

# Year 8 Induction Booklet



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

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

Form Teacher: \_\_\_\_\_

## **Welcome to St Mary's**

We hope that you will enjoy your time at St Mary's and that you will work hard to achieve your potential.

### **Our School:**

At St. Mary's we are very proud of our Christian Brother heritage. We want to continue the work and vision of Blessed Edmund and his religious congregation. Our school caters for young people from a diverse range of backgrounds. We recognise the uniqueness of every student and seek to build upon their God-given talents and abilities.

### **Our Vision**

#### **(Charter of the Edmund Rice School Trust)**

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership



**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***

## Timetable for the next 2 days

Day	Time	Session
<b>1</b>	<b>9.00-10.00</b>	Year group assembly and organisation of form classes
		Distribution of books/Form Teacher session
	<b>10.30-10.50</b>	<b>Break</b>
	<b>10.50-12.30</b>	Tour of school Form Teacher session continued Getting organised
	<b>12.30-13.00</b>	<b>Lunch/change into sports gear</b>
	<b>13.00-15.15</b>	ER Camp

### Day 2: 8A, 8B, 8C, 8G

Day	Time	Session
2	9.10-10.20	Progress Through Mathematics (PTM) session in Computer Suites

### Day 2: 8D, 8E, 8F

Day	Time	Session						
<b>2</b>	<b>9.10-10.15</b>	Pastoral issues with Form Teacher						
	<b>10.13-10.30</b>	<b>Break</b>						
	<b>10.30-11.40</b>	Progress Through Mathematics (PTM) session in Computer Suites <table border="1" data-bbox="611 1659 1208 1736"> <tr> <td><b>H31</b></td><td><b>H33</b></td><td><b>S22</b></td></tr> <tr> <td><b>8D</b></td><td><b>8E</b></td><td><b>8F</b></td></tr> </table>	<b>H31</b>	<b>H33</b>	<b>S22</b>	<b>8D</b>	<b>8E</b>	<b>8F</b>
<b>H31</b>	<b>H33</b>	<b>S22</b>						
<b>8D</b>	<b>8E</b>	<b>8F</b>						
	<b>11.40-12.30</b>	Change into sports gear/ER Camp						
	<b>12.30-13.00</b>	<b>Lunch</b>						
	<b>13.00-15.15</b>	ER Camp						
	<b>15.15-16.30</b>	Year 8 BBQ						

Moving from Primary School to post-primary school can be quite scary. There are many things which are different. However, we are here to help you work through all of these changes.

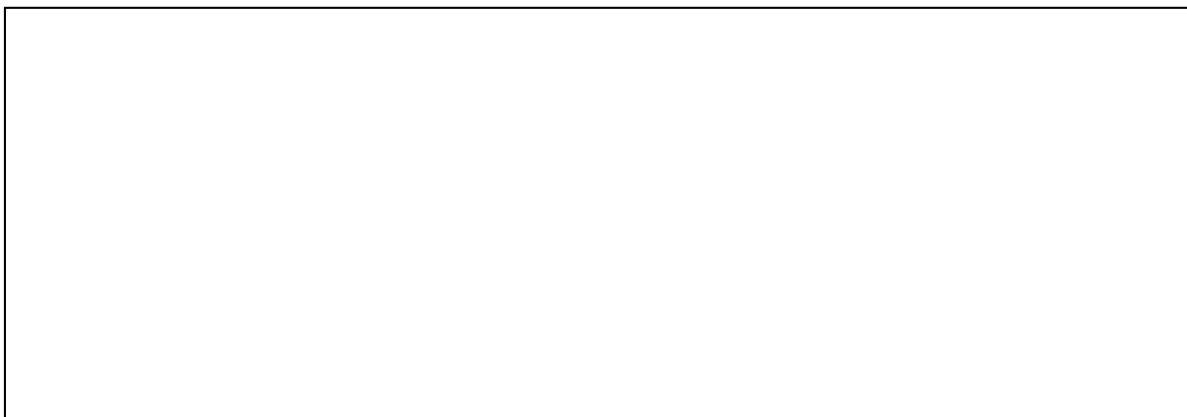
List the things that you think will be different.



Which if these things are you excited about/interested to try? Can you explain why?



Which things are you worried about? Try to explain why?



Some basic information!

- You will be placed in a 'form class' and will have a 'form teacher'. You will be in most classes together and will meet with your form teacher at registration at the beginning of every day and will have a form period each Monday.
- There are 9 'periods' each day including your lunch period.
- Classes will take place in different rooms. After a few weeks, you will know your way around the school.
- There is a well-equipped PE department, including a swimming pool and gym.
- There is a basketball court as well as grass, all-weather and 3G pitches for various sports.
- There is a tuck shop which serves food and drink at break and lunch in the Assembly Hall. You can get dinners in the canteen at lunchtime.



- You will have lots of different teachers who will help you.
- The school has many different types of extra-curricular activities; get involved so you can meet other people from different classes!
- For some subjects you will be in classes with pupils from different form classes. This means you get to know lots of people in your year group.

## The Division of Classes

Your form class may be split up for certain subjects. This is mostly for practical subjects such as Art, Technology, Music, Science and Home Economics. You will study 2 Languages and will be in mixed classes for these. For the remaining subjects, you will stay with your form class.

### Outline of the Day

As a Year 8 pupil you will have many different subjects and teachers during the day. There are 9 periods each day; period 6 will be your lunch period. A double period is 2 periods of one subject. You will have a form period after break on Mondays for 30 minutes with your form teacher.

You will study the following subjects:

English	History	Music
Mathematics	Geography	Religious Education
Science	Art and Design	PE
Technology	Drama	LLW

You will study two of the following Languages:

Spanish	French	Irish
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Your Learning for Life and Work (LLW) programme includes modules in Citizenship, Employability, Home Economics. The Personal Development module is explored during Form Period along with a Careers Programme.

For P.E you **must** wear the appropriate sports gear.



During break and lunch you go to the Assembly Hall to eat. At lunch you can go to the all-weather pitch or remain in the Assembly Hall. There is a specific area for Year 8 pupils only on the all-weather pitch. Break lasts 15 minutes and lunch lasts 35 minutes. There is a split lunch system. Your lunchtime is between 12.45pm and 13.25pm. Pupils from Years 10 and 12 will have lunch at this time also. The other Year Groups take their lunch between 13.25pm and 14.05pm.

