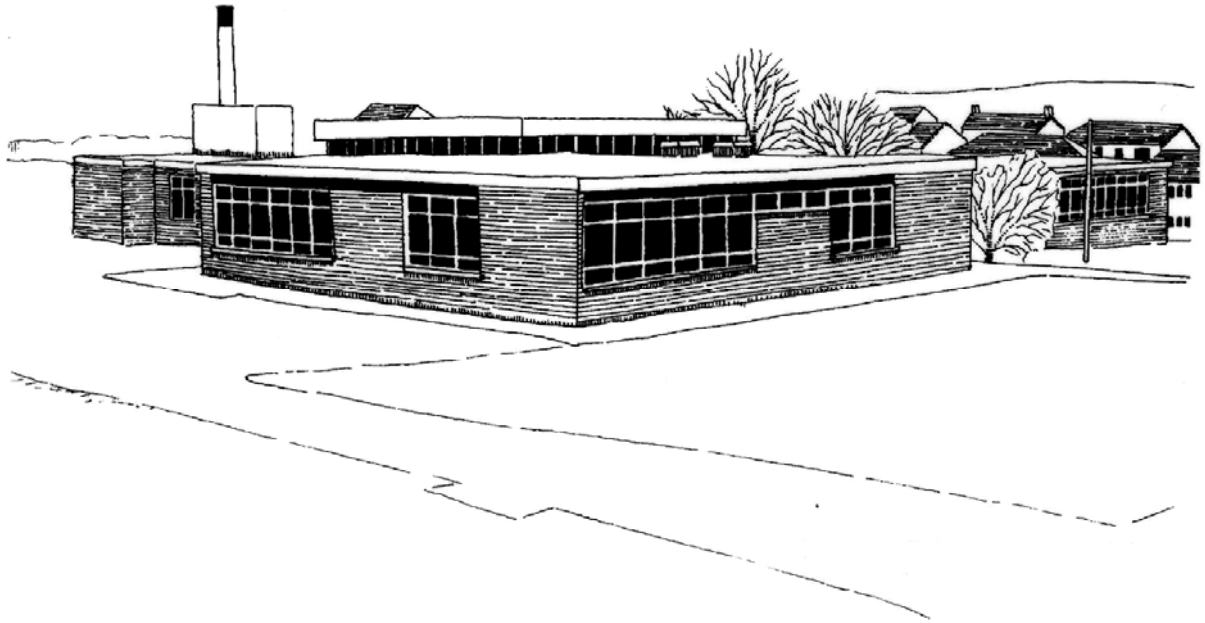
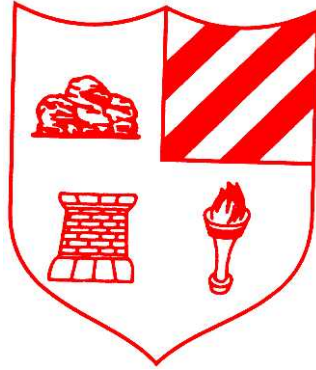


PARENTS' HANDBOOK



**CARNINY PRIMARY
SCHOOL**

2006 / 2007

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1. SCHOOL AIMS AND ASPIRATIONS

The Education Reform Order 1989 (NI) sets out the curriculum requirements for all pupils. Every pupil is entitled to a curriculum which is balanced, broadly based and which:

"promotes the spiritual, moral, cultural, intellectual and physical developments of pupils at the school and thereby society; and prepares such pupils for the opportunities, responsibilities and experiences of adult life."

The Board of Governors, the Principal and teaching staff have agreed the following School Aims and Aspirations:

1. To develop and sustain a caring and happy learning environment which promotes respect and co-operation within the school community.
2. To encourage and develop children's confidence, independence and self-esteem.
3. To provide and sustain a broad and balanced curriculum which takes account of individual pupil needs and meets the requirements of the Education Reform Order / NI Curriculum.
4. To provide a variety of learning experiences and opportunities for each pupil to reach his / her full potential and to enjoy a sense of achievement.
5. To develop high personal standards of work and behaviour.
6. To help pupils appreciate and respect their immediate and wider environment.
7. To nurture and sustain good relationships between home/school community.
8. To exhort children to adopt and sustain a positive application and attitude to their present and future learning.
9. To cherish, respect and uphold the various traditions of the school while incorporating the necessary progressive innovations.

The school tradition *Labore et Honore* (Honourable Work) continues to challenge both teachers and parents to make our pupils strong by encouraging diligent effort, wise by training their powers of reasoning and observation, happy by giving them security, kind by encouraging them to help others and influential by their example in school and the community.

Our pupils will be challenged and exhorted in their work and play to develop attitudes and application conducive to their continued success in secondary education.

2. PASTORAL CARE

The school will endeavour to provide a comfortable and safe environment for work and play, recognising that it has a responsibility for each pupil's physical and emotional well-being. The class teacher will be alert to the pastoral needs of his / her pupils. Any concerns will be brought to the attention of the Principal or in his absence the Vice-Principal. If a child protection issue arises, referral will be made to the designated teacher for child protection. The school's policy for child protection will be immediately implemented. In cases of sickness / injury the school will contact the parents or the person they have nominated to be contacted in their absence. In an extreme emergency where immediate medical attention is critical the Principal or his delegated colleague will obtain such by summoning an ambulance to take the child to the casualty department, Antrim Hospital. Every attempt will be made to contact parents when such emergency medical attention is required. The school has a policy for pupils requiring medication during school hours and procedures relating to the safety and welfare of pupils.

