do not simply turn up at school, staff have teaching and extra curricular commitments as well as their own family commitments.

### Seeking access to and making contact with pupils.

- ◆ No unauthorised person will be granted access of any kind to any pupil within the school and its grounds during the school day
- ◆ Only parents/guardians who have legal right of access to their children will be allowed access to their children within the school and its grounds. This will be by appointment only with the Principal or Vice Principal.
- ◆ Should any unauthorised person attempt to contact any pupil in the school or grounds, or seek to make arrangements to meet any pupil outside the school, the PSNI will be informed immediately.
- ◆ The Board of Governors, represented by the Principal, Vice Principal or any member of the school staff delegated by them, reserve the right to exclude from the school premises anyone refusing to comply with these regulations.

## ATTENDANCE

You are by far the most important influence on your child's life and learning and it is you who is responsible for making sure your child is educated. Our expectation is that your child is in school every day. This level of attendance ensures your child has every chance to improve their educational achievements. **Evidence shows that a pupil's progress and attainment is affected if their attendance falls below 95%. (Approximately 9 days off school). Research tells us pupils with poor attendance, underachieve. The Education Welfare Officer monitors school attendance along with our Pastoral Team**

## ABSENCES

After an absence from school you must notify us as to the reason they have been off. You can do this by either completing the 'Absence Form' which can be found in the '**FORMS**' section on the School app or, on the day of return, sending a note signed by you as the parent/carer, stating the reason for the absence. This should be handed to his/her Form Teacher. There are absence note templates in the student planner. In the event of the absence exceeding 2 days, you should inform the school. This is essential as **unexplained** absences are considered as **unauthorised** by the Department of Education and are monitored by Education Welfare at monthly meetings with our Year Heads.

## LATE TO SCHOOL

All pupils must be at their registration room by 9am. Latecomers must report to the office **Pupils are expected to have a letter or note in planner to account for the late arrival. Pupils with a valid note of explanation will not be penalised. Patterns of lateness are monitored.**

## SCHOOL GROUNDS

**Pupils cannot be dropped off or collected inside the school grounds. This is to reduce car traffic and keep all our pupils safe.**

### EXEMPTIONS:

- ◆ Your child needs to access the disabled parking bay;
- ◆ You are picking your child up for an appointment during the school day;
- ◆ If you are picking your child up from an after-school club then you may collect him/her in the school grounds or at the hockey pitch. Please be aware that pupils will be leaving the site too, so extreme caution is advised.

## APPOINTMENTS

It is best to make medical appointments outside school hours. If it is unavoidable then you can complete the '**Leaving School for appointment form**' in the '**FORMS**' section of the school app. **Pupils will not be permitted to leave the school building unless we have received notification via the School App. Under no circumstances should your child leave school or go home without permission.**

## ILLNESS/ACCIDENT

If your child feels unwell or have an accident he/she will be sent to a First Aider. If he/she is too ill to remain at school or if hospital treatment is necessary, then you will be contacted to make suitable arrangements. If a child feels better and returns to class, parents will not be notified. We expect our pupils to be able to update parents on the school day. **Please do not send pupils to school who are unwell before leaving home.** This will also avoid the risk of spreading illness amongst the class. If your child is too ill to remain at school or if hospital treatment is necessary, then school will contact a parent to make arrangements.

## EMERGENCY NUMBERS

It is very important that the School is able to contact a parent or other adult in cases of emergency. Please can you make sure that we always have an up to date number and that, if there is a change in circumstances, we are made aware of it.

## MEDICINES

If your child needs to take medicine at school, he/she should bring a letter from you stating when it needs to be taken. Medicine must be left with the school office. Pupils with asthma must always carry an inhaler. A spare inhaler, labelled with name and class should be handed into the school office. It is important that your child's PE teacher and/or sports coach is shown the inhaler at the start of each session.

If your child has an allergy that requires an epi-pen or a device for diabetes – **IT IS IMPORTANT THAT YOU CONTACT THE SCHOOL SO A CARE PLAN CAN BE PUT IN PLACE.**

## NUT FREE ZONE

**We cannot have nuts in school in any form.** So please do not put any nut products in your child's lunch box. People who suffer from nut allergies can develop a severe, potentially life-threatening allergic reaction. First aid staff in the school are trained to use Epi-pens (an injection of adrenalin) which are required immediately a reaction occurs.

