

Dunclug College



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Welcome from the Principal

Welcome students, to your new journey at Dunclug College. It was an unusual school ending for you last year and I hope that the majority of you are looking forward to your new school and a whole new world of learning.

Our aim will be to get to normality in a sequenced manner as we begin our new term in September so that each child who learns and lives here will find school rewarding and supportive, and achieve, his/her full potential. Pastoral, safeguarding, risk assessment and e-learning support have been revisited to ensure the school is an attractive and stimulating environment, even amidst some current constraints. You will notice Key policies on the Website, the Discipline Policy: 'Discipline with Dignity' and the Anti-bullying Policy: 'Do Unto Others' which you should read and think about carefully.

The aim of this booklet and our Induction procedure is to provide you with the information you need to integrate safely into school life - especially in the light of all the uncertainty associated with the new coronavirus.

King George VIth, some three months after the 2nd World War started, advised his people:

'I said to the man who stood at the Gate of the Year, 'Give me a light that I may tread safely into the unknown'. And he replied, 'Go out into the darkness and put your hand into the hand of God. That will be better to you than light, and safer than a known way.'

While we are not in a war as such, this virus has brought similar fear to our community, and we mourn with those of you who have lost loved ones too early as a result of it.

Naturally, we do not like uncertainty, but we also need to encourage one another that while school will be a bit different, it will strive to

meet the needs of all its pupils. We will try to maintain communication with you as regularly, and as honestly, as possible in the weeks and months ahead.

I would request, if you have not already done so, that you will forward your email contact details to the college, as soon as possible by emailing the school account, info@dunclugcollege.ballymena.ni.sch.uk: **all** communications thereafter will be sent directly to you via our ParentApp. The usual Forms of Registration, requesting the updates for next school year are on the school website, and are also attached with this booklet. Please complete them before term starts.

I would encourage you to look at the website, www.dunclug-college.co.uk to view a special welcome to pupils new and old, from two of our esteemed pupils: Sasha Gregg of Year 8, and Robert Surgenor of Year 9. This production can be viewed alongside a Virtual Tour, by our Year 12 pupil, Tyler Douglas, who leaves school to pursue a career in photography, and together they reflect what our school has to offer, and I hope they are a happy reminder of better times to come.

We have planned a phased return to school and will be using Blended Learning alongside face to face teaching as the year unfolds. Teaching online involves lessons delivered on-line as well as work provided online. Great developments have been made in e-learning in the past five months, and some students have excelled in this process, but we are conscious we need to develop, upload, and deliver lessons more often through live streaming and on learning platforms, including creation of e-libraries, especially for areas such Numeracy or Literacy, for easy access by our students. For everyone, time will be spent during Induction periods, to train and help you. Overall, it is an exciting time in Education and even when the pandemic is over, we believe the developments that are being made will contribute to even better learning experiences.

I look forward to working with you.

Ruth Wilson

Principal



Dunclug College

"We are preparing for life"

Part 1 Re-Start & Induction

1.1 The School Ethos

We aspire to provide a high quality child-centred education in a caring environment, built upon good personal relationships, and honest partnership. Through achievement and the development of mutual respect, all pupils are challenged and encouraged to become valued citizens.

School Contact Details

Tel: 028 25653665

Fax: 028 25651153

Email: info@dunclugcollege.ballymena.ni.sch.uk

Website: www.dunclug-college.co.uk

Twitter: @dunclugcollege

Facebook: Dunclug College, Ballymena N. Ireland

1.2 Inductions & Training Arrangements at the start of Term:

Staff Attendance and Training:

Strategic Leadership Team - 12th August & other staff teams as necessary. Main body of teaching and support staff from 21st August.

Pupil Induction & Blended Learning Training

The following table indicates the days and times students should attend according to Year group for initial induction and advice on how to access Blended Learning. Following this careful phasing-in, and retraining of pupils on how to access their zones and the new routines, the whole school should be able to commence safely on 7th September.