3. MANAGEMENT AND STAFF

Board of Governors 2006 / 2007

N.E.E.L.B. Representative:	Mr N Graham	Mrs H Kennedy
Transferor Representatives:	Mr J Alexander Mrs D Nelson	Dr S Russell (Vice Chairman) Mr T Shevlin (Chairman)
Parents' Representatives:	Mrs C McKay	Mrs P Fleming
Teachers' Representative:	Miss G Hamilton	
Hon Secretary:	Mr R Ross	

Teaching Staff 2006 / 2007:

Principal	Mr R Ross	
Key Stage 1	Mrs C McCavana Mrs K Armstrong Mrs L Creighton	Mrs J Barnes Miss L Stevenson
Key Stage 2	Miss G Hamilton Miss L McMullan Mrs G Dickson (Part time)	Mrs V Wylie Mr J Henry (Vice Principal)

Non-Teaching Staff 2006 / 2007:

School Secretary:	Mrs M Shevlin
Classroom Assistants:	Miss K McCartney Miss J McCartney
General Assistant	Mrs J Craig
Caretaker:	Mr W Peacock
Ancillary Staff	Mrs J Davison Mrs D Hueston
Cook-in-Charge:	Mrs L Forsythe
Kitchen Assistants:	Mrs I Hayes, Mrs J McKeown.
Supervisory Assistants:	Mrs M Heaton, Mrs R Tweedy Mrs S Hazlett, Mrs E Harcourt

4. THE SCHOOL CURRICULUM

The School Curriculum includes English, Mathematics, Science & Technology, Religious Education, History, Geography, Art & Design, Music and Physical Education. Educational Themes (Education for Mutual Understanding, Cultural Heritage, Information and Communications Technology and Health Education*) are developed within and through the above curricular areas.

The curriculum comprises Areas of Study for Key Stage 1 (P1-P4) and Key Stage 2 (P5-P7).

Area of Study	Key Stages 1&2	Time Allocated (%)
English Mathematics Science & Technology	English Mathematics Science & Technology	55%
Environment & Society Creative & Expressive Studies	History Geography Physical Education & Games Art & Design Music	35%
Religious Education	Religious Education	10%

* This includes statutory provision of a Drugs Education Programme. (*Copy of School Policy on Drugs available from Principal on request*). The school aims to emphasise the benefits of a healthy lifestyle and teach at the appropriate level of understanding the knowledge and skills to help our pupils make informed and responsible choices now and later in life.

Assembly

Morning Assembly is an integral part of school life. It develops a sense of belonging to the school community while nurturing the Christian values of tolerance, courtesy, helpfulness, courage, generosity and consideration for others. A rota of visiting clergy is organised for collective worship. Parents are welcome to attend any seasonal services of worship. Pupils may be withdrawn from RE teaching, if desired, following a written request and consultation with the Principal.

Extra curricular Activities

A wide range of activities are available for pupils and include Orchestra, Recorder Group, Drama, Scripture Union, French, Golf, Cycling Proficiency, Soccer, Netball, Football, Gymnastics, Hockey, Basketball, Tennis, Mini-Rugby team practices and Inter-school games/tournaments.

Assessment

Teachers evaluate pupil progress through continuous assessment tasks and mid year/end of year tests. End of Key Stage Assessment for Year 4 and Year 7 pupils is also carried out annually in keeping with statutory obligations. Pupils are awarded levels in English and Mathematics (Levels 1-3 in Key Stage 1 and 1-5 in Key Stage 2). Previous results have indicated that pupils at Carniny Primary School achieve above and well above norms for Northern Ireland.

Parents obtain information about children's progress through formal and informal methods:

- The pupil's Annual Progress Report.
- The Annual Parent Teacher Consultations.
- Consultations at parents' or teachers' request.
- The pupil's Record of Achievement in Year 7.
- Transfer examination results.

Progress and Attainment

Parents can obtain information about their child's progress in several ways. The school will provide:

1. An annual written Progress Report.
2. Parent / Teacher Consultations in October and March. Parents of P1 children also have an interview with their child's teacher in September.
3. Provide a Transfer Report if a child is leaving for another school.

4. Informal contact and communication with parents when collecting children from the classroom.

Revision of work completed in class is encouraged to ensure that pupils both understand and remember what has been taught. The major revision of work logically occurs in late May/early June in anticipation of the end of school year examinations. Statutory End of Key Stage Assessments are carried out in the Spring and Summer Terms for Year 4 and Year 7 pupils. Records of Achievements in keeping with statutory requirements are also maintained for all pupils.

Homework

Pupils are required to complete work at home. All homework activities are intended to develop independent study, provide additional practice for skills learned in the classroom and keep parents in touch with the child's day to day learning.

The co-operation of parents is requested to ensure that:

- the child makes an honest effort to complete homework set
- the conditions under which homework is completed are suitable and
- the difficulties encountered by the child are not solved instantly by the parent

Homework varies from 10 minutes in P1 to a maximum of 1 hour in Primary 7. Senior pupils may spend longer on homework in anticipation of their transfer to secondary education. Preparation of reading, learning of spellings, revision for tests and examinations are homework activities considered of equal importance to written assignments. In the main written homework activities are set Monday - Thursday nights. Pupils in their transfer year may also be required to complete homework over the weekend to develop the mature attitude and application required at secondary education level. (*A Homework Policy is available from the Principal on request*).