## Uniform

You must wear the full school uniform at all times! The uniform consists of: black blazer with the school crest, grey shirt, school tie, school jumper, black trousers, proper black school shoes (**no trainers, no black leather trainers, no black canvas shoes or 'Converse'/'Vans'**). The only outdoor coat you can wear is the green, school-crested coat.

Haircuts: **you cannot have a haircut below a number 1**. This rule means you cannot have ANY of your hair cut below a number 1. You cannot have shapes shaved into your hair nor can you dye your hair.

## School Buildings

St Mary's is a large school but you will soon get used to finding your way around. In the first week, you are allowed to finish class 5 minutes early and your class teacher or senior pupils will take you to your next lesson. There are 3 key buildings: the main building, the Edmund Rice (ER) building and the PE building.

### The ER building

Each corridor or subject area is given a letter. Each classroom is then numbered as well (eg classroom 1 in the RE corridor is called R1). The following departments are in the ER building:

- Science (two floors - S1 and S2)
- Technology (T)
- Art (A)
- Religion (R)
- Study Hall
- Lecture Theatre

### The main building

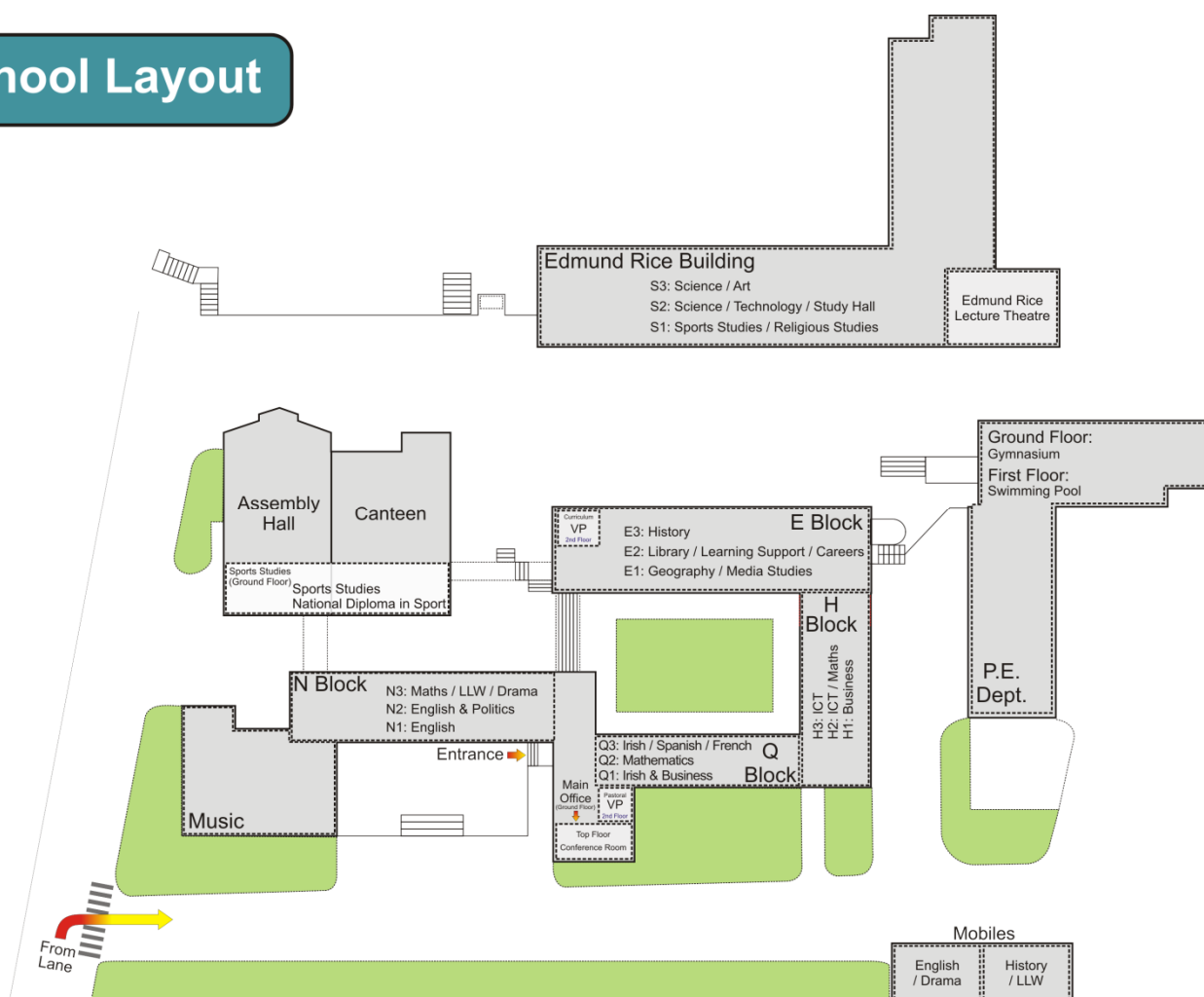
The main building is designed in blocks (N, E, H and Q) and the corridors are numbered (1, 2, 3). Each classroom is then given a further number (eg the first room in the bottom floor of the N Block is N11). The Canteen and Assembly Hall are housed in the main building. Sports Studies rooms are situated in the rooms below the Canteen (SS1, SS2).

The E block	The H block	The Q block	The N Block
Geography (E1)	Business Studies (H1)	Irish (Q1)	English (N1)
Media studies (E1)	Computer suite (H22)	Business Studies (Q13)	English (N2)
Senior Study (E2)	Maths (H2)	Maths (Q2)	Politics (N2)
History (E3)	ICT (H3)	Spanish (Q3)	Maths (N3)
	The Book Store	Business Studies (Q33)	LLW (N3)
		French (Q3)	

### The PE Building

- Gym
- Changing Room
- Swimming Pool

## School Layout





## **Extra-curricular activities**

Here at St Mary's CBGS we have a wide range of activities. These activities take place both during and after school. They are a brilliant way to get involved in school life, help you make new friends and develop new skills.

