



*St. Mary's Christian Brothers' Grammar School*

*Scoil Mhuire na mBráithre Críostaí*



147a Glen Road, Belfast, BT11 8NR      147a Bóthar an Ghleanna, Béal Feirste, BT11 8NR

Telephone: (028) 9029 4000      Fax.: (028) 9029 4009

Website: [www.stmaryschgs.com](http://www.stmaryschgs.com)

'Nurturing faith, promoting partnership, excelling in teaching and learning, creating a caring school community and inspiring transformational leadership.'

20 October 2022

Dear Parents and Guardians

Pupils will be off school for mid-term break from **Friday 28<sup>th</sup> October 2022 to Friday 4<sup>th</sup> November 2022 (inclusive)**. Pupils will return to school on **Monday 7<sup>th</sup> November 2022**.

There will be a staff INSET day on **Wednesday 9<sup>th</sup> November**. No pupils should attend on that day.

I wish to draw your attention to the following:

#### **The School Development Plan 2021-2024**

You can access the action plans for **Year 2** of our current School Development Plan 2022-2023 from the school website. Our plan continues to be clearly focused on high standards for all students.

#### **The Annual Report of the Board of Governors 2021-2022 is also available on the school website.**

The report outlines the progress and activities that have taken place over the past academic year. I hope you will find this document both interesting and informative.

#### **Packing schoolbags correctly for the day ahead**

We would be grateful if you would remind your son(s) to pack his schoolbag correctly for each school day, consulting fully with his timetable. Students should be reminded to bring their PE gear, Art materials and musical instruments on the correct day. As you will appreciate this will help reduce the need for parents or guardians having to visit the school office during the school day to drop off resources. During the current time we are doing our best to keep the school community safe and reduce unnecessary visits to the school site.

#### **Parents using a Lane Pass**

As you will be aware St. Marys is situated on a busy site. Parents who have been given special permission to be on site have been issued with a Lane Pass. Please be aware that **no traffic** is permitted on the lane **between 15.10 and 15.25** to allow for the safe exit of all pupils. Drivers are asked to proceed with extreme caution at all times on the lane.

#### **Pupils attending appointments during the school day**

Pupils attending appointments during the school must be collected from the school office by a parent / guardian or their representative. Pupils cannot leave the school to attend appointment unaccompanied.

#### **Safeguarding and Child Protection**

One important aspect of this Pastoral provision is our procedures for dealing with a Child Protection issue. Mrs Fiona Crookes (Pastoral Vice-Principal) is our **Designated Teacher for Child Protection**. We have three **Deputy Designated Teachers for Child Protection** in school, Mrs Michaela Lewis (Senior Teacher), Mr Raymond Herron (Senior Teacher) and Mrs Amanda Barr (Senior Teacher and SENCo). Mrs Eileen Donnelly is our Governor with responsibility for Child Protection.



St. Mary's Christian Brothers' Grammar School

Scoil Mhuire na mBráithre Críostaí Edmund Rice Schools Trust

147a Glen Road, Belfast, BT11 8NR 147a Bóthar an Ghleanna, Béal Feirste, BT11 8NR  
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Website: [www.stmaryschgs.com](http://www.stmaryschgs.com)

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### Behaviour expectations when travelling on school and public bus services

Unfortunately, there have been a few incidents reported to us concerning unacceptable behaviour on some of our bus routes. Most students using the bus services behave in a manner which both home and school would expect. We have reminded the boys on several occasions about appropriate behaviour, and we would therefore appreciate you reinforcing to your son the importance of proper conduct on the bus. Any student who does not behave may in future be excluded from the bus and would need to make his own arrangements for travelling to and from school.

Below I have included key reminders regarding school policies - pupils using mobile phones, smoking including E-cigarettes / vaping, use of alcohol/drugs. Thank you to all parents and guardians for your continued support assisting us in upholding the high standards we have set in St. Mary's for all the young men in our care.

As we complete this half term, I hope you have a safe and enjoyable break. I would also like to take this opportunity to thank you for your ongoing support and understanding as we continue to work together to support the education of your son in St. Mary's.

Yours faithfully

Mrs Siobhán Kelly  
Principal

### School Policy on 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.

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

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### School Policy on Smoking and E-Cigarettes / Vaping (Extract from the Student Code of Conduct)

Smoking (this includes E-cigarettes) and the use of alcohol and the taking in school (or possession) of non-prescription drugs are illegal. Our normal response will be suspension. This policy applies to every pupil and to all school activities and trips