

***Circular No 2008/13***

Lisnagarvey High School  
Warren Gardens  
LISBURN  
BT28 1HN

**DISCIPLINARY  
POLICY  
FOR STUDENTS**

**JP Sheerin  
Secretary to Board of Governors**

**JUNE 2008**

## CONTENTS

	<b>PAGE</b>
<b>1.0 Introduction</b>	<b>2</b>
1.1 Rights and Responsibilities	
1.2 Disciplinary Actions	
1.3 Boredom	
1.4 External Problems	
1.5 Staff Involvement	
1.6 Pastoral Care	
<b>2.0 Aims and Objectives</b>	<b>3</b>
<b>3.0 Assertive Discipline</b>	<b>3</b>
3.1 What is Assertive Discipline?	
3.2 The Assertive Teacher	
3.3 Classroom Behaviour Plan	
3.4 Positive Feedback	
3.5 Corrective Actions	
<b>4.0 Attitude to Illegal Drugs</b>	<b>4</b>
<b>5.0 School Rules</b>	<b>5</b>
<b>6.0 Home/School Agreement</b>	<b>5</b>
<b>Appendices –</b>	
1	Letter of Concern to Parents
2	Pupil Referral Form
3	School Uniform Policy
4	Home/School Agreement

## 1.0 INTRODUCTION

In 2006-07 the school unanimously agreed on 4 “core values” which would underpin and percolate through every aspect of school life. These core values are

1. Mutual Respect
2. Success for All
3. Meeting the Needs of the Individual
4. Caring and Responsible

In 2007-08 the school piloted the “Assertive Discipline” behavioural policy (see Section 2). In the light of these changes the Disciplinary Policy for Students Circular No. 2005/22 was amended and redrafted in June 2008.

Any Discipline Policy should not merely be seen as a system of sanctions or punishments for unacceptable behaviour; rather it should be understood in terms of the promotion of positive behaviour enabling each individual to maximise their potential and allowing the whole school community to harmoniously co-exist.

In the application of a school Discipline Policy the following key points must be considered

### 1.1 Rights and Responsibilities

A Disciplinary Policy Document is vital in that it enshrines a pupil’s basic right to receive a quality education in a safe environment, where they will be treated with respect and their voices heard. Equally it is the responsibility of all pupils to ensure their actions do not interrupt the education of others. The differing rights and responsibilities of Governors, teacher, parents and pupils are clearly stipulated in DENI publication *Pastoral Care in Schools: Promoting Positive Behaviour* available on the Department of Education website [www.deni.gov.uk](http://www.deni.gov.uk)

### 1.2 Disciplinary Actions

In all disciplinary actions, it is essential the pupil understands that it is his/her behaviour which is unacceptable and not himself/herself as a person.

### 1.3 Boredom

Boredom, lack of understanding and a lack of progress are major reasons for misbehaviour. Thus the provision of a relevant and appropriate curriculum, the use of a variety of teaching methods, and the total involvement of all pupils, are important strands of a successful policy for school discipline. It is the aim of the school to provide our pupils with stimulating lessons which engage pupils and support their learning.

### 1.4 External Problems

Members of Staff should be aware that external problems can have an effect on pupil behaviour and should be sensitive to this, taking account of it when problems arise. Such knowledge may be accrued by building relationships and establishing a rapport with pupils, particularly at Class Tutor/Pupil level. Information gleaned by the Class Tutor may then be disseminated to other members of staff on a “need-to-know” basis. In particular, Form Tutors should be informed when such circumstances pertain.

### 1.5 Staff Involvement

It is the responsibility of all members of staff, to ensure the smooth running and effective operation of the school. The discipline policy requires, indeed demands, the co-operation and participation of all staff and must be implemented consistently.

