



# BELFAST MODEL SCHOOL FOR GIRLS

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



17th December 2024

Dear Parents / Carers,

As the end of term approaches, I wish to thank you for your on-going support and commitment. This first term has been very busy. I am very proud of the students and staff for all that they have achieved this term. I am restored by the sense of goodwill, understanding, care and kindness amongst students and staff for each other and for the wider community. I would also like to update all parents/carers on some matters of school organisation.

## ATTENDANCE AND PUNCTUALITY

We set every student a minimum attendance target of 92%, with the hope that every student is as close to 100% as possible. I am very grateful for your support by ensuring absence is kept to a minimum and that all non-urgent appointments are made outside of school hours. I appreciate this can be difficult, however students finish at 2.25pm on Thursday and Friday which does allow most of Thursday and Friday afternoons for non-urgent appointments.

## REPORTS

A separate letter will be sent to parents detailing the schedule for student school reports. For parents of Post 16 students, you will soon be receiving your child's full Annual Report. We ask that you take time to sit down with your child to discuss with them the areas in which they have performed well and those areas requiring further progress. If you are concerned or wish to discuss your child's progress in any subject or across a range of subjects, please do not hesitate to contact the school, to arrange an appointment or a phone call. Please be reassured that if we have any concerns about your child's learning progress, or wellbeing, we will contact you to discuss our concerns.

## PARENT TEACHER MEETINGS

A separate letter has been sent to parents detailing the schedule for parent teacher meetings in 2025.

<b>Year 11 Parent / teacher meeting</b>	<b>Monday 6<sup>th</sup> January 2025</b>
<b>Year 12 Parent / teacher meeting</b>	<b>Monday 6<sup>th</sup> January 2025</b>
<b>Year 10 Parent / teacher meeting</b>	<b>Friday 24<sup>th</sup> January 2025</b>
Year 14 Parent / teacher meeting	Tuesday 18 <sup>th</sup> March 2025
Year 13 Parent / teacher meeting	Tuesday 18 <sup>th</sup> March 2025
Year 9 Parent / teacher meeting	Monday 14 <sup>th</sup> April 2025
Year 8 Parent / teacher meeting	Monday 14 <sup>th</sup> April 2025

We would strongly encourage parents to avail of the opportunity to attend the parent teacher meetings in January, March and April 2025, to discuss the details of their child's assessment outcomes, test results, effort made in class, behaviour for learning and guidance on how to improve progress in learning. Students may accompany their parent / carer to parent teacher meetings.

## SCHOOL UNIFORM

Thank you to all parents for your support with school uniform. We receive many compliments into school about how well our students are presented. We expect all students to continue to present to the highest standards when we return in January 2025 and to be fully compliant with our school dress code. For full details of our school uniform, please visit our school website.

We include piercings and long nails as part of the school's uniform policy. By way of a reminder, students are not permitted to have nose rings, eyebrow, lip, or upper ear piercings. Students will be asked to remove them. It is often cited that the piercing cannot be removed for several weeks as it has only just been done. It is our expectation that this is taken into consideration and that students are mindful of the 8 weeks of summer holiday that allow ample time for the piercing 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.



### **SAFEGUARDING / CHILD PROTECTION**

Details of the school safeguarding procedures can be found on our school website under the 'pastoral' heading where our procedures and policy are detailed. This policy and procedures document is available in hardcopy for all parents who request it. To gain a hardcopy of this document please contact the school reception who will send one to you free of charge. For parents who visit the school there is also a hardcopy of the policy in the reception area for consultation at any time. Should anyone have a safeguarding or child protection concern please contact a member of the safeguarding team here at the school. Policy summary enclosed.

Please consult our school website to find details of those organisations that are available to offer support, particularly over the holiday period when the school is closed.

### **MOBILE PHONES**

Please ensure that you have read and are aware of our updated Mobile Phone Policy and procedures, which are available on our school website.

### **CHRISTMAS HOLIDAY**

**Please note:** School finishes for all students on **Friday 20<sup>th</sup> December 2024 at 11.55 am**. Buses will be available at this time. Students may wear their PE kit, Christmas jumper or Christmas festive jewellery. School meals service will also be available as normal on this date.

**School re-opens for ALL students on Tuesday 7<sup>th</sup> January 2025 at 8.50 am for another busy term.**

### **CHRISTMAS WISH**

Finally, I would like to wish all who belong to our school and local community a very merry Model Christmas and a Peaceful New Year. We have been busy creating some festive cheer within the school through our Model Christmas schedule of activities. We also remember all those who, for whatever reason, find this a sad and difficult time of year. We keep them in our thoughts and prayers. I hope and pray that you all have a lovely holiday, stay safe and take time to rest and relax with family and friends.

