

ULIDIA
INTEGRATED COLLEGE

YEAR 8 PARENT INFORMATION PACK 2024/25

To be retained by Parent/Carer

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Welcome

Welcome to Ulidia Integrated College.

It is not just your child that has secured a place in Ulidia IC, you have too! Throughout your child's post primary experience, we will work in partnership with you the parents and carers and we will share equal responsibility with you for your child's academic and pastoral success. The Induction Programme is designed to allay any worries or fears, and begin the process of becoming a 'Ulidian' as one pupil recently called it.

I hope the Induction Programme is useful, many congratulations, and I look forward to working with you over the coming years.



M Houston
Principal



LEARNING PATHWAYS

During Induction day, pupils will do some computer baseline tests as well as lots of fun 'getting to know you' activities. These will help us determine a starting point for your child as well as indicating whether they will begin in the Grammar or All Ability Pathways for particular subjects. These tests do not need to be prepared for and I would again emphasise the following: not all classes are taught in pathways because they do not need to be.

We only split into Grammar and All Ability Pathways where there is an educational advantage to doing so. The only difference between the pathways is the pace and challenge level of the lessons – the content, curriculum and opportunities to study subjects later in Key Stage 4 are exactly the same. Just because a pupil starts on a particular pathway does not mean they will stay on it. We tailor the learning, pace and challenge to the pupils.

USE OF DATA

During your child's time in Ulidia Integrated College, we will collect and process data about you and your child as part of our 'Public Task' - the core business of educating your child. We take the privacy of your data very seriously and will seek consent for any use of your data that falls outside of our public task. You will find those initial requests for consent in the accompanying Parent Booklet that you are required to complete and return to us.

Ulidia Integrated College is the data controller of the personal information we hold about our pupils and their parents/families/carers/legal guardians. This means that we are responsible for deciding how we hold and use the personal information which we collect.

We collect and use pupil information under the Education Act (Northern Ireland) 2014 and other legislation. You may find the specific legislation at <https://www.education-ni.gov.uk/departments-education-legislation>.

The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis. When collecting information from you we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Links with Parents

The school operates in partnership with parents to secure the best education possible for each child. We endeavour to strengthen the links between the home and the school in every possible way. Whenever there are matters concerning your son/daughter which need to be discussed, we will keep you informed and we hope that you will keep us informed of matters that might affect the education of your child. In addition, there are other ways in which you can keep contact with us.

STUDENT PLANNER

Each child will be issued with a student planner, which is a record of their life at the school during the year and an integral part of our Positive Discipline rewards system. It is used to record homework that has been set by the teacher or to send messages home about your child. It is expected that you will check the student planner daily and sign it weekly. If you want to pass information on to a teacher, write it in the appropriate place in the planner. Teachers check at the planners regularly to monitor credits and comments.

PUPIL PROGRESS MEETINGS

These will take place either online or in school. Arrangements are made throughout the school year for Subject and Form teachers to meet with parents to discuss academic and social progress. These meetings are an effective means of discussion and consultation and produce real benefits for pupils, parents and teachers. You are expected to attend these meetings.

REPORTS

The College issues one formal report to parents each year. Although there are consultation afternoons during the year, parents are invited to make contact with the College following the issue of any report to discuss queries arising from them.

COMMUNICATION

The College uses 'SchoolGateway' for the majority of letters and circulars that are sent to parents. These may advertise forthcoming events or contain information about school closures. We find that this is a more convenient and easily accessible method of communication for both parents/carers and the College. Check your School Gateway App regularly.

WEBSITE

Another means of communicating is through our website www.ulidiacollege.com. All College policies, including Safeguarding & Child Protection, Behaviour & Relationships and Anti-Bullying Policies are placed on the website and can be downloaded. This saves the College an immense amount on paper and costs. The website also contains other information that parents, and pupils, might find interesting.

PARENTS' COUNCIL

The Parents' Council exists to allow parents to make a positive contribution to College life and to take part in the decision making processes of the College. The Council meets as required during each academic year, and organises fund-raising events. Parents interested in the work of this committee may contact the College for more information.

Parental Support for the College

Irrespective of the amount of time a child spends in College, it is generally accepted that the home is the chief influence on children. This College operates on a partnership basis between staff and you, the parents. We are engaged together to ensure that the highest possible educational experiences are a daily part of your child's College life.

"We are engaged together to ensure that the highest possible educational experiences are a daily part of your child's College life."

You are welcome into the College to discuss your child's problems and progress and we will try to develop strong communication lines between the College and the home. You can help us do our best for your child in the following ways:

ATTENDANCE

Please ensure your child's attendance is regular. Irregular attendance impacts pupils and means they fall behind with their classwork; they fail to make appropriate progress and become very discouraged. If your child is absent from school, contact the College by telephone. Try to ensure your child arrives punctually at the start of the College day. Further details on attendance are on page 20.

EQUIPMENT

In order to participate in the learning process, your child needs to have the correct equipment. Please encourage your child to check their bag each night and that the correct books and equipment are there for the following day's lessons.

Apart from specialist equipment, your child should bring:

- A pencil, rubber and a ruler (30cm long).
- A black or blue ball point pen.
- Their student planner (homework is recorded in the Planner).
- Exercise books and school books needed for the day.
- A strong school bag that is capable of carrying A4 size books.
- A compass and protractor for Mathematics. The Mathematics Department recommend a Scientific calculator.

In addition to the above, and according to the pupil's timetable, your child may be required to bring other items to College, for example Physical Education kit. It has to be appreciated that failure to bring these items to College will lead to disruption in class and hence affect the quality of education experienced by your son/daughter. Please also ensure your child has a regular supply of tissues.

continued

The College strives for excellence in all aspects of the education we provide and, by complying with the above you will help us deliver this excellence within the classroom.

In exceptional circumstances, where a child has forgotten some item of equipment, an explanatory note would be appreciated.

Together in partnership, we can ensure that your son/daughter's academic experiences at Ulidia Integrated College are meaningful, educational and enjoyable!

PHYSICAL EDUCATION

Pupils should be in possession of the necessary PE kit and equipment, including a towel. All items should be clearly marked with the pupil's name. PE kits should be carried in an appropriate holdall such as a sports bag.

All pupils are expected to participate in PE. It is a compulsory part of the National Curriculum for Northern Ireland, and as such, holds the same status within our curriculum as any other subject. Pupils can only legally be excused PE if the College holds a Doctor's Certificate on the child stating that the child cannot participate.

UNIFORM

We try to encourage pride in appearance, uniform and the care of the uniform. Try to ensure that all items of uniform are labelled with your child's name. If for some exceptional reason, a child attends College out of uniform, please send a letter of explanation with the child to ensure a statutory imposition is not set. Please read the 'Uniform & Appearance' information on page 29 for further details of the correct College Uniform and suppliers.

HOMEWORK

Homework is an important part of the learning process. It allows children to consolidate their day's learning and brings to light any difficulties they may be experiencing in a given subject. Try and ensure that homework is completed to the highest possible standards. Check the student planner daily and that your child is using it appropriately. It can be used to communicate with your child's teachers – all homework will be recorded in the student planner. Encourage respect for College books and equipment. Please refer to the Homework policy on the College website.

COMMUNICATION WITH THE COLLEGE

Please contact the College whenever you feel it necessary and arrange an appointment. If your child deviates from normal procedures, especially with regard to uniform, PE kit, lateness, absence, or if your child needs to leave school for any reason, please write us a letter explaining the situation.

For security reasons, we shall never release a child from school during the College day unless a note is received from the parents. If a child is to be collected by someone other than the parent, please make this clear in your note, otherwise embarrassment might entail as we cannot legally release your son/daughter to anyone, other than the parent, without parental permission.

INVOLVEMENT WITH THE COLLEGE

The Board of Governors of the College hope you will take an active role in all aspects of the College. Apart from activities and functions that you will be invited to attend, the College has a very active Parents' Council. For more information on the functions of Parents' Council, please contact the College and we will put you in touch with a representative from your area.

This is your College and its success not only depends on the quality of academic excellence that your child experiences within the classroom but also on the involvement of parents and others to support our efforts.

Home/School Agreement

THE PARENTS/CARERS

For the duration of our child's time at Ulidia, we will do our best to ensure that:

- we build a positive partnership with the school for the benefit of our child
- our child attends regularly and arrives punctually and properly equipped. Personal items are clearly labelled with checks made at the beginning of each term
- correct uniform is worn at all times in line with school Uniform & Appearance policy
- we encourage our child to be organised and reliably responsible for themselves and their belongings
- we always inform the school of the reasons for absence
- we avoid taking our child on holiday during term time
- we support the school's values, policies and rules by encouraging a positive attitude towards school, in particular the Anti-Bullying, Attitude to Learning & Behaviour and Relationships policies
- we encourage and monitor our child's effort and achievement by signing the student planner weekly
- we provide working space and a quiet environment for homework and study
- we attend parents' meetings and bring any concerns promptly to the school's attention
- our child goes to bed at a sensible time during the school week
- we inform the school about any factors, including medical information, which might affect our child's work, welfare or behaviour

THE SCHOOL

For the duration of your child's time at Ulidia, we will do our best to ensure that:

- we build a positive relationship with parents in the best interests of their children
- children are well taught, cared for and treated fairly
- we recognise, encourage and promote a strong work ethic and pupil achievement and effort
- parents are given early warning of any problems with their child's work or behaviour
- appropriate action is taken in cases of pupils' misconduct or unauthorised absence.
- parents are kept informed about the curriculum and teaching method
- parents are invited to be involved in school activities and events
- parents are offered regular information about their child's progress, and are invited to meet their child's teacher once a year
- pastoral or academic concerns are dealt with by an appointment made with the Head of Year or another appropriate member of staff
- a written report is sent to parents annually, and the teacher is available to discuss this report if parents would like to do so

