

Welcome to St Mary's

Information for Parents



Promoting Partnership (ERST Charter)



O God, we thank you for the life of Blessed Edmund Rice.

He opened his heart to Christ present in those oppressed

by poverty and injustice.

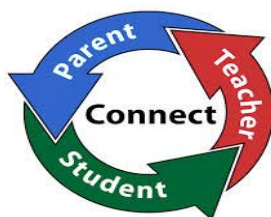
May we follow his example of faith and generosity.

Grant us the courage and compassion of Blessed Edmund as

we seek to live lives of love and service.

We ask this through Christ our Lord, Amen.

Partnership



We are delighted that your son is joining us on his new educational journey and that as his parent/guardian you have placed your trust in us.

Transition to a new school can be daunting for both parents and pupils. We want to work in partnership with you and your son to ensure that this transition period is a positive experience. Your son will face a number of changes: daily routines, transport arrangements to and from school, peer group, subject content, workload and teachers.

St Mary's is a large school with a number of different buildings. The school day will be very different to what your son has been used to in Primary School. He will be studying many new subjects so encourage him to embrace the opportunities to learn new things.

Over the first few weeks of Year 8, your son will get used to moving from room to room for different subjects. For the first week, Year 8 classes will be brought to their next lesson by either the class teacher or a senior prefect. As a large number of pupils exit the school lane at the end of the school day, Year 8 pupils will be allowed to leave 5 minutes early each day at 3.10pm for the first few weeks.

What can you do to help your son settle into St Mary's?

Regular routines will be essential in helping your son ease into life at St Mary's.

- Establishing a quiet place where he can complete homework/study is important.
- Get into the habit of checking his homework diary each day to ensure he completes all tasks for the correct day.
- Careful packing of his schoolbag each evening is important. Arriving at school with the correct materials and all homework completed will mean your son is ready to learn and this will relieve any unnecessary anxiety about the day ahead.
- Get your son to complete a copy of his timetable for you to pin up in a prominent place. This will remind you of what subjects he has each day and allows him to see you taking an interest in what he is learning.

What does the school day look like?

Unlike when he was in Primary School, your son will study a range of different subjects at St Mary's. Lessons last 40 minutes and a double lesson lasts 1 hour 20 minutes. There are 9 periods each day.

		2019 - 2020		TIMETABLE					2019 - 2020			
		1	2	3	BREAK	4	5	6 Lunch 1	Lunch 2	7	8	9
		09:10 - 09:45	09:45 - 10:20	10:20 - 10:55	BREAK 10:55 11:10	11:40 - 12:15	12:15 - 12:50	12:50 - 13:30	13:30 - 14:10	14:10 - 14:45	14:45 - 15:15	
Mon					FORM 11:10 11:40 PERIOD							
		09:10 - 09:50	09:50 - 10:30	10:30 - 11:10	BREAK	11:25 - 12:05	12:05 - 12:45	12:45 - 13:25	13:25 - 14:05	14:05 - 14:40	14:40 - 15:15	
Tue												
Wed					11:10 -							
Thu					11:25							
Fri					BREAK							

Your son will have been given a copy of his individual timetable. He will be taught in his form class for a number of core subjects and will mix with other form classes for many practical subjects. You will see that each day can be very varied so it is essential that he gets organised each evening for the next day. Different equipment and books will be needed on different days so Year 8 pupils need to become increasingly independent. Encourage your son to develop these self-management skills and establish effective routines at home. For the first few months, parental support will most definitely be needed as even the most conscientious Year 8 boys have been known to leave their PE kits at home!



At break, there is a Tuckshop in the Assembly Hall should your son wish to buy food. We operate a split lunch system. Your son will take his lunch during period 6. There is a designated area for Year 8 pupils only on the all-weather pitch. Both Tuckshop and Canteen facilities are available at lunch. The **current cost for a school dinner is £2.80.**

11.10-11.25am: break time for the whole school

12.45-1.25pm: lunch time for Years 8, 10 and 12.



Attendance

Good attendance is essential for your son to achieve his potential at St Mary's. If he is not in school, his learning is not progressing.

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

Obviously, a pupil may be ill during the course of the year. If this happens, please contact the school office on the morning of absence. In addition, your son should bring a note from you to explain his absence on the first day of his return to school.

Punctuality

Attending school on time is important. Pupils are expected to be outside their form room at 8.55am as registration is taken at 9am. Ensuring your son gets up early and leaves plenty of time for his journey to school, means he will arrive at school promptly and his day will start positively.



