



BELFAST MODEL SCHOOL FOR GIRLS

Principal: Ms P Stuart, B. Ed, PQH NI, M. Ed

11th August 2021

Dear Parent / Guardian

I hope that you and your family have had an opportunity to relax and unwind during the summer holiday and that you all continue to be safe and well. I am aware that sadly some families have suffered illness, loss and bereavement during this period of the school summer holiday. Please know that you are in our thoughts and prayers and we are here to offer whatever support we can.

Return to school

The details of return to school dates for each year group has already been issued and is detailed again in the table below. Please note the finishing times for each Induction Day. A separate letter will follow next week, outlining the arrangements for the Induction Day for each year group.

Day	Year groups in attendance
Thurs 26 th August	Year 13 and 14 only 8.45am - 12.00pm (Yr14 2.25pm)
Fri 27 th August	Year 11 and 12 only 8.45am - 12.00pm (Yr12 2.25pm)
Monday 30 th August	SCHOOL CLOSED - Holiday
Tues 31 st August	Year 9 and 10 only 8.45am - 12.35pm
Wed 1 st September	Year 8, 12 and 14 only 8.45am - 12.35pm
Thurs 2 nd September	Year 8,9,11,12,14 8.45am - 12.35pm
Friday 3 rd September	WHOLE SCHOOL 8.45am - 2.25pm
Monday 6 th September	WHOLE SCHOOL (Normal ALC TT for Post 16 – from this point)

From Friday 3rd September 2021 onwards, all students will be in school all day as per the normal school timetabled day (enclosed).

Please note: School buses and catering facilities will not be available until Wednesday 1st September 2021 so please ensure that your daughter has food and water with her on the days that she will be in school before this date.

Covid19 Protocols and Procedures

Schools are still awaiting updated guidance for the new school start from DE / EA in relation to Covid19. Students, staff and parents will be given further direction and information as soon as any guidance becomes available. In the meantime, we request that all persons present on site wear a face covering and adhere to social distancing. Regular and frequent handwashing and using sanitiser is strongly recommended.

Students will continue to enter and exit via designated doors, which will be detailed in each Induction Day letter. Students have also been assigned to an area for break and lunch on a year group basis.





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Key Stage 3 students will be given access to specialist classrooms as per their subject timetable and will no longer be in the same room for the whole of the school day. They will however, stay mostly within the same class grouping of children. As has been our approach over the last number of years, all students in Key Stage 3 will be taught in mixed ability learning groups. Key stage 3 students are not streamed, so please be reassured that there is no such thing as a 'top' class or a 'bottom' group. We have made changes to our curriculum plan to reflect this approach.

We are very aware that this has been a very challenging and difficult time for many young people. Please be reassured that we will have the appropriate supports and bespoke programmes in place to help them recharge, refocus and restart, so that they are ready and safe for learning. We request the support of parents in helping our young people get back on track and making sure they understand the importance of us all working together to protect the health and wellbeing of our school community. Students will be given further help and guidance Re Covid19 procedures and protocols during their Induction days.

Google Classroom

We will continue to utilise Google Classroom for subject specific resources and to set homework and study activities. Parents will continue to receive alerts in relation to work completed and submitted by their child. Parents may also still contact teaching staff via Google classroom or by email (staff email addresses available from school website). Student notes and pastoral resources will also be posted to Google Classroom, so if your child is absent from school it will be easier for her to catch up on anything she may have missed. It will be important that students log on regularly both to their school email account and to their subject specific Google Classrooms in order to keep up to date with notifications from staff.

School Uniform

Students who are attending school must wear their full school uniform. Uniform policy and details are enclosed with this letter. By way of a reminder, students are **not** permitted to have any visible piercings. Students will be asked to remove them. It is often cited that the piercing cannot be removed for a number of weeks as it has only just been done. It is our expectation that this has been taken into consideration over the summer break and that all piercings have had ample time to heal. This applies to all students, including Sixth Form.

All students in Year 8-14 are not allowed to have long nails and will be asked to have them shortened with immediate effect.

PE Uniform

Students are permitted to wear their PE uniform to and from school on the day that they have PE on their timetable. Only **BMSG branded sportswear** is to be worn. Branded commercial sportswear is NOT permitted. The school blazer may be worn with the PE uniform - no other coat or jacket is permitted. Footwear must be sports trainers. No canvas, Converse, VANS etc. are permitted. We ask for your support with this initiative.