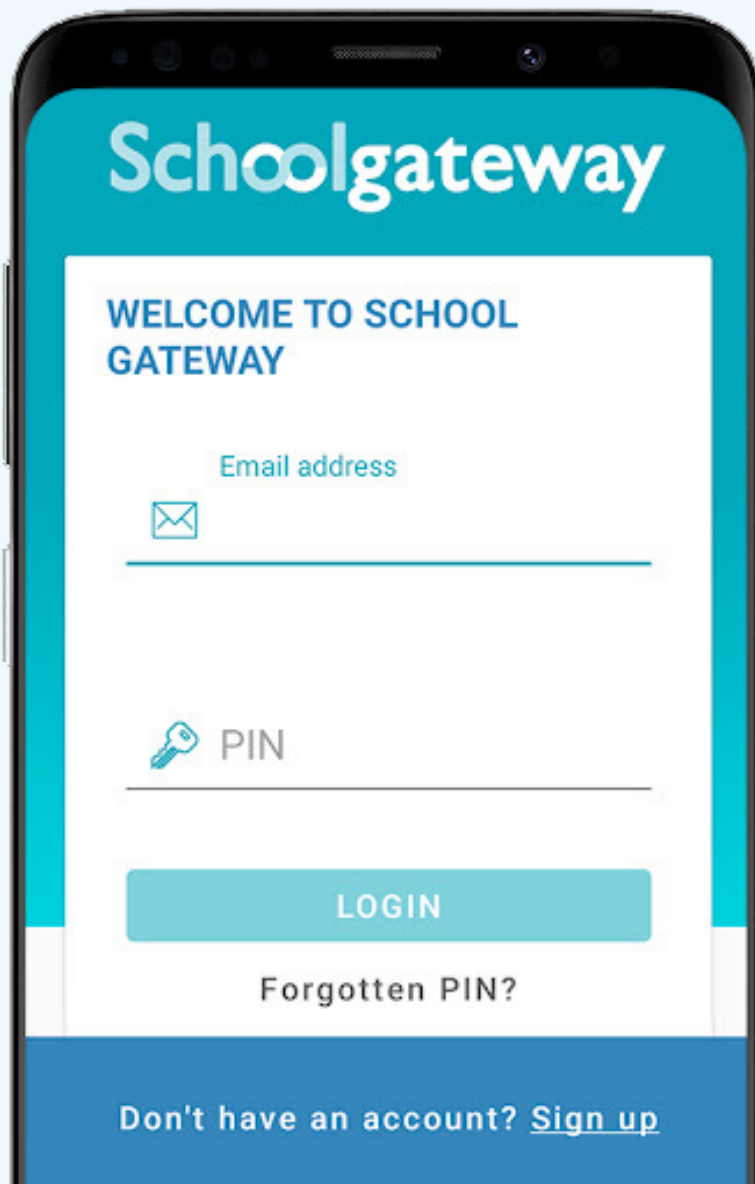
THE PUPIL

For the duration of my time at Ulidia, I will do my best to:

- attend regularly, arrive punctually and properly equipped, including my planner every day
- behave responsibly and abide by the rules in school, on the way to and from school and on school visits
- accept responsibility for my work, behaviour and attitude
- try hard and show pride in my work
- wear appropriate school uniform at all times
- complete my homework on time and to the best of my ability
- write all homework in my planner
- be polite, respect other people and their property and be responsible for the care of my own possessions
- present my planner to my parent/ carer(s) every weekend to be signed
- respect the school buildings and grounds and keep them tidy
- go to bed at sensible times during the week
- tell a member of staff if anything is worrying me

Download the Free School Gateway App

To download the App, go to either the App Store (iOS users) or the Google Play Store (Android users) and search for **School Gateway**.



WHY YOU SHOULD DOWNLOAD THE SCHOOL GATEWAY APP

We want to make our school communications informative, convenient, and easy to manage for our parents - that's why we use School Gateway! School Gateway utilises a free mobile app, available for iOS and Android devices, as well as a desktop portal.

We strongly encourage you to download the mobile app; here's why:

- Push notifications alert you to new messages, enabling you to access important information with ease.
- Manage all school messages in one place.
- Manage communications for more than one child, across different schools, with one School Gateway account.
- You don't need to log in to pick up messages or attachments - communications are quick and easy to access in moments.
- Parents can pay for trips, school meals, books, etc using the app.
- Lunch accounts can be monitored.
- Permission for trips, activities, etc can be given via the app.
- Surveys are easily responded to via the app.

The School Gateway app is a valuable tool for the parents and Ulidia Integrated College. Parents do not have to worry about missing a message in their child's school-bag. Students don't have to carry cash to school. Funds can be added to lunch accounts within minutes and parents can see all transactions through the app. There are many benefits to using this app and the school would encourage everyone to sign up.

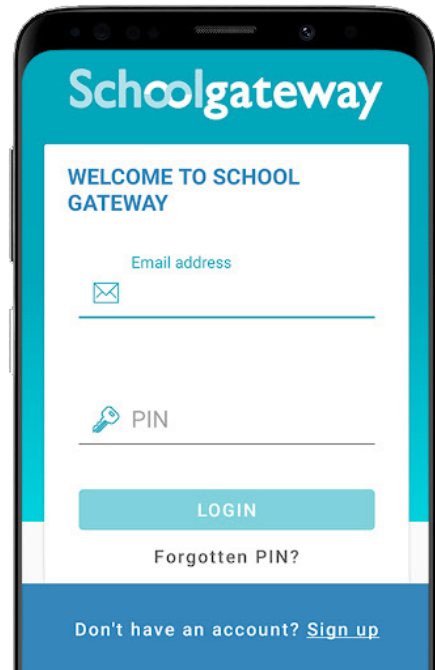
The logo for School Gateway, featuring the word "Schoolgateway" in a blue, sans-serif font. The "S" is significantly larger than the other letters, and the "g" is lowercase and smaller than the other letters.

GETTING REGISTERED

Creating an account is simple and will take no more than a couple of minutes.

1. Download the School Gateway Android or iPhone app.
2. Press '**Sign Up**' then enter the email and mobile number your school has on record. If you're not sure if they have the right details, it's best to check and update first.
3. Press '**Send PIN**'. You will receive a text message with your unique PIN.
4. You're now ready to log in and start using School Gateway.
5. If you don't have a smartphone or prefer to use a computer, you can set up your account using the web version of School Gateway.

<https://login.schoolgateway.com/0/auth/login>



1. Register

Enter the email address and mobile number that is registered with the school



2. Four Digit PIN

School Gateway will send you a text with your PIN



3. Login

You are ready to go

If already registered, do I need to re-register?

You do not need to re-register for School Gateway. To ensure that you can see your child's school on your existing account please ensure that all schools you are connected to have the same email address and mobile number.

A1 **OUTSTANDING LEARNER**

ATTITUDE 1

You have shown real determination to learn and succeed.

- You:**
- Are always eager to learn
 - Work independently, doing extra reading and research
 - Produce high quality homework and hand it in on time
 - Listen carefully to teachers and other pupils
 - Concentrate in class, work hard and make positive contributions to group and whole class discussions
 - Explore issues, events or problems from different perspectives
 - Regularly show initiative
 - Demonstrate responsibility for your own learning
 - Take your targets seriously and take steps to meet or exceed them
 - Are consistently prepared for each lesson

A2 **COMMITTED LEARNER**

ATTITUDE 2

You are making progress and have shown a commitment to learning.

- You:**
- Are regularly keen to learn and participate
 - Complete homework to the standard required and hand it in on time
 - Listen carefully to teachers and other pupils
 - Show a positive attitude in class and work to the best of your ability
 - Make a good contribution to group work and whole class discussion
 - Often show initiative
 - Are becoming an independent learner by taking more responsibility for your own learning
 - Understand that your targets are important and almost always meet them

A3 **INCONSISTENT LEARNER**

ATTITUDE 3

There are specific concerns about your progress. You could meet or exceed your target by improving one aspect of your learning (e.g. attendance, homework, organisation) or by being more consistent in your approach.

- You:**
- Are usually keen to learn and participate
 - Usually complete homework to the standard required and hand it in on time
 - Usually listen carefully to teachers and other pupils
 - Usually show a positive attitude in class and work hard
 - Sometimes make a contribution to group work and whole class discussion
 - Sometimes show initiative
 - Understand that your targets are important, but you are inconsistent in meeting them

If this continues you are at risk of not doing as well as you could, so you need to adapt your overall attitude to learning. We will discuss your progress with you and offer support and advice so that you can fulfil your potential.

A4 **UNDERPERFORMING LEARNER**

ATTITUDE 4

You are not making the expected progress as a result of more than one factor. You may sometimes hinder the learning of other pupils. Some of the following will apply.

- You:**
- Fail to show a commitment to learning
 - Do not complete the homework set to the necessary standard or hand it in on time
 - Fail to listen to teachers or to other pupils
 - Can waste time in class by not concentrating or working to your potential
 - Can be easily distracted or sometimes distract others
 - Take little responsibility for your own learning
 - Arrive unprepared or late
 - Can make little or no positive contribution to group or whole class discussions
 - Sometimes fail to meet your targets through lack of preparation

If this continues you are at risk of not doing as well as you could, you need to review your attitude to learning. We want you to succeed and will do our best to ensure that you are provided with all the help and support you require.

A5 **CAUSE FOR CONCERN**

ATTITUDE 5

You are seriously underachieving. You often hinder the learning of other pupils. All or some of the following will apply.

