

# Message from the Principal

Dear Pupil,

I welcome those of you who are joining us at St Pius X College for the first time. As a Catholic community we pride ourselves on providing a safe environment and positive atmosphere for your personal, social, health and educational development. Our Code of Conduct supports the health and safety of all pupils and I encourage you to cooperate with us at all times.

Our Mission Statement, **'To promote partnership, develop talents and encourage participation'** underpins everything we do and our College diary is the first step in working together. The College places a strong emphasis on partnership with you and your parents/guardians to ensure the best possible progress for you. Contact with your parents/guardians is maintained through parent/teacher meetings and progress reports.

Our College diary is designed to help you plan and organise your work. In it you should record the homework given each day in every subject. It can also be used as a means to communicate between your teachers and parents/guardians. It gives you the opportunity to record your attendance and achievements. You must bring your diary to College each day and replace it if you lose it.

I hope that you will achieve your best in the new school year and that you will find your diary helpful in planning your work. I look forward to working with you this year.

Yours sincerely

M P White  
Principal

## COLLEGE DETAILS

St Pius X College

59 Moneymore Road

Magherafelt

Co Derry

BT45 6HQ

Telephone Number: 028 7963 2186

Fax Number: 028 7963 2573

Email: [info@stpiousx.magherafelt.ni.sch.uk](mailto:info@stpiousx.magherafelt.ni.sch.uk)

Web site: [www.stpiusxcollege.org](http://www.stpiusxcollege.org)

Office hours: 8.30am – 4.30pm (Monday – Friday)

## MY PLANNER 2009 - 2010

NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_

FORM TEACHER: \_\_\_\_\_

HEAD OF YEAR: \_\_\_\_\_

ASSEMBLY DAY: \_\_\_\_\_

# Pastoral Details

The diary aims to provide a means by which parents and teachers can communicate, thereby facilitating partnership between College and home. We ask for your support in:

## 1. Following child protection procedures in giving us permission to take photographs of your son/daughter.

During the course of the year your son/daughter may be photographed participating in College activities such as when he/she may represent the College on various sporting teams, while on College trips or special curriculum activities, during College open days and events or on occasions when charities are being presented with funds raised by our pupils.

These photographs may be used for display purposes in the College, for publication in the local press and college website or for promotional purposes in College.

As a College we feel it is important that pupil achievements are recognised. We encourage our pupils to feel proud and happy to be so valued by our College. However, we also are sensitive to those pupils who may not wish their photograph to be taken or used for any College purpose. It is important therefore that our College records are kept up to date with regard to this matter.

We also take a photograph of your son/daughter when he/she first joins the College. This is entered on our computer system to aid with recognition at various times during a child's career in the College.

I do/do not give permission for my son/daughter's image to be taken and used.

**Parent/Guardian's Signature** \_\_\_\_\_

## 2. Signing a contract to indicate you have read and agree with the Pupils' Code of Conduct.

I have read the Pupils' Code of Conduct and agree to abide by it.

**Pupil's Signature** \_\_\_\_\_

I have read the Pupils' Code of Conduct, which I support, and I agree that I will do my best to ensure that my child abides by it.

**Parent/Guardian's Signature** \_\_\_\_\_

# Morning Prayers

Sign Of The Cross

## MORNING OFFERING

Father in heaven you love me,  
You are with me night and day,  
I want to love you always in all I do and say,  
I try to please you Father  
Bless me through the day. Amen

## PRAYER FOR THE START OF THE COLLEGE DAY

This is our school.  
Let peace dwell here,  
Let love abide here,  
Love of one another,  
Love of life itself,  
Love of God.  
Let us remember that, just as many hands build a house,  
So many hearts make a school.

## PRAYER TO OUR GUARDIAN ANGEL

Angel of God, my Guardian dear,  
To whom God's love commits me here,  
Ever this day be at my side  
To light and guard, to rule and guide. Amen.

## THE SERENITY PRAYER

God, grant me the Serenity to accept the things I cannot change,  
Courage to change the things I can,  
And Wisdom to know the difference.

## ABUNDANCE PRAYER

Father, Son and Holy Spirit,  
I adore you, I love you, I thank you  
for the wonder of my being  
and the miracle of  
Your presence in me.

## PRAYER BEFORE WORK OR STUDY

We pray Lord, that our actions may be prompted by your holy inspirations and furthered  
by your gracious assistance: so that every prayer and work of ours may always begin  
from you and through you be happily ended.  
Through Christ Our Lord. Amen.

## GLORY BE TO THE FATHER

Glory be to the Father, and to the Son, and to the Holy Spirit.  
As it was in the beginning, is now, and ever shall be, world without end. Amen.

