



St Louise's

Comprehensive College, Belfast

A Specialist College

Parent Handbook

Step into
a Bright Future



St Louise's Comprehensive College
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Welcome to Our School

MISSION STATEMENT

"In partnership with parents, guardians, staff, governors and students St Louise's promotes excellence in learning and teaching within a Catholic, Vincentian, Comprehensive ethos"

In partnership with parents, guardians, staff, governors and students, St. Louise's promotes excellence in learning and teaching within a Catholic, Vincentian, Comprehensive ethos

THE FOLLOWING ADDITIONAL POLICIES ARE ALSO AVAILABLE TO DOWNLOAD FROM OUR WEBSITE

- Additional Education Needs Policy
- CRED Policy (Community Relations, Equality & Diversity)
- Critical Incident Policy
- Data Protection Policy
- E-Safety Policy
- Health and Safety - Key Messages to Students and Parents
- Home Learning Policy
- Learning and Teaching Policy
- Literacy Policy (Read, Write Talk and Listen and we will Succeed!)
- Mobile Phone Statement - This statement is linked to our Acceptable Use of ICT and Positive Behaviour Policies
- Newcomers' Policy
- Numeracy Policy (Count and Succeed - Raising Achievement in Numeracy)
- Relationships & Sexuality Education Policy (RSE)
- Safeguarding in St Louise's Flyer

Step 1: Data Collection

TO BE COMPLETED FOR ALL STUDENTS

YEAR OF ENTRY

CLASS ON ENTRY

ADMISSION DATE

PHOTO
45mm x 35mm

SECTION 1A PERSONAL INFORMATION

Surname:
Middle Name:
Legal Surname:
Place of Birth:
Address:

Forename:
Chosen Name:
Date of Birth:
Position in Family:
Parish:

Class:

SECTION 1B ETHNIC INFORMATION

Ethnicity:

First Language:

Religion:

SECTION 1C NEWCOMER PUPILS

Date of Arrival in U.K

Do you require the use of an interpreter for Parents Evenings

Yes

☐

No

☐

SECTION 1D SCHOOL HISTORY

Primary School or Previous School

SECTION 2 EMERGENCY CONTACT INFORMATION

Please give details below of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the order you wish them to be contacted in an emergency.

Priority	Name	Relationship	Address	Tel No(s)
First				Home Work Mob Email
Second				Home Work Mob Email
Third				Home Work Mob Email
Fourth				Home Work Mob Email



SECTION 3 SCHOOL MEALS INFORMATION

Please complete the information below even if you do not intend to use the College's canteen facilities.

Are you entitled to Free School Meals? Yes ☐ No ☐

Dietary Requirements

SECTION 4 TRANSPORT INFORMATION

By what means do you travel to and from school

City Bus ☐ Route No. ☐ Ulster Bus ☐ Route No ☐ Other ☐

Please specify

SECTION 5 MEDICAL INFORMATION

Doctor's Name:

Address:

Tel No.:

Medical Concerns

SECTION 6 EDUCATIONAL AND MEDICAL NEEDS

Has your child ever been seen by an Educational Psychologist?

Yes ☐ No ☐

If an educational psychology report exists for your child do we have your permission to access it?

Yes ☐ No ☐

Does your child have a statement of educational needs?(A statement is a document produced by the education board which defines any educational need of your child and in which establishment these needs can be met e.g. mainstream or special school)

Yes ☐ No ☐

If you have answered Yes above then please indicate by ticking in the appropriate box if your child has any of the educational needs identified below:

ADHD Attention Deficit Hyper Disorder

☐

EBD Emotional Difficulties

☐

ASP Aspergers Syndrome

☐

EPIL Epilepsy

☐

AUT Autistic

☐

HAEM Haemophilia

☐

BLIND Blind

☐

LD Language Difficulties

☐

BS Behaviour & Social

☐

PD Physical Disability

☐

DEAF Deaf

☐

PH Partial Hearing

☐

DP Dyspraxia

☐

PS Partial Sight

☐

DYSL Dyslexia

☐

SP Speech

☐

Is your child registered as disabled?

