



Moving on to Abbey CBS 2023-2024

 Welcome 
 
To Our School

Welcome to the '**Moving on to Grammar School**' booklet. This booklet has been produced to help you, as the move to Grammar School can be quite an anxious time for both child and parent. Many families have a lot of the same concerns surrounding this transition and I hope that you can use this booklet to address these issues and seek further advice if necessary.

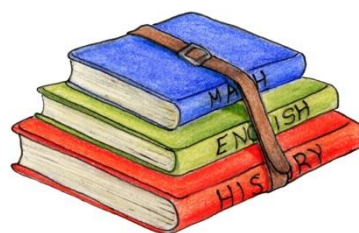
It is important to note we will have already a lot of ground work prepared before your son arrives in the Abbey to start Year 8. Primary schools will have been contacted to allow us to place your son in the correct form class and to allow us to know a small bit about your son before he embarks on his educational journey with us. We will also have met with each new student to discuss any concerns they may have and baseline data will be collected.

Parental concerns

- Being able to help him with his homework if he has any queries or cannot grasp what he has been taught in a particular subject in school
- Hoping that he is able to keep himself safe from potential harm in school and also during his journey to and from school
- Being an active parent in our school
- Hoping that he is happy and makes new friends

Student concerns

- The amount of homework I will get
- Rules and guidelines to learn for my new school
- The journey to school
- Finding my way around
- Developing new friendships



What we do to help your child to settle into the Abbey.

Form class:

We have a dedicated team of very experienced form teachers. There are five form classes in Year 8 which are **Iveagh**, **Donard**, **Slemish**, **Oriel** and **Breffni**. The team of form teachers will be introduced on our Induction days.

If you have any issues or concerns usually the first point of contact would be with the relevant form teacher on **02830263142**. If they are teaching they will return your call when they are free to do so. They may also provide your son with their email address if this is a more convenient way for you to contact them. The Year Tutor (**Mrs Doherty**), Senior Leader (**Mrs Elmore**) and the Principal (**Mrs Savage**) can also be contacted on the same number.



As part of induction, your son will have been asked who they would like in their form class. Every effort will be made to accommodate this request. However, sometimes this is not possible as some students want a fresh start and may not want to be with students from their primary

school. This is a very acceptable and common request and one we will accommodate. If your child is anxious about his class mates assure him that by the end of our Induction Programme he will have made new friends and this should be very much encouraged. Information on which form class your son is in will be sent to you in early August.

Induction programme:

Transition Day – 22nd June 2023

Our new Year 8 intake will attend Abbey CBS from 9am-3:20pm. The purpose of this Transition Day is to alleviate some of the worries your son may have about starting 'Big School'. One of the biggest worries for students and parents is using public transport for the first time. To this end we invite our new pupils to take their new bus to school. Translink drivers have been advised of this and will be on the look out for your son in his Primary School Uniform. Students who do not get the bus should arrive at school at 9am. Senior Prefects will be at reception to greet and guide your son. The rest of the day will consist of a tour of the school, along with a variety of ice breaker activities, to help your son with transition. He will also get an opportunity to avail of his lunch in the canteen, which will be complementary. Please advise Mrs Elmore of any special dietary requirements or allergies on aelmore972@c2kni.net.

August Induction Days:

This programme will run over **TWO** days. A letter will be sent to all parents in early August with additional information regarding these days. On the address label will be the form class your son will be in.

- **Wednesday 30th August** - FUN DAY.

Can parents please drop off boys promptly for 9:15am. **We would kindly ask for parents not to come into the school building when either dropping off or collecting their son on Day One Induction.** Senior Mentors and Form Teachers will be at reception to welcome and guide your son on his first day.

The FUN DAY for each student will be with their form class. They will attend from 9:15am - 3pm. They boys **must wear their Abbey PE uniform** (this can be purchased in O'Neill's) and bring with them their football boots, plenty of water and a packed lunch. The boys will be introduced to their Form Teacher and Senior Mentors. The day will be split into 2 sessions:

Morning session: 9:15 – 9:30 Form Class allocation. 9:30am – 12pm. During this session the boys will engage in the following activities:

- Treasure hunt
- Rockets
- Penalty kick
- Dodge ball and
- A quiz.

