



# PARKHALL

## INTEGRATED COLLEGE



## Information for Parents and Guardians

2024-2025

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

Take5

Council for  
Integrated  
Education





# Principal's welcome

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**Dear Parent/Guardian,**

I am delighted to welcome you and your child to the Parkhall Integrated College community, whether you are joining us for the first time or we are welcoming you back for the start of another academic year.

The purpose of the booklet is to help you understand how the college works by providing information about a range of procedures and policies which affect your child on a regular basis. At Parkhall Integrated College, we regard the links between parents/guardians and college as vital and we very much want to work in partnership with you.

I look forward to a successful and rewarding 2024-2025 academic year ahead.

Yours sincerely,

A handwritten signature in white ink, appearing to read 'N Owen'.

**Mr N D Owen**  
Principal

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**PARKHALL**  
**INTEGRATED COLLEGE**



# SECTION 1

College routines and administration

# Contact Information

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**Address:** Parkhall Integrated College  
Steeple Rd  
Antrim  
BT41 1AF

**Telephone Number:** (028) 9446 8556

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

**Website** [www.parkhallintegratedcollege.com](http://www.parkhallintegratedcollege.com)

**X:** @Parkhall\_IC

**Facebook:** [www.facebook.com/ParkhallIntegratedCollege](http://www.facebook.com/ParkhallIntegratedCollege)

**Board of Governors:** Mr M Alexander (Chair)

**Principal:** Mr N D Owen

**Vice Principal:** Mrs L McKibbin

**Senior Leadership Team:** Mr N D Owen

Mrs L McKibbin

Mr I Cunningham

Mrs J Davidson Brown

Mr C Graham

Mr R Lay

Mr G Martin

Ms A McLoughlin

Mr J Lynch

Mr A Cunningham





## Our vision

To provide an inclusive, caring learning environment where we all feel valued and respected and are empowered to reach our full potential.

## Our core values



### Achievement

striving to be the best that we can be



### Community

contributing positively to our college and local community



### Kindness

being kind, helpful and polite in all we do



### Respect

respecting ourselves, each other, and our environment



### Responsibility

working hard, being committed, and taking responsibility for our own actions and development

## To help realise our vision we will:

Place the core principles of Integrated Education at the heart of our college, through promoting equality, faith and values, parental involvement and social responsibility in all we do.

Promote academic excellence through a challenging and ambitious curriculum and evidence-informed pedagogy.

Give high quality pastoral care to meet individual needs and support the development of the well-being of our students.

Offer a range of enrichment opportunities which develop life skills and character beyond the classroom.

Provide high quality professional development for all our staff to ensure ongoing continuing personal and college improvement.

# Home and college agreement

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## **As a college**

### **We will:**

- Support your child's wellbeing and safety by providing a safe, supportive, inclusive and caring learning environment
  - Help and encourage your child to reach their full potential
  - Monitor and update you on your child's progress at parent meetings, progress reviews and in an annual written report
  - Communicate any concerns about your child's attendance/behaviour/wellbeing with you as their parent/guardian, and respond to any concerns from your child or parent/guardian
  - Provide a broad and balanced curriculum that caters for all children, including when delivered remotely
  - Promote high standards of behaviour, and outline clear expectations in our behaviour for learning policy so we can maintain a safe environment for all students
  - Set homework that supports the delivery of the curriculum and give feedback as appropriate
  - Offer opportunities for parents/guardians to get involved in school life
  - Communicate with home and college through a weekly Principal's Weekly Bulletin, text or email alerts and the school website and social media accounts
  - Respond to communications from parents/guardians in a timely manner, following school policies
  - Provide a range of extra-curricular and enrichment opportunities
- 

## **Parents/guardian**

### **I will:**

- Make sure my child attends college regularly and on time. I will notify the college if my child will be absent and provide reasons for absence
- Make sure my child is dressed in the correct uniform and brings the necessary equipment to college
- Support the college to make sure my child maintains a consistently high standard of behaviour

- Encourage my child to try their best so they can reach their full potential
- Communicate to the college any concerns that I have about my child that may affect their behaviour in college or ability to learn
- Always make an appointment if seeking to have a face-to-face meeting with a member of staff
- Make sure communication with the college is respectful and make every reasonable effort to address my communications to the appropriate member of staff
- Understand that I should communicate with staff during core school hours. Although they at times respond outside those hours, I understand that I can't always expect them to do so
- Attend meetings with the college about my child's education

### **Student**

#### **I will:**

- Arrive at college and my lessons every day on time and ready to learn
- Try my best to do my work and ask for help when I need it
- Do my homework on time and raise any concerns with my teachers or college staff
- Speak to an adult about any issues I'm experiencing that may affect my work or behaviour
- Speak to an adult about any concerns I have about my or other students' safety
- Wear the correct school uniform
- Bring to college all the equipment I need each day
- Treat all members of the college community with care and respect
- Understand and follow the college expectations
- Look after college equipment, and show respect for the college environment and local community
- Keep the college and the surrounding environment free from litter and graffiti
- Be a good representative of the college in and out of uniform
- Embrace extra-curricular and enrichment opportunities, contributing positively to the college and the wider community

# Communication between home and college

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Every Friday, you will receive a Principal's Weekly Bulletin which will inform you of key updates. In addition to our Principal's Weekly Bulletin, there are various ways in which we will contact you, including by telephone, by letter, by email, via the SIMS Parent app, on social media and via our website. There are several ways in which you can contact us:

- by emailing [info@parkhallintegratedcollege.antrim.ni.sch.uk](mailto:info@parkhallintegratedcollege.antrim.ni.sch.uk)
- by calling the office on (028) 9446 8556
- the SIMS Parent app (which you can download free from your app store)
- by writing to Parkhall Integrated College, Steeple Rd, Antrim, BT41 1AF

We regularly update our website and social media channels with news and information.

## **Up-to-date information**

It is very important that our database carries essential up-to-date information about the students for whom we care and that we are always able to contact either a parent/guardian or someone on the parent/guardian's behalf to inform them of any urgent situations. Please notify us of changes in family circumstances (e.g. names, telephone numbers etc.).