Tuesday 25th Aug	Year 14 Induction (9am-12noon) Year 13 Interviews as arranged
Wednesday 26th Aug	Year 12 Group 1 Induction (9am-12noon) 12CM, 12DF, 12 HH Year 12 Group 2 Induction (1pm-3.15pm) 12DB, 12ND 12JK, 12LS Year 13 Interviews as arranged
Thursday 27th Aug	Year 8 Induction (Group 1, 9am-12noon) Surnames A - D Year 8 Induction (Group 2, 1.00pm-3.15pm) Surnames E - McA Staff Training on Blended Learning
Friday 28th Aug	Year 8 Induction (Group 3, 9am-12noon) Surnames McB - O Year 8 Induction (Group 4, 1.00pm-3.15pm) Surnames P - Z Staff Training on Blended Learning
Tuesday 1st Sept	Year 8 (testing/zoning/e-learning) Year 9 (Induction & Blended Learning) Year 14 (Main Timetable)
Wednesday 2nd Sept	Year 10 (Induction & Blended Learning) Year 14 (Main Timetable)
Thursday 3rd Sept	Year 11 (Induction & Blended Learning) Year 14 (Main Timetable)
Friday 4th Sept	Year 12 (Main Timetable Day 5) Year 13 (Induction & Blended Learning) Year 14 (Main Timetable)
Monday 7th Sept	Whole School in attendance (Day 6)
Tuesday 8th Sept	Whole School in attendance (Day 7)
Wednesday 9th Sept	Whole School in attendance (Day 8) etc. etc.

There are minor changes from the original advice. Please note, Year 8 is now invited to come in to school on Tuesday 1st September so that we can complete their initial testing, remind them of their zones and routines and begin training on Blended Learning. This gives them a

second occasion to acclimatise before their full attendance from 7th September onwards.

Year 13 is coming into school for interview on an invited basis - either in person, telephone call or on-line between 20th August and 3rd September. The whole Year 13 group should be ready to commence Induction and Blended Learning on 3rd September.

Details of the entrances and zones to be used by the various groups, the timings, and the specific arrangements are set out below:

Year 8	Ground Floor - Arrival via main school entrance
Year 9	Annexe - Arrival via main Annexe Entrance
Year 10	Mobiles 25, 25a, 26, 27, 27a & 29 - Arrival via Double Gates Entrance, moving straight to mobile.
Year 11	1st Floor - Arrival via Link Corridor School Entrance
Year 12	The Belfort Suite (i.e. the new mobile block) - Arrival via Double Gates School Entrance, moving straight to mobile.
Year 13	Rooms 8, 9 & 39 - Arrival via Main School Entrance
Year 14	Rooms 35, 36 & 38 - Arrival via Main School Entrance.

Further information about arrival and departure will be covered during Induction.

1.3 The School Day

- **The school** is open to pupils from 8.30am and pupils will be phased into school to ensure no unnecessary queueing/crowding as they arrive, and to observe appropriate distancing. Appropriate signage will be in place. Pupils will be admitted through entrances as detailed above, and the temperatures of both pupils and staff will be taken as they arrive. If anyone presents with a raised temperature, it will be taken at an appropriate interval before contact is made with home. The child will be

asked to take a COVID-19 test if showing symptoms of the virus before any arrangement is made to return. Decisions will be taken as to the need for school/pupil zones to temporarily close, or for deep cleaning, and parents will always be well-informed on the ParentApp.

- **Parents** are asked to check that children are well before they come to school, and to keep them at home if they have a temperature, a cough or gastric problems, such as vomiting and/or diarrhoea. Pupils who develop such symptoms while at school, will be sent home to rest. While we are aware that it is possible to shed the virus a couple of days prior to showing symptoms, it is particularly important to act quickly if individuals are feeling unwell.
- **Students are requested to wear full school uniform each day.** Pupils who are new to the school eg new Year 8 and new Year 13 pupils, and also pupils in other year groups who are replacing their blazers, should purchase the new blazer. The previous blazer and senior skirt have been phased out of production.
- **Students and staff** are asked as a matter of routine to wash their hands thoroughly and more frequently than usual, and to use the many hand sanitisers which are placed throughout the school. This is one of the best ways to avoid the virus. If we always wash our hands before touching our faces and before eating, we will avoid contracting the virus.
- **The corridors and classrooms** in use are marked out for social distancing, and we ask all students and staff to strictly follow these arrangements. Movement around school will be limited each day, and a one-way traffic system will be in place.
- **Breakfast** which is free to all students, will be available in the normal way for all who are interested, as the young people arrive. Pupils may have tea/coffee, hot chocolate or juice, cereal and hot food, eg muffin topped with eggs and bacon, or a toasted pancake. It has proved to be a popular and very enjoyable start to the Dunclug day over recent years. While the canteen arrangements are outside the control of the school,

every effort is made to work together with the EA Catering Team and parents will be informed promptly if there are any changes in arrangements.