- You frequently:**
- Fail to show a commitment to learning
 - Waste time and make little or no progress
 - Fail to complete homework and hand it in on time
 - Arrive unprepared or late
 - Interrupt lessons; slow down or distract other pupils
 - Fail to do sufficient work in class
 - Disrupt group work or whole class discussions
 - Refuse reasonable requests or challenge teacher authority taking up too much teacher time for negative reasons
 - Take little or no responsibility for your own learning
 - Fail to meet your targets or our expectations

You will have already been spoken to about your work and attitude to learning. We will arrange a meeting with you and your parents. You will be monitored very closely to ensure progress is made with immediate effect and will be required to attend after school sessions to catch up on any work. We want you to succeed and will do our best to ensure that you are provided with all the help and support you require.



This is a description of your son/daughter's approach to their learning at Ulidia. The bulleted list for each grade is an indication of the types of attitude/behaviour they display in lessons. It is a best-fit model and your son/daughter may not display all of the characteristics in the category.

ATTITUDE TO LEARNING AT ULIDIA

BEHAVIOUR FOR LEARNING



A clear structure of informal and formal sanctions is used by teaching staff to reinforce our standards and expectations for both work and behaviour.

The intention of all sanctions is to underline and help students to understand when improvements must be made and to encourage you to make changes that will benefit you in the long term. The following types of behaviour cannot and will not be tolerated as they impact the quality of teaching and learning in the classroom:

Talking over teacher/others	Defacing/destroying school property
Not following instructions	Being unprepared for class
Rudeness to staff	Refusal to co-operate with staff
Lateness to school or lessons	Interrupting demonstrations
Missing work deadlines	Inappropriate language

The following 3 step procedure is used to address negative behaviour in the classroom

1 CHANGE

I have behaved inappropriately in class so my teacher has given me a **CHANCE** to correct my behaviour. My teacher has spoken to me about my behaviour and has lifted my planner. I will receive no further sanction at this point.

2 CHOICE

Good choices will result in praise and rewards; Poor choices will result in consequences. I have **CHOSEN** not to correct my behaviour. I will receive a negative comment in my planner. I now have a further **CHOICE** to make...

3 CONSEQUENCE



I corrected my behaviour at this point and received no further sanction... **Good CHOICE**



I continued to behave inappropriately, disrupting my learning and the learning of others... **Poor CHOICE**

As a **CONSEQUENCE** I will receive a departmental sanction which could be:

- consultation with head of department
- extra work
- lunch detention
- removal from class
- after school detention
- SIMS referral to Form Tutor & Head of Year

WARNING: If my negative behaviour continues or is deemed more serious the consequences will be determined by my Head of Year or a member of SLT

Parents Code of Conduct

Introduction

The strong working relationship between parents, carers and the College is one of the hallmarks of an Integrated school. Our parents recognise that educating pupils to the highest academic standards is a process that involves partnership between parents and carers, teachers and the College community.

In Ulidia Integrated College, parents and carers understand the importance of good working relationships to set an example for young people regarding the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents and carers to participate fully in the life of our College.

1. PURPOSE AND SCOPE

At Ulidia Integrated College, we believe it is important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for students, staff and parents • Model appropriate behaviour for our students at all times.
- To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the Staff Code of Conduct) and students (through our Behaviour Policy).
- This code of conduct aims to help the College work together with parents by setting guidelines on appropriate behaviour.
- Throughout this policy, we use the term 'parents' to refer to:
- Anyone with parental responsibility for a student
- Anyone caring for a child (such as grandparents, carers or child-minders) • Anyone representing the parent of a child.

2. OUR EXPECTATIONS OF PARENTS AND CARERS

We expect parents, carers and other visitors to:

- Respect the Integrated ethos, vision and values of our College
- Work together with staff in the best interests of our students
- Maintain reasonable expectations for staff response to general communications (three working days or as soon as possible thereafter)
- Treat all members of the College community with respect – setting a good example with speech and behaviour
- Seek a calm and reasonable solution to all issues
- Seek to clarify your child's version of events with the College's view in order to bring about a calm and reasonable solution to any issue

- Correct your own child's behaviour (or those in their care) where it could lead to conflict, aggression or unsafe conduct
- Approach and work with the appropriate member of College staff to help resolve any issues of concern, following up if an appropriate response has not been received after three days.

3. BEHAVIOUR THAT WILL NOT BE TOLERATED

- Disrupting, or threatening to disrupt College operations (including events on the College grounds and sports team matches or demanding to wait in the lobby until you are seen)
- Swearing, or using offensive language at any time
- Threatening to do actual bodily harm to a member of College staff, Governor, visitor, fellow parent or student, regardless of whether or not the behaviour constitutes a criminal offence
- Displaying a temper, or shouting at members of staff, students or other parents either in person, by telephone or any other format
- Damaging or destroying College property
- Abusive, passive aggressive, aggressive or threatening e-mails or text/voicemail/phone messages or other written communication including all social media
- Unreasonable demands upon College staff to respond to a parental query, or expectations for staff to communicate outside of normal working hours
- The College does not permit any electronic recordings of in person meetings, online meetings or telephone calls by parents or staff without the explicit prior permission of all involved, and in agreement with senior managers. The College reserves the right to record calls for training and operational purposes.
- Making serial and unreasonable complaints (please see Complaints Policy)
- Posting defamatory, offensive or derogatory comments about the College, its staff or any member of its community, on social media platforms.
- Any aggressive behaviour (including physically, verbally or in writing) towards your child,
- another child or any adult

continued

- “Disciplining” another person’s child – please bring any behaviour incidents to a member of staff’s attention
- Smoking, vaping or drinking alcohol on the College premises.
- Possessing or taking drugs (including legal highs)

4. BREACHING THE CODE OF CONDUCT

If the College suspects, or becomes aware, that a parent has breached the Code of Conduct, the College will gather information from those involved and speak to or write to the parent about the incident.

Depending on the nature of the incident, the College may then:

- Send a warning letter to the parent
- Limit contact by allocating one key staff member to communicate with
- Invite the parent into College to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (such as PSNI in cases of criminal behaviour)
- Seek advice from the College’s legal services regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the College site in line with EA Protocols.
- Should any of the above behaviour occur on College premises, the College may take any of the following actions:
 - Ending a meeting or telephone call if inappropriate behaviour is displayed
 - Not replying to communications that are offensive, abusive or derogatory
 - Communication with you in writing only if verbal abuse, aggression or shouting takes place • Insist that the adult communicates with the College through one member of staff only
 - Contact the appropriate authorities (Education Authority, PSNI etc.)
 - Consider banning the offending adult from entering the College grounds

We trust that parents will assist our College with the implementation of this policy, and we thank you for your continuing support of the College.

The College will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the Principal.

The Principal will consult the Chair of the Board of Governors before banning a parent from the College site.

Parental Responsibility

WHAT IS PARENTAL RESPONSIBILITY?

All mothers and most fathers have legal rights and responsibilities as a parent - known as 'parental responsibility'.

If you have parental responsibility, your most important roles are to:

- provide a home for the child
- protect and maintain the child

If you have parental responsibility for a child you don't live with, you don't necessarily have a right to contact with them - but the other parent still needs to keep you updated about their well-being and progress.

You're also responsible for:

- disciplining the child
- choosing and providing for the child's education
- agreeing to the child's medical treatment
- naming the child and agreeing to any change of name
- looking after the child's property

WHO HAS PARENTAL RESPONSIBILITY?

A mother automatically has parental responsibility for their child from birth.

A father usually has parental responsibility if they are either:

- married to the child's mother
- If a father marries the mother after the child's birth, they have parental responsibility if they live in Northern Ireland at the time of the marriage.
- An unmarried father has parental responsibility if they are named, or become named, on the child's birth certificate (from 15 April 2002).

BIRTHS REGISTERED OUTSIDE THE UK

- If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

SENDO Questionnaire

At Ulidia Integrated College, we have always attempted to work in partnership with parents to identify any barriers to education that children may have, and to take all reasonable steps to access the most appropriate support and resources available. When the Special Education Needs & Disability Order (or SENDO as it is known), came into effect on

1 September 2005, this became a legal requirement.

In order to carry out our responsibilities under SENDO and to enlist the appropriate support from the Education Authority and other agencies, it is important that we have all the necessary information in advance. A number of different agencies and professionals might hold information about a child's needs and disabilities, but we depend on parents to inform us and to give permission for its release to school.

SENDO
Section to be
completed in the
School Return of
Information and
Consent Pack.

SEN: Changes to the Code of Practice Explained

You may or may not be aware that The Department of Education has made changes to how schools must record children who have special needs. We hope the following information will help explain some of these changes and what it means for your child.

WHAT IS 'THE CODE OF PRACTICE'?

The Code of Practice addresses the identification, assessment and provision made for all children who may have special educational needs at some time in their school careers. It offers guidance to both the Education Authority and schools about how these needs should be met within the education system. It outlines the different stages at which a child's needs are identified, assessed and provided for by both the school and the Education Authority.

From 2019, there are significant changes to the Code of Practice in terms of recording within the stages of identification, assessment and provision of support. The major change is that 5 stages will now become 3 stages.

Changes	Previously	from September 2022
Number of Stages	5 Stages	3 Stages
Stage 1 & 2	Stage 1 & 2	Stage 1 (additional school provision)
Stage 3 & 4	Stage 3 & 4	Stage 2 (EA or HSCT provision)
Stage 5	Stage 5	Stage 3 (Statement of Special Educational Need)
Medical conditions/ Diagnoses with no additional educational provision	Stage 1-5	a) Children with a medical diagnosis with no additional educational provision required will be on the Medical register. b) Children with a medical diagnosis with additional provision will be on the Special Needs Register (SEN) and the Medical Register. c) Children with additional provision and no medical diagnosis will be on the Special Needs Register (SEN)

What this means:

- A number of children who are currently on the SEN register will be removed from the SEN register
- Some children will move to the Medical register only
- Some children will remain as they are at present (although the stage may change)

MEDICAL REGISTER

Only pupils for whom we have received evidence of a diagnosis of ASD/ADHD from HSCT eg. Consultant letter or report provided by the parent, or identified in statements issued by the EA, will be recorded under Medical Diagnosis.