Parent / Teacher Contact

All parents are welcome to visit the school to meet the Principal and the child's teacher. It may not be convenient or even possible to meet parents who arrive unannounced since the staff and Principal are involved with after school activities, music, sport, curriculum meetings etc. It is thus greatly appreciated if parents first contact the Principal to arrange a suitable time for their visit.

Parents of those children commencing Primary 1 can be most helpful in the initial stages of "settling in", assisting with coats, footwear etc.. A quick word with the infant teacher may also be necessary some mornings and afternoons to clarify some aspect of school routine. After a few weeks we look upon it as a mark of maturity and self-confidence when infant pupils can leave their parents at the school entrance and proceed independently to the classroom.

The school year concludes with an Annual Prize Giving Assembly at which the Principal and Staff acknowledge the attainment and commitment of our pupils.

Special awards donated by parents and former pupils are presented for individual subjects in the curriculum to our P 7 boys and girls:

Subject	Cup	Subject	Cup
I.C.T.	<i>Carson Shield</i>	Mathematics	<i>Aicken Cup</i>
Art	<i>Foster Cup</i>	Science	<i>Foster Cup</i>
English	<i>Reid Cup</i>	Project work	<i>Smyth Shield</i>

The Blair Shield (girls) and the Waddell Shield (boys) are awarded to pupils who display to both staff and pupils exemplary conduct, unselfish behaviour and an attitude and application in harmony with the ideals and aspirations of Carniny Primary School - *Labore et Honore*.

All academic awards are listed in the Annual General Report of the Board of Governors.

Music in the Curriculum

Music has traditionally been an important and popular subject in the school. As well as the usual classroom musical activities P4-7 pupils have the opportunity for tuition on recorder and a large range of orchestral and percussion instruments. Instrumental music is hard work for both pupil and teacher and requires personal commitment and the encouragement of parents at home to ensure that sufficient regular practice is completed. Tuition involves staying after school to produce the standards necessary for public performance and examinations. Pupils also have to leave class for a short period weekly for their lesson with Mr G Murray (Brass & Woodwind), Miss G McBride (Strings) or Mr J Lutton (Percussion).

Parents who desire instrumental tuition for their child on an orchestral instrument are requested to follow this advice:

1. Consider first that music will be an added "burden" on the child's academic work. A minimum of 15 minutes is required for daily home practice.
2. If you feel that your child will cope with this commitment please make known your desire to have the child considered for tuition. It is usually P 4 or P 5 before the child is "big" enough to handle an orchestral instrument.
3. The pupil is then given a series of Aural Tests to ascertain potential for musical training. Peripatetic music specialists then interview the child to ascertain which instrument will be allocated. Please remember that certain instruments require specific physical attributes

to make the correct sound, etc. The availability of types of instruments varies from year to year

4. If an instrument to which your child is suited is available the pupil is taught for a trial period. The instrument is provided by the N.E.E.L.B. or the school and there is an annual rental fee. Tuition by the NEELB Peripatetic teachers is no longer free, the school is required to pay for their services, thus it is necessary to charge for lessons. To secure further lessons a certain standard of progress obviously must be maintained.
5. Never purchase an instrument for your child in the hope that tuition can commence. The child may not have the necessary musical ability and the teaching time may not be available.

Music Awards

The following awards are presented to pupils in appreciation of their commitment and talented performances throughout the school year.

McMullan Cup for Most Promising Young Musician P 6
Logan Shield (Woodwind)
Hamill Shield (Strings)
Baxter Shield (Brass)
Allen Recorder Cup
Seven Towers Choir Music Cup
Orchestra Leader's Shield

Award winners are recorded in the Annual General Report.

Orchestra

The Orchestra meets on a regular basis during the autumn and spring terms preparing their repertoire of Christmas and Easter music. This is a very important aspect of musical training and develops mature listening skills necessary for group music making and instrumental harmony. Pupils are presented with Orchestra Badges in appreciation of their musical application and public performances during the school year.

Choir

The school choir meets on a weekly basis and performs to various audiences throughout the school year.

House System

The school operates a House System to encourage good effort both within and outside the classroom. The McIlroy Shield is awarded to the winning House and the McKinney and Torrington Cups to the boy and girl receiving the most House Points each year. There are four houses: Bann, Braid, Kells, and Maine. Pupils are allocated their house on a random basis. Where possible families are allocated to the same house.

Annual Sports

The school tradition of developing sport/games skills and implanting and sustaining an interest in this important aspect of the curriculum is well supported by parents and staff. Our Key Stage 1 pupils (P1-P4) participate in a "Fun Sports" involving all the pupils in a series of team games. The Senior Sports follows the more traditional pattern.

The P.T.A. generously provide medals and picnic treats are supplied by a local business. The school has accumulated a fine collection of cups and trophies donated by parents and former pupils. These are listed below and presented at our special Sports Assembly each June. The following awards are presented at the annual prize giving ceremony:

