

# STUDENT HANDBOOK

## Welcome to Bellaghy Primary School

### SCHOOL ETHOS AND MISSION STATEMENT

Bellaghy Primary School strives to provide, in partnership with parents, a broad quality education so that all the pupils can reach their full potential within a caring, secure environment promoting self-discipline, motivation and individuality.

### INTRODUCTION

We hope that you will enjoy working with us, whether it is for a few days or a few weeks, or over one-two years.

In Bellaghy Primary School, the welfare of our children is of the utmost importance and with this in mind, we have highlighted some essential points to remember when working with young people.

We treat everyone and everything in our environment with respect.

### SCHOOL POLICIES

Many school policies are on our school website – [www.bellaghyps.co.uk](http://www.bellaghyps.co.uk)  
Make yourself familiar with our policies. Please ask your teacher in charge if you have difficulty in sourcing our policies.

The two most important policies for you are 'Child Protection' and 'Positive Behaviour'. Please ensure you read these policies online. If you require a paper copy, please ask the Principal. For your information, paper copies are available and on display in the staffroom.

### Beyond Reproach

- You are setting an example for the children you are working with. Ensure that example is a good one in terms of actions, words and manner.
- It is important that during your stay, you conduct yourself in such a way that your intentions or motives would never be questioned.

- When dealing with children never place yourself in a position that would be misconstrued or misinterpreted.
- Engage in physical contact ONLY to help a child who is in danger or distress.
- Act as a caring parent would when dealing with an upset or distressed child but never invade a child's personal space if they clearly resist your help.
- Never do for a child anything they can do for themselves.
- Always use appropriate child-centred language.
- Never use swear words or words/language inappropriate for children.
- Do not discuss your personal life with children in school.
- Do not inform other adults/friends, on social network sites that you are on work experience in our school.
- Do not discuss anything about a child or children, or member of staff outside of school.
- Keep your social network site private.
- Do not accept children as friends on social media.
- Your mobile phone should be on silent while in school.
- Please do not use your mobile phone while in school (except in an emergency).

### **ONE TO ONE ASSISTANCE**

There may be times when you find yourself alone with a child.

Remember –

- Always let someone know where you are, who you are with and what you are doing.
- Always keep the door of a room open.
- Always ensure there is a clear visual access to the room.

### **BEHAVIOUR / DRESS CODE**

All students should have a respectable, smart, yet comfortable, dress attire.

Students MUST NOT chew chewing gum on school premises.

All students are expected to undertake supervisory duties, at break time and or lunch time. Students should take their break before or after break time and make your way promptly outdoors, weather-permitting. When supervising pupils, you should not stand in clusters and “chat”, but should try to engage and play with the children as much as possible.

*Mobile phones should be on silent or switched off during class time hours.  
No photographs should be taken with your mobile phone.*

## CARE AND SHARE

What do you do if during your stay you see or hear something that concerns you regarding the welfare or safety of a child?

- Do not investigate.
- Do not make promises – Assure the child that you can’t keep a secret.
- Inform the Designated Teacher or Deputy Designated Teacher.

Designated Teacher - Mrs J Torrens

Deputy Designated Teacher - Mrs M L Richmond/Mrs A  
Cameron

Jot down exact details if you can include names, dates, times and what you saw or heard.

## CONFIDENTIALITY

It is important to remember that if you become involved in the life of our school that you treat what you see and hear with respect and confidentiality. This is of particular importance when dealing with children who may be involved in a child protection issue, or children with additional needs.

Break time – 10.45 – 11.00am    Thursday – 11.00am – 11.15am

Lunch time – 12.20 – 12.58pm

You are welcome to join staff in the staff room.

*POLICY REVIEWED – September 2024*

*REVIEW DUE – September 2025*

