Plan of Work 2014/2015

* Start with setting up class rules and going through school rules.
* After your first assembly conduct your first Regular Class Survey. Class surveys are also carried out after discussing “Information before Class Surveys”
* Continue with the lessons you have chosen to raise awareness. Sept/Oct.
* Deal with any issues which arise from the class survey e.g. Start an action sheet, fill in a Pupil Friction Alert Form etc.
* If you need to interview a pupil, inform me and I will supervise your class.
* As school co-ordinator I will be responsible for distributing filled in Alert Forms. I will put a basket on my desk for all Anti Bullying Documentation. Let me know if you have put something into it. I will then send a copy to each teacher. These copies should be noted and kept in your pack.
* As issues arise please deal with them according to the 6 Quick Step sheet.
* Jan/Feb. Conduct a second Regular Class Survey.
* At the start of each term and if bullying becomes an issue at any stage during the year, you would need to redo awareness lessons.
* An email has gone out to parents informing of the revised policy. They have access to the document pack on the website. I will be presenting the Anti-Bullying Policy to parents at the Parents’ Association A.G.M. on September 29th.
* Remember this is a new policy and will need to be tweaked along the way. Let me know if issues arise that need to be ironed out. We will revisit and review it at each Staff meeting this year. Ask, if you have any queries!