

*Dear Parent*

*This booklet provides you with essential information about the running of the school. It contains a copy of the school rules and a summary of our approach to managing behaviour.*

*Our school community can only function properly when all the members of the community work together. To that end our five school rules are a statement of the contribution that we expect from our pupils. Please support us as we seek to maintain our high standards.*

*I hope that you will read this booklet very carefully. It contains the key to a happy and successful two years at Craigavon Senior High School.*

***Dr P Downing (Principal).***

**IMPORTANT NOTE**

**ENROLMENT IN CRAIGAVON SENIOR HIGH SCHOOL AND CONTINUED ATTENDANCE AT IT INDICATES AGREEMENT WITH THE AIMS AND ETHOS OF THE SCHOOL AND ACCEPTANCE OF ALL SCHOOL REGULATIONS.**

## The School Day

09.00am	School begins
09.00am - 09.15am	Morning Registration
09.15am - 09.30am	Assembly
09.15 am or 09.30am	Classes begin
10.40am - 10.55am	Morning Break
12.15pm - 12.55pm	Lunch - Year 11 (Portadown Campus)
12.50pm - 01.30pm	Lunch - Year 12 (Portadown Campus)
12.50pm - 01.30pm	Lunch (Lurgan Campus)
03.30pm	School ends

## School Calendar 2017 - 2018

29 August 2017	Term begins (half day Year 11 only)
30 August 2017	Full Day Induction Programme (Year 11 only)
31 August 2017	Year 12 Induction Day (half day)
01 September 2017	Whole School (Year 11 and Year 12)
30 October - 03 November (inc)	Mid-Term Break
21 December - 2 January 2018 (inc)	Christmas Holiday
12 - 16 February 2018 (inc)	Mid-Term Break
19 March 2018	Public Holiday
28 March - 6 April 2018 (inc)	Easter Holiday
07 May 2018	Public Holiday
28 May 2018	Public Holiday
29 June 2018	End of Year

\* School Development Days and Additional Optional Closures to be confirmed

## Uniform Requirements - September 2017

The uniform which all pupils will be required to wear will be as follows:

### BOYS

Navy Ewvapest blazer (with school badge)  
Standard school mid-grey trousers (**drain pipes not acceptable**)  
White shirt  
School tie  
Navy V-necked pullover (if desired)  
Black leather school shoes (**no boots or trainers**)  
Navy or black socks

### Physical Education

White polo shirt or red t-shirt  
Navy shorts  
Navy tracksuit bottoms (optional)  
Red socks  
School hooded top (optional)  
Towel for showering

### GIRLS

Navy Ewvapest blazer (with school badge)  
Mid-Grey pleated skirt (front and back)  
White blouse  
School tie  
Navy V-necked pullover (if desired)  
Black leather school shoes (**no boots or trainers**)  
Plain navy tights or white knee socks

### Physical Education

White polo shirt or red polo shirt  
Navy skirt (required if playing on school team) **or** plain black or navy leggings  
Navy tracksuit bottoms (optional)  
White or red socks  
School hooded top (optional)  
Towel for showering

Pupils taking GCSE/BTEC PE are advised to have two polo shirts to cater for the demands of the additional practical classes. **Gum shields are highly recommended for all pupils participating in rugby and hockey, both during Games classes and in extra-curricular activities. Shin guards are recommended for soccer and hockey in Games and extra-curricular participation.**

Uniforms may be obtained from:

### Portadown

T Morrow, Woodhouse Street  
R Davidson, Bridge Street  
I Jameson, High Street  
McQuillans Menswear, Church Street