## MOBILE PHONES

The use of mobile phones in school present significant Health and Safety and Child Protection issues for pupils and significant Human Rights issues for all:

**MOBILE PHONES ARE THEREFORE NOT PERMITTED.** An exception may be made in special circumstances e.g. when pupils are involved in a school trip where the time of return is uncertain.

**If a mobile phone goes off in class or if a pupil is seen with a mobile phone the phone will be confiscated and retained in the school office. Parent/Guardian will be contacted to arrange for collection. After school detention issued by class teacher.**

- ◆ If a pupil uses a mobile phone in class or otherwise misuses it e.g. takes photographs, this will be treated as a serious breach of rules.
- ◆ Any pupil wishing to contact home must only do so using the phone in the office and after they have obtained permission.
- ◆ In an emergency situation, a pupil may seek permission from a teacher to use a mobile phone under supervision in school or on school activities where contact with a family member at home is an urgent necessity. In exceptional circumstances a parent/guardian can apply to the Principal for a phone pass.
- ◆ The school will not take any responsibility for phones lost or stolen in school.
- ◆ Parents should not contact pupils in school by text, voicemail or telephone call to their son/daughters mobile phone.

## ASSESSMENT and EXAMS

Assessment is an integral part of the school curriculum. Teachers assess pupils' progress in Year 8, both in an on-going way, referred to as Assessment for Learning, as well as in a summative way, which is Assessment of Learning through exams and tests. To challenge students and measure achievement through Key Stage 3, we have robust, external standardised assessments alongside our internal exams.

## SCHOOL EXAMS

A termly assessment booklet will be published which outlines how each subject will be assessing progress and the weighting for each subject. Teachers will link directly with pupils regarding revision details. A hard copy or access details to digital platforms such as ONE NOTE or GOOGLE CLASSROOM will be provided. Do make sure to get your child to show you these online tools, they have been set up to support learners and are especially useful if a child has been absent.

**Pupils are expected to take personal responsibility for their work and should be keeping up to date with units studied, going over work, making revision notes etc.**

## WHAT HAPPENS AFTER EXAMS

At Killicomaine we have a fluid banding cycle. Following on from school exams at Christmas and June, a review of current ability bands pupils are in takes place. Senior staff will make changes to ensure pupils are in the most appropriate band. The aim of this is to ensure the pace of the lesson best suits their learning needs and it maximises the chances of them achieving their personal best at KJHS.

## GOOGLE CLASSROOM

Pupils will be added to a form class Google Classroom. Individual subjects will also have Google Classrooms. Some homework may be required to be submitted via Google Classroom. Pupils will be issued with the codes for these. Further details will follow on our app to assist you as a parent. We know that primary schools may have used different online platforms



## TARGET SETTING

Pupils are also encouraged to be fully involved in their learning, to review their work and set targets for improvement which helps develop self-responsibility and independence.

Each year, following the winter and summer school examinations, pupils take time in their Form Class to review their performance in all subjects and set targets for improvement.

## SPECIAL EDUCATIONAL NEEDS (SEN)

Mrs Maxwell coordinates provision and support for pupils with additional needs in line with the SEN Policy available on the school website. If you should have any questions or concerns relating to SEN, please contact the school office to arrange a suitable time to speak with her.

## CHRISTIAN VALUES

We are committed to providing a safe and caring learning environment. Christian values are promoted in all aspects of school life at Killicomaine and we encourage all members of the school community to promote a Christian ethos where care and respect is shown to everyone. We are inclusive and welcome others regardless of differences; all individuals are respected and supported and nurtured.

## COUNSELLING

Killicomaine places a strong emphasis on the emotional well-being of our pupils. 2 counsellors operate in school. Referrals can be made by pupils, via their Form Teacher, Mrs Gardiner or by parents.

## MENTORING PROGRAMME

At Killicomaine we are pleased to partner with 'Reach Mentoring' every week as we encourage pupils to reach their full potential. Referrals are made by Form Teachers but should you feel your child would benefit from this service please contact Mrs Cordner.