SEN REGISTER

A pupil's placement on the SEN register means that they have a special educational need which requires special educational provision described in legislation as 'educational provision which is additional to, or different from, the educational provision made generally for children of their age in ordinary schools'. If you have identified your child as having a diagnosis of dyslexia or dyscalculia we require evidence of this.

Major change – Please note that pupils with Autism or Asperger's (Autistic Spectrum Disorder) or Attention Deficit Disorder (ADD) or Attention Deficit with Hyperactivity Disorder (ADHD) will now be recorded on the Medical register if there is no additional educational provision needed. They will not have an IEP/PLP unless they are also on the SEN register.

REASSURANCE

Please let us take this opportunity to reassure you that despite these changes to how schools record special needs, teaching staff at Ulidia are very much still aware of your child's individual needs, whether they are medical or require additional educational assistance. We will continue to cater for these individual needs within the classroom setting.

If your child's needs are being met through differentiated classwork and classroom teaching/provision, then they will no longer be placed on the SEN register and will not have an IEP/PLP. Only those pupils receiving additional provision outside of the classroom setting will have an IEP/PLP.

We would also like to reassure parents that this will have no impact on current access arrangements and individual support provided during external exams.

Pupils Code of Conduct

As a member of the College community, we expect pupils to assist in the smooth and efficient operation of our school by observing the following code of conduct.

"Respect for Self,
Others and
Property"

PREPARING FOR THE COLLEGE DAY

- Come to the College neat and clean in full uniform, on time and properly
- Come equipped for work.
- Complete all homework to their best standard and submit them punctually.
- Go directly to College in the morning – do not wait around the shops, train or bus stations or other public areas for other pupils to arrive.

MOVING IN AND AROUND THE COLLEGE

- Pupils should always move quietly and in good order from class to class and keep to the right on the walkways. In the interests of safety, running is strictly forbidden.
- Around the College, pupils should keep to the pathways and do not go out of bounds.
- Pupils should be punctual to lessons – arrive outside the classroom and stand quietly in a single file to be admitted by the teacher.
- Fire alarms, extinguishers, fire hoses and emergency doors are for emergency use only – these must not be interfered with.
- Chewing gum and smoking/vaping are not permitted within the College. Smoking/vaping is not permitted whilst wearing College uniform.

CONSIDERATION FOR OTHERS

We expect pupils to:

- Speak politely. Open doors for teachers, visitors and others.
- Show respect for all acts of worship.
- Maintain high standards as a pupil of Ulidia Integrated College as they travel to and from the College.

CARE FOR YOUR ENVIRONMENT

We expect pupils to:

- Use bins or your pockets for waste paper. Lift any litter dropped accidentally to keep our College clean and tidy.
- Be careful near notice boards and help protect notices and displays of work. Take care not to damage College furniture.
- Report all accidental damage immediately at the main office.

IN THE CLASSROOM

- In the classroom, pupils are expected to work to the best of their ability and to behave in a manner which parents and the Principal expect of them.
- If sent on an errand to another classroom, the office or the staffroom, we expect pupils to knock and wait, enter only when asked to do so.
- When someone is in conversation with a class teacher, pupils should show good manners by continuing to work quietly.
- At the end of each lesson, pupils should wait until they are dismissed by the class teacher and then leave the room in an orderly manner.

continued

Public Transport

The highest standards of behaviour are expected on the buses and trains to and from the College.

The Board of Governors and staff of the College have agreed the following with our pupils:

- Place bags on the overhead racks or keep them on their lap. They should not be left anywhere else on the train or bus and never left unattended.
- Stay in their seat (if one is available) while the train or bus is moving. Only leave their seat to get off the bus or train or to give up their seat to an elderly passenger or someone in need.
- Do not deface the train or bus in any way.
- If standing on a train or bus, do so in a manner that does not interfere with other passengers getting on or off.
- Keep away from the doors.
- Do not rap windows, or in any way communicate with any member of the public from inside the train or bus.
- Never put their head out of a window on the train.
- Pupils should alight from trains and buses only at the point specified on their Translink Pass.
- Chewing gum and smoking/vaping are not permitted on any public transport.
- Speak politely.
- Show courtesy to all members of the public.
- Maintain high standards as a pupil of Ulidia Integrated College as they travel to and from the College.

The controller of Translink has agreed that should any pupil misbehave on the train or bus, they will be excluded from travelling on that route for one day. If the pupil persistently misbehaves, then they will be excluded permanently from that route and the Translink Pass withdrawn.

The aim of this code is to safeguard our pupils whilst travelling on public transport.

Good behaviour on public transport also contributes to the good name of the College.

"The aim of this code is to safeguard our pupils whilst travelling on public transport"

School Meals Biometric System

The College uses a biometric catering system. Your child will have their fingerprint taken during the first day of term. The fingerprint is a unique identifier for each individual and therefore, the most reliable source of personal identification as it cannot be forgotten, misplaced or stolen.

BIOMETRIC CATERING SYSTEM

Infineer our current supplier has developed a unique system with a mathematical algorithm which translates each pupil's fingerprint into a 13-digit number. The number is the unique reference for accessing each account. This information cannot be retrieved by anyone outside the system or used or transferred outside the school and is managed appropriately according to GDPR guidance.

Please note that if you do not wish your child to have their fingerprint taken then a note will be required to this effect and an identification number can then be given. It should be noted however, that using a number is not as secure as a fingerprint.

ADDING CREDIT TO CANTEEN ACCOUNTS

To facilitate total cashless catering, the College has introduced SchoolGateway which allows you to credit your child's account at any time via the SchoolGateway App. By using the App, you can control your child's spending and track their purchasing history. Procedures for setting up and registering with SchoolGateway are detailed on pages 6-8 will be sent to you before term commences.

There is one 'Revaluator' machine in the Canteen to enable your child to check the balance on their account.

HEALTHY EATING

Ulidia Integrated College operates a healthy eating policy. This means that there will always be a healthy choice available to your child. Our canteen offers a wide and varied range and the staff will encourage healthy choices.

BREAKFAST

Ulidia Integrated College currently offers a free breakfast to pupils. This consists of tea or orange juice and toast. If a pupil wants any other items, then they will have to purchase these.

Please note that breakfast will not be available for the first week of term.

FREE MEALS

Pupils entitled to free meals will automatically have £2.80 credited to their account on a daily basis. **This credit cannot be seen by the Revaluator machines – only by the tills in the canteen. When a pupil goes to the till between 12.00 noon and 2.00pm, the till operator will be able to see that the pupil is entitled to a free meal.**

When purchasing lunch, all of the free meal entitlement will be removed at the first visit to the till, even if only one item is purchased. Please instruct your child to purchase everything they want for lunch at their first visit to the till. Any further visits will be deducted from the money they have credited to the account themselves.

A meal will be available to the value of £2.80 every day. This can be purchased by any pupil and not just those pupils who are entitled to free meals. Pupils are not restricted to buying this meal however, and may purchase other items to the value of the free meal. Please be aware that pupils on free meals will not be permitted to buy confectionery with their free meal subsidy. Canteen staff will encourage the purchase of a proper nutritional meal.

The free meal subsidy can only be used at lunch time. It should be noted therefore that any other purchases will be made from personal cash. The account can distinguish between personal money and free meal subsidy and if a pupil overspends on their free meal, the balance will be deducted from

If you have any queries regarding the system, please do not hesitate to contact the College office.

Attendance

%	DAYS MISSED	PERIODS MISSED	STANDARD
100%	0	0	Excellent
95%	9	54 Periods	Satisfactory
90%	19	114 Periods	Poor
85%	28	168 Periods	Very Poor
80%	38	228 Periods	Unacceptable

Ulidia Integrated College will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

We expect the following from parents:

- To ensure their children attend school regularly and punctually.
- To contact the school on the first day of their child's absence giving the reasons and expected duration of the absence.

or

- To provide us with a note signed and dated explaining the absence on the day that the pupil returns to school. Absence notes can be found at the back of the student planner.

In all instances of absence, a note must be provided by the parent explaining the absence.

Should the parent fail to supply a note explaining the absence within five days of the absence, the register will be amended to

'D' which means the parent/carer did not provide a reason for absence. In all instances of absence, a note must be provided by the parent explaining the absence. Should the parent fail to supply a note explaining the absence within five days of the absence, the register will be amended to 'D' which means the parent/carer did not provide a reason for absence.

Monitoring Attendance

Attendance is reviewed by Pastoral Teams on a monthly basis, and we will communicate regularly with families if attendance falls below 95%.

Parents will be notified:

- by letter when their child's attendance falls below 95%.
- by the Head of Year when attendance falls to 90%.
- by any member of the Pastoral team, at any time if a concern is raised regarding attendance.

Parents and Carers should be aware that if attendance falls below 85%, we as a school are required by law to refer the child to the Education Welfare Service. The Head of Year will discuss this first and then Parents/Carers will be notified of this by letter.

Policy for the Acceptable use of the Internet

The World Wide Web (WWW) is vast and unregulated. Concerns quite rightly exist about the availability of offensive material on the internet and the fact that it can be copied and distributed in other forms either as a hard copy print or electronically.