### 1.6 Pastoral Care

The School’s discipline policy would be incomplete without a strong and effective pastoral care programme aimed at promoting and recognising positive behaviour and reflecting the aims and objectives of the School. All pupils undertake a programme of Personal Development, Citizenship and Employability which supports our young people’s development

## 2.0 AIMS AND OBJECTIVES

The aims and objectives of the school may be summarised as follows

- developing in pupils a sense of self-discipline, a caring attitude towards others and the ability to take responsibility for their own actions
- the creation of a pleasant and orderly environment stimulating effective learning thus enabling all pupils to give of their best
- the encouragement of mutual respect and self-respect both within the school and in the wider community. We promote tolerance of one another and value diversity.
- the development of respect for their own property, the property of others and the fabric of the school
- the maximising of all pupils' abilities whilst being mindful of their individual needs
- setting and maintaining acceptable standards of dress, appearance, courtesy, punctuality and endeavour

## 3.0 ASSERTIVE DISCIPLINE

### 3.1 What is Assertive Discipline?

- Assertive Discipline is a proactive approach towards promoting behaviour that encourages pupils to think about the consequences of their actions
- It helps to establish a positive school climate – an atmosphere conducive to learning and positive behaviour.
- The goal of assertive discipline is to teach pupils to choose responsible behaviour, and, in doing so, raise their self esteem and increase their academic success.
- It operates on the principle that pupils need to be taught “responsible behaviour” and they feel most secure in classrooms where there are limits or boundaries. Appropriate behaviour should always be rewarded with positive recognition.

### 3.2 The Assertive Teacher

- States clearly and consistently their expectations and aspirations for their pupils
- Will have a plan for responding to student behaviour – appropriate and inappropriate
- Consistently uses positives.
- Consistently applies appropriate consequences
- Creates a positive classroom environment where students are encouraged to make appropriate choices.
- Is *proactive* and not reactive

### 3.3 Classroom Behaviour Plan

The goal of any plan is the promotion of a safe, orderly, positive classroom environment in which the teacher can teach and pupils can learn. Classroom rules should include

1. Pupils to listen quietly when the teacher is speaking
2. They should follow instruction promptly

3. Bring the requisite books and equipment for each class
4. Listen to the person who is talking
5. Treat others with respect –keep hands, feet, objects and unkind words to yourself.

### **3.4 Positive Feedback**

Central to the whole Assertive Discipline Policy is the use of praise and supportive feedback. This helps to build pupil self esteem and reinforce good behaviour. It can be done in many ways.

- Verbal praise.
- Positive notes or phone calls to parents – this should be done on a regular basis
- Positive notes in classbooks or homework diaries.
- Awarding of merit points and the promotion of the schools own Praise/Merit system.

### **3.5 Corrective Actions**

In the Assertive Disciplinary procedure there are 5 clear progressive steps for dealing with pupils. These points should be clearly on display in each classroom.

1. First time the pupil breaks a rule the teacher should remind them or record it a notebook.
2. Second time pupil should be isolated/sit apart from the group.
3. Third time should be given a short 5 minute detention at break or lunch
4. Parents should be contacted either by letter (see appendix 1) or telephone
5. Pupils sent to Time Out

Teachers are reminded that these 5 steps should be adhered to at all times and only in exceptional circumstances should a pupil be sent directly to Time Out without having already worked through the preceding 4 steps. Where pupils are sent to Time Out they should be given appropriate work to do by the class teacher and sent to the General Office who will direct the pupil to the appropriate teacher on duty. Teachers should also complete the relevant referral form (see appendix 2) and pass it to the Year Head for appropriate follow up. Pupils should *never* be told to stand in corridors for long periods.

## **4.0 ATTITUDE TO ILLEGAL DRUGS**

This school is committed to tackling drug misuse among its students and any instance of possession, use or supply of illegal drugs on school premises will be regarded with the utmost seriousness.

The Principal has responsibility for deciding how to respond to particular incidents, taking account of factors such as the age of the student concerned, whether the incident involved one student or a group of students, whether there was evidence of particular peer group pressure and whether it was a first offence. In any event the school will incorporate both counselling and sanctions, such as suspension or, in extreme cases, request expulsion by the Education and Library Board.

