



PARKHALL
INTEGRATED COLLEGE



Information for Parents and Guardians

2025-2026

www.parkhallintegratedcollege.org







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 2025-2026 academic year ahead.

Yours sincerely,

Mr N D Owen
Principal

Contents

SECTION 1: Key Information

Contact information	6
Vision and values	7
Behaviour and conduct / mobile phones	8
Uniform	10
PE Uniform	12
Equipment / Lockers	13
Counselling service	14
Medical information	15
Home and college agreement	16
Communication between home and college	18
Choosing the correct member of staff to address a query	19
Term dates	20
Timings of the college day	21
Two-week timetable	22
Arriving and leaving the college grounds	24
Travel to and from college	25
Canteen	26
Breakfast club	27
Acceptable use of ICT	28
Complaints	29

SECTION 2: Curriculum matters

Curriculum / Assessment	32
Parent/Guardian consultations	33
Trips and visits	34
Special educational needs	35

SECTION 3: Pastoral care matters

Safeguarding and Child Protection	38
Role of the Form Tutor	39
Role of the Head of Year	39
Role of Head of Key Stage	39
Anti-bullying	41
Attendance and punctuality	42
Religious observances	42
Student leadership	43
Student planner	44
Rewards	44
Parkhall Youth Club	45
School fund	46
Marketing	47
School map - ground floor	48
School map - first floor	50



PARKHALL
INTEGRATED COLLEGE





PARKHALL
INTEGRATED COLLEGE



SECTION 1

Key Information

Contact Information

Address: Parkhall Integrated College
Steeple Rd
Antrim
BT41 1AF

Telephone Number: (028) 9446 8556

Email Address: info@parkhallintegratedcollege.antrim.ni.sch.uk

Website www.parkhallintegratedcollege.com

X: @Parkhall_IC

Facebook: www.facebook.com/ParkhallIntegratedCollege

Board of Governors: Mrs S McCallion (Chair)

Senior Leadership Team:

Mr N D Owen Principal

Mrs L McKibbin Vice-Principal

Mr N Beckett Assistant Principal - Behaviour & Attitudes

Mrs J Davison Brown Assistant Principal - Pastoral care

Mr I Cunningham Assistant Principal - SEN

Mr C Graham Assistant Principal - Assessment and Progress

Mr R Lay Assistant Principal - Curriculum

Mr G Martin Assistant Principal - Marketing, Community & Partnerships

Ms A McLoughlin Assistant Principal - Professional learning



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.

Behaviour & conduct

Mobile Phones and other Mobile Electronic Devices



Mobile phones

We acknowledge that parents/guardians may wish their child to have a mobile phone for use in cases of emergency when travelling to and from college. Students who bring mobile phones to the college do so at their own risk. The college accepts no responsibility whatsoever for theft, loss, damage, or health effects (potential or actual) relating to mobile devices. It is the responsibility of parents/guardians and students to ensure mobile devices are properly insured.

The policy for mobile phones and other electronic devices is: **Never Seen, Never Heard.** Mobile phones must be turned off during the college day.

Mobile phones and other similar devices have many benefits, but they can be used inappropriately and may be targets for theft, used for cyber bullying, or unfiltered access to the internet.

Students are encouraged to make arrangements with parents/guardians in advance, so that no contact is necessary during the school day. The college office telephone is available for students' use in an emergency and should a parent/guardian need to contact their child, we request that it be done only through the office using the college's telephone number which is **028 9446 8556**



Behaviour for Learning



Ready

- Take pride in your uniform and be well equipped for school
- Keep focused on learning in the classroom so you can achieve the best you can be



Respectful

- Be kind, helpful and polite in all you do
- Take responsibility for your own actions and progress



Safe

- Move around the school quietly and responsibly and follow the one-way system
- Contribute positively to our college and local community

Uniform

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 leather shoes
- 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 leather shoes

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.

Personal appearance

- 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.
- Students are not permitted to wear hoodies, jeans or leggings.
- 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 and nail varnish are not appropriate at school. A light foundation or concealer is permitted in exceptional circumstances.