**St Pius X pray for us.**

# Week 1 - Timetable

	<b>Reg</b> 8.55-9.10	<b>1</b> 9.10-10.00	<b>2</b> 10.00-10.55	<b>Break</b> 10.55-11.10	<b>3</b> 11.10-12.00	<b>4</b> 12.00-12.55	<b>Lunch</b> 12.55-1.40	<b>5</b> 1.45-2.35	<b>6</b> 2.35-3.30
<b>Mon</b>	Reg			Break			Lunch		
<b>Tue</b>	Reg			Break			Lunch		
<b>Wed</b>	Reg			Break			Lunch		
<b>Thur</b>	Reg			Break			Lunch		
<b>Fri</b>	Reg			Break			Lunch		

# Week 2 - Timetable

	<b>Reg</b> 8.55-9.10	<b>1</b> 9.10-10.00	<b>2</b> 10.00-10.55	<b>Break</b> 10.55-11.10	<b>3</b> 11.10-12.00	<b>4</b> 12.00-12.55	<b>Lunch</b> 12.55-1.40	<b>5</b> 1.45-2.35	<b>6</b> 2.35-3.30
<b>Mon</b>	Reg			Break			Lunch		
<b>Tue</b>	Reg			Break			Lunch		
<b>Wed</b>	Reg			Break			Lunch		
<b>Thur</b>	Reg			Break			Lunch		
<b>Fri</b>	Reg			Break			Lunch		

# Catholic Ethos

**Building our Christian Community by developing and deepening a relationship with God.**

The Eucharist is central to the lives of all Christians. We have the special privilege of having an Oratory where the Blessed Sacrament is reserved throughout the term-time. Mass is celebrated throughout the year usually weekly during Advent and Lent.

As well as the celebration of Mass, the Oratory is available for pupils and staff to pay private visits to Our Lord in the Blessed Sacrament or to pray together with other members of the College or visitors.

We have Adoration of the Blessed Sacrament on the First Friday of the month.

**Our Oratory is open from 8.30 am to 5.00pm each school day.**

This school year we will be active in commemorating significant religious occasions.

Month / Date	Religious Occasion
<b>April 08 – May 09</b>	<b>Celebration of Year of Vocation</b>
<b>2008 - 2009</b>	<b>Celebration of St Paul the Apostle – Saint Paul Jubilee Year</b>
August 21st	Saint Pius X
September	Beginning of Year Mass
October	Year 8 Mass with Parents
October	Retreat for Year 14
November 1st	All Saints
November 2nd	All Souls
November	Sacrament of Reconciliation
November 30th	1st Sunday of Advent
December 8th	The Immaculate Conception of the Blessed Virgin Mary
December	Christmas Carol Service
January 6th	The Epiphany of the Lord
February 1st	St Brigid
February 25th	Ash Wednesday
March 17th	Saint Patrick
March 25th	The Annunciation of the Lord
April 9th	Holy Thursday
April 10th	Good Friday of the Lord's Passion
April 12th	Easter Sunday
April	Year 12 Mass
May	Month of Our Lady
May 1st	Saint Joseph the Worker
May	Leaving Mass for Year 14 Students

# School Council

In September 2008 our College launched its first ever School Council. This process enabled pupils to become active participants in their own education and to make a positive contribution to the College environment and ethos. Our College community aims to:

**'promote partnership, develop talents and encourage participation'**

## **Aims of our School Council**

- To improve communication between pupils, teachers and senior management
- To ensure St. Pius X College promotes a healthy environment in which we learn in partnership
- To ensure that pupils' views are acknowledged and where appropriate acted upon
- To provide pupils with the framework for engaging in active citizenship

## **The Role of Form Teachers**

- Elect a Class Council
- Appoint a chairperson and secretary
- Set an agenda for each meeting
- Hold regular and efficient meetings during PSHE time
- Ensure pupils' views are taken seriously
- Proposals are taken to the School Council via the year group representative/s

## **The Role of all Staff**

- Be committed to principles of a democratic School Council
- Help pupils understand the democratic process
- Support and encourage pupils to raise issues for the council
- Take pupils' views seriously

# CHILD PROTECTION

## Information for Parents/Guardians and Pupils

The Board of Governors, Principal and staff of St Pius X College are committed to promoting a safe and harmonious environment where each individual recognises that he/she has a duty to help protect children from abuse or risk of abuse.

### What is Child Abuse?

#### Definition of Abuse

Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings, in a family, in an institutional or community setting, by those known to them, or more rarely, by a stranger. There are different types of abuse and a child may suffer more than one of them. The procedures outlined in our policy are intended to safeguard children who are at risk of significant harm because of abuse or neglect by a parent, carer or other with a duty of care towards the child.