## **5.0 SCHOOL RULES**

### **Pupils Must**

- Adhere to the School Uniform Policy (see appendix 3 )
- Attend school for the full day unless there is a genuine reason for being absent
- Arrive at school properly equipped - Homework diary (signed) homeworks, books and stationery, PE kit etc.
- Respect school property and the property of other pupils
- Arrive punctually for each class
- Walk quietly on the left side of the corridor and line up outside the classroom
- Work to the best of their ability at all times
- Show consideration for others both in school and as they travel to and from school. Courtesy and good manners are essential
- Must not activate their mobile phone in class.(see appendix 4)

## **6.0 HOME/SCHOOL AGREEMENT**

Pupils and parents are more likely to accept a Disciplinary Policy if it is clearly understood, consistently and justly applied, and shown to be reasonable, sensitive and effective. If a system is perceived as being unfair, pupils will have no respect for it. The Lisnagarvey High School Home /School Agreement ( see appendix 4 ) is presented to the parents of newly enrolling pupils. It outlines the duties and responsibilities of parents, pupils and the school, and should be signed by parents on an annual basis. Class Tutors should discuss the Agreement afresh each September to ensure that it is clearly understood and accepted by pupils as being fair and reasonable. The Agreement will of course be reviewed and amended as required.



**Lisnagarvey High School**  
Warren Gardens  
Lisburn  
BT28 1HN

*School Values*

- Mutual Respect
- Success for All
- Meeting the Needs of Individuals
- Caring and Responsible

*Principal – Jim Sheerin*

Ref JS/HC

Date \_\_\_\_\_

Pupil's Name \_\_\_\_\_

Class \_\_\_\_\_

Dear Parent

Please contact the school office and arrange a meeting with me concerning your son/daughter.

I believe this consultation may be beneficial in helping solve the problem of

\_\_\_\_\_

Yours sincerely

Head of Department/Year Head



### Pupil Management Report

Referral for action

Information only

Notes for using this form:

\*Please treat it as a potentially public document

\*Please follow the guidelines overleaf when completing it

Name

Class

Date

Teacher

Department

Reason for concern
--------------------

Strategies Tried/Pupil Response	
Signed <input style="width: 250px;" type="text"/>	Resolved/Year Head for Info <input type="checkbox"/>
	Referral to HOD & Year Head <input type="checkbox"/>

Action by Head of Department/Year Head	
Signed <input style="width: 250px;" type="text"/>	Resolved/Year Head for Info <input type="checkbox"/>
Date <input style="width: 250px;" type="text"/>	Referral to HOS <input type="checkbox"/>

Action by Head of Junior/Senior School	
Signed <input style="width: 250px;" type="text"/>	Resolved/Year Head for Info <input type="checkbox"/>
Date <input style="width: 250px;" type="text"/>	Referral to VP <input type="checkbox"/>

Action by Vice-Principal	
Signed <input style="width: 250px;" type="text"/>	Resolved/Year Head for Info <input type="checkbox"/>
Date <input style="width: 250px;" type="text"/>	Referral to HT <input type="checkbox"/>

### Guidelines for use of Pupil Management Report



## 1 Aims of the Form

- To promote appropriate behaviour for effective learning
- To combine support for teaching staff with fairness to pupils
- To ensure that the school communication system is used effectively
- To assist the person receiving the referral to work effectively with the pupil
- To provide positive documentation to support positive pupil management
- To support effective links with parents and other agencies

## 2 Filling in the form

### 2.1 Use of Language

**PLEASE NOTE - This must be treated as a potentially public document**

- Use of positive language
- Use language which can be understood by the pupil – this will assist anyone else who has to discuss your concerns with the pupil
- Use language which will encourage parental support for the school – the forms may eventually be shared with parents or professionals from other agencies by Guidance or the SMT
- Pupils should not be named in inferential situations

### 2.2 Causes for Concern

**Report the reasons for making a referral**

- Don't generalise – be specific and refer to observable behaviour
- Relate concerns to learning aims for the individual or the class
- Mention positives (eg aims and targets) as well as negatives
- Don't be judgemental, simply report concerns.

