

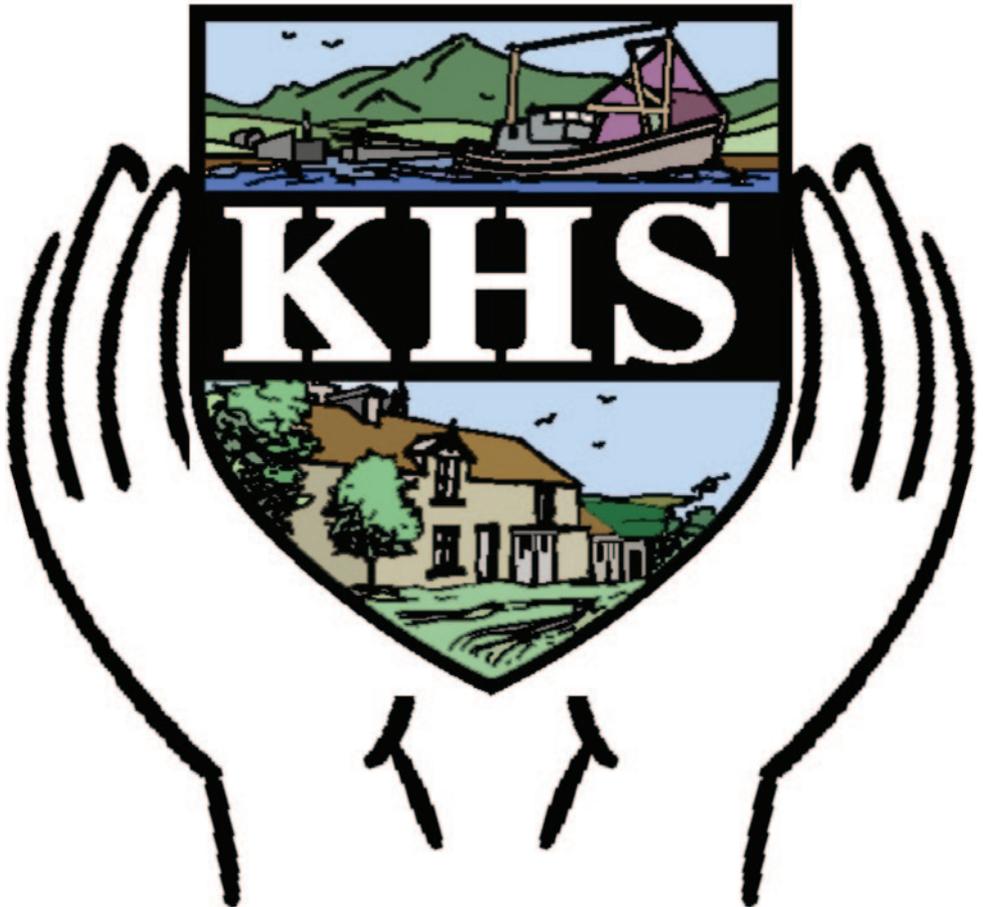


INVESTORS IN PEOPLE



mark of excellence

# Kilkeel High School **PARENTS' HANDBOOK**





# CONTENTS

A word of welcome from Mr V. Coert	2
Kilkeel High School Aims	3
Kilkeel High School Mission Statement	4
Pastoral Care Team	5
Who do I need to speak to?	6
How do I make contact?	7
<b>STUDENT RULES AND EXPECTATIONS</b>	<b>8</b>
Punctuality	9
Preparation	11
Presentation	12
Positive Behaviour	16
Property	17
Premises	18
Additional Information	19
E-Safety: Internet use	21
Detention	22
<b>LETTERS AND MAILINGS</b>	
Attendance	ii
Punctuality	iii
Uniform	iv
Homework	v
Detention	vi
<b>COPIES OF FORMS YOU MAY NEED TO USE</b>	
Absence Form	ii
Lunchtime Pass	iii
<b>POLICIES:</b>	
Child Protection (Safe-guarding)	ii - iv
Pastoral Care	v - vii
Anti-Bullying	viii - xii
Curriculum	xii - xiv

## A WORD OF WELCOME FROM MR V. COERT

Dear Parents,

It is my pleasure to welcome you to Kilkeel High School. This handbook is a simple guide to help strengthen the relationship between home and school, parents and staff, so as to ensure that our practices and procedures, roles and responsibilities are clearly understood.



Our school Aims and Mission Statement remain the same; I am indebted to all staff, pupils, governors and parents for their support.

I believe that, together we have managed to incorporate within our aims, all that is best for our pupils as we lead and guide them to take their places as young adults in the world of work which lies ahead but, equally important, in their own community all around them.

All associated with Kilkeel High School, will bear witness that we are a family school, an exciting institution at the heart of a vibrant community. Alongside the academic and pastoral aims of our school, involvement in extra-curricular activity is strongly encouraged, for our goal as always is to educate the whole person! When visited by the Inspectorate in March 2014, it was confirmed that ***'the quality of education provided by this school is very good. The school is effectively meeting the educational and pastoral needs of the learners.'***

As a parent of three boys myself, finding a school suitable to develop each of their individual academic and pastoral needs remains at the forefront of my mind. Like you, I firmly believe that a happy child is a learning child. As a pupil-centred school, we will endeavour to develop the partnership between home and school so as to ensure that your child's learning experience at Kilkeel High School, is a positive one.

I therefore appeal to you to support us as we seek to educate and meet the pastoral needs of your child; it is our common aim to help your child reach his/her individual potential so as to later enjoy the success in life which he/she deserves.

**TOGETHER, we can make a difference for all our children!**



## **AIMS**

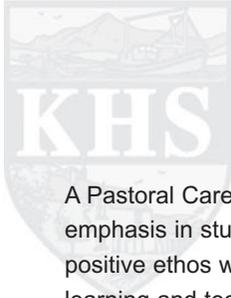
It is the aim of Kilkeel high School that our students will:

- Develop enquiring minds which will see learning as a lifelong experience.
- Achieve their full potential, irrespective of age, ability, race or gender.
- Develop the attitudes and skills that will enable them to take their place as responsible citizens in an ever-changing world.
- Be self-disciplined and capable of making informed decisions, independently and collaboratively.
- Take responsibility for their own physical well-being.
- Enjoy good relationships with peers and staff, caring for each other and valuing the diversity that exists among us.
- Show courtesy and good manners, respecting themselves and others within the school, the local community and the global environment.

## **MISSION STATEMENT**

To enable our students to fulfil these aims we will endeavour to:

- Provide a well-balanced, structured and challenging curriculum, supported by high quality teaching, which will meet the learning needs of all.
- Provide a supportive learning environment which cultivates self-esteem and enables students of all abilities to develop confidence, act with initiative and adopt positive attitudes towards themselves and others.
- Ensure that the school is an orderly and disciplined community in which consideration for others, courtesy and good manners are encouraged and a positive attitude towards discipline, conduct and authority sustained.
- Teach the importance of social responsibility and provide opportunities for students to show community spirit and environmental awareness.
- Teach the benefits of exercise, good nutrition, hygiene and good health practices.
- Develop effective two-way channels of communication and an active partnership between home, school and community.
- Develop a culture of celebrating achievement in all its forms.



