

## Useful Information

St Mary's High School  
02844 612515

Website  
[www.stmarysdownpatrick.org.uk](http://www.stmarysdownpatrick.org.uk)

School e-mail  
[info@stmaryshs.downpatrick.ni.sch.uk](mailto:info@stmaryshs.downpatrick.ni.sch.uk)



School NI App: Available to download to access  
St Mary's latest news and information



Follow us on Facebook @ stmarysdownpatrick

# Welcome



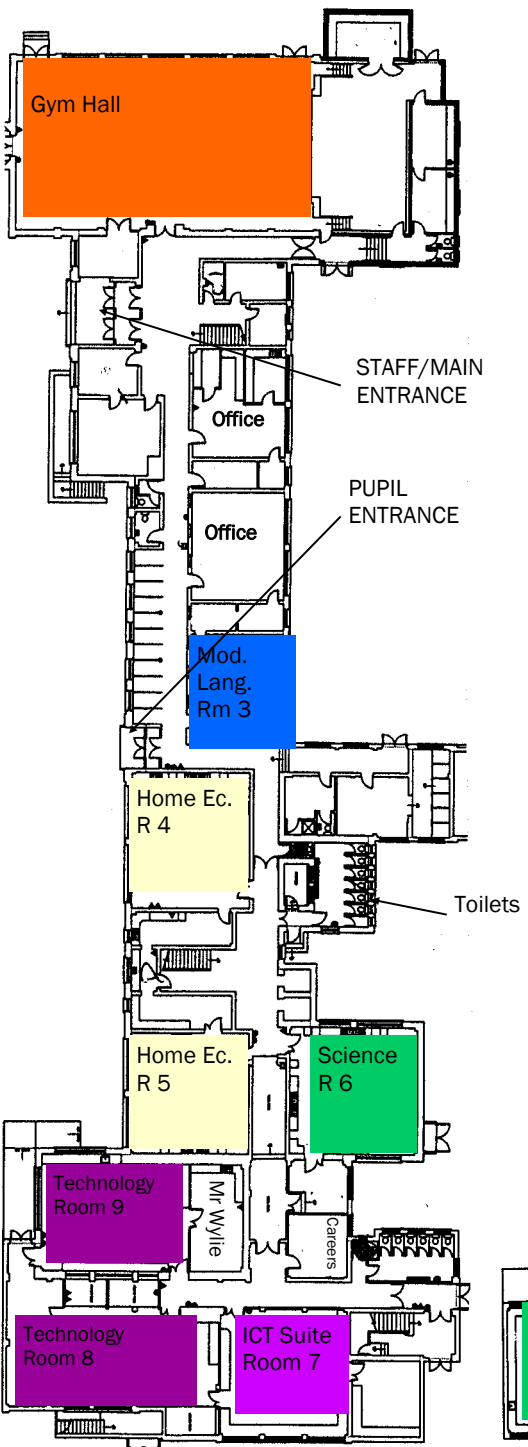
2020-2021

**St Mary's High School  
Downpatrick**

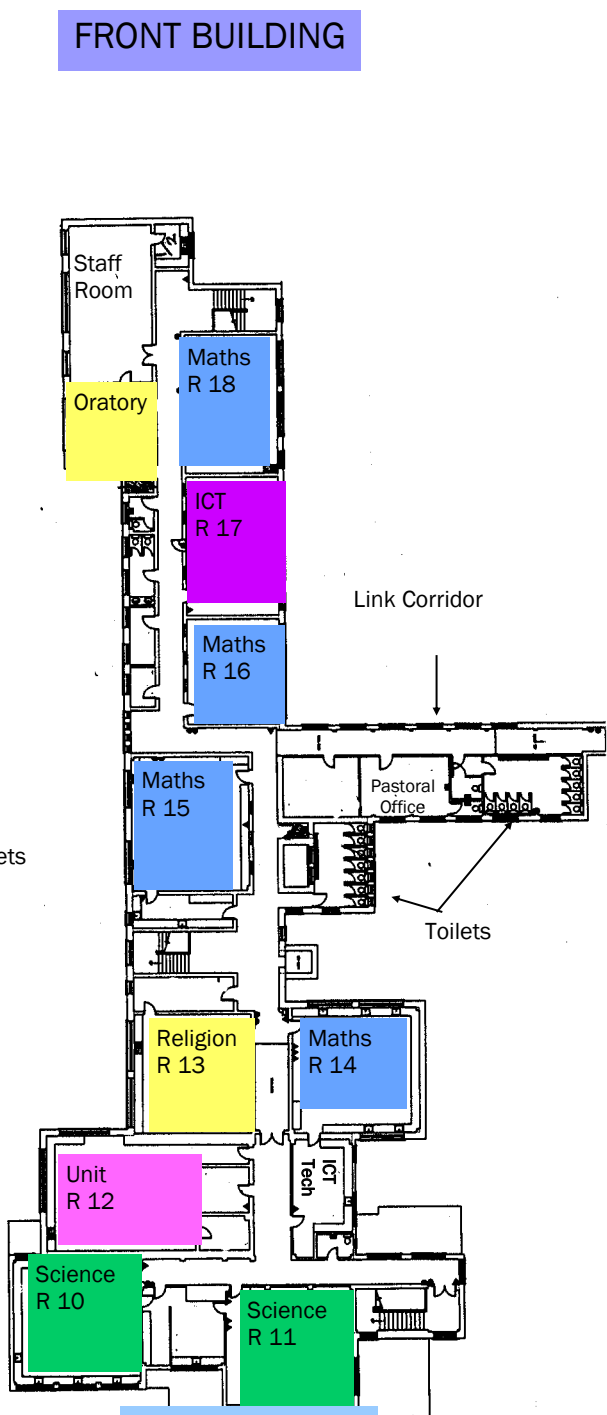
[www.stmarysdownpatrick.org.uk](http://www.stmarysdownpatrick.org.uk)

