



ST COLMAN'S HIGH & SIXTH FORM  
COLLEGE

# GUIDELINE FOR PARENTS





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Dear Parents/Guardians,

The purpose of this booklet is to help you understand how the school attempts to establish the best conditions for all students to succeed and enjoy school. We look forward to working with you over the coming months and years. The content is deliberately brief and straightforward but the messages conveyed are long term and important.

Every year is a new start, a new beginning for your son or daughter. We, as teachers, will try to achieve what you want for him or her. However, this cannot happen without your full support and co-operation. For your son or daughter to attain the success he or she deserves, both parents and teachers must work together as partners. Hopefully this is our common goal throughout your son or daughter's time at St Colman's High & Sixth Form College.

This booklet summarises a number of policies and relevant information, which operate in St Colman's High & Sixth Form College. They are, however, only guidelines and more comprehensive documents are available on request. Some of the policies may be more relevant to you than others but this booklet should reinforce what you can expect from us and what we expect of our students.

**Mr M Morgan**  
**Principal**

## Pastoral Care in our School

Pastoral Care refers to those aspects of the school, which contribute directly or indirectly to the personal and interpersonal development of students. Its purpose is to ensure that students through teaching, tutoring, guidance and planned experiences are enabled to mature into confident, responsible people who can make the best use of the opportunities available to them as well as contribute to the welfare of others.

Our Pastoral Team includes Year Heads, who have overall responsibility for the year group and Form Teachers who are responsible for their class, which they see daily. Form Teachers also teach their class the weekly pastoral programme. This programme is appropriate to the age and maturity of the group and includes modules on Transition, Careers Education, Health, Relationships and Sexuality Education, Drug Education and Study Skills.

Supporting the taught programme we provide opportunities for personal enrichment through participation in extra-curricular activities, educational visits, enterprise, education-industry links, work experience, interview practice, and for senior students specific responsibilities as prefects and mentors.

A key theme throughout the pastoral programme is responsibility; we encourage students to take increasing responsibility for their learning and their behaviour.

Parents and Guardians are a major influence in all aspects of young people's development and we value their support and contribution to the pastoral programme.

## Key Contacts

The Principal, Vice Principal, Head of Pastoral Care and Form

Teachers can all be contacted through the school office on 028 97562518.

The Pastoral team within the school work together to ensure the development and welfare of the whole child. If concerns should arise the point of contact for parents is the Form Teacher. Serious concerns will be referred to the Year Head or Head of Pastoral Care. The school will endeavour to treat all matters seriously, dealing with issues in a sensitive manner. At all times the welfare of the child will be paramount. (Counselling is available through contact with the Principal, Vice Principal or Head of Pastoral Care)

### Safety

Visits to the shop on the Crossgar Road are for **senior pupils ONLY**. This is a busy road and the footpath is quite narrow. We would encourage your child to make use of facilities in school to purchase snacks. The school Canteen provides snacks at breakfast, break and lunchtime (see separate sheet for full details). Students remaining in school to make use of facilities or participate in after school clubs must have ensured they have safe transport organised at the end of the day. Parents are advised that students should travel home directly following dismissal from after school clubs.

### The School Day

Registration: 9.05 am

Break time: 10.45 - 11.00 am

Lunch time: 1.00pm - 1.35 pm

Dismissal: 3.05 pm

# Policy for Promoting Positive Behaviour

We believe that positive and effective discipline is essential for the smooth running of the school. Our aim is to help students acquire self-discipline in their work, in their relationships with others and in their behaviour both inside and outside school. To achieve this aim the school relies upon the support and co-operation of all parents. Our school is proud of its strong relationship with parents.

## Rules

As partners with parents we expect the following from our students:

1. Full attendance and good punctuality.
2. Correct school uniform to be worn.
3. Proper attention and commitment during class and towards homework tasks.
4. Good behaviour towards others in school and on the way to and from school.
5. Adherence to school rules (displayed in classrooms and summarised in various documents).

## Merit System

The school actively promotes a merit system to reward good behaviour. Students may receive rewards on a half-termly, termly and annual basis.

## Discipline Structure

Students whose behaviour does not reach the expected standards can expect to receive various sanctions including: extra work, telephone/letter home, parental interview in school, detention, placed on report, suspension etc.



# Rules of Good Behaviour

Rules are necessary for the smooth running of any organisation.