## PASTORAL CARE TEAM

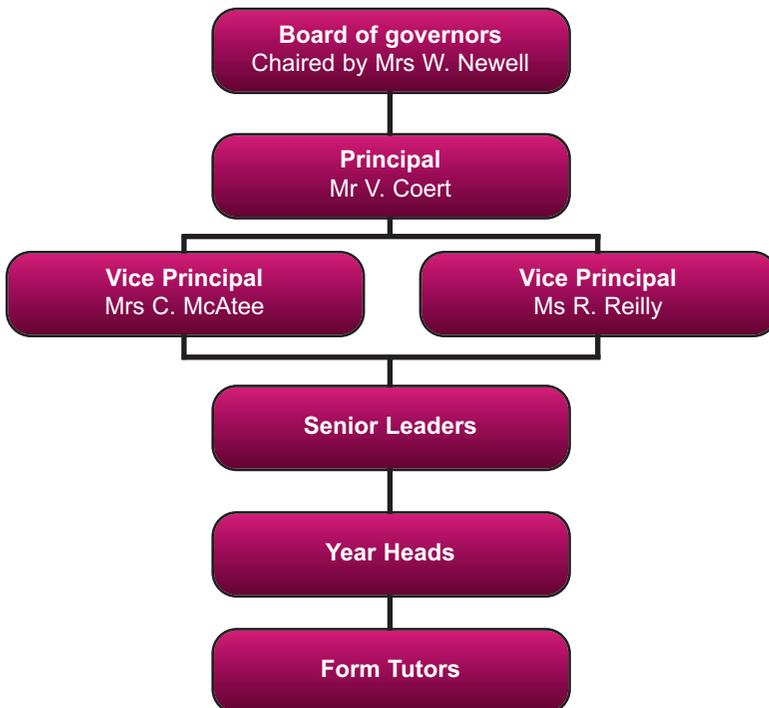


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A Pastoral Care approach was introduced in the school in 1989. Since then the emphasis in student management has been to continue the development of a positive ethos with a view towards the on-going improvement in the quality of learning and teaching.

Pastoral Care comes into every aspect of school life and, because of this unique quality, it is seen as the accepted medium of creating, maintaining and developing good, appropriate relationships, whether teacher-teacher, teacher-student or student-student.

Our main aim, through Pastoral Care, is to run a school in which staff and students are secure, contented, informed and encouraged to achieve their best.



## WHO DO I NEED TO SPEAK TO?

To help you decide who to contact, a summary of the responsibilities of senior members of staff and key support staff is listed below.

**Principal:** Mr V. Coert

**Vice Principals:** Mrs C. McAtee  
Ms R. Reilly

**Senior Leaders:** Mr A. Kincaid  
Mr M. Pobloth

**Year Heads**

Ms J. Robinson	(Year 8)
Mr G. Howard	(Year 9)
Mrs A. Campbell	(Year 10)
Mr A. Leonard	(KS4)
Mr M. Annett	(KS4)
Ms R. Taylor	(Sixth Form)

### FORM TUTOR

The Form Tutor should be the first point of contact for both the student and parent; he/she has day-to-day responsibility for the welfare of your child, including attendance, punctuality, uniform and behaviour.

### YEAR HEAD

The Year Head has overall responsibility for welfare and conduct of students within his/her year group. Year Heads are another point of contact and support parents, students and form tutors with ongoing or serious issues relating to students in their year.

### SENIOR LEADER

Each Senior Leader works closely with Year Heads and Vice-Principals. He has responsibility for a number of year groups and plays an important role in dealing with lateness, signing in/out, detention and serious behaviour problems. He is a further point of contact regarding your child's welfare.

## **VICE-PRINCIPAL**

The Vice Principal in charge of pastoral care is responsible for co-ordinating issues relating to the welfare of your child. She works closely with Senior Leaders, Year Heads and Form Tutors. The Vice Principal should only be contacted directly when a serious issue or emergency arises.

## **PRINCIPAL**

The Principal has overall responsibility for the smooth running of the school including the welfare and conduct of your child. He will work closely with Vice Principals and other staff.

## **HOW DO I MAKE CONTACT?**

You can contact the appropriate member of the Pastoral Care Team by confidential note or by telephone call to the office. If you phone the school, it is unlikely the member of staff will be immediately available but he/she will return your call as soon as he/she is able. Please note the office staff are unable to make appointments for members of teaching staff.

Address	Kilkeel High School Knockchree Avenue Kilkeel County Down BT34 4BP
Telephone:	028 4176 2365 028 4176 2713
Fax:	028 4176 5038
Email:	<a href="mailto:info@kilkeelhigh.kilkeel.ni.sch.uk">info@kilkeelhigh.kilkeel.ni.sch.uk</a>
Website:	<a href="http://www.kilkeelhigh.org">www.kilkeelhigh.org</a>

# **STUDENT RULES & EXPECTATIONS**

## **PUNCTUALITY**

Students will arrive to school and class on time.

## **PREPARATION**

Students will always go to class with the correct equipment, homework and diary.

## **PRESENTATION**

Student's class work, homework and coursework will be of the highest standard. Students will wear the full school uniform.

## **POSITIVE BEHAVIOUR**

At all times students will show respect for the views and rights of each member of the school community.

Students will behave in a safe and orderly manner in the classroom and around school.

## **PROPERTY**

Students will not damage, deface or remove personal and school property.

## **PREMISES**

Students will stay in school at lunchtime unless they have a lunchtime pass.

*(A copy of this document will form part of your child's induction in September and will be signed by both Student and Form Tutor)*



## PUNCTUALITY

**We believe punctuality is a life skill, valued in the workplace.  
We expect our students to be self disciplined in their time keeping.**

School starts with registration at 8.50am

The registration of students will be electronic. The attendance data enables us to follow patterns and trends in absence and to work more effectively in preventing truancy and casual absence.

Students are expected to arrive in good time for lessons throughout the day. Lateness is monitored and persistent lateness dealt with.

Absence from school must be explained on the day of return via a parental note. Pre prepared notes are available from your child's Form Tutor.

Students who are on the late bus register must sign in at the office immediately on arrival.

Attendance at school is critical to your child's academic success. We therefore ask that all medical/dental appointments are made outside of school hours, where possible.

Students should only 'sign out' of school if it is essential. Students who need to leave school between 8.50am and 3.10pm (other than those who hold a valid lunchtime pass which entitles them to go home for lunch) must 'sign out' at the general office between 8.50am and 9.15am on that morning. Students should bring a medical/dental appointment card or a KHS signing out form with them. Permission from a member of the Senior Leadership Team is needed.

