

# **Parkhall Integrated College**

**Guidelines Booklet  
for  
Parents and Pupils**

**2021/22**

**Dear Parent**

**WELCOME TO PARKHALL INTEGRATED COLLEGE**

I extend a warm welcome to both our current pupils and parents and to the many new pupils and parents who are joining us.

I hope you will all take time to read this Guidelines Booklet so as to be fully prepared for the start of the new school year.

**Our Mission Statement**, to provide a caring, learning environment where each person feels valued and respected, provides a focus for all we do in school. We are confident that with the support and co-operation of parents we can look forward to another year of academic achievement and extra-curricular success for Parkhall Integrated College.

If, after reading this booklet, you have any concerns or wish to have any points clarified, please do not hesitate to contact the college.

Yours sincerely,



**Mr G Beattie**  
*The Principal*

**Please complete the back page of this booklet and return it with your son/daughter on the first day of term.**

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## Aims of the College

1. To provide a well ordered, happy and caring learning environment based on Christian values.
2. To enable each pupil to achieve his/her academic potential.
3. To enhance the personal and social development of each pupil.
4. To provide a range of learning experiences both inside and outside the classroom.
5. To encourage the growth of moral, spiritual and cultural awareness so that our pupils may become responsible and tolerant citizens.
6. To develop such personal qualities as self-discipline, self-reliance, self-esteem and respect for others.
7. To develop the personal and social skills necessary to cope with everyday life, both now and in the future.
8. To provide opportunities to participate in and enjoy a wide range of sporting and leisure activities.
9. To encourage respect for the environment.
10. To encourage the involvement of parents in the life of the school.
11. To establish the school and its members as an integral part of the local community.
12. To enable our pupils to understand important and relevant aspects of the economic, technological, and political dimensions of the world in which they live.

# Integrated School Ethos

In Parkhall, we believe that a happy and successful school grows from respect for people, our surroundings and property, an appreciation of our sense of belonging and a pride in our identity as a member of the school community.

In this atmosphere of understanding and mutual respect, each pupil can feel secure and can develop personally and socially, learning to take responsibility for his/her own behaviour and conduct.

We value every pupil and believe that each one has a positive contribution to make to the life of our school. To this end, we encourage all of our young people to avail themselves of the opportunities provided for academic study and extra-curricular activity.

Recognising that a positive attitude and an intrinsic desire to achieve are the foundations for success, we expect that parents will work with us to ensure every young person achieves his or her full potential.

We would ask you, as parents, to go through the points on the next pages with your son or daughter, thus helping him or her to appreciate the importance of such guidelines and understand his/her place in the school community.

# Code of Conduct

**All pupils are expected to:**

- Adopt a positive attitude to their school work and achieve to their individual abilities.
- Show respect for members of staff, other pupils and their property.
- Maintain a high standard of uniform at all times.
- Comply with all school rules and procedures.
- Take pride in their school, its property and environment.

# School Day

8.45	School opens
9.00 - 9.15	Registration
9.15 - 9.45	Period 1
9.45 - 10.15	Period 2
10.15 - 10.45	Period 3
10.45 - 11.15	Period 4
11.15 - 11.30	Break
11.30 - 12.00	Period 5
12.00 - 12.30	Period 6
12.30 - 1.05	Period 7a (Junior classes)
12.30 - 1.00	Senior lunch
1.00 - 1.35	Period 7b (Senior classes)
1.05 - 1.35	Junior lunch
1.35 - 2.05	Period 8
2.05 - 2.35	Period 9
2.35 - 3.05	Period 10



# Uniform

Pupils should remember that when they are in school uniform, they are representing the college both in school and in the community.



Our official uniform supplier is  
Wallace's at 13 High Street, Antrim.

Badges issued by the school should be worn on blazer lapels. One badge supporting a recognised charity may also be worn.

## Uniform Matters

The purpose of the school uniform is to encourage students to:

- take pride in their appearance;
- recognise the importance society attaches to conventional wear;
- discourage undue emphasis upon the latest fashions.

All instances of non-uniform will be dealt with by the year head.

**A note is required on any occasion when a pupil is unable to wear the complete uniform. Pupils may be isolated from class when not wearing complete uniform.**

The official list of school uniform is detailed on the next page. This uniform must be worn at all times, **including when travelling to and from school**, and for the entire school year.

Unless dressed in complete school uniform, pupils may not be permitted to go on any educational visits, class outings or representative fixtures.

All items of clothing should be clearly labelled with the pupil's name and class.

The school scarf, specially designed for us, is available from the general school office

General school rules apply when wearing school uniform.

