



# Whitehead

Primary School  
& Nursery Unit

February 25, 2022

'LEARNING AND GROWING TOGETHER'

Dates for the Diary	
March	
Tues 8 – Fri 11	Book Fair is in school
Mon 14 – Fri 25	Children in Y3 – Y7 will complete 2 tests, a standardised test in English (PTE) & a standardised test in Maths (PTM).
Fri 18	We are celebrating World Book Day – DON'T FORGET YOUR COSTUME
Thurs 24	7.00pm Y6 Parents' Transfer Process Information Evening (Zoom)
April	
Fri 8	<b>School will finish for Easter @ 12.00 (Y1-Y4) &amp; 12.05 (Y5 – Y7)</b>
Mon 25	School will resume at the normal time
Thurs 28	7.00pm Child Protection/Safeguarding Training & PTA AGM (Covid permitting, I am hopeful that this meeting will take place face-to-face in school otherwise we will continue to use Zoom)
Fri 29	<b>School will be closed for all children (Staff Training)</b>

### Y6 Parents' Transfer Process Information Evening

We will outline the transfer process and how we will prepare your child in Y6 & Y7 for completing the AQE tests. This meeting will take place via Zoom. If you would like to attend please email Mrs Lowry ([elowry738@c2kni.net](mailto:elowry738@c2kni.net)) and she will forward you the Meeting ID and the Passcode for the meeting.

### Child Protection/Safeguarding Training & PTA AGM

We are very hopeful that in the 3<sup>rd</sup> Term each class will be able to undertake an educational day trip. Y6 will have the opportunity to go on 2 day trips and Y7 will have 4/5 day trips, in lieu of their residentials. In order to facilitate the day trips, we will require parent helpers. In order to be a parent helper you **MUST** complete Child Protection/Safeguarding Training. We may not use all of our parent helpers in the 3<sup>rd</sup> term, however your training will roll over into the next academic year when we hope to reinstate parent helpers throughout school.

In addition, you **MUST** complete an Access NI form which I have included below. I would encourage you to complete the form and return to Mrs Lowry (not EA) along with your forms of identification as soon as possible. Your Access NI check must be complete before you can assist as a parent helper and the checks can take a few weeks to be completed.

PTA events have been sadly missed over the last 2 years and we hope to get PTA up and running again. **However, we do need parents! Very disappointingly, only 4 parents (2 of whom will be stepping down as their children will be leaving school) expressed an interest in attending our previous meeting.** A couple of PTA members will outline the work of PTA and following the Child Protection/Safeguarding Training it would be great to see parents remain in order to consider how PTA could be involved in the life of WPSNU next year.

### BOOK FAIR

During the week that the Book Fair is in school the children will visit it with their teacher on a few occasions (see below).

If your child wishes to purchase a book, please send the money (in an envelope) into school with your child. (The teacher and some of our parents will be available to help the children).



### WORLD BOOK DAY

On Friday 18 March we would encourage all of the children to dress up as their favourite book character. This will be a special day when we will focus on books and the importance of reading. The teachers and classroom assistants really enjoy dressing up too!!



### CODING CLUB

Coding Club is due to start on Thursday 3 March. The children will see a Coding Club Demo on Monday. If your child would like to attend, please register your child directly with the Coding Club using the QR code below.

### Monday 2 May & Thursday 5 May 2022

School will be closed on Monday 2 May for the Bank Holiday and on Thursday 5 May, when school will be used as Polling Station in the forthcoming Elections.

### SCHOOL HOLIDAY LIST - September 2022 – June 2023

The school holiday list for September 2022 – June 2023 has been agreed & accepted by Governors & the Education Authority. I have included below, the confirmed holiday list for the academic year 2022/2023.