Trophy/Cup/Shield	Awarded to
Girls Senior Sprint Champion	Best P5 -P7 Girl
Boys Senior Sprint Champion	Best P5 - P7 Boy
Heaton Cup for Girls 100m	Best P5 -P7 Girl
Baxter Cup for Boys 100m	Best P5 - P7 Boy
Ellis Shield Girls Egg & Spoon	Best P5 Girl
Ellis Shield Boys Egg & Spoon	Best P5 Boy
Senior Girls Sack Race	Best P5 - 7 Girl
Senior Boys Sack Race	Best P5 - 7 Boy
Ballentine Cup Girls 200m	Best P6 - P7 Girl
Stewart Shield Boys 200m	Best P6 - P7 Boy
Beggs High Jump Cup	Best P7 Girl
McIlroy High Jump Cup	Best P7 Boy
Stevenson Long Jump Shield	Best P6 - P7 Girl
Neilly Long Jump Shield	Best P6 - P7 Boy
Green Long Jump Cup	Best P 5 Girl
Morrow Long Jump Cup	Best P5 Boy
Wilson Shield Throwing Cricket Ball	Best P5 - P7 Girl
Wilson Shield Throwing Cricket Ball	Best P5 -P7 Boy
McKelvey Cup P 5 Girls	Class Champion
McKelvey Cup P 5 Boys	Class Champion
Mrs J Black Cup P 6 Girls	Class Champion
Mrs J Black Cup P 6 Boys	Class Champion
Carlin Cup P 7 Girls	Class Champion
Carlin Cup P 7 Boys	Class Champion

McIlvenna Athletics Cup Girls	P 5 - P 7 Novelty Race Champion
Fulton Athletics Cup Boys	P 5 - P 7 Novelty Race Champion
Blakely Swimming Cup (Girls)	P7 Swimming Champion
Lynn Swimming Cup (Boys)	P7 Swimming Champion
Robinson Football Cup	Example & Skill in Soccer
Attias Leading Goal Scorer Shield	Most Goals in League/Cup
Haworth Soccer Shield	Most enthusiastic player
J L Gardner Games Cup (Girls)	All round sport achievement
Kernoghan Games Cup (Boys)	All round sport achievement
Wilson Soccer Shield (P6)	Most Promising Young Player
Legget Netball Shield	Most Improved Player
Wilson Hockey Shield	Most Improved Player
Crawford Games Cup (Girls)	Most enthusiastic Player
Hoey Sports Cup (Laboris Causa)	Best Trier P5 - P7 events
Litogy Shield	Mum's Sprint Champion
Litoby Shield	Dad's Sprint Champion

There are also special awards for the Junior Champions (P5) and Senior Champions (P6-P7). All award winners will be recorded in the Annual Report of the Board of Governors.

5. SCHOOL ORGANISATION

Class Structure

The enrolment number of 267 pupils with approximately 38 children in each of the seven year groups necessitates the organisation of composite classes. Pupils work in group situations where they can achieve both satisfaction and success in their work. Pupils are also required to be taught at a level commensurate with their ability.

Primary 1 - 4 classes will be grouped by chronological age. Primary 5 -7 will be grouped according to academic attainment. This attainment will be assessed by using a combination of Standardised Tests in English and Mathematics and classroom based tests in English, Mathematics and Science. Standardised tests will be given at the beginning and end of each academic year.

The governors will attempt to keep class sizes no more than 30.

Special Needs

The school policy is to identify pupils with learning difficulties and arrange in consultation with parents and teacher(s) a suitable programme of remedial action.

Timetable

9.00am	-	10.45am
10.45am	-	10.55am (Morning Break)
10.55am	-	12.20pm
12.20pm	-	1.10pm (Lunch Break)
1.10pm	-	2.00pm (P1 - P3)
1.10pm	-	3.00pm (P4 - P7)

1. Classes begin at 9.00am with Roll Call. In the interest of safety pupils should not arrive in school before 8.45am
2. Primary 1 and Primary 2 remain in school each day until 2pm.
3. Primary 3 children remain in school until 3pm on Monday and Tuesday and 2pm on Wednesday, Thursday and Friday.
4. School finishes at 3.00pm for all P4 -7 pupils with the exception of those who are staying for organised games, music, etc.

Holidays 2006 / 2007

Autumn Term Commences	30 August 2006 (09.00-12.20)
Mid Term Break	27 October & 30 /31 October 2006
Last Day of Christmas Term	22 December 2006
Spring Term Begins	8 January 2007
Mid Term Break	16 & 19 February 2007
Last Day of Spring Term	3 April 2007
Summer Term Commences	16 April 2007
May Day Holiday	7-11 May 2007
Last Day of Summer Term	29 June 2007

6. DAILY ROUTINES

Arrival

School doors will be opened at 8.45am. Pupils should not arrive before this time when formal supervision begins. Children will enter through the main entrance adjacent to their classroom. All pupils in the mobile classroom will walk to rear of the school and enter their classroom. On arrival pupils should leave coats in cloakroom, school bags in their classroom and then proceed to the playground. (In cold weather conditions, coats should be worn in playground. On wet days all children should remain quietly in classrooms).

Morning Break

Weather permitting all children will go outside at morning break where they are supervised by teachers. Toilet facilities will be used on the way to the playground. Pupils will re-enter the school in an orderly manner when the bell rings at 10.55am and proceed immediately to their classroom and be ready for class to recommence at 11am. On wet days children will use toilet facilities and return to the classroom where they will be seated and engaged in quiet activities (reading/drawing/talking).

Lunch

During the lunch break pupils are supervised by Supervisory Assistants both in the dining hall and in the playground.

There are two sittings in the dining hall:

Time	Classes
12.20 - 12.40	P1-P3 & P7
12.40 - 1.00	P4-P6

Children should (if required) go to the toilet and collect their coats from the cloakroom before going out to the playground. Children will only be allowed to re-enter the school building at lunch time in the event of an emergency (accident or sickness).

On hearing the school bell at 1.10pm all children should proceed immediately to their appropriate entry point under supervision they should return to classroom in an orderly manner and be seated ready for the teacher to commence the afternoon session.