(Lunch 12 – 12:30)

Afternoon session: 12:30 – 3 pm During this session the boys will be taken to their form room and will be addressed by their Form Teacher, Year Tutor, and Senior Leader in charge of Year 8 Induction. They will also have their individual photos and finger prints taken (for canteen use). The boys will be provided with a transition booklet to help with a smooth transition into the Abbey.

The day is very much a 'taster day' where the pupils will also get to know the running of the canteen, where their form class will be, the journey to and from school and the vast range of extra-curricular activities the school has to offer.

• **Thursday 31st August** – Day two Induction for all our new Year 8 students together – 31st August 2022 9:30 – 11am. The students will attend this session with their parents/guardians, **in full school uniform**. Parents and pupils will be addressed in the assembly hall. This session will conclude at 11am with an informal reception in the Quadrangle. Parent/Guardians will remain with them for the duration of this session.

Also as part of our on-going Induction Programme in Year 8 the students will, for the first week and during the first term:

- be released early for break, lunch and after school (week one)
- be accompanied from class to class by the senior prefect (week one)
- be escorted to the correct bus stop at the end of each day (week one)
- be given details by class teachers of what is expected of them in their subject area
- retreat with Form class – theme 'Getting to know each other'.
- be taken to **Croke Park** at end of Sept (date and cost tbc)

Buses:

A new system of application is now in place for the allocation of bus passes. All applications are now completed online at <https://www.eani.org.uk/financial-help/home-to-school-transport> Any student who is entitled to a bus pass will receive it in the first couple of days of the new term. Any questions or queries regarding bus passes should be forwarded to

Eugene Boyle, Education Authority, School Transport Section, on 02837512278. The school has no input into the allocation of bus passes. If your son loses his bus pass, again, you will need to contact the number provided. The school can provide a temporary one in the interim.



The teacher in charge of buses in the Abbey is **Mr Savage**. If your son has any issues on the bus with coming to or from school, please inform us immediately. Senior students, on each bus, will also let us know if there are any issues or concerns. Your son will know who these bus prefects are in early September.

Extra-curricular activities:

The school runs a vast range of activities both during and after school. Notifications of all activity start dates and times will be forwarded to your son via the form teacher during

registration. Please try to encourage your son to participate in at least one of the activities we have on offer as this is an excellent way to form new friendships.

Lunch/dinners:

On display outside the canteen is a selection of menus for each month. As we operate a cashless system in the canteen your son is encouraged to top up his account via Impact IPay online so they are not carrying money around school with them. How to do this will be communicated to you all in August. If your son forgets money or lunch he can be issued a dinner slip by his form teacher. These are kept at the back of the homework planner and the account now in debt must be cleared as soon as possible.



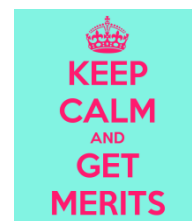
Students who are entitled to **free school meals** will have their accounts credited with **£2.80** each day (this amount may change in September). Entitlement for free school meals can be checked on the following link <https://www.eani.org.uk/financial-help/free-school-meals>

If they overspend they must clear this bill before the next day, as their account will not top up and if they are absent or don't use the money it cannot be carried over to the next day. This only applies to those entitled to free school meals.

Of course pupils can bring in their own break and lunch each day.

Homework planner:

This should be read thoroughly as it contains a lot of very useful information about our school day and the policies and procedures we follow. It is also a very valuable way of communicating information from school to home and vice versa. You are expected to sign the planner every week and this will be strictly enforced by the form teacher. Your son will be shown how to use the planner correctly and it is important they bring this with them to school each day.



Merits/demerits:

In the Abbey we very much promote good behaviour and work and this is reflected in the planner by the teacher awarding either a sticker or a comment to indicate a merit has been received by your son. In Year 8 we run a merit competition between the classes and a special treat is received by the winning class in June which consists of an afternoon of football, pizza and a DVD! In addition to the class merits each form class can gain bonus merits. At our monthly assemblies the Year group will be informed as to how to receive the bonus merits. Examples include

- the class with the least demerits
- the class with the most merits
- the class who raises the most money in the bun sale (in conjunction with Home Economics)
- the class who is most successful in our Lenten fundraising efforts

- the class who receives the most points from class teachers in our 'Good Manners week', etc.

