

Bloomfield Collegiate School



Information Booklet 2024/2025



Bloomfield Collegiate School

excellence in a caring community

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Calendar and Key Dates

August 19 th (Monday) 2024	Staff Day
August 20 th (Tuesday)	Staff Day
August 21 st (Wednesday)	Staff Day
August 22 nd (Thursday)	Staff Day / GCSE Results
August 23 rd (Friday)	Year 13 Registration 1.00 pm – 2.30 pm
August 26 th (Monday)	School closed (August Bank Holiday)
August 27 th (Tuesday)	Staff Day
August 28 th (Wednesday)	Year 14 training 9.00 am - 12.00 pm
August 29 th (Thursday)	Year 8 (9.00 am -12.00 pm)/new pupils Years 9-11 (10.00 am -11.00 am)
August 30 th (Friday)	Whole School 8.45 am – 12.00 pm
September 2 nd (Monday)	Whole School 8.45 am - 3.25 pm
October 11 th (Friday)	Staff Day (school closed to all pupils)
October 28 th – 1 st November (Monday to Friday)	Half Term
December 20 th (Friday)	Autumn Term ends at 12.00 pm
January 3 rd (Friday)	Staff Day
January 6 th (Monday) 2025	Spring term begins for all pupils from 8.45 am-3.25 pm
January 14 th (Tuesday)	Open Evening (school will end at 12.00 pm)
January 15 th (Wednesday)	Staff Day (school closed to all pupils)
February 10 th –February 14 th (Monday to Friday)	Half Term
April 11 th (Friday)	Spring Term ends for pupils at 12.00 pm
April 14 th (Monday)	Staff Day
April 28 th (Monday)	Summer Term begins for all pupils from 8.45 am until 3.25 pm
May 5 th (Monday)	May Day Holiday
May 26 th (Monday)	Staff Day (school closed to all pupils)
June 27 th (Friday)	Summer Term ends for pupils at 12.00 pm

Week A/Week B Calendar

WEEK BEGINNING	TIMETABLE
Friday 30 August 2024	A
Monday 2 September 2024	B
Monday 9 September 2024	A
Monday 16 September 2024	B
Monday 23 September 2024	A
Monday 30 September 2024	B
Monday 7 October 2024	A
Monday 14 October 2024	B
Monday 21 October 2024	A
Monday 28 October 2024	Half-Term Holiday
Monday 4 November 2024	B
Monday 11 November 2024	A
Monday 18 November 2024	B
Monday 25 November 2024	A
Monday 2 December 2024	B
Monday 9 December 2024	A
Monday 16 December 2024	B
Monday 23 December 2024	Christmas Holiday
Monday 6 January 2025	A
Monday 13 January 2025	B
Monday 20 January 2025	A
Monday 27 January 2025	B
Monday 3 February 2025	A
Monday 10 February 2025	Half-Term Holiday
Monday 17 February 2025	B
Monday 24 February 2025	A
Monday 3 March 2025	B
Monday 10 March 2025	A
Monday 17 March 2025	B
Monday 24 March 2025	A
Monday 31 March 2025	B
Monday 7 April 2025	A
Monday 14 & 21 April 2025	Easter Holiday
Monday 28 April 2025	B

WEEK BEGINNING	TIMETABLE
Monday 5 May 2025	A
Monday 12 May 2025	B
Monday 19 May 2025	A
Monday 26 May 2025	B
Monday 2 June 2025	A
Monday 9 June 2025	B
Monday 16 June 2025	A
Monday 23 June 2025	B

Information Sessions

Year 14	Thursday 10 th October 5 – 6pm
Year 13	Wednesday 9 th October 5 – 6pm
Year 12	Tuesday 1 st October 5 – 6pm
Year 11	Thursday 3 rd October 5 – 6pm
Year 10	Monday 23 rd September 5 – 6pm
Year 9	Wednesday 25 th September 5 – 6pm
Year 8	Thursday 19 th September 5 – 6pm

Parent Teacher Consultations

Year 14	Friday 11 th October 1.30pm – 3.30pm	Online
Year 13	Thursday 16 th January 1.30pm – 3.30pm	Online
Year 12	Thursday 5 th December 4pm – 6pm	In person
Year 11	Thursday 6 th February 1.30pm – 3.30pm	Online
Year 10	Monday 10 th March 1.30pm – 3.30pm	Online
Year 9	Friday 2 nd May 1.30pm – 3.30pm	Online
Year 8	Wednesday 9 th April 4pm – 6pm	In person

Please note on 11th October this is a staff day, no pupils will be in school on that day. On 16th January, 6th February, 10th March and 2nd May, school will finish at 12 noon.

