

# Cullybackey College

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## Year 8 Induction Booklet

### 2017 - 2018

Pupil name:

**Creating Opportunities for Success**



# Welcome to Cullybackey College



Dear Parent / Guardian,

I am delighted that your child will be coming to start their post-primary education at Cullybackey College in September. As the parent of P7 children myself in the past, I am sure you share many of the concerns I had ranging from the big questions such as: am I making the right choice? how will he settle in? to smaller issues such as: how can I trust him to make his way home? and, how will he ever cope with the homework?

All of these questions are perfectly understandable and I want to give you the assurance that, as a College, we will make every effort to ensure that the transition from primary to secondary is as smooth and painless as possible.

Pastorally your child will be in an environment where they are supported by a team of professional, experienced staff who will provide an excellent induction programme in the initial weeks to ensure your child settles quickly into Cullybackey College, adjusts to a different type of learning environment, and feels happy and supported.

Academically we will be challenging your child to achieve their maximum potential so that when they finally leave us, whether to begin University, go into employment or attend NRC, they have as many opportunities and options as possible open to them. To help with this, pupils will complete 3 formal assessments throughout the academic year and you will receive 3 reports home highlighting their progress. This coupled with your support and the commitment of a dedicated team of teachers provides each child with great opportunity – it is then their responsibility to make best use of it.

In terms of behaviour and uniform I expect and assume high standards from all pupils. Good behaviour allows learning to take place and guarantees that school is a positive environment. Inappropriate behaviour will not be tolerated and you can access both the College's Positive Behaviour Policy via the school website for further guidance on this.

Best wishes,

*D Donaldson*

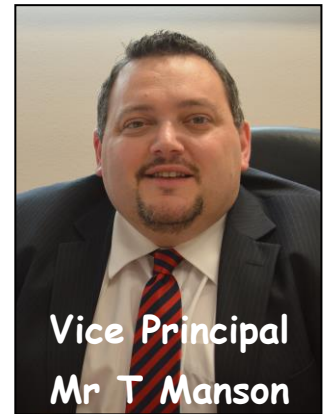
D. Donaldson



# Meet the Staff



The **Principal** and **Vice Principal** along with senior staff generate strategies and improvements for the College. Heads of Department are responsible for the creation and development of the curriculum across the College.



The **Head of Junior School** has responsibility for pastoral matters related to junior pupils (Year 8 - 10). The **Year Head** has responsibility for the progress, behaviour, attendance and welfare of all pupils in their year.



## The Registration Teacher

The Registration Teacher's responsibilities include checking uniform, equipment, homework diaries, collecting absence notes, maintenance of pupil records and giving guidance. If your child has any problem - academic or personal - he/she should immediately inform their Registration Teacher, who will deal with the matter or pass it onto the Year Head. The following are Year 8 Registration Teachers:

- Mrs Smyth - 8A1
- Mrs Stronge - 8A2
- Mrs Armstrong - 8A3
- Mrs Gault - 8A4
- Mrs Drennan - 8A5

## Peer Mentoring

Peer mentoring is a scheme which allows 6th form students to take some responsibility for Year 8 pupils through taking part in their Personal Development activities, assisting their registration teachers and generally acting as an older role model.





# Meet the Staff



## Reading Partnership Programme

In Year 8 the English Department run a Reading Partnership Programme. The objective of this programme is to encourage reading, therefore advancing and benefiting pupil literacy across the Curriculum. A number of our 6<sup>th</sup> form students act as 'reading buddies' for some Year 8 pupils to allow them to become confident readers.

Encouragement

Support

Role models



Relationships

Confidence

Progression

## Special Educational Needs (SENCO)



Mrs P Roulston  
SENCO

Cullybackey College's Special Educational Needs Co-ordinators (SENCO) ensure that appropriate support is provided for pupils identified as having learning difficulties, emotional / behavioural difficulties, physical disabilities, sensory impairments, speech / language difficulties and medical conditions.



Miss P Scott  
SENCO





# Your First Day at Cullybackey College



## Wear Cullybackey College Uniform

We wear our College uniform with **pride**. The uniform identifies pupils of Cullybackey College as ambassadors of our school. We expect uniform **to be worn to the highest standards** (see uniform section).