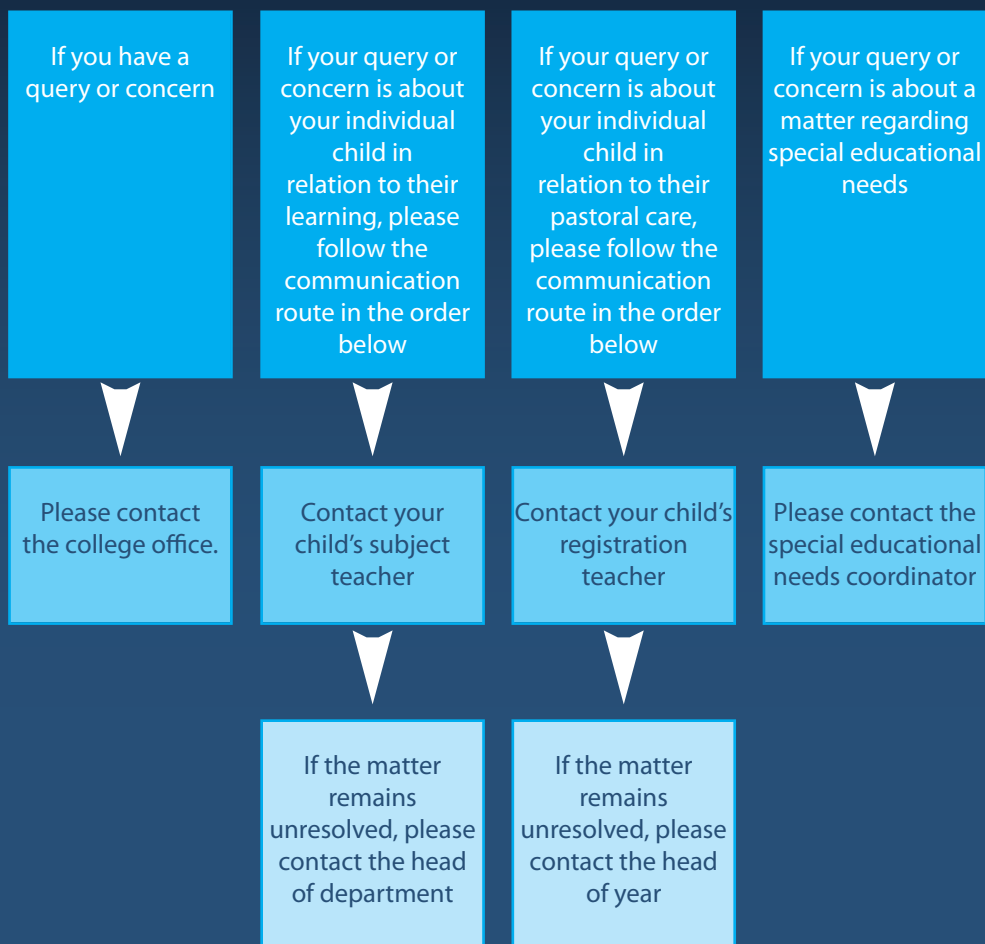
## **Appointments**

If you wish to come to meet a member of staff, an appointment must be made in advance, as we are not able to see parents/guardians who arrive unannounced at reception unless in an emergency. All visitors to the college, including parents/guardians, should report to the reception. For safeguarding purposes, all approved visitors will be asked to sign in/out and to wear an official visitor's badge so that we can identify any unauthorised entrants and thereby ensure the safety of our staff and students

Please note that our staff deserve to be treated with respect. Inappropriate communication will not be tolerated. We endeavour to work in partnership with our parents/guardians and believe that mutual respect is the way to achieve this and sets a positive example for our students and your child.



## Choosing the correct member of staff to address a query



# Term dates 2024/2025

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## Autumn Term 2024

Thurs 22nd – Fri 30th August	Staggered start for year groups
Mon 26th August	Holiday
Mon 2nd Sep	All students on timetable
Fri 27th Sept	Staff Professional Development Day
Mon 28th Oct – Fri 1st Nov (inclusive)	Half-Term break
Fri 20th Dec	Last day of the autumn term
Mon 23rd Dec – Fri 3rd Jan (inclusive)	Christmas Holidays

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## Spring Term 2025

Mon 6th January	Staff Professional Development Day
Tues 7th January	All students return to school
Fri 17th January	Staff Professional Development Day
Mon 10th – Fri 14th February (inclusive)	Half-Term break
Fri 17th March	Holiday
Fri 11th April	Last day of the spring term
Mon 14th April – Fri 25th April (inclusive)	Easter Holidays

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## Summer Term 2025

Mon 28th April	All students return to school
Mon 5th May	Holiday
Mon 26th May	Holiday
Fri 27th June	Last day of term

Parents/guardians are requested to try not to arrange family holidays during term time.

# Timings of the college day

# 1

## Key stage 3 students

8.45 College 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 Junior break

11.30 – 12.00 Period 5

12.00 – 12.30 Period 6

12.30 – 1.05 Period 7a

1.05 – 1.35 Junior lunch

1.35 – 2.05 Period 8

2.05 – 2.35 Period 9

2.35 – 3.05 Period 10

## Key stage 4 and 5 students

8.45 College opens

9.00 – 9.15 Registration

9.15 – 9.45 Period 1

9.45 – 10.15 Period 2

10.15 – 10.30 Senior break

10.15 – 10.45 Period 3

10.45 – 11.15 Period 4

11.30 – 12.00 Period 5

12.00 – 12.30 Period 6

12.30 – 1.05 Senior lunch

1.00 – 1.35 Period 7b

1.35 – 2.05 Period 8

2.05 – 2.35 Period 9

2.35 – 3.05 Period 10

# Two-week timetable

The college operates a two-week timetable.  
On Monday in week 1, students finish college at 2.05pm

Autumn Term		Spring Term		Summer Term	
Date	Timetable Week	Date	Timetable Week	Date	Timetable Week
26/08/2024	1	06/01/2025	1	28/04/2025	2
02/09/2024	2	13/01/2025	2	05/05/2025	1
09/09/2024	1	20/01/2025	1	12/05/2025	2
16/09/2024	2	27/01/2025	2	19/05/2025	1
23/09/2024	1	03/02/2025	1	26/05/2025	2
30/09/2024	2	10/02/2025	Half-Term	02/06/2025	1
07/10/2024	1	17/02/2025	2	09/06/2025	2
14/10/2024	2	24/02/2025	1	16/06/2025	1
21/10/2024	1	03/03/2025	2	23/06/2025	2
28/10/2024	Half-Term	10/03/2025	1		
04/11/2024	2	17/03/2025	2		
11/11/2024	1	24/03/2025	1		
18/11/2024	2	31/03/2025	2		
25/11/2024	1	07/04/2025	1		
02/12/2024	2				
09/12/2024	1				
16/12/2024	2				



# Home and college agreement

## Parent/Guardian Agreement Form

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

- I will honour the college's home school agreement and seek opportunities to support the work of the college  
*(See page 8)*
- I consent to my child's photo being used for both administrative and marketing purposes  
*(See page 38)*
- I have read and agree to the Acceptable use of ICT for students.  
*(See page 25)*
- I have supported the college with my contribution to school fund  
*(See page 50)*

Please complete using black ink and CAPITALS

Pupil's Full Name:

Parents/Guardians Name:

Date:

Signature:

When completed this form should be returned to the College Office.



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Please complete and return to:

**The School Office**  
Parkhall Integrated College  
Steeple Road  
Antrim  
BT41 1AF

# SECTION 2

Administrative information

# Arriving and leaving the college grounds

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## Start of the college day

- Each year group has a zone for gathering in the morning from 8.45am. Students must be in their supervised zones for 8.55am.
- The pupil entrance will be open at 8.45am for key stage 4 students. The youth area will be open at 8.45am for key stage 5 students. The back playground will be open at 8.45 for students in years 9 and 10. The front playground will be open at 8.45am for students in year 8. Students will be collected by their registration teachers from these areas at 9.00am
- Registration is from 9.00 to 9.15am.
- The student entrances will be locked at 9.00am. Late students must use the main entrance and get signed in at the office.
- A truancy call will be sent out to parents/guardians if a student is not registered in college.

