

Passport to Saintfield High School...



**Advice, Guidance and Support for all our
Year 8 Pupils, Parents and Carers**

2021—2022

Mission Statement:

Saintfield High School,
together with the community we
serve, celebrates personalised
learning in a safe, caring and
stimulating environment.



Pledge:

Individual success for all pupils -
learning and achieving together.

Principal's welcome...



Dear Parent/Carer,

On behalf of the Board of Governors, staff and the entire community, I warmly welcome you to Saintfield High School.

This is a time of great change for your son/daughter. They have arrived at a very exciting time in their life, as they begin the transition from primary school to post-primary school. Our annual Year 8 Induction Evening marks the beginning of your child's '*Passport*' to Saintfield High School, and we begin this journey together as a team. The important partnership between home and school helps to ensure that every single pupil receives the best possible educational experiences throughout the next five years, and that their '*individual excellence*' is celebrated.

This booklet is intended to help prepare your son/daughter for the changes ahead as they embark upon Year 8. It offers advice, guidance, and support for you and your child, in addition to outlining some important school policies.

I am confident that our partnership in your child's education will enable them to achieve independence, while feeling supported. The habits and routines that children develop in Year 8 will stay with them throughout their time at Saintfield High School, and often throughout their working lives.

I would ask you to familiarise yourself with the information contained in this booklet. In doing so, you will become aware of our school routines, procedures and policies.

Everyone within the Saintfield High School family looks forward to welcoming and educating your child, helping them to acquire the attitudes and values required to negotiate the challenges of teenage and adult life.

If you have any further queries, please do not hesitate to contact us.

Yours faithfully,

S-L Hynds

Principal

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Administration Mrs S Craig
Mrs B Fletcher
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Mrs C Payne

Classroom Assistants Miss L Booth, Miss J Burns, Mrs D Burrell,
Miss R Fitzsimons, Mrs C French, Miss A Johnston,
Mrs B Jones, Ms R Martin, Ms C Maude, Miss C McClure,
Mrs R McCulla, Mrs D McKnight, Mrs V McMordie,
Miss J Ross, Mrs K Roy Mrs L Sloan, Mrs R Smyth,
Mrs D Stocking, Ms G Watters, Miss K Williams

Laboratory Technician Mrs L McClurg

I.T. Technician Mr R Cully

Building Supervisors Ms I Leckey / Mr D Mageean

Saintfield High School works in partnership with parents/carers to ensure all pupils achieve individual excellence. Parents/carers play a key role:



You have the right to expect the highest possible standards of education for your child

You will have access to an annual report from the Board of Governors

Parents' Charter

You will receive an interim progress report and an annual written report

Your child's school must publish a prospectus: check out our school website for prospectus and policies

You will receive a summary of any Inspector's report: see etf Report March 2012 and Sustained School Improvement Inspection Reports May 2015, May 2018

Support your child's work—both at home and school

Ensure your child is well prepared for school every day

Support rules on uniform and discipline

How Can I Help My Child?