Lipstick, eye make up, mascara, false eye lashes, fake tan and nail varnish and false acrylic nails are not permitted.

Only a minimum amount of jewellery is appropriate with 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.

PE Uniform

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)

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:

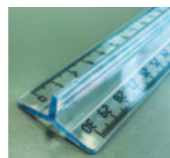
- Shin guards (hockey, football)
- Mouth guard (hockey, rugby)
- Towel

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.



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.

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.

Counselling service

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.



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.

Home and college agreement

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
 - 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 including supporting my child to complete all homework/assignments

- 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 that I 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, and although they may at times respond outside of those hours, I can't always expect that
- Attend meetings with the college about my child's education
- Support the college's vision, values and integrated education ethos
- Support my child's involvement in college life, including extracurricular activities.

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.
- Be organised and manage my time effectively to meet homework/coursework deadlines.

Communication between home and college

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
- 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

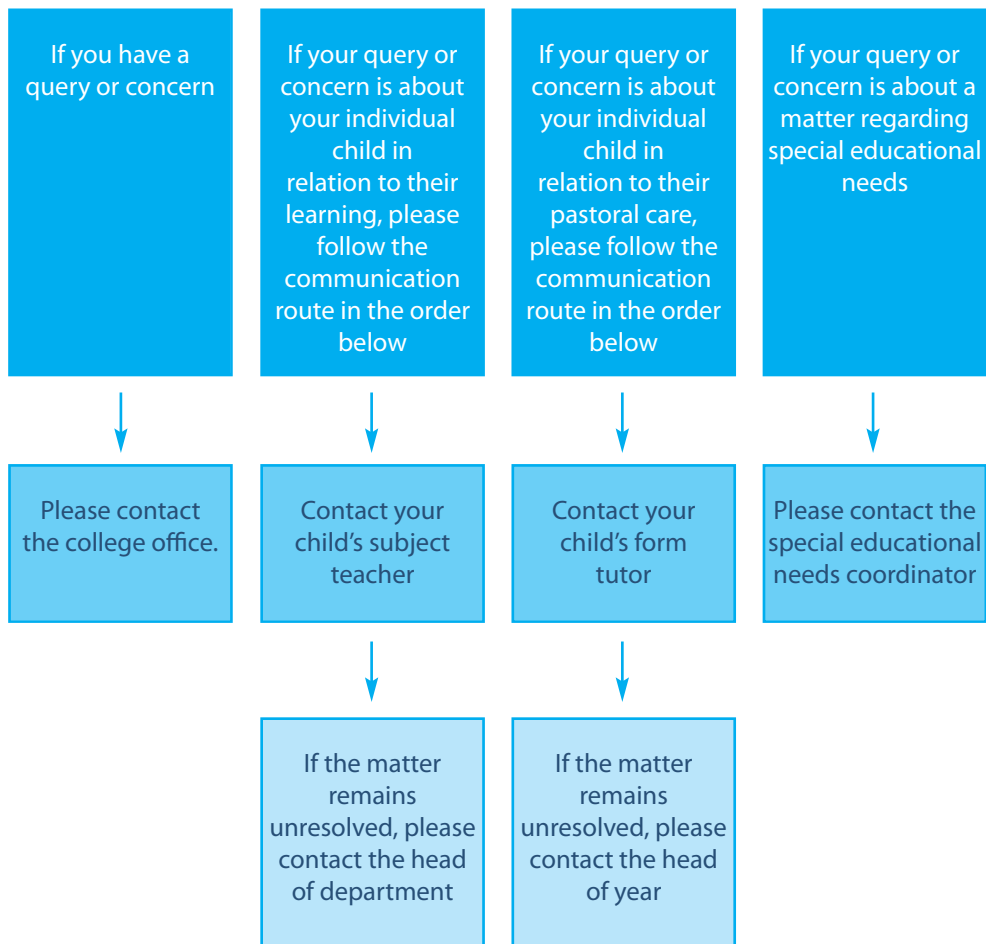
It is very important that our database carries essential up-to-date information about the students for whom we care and that we are always able to contact either a parent/guardian or someone on the parent/guardian's behalf to inform them of any urgent situations. Please notify us of changes in family 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 2025/2026