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Mobile Phones

Please ensure that you have read and are aware of our updated Mobile Phone Policy and procedures, which are enclosed for your convenience.

School Calendar

Please find enclosed a copy of our school calendar 2021 - 2022. This details the school holidays, staff development days and school events. I would encourage you and very warmly welcome you to attend as many of the school events as you can.

School Buildings

We have completed some enhancements to the school site over the summer period, including a deep clean, removal of surplus furniture, painting major areas of the school and new signage. We have also created an outdoor classroom and courtyard garden area. In order to facilitate cleaning procedures, students should not leave school bags or any other belongings in school at the end of the day.

Wellbeing

If you are concerned about your child's wellbeing or her return to school, please make contact with her Form tutor or Leader of Learning via email. There is also advice, information and guidance about wellbeing, learning and google classroom available to parents and carers from our school website, <http://belfastgms.org>. The school office remains open and staff are available to take your calls Tel. 02890718111. We are always very willing and eager to engage with parents and carers.

Teddy, our school wellbeing dog, will be on site Monday - Friday to help and support students and staff. If you do not wish your child to interact with the school dog, please let her Form Tutor know as soon as possible. Teddy has successfully completed his training and is fully vaccinated.

May I take this opportunity to thank all members of the BMSG community for your ongoing loyalty and support. We are looking forward to welcoming all members of our school community back over these next few weeks and very much hope that everyone will have a positive experience.

Yours faithfully

Ms P Stuart
Principal

Encl.
School Timetable, School Calendar 21/22
Uniform Policy
Mobile Phone Policy and Procedures

Access Belfast Model School for Girls Privacy notice or GDPR policy please see our school website at www.belfastgms.org



School Timetable

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
REGISTRATION	8.45 - 9.00	8.45 - 9.00	8.45 - 9.00	8.45 - 9.00	8.45 - 9.00
1	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40	9.00 - 9.40
2	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20	9.40 - 10.20
BREAK	10.20 - 10.35	10.20 - 10.35	10.20 - 10.35	10.20 - 10.35	10.20 - 10.35
3	10.35 - 11.15	10.35 - 11.15	10.35 - 11.15	10.35 - 11.15	10.35 - 11.15
4	11.15 - 11.55	11.15 - 11.55	11.15 - 11.55	11.15 - 11.55	11.15 - 11.55
5 (Yr 8 lunch)	11.55 - 12.35	11.55 - 12.35	11.55 - 12.35	11.55 - 12.35	11.55 - 12.35
6A (Yr 10,12,13 lunch)	12.35 - 1.10	12.35 - 1.10	12.35 - 1.10	12.35 - 1.10	12.35 - 1.10
6B (Yr 9,11,14 lunch)	1.10 - 1.45	1.10 - 1.45	1.10 - 1.45	1.10 - 1.45	1.10 - 1.45
7	1.45 - 2.25	1.45 - 2.25	1.45 - 2.25	1.45 - 2.25	1.45 - 2.25
8	2.25 - 3.05	2.25 - 3.05	2.25 - 3.05	BUSES COLLECT AT 2.25PM	
9	3.05 - 3.35	3.05 - 3.35	BUSES COLLECT AT 3.05PM		
BUSES COLLECT AT 3.35PM					