Outlined below are the basic rules we believe are necessary for the smooth running of St Colman's. If these are followed we are confident that the school will fulfil its function of helping your child to achieve his/her potential.

**Parents / Guardians :** You are asked to discuss these rules with your son or daughter, explain the thinking behind them and the importance of abiding by each. These are foundations upon which to build a successful future for every student at St Colman's High & Sixth Form College. It is clear that you have a major role in securing that future.

## **Relevant Details;**

1. Pupils come to school to work, to contribute to school life, to do their best and to co-operate with each other, teachers and staff.
2. Pupils must be at school every day and arrive on time.
3. Pupils must take pride in their appearance. Full and proper school uniform must always be worn. Shaven or partially shaven and un-naturally coloured hair are not permitted.
4. Respect must be shown for others and for school property.
5. Pupils should walk quietly on the left hand side when moving around the school and follow procedures for bags and equipment.
6. Litter should be deposited in bins provided. Chewing gum and sweets are not permitted in school. Fizzy drinks are not permitted—pupils should consume water.
7. Smoking is forbidden in school and on the way to and from school - this includes electronic and all types of smoking devices.



## Rules of Good Behaviour *(continued)*

8. Permission must always be gained to leave school at any time during the day.
9. The use of mobile phones is not permitted in St Colman's. Photo and voice recording phones are not to be in school. Mobile phones will be confiscated and may be returned to parents at the end of the week.
10. Pupils must bring all appropriate and necessary equipment to school every day. This includes fully charged iPads which must be in their protective case, have all required apps and comply with Pupil User Agreement.
11. Conduct at all times should reflect positively upon the student, their family and the school.

## Anti-Bullying Summary

In our school we are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the staff. Students or parents/guardians can tell Teachers, Form Teachers, Year Heads, Classroom Assistants or members of School Management. As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported. St Colman's does not tolerate any form of bullying whether it is on or off school premises, during or beyond school hours, direct or indirect or cyber bullying. **Bullying will not be tolerated.**

### Procedures

1. Report bullying incidents to staff.
2. In cases of serious bullying, the incidents will be recorded by staff.
3. In serious cases parents will be informed and may be asked to attend a meeting to discuss the problem.
4. The bullying behaviour or threats of bullying will be investigated and the school will attempt to stop the bullying quickly.
5. The school will endeavour to help the bully (bullies) change their behaviour.

### Outcomes

1. The bully (bullies) may be asked to make a genuine and sincere apology. Other consequences may be required.
2. In serious cases, detention after school or other serious sanctions will be considered.
3. Where possible, students will be reconciled.

## Photo Policy Summary

Photographs of children are taken regularly in school, on school trips, in sports/music groups, during school productions and on other special occasions. Many of these photographs are used in school publications, e.g. school prospectus, or website. Students' first names usually accompany the photograph.

Occasionally local newspapers come to school to photograph special events and occasions such as charity presentations, sporting successes or prize-giving. These are then published in the particular newspaper. Students' first names usually accompany the photograph.

## Confiscated Items

Items of personal value (not essential for school work) should not be brought to school. The school cannot be responsible for students' personal property. This includes: mobile phones, personal stereos, jewellery, etc.

Where such items are brought to school, displayed or misused, they will be confiscated.

A register of confiscated items is kept.

Re-offending students must have items reclaimed by their parents.

**If you do not want valuable personal items confiscated do not bring them to school.**



## Attendance and Punctuality

Being in class contributes significantly to students' progress and St Colman's expects all students to attend, on time, every day. There may be unavoidable occasions when attendance at school is not possible. Where it is known in advance that a student will be absent parents should contact the school by phone and in writing. Where possible appointments should be arranged outside of school time.

Students attending appointments must show proof of the appointment and sign out at reception. Where the student is returning to school on the same day they must sign in at reception.

- 1 Students are expected in school, on time, every day.
- 2 Students are expected to arrive at classrooms as quickly as possible after the bells. For planned absences parents should contact the school in advance.
- 4 In the case of sudden or unexpected absences parents should contact the school by phone.
- 5 Notes should be provided for all absences and late arrivals.
- 6 Use the signing in, signing out book.
- 7 If the school does not have notice of a student's absence, the school will contact the home.
- 8 Permission to leave school early must be given by the Year Head and Form Teacher.