### Lurgan

SD Kells, High Street  
Maxwells, Union Street

## SCHOOL RULES

### 1. WE EXPECT YOU TO ATTEND SCHOOL REGULARLY AND BE PUNCTUAL FOR ALL YOUR CLASSES.

- You should be in school by 9.00am each morning.
- On arrival you should go to your Form Room for registration.
- If you arrive late you must report immediately to the *General Office* to be signed in.
- If you are going to be absent from school for more than one or two days your parent or guardian should inform the school.
- When you return to school after an absence you must bring a note from your parent or guardian explaining why you were absent.
- You may not leave any class without permission.
- You may not leave the school at any time without the permission of the Senior Teacher on duty and you must sign out at the *General Office*.
- If you feel unwell you should tell your class teacher. The teacher may give you permission to go to the *General Office* where a Senior member of staff will decide what action to take.
- If a Senior member of staff feels you need to go home, the school will contact your parents.
- You may not go home without the permission of the school and the knowledge of your parents.
- **You must never use a mobile phone to ask a parent to come and collect you.**

## 2. WE EXPECT YOU TO WEAR THE FULL SCHOOL UNIFORM BOTH IN SCHOOL AND ON THE WAY TO AND FROM SCHOOL AND TO TAKE A PRIDE IN YOUR APPEARANCE.

- You must wear your uniform when you are travelling to and from school, when you are in school and when you are representing the school. **Hoodies are not a part of school uniform.**
- You may only wear plain black leather or leather-look school shoes. Boots are not permitted and trainers or canvas shoes may only be worn for PE classes. Shoes with studs or chains are not permitted.
- Your hair must be kept neat and tidy and your hairstyle must be acceptable to the school. Unacceptable hairstyles may occur where:
  - (i) Hair gives the appearance of being all or partially shaven. A Number 0 will always be challenged.
  - (ii) Pupils have in their hair a colour that cannot be found naturally. We do not allow such colours. We accept that some unnatural colours are created in error. In such circumstances the pupil concerned will be required to return their hair to a natural colour.
  - (iii) When one part of the hair looks significantly different from another part because of
    - Patches or bands of different colours in the hair.
    - Patterns or symbols dyed or cut into the hair.
    - Clearly defined lines between short and longer haired sections e.g. Mohican style or extreme spiked haircuts.
- You are not permitted to display tattoos.
- You may wear one or two items of jewellery such as a ring or a necklace. Apart from a small plain metal stud worn on the lobe of each ear you may not wear jewellery that involves body piercing. You may not wear studs or rings around the ear or in the nose, tongue or eyebrow etc at any time. Spacers are not acceptable.
- The length of pupils' skirts must be acceptable to the school. A skirt that does not allow a pupil to sit in class without embarrassment to the pupil or the teacher is not acceptable.

- Hair accessories should be navy.
- Pupils should be clean shaven.
- Make up may be worn however, it must be discrete and natural. Pupils wearing excessive make up will be asked to remove it.
- Pupils must not wear gel nails for health and safety reasons. Nail varnish/polish must be discreet.

### 3. WE EXPECT YOU TO HELP TO CREATE A SAFE AND FRIENDLY SCHOOL ENVIRONMENT BY SHOWING RESPECT TO STAFF, TO OTHER PUPILS AND TO VISITORS AND BY ADHERING TO THE HEALTH AND SAFETY REGULATIONS.

- On your way to and from school, during work placement or at any time when you are representing the school your behaviour must not discredit either yourself or the school.
- You must not do anything that would endanger yourself or others. Bullying - doing anything that causes another pupil to be unhappy - is regarded as very serious misbehaviour.
- You must not bring to school or use items such as cigarettes (real or electronic), cigarette lighters, matches, aerosols, solvents, vaping liquid, tobacco related materials, alcohol or illegal drugs.
- You are not allowed to smoke/to vape either in school or when you are travelling to and from school.
- You must not have in your possession any article of a dangerous nature e.g. knife, fireworks, laser pen etc.
- You may carry a mobile phone for use after school **but it must be switched off during the school day.**
  - Phones may not be produced for any reason during the school day including break and lunch.
  - Phones must not be allowed to ring during a class.
  - Phones may not be used between classes.
  - **A mobile phone must not be used to contact parents or others about a problem in school, e.g. sickness, without the knowledge and permission of the school.**
  - A mobile phone **must not** be used for any other unacceptable purpose, e.g. bullying.
  - Mobile phones should be kept in inside pockets or school bags and out of sight.
  - Chewing gum banned unless for medical reasons

**The use of a mobile phone, smart watch or any other electronic device to take pictures or audio/video recording is completely forbidden and will be treated as very serious misbehaviour which may result in suspension.**

- If a mobile phone is produced during the course of the school day it will be confiscated by the teacher and stored in a secure place in the school office.
- The phone will only be returned at the end of the school day by the Principal or a Senior member of staff.
- If a phone is confiscated on four occasions it will only be returned to a parent or guardian and each time after.