Make sure your child attends regularly

Attend parents' consultations/ appointments

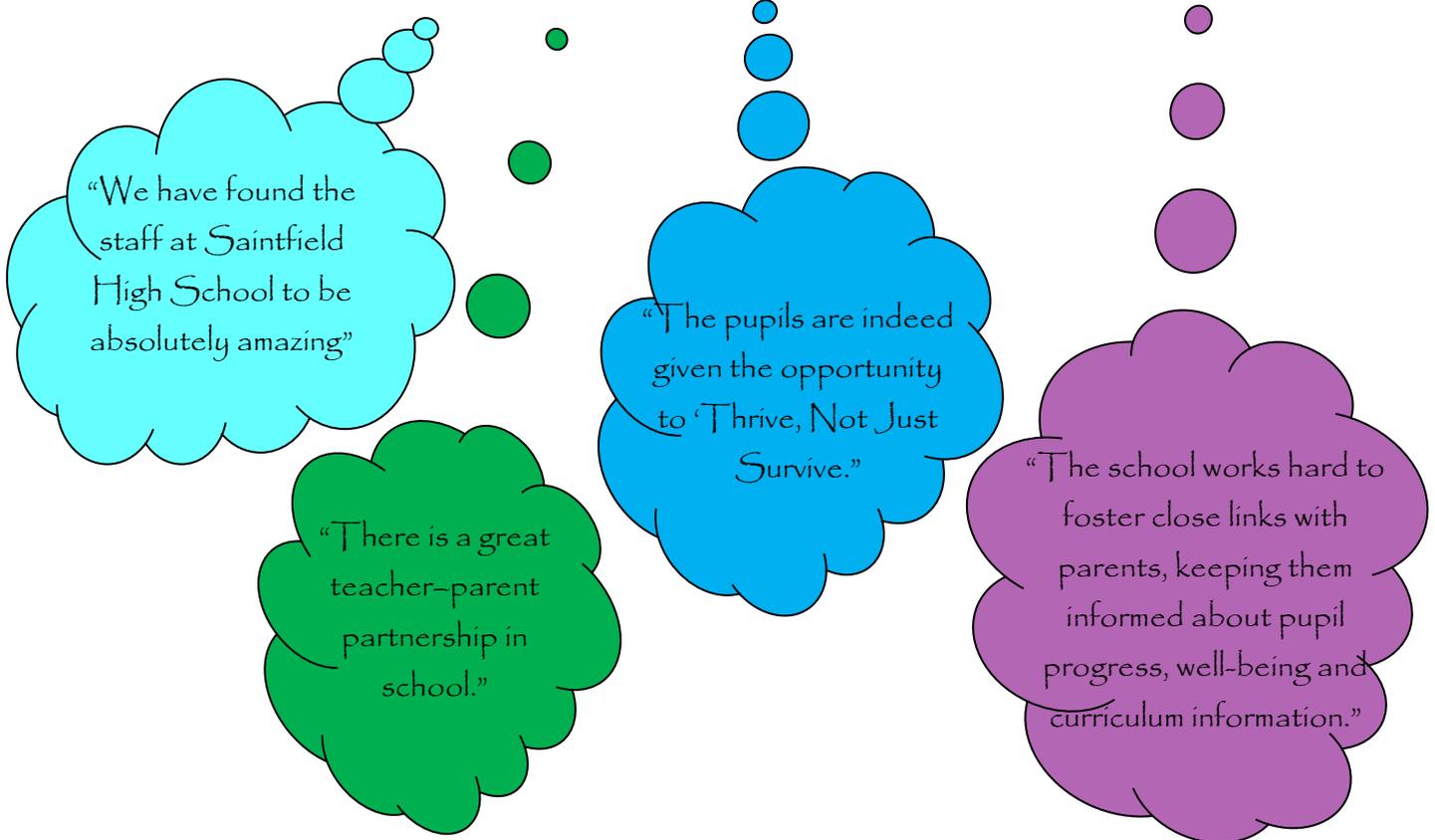
Ensure your child eats a healthy breakfast and has sufficient sleep

Get involved!





Thoughts and Opinions from
Year 8 Parents/Carers 2020/2021



School Code of Behaviour

ALL PUPILS ARE EXPECTED TO ABIDE BY THE FOLLOWING CODE OF CONDUCT AND SCHOOL RULES

Do

1. Be polite and mannerly to all staff and pupils.
2. Wear full school uniform to the required standards.
3. Be punctual to school (8.25am) and to all classes.
4. Carry a predominantly black schoolbag (not handbag) – containing all that is needed in preparation for each class.
5. Ensure your behaviour allows others around you to learn.
6. Use appropriate language within the school premises.
7. Respect the school environment, its accommodation, equipment and resources.
8. Ensure that **all** personal property is clearly marked with your name. The school cannot accept responsibility for lost items.

The following rules will automatically attract discipline and sanctions

Items which are banned

1. Offensive weapons such as knives, guns, dangerous sprays, etc.
2. Lighters, matches, fireworks, pocket lasers, glue, Tippex.
3. Mobile phones or other electronic devices.
4. Cigarettes, e. cigarettes, alcohol, illegal drugs.
5. Nuts, kiwi fruit and chewing gum.

In Summary - DO:

- WEAR full school uniform to the required standards.
- ARRIVE for all classes on time.
- QUEUE to get on the school bus.
- TREAT school property with care and respect.
- TREAT all pupils and staff with politeness.
- USE the one way system in the corridors and stairs.
- CARRY a predominantly black schoolbag (not handbag) containing the books and equipment needed for each day.

