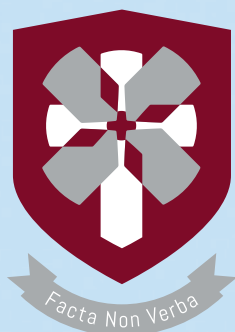


ST COLMAN'S
HIGH & SIXTH FORM COLLEGE



Guidelines for Parents



Dear Parents

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.

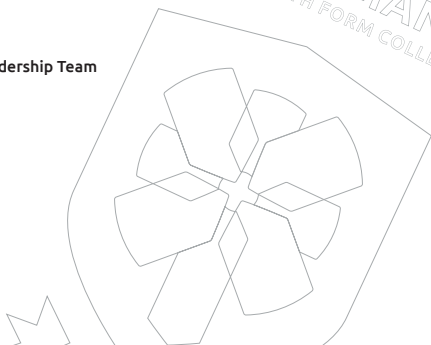
This booklet summarises relevant information from a number of policies which operate in St Colman's High & Sixth Form College. It offers, however, only guidelines and more comprehensive documents are available on request.

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.

Senior Leadership Team

ST COLMAN'S
HIGH & SIXTH FORM COLLEGE

Senior Leadership Team



Pastoral Care in St Colman's

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 our Head of Pastoral Care who leads Pastoral Care within St Colman's, our Year Heads who have overall responsibility for the year group and our 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 post-primary transition, careers education, health, relationships and sexuality education, drug education and study skills.

To support 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 / Guardians are a major influence in all aspects of young people's development and we

value your support and contribution to the pastoral programme.

Assemblies

In St Colman's assemblies, led by Year Heads and Senior Leaders, are held weekly and focus on a broad range of pastoral themes such as health, community, making positive choices in life. Grouped around the 'life skills model' – *management of self; management of others; management of situations* - the themes are further explored in the weekly Form Time and serve to give direction for the week.

Assemblies and themes help to form a strong sense of community and encourage students to reflect on important issues, take on responsibilities and make a valuable contribution to the community.





Key Contacts

Our Form Teachers, Head of Pastoral Care, Vice Principal and Principal 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 Head of Pastoral Care, Vice Principal or Principal.

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:

- Full attendance and good punctuality
- Correct school uniform to be worn
- Proper attention and commitment during class and towards homework tasks
- Good behaviour towards others in school and on the way to and from school
- Adherence to school rules

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: withdrawal of privileges, additional 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.

- 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
- Pupils must be at school every day and arrive on time
- Pupils must bring all appropriate and necessary equipment to school every day; for Years 8 – 12 this includes fully charged iPads which must be in their protective case, retain all required apps and use must comply with our Pupil User Agreement; for Years 13 – 14 the use of any electronic devices brought to school must comply with our Bring Your Own Device Policy
- Pupils should take pride in their appearance; full and proper school uniform must always be worn; shaven or partially shaven and/or un-naturally coloured hair are not permitted
- Pupils must show respect for others and for school property
- Pupils should walk quietly on the left hand side when moving around the school and follow procedures for bags and equipment
- Pupils should deposit all litter in bins provided; chewing gum and energy drinks are not permitted
- Pupils must always gain permission to leave school at any time during the day
- Smoking is forbidden in school and on the way to and from school; this includes electronic and all types of smoking devices
- The use of mobile phones is not permitted in St Colman's; mobile phones may be confiscated and returned to parents at the end of the week
- Conduct at all times should reflect positively upon the pupil, their family and the school

Confiscated Items

Items of personal value (*not essential for school work*) should not be brought to school. The school cannot be responsible for pupils' personal property. This includes mobile phones, 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 pupils do not want valuable personal items confiscated they should not bring them to school.



Safety Away From St Colman's

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.

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 / Guardians are advised that students should travel home directly following dismissal from after-school clubs.



Photography

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. It is usual that pupils' first names 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. Pupils' first names usually accompany the photograph. However, the press will sometimes want to publish the pupil's name in full and your agreement to that is required in the photographs and videos consent documentation.

