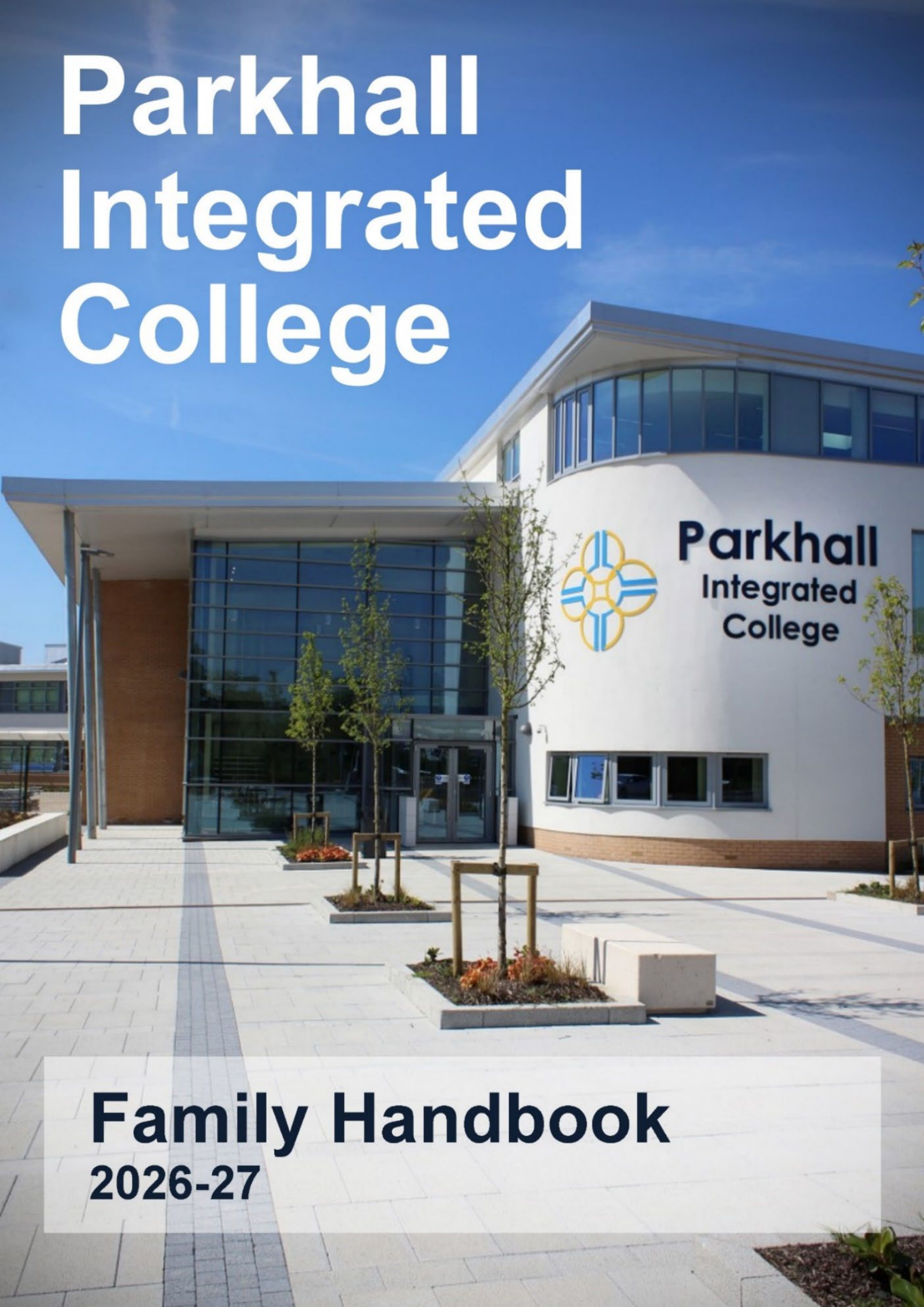
Parkhall Integrated College



Family Handbook

2026-27

WELCOME

Principal's Welcome

Welcome to our Family Handbook. It has been created to provide you with clear and helpful information about our college.

We firmly believe that families play a vital role in a student's education and success. Our aim is to ensure that you have the knowledge and guidance needed to support your child's learning journey. Within this handbook, you will find important information about our vision and values, key policies and procedures, and our expectations for student conduct. It also offers an overview of our curriculum and our approach to teaching and learning, enabling you to better support your child's academic progress throughout the year.

We encourage you to read this handbook carefully and keep it accessible for reference during the academic year. Should you have any questions or require further clarification, please do not hesitate to contact us.

We greatly value our partnership with you and look forward to working together to ensure your child achieves their full potential.

Thank you for placing your trust in us with your child's education.

I look forward to a successful and fulfilling 2026–2027 academic year.

Yours sincerely,



Mr. N. D. Owen
Principal

Keep in touch

Parkhall Integrated College, Steeple Road, Antrim, BT41 1AF
Phone (028) 9446 8556 **Text** 07860 040345
Email info@parkhallintegratedcollege.antrim.ni.sch.uk
Website www.parkhallintegratedcollege.org

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SECTION 1

Key Information

Everything you need to know about the college year: our vision and values, term dates, who to contact, the college day, and how we keep in touch with you.

In this section

— Vision and values
— Term dates
— Key contacts
— Timings of the college day
— Two-week timetable
— Communication between home and college
— Practical information
— Concerns, leaving the college and mealtimes

SECTION 1 | KEY INFORMATION

Our Vision and Values



SECTION 1 | KEY INFORMATION

Term Dates 2026–27

Date	Event
Autumn Term 2026	
Thursday 20th – Friday 28th August	Staggered start for some year groups
Monday 31st August	**Holiday**
Tuesday 1st September	All students on timetable
Thursday 24th September	Staff Professional Development Day
Friday 25th September	Staff Professional Development Day
Monday 26th – Friday 30th October (inclusive)	**Half-term break**
Friday 18th December	Last day of the autumn term
Monday 21st December – Friday 1st January (inclusive)	**Christmas holidays**
Spring Term 2027	
Monday 4th January	All students return to school
Friday 15th January	Staff Professional Development Day
Monday 25th January	Staff Professional Development Day
Monday 8th – Friday 12th February (inclusive)	**Half-term break**
Wednesday 17th March	**Holiday**
Friday 19th March	Last day of the spring term
Monday 22nd March – Friday 2nd April (inclusive)	**Easter holidays**
Summer Term 2027	
Monday 5th April	Staff Professional Development Day
Tuesday 6th April	All students return to school
Monday 3rd May	**Holiday**
Tuesday 4th May	Staff Professional Development Day
Monday 31st May	**Holiday**
Friday 25th June	Last day of the summer term

Please note

Parents/guardians are requested to try not to arrange family holidays during term time. Shaded rows show days when the college is closed to students for holidays.