Autumn Term 2025

Wednesday 20th – Friday 29th August	Staggered start for some year groups
Monday 25th August	Holiday
Monday 1st September	All students on timetable
Friday 19th September	Staff Professional Development Day
Monday 27th October –	
Friday 31st October (inclusive)	Half-Term break
Friday 19th December	Last day of the autumn term
Monday 22nd December –	
Friday 2nd January (inclusive)	Christmas Holidays

Spring Term 2026

Monday 5th January	Staff Professional Development Day
Tuesday 6th January	All students return to school
Friday 16th January	Staff Professional Development Day
Monday 9th –	
Friday 13th February (inclusive)	Half-Term break
Tuesday 17th March	Holiday
Friday 27th March	Last day of the spring term
Monday 30th March –	
Friday 10th April (inclusive)	Easter Holidays

Summer Term 2026

Monday 13th April	Staff Professional Development Day
Tuesday 14th April	All students return to school
Monday 4th May	Holiday
Monday 25th May	Holiday
Friday 26th June	Last day of term

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

1

page 21

Two-week timetable

The college operates a two-week timetable.

On Monday in week 1, students finish college at 2.05pm

Autumn Term				Timetable Week
Monday	25	August	2025	Week 1
Monday	1	September	2025	Week 2
Monday	8	September	2025	Week 1
Monday	15	September	2025	Week 2
Monday	22	September	2025	Week 1
Monday	29	September	2025	Week 2
Monday	6	October	2025	Week 1
Monday	13	October	2025	Week 2
Monday	20	October	2025	Week 1
Monday	27	October	2025	Half-Term
Monday	3	November	2025	Week 2
Monday	10	November	2025	Week 1
Monday	17	November	2025	Week 2
Monday	24	November	2025	Week 1
Monday	1	December	2025	Week 2
Monday	8	December	2025	Week 1
Monday	15	December	2025	Week 2

Spring Term**Timetable Week**

Monday	5	January	2026	Week 1
Monday	12	January	2026	Week 2
Monday	19	January	2026	Week 1
Monday	26	January	2026	Week 2
Monday	2	February	2026	Week 1
Monday	9	February	2026	Half-Term
Monday	16	February	2026	Week 2
Monday	23	February	2026	Week 1
Monday	2	March	2026	Week 2
Monday	9	March	2026	Week 1
Monday	16	March	2026	Week 2
Monday	23	March	2026	Week 1
Monday	30	March	2026	Week 2
Monday	6	April	2026	Week 1
Monday	13	April	2026	Week 2

Summer Term**Timetable Week**

Monday	4	May	2026	Week 1
Monday	11	May	2026	Week 2
Monday	18	May	2026	Week 1
Monday	25	May	2026	Week 2
Monday	1	June	2026	Week 1
Monday	8	June	2026	Week 2
Monday	15	June	2026	Week 1
Monday	22	June	2026	Week 2

Arriving and leaving the college grounds

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 student entrance will be open at 8.45am for year 8, 11 & 12 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. Students will be collected by their form tutor from these areas at 9.00am
- Registration is from 9.00 to 9.15am.
- The student entrances will be locked at 9.15am. 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 student entrance.

Travel to and from college

Students travelling to and from college on foot should always exercise extreme care and always use the tunnel 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.

Canteen

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.



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>

Parkhall Integrated College Canteen Lunch Menu (subject to change)

Monday

Chicken curry
Chips
Curry sauce
Rice
Pizza
Fish fingers
Cocktail sausages
Baked potatoes
Beans
Panini

Tuesday

Pasta Bolognese
Chicken goujon wraps
Roast dinner
Vegetable soup
Rice
Curry sauce
Baked potato
Beans
Panini
Brownies

Wednesday

Beef/chicken curry/katsu
Hot dogs
Pasta bake
Roast dinner
Vegetable soup
Wedges
Baked potatoes
Beans
Rice
Curry sauce
Panini

Thursday

Chicken fried rice
Beefburgers
Pasta bake
Roast dinner
Vegetable soup
Baked potato
Beans
Rice
Curry sauce
Panini
Brownies

Friday

Chicken curry
Chicken nuggets
Rice
Chips
Beans
Curry sauce
Panini
Cocktail sausages

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.