### 2.3 Strategies

**Report the strategies already tried**

Hierarchy of class teacher's strategies including

- Verbal reprimands, clarification of instructions
- Moving seat
- One to one counselling and target setting
- More formal behaviour improvement strategies (departmental behaviour sheets etc)
- Rewards and sanctions
- Punishment exercises and detentions
- Previous referrals to Head of Department, Year Head, Guidance and Head of Junior/Senior school

**UNIFORM - GIRLS**

<b>BLAZER</b>	Black, with school badge
<b>SKIRT</b>	Plain mid-grey (knee length) with inverted pleats.
<b>BLOUSE</b>	Plain white long-sleeved with regulation tie to be worn between half term Halloween break and Easter. Regulation red and white short-sleeved blouse may be worn during September and October and after Easter break.
<b>TIE</b>	Regulation
<b>PULLOVER</b>	Regulation school pullover – black with trim
<b>SHOES</b>	Plain black <b>flat-heeled</b> shoes ( trainers, boots, pumps, plimsoles and sandals are not permitted)
<b>SOCKS</b>	Grey regulation with trim or thick black tights
<b>OUTDOOR WEAR</b>	Regulation School Coat. No other coats or hooded tops will be permitted.
<b>PE KIT</b>	Skort with school crest White polo shirt with school crest Red socks Training shoes (not boots) Red or black sweat shirt with school crest

**It is not permitted to wear any jewellery in PE**

**Jewellery and Make-Up**

One pair of small plain studs may be worn in the lobe of the ear.  
The wearing of jewellery in/on other parts of the body eg nose studs, tongue studs and eyebrow studs, is **NOT** permitted.  
Make-up is **NOT** permitted.  
**No** unnatural hair colouring or outrageous styles.  
Hair adornments - plain hairbands and/or plain clips.  
The displaying of insignia is **NOT** permitted  
Tattoos should **NOT** be visible

**UNIFORM - BOYS**

<b>BLAZER</b>	Black, with school badge
<b>TROUSERS</b>	Plain black regulation
<b>SHIRT</b>	Plain white or grey with regulation tie to be worn between half term Halloween break and Easter. Regulation blue and white short-sleeved shirt may be worn during September and October and after Easter break
<b>TIE</b>	Regulation
<b>PULLOVER</b>	Regulation school pullover - black with trim
<b>SHOES</b>	Plain black leather shoes (trainers, boots, plimsolls and sandals are not permitted)
<b>OUTDOOR WEAR</b>	Regulation School Coat. No other coats or hooded tops will be permitted
<b>PE KIT</b>	Black shorts White polo shirt with school crest Black socks Soccer boots Training shoes Black sweat shirt with school crest Rugby Shirt - Black with white stripe

**It is not permitted to wear any jewellery in PE**

### **Jewellery**

One small plain stud may be worn in the lobe of the ear.

The wearing of jewellery in/on other parts of the body eg nose studs, tongue studs and eyebrow studs, is **NOT** permitted.

**No** unnatural hair colouring or outrageous styles.

The displaying of insignia is **NOT** permitted

Tattoos should **NOT** be visible

**The official stockists of Uniform are**  
RW McCall & Sons, Market Street, Lisburn  
Jacqui's, Longstone Street, Lisburn  
The official stockist of PE kit is  
RW McCall & Sons, Market Street, Lisburn

**No alterations to the above items of uniform are acceptable.**

### **Nearly New Uniform**

The school operates a "nearly new" uniform shop where items, particularly blazers, may be purchased at a considerably reduced cost. For further details please contact the school.

### **School Bags**

Each pupil must have a school bag suitable for carrying his/her books and equipment.

### **Safeguarding of Property**

School clothing must be clearly labelled with the owner's name and class.

Everyone should come to school well groomed as very often good habits in dress and appearance show good habits in work.

# LISNAGARVEY HIGH SCHOOL



# INFORMATION BOOKLET

2011-12

# CONTENTS

	<b>Page</b>
Introduction	1
Home School Agreement	2
Mobile Phone Policy	3
Internet & Digital Recording Media	3
Text Messaging Service	4
Uniform	5
School Fund	7
Discipline and Conduct	7
Punctuality and Absence	7
School Meals	7
Lunch Passes	8
Homework	8
Lockers	8
Home Economics	8
Safeguarding Property	8
Calendar	9
Daily Timetable	9

# INTRODUCTION

Dear Parent/Guardian

This booklet contains important information concerning your child's enrolment or return to school.