SECTION 1 | KEY INFORMATION

Key Contacts

Senior Leadership Team

Name	Role
Mr. N. D. Owen	Principal
Mr. J. Campbell	Vice Principal
Mr. N. Beckett	Assistant Principal: Behaviour and Attitudes
Mr. I. Cunningham	Assistant Principal: Special Educational Needs
Mrs. J. Davidson-Brown	Assistant Principal: Pastoral Care
Mr. C. Graham	Assistant Principal: Assessment and Progress
Mr. R. Lay	Assistant Principal: Curriculum
Mr. G. Martin	Assistant Principal: Marketing, Community and Partnerships
Miss A. McLoughlin	Assistant Principal: Professional Learning

Pastoral Leadership Team

Name	Role
Mr. C. Roberts	Head of Key Stage 3
Mrs. A. McKay	Head of Year 8 (Girls)
Mr. A. Moore	Head of Year 8 (Boys)
Ms. L. McCreary	Head of Year 9 (Girls)
Ms. R. MacMillan Sharkey	Head of Year 9 (Boys)
Mrs. H. Montgomery	Head of Year 10 (Girls)
Mr. S. Falls	Head of Year 10 (Boys)
Miss A. Huey	Head of Key Stage 4
Mrs. L. Patterson	Head of Year 11 (Girls)
Mr. J. McClelland	Head of Year 11 (Boys)
Mrs. A. Hamill	Head of Year 12 (Girls)
Mr. G. Moody	Head of Year 12 (Boys)
Miss G. Spiers	Head of Sixth Form
Miss S. Smyth	Assistant Head of Sixth Form

Curriculum Leadership Team

Name	Department
Mr. J. Lynch	Art
Mrs. D. Park-Fullerton	Business
Miss S. Smyth	Careers
Mr. A. Moore	Design and Technology
Miss D. McEvoy	Drama
Mr. D. Evans	English
Mrs. S. Feeney	Geography
Mr. S. Falls	History
Miss K. Dawson	Home Economics
Mrs. C. Gourley	Information Computer Technology
Mr. D. Heaney	Mathematics
Mrs. W. Shannon	Modern Languages and Learning for Life and Work (LLW)
Mrs. J. McCarthy	Music
Mr. G. Moody	Physical Education
Mrs. S. Adams	Science

SECTION 1 | KEY INFORMATION

Timings of the College Day

PARKHALL INTEGRATED COLLEGE

SCHOOL DAY

Year 8	Year 9 and 10	Key Stage 4 and Key Stage 5
Form Time: 9.00 – 9.15	**Form Time: 9.00 – 9.15**	**Form Time: 9.00 – 9.15**
P1: 9:15 – 9:45	P1: 9:15 – 9:45	P1: 9:15 – 9:45
P2: 9.45 – 10.15	P2: 9.45 – 10.15	P2: 9.45 – 10.15
10.15 – 10.30 Break	***10.15 – 10.30 Break***	P3: 10.15 – 10.45
P3: 10.30 – 11.00	P3: 10.30 – 11.00	P4: 10.45 – 11.15
P4: 11.00 – 11.30	P4: 11.00 – 11.30	***11.15-11.30 Break***
P5: 11.30 – 12.00	P5: 11.30 – 12.00	P5: 11.30 – 12.00
12.00 – 12.30 Lunch	P6: 12.00 – 12.30	P6: 12.00 – 12.30
P6: 12.30 – 1.05	P7 12.30 – 1.05	***12.30 – 1.00 Lunch***
P7 1.05 – 1.35`	***1.05 – 1.35 Lunch***	P7: 1.00 – 1.35
P8: 1.35 – 2.05	P8: 1.35 – 2.05	P8: 1.35 – 2.05
P9: 2.05 – 2.35	P9: 2.05 – 2.35	P9: 2.05 – 2.35
P10: 2.35 – 3.05	P10: 2.35 – 3.05	P10: 2.35 – 3.05

Achievement Community Kindness Respect Responsibility

SECTION 1 | KEY INFORMATION

Two-Week Timetable

The college runs a two-week timetable. The table below shows which week applies from each Monday.

> **Early finish on Mondays**
>
> On **Mondays**, students finish college at **2.05pm** to allow for staff professional development time.

Autumn Term		Spring Term		Summer Term	
Week beginning	Timetable	Week beginning	Timetable	Week beginning	Timetable
24/08/2026	**Week 1**	04/01/2027	**Week 1**	05/04/2027	**Week 1**
31/08/2026	**Week 2**	11/01/2027	**Week 2**	12/04/2027	**Week 2**
07/09/2026	**Week 1**	18/01/2027	**Week 1**	19/04/2027	**Week 1**
14/09/2026	**Week 2**	25/01/2027	**Week 2**	26/04/2027	**Week 2**
21/09/2026	**Week 1**	01/02/2027	**Week 1**	03/05/2027	**Week 1**
28/09/2026	**Week 2**	08/02/2027	**Half Term**	10/05/2027	**Week 2**
05/10/2026	**Week 1**	15/02/2027	**Week 2**	17/05/2027	**Week 1**
12/10/2026	**Week 2**	22/02/2027	**Week 1**	24/05/2027	**Week 2**
19/10/2026	**Week 1**	01/03/2027	**Week 2**	31/05/2027	**Week 1**
26/10/2026	**Half Term**	08/03/2027	**Week 1**	07/06/2027	**Week 2**
02/11/2026	**Week 2**	15/03/2027	**Week 2**	14/06/2027	**Week 1**
09/11/2026	**Week 1**	22/03/2027	**Easter**	21/06/2027	**Week 2**
16/11/2026	**Week 2**	29/03/2027	**Easter**	28/06/2027	**Week 1**
23/11/2026	**Week 1**				
30/11/2026	**Week 2**				
07/12/2026	**Week 1**				
14/12/2026	**Week 2**				
21/12/2026	**Christmas**				
28/12/2026	**Christmas**				

SECTION 1 | KEY INFORMATION

Communication Between Home and College

We value open communication between families and staff to ensure we achieve the very best support and outcomes for the students in our care.