# The Uniform

## Girls' Uniform

Navy blue blazer with school badge

School tie                      Junior tie years 8-10                      Senior tie years 11-14

Skirt - mid-grey with box pleat years 8-14

Blouse                      white for years 8-10                      blue for years 11-14

Grey V-neck pullover or cardigan

Grey knee-socks or plain black tights

Plain dark jacket or raincoat

Plain black flat shoes                      Trainer-type shoes are not acceptable.

In the interest of pupil safety heels of excessive height are not recommended.



## Boys' Uniform

Navy blue blazer with school badge

School tie                      Junior tie years 8-10                      Senior tie years 11-14

Mid-grey trousers (as stocked by Wallace's)

Shirt                      white for years 8-10                      blue for years 11-14

Grey V-neck pullover

Dark socks

Plain dark jacket or raincoat

Plain black shoes                      Trainer type shoes are not acceptable.



# P.E. Kit

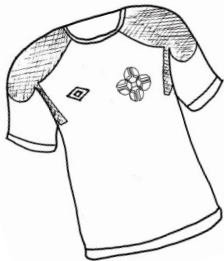
All pupils are expected to wear the college PE kit, which has been specially designed and branded for both girls and boys.

The compulsory items of PE kit are sold as a package exclusively from Wallace's in Antrim.

## Compulsory Items of PE Kit

### GIRLS' PE KIT (as stocked by supplier)

- School PE ¼-zip top
- School PE polo shirt
- School PE skort
- School PE socks
- Trainers
- School PE leggings  
(years 11-14 only)



### BOYS' PE KIT (as stocked by supplier)

- School PE ¼-zip top
- School PE training T-shirt
- School PE shorts
- School PE socks
- Trainers (indoors)
- Soccer boots/old trainers  
(outdoors)



Additional optional items of branded PE Kit also available from Wallace's are:

Tracksuit  
Shower Jacket

**Note:** *The PE kit is an extension of the school uniform. It must be worn for all lessons and fixtures and must be clearly named. Pupils should not leave valuables in the changing rooms at any time. They do so at their own risk.*

# PE Kit Checklist

A useful checklist to ensure pupils have what is needed for PE

Item	Check
Trainers / boots	
College PE socks	
College PE shorts/skort	
School PE top (T-shirt/polo shirt)	
School tracksuit	
Towel	
Shin guards (hockey, football)	
Mouth guard (hockey, rugby)	
Plastic bag	
Pen, pencil, paper, something to lean on	

When pupils are not taking part in PE/Games (due to illness/medical issues, supported by a note from parent/doctor), they must still wear full PE kit.

When pupils forget their PE kit, they will be asked to wear a spare PE kit belonging to the school.

# Personal Appearance

Pupils must be neat and tidy at all times.

- The shirt must be tucked in at all times.
- The tie must be tied correctly with the knot adjacent to the top button and the bottom of the tie level with the bottom of the school badge.
- Skirts must be of the correct length. Alterations to the style and length of the skirt are not permitted (waistbands must not be rolled up).
- Only official school uniform may be worn inside the school building.
- Outdoor coats must be functional and without logos. Hoodies or a similar type of fabric are not permitted.

## Hairstyles

Hairstyles and colour should be in keeping with the general tone and discipline of the school. Unconventional hair styles and colour are not permitted.

## Make-up

Make-up is not appropriate at school. A light foundation or concealer is permitted in exceptional circumstances. LIPSTICK, EYE MAKE-UP, MASCARA, FAKE TAN, FALSE NAILS, NAIL VARNISH AND HD EYEBROWS ARE FORBIDDEN.

## Jewellery

Only a minimum amount of jewellery is appropriate with the school uniform. A watch is permissible. One set of small plain studs in the ear lobes is allowed in the case of pierced ears.

**In the interest of safety, any other form of body piercing (including tongue, nose and eyebrow studs) is strictly forbidden.**

**There will be sanctions should a pupil refuse to comply with these rules**

# Belongings

Parkhall pupils should show respect for their own and other people's property.



# Pupil Property



## Items of Clothing

- All items of clothing must be properly labelled with the pupil's name.
- Efforts will be made to find lost items, but the school will not accept responsibility for property that is lost or damaged.
- In a situation where a pupil has lost personal property, he/she should always retrace his/her steps. The item is normally recovered.
- If an item cannot be found, then pupils should report the item lost to the general office.



## Money and Valuables

- Pupils should not bring large sums of money or valuables to school unless it is absolutely necessary.
- Large amounts of money should be deposited in the general office for safekeeping.
- The school cannot accept responsibility unless this procedure is followed.
- The PE department strictly follows this policy, and teachers do not accept money or valuables from pupils.