Belfast Model School for Girls DRAFT 2 School Calendar 2021- 2022

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June				
	3 + 3 days	22 days	15 + 1 days	22 days	16 days	19 + 1 days	15 days	20 + 2 days	13 + 1 days	21 days	19 + 2 days				
M				1											
T				2			1	1							
W	1			3	1		2	2			1				
T	2			4	2		3	3			2 Spring Bank Holiday				
F	3		1	ON SITE	5	3	4	4	1		3 Queen's Jubilee				
S	4		2		6	4	5	5	2		4				
S	5		3		7	5	6	6	3	1	5				
M	2		4		8	6	3	New Year	7	7	4	2 May Bank Holiday	6	ON SITE	
T	3		5		9	7	4	TWILIGHTS OFF SITE	8	8	5	3	7		
W	4		6		10	8	5		9	9	6	4	8		
T	5		7	LOL FORUM TBC	11	9	6	LOL FORUM TBC	10	10	Year 10 Options	7	Spring Concert	5	9
F	6		8		12	10	7		11	11		8	6	10	
S	7		9		13	11	8		12	12		9	7	11	
S	8		10		14	12	9		13	13		10	8	12	
M	9		11		15	13	10		14		11	EASTER SCHOOL	9	13	
T	10	A Level Results	12		16	14	11		15		12	EASTER SCHOOL	10	14	
W	11		13		17	15	12	OPEN EVENING TBC	16		13	ON SITE	11	15	
T	12	GCSE Results	14		18	16	13	OPEN EVENING TBC	17		14	St Patrick's Day	12	16	
F	13		15		19	17	Yr8 Friendship Con	14	18		15	WELL BEING OFF SITE	13	17	
S	14		16		20	18		15	19		16		14	18	
S	15		17		21	19		16	20		17		15	19	
M	16		18		22	20	Carol Service	17	21		21	ON SITE	18	20	
T	17		19		23	21	Santas Surprises	18	22		22		19	21	
W	18		20	Yr 8 Disco/Attendance	24	22	Movie Munch	19	23		23		20	22	Sports' Day
T	19		21	YEAR 14 FORMAL	25	23		20	24		24		21	23	
F	20		22		26	24		21	25		25		22	24	Junior Prize Giving
S	21		23		27	25		22	26		26		23	25	
S	22		24		28	26		23	27		27		24	26	
M	23	ON SITE	25		29	27		24	28		28		25	27	Our Day Out
T	24	ON SITE	26		30	28		25	29		29		26	28	Our Day Out
W	25	ON SITE	27			29		26	30	Yr12 Options	27		25	29	Our Day Out
T	26	Students return	28	Senior Prize Giving		30		27	31		28	LOL FORUM TBC	26	30	Staff Lunch
F	27		29			31		28			29		27		
S	28		30					29			30		28		
S	29		31					30					29		
M	30	August Bank Holiday						31					30		
T	31												31		

Holiday - School Development Day - 5 Baker Day - 5

Pupils - 184 Staff - 184 + 5 Inset + 5 Baker = 194

SCHOOL EVENT
EXAMS
PT Meeting
LOL FORUM TBC
STUDENT OFF SITE
Students return

Dates may be subject to change

FULL REPORTS
 Post 16 Full report by Christmas holiday 2021
 KS4 Full Report by March 2022
 KS3 Full report by end of June 2022



UNIFORM POLICY

Agreed by Board of Governors: March 2019

To be reviewed: As required

COMPULSORY ITEMS:

School Uniform

Blazer:

Years 8 – 12: navy blazer with school badge (see badge at top of this policy), to be worn every day.

Years 13-14: burgundy blazer with school badge (see badge at top of this policy), to be worn every day.

Skirt:

Years 8-12: grey, ankle length, pleated; **no other skirts** will be accepted.

Years 13-14: grey, ankle length, pleated; **no other skirts** will be accepted.

Shirt: white

Jumper:

Years 8 – 12: navy, V-neck with school colours

Years 13 – 14: grey, V-neck with school badge (see badge at top of this policy)

Cardigan:

Years 11 - 12 only: a navy cardigan with school badge (see badge at top of this policy)

Years 13 - 14 only: a grey cardigan with school badge (see badge at top of this policy)

Tights: black cotton, opaque at least **60** denier

Tie: Year 8 – 12: school colours, navy background with red and yellow stripes

Year 13 – 14: navy background with school crest

Shoes: Formal, black, flat/low heeled shoes

- **No coloured laces other than black**
- **No coloured stitching other than black**
- **No white soles**
- **No suede / canvas**
- **No plimsolls**
- **No trainers, Converse, Vans etc**
- **No ballet style shoes / pumps**

For very specific reasons (e.g. medical, supported by evidence from a Health Professional) and only with the permission of the Principal (or V.P in Principal's absence) students may be permitted to wear smart, business style trousers to school. Parents should make a written request to the Principal via the main office.

School Bag

An appropriate school bag **must** be carried daily. School bags **must not** display political emblems or football team colours/emblems.

Correct equipment for use in lessons should be in the school bag. As a minimum list, this includes a pen, pencil, ruler, some coloured pencils and a calculator.

Physical Education

Red School Polo shirt – with school crest

Red School Hooded sweatshirt – with school crest

Navy School Tracksuit bottoms – with school crest (must have zip at ankle) **and/or** black sports leggings with a school crest

Socks: White trainer/ankle socks

Trainers: Gutties/plimsolls are **NOT** permitted

OPTIONAL ITEMS:

Scarf: school colours **only**

Jewellery:

Pupils may wear the following items of jewellery **only:**

- One watch
- One small ring
- **One pair small stud earrings in the lower ear lobe**

*For reasons promoting the Health and Safety of all, students are **NOT** permitted to wear any other visible piercings and will be expected to remove them if they are worn in school. If a student refuses to remove a visible piercing, work will be provided and she will be sent home until such time as she removes the piercing.*

Pin badges/ribbons (charity):

Students are permitted to wear one charity pin badge or ribbon on the lapel of their blazer. (e.g. breast cancer awareness, British Legion Poppy Appeal). These badges or ribbons must not display political emblems or football team colours/emblems.

