

Saintfield High School

Year 8 Induction Booklet





Mission Statement

SAINTFIELD HIGH SCHOOL, TOGETHER WITH THE COMMUNITY
WE SERVE, CELEBRATES PERSONALISED LEARNING IN A SAFE,
CARING AND STIMULATING ENVIRONMENT.



Our Pledge

INDIVIDUAL SUCCESS FOR ALL PUPILS
LEARNING AND ACHIEVING TOGETHER.



Principal's Welcome



Dear Parents and Carers,

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

Saintfield High School is delighted to announce that for a third year, the Department of Education NI has granted an increase in admissions and enrolment numbers to facilitate an additional 23 places for our Year 8 intake, commencing September 2024. This is wonderful news for our school and further cements our position in the wider area.

This is a time of great change for your child. 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, alongside Primary School visits, mark 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 *'individual success for all pupils'* is guaranteed.

This booklet is intended to help prepare your child for the exciting opportunities that lie 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 fully 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 adulthood.

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 experiences of teenage and adult life.

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

Yours faithfully,
S-L Hynds
Principal



Meet the Staff

Board of Governors

Chairman: Mr WJ Dick
Secretary: Miss S-L Hynds

Mr D Beattie	Mr J Megraw
Mrs E Campbell	Miss A Mullen
Mr R Edwards	Mr G Murphy
Mr L Fergus	Mr N Gibson

Principal

Miss S-L Hynds

Vice-Principal

Mrs V Derby

Mrs V Derby

Head of Early School with Transition

Mrs R Elliott

Head of Junior School

Mrs R Bradley

Senior Teacher with Responsibility for Standards and Designated Teacher for Child Pr

Mr M Carter

Senior Teacher with Responsibility for Learning and Teaching

Mrs S Convill

Deputy Designated Teacher for Child Protection

Mr M Murphy

Learning Support Co-ordinator

Teaching Staff

Mrs D Artt

Miss S Bicker

Mrs H Birt

Mr D Bolton

Mr M Carter

Mrs D Cheshire

Mr S Chisholm

Mrs J Cooper

Mrs J Crowe

Mrs A Dempsey

Mr M Elliott

Mrs H Ewart

Miss L Henderson

Mrs L Jackson

Miss M Kirk

Mr C McCracken

Miss K Montgomery

Miss A Mullen

Mr K Simpson

Mrs S Teague

Mr M Quinn

Administration

Mrs S Craig

Mrs V McMordie

Mrs C Payne

Mrs R McGreevy

I.T. Technician

Mr R Cully

Building Supervisors

Ms I Leckey

Mr D Mageean

Classroom Assistants

Miss L Booth, Mr J Bunting, Miss R Fitzsimons, Mrs C French, Mrs C Gurr, Miss A Johnston, Mrs B Jones, Miss R Edmonds, Ms C Maude, Miss C McClure, Mrs R McCulla, Mrs D McKnight, Mr J Moore, Miss J Ross, Mrs R Smyth, Mrs H Cash, Mrs N Hobson, Miss H Montgomery, Miss L Telford, Miss L Beattie, Miss R Robinson, Miss C Walsh, Mrs L Sloan, Miss A Graham, Mr J Martin, Miss E Coulter, Miss H Hamilton.

Pupil Well-being

Year 8 Induction Team

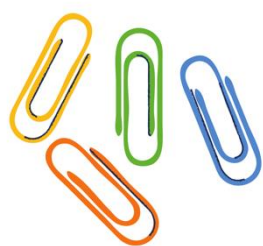
At Saintfield High School, all staff, both teaching and non-teaching, work tirelessly to ensure pupils feel safe, happy, and content. There are key members of staff who will work alongside your child to assist them as they settle in. The Induction Team consists of Mr Murphy (SENCO), Mrs Teague, Mrs Hume and Miss Bicker, (pictured left to right below) and Mrs Derby (Vice Principal and Acting Head of Year 8).



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. Parents/carers can also make a referral on the 'Familyworks' website, www.familyworksni.com.

The School Day



8.25am	Registration/Assembly
8.35am	Period 1
9.10am	Period 2
9.45am	Period 3
10.20am	Junior School Break
10.30am	Period 4
11.05am	Period 5
11.40am	Period 6
12.15pm	Period 7 (Lunch)
1.00pm	Period 8
1.35pm	Period 9
2.10pm	Period 10
2.45pm	End of School



Saintfield High School offers a Breakfast Club Monday - Friday. Breakfast Club will be open in the Home Economics room from 7.45am each morning for pupils to come and enjoy their breakfast.