## SCHOOL COUNCIL

To provide an opportunity for pupils to share pupil voice and actively participate in some decision making in school, we have a school council. Two members from each year group will be elected to represent their peers. Mrs Maxwell will explain more in due course.

## MERIT SYSTEM

At Killicomaine we value achievement in every aspect of the pupil's life and we are very aware of the strong connections between good behaviour and effective learning. The Merit System is operated twice yearly in four week blocks and combines rewards and sanctions setting out clear criteria which are applied consistently by all teachers in every classroom. Teachers record merits and/or demerits on the SIMS module and this data is continually analysed by the Form Teacher/Year Head and VP Pastoral Care.

Throughout the rest of the school year, teachers continue to track classroom behaviour, achievement and progress. We alert parents if patterns arise. We also encourage our pupils to keep parents updated on their progress in the merit system.

## EXTRA-CURRICULAR ACTIVITIES

Outside the classroom we encourage our pupils to participate in a wide range of activities to increase their happiness, improve emotional wellbeing and enjoyment of life, broaden their horizons and develop their social circle. Following on from the Covid-19 pandemic, this is a key priority of Killicomaine and we will be encouraging all students to take an extra-curricular activity.

## ADDRESSING BEHAVIOUR

KJHS has a Positive Behaviour Policy that regulates the conduct of pupils, it sets out the measures aimed at promoting high standards, good behaviour, self-discipline and respect. Teachers will sanction pupils whose conduct falls below the standard which is reasonably expected of them. Sanctions can include verbal warnings, missing break times, setting written tasks, detention, suspension or permanent exclusions.

## DETENTION

A break detention is sometimes issued and a pupil required to complete work over break. If a lunch detention is issued, a pupil will eat lunch first before attending the detention. **A break or lunch detention will be recorded with a demerit or behaviour point. Parents are not notified of one off internal detentions, we expect your son/daughter to be able to update you on his/her school day.. If a pattern emerges we do alert you to this.**

**AFTER SCHOOL DETENTIONS** may be short 3.15pm - 3:45pm or long 3.15pm - 4.15pm. A Vice Principal or Principal detention may be longer until 4:45pm. In some circumstances a Saturday detention may be issued by VP/P.

Parents will be informed by letter or email at least 24 hours in advance of the time detailing the time, place and reason for the detention. Permission is not required. <https://www.legislation.gov.uk/nisi/1998/1759/article/5/made>  
If your child fails to be there without a reasonable excuse, the school may give them a more severe sanction.

## ADDRESSING BULLYING BEHAVIOURS

**“Bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.”**

We believe in aiming to create a climate at Killicomaine JHS in which bullying behaviour is not accepted by any member of our school community. Killicomaine JHS Anti-bullying policy is available on our website and School app. Pupils, parents and staff were involved in writing the policy.

As part of our partnership with parents and carers there is an expectation that you endeavour to raise concerns about alleged bullying behaviour with the school at the earliest opportunity so that we can work together to resolve the issue or concern.

School has to determine if bullying has occurred or if it is socially unacceptable behaviour and so we will refer to alleged bullying behaviour. Both will be addressed and staff will explain this to you. Our Anti Bullying Policy is available on the school app and our school website

If the bullying is happening in the community and is not impacting school you may need to talk to that neighbour or parent. It is important to keep the channels of communication open and remember your child will probably want the situation to be resolved with minimum fuss.

## ONLINE ISSUES OUTSIDE SCHOOL

Cyber bullying often takes place out of school time and often on apps that pupils should not have access to. Parents have a key role in addressing this. Whilst Killicomaine will support families in incidents of cyber bullying it is vital parents ensure they are helping promote safe usage and helping to prevent misuse. Addressing issues that are outside of school will require parents to act.

- **Report to CEOP (Child Exploitation and Online Protection)**
- **Report to PSNI**
- **Contact the parent of the other child to alert them to incident that have occurred out of school on social media/ apps / gaming etc.**
- **Consider speaking with your GP if you feel your child's physical or emotional health is being affected by what is going on**

Parents are our students' most significant role models. We would ask that you model responsible and respectful behaviour within the school community in both the real and digital worlds.

Whilst it may be tempting to do, please do not take to social media to vent your anger about the actions of another child.