A pupil will only be allowed to leave school if they are then collected by a parent/guardian or nominated contact. A parent/guardian or nominated contact must sign the signing out book in the general office when collecting a pupil. Pupils should report to the general office at the time they need to sign out and wait to be collected.

A parent/guardian or nominated contact must call **in person** to collect the student; no student will be signed out on the strength of a phone call to school.

A student who is ill in school must report to the General Office. If it is in his/her best interests to go home, the General Office staff will telephone home to make arrangements. When these are completed the student must sign out before leaving school.

Students must not ring home to report they are ill.

Students may, in an emergency, get special permission to “sign out” from Mr Coert, Mrs McAtee or Ms Reilly. (See Form below)

	<h2 style="text-align: center;">SIGNING OUT FORM</h2>
Name: _____ Class: _____ Date: _____	
Time signing out: _____ Time signing in: _____	
Reason for signing out: _____ _____ _____	
Name of parent/guardian _____	
Person Signing child out (only a nominated contact may sign a pupil out: _____	
Signature of Senior Teacher: _____	
<i>A pupil may only sign out if a parent/nominated contact calls in person to collect him/her.</i>	



## PREPARATION

**We believe that organisation is an important skill and that students should learn to be prepared for each school day.**

Students should come to school with a bag containing the materials and equipment required for each class or activity. This would normally include:

- pens
- pencils
- calculator
- ruler
- diary
- books
- homework(s).

But on certain days may involve:

- P.E. or Games kit
- Home Economics ingredients
- Art and design work

Please ensure that your child comes to school suitably equipped for each class or activity.



## PRESENTATION

**We believe a positive self-image is very important, helping to build self-esteem and contributing to the overall development of our students.**

Whilst fully appreciating the initial cost of school uniform, we feel that it solves several problems. It provides a smart outfit for five days of the week and helps ensure that no child need look richer, poorer, smarter or shabbier than another. It also helps avoid the distraction of a 'fashion parade' in school.

Uniform helps us establish a 'corporate identity' for the school and encourages students to take pride in that identity. The uniform is generally modelled on smart business wear and encourages students to take themselves and their occupation as students, seriously. Kilkeel High School has a lovely uniform; it looks best when it is clean, tidy and well looked after. We do ask parents to support us in the detail as well as the principle of school uniform. We need your support in maintaining high standards.

Adherence to our high standards of uniform and personal presentation is regarded as an indicator of positive behaviour. Refusal to adhere to uniform/presentation standards will therefore be seen as a refusal to abide by school rules and sanctions will be applied accordingly. Uniform regulations apply to anyone when the uniform is worn in school or outside school at trips or other events.

All students attending Kilkeel High School are required to wear uniform.

- The uniform should be worn without additions, alterations or deviations.
- Girls' skirts should be an appropriate length ie. no more than 5 cm above the knee. Short skirts are not appropriate in terms of either practicality or modesty.
- Shoes should be plain black, low-heeled and comfortable. They should be leather/leather substitute. For reasons of safety students should not wear peep-toed or open backed shoes or sandals.
- Black trainers are not an acceptable alternative to shoes, nor black jeans for smart, black trousers. Hat/caps and hooded/tracksuit tops are not part of the school uniform and are not permitted.
- Hoodies/tracksuit tops will be confiscated.
- All students are required to wear clip on ties.
- The school shirt/blouse should be worn tucked in, sleeves done up and all buttons and the collar must be done up.
- Jewellery is inappropriate with uniform and should not be worn apart from one small, plain stud in the lobe of each ear. No other body piercings are permitted. Only one small finger ring and watch are permitted.
- Obvious and heavy makeup and coloured nail varnish are not acceptable.

- Hair should be clean, neat and natural in colour. The school does not permit extreme hairstyles or colours — as determined by the school. The length of boys' hair should not be below the collar. Girls must tie long hair back when practical work is being done e.g. in Science, Technology, Home Economics and PE.
- Boys must be clean shaven.
- We are aware that outdoor coats are expensive and are worn on many more occasions than school. We would ask parents to ensure that whatever type and style of coat is bought, it is appropriate for school use and will look smart worn over school uniform. Outdoor coats must not be worn in the corridors or in classrooms.
- All items of uniform and other possessions must be clearly labelled.
- The school has no personal insurance for loss or damage of uniform or personal property.
- During non-uniform days or attendance at organised trips, the school prohibits clothing which depicts alcohol or drugs, which has sexual or obscene connotations, which advocates violence, which uses offensive language or symbols or which states ethnic, racial, political or religious superiority.

#### **GIRLS' CLOTHING Uniform**

- Maroon blazer
- Maroon skirt (kick pleat) or black school trousers (Halloween to Easter)
- Grey blouse
- White blouse for 6th Form
- Maroon pullover (optional)
- Clip on school tie
- Grey knee socks or grey/black woollen tights permissible in winter
- Black leather/leather substitute shoes



#### **BOYS CLOTHING Uniform**

- Maroon blazer
- Black trousers
- Grey shirt
- White shirt for 6th Form
- Maroon pullover (optional)
- Clip on school tie
- Grey/black socks
- Black leather/leather substitute shoes

The Physical Education department require full kit to be worn at all times

## **GIRLS CLOTHING**

### **Physical Education & Games**

- Polo shirt (sky blue) Tracksuit bottoms or jogging bottoms (black)
- Ankle socks (white)
- Training shoes (no baseball boots/fashion shoes)
- Hockey socks (maroon)
- Maroon pants
- Maroon wrap-over skirt
- Towel
- Extra pullover or sweat top (maroon)
- Swimsuit

### *Optional*

- Black athletic shorts for athletics or cross country
- Skorts
- Astro-turf shoes
- School tracksuit

## **BOYS CLOTHING**

### **Physical Education & Games**

- Polo shirt (sky blue)
- Tracksuit bottoms or jogging bottoms (black)
- Short socks (white)
- Football boots
- Hockey, rugby, football socks (maroon)
- Gym shoes
- Shorts (black)
- Towel
- Extra pullover or sweat top (maroon)
- Swimming trunks.

### *Optional*

- Rugby/Hockey shirt (school colours)
- Astro-turf shoes
- School track suit

### ***Uniform stockists:***

Holmes'	(Kilkeel and Annalong)
Murphy's	(Kilkeel)
Bingham's	(Newcastle)





## PRESENTATION

**We believe students should complete class and homework to the highest standard possible.**

### CLASSWORK

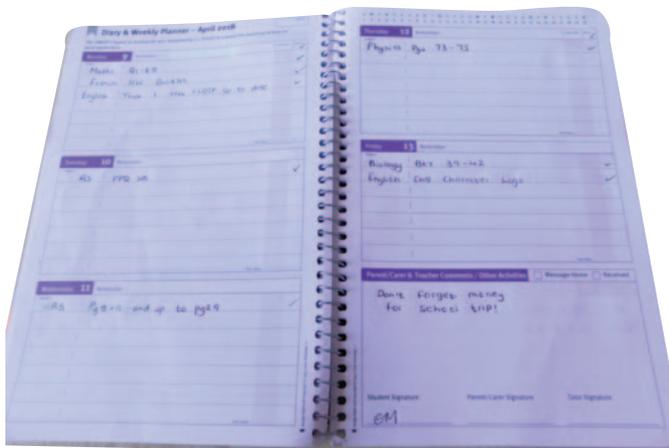
Students should listen to and follow the teacher's instructions making the necessary effort to complete tasks.