Should a pupil wish to stay in school until 3.25pm, they may go to the school canteen or library.

For pupils who are entitled to free school meals, please email the school info account 24 hours in advance to order a packed lunch which can be collected from the canteen at breaktime.

We will continue to use SchoolCloud to facilitate online Parent Teacher consultations for Years 9,10,11, 13 and 14. Year 8 and 12 consultations will be held in school.

In all cases, booking information will be emailed to parents in advance of each afternoon.

Tracking Assessment Schedule

Years 8 – 10

- TA1 is an average of internal department assessments completed during the first term. This may be a class test, a series of homework pieces or a class presentation. Class teachers will inform pupils of which pieces will contribute to this assessment.
- TA2 and TA3 are formal examination weeks where pupils will be off-timetable and will follow an examination timetable.

Term	Assessment
1	TA1 Tracking Point Internal department assessments completed in class throughout Term 1.
2	TA2 Tracking Point Formal Examinations Monday 20 th – Friday 24 th January 2025
3	TA3 Summer Examinations Monday 19 th – Friday 23 rd May 2025

Years 11 to 14

- TA1 is an average of internal department assessments completed during the first term. This may be a class test, a series of homework pieces or a class presentation. Class teachers will inform pupils of which pieces will contribute to this assessment.
- TA2 is a formal examination week, where pupils will be off-timetable and will follow an examination timetable.

Term	Assessment
1	TA1 Tracking Point Internal department assessments completed in class throughout Term 1.
2	TA2 Tracking Point Formal Examinations Monday 20 th – Friday 24 th January 2025
3	External Examinations Details on Study Leave will be sent during the Spring term.

The School Day

Week A

Period	Time
Registration	08.45 – 08.55
1	08.55 – 09.50
2	09.50 – 10.45
Break	10.45 – 11.05
3	11.05 – 12.00
4	12.00 – 12.55
Lunch	12.55 – 13.35
5	13.35 – 14.30
6	14.30 – 15.25
School ends	15.25

Week B

Period	Time
Registration	08.45 – 08.55
1	08.55 – 09.50
2	09.50 – 10.45
Break	10.45 – 11.05
3	11.05 – 12.00
4	12.00 – 12.55
Lunch	12.55 – 13.35
5	13.35 – 14.30
6	Staff Development
School ends	14.30

The school operates a two-week timetable. In week B, school will finish for most pupils at 14.30. There may be some extra-curricular clubs that take place during this time.

School is open from 8am. Pupils should not be on site before this time. On arrival, pupils should go to the canteen until 8.30am before going to form rooms for registration at 8.45am. Breakfast may be purchased from the school canteen between 8am and 8.30am.

In the interests of pupil safety, we would ask that parents/carers refrain from driving into the school grounds at the start and end of the day unless a prior arrangement has been made with the Head of Year or Principal. There is strictly no through road through the school grounds and no facility for U-turns within front or back entrances.

If a pupil is late to school, they should sign in at reception. Lateness is monitored by Form Tutors and Heads of Year. In cases of repeated lateness, the Positive Behaviour policy will be followed.

With the exception of Sixth Form pupils, who may leave school on foot at lunchtime, pupils should not leave the premises during the school day without permission. If leaving school for an appointment, pupils should sign out at reception and be collected by a parent/guardian.

Break and Lunch Arrangements

Pupils may purchase items from the canteen using their ParentPay balance or bring food with them. Parents/Guardians can add funds to a pupils account online using their ParentPay account or pupils can do so using the cash machines in the canteen. Pupils must use their canteen card to make payments; fingerprints and pin codes are no longer accepted.