- **Assemblies** will take place in smaller groups at the start of each day. All students benefit from the spiritual, moral and ethical guidance given, as well as advice provided, in relation to learning, relationships, and school organisation, and also sharing/celebration of enrichments and successes. There will be no large gatherings for Assemblies or school meetings initially.
- **Breaks: There** will be six morning break time sessions of 15 minutes each, and six lunchtime sessions of 20 minutes each, every day, in allocated zones. Pupils will be allocated in appropriate groups so that we can maintain safety and social distancing in the dining areas, while ensuring all children receive nutritious food. Those who wish to bring a packed lunch will be able to do so, and will have an allocated area in which to eat.
- The students will have some time for recreation outside or in an allocated area, after they have eaten lunch. This recreation time will be structured by the PE Department and other staff initially. At first, exercise programmes will be lighter and students are asked to keep a change of footwear in their schoolbags each day. Students may ultimately be asked by PE staff to bring a version of the PE Uniform on certain days
- **Access to Toilet Facilities** will be supervised so that pupils have individual access and thorough servicing will take place throughout the school day.
- **Frequent wipe-down and cleaning** will take place throughout the day by our excellent team of Building Supervisors and cleaners - and also teachers and/or support staff as necessary.

- **Students who travel by Bus** will be transported in the Link Buses to the station. The Link Buses, A, C, D & E go to the station in the afternoon, but Translink has advised that if possible, they will drop pupils directly at the school gates in the morning, instead of taking them to the station. Pupils who travel to Broughshane, (the B Bus), or Kells, (the K Bus), will be transported directly home in the afternoons as previously. Similarly, buses going to Wakehurst, and Ballykeel 1 or 2, will be transported at 3.10pm in the afternoons, before the arrival of the Link Buses. It is important to present the correct change on your bus each day if using these early buses. Pupils are asked to wear masks on all bus routes and to behave in a responsible manner on buses at all times. **Pupils are reminded NOT to use the Town Service at any time as this for the general public.** Pupils should always use their assigned school bus. It is vital that pupils do not attempt to go to the shop at the Station or at Dunclug. Full breakfast is available in school and there is an excellent canteen service at Breaks and Lunches, so if anything else is required it should be brought to the school in a lunch box.
- We appreciate many parents may prefer to have their children collected in the early days of uncertainty and would ask that such parents remain in their vehicles until pupils are released to you.
- Students who are being collected by parents, or walking home, will leave the building using a staged procedure at 3.15pm.
- Parents and visitors are respectfully asked not to come into the school building without first making prior appointment. All Telephone calls will, as always, be noted and forwarded to the appropriate member of staff or the Principal, and you will receive a response within the course of the day.
- While schools in the area may differ in organisation and context, the Principal meets regularly with other Principals in the area and communicates closely with DE and EA to ensure that matters such as Catering and Transport can be agreed for the good of all, and that we share in matters that are for the good of the whole community.

Part 2 Transition Stages

2.1 Phased Return

The Timetable has been constructed in such a way this year as to minimise student movement, and teachers will move to their students where possible, rather than the other way around. However, students will move to practical rooms for practical subjects and the curriculum will continue to be varied and rich. The School Calendar which would have involved many planned visits and events will be correspondingly reduced. This will represent the Base or normal yearly timetable for 2020/21 (described below), and we will build gradually towards its full operation.

The Timetable will begin in a phased manner, with students initially attending in smaller groups for Induction purposes and to work on our approach to Blended Learning which will support all learning going forward

The building profile of webinars, online lessons and e-learning libraries will be an invaluable ongoing resource for students while they are both at school and at home. Every practical advice and assistance will be provided for students.

2.2. The Base Timetable

Summary of Curriculum Planning 2020-21

KS3 -The current streaming and branding model has been reorganised for the period of one year to allow for class 'bubbles' and prevent sharing of too many classroom spaces. Time will be 'chunked' for subjects, rather than spread across a two week period. This is a different way of thinking for both staff and pupils. Students will remain in an allocated room for the majority of their subjects and will move only for practical taught elements, as well as for lunch and break-times.

Classes will be known by their Form Class codes. Whilst our normal streaming procedure will be more limited, class allocations have been based on previous L and M streaming. HODs and class teachers will be familiar with the data in relation to each child and this will help inform the differentiation of technique and resources required for each class.

KS4 - The senior timetable will also minimise unnecessary movements by keeping students in the same classrooms for general subjects, although this will be slightly more flexible than in the Junior school, and again movement will be required for practical groups. The current streaming will remain in place to allow for different units to be taught to different class sets, commensurate with their ability.