On wet days all children will remain in their classroom engaged in quiet purposeful activities and supervised by supervisory assistants. Pupils in the P4 mobile will be distributed between three junior classrooms.

Toilet Facilities

P4 - 7 children should be encouraged to use the toilet facilities before school at morning break, lunch break and 2pm. Only in emergency situations should children be allowed to visit the toilet at any other time. All children should adhere to the above rules regarding the use of the toilet at break and lunch time, the only exception being in the event of an emergency.

Corridors

Children should walk in the school corridor in single file and keeping to the left at all times. Children must exercise courtesy when walking in the corridors. For example opening the doors for the teachers, knocking on doors before entering, allowing adults to enter before themselves, greeting peers and staff appropriately (Good morning, Good afternoon, Excuse me etc.).

Leaving School

Children will leave school through their normal entry/exit point and use the footpaths provided walking in an orderly manner.

7. HEALTH AND SAFETY

Personal Safety

Parents should discuss with their children the danger of 'Strangers' who may invite a pupil to go with them. Incidents of child molestation thankfully are rare but not unknown in the area, therefore, the best policy is to arrange to collect the child personally from school or delegate the responsibility to another adult. Primary 1 and Primary 2 children must be collected from the main entrance door at 2pm. Pupils who are capable of going home themselves should remember that staying in a group with other school friends provides some measure of security. Parents of infant pupils should tell the teacher who will be taking the child home if they cannot come themselves.

A school security system has been installed at the entrances to the school so all visitors on the premises can be monitored.

Road Safety

Road Safety Education is an integral part of the curriculum but there is no substitute for the constant vigilance of pupils and parents to back up the lessons from teachers.

Safety in the Morning

To avoid all possible contact between pupils and vehicular traffic please note that the school car park is out of bounds for all cars except those of staff, delivery vehicles, disability access and official visitors. There is traffic congestion in the mornings and afternoons at both the Old Cullybackey Road and Carnview Park school entrances. Always let your child out of the car on the kerb side. Ensure your child mounts the footpath immediately and proceeds inside the school gates. In the interest of safety please do not park on the double yellow lines painted at the junction of Old Cullybackey Road and Hillside Park.

Safety in the Afternoon

When picking up children at the end of the school day counsel them to wait for you on the footpath. Please remember pupils and parents should not walk into school along the vehicular road to the school car park. This is a road and not a footpath. Delivery vehicles and staff vehicles use this road.

Medical Alerts / Conditions

Please ensure that the school is informed of any medical condition to which teachers should be alert to in the interests of pupils' safety. Such information will be held confidentially and may be most helpful in an emergency incident. If your child is ill please have some consideration for his / her classmates before sending to school. They are put at risk of infection and the class's work disrupted if the teacher has to attend to a sick child, change clothing, summon parent(s) to take child home etc. The Department of Education Circular 1994 / 18 requires that children who are *"ill with diarrhoea ('Tummy Bugs') should be kept from school until they are symptom free to minimise the spread of infection."*

Children Returning to School Following Minor Illness

To facilitate supervision arrangements and for health and safety reasons all children are expected to go outside at break and lunch time.

It is assumed that children returning to school following an illness (colds, tummy bugs etc) have sufficiently recovered to go outside during these times.

Children should not be sent to school if they are unable to fit in with the above routines.

Children who become ill during the school day will remain indoors until collected.

Prescribed Medicines in School

Where possible doses should be timed not to coincide with the school day. Medicine belonging to Primary 1 to 3 pupils should be stored securely and centrally in the school office. Medicines should have the pupil's name displayed clearly. Senior pupils should take responsibility for their own inhalers. Special personal arrangements must be made with the Principal concerning chronic conditions and administration of the medicine.

Medical information about any chronic condition including name of medicine required, dosage and frequency should be given by parents yearly. Parents should be aware of their duty to inform the school of any changes. Information should be distributed to all staff.

Accidents in School

Within any school environment accidents invariably occur. Minor accidents, for example cuts, and grazes, will be appropriately dealt with by teachers and/or Supervisory Assistants. In more serious cases the nominated person, detailed on the SIMS Data Capture Form, will be immediately contacted.

The school keeps a record of all accidents requiring attention. For more serious accidents an Accident Report Form is completed and a copy sent to the N.E.E.L.B.

Emergency Procedures

All classrooms display emergency exit procedures. Teachers and pupils will practice the evacuation of the school building on a regular basis. The assembly points are the school playgrounds.

8. ATTENDANCE POLICY

In the interests of the children's education they are expected to attend school for 190 school days each year. Attendance is recorded on the Computer Attendance Module twice daily (morning and afternoon sessions). A full attendance involves being present the entire school day. A record is kept of all late arrivals. A child who is late is recorded as present if he/she arrives before the end of roll call (10am & 1.25pm) but absent if he/she arrives after roll call is completed. If a child goes home due to illness he/she will be marked absent for the afternoon session.

Any absence, planned or unplanned, brief or otherwise, should be explained by letter to the child's teacher.

Medical/Dental appointments where possible should be taken outside school hours. If a child attends an appointment during school hours a present mark is awarded providing the child returns to school for the remainder of the school day. Teachers must be given prior notification of such appointments. Children who have to leave school for music exams,

festival performances, any educational activities are given a present mark if the teacher/Principal is informed beforehand.

Parents are furnished with details of the school holidays at the beginning of the school year. The school discourages parents from taking children out of school during term. Any holidays in term time are considered unauthorised absences.