The canteen menu and prices will be shared on a regular basis to each year group team. Should your child have any allergies or dietary requirements please inform the Pupil Welfare Officer Mrs Morrison who along with the Canteen Supervisor will discuss the menu with your child.

School Bus Services

Comber	Departs from the bus top at Pizza Express Glider stop on Upper Newtownards Road
Week A	Monday – Friday 3.35pm
Week B	Monday – Thursday 3.35pm, Friday 2.40pm
Newtownards	Departs from the bus stop outside Greenwood Primary School
Week A	Monday – Friday 3.32pm
Week B	Monday – Thursday 3.32pm, Friday Pupils can use any Newtownards service bus, please see Translink website for timetables.
Bangor	Departs from the Glider stop outside Greens Pizza on the Upper Newtownards Road
Week A	Monday – Friday 3.30pm
Week B	Monday – Friday 3.30pm

Should a pupil need to remain in school beyond the end of the teaching day, they should go to the school canteen.

School Communications and Key Points of Contact

As a school we use Schoolcomms and their parent app, School Gateway, to communicate important information with parents/guardians. It is therefore important that the email address and mobile telephone numbers we hold for each parent/guardian are accurate. The email should be a personal email address rather than a work email address. **Please avoid using @c2kni.net email addresses due to difficulties with the shared domain name.** Should you need to change any of the information during the school year, please email the school info address info@bloomfield.belfast.ni.sch.uk so that we can update our records.

Key Points of Contact

Should you have a concern regarding a particular subject please contact the school reception to leave a message for the subject teacher or relevant Curriculum Area Leader.

Should you have a pastoral concern about your child, please contact the school reception to leave a message for the relevant Form Teacher. Please note that the receptionist may ask for some brief details regarding the reason for the call to ensure that it is directed to the correct member of staff.

Alternatively, please email info@bloomfield.belfast.ni.sch.uk We would ask that parents do not email members of staff directly.

Curriculum Area Leaders 2024/2025

Art	Mrs McFerran
Biology	Miss Ritchie
Business Studies	Mrs Luke
Careers	Mrs Hutchinson
Chemistry	Dr Swann
Child Development	Mrs Hannah
English	Ms Kinsley-Smith
French	Mrs Polley
Geography	Mrs Lester/Mrs Calvert
German	Mrs Polley
Government and Politics	Mr Campbell
Health and Social Care	Mrs Hannah
History	Mr Waterworth
Home Economics	Mrs Hannah
ICT	Mrs Wharry
Mathematics	Mrs Cummings
Media Studies	Mr McManus
Music	Mrs Mark
PE	Mrs Mills
Physics	Ms Wallace
Psychology	Mrs Rea
Religious Studies	Mr Irvine
Sociology	Mr Campbell
Spanish	Mrs Polley
Technology and Design	Mr Turner

Heads of Year and Form Teachers 2024/2025

Year 8	Mrs Rea	8P Ms Wallace 8Q Dr Swann 8R Mrs Polley 8S Mrs Lester
Year 9		9P Mrs Mills 9Q Mrs Cummings 9R Mr Montgomery 9S Mrs Hannah
Year 10	Mrs Wright/Mrs Girvan	10P Mrs Girvan 10Q Mr Irvine 10R Mr Dillon 10S Mrs Calvert
Year 11	Mrs Stevenson	11P Mrs Crawford-McMorran 11Q Mrs Martin 11R Mrs McCloskey/Mrs Henderson 11S Miss Johnston/Mrs Greer
Year 12	Mr Campbell	12P Dr Hudson 12Q Miss Esler/Miss Blaney 12R Mr Miss Ritchie 12S Mr Turner
Year 13	Mrs Esler	13P Mrs McManus 13Q Mr Thompson 13R Mr Waterworth 13S Dr McBride
Year 14	Mrs McFerran/TBC	14P Ms Kinsley-Smith 14Q Mr Driscoll 14R Mr McManus 14S Mrs Hutchinson

Senior Leadership Team

Principal Mr Greer				
Vice Principal Mrs Thomson				
Senior Teachers				
Mrs Luke <i>Organisation</i>	Mrs Wharry <i>Pastoral</i>	Mrs Barrett <i>Data</i>	Mrs Stevenson <i>Skills and Communication</i>	Mrs Mark <i>Community</i>

Attendance Procedures

If your child is absent from school, for any reason, please email sc10315a@Schoolcomms.com on the **morning of their return to school** with the following information:

- Pupil's full name and form class;
- The dates they were absent;
- A short comment on the reason for their absence.