Children and young people may:

- be exposed to unacceptable materials (pornographic, violent, extremist literature)
- encounter inappropriate messages (harassing, demanding, belligerent contacts)
- arrange contacts and meetings (potential exploitation and physical dangers)
- inadvertently provide personal information whilst online which could be sufficient to put them in danger.

Arguably, the biggest danger to children using the Internet is social media and Web 2.0 technologies, but there are more hidden threats, for example the commercial aspects of the net and children's exposure to marketing.

STAFF AND PUPILS

When using the Internet, all users must comply with copyright, libel, fraud, discrimination and obscenity laws. All school staff (both teachers and support staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the education sector.

Pupils are responsible for their good behaviour on the school network, just as they are on and off school premises. Whilst the use of information and communication technologies is a required aspect of the statutory Northern Ireland Curriculum, access to the Internet remains a privilege and not a right. It is given to pupils who act in a considerate and responsible manner and will be withdrawn if they fail to maintain acceptable standards of use.

Staff should ensure that pupils know and understand that no internet user is permitted to:

- retrieve, send, copy or display offensive messages or pictures
- use obscene or racist language
- harass, insult or attack others
- damage computers, computer systems or computer networks
- violate copyright laws

- use another user's password
- trespass in another user's folders, work or files; intentionally waste resources (such as online time and consumables)
- use the network for unapproved commercial purposes.

Use of the Internet in Ulidia Integrated College must be in support of the aims and objectives of the Northern Ireland Curriculum.

LOCATION AND SUPERVISION

Access to the Internet provided to staff and pupils in Ulidia Integrated College is a filtered service. All users should be aware that the school can and does track and record the sites visited, the searches made on the Internet and e-mail sent and received by individual users.

Internet access for pupils in school will be available only on computers that are in highly-used areas of the school i.e., classrooms, the Library, 6th Form Centre, Careers room, ICT labs and Media Studies room. Machines which are connected to the internet should be in full view of people circulating in the area.

Whilst using the Internet at school, pupils will be supervised. However, when appropriate, pupils may pursue electronic research independent of staff supervision if they have been granted permission. In all cases, pupils should be reminded of their responsibility to use these resources in line with the school policy on acceptable use.

The school will ensure that all pupils understand how they are to use the Internet appropriately and why the rules exist.

The Principal and ICT Head of Department may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the internet itself, users must not expect files stored on the school network to be absolutely private.

continued

EXAMPLES OF ACCEPTABLE USE

Online activities which are encouraged include, for example:

- The use of Google Suite
- The use of C2k e-mail and computer conferencing for communication between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry.
- Use of the internet to investigate and research school subjects, cross- curricular themes and topics related to social and personal development
- Use of the internet to investigate careers and Further & Higher Education.
- The development of pupils' competence in ICT skills and their general research skills.

EXAMPLES OF UNACCEPTABLE USE

Online activities which are not permitted include, for example:

- Searching, viewing and/or retrieving materials that are not related to the aims of the curriculum or future careers.
- Copying, saving and/or redistributing copyright protected material, without approval.
- Subscribing to any services or ordering any goods or services, unless specifically approved by the school.
- Playing computer games or browsing social media sites, unless specifically assigned by the teacher.
- Using the network in such a way that use of the network by other users is disrupted (for example downloading large files during peak usage times, sending mass e-mail messages.
- Publishing, sharing or distributing any personal information about a user i.e., home address, e-mail address, phone number etc.
- Any activity that violates a school rule.

ROLE OF PARENTS

Whilst in school, teachers will guide pupils toward appropriate materials on the internet. However, as with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents and guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media. The college supports and respects each family's right to decide whether or not to apply for internet access.

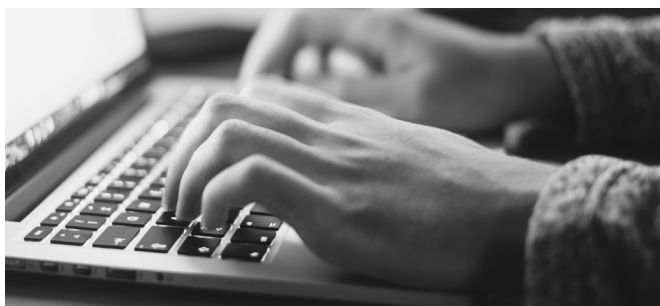
Appropriate home use of the internet by children can be educationally beneficial and can make a useful contribution to home and school work. It should, however, be supervised and parents should be aware that they are responsible for their children's use of internet resources at home.

The school recommends that parents provide filtered and monitored access to the internet for their children and consider drawing to their attention appropriate guidance and advice on its use which they might find helpful at home. Such guidance and advice should include the following:

- Parents should discuss with their children the rules for using the internet and decide together when, how long, and what comprises appropriate use.
- Parents should get to know the sites their children visit and talk to them about what they are learning.
- Parents should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the internet, such as a picture, an address, a phone number, the school name or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
- Parents should encourage their children not to respond to any unwelcome, unpleasant or abusive messages and to tell them if they receive any such messages or images. If the message comes from an internet service connection provided by the school, they should inform the school immediately.

PUPILS' RIGHT TO INTERNET ACCESS AT ULIDIA INTEGRATED COLLEGE

Pupils will be given internet access upon receipt of the Internet Access Agreement, undertaking to agree to the Internet Acceptable Use Policy, signed by the pupil, their parents and approved by the Principal or delegated teacher.



Storage and use of Visual Images

Safeguarding and Child Protection is of the utmost importance to Ulidia Integrated College. We take a pragmatic approach to the issue of storing and using visual images of our pupils and wish to continue to allow the pupils and College to celebrate success and give credit and recognition for achievement.

A College photograph is taken in Year 8, Year 11 and 6th Form, and a copy of this is held on file (both electronic and paper) in accordance with the General Data Protection Regulation Act 2018. A copy is also available for you to purchase.

In addition, photographs and videos may be taken at various times throughout your child's school life. This is a requirement for assessment purposes in some GCSE subjects and useful for reviewing performance, for example, in sport. However, on other occasions, these are used to record and celebrate the achievements of the pupils both within the College and sometimes for the wider community in the newspapers for promotional purposes.

On each occasion the pupils will be aware why photographs

are being taken and if for publication in newspapers, the papers in which they may appear. We also use photographs and/or video recordings in our College publications, on Open Day and other public occasions, to recognise and enjoy the work of the pupils. The celebration of the success of our pupils is very natural and they are delighted to see video or photographs of themselves used in this way.

We hope you find this useful with regard to images taken by the College as well as any you may wish to take yourself. If you have any questions, please contact Dr Breen, designated teacher for Child Protection.

Ulidia Integrated College Statement on:

THE USE OF IMAGES

The General Data Protection Regulation Act (GDPR) and Human Rights Legislation require that we take care in the use of photographs, videos and web cams in the College environment.

- All photographs held on file (both electronic and paper) of the pupils exist in accordance with GDPR.
- Photographs and videos of the pupils taken during the year to promote the College for publicity use in the prospectus or in other printed material will be subject to consent by the parents. Images being used will portray the pupils appropriately attired.
- Digital video recordings may be made at various functions or of class activities. These can help encourage creativity, motivate and enthuse pupils and improve communication, team-working skills and may be used for assessment purposes.
- Photographs of College staff will only be used with the consent of that staff member.
- Photographs taken for the purpose of journalism are exempt from GDPR and on all occasions, the pupils will be aware that their photograph may be used.
- Photographs or film footage by parents or carers of their children at College events is permitted under an exemption in GDPR. However, we ask for parents/carers to read our statement on 'Filming & Recording School Events' to make an informed decision.
- The use of camera phones to send offensive pictures to other pupils is not permitted and will be dealt with under the Discipline Code.
- Any incident of improper use of photographs should be reported to the Vice Principal of Pastoral Care immediately.

FILMING AND RECORDING OF SCHOOL EVENTS

Throughout a child's school life, they will take part in sporting events, plays, assemblies, school trips and other school events or gatherings, whether on school premises or beyond.

We appreciate that families treasure photographic/video memories, and the general rule is that parents and carers may take photos and videos of the children in their care, for personal use only. There may be rare exceptions to this, and you will be informed in advance of particular events where no filming etc is possible.

Live streaming, whether public or private, cannot be permitted and we request that parents/carers do not use any streaming platforms or 'live' features (e.g. Facebook Live) to stream events/circumstances as they occur.

When parents/carers capture footage or still images of their children, there is a strong possibility that other children will also be visible or audible. For this reason, no such content should be shared publicly. Please note that this includes uploading images or videos to all social media accounts, even if the account has private security settings applied.

There are several important reasons for this:

- Some children are deemed at risk by local authority safeguarding and child protection authorities; their image must never be put online for their own protection. Others may have complex family backgrounds which mean that sharing their image could have unforeseen consequence. There is the real possibility that a child could be endangered by sharing their image in an identifiable context (e.g. where the school is easy to identify and locate).

- Express consent is needed from parents to comply with data protection legislation, which is being enhanced under GDPR and the new Data Protection Bill. Sharing could otherwise potentially incur fines for contravention of data protection rules.
- Some families may object for religious or cultural reasons, or simply for reasons of personal privacy.
- Sharing images of children in school uniform helps identify them so should not be done unless avoidable.
- We encourage young people at our school to think about their online reputation and digital footprint: online photos and videos do not simply disappear when we delete them from our accounts. We ask for parents/carers to be good adult role models by not oversharing (or providing embarrassment in later life).

Where possible, we will take appropriate staged group shots of pupils whose parents/carers have given appropriate photographic permissions and make these available. Equally, and again wherever possible, we will ensure there is time for parents to take photographs of their own children for example by approaching the stage after a performance. The same provisos apply here as stated above.