Making comments which could cause harm or distress to another individual is a criminal offence under the Malicious Communications Act and you could be visited by the PSNI.

The age of criminal responsibility in N. Ireland is 10 years of age so this applies to your son/daughter too. Make sure you know what they are posting or sending. When information is out there, it's out there and cannot be taken back.





## APPEARANCE AND UNIFORM

(see KJHS Rules & Responsibilities Booklet—SECTION 2 page 2—5 Appearance and Uniform—Posted to you in June)

The Governors and staff very much appreciate parents' support in ensuring that the children attend school smartly dressed and in the correct uniform. We regard this as a very important factor in the success of the school. The ability to uphold our school rules is

Pupils are required to wear correct and full uniform at all times. This includes on the way to and from school. At KJHS we expect high standards of school uniform and appearance. Why?

- A It helps all our pupils by promoting a shared identity, being part of the KJHS community.
- B It shows loyalty to the school vision of excellence.
- C It facilitates integration and enables pupils of all races and backgrounds to feel welcome.
- D It protects our pupils from social pressures to dress in a particular way.
- E High standards of school uniform and appearance are linked to better pupil outcomes in class.
- F High standards of uniform are regarded as an indicator of positive behaviour.
- G Refusal to adhere to uniform standards will therefore be seen as a refusal to abide by our KJHS school rules and actions will be applied accordingly.
- H To prepare our pupils for the world of work. Many employees have a dress and appearance code.

## UNIFORM STANDARDS

Pupils are encouraged to take a pride in their appearance and maintain high standards of uniform. Wearing the KJHS uniform means all pupils are acting as ambassadors for our school.

- 2.1 School uniform, should be clean, neat and worn correctly on all school days.
- 2.2 Shirts must be tucked into trousers. All buttons on shirts/blouses must be fastened. Tee-shirts etc. must not be visible under the school shirt. Hoodies under blazers are **not permitted**.
- 2.3 Tie must have a medium sized knot and worn at regulation length.
- 2.4 Should a pupil have a medical reason for not wearing full school uniform, parents should contact the school in advance of the pupil coming to school or send an explanatory note into school. A doctor's note may be requested.
- 2.5 Full school uniform should be worn on the journey to and from school. Pupils are reminded that while wearing the school uniform in public they represent the school and the school may be judged on how they conduct themselves.
- 2.6 The only badges to be worn on the school uniform are official school badges or recognised youth organisations.
- 2.7 Each pupil should have all his/her belongings clearly marked. The school does not accept responsibility for lost items.
- 2.8 Pupils should wear black tracksuit bottoms if walking home after any after-school activity.
- 2.9 Hair should be neat and tidy. Unacceptable hairstyles are those which take away from the appearance of the school uniform and damage the good name of the school in the community. (see details on page 21)  
**If in doubt, check with a Year Head before having your hair styled.**
- 2.10 Pupils are not permitted to have any facial piercings.

**Adherence to our high standards of uniform and appearance is regarded as an indicator of positive behaviour. Refusal to comply with these standards will be treated as a breach of school rules and there are a range of consequences that can be applied. These are detailed in the Positive Behaviour Policy.**

## A HIGH STANDARD OF PERSONAL APPEARANCE IS ALSO EXPECTED FROM ALL OF OUR PUPILS.

### **GIRLS**

The colour must be the student's own natural colour. Hair colourings tints/dips, dyes, highlights/ braids or tips are not allowed. We are a key stage 3 school, 11-14 years.

Extreme hairstyles or shaving of sections of hair are NOT PERMITTED at KJHS. Senior Leadership Team (SLT) to determine extreme.

#### **IF IN DOUBT, CHECK WITH A YEAR HEAD BEFORE HAVING YOUR HAIR STYLED.**

- Hair bobbles and bands should be school colours or plain black
- No Jewellery other than :
  - a watch
  - plain stud earrings (one in each lobe only, no high earrings)
- No facial piercings
- Make-up, nail varnish or fake tan, eyelash and eyebrow enhancements are not permitted.