If your child is **absent for three consecutive days**, we would ask that you inform the school either via reception or by emailing sc10315a@Schoolcomms.com. We will send notifications of unexplained absences to the email address used to register for School Gateway. To explain the absence, simply click on reply and state the reason for the absence. In the case of an appointment during the school day, an email should be sent to sc10315a@Schoolcomms.com at least 24 hours in advance, or, in the case of an emergency, by 10.00am on the morning of the appointment. A pupil will not be permitted to leave the school site unless we have received notification of the appointment. All pupils should sign out at reception and sign in again on their return to school. Where possible, please book appointments outside of the school day.

It is important that your child attends school regularly to ensure they reach their full potential. Please encourage your child to be punctual to school; registration is at 8.45 am; any pupils arriving after this time should sign in at reception and will be marked as late.

Please note that Schoolcomms cannot receive attachments. If an attachment is necessary, please email the info@ account with the attachment alongside an explanation by reply to Schoolcomms.

Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading. For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

Should a pupil's attendance reach 90% their Head of Year will contact their parent/guardian to discuss support available and strategies to improve the pupil's attendance to a satisfactory level.

Pastoral Care

Bloomfield Collegiate School's pastoral support is of crucial importance in creating an environment where our pupils feel secure, know they are valued and are being educated in a caring community. On site counselling is available and is currently delivered by Familyworks NI. The process of how to access the school counsellor is promoted throughout the school and all pupils are made fully aware of the self-referral process. Should you have any concerns about your child's mental health, you may make a referral on their behalf. This can be done by speaking with their Head of Year or a member of the Safeguarding Team. During the appointment, the counsellor will talk to your child to find out how they are feeling and talk through any worries or concerns.

Safeguarding Team

Designated Teacher	Mrs J. Wharry
Deputy Designated Teachers	Mr G. Greer (Principal), Mrs J. Waterworth, Mrs E Stevenson, Mr C. Turner and Mrs McFerran.

Learning Support

The Learning Support Department, led by the Learning and Support Coordinator, Mrs J Waterworth, provides assistance to all members of the school community, whether through individual advice and one-to-one help, group or whole class support, advice to teaching or support staff or testing students to facilitate examination access arrangements. Some students arrive with diagnosed difficulties while others may be identified while at Bloomfield Collegiate through a process of screening and careful observation by our teachers. We pride ourselves on having an open-door policy, and mentor many students throughout the school to achieve their potential.

Our current provision includes:

- Year 8 Accelerated Reader programme;
- Summer Term small group literacy support;
- Parental advice on medical issues such as ADHD, Autism and Mental Health;
- Parental advice on GCSE subject choices;
- Referral to Educational Psychologist;
- Testing for Access Arrangements;
- Counselling Service.

Please be assured that we have clear processes for identifying and assessing children with Special Educational Needs. Staff will strive to ensure that your child's needs are fully met, whether they have learning difficulties or SEN.

What are Examination Access Arrangements?

An Examination Access Arrangement is a provision or type of support given to a student, subject to examination board approval, in an examination when a particular need has been identified.

They allow candidates with **special educational needs or temporary injuries** to show what they know and can do without changing the demands of the assessment.

For further information on the forms of support and evidence required for access arrangements, please visit the Learning Support page on our website.

<https://bloomfieldcollegiate.org.uk/pastoral/learning-support/>

The House System

The House System exists to encourage girls to take a full part in a wide range of school activities, to provide a focus of loyalty within the school and to give the opportunity to girls to exercise responsibility and leadership. There are four Houses, named after former Headmistresses and benefactors: Clarke, Curran, Spencer and Walker. The house system is another support mechanism for the pastoral system, as different age groups work together and help each other.