Parents / Guardians must complete the school's photographs and video consent documentation.



Travelling on the Buses

The majority of our pupils 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 / Guardians, we require your support in a particular way to ensure good behaviour on the buses since pupils travel without teacher supervision both to and from school. Complaints about misbehaviour by pupils 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.

The rules regarding good behaviour apply to all pupils travelling on the buses.

Rules for Bus Travel

- At the end of the school day students must line up properly in the yard and follow the teachers' dismissal instructions
- Students must have their bus passes with them every day; passes lost or destroyed must be replaced immediately through TransLink
- Students must show consideration to all other persons travelling on the buses; they must respect bus prefects and comply with their requests
- TransLink enforces a no-smoking policy on all its vehicles

Sanctions

Pupils' support and co-operation are sought to uphold school rules; when this is not sufficient, the school will avail of 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 cases 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 / Guardians, 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.

Detention is an integral part of the school's programme. Parents will be notified by letter regarding any detention issued. Detention after school is from 3.05 to 4.05 pm on Wednesdays or Thursdays normally. Principal's Detention is from 3.05—4.05 pm on Fridays. On occasion teachers may detain students on other days.



Attendance and Punctuality

Being in class contributes significantly to pupils' progress and St Colman's expects all pupils to attend, on time, every day. Absences contribute to lack of progress, difficulty with class work, loss of interest and poor examination results. The benefits of good attendance and punctuality cannot be over-emphasised.

There may be unavoidable occasions when attendance at school is not possible, for example, when a pupil is genuinely sick or has another legitimate reason for non-attendance; but hopefully, such times will be rare. Where it is known in advance that a pupil will be absent parents should contact the school by phone and in writing.

Where possible appointments should be arranged outside of school time. Pupils attending appointments must show proof of the appointment and sign out at reception. Where the pupil is returning to school on the same day he/she must sign back in at reception.

- Pupils are expected in school, on time, every day
- Pupils are expected to arrive at classrooms as quickly as possible after the bells
- For planned absences parents should contact the school in advance
- In the case of sudden or unexpected absences parents should contact the school by phone
- Notes should be provided for all absences and late arrivals
- If the school does not have notice of a pupil's absence, the school will contact the home

- Permission to leave school early must be given by the Year Head and Form Teacher
- Pupils must use the signing in, signing out book

Parents / Guardians, your role in this area is crucial. Your attitude more than anything else will determine your son or daughter's attendance and punctuality record. 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.

The school expects 100% attendance from all students. Absences contribute to lack of progress, difficulty with class work, 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 occasions are rare.



Homework and Independent Learning

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:

- Reading
- Recall
- Research
- Application of knowledge / skills

Parents / Guardians, 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 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.

- Homework is part of St Colman's High & Sixth Form College Learning & Teaching Policy
- Every student is expected to complete homework given and submit it on time for feedback
- Should a student be unable to complete homework given, a written explanation is expected from parents

- Formal assessment is undertaken through examinations in December and June. Written reports are compiled annually
- Parents are invited to an annual Parent-Teacher meeting



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 Digital 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; iPads are issued with a protective case which must be kept on the iPad at all times. If the iPad is kept in its case, used sensibly and treated with care breakages should be very rare. On occasion of neglect or wilful damage, a percentage of repair costs will be billed to parents/guardians.

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





Acceptable Computer Use

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. Our Acceptable 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 IDs and passwords, which should not be made available to any other person.

Use of the school's 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.

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 happens through the pastoral programme and there is a particular emphasis on these issues in Years 9, 11 and Sixth Form.

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.

Anti-Bullying

St Colman's High & Sixth Form College is an anti-bullying school where the individual is held in the highest regard and bullying is not tolerated. We believe all forms of bullying behaviour are unacceptable. Furthermore, St Colman's High & Sixth Form College is a 'telling school' that seeks, through a wide variety of means, to prevent bullying. Where the school is aware of bullying, efforts are made to resolve matters quickly, efficiently and restore the well-being of those involved. The school actively promotes the belief that all pupils have the right to learn in a safe and supported environment. Bullying will not be tolerated in St Colman's High & Sixth Form College.