## Areas out of bounds

- All classrooms are out of bounds to students before registration, at break, lunchtime and after college (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.
- Students leaving the college early must sign out at the college office and exit the building by the main entrance.



### Travel to and from college

Students travelling to and from college on foot should always exercise extreme care and always observe the crossing patrol officer and pedestrian crossing.

Parents/guardians who bring their child to college (or collect them) by car are advised to drop off/pick up their child outside the school grounds. Drivers who choose to enter the college grounds should exercise great care, drive slowly, obey the parking regulations and give way to pedestrians.

Bus timetables relevant to each site will be issued to students who require them. We expect the highest standard of behaviour from our students when travelling on buses. Serious misconduct will result in the bus pass being removed by Translink.

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



<https://www.eani.org.uk/financial-help/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 college, then you do not need to reapply for transport assistance. If your circumstances have changed, however, please contact:

**College Transport Helpdesk on 0300 200 7824**

Students cycling to and from college should exercise care and proper road sense. Cycling helmets should be worn. There is a parking bay for students' bicycles.

# Medical information

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The college must have the name of the student's GP and someone in addition to the parent/guardian in the event of an illness or emergency. The college needs to be updated if a student has changed GP. It is important to keep the college up to date in terms of any change in your child medical condition.

Where a student requires medicines of any kind, a written arrangement can be made between the parent/guardian and the college for such to be kept safely in college and made available to the student when needed. It is important that parents/guardians ensure that any medication kept in college is replaced before it goes out of date. Please contact the college office if you require a medication form to be completed.

Toilet passes are available for those students whose medical condition means they may need to visit the toilet frequently. Parents/guardians may request these by writing a letter to the head of year.

All doctor's/dental appointments should be made outside college hours unless it is an emergency.

## **Student illness**

If your child is obviously ill, he or she should not be sent to college. Please contact the college and inform the office staff of your child's reason for absence.

If a student becomes unwell in college, they should ask to go to their head of year in the first instance. If it is necessary for a student to be sent home, the office will phone the parent/guardian.

## Canteen

Parkhall Integrated College recognises that there is an important connection between a healthy diet and a student's ability to learn effectively and achieve their full potential. The canteen is open each breaktime and lunchtime, serving a wide selection of food. The college complies with the Nutritional Standards for School Lunches and the Nutritional Standards for Other Food and Drinks in Schools.

Students are not permitted to bring energy drinks. We reserve the right to confiscate and dispose of these. Students are encouraged to bring a bottle of water which can be refilled during break and lunchtime from the several water dispensers situated around the college.

If a student is eligible for free school meals and not already in receipt of them, 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)

A meal ticket is currently worth £2.80, but this changes on an annual basis. It can only be used once each day, either at break or at lunch.

## ParentPay - our new online payment service

We are pleased to announce that we are now accepting payments online for items such as dinner money, school trips, etc. Using a secure website called ParentPay.com you will be able to pay online using your credit/debit card.

ParentPay will be our preferred method of making payments to school, as we move to become a cashless school.

For further information please visit:

<https://parkhallintegratedcollege.org/parent/parentpay>



# Canteen

## Sample Menu



**PARKHALL**  
INTEGRATED COLLEGE

# MENU

### Break menu:

There are scones, bagels, potato bread, pancakes, panini and sodas to choose from every day.

### Lunch menus:

There is a salad bar every day

### Monday

Chips, chicken curry, curry sauce, rice, pizza, fish fingers, cocktail sausages, panini\*, baked potatoes, beans.

### Tuesday

Pasta bolognese, chicken goujon wraps, rice, curry sauce, vegetable soup, baked potatoes, beans, panini\*, roast dinner.

### Wednesday

Beef or chicken curry, chicken tikka, herb-diced potatoes, hot dogs, panini\*, baked potatoes, beans, rice, curry sauce, pasta bake, vegetable soup, roast dinner.

### Thursday

Chicken fried rice, sweet chilli chicken noodles, beefburgers, panini\*, baked potatoes, beans, rice, curry sauce, pasta bake, vegetable soup, roast dinner.

### Friday

Chicken curry, rice, chips, chicken nuggets, beans, sausages, curry sauce, panini\*, cocktail sausages.

**\*Panini fillings include:** Chicken and cheese, ham and cheese, barbecue chicken, sweet chilli chicken, sausage and cheese, ham, chicken, cheese.

### **Breakfast Club**

Breakfast Club is open each morning from 8.15am to 8.55am in the canteen. We serve a range of breakfast food items, and this is currently heavily subsidised by the college. Students are charged an entrance fee of 50p. This is a great way for students to start the day. There is no need to book; students can just come along.

### **Lost property**

All items of clothing must be properly labelled with the student's name. Efforts will be made to find lost items, but the college will not accept responsibility for property that is lost or damaged. Lost property and any items found at the end of the day are collected and deposited in the college office. At intervals during the year, these items are displayed in the hub and then disposed of.

### **Money and valuables**

Students should not bring large sums of money or valuables to college. The college cannot accept responsibility for any items which are lost.

### **Lockers**

Lockers are available for students and are prioritised to year 8 students in the first instance. Lockers cost £10 which is made up of £5 hire and £5 deposit which is returnable at the end of the year. Locker hire is a yearly agreement and keys must be returned at the end of the year or the deposit will be forfeited. Purchase of lockers can only be made via ParentPay.

### **Complaints**

We hope that your family's association with Parkhall Integrated College will be a happy one and you will have no cause to complain about the curriculum offered or the ways in which your child is being looked after. However, even in the best-run establishments, from time to time things do go wrong or concerns are felt. Should you feel the need to make a complaint or express a concern, we will do our best to address the issue involved. Established complaints procedures exist and are available on the college website, but in the first instance it is usually better to consult your child registration teacher, subject teacher or relevant head of year or head of department. Your concern will then be dealt with, and information given on more formal complaint procedures should the need arise.

# Acceptable use of ICT for students

## Acceptable use of the college's ICT facilities and internet:

Agreement for students and parent/guardians

Name of student:

When using the college's ICT facilities and accessing the internet in college, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break college rules
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share any semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo/video
- Share my password with others or log in to the college's network using someone else's details
- Bully other people

I understand that the college will monitor the websites I visit and my use of the college's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the college's ICT systems and internet responsibly.

I understand that the college can discipline me if I do certain unacceptable things online, even if I'm not in college when I do them.