## Mobile Phones



- Mobile phones must always be switched off and kept out of sight at all times during the school day in the inside pocket of blazers.
- Inappropriate use of mobile technology will be severely dealt with.
- Mobile phones must not be used for photographs or recording purposes under any circumstances.
- Pupils are not permitted to listen to music during class or when travelling to and from class.

## Textbooks

- Textbooks are the property of the North Eastern Education and Library Board and must be returned in good order at the end of the year.
- When textbooks are issued, they should be properly backed and kept in good condition. Parents will be sent an invoice to cover the replacement of lost or damaged books.
- Pupils in years 12 and 14 must return all textbooks etc. before the end of their examinations.

## Lockers

- Lockers may be hired annually. Preference is given to year 8 pupils.
- Any inappropriate behaviour or misuse of lockers will result in this privilege being removed.

# Items Forbidden in School



Pupils are not permitted to bring to school:

- aerosol sprays
- alcohol
- cigarettes or e-cigarettes
- chewing gum
- fizzy drinks
- illegal drugs
- laser pens
- solvents
- Tippex or similar
- any item which could be used as a weapon.

**Pupils are not permitted to sell items in school.**

# Pupil Planner

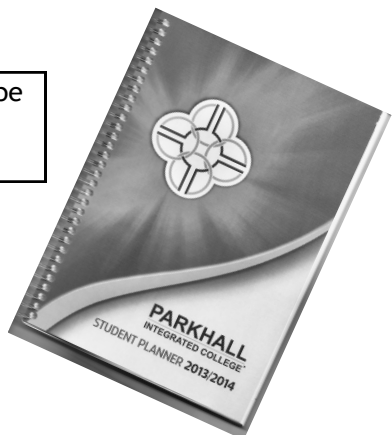
All pupils are given a Parkhall Integrated College pupil planner each year at the beginning of the new school year. This planner is a means of communication between school and home.

**The pupil planner has the following sections:**

- School term and holiday dates and other information about the school
- Pages for the pupil to record:
  - Attendance and punctuality
  - Examination achievements
  - Target setting and achievements
- A weekly planner to record homework
- Permission-to-leave-class slips to be used by teachers letting a pupil out of class
- Record-of-absence slips, which can be used by parents to inform the college about a pupil's absence.

If the planner is lost, it must be replaced at a cost of £3.50.

Parents are expected to check their son/daughter's pupil planner regularly and sign it on a weekly basis.



# Being-prepared-for-school Checklist

Pupils should check their timetable each evening and use the checklist below to ensure they have the necessary books and equipment for the next day.

Item	Check
School bag	
Pupil planner	
Pencil case <ul style="list-style-type: none"><li>• Pencils</li><li>• Pens</li><li>• Ruler</li><li>• Eraser</li><li>• Coloured pencils or felt tips</li></ul>	
Calculator	
Notebooks/files for the day	
Text books for the day	
Maths equipment e.g. protractor, compass	
PE kit	
HE materials	
Reading book (Book in Bag)	

Each pupil is expected to bring a school bag every day. This bag should be large enough to be able to carry all necessary books for the day and should be strong enough to withstand adverse weather. Bags should be free of graffiti.

# Medical Information

Information relating to past or present illness or physical disability should be conveyed to the school for record purposes. Parents/guardians should give details in a letter to the principal, marking the envelope:

'CONFIDENTIAL - MEDICAL RECORD'.

The school must have the name of the pupil's GP, and also someone in addition to the parent/guardian to contact in the event of illness or emergency.



**It is important to keep the school up to date in terms of any change in your child's medical condition.**

## Medication

The board specifies that medication should not be administered by school staff. Where a pupil requires medicines of any kind, a written arrangement can be made between the parent/guardian and the school for such to be kept safely in school and made available to the pupil when needed. It is important that parents ensure that any medication kept in school is replaced before it goes out of date

Toilet passes are available for those pupils whose medical condition means they may need to visit the toilet frequently. Parents may request these by writing a letter to Mrs McKibbin.

**In case of emergencies, it is important that the school has up-to-date contact details for parents or guardians**

# Pupil Illness

If your son/daughter is obviously ill, he or she should not be sent to school. Parents/guardians are asked to phone the school and inform the office staff of your young person's reason for absence.

The school must have a reason for pupils being absent. Therefore, if parents have not phoned the school office, a pupil should bring a written note signed by his/her parent/guardian stating the cause of the absence and give it to the registration teacher on his/her return to school.

## **Pupils Taking Ill in School**

If a pupil become unwell in school, they should ask to go to their year head. If the year head is not available, they should go to the head of pastoral care or vice-principal.