There are many different activities:

- Basketball
- Hurling
- Gaelic football
- Water polo
- Handball
- Cross country running
- Soccer
- Table Tennis

If you are not interested in sport, there are other activities, such as:

- Drama club
- History club
- Cookery club
- Chess club
- Cycling club
- Science club
- ECO club
- Social Justice and Advocacy Group
- School Council

## **Charities**

At St Mary's we do everything we can to help others and for that reason we donate our time and work to various different charities.

- Project Zambia
- St. Vincent De Paul
- Catholic Caring
- Mental Health Charities

### **Zambia Immersion Project**

Since 2003 groups of pupils and members of staff from St. Mary's have been travelling on behalf of the school community each year help to further develop communities in Zambia. To date almost 250 members of the St. Mary's community have gone to Zambia to work in a number of villages and slums.

Our projects include:

- Orphanages
- Schools
- Young women's shelters
- Income-generating programmes
- Construction and agriculture
- Working with HIV/AIDS sufferers.



### **St Vincent De Paul:**

Every Christmas our school collects food and fills hampers for the less fortunate. Each form class fills a hamper, with each pupil bringing in at least one food item. Then before the Christmas break starts the hampers are given to families in need.



### **Catholic Caring:**

This charity collection allows each form class to buy gifts for a child in need. Each member of the class donates at least £1 and before the Christmas break the form class buys gifts for the child.

### **Mental Health Charities:**

St Mary's has lead the way in its promotion of positive mental health and tackling the stigma surrounding mental health amongst young men. Working with external agencies, mental health workshops are provided for key year groups and all students are presented with mental health information in assemblies throughout the year. Our pupils take part in 'Changing Minds', the Belfast Trust's Mental Health public speaking competition, and have raised thousands of pounds for Lighthouse, Aware Defeat Depression and PiPs over the past number of years. Staff and pupils participate in the annual 'Darkness into Light' event.



## **Roles of Important People**

### **Form Teacher**

You meet your form teacher for morning registration each day and during the form period on Mondays. Your form teacher will give you all the information you need about events in the school. He/she is the person you can speak to if you have any concerns or if you feel ill.

### **Year Head**

Your Year Head Mr McComb is the person who is in charge of all the Year 8 pupils. He will visit your form class on a regular basis and take a Year Group assembly every Monday morning in the Assembly Hall.



### **Head of School**

Mrs Lewis is the Senior Teacher for Key Stage 3 (Years 8-10). She is an English teacher and her room is N12.



### **Designated teacher in charge of Child Protection**

The Pastoral Vice Principal is Mrs Fiona Crookes. She is the teacher in charge of Child Protection. She has an office in the main school building on the Q2 corridor. Mrs Crookes teaches Religion.



### **Deputy designated teacher in charge of Child Protection**

This is Mrs Amanda Barr. She is an English teacher and teaches in the main school building in N11. Mrs Barr is our school SENCo.



# Getting organised!!!





**One of the most important things you can do to help you have a positive experience each school day is to be ORGANISED!!!**

In Primary School your teacher may have kept all of your class workbooks and distributed these to you when required. You may have had only 3 or 4 books in your schoolbag to pack each night. In post-primary school you have lots of different subjects each day. Being organised and having all the correct materials packed for each lesson will ensure you are not feeling anxious going into a class; you will be ready to learn and participate!

**What does the timetable look like and how can I get myself organised?????**

- You are going to try to copy your timetable into your homework diary and also colour code your books! This will help you to recognise when you have a particular subject and to ensure you have the correct books packed.
- You will practise recording homework in your homework diary.
- You will find out about how we expect you to present your work in class so that written work is neat and easy to read. (see guidelines on p13)

Imagine you have been given the following homework. Practise recording this correctly in your homework diary. Make sure you include enough detail so you don't forget what you have to do!

-  English reading homework. Due tomorrow.
-  Geography: read p12 and complete exercises 3 and 4 on p13. Due next Monday.
-  Maths: p56, exercise 1, questions a-f ; exercise 2, questions a-l. Due this Friday.
-  History : Complete a timeline about your personal history. Due next Tuesday.

## RECORDING OF HOMEWORK

- HW diaries should be placed on the desk at the beginning of each lesson.
- Homework to be clearly explained to pupils during the lesson
- Homework is to be recorded in detail in the relevant exercise book.
- A brief note on HW and when it is due should be recorded in the HW diary for that day, e.g.

History	- 10 questions	(Tue)
English	- write paragraph	(Thurs)
French	- learn vocab	(Tomorrow)
Geog	- draw map	(Wed)

- The subject should be noted in the right hand margin of the day the HW is due.



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## PRESENTATION OF WRITTEN WORK

Written work at St. Mary's should be neat and well presented.

- Black pen should be used for all written work
- Each piece of work should have a title and date (**underlined in red**)
- Leave the line below the title and date blank (space work appropriately)
- Do not use Tipp-ex. Rule a single line through the mistake and continue
- Each question should be clearly numbered on the left of the margin
- Take care with your work and present it neatly

Your different subject teachers may add to these



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## Our expectations

We want you to contribute positively to school life. We want you to grab the opportunities offered to you during your time at St Mary's. This means you need to be prepared to work hard so that you can progress academically and develop as a person. You need to ensure that you are following school rules at all times.

### **Uniform:**

**There are NO exceptions to the school rules regarding school uniform.**

- You **MUST** wear the correct footwear at all times. You may be sent home for failing to wear the correct footwear.
- Hair **MUST NOT** be cut below a number 1. If you have an inappropriate haircut, you will automatically be placed on detention. Persistent offenders will be suspended.
- The blazer is a compulsory item.
- The only coat you may wear is the school approved one – no hoodies or other jackets are permissible.
- You will be sanctioned if you do not wear the correct uniform; repeatedly refusing to follow this rules will result in further sanctions and may include suspension.

### **Attendance**

Attendance is extremely important. If you miss school regularly, your chances of succeeding academically are greatly reduced. As you are studying 14 different subjects, it is important that you do not miss any lessons.

- Medical appointments should be made outside school hours (ie GP appointments or dental appointments). Only in an emergency, should an appointment with your GP be made during school hours.
- For hospital or orthodontic appointments you must show the medical appointment card/letter to your form teacher when requesting permission to leave school. As such appointments are made well in advance, your parent should write a note to your form teacher the day before the appointment. For early morning appointments, you are expected to return to school promptly. If the appointment is later in the morning, you must attend school first and then return after the appointment.
- **Your parent MUST collect you and sign you out from the school office for all appointments.**
- If you are absent, **it is your responsibility to find out what work has been covered and what homework tasks have to be completed.** You can approach your class teachers about this or ask other pupils in your class.