#### Types of Abuse

- **Physical Abuse** is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.
- **Emotional Abuse** is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that he/she is worthless or unloved, inadequate, or valued only insofar as he/she meets the needs of another person. It may involve causing a child frequently to feel frightened or in danger, or the exploitation or corruption of a child. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose a child to emotional abuse.
- **Sexual Abuse** involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

#### Procedures For Reporting Suspected or Disclosed Child Abuse

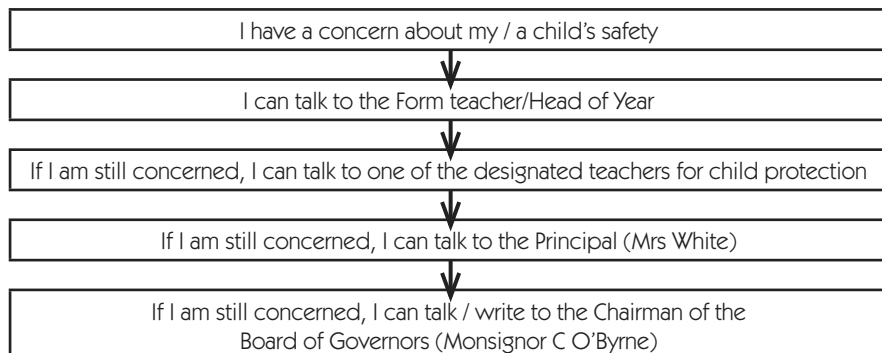
In all cases where symptoms displayed by a child give rise to concerns about possible abuse or the welfare of a child, the College is alerted to possible abuse or a child makes a disclosure all staff will act immediately and the following procedures will be applied:

- staff member will bring concerns immediately to one of the Designated Teachers
- the Designated Teacher will report directly to the Principal and the procedures outlined in the College's Child Protection policy will be followed

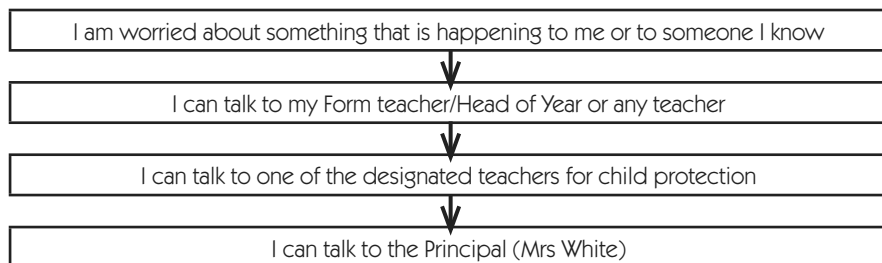
#### Where a disclosure is made the College is legally obliged to refer the matter immediately to Social Services.

A copy of the College's Child Protection policy is available on request

# How A Parent/Guardian Can Express A Concern



# How A Pupil Can Express A Concern



At any time I can call NSPCC (0800 800 500), Childline (0800 1111), Contact Youth (028 9045 7848) or Gateway (0300 1234 333)

## Designated Teachers

**We are here to listen and to help – we will try to do what we can.**

If you are worried about telling things in confidence tell a teacher who will understand. If the teacher is concerned about your safety, your concern may need to be shared with others, but you will always be told first.

**The designated teachers for child protection are:**

**Mrs E Toner**

**Mr J Mulholland**

**The deputy designated teachers for child protection are the Key Stage Coordinators:**

**Key Stage 3 = Mrs I McCann**

**Key Stage 4 = Mrs C Bell**

**Post 16 = Mr P Kerr**

# Homework

## 1 Advice for Pupils

Homework is an important part of your education. You are expected to do every homework task you are given.

There are a number of simple things you can do to make sure that you get the best out of your homework.

- Write down the homework in your diary for each subject on the day you are given the work
- Make sure you understand exactly what you have to do. If not, ask the teacher
- Do your homework on the night on which it is given
- If you have difficulty with homework ask someone to help you. Let your teacher know of your difficulty
- Check that you have all the books and equipment you need for the next day's class
- Get your diary signed at the end of the week
- If absent from class for any reason find out about and do whatever homework was set.

EXAMPLE OF PAGE IN DIARY

MON	09.09	Due Date
SCIENCE	Finish off Page 2	11.09.09
MATHS	Ex 2. page 14 in homework book	10.09.09

## 2 Advice for Parents

**Homework is regularly given in order to:**

- reinforce work completed in class
- challenge all pupils
- encourage the growth of self-discipline
- develop the habit of working independently.

**Parents/ guardians are encouraged to check and sign their child's homework diary on a regular basis. In this way you can ensure that:**

- you demonstrate an interest in your child's work and progress
- your child completes all the set homeworks which were written down in his/her diary
- you have an opportunity to read and act upon important messages regarding your child's progress, behaviour and attitude
- you can pass on important information about your child to the class teacher.

Comments may be written regarding any information relating to the week's homework in the diary.