Each House is led by a Year 14 House Captain. This gives pupils an opportunity to develop their leadership skills and be a mentor and role model to younger pupils.

Each House has a House Mistress or Master to oversee activities. The House year runs from April to April.

Uniform

Uniform plays an important role in contributing to the unique character of Bloomfield Collegiate School, instilling pride and self-respect, encouraging identity with the school and its ethos. As a school situated on the main arterial route of the Upper Newtownards Road, we are a school that may be judged publicly by the appearance and conduct of pupils wearing the uniform and, consequently, each pupil's behaviour and appearance must be such as to uphold the reputation of the school at all times.

The wearing of school uniform is compulsory for all pupils. Therefore, each pupil is expected to wear the uniform to, during, and from school, and on all occasions as directed by the Principal. The uniform must be worn in accordance with regulations, and a neat and tidy appearance presented.

Parents, staff and pupils are consulted on uniform issues as appropriate. The School Council provides pupils with an opportunity to have their voice heard.

COMPULSORY ITEMS YEARS 8-12

Winter and Spring

Blazer	Bloomfield Collegiate School blazer
Skirt	Regulation bottle-green skirt with two box pleats to front and two box pleats to the back <i>The skirt should be worn to the knee</i>
Blouse	Long-sleeved regulation striped blouse <i>The blouse must be worn tucked into skirt and with top button in.</i>
Sweater	Regulation V-neck bottle-green sweater with the option of regulation V-neck bottle-green cardigan
Tie	Regulation Bloomfield Collegiate School tie <i>The tie must be worn properly knotted and at the appropriate length.</i>
Socks/tights	Plain bottle-green knee socks or plain bottle-green tights (40 denier or more)

Optional Outdoor Wear

Jacket	Regulation school issue black puffa jacket (available from school) <i>The jacket may not be worn as a substitute for the school blazer.</i>
Scarf	Regulation Bloomfield Collegiate School scarf

SUMMER ALTERNATIVE - ALL YEAR GROUPS

Regulation short-sleeved school blouses may be worn in the summer term and until the end of September.

COMPULSORY ITEMS YEARS 13-14

Winter and Spring

Blazer	Bloomfield Collegiate School Sixth Form blazer
Skirt	Regulation bottle-green straight skirt with kick pleat to back <i>The skirt should be worn to the knee</i>
Blouse	Long-sleeved regulation striped blouse <i>The blouse must be worn tucked into skirt and with top button in.</i>
Sweater	Regulation V-neck bottle-green sweater with the option of regulation V-neck bottle-green cardigan
Tie	Regulation Bloomfield Collegiate School Sixth Form tie <i>The tie must be worn properly knotted and at the appropriate length.</i>
Socks/tights	Plain bottle-green knee socks or plain bottle-green tights (40 denier or more)

Optional Outdoor Wear

Jacket	Regulation school issue black puffa jacket (available from school) <i>The jacket may not be worn as a substitute for the school blazer.</i>
Scarf	Regulation Bloomfield Collegiate School Sixth Form scarf

SUMMER ALTERNATIVE

Regulation short-sleeved school blouses may be worn in the summer term and until the end of September.

PHYSICAL EDUCATION AND GAMES

Compulsory items – all Year Groups

- Kukri BCS blue polo shirt
- Kukri BCS skort
- Kukri BCS plain black leggings
- Kukri BCS royal-blue and bottle-green hoodie
- regulation knee length blue sports socks for hockey
- 1 pair non-marking laced training shoes

Compulsory items – Years 8-10 and all Hockey teams

- shin guards (required for September)
- mouth guard (required for September) – it is each pupil's responsibility to wear this

In the interest of health and safety, pupils are strongly advised to wear shin pads and mouth guards at all times when playing hockey.

Non-compulsory Items

- regulation smock top
- Kukri BCS bottle-green tracksuit bottoms (must be worn zipped up)

The following items should only be purchased if advised by a member of the PE staff:

- regulation team playing shirt – white Kukri BCS polo shirt
- regulation team zip-up top
- Regulation team black track bottoms

All sports equipment and clothing must be named.