In line with JCQ regulations, pupils are not permitted to bring any electronic equipment/device (including smart phones and smart watches) into an external examination session. Failure to comply will result in referral to the corresponding awarding body. The examination body will follow their procedures and may decide to disqualify the candidate from the examination in question or disqualify the candidate from all examinations taken during the series.

The same regulations apply to the high control component of Controlled Assessment tasks. This applies equally to controlled assessment tasks undertaken in all exam settings e.g. classroom, exam hall and school library.

The school advises pupils to not bring an electronic device to school on the days they are due to take an external examination or a high control component of Controlled Assessment. If a pupil chooses to bring an electronic device on days they are due to sit an external examination or a high control component of a Controlled Assessment task and leave the item with a member of staff during the assessment, the school will NOT be held responsible for any subsequent loss or damage.

PUPILS ARE ASKED NOT TO BRING ELECTRONIC DEVICES INTO SCHOOL WHEN THEY HAVE AN EXTERNAL EXAM OR A HIGH CONTROL COMPONENT OF CONTROLLED ASSESSMENT TASKS.

MOBILE PHONES AND ELECTRONIC DEVICES ARE HIGH VALUE ITEMS. AS SUCH PUPILS BRING SUCH ITEMS TO SCHOOL AT THEIR OWN RISK. THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR THEIR LOSS OR DAMAGE UNDER ANY CIRCUMSTANCES.

### Healthy Eating

- The school promotes a healthy lifestyle for all pupils.
- We encourage pupils to use canteen facilities to avail of a nutritionally balanced meal at lunch time, or to bring a healthy balanced packed lunch to school.
- Fizzy drinks or energy drinks are banned in school as is chewing gum unless for medical reasons.
- Pupils are not permitted to sell any form of food or drink to other pupils in school.
- If a pupil is caught selling food or drink, the items will be confiscated and will only be returned to a parent or guardian.
- Healthy drinks and snacks are available from the school vending machine. There will also be fresh drinking water available from a water dispenser at the following times ONLY:
  - before school begins
  - breaktime
  - lunch time
  - after school hours

**4. ON EACH SCHOOL DAY WE EXPECT YOU TO BRING TO AND FROM SCHOOL A SCHOOLBAG CONTAINING THE BOOKS AND EQUIPMENT THAT YOU WILL NEED THAT DAY. WE ALSO EXPECT YOU TO SHOW RESPECT FOR YOUR OWN PROPERTY,**

## THE PROPERTY OF THE SCHOOL AND THE PROPERTY OF OTHERS.

- You are responsible for looking after your own belongings. The school cannot be held responsible for possessions that are lost. This applies particularly to expensive electronic items such as mobile phones.
- Your name should be written on all articles of uniform, books, sports equipment etc.
- If you find an item belonging to someone else you should take it to the general office.
- You should keep all your textbooks and stationery in good condition. Graffiti should not be written on books, bags, uniform or school property.
- You should keep the school buildings and grounds tidy and free of litter.
- You must not damage or deface school property. You will be asked to pay for the repair of deliberate or careless damage.

**5. WITHIN THE CLASSROOM WE EXPECT YOU TO WORK TO THE BEST OF YOUR ABILITY AND TO BEHAVE IN A MANNER THAT WOULD NOT DISCREDIT YOURSELF OR PREVENT OTHER PUPILS FROM LEARNING.**

- You should move quietly from class to class, walking on the left in the corridors.
- You should wait outside classrooms and enter and leave classrooms in a quiet and orderly way.
- Within the classroom you should sit wherever the teacher asks you to sit.
- You should leave the classroom tidy and free of litter.
- You should bring the correct books and equipment to all of your classes.
- At the end of each class you should record your homework in your homework diary. Homework should be completed on time.
- PE and Games are compulsory. You can only be excused from PE or Games if you bring a written note from your parent or guardian to the PE teacher.
- Pupils should not enter a classroom without a teacher being present.