Procedures

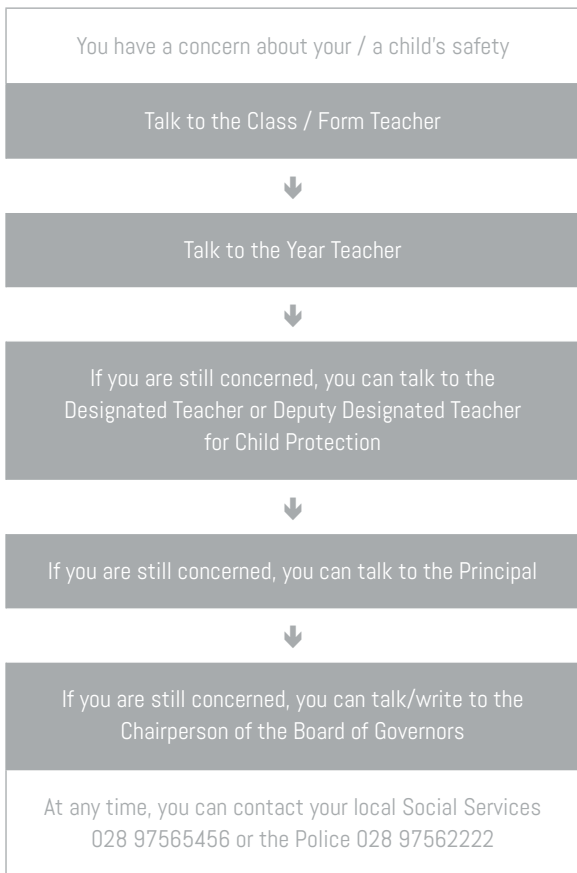
- Everyone has the responsibility to report bullying incidents to staff
- Reports of bullying will be investigated
- At appropriate junctures parents will be informed and may be required to attend meetings in school
- The school will actively promote the prevention of bullying
- The school will endeavour to help the bully (bullies) change their behaviour
- The bully (bullies) may be asked to make a genuine and sincere apology
- Where sanctions are imposed they will be in keeping with the school's positive behaviour policy
- Where possible, students will be reconciled

- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place



Child Protection Procedure

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



Jeśli masz problem porozmawiać ze swoim nauczycielem. Dyskusja do Designated Teacher ir Deputy Designated Teacher.

Jei turite problemu pakalbekite su savo klases aukleteja. Arsakingi darbotojai yra Designated Teacher ir Deputy Designated Teacher.

Complaints Procedure

St Colman's High & Sixth Form College takes complaints seriously. In managing complaints, the school will act in the best interests of the pupil. The school is resolution focused and encourages complainants to be likewise. In the first instance complainants should contact the most appropriate member of staff, this may be, for instance, a Form or Subject Teacher, a Year Head or Head of Department. In the event of a dissatisfactory outcome complainants can proceed as outlined below.

Stage One

Complainants can contact the principal who will arrange for the complaint to be investigated. If the complaint is about the principal, proceed to Stage Two. The school requires complaints to be made in writing. Complaints will be acknowledged within 10 school working days and final response within 20 school working days of receipt of the complaint. This response will be issued in writing and will indicate whether the complaint has been upheld, partially upheld or not upheld.

In the event of a dissatisfactory stage one outcome complainants can proceed to stage two.

Stage Two

Where a complaint is unresolved at stage one or a complaint about the principal the complainant may write to the chairperson of the board of governors. The chairperson will convene a committee to consider the complaint and will normally acknowledge the complaint within 10 school working days. A final response will be made within 20 school working days from date of receipt of the second written complaint. The response will indicate whether the complaint has been upheld, partially upheld or not upheld.