If it is necessary for a pupil to be sent home, the office will phone the parent or guardian. Therefore, it is important that school has up-to-date contact details for parents or guardians.

### **Appointments**

**Doctor/dental appointments should, unless in an emergency, be made outside school hours.**

# Attendance and Punctuality

Good attendance is important so that pupils do not miss out on their learning.

## Truancy Call

- The school uses a texting service to inform parents/guardians of pupil absence on a daily basis.
- Parents/guardians should text back a reply to this service which is forwarded to the school office.
- Therefore, parents/guardians should keep the school informed of mobile number changes.
- If parents/guardians know that a pupil is going to be absent, they are asked to inform the school.

## Reason for absence

The school must have a reason for pupils being absent. Therefore, if parents/guardians have not phoned the school office or replied to a text message, the pupil should bring a written note signed by his/her parent stating the cause of the absence and give it to the registration teacher on his/her return to school.

Absence from school in a casual sense is not permitted. Participation in a weekend residential activity, organised by school, will not be accepted as a reason for absence from school on the Friday or Monday.

**Missed Examinations** - Examinations missed because of pupil absence cannot be taken at another time.

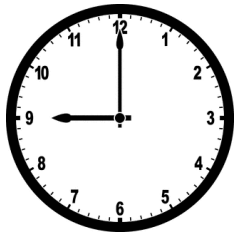
**N.B. The Department of Education (DENI) has informed schools that pupils should not be absent from school for family holidays during school term time. Please make every effort to adhere to this guideline.**

## Permission to leave school during the school day

- Permission to leave school during class may be granted if a written request is received from a parent/guardian.
- The note must be signed by the registration teacher and year head or member of senior staff.
- The note should be given into the general office when the pupil is leaving school.

Pupils will not be permitted to leave the school grounds during the mid-morning and lunch breaks.

## Punctuality



- Registration each morning for all pupils is at 9.00 am
- Pupils must be punctual to registration and to class.
- Pupils who are late to registration or are not punctual to class will be in detention.
- Repeated lateness will result in pupils being put in after-school detention.



# Support and Guidance

On-going support and guidance are given to pupils by the class teachers and year heads.

Parents/guardians are encouraged to contact them to relay information or to discuss any problems or difficulties.

- A letter/note delivered by your son/daughter to the appropriate year head or class teacher may be sufficient.
- You may find it more convenient to telephone the general office where the clerical staff can either deal with your query or relay your message to the relevant teacher.
- You are, of course, always welcome to telephone to make an appointment to visit the school to discuss any queries or concerns.



**Teachers are happy to meet parents/guardians, but a prior appointment must be made.**

**A Counselling Service** exists within the school.

Pupils can self-refer or ask to be referred to the counsellor. The heads of pastoral care oversee these arrangements.

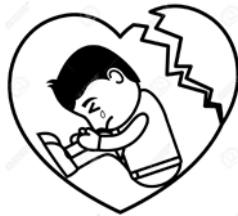
The pupils may talk to the counsellor about any personal problem.

Confidentiality is a central feature of the service and counselling sessions will be carried out in the strictest confidence unless a Child Protection issue exists.

# Safeguarding and Child Protection

The college has a Safeguarding and Child Protection policy which is sent out to parents each year. A copy is available from the general office.

In keeping with our Safeguarding and Child Protection procedures, parents/guardians of pupils new to the school will receive a copy of the school's Internet policy. Please read it carefully and reply as indicated in the policy.



## Designated Teachers for Child Protection

Designated Teacher:

Mrs L McKibbin

Deputy Designated Teachers:

Mr P Connolly

Mrs J Davidson-Brown

Teacher Mr P Harbinson

These teachers can be contacted at any time during school hours.

All staff receive annual child protection training, and pupils can speak to anyone in school if they are worried or concerned about themselves or someone else.

# Photographs and Video



In school, we use photographs/moving images featuring pupils for various purposes: displays, PowerPoint presentations, school prospectus, school magazine, newspaper articles, etc.

Framed sports photographs are displayed on the corridor walls.

If you **do not** wish your child's photograph/image to be used by us as suggested, please indicate so on the **reply slip** at the end of this booklet.

When the occasion arises, **pupils should remind staff** that they are not to be included in school photographs/videos.

# Homework

## Why is homework set?

- Work done at home reinforces the teaching and learning in the classroom.
- Tasks done as homework are often the logical progression from one classroom lesson to the next.
- Through work done outside the classroom, pupils learn to develop self-discipline, improve their study skills and take pride in their own achievements.

## Recording Homework in the Pupil Planner

- Your daughter/son has a pupil planner to record homework, assignment deadlines and assessment dates.
- It is important that the pupil planner is carried at all times and that homework is written into the planner in class when they are set by the teacher.