## Punctuality



Being punctual is very important and this is an important skill for life. We expect you to be outside your form class by 8.55am each morning.

- If you are late 3 times, you will automatically be placed on detention. Further sanctions will be imposed on persistent offenders.

Being punctual to class is very important also. You should take the quickest route possible. Teachers will sanction pupils who are repeatedly late to class. If you need to go to the toilet between classes, you must go to your next class first to ask for permission and get a corridor pass.

You must arrive to class promptly after break and lunch.

## Behaviour

St Mary's is a large school and we expect pupils to behave in an appropriate manner when moving between classes.

- You should walk quickly to class on the left hand side of the corridor and should not push, shove or bump into other pupils.
- You should line up quietly outside your class on one side of the corridor and wait for the teacher to direct you into the classroom.

**We expect you to be respectful to ALL members of staff and to your fellow pupils.**



- **Poor behaviour will be sanctioned. This may include: extra work; detention; withdrawal from school teams, extra-curricular activities and school trips; Saturday or Staff Day detentions; or suspension.**

We expect you to wear your uniform with pride. When you are travelling to and from school or are on a school trip, you are representing St Mary's. We expect you to be positive ambassadors for the school in the local community. This means that your behaviour when you are walking to school or using public transport should not bring the school into disrepute.

## How we treat others

You may not get on well with everyone all of the time. However, we expect you to be respectful and we do not tolerate any form of bullying. Name calling is hurtful. Physical fights are unacceptable and pupils will be sanctioned for involvement in fights. **If you are feeling under pressure or someone is displaying hurtful behaviour towards you, you must let your form teacher know straight away so we can put a stop to this.** You can speak discreetly to your form teacher at the end of form period, or you can approach another teacher or classroom assistant who will ensure your form teacher is notified. **Keeping quiet and not telling anyone will not help the situation.**

## Use of mobile phones

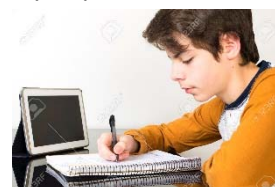
The use of mobile phones on the school premises is not permitted.



- You must switch your phone off when you enter the school gates.
- You should not be on your phone at either break or lunch.
- If you need to contact your parent, you must go to the school office.
- If a teacher sees you with your mobile phone, if you're using your phone or if your phone rings or bleeps in class, **the teacher will confiscate your phone. This will be left in the school office and can only be collected by your parent the next day after 3.15pm.**

## Academic achievements

Now you are a St Mary's pupil, you will be given lots of opportunities to develop academically. This means that you need to realise the importance of independent learning. You are studying a wide range of subjects and learning lots of new information each day and week. It is really important that you invest time outside school revising this new information. Getting into good habits early on will ensure that you stay on top of your workload and are able to progress more effectively.



**For example:**

- You should spend 15 mins each day you have your language subject going over new vocabulary.
- Complete some additional Maths questions so that you can grasp a new technique.
- Write out as many points as you can remember about the History topic you are studying. Then check these against your class notes.

## Homework

Always complete this on time and to the best of your ability! Organising your time and using your homework diary effectively will mean you are prepared!

If you don't do this:

- Your class teacher will record this on Lesson Monitor.
- You may be spoken to by your class teacher.
- Your class teacher may give you additional work or contact your parent.
- Repeated failure to complete homework will result in a referral to your Year Head and you will be placed on detention,
- Persistent failure to complete homework will result in Saturday/Staff Day detentions and may result in suspension.

**Be prepared for class.** It is important that you pack your schoolbag carefully each evening. Ensure that all homework has been completed and that you have packed all the books you need for the next day. **You should have a pencil case with several pens, pencils, a ruler, eraser and sharpener.**





## Assessment Cycle

There are **4 key assessment points** throughout the year:

- **Hallowe'en**
- **Christmas: formal exams**
- **Easter**
- **Summer: formal exams**

We expect you to work hard for these assessments. Your parents will receive a detailed report with comments from your teachers in Term 2.

Your progress will be tracked at each assessment point by your class teachers, Heads of Departments, your Form Teacher, your Year Head and Senior Teachers. It is important that you take these assessments seriously and prepare for them by studying.

**Summarise the key things you will have to do to make your time at St Mary's successful and ensure that you achieve your potential:**

## 2019 - 20

Sa	3-Aug				23-Nov	DETECTION 2	18-Jan	14-Mar	SKI TRIP	9-May	Sa
Su	4-Aug				24-Nov		19-Jan	15-Mar		10-May	Su
Mo	5-Aug				25-Nov		20-Jan	INSET 1		11-May	Mo
Tu	6-Aug				26-Nov		21-Jan	17-Mar	HOLIDAY	12-May	Tu
We	7-Aug				27-Nov		22-Jan	18-Mar		13-May	We
Th	8-Aug				28-Nov		23-Jan	19-Mar		14-May	Th
Fr	9-Aug				29-Nov		24-Jan	20-Mar		15-May	Fr
Sa	10-Aug				30-Nov		25-Jan	21-Mar	SKI TRIP RETURNS	16-May	Sa
Su	11-Aug						26-Jan			17-May	Su
Mo	12-Aug						27-Jan	23-Mar		18-May	Mo
Tu	13-Aug						28-Jan	24-Mar		19-May	Tu
We	14-Aug						29-Jan	25-Mar		20-May	We
Th	15-Aug						30-Jan	26-Mar		21-May	Th
Fr	16-Aug						31-Jan	27-Mar		22-May	Fr
Sa	17-Aug						1-Feb	28-Mar		23-May	Sa
Su	18-Aug						2-Feb	29-Mar		24-May	Su
Mo	19-Aug						3-Feb	30-Mar		25-May	Mo
Tu	20-Aug						4-Feb	31-Mar		26-May	Tu
We	21-Aug						5-Feb	1-Apr		27-May	We
Th	22-Aug						12-Dec	2-Apr		28-May	Th
Fr	23-Aug						7-Feb	3-Apr		29-May	Fr
Sa	24-Aug						8-Feb	4-Apr		30-May	Sa
Su	25-Aug						9-Feb	5-Apr		31-May	Su
Mo	26-Aug						10-Feb	6-Apr		1-Jun	Mo
Tu	27-Aug						11-Feb	7-Apr		2-Jun	Tu
We	28-Aug						12-Feb	8-Apr		3-Jun	We
Th	29-Aug						13-Feb	9-Apr		4-Jun	Th
Fr	30-Aug						14-Feb	10-Apr		5-Jun	Fr
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We	18-Sep						4-Mar	29-Apr		24-Jun	We
Th	19-Sep						5-Mar	30-Apr		25-Jun	Th
Fr	20-Sep						6-Mar	1-May		26-Jun	Fr
Sa	21-Sep						7-Mar	2-May		27-Jun	Sa
Su	22-Sep						8-Mar	3-May		28-Jun	Su
Mo	23-Sep						9-Mar	4-May		29-Jun	Mo
Tu	24-Sep						10-Mar	5-May		30-Jun	Tu
We	25-Sep						11-Mar	6-May		1-Jul	We
Th	26-Sep						12-Mar	7-May		2-Jul	Th
Fr	27-Sep						13-Mar	8-May		3-Jul	Fr