# Exam Guidelines

## PREPARATION FOR YOUR EXAMS

- Start early
- Make a study timetable and stick to it
- Prioritise your subjects
- Plan your time wisely
- Look over past papers – how are the questions written? What is expected of you?
- Work on your own and with friends – this should help develop ideas.

## REVISION TIPS

- Keep your notes organised: Use colours, rhymes and/or flash cards
- Produce a summary sheet for each topic
- Create a check list on each topic – you will get a sense of achievement when you start to tick off what you have already studied.

## THE EXAM

- It's fine to be a little nervous or worried
- Make sure you know the format of the exam (do you know how long it is?)
- Read all the questions carefully
- Pay attention to the exact wording of each question
- Make sure you understand what is being asked and that you include only relevant material
- Make a plan – how much time should you spend on each question?

## COPING WITH EXAM STRESS

- Prepare well – this will boost your confidence
- Try to keep a sense of humour
- Relaxing is just as important as revising
- Be organised – which room, what time, pens, pencils?
- Be positive – think positive
- Exercise – you need a break to unwind from studying and increase stamina
- Eat well.

## EXAM REGULATIONS

- Listen to all instructions
- Make sure you check exam times and be on time
- You must write in blue or black ink
- Do all rough work in your answer book and neatly cross through it with a single line
- You cannot borrow rulers, pens etc during the exam
- Do not communicate in any way with another candidate
- No mobile phones in exam hall or room
- Fill in all your details correctly on the front of your answer book

Any unfair practice will result in disqualification

# Healthy Living and Healthy Lifestyle

ST PIUS X COLLEGE IS A "HEALTH PROMOTING SCHOOL"

Ensuring the health and well-being of our pupils is a key priority for everyone concerned with St Pius X College. Unhealthy eating patterns and inactive lifestyles present a threat to the health and emotional and physical well-being of young people.

Recent statistics indicate that one in four girls and one in five boys are overweight or obese, and so risk serious health problems in later years. In St Pius X College, we are determined to work alongside parents in educating our young people about healthy choices and to encourage their efforts to build a healthy lifestyle.

## **Some of the benefits of a healthy lifestyle:**

- Improves academic performance: Drinking water and eating a good balanced diet will make sure you have all the essential nutrients needed for your brain to function well.
- Helps you control your body weight, so that you are not underweight or overweight.
- Promotes enjoyment in and awareness of, the importance of physical activity and enhances overall fitness.
- Improves behaviour.
- Drinking water rehydrates the body and helps eliminate fatigue, migraine headaches and dizziness.
- Better mental health; studies suggest that your level of activity and what you eat affects your mood.

## **Health Promoting School Initiatives in St Pius X College:**

- Physical activities are available for all pupils at break and lunch time and before and after school. These include basketball, table tennis and football.
- Pupils are encouraged to bring a healthy snack for break time, such as a piece of fruit, and to eat a healthy lunch.
- **Fizzy drinks are completely banned in the College.**
- Pupils are encouraged to drink water during the school day.
- Water coolers and bottles of water are available in a number of locations around the College.
- We do not operate a tuck shop.
- Crisps and other fatty and sugary products cannot be eaten in the College.
- Our canteen is implementing the "Nutritional Standards for School Meals" so all pupils have access to healthy choices provided through the school meals service.

**Additional information on Physical activity and Healthy Eating is at the back of this diary.**

# St Pius X College is now an 'ECO-SCHOOL'.

This means that everyone in our College community must take responsibility for our environment by reducing the amount of energy and water we use and by recycling as much as possible.

## ***Did you know...?***

- Recycling ONE DRINKS CAN saves enough energy to power a light bulb for 12 hours.
- Every tonne of paper recycled saves 17 trees
- If we don't act now 15% - 37% of plant and animal species could be wiped out by global warming by 2050.
- Plastic water and juice bottles can take up to 1 million years to decompose if not recycled

## **Our Top Tips for a greener Eco-School**

**S**hut down computers when not using them

**T**urn off lights when the room is not in use

**P**lease close doors and windows to keep heat in

**I**nstead of getting a lift to school – walk if possible

**U**se the blue bins in the classrooms to recycle paper  
and in the canteen for plastic bottles

**S**ave water by turning off taps and only using what you need

**REMEMBER – REDUCE, RE-USE, RECYCLE**

# Bullying

**Our College ethos is that bullying is completely unacceptable**

Bullying is quite common and can happen to anyone. It can happen in schools, in workplaces and in homes. Being bullied can make you feel alone, sad, angry, scared or even ill. Bullies do lots of different things to make you feel alone and hurt. They spread rumours, threaten you, call you names, leave you out of things. If you, or someone you know, is being bullied, you should look for help. Read the College bullying policy for advice. Everyone deserves to be treated with dignity and respect, make sure you are.

