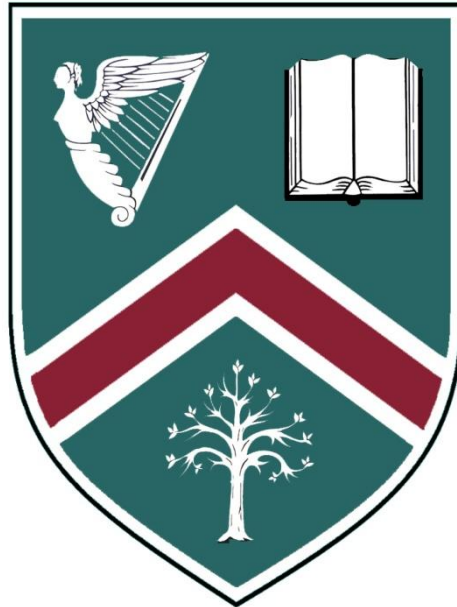


STRATHEARN SCHOOL



INFORMATION PACK FOR PARENTS / GUARDIANS OF NEW PUPILS

2014-15

STRATHEARN
S C H O O L
B E L F A S T

June 2014

Dear Parent

Welcome to Strathearn School

We are delighted you have chosen Strathearn for your daughter and we look forward to getting to know your daughter and you. You will find attached quite a lot of information – please do not be put off! The information enclosed and the information we collect is to ensure we can provide a high standard of care for your daughter. The information for collection should be completed and returned in a sealed envelope by your daughter to her Form Tutor on the first day of term. Please use our website (www.Strathearn.org.uk) as the first ‘port-of-call’ for information and all these documents are available on the site. I also hope you enjoy viewing aspects of life at Strathearn as showcased on the website.

This is an exciting time for your daughter and we plan to help her settle in quickly to life at Strathearn and enjoy the range of activities and experiences on offer in the school.

I hope you and your family have a good summer and I look forward to welcoming your daughter on Tuesday, 26 August 2014.

Yours sincerely

D Manning
Principal

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TERMS AND HOLIDAYS 2014-15

Christmas Term	26 August 2014 – 19 December 2014
Half-Term Holiday	27 October 2014 – 31 October 2014
Easter Term	5 January 2015 – 27 March 2015
Half-Term Holiday	16 February 2015 – 20 February 2015
Summer Term	13 April 2015 – 30 June 2015
May Day Holiday	4 May 2015

Notes:

- All dates are inclusive
- The normal school day is from 8.45 am until 3.30 pm
- On the **first** day of the **Christmas** Term school begins at 10.00 am and ends at 12.50pm
- On the **last** day of every school term school ends at **12.00** noon
- On the first day of the Easter and Summer Term school begins at 8.45 am and ends at 3.30 pm
- A calendar of school events, including dates of Parent Consultations, will be sent to parents in September 2014

Exceptional Closure Days:

24 September 2014
21 November 2014
23 February 2015
25 May 2015

STRATHEARN
S C H O O L
B E L F A S T

June 2014

PASTORAL/HEALTH INFORMATION

Dear Parent

It is important that the process of transfer from one school to another is one that can be achieved with the minimum amount of concern for both pupil and parent. To aid this process we have enclosed a letter with information on the services provided by our School Health Nurses and the administration of medication to pupils.

Three forms are also enclosed which we would ask you to complete and return. All forms should be returned in *a sealed envelope* to your daughter's Form Tutor on **Tuesday 26 August 2014**.

Medication Consent and Medical Information Form:

Please complete these forms to keep us up to date with any medical conditions your daughter might have.

Pastoral Information Form:

Please let us know about any family health issues or other circumstances which you feel may affect your daughter's progress. This will help us provide her with the appropriate support, if required. Even if you have *no* information to pass on please complete the form to indicate this.

If there are any factors concerning your daughter's situation (personal, legal, medical, etc) which might affect her performance at school and which are of a very sensitive nature, please contact me directly.