It is hoped that lots of pupils will avail of this, after all breakfast is the most important part of the day!



Timetable

	Mon	Tue	Wed	Thu	Fri
1	Mu BI L6	Ar HU R17	Hi CH L4	Em CM R12	He EW R9
2	Mu BI L6	Ar HU R17	Hi CH L4	Fr EB R19	He EW R9
3	Em CM R12	It MU R3	Sc SC L1	Tl MO C3	Ma MO C3
4	Ma MO C3	It MU R3	Sc SC L1	Tl MO C3	Ma MO C3
5	Ma MO C3	Pe DY SPOR	Lw EL L8	Em TG Lectur	Sc CR L1
6	Gg HE L7	Pe DY SPOR	Lw EL L8	Gg HE L7	Sc CR L1
7	Lu	Lu	Lu	Lu	Lu
8	Re HU L14	Fr EB R19	Gg HE L7	Sc CR L1	Re HU L14
9	Hi CH L4	Em CM R12	Em CM R12	Lw JO L12	Ga CA SPOR
10	Fr EB R19	Em CM R12	Ma KK2 R15	Ma MO C3	Ga CA SPOR

Break

Lunch

Class Period

Teacher Initials

Room No.

Subject

Timetable

Above is a sample timetable which will be given to your child in August. It would be helpful if you could get familiar with the format, so that it can help your child to navigate their timetable in the first few weeks.

Home Study

It is expected that each pupil would undertake 1-2 hours of home study per night. They will be given a homework schedule at the beginning of the year to help them stay organised.

Homeworks will be recorded on google classroom. Pupils will be given direction and assistance on how to navigate this system when they commence school.

Extra-Curricular Activities



Drama
Choir
Band

Netball
Hockey
Scripture Union



Dance Badminton
Football Art
Sewing Languages

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, hand-held game consoles, iPods, radios etc.
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 kiwi.

Sanctions

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

Uniform

Make-up, including fake eyelashes, fake tan and nail polish including fake/acrylic nails are not allowed. Nose/eyebrow rings are not permitted. Jewellery should not be worn, except one ring and one plain gold or silver stud in each earlobe – rings/hoops are not to be worn.

School Jumper is available to be worn November– February.

Official outdoor coat, and scarf can be worn – no sweatshirts or hoodies to be worn at any time.

School sweatshirt must only be worn as part of the PE uniform or on school educational trips. All articles should be clearly marked with pupil's name in indelible ink.

Partnership

Saintfield High School works in partnership with parents and carers to ensure all pupils achieve individual excellence

Parents, & Carers Charter

- You have the right to expect the highest possible standards for your child.
 - You will have access to an annual report from the Board of Governors
 - You will receive a summary of any Inspector's report: see ETI Report March 2012 and Sustained Improvement Inspection Reports May 2015 and May 2018.
 - Your child's school must publish a prospectus. Check out our school website for prospectus and policies.
 - You will receive an interim progress report and an annual written report.
- Ensure your child is well prepared for school every day.
 - Support rules on uniform and discipline
 - Get involved!
 - Ensure your child has a healthy breakfast and has sufficient sleep.
 - Attend parents' consultations and appointments.
 - Make sure your child attends regularly.
 - Support your child's work both at home and school.

How can
I help my
child?

“Saintfield High School is about building pupils’ confidence”.

“The teachers are well organised, professional and show an interest in each and every pupil.”

“Saintfield High School provides a very supportive environment for our

Thoughts and Opinions from Year 8 Parents/Carers

“We have found the staff at Saintfield High School to be absolutely amazing”

“The pupils are indeed given the opportunity to ‘Thrive, Not Just Survive.’”

“The school works hard to foster close links with parents, keeping them informed about pupil progress, well-being and curriculum information.”

“There is a great teacher–parent partnership in school.”

Resilience Curriculum



When commencing Saintfield High School each pupil embarks upon a pastoral journey – this is mapped out across five years to ensure provisions are adequate, relevant, age appropriate and always child centred.

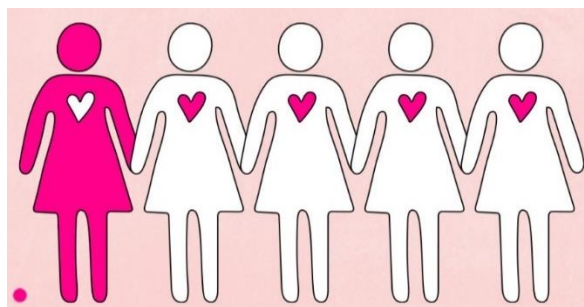
We fully appreciate the importance of pupils' emotional well-being, especially for the current generation. We seek to equip our pupils with skills, coping mechanisms and the ability to manage their emotional and mental well-being in a positive manner, even when the challenges of life are all too apparent. The Resilience Curriculum we have in place assists pupils to develop holistically, and we hope that such provisions will equip them with the skills and ability to make well thought-out and informed decisions throughout life.