"Safeguarding and Child Protection is of the utmost importance to Ulidia Integrated College"

Use of Mobile Phones and Smart Devices

The use of mobile phones has become a major part of our culture and the College recognises the advantages of their usage. However, the misuse of mobile phones in school can pose safeguarding and child protection risks to children and cause unnecessary distraction and disruption to learning.

We discourage pupils from bringing mobile phones to the College, but we understand parents may wish for their children to have a phone for their safety whilst travelling to and from the College. Therefore, any pupil who brings a mobile phone into the College does so at their own risk, and the College will not be held responsible for any loss or damage.

The purpose of this document is to provide a set of procedures which will ensure both pupils and staff understand the appropriate ways in which mobile phones may be used in the College, and will form part of the E-Safety Policies

- The use of mobile phones in the classroom is not acceptable as they cause a distraction to learning. Pupils will only be permitted to use their phones in lessons for educational purposes and under direct supervision of the teacher.
- Mobiles phones must be turned off and kept out of sight. Pupils are asked to ensure that if they bring them, phones are kept zipped away securely in the inside pocket of their blazer.
- The use of mobile phones to play music, use the internet, take photographs or video images is prohibited as it may breach the College E-Safety Policy. An exception to this is the 6th Form Study area where pupils are permitted to listen to music while they study.
- If a pupil is using a mobile phone, a member of staff will confiscate the phone, and place it in the main office for collection by the pupil at the end of the day. This will be referred to their Head of Year and an appropriate sanction will be put in place.

If a pupil persistently uses their phone, parents/carers will be asked to collect the phone from the main office at their convenience. Please see Mobile Devices Policy.

continued

If a pupil refuses to hand over the phone, then this will be viewed as defiance and appropriate sanctions will be put in place.

- The use of mobile phones to store or transmit violent, degrading acts, racist or pornographic images, sexting or personal sexual imagery is strictly prohibited. The production or sharing of such images is a criminal offence. Therefore, the College will inform the police and the College Safeguarding & Child Protection staff. Such behaviour may result in a fixed term exclusion or permanent exclusion.
- The use of mobile phones is strictly prohibited in all public exams. Pupils must follow the JCQ guidelines. Severe penalties are issued by exam boards if rules on mobile phones in exams are breached.
- If a pupil is unwell and wishes to go home, they must report to their Form Tutor or Head of Year in the first instance. Under no circumstances should a pupil telephone their parent/carer to collect them from College. **Similarly, parents/carers should not telephone their child and arrange to collect them without informing the attendance office or reception.**

EDUCATING YOUNG PEOPLE TO USE MOBILE PHONES RESPONSIBLY

Very often, children and young people consider having a mobile phone as a right rather than a privilege to be earned. The reality is that a mobile phone is usually the most technologically advanced computer they have ever owned and with that comes a whole new world that they must learn to navigate safely.

In Ulidia, we try to educate all pupils on their responsibility to use technology such as mobile phones respectfully and responsibly. We also try to educate all pupils on how to keep themselves safe online and what to do if they feel at risk as part of our e-Safety programmes.

Parents/carers have a responsibility to educate as well.

We ask parents/carers to consider the following when providing their child with a mobile phone:

- Why does your child need the phone?
- What can and do they use the phone for? (Calls, text, email, social media, video, photography etc)
- How do you know what they use their phone for?
- Who do they interact with?
- How do you know who they interact with?
- How often do you as a parent/carer check their phone?
- When do they use their phone?
- How do you know when or how often they use their phone?
- Are rules in place at home in relation to mobile phone use?
- Do you lead by example in terms of using mobile technology?

In order to ensure that all children and young people learn how to use mobile phones and technology respectfully and responsibly, Ulidia Integrated College is committed to working with parents/carers. It must be noted that the College staff, in turn, relies on the commitment of parents/carers to work with us to ensure that the correct messages are reinforced to our pupils.

RELATED POLICIES

- Anti-Bullying
- Behaviour & Relationships
- E-Safety
- Safeguarding and Child Protection
- Mobile Devices



Communication with Staff

We believe that good and effective communication between school and the home is essential. Young people achieve more when schools and parents/carers work together. Parents/carers can help more if they know what the school is trying to achieve and how they can help.

At Ulidia Integrated College we aim to have clear and effective communications with parents and the wider community. Effective communication enables us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

We communicate with parents/carers in various ways. Some of our communications are the result of a statutory requirement; others reflect what we believe is important to our school:

IMPORTANT MEETINGS

These meetings will either be virtual or face to face. Exact details will be communicated in due course.

Year 8:

September – Inspire Education Parent Seminar - Study Skills

September – Settling in Meetings with Year 8 Form Tutor

March – Parent/Carer Teacher Consultation Afternoon

All parents/carers are expected to attend meetings, as important information is relayed about the child's academic and pastoral progress. They are also important opportunities for parents/carers to meet College staff and to work together.

TALKING WITH STAFF

We strongly encourage parents/carers to share any concerns or information that is relevant to their child's success and happiness at school, throughout the school year. If a parent/carer needs to talk with their child's Form Tutor or subject teacher, an appointment for a telephone conversation or a meeting in person can be made. Staff keep notes of these interactions as a record for reference.

Appointments can be made via a call or email to the main office. A member of staff will be in touch as soon as they can. For non-urgent issues, this will always be within 3 days of the initial contact. Contact in relation to urgent issues will be made by the designated Safeguarding and Child Protection staff on the same day.

For purposes of clarity, urgent is:

- When a child is at risk due to a safeguarding and/or child protection issue
- A significant illness/injury to immediate family members that has an impact on the child and/or their care arrangements

We ask for appointments to be made as this will ensure that appropriate time is given to the concern in order to resolve it or put additional supports in place quickly. Staff have timetabled classes and pre-arranged appointments or duties to attend to and quite often run extra-curricular clubs during or after the school day. For these reasons, we ask parents/carers to avoid arriving at the College without an appointment as a member of staff is not likely to be available.

continued

ELECTRONIC COMMUNICATION

Ulidia Integrated College uses School Gateway as an effective form of communication between the College and home. It is used to communicate:

- Information on school events
- Updates to College policy and procedures

It may also be used to communicate with parents/carers individually to arrange appointments, relay specific information in relation to their child or to inform the parent/carer that a member of staff has been trying to get in touch.

WEBSITE

The College website is an important source of information on College events, term times, exams, policy and procedures. Further contact details for the College can be easily accessed through the website.

STUDENT PLANNER

As well as being a key component of the College's Behaviour for Learning system, the student planner in Ulidia Integrated College is an essential form of communication between home and school. Teachers record comments and parents have a dedicated space to communicate with teachers in relation to attendance or work.

We expect all parents/carers to check the student planner weekly so that any communication between home and school is received promptly. Form Tutors check the student planners weekly to record information on credits and comments.

FORMAL ASSESSMENT

There are 3 periods of assessments:

- Winter Examinations
- February/March Tracking
- Summer Examinations

Winter and Summer Examinations mirror the external examinations format i.e. pupils follow an examination timetable instead of their normal school timetable. In February/March tracking assessments take place during class time.

REPORTS

Ulidia Integrated College provides one full written report annually to Year 8 Parents/Carers in June.

In addition to this, shorter Tracking Reports will be available based on the Winter Examinations, and February/March Tracking.

Please note all Reports are released via the SIMS app only.

Safeguarding & Child Protection Summary

DESIGNATED STAFF



Dr Breen
Designated Staff



Mrs McBride
SEN Co-ordinator



Mrs Redmond
Deputy Designated Staff



Mrs Howe
Deputy Designated Staff

Principal

Mr M Houston

Chair of Board of Governors

Mr I Cochrane

POLICY RATIONALE

Ulidia Integrated College has a safeguarding responsibility and a duty of care to protect the children and young people in our care.

Safeguarding is more than child protection. Safeguarding begins with promotion and preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected. It includes support to families and early intervention to meet the needs of children and continues through to child protection.

SAFEGUARDING AND CHILD PROTECTION RESPONSIBILITY

All staff in the college, both teaching and non-teaching, have a responsibility to ensure the protection and welfare of children is paramount. This also extends to any volunteers accepted to work in the school during school hours when pupils are on the premises.

A parent or other carer may also give information to the designated staff of the college about possible abuse or safeguarding issues by someone outside the college, or by someone working in the college in a volunteer capacity. The person making the complaint should be advised of their responsibility to refer to the local Health and Social Care Trust Gateway Team.

VISITORS TO THE COLLEGE

Visitors to the college (employees of support organisations, EA and DENI representatives, parents/ carers, suppliers of goods and services, maintenance services) should be aware of the following:

- All visitors must enter by the main entrance and report to staff in the main office on arrival at the college.
- If appropriate, visitors will be given restricted access to only specific areas of the school whilst accompanied by school staff.
- Visitors must be clearly identified with a visitor/ contractor pass provided by the college.
- Visitors (except those whose sole purpose is a meeting with a member of staff) must sign in and sign out at the main office in the book provided.

TYPES OF ABUSE

Neglect

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development.

Physical Abuse

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child. Emotional abuse may involve deliberately telling a child that they are worthless or unloved or inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. Emotional abuse may also involve bullying, including online bullying through social networks, online games or other mobile devices.

