



**St Patrick's
Grammar School
Armagh**

IMPORTANT INFORMATION FOR PARENTS

WELCOME

Please read this document carefully and then complete the Google Form for SPGS Parents.

Link can be found on website and on SIMS Parent App.

Contact info@stpatricks.armagh.ni.sch.uk for further assistance.

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SIMS PARENT APP POLICY

Rationale

This policy applies wherever access to SPGSA SIMS Parent App is provided and whenever information is accessed through SPGSA SIMS Parent App whether the computer equipment is owned by the school or not. The policy also applies to all those who make use of the SPGSA Parent App.

Ownership and Administration of this Policy

SPGSA owns and administers this policy.

Objectives of SPGSA SIMS Parent App Usage Policy Security

This policy is intended to minimise security risks. These risks might affect the integrity of SPGSA Data, the authorised SIMS Parent App holder and the individuals to which the SIMS Parent App data pertains. These risks arise from:

- The intentional or unintentional disclosure of login credentials to SPGSA's SIMS Parent App by authorised users.
- The wrongful disclosure of private, sensitive and confidential information.
- Exposure of SPGSA to vicarious liability for information wrongfully disclosed by authorised users.

Data Access

This policy aims to ensure all relevant aspects of GDPR and the Fair Processing Policy are adhered to. This policy aims to promote best use of SIMS Parent App systems to further the communication between SPGSA and parents/guardians.

SIMS Parent App Usage Policy Rules for Authorised Users

SPGS SIMS Parent App System is provided for use only by persons who are legally responsible for pupil(s) currently attending the school. Access is granted only on condition that the individual formally agrees to the terms of the policy. The authorising member of school staff must confirm that there is a legitimate entitlement to access information for pupils the names of whom must be stated on the SIMS Parent App Parental Access Consent Section on Google Form for New Year 8 Parents. A copy of the form will be held by the school for audit purposes. Requests for access to the SIMS Parent App System must be made to SPGS using the SIMS

Parent App Parental Access Consent Form on Google Form for New Year 8 parents/ Google Form for Summer Correspondence or by emailing info@stpatricks.armagh.ni.sch.uk

SIMS Parent App Parental Access Reply Form

SPGS will be providing access to tracking and student reports via the SIMS Parent App.

Guidance about accessing the SIMS Parent App will be made available and you will be notified when the App is ready for use.