Where possible, for specialist option subjects, the specialist teacher will move to the student's allocated room.

KS5 - Sixth Form subjects will be taught in designated areas in the school, with the exception of practical based subjects. It is planned that the Blended learning will be a particularly developmental and inspirational addition to teaching in Sixth Form.

For all classes, it is expected that online teaching and learning will continue to remain an integral element of our curriculum delivery once full normal school attendance is resumed. Most importantly, it will result in a perpetual online portfolio of teaching, advice and revision material for all young people.

2.3 Expectation and Routine

The following protocols apply for effective teaching and learning whether attending in the initial smaller groups or when all pupils are in attendance.

It is expected, when you accept a place at the school, that you understand and agree the routines that make the school efficient:

- (i) Pupils should move around the school in single file, in a one-way system, observing the indicators of appropriate distance.
- (ii) Pupils should move promptly to their first teaching area each morning and remain in the seat/allocated area indicated by the teacher.
- (iii) While a great deal of work will be completed online both at school and at home, pupils will be given writing materials, notebooks and textbooks which they will use at their work spaces while in school and take home in their school bags.
- (iv) All students will observe careful personal hygiene and a sense of responsibility towards others.
- (v) Each student is asked to bring the following on their first Induction Day:
 - a. Black pen, pencils, colouring pencils, electronic calculator, geometry set, rubber, sharpener etc.
 - b. A sturdy bag in which to store their notebooks and materials and to transport them to and from school.
 - c. A change of footwear for recreational activities to be kept in a separate cloth or plastic bag within the school bag. As PE changing and participation is gradually introduced more fully, pupils will be asked to bring their PE uniform.
- (vi) In class, pupils should listen carefully to instructions and be purposeful in the variety of classroom experiences in which they are involved. Active learning is encouraged - responding to questions and enthusiastic participation is important.
- (vii) Pupils should ask questions if they don't understand. At all times students must show respect to their teachers and to one another - through the way they behave, the way they speak and the way they do their work.
- (viii) Home Learning is an important extension to learning and is compulsory for all students. This applies in the smaller groups at the start and also once full attendance is resumed. - Each student should complete his/her Learning Journal daily, noting the key learning points in each lesson.
- (ix) Mobile phones or any other electronic devices must never be used in class for social reasons but may increasingly be

involved in teaching and learning. All students are asked to be willing to use their own devices in class if asked to do so.

- (x) Additional computer and electronic equipment has been purchased for use by all pupils and staff.
- (xi) For safety reasons, pupils must stay within school grounds at all times, must follow signage, and take advice on how and when to mix.
- (xii) Pupils who go home for lunch must live within the vicinity of the school and must have written permission from both parents and school. All other pupils must stay safely in school grounds and will participate in a wide range of activities to suit all interests, tastes and levels of fitness.
- (xiii) Pupils travelling on school buses must be well behaved at all times. **No pupil should go to the Bus Station unless he/she travels by bus.**
- (xiv) Graffiti of any kind is not acceptable on books, bags or anywhere in school.

2.4 School Dining

- Breakfast is Free of Charge and is available for all who are able to arrive between 8.30am and 8.50am. Pupils may have tea/coffee, hot chocolate or juice, cereal and hot food, eg muffin topped with eggs and bacon or a toasted pancake.
- **At Break Time and Lunch Time** - a combination of hot and cold food will be on sale. Pupils will be able to bring a snack or packed lunch from home.
- For the moment, students are asked to bring the money they want to spend at break time and lunchtime in a small bag or envelope, labelled with their name, class and the amount. Once there is a better method or more detail available from the Catering Service about how to handle payment, this will be advised to parents and pupils. The Catering Service operates

independently of the school and parents will be informed if there is any change in plans or provision.

The School Vending Machines, (which are positioned at the Entrance to the Student Link area, and in the Sixth Form Common Room), also provide Tea, Coffee, Hot Chocolate, juice and water as well as Baked crisps and Healthy snacks. Vending for water is also available on the middle floor of the main teaching block. The Vending Machines will be subject to daily cleaning. However, pupils are advised to observe careful hand washing after using Vending machines, prior to eating.

NB. The use of vending will not operate unless the school is satisfied that the Vending company puts appropriate procedures into operation.

This system means the Canteen facilities operate almost continuously throughout the day, which facilitates those children who require flexibility with their eating, eg through Diabetes, and ensures a warm and welcoming environment.