You're not alone. If you are being bullied, or know someone who is, talk to a teacher or adult that you trust – or even get a friend to do it for you. Tell them what has been happening and how it has made you feel. They can give you advice or talk to the people involved on your behalf. Remember – bullying can happen to anyone, so don't suffer it.

## **STEPS TO DEAL WITH BULLYING**

- 1 Talk to a friend or adult whom you trust.
- 2 Get a mediator (someone you can both talk to) to find common ground and fix the problem.
- 3 If you see someone being bullied, intervene to stop it. Bullying stops in 90% of cases when a peer intervenes.

## **PROCEDURES FOR REPORTING BULLYING**

- Pupils should report all incidents of bullying, no matter how trivial, to a mentor, Form Teacher, Head of Year, any College Staff Member, Parent/Guardian or adult you trust
- Form Teacher/Head of Year will investigate promptly all reported incidences of bullying
- Serious cases of bullying behaviour by students will be referred immediately to the Head of Year/Key Stage Co-ordinator. They will discuss the incident with the Vice-Principal/Principal and decide on the appropriate action. Parents will be informed
- Non-teaching staff will be encouraged to note and report any incidents of bullying behaviour.

## **SUPPORT STRATEGIES**

The use of group work, peer support schemes, self-discipline and praise are used to support our anti bullying culture.

Anti-bullying Policy has been devised through consultation with pupils, parents and staff. A copy is available on request or can be viewed on the college website.

# E-Safety

## (Internet, e-mail, chat-rooms, mobile phones)

### ACCEPTABLE USE OF THE INTERNET IN COLLEGE - POLICY SUMMARY

The Internet is an electronic information highway. The Internet is now available to pupils and teachers in St Pius X College. Our aim in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

**The Internet Acceptable Use Policy** in St Pius X College is in place to encourage good behaviour on the College network and to ensure that both parents/guardians and users are informed and agree to uphold the terms and conditions outlined in the policy. The College reserves the right to monitor and filter all Internet files and/or e-mails to determine whether the facility is being used in accordance with the Internet Policy. The use of the Internet is a privilege and inappropriate use will result in cancellation of this privilege.

### ADVICE FOR PARENTS / GUARDIANS ON THEIR CHILDRENS' USE OF THE INTERNET

Users of the Internet within St Pius X College must adhere to strict guidelines. Internet access can only be offered to a student if the parent or guardian has read and signed **The Internet Acceptable Use Policy**. The Internet Service Provider (ISP) used by the College attempts to filter as much of the materials deemed offensive, pornographic or otherwise unacceptable.

### Cyber Bullying (Mobile Phones, Computers)

Cyber bullying can happen to anyone. If you feel you are being bullied by e-mail, social networking websites, text or online, do talk to someone you trust.

- **Don't** reply to bullying or threatening text messages or e-mails- this could make matters worse.
- **Don't** give out your personal details online - if you're in a chat-room, watch what you say about where you live, the school you go to, your e-mail address etc. All these things can help someone who wants to harm you build up a picture about you.
- **Never** arrange to meet anyone you have met through e-communication.
- **Don't** send or forward abusive texts or e-mails or images to anyone. Keep abusive messages as evidence.
- **Don't** ever give out passwords to your mobile or e-mail account.
- **Remember** that sending abusive or threatening messages is against the law

A full copy of the E-Policy is available on request or can be viewed on the college website.

# Cashless Card Catering System

We have a Cashless Catering System in the College. Each pupil will be provided with a card personalised with his/her photograph and name printed on it. The system has self-service card centres which enables pupils to enter notes and coins and have the amount added to their card. When pupils pay for their food at the tills, the total amount used will be deducted from their account. It is essential for pupils to always carry this card to College in order to pay for their lunch.

The cashless system provides a much faster and hygienic method of payment in the College canteen, and we expect that the time taken to serve each pupil will be reduced as a result of this system.

## Free School Meals

Pupils entitled to free school meals will be issued with a card credited with the meal entitlement to spend daily. Pupils may bring cash which can be used to purchase additional items not included in the free school meal allowance. We advise you to send coins rather than notes to pay for meals as the system may have difficulty in accepting notes.

## Credit by Cheque

You will have the opportunity to credit your child's card by cheque. The cheque should be made payable to **'School Meals'** and should be for a minimum of £20. The pupil should take the cheque and card to the canteen tills at morning break from 10.55 am – 11.10 am. The card will be credited with the cheque amount for immediate use.

## Refunds

Refunds will only be given in certain circumstances i.e. if a pupil leaves the College. You must fill in the *'Application for a Refund'* form and your child must take it to the College meals supervisor with his/her card. Please give a minimum of one day's notice for this service.