### HOMEWORK

All students are expected to complete set homework on time as detailed in the homework timetable; we regard it as an extension of what is done in school.

Your child should record their homework in their diary, which we would encourage you to monitor and sign.

Your child's class work, homework and/or coursework should be of the highest standard possible.



## POSITIVE BEHAVIOUR

**We believe that all students should behave in a responsible manner both in regard to themselves and to others, showing consideration, courtesy and respect for other people and property at all times.**

Students must take responsibility for their own behaviour.

Students are expected to co-operate with staff by following all instructions given to them.

Students are expected to behave in a safe and controlled manner at all times.

Students should show courtesy and good manners, respecting themselves and others.

Students must not use offensive, abusive or vulgar language in school; it will **NOT** be tolerated.

Students should apply themselves to given tasks working to the best of their ability.

Students' positive behaviour within the classroom and in wider school, will be formally recognised through Achievement Reward points.



## PROPERTY

**We believe the school forms an important part of the local community and therefore students should value the premises, treating school equipment and buildings with respect.**

Kilkeel High School recognises that portable digital technology is now an important aspect of everyone's life and has considerable value, particularly in relation to learning and even individual safety. Kilkeel High School therefore permits students to bring such devices to school.

Nevertheless, the widespread ownership of portable digital devices among young people requires that teachers, students and parents take steps to ensure this technology, in particular mobile phones, is used responsibly in schools.

Kilkeel High School has established an E-Safety Policy for portable digital devices that provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during school hours.

Students, their parents, carers or guardians must read, agree to and sign the 'E-Safety Policy' before students are given permission to bring mobile phones to school.

The E-Safety Policy for mobile phones also applies to students participating in extra-curricular activities.

Smart watches are not permitted in school.

Students should treat all areas of the school buildings and equipment with respect. All clothing and personal possessions should be clearly labelled with the owner's name.

Damaging or defacing school property or another person's property is a serious offence and will not be tolerated. Such instances will be dealt with severely.

*Kilkeel High School will not be held responsible for the loss or damage of personal property brought to school.*

## **PREMISES**

**We believe that our students should be properly supervised at all times. In order to facilitate this some areas of the school are out of bounds during certain times of the day.**

Students must **NOT** leave the school grounds at break-time.

Only students in possession of a lunch-time pass may leave the grounds at lunchtime to go home for lunch. A completed form accompanied with a signed passport photograph, detailing where they are going home for lunch, must be sent to school before a home lunch pass is issued.

Students must not leave school without permission, which should be obtained as described under punctuality.



## **ADDITIONAL INFORMATION**

### **1. SCHOOL FUND**

All parents / guardians are invited to make a contribution to the finances of the school, on a yearly basis. We would appreciate it if you would arrange to sent in £30.00 for the first child and £25.00 for each additional child, each September.

Without this help, K.H.S. would not be able to subsidise our student trips, activities, sporting events etc.

### **2. PARENTS' MEETING / EVENTS**

K.H.S. believes that relationships between home and school are very important. With this in mind we strongly encourage you to attend all relevant parent / teacher meetings. On occasions, throughout the year, informal social evenings / events will be arranged and we would welcome your attendance and appreciate your support when these occur.

### 3. EXTRA CURRICULAR ACTIVITIES

We ask you to encourage your child to take part in as many extra-curricular activities as possible. In K.H.S. we are able to offer our students a wide variety of clubs, societies, music and sporting events throughout the year. As a school, we feel it is very important for students and staff to meet and work together outside the classroom.

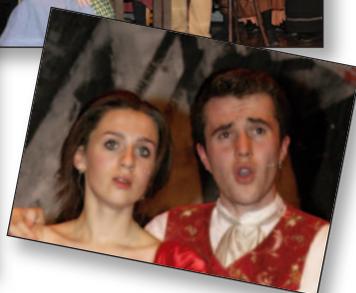


### 4. TRIPS AND VISITS

Tutorial groups and whole year trips are regularly organised by our Pastoral Care Teams. These are often subsidised by school fund and centred on social activities e.g. ice-skating, bowling, theatre concerts etc.



Once again, please encourage your child to join in and take advantage of all our out of school events that are organised by staff, for his / her benefit.





## E-SAFETY: INTERNET USE

**The school has computers with internet access to help pupil learning. These rules will keep you safe and help us be fair to others.**

- Students will only access the system with their own login and password, which they will keep secret.
- Students will not access others' files.
- Students will use the computers for school work and homework or as alternatively directed by the teacher.
- Students must ask permission from a member of staff before using the Internet.
- Students will only e-mail people they know, or others with their teacher's approval.
- The messages students send must be polite and responsible.
- Students must not give their home address or telephone number, or arrange to meet someone, unless their parent, carer or teacher has given permission.
- Students should report any unpleasant material or messages sent to them. Students must understand this report would be confidential and would help protect other students and themselves.
- Students must realise that the school reserves the right to check computer files and that it monitors computer use using Securus Software.
- Students must at all times abide by E-Safety policy  
(Please see Website for details)



## DETENTION

School detention is a serious sanction, issues for incidents of both an academic and pastoral nature. Parents are notified of formal (after school) detentions in writing. Notification may also be made via phone call, in exceptional circumstances.

The structure of detention includes the following:

- **BREAK DETENTION** (for lateness to class/ minor offences)
- **LUNCH DETENTION** (for minor offences but supervised by the Vice-Principal/Principal)
- **FORMAL SCHOOL DETENTION** (for more serious offences/repeated minor offences)

There is a tiered approach to after school detention which reflects the structure of our pastoral system. Formal detention takes place every Thursday at 3.15pm. There is a 30-minute detention (issued by Subject Teachers/Form Tutors/Heads of Department) and a 45-minute detention (issued by Year Heads/SLT). Any student who misbehaves in detention is detained for an extra 15 minutes.

- **SLT DETENTION** (for deliberate non-attendance at Formal Detention or a serious offence) is held on Friday afternoons 3.15pm – 4.15pm. Withdrawal from class is used when students fail to engage with detention or for serious offences. Students who find themselves in withdrawal repeatedly face formal suspension from school. Suspension is also used for very serious offences. The school is obliged to inform both the Board of Governors and the Education Authority of all suspensions.