Do Not

1. Leave grounds anytime between 8.25am and 2.40pm without permission from Head of School.
2. Damage school or other pupil's property ~ pupils will have to pay for any intentional damage caused.
3. Bring mobile phones into school ~ if essential, leave in the school office.
4. Bring chewing gum into school.
5. Bully anyone in any way, engage in disruptive, threatening, abusive or offensive behaviour
6. Bring in products containing nuts or kiwis.

Failure to follow school rules may attract various forms of sanctions

Sanctions

1. Verbal warnings – negative mark registered on SIMS Behaviour Management System.
2. Lunchtime detention.
3. Extra work ~ which can include restorative actions eg community work.
4. Daily report card.
5. After school detention ~ detentions take priority over all other activities.
6. Withdrawal from extra-curricular activities/ events representing the school or attending school social events.
7. Class withdrawal.
8. Suspension.
9. Expulsion.

UNIFORM

A CONVENTIONAL hairstyle is considered to be part of the school uniform. No extreme haircuts, or extreme dyeing or tinting of hair. (Boys ~ no less than a number 2),
Boys are required to be clean shaven.

JEWELLERY is to be kept to a minimum for reasons of safety, distraction and loss of property. ONE small plain gold or silver stud earring is allowed in the lobe of each ear, **no other earrings/nose/eyebrow rings** will be permitted.

ONE small ring and ONE watch allowed. Bracelets are not allowed.

MAKE-UP including nail polish and fake tan, is not permitted.

Only badges associated with school are to be worn on the uniform.
All uniform should be clearly marked with pupil's name in **indelible** ink.

Your Child's Health

Should your child become ill while at school, he/she will be sent to their Form Tutor who may make an onward referral to one of the school's First Aiders. A member of staff will make contact with you or a designated contact. Please note—**only designated contacts will be allowed to collect pupils**. Please take this into consideration when providing contacts to the School Office. On those occasions when contact cannot be made, the pupil will be supervised by one of the School's designated First Aiders. If your child is on medication, it is important that it is not carried around the school but left with the medical room staff, clearly labelled and with full dispensing instructions.



Infectious illness

If a case of infectious illness occurs in the home, the Form Tutor or Head of School must be notified immediately and the pupil must not attend school until a Medical Certificate has been presented.

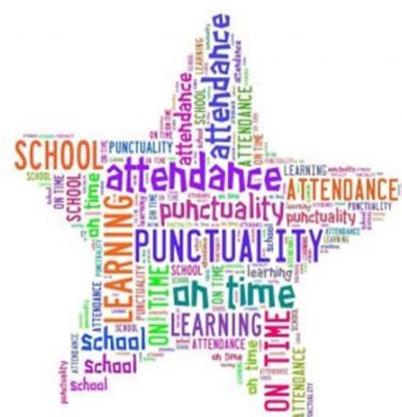
If a pupil has to leave school early, a note should be written to the pupil's Form Tutor. When the pupil is collected from school the designated contact should come to the front office and sign the pupil out. The pupil is now in the care of the designated contact—**only designated contacts** will be permitted to collect pupils.

** For Health & Safety reasons pupils **must not** be on site **before 8.00am***

Attendance

We firmly believe that good attendance results in happy children who achieve their best.

- ⇒ Encourage your child to attend school every day.
- ⇒ Inform the school of illness/circumstance which might affect attendance.
- ⇒ Contact the Form Tutor after first day of absence if your child is not returning to school.
- ⇒ When your child returns to school, send a note to the Form Tutor confirming your child's absence.



Year	School Percentage	Northern Ireland Average Percentage
2016–2017	95.1%	91.8%
2017–2018	95.1%	94.2%
2018–2019	94.0%	Not available
2019–2020	93.0%	Not available

Year 8 Induction Team

Each form class is assigned to a Form Tutor. The current Year 8 Form Tutors are:

FORM TUTORS



Mrs Jackson
8JA



Miss Bicker
8BK



Mr Murphy
8MY



Mrs Elliott
Head of Junior
School

School Counselling



Another form of pastoral support for our pupils within Saintfield High School is our School Counsellor, Mrs Kathleen O'Higgins.