Should you wish to speak with a specific member of staff, please leave a message with the school office. Teaching staff teach during most of the day, so they will return your call at their earliest convenience. We aim to respond to calls within 48 hours but endeavour to respond as soon as possible.

Who should I contact?

If you have a general query or concern	If your query is about your child's learning	If your query is about your child's pastoral care	If your query is about special educational needs
▼	▼	▼	▼
Contact the college office	Contact your child's subject teacher	Contact your child's form tutor	Contact the special educational needs coordinator
	▼	▼	
	If unresolved, contact the head of department	If unresolved, contact the head of year	

How we keep you informed

Principal's Weekly Bulletin	Every Friday you will receive a Principal's Weekly Bulletin with key updates.
My Child At School App	To reduce our carbon footprint, most school communications are sent through the MCAS Parent App. Letters are also sent regularly with key information about events in the college. If you need help using the app, please contact the school office.
Text messages	Used mainly for quick, brief information — for example, to let families know a student has a detention.
Website	Kept up to date with information about college life. Our main policies and procedures are here too: www.parkhallintegratedcollege.org
Social media	We regularly share news and stories about life at Parkhall on our Facebook page: facebook.com/share/1BJ75t5FYW

Contacting the college

There are several ways you can contact us

Email: info@parkhallintegratedcollege.antrim.ni.sch.uk

Phone: (028) 9446 8556

Text: 07860 040345

MCAS Parent App: Download free from your app store

Post: Parkhall Integrated College, Steeple Road, Antrim, BT41 1AF

Keeping your details up to date

It is very important that our database holds essential, up-to-date information for every student. Please notify us immediately of any changes in:

Address	Telephone numbers	Emergency contacts	Family circumstances	Medical information

This ensures we can contact parents/guardians promptly in an emergency.

Appointments

If you wish to meet a member of staff, an appointment must be made in advance, as we are not able to see parents/guardians who arrive unannounced at reception unless in an emergency. All visitors to the college, including parents/guardians, should report to reception. For safeguarding purposes, all approved visitors will be asked to sign in and out and to wear an official visitor's badge so that we can identify any unauthorised entrants and keep our staff and students safe.

Mutual respect

Our staff deserve to be treated with respect, and inappropriate communication will not be tolerated. We work in partnership with our parents/guardians and believe that mutual respect is the way to achieve this — it also sets a positive example for our students and your child.

SECTION 1 | KEY INFORMATION

Practical Information

Media, film and photographs

From time to time, we receive requests from the media to take photographs or film college events and activities. Most families are happy for their children to be photographed with appropriate safeguards in place. Families will be asked to give permission for this.

Lost property

Students are responsible for any items they bring into the college. Please ensure their possessions, including uniform, are clearly marked with their name so that lost property can be returned quickly. Items that are not named are placed in the office for collection.

Money

As a cashless college, there is no reason for students to bring money into school. Families of new students will be given information about **ParentPay**, an online payment service we use to collect payments for school meals, activities and trips.

For further information, visit **www.parentpay.com**. If you need support setting up an account, or have any queries, please email **info@parkhallintegratedcollege.antrim.ni.sch.uk**.

Religious observances

At Parkhall Integrated College, we respect and value the diverse religious beliefs of our students and their families. The school provides access to specific religious observances in accordance with the guidelines set out for educational settings. This means students may be authorised absent for days set apart exclusively for religious observance by their religious body. We encourage open communication so that your child's needs regarding religious observance are supported and their attendance and learning are managed thoughtfully.

Lockers

Lockers are available for students, with priority given to Year 8 in the first instance.

Locker charges (per year)	Amount
Hire fee	£5
Deposit (refundable at the end of the year)	£5
Total	**£10**

Locker hire is an annual agreement. Keys must be returned at the end of the year, or the deposit will be forfeited. All locker payments must be made via ParentPay.

SECTION 1 | KEY INFORMATION

Concerns, Leaving and Mealtimes

Causes for concern

Should families have concerns about any aspect of the college — whether curriculum-based, pastoral or administrative — please contact the college at the earliest possible opportunity. Where there is a significant concern, details will be forwarded to an appropriate senior member of staff for urgent attention and investigation. Families will be informed of the outcome in respect of their own child.

Leaving the college

If, for any reason, you wish to withdraw your child from the college, we require this in writing to the Principal. We also need to know the school your child is moving to, so that we can ensure a smooth transition.

Canteen

We are happy to support and accommodate special dietary requirements wherever possible. If your child has any specific needs, please contact the school to discuss these with our Catering Manager, who will work with you to ensure appropriate provision. We are a **nut-aware school** and ask all families to support us in maintaining a safe environment for everyone.

Mealtimes at a glance

	Year 8	Years 9 and 10	Key Stages 4 and 5
Breakfast Club	8:15am – 8:55am in the canteen · £1.00 · no booking needed		
Break (15 mins)	10:15am	10:15am	11:15am
Lunch	12:00pm	1:05pm	12:30pm

Breakfast Club is open to all students. It is a great way to start the day, and no booking is required — students can simply turn up.

At break, students may use the toilets, refill water bottles, visit the canteen, or go outside with their year group for fresh air, socialising or physical activity.

Lunch is served at staggered times. Our catering team provides a range of balanced, healthy meals that meet dietary, religious and cultural needs. Students may also bring a packed lunch; however, nuts and high-fat or high-sugar foods should be avoided. **Energy drinks are not permitted, and only water is allowed in lessons.**

SECTION 2

Curriculum Matters

How your child learns at Parkhall: our knowledge-rich curriculum, assessment, homework, parent consultations, support for special educational needs and life beyond the classroom.