# **CRAIGAVON SENIOR HIGH SCHOOL**

## **BEHAVIOUR MANAGEMENT POLICY**

*This will be revised in September 2017 and available on the school website.*

### **Aims**

The school's rules for good behaviour seek to create the conditions for an orderly school community in which:

- Pupils can learn effectively.
- Pupils can develop a sense of self discipline and an acceptance of responsibility for their own actions.
- There is mutual respect between all members of that community.
- There is a proper concern for the school environment.

### **Standards Of Behaviour**

The school will set high standards and will endeavour to encourage good habits of work and conduct. School policies will reflect the highest moral standards and will not tolerate bullying or other anti-social behaviour. All staff are expected to promote self-discipline amongst pupils and to deal appropriately with any unacceptable behaviour.

### **Rewards**

The school recognises the importance of encouragement and praise and seeks to reward the efforts of pupils in a variety of ways. This may be at teacher level through

- verbal encouragement
- written encouragement on pupils' work
- classroom merit boards for the display of outstanding work and/or
- referral to more senior members of staff for commendation.

At whole school level pupil achievement may be recognised through

- presentations at year group or whole school assemblies
- the award of positions of responsibility, e.g. Form Captain, House Captain, School Prefect etc
- a school report system that comments on behaviour and involvement in school activities as well as on academic achievement
- prizes that reflect endeavour within the school and/or
- letters to parents highlighting exemplary behaviour.

### **Support Systems**

The school supports behaviour management in a number of ways. These include:

- Pastoral structures that involve Form Teachers and Year Heads.
- Individual Education Plans monitored by a Special Educational Needs Co-ordinator.
- Opportunities for pupil mentoring.
- School based access to an Education Welfare Officer and through that office to a range of other agencies.
- Access to a school based counselling service.

## **Sanctions**

There will be occasions when the regulations have to be enforced. When these occur the following principles will apply:

- It is the responsibility of each pupil to know and abide by the school's Code of Conduct. Ignorance of the code cannot be accepted as a valid excuse from pupils who are in breach of some part of it.
- The definition of what is acceptable or unacceptable in the classroom in terms of work or behaviour is the responsibility of the class teacher. Pupils must respect the teacher's instructions at all times.
- Staff will seek to ensure that punishments are proportionate to the offence and that they are applied fairly and consistently. The school will not employ punishments that it perceives to be degrading or humiliating.
- The good behaviour of pupils is the joint responsibility of the home and the school. Parents will therefore be involved in the discipline process as early and as often as necessary.

### **Sanctions available to teachers will include:**

- Warnings and/or verbal reprimands.
- Completion of work at home.
- Repetition of work, where the quality of the work presented is unacceptable.
- Completion of extra work, either in school or at home.
- Minor penalties relevant to the offence e.g. picking up litter for those who drop it.
- Carrying out other useful tasks to help the school.
- Withdrawal of break or lunchtime privileges.
- Detention after school with teacher supervision.
- Removal from the group, class or particular lesson for a period of time.
- The repair of wilful damage and/or payment for it.
- Withholding participation in educational visits or sports events which are not essential to the curriculum.
- Placing the pupil on daily or weekly report.
- Parental consultation.
- Suspension or expulsion under the 1986 and 1989 Orders.  
*(Suspension or expulsion may result from persistent offending or from single serious offences such as assault, theft, sexual misconduct, abuse of a member of staff or their property, wilful damage to school property or the possession, use or distribution of alcohol, solvents or controlled drugs.)*

- Notes:**
- 1 The school reserves the right to apply sanctions from the list above in respect of misbehaviour that takes place when a pupil is not wearing school uniform but is under the authority of the school e.g. travelling to or from school; attending Link Courses or when attending work placements organised by the school.
  - 2 The school reserves the right to apply sanctions in circumstances where a pupil, either in or out of uniform, who is not at that time under the authority of the school, behaves in an unacceptable manner towards the person or property of a member of staff.