Mrs O'Higgins visits the school every Wednesday. She is available to speak with any pupil. Appointments can be made through Form

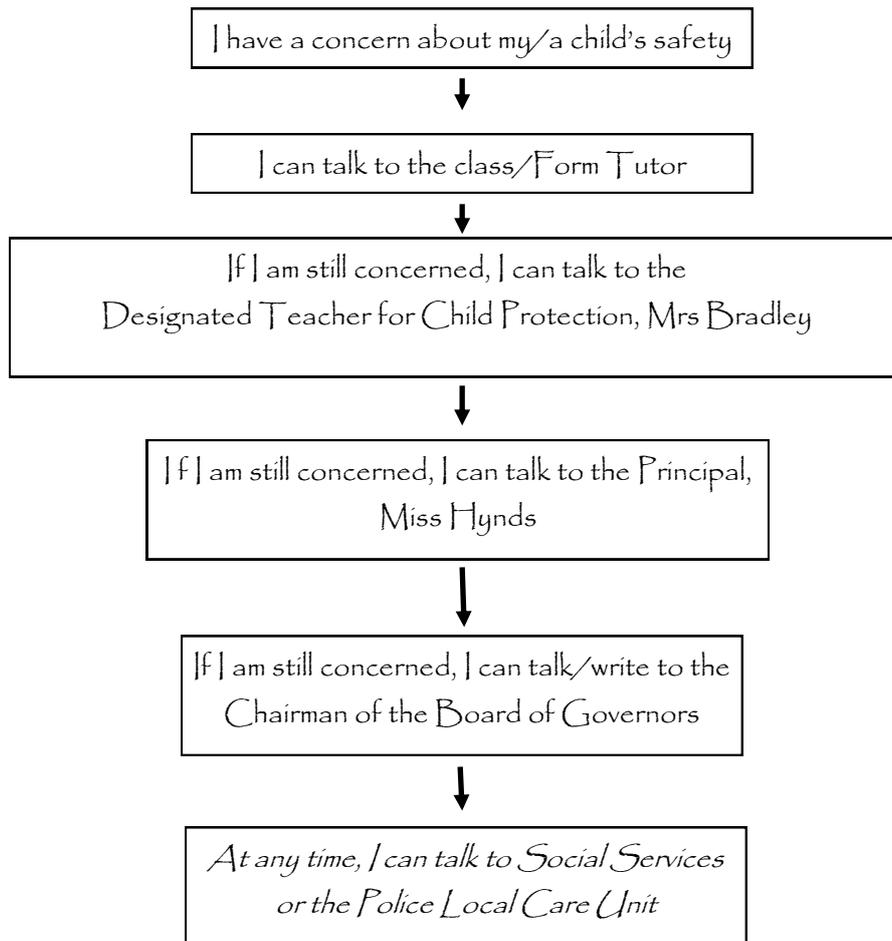
Tutors, Mrs Bradley or by a teacher or classroom assistant, a 'drop in session' is also available each Wednesday.

Child Protection

Pupils' safety is of paramount importance to us at Saintfield High School. If any parents have concerns about the safety of their (or another) child they can inform:

- ⇒ The Designated Teacher, Mrs Bradley.
- ⇒ Deputy Designated Teacher, Mrs Convill.
- ⇒ The Vice-Principal, Mrs Derby.
- ⇒ The Principal, Miss Hynds.

As a Parent you can make your concerns known to the School by following the procedure below:



Reports

At the end of Year 8 pupils are placed in the class we feel is best suited to their needs. The progress of all pupils is monitored throughout the year by continuous assessment and examinations in the Summer Term.

Reports are issued to Year 8 pupils twice a year (December and June). Parents should feel free to enquire about their child's progress at any time (see Arrangements for Communicating with Staff later in this booklet). You will have the opportunity to speak to your child's teachers at the Parents Consultation – we respectfully request that all parents make every effort to attend.



Timetable

Below is a sample timetable which will be given to your child in September. This will be explained to all pupils, however, it would be helpful if you could assist your child following their timetable, especially in the first few weeks.