The School requires a copy of any Court Order that may be in place affecting the supply of information to those with parental responsibility for your daughter. This should be placed in an envelope marked CONFIDENTIAL and left 'For the Attention of Mrs Graham', in Reception.

Our aim is to create an atmosphere of openness and mutual responsibility for the progress and well-being of your daughter. We would encourage you to contact the school at any time during the year, normally in the first instance your daughter's Form Tutor, if you wish to add to or amend any of the personal information provided. Please inform the School immediately, in writing, if there is a change of address or contact details.

Yours sincerely



H Graham (Mrs)
Vice Principal

STRATHEARN
S C H O O L
B E L F A S T

June 2014

BIOMETRIC TECHNOLOGY

Dear Parent / Guardian

In January 2010 we introduced biometric technology for our canteen and library. The Biometric system used in the school is based on fingerprint recognition technology. Although a scan of two fingers is required to gain access to each person's account, an actual fingerprint image is not held on file. Instead, at initial registration, it is converted to and stored as a mathematical file which the system can recognise. This converted data cannot be reconstituted into a recognisable fingerprint image. Therefore, please be assured, we do not hold the fingerprint images of our staff or pupils on file.

Pupils preload their canteen account with cash at revaluators in the school or parents may send in a cheque (or phone in with debit card details) for canteen meals, breakfast or break. This will be credited to the pupil's account in the school canteen. The system works extremely well, with reduced queuing times at the canteen.

To allow the girls access to the canteen and library a scan of your daughter's fingers will be taken during her first week at school. Please note that all information held on the Biometric system is deleted when a pupil leaves the school.

Please complete the enclosed consent form indicating whether you give permission or not for your daughter to have her fingers scanned for this purpose. The completed form should be returned to your daughter's Form Tutor on **Tuesday 26 August 2014**.

If you would like any further information please do not hesitate to contact Mrs Flannigan, our Finance Manager.

Yours sincerely

D Manning
Principal

STRATHEARN
S C H O O L
B E L F A S T

June 2014

SAFEGUARDING & CHILD PROTECTION

Dear Parent

Re: The storage and use of visual images

You will have no doubt noticed how in Strathearn we are delighted to celebrate the activities and achievements of our pupils in many ways and not least through photographs and video. On our website: www.strathearn.org.uk, in classrooms and corridors, and in publications, we display photographic records from a wide range of activities including class presentations, from charity events, sporting activities or success of any nature. For your daughter to be involved we need to have your consent and I would ask you to read the following information and return the completed Consent Form to your daughter's Form Tutor on **Tuesday 26 August 2014.**

Background

In line with our Safeguarding & Child Protection Policy (available at Reception or on our website) we issue to all new pupils **Appendix C**, which deals with the storage and use of visual images. Through the policy we wish to take a pragmatic approach and allow the pupils and School to celebrate success and give credit and recognition for achievement.

A school photograph is taken in Form 1, Form 4 and Form 6, and a copy of this is held on file (both electronic and paper) in accordance with the Data Protection Act. A copy is also available for you to purchase. Other official photographs include a Form Class photo and membership of any music groups or sports teams.

In addition to 'official' photographs, photographs and video may be taken at various times throughout the year, for example, pupils putting on class dramas or recording sporting or musical events.

On each occasion the pupils will be aware why video or photographs are being taken and if for publication in newspapers, the papers in which they may appear. We also use photographs and/or video recordings in our school magazine and prospectus, on Open Morning and on other public occasions to recognise and enjoy the work of the pupils. The celebration of the success of our pupils is very natural and the girls are delighted to see video or photographs of themselves used in this way.

I hope you find this useful with regard to images taken by the school as well as any you may wish to take yourself. If you have any questions please contact Mrs Graham (VP Pastoral) or myself.

Yours sincerely

D Manning
Principal

APPENDIX C

The use of images of pupils

The Data Protection Act (DPA) requires that the school takes care in the use of photographs, videos and web cams in the school environment.