The Resilience Curriculum provided to the pupils at Saintfield High School combines a mix of teacher led delivery and a range of external agencies with a specialism in their field. Saintfield High School continues to engage with a range of outside agencies to support and enrich the delivery of the established programmes. External agencies graciously give their time to connect with pupils remotely and to deliver child centred pastoral provision on a range of platforms. The influence from outside agencies positively reiterates and echoes all that is delivered and discussed within the school community.

We are confident that the systems in place will provide pupils with a wide and balanced insight into a range of relevant issues. We earnestly hope that such provisions will equip our pupils with resilience and the ability to make well thought-out and informed decisions, skills which are of paramount importance in adulthood. In all that we do the needs of our pupils comes first – after all it is every boy and girl, alongside a wonderful team of staff, that makes Saintfield High School so unique and special.

Period Dignity

At Saintfield High School we firmly believe that every child is equal and should have the right to learn, irrelevant of race, colour, sexuality, gender, identity, creed, religion, financial status, or their social standing. All pupils, from the beginning of their educational career at Saintfield High School will be informed of the period provisions within the school setting. A workshop on period dignity will form part of the Year 8 induction process. Hence, from the outset pupils should feel liberated and at ease regarding what do and the support available to them when they experience their menstrual cycle whilst at school.



All pupils should have accessibility to the essential care needed to support a period. The menstrual cycle should not, at any time, hinder or disadvantage a pupil from learning and achieving their full potential, nor should it lead to a sense of fear or anxiety. We are fully committed to working tirelessly to promote period dignity within Saintfield High School community.

Period products can be found in both the Junior and Senior School bathrooms. The items in each basket were selected after a period of consultation with senior students. Pupils were asked, based upon personal experience, to create a list outlining what they felt would be most beneficial. Based upon this consultation the following products are available in each bathroom:

- Sanitary towels
- Tampons
- Tights
- Disposable bags
- Pants
- Wipes

General Information

SCHOOL FUND

Parents are invited to contribute annually to the School Fund. The cost is £80 per pupil and £50 for each additional child of the family payable on the school app. The costs may be paid in instalments throughout the year. The fund enables us to provide many extra educational and pastoral experiences for pupils. Please support the school fund if you can.

HOME ECONOMICS

Food for cooking in the Home Economics class is purchased by the school and an annual contribution of £25 for Years 8-10 will cover all ingredients purchased for cookery. After payment is made, pupils are not required to bring in any ingredients throughout the year, or make any further payments.

TECHNOLOGY & DESIGN

An annual payment of £20 must be provided for Pupils in Year 8 to Year 10, to cover the material costs for your child to participate in the practical elements of Technology and Design.

MUSIC FEES

Tuition is available for a range of instruments: woodwind; brass; guitar; bagpipes and drum kit. Woodwind and brass are taught internally and are currently not subject to fees.

MATHEMATICS EQUIPMENT

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

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.

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



ATTENDANCE

We firmly believe that good attendance results in happy children who achieve their best. Attendance is crucial to success. Attendance is monitored very closely. Parents/Carers have a role to play also.

- 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 the school.
- When your child returns to school, send a note to the Form Tutor confirming your child's absence.

We earnestly ask that you support the school in its endeavour for excellent pupil attendance. Attendance figures will be sent home monthly.

	Pupil Attendance
100%	0 Days missed. Excellent. No learning opportunities missed.
95%	9 Days of Absence (18 sessions). 1 Week and 4 Days of learning missed. Satisfactory.
90%	19 Days of Absence (38 sessions). 3 Weeks and 4 Days of learning missed. Poor.
85%	28 Days of Absence (56 sessions). 5 Weeks and 3 Days of learning missed. Very poor.
80%	38 Days of Absence (76 sessions). 7 Weeks and 3 Days of learning missed. Unacceptable.
75%	46 Days of Absence (92 sessions). 9 Weeks and 1 Day of learning missed. Unacceptable.

PROCEDURE FOR 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 on the contact list. Please take this into consideration when providing contacts to the school office.

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, on the contact list, 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.

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. 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 ILLNESSES

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.

CASHLESS CAFETERIA

All pupils will have their thumb print scanned when they join; this gives them access to the cashless system. Pupils' accounts can be topped-up and used to pay for school meals.