	Mon	Tue	Wed	Thu	Fri	
1	He SA R9	Lw SA R9	It MY R3	Mu BI L6	Tl BOL C1	
	He SA R9	Lw SA R9	It MY R3	Mu BI L6	Tl BOL C1	← Break
3	Hi CH L4	Ma DE	Ma DE	Sc CR L1	Hi CH L4	
	Gg CA R4	Ma DE	Gg CA R4	Em GR Lib	Re DY L7	
5	Sc CR L1	Pe IR	Fr HE R5	Fr HE R5	Ma DE R18	
	Sc CR L1	Pe IR	Re DY L7	Fr HE R5	Em CM R12	← Lunch
7	Ma DE	Sc CR L1	Em CM R12	Ar CT R17	Fr HE R5	
	Em CM R12	Gg CA R4	Em CM R12	Ar CT R17	Ga IR	
9	Em CM R12	Hi CH L4	Sc CR L1	Ma DE R18	Ga IR	

↑
Class
Period

↑
Teacher's
Initials

↑
Room
Number

↑
Subject

The School Day

- ⇒ 8.25am Assembly/Registration
- ⇒ 8.40am Period 1
- ⇒ 9.15am Period 2
- ⇒ 9.50am Break
- ⇒ 10.00am Period 3
- ⇒ 10.35am Period 4
- ⇒ 11.10am Period 5
- ⇒ 11.45am Period 6
- ⇒ 12.20pm Lunch
- ⇒ 12.55pm Period 7
- ⇒ 1.30pm Period 8



Home Study

- ⇒ 1–2 hours of study each week day for homework and revision.
- ⇒ Your child will be given a homework diary (see right) and a homework schedule will be given to your child in September. Pupils should bring their homework diary to



Pupils record their homeworks here

Pupil signature

Parent/carer signature

Form Tutor signature

After School Clubs

Here are some of the after school activities:

- Art
- Hockey
- English
- Badminton
- Science
- Rugby
- Sewing/
Knitting
- Football
- Duke of
Edinburgh Award
- Pony Club
- Drama
- French
- Choir
- Netball
- Band
- Maths
- Scripture Union

The Library is also open every breaktime and lunchtime.

GENERAL INFORMATION

School Fund

Parents are invited to contribute annually to the School Fund. The cost is £40 per pupil or £60 per family. Payments can be spread over separate terms ~ cheques should be made payable to Saintfield High School. The fund enables us to provide many extra education and pastoral experiences.



Home Economics

Food for cooking in the Home Economics class is purchased by the school and a voluntary contribution of £15.00 should cover all ingredients purchased for Year 8 cookery.

Music Fees

Tuition is available on a range of instruments: woodwind; brass; guitar; bagpipes and drum kit – fees are approximately £200 for most pathways, woodwind and brass are taught internally and are not subject to fees. These prices are subject to an on-going review.



Mathematics

All pupils require a scientific calculator.

Parent Panel

Saintfield High School continually seeks to work in close partnership with parents and carers. We firmly believe that close collaboration between home and school provides a solid foundation for pupils to achieve individual excellence.

The Parent Panel meet regularly throughout the year and always make a meaningful contribution to the future of our school community. Members of the Parent Panel reflect upon proposed school initiatives, advise on school policies and provide an invaluable perspective pertaining to the running of our school community.

School Policies

Our School policies are a statement of our procedures regarding a wide range of issues. It is essential that all parents/carers of the school familiarise themselves with these documents in order to obtain an understanding of the management systems employed in the School.

The school policies can be obtained from our school website (www.saintfieldhighschool.com).

Educational Visits—Categories 1 & 2

During the year pupils take part in a number of activities which will involve them leaving the school premises for short periods of time. We require approval for your child to take part.



Activities

- 1 Short visits in the area of the school in connection with the Key Stage 3 & 4 curriculum or other relevant visits, entirely contained within the timetabled school day, to places of educational interest in the widest sense.
- 2 Visits to other schools, eg for inter-school matches, swimming lessons, sports meetings, matches and competition activities.

Educational Visits—Categories 3 & 4

You will receive prior notice of such visits by letter with an appropriate permission slip attached.

Photographic / Media Recording

Celebrating success and documenting personal progress is an integral aspect of the School's ethos and this may necessitate photographs being used in a variety of media, eg school noticeboards, twitter account, school documentation, website and the local press.

In keeping with good practice pertaining to the School's Child Protection Policy and Procedures, I wish to seek your permission for the participation of your child(ren) in the visual recording of their involvement in School activities.