There will be a gradual increase in numbers using the canteen facilities on each break and lunch time and careful supervision will remain in place to ensure pupils use the allocated zones and are responsible in habits of routine and hygiene.

2.5 Learning

We aim to make learning a rewarding and enjoyable experience for everyone. We want our pupils to be equipped with the skills, knowledge and understanding necessary to make informed choices about the pathways they take. To that end the staff:

- Create a supportive classroom environment.
- Use a variety of teaching methods.
- Promote interactive learning.

- Promote key skills across the curriculum: Numeracy, Literacy and ICT.
- Encourage pupils to develop increasing independence and to take responsibility for their own learning.
- Use Blended Learning as an enhancement for all learners

The curriculum, at KS3 reflects the revised curriculum - Skills and Capabilities, Learning for Life and Work and Assessment for Learning. A wide range of vocational subjects is offered in the senior school and enrichments are provided throughout school life.

There is a range of other special arrangements for pupils with special needs including support provided directly by the Education Authority. Literacy and numeracy support is available as necessary for children at all levels.

2.6 Special Provision

i. The School Learning Support Centre

The Learning Support Centre is comprised of two key areas: An Autism Support Centre and a Centre for Moderate Learning Difficulties, providing a nurturing environment for pupils who experience these challenges. The two nurture rooms have specialist Teachers and Learning Support Assistance. The pupils may be placed wholly or partly in the either of these centres and are most often encouraged to integrate into mainstream, according to their individual personal learning plans. PPE may be necessary for staff who work closely with some pupils with types of special physical, medical, behavioural or learning needs.

ii Planned Occasional Access to ASD or MLD

A number of pupils will be able to access planned sessions in one or both of the Learning Support Centres on an occasional basis, according to their needs.

iii. Statements of Special Educational Need

Some students may experience a range of learning, behavioural, emotional, physical or medical needs which necessitate a statement of Special Educational Need. In addition to being placed by the school in smaller class groups, such pupils will have access to the supports recommended on the Statement of Special Educational Need, including Learning Support Assistance and/or additional teaching time.

iv. Access to Literacy and Numeracy Support

All Year 8 pupils will have opportunity to participate in Literacy and Numeracy Support programmes according to need. This provision is coordinated centrally by two co-ordinators. Pupils of all abilities have access on a rotational basis throughout their years at school and may self-refer as well as being referred by teaching staff, the School Care Team, or provision requested by parents.

v. Pathways' Programme

The school Pathways' provision is available to all students for support with learning, organisation and behaviour, as necessary and is particularly important for small groups as part of Year 8 Induction. Overall there is a wide range of programmes available to help students overcome challenges they may be facing.

2.7 Assessment

In Junior school, Assessment takes the form of Coursework/Classwork, Online work, Tests, Tracking and Examinations.

Work at home will be important in all subjects and will usually be online. It will be essential that your son/daughter completes all work set by the required date, including the Learning Journal. In the early days of phased re-opening of schools, the engagement with online learning will be an essential aspect of the teaching and learning process.

Revision for all tests, tracking and examinations should be encouraged. Continuous assessment is essential to provide feedback on progress to parents and pupils, and also to help teachers to evaluate the needs of the individual pupil. Through Assessment, we promote better learning, monitor progress, and improve target setting for future improvement. Parents are invited to school to meet with the Form Tutor and their child early each school year to consider targets and set goals. More advice on how this will be managed this year will be issued in due course.

Pupils will be assessed through the regular Tracking process and you will receive the data regarding performance to keep you informed of progress. This will be combined with the continuous Assessment of Classwork, Coursework and Practical work to give a full picture of the child's progress.

The end of year examination will take place in June, followed by a written report.

There is a copy of the school Teaching and Learning Policy and Assessment Policy on the School Website. This is accompanied by an Addendum for the current year in the School Development Plan as well as Appendices for pastoral, safeguarding, e-learning and the literacy and numeracy strategies.

Parents are invited to contact school staff about any aspect of their child's learning and performance and to make an appointment for a telephone call or a face to face meeting. Please also complete the attached questionnaire provided for parents at this time.

3 The Home/School Promise

- It is essential that good communication exists between home and school. All parents must register for the ParentApp, if you have

not already done so, by forwarding your email to the school. This means you can quickly and efficiently receive messages from the school in relation to your child's learning and well-being.