## Have a suitable Schoolbag

Bring pens, pencils and other equipment you have. You will be given a timetable and a homework diary. Every evening you will pack your Schoolbag in preparation for the next day. Organisation is the key to success!

## Be on the College grounds for 8.50am

All pupils must be on the College grounds by 8.50am. A junior cloakroom area is provided for pupils to socialize before the day begins.

## Be at Registration for 8.55am

Pupils who arrive at Registration after 9.00am are late. Registration teachers will record and monitor lateness and use appropriate sanctions if necessary.

## The School Day

<b>Registration</b>	<b>8.55am – 9.15am</b>
<b>Period 1</b>	<b>9.15am – 9.50am</b>
<b>Period 2</b>	<b>9.50am – 10.25am</b>
<b>Period 3</b>	<b>10.25am – 11.15am</b>
<b>Junior Break-time: 10.25am – 10.40am</b> <i>Lights snacks may be purchased in the canteen</i>	
<b>Period 4</b>	<b>11.15am – 11.50am</b>
<b>Period 5</b>	<b>11.50am – 12.25pm</b>
<b>Junior Lunch Time: 12.25 – 1.00pm</b> <i>The canteen offers a selection of meals and snacks</i> <i>Written permission must be presented for home lunches</i>	
<b>Period 6</b>	<b>1.05pm – 1.40pm (Senior lunch)</b>
<b>Period 7</b>	<b>1.40pm – 2.15pm</b>
<b>Period 8</b>	<b>2.15pm – 2.50pm</b>
<b>Period 9</b>	<b>2.50pm – 3.25pm</b>

For health, safety, child protection and supervision reasons we must stress that **no pupil** in years 8 – 12 will be given permission at break or lunch, to go into the village to make use of the shops or food outlets.



# What will I study at Cullybackey College?



## The Expectation at Cullybackey College

At Cullybackey College we **expect** all pupils to work to the best of their ability and to the highest standards possible. Pupils are placed in classes based on academic ability, following computer based assessments in literacy and numeracy. Placement within and movement between classes is dependent upon pupil performance.

## The Curriculum

All pupils at Key Stage 3 will follow the **Northern Ireland Curriculum**. This will involve:

- The focus on skills and capabilities;
- A focus on assessment for learning;
- Assessment in the cross curricular skills of Communication, Using Mathematics and use of ICT;
- Citizenship, Education for Employability, Personal Development and Drama.

## General Subjects

Pupils will study academic subjects that include: English, Mathematics, Geography, History, French and RE.

## Practical Subjects

Pupils will undertake subjects that are practical in nature. These include Art and Design, Home Economics, ICT, Music, Science and Technology.

## Physical Education (PE)

PE is an important subject in the curriculum. You will be required to participate in PE. PE teachers must be notified in writing in the event of injury or illness preventing participation.

## Homework

Homework and revision are very important to your progression in Cullybackey College. Teachers will provide homework each evening. This must be completed and handed in on time. Homeworks must be signed by a Parent / Guardian.

## Homework diaries

You will be provided with a homework diary to help keep you organised. You must use this to record homeworks and notifications given to you. Your homework diary will be monitored by your Registration Teacher and should be signed weekly by your Parent / Guardian.



# The progress of your child



## Academic Reports

Three reports will be posted home throughout the year. In December and February a subject progress report based on assessments completed by your child will be sent home. In June a detailed summary report based on your child's progress with teacher comments will be sent home.

## Year 8 Teacher-Parent Consultation Meeting

There will be a Year 8 consultation meeting where Parents / Guardians will have the opportunity to discuss their child's progress with subject teachers. It is very important that Parents / Guardians attend this consultation.

## Other Appointments

Appointments may be made to discuss matters of concern by telephoning the College Tel: 028 2588 0771. The College secretary will arrange a mutually suitable time. Prior appointments are essential.