Please sign the reply slip on the attached letter and return it to your child's Form Tutor indicating if you **ARE WILLING** or you are **NOT WILLING** to give permission for the photographs/video recordings to be taken and used for educational purposes at the discretion of the School. The response you give on the reply slip will apply during subsequent years unless the School is otherwise informed. Please contact us immediately should you wish to reverse your decision.

Your child must inform the teacher in charge of the event being photographed of your wishes to exclude him/her from any photograph/media recording taken for educational purposes.

The School cannot be held accountable for photographs or media footage taken by parents or members of the public at School functions/events. At public events it will be announced that photographs and recordings are not permitted.

Procedure for Pupils Leaving School Early

In accordance with the school's Child Protection Policy as set out by the Department of Education Northern Ireland and in the interests of health and safety, pupils leaving school for all external appointments or as a result of illness, must now be officially signed out by a parent/carer.

In the case of children leaving school early due to pre-arranged appointments, upon receipt of a note addressed to your child's Form Tutor, the school will issue a blue slip which grants the pupil permission to leave school grounds.

When you collect your child from school due to an appointment or your child's ill health, you are required to come to the front office and formally sign the pupil out.

This will confirm that the pupil is now in your care.

Aside from yourself, only a designated contact will be permitted to collect your child. Please ensure all designated contacts are made aware of these procedures. In addition, please park all vehicles outside of the school's gates, unless your child requires assistance leaving.

These procedures have been put in place by Saintfield High School in the interests of safeguarding your child, and to ensure that the transition of care is efficient and meets the highest levels of safety.

Use of Digital Technology In School

Safe and responsible use of Digital Technology within Saintfield High School is of paramount importance. It is essential that every pupil, along with their parent/carer signs the Pupil eContract for the Responsible Use of ICT Resources, as well as the ICT Permission Form and eContract.

The roles and responsibilities for parents/carers:

1. I understand that the school provides a filtered internet service and makes every effort to prevent pupils from encountering objectionable material.
2. I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring computer information and media.
3. I understand that the school does not allow pupils to use any ICT services or devices, for example, the use of mobile phones to make calls, send messages, use social networking sites or access email or the internet whilst on school premises.
4. I understand that pupils will be held accountable for their own actions.



Printing Credit

Saintfield High School runs a printer credit system and provides £1.00 credit to each pupil per year in Junior School and £5.00 per pupil in Senior School. Should he/she require further credits it is their responsibility to 'top-up' their account before printing. The system will be explained to your child during the Year 8 Induction Day. Further information for parents will be given on their Information Afternoon early September 2021.

Cashless Canteen

In a normal academic year:

1 **Money** ~ Pupils can purchase food and drink from the canteen at breaktime and lunchtime.

How By opening their own personal account of money (coins/notes/cheques—payable to **EA - South Eastern** . Please write pupil's name and class on reverse and allow 24 hours for payment to be processed). Please note, the kiosk does not give change.

Where Junior School—Ravara ground floor entrance.

When During their leisure time when they need to add money to their account. Leisure times are supervised by staff.

2 **Canteen** Pupils select their menu.
(Menus change daily. Price list will be given out on Induction Day and pupils will attend a brief talk in the canteen).



Canteen staff will show on screen the total cost to pupil.

Pupils use their finger print to identify their account 'pays'.
A photographic image of their account holder will also appear.

Pupils may see their account balance at the top-up kiosk.