In the course of the school year the Principal monitors pupils' attendance. Any concerns regarding a child's pattern of attendance is brought to the attention of the school's Educational Welfare Officers.

The school continues to operate its own Full Attendance Award Scheme sponsored by the PTA. Badges are awarded to those pupils who have not missed a day during the school year. The school also awards certificates to those children who have 2 - 6 consecutive years full attendance. A prestigious trophy is awarded to any pupil who achieves 7 Years Full Attendance. Names of children receiving attendance awards are published in the Annual General Report in the Autumn term.

9. MONEY IN SCHOOL

Please counsel your child that it is foolhardy to leave money or valuables anywhere in the school. Parents of infant pupils should send dinner money, savings etc in a sealed envelope with the amount, child's full name and amount clearly marked.

Dinner Money

Dinner money for P1-P3 is collected by the class teacher each Monday after roll call (or the first day of a teaching week). The week's dinner money should be paid in advance and not on a daily basis. Please inform the teacher how many dinners are required for the week and send the appropriate money (Cheques should be made payable to 'NEELB' for dinner payment). To save valuable teaching time and possible mistakes in counting money it benefits both staff and pupils if your child has the correct change for dinners. Dinners presently cost £1.85 daily i.e. £9.25 weekly.

Children in P4-P7 pay for their dinners on a daily basis. Dinners presently cost £2.10. A Cash Cafeteria is also in operation.

Parents on Income Support may apply for Free School Meals. Application Forms are available from the school office.

Savings

Pupils are welcome to save on a weekly basis with the Bank of Ireland. Each Tuesday pupils hand in their savings wallet, the amount they wish to save and their lodgement slip. On Thursday the wallet is returned for the following week's lodgement. Pupils who use the Bank of Ireland scheme receive regular promotions from the Bank and all money is deposited

immediately in their own personal account. New pupils will receive during the Autumn term the necessary information required for joining the scheme.

Charity Money

Pupils and parents are invited from time to time to donate to various charity appeals. There is no obligation to contribute. All donations are accepted on the understanding that they are voluntary contributions. P7 pupils are encouraged to organise a major fund raising campaign annually as part of their RE programme, making them aware of the needs of others less fortunate than themselves. Details of charity donations by pupils, parents and staff are recorded in the Annual General Report.

10. DISCIPLINE

Your child will be expected to follow our School Code, a simple set of rules designed to develop a school community in which all can work and play harmoniously. School rules are kept to a minimum. Pupils are encouraged to respect not only adults, but fellow pupils and property. Individual teachers have rules operative in their classrooms to ensure that the tradition of *Labore et Honore* is maintained. Serious breaches of discipline are referred to the Principal / Vice-Principal. A separate leaflet detailing the School Discipline Policy is available from the Principal. The school operates a “**Courtesy and Good Habits Programme**” to engender respect for fellow pupils and adults (*A copy of the school's Discipline Policy is available on request from the Principal*)

Code of Behaviour

Pupils should always:

- Be at school on time, wearing full school uniform and fully equipped for work.
- Ask for help when it is needed and obey teacher's instructions.
- Strive to take care of their books, school equipment, and keep all areas of the school tidy.
- Be aware of our school safety rules e.g. walk in corridors, avoid areas out of bounds.
- Have respect for self, others and belongings.
- Refrain from using cruel and offensive language.
- Refrain from bullying and fighting.

Disruptive Behaviour is not the norm and often pupils respond to positive measures. Discipline is an integral part of the curriculum. School routine ensures all pupils can work and play safely without interruption from undisciplined elements.

The following undesirable Behaviour cannot be allowed to develop unchallenged.

- Destruction of property and waste of resources.
- Stealing school or someone's property.
- Obscene language, vulgarity, blasphemy, telling lies.
- Physical and mental torment/cruelty, bullying, excessive aggression.

- Cheating and copying (a form of stealing other pupils' work).
- Defiance of instructions from a teacher/insolence.
- Frequent lateness for school.
- Unreasonable forgetfulness disrupting class routine.
- Breaking safety rules and so endangering life / well being.

Sanctions are normally used when the code of behaviour has been broken. The level of reprimand will depend upon the degree of seriousness of the behaviour and this decision lies with the Principal / Vice Principal.

11. CHARGES AND REMISSION POLICY

Education is provided free of charge for all lessons and activities associated with the pupil's entitlement under the Education Reform Order (NI) 1989. Exceptions will include:

1. Payment may be required for board and lodging on an overnight trip. Charges will be remitted to parents on Income Support or Family Income Supplement.
2. Donation may be required for participation in an extra curricular activity.
3. Cost of admission to Seven Towers Leisure Centre for swimming. The school will pay the cost of transport to and from the pool, the N.E.E.L.B. will pay the cost of swimming tuition.
4. Provision of recorder for P4 - P7 pupils, the instrument becoming the personal property of the pupil.

Pupils who play an orchestral instrument may be required to pay the loan of instrument fee (£35.00 annually), replace broken strings, reeds etc. as prescribed in the NEELB 'Loan of Instrument' agreement. It is also necessary to levy a charge for tuition on an orchestral instrument in the light of schools now being charged for the services of peripatetic instrumental specialists.