**Parents:** Your role in this area is crucial. Your attitude more than anything else will determine your son or daughter's attendance and punctuality record. Unfortunately some parents deliberately or through lack of commitment condone absences; likewise some parents adopt the same approach to punctuality. Should the school have to contact you about either the attendance or punctuality of your child we expect full support and co-operation in our efforts to address any problems.



## **Attendance and Punctuality *(continued)***

The school expects 100% attendance and punctuality from all students. Absences contribute to lack of progress, difficulty with classwork, loss of interest and poor examination results. The benefits of good attendance and punctuality cannot be over-emphasised. There may be occasion when a student is genuinely sick or has another legitimate reason for non-attendance but hopefully, such times will be rare. Pupils who come to school for any length of time, however short, will be marked present for that day.

## **Relationships and Sexuality, Tobacco, Alcohol and Drug Education**

St Colman's High & Sixth Form College is committed to developing the whole person and its approach to Relationships and Sexuality and Drug Education is firmly rooted in Personal Development. The school offers pupils the opportunity to increase their knowledge, develop positive attitudes, values and practise the skills necessary to help them resist personal, peer and media pressure and make informed decisions based on their own internal self-respect and self-esteem.

Drugs pervade today's society. Their misuse is a concern to all parents and schools. As we prepare young people to take their place as responsible adults in that society it is right, proper and necessary that they are informed and educated about tobacco, alcohol and drugs. St Colman's High & Sixth Form College is a committed smoke and alcohol free zone. The use of legitimate medicines/drugs is permitted to those who meet the proper legal requirements and medical needs.

In our school Relationships and Sexuality Education, tobacco, alcohol and Drug Education happen through the pastoral programme and there is a particular emphasis on these issues in Years 9, 11 and Sixth Form.

## **Relationships and Sexuality, Tobacco, Alcohol and Drug Education** *(continued)*

Incidents of drug misuse or suspected misuse in school are dealt with in accordance with DENI, EA and CCMS guidelines. Issues of discipline on these matters are managed in accordance with the school's discipline policy.

### **Acceptable Computer Use Summary**

The computer systems are owned by the school and are made available to students to further their education and to staff to enhance their professional activities including teaching, research, administration and management. This computer use statement has been drawn up to protect all parties, the students, staff and school. This policy includes use of the Internet.

**The school reserves the right to examine or delete any files that may be held on its computer system and monitor any internet site visited. Any document held on the school's computer system, including e-mail, is not private.**

All activities should be appropriate to the student's education.

Access should only be made through the authorised user ID and password, which should not be made available to any other person. Use of the schools ICT systems to access inappropriate materials such as pornographic, racist, violent or offensive material is forbidden. The school subscribes to CEOP's policies on ICT use and will report all misuse to the relevant authorities.

## The Use of iPads for Learning

St. Colman's is committed to improving our pupils' digital literacy and independent learning skills and this is partly addressed through our Mobile Learning Programme.

All Year 8 – 12 pupils receive an iPad, on loan from St Colman's, while they are in full attendance at our school. This device is issued for the sole purpose of improving the learning experiences of our pupils both at school and at home.

Parents and pupils are required to sign our Acceptable Use Policy and Pledge and are expected to adhere to the requirements of these at all times, both at school and at home. All other relevant school policies, for example our Acceptable Computer Use and Behavioural Policies must also be adhered to when using the iPad.

Pupils are responsible for the general care of the iPad that they have on loan; parents are given the opportunity to purchase insurance to ensure their child continues to have the use of an iPad should their device become accidentally damaged. iPads are issued with a protective case which must be kept on the iPad at all times. Pupils are expected to bring their iPad, fully charged, to school every day and are responsible for storing and backing up all work appropriately.

Parents are responsible for monitoring and overseeing iPad use within the home setting.

# School Equipment

**Students are expected to bring basic equipment to school every day:**

All texts and exercise books for classes

iPad

Black or blue pen

Pencil

Ruler

Calculator

Rough workbook

Bus pass

Lunch pass

Lunch or lunch money

Tippex is not allowed in school and must not be used for school work.

Textbooks remain school equipment and are on loan to students. All due care and attention should be given to school equipment and must be returned when requested in reasonable condition. Students must pay for loss or damage to school property.

## Mobile Phones

Students are not permitted to use mobile phones in school. Students who bring mobile phones to school for emergency purposes must switch them off whilst in school and keep their phones out of sight. Phones should not be checked for calls or messages during school hours. Breaches of these guidelines will result in phones being confiscated and returned on application to the school by parents.