In this section

— Curriculum
— Assessment
— Homework and Knowledge Organisers
— Parent/guardian consultations
— Special educational needs
— Extra-curricular activities and trips

SECTION 2 | CURRICULUM MATTERS

Curriculum

At Parkhall Integrated College, we aim to promote academic excellence through a challenging and ambitious, knowledge-rich curriculum.

Students in Key Stage 3 follow a broad, balanced programme in line with Northern Ireland statutory requirements. We use 'The Big Picture' as the basis for our curriculum mapping, so that key skills and knowledge are embedded in Year 8 and revisited in each year group afterwards. Our curriculum aims to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives.

> **Why this, why now?**
>
> Our knowledge-rich curriculum prioritises the acquisition of knowledge and is underpinned by our key questions: **'Why this, why now?'** Every student, regardless of their academic starting point, will learn the same key knowledge throughout Key Stage 3 and through their options choices in Key Stages 4 and 5.

Key Stage 3 subjects

English	**Mathematics**	**Science**	**History**
Geography	**Religious Education**	**Spanish / French (Year 10)**	**Physical Education**
Music	**Art**	**Drama**	**Technology**
ICT	**Careers**	**Learning for Life and Work**	**Home Economics**

Key Stage 4: subjects all students study

GCSE English Language	**GCSE Mathematics**	**Sciences**	**Non-exam Physical Education**
Learning for Life and Work	**Careers**	**Non-exam Religious Education**	

Students also choose from a wide range of broad and balanced options subjects, making choices appropriate to their needs, abilities and interests. These important decisions are made after consultation with careers teachers, subject teachers and parents/guardians, and using academic and pastoral data. Students make informed decisions through information, advice and guidance shared at Options Evening, 'Carousel Days', guidance booklets and regular lessons.

Sixth Form (Key Stage 5)

Students in Sixth Form choose from a broad and balanced range of subjects leading to academic and vocational post-16 qualifications, selecting courses that reflect their needs, interests and aspirations.

Alongside their qualifications, students take part in our Enrichment programme and follow our Careers programme. These provide opportunities for personal development and ensure students receive the information, advice, guidance and support they need to make informed decisions and progress to appropriate post-18 pathways, including higher education, further education, apprenticeships and employment.

SECTION 2 | CURRICULUM MATTERS

Assessment

All curriculum areas set **two summative assessments per year** during designated college assessment periods.

Key Stage	How assessment works
Key Stage 3	Assessments are linked to the curriculum taught in the current year and, where applicable, previous years. Raw marks are reported to parents/guardians as a percentage score and an effort grade. Students also sit nationally benchmarked GL Assessment tests, which give a rounded profile of ability so the college can target support, provide the right level of challenge and make informed decisions about progress.
Key Stages 4 and 5	Assessments are often exam-board-style material linked to the course being studied. Teachers and heads of department mark and moderate them using the exam board mark scheme. Each student's raw marks are used with exam board grade boundaries to determine the grade achieved.

SECTION 2 | CURRICULUM MATTERS

Homework and Knowledge Organisers

Learning continues beyond the classroom.

Please encourage your child to complete their homework in a well-lit space without distractions, and help them build a regular routine — for example, when they come in from college or before dinner. Managing time is a key skill that homework helps to develop, and we encourage parents/guardians to take an active interest in what your child is doing at college.

Please encourage your child to attempt all homework tasks on the day they are set. That way, if there is any confusion about a task, your child has the chance to speak to their subject teacher before the homework is due.

Core independent learning platforms (Key Stage 3)

Platform	Expected time
Sparx Reader	30 minutes per week
Sparx Mathematics	30 minutes per week
Sparx Science	30 minutes per week

In addition, students in Key Stage 3 have homework and independent learning in each subject on a regular basis. For students in Key Stages 4 and 5, homework and independent learning are set in all subjects.

Knowledge Organisers

Knowledge Organisers contain the key facts, vocabulary and essential knowledge students need for each subject. We use them to help students recall important information and strengthen long-term memory through regular self-quizzing. One effective method is **Look, Say, Cover, Write, Check**:

1 Look	2 Say	3 Cover	4 Write	5 Check

Students look at the information, say it aloud, cover it, write it from memory, then check and correct it. Regular review helps students remember more and feel confident in their learning.

SECTION 2 | CURRICULUM MATTERS

Consultations and Special Educational Needs

Parent/guardian consultations

All parents/guardians will have the opportunity to speak to their child's **Form Tutor**, to discuss their child's wellbeing, and their **subject teachers**, to discuss their child's progress and achievement.

The college uses an easy-to-use online appointment booking system. It lets you choose your own appointment times with teachers and sends you an email confirming your appointments. Information about the booking system will be sent to parents/guardians when consultations are launched.

Special educational needs

At Parkhall Integrated College, we aim to ensure that all students have access to a broad, balanced and relevant curriculum. We want every student to have the maximum opportunity to take part in all areas of college life, and to receive the guidance and support they need to achieve their potential.

Our SENCO

If a student is identified as having a special educational need, the college's Special Educational Needs Coordinator (SENCO), **Mr. I. Cunningham**, will work closely with the Head of Year, registration teacher, subject teachers, learning support assistant (if involved) and parents/guardians to ensure the most appropriate provision is in place to support the student's individual needs.

SECTION 2 | CURRICULUM MATTERS

Extra-Curricular Activities

The college runs a rich and extensive range of extra-curricular clubs and activities throughout the year, and we encourage every student to be involved in at least one enrichment activity. Staff who organise, support and encourage these activities do so voluntarily, so it is important that students show commitment to the clubs they join.

After-school activities

Please make sure your child tells you if they are going to attend an after-school activity, to avoid unnecessary worry at the end of the college day.

Activities that may be available

Hockey	**Gaelic**	**Football**	**Cricket**	**Rugby Football**
Athletics	**Choir**	**Orchestra**	**STEM Club**	**Cookery Club**
Art Club	**Language Club**	**Film Club**	**Drama Club**	**Scripture Union**

Trips and visits

The college provides opportunities to take part in a variety of trips and visits during the year. Some are directly related to the courses students are studying; others are offered to enrich students' experience of the world around them. Full details of each trip will be provided to parents/guardians.