The school may from time to time appeal to parents for voluntary donations to assist in the provision of an educational activity but no child will be disadvantaged if parents choose not to make a voluntary contribution (e.g. a visit to an exhibition which would enhance a topic already studied). From time to time the school may organise optional extras such as visits to theatres, or bringing performers to the school. Charges will be made for such activities but non-participation by a pupil will not affect his / her academic performance. Charges will be made from time to time by a 'Third Party' for a product available to pupils and parents on their request, e.g. School photograph, school sweatshirt, books from the School Book Club. There is no obligation to purchase the product. It is supplied at your request.

Parents and pupils may be invited to donate to various charity appeals which are traditionally supported by local schools. There is no obligation to contribute. Any donations received are on the understanding that they are voluntary.

12. PROVISION OF INFORMATION

- In addition to the details included in this Handbook parents are kept up to date with information relating to school life in the fortnightly Parents' Newsletter.
- Teacher / Parental consultations are held in October and March (February for parents of P7 pupils for Transfer arrangements) of each year. Parents of Primary 1 children have an additional consultation in September prior to their child commencing school.
- Parents may speak to their child's teacher or the Principal at any time during the year by making an appointment.
- Another excellent way to keep in touch with school activities is through the Parent - Teacher Association. The school for many years has been fortunate to have the support and encouragement of an active and enthusiastic P.T.A which provides:
 1. Informative evenings on educational topics.
 2. Social evenings e.g. concerts, treasure hunts, barbecues etc.
 3. Fund raising events e.g. Christmas Sale/Auction.

The PTA Committee (2005 2006)

Office Bearers:

President	Mr J Henry
Chair	Mr M Fleming
Secretary	Mrs R Mc Peake
Treasurer	Mrs J Johnston
Teacher Rep	Miss L McMullan, Mrs G Dickson

Members of Committee:

Mrs C Park, Mrs H Robinson, Mrs J Graham, Mrs A M McCluney, Mrs M Carter, Mrs A Reid, Mrs N Patison, Mrs J Fullerton, Mrs S Douglas, Mr S Hanly, , Mrs C Corry, Mr J Stevenson, Mr C Elliott, Mrs B McCully, Mrs C McKay, Mr J Kelso, Mrs H Kelso, Mrs P Moore, Mrs M Shaw, Mr B McIlroy, Mr I Bell

Committee members for 2006/2007 school year will be elected at the PTA's Annual General Meeting in September/October 2006.

13. COMPLAINTS

In the event of a parent wishing to make a complaint the initial contact should be made to the Principal (or in his absence, the Vice Principal), so that the matter can be discussed. If the parent is still dissatisfied then a written complaint should be forwarded to the Principal.

If the matter is still not resolved a written complaint should then be sent to the Secretary of the Board of Governors. The Governors will respond as quickly as possible following their convened meeting.

If the matter still remains unresolved the complaint should then be sent in writing to the North-Eastern Education & Library Board, County Hall, 182 Galgorm Road, Ballymena. BT42 1HN. (Primary Schools Branch).

14. GETTING READY TO START CARNINY PRIMARY SCHOOL

School Uniform

Pupils are expected to wear school uniform. Most parents find school uniform economical and convenient. When our pupils are in the public eye the universal wearing of a uniform creates both a favourable impression and a mark of identity.

The school Uniform (Sweatshirt, Polo Shirt, Fleece & Coat) can only be purchased from school:

	Normal Day	Formal Occasions	PE
BOYS	Grey trousers Carniny Primary School "V" neck sweatshirt and polo shirt, grey socks and black school shoes.	Grey trousers, white shirt and school tie and black school shoes	"T" Shirt/Sports Shirt and Shorts (P4-P7). Primary 1 - 5 wear black gutties and Primary 6 - 7 wear trainers where gutties sizes are not available. Jewellery is not allowed (Sleeper studs permitted).
GIRLS	Grey skirt/pinafore or plain trousers Carniny Primary School "V" neck sweatshirt and polo shirt, white knee length socks /grey tights and black school shoes.	Grey skirt or pinafore, white blouse and school tie, white knee length socks and black school shoes	

General Preparation For Coming To School

Over the years the collective experience of teachers and parents has shown that there are many ways in which children can be prepared for starting school. Many pupils may already have attended Nursery or Playgroup and thus have been introduced to a social environment outside the home. Many things have changed since you as parents started school but still the greatest need for the new pupil is SECURITY, that is he / she should look forward to going to school, feel safe and happy there and hopefully co-operate with his / her parents and teachers to enable the home and school to develop his / her academic potential.

What Parents Can Do To Help Their Children.

1. Help your child to look forward to starting school. Tell them about the many things they will do there, make it an exciting event to look forward to by telling them:
 - They will make new friends and playmates.
 - They will learn stories, rhymes , songs, new games.
 - They will learn to paint, draw, play with toys and use computers.
 - They will learn to count, to read, to write.
 - They will become a "Big Person" able to do the same things as their older brothers and sisters.
2. Help your child to become reasonably self-sufficient and responsible. You could teach them to:
 - Use the lavatory.

- Blow his / her nose.
 - Make his / her wants known.
 - Say "Please" and "Thank You".
 - Dress and undress, zip up coat, button and unbutton etc.
 - Clear up toys and share toys.
 - Sit and listen to a story.
 - Hold a pencil or crayon.
 - Wash and dry hands.
 - Change shoes.
 - Get along without presence of parents.
 - Get along with other children.
3. Never use the school or the teacher as a threat to get your child to behave. Hinting that the school is a place of punishment may make the work of the teacher more difficult. Going to school may be the first long term break with home so children will need the security and protection of another adult i.e. their new teacher. You can really help the transition from home to school by healthy encouragement rather than comments like, "Wait till they get you at school" or "You'll soon know what's hit you" etc.