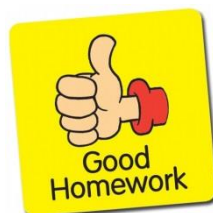
Also, at the end of each month, the student or students with the most merits are rewarded by their form teachers and this will be communicated to you in the planner.

It is important to note that demerits can also be issued for non-completion of work, forgetting books or inappropriate behaviour. Please refer to the planner for more information on this.

Homework policy:

A common issue in Year 8 can be the change in teaching styles and work expected. In Key Stage 3 we follow the Northern Ireland Curriculum as required by CCEA. Each subject (English, Maths, Science, French, Irish, Geography, History, Art, LLW, Computers, Religion, Technology, P.E., Drama and Music) in the Abbey has its own homework policy (this can be accessed through the school website: abbeycbs.co.uk) However homework given in Grammar School can come under many guises such as:

- Reading
- Writing
- Researching
- Learning
- Drawing
- Summarising notes



In year 8 students will be expected to give as much time and effort to any homework issued by class teachers and will always have something to do. Students will be made aware of this early on in Year 8 and will be requested not to write 'no homework' in their planners unless the teacher specifically asks them to do this. As part of the progression to Grammar School we will work with your son to help him understand that all types of homework issued are equal in importance.

Anti-Bullying:

As a school we work very hard enforcing anti-bullying and educating our students. We are very clear what bullying is and in fact have just updated our bullying policy in consultation with staff, parents and students. Issues which can arise with Year 8 include:

- **Developing new friendships:** - In our experience friendships in year 8 do change and whilst this is very much a good thing it can be hard on some students. As part of the Year 8 Induction Programme and the various extra-curricular activities we offer at the Abbey, our students are encouraged to develop new friends. If this is proving difficult for your child, please let us know. We have two counsellors who work in the Abbey, Ms Spiers (Wednesdays) and Mrs Wroe (Thursdays). Any parent wishing to set up an appointment can contact Form Teacher, Year Tutor, or Mrs Elmore.
- **Name calling:** - whilst this may happen and be considered as low level bullying, our experience in dealing with this in school has proved to be very effective. The key is to



let us know as soon as possible and not to deal with it yourself by contacting other parents directly. Also, whilst this may be seen as low level it can be distressing to other students, so please talk to your son about what is inappropriate behaviour and be reassured we will deal with this as quickly as possible.

Use of mobile phones/ social media A lot of our Year 8 pupils have probably just recently received their first phone. With your son travelling on buses or staying in school late this is a good way to keep in contact with him. However, as a school we are adamant that if your son chooses to ignore our school policy on using a mobile phone to take photos of another student without permission or to have his phone switched on during class, we will be in contact with parents immediately. Please also be aware of the increasing use of social media apps/sites such as Instagram, Snap Chat, Face book, Tik Tok and Twitter. If inappropriate use of mobile technologies is brought to our attention we will intervene where possible, impose sanctions and notify parents.



The 'Buddy Scheme'

This scheme has been set up to allow our senior students to work closely with those who we identify as struggling to adapt to the demands in Year 8. If your son is struggling with organisational skills, completion of homework, etc., this will become apparent early on with comments in his planner from class teachers. If this is the case, you will be contacted to offer your son an excellent opportunity to be assigned a senior student who will meet with him after/during school. This has proven to be successful year on year and is in no way to be seen as a punishment but rather an opportunity to address key issues with an experienced student.

Personal Property:

We try as much as possible to encourage your son to look after his own property but one of the biggest issues we have each year is students leaving PE gear/musical instruments on the bus or misplacing them in school. Lockers are provided for your sons at a cost of £1 which is refundable. Please encourage your son to use the lockers and to be careful when transporting property on the buses so it is not left behind. We strongly recommend names are put onto uniforms to avoid confusion and for it to be returned to the rightful owner if it is picked up by the caretakers or cleaners.

Uniform and P.E. Kit

On the day your son has PE, he must wear his FULL PE uniform (see attached note on uniform) to school.

School counsellors:

Our School Counsellors are experienced and trained in working with young people and are here to offer any support and reassurance the boys may need on their journey through the coming year in the Abbey.

Not so long ago counselling held a stigma! We really hope that attitude has changed and that people realise counselling is a really valuable service which can enhance a person's quality of life immensely.