# **CRAIGAVON SENIOR HIGH SCHOOL**

## **DRUGS POLICY**

### **Rationale**

The misuse of drugs has an adverse effect on the health and welfare of young people, their families and the community as a whole.

The school has a responsibility to protect young people from the dangers of such misuse. We recognise the importance of our educational and pastoral roles in the development and welfare of young people. We will also work closely with parents and with other relevant agencies such as police, health authorities and youth services.

All instances of possession, use or supply of illicit or controlled drugs on school premises will be treated with the utmost seriousness.

All drugs related incidents (actual or suspected) will be treated as a potential or actual safeguarding issue and appropriate actions will be taken to protect all members of the school community.

### **Definition**

A drug is a substance which, when taken, alters the way a person behaves, feels, sees or thinks. In the context of this policy statement the term “drugs” encompasses a large number of substances ranging from those that are legal, but whose sale is restricted, such as alcohol, tobacco and prescribed drugs, to those that are illegal, such as cannabis, ecstasy or cocaine.

### **Board Of Governors**

The Governors are committed to ensuring that Craigavon Senior High School is a healthy school, free from the misuse of drugs and other substances. In honouring that commitment the Board of Governors will seek to observe the guidelines provided by the Department and the Education Authority.

### **Aims And Objectives**

Our approach to drugs education:

- Acknowledges that it is a compulsory part of the Northern Ireland Curriculum.
- Has as its primary focus the desire to help our pupils to clarify values and develop decision making skills, a positive self-image and high self-esteem.
- Seeks to reduce the acceptability of drugs to young people, thereby reducing the health risks and minimising the harm that may be done.
- Seeks to help pupils resist the pressures to experiment with or use illegal drugs.

Our teaching aims to:

- Enable pupils to gain knowledge, information and understanding about the misuse of drugs and the effects of drugs.

- Enable pupils to acquire knowledge and the personal skills needed to make sound decisions about personal health.
- Encourage healthy lifestyles in which drug taking is not seen as acceptable behaviour.
- Enable pupils to develop self-confidence and self-esteem.

### **Implementation**

Our response to the problem of drug misuse is three-dimensional.

- We seek to keep **parents** informed about our drugs education programme.
- We provide training for **staff** in relation to current drug threats and the recognition of the signs and symptoms of possible drug abuse.
- We provide a drugs education programme for **all our pupils** that is cross-curricular in nature with information being presented in a variety of contexts. E.g. through curriculum subjects, religious education and personal, social and health education.

### **Dealing With Suspected Or Actual Incidents Of Drugs Misuse**

The following procedures have been designed to enable members of staff to deal correctly with the actual or suspected misuse of drugs by pupils. They take into account the split-site nature of the school.

The school has a designated member of the Senior Management Team who will:

- Co-ordinate the arrangements to deal with incidents involving the misuse of drugs by individuals who are under the authority of the school.
- Liaise with other staff with responsibility for pastoral care.
- Oversee the curricular provision in relation to drugs education.
- Establish contacts with relevant outside agencies and the PSNI Drugs Squad.
- Organise appropriate in-service training for staff.

However, in the event of any member of staff receiving or uncovering information, no matter how trivial, about actual or suspected drugs use by any pupil or other person connected with the school, the procedure will be as follows: -

- **The member of staff shall immediately inform the Senior Manager with designated responsibility for that particular campus.**
- **The Senior Manager shall inform the Principal and the designated teacher for child protection.**
- **Following consultation, the Principal shall initiate whatever further actions are considered necessary.**

In dealing with an actual or suspected incident involving drugs the following guidelines will be observed:

This may include asking a pupil to empty their school bag(s) and to turn out their pockets. If a pupil fails to comply the school will contact a parent/carer and ask for their assistance in ensuring a young person is not in possession of a substance that may endanger a member of the school community. The school also reserves the

right to contact the PSNI to report the incident and ask for their assistance in searching a young person. Members of staff will not enter into any discussion about the pupil or incident without the authorisation of the Principal. Advice and support, if required, will be requested from the designated officer of the Education Authority, Southern Region. The PSNI will always be contacted when a pupil is found in possession of drugs, using drugs or when in possession of drugs related paraphernalia or paraphernalia suspected to be for the preparation of, or the consumption of drugs.