## School Contacts

Designated Teacher for Child Protection	Mr C McLaren
School Counsellor	Mrs Mary-Lou Todd (Family Works)
Illness or other absence	Registration Teacher or Secretarial staff
Pastoral Concern	Registration Teacher (Attendance/uniform/lateness) Year Head (Relationship difficulties/falling behind with work/long-term illness) Head of School (More serious issues)
Policies	College Office
School Trips	Teacher organising particular event
Attendance Concerns	Education Welfare Officer, Ms L Brown, at the College or on 028 2566 2141
General Curriculum Concerns	Vice Principal
Subject Specific Concerns	Class Teacher or Head of Department
School Transport	Secretarial staff or Translink 028 2565 2214





# Cullybackey College Uniform



## Boys Uniform

- Black school blazer with School Badge
- Black Trousers
- White School Shirt
- School Tie
- Charcoal V neck jumper
- Dark Socks
- Plain Black school shoes



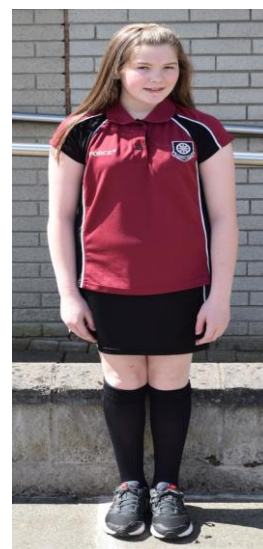
### P.E. Requirements

Towel for showers/swimming, Swimming trunks, Cullybackey College Polo Shirt, Black Shorts, Black Socks, Black Training Bottoms with School Badge or plain black sweat bottoms, Optional Hooded Top, Training shoes, Football boots, Shin guards and gum shield.



## Girls Uniform

- Black school blazer with School Badge
- Dark Grey Skirt (kick-pleat must run from the knee)
- White School Shirt
- School Tie
- Charcoal V neck jumper
- Black opaque tights
- Plain Black school shoes



### P.E. Requirements

Towel for showers/swimming, Swimsuit, Cullybackey College Polo Shirt, Black Skort, Black Socks, Black Training Bottoms with School Badge or plain black sweat bottoms, Optional Hooded Top, Training shoes, Shin guards and Gum shield. No pumps or light footwear.

## Jewellery / Hairstyles / Make-up

- Jewellery is restricted to the wearing of a small plain (silver / gold) stud type earring, one plain ring and one watch. **No** other piercings will be allowed;
- Pupils **must avoid** extremes of fashion in hairstyles;
- Excessive make-up **must not** be worn;
- Hoodies of any description are **not permitted**.





# Transport – Bus routes



## Safety first

Cullybackey College has the safety feature of a cul-de-sac based bus turning circle. Additionally there are teachers on duty to facilitate safe boarding of the buses.

## Behaviour on buses

Good behaviour is expected of all pupils while using school transport both for the reputation of the pupils and the College and to ensure safety at all times. Parental support in this respect is very much appreciated.

## Bus Routes

At Cullybackey College we have a large catchment area and as such we have a wide variety of pupils from surrounding villages, town and communities. The following are bus routes that Translink operate to and from the School:





# Things to remember



- You must be organised and packed for the right day
- You must have your homework diary and all homework completed and signed
- You must try your best and work hard
- You must wear your uniform with pride and to the highest possible standards



- You must have your PE kit with you on the days you have PE
- If you are involved in an extra-curricular club bring your PE kit if necessary
- Ensure to let parents / guardians know if you are staying in school late



- Have the correct equipment for your different subjects
- Be prepared to challenge yourself
- Be punctual and ensure your attendance is excellent
- Show respect to all those around you
- Strive to be the best

## A SUCCESSFUL pupil at Cullybackey College:

- Pays **ATTENTION** in class
- **LISTENS** to the teacher
- Has **RESPECT** for all those around him / her
- Completes **CLASSWORK** and **HOMEWORK** on time
- Completes **REVISION** at home
- Has excellent **ATTENDANCE** and **PUNCTUALITY**
- Takes **PRIDE** in his / her **WORK** and **UNIFORM**
- Has excellent **BEHAVIOUR**
- Works to the best of his / her **ABILITY**





# What to do if...



## Pupils:

### You need to get out of school early for an appointment ...

- Bring in a signed letter from your Parent / Guardian one day in advance;
- Present it to your Registration Teacher who will give you an early release pass;
- Ensure to show the early release pass to the relevant teacher.