When the boys go to see the counsellor, they are made feel welcome. A wee cup of tea and a biscuit doesn't go amiss. Lots of things are talked through together and the counsellor will help the student come up with a solution, an easier way to deal with his problems. 90% of the time they leave a much happier child.

There can be lots of pressures on young people growing up;

- friendships,
- teasing
- bullying
- bereavement
- adolescence and the strong feelings and physical changes that go with it.

The transition from Primary School to Grammar School can both be an exciting and a scary time for our young boys. Young people find that the time and space they get from counselling helps them feel better at home and in school.

School Nurse

We know we are very lucky to have a fully qualified nurse on our staff. Students can go and see the nurse for lots of different reasons, below are a few examples.

- acne,
- asthma,
- allergies
- diabetes
- disability
- cardiac
- eczema
- epilepsy
- First Aid treatment or
- general illness during the school day.

A health check for all Year 8 pupils is conducted by the School Health Team. This usually happens in January.

Remote/blended Learning

Should we need to switch to remote/blended learning, your son will be able to access his notes, worksheets and/or live lessons via Google Classroom. He will be guided through this medium very early on in the first term. He will also be provided with an invitation code or email for each of his subjects. It is very much the responsibility of each student to make sure they have joined each classroom for each subject. They will be provided with a user friendly guide as part of their induction.

So what can parents do to help?

- Help your son to be organised for the day ahead. Check his planner and make sure you sign it weekly. Please don't sign in advance.
- Encourage your son to look after his PE Kits/footwear/instruments etc.
- Talk to him - if you have any issues or concerns contact the form teachers, Year Tutor, or Senior Leader. Believe me there is nothing we have not heard or dealt with before. We strongly advise our parents to never contact other parents if their son is having an issue with another student.
- Make sure we have up-to-date contact details for you and if possible follow the school on Facebook and Twitter and our website to keep informed of school life, celebrations and achievements.
- Please make sure you have downloaded the SIMS Parent App which will give you access to your son's school reports. You will also get regular messages from school through this platform. If you encounter any issues with the App please contact Mrs Elmore on aelmore972@c2kni.net.
- Encourage your son to get involved with all aspects of school life - sign up to something new to meet new friends!
- Don't overreact! Your son is growing up and will shortly become a teenager and as I know from experience, this can be an emotional rollercoaster. You are not on your own!

How can you become involved?

Early on in the year you will be contacted via the Parent Sims app being offered the chance to join our **APTA** committee. One of the first events organised by the group is the Year 8 Fun Quiz. This usually happens in the first couple of weeks of term and we would love to see you and your extended family at the Quiz.



Please do not hesitate to contact any of the following staff if you have a concern regarding your son whether pastorally or academically:

- Mrs A Elmore (Senior Leader with responsibility for Year 8)
- Mrs Doherty (Year Tutor/Deputy Designated Officer for Child Protection)
- Mrs Savage (Principal)
- Mr Wadsworth (Designated Officer for Child Protection)
- Mrs B Wroe/Ms G Spiers (School Counsellor)
- Mrs A Rice (School Nurse)

Finally, a very big welcome to each and every new Year 8 - and in particular to the new 'Abbey' families. We hope your son enjoys his journey with us!

Mrs Annette Elmore

(Senior Leader)



ABBHEY CHRISTIAN BROTHERS' **GRAMMAR SCHOOL** **SCHOOL UNIFORM**

Uniform –

Black Blazer with Crest

Black Flannel Trousers

Plain White Shirt

The School Tie (Junior, Middle-Senior)

When worn, the Jumper must be grey, 'v' necked with school colours and crest (1st - 5th Year)

School Sweatshirt (6th & 7th Year)

A Black Overcoat

Black Shoes

Black Socks

The P.E. Uniform is compulsory for all 1st, 2nd, 3rd, 4th and 5th years and is available from O Neills Sportswear. Year 8 students will wear their Abbey PE gear to school on the days they have PE. No other gear should be worn. If they are unable to wear their Abbey PE gear, they should wear their Abbey uniform and can get changed into sports gear. We will be very strict about this.