We reserve the right not to take on a trip any student whose behaviour in college has caused concern.

SECTION 3

Pastoral Care Matters

How we keep your child safe, happy and ready to learn: safeguarding, wellbeing, behaviour, uniform, attendance, health, online safety and the agreement we share with you.

In this section

— Safeguarding and wellbeing
— Behaviour, routines and mobile phones
— Recognition and rewards
— Uniform and equipment
— Attendance and arriving/leaving
— Counselling, medical and illness
— Complaints and bullying
— Online safety and acceptable use of ICT
— Student leadership, Youth Club and School Fund
— Home and College Agreement

SECTION 3 | PASTORAL CARE MATTERS

Safeguarding and Child Protection

The college has a Safeguarding and Child Protection policy, which is sent to parents/guardians each year. A copy is also available on our website.

All staff receive annual child protection training. All students receive regular safeguarding assemblies, and students can speak to **anyone** in the college if they are worried or concerned about themselves or someone else.

Child protection role	Name
Designated Teacher	Mrs. J. Davidson-Brown
Deputy Designated Teachers	Miss A. Huey, Mr. J. Campbell, Miss G. Spiers and Mr. C. Roberts
Safeguarding Governor	Mrs. L. Fisher
Principal	Mr. N. Owen
Chair of the Board of Governors	Mrs. S. McCallion



SECTION 3 | PASTORAL CARE MATTERS

Staying Safe and Healthy

Parkhall Integrated College is an accredited **Take 5 Steps to Wellbeing** school. We promote wellbeing around these five steps throughout the academic year.



SECTION 3 | PASTORAL CARE MATTERS

Behaviour for Learning

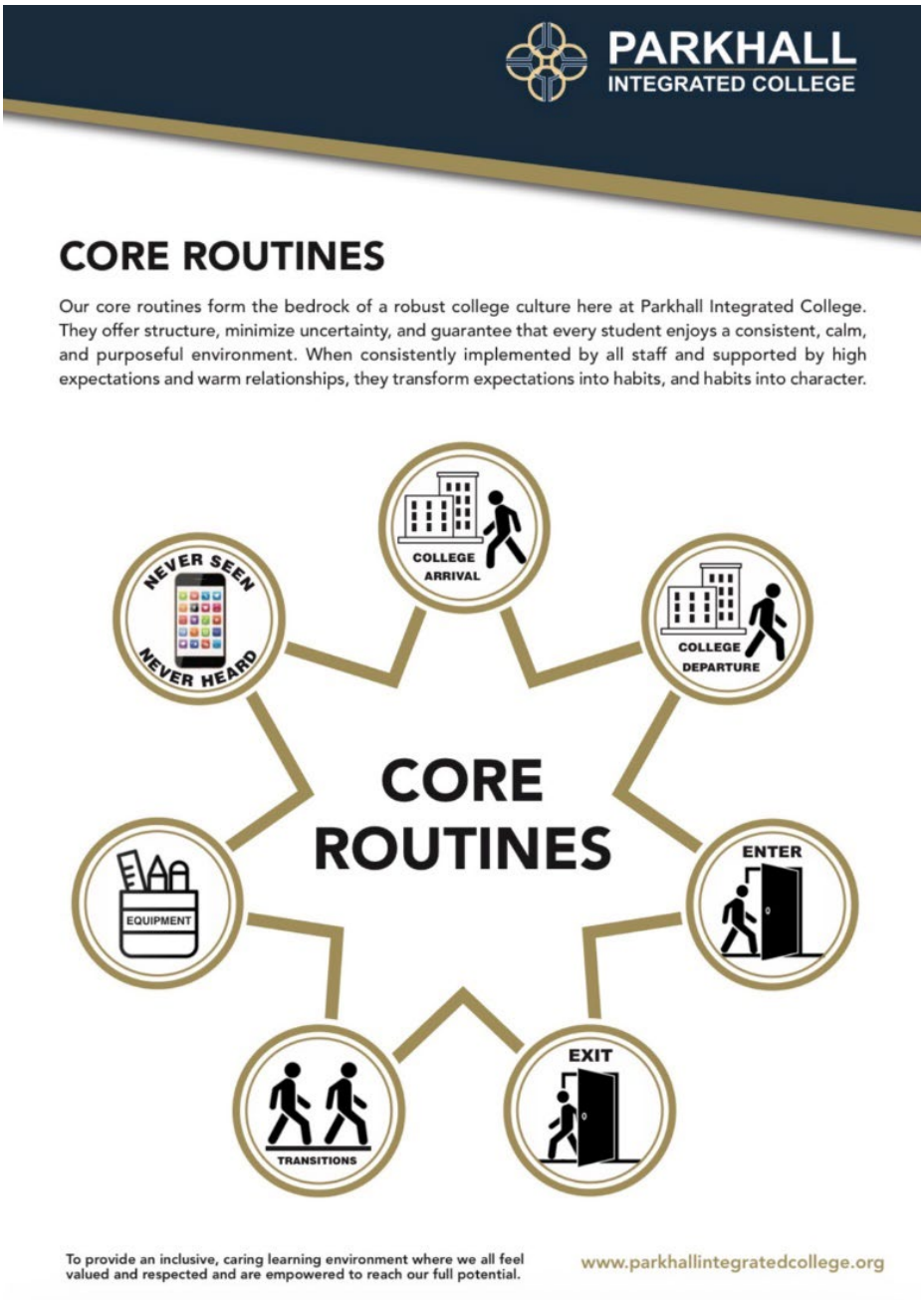
Students will be supported to achieve the standards set in the college. Successful relationships are underpinned by the positive ethos promoted in the college culture. We aim to create a culture of great behaviour and attitudes — for learning, for our community and for life.



SECTION 3 | PASTORAL CARE MATTERS

Core Routines

At Parkhall Integrated College we have clear expectations and core routines so that our students have an inclusive, caring learning environment where they feel valued and respected and can reach their full potential. These routines aren't just random rules — they are carefully designed to create an environment where learning thrives.