A suspected drug related incident may include:

- When a pupil is suspected of being in possession of drugs
- When a pupil is suspected of being under the influence of drugs
- When a pupil is suspected of supplying drugs
- When suspected drugs or paraphernalia suspected to be for the preparation or use of drugs is found on the school premises
- When a pupil is found in possession of paraphernalia which is suspected to be for the preparation of or the consumption of drugs
- The parents or guardians of all the pupils involved will be fully informed as soon as possible (unless there are exceptional circumstances) and early contact will be made with the PSNI
- Members of staff will not enter into any discussion about the pupil or incident without the authorisation of the Principal
- Advice and support, if required, will be requested from the designated officer of the Education Authority, Southern Region

### **School Response To Drugs Related Incidents - Sanctions**

The Governors and Principal will consider each drug related incident separately and arrive at an appropriate response, bearing in mind the circumstances of the case and the need to balance the interests of the pupil with the interests of the other members of the school and the wider community. Factors to be considered will include the classification of the substance concerned, the use for which it is intended and the disciplinary record of the person involved.

***The responses detailed below apply equally to incidents:***

- ***That take place on the school's premises.***
  - ***That take place elsewhere whilst the pupil is under the authority of the school e.g. on school trips/Link Courses/SRC/Work Placements.***
  - ***That take place elsewhere when the pupil is not under the authority of the school but is wearing the uniform of the school e.g. travelling to and from school.***
- A pupil who possesses or has used a controlled drug other than a Class A drug will normally receive a fixed period suspension for a first offence.
  - A pupil who is suspended for a drugs related incident will be required to sign a Behaviour Contract before returning to school. The pupil may also be

required to undertake an appropriate programme of drugs education and counselling.

- For a second offence of possessing or using a controlled drug other than a Class A drug the Governors will normally seek the expulsion of the pupil.
- Expulsion will normally be sought for a first drugs related offence where the drug in possession or use is a Class A drug or where the pupil concerned has previously been suspended for other serious misbehaviour.
- In any instance where a pupil supplies (sells or distributes free of charge) any controlled drug (or a substance they believe to be a controlled drug or solvents) to other pupils the Governors will normally seek the expulsion of the pupil.
- A pupil who possesses or who is under the influence of alcohol will receive a fixed period suspension for a first offence. A further similar offence will be considered in the light of the pupil's overall disciplinary record and may lead to a request for expulsion.
- Pupils who smoke tobacco or use electronic smoking devices whilst in school uniform i.e. in school, on the way to and from school or when representing the school, will initially be required to attend after school detention. Repeated instances will result in a fixed period suspension.

**Note:** Class A drugs include Heroin, Cocaine, Ecstasy, LSD and Methadone.

### **Dealing With The Possession Of Weapons Or Other Such Items**

You must not have in your possession any article of a dangerous nature or any other object which has the potential to cause harm to members of the school community. This includes any instance of possession of potentially dangerous objects, threatened use of an offensive weapon on the school site, at any time when in school uniform, on the journey to school, on the journey home from school, when taking part in any school approved activity, including sports events, school visits, school trips or at any time when representing the school.

Dangerous objects include knives, bladed objects, fireworks and laser pens. This list is not exhaustive and the school reserves the right to make a judgement on an object which has the potential to cause harm to any member of the school community.

# **CRAIGAVON SENIOR HIGH SCHOOL**

## **BULLYING POLICY**

Bullying is the use of aggression with intent to hurt another person. It results in pain and distress to the victim, who has not provoked the bullying. Usually the victim of bullying is helpless and those doing the bullying are deliberately trying to harm him or her in some way.