Good relationships and a co-operative atmosphere will thrive where there is mutual respect and a healthy self-discipline. Pupils, parents and school staff will find the following guidelines helpful when observed fully in a spirit of personal responsibility and accountability. Not all school procedures are reflected in these guidelines.

Full attendance is the ambition of a good student. Pupils must be punctual. All should be in school by **8.50 am**.

- **In the case of absences, notes signed by a parent must be provided for the Form Teacher on the day of return to school.**
- **Unauthorised absence from school is a serious breach of discipline.**

Pupils must not leave school before 3.15 pm except in unavoidable circumstances. Medical, dental and other appointments should be made outside school hours. Where unavoidable, a letter from a parent of the pupil, together with the appointment card (if appropriate), must be presented to the Form Teacher.

**PUPILS MUST BE COLLECTED BY A PARENT/RESPONSIBLE ADULT and both pupils and parents must sign the book in the school office before leaving.**

- **The school does not approve absence for holidays during term-time.**
- Pupils are responsible for their own property. Money or valuables should not be left in the changing rooms, lockers or classrooms. No responsibility can be accepted by the school for lost property. Pupils are advised not to bring any electronic possessions to school.
- Respect for school property is essential. This includes furniture, equipment and textbooks.
- Pupils and their parents will be held responsible for making restitution for wilful damage to school or fellow pupil's property.
- All books are the property of the school and must be returned at the conclusion of each course or module (usually in June each year). Parents and pupils will, therefore, ensure that they are properly cared for. Pupils will be charged for the replacement cost of books not returned or returned damaged.
- All pupils should be conscious of the need for a clean and green environment. Litter should always be placed by each pupil in the bins provided.
- **The selling of goods on school property is prohibited.**
- Smoking (this includes E-cigarettes) and the use of alcohol and the taking in school (or possession) of non-prescription drugs is illegal. Our normal response will be suspension. This policy applies to every pupil and to all school activities and trips.
- **Stimulant drinks are banned.**
- **Pupils will treat all staff and fellow pupils with respect and courtesy. This will be expressed in politeness, good manners and in co-operation.**
- Pupils should move around the school in a calm and respectful manner and avoid all out of bounds areas. Pupils should walk on the left hand side of the corridors in single file.

- Year 13 and Year 14 pupils may leave the school at lunch-time but must return promptly before the beginning of afternoon class.
- No pupil should be eating/drinking in the corridors at any time – designated areas are provided.
- All safety precautions set by the school must be followed. Pupils should obey teachers' instructions, especially in practical lessons. In the event of an emergency, everybody must move quickly and quietly out of school by the set route and take their places at the assembly points.
- Pupils are to take pride in their work and ensure it is completed on time and to a high standard. Written work must be carefully completed and properly presented.
- Pupils must have a corridor pass when out of class.
- Pupils who are driven to school in the morning should be left off at the school gates - not driven up the driveway. All parents are specifically requested, whatever the weather, **not** to bring cars onto the school avenue.
- The use of bicycles requires permission from the Pastoral VP.

### **Electronic Equipment**

- Mobile Phones, MP3 Players and iPods are not allowed to be used in school. Should a pupil be seen with any of these, the item will be confiscated and only **returned to a parent the next school day.**
- If devices are used to record pupils or staff, the item will only be returned to a parent when all school images/recordings are deleted.

### **Out of Bounds Areas at all times include:**

- Front of school including the grass areas.
- Springfield Road entrance and driveway (access is allowed coming to and leaving school).
- School buildings before 8.40 am and at lunchtime, or after school unless supervised by a teacher.
- Areas around the gymnasium, swimming pool, the car parks and the back of the ER building.
- Grass banks leading to the pitches.
- Any unsupervised area at lunchtime, including the school lane.

### **In the Classroom pupils must:**

- Be on time for all classes.
- Enter and leave the classroom in an orderly manner.
- Listen to, and follow, instructions at all times.
- Get permission before you speak - raise your hand ... do not call out.
- Only put away books and materials when told to do so.

In cases of serious violation of this Code of Conduct, or any School Rule or Regulation, the school reserves the right to discipline pupils, even to the point of exclusion on a temporary or permanent basis.

## School Uniform

While wearing our school uniform pupils represent their school and will behave accordingly. Pupils must bear this in mind on the way to and from school.

### Years 8 to 12:

- School blazer with crest (**to be worn at all times**). Plain charcoal/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**.

### Years 13 and 14:

- Formal plain white shirt with collar. Black school-crested jumper.
- Black crested senior school tie. Black school-crested coat (**the only acceptable coat**).
- Formal plain black/charcoal trousers.
- Black shoes – **no** trainers (**no black trainers, no black canvas shoes, no black shoes with white markings**).

### Please also note that:

The school Dress Code must be observed both on the school premises and on the way to and from school.