Sexual Abuse

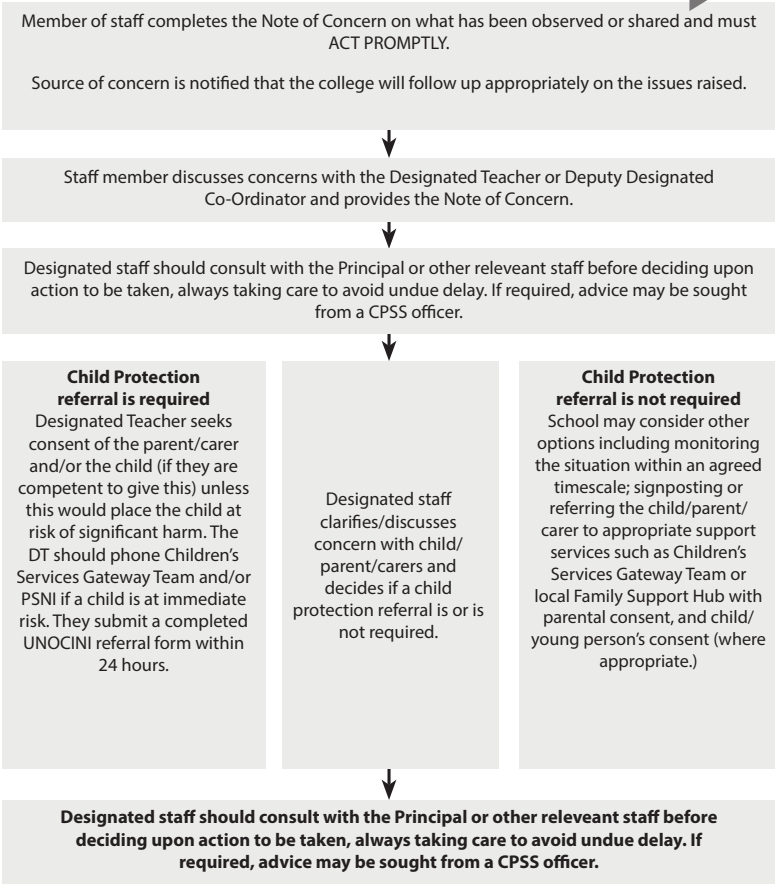
Sexual abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact. It may include non-contact activities such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse as can children.

Exploitation

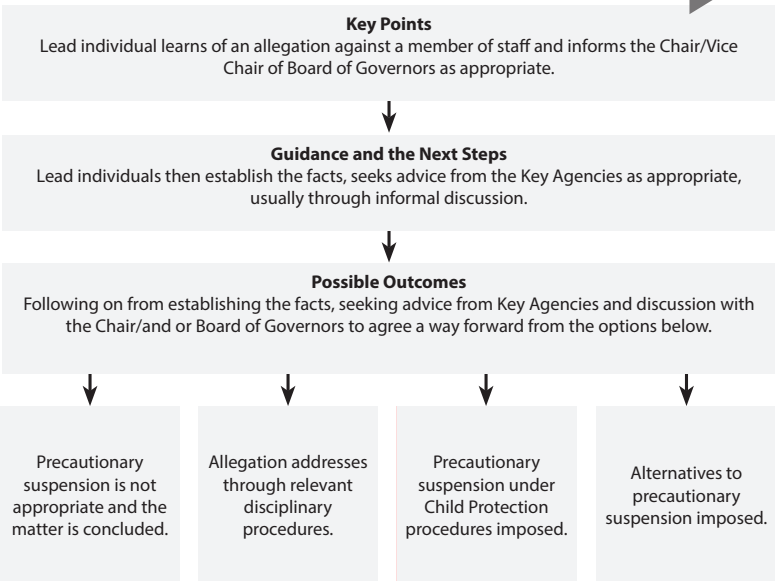
Exploitation is the intentional ill treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

Where there is an indication that the child may indeed be at immediate risk, then the Principal and designated staff may need to seek discreet, preliminary clarification from the person making the complaint. While such clarification will often help to confirm or allay concerns, it is not the responsibility of the college’s designated staff to carry out investigations into cases of alleged abuse.

1 Procedure where the college has concerns, or has been given information about possible abuse by someone other than a member of staff



2 Procedure for dealing with allegations of abuse against a member of staff.



Uniform & Appearance

ULIDIA INTEGRATED COLLEGE FULL SCHOOL UNIFORM

In Ulidia, we take great pride in uniform and appearance. A high standard of uniform is expected of all students at all times, including the journey to and from school. Uniform should be worn correctly and this will be strictly enforced.

The following is a brief summary of uniform. For full details, please refer to the Uniform & Appearance policy which can be found on the college website.

GIRLS	BOYS
<ul style="list-style-type: none"> • Black blazer polyester mix (with badge sewn in) • 6th Form: Burgundy blazer (wool with badge sewn in) • White school shirt/blouse. Easter - Halloween white short sleeved shirt/blouse may be worn 	<ul style="list-style-type: none"> • Black blazer polyester mix (with badge sewn in) • 6th Form: Burgundy blazer (wool with badge sewn in) • White school shirt. Easter-Halloween white short sleeved shirt may be worn
<ul style="list-style-type: none"> • Mid-calf length fixed waistband, (preferably adjustable), grey box pleat skirt, 26-28 inches in length. • In this period of transition, outgoing skirts will be permitted to be worn for 1 year only (September 2024 - June 2025), on the condition that they meet the outgoing regulation length (knee length). • Outgoing skirts that are not long enough to touch the knee will not be permitted and a new September 2024 skirt will have to be purchased. • Formal grey school trousers – not skinny, drainpipe or other fashion styles. 	<ul style="list-style-type: none"> • Formal grey school trousers – not skinny, drainpipe or other fashion styles
<ul style="list-style-type: none"> • Plain burgundy V neck jumper (wool/courtelle) • 6th Form: (Optional) Plain grey V neck jumper (wool/courtelle) 	<ul style="list-style-type: none"> • Plain burgundy V neck jumper (wool/courtelle) • 6th Form: (Optional) Plain grey V neck jumper (wool/courtelle)
<p>Must be worn from Halloween – Easter (Weather dependent)</p> <ul style="list-style-type: none"> • Black 60 denier tights - If wearing trousers, black school socks. If wearing skirt, black knee length socks. 	<p>Must be worn from Halloween - Easter (Weather dependent)</p> <ul style="list-style-type: none"> • Black school socks
<ul style="list-style-type: none"> • School tie • Smart plain black/navy overcoat – no obvious markings, stripes or logos – slightly longer than the school blazer. • Denim or leather are not permitted. Gilets/bodywarmers are not permitted. 	<ul style="list-style-type: none"> • School tie • Smart plain black/navy overcoat – no obvious markings, stripes or logos – slightly longer than the school blazer. • Denim or leather are not permitted. • Gilets are not permitted.
<ul style="list-style-type: none"> • Plain black leather formal school shoes – not canvas or trainer style, heel height must be less than 5cm • No visible coloured emblems or brand names 	<ul style="list-style-type: none"> • Plain black leather formal school shoes – not canvas or trainer style • No visible coloured emblems or brand names
<ul style="list-style-type: none"> • School scarf/plain black scarf 	<ul style="list-style-type: none"> • School scarf/plain black scarf

NEW Kukri PE kit

Launching September 2024

ULIDIA
INTEGRATED COLLEGE

We are proud to launch this new PE kit in partnership with Kukri and our Carrickfergus uniform suppliers Cuddy's, Gary's, and Gordon's. Our Board of Governors, Parents' Council and Student Council have all been part of the conversation.

Why the change?

Our previous supplier of PE kits informed us last December of a significant price rise for September 2024, and so we began to look elsewhere for a more cost effective solution.

We know that the cost of school uniform is a significant one for families and so we have reduced the number of compulsory items.

In order to ensure that costs are kept to a minimum for all families, **From 1 September 2024** all pupils will:

- Travel to and from school in regular uniform
- Change into and back out of PE Kit in the new changing facilities

As always, Ulidia Integrated College does not profit from any uniform or PE kit items – we are committed to keeping costs as low as possible while maintaining high standards.

We will continue to offer gently used items of uniform and PE to families who benefit from that support.

What happens to the old GF kit if it is still wearable?

Our suppliers Cuddy's, Gary's, and Gordon's have agreed to sell through their stock of GF kit at attractive prices for one year – the new Kukri kit will not be compulsory until September 2025 if you are currently in year 8 or above.

To help families who may have gotten another year out of their kit, the outgoing GF kit can still be worn until September 2025.

When will this begin?

The new Year 8 will all wear the Kukri kit from September 2024.

Kukri kit will be available for all students who wish to purchase it from Cuddy's, Gary's, and Gordon's.

Pricing

I am pleased to say that the overall cost will be broadly similar (and for some items less) to our previous supplier before their price increase, so there should be a noticeable saving by making the change as well as a much more professional looking kit.

NEW PE KIT LIST

KUKRI ULIDIA 2024

ULIDIA
INTEGRATED COLLEGE

Please note:

No items of PE kit may be worn with regular uniform at any time – this includes hoodies and ¼ zip tops

EITHER ONE COMPULSORY

- Kukri ¼ zip long sleeved top with UIC stitched on Back
- or former GF hoodie



FEMALE KIT COMPULSORY

- Kukri Female PE Multisport T Shirt
- Kukri Skort
- Kukri Black Socks



MALE KIT COMPULSORY

- Kukri Male/Unisex PE Multisport T Shirt
- Kukri Shorts
- Kukri Black Socks



OPTIONAL KIT

- Kukri Black track bottoms (current type) (but no other brand acceptable)
- Kukri Black Sports Leggings (no other brand acceptable once suppliers sell through current stock 2025)
- Kukri Blast Fleece (very warm 1/4 Zipped Travel Fleece to replace hoodie) (no other brand acceptable after September 2025 once suppliers sell through current GF Hoodies)



APPEARANCE

HAIR

Must be neat and tidy in appearance. Pupils may colour their hair, but only to another colour that may be grown naturally on a human head. Short hairstyles may be no shorter than a No. 2 cut. Hair adornments, if worn, should be small and in school colours. black, burgundy or grey

At all times, the final decision regarding hairstyles, remains with the Principal

MAKE-UP

Discreet make-up may be worn. **It is not permitted to wear coloured nail polish, false eyelashes or false nails.** 6th Form pupils may wear one colour of nail polish on both hands.