Signed (student):

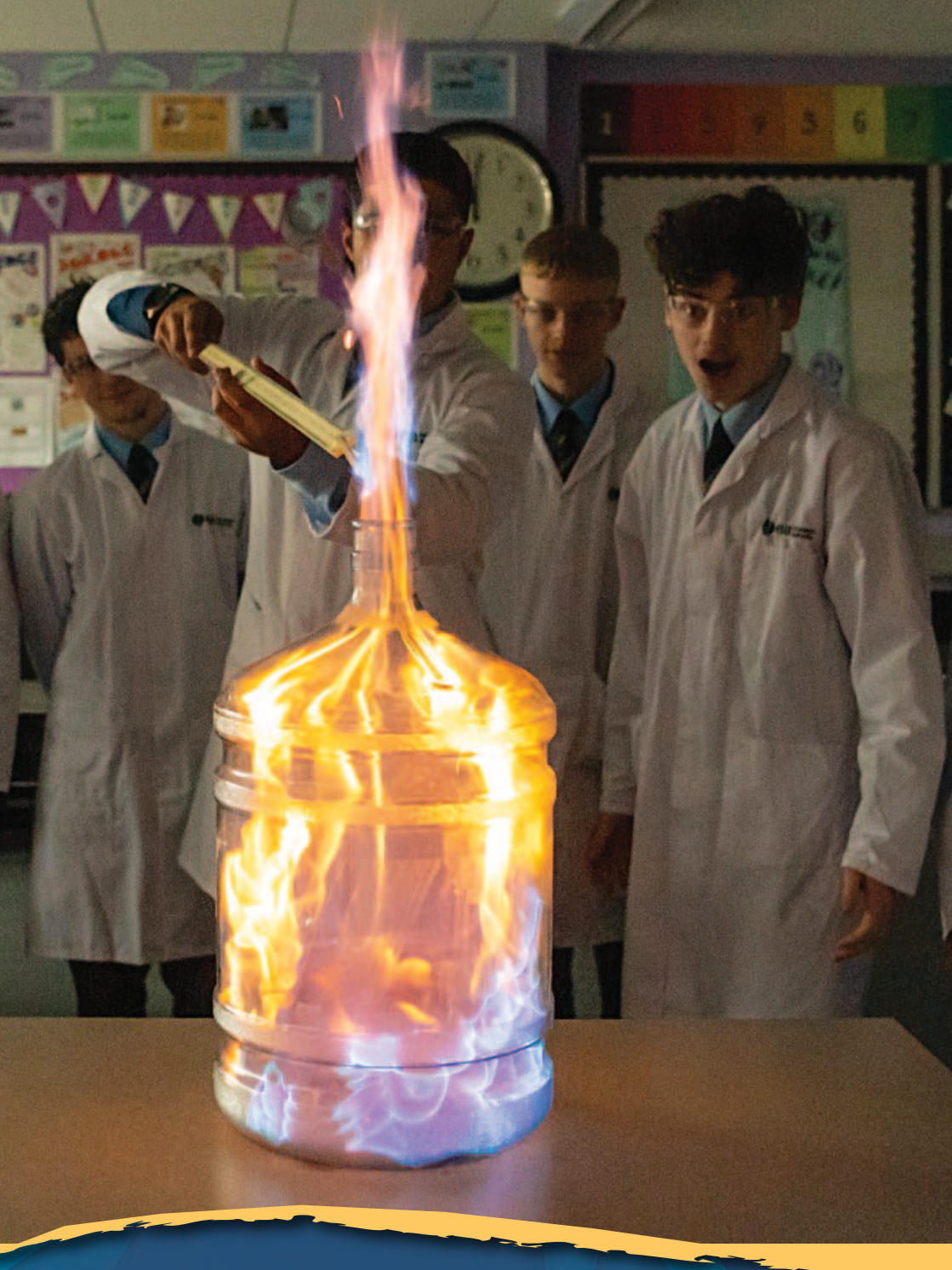
Date:

Parent/guardian/carer agreement: I agree that my child can use the college's ICT systems and internet when appropriately supervised by a member of college staff. I agree to the conditions set out above for students using the college's ICT systems and internet, and for using personal electronic devices in college, and will make sure my child understands these.

Signed (parent/guardian):

Date:





# SECTION 3

Curriculum matters

# Curriculum

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## Curriculum

At Parkhall Integrated College, we aim to promote academic excellence through a challenging and ambitious curriculum.

Students in key stage 3 follow a broad, balanced programme in accordance with the Northern Ireland statutory requirements: we use 'The Big Picture' as the basis for our curriculum mapping to ensure that key skills and knowledge are embedded in Year 8 and revisited in each year group afterwards. Our curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives. The key objectives are to develop the young person as an individual, a contributor to society and a contributor to the economy and environment.

At key stage 4, students follow the statutory curriculum requirements. Students study English, maths, Learning for Life and Work, PE and RE. Our Options Programme is broad and balanced; students in key stage 4 make subject choices appropriate to their needs, abilities and interests. These important decisions are made after consultation from careers teachers, subject teachers, parents/guardians and the use of academic and pastoral data. Students can make informed decisions through information, advice and guidance shared at Options Evening, 'Carousel Days', guidance booklets and through regular lessons.

## Assessment

All curriculum areas set two summative assessments per year during designated college assessment periods.

In key stage 3, these assessments will be directly linked to the curriculum taught both during the current academic year and previous years, where applicable. Students' raw marks are reported to parents/guardians as a percentage score and an effort grade.

In key stage 4 and 5, these assessments are often exam-board-style material directly linked to the course being studied. Teachers and heads of department mark and moderate these in accordance with the exam board mark scheme. Each student's raw marks are used alongside exam board grade boundaries to determine the grade achieved.

Alongside teacher assessments, students in key stage 3 will also undertake the nationally benchmarked assessments administered by GL Assessment. These assessments provide a rounded profile of student ability so the college can target support, provide the right level of challenge and make informed decisions about students' progress.

### Parent/Guardian consultations

In the academic year 2024/25, all parents/guardians will have an opportunity to speak to both their child registration teacher - to discuss their child wellbeing - and their subject teachers - to discuss the progress and achievement of their child.

The college uses an easy-to-use online appointment booking system. This allows you to choose your own appointment times with teachers and receive an email confirming your appointments. Information about this booking system will be sent to parents/guardians when the parent/guardian consultations are launched.

### Extra-curricular activities

The college runs a rich and extensive range of extra-curricular clubs and activities throughout the academic year. We would encourage students to be involved in at least one enrichment activity. Staff who give time to organise, support and encourage these activities do so on a voluntary basis, so it is important that students display commitment to the clubs that they join. Please ensure your child has informed you if they are going to attend an after-school activity to avoid unnecessary worry at the end of the college day. The following are some of the extra-curricular activities which may be available to students:

Hockey	Athletics	Art Club
Gaelic football	Choir	Language Club
Cricket	Orchestra	Film Club
Rugby	Stem Club	Drama Club
Football	Cookery Club	Scripture Union

# Trips and visits

The college provides students with opportunities to take part in a variety of trips and visits during the year. Some of these trips and visits are directly related to the courses the students are studying. Other trips are offered to enhance the students' experience of the world around them.

Full details of each trip will be provided to parents/guardian. We reserve the right not to take any student whose behaviour has caused concern in college on a trip.