- **No** personal jewellery is to be worn and prohibited articles will be confiscated.
- Hoodies, sports tops, sweatshirts or jackets are not acceptable as a substitute for the school overcoat and may not be worn.
- Hair must be neat, clean and tidy and acceptably cut. Dyed, shaved, unconventional styles etc. are not allowed. If worn to and beyond shoulder-length, hair must be tied back. **We do not accept a haircut below a 'number1'.**
- **All** students must be clean shaven at all times.
- Political emblems are not permitted.
- Where trainers need to be worn instead of shoes, a medical certificate is required if the problem persists for more than a few days. Otherwise a note from home is required on the first day.
- Our expectation of good behaviour extends to pupils in uniform coming to and returning home from school.
- The Year Heads and the Senior Teachers in charge of each Key Stage are the arbiters of what is acceptable and within the provisions of the Dress Code. **Students may be sent home for not conforming.**

## St Mary's CBGS Belfast

### Home / School Agreement 2019-2020

In St. Mary's, we expect a high level of support from the parents of our pupils. By accepting a place in this School, parents and children implicitly agree to support the ethos and spirit of St. Mary's. It is our belief that parents and teachers must work together if pupils are to enjoy school and maximise their full potential. This Home / School agreement has been drawn up to elicit your co-operation and support in the implementation of the Code of Conduct.

#### Attendance

Schools are required by the Department of Education to record details of attendance in the following categories:

Present	Authorised Absence
In school all day	Bereavement
Medical/Dental appointment for part of the day	Under suspension
Educated off site	Ill or all-day medical/dental appointment
Approved sporting activity	Enforced closure
Educational Visit	
Work Experience	

Any other absence is recorded as unauthorised. These categories are recorded on the official register and appear on pupils' records.

The Department of Education requires a **written** 'Reason for Absence' following a period of non-attendance at school. If this is not provided, the School is obliged to record the absence as 'unauthorised' and this will appear on the pupil's attendance record. Parents may phone the school reception in the event of a pupil's absence but this must be followed up with a written explanation.

**The school does not approve absence for holidays during term time.**

#### Procedures for pupils

Pupils should be in school at 8.50am. The bell for registration and assembly rings at 8.55. Registration takes place at 9.00am.

Pupils who arrive in school after 9.00am must sign the late register in the lunchroom on arrival. Otherwise they will be registered as absent. **Sanctions will be strictly applied.**

**Pupils must have a written explanation of any absence signed by parent/guardian and this should be presented to the form teacher on the day of the return to school.**

**Pupils must not leave school before 3.15pm except in unavoidable circumstances. In such cases a written request must be made in advance to the Form Teacher. Pupils must be collected by a Parent/Responsible adult and both pupils and parents must sign the book in the school office before leaving.**

## Uniform

The School uniform is designed to foster a sense of identity, loyalty and pride in the pupils and the School and is compulsory for all.

All pupils from Year 8 – Year 14 inclusive are expected to attend school in the Regulation Uniform as stipulated below:

### Years 8 to 12:

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

### Years 13 and 14:

- Formal plain white shirt with collar. Black shoes – no trainers.
- Black crested senior School tie. Black School-crested jumper.
- Formal plain black /charcoal trousers. Black School-crested fleece.
- The **only outdoor** coat for pupils in Years 13 & 14 is the **black School-crested fleece**.

### Please also note that:

The School Dress Code must be observed both on the School premises and on the way to and from school.

- **No** personal jewellery is to be worn and prohibited articles will be confiscated.
- Hoodies, sports tops, sweatshirts or jackets are not acceptable as a substitute for the school overcoat and may not be worn.
- **Hair must be neat, clean and tidy and acceptably cut. Dyed, shaved, unconventional styles etc. are not allowed. If worn to and beyond shoulder-length, hair must be tied back. We do not accept a haircut below a 'number 1'.**
- **Students must be clean shaven at all times.**
- Political emblems are not permitted.
- Where trainers need to be worn instead of shoes, a medical certificate is required if the problem persists for more than a few days. Otherwise a note from home is required on the first day.
- The Year Heads and the Senior Teachers in charge of each Key Stage are the arbiters of what is acceptable and within the provisions of the Dress Code.

**Parents will be asked to come to school and collect their son if they do not conform.**

**While wearing our school uniform pupils represent their school and will behave accordingly. Pupils must bear this in mind on the way to and from school, on school provided transport and at school organised events.**

**Repeated infringements of the rules in relation to uniform and appearance may lead to suspension.**

## Academic Expectations

Pupils are expected to work to the best of their ability at all times in school and at home. Independent study is crucial for academic success. Getting into good habits early on will ensure that your son achieves his potential.

All homework tasks are expected to be completed to a high standard and submitted on time. If homework is not completed, then appropriate action will be taken. If there is evidence of a recurring problem relating to homework, this will be referred to the Form Teacher, Year Head or parent/guardian.

All pupils will sit standardised class tests in all their subjects towards the end of each school term. Results from these tests will be analysed to determine each pupil's progress and identify any pupils who may also require additional support.

## Mobile Phones

For Health & Safety and Child Protection reasons, Mobile Phones, MP3 Players and IPODS **are not allowed to be used in school**. While our recommendation is that pupils should not bring their mobile phones etc. to school, if they choose to do so it is at their own risk. We do not accept liability for any loss or damage to these personal electronic devices. Pupils who do bring Mobile Phones, MP3 Players and IPODS into school it is on the **understanding that they are turned off and kept out of sight when on the school premises** and whilst travelling on school transport.

Should a pupil be **seen** with a mobile phone, MP3 Player or IPOD they will have it confiscated immediately by a member of staff who finds them with it, who will place it in the school safe to be collected by a parent or other responsible **adult the next day**.

**This is a 24-hour sanction.**

**Refusal to hand over the mobile phone, MP3 Player or IPOD could result in suspension.**

In order to collect the phone, a letter must be collected by the pupil from the office. This letter must be presented at reception and the phone will be returned after 3:15pm the following school day.

**Pupils must not approach the office staff to have their phones returned.**

Should a parent/guardian wish to contact a pupil or vice versa, this must be done via reception.

## Social Networking

For the purpose of Child Protection / Safeguarding:

- Pupils are not permitted to engage with or access any social networking site while on school premises. This applies to all school-based facilities and personal technologies.
- Pupils should not make any derogatory, defamatory, rude, threatening or inappropriate postings about the School, or anyone (e.g. other pupils, staff, governors, volunteers, visitors etc.) connected to the School. Note that 'postings' refer to ALL types of content on social media sites including (but not exclusively) text, photographs and video.