The image shows a pupil planner page for Monday 23rd June 2016. The page is divided into three sections for the days Monday 23rd June 2016, Tuesday 24th June 2016, and Wednesday 25th June 2016. Each section has a table with columns for 'Subject', 'Homework', and 'Done ✓'. The 'Monday 23rd June 2016' section is filled with handwritten entries. Below the tables, there are checkboxes for 'Parental Consent', 'Pupil Consent', and 'Teacher Consent'. At the bottom, there are fields for 'Parent/Guardian', 'Pupil', and 'Teacher' signatures, along with a date field.




- Homework should be recorded on the day and date for which it is due.
- Parents/guardians should regularly check that the pupil planner is up to date and sign the planner weekly.

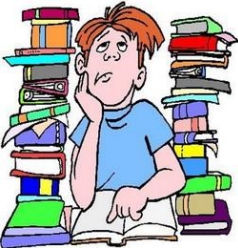


## What can parents/guardians do to help with homework?



- You can ensure that your son/daughter has a quiet area in which to do homework and study.
- Your son/daughter has a pupil planner in which to record homework. Establish the habit of checking the planner regularly.
- You can encourage your daughter/son to complete all homework neatly and to the best of her/his ability.
- You can help your son/daughter to plan his/her time sensibly. Time management is important.
- Your interest and encouragement are shown when you discuss your young person's homework with her/him.
- Please contact the subject teacher or head of year if your daughter/son has particular homework problems.
- Be aware that failure to do homework or hand it in on time may lead to disciplinary measures such as extra work or detention.

# Types of Homework

Examples of homework	What your child has to do...	...and what you could do.
<p><b>Learning</b></p>	<p>Here, the task is to remember certain words, facts, details or rules.</p>	<p>Act as question master, asking questions about the material.</p>
<p><b>Writing Up</b></p> 	<p>Your daughter/son may use homework time to write about work done in school, write a finished version of rough work or draw a diagram.</p>	<p>Some young people may find it helpful to talk over the material to be written and to clarify their thinking.</p> <p>Look at the completed piece of work and talk about the main points.</p>
<p><b>Questions</b></p> 	<p>Responding to questions on a classroom lesson.</p>	<p>Check that answers make sense. Do they give the exact information asked for in the question?</p>
<p><b>Reading</b></p>	<p>A passage or some pages need to be read and understood.</p> 	<p>Ask your son/daughter what the reading was about.</p> <p>Listen to your son/daughter reading aloud.</p>

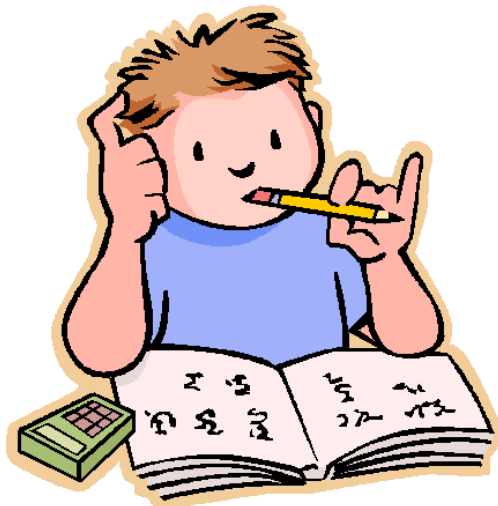
Examples of homework	What your child has to do...	...and what you could do.
<p>Revision</p> 	<p>Learn a selection of work for a test or exam. To assist in the learning, your daughter/son should do some of the following:</p> <p>Draw a mind map, create lists or group information, practise drawing diagrams.</p>	<p>Ask your daughter/son to explain the work to you. Ask them questions when they think they are ready.</p>
<p>Preparation work</p> 	<p>Here, the pupil is asked to prepare for a lesson by reading, making notes or brainstorming ideas on paper.</p>	<p>Read over their notes and ideas and discuss them to make sure they fully understand the work. Perhaps suggest a starting point for open-ended work.</p>
<b>Key stage 4 and post-16</b>		
<p>Controlled Assessments</p> 	<p>This is an important element in many subjects. It may be a piece of work which is to be completed over a set period of time and completed under examination conditions.</p>	<p>Ask your son/daughter to explain the objective of the task and the times and dates when it will be undertaken. Discuss the progress of the task at each stage.</p>

## How Much Homework at Key Stage 3?

As a general guide, at KS3 homework will be set to take 15 to 45 minutes e.g. learning homework may require only 15 minutes. However 1-2 hours for revision topics may be required in the lead-up to tests.