Unless special permission has been granted, sports items should only be worn on days when pupils have PE or Games. If participating in an extra-curricular activity on any other day, then pupils should wear their full school uniform into school and change into their PE kit at the end of the day. When representing the school, pupils are expected to wear regulation kit or team uniform.

Members of the PE staff will be happy to provide advice to parents about the purchase of Sports Equipment.

Shoes – all year groups

Shoes must be plain, black leather shoes with non-marking soles.

The heel should not exceed four centimetres measured at the back of the heel and be the full width of the shoe for the duration of the heel. Flimsy soles, kitten heels, pumps, high heels, wedges, canvas shoes, open toes and other fashion shoes are not permitted. Shoes must fit securely to the foot; in more open styles, a strap over the instep is expected.

Trainers must not be worn except for PE related activities or if granted permission to do so by the Head of Year.

Make-up

Make-up is not permitted in Junior School (Years 8-10). Pupils in Years 11 and upwards are permitted to wear discreet make-up only (light concealer and/or foundation) If considered inappropriate, they will be asked to remove it and given the means to do so. Nail polish/false nails are not permitted. Members of the Senior Leadership Team and, if necessary, the Board of Governors will be the final arbiters in disagreements.

Jewellery/accessories

The wearing of a single, simple gold or silver stud in each earlobe only is permitted. These must be removed for PE and Games. Hair accessories must be discreet.

Hair Colour and Style

Neither unnatural hair colours/combinations nor extreme hairstyles are permitted.

Badges

The school presents badges for a range of achievements. Only these, or approved charity badges, may be worn.

Piercings

With the exception of the regulation relating to earrings, visible piercings are not permitted. A single plain gold or silver small stud in the lower ear lobe is permitted.

Accepted Dress Code for Non-Uniform Days

On non-uniform days pupils must wear clothing and footwear suitable for a school environment. Clothing must be modest (low cut tops, backless tops or exposed midriffs and shorts or miniskirts are forbidden).

Study Leave and Examination Periods

Pupils who choose to come into school during periods of study leave must wear school uniform. During examination periods, full school uniform must be worn and regulations relating to jewellery should be adhered to.

Considerations

The school will seek to be sensitive to the needs of those of different cultures, races and religions as well as medical or other needs. Queries should be addressed, in the first instance, to the Senior Leader (Routine and Organisation) or Chair of the Board of Governors.

Uniform during Periods of Exceptionally Clement Weather

If permission is granted by the Principal, pupils may choose not to wear their blazer during the months of May and June only.

Uniform during Periods of Severe Weather

When worn in accordance with school regulations, the uniform provides appropriate protection against the weather. However, during exceptional periods, when a severe weather warning for ice/snow for Northern Ireland has been issued by the Met Office, it is even more important that pupils dress warmly and keep dry whilst still maintaining high standards of uniform. **For these periods only**, there may be slight amendments to the uniform as follows:

- pupils should wear their blazer and, over this, a regulation school puffa jacket;
- it is recommended that pupils wear a scarf (regulation) and gloves;
- two pairs of bottle-green tights may be worn;
- if there is deep snow, plain Wellington boots may be worn to and from school. Pupils must change into their school shoes **immediately** on arrival at school. Please note, pumps, boots, canvas shoes etc. are not acceptable school uniform;
- a head covering such as a woolly hat (plain colour, preferably green, blue or black) may be permitted when pupils are travelling to and from school. This must be removed immediately on arrival at school;
- layers may be worn beneath the school blouse, providing they are light in colour and not visible at the neck or wrists;
- a Bloomfield Collegiate School PE hoodie may be worn under the blazer when a pupil is travelling to and from school. This must be removed **immediately** on arrival at school. Non-regulation fleeces, hoodies etc. are **not** permitted.

Unless otherwise advised, pupils are expected to wear correct school uniform to and from school, including the blazer. Only the approved coat and scarf are permitted. BCS Kukri PE hoodies must not be worn to, from or during school, except in periods of extreme weather and on days when a pupil has PE or Games.