## **Special Educational Needs**

At Parkhall Integrated College, we aim to ensure that all students are given access to a broad, balanced, and relevant curriculum. We want to ensure that all students have the maximum opportunity to participate in all areas of the life of the college and that each student is given the appropriate guidance and support to achieve their potential. Therefore, if a student is identified as having a special educational need the college's special educational needs co-ordinator (SENCO), Mr Cunningham, will work closely with the head of year, registration teacher, subject teachers, learning support assistant (if involved) and the parents/guardians to ensure that the most appropriate provision is being made to support the student with individual needs.

## **Homework**

Please encourage your child to complete their homework in a well-lit space without distractions and help them into a regular routine for homework, e.g. when they come in from college or before dinner.

Managing their time is a key skill for students, which homework helps to develop. We also encourage parents/guardians to take an active interest in what your child is doing at college.

Please encourage your child to attempt all homework tasks on the day they are set. This means that if there is any confusion about the task, your child has an opportunity to speak to their subject teacher before the homework is due in.



# SECTION 4

Pastoral care matters



# Pastoral Care

## Safeguarding and Child Protection

The college has a Safeguarding and Child Protection policy which is sent out to parents/guardians each year. A copy is also available on our website. All staff receive annual child protection training, and students can speak to anyone in college if they are worried or concerned about themselves or someone else. Our designated teacher for child protection is Mrs McKibbin. The deputy designated teachers are: Mrs Davidson Brown, Miss Huey and Mr Roberts.

The safeguarding governor is:  
Mrs J Black.

## Safeguarding

At Parkhall Integrated College, we take the safety of our students very seriously.

### If you:

- are worried about how someone is treating you
- are worried about work in school
- are worried about something online
- are worried about your friend
- need someone to talk to

### You can talk to:

- any member of staff, who will try to help, and if they cannot, they will know someone who can
- in school there are people specially trained to deal with issues where their safety and wellbeing are concerned. They are:



Mrs McKibbin  
Vice-principal and  
Designated Teacher Child Protection



Mrs Davidson Brown  
Head of Pastoral Care and  
Deputy Designated Teacher Child Protection



Mr Roberts  
Head of Key Stage 3



Miss Huey  
Head of Key Stage 4

If you would prefer, you can also email us at: [tellus274@c2kni.net](mailto:tellus274@c2kni.net)



## Role of the registration teacher

At Parkhall Integrated College, the registration teacher provides the first and most immediate level of support and help for students, with fifteen minutes allocated at the beginning of the college day to develop relationships. The registration teacher will be responsible for monitoring attendance, punctuality, behaviour, achievements, appearance, progress and the general development of the students. The registration teacher is the member of staff to whom students go first when they want initial information, advice or assistance. The registration teacher is also the first point of contact for parents/guardians if there is a pastoral concern.

### **Role of the Head of Year**

The head of year has a key role in the college's pastoral structure and provides a constant channel of information, support and encouragement for each student, working closely with all involved in pastoral provision. The head of year have an overall responsibility for the behaviour and achievements, progress and development of the year group. The head of year will be working closely with registration teachers and parents/guardians to ensure that each student is encouraged to achieve their best.

### **Role of the Head of Key Stage**

The Head of Key Stage 3 and Head of Key Stage 4 monitor and promote the pastoral care, attendance, behaviour and attitudes and academic progress of students in their key stage. In association with the Heads of Year and registration teachers, they work to develop effective strategies to address academic and pastoral under-achievement.

### **Pastoral Programmes**

At Parkhall Integrated College we run a number of different initiatives to support students where needs have been identified. These include:

#### **Vaping Programme**

This is a restorative intervention programme. It is an education based programme exploring the effects of vaping run and it is run by our Youth Tutor.

#### **Pass Programme**

This is a targeted intervention programme for students who have been identified as having concerns in the following areas:- feelings about school, self-regard as a learner, confidence in learning and their attitudes to attendance. The programme aims to help the students work through these 4 areas and help their long-term achievement in school.

#### **Year 12 Staff/Student Mentoring programme**

This is a programme which aims to maximise student confidence and success rates in all subject areas when they are in year 12.

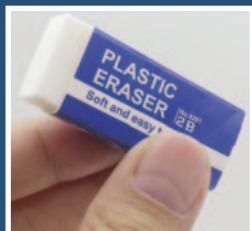
# Pastoral Care

## Equipment

Students will be provided with textbooks and classwork/exercise books by their subject teacher and, in some cases, folders. Below is a list of general items which students should have with them every day to college for all subjects.

- Black or blue pens (at least two)
- Pencils (at least two)
- 30cm ruler
- Eraser
- Coloured pencils
- Scientific calculator

Please be advised that, for public examination purposes, any equipment being taken into an examination room must be in a clear pencil case.



### Anti-bullying

Parkhall Integrated College is a friendly, caring college committed to providing a safe environment for all our students. "Bullying" relates to the repeated intimidation of another person through verbal, written, cyber, emotional or physical attack or by deliberately omitting the person by an individual or group, which causes the person harm. It is a wilful, conscious desire, which is recurrent/persistent, to hurt other individuals or place them under stress.

We will use the following criteria, TRIP, to determine when socially unacceptable behaviour becomes bullying-type behaviour, based on the information gathered about the behaviour.

- The behaviour is Targeted at a specific student or group of students.
- The behaviour is Repeated
- The behaviour is Intentional.
- The behaviour is causing Physical, emotional, or psychological harm

The college is a proud member of the Anti-Bullying Alliance. Bullying of any kind is unacceptable, and if bullying does occur, all students should be able to tell someone at college so that incidents will be dealt with promptly and effectively. From the academic year 2024/25, students can do this by informing a member of staff directly, by reporting the issue in our 'Tell Us' boxes around the college or by using our designated email address:

[tellus274@c2kni.net](mailto:tellus274@c2kni.net)

## Anti-bullying

At Parkhall Integrated College,  
we are a telling school.

If you are experiencing any issues or problems either inside or outside school, please write down the details and drop your note in the box.



The box is emptied every day by a member of the pastoral care team.

Alternatively, you can email:  
[tellus274@c2kni.net](mailto:tellus274@c2kni.net)



ANTI-BULLYING ALLIANCE



# Counselling service

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## Counselling service

Counselling is a supportive relationship that provides a confidential space for a student to talk about worries or concerns. It can help a student find a way to change how they think, feel and cope. Parkhall Integrated College students can use a counselling service, provided by the Education Authority using the organisation Familyworks. At present, we have two counsellors helping our students. Students can make a referral using a drop box or by speaking to any member of staff. A concerned parent/guardian can request counselling for their child/ren by contacting any staff member. The counsellor will assess the student to determine if they are the best person to talk to them. Sessions are then arranged at varied times to avoid the student missing the same class. The usual guidelines regarding child protection will be followed closely. In all cases, matters will be handled with sensitivity and treated in confidence.

## Use of student photographs, footage and images

In college, we use photographs/moving images featuring students for various purposes: displays, PowerPoint presentations, college prospectus, college magazine, newspaper articles, etc. Framed sports photographs are displayed on the corridor walls.

If parents/guardians **do not** want their child photograph or image to be used by the college, please inform us of this in writing. When the occasion arises, students should remind staff that they are not to be included in college photographs or videos.