Please read the information carefully and complete the Response sheet enclosed.

We look forward to the forthcoming year and I am certain that the information contained will help both parents and school ensure the best possible start for your child.

If you have any queries or issues of concern please contact the school -

Tel Nos 028 92662636 or 028 92663394

Email [info@lisnagarvey.lisburn.ni.sch.uk](mailto:info@lisnagarvey.lisburn.ni.sch.uk)

Yours sincerely

*Jim Sheerin*

Principal

# Home School Agreement

**Please read the following agreement carefully**

**Each pupil is expected to:**

- Abide by the values of the school
- Comply with school rules and regulations
- Arrive in school and for all lessons on time, and remain in school throughout the day
- Prepare thoroughly for school by completing homework on time and bring the necessary books and equipment.
- Adhere fully to the school uniform policy. (Please note non-standard items of uniform may be confiscated)
- Speak to their Class Tutor or Year Head in the event of any difficulty
- Keep the school buildings and grounds tidy and free of litter.

**The school expects parents to**

- Support the aims, ethos and values of the school
- Ensure their child's regular attendance and punctuality
- Arrange for medical/dental appointments after 3.25 pm where possible
- Attend parental consultation meetings
- Inform the school of any relevant concerns or problems

**The school can be expected to provide**

- A supportive environment where each pupil is valued
- A structured learning environment allowing pupils to fulfil their academic potential
- Up-to-date educational resources
- Curricular opportunities for pupils to develop a wide range of academic and life skills
- The promotion of habits of self-discipline and respect
- Opportunities for numerous extra-curricular activities

# Mobile Phone Policy

Currently mobile phones may be brought to school, although under new child protection guidelines the following conditions apply

- Mobile phones may **only** be used at break, lunch and after school
- The use of camera phones is **not** permitted on school property
- Parents wishing to contact a pupil in an emergency must **always** contact the General Office and **not** the pupil directly.

Failure to comply with these rules could result in the phone being confiscated and held in the General Office until it can be collected by a parent/guardian.

# Internet & Digital Recording Media

Users of the Internet and Digital Recording Media within Lisnagarvey High School will be expected to adhere to strict guidelines, which are laid down for the protection of the individual, other users, the equipment and the good reputation of the school.

If any user violates the provisions of this agreement, the matter will be referred to the appropriate authority within the school and disciplinary action will ensue.

You are reminded that the use of the Internet & Digital Recording media at Lisnagarvey High School is a privilege and not a right.

The school may therefore remove this right if a student misuses this privilege. The decision of the Headmaster, or his representative, on this matter will be final.

## Acceptable Use Policy (Internet & Digital Recording Media)

**Students requesting internet access must accept and comply with the following guidelines.**

- All Internet activity should be appropriate to the student's education;
- Copying information into assignments and failing to acknowledge the source (plagiarism and copyright infringement) will be considered as misuse
- Access should only be made via the authorised account and password, which should not be made available to any other person;
- Activity that threatens the integrity of the school ICT systems, or activity that attacks or corrupts other systems, is forbidden.

- Users are responsible for all E-mail sent and for contacts made that may result in E-mail being received;
- Use for personal financial gain, gambling, political purposes or advertising is forbidden;
- Copyright of materials must be respected;
- Users should not attempt to gain access to any Website containing pornographic, racially or religiously offensive, or illegal material;
- In sending messages online users should at all times be polite and not use vulgar or offensive language;
- Email correspondence inappropriate to educational purposes is prohibited;
- Computers should only be used for schoolwork and homework unless permission has been granted;
- No programme files may be downloaded to the computer from the Internet;
- Downloading materials or images not relevant to the student's studies is forbidden;
- Incidents involving illegal materials (particularly the viewing, possession, making and distribution of indecent images of children) or serious stalking or harassment facilitated by communication technologies is strictly illicit.