SECTION 3 | PASTORAL CARE MATTERS

Mobile Phones

We are a mobile-phone-free school. Our approach is simple: “Never Seen, Never Heard.”



Mobile phones and electronic devices must be **switched off and out of sight** for the entire college day. Students found with a phone will be sanctioned in line with our Behaviour for Learning policy.

Students may bring a mobile phone for use when travelling to and from college; however, they do so entirely at their own risk. The college accepts no responsibility for loss, theft, damage or any issues arising from mobile devices, and families should ensure such items are appropriately insured.

> **Need to get in touch during the day?**
>
> To avoid disruption and safeguard students, all communication during school hours must go through the college office on **(028) 9446 8556**. If students need to contact parents/guardians during the school day, they should go to the school office.

SECTION 3 | PASTORAL CARE MATTERS

Recognition and Rewards

Recognition and rewards are used to celebrate and motivate students to get it right. Our rewards system recognises and promotes positive behaviour in college and is based on a rewards shop. Staff award students reward points based on our five values:

Achievement	Community	Kindness	Respect	Responsibility

Students save up their points and cash them in for the reward of their choice at the end of the academic year. The more reward points they build up, the greater the reward they can get.



SECTION 3 | PASTORAL CARE MATTERS

Uniform

The college uniform encourages students to take pride in their appearance.

School uniform

Girls' uniform

- Navy blue blazer with school badge
- Tie
- Mid-grey skirt with box pleat, or mid-grey trousers
- White (Key Stage 3) or blue (Key Stages 4 and 5) blouse
- Plain black flat shoes — trainer-type shoes are not acceptable; for safety, heels of excessive height are not recommended
- Grey pullover, grey cardigan or PE quarter-zip top (optional)
- Grey knee socks, or plain black tights

Boys' uniform

- Navy blue blazer with school badge
- Tie
- Mid-grey trousers
- White (Key Stage 3) or blue (Key Stages 4 and 5) shirt
- Plain black shoes — trainer-type shoes are not acceptable
- Grey V-neck pullover or PE quarter-zip top (optional)
- Dark socks

PE uniform

Students are expected to wear the college PE uniform, specially designed for both girls and boys, for all PE lessons and after-school sports clubs. If students represent the college in a PE fixture, parents/guardians are not expected to buy any additional PE kit — for most sports, the fixture kit is generously provided by our PE Department Business Partners.

	Girls' PE uniform	Boys' PE uniform
Compulsory	School PE quarter-zip top School PE T-shirt School PE skort or shorts School PE socks (long)	School PE quarter-zip top School PE T-shirt School PE shorts School PE socks
Optional	School tracksuit bottoms School leggings (Key Stage 4 only) School PE socks (short)	School tracksuit bottoms School PE socks (short)

Help with uniform

Pre-Loved Uniform Shop	The college welcomes uniform donations. Items are recycled and made available through our Pre-Loved Uniform Shop, which operates during the summer term.

Uniform grants	During the summer holidays, the college supports families with uniform grant applications.
Wallace's, Antrim	Our authorised uniform supplier offers a School Uniform Club so families can spread the cost through instalments, plus summer promotions with discounted items.
Lost property	The School Office manages lost property throughout the year and regularly returns named items. Please clearly label all belongings.

Equipment

Students will be given textbooks and classwork/exercise books — and in some cases folders — by their subject teachers. The items below should be brought to college **every day** for all subjects. Form Tutors and subject teachers check equipment daily.



Good to know

Between **8:45am and 9:00am**, students can buy missing items from the Equipment Shop in the Hub.

For public examinations, any equipment taken into an exam room must be in a **clear pencil case**.

SECTION 3 | PASTORAL CARE MATTERS

Attendance

Attending school is an important part of giving children the best possible start in life.

The college uses a texting service to let parents/guardians know about student absence each day. Please reply to this text. If you know your child is going to be absent, please inform the college — the college must have a reason for every absence.

If you have not phoned the college office or replied to a text, your child should bring a written note signed by a parent/guardian stating the reason for the absence and give it to their registration teacher on their return.

Reporting an absence

Please contact the college **before 9:00am on each day of absence**, giving your child's full name, form class and the reason for absence.

Email: info@parkhallintegratedcollege.antrim.ni.sch.uk

Phone: 028 9446 8556

Text: the school absence number, 07860 040345

Why is attendance important?

Aside from being a family's legal responsibility, good attendance is critical for your child's:

Academic achievement	Social development	Sense of belonging	Knowledge and skills	Positive routines

Why is punctuality important?

Arriving on time prepares students for a successful school day and is a vital life skill. Students are expected to be on site by **8:55am** and in their line-ups at **9:00am** prompt, where they will be collected by their Form Tutor. Students arriving late will be given a late mark.

What we ask you to do

- Ensure your child attends school every day, on time.
- Make sure your child is wearing perfect uniform.
- Contact the college straight away if there are any issues with attendance.

Help your child achieve exceptional attendance by:

- Having a regular bedtime and morning routine
- Preparing for the morning by packing a bag the night before and setting out perfect uniform
- Talking about the benefits of education and gaining good qualifications

- Arranging routine medical appointments, outings and holidays outside school hours, and providing evidence to the college
- Talking to your child's Head of Year as soon as you can if there are any concerns or anxieties
- Working with your child to develop healthy hygiene practices so they can attend every day

Permission to leave college during the day

Permission to leave college during the day may be granted if a written request is received from a parent/guardian. The note must be signed by the Form Tutor and by the Head of Year, Head of Sixth Form, Head of Key Stage or a member of the Senior Leadership Team, and handed in to the office when the student is leaving. Students will not be permitted to leave the college grounds during the mid-morning and lunch breaks.

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Arriving and Leaving the College Grounds

Start of the college day

1. Each year group has a zone for gathering in the morning from **8:45am**. Students must be in their supervised zones by **8:55am**.
2. At 8:45am the student entrance opens for Years 8, 11 and 12; the youth area opens for Key Stage 5; and the back playground opens for Years 9 and 10. Form Tutors collect students from these areas at **9:00am**.
3. Registration is from **9:00am to 9:15am**.
4. The student entrances are locked at **9:10am**. Late students must use the main entrance and be signed in at the office.
5. A truancy call will be sent to parents/guardians if a student is not registered in college.