- Contact school promptly if you have any concern whatsoever. You will receive a return call within a twenty-four hour period.
- Ensure your child completes the Learning Journal each day. Pupils will be advised how to summarize their learning for each lesson of the day. This is an aid to independence and becomes a useful task for revision. This is equally as useful for online learning as for face-to-face learning.
- Encourage your child to practise what he/she has been learning when in class.
- Ensure your child engages with the Online learning so that remote or home learning compliments the work taught when in school.
- Provide a quiet well-lit area in which to work, with a desk, work materials and storage space.
- Agree a routine for homeworking with your child - right from the beginning of life in his/her new school. Homework becomes an increasingly important part of the curriculum as your child goes through school - and it should already be an established routine from Primary School. When pupils are phasing back to school, the routine for their online engagement will be vitally important.
- It is a good idea to agree with your child from the beginning that TV, other activities, phone calls etc. will only be possible after home learning has been completed. Set and stick to an agreed routine whenever possible.
- Encourage your child to work independently and to seek his/her own solutions to challenges experienced. However, contact us early if you see signs of stress emerging which you have not been able to easily resolve by talking about it.
- Make sure your child always presents work neatly and sets it out as instructed by the teacher (whether in their book, on a worksheet, or online).
- Don't let children struggle on for longer than the recommended time - if they have done half an hour and only answered half the questions, it may be time to stop. If they are worried about the

consequences, please contact the school to discuss your concerns. There is a balance to be struck here. Some pupils thrive as they develop independence, others will stop too easily and need a bit more encouragement to keep going, while others may worry or become stressed.

- If there is a problem with the level of work, it is important that the teacher knows this. If work is consistently too difficult or too easy, it is important to let the teacher know. Be aware that some children are capable of more challenging work but may imagine it is too difficult, or simply choose not to push themselves.
- Take an interest in the marks and comments on the work that is returned to your child - encourage them and celebrate success. and give the clear message that both classwork and online work is valuable and important. If, for any reason work has not been marked, please contact the teacher concerned or the Principal.
- Teaching staff will contact you directly by telephone if pupils are not engaging well, either in class or in online learning and if the work is not being completed. If a problem cannot be resolved, the Head of Year or Assistant will meet with you to agree an improvement plan. Make Every Lesson Count: enjoy Your Learning.

4 Pastoral Provision

4.1 Pastoral Organisation

The heart of good pastoral care is quality relationships between staff and pupils. To this end, pupils are encouraged to approach all, or any, member of staff with concerns that arise. However, for good organisation, a formal structure exists. Each class has a Form Tutor who is responsible for the initial pastoral care of the pupils in that class. The Form Tutor meets with the class every day for registration and is the first point of contact for support, advice or minor concerns. On two mornings per week when there is no assembly, the registration time is extended for Class Conference Time.

Each year group is the responsibility of a Head of Year and Assistant Head of Year, with special interest and expertise in matters relating to the individual year group. In year eight the Head of Year focuses on the induction and pastoral care of all incoming year eights, ensuring they get the best possible start and promoting learning at every opportunity.

They also monitor academic progress and where problems arise, set targets for improvement. Parents will be contacted when matters arise to ensure effective partnership.

The Personal Development programme is delivered by a core team of staff with specialist training.

Student Leaders, Prefects and Peer Mentors are trained to support younger pupils and provide an important thread in the pastoral programme.

Before arrival to school pupils are allocated to a House. The Houses are named after local townlands - Ballyloughan, Harberton, Pinegrove and Rathmore. This encourages teamwork, develops a healthy approach to competition and promotes high standards in all areas of college life.

A School Council operates with representatives from each Year Group sharing in decisions about school life.

Counselling is available in school through the School Nurse and a number of trained staff. Further support is available through the Independent Counsellor from 'Family Works' who is available at school on one day per week.

4.2 Disciplinary & Anti-Bullying Arrangements

Please refer to the school policies, 'Do Unto Others' and 'Discipline with Dignity', which are available on the website. Copies are also available on request from the School Office.

4.3 Peer Mentoring and Support

Aims:

- To encourage older pupils from Years 13 and 14 to work with selected younger pupils in the role of peer mentor.
- To help individual pupils develop confidence, practise skills, improve standards of behaviour and build supportive relationships.
- To support the school's Pastoral Care arrangements.
- To support the school's focus on high standards in all areas.