***Parents/Guardians and students are reminded that the school reserves the right to examine or delete any files that may be held on its computer system or to monitor any Internet sites visited by pupils.***

## **TEXT MESSAGING SERVICE**

Lisnagarvey High School uses text messaging to communicate school news, updates, reminders, events and other important information. Text messaging is a discreet, convenient, secure and reliable method of communication, which will save the school time and money by reducing the burden on our busy administration team, allowing us to focus on learning.

We understand the importance of working in partnership with the families of our children to ensure that each child receives the best education that the school can offer. Text messaging will help us to keep you informed at all times so that together we can offer the best support for your child.

From time to time you will receive a text message from the school. Please be assured that this service is FREE to you as the recipient of the text message.

In order for the system to operate effectively we would ask that you provide the school with an up-to-date mobile number so that you can be informed regarding your child's absence, behaviour as well as school events which are taking place.

## UNIFORM - GIRLS

<b>BLAZER</b>	Black, with school badge
<b>SKIRT</b>	Plain mid-grey (knee length) with inverted pleats.
<b>BLOUSE</b>	Plain white long-sleeved with regulation tie to be worn between half term Halloween break and Easter. Regulation red and white short-sleeved blouse may be worn during September and October and after Easter break.
<b>TIE</b>	Regulation
<b>PULLOVER</b>	Regulation school pullover – black with trim
<b>SHOES</b>	Plain black <b>flat-heeled</b> shoes ( trainers, boots, pumps, plimsoles and sandals are not permitted)
<b>SOCKS</b>	Grey regulation with trim or thick black tights
<b>OUTDOOR WEAR</b>	Regulation School Coat. No other coats or hooded tops will be permitted.
<b>PE KIT</b>	Skort with school crest White polo shirt with school crest Red socks Training shoes (not boots) Red or black sweat shirt with school crest

### **It is not permitted to wear any jewellery in PE**

#### **Jewellery and Make-Up**

One pair of small plain studs may be worn in the lobe of the ear.

The wearing of jewellery in/on other parts of the body eg nose studs, tongue studs and eyebrow studs, is **NOT** permitted.

Make-up is **NOT** permitted.

**No** unnatural hair colouring or outrageous styles.

Hair adornments - plain hairbands and/or plain clips.

The displaying of insignia is **NOT** permitted

Tattoos should **NOT** be visible

# UNIFORM - BOYS

<b>BLAZER</b>	Black, with school badge
<b>TROUSERS</b>	Plain black regulation
<b>SHIRT</b>	Plain white or grey with regulation tie to be worn between half term Halloween break and Easter. Regulation blue and white short-sleeved shirt may be worn during September and October and after Easter break
<b>TIE</b>	Regulation
<b>PULLOVER</b>	Regulation school pullover - black with trim
<b>SHOES</b>	Plain black leather shoes (trainers, boots, plimsolls and sandals are not permitted)
<b>OUTDOOR WEAR</b>	Regulation School Coat. No other coats or hooded tops will be permitted
<b>PE KIT</b>	Black shorts White polo shirt with school crest Black socks Soccer boots Training shoes Black sweat shirt with school crest Rugby Shirt - Black with white stripe

## **It is not permitted to wear any jewellery in PE**

### **Jewellery**

One small plain stud may be worn in the lobe of the ear.

The wearing of jewellery in/on other parts of the body eg nose studs, tongue studs and eyebrow studs, is **NOT** permitted.

**No** unnatural hair colouring or outrageous styles.

The displaying of insignia is **NOT** permitted

Tattoos should **NOT** be visible

### **The official stockists of Uniform are**

RW McCall & Sons, Market Street, Lisburn

Jacqui's, Longstone Street, Lisburn

The official stockist of PE kit is

RW McCall & Sons, Market Street, Lisburn

## **No alterations to the above items of uniform are acceptable.**

### **Nearly New Uniform**

The school operates a "nearly new" uniform shop where items, particularly blazers, may be purchased at a considerably reduced cost. For further details please contact the school.