## Behaviour

**As we see the School as an extension of the home we seek your full co-operation in helping us implement our standards of courtesy and behaviour, as outlined in the Code of Conduct.**

It is the school's practice to involve parents if and when behaviour problems become evident. This is to enable you to fulfil your obligation and to accept responsibility for the behaviour of your son at school.

The School reserves the right to interview pupils about disciplinary matters and academic progress should it be considered necessary.

## Parents / Guardians

An essential element of the Pastoral Care system is partnership with parents, whom the school recognises as the first educators of their children. To this end, regular contact, formal and informal, with parents is promoted throughout the child's school career.

Year groups have parent-teacher meetings which provide the opportunity to discuss a pupil's progress with all the subject teachers and to speak to the Form Teacher and Year Head if necessary.

Attendance at the annual Parent Teacher and relevant Induction meetings for Years 8/11/12 and 13 is essential.

In addition to the above formal or timetabled meetings, parents and guardians are encouraged to contact the school at any time if they have concerns about their son's progress and /or wellbeing.

**If Parents / Guardians wish to speak to a teacher, they are asked to make an appointment.**

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

**PLEASE NOTE: Parents / guardians are asked to adopt a civil manner at all times when speaking with staff in relation to issues concerning their son.**

I have read and agree to abide by the School's Code of Conduct.

**Name of pupil:** ..... **Class:** .....

**Signature of pupil:** .....

I have read and will ensure that my son abides by the School's Code of Conduct

**Signature of Parent / Guardian:** .....

**Date:** .....

*This Home / School Agreement is a working document, is subject to change and is updated on an annual basis.*

## **DISCIPLINE**

Good discipline is in the interests of the whole school community. It promotes character, respect for others and self. It ensures that the rights of all are respected and creates an environment that allows all to reach their potential. It is the responsibility of each and every member of the school community to ensure that good discipline prevails at all times. Sanctions are not simply punishments but rather aim to instruct and guide the pupil to positive self-discipline and self-respect.

Parents should be confident that their family standards are being upheld by the school and in turn it is necessary for parents to support the school in the implementation of the school's Behaviour Policy.

The school recognises that parents and guardians have an invaluable role to play in relation to their children's education and aims always to work in close co-operation with parents.

Breach of the school rules will normally result in the following sanctions.

## **SANCTIONS**

All staff have a responsibility to ensure that pupils adhere to the school's rules.

### **Sanctions should:**

- be applied as soon after the offence as possible
- be fair and consistent
- be proportionate to the offence
- aim always to keep self-esteem intact.

### **Sanctions for minor breaches of discipline include:**

- a warning and reminder of what is expected
- a change of seating arrangements
- a discreet conversation with the pupil at the end of class
- withdrawal of privilege
- additional work to complement or reinforce current work (signed by the parent/guardian)
- make a positive contribution to the school community e.g. picking up litter
- a note on SIMs.

### **MINOR BREACHES OF DISCIPLINE include the following:**

- Lack of effort, attention or application
- Non-doing of homework (on a one-off occasion)
- Under-achievement in class tests due to lack of effort.
- Forgetting books or materials needed for class
- Poor punctuality
- Minor lack of courtesy or respect (on a one-off occasion)
- Boisterous or unruly behaviour (on a one-off occasion)
- Lack of respect for the environment (e.g. dropping litter)
- Being out-of-bounds within the school building

***This list is illustrative and not exhaustive***

**Sanctions for serious breaches of discipline include:**

- Detention – this includes Saturday and Staff Day detention
- Withdrawal of privileges including involvement in extra-curricular activities
- Detention or if deemed sufficiently serious, suspension
- Failure to complete detention may lead to suspension
- Suspension leading to expulsion

**SERIOUS BREACHES OF DISCIPLINE include:**

- Persistent failure to bring books or materials needed for class
- Persistent failure to do homework
- Persistent poor punctuality
- Repeated unacceptable conduct including bad manners
- Repeated lack of effort/ poor work ethic in academic studies
- Repeated flouting of rules regarding school uniform, jewellery, hairstyle, hair colour and not shaving
- Repeated disruption of other pupils progress
- Repeated lack of respect for the environment (e.g. dropping litter)
- Being in an Out of Bounds area (repeated offence)
- Being out of school grounds without the appropriate authorisation

***This list is illustrative and not exhaustive***

**Examples of breaches of school discipline which incur detention**

- Smoking e-cigarettes
- Leaving school without permission
- Failure to adhere to timetable and attend scheduled classes
- Forging signatures in the Homework Diary or Personal Logs.
- Truancy
- Use of mobile phone during school hours
- This list is illustrative and not exhaustive

**Examples of breaches of discipline which incur detention or, if judged sufficiently serious, suspension or suspension leading to expulsion**

- Serious lack of courtesy and /or respect
- Graffiti
- Stealing
- Vandalism / abuse of school property
- Misuse of a video-phone / camera-phone
- Misuse of a digital camera, recording equipment / video /all other ICT equipment
- Committing of a criminal offence in school, on school trips or when wearing school uniform.
- Persistent disruption of other students' learning

***This list is illustrative and not exhaustive***

**Examples of breaches of discipline which incur suspension:**

- Swearing or abuse of any form directed at a member of staff or foul language used in response to something a member of staff has said or requested.
- Any action which compromises Health and Safety
- Physical fighting (all parties involved) and verbal or electronic challenges to fight
- Smoking
- Being in possession of a lighter, drugs or alcohol
- Tampering with fire equipment

- Failure to respond to a reasonable request made by a member of staff e.g. refusal to remove an item of non-uniform
- Persistent flouting of school rules regarding school uniform, hairstyle, hair colour and not being clean shaven/failure to respond to request to
- comply with rules related to hairstyle / hair colour and shaving
- Misuse of Social Media to bully, humiliate or intimidate any member of the school community
- Persistent serious disruption of other students' learning

***This list is illustrative and not exhaustive***

#### **Sanctions for poor punctuality:**

The count will be accumulative and not reset to zero at the beginning of each calendar month.