The frequency of homework will depend on the nature of the subject, the ability of pupils and the teaching time allocated on the school timetable.

- Core subjects – English, Maths and Science – are expected to set 1-2 pieces of homework per week;
- French, History and Geography, one piece per week;
- Practical subjects e.g. Art, Home Economics, Technology and Design, one piece of homework every 2/3 weeks;
- Remaining subjects: ICT, Music, Drama, Business Studies, Religious Education would set homework as required but at least one piece of homework every four weeks.





# Key Stage 4 and Post-16 Controlled Assessments and Examinations

- Many subjects have controlled assessments and coursework. These assessments are set and marked by the teacher. Your son/daughter will carry out these assessments under controlled conditions in school.
- A timetable of controlled assessments will be issued to years 11, 12, 13 and 14.
- The time schedule for controlled assessment must be adhered to. Where deadlines are missed, action will be taken by the school.
- All controlled assessment and coursework submitted must be the pupil's own work. Lack of honesty in this matter is taken very seriously by the examinations boards and can lead to disqualification, at least from the subject concerned, and possibly from all subjects.
- The subject teacher has the right NOT to enter a candidate for a public exam if progress is unsatisfactory or incomplete.
- Non-attendance at modular or final examinations will result in the parent/guardian having to pay examination fees.



# Behaviour and Conduct

While our code of conduct captures the spirit of the school's expectations of pupil behaviour, the following behaviours must be strictly adhered to:

- Bullying, physical or verbal aggression are not tolerated. Report it immediately.
- No items may be brought into school which may endanger others e.g. matches, fireworks, aerosols, dangerous instruments or substances.
- It is forbidden to engage in any activity which is likely to prove harmful to yourself or others.
- Never go into areas that are out of bounds.
- Be in school for registration by 9.00am each day. Do not leave the school during the school day without permission.
- When arriving at school by bus, go directly into the school grounds. Do not linger at the area outside school. Wait for buses on the footpath.
- School uniform is to be worn at all times.
- In the school buildings walk quietly on the left.
- Smoking is forbidden in school and in school uniform.
- Do not drop litter. Use the bins provided.
- Mobile phones must always be switched off and kept out of sight at all times during the school day.
- Pupils are not permitted to listen to music on iPods/MP3 players/phones during class or when travelling to and from class.
- Mobile phone technology or other technologies must not be used inappropriately.
- In everything you do, consider your own safety and well-being and the safety and well-being of others.

# Rewards System

The college's rewards system is in place to motivate and reward pupils who demonstrate their commitment to following the college's Code of Conduct.

The rewards system has five categories: Attendance, Academic achievement, Sporting achievement, Behaviour and Courtesy, and has a variety of ways of acknowledging pupils' progress and achievements in these categories throughout the year. These include praise, reward stickers, stampers, postcards, certificates, vouchers and reward trips. In addition, SIMS achievement rewards can now be exchanged for rewards.



**Rewards Shop**  
Cash in your SIMS points for these goodies

The Rewards Shop banner features a collection of items available for purchase with SIMS points. The items include: a pair of black headphones, an Amazon.com gift card for £25, a Just Eat £25 voucher, a Starbucks mug, a multi-brand gift card, a black backpack, an Aluminium Bluetooth Speaker, a 3-in-1 Power Card, a globe, a red heart-shaped sticker, a black marker, and two water bottles (one clear, one green). The banner has a blue background with a yellow and white torn-edge effect at the top and bottom. The website address [www.parkhallintegratedcollege.org](http://www.parkhallintegratedcollege.org) is displayed at the bottom.

The annual **Prize Night** recognises pupils who have made excellent progress and achievement during the previous year.



# Procedures for Indiscipline

Indiscipline, misconduct and persistent lateness are dealt with in a number of ways:

- punishment exercises
- detention – departmental, lateness or school. If a pupil goes home by school bus but is detained after school, it is the responsibility of the parents to make alternative travel arrangements. 24 hours' notice is always given.
- referral to head of department or year head
- referral to senior staff
- daily/weekly behaviour support sheet/SIMS report
- withdrawal from class
- withdrawal of privileges
- reimbursement for damage caused by pupil
- in serious cases of indiscipline, parents/guardians may be asked to discuss the matter with a year head or senior member of staff.
- a pupil may be suspended from the school if his/her conduct is judged by senior staff to be detrimental to the work of the staff and other pupils in the school or if he/she is guilty of persistent infringements of school rules and sanctions.
- if a pupil is unable to improve his/her behaviour, he/she will be invited to attend a consultation meeting with NEELB representative(s), the principal and representative(s) from the board of governors regarding his/her future placement in the school

For the information of parents/guardians:

A record of breaches of discipline is kept by year heads.