### COVID-19

While Covid regulations continue to relax in society, DE have not made any changes within a school context. At a staff, leadership team and governors level we will review the arrangements (based on DE/EA advice) on a half termly basis with the intention of moving towards full normality by June 2022. While I would love to see school return completely to normal it is more important at the minute that we have as many children in school and as many staff in school as possible. Therefore, I would value your continued support. Should your child test positive, please text our Covid number 07359015420, leaving;

- **Your child's name**
- **The name of your child's teacher**
- **The date that your child was last in school**
- **The date that your child developed symptoms/tested positive**

Subsequent to receiving your text I will:

- **Inform the staff. Your child's teacher will begin to compile a work pack and arrange a time for you to collect it from the office.**
- **Inform all parents that there has been a positive case in a particular class. At this point you don't need to take any action. If the number of cases in a particular class rises to become a cluster the whole class will be asked to undertake an LFD test prior to returning to school.**

### Mrs Henderson

Mrs Henderson was WPSNU through and through, even attending as a child herself. School was a very big part of her life and she was a very big part of our lives. She will be very sadly missed. I would like to thank you for your messages of condolence and once again your fabulous support at a very difficult time for our school community. The children continue to have the opportunity to draw or write their memories which we will compile on Friday 4 March and send through to Jordan and David, Davina's two sons. In due course we will consider planting a tree in memory of Davina.



## Scholastic Book Fair

Week Beginning 7th March 2022

	Monday	Tuesday	Wednesday	Thursday	Friday
9.15- 9.30am	Set Up Day	Year 3 Miss Howie	Year 7 Mr Baird	Year 7 Mr Hill	Year 6 Mrs Knipe
9.30-9.45 am		Year 3 Mrs Graham	Year 7 Mr Hill	Year 5 Miss Dunlop	Year 6 Mr Addis
9.45-10.00 am		Year 1 Mrs Parkes	Year 1 Mrs Kidd	Year 3 Miss Howie	Year 5 Miss Dunlop
10.00-10.15 am		Year 1 Mrs Kidd	Year 4 Miss Love	Year 3 Mrs Graham	Year 5 Mrs Shaw
10.15-10.30am		Year 2 Mrs Hagan	Year 4 Mrs Murphy	Year 7 Mr Baird	Year 1
10.30-10.45 am		Nursery	Nursery	Nursery	Nursery
10.45-11.00 am		Year 5 Miss Dunlop	Year 1 Mrs Parkes	Year 5 Mrs Shaw	Year 2
11.00-11.15 am		Year 4 Miss Love	Year 3 Miss Howie	Year 2 Mrs Hagan	Year 3
11.15-11.30 pm		Year 4 Mrs Murphy	Year 3 Mrs Graham	Year 2 Miss McClay	Year 4
LUNCH					
12.45-1.00 pm		Year 5 Mrs Shaw	Year 2 Mrs Hagan	Year 1 Mrs Parkes	Fair Closed & Collected
1.00-1.15 pm		Year 2 Miss McClay	Year 2 Miss McClay	Year 1 Mrs Kidd	
1.15- 1.30 pm		Nursery	Nursery	Nursery	
1.30- 1.45 pm		Year 6 Mrs Knipe		Year 4 Miss Love	
1.45- 2.00 pm		Year 6 Mr Addis		Year 4 Mrs Murphy	
2.00- 2.15pm		Year 7 Mr Baird		Year 6 Mrs Knipe	
2.15- 2.30pm		Year 7 Mr Hill		Year 6 Mr Addis	



# ACCESS NI PIN NOTIFICATION AND ID VALIDATION FORM

**This form is for use for Volunteers Only**

**NAME:** ..... **POST:** .....

**PLEASE INDICATE IF APPLICANT IS:** SUPERVISED ☐ UNSUPERVISED ☐

**NAME & ADDRESS OF SCHOOL/LOCATION:**.....  
.....

## Applicant instructions

1. Complete the Applicant Consent (Page 2).
2. Provide the relevant identification documents (Pages 3 and 4) to the Principal or Line Manager for completion of the Identity Validation (Pages 3 and 4).
3. Go to [www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body](http://www.nidirect.gov.uk/apply-for-an-enhanced-check-through-a-registered-body).
4. Select the green button to Apply for an enhanced check through a registered body.
5. Register your account by creating a user ID and password [keep these details safe as you will need them to track the progress of your case].
6. Once you have successfully logged in, you will be taken to the on-line application..

7. Enter the PIN number below at **Step 1** of the form completion

4	2	4	6	4	5
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8. Complete the remainder of the form and click on **confirm and proceed** to finish the on-line process.

9. You must note the 10 digit AccessNI reference number in the boxes below:-

Application Reference<sup>1</sup>

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10. Return this form to the Education Authority.