Areas out of bounds

- All classrooms are out of bounds before registration, at break, at lunchtime and after college, unless attending a staff-supervised activity.
- The assembly hall, gym, fitness suite, changing rooms, canteen, Youth Club area, tennis court and pitches are out of bounds except under staff supervision.
- The car park and planted areas are out of bounds.
- Students leaving college early must sign out and exit the building by the school office.

Travel to and from college

On foot	Always take extreme care and always use the tunnel and pedestrian crossing.
By car	Please drop off and pick up outside the school grounds. Drivers who enter the grounds should take great care, drive slowly, obey the parking regulations and give way to pedestrians.
By bus	Bus timetables are available from Translink. We expect the highest standard of behaviour on buses; serious misconduct will result in the bus pass being removed by Translink.
By bike	Cycle with care and proper road sense, and wear a helmet. Please use the bicycle parking bay and a bike lock. The college accepts no responsibility for loss, theft or damage, so please ensure bikes are appropriately insured.
E-scooters	E-scooters are not permitted on the school site.

Bus passes

Apply for a new bus pass online at **www.eani.org.uk/financial-help/home-to-school-transport**.

If your child already receives transport assistance and is continuing into the next academic year with no change in circumstances (for example, no change of address or college), you do not need to reapply. If your circumstances have changed, please contact the **Translink Transport Helpdesk on 0300 200 7824**.

Counselling and Medical

Counselling service

Counselling is a supportive relationship that gives a student a confidential space to talk about worries or concerns. It can help a student find ways to change how they think, feel and cope. Parkhall students can use a counselling service provided by the Education Authority.

Students can make a referral using a drop box or by speaking to any member of staff. The counsellor will assess whether they are the best person to support the student, and sessions are arranged at varied times so the student does not keep missing the same class. Safeguarding and child protection guidelines are followed closely, and all matters are handled with sensitivity and in confidence.

Medical

The college must have the name of the student's GP and of someone, in addition to the parent/guardian, to contact in the event of illness or an emergency. Please tell us if your child changes GP, and keep us up to date with any change in your child's medical condition.

Where a student needs medicine of any kind, a written arrangement can be made between the parent/guardian and the college for it to be kept safely in college and made available when needed. Please make sure any medication kept in college is replaced before it goes out of date. Contact the college office if you need a medication form.

Medication in college

College staff **cannot administer medication without permission** from families. Please complete a Medical Form and return it to the school office, along with any prescribed medicine you want your child to take during the school day.

Families of students with medical needs should also provide a **Medical Health Care Plan** so that appropriate support and provision are in place.

Toilet passes are available for students whose medical condition means they may need to visit the toilet frequently. Parents/guardians can request one by writing to the Head of Year.

All doctor's and dental appointments should be made outside college hours unless it is an emergency.

SECTION 3 | PASTORAL CARE MATTERS

Student Illness and Complaints

Student illness

If your child is obviously ill, they should not be sent to college. Please contact the college and tell the office staff the reason for your child's absence.

If a student becomes unwell in college, they should ask to go to their Head of Year in the first instance. If a student needs to be sent home, the office will phone the parent/guardian.

When a student is feeling unwell, they will remain in lessons, as we know they will be near a member of staff. Students should only miss learning in exceptional circumstances. We have trained First Aiders, but staff cannot help if a student is simply feeling unwell. We will monitor the situation and contact home if appropriate.

Complaints

We hope your family's association with Parkhall Integrated College will be a happy one and that you will have no cause to complain about the curriculum or the way your child is looked after. However, even in the best-run organisations, things sometimes go wrong or concerns arise. If you feel the need to make a complaint or raise a concern, we will do our best to resolve it.

> **Where to start**
>
> In the first instance, it is usually best to speak to your child's **Form Tutor**, **subject teacher**, or the relevant **Head of Year** or **Head of Department**. Your concern will be dealt with, and information on the more formal complaints procedure — available on the college website — will be given should the need arise.

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Bullying

The college is a proud member of the Anti-Bullying Alliance. Bullying of any kind is unacceptable — everyone deserves to feel safe in school.

We use the **TRIP** criteria to decide when socially unacceptable behaviour becomes bullying-type behaviour, based on the information gathered about it. The behaviour is:

T	R	I	P
Targeted at a specific student or group of students	**Repeated** happening more than once	**Intentional** done on purpose	**Physical, emotional or psychological harm** is being caused

Students who are being bullied are advised to report it to a member of staff **immediately**. They can tell a member of staff directly, use the **Tell Us** boxes around the college, or email our designated address:

> **Tell Us**
>
> **Tellus@parkhallintegratedcollege.antrim.ni.sch.uk**

If you are concerned that your child is being bullied, please contact the school and arrange to speak with your child's Head of Year.

SECTION 3 | PASTORAL CARE MATTERS

Online Safety

While mobile phones are banned within the college, we recognise that some families want their child to have a phone with them on the way to and from school. We remind families that the minimum age for most social media sites, such as Instagram, TikTok and Snapchat, is **13**, and we strongly advise families to monitor their child's use of social media and the internet in general.

Tips to help keep your child safe online

- Educate your child about online safety and privacy, including the dangers of sharing personal information online.
- Set ground rules for internet use, such as time limits and appropriate websites and apps.
- Use parental controls and monitoring software to limit access to inappropriate content and keep track of your child's online activity.
- Encourage open communication with your child about their online experiences and any concerns they may have.
- Teach your child to be respectful and kind online, and to report any cyberbullying or harassment they encounter.
- Keep your own devices secure and model safe online behaviour for your child.
- Stay up to date on current online threats and trends to better protect your child.

> **Safer Schools App**
>
> We encourage families to download the **Safer Schools App** to support their child with online safety.

SECTION 3 | PASTORAL CARE MATTERS

Acceptable Use of ICT

Agreement for students and parents/guardians on the use of the college's ICT facilities and internet.