3 lates – Detention

6 lates – 2 DTs

9 lates - Staff Day or Saturday detention and parental interview with Year Head and Head of School

12 lates – suspension

#### **Bullying Incidents**

Bullying incidents are dealt with in accordance with the school's Anti- Bullying Policy and the school will apply sanctions as considered appropriate by the school. Repeated incidents, or one-off incidents which are deemed very serious, will invoke a higher level of response and could incur **suspension or suspension leading to expulsion.**

Pupils should know and understand that no ICT user is permitted to harass, insult or attack others whilst in school or at home (reference Policy for Acceptable Use of All ICT (pupils)).

#### **Referral**

Initially, the class/subject teacher will deal with a breach of discipline. The subject teacher may refer the pupil to the Form Teacher or Year Head depending on the nature or frequency of the breach of discipline. The Form Teacher may refer the pupil to the Year Head. Depending on the nature or frequency of the breach of discipline, it may be necessary to refer the pupil to the Head of School/SLT link. Discretion will be used in relation to referring the pupil to the Vice-principal or Principal.

#### **Detention is held on:**

**Monday and Wednesday 3.15 – 4.30pm**

**Friday 3.15 – 4.00pm**

#### **Missed Detention**

If a pupil misses a detention it will be re-scheduled once.

If a pupil refuses to complete a detention, his parents/guardian will be contacted. **Further failure to complete the detention will result in suspension if the detention is compliant with the school's disciplinary code.**

## What do I do if?

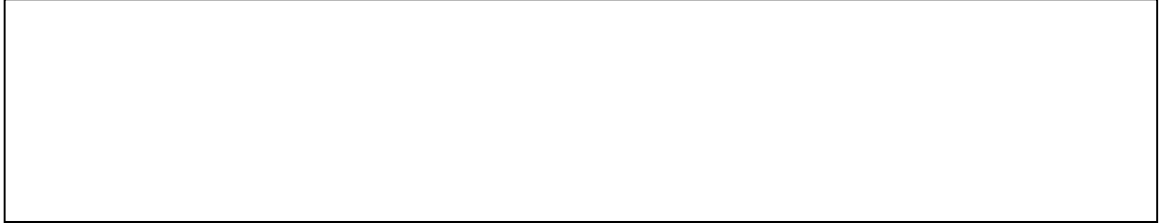
You are going to try to figure out what you should do in the following situations. Write your ideas in the space provided. Then your form teacher will discuss each scenario with the class and ensure you know the correct way to respond/act.

1. I missed my bus and arrived late to school. How do I get marked in and find my class?

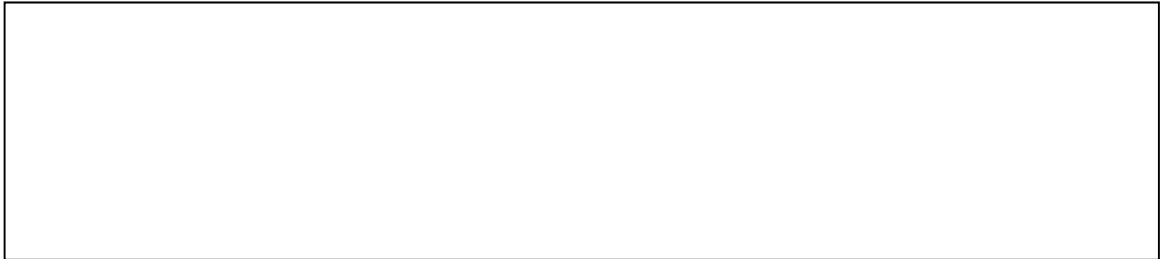
2. I have forgotten my Maths textbook.

3. I've forgotten to put on my tie.

4. I don't understand a piece of work.

A large, empty rectangular box with a thin black border, intended for a student to write their response to question 4.

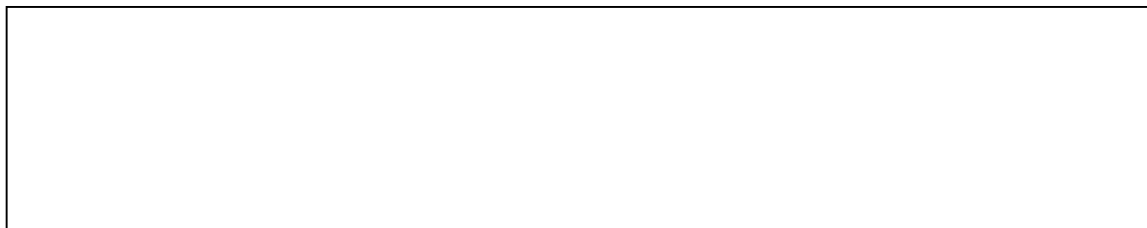
5. I'm lost and don't know where to find my next class.

A large, empty rectangular box with a thin black border, intended for a student to write their response to question 5.

6. I left my schoolbag at the bottom of the steps to the all-weather pitch and now it's not there.

A large, empty rectangular box with a thin black border, intended for a student to write their response to question 6.

7. I'm not feeling well.



8. I was off school for 3 days because I was ill.



9. Someone in my form class keeps calling me names.



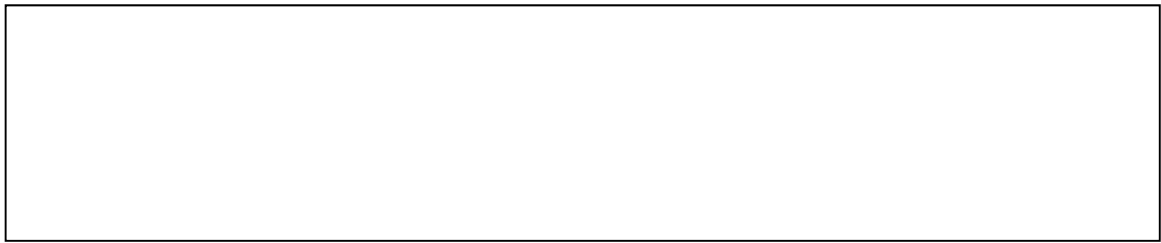
10. A pupil in my form class is always on his own at break and lunchtime.



11. Things aren't great at home and I'm feeling very worried.



12. I'm finding it hard to get used to 'big school'. My best friends are in another form class and most of the boys in my class seem to know each other already.



13. What other scenarios would you like to discuss?