A pupil with a poor behavioural record may not be permitted to participate in off-site visits/trips, link programmes with other institutions or extra-curricular visits/sporting events.

# College Facilities

## The School Buildings

Every effort is made to enhance the appearance of our buildings and to maintain them to a high standard, so that we have attractive surroundings in which to work.

The buildings will be open to pupils during normal school hours.

During break and lunchtimes, pupils are encouraged to use the playgrounds in good weather, but when the weather is not suitable, the dining hall and assembly hall are available. Toilets will, of course, be open at these times.

The student entrance should be used by pupils to enter the building up to 9.00am and to leave by at 3.05pm. Pupils coming into school late or leaving early should use the main entrance and report to the office.

Pupils should vacate the school buildings and grounds immediately after school, except those participating in an organised activity under the supervision of a teacher.

## The School Grounds

Pupils should use only the playgrounds for playing in and should keep well away from car parks.

## Movement through the school

- Pupils are dismissed from class under the supervision of the teacher and are required to walk quietly, on the left, to the next classroom.
- On arrival at the next classroom, boys should line up on one side of the door, with girls on the opposite side and wait for the teacher's instruction to enter the room.
- No classroom should be entered without a teacher's permission.



# School Routines

## Start of the School Day

Pupils must be in school for 8.55am. Registration is at 9.00am.

The student entrance will open at 8.45am.

After 9.15am, the student entrance will be locked. Late pupils must use the main entrance and get signed in at the office.

A truancy call will be sent out to parents if a pupil is not registered in school.

## Break time

Senior break time is from 10.15 to 10.30am

Junior break time is from 11.15 to 11.30am.

There are two playgrounds.

Year 8 only - the playground between the Geography rooms and the staff car park.

The exit leading to this playground is from the hub (beside the main toilets)

Years 9 to 14 - the playground beside the canteen.

There are two exits leading to this playground: from the canteen corridor and the Technology/Science departments.

Junior pupils can buy food in the canteen. Food bought in the canteen must be eaten in the canteen.

Senior pupils can buy food in the assembly hall. Food bought in the assembly hall must be eaten in the assembly hall.



## **Lunch**

There is a split lunch.

Senior school lunch: 12.30pm - 1.00pm

Junior school lunch: 1.05pm - 1.35pm

Canteen - entrance is along the gym corridor.

At lunchtime, pupils should come into the canteen and sit at a table. Duty staff will call pupils to the serving area by table.

Food bought in the canteen must be eaten in the canteen.

Packed lunches can be eaten at the back of the assembly hall.

Playground - beside the canteen. The exits into this playground are from:

Technology/Science

Canteen corridor

## **End of School Day**

There are two exits out of the building:

Student entrance - used by:

Music, Drama, Gym, fitness suite, Learning Support, assembly hall

Geography and History

ICT, Careers and English 1, 2, 3 & 4

Technology/Science Exit and through playground - used by

Technology & Science

Modern Languages, RE & HE

Art, Maths and English 5 & 6

## **Areas out of Bounds**

All classrooms are out of bounds to pupils before 9.00am, at break, lunchtime and after school (except if attending staff-supervised activities).

The assembly hall, gym, fitness suite, changing rooms, canteen, Youth Club area, tennis court and pitches are also out of bounds except under supervision of a member of staff.

The car park and planted areas are also out of bounds.

## **Pupils Leaving School Early**

Pupils must sign out at the school office and exit the building by the main entrance

# Parkhall Youth Club

This is open to all young people provided a membership form is completed and given to the youth tutor.

Day	Session	Time
TUESDAY	Ages 9 to 13	6.30 - 9.30pm
WEDNESDAY	Age 11+	6.30 - 9.30pm
THURSDAY	Age 11+	6.30 - 9.30pm
FRIDAY	Age 11+	7.00 - 10.00pm
SATURDAY	Ages 9 to 13	6.30 - 9.00pm

12 Steeple Road

ANTRIM BT41 1AF

Tel: 028 9446 8556

Website: [www.parkhallyouthclub.co.uk](http://www.parkhallyouthclub.co.uk)

# The Dining Hall

The canteen is open each breaktime and lunchtime. There is a breakfast club in operation from Halloween to Easter

In the dining halls, self-service cafeterias operate, serving a wide selection of hot food, sandwiches, drinks etc. Pupils use their meal tickets or pay cash for whatever they choose. A meal ticket is worth £2.80.

Arrangements are made for pupils who bring packed lunches.



As a health-promoting school, we encourage pupils to choose wisely and eat sensibly.