JEWELLERY

A wrist watch is the only item of jewellery permitted for Yrs. 8-12. 6th Form may wear one plain ear stud in the lobe of each ear. No other facial, including tongue bars or visible piercings are permitted, even when covered with a plaster.

TIES

Ties must be of an appropriate and safe length with a minimum of 5 stripes on show. Tie knots must be pushed up fully to the top button. 6th Form tie should be long enough to

display the school crest below the knot.

SHIRTS

Shirts must be tucked in neatly to trousers or skirts. The top button of the school shirt must be fastened.

HOODIES

School hoodies should be worn as part of the PE uniform only, and should never be worn under a blazer or instead of a school jumper.

BADGES

Only badges representing the college may be worn e.g. Merit, Prefect, Eco Club

A high standard of personal appearance is expected of all pupils at all times

Parents please note:

- All articles of clothing must be clearly marked with the owner's name.
- Please keep this information sheet in case items of uniform need to be replaced during the school year.
- The boys' grey trousers are a special dark grey only available from the suppliers listed below.
- On non-uniform days pupils are not permitted to wear football/rugby clothing.

SCHOOL BAGS

Plain schoolbag, large enough to hold A4 size books and folders – no football emblems please.

SCHOOL UNIFORM STOCKISTS

The following stockists should have all items of uniform in stock.

Gordons Jeanery	10a Green Street	Carrickfergus	(028) 9335 1246
Gary's	1 North Street	Carrickfergus	(028) 9335 1796
Cuddy's	18 Market Place	Carrickfergus	(028) 9335 5220
S D Kells (not PE Kit)	7-9 Main Street	Larne	(028) 2826 0817

Please refer to the Uniform Policy for further information regarding uniform.

Exclusion Policy

Exclusions are generally one of three kinds:

1. Temporary

2. Indefinite

3. Permanent (formerly known as expulsion)

1. TEMPORARY

A pupil may be temporarily excluded for a disciplinary offence for a period of up to five school days after which the pupil may return to school.

2. INDEFINITE

A pupil may be indefinitely excluded in the circumstances where the Principal may need to seek specialist advice or where the pupil's return to the College is subject to a condition or conditions. Such exclusions are notified to the Chairperson of the Board of Governors of the College.

3. PERMANENT

A pupil may be permanently excluded from the College after a decision of the Board of Governors to that effect has been made.

In each case above, it is the duty of the Principal to inform parents by letter of the exclusion of their child, and to offer them the opportunity to discuss the matter with them. In each case, the Principal will make clear to the parents of the child the reason for the exclusion, and the amount of time for which the child is excluded. In the case of indefinite exclusions, the Principal will discuss with the parents the conditions under which the child is allowed to return to the College. If the parents refuse to accept the condition(s) then the Principal will take the matter to the Chairperson of the Board. Until such time as the matter is resolved, the child shall remain excluded from the College.

At Ulidia Integrated College, exclusion may only be used for one of the following offences:

- Violence, whether verbal as in the use of foul and abusive language, or physical, to another pupil, to a member of the teaching staff, to an employee of the College or to a visitor to the College. Violence to another person whilst wearing the College uniform and travelling to and from school, could also result in exclusion.
- Wilful damage to property.
- Theft of property.
- Persistent offending against the ethos of the College.
- The possession of, or use of illegal substances or of alcohol while in school, travelling to and from school, or on a school visit.

Permanent exclusion is normally only used as a last resort and only after a number of offences have occurred which have warranted exclusion. Nevertheless, the College reserves the right to permanently exclude a pupil for one offence if the Board of Governors considers that it is appropriate to do so in the circumstances.

Any exclusion other than permanent exclusion shall be affected by the Principal or their deputy.

Physical Education - Off Site Permission

As part of the Physical Education curriculum, it is necessary to take pupils off the school site from time to time in order to play matches or compete in competitions etc. This also includes walking along Carrickfergus sea front, orienteering in Bashfordsland Wood (Oakfield Glen), swimming and after-school activities.



In accordance with the new risk assessment protocols in PE, the following will apply:

- In the unlikely event your son/daughter requires an ambulance during an away fixture; they will be transported to hospital with the ambulance staff
- Immediately following the incident, you as the parent/ carer will be contacted and asked to meet your child at the specified hospital
- In circumstances where there are two PE staff, the health needs of the injured pupil are paramount and one may travel in the ambulance and provided that the remaining pupil group are safe to remain.

It is very important that the reply slip on page 10 of the school information pack is completed and returned to the College as soon as possible.

Should you have any queries or wish to discuss this further, please do not hesitate to contact Mr Donnelly or Mrs Brady (PE Department).



Music Lessons

Instrumental lessons are thriving in the music department and all pupils who took examinations in their respective instruments passed with flying colours.

In order that I can begin preparations for next year, I am writing to let you know in advance what instrumental lessons we can offer your child.

We offer lessons in flute, clarinet, saxophone, guitar, piano, voice, violin, viola, and drums. Obviously for lessons to take place, we need a minimum of five pupils. There are approximately 10 lessons per term and pupils have a 30-minute lesson per week.

Payment must be made directly to the particular tutor before lessons can take place. Your child will be informed of payment details at the beginning of the new school term. Invoices are issued monthly or per half term.

As the College provides instruments (with the exception of guitar), there may be a deposit required in the unlikely case of damage to the instrument.

If your child would be interested in auditioning for an instrument or to continue lessons from primary school, please follow the link below and fill in your details. In the case of a tutor being oversubscribed, we will be keeping a waiting list and pupil will be notified if slots become available.

As always, NEW MEMBERS ARE MOST WELCOME TO JOIN THE CHOIR, GUITAR CLUB AND UKULELE CLUB!

Yours sincerely

Miss McNarry

Music Head of Department



If your child would be interested in auditioning for an instrument or to continue lessons from primary school, please use the link below to register your details.

www.ulidiacollege.com/musiclessons

Times of the College Day

YEARS 8, 9 & SIXTH FORM		YEARS 10, 11 & 12	
Reg	09.00-09.15	Reg	09.00-09.15
Period 1	09.15-10.05	Period 1	09.15-10.05
Period 2	10.05-10.55	Period 2	10.05-10.55
BREAK 10.55 - 11.10			
Period 3	11.10-12.00	Period 3	11.10-12.00
Period 4	12.00-12.45	Period 4 (Lunch)	12.00-12.42*
Period 5 (Lunch)	12.45-13.27*	Period 5	12.45-13.30
Period 6	13.30-14.20	Period 6	13.30-14.20
Period 7	14.20-15.10	Period 7	14.20-15.10
<i>Extra Curricular Activities 15.15-16.15 (approx)</i>			

*3 minutes to move to next period class



The College day ends at 15.10
Every Wednesday pupils will finish at 14.20

Times of College for academic year 2024/25 are as follows:

Year 8, 9 & 10 will leave at 15.05

Year 11, 12, 13 & 14 will leave at 15.10

Year 8 Sample Timetable

REGISTRATION (09:00-09.15)					
1	Home Economics	Geography	English	Games	Maths
2	English	PE	RE	Games	Home Economics
BREAK (10:55-11.10)					
3	Maths	Music	LLW	Drama	Science
4	Spanish	Maths	Technology	IT	English
YEAR 8 LUNCH (12:50-13.30)					
6	IT	Science	History	Maths	Spanish
7	History	English	<i>Early Finish</i>	English	IT

WEEK 2

PERIOD	2 MON	2 TUES	2 WED	2 THURS	2 FRI
REGISTRATION (09:00-09.15)					
1	Science	Geography	Art	Geography	Science
2	RE	Drama	Art	Science	LLW
BREAK (10:55-11.10)					
3	IT	PE	Music	LLW	History
4	History	Science	English	Maths	Geography
YEAR 8 LUNCH (12:50-13.30)					
6	English	Maths	Science	English	Maths
7	PE	Technology	<i>Early Finish</i>	Spanish	Spanish

Duration of Periods = 50mins

Students should be on College premises at 08.55 at the latest.

Term Dates and Holidays 2024-25

Friday 23 August 2024	Year 8 (8.50am-12noon)
Tuesday 27 August 2024	Year 8 (8.50am - 12noon)
Wednesday 28 August 2024	Year 8 Away Day (8.50am - 3pm) Year 13 CLC Students only (1.15pm)
Thursday 29 August 2024	6th Form (8.50am - 2.20pm)
Friday 30 August 2024	Year 13 Away Day (8.50am - 3.00pm) Year 14 UCAS Workshop (8.50 - 12noon)
Monday 2 September 2024	All pupils commence

AUTUMN TERM	WEDNESDAY 23 AUGUST 2024 - FRIDAY 20 DECEMBER 2024
Mid-Term Break	Monday 28 October - Friday 1 November 2024
Christmas Holidays	Monday 23 December - Friday 3 January 2025

EASTER TERM	MONDAY 6 JANUARY - FRIDAY 11 APRIL 2025
Mid-Term Break	Monday 10 - Friday 14 February 2025
Easter Holidays	Monday 14 April - Friday 25 April 2025

SUMMER TERM	MONDAY 28 APRIL - MONDAY 30 JUNE 2025
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STAFF DEVELOPMENT DAYS (SCHOOL CLOSED)

- Monday 4 November 2024
- Friday 10 January 2025
- Monday 17 February 2025
- Monday 2 June 2025

BANK HOLIDAYS SCHOOL CLOSED :

- Monday 26 August 2024
- Monday 17 March 2025
- Monday 5 May 2025
- Monday 26 May 2025



Ulidia Integrated College

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