COMMUNICATION TO PARENTS/GUARDIANS

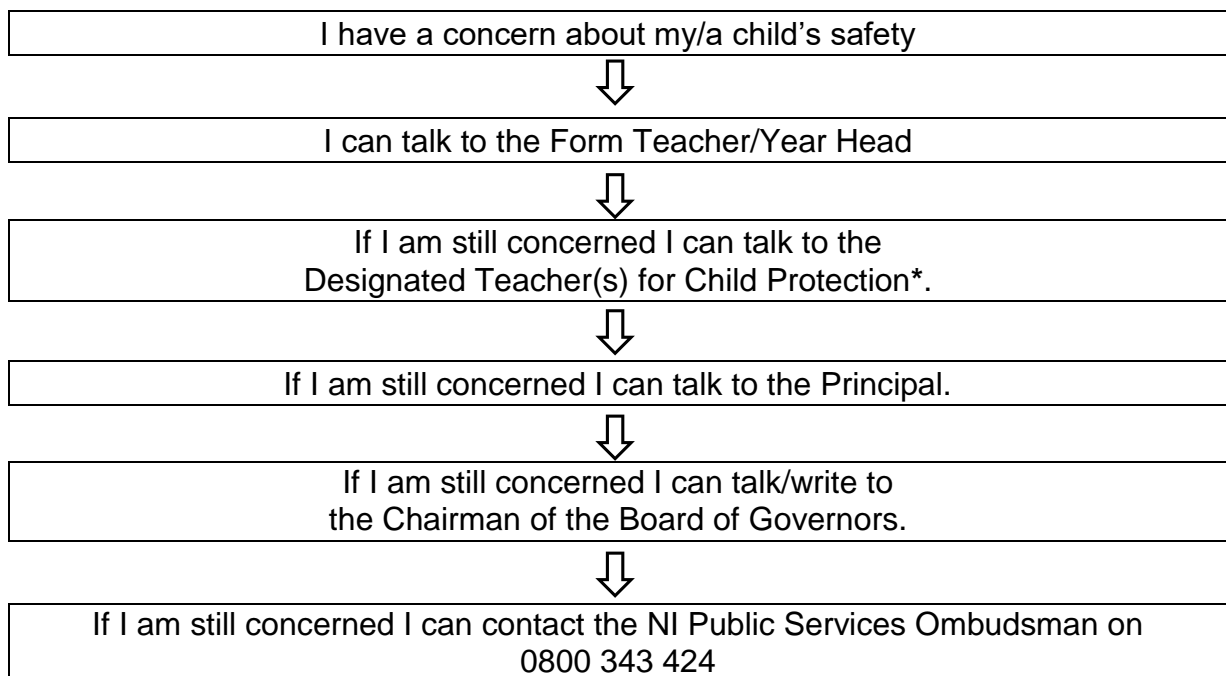
- ✠ St Patrick's Grammar School are using the **SIMS App** to allow us to communicate more effectively with parents/guardians.
- ✠ The service will be used by the school to remind you of important dates and inform you of any exceptional closures. Individual members of staff may also use the service to remind you about curricular/extra-curricular events concerning your son.
- ✠ **All school tracking and end of year reports** will be delivered via the SIMS app in 2021/22. To ensure access to this we need a parental email address for each student, please complete the SIMS App Section on the Summer Correspondence Google Form you have received.
- ✠ We will continue to use the C2k text messaging service and I would be obliged if you would keep the school informed of **any change in mobile phone numbers** to ensure you receive texts.
- ✠ You are also reminded to ring the school before 10:00am to notify us about any absences. This can also be done by emailing info@stpatricks.armagh.ni.sch.uk After 10:00am a reminder text will be sent to your mobile.
- ✠ Electronic school information is also available on Twitter @stpatsarmagh, Facebook and the school website; www.stpatricksarmagh.org
- ✠ St Patrick's continues to work towards being paperless and will rely on electronic communication.
- ✠ Parents/Guardians should contact the school at any time if they have concerns regarding their son.
- ✠ You are asked **to make an appointment through the School Reception or by emailing info@stpatricks.armagh.ni.sch.uk** if you wish to discuss any issue with your son's **Form Teacher or Year Head**.
- ✠ Each member of staff has a full timetable of teaching commitments and, as a result, anyone turning up without an appointment is unlikely to be seen.
- ✠ Please be reminded of the procedure for contacting your son during school hours; **all correspondence must go through the School Reception. Please do not contact your son directly.**
- ✠ **Reminder: If you have changed phone number or email address please forward amended details to the following address info@stpatricks.armagh.ni.sch.uk**

CHILD PROTECTION

AIMS:

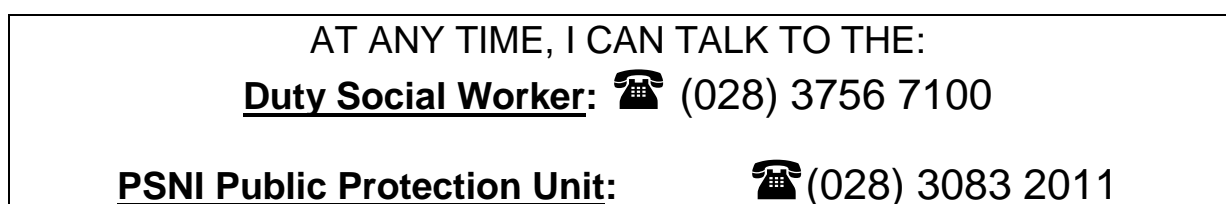
The school's pastoral care ethos places the student at the centre of the school's work, and promotes the valuing and respecting of students and staff as individuals. It also promotes good communication through which staff (especially teaching staff) are encouraged to listen carefully to students, engendering trust through their approachability. It is hoped this ethos will give abused children the confidence to seek help from members of staff. In addition, the school pastoral care structure via form teachers and year heads and the counselling service provide tried and trusted avenues for communication.