## Replacement Cards

Any lost cards must be reported immediately to the general office. The card will be blocked and a temporary one issued. The pupil will not lose the value on the card as it will be transferred to the replacement card. A new card will then be requested and issued, however, it may take one week for the replacement card to be printed and delivered. A charge of £5.00 will be made for each replacement card. This amount must be paid when ordering the card. It is important, therefore, for each pupil to take care of his/her card and keep it in a *'safe place'*.

Please do not hesitate to contact us if you have any questions.

# Code of Conduct

## **RULES, PROCEDURES, REQUIREMENTS**

Parents are kindly requested to be familiar with the College rules and procedures which follow. The support and co-operation of parents is essential if pupils are to be encouraged to observe these rules.

Pupils are expected and required to observe these rules. It is the College's expectation that all pupils will be co-operative. Failure to meet these standards of behaviour is likely to damage the reputation of the pupil, College and impinge on quality teaching and learning.

### **1 DRESS AND APPEARANCE**

**Pupils should take pride in their appearance**

#### **1.1 COLLEGE UNIFORM**

Is compulsory for all pupils and must be worn at all times, including College functions and travelling to and from College. All items of uniform should be clearly marked with the owner's name.

#### **1.2 HAIR STYLES**

Boys should have their hair cut in a neat, short, acceptable style. Number '0' or '1' hair cuts are not acceptable, neither is the colouring of boys' hair. Forms of facial hair are forbidden. Girls must have their hair in a neat, acceptable style. Extravagant hair colourings or styles are unacceptable and pupils will be asked to remove them.

#### **1.3 WEARING OF JEWELLERY**

For all pupils the only jewellery to be worn is a wrist watch.

#### **1.4 MAKE-UP**

Pupils are asked not to wear make-up. Pupils wearing it will be asked to remove it.

#### **1.5 SHOES**

All pupils must wear flat soled shoes which will not mark floors. Only BLACK SHOES are acceptable and they should be kept clean and polished.

### **2 EQUIPMENT AND PROPERTY**

**Each pupil is responsible for his/her own property/equipment. The College will not be liable for any damage to or loss of property. Each pupil must respect the property/equipment of others. Stealing or damaging College or another pupil's property will lead to severe sanctions.**

#### **2.1 SCHOOL BAGS**

Each pupil must have a bag large enough to carry a considerable number of books. School bags must be taken home daily.

## **2.2 STATIONERY ITEMS**

Pupils must have necessary items of stationery eg: pens, pencils, ruler, jotters, rubber, calculator and a dictionary.

## **2.3 BOOKS**

Text Books are provided strictly on loan. They remain the property of the College and must be kept in good condition and returned when required. A charge will be made for any text books damaged or lost. A limited number of exercise books for homework etc. will be provided.

## **2.4 PE EQUIPMENT**

Each pupil must have a full kit of PE equipment and this must be brought to College on the day(s) required.

## **2.5 SAFE-KEEPING OF PROPERTY**

- (i) All personal belongings, school bags and clothing must be clearly marked with the owner's name.
- (ii) Pupils should not bring large amounts of money or valuables to College, but if necessary cash may be left for safe-keeping in the secretary's office or with the Form Teacher.

## **2.6 COLLEGE PROPERTY**

- (i) Pupils are expected to take particular care of College property and furniture. Pupils responsible for damage to or loss of property will pay for same.
- (ii) Writing on College property is forbidden.
- (iii) Pupils are forbidden to use College equipment or machines without permission from and supervision by a teacher in charge.
- (iv) Pupils must **NEVER** interfere with any safety equipment eg: fire alarms, extinguishers etc

## **2.7 MOBILE PHONES**

All mobile phones should be switched off within the College grounds. To help prevent a potential Child Protection issue, the College will retain any camera mobile phone which is being used. This can be collected during office hours by a parent/guardian. Inappropriate use of mobiles phones may result in a severe sanction. The responsibility for the loss of any mobile phone during any College related activity will remain the responsibility of the owner.

## **3. ATTENDANCE AND PUNCTUALITY**

**All pupils are expected to be punctual in the morning (8.55am) and to attend College every day for each class (Attendance Target is 95%). Pupils are to record their monthly attendance percentages in their Homework Diary.**

- 3.1** In the case of a pupil being absent parents are asked to ring the College with reason for absence, if possible. The College **Parent Call System** will automatically make contact to ensure a reason for absence. In the case of long term absence a Medical Certificate may be required.

**3.2** Pupils are strictly forbidden to leave the College during the day without permission. Requests for permission **MUST** be made by **THE PARENT**, in person, or in writing, using the homework diary, or by a personal telephone call. If permission is granted pupils must sign out at reception before leaving the College grounds.