## **School Bags**

Each pupil must have a school bag suitable for carrying his/her books and equipment.

## **Safeguarding of Property**

School clothing must be clearly labelled with the owner's name and class.

Everyone should come to school well groomed as very often good habits in dress and appearance show good habits in work.

## **School Fund**

This fund helps to finance the school mini bus, pupil reward trips etc and is an essential part of our whole school budget.

Parents should contribute to School Fund at the following rates

Eldest Child - £15:00      Younger Children £5:00 each

This sum should be paid to the Class Tutor on the first day of term

## **Discipline and Conduct**

The highest standard of conduct is expected of students at all times including travelling to and from school. Pupils are not permitted to bring any items to school that could cause injury to themselves or other pupils.

Should a pupil be placed in a detention after school a written detention form will be sent home with the pupil, providing advance notice of at least 24 hours.

## **Punctuality and Absence**

Please ensure that your child arrives punctually for school each day- they should be **in school** for 8:40 am.

Dental and non-emergency medical appointments should be made after 3:25 – pupils will only be given permission to leave school during the day under exceptional circumstances. Written parental requests for such permission should be addressed to the pupil's Class Tutor.

## **School Meals**

At lunch time pupils may

- use the cafeteria-style canteen where a wide selection of meals and subway snacks are available, choose what you want to eat and pay for it at the cash desk
- eat a packed lunch in the canteen
- go home, if the pupil lives nearby

## **Lunch Passes**

Lunch passes will be issued **only** after parents have made an appointment to speak to the relevant Year Head. Pupils are **not** permitted to leave school at lunch time to purchase food locally.

## **Homework**

A balanced Homework Timetable will be given to each student in September.

Parents are requested to ensure that homework is properly done on the evening specified. Homework is noted by students in a student planner which should be checked regularly and signed by parents on a weekly basis.

## **Lockers**

Lockers are available at a cost of £5.00 key deposit (returnable) and £5.00 rental per year (non-returnable).

## **Home Economics**

As part of the Home Economics curriculum pupils in junior school will be gaining practical experience in food handling and preparation of meals.

A subscription of £15.00 is requested to cover the cost of the ingredients for the year and this should be paid during the first week of the autumn term.

We would ask you to encourage your child not to spend money on their way to school buying fizzy drinks or salty and sugary foods etc. We provide healthy options from our vending machine and fresh drinking water is always available.

A Breakfast Club operates from 8.15 am each day.

## **Safeguarding Property**

Bicycles are not permitted to be used while on the school premises and should be kept locked in the bicycle parking area.

Large sums of money and valuables should only be brought to school in exceptional circumstances when they should be lodged in the General Office for safe-keeping.

# Calendar

## 2011

<b>Key Stage Inductions</b>	Tues 30 & Wed 31 August	(Years 8 & 6 <sup>th</sup> Form)
<b>Autumn Term Begins</b>	Thursday 1 September	(All Year Groups)
<b>Mid-Term Holiday</b>	Monday 31 October – Friday 4 November	
<b>Autumn Term Ends</b>	Tuesday 20 December at 12 noon	
<b>Christmas Holiday</b>	Wednesday 21 December - Tuesday 3 January	

## 2012

<b>Spring Term Begins</b>	Wednesday 4 January
<b>Mid-Term Holiday</b>	Thursday 16 and Friday 17 February
<b>Spring Term Ends</b>	Friday 30 March at 12 noon
<b>Easter Holiday</b>	Monday 2 - Friday 13 April
<b>Summer Term Begins</b>	Monday 16 April
<b>May Day Holiday</b>	Monday 7 May
<b>Spring Bank Holiday</b>	Monday 4 and Tuesday 5 June
<b>Summer Term Ends</b>	Friday 29 June at 12 noon

## DAILY TIMETABLE

School Opens	8.15 am
Lessons Begin	8.45 am
Morning Break	10.30 am - 10.45 am
Monday - Thursday	
Lunch	1.05 - 1.40 pm
Lessons Finish	3.25 pm
Friday	
Lunch	11.55 am - 12.30 pm
Lessons Finish	1.40 pm