HOW A PARENT CAN DISCUSS A CONCERN WITH THE SCHOOL?



***Designated Teachers:**

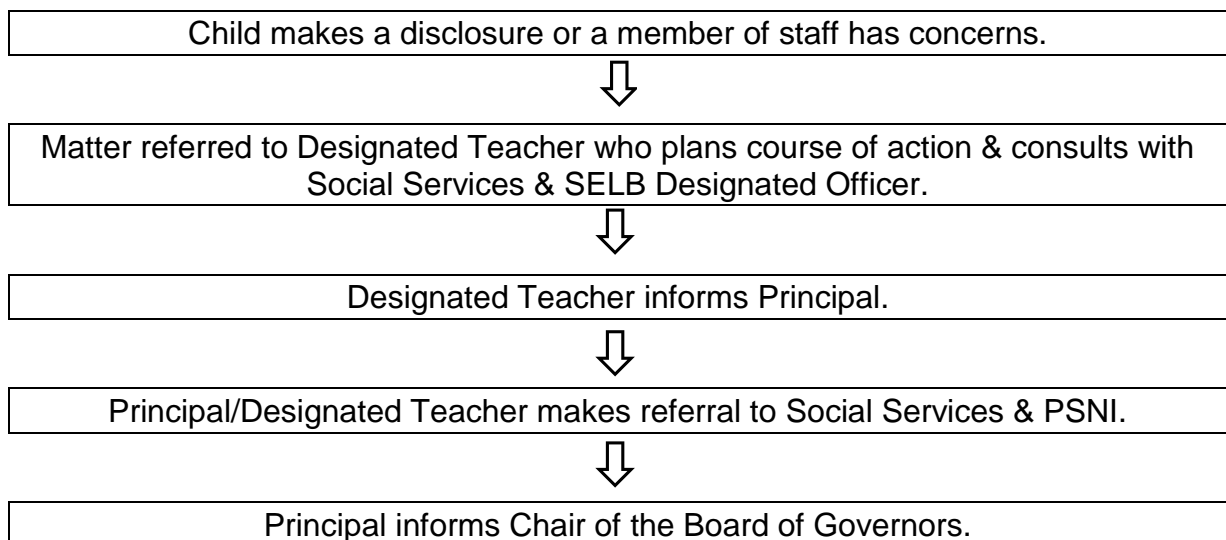
Mrs RoseAnne Slane
Mrs Julianne Denvir
Mrs Nicola Mulligan



THE REPORTING PROCEDURES & THEIR IMPLEMENTATION

- 1) The Designated Teacher with special responsibility for dealing with cases of suspected child abuse is **Mrs RoseAnne Slane**, Vice-Principal. In her absence, the Designated Deputy Teachers are **Mrs Julianne Denvir** and **Mrs Nicola Mulligan**.
- 2) Members of staff who have been informed of the abuse of a child or who suspect that a child is being abused should inform the Designated Teacher, or his deputy. In the absence of both, the Principal should be informed directly.
- 3) The Designated Teacher will immediately notify the Principal.
- 4) If the Designated Teacher, in consultation with the Principal, decides that there is reason for concern, he will immediately contact the Duty Social Worker at the appropriate HSS Unit of Management i.e. location which covers the area or in which the student resides, the PSNI or seek advice from the SELB Designated Child Protection Officer.
- 5) All records pertaining to child protection will be lodged in a central file under the control and care of the Designated Teacher.

PROCEDURE FOR REPORTING AN INCIDENT OF CHILD ABUSE



CHILD PROTECTION & THE INTERNET

Keeping up-to-date with children's use of technology is challenging for many adults. It can be hard to supervise what young people are viewing and creating online, who they are chatting to and texting, and what they are downloading.