- All photographs held on file (both electronic and paper) of the pupils exist in accordance with the DPA
- Photographs and videos of the pupils taken to promote the school for publicity use, in the prospectus, or in other printed material, will be subject to consent by the parents. Images being used will portray the pupils appropriately attired
- Digital video recordings may be made at various functions or of class activities. These can help encourage creativity, motivate and enthuse pupils and improve communication, team-working skills and may be used for assessment purposes
- Photographs of school staff will only be used with the consent of the staff member
- Photographs taken for the purpose of journalism are exempt from the DPA and on all occasions the pupils will be aware that their photograph may be used
- Photographs or film footage by parents or guardians of their children at school events is permitted under an exemption in the DPA
- The use of mobile/smart phones, e-tablets or the internet to send offensive pictures to other pupils or staff is not permitted and will be dealt with according to the sanctions in our Positive Behaviour Policy
- Any incident or improper use of photographs should be reported to the Designated Teacher (Mrs Graham) immediately

STRATHEARN
S C H O O L
B E L F A S T

June 2014

PARENTMAIL

Dear Parent

We try very hard to keep parents regularly informed about what's going on at Strathearn; however, sending letters home can be rather 'hit and miss' with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with this.

For over a year we have been making use of a service called **ParentMail**, which is used by over 3,500 schools across the UK to communicate with 2 million parents by email and text message. This improved method of communication has been well received by our parents.

ParentMail will be beneficial to you because:

- Messages will get to you reliably,
- We can send messages directly to both sets of parents at the same time,
- You will quickly know about important or urgent messages,
- We can tell you more about what's going on at Strathearn.

To use this service and comply with Data Protection Legislation, ParentMail need to collect your email addresses and mobile numbers. Please be assured that ParentMail is registered with the Data Protection Registrar and that all information you provide will be kept private and will not be passed on to any other organisation. **We would ask you to please complete the ParentMail Data Capture form and return it in a sealed envelope to your daughter's Form Tutor on Tuesday 26 August 2014.**

Important – When we start using ParentMail, email messages will be sent from messages@parentmail.co.uk. Please add this address to your email address books (or approved sender list) to prevent messages being blocked by your SPAM/JUNK filters.

Yours sincerely



H Graham
Vice Principal



June 2014

CAREERS INFORMATION

Dear Parent

Re: Schools – Careers Service Partnership Agreement

For a number of years schools have had an arrangement with the Careers Service through the Department of Education and DEL (Department of Employment and Learning) to ensure all pupils have access to professional, relevant and impartial careers information, advice and guidance. This arrangement has now been formalised into a Schools-Careers Service Partnership Agreement.

For the Careers Service to deliver this Agreement effectively it needs to obtain basic information about pupils, *ie pupil name, home address, date of birth, special needs / disability and school attending*. This information can be shared in hard copy or electronically. The information requested will only be used for careers guidance.

It will be stored securely and security conforms to all requirements under the Data Protection Act 1998. The information will not be supplied to third parties. It may, however, be used in anonymous form for statistical analysis.

We are writing to you to seek permission for your daughter's basic personal information to be shared with the Careers Service over the course of her time at Strathearn. Pupils may be asked in the future to give their own consent, too, but a parent's permission must also be sought.

In this era of increasingly complex choices of pathways open to young people, the provision of up to date labour market information and impartial careers advice and guidance services is ever more important. We would encourage you therefore, to permit the School to share this basic personal information with the Careers Service to enable your daughter to become a more effective career decision maker in the future.

Please complete the consent form and return to your daughter's Form Tutor on **Tuesday 26 August 2014**.

Yours sincerely

A handwritten signature in cursive script that reads 'H. Graham'.

H Graham (Mrs)
Vice Principal

School Buses & Minibus Service



School Buses

Are available for Strathearn pupils at the following times:

AM

Comber

School bus leaves the bus depot at **7.40 am** and comes **directly** to school.

A connecting service leaves Killinchy at 7.25 am and stops at the Comber depot.

Newtownards

School bus leaves from the Bus Station at **8.05 am** and travels via the dual carriageway to school, stopping in Dundonald at Asda.