## LETTERS YOU MAY RECEIVE FROM SCHOOL

Attendance .....	ii
Punctuality .....	iii
Uniform .....	iv
Homework .....	v
Detention .....	vi

# ATTENDANCE

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Student \_\_\_\_\_

Form \_\_\_\_\_

Dear

Good attendance at school is vital if your son/daughter is to achieve his/her full potential.

School records show that your son/daughter has missed \_\_\_\_\_ days since the start of the current school year without any explanation being given for the absences.

If there are legitimate reasons for the absences, I would be grateful if you could inform the school as soon as possible.

Should his/her attendance continue to cause concern I will be obliged to refer the matter to the Year Head who will contact the Education and Welfare Service.

Yours sincerely,

\_\_\_\_\_ Form Tutor

# PUNCTUALITY

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Student \_\_\_\_\_

Form \_\_\_\_\_

Dear Parent/Guardian

Punctuality is an important part of self discipline and is essential to good time management.

Arriving late to school means lessons are interrupted and vital time is missed.

Since the start of the school year \_\_\_\_\_ has been late to school on \_\_\_\_\_ occasions without providing a legitimate reason.

Any further lateness this term will result in me having to apply a relevant sanction to reinforce the school's position.

If there are legitimate reasons why your son/daughter has been late I would be grateful if you could inform the school as soon as possible.

Yours sincerely,

\_\_\_\_\_  
Year Head

# UNIFORM

Date \_\_\_ / \_\_\_ / \_\_\_

Name of Student \_\_\_\_\_

Form \_\_\_\_\_

Dear Parent /Guardian

As \_\_\_\_\_ Form Tutor I am responsible for ensuring that he/she maintains the high standard of personal appearance expected from all students who have chosen to attend Kilkeel High School.

The school believes a positive self-image is very important, helping to build self-esteem and contributing to the overall development of our pupils.

**Full school uniform must, therefore, be worn at all times.**

If for any reason the full uniform cannot be worn, we would ask you to provide the school with a note of explanation.

Your son/daughter has not been wearing the following item(s) of school uniform: \_\_\_\_\_ and has, as yet not provided a parental note.

On behalf of the school I would ask that as \_\_\_\_\_ parent/guardian you ensure he/she is wearing the correct full school uniform when attending school.

Failure to comply with this important school rule will result in me having to apply a relevant sanction to reinforce the school's position.

On the reverse side of this letter I have enclosed a list of the full school uniform that all students are expected to wear while at and travelling to and from school.

If I can be of any further assistance please do not hesitate to contact the school.

Yours sincerely,

\_\_\_\_\_ Form Tutor

# HOMWORK

Date \_\_\_ / \_\_\_ / \_\_\_

Name of student \_\_\_\_\_ Class \_\_\_\_\_

Dear \_\_\_\_\_

All students are expected to complete homework on time, as detailed on the homework timetable; we regard this as an extension of what is done in school.

Your son/daughter's homework record has been brought to my attention for the following ticked reason(s):

Failure to produce _____ homeworks since ___ / ___ / ___	
Quality of homework/effort is unsatisfactory	
Homework is regularly being handed in late	

I am aware that there may be reasons why it is not always possible to do a homework on a set night. In this case it would be helpful if you would provide a note explaining the circumstances.

Please check with your son/daughter that all homeworks are completed to the best of his/her ability. A diligent and focused attitude to homework is important to academic progress and success. Your son/daughter's homework record may be taken into account when class moves are being considered.

Yours sincerely,

\_\_\_\_\_ Form Tutor

# DETENTION

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Student \_\_\_\_\_

Form \_\_\_\_\_

Dear Parent / Guardian

The above student will be detained in school for extra work on

\_\_\_\_\_, \_\_\_\_\_, 20

Reason for detention:

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Teacher's signature: \_\_\_\_\_

If you require any further information regarding the issue of the detention, please do not hesitate to contact the school.

**DETENTION IS A SERIOUS CONSEQUENCE; students detained will be expected to obey the following rules and procedures:**

- Detention begins at 3.15pm.
- If he/she normally travels by school bus you are asked to make alternative arrangements.
- Students are expected to arrive on time for detention.
- If a student is late for detention they will be detained for an extra 15 minutes.
- Work will be provided and students will be expected to work consistently for the full time.
- Any form of disruptive behaviour will not be tolerated. Students will work in silence.
- If the detention is deliberately missed he/she will be placed in Senior Management detention which is held on Friday afternoons from 3.15-4.15. A letter informing parents of the details of this detention will be sent home by the Vice Principal.

**DETENTION IS A SERIOUS CONSEQUENCE; DELIBERATE  
NON-ATTENDANCE MAY LEAD TO SUSPENSION FROM SCHOOL**





# ABSENCE FORM

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date of absence from school: \_\_\_\_\_

Reason for absence:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of parent/guardian (printed) \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Mobile/Home number for check: \_\_\_\_\_

Signature of Form Teacher: \_\_\_\_\_

# HOME LUNCH PASS

Date: Sept 2020

Dear Parent /Guardian

In the interest of the safety of our students it is a school rule that **no** student leaves the school grounds at break-time, and only those with parental permission leave at lunchtime.

In order that we may effectively supervise our students at lunchtime we are asking parents / guardians of students who go **home\*** for lunch to confirm that this is normal practice by completing the reply slip below. The completed document should be given to the student's Form Tutor. In return, the students will receive, from a Vice-Principal, a Home Lunch Pass, valid for one school year, which should be carried at all times. Please note that a current passport photograph is required as a means of identification. This student photograph will form part of the home lunch pass.

\*If a student intends to go regularly to another adult apart from yourself at lunchtime, please indicate name, relationship to student, address and a contact number on the reply slip.

**If your son/daughter does not arrive at the designated address for lunch, we ask that you telephone the school office immediately.**

Yours faithfully,

C McAtee

Vice Principal

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## HOME LUNCH PASS CONSENT

Student's name \_\_\_\_\_ Form \_\_\_\_\_

I, as a Parent/Guardian of the above student, request that he/she be issued with a Home Lunch Pass for the school year 2020/21. I confirm that he/she comes home\* for lunch.

Parent /Guardian \_\_\_\_\_ (Signature) Date \_\_\_\_\_

The school reserves the right to contact the home to check validity of signatures.

Home Address \_\_\_\_\_

Contact number \_\_\_\_\_

\* Alternative address for lunch \_\_\_\_\_

Contact number \_\_\_\_\_

Name of supervising adult \_\_\_\_\_

Relationship of adult to above student \_\_\_\_\_

## **POLICIES:**

Our school policies clearly define our practice within Kilkeel High School. As all our policies can be accessed through our school website ([www.kilkeelhigh.org](http://www.kilkeelhigh.org)), a shortened version (or Parent's copy) of some of our key policies have been included for your benefit, namely

Child Protection (Safe-guarding) .....	ii - iv
Pastoral Care .....	v - vii
Anti-Bullying .....	viii - xii
Curriculum .....	xii - xiv

# CHILD PROTECTION (SAFEGUARDING) POLICY

## PRINCIPLES & RATIONALE

We in Killeel High School have a primary responsibility for the care, welfare and safety of the students in our charge, valuing individuals for their unique talents and abilities. We will carry out this duty through the Pastoral Care Policy which aims to provide a caring, supportive and safe environment in which all students can learn and develop to their full potential. One way in which we seek to protect our students is by helping them learn about the risks of possible abuse and helping them to recognise unwelcome behaviour in others so that they acquire the confidence and skills necessary to keep themselves safe.