**(i) GOING HOME AT LUNCHTIME**

Only those pupils who are able to go home for lunch will be given permission to leave the College premises at lunchtime. Pupils who are going home for lunch must bring a written request to the Form Teacher at the beginning of the College year. They will be issued with a lunch pass. Pupils going home must return five minutes before afternoon class begins.

**(ii) MEDICAL AND DENTAL APPOINTMENTS**

Such appointments must be made outside College hours. Leave of absence will only be granted for Consultant and/or Orthodontist appointments. The appointment card should accompany the request for permission.

**(iii) VISITING A PATIENT IN HOSPITAL**

Permission to visit a patient in hospital will **ONLY** be given if the patient is of the immediate family and where it is not possible to visit at any other time.

**SUCH REQUESTS MUST BE MADE TO THE PRINCIPAL.**

**(iv) ALL OTHER REQUESTS must be made to the Principal.**

**3.3** Pupils must be punctual for ALL CLASSES. In the morning pupils **MUST** be in College by 8.55 am; Morning Prayer and Roll-Call begin at 9.00 am.

**3.4** Pupils who arrive late in the morning **MUST** report to the HEAD OF YEAR, offer an explanation and personally make sure they are marked present.

#### **4 BEHAVIOUR – IN OUR COLLEGE**

**It is expected that at all times pupils will contribute to an atmosphere of co-operation, consideration and mutual respect. Pupils are expected to be well mannered and respectful towards all members of the College community so that College life a pleasant experience.**

**4.1** The College Code of Conduct will be reinforced by the Form Teacher. Good behaviour is essential to classroom learning. Pupils must be mannerly and courteous at all times. Pupils must pay attention in class, raise their hand to answer questions or seek attention.

**4.2** Foul language is totally unacceptable in any circumstances. Similarly any form of aggressive behaviour towards teachers or pupils will not be tolerated. In such circumstances a pupil will be removed from lessons. Severe sanctions will be imposed.

**4.3** Pupils must move around the College in a quiet and orderly manner keeping always to the left hand side. This applies to all areas of the College. **PUPILS MUST NOT RUN, PUSH OR JOSTLE OTHERS.**

**4.4** Pupils must form a single line outside the classroom at the start of the period and should not enter until the teacher arrives. At the end of class pupils must exit in an orderly fashion.

- 4.5 Pupils must be on time for all classes and if late must offer an explanation to the class teacher.
- 4.6 Pupils who are out of class must have a pass provided by the Class Teacher.
- 4.7 A pupil visiting a classroom is expected to knock the door, enter and wait until the teacher gives permission to address him/her.
- 4.8 **Adult Visitors to classrooms** should be treated in a polite manner.
- 4.9 Chewing gum is **strictly** forbidden.
- 4.10 Pupils must bring the correct books and equipment to all classes.
- 4.11 Pupils must complete assignments or projects by the appropriate date.
- 4.12 Homework must be recorded in the homework diary, completed carefully and thoroughly, and handed in on the right day.
- 4.13 Pupils must behave sensibly in class, concentrating on the work set, and must not disturb others.
- 4.14 Pupils must obey the rules set out in the Classroom Code of Conduct.
- 4.15 Pupils have a responsibility for their own academic progress and should contribute positively to that of others.

## **5 BEHAVIOUR – IN OUR COMMUNITY**

- 5.1 Travelling to and from College – A high standard of behaviour must be observed by all pupils on the way to and from College. Behaviour while travelling on **COLLEGE BUSES** in particular must be beyond reproach at all times. Pupils whose buses arrive at or depart from the College are required to stay on the bus until it arrives at the College and must board the bus at the College gate. Pupils who have to wait for buses in town or elsewhere must always be well behaved. Prefects will monitor behaviour and report such matters to the College. Serious misconduct will result in a warning and/or bus passes being revoked by the bus company.
- 5.2 Trespassing on private property coming to or going home from College is strictly forbidden.
- 5.3 Pupils are expected to behave in a polite and respectful way to all members of staff. If a pupil engages in an act of harassment or violence against a person or property of a member of the College staff, or to an immediate member of the member of staff's family, at any time whether inside or outside College, disciplinary action will be taken against the pupil which may include consideration of the option to expel.

## **6 MISUSE OF DRUGS, SOLVENTS, ALCOHOL AND TOBACCO**

**In the interests of health and safety pupils must not use, be under the influence of, receive, distribute, have in their possession or bring to the College drugs, solvents, alcohol or tobacco. It will be considered a serious breach of College rules. It is the policy of the College to keep the premises free from all illegal substances and to give pupils the skills and knowledge required to resist the use of such substances.**

**(A copy of the College's Drug Policy is available on request)**

**6.1** St Pius X College operates a No-Smoking Policy. Smoking is STRICTLY forbidden and applies at all times while in uniform or on any College outings. Pupils are forbidden to have in their possession cigarettes, matches, lighters etc. Such items will be confiscated. Breach of these regulations will warrant a severe sanction. Please note that smoking on buses is banned by a ll bus companies.