Bullying, either in person or using modern communications technology, can be

- **Physical** - pushing, kicking, punching, butting or any use of or threatened use of physical violence.
- **Verbal** - name-calling, sarcasm, spreading rumours, nasty teasing, writing hurtful things about someone, leaving hurtful notes.
- **Emotional** - excluding, being deliberately unfriendly, tormenting, racial taunting, threatening or rude gestures.
- **Menacing** - demanding money or possessions or to copy homework.

### **BULLYING IS NOT AN ACCEPTABLE PART OF SCHOOL LIFE.**

If bullying occurs, pupils should:

- ⇒ Tell a teacher or other adult - such behaviour should always be reported.
- ⇒ Ignore the bully if possible.
- ⇒ Stay with safe friends.

Where a young person encounters a bullying incident the action to take is as follows:

- ⇒ Do not become a spectator since this encourages the bully.
- ⇒ Do not join in the bullying behaviour.
- ⇒ Tell an adult.

Parents can help to combat bullying by:

- ⇒ Taking an active interest in the child's school and social life.
- ⇒ Ensuring that problems are not ignored.
- ⇒ Encouraging the child to talk about his or her feelings.
- ⇒ Informing the school when bullying is suspected.
- ⇒ Keeping a written record if bullying persists.
- ⇒ Advising the child to tell his/her Pastoral (Form) Teacher or Year Head about bullying incidents. They will discuss strategies that hopefully will help the child.
- ⇒ Praising the child - making clear that there is nothing wrong with him or her which justifies bullying.
- ⇒ Encouraging the child to develop a sense of humour and a way of "throwing off" taunts.
- ⇒ Discouraging the child from hitting back.

- ⇒ Notifying the police where bullying occurs outside school.
- ⇒ Contacting, if sufficiently confident, the parents of the bullying child.
- ⇒ Giving time for the situation to change.

### **Preventing Bullying**

ALL schools have a responsibility to keep their pupils safe from harm and provide a secure learning environment. It is therefore important that we create an atmosphere in which the potential for bullying is minimised. We seek to do this by:

- ⇒ having a clearly defined code of conduct
- ⇒ having a disciplined atmosphere
- ⇒ developing a trusting relationship between staff and pupils
- ⇒ developing a caring attitude through assembly, charity work etc
- ⇒ dealing with issues such as bullying in our PSE programme.

### **Tackling Bullying**

Incidents of bullying that are brought to the attention of staff will be carefully investigated and, if substantiated, acted upon.

We will

- ⇒ provide strategies to help the victim cope and to boost their self esteem
- ⇒ provide a 'safe haven' where necessary
- ⇒ report back to parents.
- ⇒ offer counselling and support

We will

- ⇒ hold the bully accountable for their actions and take appropriate action under the terms of the school's Behaviour Management Policy.
- ⇒ provide counselling and support for the person engaging in bullying behaviour.

### **Whom to contact**

- ⇒ The child's Form Teacher
- ⇒ A Year Head
- ⇒ The Vice Principal (Lurgan) or Senior Teacher (Portadown)
- ⇒ The Principal, who is always available to discuss the concerns of a parent or pupil.

## **CRAIGAVON SENIOR HIGH SCHOOL**

### **PROCEDURES FOR CHILD PROTECTION**

The staff at Craigavon Senior High School take very seriously their responsibilities for child protection. All concerns will be dealt with in a professional but sensitive manner. If you, as a parent or guardian, should have such a concern you may take the following actions.

- Step I            You can talk to the class teacher or form teacher.
- Step II            If you are still concerned you can talk to the designated teacher for child protection, Year Head /Campus Manager/Vice-Principal.
- Step III            If you are still concerned you can talk to the Principal.
- Step IV            If you are still concerned you can talk or write to the Chairman of the Board of Governors.

In matters relating to Child Protection you may find the following telephone numbers to be useful.

Southern Trust Duty Social Work Team	028 3741 5285
Regional Emergency Social Services (out of hours)	028 9504 9999
N I Childline	0800 1111
Education Welfare Office	028 3832 6801

#### **DESIGNATED TEACHERS**

Mrs I Megaw (Lurgan Campus)	028 3834 9222
Mrs K Caldwell (Portadown Campus)	028 3835 2222

The schools Child Protection Policy is available on the school's website.