The staff of our school have adopted Codes of Practice in respect of their behaviour towards students and they have been issued with guidelines on the use of 'reasonable force' as well as other behaviour management strategies.

The purpose of the Child Protection (Safeguarding) Policy is to protect our students by ensuring that everyone who works in our school, both teaching and non-teaching staff, has clear guidance on the action which is required where abuse of a child (be it physical, sexual, emotional, neglect, bullying or issues relating to indecent images) is suspected.

## SAFEGUARDING RESPONSIBILITIES

Various aspects of safeguarding pupils in Killeel High School are the responsibility of all in our school community. These include:

- The Board of Governors (Chaired by Mrs W. Newell)
- The Principal and Deputy Designated Teacher for Child Protection - Mr V Coert
- The Vice Principal (Pastoral) and Designated Teacher for Child Protection  
- Mrs C McAtee
- The Vice Principal (Curriculum) and Deputy Designated Teacher for Child Protection  
- Ms R Reilly
- Senior Leaders - Mr A Kincaid and Mr M Pobloth
- KHS SENCo - Mrs J McGregor
- KHS Year Heads (Ms J. Robinson, Mr G Howard, Mrs A Campbell, Mr A Leonard, Mr M Annett and Ms R Taylor)
- Pastoral Year Teams which comprises of all Class Tutors.
- All Teaching Staff

- All Support staff
- EA
- Other external Agencies (e.g. Social Services, PSNI etc.)

## **PARENTAL COMPLAINT PROCEDURE**

A general Child Protection concern:

I have a concern about my child's safety



I can talk to the Class/Form Teacher



If I am still concerned, I can talk to the Designated Teacher for Child Protection (Mrs C McAtee) or the deputy designated teachers (Mr V Coert or Ms R Reilly)



If I am still have a concerned, I can talk/write to the Chair of the Board of Governors



If I am still concerned I can contact the NI Public Ombudsman 0800 343 424

## **VETTING PROCEDURES**

The Board of Governors of Kilkeel High will ensure that all adults working with its pupils will undergo vetting procedure, as stipulated by DENI guidelines Circular 2006/25.

Volunteers in particular (e.g. Assistant Rugby / Hockey coaches) will work under the supervision of permanent members of our school staff and will undergo a mandatory Enhanced Disclosure Check (EDC) through Access NI (DENI Circular 2012/19), before being allowed to work alongside our pupils.

At any time a parent can talk to a Social Worker  
at the Gateway Team

**Telephone: 0800 7837745** (Free Phone from a Landline)

Or can contact the PSNI Public Protection Unit

**Telephone: 028 9025 9299**

## **CHILD PROTECTION AND THE PREVENTATIVE CURRICULUM**

We recognise that the school plays a significant part in the prevention from harm for all our pupils, by providing them with:

- a. good lines of communication with trusted adults
- b. supportive friends
- c. opportunities to liaise with external agencies (eg. S. Services)

An awareness to respond to perceived threats and the development of behaviour suitable and appropriate to post-primary pupils, are all reinforced in the following ways:

- a. Personal Development and Mutual Understanding within the curriculum
- b. School and Year Assemblies focused on a key aspect of teenage behaviour and development
- c. Visits from external agencies dealing with Social issues (eg. PSNI on Drugs, E-Safety etc.)
- d. Guidance from staff, arising within the classroom

## **INTERNAL COUNSELLING**

In order to provide our pupils the opportunity to share their concerns with someone other than teaching staff, a school counselling service is provided, approved by the Department of Education in NI.

All referrals for counselling made by parents or school staff, should be made through Mrs C McAtee (Vice Principal). However, a letter box, found outside the General Office, is made available for confidential self-referrals. Pupils may avail of this service on a weekly basis.

***The safety of the child is our first priority.***

***It should be noted that the information given to members of staff about possible child abuse cannot be held 'in confidence'. In the interests of the child, staff may need to share this information with other professionals in accordance with the EA Child Protection procedures.***

# PASTORAL CARE POLICY

## PRINCIPLES & RATIONALE

Pastoral care touches all aspects of the school and, because of this unique quality, is recognised as the accepted medium of creating, maintaining and developing good, appropriate relationships, whether teacher-teacher, teacher-student or student-student. Our main aim, through the many components of Pastoral Care, is to run a school in which staff and students are secure, contented, informed and capable of doing their best and working to their potential.

It is in the area of relationships that curriculum and pastoral are most profitably integrated. Pastoral Care is NOT just for the Form Tutorial period - it is an integral part of the student's total school experience. As Douglas Hamblin wrote:

*“Pastoral Care is at the heart of teaching”*

## ORGANISATION

Pastoral Care in KHS is formally organised on the basis of Form classes and Year groups. Each student is assigned to a form with a Form Tutor, who has primary responsibility for overseeing their care and behaviour, in all aspects. Year Heads are expected to have a close knowledge of all the students in their year and to be available for referral where a Form Tutor considers it necessary. Senior Leaders provide support and responsibility for seeing that the system functions properly and, apart from the Principal, are the last stage of referral. At all rungs of the ladder the opportunity exists to offer students counselling and guidance regarding their approach to school, as well as checking inappropriate behaviour.

## ROLES AND RESPONSIBILITIES

### Role of the Subject Teacher

Primarily, subject teachers must create a learning environment which assists students to reach their potential in the learning process. Therefore within a classroom, the subject teacher seeks to address both the educational and pastoral needs of the individual student.

### Role of the Form Tutor

The Form Tutor has general oversight of students in his/her Form group with regard to:-

- general welfare
- appearance school rolls, absences

- behaviour
- academic progress
- school reports, including assessment reports
- school fund, charity collections

### **Relationships**

- Establishing a strong rapport with students in Form - respect on both sides
- Building up a Form identity and a sense of caring within the group
- Helping to build a Year Group identity
- Working as a member of the Year Group, led by the Year Head

### **Pastoral Programme**

- implementation of the Personal Development programme

### **Interviews**

- with students
- with parents

### **Role of the Year Head**

The role of the Year Head includes:

- support for Form Tutors and subject teachers
- important behavioural role; higher rung in referral ladder (may issue Daily Report Card)
- monitor absences and lateness, liaise with parents and apply consequences when necessary
- organise Year Assembly
- organise arrangements for class moves within Year Group

### **Relationships**

- Creating and maintaining a team approach with Form Tutors in Year Group
- Establishing a good relationship with pupils in Year Group
- Building up the Year identity and sense of caring and support within the Year Group
- Liaising with other Year Heads and Senior Management

### **Pastoral Programme**

- Responsible for organising PSHE Programme for Year Group
- Responsible for evaluation and development of PSHE Programme

### **Interviews**

- with students
- with parents
- with Education Welfare Officer and other agencies if necessary

## **Personal Development Programme**

A significant element in our Pastoral Care provision is the Personal, Social and Health Education programme offered by the school. In every Year, in Form Class, for 1 period a week, pupils follow a course covering 5 themes in expanding complexity and depth. These themes are:-

**Self-awareness**

**Study Skills**

**Health**

**Social-awareness**

**Relationships**

## **Students' Experience**

Pastoral Care in its many forms, from consideration of the physical environment to furthering inter-personal relationships, exists to promote our students' experience of security, well-being and educational advancement. Where it is felt that these experiences are falling short, whether reported by students, parents or staff, strenuous efforts are made by staff to find and remedy the fault.