Yes ☐ No ☐

Please outline the nature of her/his disability

CATERING FOR INDIVIDUAL NEED

In order to support your daughter/son it may be necessary to carry out additional school based standardised assessments to meet her/his needs. If further standardised assessment is required permission will be sought at this stage.

OTHER NEEDS

(Please use this box to identify any other need or to give us more information on any of the above)

SECTION 7 PARENTAL RESPONSIBILITY

The following adults live with the child and have legal “parental responsibility”

Full Name	Relationship to Child	Parental Responsibility Yes or No

The following adults have legal “parental responsibility” but do not live with the child

Full Name	Relationship to Child	Parental Responsibility Yes or No

Are there any Court Orders which relate to the child? e.g. Custody Orders, Contact Orders, Residence Orders under the Children (Northern Ireland) Order 1995

Yes ☐ No ☐

If **Yes** please say what they are:

Have you provided the school with a copy of your child's Birth Certificate?

This information will be transferred into the school's computer system. Under the Data Protection Act, anyone named above has the right to know that information about them has been collected and given an opportunity to check its accuracy.

This form should be signed by someone with parental responsibility wherever possible.

Signed:

Relationship to Child:

Date:

SECTION 8 THE USE OF PHOTOGRAPHS

During the school year we may have occasion to take photographs or video your child individually and/or as part of a group to celebrate good work, mark a particular achievement or event or to showcase the excellent work being carried out by students and staff.

From time to time we may wish to use the photograph or video in school publications such as Sharing Excellence, the school prospectus, the school website or include the photograph in a newspaper article, or display on school notice boards.

Please sign below to give your consent for your child's photograph to be taken and used for the above purposes if and when required.

Name of pupil:

Signature:

(Parent/Guardian)

Date:

SECTION 9 CANTEEN ARRANGEMENTS

St Louise's operates a cashless catering system. To use the system each student is required to have a biometric image taken of one or more finger. This image does not contain a fingerprint but a string of data. To use the canteen the student has to identify themselves using a biometric reader or pin pad at the point of sale. When the biometric image is read at the point of sale students are able to access their individual account.

Free School Meals

Students entitled to free school meals will have their account credited on a daily basis and their account will be accessed with the use of their biometric image.

I/We consent to have a biometric image taken of our child's finger.

Name of pupil:

Signature:

(Parent/Guardian)

Date:

I/We confirm that all the above information is correct.

Signed:

Date:

Signed:

Date:



Step 2: Home/School Contract TO BE COMPLETED FOR ALL STUDENTS

NEW STUDENT CONTRACT

- We are delighted to welcome you to our College.
- We promise to do everything we can to ensure that you are happy, safe and successful.
- We will work in partnership with you and your home to make sure you achieve your full potential.

We invite you to sign this contract. Please read it carefully

We expect your daughter/son to:

- come prepared to school and ready to learn
- come to school every day and be on time
- wear the correct school uniform at all times and uphold high standards of personal presentation
- respect the rights of teachers to teach and pupils to learn
- respect the school environment
- respect the property of others
- accept correction and direction
- deal with conflict in a non-aggressive manner
- be loyal and speak well of the school at all times
- follow our mobile phone policy
- use social media responsibly
- treat other pupils and adults with respect
- keep to all school policies

To meet these expectations:

- I will come to school ready to learn with my equipment and my home learning done
- I will keep deadlines for the submission of Home Learning
- I will attend school every day and be on time
- I will wear school uniform in the correct way
- I will wear only one pair of small studs (one in each ear lobe) and one small ring, if I wear jewellery
(please note that boys are NOT permitted to wear earrings)
- I will be free from facial and tongue piercing
- I will not colour my hair with inappropriate colours, e.g. red, blue, pink, purple or any other unconventional colour
- I will be free from make-up and nail varnish
- I will co-operate with and respect all members of staff
- I will respect the rights of others to learn
- I will make sure my phone is switched off and is in the bottom of my school bag at all times
- I will treat other students with respect at all times
- I will keep all school policies
- I will be present for all examinations