Bangor (i)

School bus leaves bus depot at **7.50 am** and travels via Crawfordsburn and Holywood to school.

PM Buses leave the school gates on Belmont Road/Wandsworth Drive at **3.40 pm** for:

Bangor (i) travels via Holywood and Crawfordsburn

Bangor (ii) **Big bus** – express to Bangor

Newtownards (i) travels via Old Newtownards Road to Newtownards, (**first drop off B&M's**) then goes onto the Bangor Road, stopping at Conlig.

Newtownards (ii) Flexibus – **express** to Newtownards via Dundonald
(**leaving from Wandsworth Drive**)

Comber

Express service stopping only at the Bridge and Comber Square before going through to Killinchy village.

Bus leaves the stop facing Belmont Primary school, near Strathearn at 3.50 pm for Comber stopping approximately four times on route.

At times, additional stops/pick up points are used according to demand and at the discretion of the bus drivers.

Minibus Service

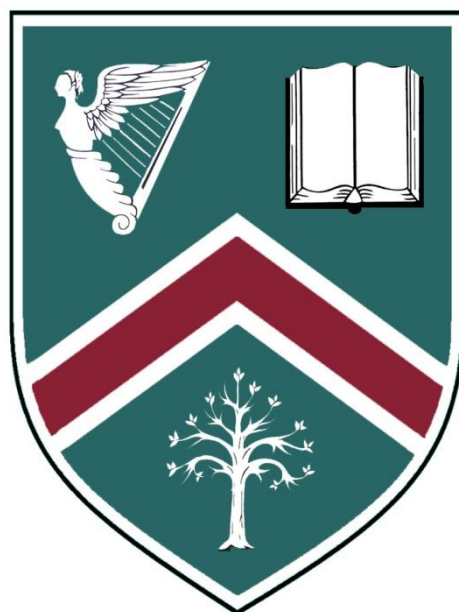
In order to encourage pupils to take part in after-school activities, the school minibus is used each afternoon to transport girls to bus stops on the Holywood Road for Bangor connections and the Knock traffic lights for Comber and Newtownards connections. This run takes place when the after-school activities have finished (leaving at the latest at 4.45pm), so that the pupils involved do not have to walk to bus stops.

After hours

Pupils who wish to remain for a time after school may wait for transport home in Room G2. This room is also available to those pupils who arrive at school early. Pupils who choose to use this facility will be unsupervised, however, school staff remain on the premises after school hours, and the School Reception is open until 4.30 pm. Pupils should be collected from school by 5.00 pm at the latest.

June 2014

STRATHEARN PARENTS' ASSOCIATION



Strathearn Parents' Association is run by parents from both the Preparatory Department and the Senior School. Its main purpose is to provide both schools with additional financial support, via fundraising efforts, as well as practical support where required. We also hope to add a little fun and enjoyment along the way.

APPENDIX

**FORMS TO BE
COMPLETED
AND RETURNED TO
YOUR DAUGHTER'S
FORM TUTOR
ON FIRST DAY OF TERM**

Name: _____

Form Class: _____

STRATHEARN SCHOOL

Pastoral Information Form

*Please complete and return in a sealed envelope to your daughter's Form Tutor
on Tuesday 26 August 2014.*

Name: _____

Form: _____

Is there any information regarding your daughter's personal circumstances which may impact on her educational development in school, e.g., family illness?

Yes No

If yes, please give details:

Thank you for your co-operation.

STRATHEARN SCHOOL

Medical Information Form

*Please complete and return in a sealed envelope to your daughter's Form Tutor
on Tuesday 26 August 2014*

Name: _____

Form: _____

Name of family doctor: _____

Tel: _____

Address: _____

Does your daughter suffer from any of the following? Yes No
If yes, please tick which apply.

Asthma

Diabetes

Epilepsy

Allergies

If yes, please give details including any medication required.

We would prefer that any pupil with asthma would provide the school with an extra inhaler as backup.

Does your daughter have any other medical conditions we should be aware of, for example, migraines, eczema? Yes No

If yes, please give details:

Parental signature _____ Date _____

Thank you for your co-operation.