When using the college's ICT facilities and accessing the internet in college, **I will not**:

1. Use them for a non-educational purpose.
2. Use them without a teacher being present, or without a teacher's permission.
3. Use them to break college rules.
4. Access any inappropriate websites.
5. Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity).
6. Use chat rooms.
7. Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
8. Use any inappropriate language when communicating online, including in emails.
9. Share any semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo/video.
10. Share my password with others or log in to the college's network using someone else's details.
11. Bully other people.

SECTION 3 | PASTORAL CARE MATTERS

Student Leadership and Student Planner

Student leadership

Parkhall Integrated College is committed to an active student voice. We recognise the potential in all our students as future leaders, and we offer a range of opportunities to develop and practise leadership skills. The student council meets at least once each term, so that student representatives can meet staff to discuss issues, propose changes and listen to others' viewpoints.

Students can practise leadership every day, for example by:

Helping run clubs, fixtures and workshops	**Organising charity fundraising events**	**Serving on the student council**	**Becoming a prefect**	**Taking part in college awards**

Student planner

Every student is given a Parkhall Integrated College student planner at the start of each college year. The planner is a means of communication between college and home, and most importantly it contains a diary for recording homework each day.

For parents/guardians

Please check your child's student planner regularly and **sign it every week**.

The planner is free, but as it is a compulsory item, a replacement for a lost, vandalised or damaged planner costs **£3.00**.

SECTION 3 | PASTORAL CARE MATTERS

Parkhall Youth Club

Parkhall Youth Club runs four nights a week and has a high membership of both students and non-students of the college.

Day	Session	Time
Tuesday	Ages 9 – 12	6.30pm – 9.15pm
Wednesday	Ages 11 – 13	6.30pm – 9.15pm
Thursday	Ages 14 – 18	6.30pm – 9.15pm
Friday	Ages 11 – 17	7.00pm – 9.45pm

The programme offers a variety of physical and social activities, including sports such as boys' and girls' football, basketball and uni-hoc. Arts and crafts play an important part too, encouraging members to use their imagination and develop their creative skills.

The focal point of the club is the social area, with three pool tables, a bar football table, an air hockey table, a table tennis table and a number of games consoles. A large, fully fitted kitchen lets members learn to cook and bake and develop their knowledge of healthy eating.

Members can also take part in group work programmes on themes such as personal and social development, young men's and women's groups and leadership training, as well as outdoor residentials, visits to other youth clubs, members' committees and international opportunities.

Summer programme

The youth club also runs a **summer programme** throughout July and August.

School Fund

Parkhall Integrated College offers educational opportunities over and above the statutory requirements. This cannot be done using government funding alone, so we have a school fund to enhance provision for students — including contributions to college trips and functions, prize distribution and sports day awards. The school fund has become an indispensable part of the college's finances, helping us continue to provide the rich and diverse experiences that are a hallmark of Parkhall. All donations, no matter how big or small, are much appreciated.

Your contribution

Parents/guardians are asked to contribute **£40 per family** to the school fund for the current academic year. If you prefer, you can pay this **per term**. We are thankful that most parents/guardians support the college in this way.

SECTION 3 | PASTORAL CARE MATTERS

Home and College Agreement

A strong partnership between home and college helps every student to thrive. This agreement sets out what we each commit to.

As a college — We will:

- Support your child's wellbeing and safety by providing a safe, supportive, inclusive and caring learning environment.
- Help and encourage your child to reach their full potential.
- Monitor and update you on your child's progress at parent meetings, progress reviews and in an annual written report.
- Communicate any concerns about your child's attendance/behaviour/wellbeing with you as their parent/guardian and respond to any concerns from your child or parent/guardian.
- Provide a broad and balanced curriculum that caters for all children, including when delivered remotely.
- Promote high standards of behaviour and outline clear expectations in our Behaviour for Learning Policy so we can maintain a safe environment for all students.
- Set homework that supports the delivery of the curriculum and give feedback as appropriate.
- Offer opportunities for parents/guardians to get involved in college life.
- Communicate with home and college through a weekly Principal's Weekly Bulletin, text or email alerts and the college website and social media accounts.
- Respond to communications from parents/guardians in a timely manner, following college policies.
- Provide a range of extra-curricular and enrichment opportunities.
- Provide parents/guardians with daily updates on their child's behaviour and achievements through the college MIS system, enabling timely communication and support.

Parents/guardian — I will:

- Make sure my child attends college regularly and on time. I will notify the college if my child will be absent and provide reasons for absence.
- Make sure my child is dressed in the correct uniform and brings the necessary equipment to college.
- Support the college to make sure my child maintains a consistently high standard of behaviour.
- Encourage my child to try their best so they can reach their full potential.
- Communicate to the college any concerns that I have about my child that may affect their behaviour in college or ability to learn.
- Always make an appointment if seeking to have a face-to-face meeting with a member of staff
- Make sure communication with the college is respectful and make every reasonable effort to address my communications to the appropriate member of staff.
- Understand that I should communicate with staff during core college hours and although they at times respond outside those hours, I understand that I cannot always expect that.
- Attend meetings with the college about my child's education.
- Support the college's vision, values and integrated education ethos.
- Support my child's involvement in college life, including extracurricular activities.
- Regularly review behaviour and achievement notifications received through the college MIS system and work in partnership with the college to support my child's progress and conduct.

Student — I will:

- Arrive at college and my lessons every day on time and ready to learn.
- Try my best to do my work and ask for help when I need it.
- Do my homework on time and raise any concerns with my teachers or college staff.
- Speak to an adult about any issues I am experiencing that may affect my work or behaviour.
- Speak to an adult about any concerns I have about my or other students' safety.
- Wear the correct college uniform.
- Bring to college all the equipment I need each day.
- Treat all members of the college community with care and respect.
- Understand and follow the college expectations.
- Look after college equipment and show respect for the college environment and local community.
- Keep the college and the surrounding environment free from litter and graffiti.
- Be a good representative of the college in and out of uniform.
- Embrace extra-curricular and enrichment opportunities, contributing positively to the college and the wider community.
- Be organised and manage my time effectively to meet homework/coursework deadlines.