***Grow Together  
Learn Together  
Care Together***

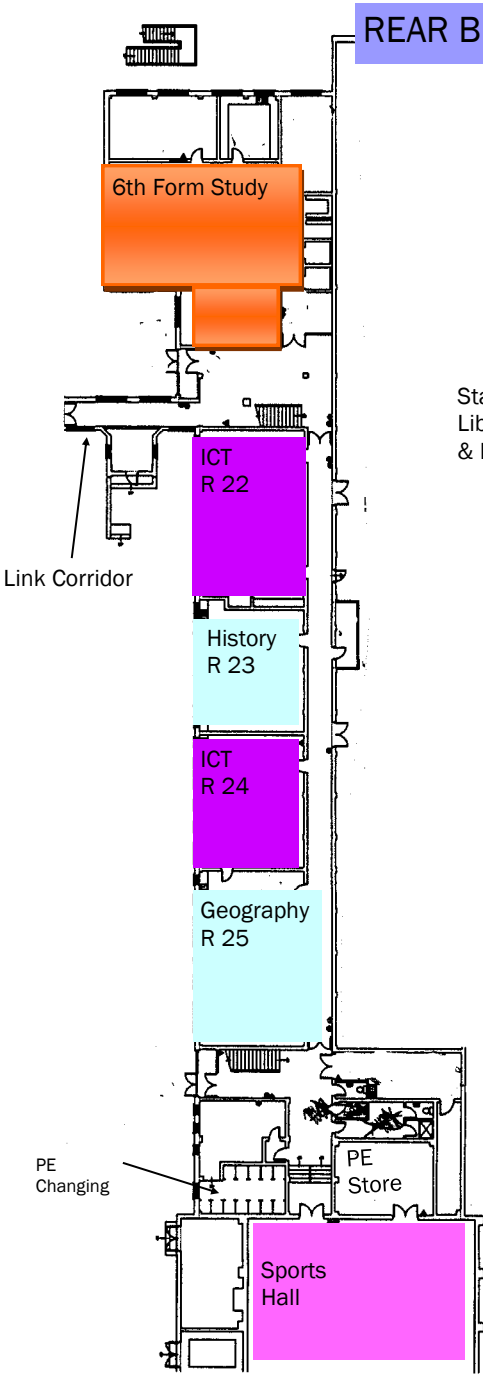
***'Every Child Matters'***



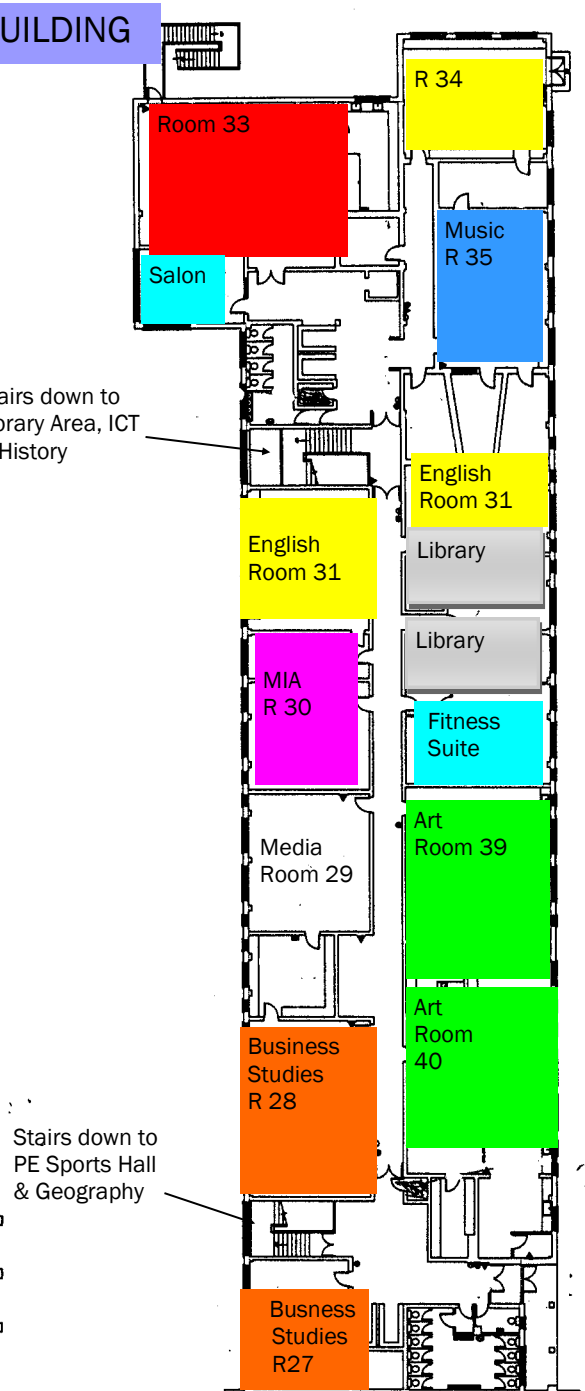
GROUND FLOOR



1ST FLOOR



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# NOTES

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## Principal



Ms R McLaughlin  
School Principal

## Vice Principal



Mrs M Arkins  
Designated Teacher for Child Protection

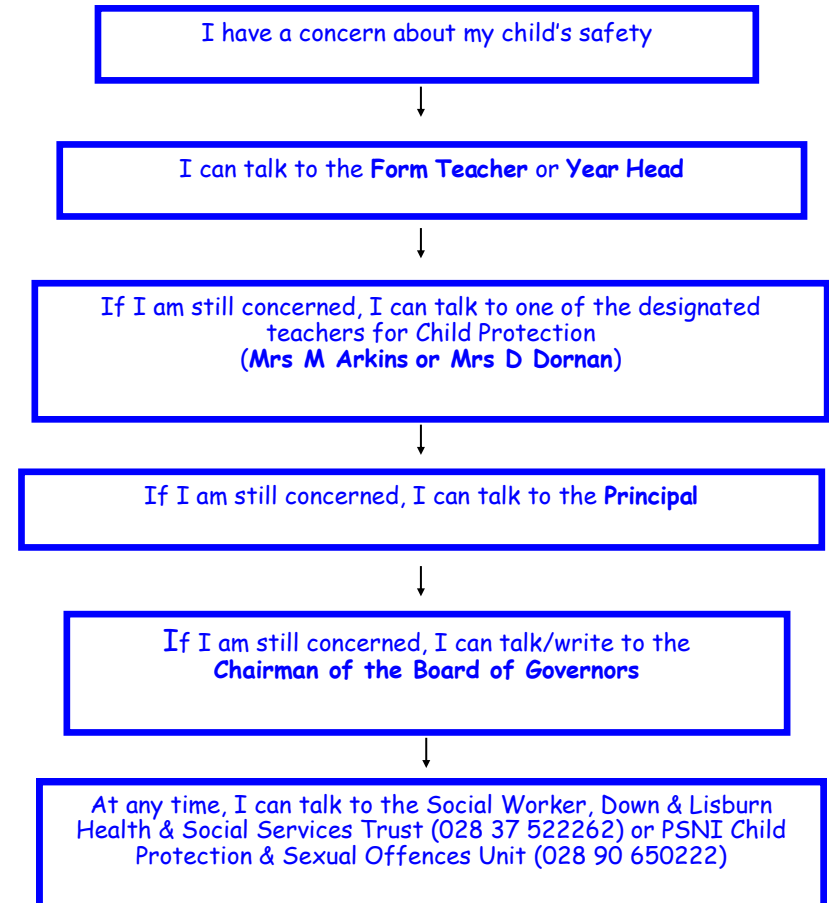
## Senior Teacher



Mr D Wylie  
Senior Teacher & SENCO

## Child Protection

How a parent can raise concerns about his/her child's safety in school



NB The full Child Protection Policy is available from the school on request

## Policies

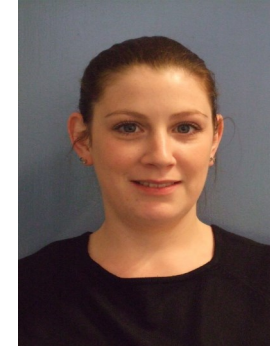
The following policies are available on the school web site at:

[www.stmarysdownpatrick.org.uk](http://www.stmarysdownpatrick.org.uk)

- Acceptable Use Policy
- Attendance Policy
- Anti Bullying Policy
- Behaviour for Learning Policy
- Child Protection Policy
- Drugs Policy
- Medication Policy
- Attendance Policy
- ICT Policy
- Relationship and Sexual Education Policy

A paper copy can be provided on request.

## Receptionist



**Ms Emma Carson**

## Office Staff



**Mrs Karen McGrath**

# Welcome

Dear Students