## Free School Meals

An application form for free school meals can be obtained online at:

[www.eani.org.uk/i-want-to/fsm](http://www.eani.org.uk/i-want-to/fsm)

# Sample Menus

Chicken curry with rice	£2.10
Fruit yogurt	£0.55
Fruit juice	£0.60
	_____
<b>Total</b>	<b>£3.25</b>

Baked potato with filling	£1.40
Flakemeal biscuit	£0.45
Bottle of water	£0.60
	_____
<b>Total</b>	<b>£2.45</b>

Soup	£0.80
Panini	£2.20
Piece of fruit (approx)	£0.50
	_____
<b>Total</b>	<b>£3.50</b>

Roast dinner	£2.10
Portion of grapes	£0.50
Carton of milk	£0.45
	_____
<b>Total</b>	<b>£3.05</b>

Lasagne	£2.10
Sweet chilli chicken noodles	£2.10
Chicken pasta dish	£2.10
Vegetarian pasta dish	£1.50
<b>Salad Bar</b>	
Plated salad	£2.10
Salad bar wrap	£2.00

<b>Meal Deal</b>
<b>Panini + bottle of water</b>
<b>£2-80</b>

Sandwiches	£2.15
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There may be a slight increase in prices for September 2021

# Extra-curricular Activities

The following are some of the extra-curricular activities which may be available to pupils.

Hockey



Golf

Cricket



Rugby



Badminton



Tennis



Football

Athletics



Mini Enterprise Company

Choir



Orchestra



Scripture Union

STEM Club



Competitions

Art Club



Breakfast Club

Bowls

Lego Club

Drama

French Club



GAA



Football trip to Europe



# Travel to and from College



- BY BUS** Bus timetables relevant to each site will be issued to pupils who require them. Pupils waiting for a bus from the school should line up under the supervision of the duty teacher. We expect the highest standard of behaviour from our pupils when travelling on buses. Serious misconduct will result in the bus pass being removed by Translink.
- BY CAR** In the interest of the safety of all pupils using the school, parents should observe the parking restrictions and always give way to pedestrians. In keeping with our commitment to health education and the "Walk/Cycle to School" initiative we ask you to encourage your young person to choose this healthy alternative.
- BY BICYCLE** Pupils cycling to and from school should exercise care and proper road sense. Cycling helmets should be worn, and cycle parking bays should be used when available. Cyclists are asked to ride only on the designated cycle lanes in the school grounds and certainly not on the grass areas.
- ON FOOT** Pupils coming to and from school on foot should exercise extreme care at all times and always observe the crossing patrol officer and pedestrian crossing.



# Bus Passes

New applications for a bus pass can be made online at:

[www.eani.org.uk/i-want-to/get-advice-on-home-to-school-transport](http://www.eani.org.uk/i-want-to/get-advice-on-home-to-school-transport)

If your child is already in receipt of transport assistance and is continuing into the next academic year without any change in circumstances i.e. change of address or change of school, then you do not need to reapply for transport assistance. If your circumstances have changed, however, please contact the School Transport Helpdesk on 0300 200 7824.





# Contact Us



Parkhall Integrated College  
12 Steeple Road  
Antrim  
BT41 1AF

Tel: 028 9446 8556

Website : [www.parkhallintegratedcollege.org](http://www.parkhallintegratedcollege.org)

Email: [info@parkhallintegratedcollege.antrim.ni.sch.uk](mailto:info@parkhallintegratedcollege.antrim.ni.sch.uk)

# School Fund

Monies from the Department of Education cover the basic essentials for pupils. School Fund enhances the provision for the pupils, including the purchase and running costs of the school minibus, school trips and functions, Prize Distribution and Sports Day awards etc.

**Parents are asked to make a contribution of £25 per family to the School Fund for the current year.**

This money will be collected on the first morning of the new term. Please complete the **reply slip** at the back of this booklet and send the money with your child. Receipts will be issued.

# Reply Slip

Tear out this page and return to the college on your son/daughter's first day of the new school year.

Pupil's name: \_\_\_\_\_ Class: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

I acknowledge receipt of the following: **Yes** **No**

**Guidelines Booklet** – I will support the school by ensuring my son/daughter adheres to these guidelines.

**Information re photographs etc.** (page 25 of Guidelines Booklet) – I agree to my son/daughter's photograph/image being used as outlined.

**School Behaviour Section** (pages 32-36 of Guidelines Booklet) – I agree to support the school in implementing this.

**School Uniform and Personal Appearance Information** (pages 7-12 of Guidelines Booklet) – I agree to support the school in enforcing this.

I have enclosed \_\_\_\_\_ as payment or part-payment of School Fund.

My family contribution is being paid by \_\_\_\_\_ of class \_\_\_\_\_