Many children may have better technical skills than you; however, they still need advice and protection when using internet and mobile technologies.

CONTACT:

Potential contact from someone online wishing to bully or abuse.

It is important for children to remember that online friends may not be who they say they are, no matter how long they have been talking to them or how friendly they seem.

CONTENT:

Inappropriate material is available to children online.

Consider using filtering software & agree ground rules about what services you are happy for your children to use.

COMMERCIALISM:

Young people's privacy can be invaded by aggressive advertising & marketing schemes.

Encourage your children to keep their personal information private, learn how to delete pop-ups and block spam emails.

SAFE:

Keep safe by being careful not to give out personal information – such as your name, email, phone number, home address, or school name – to people you don't trust online.

MEETING:

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parent's or carer's permission and even then only when they can be present.

ACCEPTING:

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

RELIABLE:

Someone online may be lying about who they are, and information you find on the internet may not be reliable.

TELL:

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

CHILD PROTECTION & MOBILE PHONES

The issues about being safe online apply equally to mobile phones, especially as most phones now have internet access.

Whilst there are opportunities in terms of communication, interaction and entertainment in young people having mobile phones, children can be at risk of accessing and distributing inappropriate content and images and talking to strangers away from your supervision.

Children can receive abusive text messages, be vulnerable to commercial mobile phone pressures and run up large phone bills.

It is very important to encourage your children not to give out their mobile numbers to strangers either online or in real life and help them to use their mobile safely and responsibly.



**St Patrick's
Grammar School
Armagh**

**CATHEDRAL ROAD
ARMAGH
BT61 7QZ**

 (028) 3752 2018

 info@stpatricks.armagh.ni.sch.uk

Our full Child Protection Policy can be downloaded via our website: www.stpatricksarmagh.org

OR

It can be obtained from our School Office on request.

Once you have read this section on Child Protection and Safeguarding please fill out the relevant section on the Google Form for SPGS Parents. (Link on website and sent via App)

PHOTOGRAPH CONSENT

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website, Facebook page and Twitter account.

If we use photographs of individual students, we may use the name of that child in the accompanying text or photo caption.






From time to time, our school may be visited by the media who will take photographs or film footage of a high-profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites.

To comply with the General Data Protection Regulation, we need your permission before we can photograph or make any recordings of your child. Please complete the Photograph Consent section of the Google Form for SPGS Parents.

Many thanks for reading this information carefully.

STUDENT WELFARE

We would remind you of our policies and procedures with regard to student welfare. Please note the following:

-  If your child is sick before school, please do not send him to school. This prevents the spread of any virus or infectious illnesses. **This is particularly important in the context of Covid-19. DO NOT SEND YOUR CHILD TO SCHOOL IF HE DISPLAYS ANY SYMPTOMS OF COVID-19. (Persistent cough, high temperature and/ or loss of taste or smell)**
-  If you suspect that your child has an injury, for example through sports, please do not send him to school.
-  If your child is injured in school, you will be contacted to collect him unless the school is of the opinion that it is an emergency situation in which case the ambulance service will be contacted first.
-  If your child becomes unwell during the school day e.g. headache, temperature etc. you will be contacted to take him home.
-  Staff within the school will not be administering any medication to students.

If your child already has a care plan, please contact the school directly to arrange for the care plan to be updated in advance of the 2021-22 academic year.

FREE SCHOOL MEALS ENTITLEMENT

ARE YOU ELIGIBLE FOR FREE SCHOOL MEALS?

If you are a parent/guardian, you do not have to pay for school meals if they are in receipt of any of the following:

1. Universal Credit with net earnings not exceeding £14,000 a year.
2. Income Support.
3. Income-based Jobseeker's Allowance.
4. Income related Employment and Support Allowance.
5. Support Under the Immigration and Asylum Act.
6. Child Tax Credit or Working Tax Credit with an annual taxable income of £16,190 or less.
7. Working Tax Credit "run-on" – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
8. The Guarantee element of State Pension Credit.
9. Their child has a statement of special educational needs and is designated to require a special diet, or he, or she, is a boarder at a special school.