Acceptable use of ICT for students

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

Agreement for students and parent/guardians

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

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.





SECTION 2

Curriculum matters



Curriculum

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

All parents/guardians will have an opportunity to speak to both their child's Form Tutor - 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.

Trips and visits

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

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 3

Pastoral information

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.

**PARKHALL**
INTEGRATED COLLEGE

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 student safety and wellbeing are concerned. They are:



Mrs McKibbin
Vice-principal and
Deputy Designated Teacher Child Protection



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



Mr Roberts
Head of Key Stage 3



Mrs Huey
Head of Key Stage 4

If you would prefer, you can also email us at: tellus274@c2kni.net

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

www.parkhallintegratedcollege.org

Role of the Form Tutor

At Parkhall Integrated College, the form tutor 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 form tutor will be responsible for monitoring attendance, punctuality, behaviour, achievements, appearance, progress and the general development of the students. The form tutor is the member of staff to whom students go first when they want initial information, advice or assistance. The form tutor 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 Care



PARKHALL
INTEGRATED COLLEGE

5

Steps to improve your mental wellbeing

Connect



Connect

Connect with the people around you

Be active



Be active

Go for a walk or run, cycle, play with friends

Take notice



Take notice

Stop and take a moment to look around you

Keep learning



Keep learning

Don't be afraid to try something new

Give



Give

Do something nice for a friend or stranger

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

www.parkhallintegratedcollege.org

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



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 checked every day by a member of the pastoral care team.

Alternatively, you can email:

tellus274@c2kni.net

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

www.parkhallintegratedcollege.org

Attendance and punctuality

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.

Religious Observances

At Parkhall Integrated College, we respect and value the diverse religious beliefs of our students and their families. The school provides access to specific religious observances in accordance with the guidelines set out for educational settings. This means that students may be authorised absence for days exclusively set apart for religious observance by their religious body.

We encourage open communication to support your child's needs regarding religious observance and ensure their attendance and learning are managed thoughtfully.

Thank you for your continued support.

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.

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.

Rewards

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.

PARKHALL
INTEGRATED COLLEGE

Haribo Sweets
HARIBO
Starburst

Football

Subway meal deal voucher

Snowstar Beanie

mitre

Flying Ring Frisbee

Stress Ball

Filled Pencil Case

Phone holders

£15 £20 £25

One4all
The Multi-Store Gift Card

One4all Gift Cards
£15, £20 or £25

moesgrill | Print.com | Reid black | Islandbawn Stores | PARKHALL | SUBWAY | WALLACE'S | FRESH | SODA

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

www.parkhallintegratedcollege.org

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.