### **BOYS**

- The hair should be no less than a grade 2. (changed for September 2022)
- A tidy hairstyle which is above the collar and not falling over the face is the required standard for all pupils.
- The style of the hair should not be extreme including but not limited to Mohawk, shaved styles and/or patterns. **Senior Leadership Team (SLT) to determine extreme.**
- The colour must be the student's own natural colour; dyes, highlights or tips are not allowed.

#### **IF IN DOUBT, CHECK WITH A YEAR HEAD BEFORE HAVING YOUR HAIR STYLED.**

- No Jewellery other than a watch
- No facial or ear piercings
- Clean shaven

We expect our pupils to take responsibility for and have pride in their appearance. Pupils who fail to conform with our dress code and uniform requirements will receive consequences in line with our Positive Behaviour Policy.

Consequences will include detention, not being able to take part in representative school sports activities and suspension if there are persistent appearance breaches.

Hairstyles which do not conform to the policy will be permitted in circumstances where the parents, pupil and school agree that the wearing of such hairstyles is an expression of culture, heritage or religion or required on medical grounds.

# SPORT SAFETY -IMPORTANT INFORMATION



It is **HIGHLY RECOMMENDED** that all pupils bring protective gear with them **every time** they are taking part in sports - either during PE lessons or after school (e.g. Shin guards, Mouth guards, Football Boots, Trainers/Astro-turf trainers)



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Serious injuries can occur if these protective items are not used.



**All items of equipment and clothing should be clearly labelled with pupils' name. Valuable items should not be brought to school**

## SPORTS HOUSES

**If anyone in your family has attended Killicomaine JHS before and you would like to be in the same Sport House as they were please let your PE teacher know in September.**



## **Is Your Child Entitled to Free School Meals and/or School Uniform and/or Physical Education Clothing Allowance?**

### Who is eligible?

If your son or daughter is in full-time education and you are in receipt of one of the following benefits: -

- Income Support;
- Income-Based Jobseeker's Allowance;
- Income-Related Employment and Support Allowance;
- Guarantee Element of State Pension Credit;
- Child Tax Credit or Working Tax Credit with an annual taxable income of £16,190 or less;
- Universal credit and have net household earnings not exceeding £14,000 per year.

### **OR:**

- if you are an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT); or
- if your child has a statement of special educational needs and is designated to require a special diet.

Eligible applicants can apply **now** for Free School Meals and/or School Uniform and/or Physical Education Clothing Allowance for the next school year

### Do you know?

**Your child's school is given extra funding for children entitled to Free School Meals. It is not necessary for your child to take the meal; the school will still receive the additional funding if your application is successful.**

**Given the current economic climate and the hardship that many families may face, the Education Authority would encourage parents/guardians to apply for their entitlement.**

### How do you apply?

Only **one** application form is required to be completed which can be obtained by contacting your regional office of this authority or your child's school. Forms are also available in your local Social Security Office or Citizens Advice Bureau Office.

Information is also available by logging onto [www.eani.org.uk](http://www.eani.org.uk) and clicking on **I WANT TO.....**

# Careers Education Information and Guidance (CEIAG)

Careers Education Information Advice & Guidance



Dear Parent/Person with Parental responsibility

I am Teacher in Charge of Careers Education, Information, Advice and Guidance (CEIAG) at Killicomaine. We as a staff strive to create as many opportunities to empower pupils for subject choice at GCSE study and in turn form the basis for further decision making at third level study and eventual careers.

I am contacting parents to see if anyone would be willing or would have a contact to help assist our Careers programme within school. We as a staff are very keen to provide a very real and almost '3-dimensional' insight into potential career pathways that pupils may envisage doing in the future. Of recent, pupils have experienced people from industry coming in to speak including a Geologist, an Author and a Chef etc. and many pupils have visited a place of work eg Coca Cola HBC, Lisburn, Galgorm Resort & Spa, Hollie Berrie Tearooms, Scarva, Almac, Craigavon and the new South Lakes Leisure Centre at Craigavon Lakes.

I hope to add to a 'contacts list' (first established September 2019) for staff to allow easy access to people who would be willing to help deliver a careers opportunity for pupils. Thank you to all those parents who did volunteer in August/September 2019, these contacts are within this bank, you don't need to contact again but any new parents who feel they could provide information for a member of staff, be willing to come in to speak in an informal setting or be able to provide a tour of a business we would really appreciate you getting in touch.