Reminder: if you require any assistance please email the following address info@stpatricks.armagh.ni.sch.uk

For more information and how to apply please visit:

www.eani.org.uk/i-want-to/fsm

READY TO LEARN LIST FOR 2021/22



Dear Parent/Guardian

In an effort to improve students' readiness for learning, it has been agreed to ask parents/guardians to provide certain items for their son for September.

We would appreciate your support with this initiative which will mean that your son will have the necessary equipment and materials that will give him the best possible start for the new academic year.

- Art Pack (available to purchase from Art Teacher)**
- Calculator**
- Colouring Pencils**
- Compass**
- File Block**
- Headphones (Junior Music ONLY)**
- Pens (variety of colours)**
- Pencils**
- Pencil Case**
- 2 Polypocket Folders (Technology & Design/ French)**
- Protractor**
- Pritt Stick**
- Rubber**
- Ruler**
- Sharpener**
- Tin Whistle 'D' (Year 9 & 10 Music)**
- Hand Sanitiser**

INFORMATION FOR STUDENTS AND PARENTS

- 1. Due to the current situation regarding COVID-19 no parents will be allowed to enter the school building without a prior appointment or invitation. Please make contact with the school via Reception if a meeting is necessary.**
2. If your child is sick before school, please do not send him to school. This prevents the spread of any virus or infectious illnesses. This is particularly important in the context of Covid-19. **DO NOT SEND YOUR CHILD TO SCHOOL IF HE DISPLAYS ANY SYMPTOMS OF COVID-19.** (High temperature, persistent new cough and/or loss of taste or smell).
3. The school day commences each morning with **Registration** at 9:00am and finishes at 3:25pm (students should be on school premises by 8:55am).
4. Mass is celebrated in the school chapel at 8:40am on Friday mornings for students who wish to attend.
5. In the event of a student being absent from school, **parents should notify the school by phone immediately** and follow this up with a note to the Form Teacher on the student's return to school. Alternatively email the school on info@stpatricks.armagh.ni.sch.uk.
6. A student may only leave the school during the day with an authorised Release Form, following a written request from his parents. Alternatively email the school on info@stpatricks.armagh.ni.sch.uk Students in Years 8-12 must be signed out by a parent/guardian.
7. Parents are asked to avoid making dental, medical or other appointments for students during school hours if possible. The school calendar is made available to parents each August and this can be used to ensure that term-time dates are avoided when planning family outings or holidays.
8. Students who travel to school by bus are expected to disembark only at the approved nearest bus-stop to the school and to go directly to the school.
9. Students who travel by bus should board only at the approved bus-stops nearest the school. **(Only those with no alternative should board buses or disembark from buses at the Ulsterbus depot in Armagh.)**
10. Students are encouraged to take part in the extra-curricular activities provided outside class time. Students will be expected to represent the school in various activities, if selected, and should keep their parents informed about these activities. We deeply appreciate the co-operation of parents in the extra-curricular life of the school - especially with regards to transport for evening and weekend events.
11. Students in Years 8 - 14 are expected to wear the full school uniform in school at all times: school blazer, school tie, white shirt, black trousers, black outdoor shoes

and official school outdoor coat. (Sports shoes are not acceptable.) No other items of clothing are to be worn with the school uniform.