**6.2** Drugs (Alcohol, solvents or any other dangerous substances) are STRICTLY forbidden. The use of Tippex or other correcting fluids are included in this. Breach of these regulations will warrant a severe sanction and will be dealt with as follows: PROCEDURE - In line with our Policy on Drugs:

- (i) The principal in collaboration with the Board of Governors has the responsibility for deciding how to respond to particular incidents. This will take into account factors such as age, seriousness of the incident and level of involvement and may warrant suspension.
- (ii) Pupils will be sanctioned and parents will be kept informed of the disciplinary procedures.
- (iii) Appropriate support measures will be offered to the pupil involved to facilitate the acceptance of responsibility. The restorative conferencing process is one measure that may be used to seek an appropriate outcome to instances of substance misuse.
- (iv) The Pastoral VP has the delegated responsibility for contacting parents/ guardians when a case of possible substance misuse is being investigated.
- (v) The local PSNI will be notified where a pupil is found or suspected to have controlled drugs.

## **7 MEDICINE**

A pupil who is required to take medicine must inform his/her Form Teacher and bring only the minimum supply to the 'College First Aider' who is responsible for storing and administering medicines. Parents/guardians must complete a College Medical Form.

## **8 POSITIVE BEHAVIOUR MANAGEMENT**

**To assist with the management of behaviour recognition of achievements, rewards and sanctions are used:**

### **8.1 ACHIEVEMENTS**

**The purpose of recognising achievements is to encourage pupils of all abilities to aspire to their potential. Procedures for recording personal achievements include:**

- (i) logging achievement details on the College computer system
- (ii) updating Progress Files which all pupils possess.

## 8.2 REWARDS

**Rewards are given for various categories to include compliance to rules, attendance, sporting success, school work, exam success, contribution to College life etc. Rewards will be recognised by:**

- (i) Certificates of Recognition
- (ii) College Awards
- (iii) Prizes presented on Prize-Night

## 8.3 SANCTIONS

**The College uses the guidelines outlined in the Positive Behaviour Management Policy and the Code of Practice to effectively identify early misbehaviour and to address challenging behaviour. Sanctions are put in place to act as a deterrent and to underline the unacceptability of inappropriate behaviour. Details are recorded using:**

- (i) Key Stage 3 - Comment Book
- (ii) Post 16 - Behavioural and Learning Contract
- (iii) All pupils - Homework diary  
Discipline/Referral Cards for all pupils  
Logging details on the College computer system

The College seeks support from parents/guardians to assist with the management of behaviour. Actions, as outlined in the Code of Practice, include parental consultation/interviews, individual behaviour reports, SENCO support, internal/external support programmes, counselling and support from external agencies.

**Sanctions to deal with breaches of discipline will include:**

A verbal reprimand; setting of additional tasks; withdrawal of privileges; exclusion from educational visits; detention; segregation for a period especially where a pupil is disruptive; informing the Board of Governors and/or external agencies. Failure to comply with any sanction will incur further disciplinary action.

## 8.4 SUSPENSION & EXPULSION

Suspension and exclusion will be invoked within the “**Scheme for Suspension & Expulsion of Pupils**” published by CCMS.

**Reasons for suspension include;**

substance or alcohol abuse; verbal/physical attack or serious bullying of a pupil; persistent disruptive behaviour in class; persistent infringement of College rules; significant damage inside or outside to property of school, staff or other pupils; stealing; offensive weapons; verbal abuse of staff and physical attack on staff.

# Personal Progress File

## Record of School-Based and Extra-Curricular Achievements

Use this section to record your achievements / experiences, both school-based and extra-curricular achievements / experiences.

Date	Achievement / Experience	Signature of parent / Guardian

# Personalised Learning

We all have our own learning style. Use this table to help you find yours.

Learning Styles and Associated Activities: Please tick the style that suit you best.

Kinaesthetic	Auditory	Visual
Sequencing e.g. Post - its	Making CD	Colour
ICT	Recordings	Drawings
Drama	Playing music	T.V. / Video
Moveable puzzles	Talk it over	Pictures
Walk Around	Repeat words aloud	Mind Maps
Brain Gym	Make up rhymes or raps	Diagrams
Draw pictures / mind maps	Ask each other questions	Flowcharts
Run your finger along words on a page	ICT	Keywords
	Mnemonics	ICT
		Highlight
		Bullet points
		Post - its

## **Outcome:**

What kind of learner are you?



# Parent/Guardian and Teacher Correspondence:

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

# Parent/Guardian and Teacher Correspondence:

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

# Parent/Guardian and Teacher Correspondence:

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Form Teacher: \_\_\_\_\_