# Uniform

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## Girls' Uniform

- Navy blue blazer with college badge
  - College tie (Junior tie years 8-10. Senior tie years 11-14)
  - Skirt - mid-grey with box pleat. 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).
  - Blouse (white for years 8-10 and blue for years 11-14)
  - Grey V-neck pullover or cardigan
  - Grey knee-socks or plain black tights
  - Plain black flat shoes
- Trainer-type shoes are not acceptable. In the interest of student safety, heels of excessive height are not recommended.

## Boys' Uniform

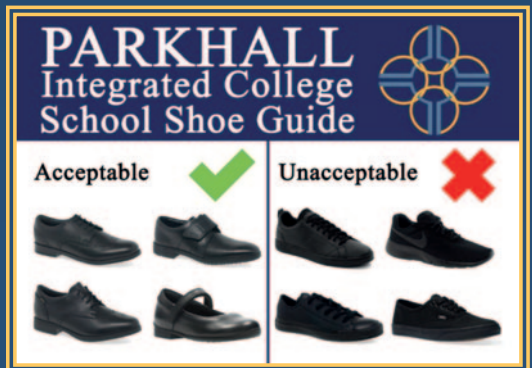
- Navy blue blazer with college badge
  - College tie (Junior tie years 8-10. Senior tie years 11-14)
  - Mid-grey trousers
  - Shirt (white for years 8-10 and blue for years 11-14)
  - Grey V-neck pullover
  - Dark socks
  - Plain black flat shoes
- Trainer-type shoes are not acceptable.

## Other information

- The college uniform and PE kit are available from our suppliers, Wallace's at 13 High Street in Antrim.
- Students are free to wear a coat when travelling to college, but coats should not be worn inside the college.
- Hoodies or a similar item of clothing are not permitted inside the college.
- Only a minimum amount of jewellery is appropriate with the college uniform: one pair of studs worn in the lower ear lobe only and a wristwatch may be worn. No other visible jewellery or piercings are acceptable.



- Make-up is not appropriate in the college. A light foundation or concealer is permitted in exceptional circumstances. Coloured nail varnish and false/acrylic nails are not permitted.
- Students are not permitted to wear hoodies, jeans or leggings.
- Students should present as smart in their uniforms. 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 waistband.
- The college scarf, specially designed for us, is available from the college office at a cost of £5.
- We would recommend that all items of uniform are clearly labelled for each student, as this way it becomes much easier for the students to locate the uniform items if they are misplaced.
- A note is required on any occasion when a student is unable to wear the complete uniform, as students may be isolated when not wearing the complete uniform.





# PE Uniform

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## PE Kit

All students are expected to wear the college PE kit, which has been specially designed and branded for both girls and boys. Approved PE kit must be worn for all PE/Games lessons and after-school sports clubs.

## Compulsory items of PE Kit

### Boy's PE Kit

- College PE T-shirt
- College PE shorts
- College PE socks  
(option of ankle socks or knee-length.  
Students in teams must wear knee-length)
- College PE quarter-zip top
- Football boots and trainers for outdoor lessons
- College PE tapered tracksuit bottoms
- Shin guards (hockey, football)
- Mouth guard (hockey, rugby)

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### Girls' PE Kit

- College PE polo shirt
- College PE skort or shorts
- College PE socks  
(option of ankle socks or knee-length.  
Students in teams must wear knee length)
- College PE quarter-zip top
- Trainers
- College PE tapered tracksuit bottoms
- College PE leggings (year 11-14 only)
- Shin guards (hockey, football)
- Mouth guard (hockey, rugby)



At key stage 3 for both boys and girls there is the additional option of the branded college PE tapered tracksuit bottoms. These are to be worn only outside during PE.

Please note that the PE kit is an extension of the college uniform. It must be worn for all lessons and fixtures and must be clearly named. Students should not leave valuables in the changing rooms at any time. They do so at their own risk. When students are not taking part in PE (due to illness/medical issues, supported by a note from parent/doctor), they must still wear full PE kit. When students forget their PE kit, they will be asked to wear a spare PE kit belonging to the college. Below is a useful checklist to ensure students have what is needed for their health, safety and hygiene:

- Shin guards (hockey, football)
- Mouth guard (hockey, rugby)
- Towel

# Student leadership

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## **Student leadership**

Parkhall Integrated College is committed to facilitating an active student voice. We recognise the potential in all our students and, as future leaders, we offer a range of opportunities to develop and practise leadership skills within the college. There are countless opportunities for students to practise their leadership skills every day, such as to facilitate the running of clubs, fixtures and workshops, organising charity fundraising events, serving on the student council, becoming prefects, and participating in the different awards the college runs. The student council meets at least once during each term, ensuring that student representatives can meet staff to discuss issues, propose changes and listen to others' viewpoints.

## **Mobile phones**

Mobile phones, earphones, headphones, smart watches and other similar electronic devices with Internet connectivity, must not be used, seen or heard during college hours.

This step in limiting the use of mobile phones has fostered greater positive social interaction amongst students, in particular at break and lunchtimes, and we believe has a positive impact on the wellbeing of students, as well as benefitting them academically.

If you need to contact your child during the college day, please telephone the office, who will be able to pass any urgent messages on to your child. If students need to contact their parents/guardians during the college day, they should go to their head of year or the office to use the college phone.

## **Student planner**

All students are given a Parkhall Integrated College student planner each year at the beginning of the new college year. This planner is a means of communication between college and home. Parents/guardians are asked to check their child student planner regularly and sign it on a weekly basis. Most importantly, it has a diary that is to be used for recording homework each day. We give the student planner to students free of charge but, as it is a compulsory item, if they are lost, vandalised or damaged, students must pay for a replacement at £5.00 each.

## Attendance

Good attendance is important so that students do not miss out on their learning. Each half term, there are attendance assemblies, rewarding top attendance. This is followed up by class and individual prizes and certificates.

The college uses a texting service to inform parents/guardians of student absence on a daily basis. Parents/guardians should text back a reply to this service. If parents/guardians know that a student is going to be absent, they are asked to inform the college. The college must have a reason for students being absent. Therefore, if parents/guardians have not phoned the college office or replied to a text message, the student should bring a written note signed by his/her parent stating the reason for the absence and give it to the registration teacher on his/her return to college. Please note that examinations missed because of student absence cannot be taken at another time.

## Permission to leave college during the college day

- Permission to leave college during the college day may be granted if a written request is received from a parent/guardian.
- The note must be signed by the registration teacher and head of year, head of key stage or member of senior leadership team.
- The note should be given into the office when the student is leaving college.
- Students will not be permitted to leave the college grounds during the mid-morning and lunch breaks.

## Punctuality

- Registration each morning for all students is at 9.00 am. Students must be punctual to registration and to class.

# Behaviour and conduct

## Behaviour and conduct

We encourage all students to make a positive contribution to the Parkhall Integrated College community in all they do. Students are consistently reminded of the college's rules and expectations in assemblies. A record of each student's conduct and general behaviour is kept, and all breaches of the college's rules will be recorded. A copy of the behaviour for learning policy is available on our website.



