

Harding Memorial Integrated Primary School



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Tuesday 25th March 2025

Dear Primary 1 to Primary 7 Parent/Guardian

Home and School Communication Procedures

Increasingly, we will look to communicate with Parent/Guardians solely using electronic means – School Text Message, School website (www.hardingmemorial.org.uk) and Seesaw.

- **To ensure that you receive all of the up to date information in a timely fashion, it is crucial that we hold your most up to date mobile telephone number.**

As Parent/Guardians you play an important role in your child's education. We believe that the education of our children is a partnership between Home and School and I feel that it would be beneficial for all School Stakeholders to be reminded about School Seesaw Communication Guidelines which are summarised below:

- ✓ All Home and School Communication should be kept professional. We believe that it is very important that the relationship between Parent/Guardians and their child's Class Teacher and School Principal is a positive experience. Although there may be rare occasions when School and Home may disagree about an incident that has occurred in school, a spirit of mutual respect with calm and mature co-operation should enable any potential miscommunication issues to be dealt with in a satisfactory manner.
- ✓ Teachers will only reply to Seesaw messages and mark work during the working school day. Please be mindful that teachers are busy teaching and may only have opportunity to reply in the afternoon. It is particularly important that all Parent/Guardians are aware that items posted late in the evening on Seesaw may not be responded to until the following day.
- ✓ Please note that messages of high priority should be delivered by either calling the office – 02890458040 – or be emailing info@hardingmemorial.belfast.ni.sch.uk
- ✓ **We would prefer that any safeguarding sensitive issues regarding your child should be communicated via phone or e mail to HMIPS and not communicated via Seesaw.**
- ✓ All exchanges between Parents/Guardians and School Teaching and Non-Teaching Staff should be conducted in a co-operative and respectful manner and all Parents/Guardians are asked to adhere to the school's guidelines when seeking contact with their Child's Class Teacher.
- **Please note that members of School Staff will not respond to messages that are deemed inappropriate and these will be forwarded to the School Senior Management Team and Education Authority for review and advice of further action.**

Our aim at Harding Memorial Integrated Primary School is to ensure that your child fulfils their potential and develops in a happy, confident and successful manner. In order to develop further the Home/School relationship we would hope that parents will:

- ❖ Encourage self-discipline by reinforcing the school's Positive Behaviour Policy. Good behaviour is a necessary condition for effective learning to take place. It is the school policy that discipline should be based on promoting good behaviour as well as addressing unacceptable behaviour, with the underlying emphasis on respect for self, for other pupils and for adults. We aim to develop a caring, happy and disciplined environment that will be conducive to learning. When

children behave in an unacceptable manner a clearly graded procedure is followed and, where serious misconduct is concerned, parents will be involved either by receiving a written report from school or by being invited to come to discuss the matter.

- ❖ Ensure regular attendance
- ❖ Inform us of any changes at home which might affect your child's attitude/behaviour at school e.g. family illness, bereavement etc.
- ❖ **Mr Cumper is the Designated Teacher for Safeguarding**
- ❖ **Mrs Baird, Mr Heatley, Mrs Morrow and Mrs Greer are the Deputy Designated Teachers for Safeguarding in Harding Memorial Integrated PS**

Our professional interest as Teaching and Non-Teaching Staff is identical to yours as Parent/Guardians - that is to give each child the best opportunities we can provide. We are trying to create an environment where children will behave sensibly, act reasonably and thus learn constructively and harmoniously. Your child/children will benefit from your active support throughout his / her time at school. **If you have any queries or worries concerning your child's either your child's pastoral care or education, please do not hesitate to contact either Mr Cumper or Mrs Baird at your earliest possible convenience.**

School Security

We are very keen to promote a Healthy Lifestyle amongst our pupils and encourage children walking cycling or scooting to School. **However we would strongly encourage all Parent/Guardians to ensure that their child's bicycle or scooter is locked in place during the school day.** Whilst School will prioritise the safety and security of our pupils within the school building, we are aware that there are certain vulnerabilities with items left outside of school e.g. Bicycles and Scooters and would like to confirm that HMIPS cannot be held liable for any "loss".

End of School Pickup Arrangements

Please remember that Primary 1, Primary 2 and Primary 3 children should be collected from their individual school entrances. No child from P1, P2 and P3 will be allowed to leave school without a Parent/Minder being identified. Primary 4 to Primary 7 children are permitted to leave school unaccompanied by an adult, **but we would expect any pupil from P4 to P7 Pupil to come back into school if they are unsure whether or not they should have been picked up by a recognised Parent/Guardian.**

School Staffing Update

I wish to formally confirm that I will be retiring as School Principal of Harding Memorial Integrated Primary School at the end of the current 2024/2025 school year. My last day with the children will be Monday 30th June. The recruitment process for the appointment of a new School Principal is now being undertaken by the Board of Governors. During my 17 years as Principal there have been considerable changes and developments in our wee school. I personally believe that Harding Memorial has a very special "niche market-place" within the local school community. We are blessed to have Parent/Guardians who have high aspirations for their Children. Our School has maintained a good reputation over a very long period and this reputation for quality is in no small measure due to the dedication and commitment of all School Staff and the support of our Parent/Guardians to both the Pastoral and Curriculum aspects of day-to-day School Life. I thank all stakeholders for their continuing support for Harding Memorial Integrated Primary School and will ensure that you will be informed in due course about the outcome of the recruitment process.

Mr S Cumper