If you feel you could help please contact me via telephone 028 383 332021 or alternatively complete the **CEIAG form under the Permission Section within our School App with the relevant information:**

Your help and support would be very much appreciated by staff.

Kind regards

Mrs J Finlayson (CEIAG Coordinator)

# PERMISSIONS PAGES

## Digital signature



**ALL THE PERMISSIONS SHOULD BE SIGNED DIGITALLY VIA  
SCHOOL APP**

Please sign the following permission pages on our School APP (Code 11111) in the **FORMS** section.

**PLEASE RETAIN THE FOLLOWING  
DOCUMENTS FOR YOUR INFORMATION**

# CONSENT FORM FOR THE RECORDING AND USE OF IMAGES

Dear Parent/Carer

During the course of a school year, we take photos and /or videos of our pupils within school and on educational visits. These celebrate pupil achievements and highlight the many activities that take place throughout the school year.

To comply with the Data Protection Act 1998 and the new General Data Protection Regulation (May 2018), we need to ask your consent before the school or the media record any images of your child. In view of this, please read the Statement below and **sign the relevant form in the School App.**

1. We may use your child's photograph in the school prospectus and other publications we produce for promotional purposes.
2. We may use your child's image on our website and Facebook pages.
3. We may record your child's image on video or webcam.
4. Your child's image may appear in the media or local and national press
5. Your child's first name may appear with the image in the media.

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## COMPUTER AND SAFER INTERNET USE

As part of the schools ICT programme, we offer pupils supervised access to our computer network and the Internet, to give them the opportunity to develop their ICT skills. The Internet is an increasing feature of everyday life but along with it benefits the Internet also brings risks.

To protect our pupils, our Internet service provider performs rigorous filtering of the World Wide Web and electronic mail for inappropriate and offensive material. Nevertheless you should be aware that the potential to access inappropriate material does exist and that no filtering technology can completely guarantee that a pupil will never come across distasteful material in some form or other.

Before being allowed to use the school network and access the Internet, all pupils will be required to agree to and sign the school's ICT Acceptable Use Statement in the **forms section of School App**. The school needs your support in expecting pupils to use their access to the school network and the Internet in a responsible manner at all times. You are therefore asked to counter-sign the Acceptable Use Statement, completed by your son/daughter, to confirm your approval and their acceptance of the school rules on this matter.

PTO 

# Acceptable Use Guidelines of the Computer and Internet for Pupils

## ICT ACCEPTABLE USE

- ◇ On the network I will only use my own login username and password
- ◇ I will keep my username and password private
- ◇ I will not access other people's files without their permission
- ◇ I will use the Internet for research and school purposes only
- ◇ I will ensure that any e-mails I send are polite, sensible and responsible
- ◇ I will only send e-mails which my teacher has approved. I will not forward chain letters or insulting e-mails
- ◇ I understand that the use of strong language, swearing or aggressive behaviour is not allowed when using e-mail etc
- ◇ When using the internet and sending e-mails I will protect myself and others by not giving out my name address, phone number, photo or other personal information about your self and others.
- ◇ I will not arrange to meet any online contact. I will tell my teacher about any invitations to meet on-line contacts
- ◇ I will understand that I am not allowed to enter internet chat Rooms while using school computers
- ◇ I will tell a teacher if I see web pages or e-mails which are offensive or unpleasant
- ◇ I understand that the school may check my computer files e-mails and may monitor the Internet sites which I visit.
- ◇ I will only access the Internet for educational purposes and not for advertising, gambling or political purposes
- ◇ I will always quote the source of any information gained from the Internet, ie the web address, in the document I produce (copyright legislation)
- ◇ I understand that if I deliberately break these rules I could be stopped from using the Internet/e-mail and my parents/carers will be informed.

# Virtual Learning Guide and Protocol for Pupils

The Protocols for Virtual Learning outline the expectations we at KJHS have for our pupils when they engage in virtual lessons, live streams and activities. It is essential that all pupils follow these to ensure safe and appropriate working practice.