**Photo and voice recording phones are not to be in school.**



## Homework

A vital element for academic success is the work given and carried out by students on their own. It is unrealistic to expect worthwhile achievement without regular and adequate homework. Unlike primary school, homework at secondary level will come from a range of subjects and teachers. Some homework may be required for the next day whilst other homework not for a number of days. Work can take various forms, such as:

- (i) writing      (ii) reading      (iii) learning
- (iv) research      (v) revision of work already given/learned

### Parents:

Your role is more important than the teacher in seeing that your son or daughter fulfils the requirements related to homework as outlined above. Check every day to see what homework has been given, when it has to be done and on completion examine what has been produced. If you show an interest in your son or daughter's work through daily discussion on what took place in a school, homework requirements, checking the outcome you will be contributing enormously to his or her future success. Not taking such an interest will be detrimental to your child's potential.

### Relevant Details:

1. Homework is part of St Colman's High & Sixth Form College teaching and learning policies.
2. Every student is expected to do homework given and submit it on time for correction.
3. Should a student be unable to complete homework given, a written explanation is expected from parents.
4. Formal assessment is undertaken through examinations in December and June. Reports are compiled at the end of the academic year.
5. Parents are invited to an annual Parent - Teacher meeting.

## School Uniform Years 8 to 12

St Colman's High & Sixth Form College students are ambassadors for their families and school. High standards of personal appearance are expected from all students.

### General

- 1) Items of clothing and equipment should have the owner's name securely attached.
- 2) Flat black shoes to be worn at all times.
- 3) The following items are not allowed: jewellery, piercings\*\*, make-up, including fake tan. Recent piercings will not be accepted as a reason for keeping jewellery in during school day.

*\*\*Those with pierced ears are permitted to wear one pair of stud earrings — one in each ear.*

- 4) No other piercing is permitted.
- 5) Girls - extreme hairstyles and colours are not allowed. Hair must be one natural colour.
- 6) Boys - boys should not wear their hair excessively long or short. Hair length must not be less than a No. 2 cut, long hair must not obstruct the face, extreme styles are not allowed. Hair must be one natural colour.

Coats and other outdoor clothing must not be worn in school.

Students are expected to wear full school uniform from home to school and school to home. Skirts should be grey knee-length pleated.

**Available only at Rhoda Stewart Ballynahinch.**

## Girls

White blouse  
School tie  
Maroon pullover  
Grey knee-length pleated skirt  
Maroon blazer with school badge  
Black tights  
Black school coat (optional)



## Boys

White shirt  
School tie  
Maroon pullover  
Black trousers  
Maroon blazer with school badge  
Black school coat (optional)

On occasions when uniform is not compulsory (some school outings, non-uniform days...) students will be expected to wear smart casual clothes that reflect their responsibilities as ambassadors for their families and their school. Football shirts, emblems and insignia are not permitted. School rules about jewellery and make-up will apply.



**PE Equipment:** PE kit as per list



## Travelling on the Buses

The majority of our students travel to and from school on Ulsterbus. Good behaviour on the bus is a very important issue for St Colman's High & Sixth Form College. As with other matters it requires only a few people to misbehave to cause the innocent to suffer and tarnish the school's good name. Though the buses legitimately carry large number of students this is not an excuse for any person to misbehave.

**Parents:** We require your support in a particular way to ensure good behaviour on the buses since students travel without teacher supervision both to and from school. Complaints about misbehaviour by students from St Colman's High & Sixth Form College while on the buses are taken very seriously by the school. Should we have occasion to contact you about the behaviour of your child we expect that you will respond quickly, positively and in a supportive manner.

### Relevant Details

1. At the end of the school day students must line up properly in the yard and follow the teachers' dismissal instructions.
2. Students must have their bus passes with them every day.
3. Passes lost or destroyed must be replaced immediately through Ulsterbus (£25 + photograph).
4. The rules regarding good behaviour apply to all travelling on the buses.
5. Students must respect bus prefects and comply with their requests.
6. Translink enforces a no-smoking policy on all its vehicles.



## Sanctions

Having to impose sanctions on students from time to time is part of school life. The choice of sanctions available to school includes: verbal reprimands, additional work, withdrawal of privileges, detention during and after school. More serious causes may necessitate meetings with parents. Most students require few sanctions as their attitude, behaviour and work are satisfactory. Those who do require sanctions are given them in an effort to improve behaviour or performance. A report system is in operation for pupils where behaviour or effort is a cause for concern.