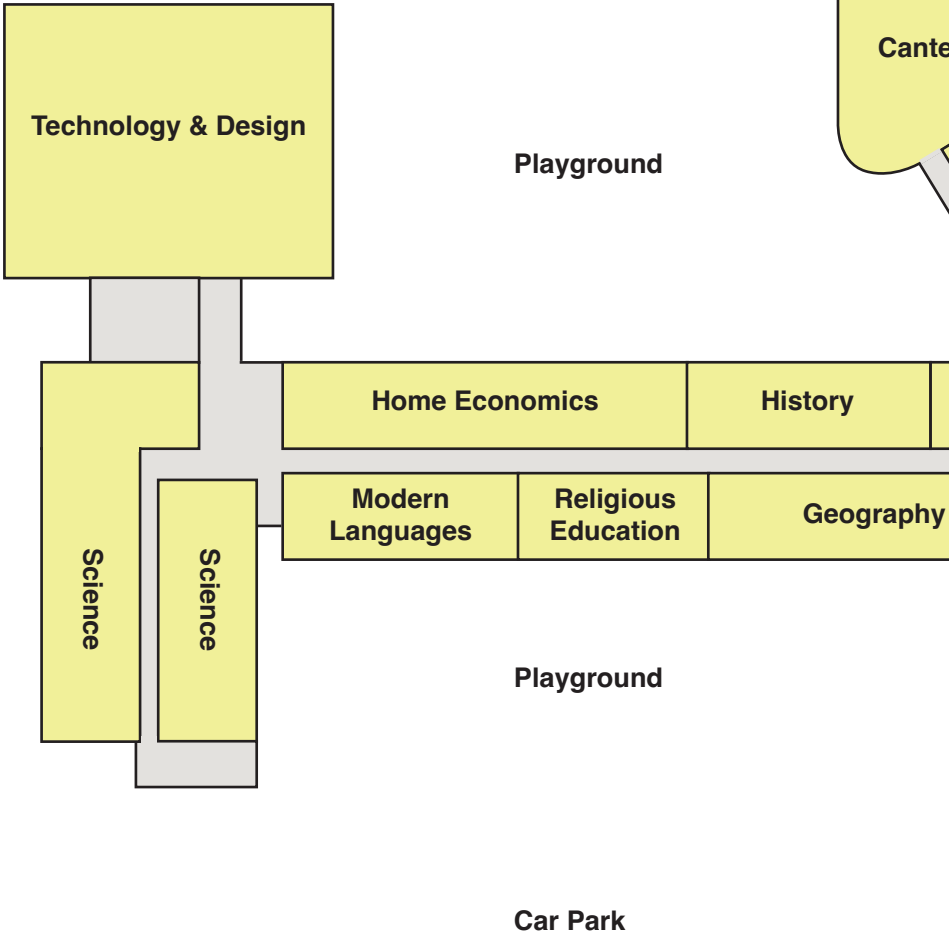
Use of student photographs, footage and images

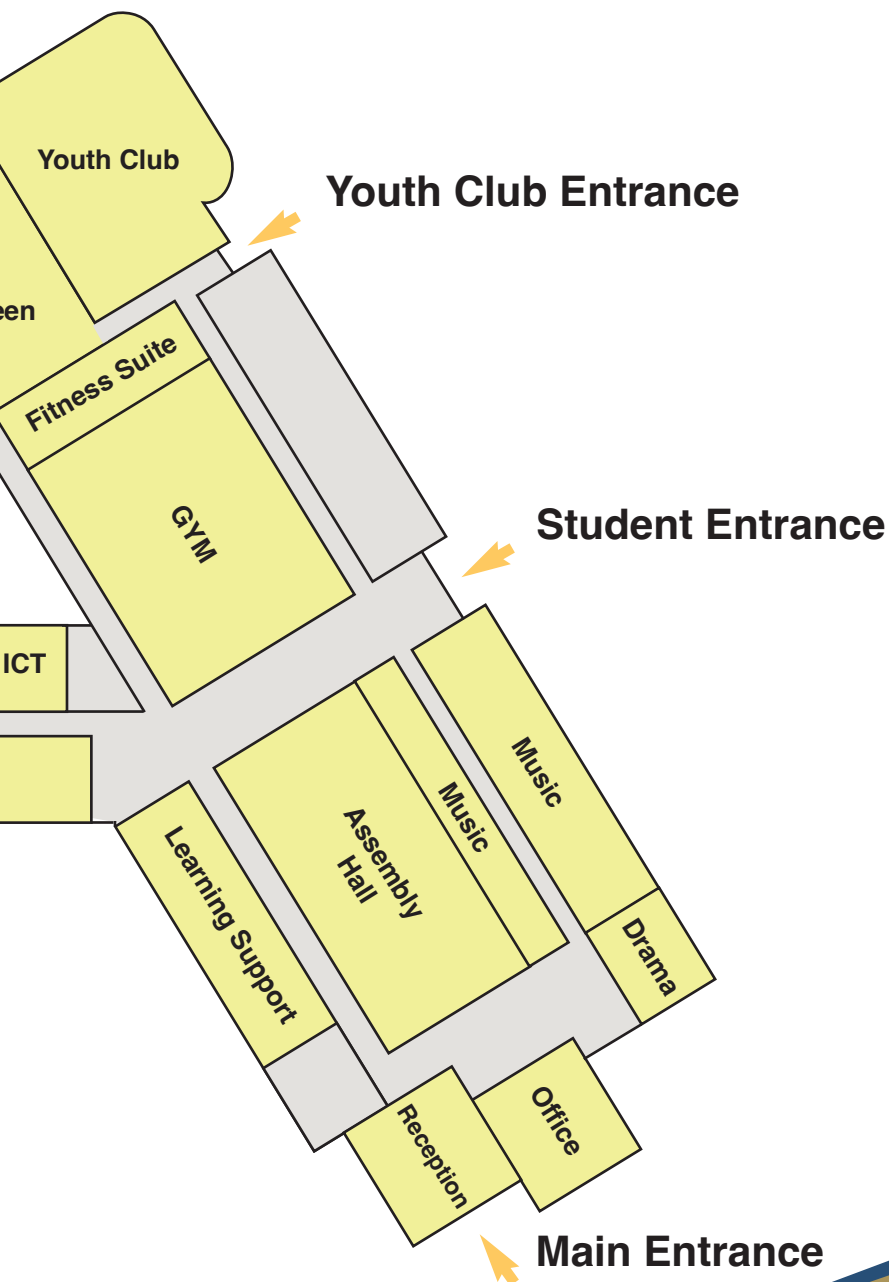
In college, we use photographs/moving images featuring students for various purposes: displays, PowerPoint presentations, college prospectus, college magazine, newspaper articles, etc. Framed sports photographs are displayed on the corridor walls.