Hair:

Students are only permitted to have hair coloured in a natural colour. Bright or extreme coloured dyes are not acceptable. Students may wear a simple plain band or a bobble to tie back their hair.

Make-Up:

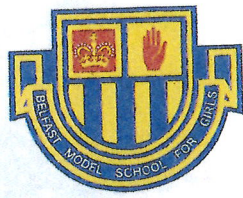
No make-up for Years 8-10

Make up in Years 11-14 should be kept to a minimum and be subtle

Nails:

*For reasons promoting the Health and Safety of all, students are **NOT** permitted to have long or pointed nails or nail extensions.*

NB: A supply of spare uniform is kept in the Student Hub. Pupils who are wearing incorrect items of uniform will be expected to wear these on a temporary basis.



Simple plain hair band or bobble

Facial & tongue piercings are **NOT** allowed

One pair stud earrings in the lower ear lobe

Blazer: Navy with school badge, to be worn every day

Shirt: white

Jumper: Navy, 'V' neck with school colours (Years 8-12)

Tie: School colours, navy background with red and yellow stripes

A watch

One small ring

Key Stage 3 (Year 8-10)

School Uniform

Skirt: Grey; ankle length, pleated

Shoes: Black flat shoes with black laces and only black stitching.

Tights: Black, opaque at least 60 denier



Key Stage 3 (Year 8-10)

Physical Education Uniform

Red School Hooded sweatshirt with school crest



Navy School Tracksuit bottoms with school crest (must have zip at ankle)

Socks:
White trainer/ankle socks

Red School Polo shirt with school crest



Black Sports Leggings with school crest

Trainers: Gutties/plimsolls are **NOT** permitted

You can purchase tracksuit bottoms OR leggings, you do not need to purchase both.



Mobile Phone Use

Agreed: OCT 2018

To be reviewed: under review

Rationale

Mobile phones can be a distraction to the everyday running of the school. While we fully appreciate a parent's right to allow their daughter to bring a mobile phone to school, we have a policy of no use of mobile phones during school hours. **The same rules apply to staff who are not to use a mobile phone during contact time with students unless in agreement with the Principal for emergency situations.** There are no exceptions that mean a student needs to use a mobile phone during the school day. This policy complies with GDPR (General Data Protection Regulations) and the schools' GDPR Policy and Privacy notice.

Policy for Students

Our policy on Mobile Phones for students is:

- 1) Mobile phones should not be used on school premises and must be kept switched off and out of sight at all times. This includes the mobile phone not being in the blazer front pocket.
- 2) Should students need to make an emergency phone call they can do so on a school phone at the Main Reception, the Student Hub or via their LoL Pastoral, not using their own mobile phone. Permission to be out of class must be obtained from the class teacher.
- 3) If a parent needs to get an urgent message to a student, please contact the school office and we will get that message to your daughter.
- 4) The exception to these rules are Year 13/14 students who may use mobile phones in the Sixth Form Common Room at break and lunch time.
- 5) Senior School pupils are permitted to use mobile phones for learning purposes only under the direct instruction and supervision of the teacher.

Procedures

- 1) If your daughter is seen with a mobile phone in school she will be required to give it to the member of staff who will then put it in the School Office safe. It will be returned to your daughter at the end of the day.
- 2) If this occurs on a second occasion, then the phone must be collected from the school by an adult from the family. This adult cannot be an older sister in the Sixth Form.
- 3) If this is a regular occurrence, further sanctions may be applied.
- 4) Inappropriate use of mobile phones to record other pupils or staff in school is a serious breach of the school's Behaviour Management and Safeguarding Policies and appropriate sanctions will be applied. This will include time in the Wellbeing room and/or Suspension.

Preventative Curriculum

The education of pupils relating to the appropriate use of mobile technology is conducted as part of our Personal Development and ICT curriculum.

Links with other policies

Safeguarding and Child Protection

School Behaviour Policy

E-safety Policy

GDPR

ICT