**Parents:** We expect your support for whatever action the school decides is necessary to address any problems that arise. As in so many other matters mentioned already, your attitude in this area is of the utmost importance. The few students who misbehave cannot be allowed to damage or deprive the majority of what is their right. You are welcome to discuss any problems or difficulties encountered by your son or daughter and the actions taken by the school to address these. If he or she receives detention after school you will be notified well in advance.

### **Relevant Details:**

1. Pupils' support and co-operation are sought to uphold school rules; when this is not sufficient, the school will avail of sanctions.
2. Detention after school is from 3.05 to 4.05 pm on Thursdays normally. Principal's Detention is from 3.05 to 4.05 pm on Fridays. On occasion teachers may detain students on other days.
3. Detention is an integral part of the school's programme. Parents will be notified by letter regarding any detention issued.

## Extended Schools

Being an extended school means that St Colman's provides a range of services and activities, before, during and after the school day, to help meet the needs of children, their families and the wider community. These are some of the activities that your child can take part in as soon as they join St Colman's.

**Breakfast Club:** Supervised every morning from 8:15am, the school canteen provide breakfast options including cereal, hot drinks and hot food at a subsidised rate of 50p. Board games, TV and table tennis are all there to get our pupils energised and ready to start the school day at 9:05am.

Numeracy and Literacy co-ordinators identify pupils in need of support. With your consent trained staff will work with your child to improve their confidence and skills three times a week for up to twelve weeks.

**After school clubs:** clubs providing opportunities to engage in extra-curricular activities including: sport, sewing, gaming, traditional music, science and technology.

Key Stage 3 homework is a key activity for pupils to reinforce what they do in class. Our Homework Club operates Monday to Thursday from 3:05pm until 4:15pm. Supervisors offer support with homework tasks to ensure that pupils are able to understand and complete tasks set.

Older pupils benefit from Key Stage 4 revision classes across the curriculum supporting coursework or preparation for examinations. In Sixth Form, Year 13 pupils can access training and gain a range of skills during Thursday afternoon Enrichment periods.

# Child Protection Procedure

If you have a concern about your child's, or any other child's safety you can follow the procedures set out below.

You have a concern about your/a child's safety



You can talk to the class teacher



You can talk to the year teacher



If you are still concerned, you can talk to the deputy designated teacher for child protection Mrs C Halleron



If you are still concerned, you can talk to the designated teacher Mr Paul Hazzard.



If you are still concerned, you can talk/write to the Chairman of the Board of Governors



At any time, you can contact your local  
Social Services 028 97565456 or the Police 028 97562222

Jeśli masz problem porozmawiać ze swoim nauczycielem. Dyskusja do: Mr P Hazzard lub Mrs C Halleron

Jei turite problemu pakalbekite su savo klases aukletoja Arsakingi darbutojai yra Mr P Hazzard ir Mrs C Halleron

# Complaints Procedure

INFORMAL – Stage 1  
Comment/ Complaint made to  
appropriate member of  
staff (verbally)



Schedule Meeting  
Discuss the Issues  
Implement any agreements  
No further action

INFORMAL – Stage 2  
Comment/ Complaint made to  
Principal (Verbally)



Schedule Meeting  
Discuss the Issues  
Implement any agreements  
No further action

FORMAL – Stage 3  
Formal written comments/  
complaints made to  
Principal



Acknowledge receipt (*within 10 working days*)  
Investigate the Complaint  
Implement any agreements/ changes  
Confirm outcomes in writing (*within 20 working days*)  
No further action

FORMAL – Stage 4  
Formal written comments/complaints made  
to Chairperson of Governors and referred to Governors' Sub-Committee



Acknowledge receipt (*within 10 working days*)  
Investigate the issues/ meet with complainant  
Implement any agreements/changes  
Confirm outcomes in writing (*within 25 working days*)

APPEALS PROCESS  
Written request to have  
case heard by full Board  
of Governors



Acknowledge receipt (*within 10 working days*)  
Investigate the Complaint  
Implement any agreements/ changes  
Confirm outcomes in writing (*within 20 working days*)  
No further action



# EMERGENCY EVACUATION PROCEDURE

## The Alarm: A Continuous Bell

### Purpose:

- 1) To evacuate buildings as appropriate, quickly and efficiently.
- 2) To ensure that no-one is left in the building.