Speaking And Listening

1. Talk to your child, not always in a childish language but more and more adult in fashion. Talk to them at every opportunity; tell them what you are doing as you wash up, clean, cook, garden etc. This will strengthen and enlarge his / her vocabulary.
2. Try and answer questions. If you consistently ignore your child's questions he will eventually catch on that there is no point in trying to learn this way. A question is often the best start to any learning situation.
3. Listen to your child when he wants to talk to you. Encourage them to tell you about themselves, their play, friends, things which they have seen and enjoyed.
4. Read to them and tell them stories. There is still great joy and value in the bedtime story. Children will often demand the same story over and over again. This means they are already learning, recalling what brings them pleasure.
5. Teach nursery rhymes and simple poems. These are excellent ways of introducing language, which can easily be remembered and recalled with enjoyment. They aid counting as well. If you can get them to do the actions to nursery rhymes this is the start of drama and creative expression.

Reading And Writing

1. Let your child handle books. They will be the tools of his / her trade for many years to come. Foster a respect for books. Get them a corner or part of a shelf that is exclusively for his / her books. Let them take pride in his / her collection of picture and simple story books.
2. Take them to the library, help them pick suitable books, particularly ones with plenty of colour and pictures.
3. Let them scribble with pencils and crayons. This develops the motor control he / she will need when formal writing lessons begin. Don't however try to force handwriting, they may have to unlearn what you have taught.
4. Be careful about formal reading books. Reading needs to be taught in a sequence and knowing when a child has progressed through the stages of reading readiness is a complex matter. Do however read stories to your child. The school uses a combination of reading schemes.

Mathematics And Science

1. Let your child touch, hold, feel and observe things. Observation is one of the first steps of learning. Let your child help you about the house and garden. Let them make the occasional mess when you are baking, gardening or cleaning. Learning by doing and playing to learn are well known ways by which children learn.
2. Let them sort things: this is the beginning of mathematics, sorting things into sets, eg putting the cutlery back in the right spaces in the drawer.
3. Encourage them to count e.g. the stairs as he / she goes up to bed, the number of milk bottles left by the milkman etc. Talk about 'big and little', 'heavy and light', 'full and empty', 'cold and hot' etc.
4. Observation is the beginning of science so provide opportunities for the child to observe first hand e.g. feeding ducks in park, visit to zoo, bird table in garden, visit to farm etc.
5. Holidays, as well as fun, are a great learning opportunity for new learning experiences e.g. going for walks, playing in sand and water, exploring etc. and all these activities widen the pre-school experience, enrich family relationships and hasten the maturity of the child.

Games And Muscular Control

1. Most mums and dads play games with their children and this is an important activity to assist the development of muscular co-ordination. It is amazing nowadays how many

infants cannot catch a ball as they haven't learnt the skill! Games involving a ball are excellent for developing hand to eye co-ordination.

2. Children should be encouraged to move to music and develop a sense of rhythm.
3. Playing with toys is good as imagination is stimulated. Playing with toys increases vocabulary and toys that allow children to mimic adult roles often produce an abundance of new words associated with the roles they are enacting. Observe a group of girls dressing up!
4. Making things is the beginning of Technology. The cardboard box that the groceries come home in can be a multitude of make believe articles for the imaginative child.

The best teaching and learning both in and out of the school is achieved by infection and interference. By infection the parent and teacher 'pass on' their love for and interest in a subject or activity. By interference the parent and teacher know when to 'interrupt' the child's own learning and self-discovery to further enhance his / her education. A child left to their own devices may discover many things but not in anything like the quantity or quality when his / her parents and teachers are involved and providing motivation.

Helping The P1 Teacher

There are many ways you as parent can co-operate to maximise the time available for teaching your child.

1. Please put names on clothes and belongings. Many items look the same and indeed can be identical. Time is wasted when the teacher has to go round checking which item belongs to which child.
2. When sending drinks to school for lunch or mid-morning break please put in a plastic bag. Leaking drink containers ruin books. Do not send glass bottles, they are sure to shatter on the tiled floor!
3. Please check school bags regularly for notes from teacher or newsletters from the Principal.
4. Please help your child with reading. In their sound box they will frequently have new sounds to recognise.
5. Please send PE items on correct day. Your teacher will tell you on which days P1 have PE. Pupils must wear slippers / gutties to prevent accidents on the wooden floor of the gym.
6. Do please get your child to school on time. Late arrivals keep back and distract a working class.

7. Always be at school on time to collect your child. There is nothing so distressing to a new P1 pupil as coming out of school to find nobody there to take them home. If you are going to be late please arrange for another adult to come and telephone the school to notify us who will be collecting your child.

Pick up time is 12.20pm every day up to the beginning of September. From Monday 2 October 2006 the pick-up time is 2.00pm Monday - Friday.

8. Do make sure you give the school an emergency telephone number. If you have gone out shopping or visiting and your child becomes ill or distressed the Principal should be able to locate you or a designated relative/friend.
9. Never send medicine/medication to school with a P1 child. Teachers cannot administer medicine. Children who have inhalers for asthma have these safely retained in the school office, never in the classroom. If the child is on any medication please inform the Principal. If your child is ill please consider his / her classmates before sending to school. They are put at risk of infection and their work is interrupted while teacher cleans up or changes soiled clothing.
10. In the event of a child's uniform becoming wet or dirty it would be greatly appreciated if parents would leave a spare change of clothing for their children in a named bag in the cloakroom.