I UNDERSTAND THE FIVE MAJOR SCHOOL RULES:

1. Students are forbidden to smoke in school uniform.
(No Smoking—including e-cigarettes)
2. Students must not tamper with the fire equipment/fire alarms.
(Health and Safety)
3. Students must show respect for others on all occasions and in all circumstances.
(No Fighting or Level 4 Bullying) - Refer to Anti-Bullying Policy
4. Students must uphold the reputation of the school in all circumstances.
(No Disgracing the school)
5. Students must not play truant. (No Mitching)

A student is expected to maintain high standards in school uniform and behaviour on her way to and from school and while in uniform is subject to school rules.

I UNDERSTAND THAT IF I BREAK ANY OF THE FIVE MAJOR SCHOOL RULES:

- I will be sent home with a letter or my parent will have to come to school and collect me.
- My parent will have to come to school to discuss the matter with a senior member of staff.
- A suspension may be imposed which could lead to expulsion.

Please note that suspensions may be imposed under Appendix 4 of the Scheme for Suspension and Expulsion of Students (CCMS Revised May 2002). This is fully outlined in the Positive Behaviour Policy

I understand that this contract will apply to me throughout my years in St Louise's

Signed:
(Student)

Date:

Pupil name:
(Print)

NB This contract may be subject to amendment



Step 3: Acceptable Use of ICT TO BE COMPLETED FOR ALL STUDENTS

ACCEPTABLE USE OF ICT

STUDENT AND PARENT AGREEMENT FORM

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

St Louise's will endeavour to ensure that your daughter will have good access to ICT to enhance their learning and will, in return, expect that your daughter/son to agree to be responsible users.

A copy of the Student Acceptable Use Policy can be found on our website: www.stlouises.org.uk

Parents are requested to sign the permission slip below to permission slip overleaf

This clearly links to our:

- E-Safety Policy
- Positive Behaviour Policy
- Child Protection Policy
- Anti-Bullying Policy, including Cyber-bullying



STUDENT AND PARENT ACCEPTABLE USE OF ICT

Agreement Form

This form relates to the student Acceptable Use ICT Policy (AUP), to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, PDAs, cameras etc at my own risk
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.
- I will not use my equipment to record or photograph others unless I have full permission to do so
- I will not post any images or recordings on any social networking sites

Name of Student

Group/Class

Signed by
Student

Date

- As the parent/carer of the above-named student, I give permission for my daughter/son to have access to the internet and to ICT systems at school.
- I know that my daughter/son has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help her understand the importance of safe use of ICT – both in and out of school.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that my daughter/son will be safe when she uses the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my daughter/son's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my daughter/son to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my daughter/son's e-safety

I have read the Acceptable Use of ICT Policy for my daughter/son and agree to the Policy including the sanctions for inappropriate use.

Name of Student

Name of Parent

Signed by
Parent

Date

Step 4: Physical Education TO BE COMPLETED FOR ALL STUDENTS

Dear Parent/Guardian

I welcome your daughter/son to St Louise's Comprehensive College and look forward to her joining us in September. As part of her/his PE Programme the neighbouring facilities of both St Gall's GAC and the Bog Meadows may be used for class and extra-curricular activities. Your daughter/son will be supervised by her teacher(s) at all times. Both History and Science teachers may also use these facilities as part of their educational programme. Kindly complete the form below giving your parental permission for your daughter/son to use these facilities.