## Protocols for Virtual Learning

These protocols focus on:

1. Accessing and using Google Classroom / Office 365
2. Using comments in Google Classroom / Office 365

Pupils participating in live lessons via Google Meet, O365 Teams, Zoom, or any other video conferencing software

### 1 Accessing and using Google Classroom / Office 365

- Pupils should use their c2k username only, use of alternatives such as nick names are not permitted. Any breach of this guideline will be referred to the Form Teacher/Year Head and sanctions applied, as necessary.
- Pupils should submit work within the time frame of the submission date set by the teacher.
- Pupils should only communicate with teachers during school hours (9 am – 4 pm).
- Pupils should seek advice from a parent, sibling, friend before asking a teacher mundane/ simple questions.

### 2 Using Comments in Google Classroom / Office 365

**Comments are an essential way for pupils to ask their teacher for help and address any misconceptions. It is essential that every pupil follows the comments guidelines:**

- Use academic English in your comments to your teachers.
- Do not make comments to other pupils; please **only** comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask.
- Any inappropriate comments will be recorded in a screenshot and sent to the Form Teacher / Head of Year who will communicate with parents.
- Where there are behaviour concerns these will be recorded in the school's behaviour system and reported to the Form Teacher / Head of Year for that year group. Parents/guardians will also be notified.
- If pupils are not following the school's expectations, they may be 'muted' in the platform by their teacher, so they can no longer make comments.

### 3. Live Lessons/Streams

**When participating in an audio or live-streamed lesson on Google Meet, O365 Teams, Zoom, or any other video conferencing software, pupils are reminded that this is an extension of the classroom and should conduct themselves as they would in school. Normal school rules apply. Pupils are asked to adhere to the following:**

#### Pupil Guidelines/Code of Conduct for Live-Streamed Lessons

- Be prepared and on time for your interactive lesson (parents will be informed of the date and time of the video lesson). Pupils can only take part in live-streaming if a parent is aware and has given consent.
- Be dressed appropriately for learning (e.g. no pyjamas or football shirts that may be construed as divisive by other pupils).
- Pupils should listen carefully to the instructions given by the teacher and use the private message function to ask the teacher any relevant questions. The message function must not be used to communicate with other pupils in the class. (The teacher has access to all messages).
- Ensure that while live-streaming you are in an environment that is quiet, safe, public, and free from distractions. Please avoid using a bedroom for video conferencing.
- Remain attentive during sessions and interact patiently and respectfully with your teachers and peers. Pupils must not use any other electronic device during an online lesson.
- Be responsible for your behaviour and actions while participating in video lessons, including the resources you access and language you use. Respect the views of others, even if they are different to yours.
- Pupils **MUST NOT** record each other's online interactions or take photographs of classmates or teachers. Content from online lessons must never appear on social media platforms. Lessons may be recorded by the teacher for pupils unable to access the online lesson.
- Pupils must not share resources or videos created by teachers with anyone who is not a pupil of Killicomaine Junior High School.
- Pupils must not share the video conferencing meeting ID or password with anyone else.
- Pupils must not change their screen background or change their name.

These rules are designed to help keep pupils and staff safe and to ensure that live-streamed lessons enhance the learning of everyone in the class. Any breach of these guidelines will be referred to the Principal and sanctions applied, as necessary.

**REMEMBER TO SIGN THIS PROTOCOL IN THE 'FORMS' SECTION OF OUR SCHOOL APP**



# ADDITIONAL PERMISSION PAGES

To give your permission please sign the digital forms in the School App

## **SCHOOL OUTINGS**

Throughout the year your child will be participating in a variety of projects outside school. These may include sporting events, choir singing and visits to places of educational interest etc. You will be informed of any visits and the relevant dates by the Head of Department.

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## **CEIAG**

Killicomaine JHS has a Careers Service Partnership Agreement with the Careers Service NI which ensures your son/daughter has access to high quality Careers Education, Information, Advice and Guidance.

To offer CEIAG, the Careers Service needs basic information about pupils (name, address, DOB, special needs/disability and school attended). We require your permission to share this information with the Careers Service, This information will only be used for careers guidance, will be securely stored and security conforms to all requirements under the Data Protection Act 1998. It will not be supplied to third parties but may be used in anonymous form for statistical analysis.

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# NOTES