Yours faithfully,



Ms Paula Stuart  
Principal

## **PROCEDURES FOR RESPONDING TO CONCERNS:**

- DT/DDT will speak to the student.
- Depending on the concern the parent/guardian will be contacted.
- Support may be put into place. This could include:
  - a) Referral to Social Services
  - b) PSNI involvement if required
  - c) Placing the student in the care of a parent and advise they be taken to the GP/hospital immediately
  - d) Contact parent to advise urgent appointment with GP/Hospital
  - e) Referral to in-house supports:
    - i. Streetbeat counselling
    - ii. Family Works counselling
    - iii. Alternatives Personal Development Mentor
    - iv. School Behaviour mentor
  - f) Out of school supports including:
    - i. Integrated Services – Family, counselling and mentoring support
    - ii. Daisy Counselling
    - iii. 360 counselling
    - iv. Family Hub supports
    - v. Barnardo's
    - vi. CAMHS – Child and adolescent mental health support

## **SAFEGUARDING TEAM 2024-2025**

### **Chairperson of the Board of Governors:**

Mrs J Weir

### **Vice Chairperson of the Board of Governors:** Ms L Robinson

### **Designated Governor for Child Protection:**

Mrs V Ingram

### **Principal:** Ms P Stuart

### **Designated Teacher:** Mrs J Clarke

### **Deputy Designated Teacher:**

Mrs Graham

Any person may make contact with a member of the Safeguarding Team through the School telephone number (028) 9071 8111.

Outside School hours or in case of emergency, advice or assistance may be available from:

### **Belfast Gateway Service**

- Monday – Friday  
9.00am – 5.00pm  
028 9050 7000

- Emergency Out of Hours Service:  
028 9504 9999

### **PSNI**

028 9065 0222 or in the case of an emergency 999

**Parents who wish to register a complaint if they feel the School is failing to meet its statutory duties in relation to Safeguarding and Child Protection should refer to the document 'Complaints' in the Policies section of the School website.**



# **Belfast Model School for Girls**

**Achievement for All**

## **SAFEGUARDING AND CHILD PROTECTION POLICY**

**2024-2025**

**SUMMARY FOR STAFF AND PARENTS**

## SAFEGUARDING AND CHILD PROTECTION

The purpose of this document is to provide a summary of the main procedures for reporting and responding to concerns about a student being at risk of harm. For details, please refer to the full policy document, available on the School Website, under parents, then policies.

### MAIN RISK FACTORS

#### Types of Child abuse

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse
- Exploitation
- Domestic violence

A description of what these are understood to be is given in the full policy document.

#### Bullying, including cyberbullying

These are the subjects of the School's Anti-Bullying and Digital Use Policies.

#### Self-harm and suicidal thoughts

Self-harm is deemed to be any deliberate act by a person which causes actual physical harm to themselves. Suicidal thoughts can occur in the absence of actual self-harm. Risk assessments are completed in these instances.

## REPORTING A CONCERN: PARENT

I have concerns about my child or another child's safety and wellbeing



I can in the first instance speak to the Form Tutor



If I still have a concern or feel it has not been fully addressed I can speak to the LOL Pastoral



If I am still concerned or I feel my concern has not been addressed appropriately or **if the concern is very serious** I can speak to:



The Designated Teacher Mrs J Clarke or to the Deputy Designated Teacher Mrs A Graham



If I still feel the issue has not been addressed fully I can speak to the Vice Principal, Ms J Graham



If I am still concerned I can speak to the Principal, Ms P Stuart

## REPORTING A CONCERN: STAFF

Member of staff has concerns about a student



Staff member completes CP1 reporting form and passes it to the DT/DDT by the end of the school day

**Student has made a disclosure to a member of staff**



Staff member does not investigate or promise confidentiality

5 R's of Safeguarding are to be followed:

1. Recognise
2. Respond
3. Report
4. Record
5. Refer



Member of staff refers matter urgently to the DT/DDT



CP1 form to be completed within 24 hours recording facts only, no opinions



If a complaint is made against a member of staff the **Principal is to be informed directly** and a CP1 form is to be completed

If a complaint is made against the Principal the DT/DDT is to be informed immediately and they will inform the **Chair of the Board of Governor**. CP1 form to be completed