***N.B. A single AccessNI disclosure certificate will be issued to the applicant. If disclosure information is detailed on the certificate the Education Authority will require the original certificate in completing its pre-employment checking process.***

<sup>1</sup> This is the 10 digit case reference number provided on the confirmation page and email when the applicant completes their details on the AccessNI on-line system.

## Applicant Consent

### **Rehabilitation of Offenders Order 1978**

The majority of Education Authority posts are exempt from the Rehabilitation of Offenders Order 1978. Appointment to such posts will be subject to the satisfactory completion of criminal background checks by Access NI. It should be noted that having a criminal record does not necessarily debar you from employment. Each individual case is considered on its merits taking all relevant factors into account. The Education Authority policy on Employment of Ex-Offenders and the Policy statement on Management, Handling and Storage of Disclosure information are available on the website [www.eani.org.uk](http://www.eani.org.uk)

The Access NI Code of Practice is available on the website [www.accessni.gov.uk](http://www.accessni.gov.uk)

### **Barred lists**

Where an individual is working in **regulated activity**, that individual is eligible for a **barred list check**. The following links provide more information about regulated activity and the barred lists:

[www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups](http://www.nidirect.gov.uk/articles/regulated-activity-vulnerable-groups)

[www.nidirect.gov.uk/articles/information-disclosed-about-you](http://www.nidirect.gov.uk/articles/information-disclosed-about-you)

The “barred list” is the list of those people in England, Wales and Northern Ireland that are not allowed to work with children or vulnerable adults. It is unlawful and a criminal offence for persons on this list to apply for work with these groups. There is a separate list in Scotland, which AccessNI checks too.

All posts necessitating an AccessNI Enhanced check except **Supervised Volunteers** include a check of one or both barred lists.

### **CHILD PROTECTION: PLEASE TICK ‘YES’ OR ‘NO’:**

Is there any reason as to why you would not be suitable to work with children/young people in an educational setting?

Yes ☐ No ☐

If ‘Yes’, please provide details below:

.....  
.....  
.....

### **DECLARATION: PLEASE READ THE FOLLOWING STATEMENTS, THEN SIGN AND DATE BELOW:**

I confirm I have read the explanation provided above regarding the barred lists and understand the implications of making a barred list check application.

**(Unsupervised Volunteers Only)** I consent to a check being carried out against one or both barred lists. (

I agree to supply the original Enhanced Disclosure Certificate to the Education Authority immediately on request, and prior to commencing any employment with the Authority.

Signed..... Date.....

**Identity Validation - for completion by Principal or Line Manager**

All applicants must provide a minimum of 3 documents and the documents must be original not copies. Applicants can follow one of two routes;

**Route 1**

An applicant must provide;

- 1 document from Group 1; and
- 2 further documents from Group 1 or Group 2a or Group 2b

At least one of the documents must show the applicant's current address.

**Route 2**

This applies only where an applicant does not have Group1 documentation. The applicant must provide;

- 4 documents from Group 2a and 2b

One document must be a birth certificate issued after the time of birth. One document must show the applicant's current address

**Applicant details as they appear on the ID documentation provided:**

Full name : .....

Date of Birth : 

		/			/				
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Current postcode : 

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**I confirm I have seen the original ID documentation as indicated on the attached sheet.**

Date of ID check : 

		/			/				
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Signed : .....

Name (Capitals) : .....

**COMPLETED FORMS SHOULD BE RETURNED TO:**  
**ACCESS NI UNIT, EDUCATION AUTHORITY,**  
**BALLYMENA OFFICE, BALLEE CENTRE, BALLEE ROAD WEST, BALLYMENA, BT42 2HS**  
**OR ALTERNATIVELY EMAIL TO:**  
**[accessni@eani.org.uk](mailto:accessni@eani.org.uk)**



**PRINCIPAL/LINE MANAGER – YOU MUST TICK BOXES TO INDICATE WHICH DOCUMENTS WERE PRODUCED**

**Group 1: Primary identity documents**

<input type="checkbox"/>	Current passport (any nationality)
<input type="checkbox"/>	Biometric Residence Permit (UK)
<input type="checkbox"/>	Current driving licence (UK, ROI, Isle of Man, Channel Islands or any EEA country)
<input type="checkbox"/>	Original birth certificate (UK, Isle of Man or Channel Islands) issue at time of birth
<input type="checkbox"/>	Original long form Irish birth certificate –issued at time of registration of birth
<input type="checkbox"/>	Adoption certificate (UK, Isle of Man or Channel Islands)