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

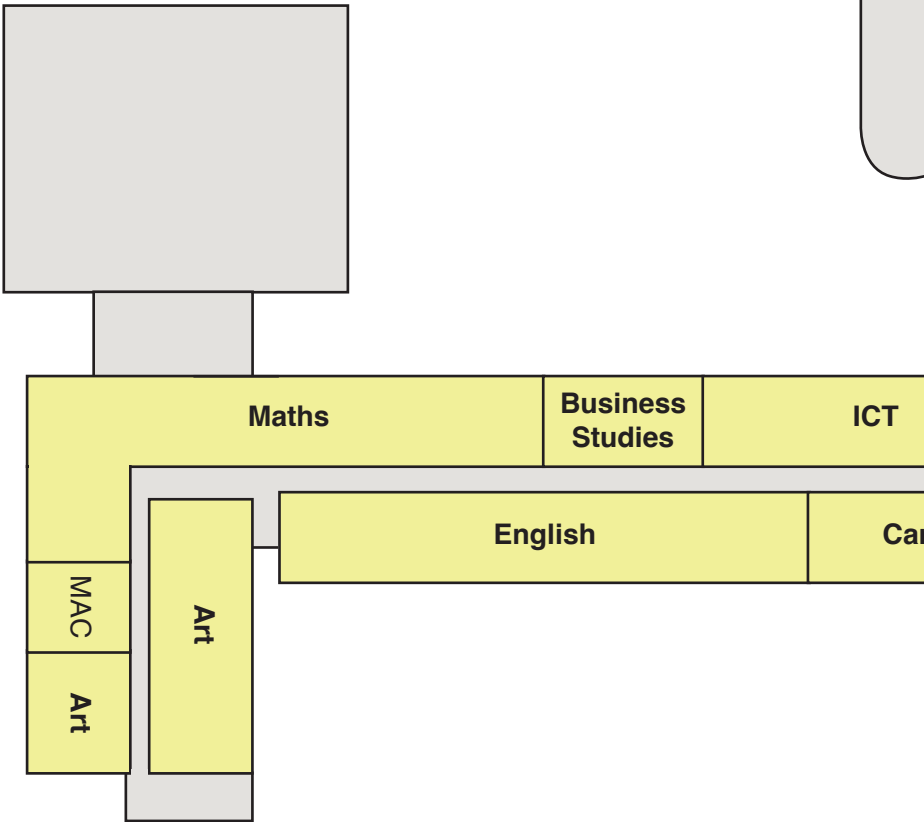


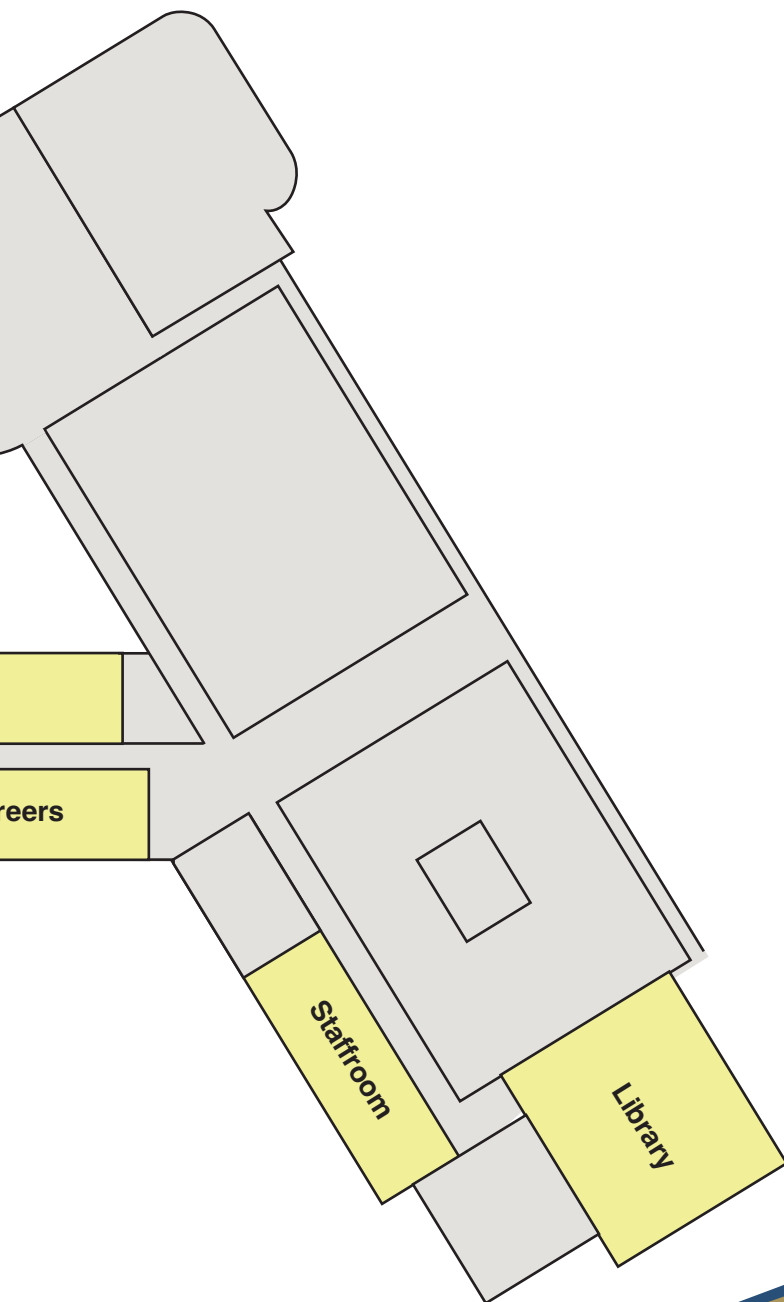
GROUND FLOOR



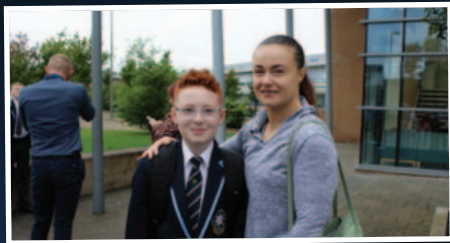


FIRST FLOOR





YEAR 8 FIRST DAY SEPT 2024







PARKHALL

INTEGRATED COLLEGE

Principal:
Mr N D Owen

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

www.parkhallintegratedcollege.org