I would like to welcome you to St. Mary's High School, a very successful school, where every effort will be made to meet your spiritual, educational and personal needs.

In St. Mary's High School you will discover:

## ***You really do matter***

All members of staff are hard working professionals dedicated to supporting the academic, pastoral, and spiritual aspects of your life so that the best possible outcomes are assured for you.

Students from all communities are welcomed and supported, regardless of race, colour or creed.

The GCSE results for our Year 12 students continue to be above the Northern Ireland average. 100% of our A-Level students have achieved an A-Level qualification.

We will expect you to work in partnership with us to ensure you develop a good work ethic thereby increasing your chances of performing well in school.

Ms R McLaughlin  
Principal

# School Trips

**Each year we have a range of school trips to support student learning and provide new experiences, examples are listed below:**

- **Ulster Folk & Transport Museum**
- **Somme Heritage Centre**
- **Theatre Trips**
- **Skiing**
- **London**
- **Paris**



# Homework

Homework may include:

- Reading/Writing/Spelling
- Learning & summarizing key facts: Revision
- Research work
- Project work
- Observing/Recording/Analysing



Homework is given every night. Students need to:

- Write their homework in their Student Planner at the end of each lesson
- As far as possible do the homework on the night it is given
- Spend at least one hour on homework each night
- When you have no written homework revise
- Please sign Student Planner every week



# Pastoral Care

In St Mary's we make every effort to ensure the transition from Primary school to Secondary school is as smooth as possible.

Each student is placed in a **Form Class** and each form class is assigned a **Form Teacher** and **Sixth Form Mentors** who will help you settle in and find your way from class to class. You will meet as a form class for 15 minutes each morning for prayer, registration and announcements. If you have any concerns please ask your Form Teacher for help.

We also have a Head of Year 8 with whom students and parents are able to talk to at any time.

Finally, we also have a counsellor who can provide independent advice, guidance and support.



**Mrs Brown**  
**Head of Year 8**

## Home School Partnership

Every student is expected to cooperate and do the best they can.