12. Hoodies, quarter-zips, sportswear, denim clothing, leather jackets and earrings must not be worn in, or to and from school. Non-SPGS related badges or slogans are not allowed on clothing, books or schoolbags. Blazers are compulsory- both in school and on the journey to and from school. Hairstyles should be simple and of a natural colour. Students must be clean shaven. School shoes must be black in colour. No trainers or canvas style shoes are permitted. If students wear an additional jumper or coat during cold weather these should be taken off upon entry to the school and stored in schoolbags or kept by Form Teacher until PM registration. The school acknowledges that these regulations are broadly in line with the expressed wishes of parents.
13. Students must accept responsibility for any school textbooks and stationery provided to them and for their own property, including schoolbags, jackets/coats and sports/PE gear and equipment.
14. Textbooks are the property of the school and must be looked after carefully and returned in good condition to subject teachers at the end of each school year.
15. Smoking (and use of e-cigarettes) is discouraged among all students. It is forbidden for **all** students on school premises and, for **all** students, on the way to and from school.
16. The possession and use of alcohol or drugs by students will be treated as a most serious offence and will be dealt with accordingly. (The school's policy on drugs is available to parents on request).
17. Students are expected to treat school property and the general fabric of the school building with respect. (The writing of graffiti on school property is treated as a serious offence.)
18. Damage by students to school property must be paid for.
19. As chewing gum is seen as a significant cause of damage to school property, students are asked to refrain from chewing gum on school premises.
20. **As the use of mobile phones by students during the school day is not permitted, students should not bring mobile phones to school. If brought into school mobiles should be switched off on arrival into school and not switched on until leaving the premises. Students who need to contact home in an emergency only are advised to do so through the school reception.**
21. As a sanction for breach of school rules and code of conduct, students may be asked, at the discretion of a Form Teacher/Year Head, to do Detention (weekly detention sessions are timetabled for Thursdays, 3:25pm – 4:30pm, and parents will be informed, in advance, of their sons' detention).

22. Students can be suspended or excluded for many serious offences including: disrespect to or lack of co-operation with ANY school employees, fighting/bullying, stealing and vandalism.
23. Punctuality is an important element of self-discipline and is essential to good time management. This applies at the start of the school day and at the start of each class.
24. In the event of late arrival in the morning, always follow the procedures laid down for your Year Group. Students are required to be at their Registration Room no later than 9:00am. Students should aim to arrive in school even earlier, however, so as to allow enough time for the ever-increasing levels of traffic around the town. If a student has an acceptable reason for being late for school, parents are asked to provide him with a short note of explanation.

Many thanks for your support in these matters.



GENERAL OPENING ARRANGEMENTS

Dear Parent/Guardian



I am glad to report that the school has enjoyed another successful year, academically and in extra-curricular activity. I wish to express my thanks and appreciation to our boys, their parents/guardians and families for their help and co-operation throughout the academic year and I look forward to your support in the coming year.

The opening arrangements for the new term are as follows:




TUESDAY 31ST AUGUST (9:30am – 3:00pm):

-  **Year 8** – Reception followed by Induction Programme (the canteen will be operational on this day).
-  **Year 8 students do not return for class until Registration 9:00am on Friday 3rd September.**



TUESDAY 31ST AUGUST (10:00am – 3:00pm):

-  **Year 13** – Reception in Year 13 Study Hall followed by Form Period and normal class.
-  **Year 13 students do not return for class until Registration 9:00am on Friday 3rd September.**

WEDNESDAY 1ST SEPTEMBER (9:00am – 3:25pm):

-  **Year 9** – Reception in Assembly Hall followed by Form Period and normal class.
-  **Year 11** – Reception in Rota Room followed by Form Period and normal class.
-  **Students in Years 9 & 11 do not return for normal class until 9:00am on Friday 3rd September.**

THURSDAY 2ND SEPTEMBER (9:00am – 3:25pm):

-  **Year 14** reception in the Study Hall followed by Form Period and normal class.
-  **Year 12** reception in the Assembly Hall followed by Form Period and normal class.

✠ **Year 10** reception in the Rota Room followed by Form Period and normal class.

FRIDAY 3RD SEPTEMBER (9:00am – 3:25pm):

✠ Registration followed by normal class for **ALL STUDENTS**.

I would again like to remind students and their parents/guardians that the school day starts at 8:55am when students prepare their books and other materials and proceed to their Form Class Rooms for the Registration Period which begins **at 9:00am**. Parents/Guardians who bring their son(s) to school by car should allow for Armagh's traffic congestion.