## **Communicating with Parents**

We feel it is a strong part of our Pastoral Care provision that parents are kept as fully informed as possible of their children's progress. Not only is our reporting system extremely informative but parents are also advised at every stage of our behaviour management procedures, whether related to rewards or sanctions. We feel that this affords parents the fullest opportunity to contribute to their children's school experience. When school and parents act together in partnership it is very much to the benefit of all the pupils in our school.

## **External Support Agencies**

Under the Pastoral Care provision regular contacts are maintained with the following:

- Education Welfare Officer
- School Counselling Service
- Behavioural Support and Provisions Team
- Educational Psychology Service
- Social Services, including counselling services
- P.S.N.I.
- Also as part of the PD Programme talks are frequently given by members of the local community as well as individuals from further afield

# ANTI-BULLYING POLICY

## RATIONALE

Kilkeel High School believes that all its students and staffs have the right to learn and work in a secure and caring environment without the fear of being a target for bullying behaviour. Everyone has a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment. Bullying is entirely contrary to the values and principles we work and live by. Kilkeel High School is therefore completely opposed to all forms of bullying behaviour.

## MISSION STATEMENT

We will endeavour therefore to....

**Continually work towards an anti-bullying culture within our school, where pupils are confident in expressing their views, safe in the knowledge that their views will be listened to, respected and acted upon.**

- We are committed to a society where children and young people can live free and safe from bullying.
- We believe in a society where bullying is unacceptable.
- We believe that every child and young person should be celebrated in their diversity.
- We are committed to a preventative, responsive and restorative anti-bullying ethos across the whole school.
- We value the views and contributions of children and young people. We will actively seek these views and will respect and take them into account.
- We understand that everyone in our school community has a role to play in taking a stand against bullying and creating a safe and welcoming environment for all.

## DEFINITION OF BULLYING

The Addressing Bullying in Schools Act (NI) 2016 provides schools with a legal definition of bullying:

1. – (1) In this Act “bullying” includes (but is not limited to) the repeated use of –
  - (a) Any verbal, written or electronic communication,
  - (b) Any other act, or
  - (c) Any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils.
- (2) For the purposes of subsection (1), “act” includes omission.

**Therefore, bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.**

## FORMS OF BULLYING BEHAVIOUR

The following unacceptable behaviours, when repeated, targeted and intentionally hurtful, may be considered a bullying behaviour:

- a. Verbal or written acts e.g. saying mean and hurtful things to, or about others, making fun of others, calling another pupil mean and hurtful names, telling lies or spreading false rumours about others, trying to make others dislike another pupil/s
- b. Physical acts e.g. hitting, kicking, pushing, shoving, taking/stealing money or possessions, causing damage to possessions.
- c. Omission (exclusion) e.g. leaving someone out, refusing to include someone in group work
- d. Electronic acts e.g. using online platforms or other electronic communication to carry out many of the written acts noted above, impersonating someone online to cause hurt, sharing images e.g. photographs or videos) online to embarrass someone

This list is not exhaustive and other behaviours which fit the definition may be considered bullying behaviour.

Bullying is an emotive issue, therefore it is essential that we use supportive, understanding language when discussing these matters. We refer to children describing the situation surrounding that child e.g. a child displaying bullying behaviours or a child experiencing bullying behaviours.

In defining 'harm' we define:

Emotional or psychological harm as intentionally causing distress or anxiety by scaring, humiliating or affecting adversely a pupil's self-esteem.

Physical harm as intentionally hurting a pupil by causing injuries such as bruises, broken bones, burns or cuts.

## **PREVENTATIVE MEASURES**

The school aims to provide a safe and caring community, through an ethos which promotes consideration for others, courtesy and good manners. All students benefit from a comprehensive and accessible support structure through a dedicated team including Form Tutors, Year Heads, Senior Teachers, Vice-Principals and the Principal.

Under the legislation, the focus of anti-bullying should be on prevention. Kilkeel High School has an ongoing range of preventative measures including:

- Raising awareness and understanding of the positive behaviour expectations, as set out in our Positive Behaviour Policy
- Promotion of anti-bullying messages through the curriculum and class based activities
- Addressing issues such as various forms of bullying, including the how and why it can happen through Personal Development classes
- Involvement in meaningful and supportive Shared Education projects and classes, supporting pupils to explore, understand and respond to difference and diversity
- Actively promoting positive emotional health and wellbeing
- Engagement with key national and regional campaigns e.g. Safer Internet Day, Kindness Week
- Development of peer-led systems e.g. The Diana Award's Anti-bullying Ambassadors, Sixth Form Buddy System
- Participation in the NIABF annual Anti-Bullying Week activities
- Focused assemblies to raise awareness and promote understanding of key issues related to bullying

- Support of external agencies e.g. PSNI
- In-service training for staff
- Provision and promotion of extra-curricular and co-curricular activities aimed at supporting the development of effective peer support relationships and networks

## **RESPONSIBILITY**

Everyone has a responsibility for creating a safe and supportive learning environment for all members of the school community.

Everyone in the school community, including pupils, their parents/carers and the staff of the school are expected to respect the rights of others to be safe. Everyone has the responsibility to work together to:

- Foster positive self-esteem
- Behave towards others in a mutually respectful way
- Model high standards of personal pro-social behaviour
- Be alert to signs of distress and other possible indications of bullying behaviour
- Inform the school of any concerns relating to bullying behaviour
- Refrain from becoming involved in any kind of bullying behaviour, even at the risk of incurring temporary unpopularity
- Refrain from retaliating to any form of bullying behaviour
- Intervene to support any person who is being bullied, unless it is unsafe to do so
- Report any concerns or instances of bullying behaviour witnessed or suspected, to a member of staff
- Emphasise the importance of seeking help from a trusted adult about bullying behaviour when it happens or is observed
- Explain the implications of allowing the bullying behaviour to continue unchecked for themselves and/or others
- Listen sensitively to anyone who is being bullied, take what is said seriously and provide reassurance that appropriate action will be taken
- Know how to seek support – internal and external
- Resolve difficulties in restorative ways to prevent recurring bullying behaviour and meet the needs of all parties

## **REPORTING A BULLYING CONCERN**

### Pupils Reporting a Concern

Any pupil can raise a concern about bullying, not just the pupil who is experiencing the bullying behaviour. This can be done in a variety of ways, including:

- Talking to a member of staff
- By writing a note to a member of staff
- By sending an email to a member of staff
- By sending an email to the dedicated anti-bullying email address

### Parents/Carers Reporting a Concern

Parents/carers should encourage their children not to do anything to retaliate or to 'hit back'.