## Prohibited items

Any items that are prohibited, illegal or age-restricted outside the college are banned from the site. These include but are not limited to:

- alcohol
- cigarettes, tobacco, rolling papers, lighters and matches
- vapes
- drugs, drug paraphernalia and other so-called 'legal highs'
- prescription medicines unless stored in the medical room with permission from parents/guardians
- weapons, offensive weapons or items that could be used to hurt;
- fireworks and bangers
- stolen items
- articles or documents that have been or could be used to commit an offence or cause harm
- laser pens
- high-sugar or energy drinks
- chewing gum

## Rewards

Our established rewards system aims to recognise and promote positive behaviours in college, based on a rewards shop idea. It works by members of staff awarding students reward points based on our five values of

- achievement
- community
- kindness
- respect
- responsibility

Students can then save up points and cash them in for the reward of their choice at the end of the academic year. The more reward points they build up, the greater the reward they can get.



# Rewards Shop

PARKHALL INTEGRATED COLLEGE **Cash in your SIMS points for these goodies**



**Snowstar Beanie**



**Haribo Sweets**



**Football**



**Subway meal deal voucher**



**Flying Ring Frisbee**



**Stress Ball**



**Filled Pencil Case**



**Phone holders**



**£15** **£20** **£25**

**One4all Gift Cards**  
£15, £20 or £25



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

# Parkhall Youth Club

## Parkhall Youth Club

Parkhall Youth Club operates four nights a week and boasts a high membership of both students and non-students of the college.

Day	Session	Time
Tuesday	Ages 9 - 12	6.30 - 9.15pm
Wednesday	Ages 11 - 13	6.30 - 9.15pm
Thursday	Ages 14 - 18	6.30 - 9.15pm
Friday	Ages 11 - 17	7.00 - 9.45pm

The youth club programme provides a variety of physical and social activities for the members. Sports, including boys' and girls' football, basketball and uni-hoc to name a few. These are facilitated in the sports hall and also the floodlit outdoor pitches. Arts and crafts play an important role in the life of the youth club. Members are encouraged to tap into their imagination, which in turn supports their creative and aesthetic skills development. Examples of artwork completed by members are regularly displayed around the youth club.

The focal point of the youth club is the social area. There are three pool tables, a bar football table game, an air hockey table game, a table tennis table and a number of computer game consoles. There is also a large fully fitted kitchen which allows for cooking and baking. Members can learn new skills in cooking and develop their knowledge of healthy eating.

Other activities also available to members include group work programmes focussing on key themes such as personal and social development, young men's/women's groups, and leadership training. The youth club has a dedicated FLARE (Facilitating Life and Resilience Education) youth worker, who can provide one-to-one and/or group support to members who are experiencing mental health and well-being difficulties. Members can also participate in residential experiences in the outdoors, visiting other youth clubs and youth club members committees and international opportunities.

The youth club also runs a summer programme throughout July and August.







# School Fund

## School Fund

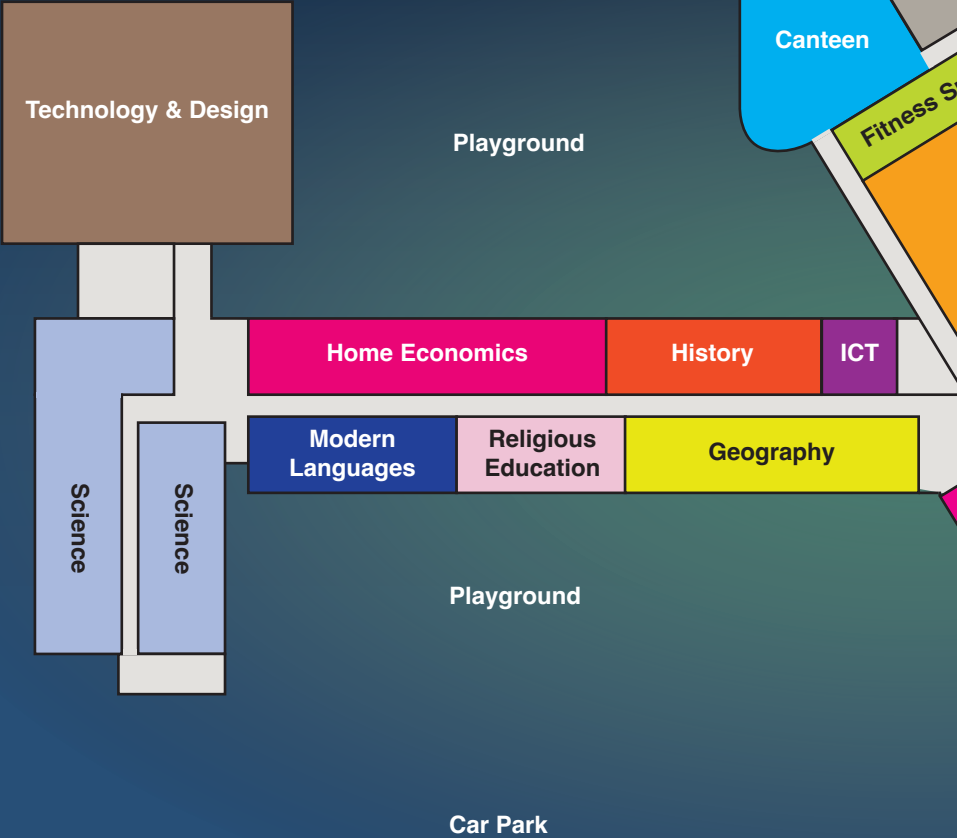
Parkhall Integrated College offers educational opportunities over and beyond the statutory requirements. This cannot be done by relying on government funding alone, and so we run a school fund, which aims to enhance the provision for the students, including the purchase and running costs of the college minibus, contributions to college trips and functions, prize distribution and sports day awards. This list is by no means exhaustive, but the school fund has become an indispensable element of the college's finances so that we can continue to provide the rich and diverse experiences that are a hallmark of Parkhall Integrated College. All donations to the school fund, no matter how big or small, are much appreciated and invaluable to us.