The full Translink school transport service will be in operation from **Wednesday 1st September**. Students are advised to check with their local Translink office about times and pick-up points. The Biometric Identification System for purchasing food from the canteen will be in operation from Tuesday 31st August. Students should bring money to school on their first day to put credit on their accounts. Students who are entitled to free school meals will have the cost of meal-of-the-day credited to their accounts.

In the face of continued cuts in education, we are asking parents/guardians to make a voluntary contribution to help support the school in providing an excellent education for your son(s). We suggest a contribution of £50 per student or £75 for families with two or more boys at the school and payment can be made in a range of ways:

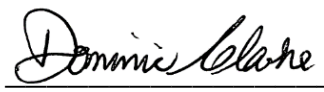
- ✠ By using the school voluntary contribution form and envelope- to be handed out by Form Teachers;
- ✠ In person, to the Finance office.

All payments will be acknowledged with a receipt and you are also asked to please sign the gift aid form and return with your contribution. If you wish to pay instalments, please contact the school finance office.

To conclude, I hope that everyone at St Patrick's will enjoy another happy and rewarding year during 2021/22 and I trust that your son will benefit greatly from the excellent academic and extra-curricular opportunities provided for him at this school now and in the future.

With best wishes

Yours sincerely

A handwritten signature in black ink that reads "Dominic Clarke". The signature is written in a cursive style with a large initial 'D' and a long, sweeping underline.

Mr Dominic Clarke
Principal

SCHOOL CALENDAR 2021/22



**St Patrick's
Grammar School
Armagh**

STUDENT SCHOOL CALENDAR 2021-2022

TERM 1

Tuesday	31 st	August	School Re-Opens for Years 8 & 13 <u>only</u>
Wednesday	1 st	September	School Re-Opens for Years 9 & 11 <u>only</u>
Thursday	2 nd	September	School Re-Opens for Years 10, 12 & 14 <u>only</u>
Friday	3 rd	September	School Open for <u>ALL</u> Year Groups
Monday	25 th	October	} School Closed for Mid-Term Break
Tuesday	26 th	October	
Wednesday	27 th	October	
Thursday	28 th	October	
Friday	29 th	October	
Monday	1 st	November	School Re-Opens for <u>ALL</u> Year Groups
Thursday	23 rd	December	} School Closed for Christmas Holidays
Friday	24 th	December	
Monday	27 th	December	
Tuesday	28 th	December	
Wednesday	29 th	December	
Thursday	30 th	December	
Friday	31 st	December	

TERM 2

Wednesday	5 th	January	School Re-Opens for <u>ALL</u> Year Groups
Thursday	20 th	January	No school for students (Open Day)
Thursday	3 rd	February	Academic Review Day
Friday	4 th	February	Academic Review Day
Monday	14 th	February	} School Closed for Mid-Term Break
Tuesday	15 th	February	
Wednesday	16 th	February	
Thursday	17 th	February	
Friday	18 st	February	
Monday	21 st	February	School Re-Opens for <u>ALL</u> Year Groups
Thursday	17 th	March	School Closed (Public Holiday)
Friday	18 th	March	No school for students (SDD)
Thursday	14 th	April	} School Closed for Easter Holidays
Friday	15 th	April	
Monday	18 th	April	
Tuesday	19 th	April	
Wednesday	20 th	April	
Thursday	21 st	April	
Friday	22 nd	April	

TERM 3

Monday	25 th	April	School Re-Opens for <u>ALL</u> Year Groups
Monday	2 nd	May	School Closed (Public Holiday)
Tuesday	3 rd	May	No school for students (SDD)
Thursday	2 nd	June	School Closed (Public Holiday)
Friday	3 rd	June	School Closed (Public Holiday)
Thursday	30 th	June	School Closes for Summer Holidays

Many thanks for reading this important documentation. Please ensure that you complete the summer correspondence Google Form as soon as you can. See link below.

<https://forms.gle/spUSwP1EdsnTQ1xp6>

Many thanks. Have a safe and restful summer!