The official St Louise's PE uniform is a black and green trimmed tracksuit, which can only be purchased in O'Neill Sports located in the Kennedy Centre on the Andersonstown Road. The official black t-shirt with the school logo that will be worn for both PE and Drama classes can only be purchased from Dancestar Clothing located in Castle Street, Belfast. Your daughter/son will also need a pair of white sports socks and a pair of trainers. Fashion plimsols are not permitted as there are no grips on them and they are a health and safety hazard.

Thank you for your time and support and we hope that your daughter/son(s) will get involved in Sport at St Louise's this year.

Yours sincerely

Miss G Connolly
Head of PE Department

PERMISSION TO TAKE PART IN PE AND OTHER SUBJECTS ST GALL'S GAC AND THE BOG MEADOWS

Student Name:

Address:

I give/do not give (delete as appropriate) my daughter/son(s) permission to take part in PE and other subjects in St Gall's GAC and the Bog Meadows.

Parent/Guardian Signature:





Step 5: Medical Needs & Concerns OPTIONAL COMPLETION

Date

If your child has a medical concern or has been prescribed medication, please complete ALL of the forms, detach them and return them to school, so that we can update our medical records and ensure that all medical needs are catered for.

Some medical conditions such as:

- Anaphylaxis
- Diabetes; and
- Epilepsy

require a Medical Care Plan to be drawn up and reviewed annually.

Always let us know if there has been a change in your child's condition or prescribed medication

CONTACT DETAILS IN THE EVENT OF A MEDICAL CONCERN

Student Name:

DOB:

Parental Responsibility:
(Mother/Father/Guardian)

Address:

Contact Numbers:

(Home)

(Mobile)

(Work)

(Other/relative) - please specify

Name of GP:

Address of GP:

Contact Number of GP:

Medical Concern

Prescribed medication

Action taken if concern arises

(Please tick)

Does your child require medication during the school day

Yes ☐ No ☐

If yes, I give my daughter/son permission to carry
during the school day

Yes ☐ No ☐

If your daughter/son requires medication to be retained by the school

Yes ☐ No ☐

I will ensure that medication will be delivered to reception in
its original package with an expiry date.

Yes ☐ No ☐

I will collect left-over medication from reception after the expiry date.

Yes ☐ No ☐



ASTHMA AND EMERGENCY INHALERS (please complete if applicable)

NAME:

DOB:

Address:

Medical Diagnosis:

Prescribed Medication:

If medication is required during the school day, please contact your child's Head of Year.

Students who have a medical diagnosis of asthma and have been prescribed a reliever inhaler, may be given an emergency inhaler with your consent, by completing the following:

(Please tick)

I can confirm that my child has a diagnosis of asthma

Yes

☐

No

☐

I can confirm that my child has been prescribed a reliever inhaler

Yes

☐

No

☐

My child has a working, in-date and labelled inhaler in school every day

Yes

☐

No

☐

School holds a spare inhaler for my child

Yes

☐

No

☐

In the event of my child displaying symptoms of asthma and their own Inhaler is not available, I consent for my child to receive SALBUTAMOL from an emergency inhaler held in school

Yes

☐

No

☐

Parent/Guardian Signature:

Additional Educational Needs Co-ordinator Signature:

Date:

Step 6: Newcomer Designation Pro-forma OPTIONAL COMPLETION

Mandatory Newcomer Designation Pro-forma

This form can be completed in hard copy or entered directly on this form

Designation of a Pupil as a Newcomer*

* A newcomer is a pupil who has enrolled in a school but does not have satisfactory language skills to participate fully in the school curriculum and does not have a language in common with the teacher. Completion of this pro-forma is mandatory and subject to audit.

It should be held along with the pupil's data capture form, and the CEFR Pupil Progress Grid.

If a pupil transfers from one school to another, funding does not presently transfer with the pupil should they change school in year. A copy of this form must be sent to the new school to ensure continuity in funding.

Name:

Date of Birth:

Country of Birth:

Home Language(s):

Do parents need an Interpreter for P/T meetings?