Step by Step Guide for Parents

1: Download SIMS Parent App

From the Apple App Store or Google Play Store, search for SIMS Parent and download app to your phone or tablet



SIMS parent can also be accessed using:

www.sims-parent.co.uk

2: Registration Email

You will receive a SIMS Online Services registration email (similar to the one below) from noreply@sims.co.uk containing a unique invitation code. Click on the link in the email. This invitation has been sent to the email address that you provided on the SIMS Data Collection Form

Check the Spam folder in your email if you haven't received the registration email

From: noreply@sims.co.uk

Date: 15 September 2021 at 10:11:48 BST

To: <your email address is written here>

Subject: School Name – SIMS Online Services Invite

You have been invited to join the SIMS Online Services for [SCHOOL NAME]

To join simply click this link. The link is valid for 14 days from today.

If the link doesn't work, then please enter this URL into your browser

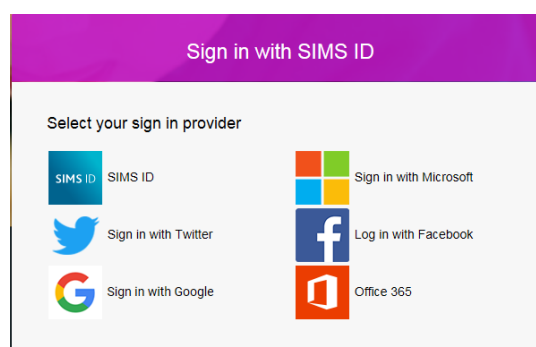
<https://id.sims.co.uk/registration/home/soscode> and use the invitation code:

wvHxFKJ7TieWAFdBQlh5TpWdNg2OVfx4GU2jgzor

You must click on the link and complete the registration process to verify your account before signing into the app

3: Sign in to SIMS Parent

To sign in to SIMS Parent you will need one of the following accounts: Microsoft, Office 365, Google, Facebook or Twitter.



4: Troubleshooting

What If?	What to do
How do I download the app	SIMS Parent is available from either the Apple App Store or the Google Play store. Search for SIMS Parent
I can't download apps to my phone	SIMS Parent is accessible from the following web address www.sims-parent.co.uk
I haven't received an email invitation	Check the SPAM folder in your email Contact the school, ensure that we have the correct email address recorded for you, we will then re-issue an invitation You have 14 days to complete the sign in process before the invitation expires
I don't have any of the accounts required Microsoft, Twitter, Google, Facebook, Office365	You will need to setup an account with one of the third party providers
I don't have internet access	School facilities will be available on request
I have followed the steps listed and I still cannot sign in	Please contact the school to arrange for support

What do I need to bring to the Abbey?

During the 2-day Induction Programme, pupils will receive 10 exercise books along with a homework planner. In addition to this pupils are expected to bring the following to class:-

Science:

2 A4 plastic document folders; A4 note book plastic folder to keep books together

Technology:

Project folder — Club Rexel (Brand name)

Home Economics:

Hardback A4 book

Plastic zip folder (large enough to hold hard backed notebook and workbook)

French

A folder to hold their exercise book and booklet

Art

2B/B pencil

A4 spiral bound Daler Rowney art pad

A4 Plastic Folder

Coloured Pencils (Crayola are recommended)

Maths

1 blue exercise book; 1 plastic zip folder (keeps all books together); 30cm clear plastic ruler;

Protractor; Pens (red, black, blue), pencils, rubber & sharpener

Music

A set of headphones; plastic zip folder to hold books

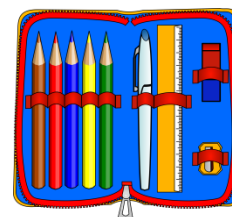
Physical Education:

Full abbey PE kit (pupils can wear their own gear until the Abbey kit has arrived);

Football boots; Trainers; Gumshield.

Geography, RE, History, LLW, English, Irish, and ICT all request the following be brought to class each day:

- Red, blue, green and black pens
- Pencils and colouring pencils
- Pritt stick, scissors
- Sharpener, eraser, ruler (small and large)
- Plastic folders to keep all exercise books, workbooks etc. together



PLEASE NOTE: THERE IS NO NEED FOR PUPILS TO BRING THE ABOVE ON DAY ONE INDUCTION.
CLASS TEACHERS WILL GIVE ADVANCE NOTICE.