Parents, you can support your daughter's education in St Mary's by:



- Ensuring your daughter attends every day
- Arrives to school on time
- Helping your daughter to organise her books and school bag the night before until she feels able to do this for herself
- Regularly checking and signing her Student Planner
- Praising her for her achievements and successes
- Contacting the Form Teacher immediately if your daughter is unhappy or worried

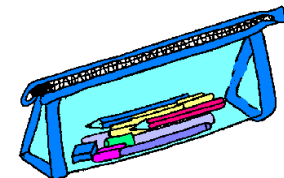
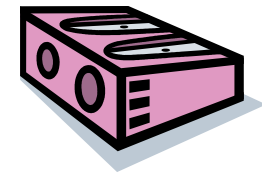
**Please remember to inform the school of any changes in address, e-mail addresses or telephone number. This is important so that the school can contact you during the day in the event of an emergency.**



## Basic Equipment

**Students should always have the following basic items of equipment with them:**

- Schoolbag
- Pencil case
- Pencil
- Pencil Sharpener
- Pencil Eraser
- Blue or Black and Red Biro Pen
- Ruler
- Coloured Pencils
- Student Planner
- Calculator
- Protractor





## School Rules

- Enter and leave the classroom in an orderly manner
- Listen carefully and promptly follow all instructions given by all members of staff
- Keep hands, feet, objects and unkind words to yourself
- Display good manners at all times



## Student Conduct

Students are expected to:

- Abide by the school rules
- Come to class on time
- Come to class prepared
- Move around the school in an orderly manner, always **walking on the right hand side** of the corridor
- Help keep up the appearance of the school, while coming to and from school and during the school day
- Not wear makeup. Clear nail polish is permitted
- **Mobile Phones are not permitted in school**
- Wear only one pair of ear studs in the lower ear lobe and one small ring; piercings to the eyebrow, nose and lip are not permitted

## School Day

Pupils should be present at 8.55am for registration

9.00am – 9.15am	Registration
9.15am – 9.50am	Period 1
9.50am – 10.20am	Period 2
10.20am – 10.50am	Period 3
10.50am – 11.05am	BREAK
11.05am – 11.35am	Period 4
11.35am – 12.05pm	Period 5
12.05pm – 12.40pm	Period 6
12.40pm – 1.15pm	LUNCH (Period 7)
1.15pm – 1.50pm	Period 8
1.50pm – 2.20pm	Period 9
2.20pm – 2.50pm	Period 10
2.50pm – 3.25pm	Period 11

## Subjects

In our school students can study these subjects at Key Stage 3:

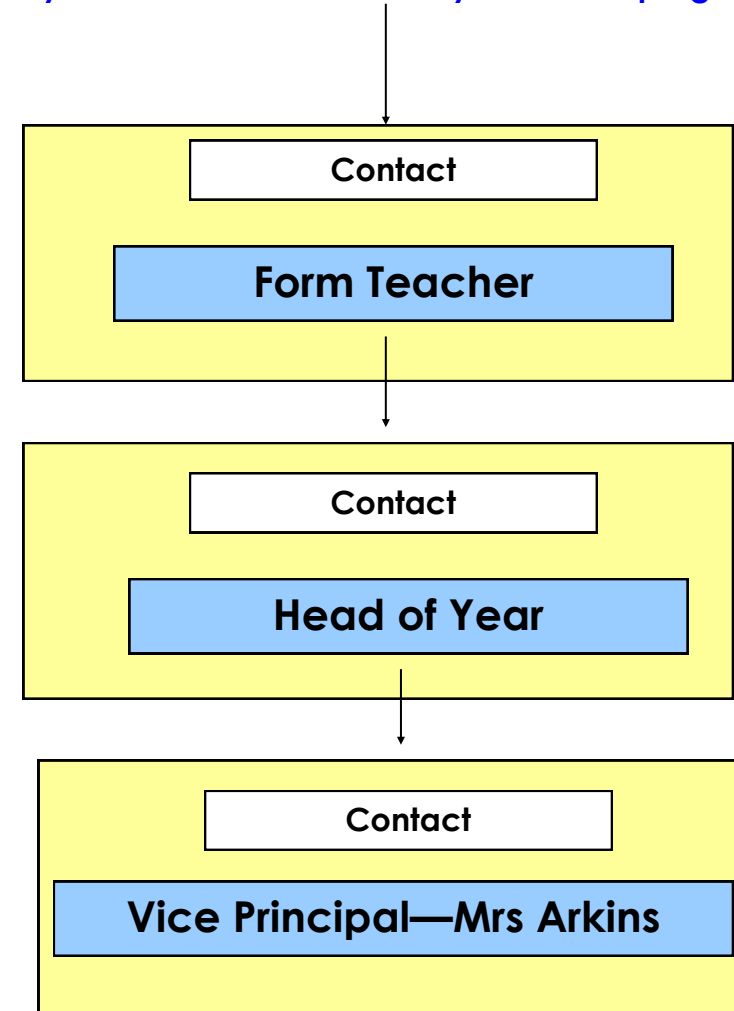
- Art
- Entrepreneurial Skills
- Careers
- Coding
- English
- French
- Geography
- History
- Home Economics
- Learning for Life and Work
- Mathematics
- Music
- Physical Education
- Personal Development
- Religious Education
- Science
- Spanish
- Technology and Design