PARTICIPATION IN BIOMETRIC SYSTEM

CONSENT FORM

I / We* give my / our* permission for my/our* daughter _____ Form ____

to have her fingers scanned for the purposes of biometric technology.

I understand what this entails and that all information held on the Biometric system is deleted when my daughter leaves the school.

Signature (parent / guardian) _____ Dated _____

** Please delete whichever is not applicable*

This consent is valid from date of signing.

Please return to your daughter's Form Tutor on Tuesday, 26 August 2014.

Safeguarding & Child Protection Conditions for Using Images of Pupils

CONSENT FORM

Name of Pupil: _____

Form _____

Having read the School's policy on 'The use of images of pupils'

1. I give consent for a photo/image, that includes my daughter, to be used in the school magazine and other printed material, such as the school prospectus, in order to record and celebrate her success.
(The magazine, newsletter and prospectus are also available online from the school website.)
- Yes
- No
2. I give consent for a photo/image, that includes my daughter (without any personal identifiers), or video recordings, which may be used to record and celebrate occasions in the school year, to be used on the school website.
I also give consent for recordings taken for assessment and teaching purposes and photographs of significant events.
- Yes
- No
3. I give consent for my daughter's photograph to appear in the media including newspapers.
- Yes
- No

Parent/Guardian's signature: _____

Dated: _____

This consent is valid from date of signing.

Please return to your daughter's Form Tutor by Tuesday 26 August 2014

CAREERS SERVICE PARTNERSHIP AGREEMENT

CONSENT FORM

I/we* give my/our* permission for my daughter's basic personal information to be shared with the Careers Service.

** Please delete whichever is not applicable*

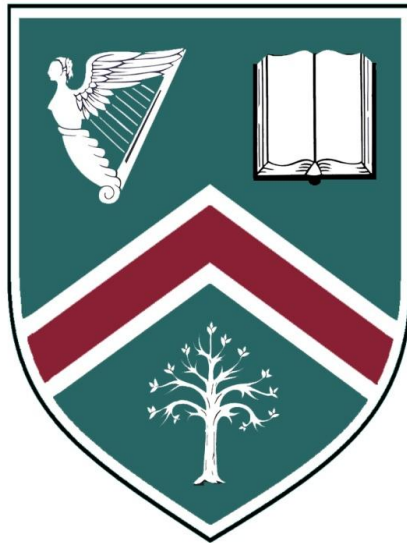
Daughter's Name: _____ Form: _____

Signature of Parent/Guardian: _____ Dated: _____

This consent is valid from date of signing.

Please return to your daughter's Form Tutor by Tuesday 26 August 2014.

STRATHEARN PARENTS' ASSOCIATION



I would be interested in joining the Parents' Association

Name of parent: _____

Name of daughter(s): _____

Form(s): _____

Contact Telephone No: _____

STRATHEARN SCHOOL **MEDICATION CONSENT FORM**

Pupil's Surname: _____

Form: _____

Pupil's Forename: _____

DOB: _____

I consent to my daughter receiving the following medication/treatment if thought appropriate by the designated First Aider. *(Please tick appropriate box).*

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| ➤ The provision of Paracetamol | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| ➤ The provision of Ibuprofen | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| ➤ The provision of Cetirizine Hydrochloride (for hay fever and allergy relief) | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| ➤ The provision of Anthisan Cream (for relief of insect bites/stings) | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| ➤ The provision of Witch Hazel (to stop minor bleeding/bruising) | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| ➤ The provision of Calamine lotion | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |
| ➤ The provision of Hypoallergenic plasters | yes | <input type="checkbox"/> | no | <input type="checkbox"/> |

I undertake to notify the school in writing, should I decide to withdraw my consent.

Parent/Guardian's signature: _____

Date: _____

For official use only



Principal: Mr D Manning BSc PGCE, E-Mail: info@strathearn.belfast.ni.sch.uk
188 Belmont Road, Belfast, BT4 2AU Tel: (028) 9047 1595, Fax: (028) 9065 0555