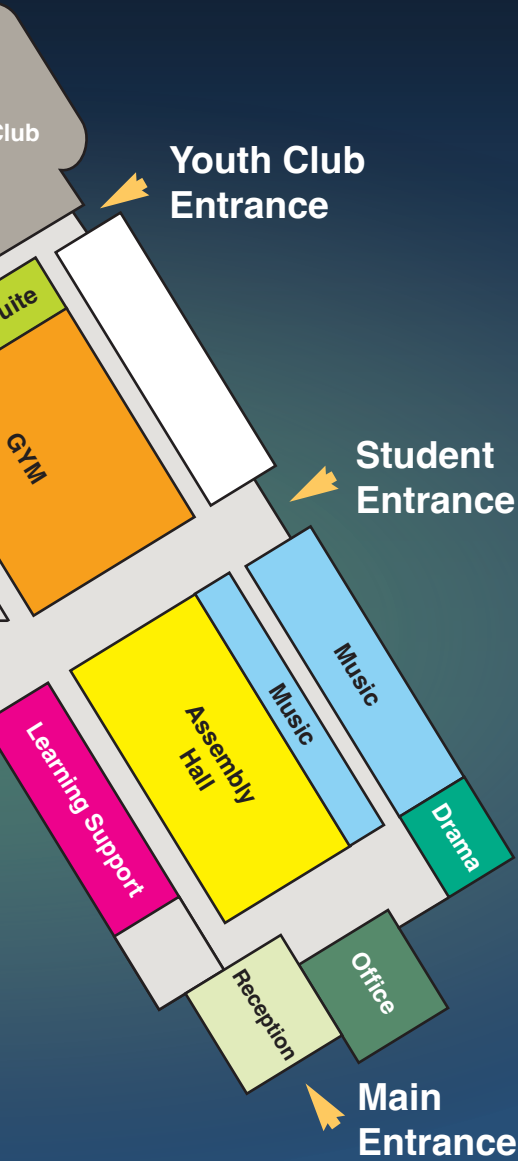
Parents/guardians are asked to make a contribution of £30 per family to the school fund for the current academic year. We are thankful that the majority of parents/guardians support the college in this way. If they prefer, parents/guardians can choose to make this contribution to the school fund by paying £10 per term.





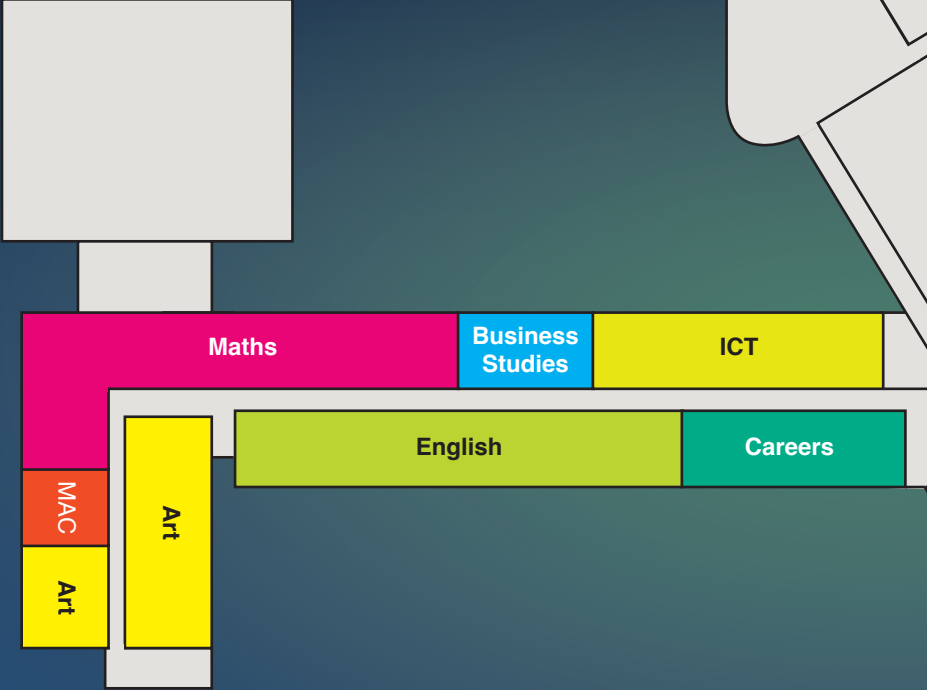
# GROUND FLOOR

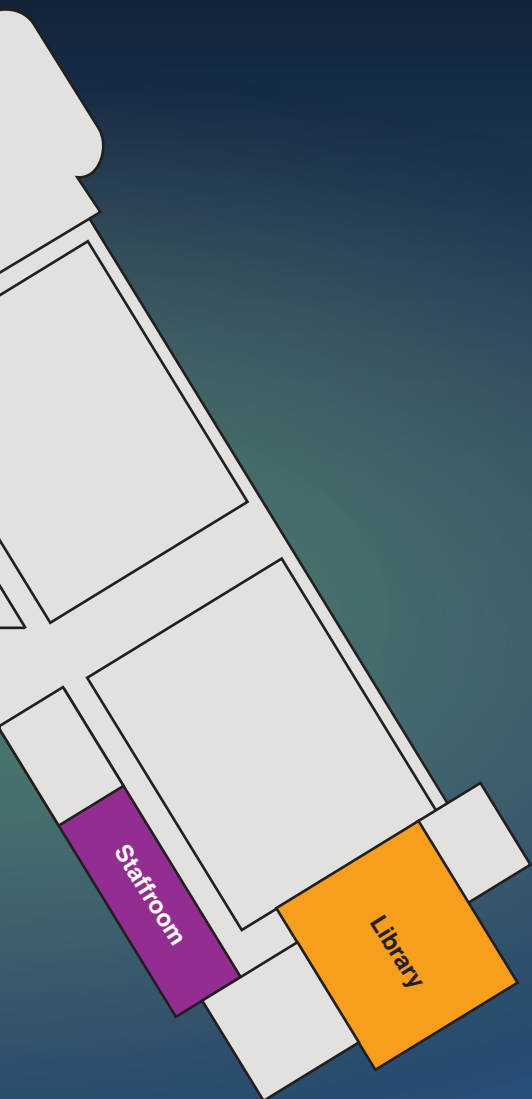




- Assembly Hall
- Canteen
- Drama
- Fitness Suite
- Geography
- Gym
- History
- Home Economics
- ICT
- Learning Support
- Modern languages
- Music
- Office
- Reception
- Religious Education
- Science
- Technology & Design
- Youth Club

# FIRST FLOOR





	Art
	Business Studies
	Careers
	English
	ICT
	Library
	MAC
	Maths
	Staffroom





# Any questions?

We understand that you or your child may have a question or concern that you would prefer not to ask in front of others.

Whatever the question or whatever the reasons, we are happy to answer them. Please feel free to ask us your question or concern using this form.

- 1** Complete this page with your question and details.
- 2** Tear it out and hand it to a member of staff in reception.
- 3** A senior member of staff will contact you to discuss things\*.

My question: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Preferred time to call:  Morning  Afternoon  Evening

**ALL** questions / concerns and calls are treated as confidential and anonymous. You do not have to provide your real name, if you prefer not to.

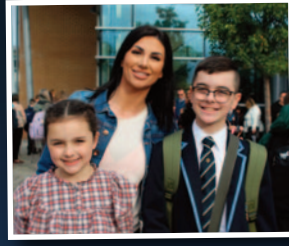
\* A senior member of staff will endeavour to speak to you regarding your question or concern. Should we be unable to contact you directly, we may choose to leave a voice message.



Please complete and return to:

**The School Office**  
Parkhall Integrated College  
Steeple Road  
Antrim  
BT41 1AF

# YEAR 8 FIRST DAY SEPT 2023











# **PARKHALL**

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## **INTEGRATED COLLEGE**

Principal:  
Mr N D Owen

Parkhall Integrated College  
Steeple Road  
Antrim BT41 1AF  
Tel: 028 9446 8556

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