### Instructions to Staff:

- 3) In the event of a fire, it is the first duty of all concerned to prevent injury or loss of life.
- 4) Be familiar with the fire routes.
- 5) Be familiar with the locations of fire extinguishers and their use.
- 6) If you discover a fire you should: **Sound the Alarm**
- 7) The secretary is responsible for ensuring that the Fire Brigade is called immediately on the sounding of the fire alarm.

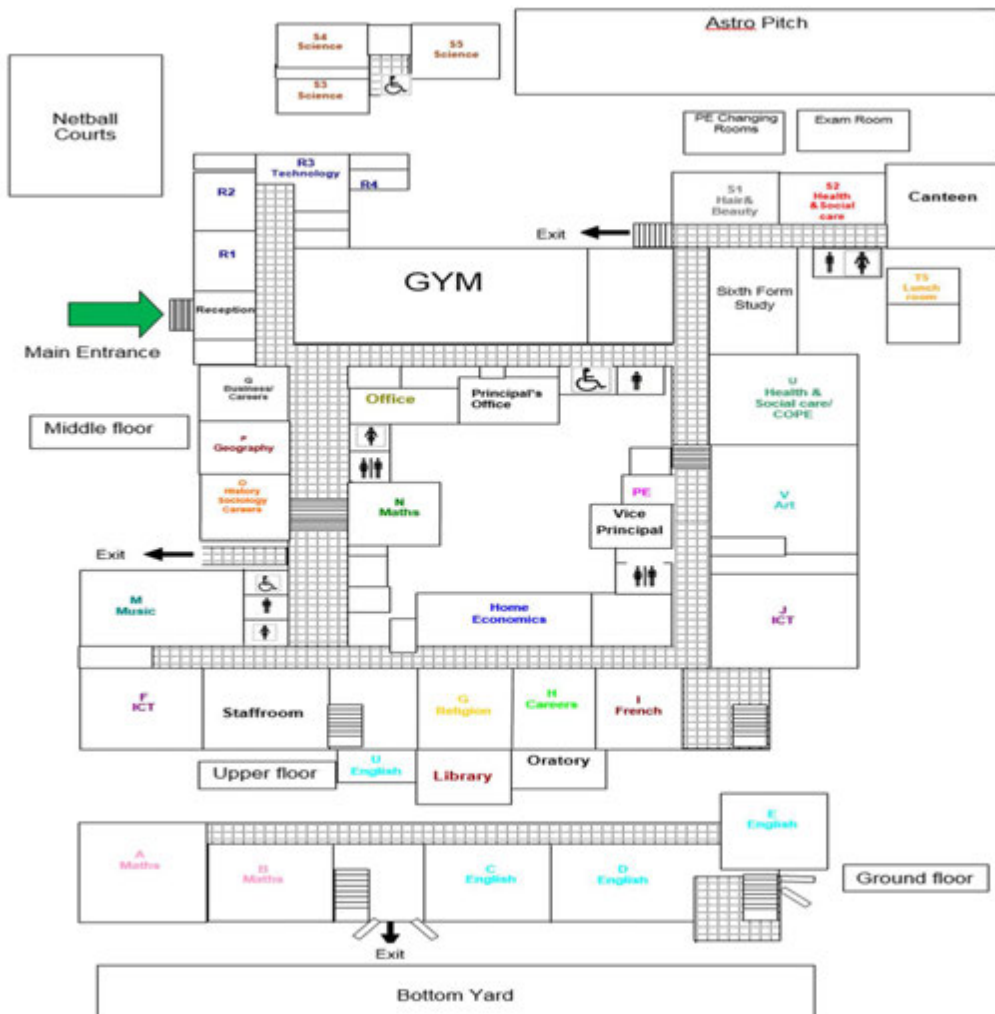
### On the alarm sounding you should:

- 8) Ensure windows and doors immediately surrounding the fire are closed.
- 9) Escort pupils in your charge from the building via the nearest suitable exit, in an orderly fashion, bringing no personal possessions to the assembly point.

## ASSEMBLY POINT: 2G SPORTS PITCHES

When pupils arrive at the pitches they must line up in classes. Form Teachers call the roll and notify Year Teacher of result. Year Teachers tell Vice Principal if any pupils missing, who will initiate a check on the student

**Under no circumstances may a pupil be allowed back into the building unless all clear is given by Principal**







# ST COLMAN'S HIGH & SIXTH FORM COLLEGE

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