Objectives:

Senior students will assist Juniors in the following ways:

- i. Develop a relationship with a selected pupil or pupils (each mentor will work with a maximum of two pupils).
- ii. Support Year 8 pupils in maintaining a good positive relationship with the school.
- iii. Meet together with pupils on a reasonably regular basis.
- iv. Demonstrate encouragement for learning.
- v. Facilitate learning - offer help and support or speak to a teacher on a pupil's behalf.
- vi. Be prepared to speak with pupils on matters of indiscipline and poor academic performance.
- vii. Be prepared to mediate on behalf of the pupil.
- viii. Facilitate mediation with the school and individual pupils.
- ix. Provide a positive role model for pupils.
- x. Develop a working relationship with one another and with the school counsellor.
- xi. Be consistent in their commitment to the role.
- xii. Prepare and keep records where appropriate.
- xiii. Communicate, when appropriate, with the relevant Head of Year.

xiv. Undertake appropriate training and personal development

4.4 College Nurse

The College has a fully qualified and experienced nurse who is available to pupils between 10.00 am and 2.30 pm every day.

The School Nurse deals with pupils who have become ill or have been hurt during the school day. She will also ensure that parents are contacted in the event of illness or injury. (Please note if your child is ill at home he/she should be taken to the GP). The nurse will also take an interest in the overall health and well-being of the child and liaise with the pastoral system.

Parents are asked to inform the school of any medical problems which their child has so that the nurse can keep medical records up-to-date. Please follow the guidelines provided. All medicines sent to school will be safely stored by the Nurse and administered as necessary.

The Nurse is also involved in aspects of the school's Health Education Programme. Home Visits will be made on parental request, and/or if necessary, from the school's perspective.

The Nurse support pupils who have been traumatised in any way e.g. through bereavement.

The Nurse also provides a Counselling Service by arrangement with parents and plays a key role in the school's safeguarding arrangements. She also refers students to the 'Family Works' external Counselling Service.

There is a school lift to facilitate pupils who are unsteady through physical problems or injury.

The College Code of Conduct is displayed in all classrooms and corridors and reminds everyone how we relate to one another. In so

doing, all can make a positive contribution towards effective school organisation and to a happy productive and safe environment.

4.5 Attendance & Punctuality

The College believes that good attendance and punctuality are central to the learning process. For a child to succeed in the school environment, it is essential that a high level of attendance is maintained. Pupils are marked present each lesson using electronic SIMS. An encouragement and reward programme exists to promote best attendance and a support programme is in place, in liaison with The Educational Welfare Service to address issues of non-attendance, school refusal and truancy.

Non-attendance can result in considerable work being missed and this often has an effect on a pupil's progress. During phased return, or part-attendance, pupils must sign-in online, each day.

Pupils are asked to be punctual to school in the morning and to all lessons. If pupils arrive before 8.45am, they can avail of the Breakfast facility and a nutritious start to the day.

We would ask that dental and medical appointments be arranged outside school hours if possible, and that family holidays are arranged outside term time. Any special requests should be made to the Principal.

Reasons for absence or lateness should be notified to the School Office on all occasions, either by letter, fax, email or telephone.

Pupils should not go to the shops in the morning unless it is with the specific permission of a parent and unless they are able to be in school in good time for Registration.

4.6 Rewards

We believe in the value of rewarding pupils for good achievement, improvement, attendance and behaviour. Pupils derive satisfaction from personal achievement in school and therefore create opportunities for each pupil to achieve success.

In recognition of progress or achievements, the following rewards are used:

- i Positive comments on work, both written and oral.
- ii Merit certificates or vouchers awarded to pupils who demonstrate good work and consistent, positive behaviour throughout the year.
- iii Termly treat e.g. Sports activities, film/DVD, local visit, non-uniform day, gift vouchers.
- iv. Full attendance award - presented yearly.
- v. Special Assemblies to mark achievement throughout the Year - when this becomes possible.
- vi. Gifts in recognition of special service.
- vii. Annual Prize Day
- viii. Special Trips
- ix. House Awards
- x. School Honours at Junior and Senior Level
- xi. Leadership Awards

4.7 Extra-curricular Activities

Extra-curricular activity will be limited during phased re-opening, but reinstated as soon as possible thereafter.

Pupils are encouraged to take part in the wide variety of clubs and societies, which are skills-based and offered by the college at lunchtimes, after school and occasionally at weekends. We believe pupils benefit personally and socially from their experiences outside the classroom. College facilities include Junior and Senior playgrounds, tennis courts, sports' pitches, seated areas, an area of reflection and a garden of remembrance.