Medical Appointments

While we appreciate the difficulties in securing medical appointments, we request that all non-emergency appointments are made outside school hours. We understand that Hospital appointments cannot be changed. If your son needs to attend such appointments, please send a note in advance to his form teacher as well as a copy of the appointment card/letter. Pupils must return to school after all such appointments. Pupils must be collected from the school office by a parent/responsible adult and both pupil and parent must sign the book in the school office before leaving.

Uniform

We expect our pupils to wear their uniform with pride and to remember that they are representing the school when they wear it. We expect the FULL school uniform to be worn at all times.

- School blazer with crest (**to be worn at all times**).
- Plain black trousers.
- Grey shirt with school tie.
- School pullover (if required).
- Black shoes - **no** trainers (**no black trainers, no black canvas shoes, no black shoes with white markings**).
- The **only outdoor** coat for pupils in Years 8-12 is the **green school-crested fleece**.

Behaviour

We expect our pupils to be polite to both staff and fellow pupils and to treat the school environment with respect. Pupils should be punctual to class, arrive with the correct materials, participate in a positive manner and aspire to realise their academic potential.



In the corridors, pupils should move quickly to lessons in a quiet manner.

Good behaviour is expected on the journeys to and from school, whether this is by foot, Black Taxi or via school or public transport.

Mobile Phones

Whether we agree or not, young people today view their mobile phones as essential. Teach your son about the importance of thinking carefully about how he uses his phone. While in school, such devices are **not allowed to be used**. Should a pupil be **seen** with a mobile phone, MP3 Player or IPOD, he will have it confiscated immediately. The phone can only be collected by a parent or other responsible **adult the next day**. **Please impress on your son the need to adhere to the school's policy on mobile phones. Should either you or your son need to contact each other during the school day, this should be done via the school office.**



- Pupils must never take any photos/videos/audio recordings either in school or on school transport.
- Monitor your son's use of social media and text messages.
- Teach him to be mindful of what he says online and the photos he might post. Young people often do not think before they click send. Your son needs to remember that once something is posted, someone else can forward that text or image.
- Familiarise yourself with the social media apps your son might be using. Many of the popular ones have an age restriction of 13.
- Agree a time at night for putting away all phones and electronic devices and remove these from bedrooms.

Managing Friendships and Promoting Resilience

Moving to a new school can change your son's existing friendship group. He may have transferred with a number of pupils from his Primary School, he may be the only pupil from that school, he may be in a different form class to all his Primary School friends. This can make post-primary school seem a little daunting. During Transition friendships can change on a regular basis. Reassure your son that this is a normal part of growing up and help him to build resilience to deal with such changes. Your son can speak to his Form Teacher if he is having any difficulties with this. We hope that the ER Camp will have allowed your son to start forming new friendships.



Getting involved

Becoming involved in all aspects of school life is an important factor in supporting your son's transition into post-primary life. This is a way to build new friendships, discover new interests and talents and to get the opportunity to represent the school at events. Your son's Year Head will update pupils about the extra-curricular life of the school through assemblies and the Year Group notice board.



How to contact the school and who to contact:

If you need to contact the school to discuss any matter relating to your son, please phone the school office outlining the nature of the issue. **Office staff will direct you to the correct person who will be able to deal with the issue.** There are clear structures in place to ensure that your query is dealt with quickly. You may not be able to speak immediately to the appropriate person as teachers will be teaching, so please be patient. Staff will contact you as soon as possible.

For pastoral issues:

1. Form teacher
2. Year Head
3. Head of School
4. Pastoral Vice-Principal
5. Principal

For Curriculum issues:

1. Subject Teacher
2. Head of Department
3. Curriculum Vice-Principal
4. Principal

Most queries will be able to be dealt with in a phone call. However, if you wish to speak in person to a teacher, please contact the school office to make an appointment.

Staff will not be available to speak to parents if they arrive without an appointment.



028 90294000

Form Class	Form Teacher
8A	Mr R Graham
8B	Mr P Linden
8C	Mrs A McGurk
8D	Mr D McVeigh
8E	Mr T McGrath
8F	Miss F Donnelly
8G	Mrs M Farag

Year Head	Mr B McComb
Head of School	Mrs M Lewis
Pastoral Vice-Principal	Mrs F Crookes
Curriculum Vice-Principal	Mr G O'Connor
SENCo	Mrs A Barr
Principal	Mrs S Kelly