Pupils are advised to ensure that they may be seen clearly by motorists, perhaps by having reflective strips on their schoolbag.

Uniform Infringements

Pupils who do not conform to expected uniform standards will be asked to correct the issue. Parents of pupils whose shoes do not conform to regulations or whose skirt is not worn at the accepted length will be asked to replace these immediately. The Friends of Bloomfield association has several items available to purchase from their 'pre-loved' stock.

Incidents of uniform infringements are recorded on a pupil's uniform card. These are monitored by their Form Tutor and Head of Year. Your support in ensuring your child's uniform meets the required expectations is greatly appreciated.

Mobile Phones

Mobile Phones are not permitted to be used during the school day unless a pupil has been given permission by a member of staff. Pupils must not use their phone to take images or video of themselves, other pupils or members of staff. The inappropriate use of a mobile phone during the school day will be sanctioned in-line with the school's Behaviour policy.

Should your child become unwell during the school day, they should inform a member of staff who will send them to the Pupil Welfare Officer, Mrs Morrison. After speaking with the pupil, Mrs Morrison will, if necessary, contact their parent/guardian. Pupils should not contact home directly.

Please see the e-safety policy and Positive Relationships and Antbullying policy for further information on mobile phones.

Positive Behaviour and Expectations

What is a Bloomfield Learner?

At the start of the school year, each department will share their expectations for pupil behaviour and how they can obtain achievements in that subject. Achievements, both academic and those outside the classroom, such as volunteering, acts of kindness and sporting representation, will be recognised at assemblies throughout the year. Parents will receive a notification in the School Gateway app when their child has been awarded an achievement by a member of staff.

Should a pupil not meet the expectations set by a department, for example in not meeting deadlines for homework or failing to bring the correct books and equipment to class, they will receive a behaviour point. Parents will receive a notification in the School Gateway app when this has occurred. We would ask you to discuss this with your child, ensure that they complete the homework and submit it to the teacher for the next lesson. Should a pupil accumulate more than 5 points, the relevant Head of Department or Head of Year will be in contact with parents.

All school policies, including the full Promoting Positive Behaviour Policy, can be found on the school website. <https://bloomfieldcollegiate.org.uk/information/policies/>

ParentPay

Bloomfield Collegiate School is now a cashless school. We use ParentPay, which is the UK market leader in online school payments. All parents/guardians are asked to pay for items online using ParentPay. Current examples include: meals in the canteen; School Fund; School resources and materials.

Please remember to set Alert settings for “new item alert” and “message” alerts. These can be found within the Communications tab.

If you have any queries regarding ParentPay, please contact Mrs Amanda Craig, Finance Manager (email: finance@bloomfield.belfast.ni.sch.uk).

Further information can be found at www.parentpay.com

School Fund

We are very grateful to the parents/guardians who have helped the school financially over the years as these voluntary contributions have had a very positive impact on the pupils’ education. The additional income has enabled the school to provide, for example, interactive white boards, athletics facilities, sports coaches, extra-curricular activities and additional resources, and goes directly into improving the teaching and learning facilities across the school.

In order to continue to provide and improve upon this level of service, the Board of Governors has agreed that the School Fund will be £150 per pupil per annum. This sum can be paid in the following ways:

- One payment of £150 in September 2024;
- £15.00 monthly (over ten months September – June);
- Payments of any amount spread over each term, showing a reducing balance.

School Fund will be set as a payment request on your ParentPay account. We ask all parents/guardians to make payments via ParentPay. All payments to the school fund are on a voluntary basis.

If you have any queries about the School Fund, please do not hesitate to contact Mrs Amanda Craig in the Finance Office. Email address finance@bloomfield.belfast.ni.sch.uk

Educational Visits

Parents will be asked to give permission for pupils to attend an educational visit via ParentPay. Any cost associated with the trip is payable via ParentPay when giving permission. Whilst on an educational visit or residential, pupils are expected to behave in accordance with the school’s Promoting Positive Behaviour Policy.