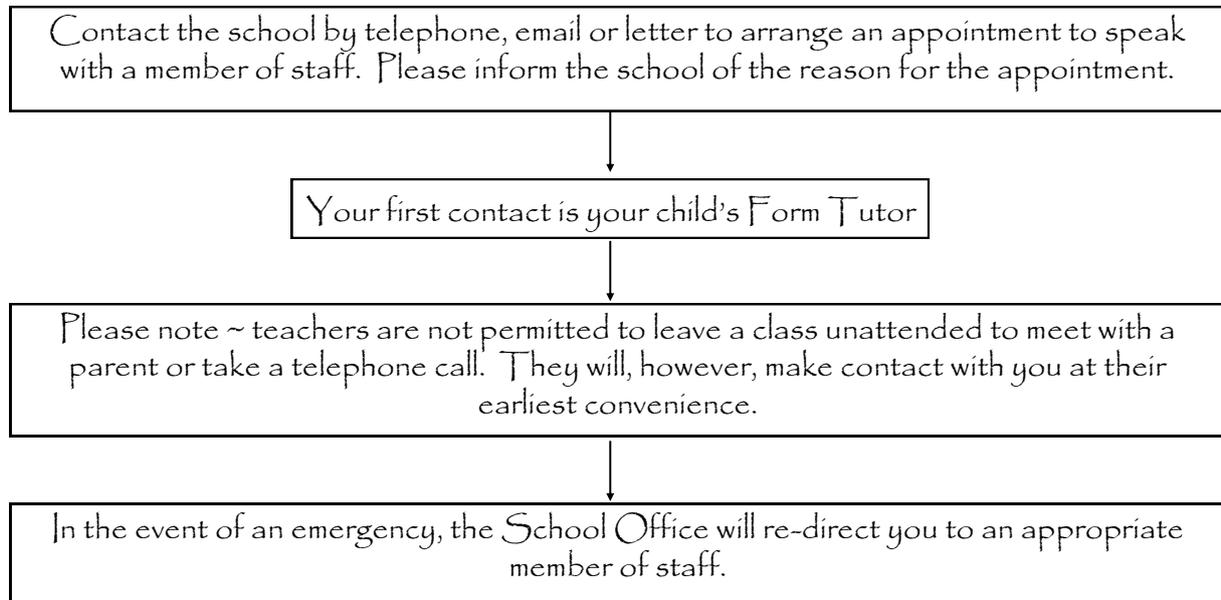
Free School Meals

Pupils who are entitled to free school meals will automatically have the allowance added to their account each day, any amount remaining will be cleared at the end of the day, it does not roll-over. The free school meal allowance does not appear on the pupil's account but they will be able to purchase food to the value of the allowance (currently £2.80 each day).

Arrangements for communicating with Staff (teaching and non-teaching)

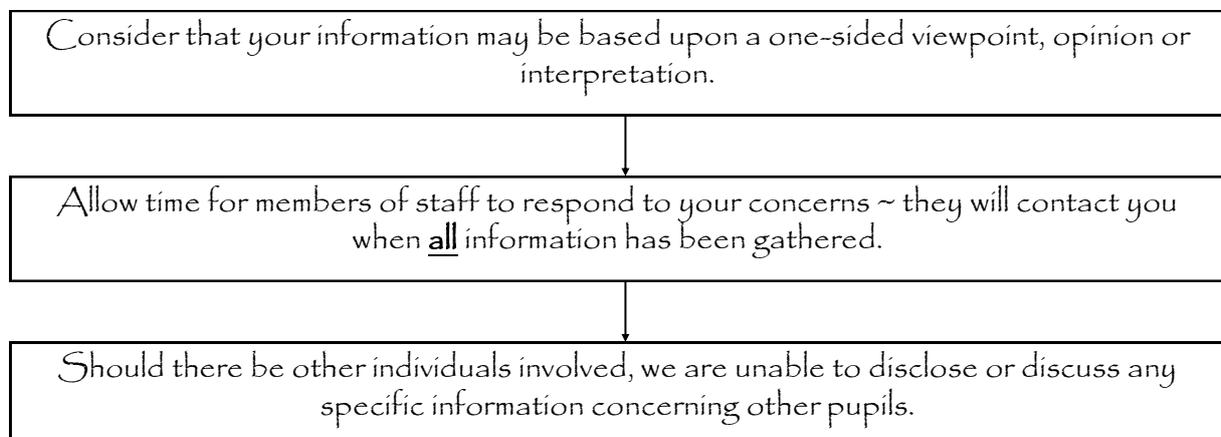
The very positive partnership and open communication we enjoy with our parents is central to the many successes shared by everyone within our school community.

There may be occasions when you will want to speak to a member of staff regarding an incident concerning your child. Please observe the following procedures:



We understand that there may be an occasion when parents' emotions "run high", and in these circumstances there will be a tolerance level within which we are prepared to listen to your concerns, however, **under no circumstances will any member of the school staff (teaching or non-teaching) tolerate a line of communication which becomes threatening or aggressive in tone and language.** Staff have been instructed to draw such conversations to a prompt close and the incident will be referred to the Principal (or in the Principal's absence, Vice-Principal).

We would ask that you:



In the interests of maintaining a safe and harmonious environment for every member of our school community, please give due regard to the above requests.