The School Day

08:15	▶▶	09:05	BREAKFAST CLUB	
09:10	▶▶	09:20	Registration, Assembly, Tutorial Time	
09:20	▶▶	09:50	Lesson One	
09:50	▶▶	10:20	Lesson Two	
10:20	▶▶	10:50	Lesson Three	
10:50	▶▶	11:05	BREAK	
11:05	▶▶	11:35	Lesson Four	
11:35	▶▶	12:05	Lesson Five	
12:05	▶▶	12:35	Lesson Six	
12:35	▶▶	13:05	Lesson Seven A	LUNCH A
13:05	▶▶	13:35	Lesson Seven B	LUNCH B
13:35	▶▶	14:05	Lesson Eight	
14:05	▶▶	14:35	Lesson Nine	
14:35	▶▶	15:05	Lesson Ten	
15:05	▶▶	16:05	AFTER SCHOOL ACTIVITIES	

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

The club runs every morning from 8:15am; school staff provide breakfast options including toast, pancakes, hot chocolate and juice. Board games, TV and table tennis are all there to get our pupils going 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 pupils to improve their confidence and skills.

After School Clubs

The clubs provide opportunities to engage in extra-curricular activities including sport, gaming, traditional music, science and technology.

Homework Club

Homework is a key activity for pupils and is used to promote independent learning. Our Homework Club operates Monday to Thursday from 3:05pm until 4:05pm. Supervisors offer support with homework tasks to ensure that pupils are able to understand and complete tasks set.

Key Stage 4 Revision Classes

Older pupils benefit from Key Stage 4 Revision classes across the curriculum supporting coursework or preparation for examinations. In Sixth Form Yr13 pupils can access training and gain a range of skills during Enrichment periods.

School Equipment

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

- Homework Diary, rough work book or jotter
- All text and exercise books for every class
- Fully charged iPad
- Black or blue pen and a red pen
- Pencils, sharpener, rubber and 30cm ruler
- Calculator (Casio Scientific Calculator)
- Protractor and metal compass
- Bus pass
- Lunch, Lunch money
- Tipp-Ex / Correction fluid is not allowed in school and must not be used for school work

Textbooks and iPads 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 careless 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 them 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.



School Uniform

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.

Uniform Rules

- Items of clothing and equipment should have the owner's name securely attached
- 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
- Girls - extreme hairstyles and colours are not allowed; hair must be one natural colour
- 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

*****Those with pierced ears are permitted to wear small stud / sleeper earrings, one in each ear; no other piercing is permitted.***

Purchasing Uniforms

Official Suppliers of the St Colman's High & Sixth Form Uniform are:

Rhoda Stewart's School Uniform

28 High St

Ballynahinch

BT24 8AB

Tel: 028 9756 5566

Pricewise Superstore

23 Market St

Downpatrick

BT30 6LP

Tel: 028 4461 2950





School Uniform

Years 8 to 12

- White Blouse / Shirt
- School Tie
- Maroon Blazer
- Grey Knee-Length Pleated Skirt / Black Trousers
- Black Tights
- Flat black leather Shoes
- Maroon Pullover (optional)
- Black School Coat (optional)





School Uniform

Sixth Form

- White Blouse / Shirt
- Sixth Form Tie
- Maroon Blazer
- Black Knee Length Pleated Skirt / Black Trousers
- Black Tights
- Flat black leather Shoes
- Black Pullover (optional)
- Black School Coat (optional)







School Uniform

PE Kit

- St Colman's T-Shirt
- St Colman's Half-Zip (Optional)
- St Colman's Shorts / Skort (Optional)
- Plain black Tracksuit Bottoms / Plain black Sports Leggings

On occasions when uniform is not compulsory (some school outings, non-uniform days) pupils 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.

We would never want uniform or equipment issues to hinder a child; where assistance is required this can be provided in a discreet and confidential manner.





St Colman's High & Sixth Form College
52 Crossgar Road
Ballynahinch
Co. Down
BT24 8XR

Tel: 028 9756 2518
Fax: 028 9756 2218
Email: info@stcolmanshs.org



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