### You feel sick in school ...

- Tell your teacher who will notify your Year Head;
- Report to the General Office.

### You are absent for one day or more ...

- Bring in a signed letter from your Parent / Guardian;
- Give it to your Form Teacher.

### If you are having problems in school ...

- Speak with your Registration Teacher who will listen and help you;
- Never keep worries or problems to yourself.

## Parents / Guardians:

### Your child has a medical issue ...

- Ring the main school office on Tel. No. 028 2588 0771;
- Inform the secretarial staff who will record this information.

### You want to speak with a member of staff ...

- Ring the main school office on Tel. No. 028 2588 0771;
- Through the secretarial staff make an appointment with the relevant staff member;
- Please note that your first point of contact should normally be the Head of Year.

### You want up to date information about events in the school ...

- Visit our school website [www.cullybackeycollege.org.uk](http://www.cullybackeycollege.org.uk);
- Our school website is updated daily with news, events, trips etc.



## The Induction Programme

The Induction Programme is designed to facilitate the settling in process as pupils transfer from the primary to the secondary sector or as they transfer from one secondary school to another.

## Aims of the Induction Programme

In keeping with the school's mission statement the Induction Programme addresses the following school aims:

To create a caring environment where pupils are known, valued and respected as individuals

To encourage each pupil to attain the fullest educational development of which he/she is capable

To provide the opportunity for individual expression and creativity and develop aesthetic and cultural awareness

To establish firm mutual links involving school, home and community

To support and extend the work of the home, the Church and the community in promoting the spiritual and moral development of pupils

To engender in pupils recognition of their own worth and tolerance of others' views and aspirations

To promote the concept of good citizenship and encourage shared responsibility for the protection of the environment







# The Induction Process



Induction is not seen as a 'one-off' event but as an ongoing process involving a wide range of staff, mentors and other pupils. The main elements in this process are:

## Maintaining and Developing Primary/Secondary Links

- Invitations to the Induction Morning are distributed through the primary schools.
- Where it is possible Cullybackey College seeks to support the work of the primary schools through the use of facilities, resources and staff.

## June Visit

A morning is set aside in June when Parents / Guardians have the opportunity to attend with their transferring children. During the morning pupils will:

- Meet key members of staff;
- Complete tests to determine class settings;
- Be involved in an 'Art Attack' learning experience.

Parents / Guardians will have the opportunity to:

- Meet key members of staff;
- Discuss any relevant issues they may have;
- Receive relevant documentation.

## Class Placement

Class placement is determined according to the following criteria:

- Information gained from initial computer testing in June. These tests will provide results in Communication and Numeracy;
- Information from the primary schools which will include English and Maths results;
- Friendships established prior to attending the school;
- Parental requests.

## Personal Development Programme

- The programme's units of work are designed to address induction and other issues of relevance to Year 8 pupils;
- Every effort is made to ensure that peer mentors are available to join in these lessons. The mentors are available during registration times and are in attendance at break and lunch in the cafeteria.

## Parental Consultation

- Parents / Guardians will be provided with an opportunity to meet with relevant staff and discuss their child's progress. Confirmation of the date will be provided in due course.



# Residential Opportunity - Cultra



## Residential Opportunity

- Each September as part of the Induction Programme, Year 8 pupils visit Cultra for a residential opportunity;
- At Cultra pupils are given the opportunities to engage in a variety of activities where they get to meet new people, build friendships, encourage relationships with staff and 6<sup>th</sup> form mentors;
- Each Year 8 pupil is encouraged to avail of the opportunity to enjoy the residential experience at Cultra. Lasting memories and bonding friendships begin here.



## Activities

At Cultra pupils have the opportunity to dress in Victorian style clothing, take part in Victorian school lessons, Court trial, make candles, soda bread and interesting crafts to name but a few. The annual barn dance is always thoroughly enjoyed by pupils and staff.