Two kiosks are available in school and pupils can check the balance on their account on these machines – one kiosk is situated at the Ravara ground floor entrance, the other is in the Cafeteria. Parents and carers can pay money into their child/children's account online, using the "Schoolcomms" app.

In the cafeteria

- The pupils will select their menu
- The computer will show on screen the total cost to the pupil
- Pupils use their thumb print to identify their account. A photograph of the 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 per day).

PRINTING CREDIT

Saintfield High School runs a printer credit system and provides £1.00 credit to each pupil per year in Junior School and £3.00 per pupil in Senior School. Should he/she require further printing 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.

REPORTS

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). Parent/carers should feel free to enquire about their child's progress at any time (see arrangements for communicating with staff on page 19 of this booklet).

You will have the opportunity to speak to your child's teachers at the Parents'/Carers' Consultation – this normally takes place in November we respectfully request that all parents engage with this process.



Communicating with Staff

The very positive partnership and open communication we enjoy with our parents/carers 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:

Contact the school by telephone, email or letter to arrange an appointment to speak with a member of staff. Please inform the school of the reason for the appointment.

Your first contact is your <u>child's Form Tutor</u> .
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Please note – teachers are not permitted to leave a class unattended to meet with a parent/carer or take a telephone call. They will, however, make contact with you at their earliest convenience.

In the event of an emergency, the School Office will re-direct you to an appropriate member of staff.

We understand that there may be an occasion when parents'/carers' 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 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 you to:

- Consider that your information may be based upon a one-sided viewpoint, opinion or interpretation.
- Allow time for members of staff to respond to your concerns – they will contact you when **all** information has been gathered.
- Should there be other individuals involved, we are unable to disclose or discuss any specific information concerning other pupils.

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.


Concerns

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

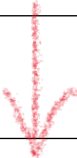
I HAVE A CONCERN ABOUT MY/A CHILD'S SAFETY



I CAN TALK TO THE CLASS TEACHER/ FORM TEACHER OR HEAD OF YEAR 8




IF I AM STILL CONCERNED, I CAN TALK TO THE DESIGNATED TEACHER FOR CHILD PROTECTION - MRS BRADLEY OR IN HER ABSENCE, THE DEPUTY DESIGNATED TEACHER FOR CHILD PROTECTION - MRS CONVILL



IF I AM STILL CONCERNED, I CAN TALK TO THE PRINCIPAL, MISS HYNDS OR THE VICE-PRINCIPAL MRS DERBY



IF I AM STILL CONCERNED, I CAN TALK/WRITE TO THE CHAIRMAN OF THE BOARD OF GOVERNORS



AT ANY TIME, I CAN TALK TO SOCIAL SERVICES OR THE PSNI

School Calendar

2024-2025

WINTER TERM

Winter Term Begins: Friday 23rd August 2024
The dates of the return of particular year groups will be conveyed in due course.

Bank Holiday Monday 26th August 2024

School Closure Monday 30th September 2024
(Staff only to attend)

Half-Term: Monday 28th October ~ Friday 1st November 2024
(inclusive)

Winter Term Ends: Friday 20th December 2024 ~ school closes at 12.15pm

SPRING TERM

School Closure Monday 6th January 2025
(Staff only to attend)

Spring Term Begins: Tuesday 7th January 2025

Half-Term: Monday 10th ~ Friday 14th February 2025 (inc)

School Closure Monday 17th March 2025

Spring Term Ends: Friday 11th April 2025 ~ school closes at 12.15pm

SUMMER TERM

Summer Term Begins: Monday 28th April 2025

Bank Holiday: Monday 5th May 2025

Bank Holiday: Monday 26th May 2025

Summer Term Ends: Friday 27th June 2025 ~ school closes at 12.15pm

*Members of our School Community will be notified of any changes to this Calendar.
 Please consult the school website/X/Instagram accounts for any updated information*

Induction Days for Year 8

Tuesday 27th August 2024

We are so excited to welcome you as part of our Saintfield High School community. We are excited to get to know you, as we join with you on your journey through Saintfield High School.

Special days have been planned for you on Tuesday 27th and Wednesday 28th August. These will be focused on getting to know the way the school runs, spending time with your Form Teacher and getting to know other members of your Form Class.

Both days will begin at the usual time of 8.25am, however, day one will end at 12.15pm.

School buses or the school canteen will not be running until Monday 2nd September, so please ensure your child has transport home and a packed lunch on both Induction Days.

We cannot wait to get to know your child and see them thrive in our school environment.

Enjoy your summer holidays and we will see you at the end of August!

Mrs Derby

(Vice- Principal)