- In the first instance, all bullying concerns should be reported to the Form Teacher.

- Where the parent is not satisfied that appropriate action has been taken or where further incidents have taken place, the concern should be reported to a Year Head/Senior Teacher/Vice-Principal.
- Where the parent is not satisfied that appropriate action has not been taken, or where further incidents have taken place, the concern should be reported to the Principal.

Where the parent/carer remains unsatisfied the school's complaint procedure should be followed.

## **RESPONDING TO A BULLYING CONCERN**

The processes below provide a framework for how Kilkeel High School will respond to any bullying concerns identified.

Using the NIABF's Effective Responses to Bullying Behaviour resource, the member of staff responsible shall...

- Clarify facts and perceptions
- Check records
- Assess the incident against the criteria for bullying behaviour
- Identify any themes or motivating factors
- Identify the type of bullying behaviour being displayed
- Identify intervention level
- Select and implement appropriate interventions for all pupils involved, including appropriate interventions, consequences and sanctions not listed in the NIABF's Effective Responses Resource
- Track, monitor and record effectiveness of interventions
- Review outcome of interventions
- Select and implement further interventions, as necessary

When responding to a bullying concern, school staff shall implement interventions aimed at responding to the behaviour, resolving the concern and restoring the wellbeing of those concerned. Where appropriate, school staff may implement sanctions for those displaying bullying behaviour.

Any information regarding any action taken regarding a pupil cannot be disclosed to anyone other than that pupil and his/her parents/carers.

## **RECORDING**

The school will centrally record all relevant information related to reports of bullying concerns, including:

- How the bullying behaviour was displayed
- The motivation for the behaviour
- How each incident was addressed by the school
- The outcome of the interventions employed

Records will be kept in the online SIMS Behaviour Management Module, which is part of the C2k system in schools. Access to these records will be restricted and only provided to those members of school staff with a legitimate need to have access.

# CURRICULUM POLICY

## PRINCIPLES & RATIONALE

Through our curriculum, Killeel High School aims to develop and promote a culture of high aspiration and inclusion, so as to ensure that ...

***“every learner fulfils his/her full potential at each stage of his/her development”***  
***(Every School a Good School - DENI)***

We aim to provide every pupil with the opportunities to improve and advance their learning as far as they are capable by giving access to a broad, relevant curriculum which is best suited to their abilities and aptitudes.

In practice, our curriculum policy must take account of the characteristics of high quality learning and teaching set out in “Every School a Good School” (Department of Education for NI)

## CURRICULUM

Killeel High's curriculum is set out in accordance with all the requirements of the revised Northern Ireland Curriculum which was introduced on a statutory basis in all post-primary schools in the 2007/08 school year. The following information is therefore useful for any aspiring Year 8 pupils:

### **Key Stage 3 - Years 8, 9 and 10**

All pupils follow a common statutory curriculum made up of elements set out below.

Learning for Life and Work which includes:

- Personal Development
- Employability
- Local and Global Citizenship
- Home Economics

Religious Education

The following Areas of Learning:

- Language and Literacy
- Mathematics and Numeracy

Modern Languages  
The Arts  
Environment and Society  
Physical Education  
Science and Technology

Along with the above provision it is also a statutory requirement that certain Cross-Curricular Skills and other skills, which are considered essential for life and work, are developed and assessed; all subject departments have a responsibility to contribute to this development and assessment.

### **Cross - curricular Skills**

Communication  
Using Mathematics  
Using IT

### **Other Skills - Thinking Skills and Personal Capabilities**

Being Creative  
Working with Others  
Self-management  
Managing Information  
Thinking, Problem-solving and Decision Making

### **Careers' Education, Information, Advice and Guidance (CEIAG)**

Kilkeel High recognises the important role of Careers' Education in the curriculum.

Discrete lessons covering a comprehensive Careers' programme, including Employability, are provided for all pupils from Year 8 to Year 14.

Careers' information and guidance is provided by school and Board staff, involving individual pupil interviews and using the library and research facilities in the Careers' suite.

### **Literacy and Numeracy**

Literacy and Numeracy Co-ordinators have the responsibility to monitor Literacy and Numeracy provision across departments as well as keeping abreast of developments and keeping staff informed.

All departments must give consideration to any relevant methods which they may employ to improve the Literacy and Numeracy of pupils; any such provision should be noted in department action plans and department schemes.

## **Assessment for Learning**

Assessment for Learning methods are intended to improve pupils'

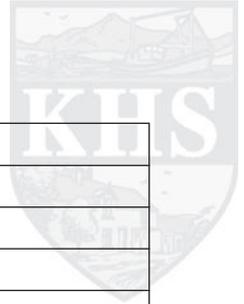
- inclusion,
  - motivation,
  - autonomy, and
  - desire to succeed
- ... in relation to their learning.

## **Monitoring and Evaluating**

The effectiveness of the curriculum and its delivery are monitored and evaluated by:

- tracking individual pupil's progress
- assessments, examinations and reporting
- homework
- pupil self-evaluation and review
- benchmarking data.

# MONTHLY CALENDAR

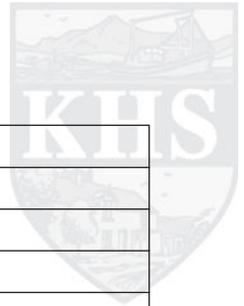


## SEPTEMBER

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# MONTHLY CALENDAR

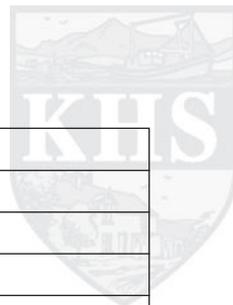


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# MONTHLY CALENDAR

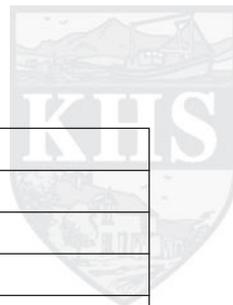


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# MONTHLY CALENDAR

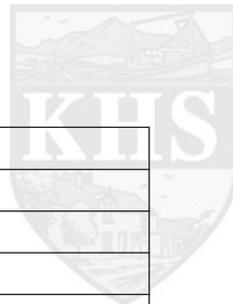


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# MONTHLY CALENDAR



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# NOTES



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## BUSINESS PARTNERS



Classic Coaches