Yes

☐

No

☐

Date of arrival in school in Northern Ireland:

Current school name and address:

Previous schools attended in Northern Ireland: Name:

Address:

From (month/year): To (month/year):

Notes

- CEFR pupil progress record refers to the benchmarks within the Common European Framework of Reference.
- If a pupil is registered as a newcomer at a Department-funded nursery school and they receive associated funding and support this counts as their first year for CFF purposes.
- Schools do not have to record the CEFR level for the first three years of attendance for funding purposes.
- If a pupil achieves all the benchmarks at B1, this demonstrates that he/she has the satisfactory language skills to participate fully in the curriculum and he/she is no longer entitled to additional funding.
- The DE Census Validations will produce warnings for any pupils whose start date is more than three years ago. However, if after this initial three year period, the school considers that a pupil still requires additional support, an assessment against the Common European Framework of Reference MUST be carried out to provide evidence that the child still meets at least one of the criteria to be classified as a newcomer.

Years on Census in NI (including nursery if relevant)	CEFR Level (not relevant for nursery schools)	Name of Designator (the person who completes the CEFR record)	Signature of Principal
1st year on Census October 20 <input type="text"/>	Newcomer pupils will receive funding for the first 3 years if the home language is other than English or Irish		
2nd year on Census October 20 <input type="text"/>	As above		
3rd year on Census October 20 <input type="text"/>	As above		

Exceptional Circumstances in Primary School

After the 3rd year on Census, an assessment of the newcomer pupil's English language based on the CEFR must be carried out using the CEFR Pupil Progress Grade with levels Pre-A1, A1, A2, B1. When all the B1 benchmarks are completed, a newcomer pupil has satisfactory language skills to participate fully in the curriculum and is no longer entitled to additional funding.

Additional year October 20 <input type="text"/>	B1 completed Yes <input type="checkbox"/> No <input type="checkbox"/>		
Additional year October 20 <input type="text"/>	B1 completed Yes <input type="checkbox"/> No <input type="checkbox"/>		
Additional year October 20 <input type="text"/>	B1 completed Yes <input type="checkbox"/> No <input type="checkbox"/>		

Exceptional Circumstances: Transfer from Primary to Post-Primary

It is recognised that a newcomer may require support when transferring from primary to the extended curriculum of post-primary level, therefore funding may be available for year 8 at post-primary level.

Year of transfer to post-primary on Census: October 20 <input type="text"/>	B1 completed Yes <input type="checkbox"/> No <input type="checkbox"/>		
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Exceptional Circumstances in Post-Primary

In some circumstances, some pupils may require support until all the benchmarks on B1 are completed.

Additional year October 20 <input type="text"/>	B1 completed Yes <input type="checkbox"/> No <input type="checkbox"/>		
Additional year October 20 <input type="text"/>	B1 completed Yes <input type="checkbox"/> No <input type="checkbox"/>		
Additional year October 20 <input type="text"/>	B1 completed Yes <input type="checkbox"/> No <input type="checkbox"/>		

Have you enclosed:

- Copy of Birth Certificate
- Passport or other form of ID
- Passport Sized Photograph
- Reports from previous schools (this is for all students who are transferring after Primary 7)
- Certificates (if applicable)

A Summary Booklet of School Policies will be issued to parents.

The booklet contains a summary of the following Policies:

- Acceptable Use of ICT Policy for Students
- Anti-Bullying Policy
- Attendance and Punctuality Policy
- Child Protection Policy
- Complaints Policy
- Cyber-Bullying Policy
- Drugs Policy
- First Aid Policy
- Food Policy (Whole School)
- Medical Care Policy
- Mobile Phone Statement
- Pastoral Care Policy
- Positive Behaviour Policy
- Road Safety Policy
- Use of Reasonable Force Policy
- Visitors Policy



**ALL OUR SCHOOL POLICIES ARE
AVAILABLE
TO DOWNLOAD FROM OUR
WEBSITE - www.stlouises.org.uk**