A range of after-school clubs will also be on offer

## Your Child Matters

If you are concerned about your child's progress :



## School Meals

**St Mary's is a nut free school**

**We operate a Water Only Policy**  
**No fizzy or energy drinks permitted!**



### Breakfast Club

In Room 5 every morning from 8.30—8.55 , all students are welcome to attend.

### Break time:

Hot food is available in the canteen at break time.

### Lunch:

A range of food is available daily in the school canteen.



**OR**

Packed lunches: Pupils may bring a lunch and eat it in the canteen.



**Students may not leave the school premises at lunchtime**

## School Uniform

While wearing their school uniform our students represent the school and its values and traditions. Their behaviour should be exemplary so that it brings credit to themselves, their families and St Mary's. **Full School Uniform Consists of:**

Key Stage 3 and 4 Uniform	
Blazer	Whites Royal (P446)
Jumper	Hunters blue 'V' neck
Skirt	Whites Royal (P446) knee length skirt with front and back 5 inch kick pleats & side pocket
Shirt/ Blouse	David Luke Blue with reverse collar (long/short sleeve options available)
Tights	Navy
Shoes	Flat black

PE
Swimming Costume
Towel
*O'Neill's Jersey (Compulsory)
*Shorts & Socks (optional)
*These items are ordered through PE Teacher in school
Black Sport Leggings (Plain- no logos)
Sports socks
Trainers- (Laced trainers suitable for sports- no fashion trainers or plimssoles)

Optional
School Scarf available from suppliers—no other scarf is allowed
Official shower proof fleece (from suppliers)
School hooded sweatshirt (from school)

**Uniform Stockists**  
**Pricewise, Market Street,**  
**Downpatrick**

## Attendance

Students need to attend school everyday to make the best progress possible.



### **In the case of absence:**

- The parent/ guardian is requested to telephone the school to explain the reason for the absence **and ensure** a note is also provided on the day the pupil returns
- The note should include date(s) of absence, reason for absence and a parent/guardian signature

### **Punctuality**

- Students should be present in school at **8.55am** for registration at 9.00am. Students who arrive late (after registration) must report to the office and sign the late book

## Students Leaving School Early

Where possible please make all GP and Dental appointments outside school hours. Students will be permitted to leave school early for Hospital and Orthodontic appointments.

- All requests for a student to leave early must be made in writing from a parent/ guardian and presented to the Year Head on the day before her appointment. Slips are available at the back of the Student Planner
- **Students must be collected by a parent/ guardian at reception where they will be required to sign the exit book**

- Students are expected to return to school following their appointment and they must sign in at reception

## Rewards

**The following are some examples of rewards which teachers use to reinforce positive behaviour by students:**



- Praise
- Positive notes home
- Reward stamp/ earned reward time
- Certificate for effort
- Certificate for improvement
- Certificate for fundraising
- Certificate for attendance
- Certificate for sporting achievements
- Certificate for good manners/ behaviour
- Letter home for improvement in work, behaviour/ attitude
- Student of the Half Term/Term
- Pastoral awards
- Access to Health & Wellbeing Suite