Pupils are encouraged to take part in school teams, as time unfolds. There have been many successes in football, netball and athletics in recent years. Clubs include football, running, trampolining, hockey, netball, badminton, rugby, tennis and athletics.

The orchestra and choir rehearse regularly and have been prominent in local community events. Talent evenings and regular School Productions are a feature of school life.

Scripture Union, Art Club, Young Enterprise, Homework Club, ICT and Drama offer pupils the chance to widen their horizons and take part in the greater life of the school. We also operate an outdoor pursuits club when pupils have the opportunity to spend weekends canoeing, abseiling etc., and also a Duke of Edinburgh Award Scheme.

School trips in recent years have included a ski trip, a history trip which took in the battlefield sites of Belgium and France, a trip to Paris organised by the Modern Languages Department and a Theatre Trip to London's West End. A Senior Group of pupils and two members of staff went on a Trip to India with the ASHA foundation.

A wide and successful Community Relations Programme, involving a variety of activities throughout all year groups is in operation, involving partnership with ten post primary schools in the Ballymena area.

There is also effective curricular and extra-curricular collaboration between the Ballymena schools at Key Stage 3, 4 and 5.

4.8 Personal Property

While the school will do everything possible to retrieve the missing property of pupils, it cannot be held responsible for making good the loss of personal property. The following advice applies to personal property:

- Valuables and money in excess of daily needs should not be brought to school. If absolutely necessary on any occasion, pupils should ask to have it stored in the office.
- All personal property should carry clear identification marks/pupil names. Such property includes text books, stationery, dinner tickets, PE equipment, coats, etc.
- Dangerous articles of any kind must not be brought to school, especially knives or sharp implements of any kind which could cause injury to another or any substance about which school staff have a reasonable concern.

4.9 Safety

- Pupils must not leave the school grounds during the course of the school day without being granted permission.
- Pupils who wish to go home at lunchtime must receive a pass during the first week in September. Passes must not be exchanged or used for purposes other than that stated above. Pupils who misuse their passes will have them permanently withdrawn. Lunch passes will be issued only to pupils who are going home for lunch. For safety reasons; passes will not be issued for pupils to go to the shops or to the home of friends. A small number of passes only will be issued, after consultation with parents.

- A copy of the full Policy on Safeguarding Pupils is on the School Website. Strict confidentiality is observed in relation to the personal data of all of the pupils of the school.
- Risk Assessments are produced for general classrooms, practical classrooms, day/day management, the management of the implications of the COVID-19 pandemic, movement around school, eating and recreational arrangements, pastoral visits and school trips.
- Staff Duty programmes operate daily to ensure careful monitoring of pupils when outside the classroom.
- There is a high level of upkeep of all areas used by staff and students and a thorough daily cleaning programme is in place.

4.10 School Fund

This fund, to which all pupils are asked to contribute voluntarily, is used to the benefit of every child in the school.

Parents are being asked to contribute £40 per pupil (to a maximum £60 for a family). Sixth Form pupils pay £60. It would be helpful if payment was made on the day of Induction. We request that money is placed in an envelope labelled with the name of the pupil and the amount and handed in to the School Office.

We are committed to making as few demands on our parents as possible, but would stress that we rely on every family to support our College Fund and ensure that every child benefits.

Thank you sincerely, in advance, for your contribution.

School Fund is used in the following ways:

- To contribute to the learning materials and resources that are purchased through the school education budget

- To augment the cost of our school trips, outings and events
- To augment the extra-curricular/enrichment activities of the school.

From time to time very small amounts of additional money will be requested to cover travel expenses, or to purchase materials for goods which pupils will take home in practical subjects such as Home Economics and Technology. Such requests are kept to a minimum and there are very few additional requests to the School Fund.

The Principal is available between 8.30 am and 6.00 pm each day and in the evening, by request. The diary is often very full so to avoid disappointment, please make an appointment.

Make your Educational Journey Count

“Do not go where the path may lead, go instead where there is no path, and leave a trail.”

Ralph Waldo Emerson

Best wishes for a happy, healthy and productive year.

Ruth Wilson

Principal

August 2020

Invitation for Parental Contact

I recognise there will be many challenges for all of us - in the initial re-start programme, and then in dealing with the remainder of this year, as many uncertainties lie ahead. I look forward to continuing to work together, as we have in the past.

Please let me know through the school's email account, info@dunclugcollege.ballymena.ni.sch.uk, or my personal email account rwilson713@c2ken.net if there are any other ways in which we can assist you in ensuring the safety, well-being and progress of your child at school.