**Group 2a: Trusted Government**

<input type="checkbox"/>	Birth certificate (UK, ROI, Isle of Man or Channel Islands) issued after time of birth
<input type="checkbox"/>	Marriage/Civil Partnership Certificate (UK, Isle of Man or Channel Islands)
<input type="checkbox"/>	HM Forces ID card (UK)
<input type="checkbox"/>	Firearms licence (UK and Channel Islands)
<input type="checkbox"/>	Electoral ID card (NI only)
<input type="checkbox"/>	Currently driving licence photocard ( full or provisional)
<input type="checkbox"/>	Current UK driving licence (full or provisional paper version)
<input type="checkbox"/>	Immigration document, visa or work permit

**Group 2b: Living and Social History**

<input type="checkbox"/>	Mortgage statement (UK or EEA) (Issue date within the last 12 months)
<input type="checkbox"/>	Financial statement (UK)** for example, ISA, pension or endowment (Issue date within the last 12 months)
<input type="checkbox"/>	P45/60 statement (UK and Channel Islands) (Issue date within the last 12 months)
<input type="checkbox"/>	Land and Property Services Agency rates demand (NI only) (Issue date within the last 12 months)
<input type="checkbox"/>	Council tax statement (Great Britain and Channel Islands) (Issue date within the last 12 months)
<input type="checkbox"/>	Credit card statement (UK or EEA) (Issue date within the last 3 months)
<input type="checkbox"/>	Bank/Building Society Statement (UK or EEA) (Issue date within the last 3 months)
<input type="checkbox"/>	Bank or Building society statement - Countries outside the EEA (Issue date within the last 3 months)
<input type="checkbox"/>	Bank / Building Society Account Confirmation Letter (Issue date within the last 3 months)
<input type="checkbox"/>	Utility Bill (UK or ROI)* – not mobile phone (Issue date within the last 3 months)
<input type="checkbox"/>	Benefit statement (UK and Channel Islands) (Issue date within the last 3 months)
<input type="checkbox"/>	Central or local government, government agency or local council document giving entitlement. For example from the Department for Work and Pensions, HMRC (UK and Channel Islands) (Issue date within the last 3 months)
<input type="checkbox"/>	EU National ID card
<input type="checkbox"/>	60+ or Senior (65+) SmartPass issued by Translink (NI only)
<input type="checkbox"/>	yLink card issued by Translink ( NI only)
<input type="checkbox"/>	Cards carrying the PASS Accreditation logo (UK and Channel Islands)
<input type="checkbox"/>	Letter from a Head Teacher or Further Education College Principal (16-19 year olds in full time education – only to be used when other documentation cannot be provided)**
<input type="checkbox"/>	Letter of sponsorship from future employment provider or voluntary organisation



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## HOLIDAY CALENDAR 2022-23

**FINAL**

SCHOOL BEGINS	SCHOOL CLOSES	HOLIDAY (dates are inclusive)
Thursday, 25 August 2022	Thursday, 29 September 2022	<b>School Development Day</b> Friday, 30 September 2022 (1 staff training day)
Monday, 3 October 2022	Friday, 28 October 2022	<b>Halloween Half Term</b> Monday, 31 October - Friday, 4 November 2022 (4 days + 1 staff training day)
Monday, 7 November 2022	Wednesday, 21 December 2022 No school dinners	<b>Christmas</b> Thursday, 22 December 2022 – Wednesday, 4 January 2023 (10 days)
Thursday, 5 January 2023	Friday, 10 February 2023	<b>Winter Half Term</b> Monday, 13 February – Friday, 17 February 2023 (4 days + 1 staff training day)
Monday, 20 February 2023	Friday, 31 March 2023 No school dinners	<b>Easter</b> Monday, 3 April – Friday, 14 April 2023 (9 days + 1 staff training day)
Monday, 17 April 2023	Friday, 28 April 2023	<b>May Day</b> Monday, 1 May 2023 (1 day)
Tuesday, 2 May 2023	Friday, 26 May 2023	<b>Spring Half Term</b> Monday, 29 May – Friday, 2 June 2023 (4 days + 1 staff training day)
Monday, 5 June 2023	Friday, 30 June 2023 No school dinners	<b>Summer Holiday 2023</b>