



'RESPECT RESPONSIBILITY EXCELLENCE'

NEWRY HIGH SCHOOL

25 August 2021

Dear Parent / Carer

New Academic Year 2021 – 2022

I very much hope that you and your family had a good summer break and that your children are looking forward to a new school year.

Our priorities this academic year relate to Covid recovery and ensuring that the students continue to settle back into school life and routines, enjoy their school life and achieve their full potential. We will continue to have a strong emphasis on the basics within the school as the climate and ethos for learning is fundamental to success.

Below are the arrangements concerning the beginning of the new academic year:

- Year 14 induction - Thursday 26 August 9.00 am – 12 noon
- Year 13 induction - Friday 27 August 9.00 – 12.00 noon
- **Bank Holiday - Monday 30 August**
- Year 8 induction programme - Tuesday 31 August 8.35 a.m. – 3.00 p.m.
- Whole school returns on - Wednesday 1 September at 8.35 am – all pupils

Please find enclosed the following items of information:

- Detailed information for parents and pupils on the arrangements that will be put in place to ensure that we are following all relevant DENI and PHA Covid guidance.
- School fund information
- General school information

I will keep you informed of any changes and developments throughout the year. Please keep up to date with messages on our Parent App and the school website as these are our main forms of communication. *Follow the instructions below to download the app.*

School App

Download our school app on your mobile or tablet to keep up to date with the latest news and important information.

1. Download the 'Secondary365' app from the app store:



Android Devices

Apple Devices



2. Open the app on your device and enter the 4-digit school licence code '**3388**' and press continue.
3. Choose your profile and click save. Choosing your profile will mean you will get notifications directly sent to your phone.

e.g. If your son or daughter is moving to Year 9 in September for example, please select Year 9. If you have children in more than one year group, select all relevant year groups.

Thank you for your continued support and I look forward to working with you throughout this coming academic year.

Yours faithfully





A handwritten signature in black ink that reads "Brown." with a period at the end.






Mr I Brown
Principal


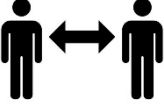


Covid recovery 2021 – 22

Pupil Information & Guidance

<p>Transport to school</p> 	<ul style="list-style-type: none"> • It is mandatory for all pupils to wear a face covering on public transport and school transport services • Pupils on all buses should always seek to maintain a social distance from others wherever possible • Pupils should sit beside siblings on a bus & be grouped together by year group / school. • No pupil should eat or drink on board unless it is for a medical reason. 																									
<p>Start of the school day</p> 	<ul style="list-style-type: none"> • School is open for pupils from 8.25 a.m. • School officially starts at 8.35 a.m. – all pupils should be in class • On entering the building, every pupil must wash their hands and must go straight to their form room • Pupils should enter the building depending on the location of the form room and follow the one-way system. • A pupil whose form room is in the back building should enter the school building via the Lecture Theatre, Sports Hall or Post-16 entrance and not walk through the front building 																									
<p>End of the school day</p> 	<ul style="list-style-type: none"> • We are operating a staggered end to the day. • Bottom corridor front building will be dismissed at 2.55 pm. • Top corridor front building will be dismissed at 3.00 pm. • Bottom corridor back building will be dismissed at 2.55 pm. • Top corridor back building will be dismissed at 3.00 pm. • Pupils should use a range of exits while leaving the school site. 																									
<p>Break and lunch time</p> 	<ul style="list-style-type: none"> • Pupils must follow the one-way system in operation in the canteen. • Pupils must sit with their class in their year group zone in the canteen. • All pupils must spend their break and lunch outside, weather permitting. • Pupils must observe, as best they can, social distancing. • In the event of rain at break pupils will remain in classrooms. • In the event of rain at lunchtime pupils will be in tutor groups in designated classrooms <table border="1" data-bbox="416 1615 1445 1805"> <thead> <tr> <th>Year 8</th> <th>Year 9</th> <th>Year 10</th> <th>Year 11</th> <th>Year 12</th> </tr> </thead> <tbody> <tr> <td>KMH Rm 29</td> <td>JAM Rm 21</td> <td>EB Sports Hall</td> <td>NEL Assembly Hall</td> <td>WB Rm 11</td> </tr> <tr> <td>LJ Rm 30</td> <td>RH Rm 22</td> <td>PMC Sports Hall</td> <td>CDN Assembly Hall</td> <td>OK Rm 12</td> </tr> <tr> <td>JC Rm 31</td> <td>LMG Rm 23</td> <td>LK Sports Hall</td> <td>RA Assembly Hall</td> <td>EF RM 13</td> </tr> <tr> <td colspan="3">Year 13 – Sixth form common room</td> <td colspan="2">Year 14 – Library & career room</td> </tr> </tbody> </table>	Year 8	Year 9	Year 10	Year 11	Year 12	KMH Rm 29	JAM Rm 21	EB Sports Hall	NEL Assembly Hall	WB Rm 11	LJ Rm 30	RH Rm 22	PMC Sports Hall	CDN Assembly Hall	OK Rm 12	JC Rm 31	LMG Rm 23	LK Sports Hall	RA Assembly Hall	EF RM 13	Year 13 – Sixth form common room			Year 14 – Library & career room	
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<p style="text-align: center;">Face Coverings</p> 	<ul style="list-style-type: none"> • The latest scientific advice from the World Health Organisation, and from the Chief Medical Officer and Chief Scientific Officer, is that face coverings should be worn within education settings unless an exemption applies. • It is compulsory for post primary students to wear face coverings in school and at drop off pick up areas unless an exemption applies. • Face coverings are compulsory for students in post-primary schools in classrooms and when moving about the school in corridors and confined communal areas (including toilets) where physical distancing is particularly difficult to maintain.
<p style="text-align: center;">Hygiene, social distancing, movement & classrooms</p>  	<ul style="list-style-type: none"> • Pupils should always seek to maintain a social distance from others wherever possible • Pupils should wash their hands: on arrival at school; at break; during lunch; and before leaving school. • Pupils should wash their hands as soon as they arrive home. • On entering the classroom all pupils will sanitise their hands. • Staff will direct pupils to a seat. • Pupils should remain in that seat for subsequent lessons. • Pupils must not sit at the desk of another pupil or touch the possessions of anyone else. • Pupils must respect each other's need to maintain social distancing in classrooms. • All pupils must follow the one-way system in operation. • Pre-registration has been temporarily suspended. • As far as possible interactions between different year groups be will restricted and limited. • All pupils are allowed to bring their own personal supply of hand sanitiser which should be used regularly. • Pupils should not share their hand sanitiser with others to avoid cross-contamination. • Natural ventilation will be encouraged throughout the school while trying to achieve a tolerable working temperature.
<p style="text-align: center;">Essential Equipment</p> 	<ul style="list-style-type: none"> • Each pupil requires the following equipment EVERY day: • Tissues • A School Bag • A Pencil Case with: blue and/or black pens, red pen, pencils, colouring pencils, ruler, rubber, pencil sharpener, mathematical set with clear protractor and a scientific calculator. ▪ Any necessary school books / work / folders. • Pupils must not share their equipment / resources.
<p style="text-align: center;">School Uniform</p> 	<ul style="list-style-type: none"> • Normal school uniform rules will apply. • However, pupils should wear their PE kit on the day when they are timetabled for PE. • If pupils do not have the optional extra elements of the PE kit e.g. tracksuit bottoms, leggings or hoody they will be allowed to wear plain black tracksuit bottoms, plain black leggings and a plain black, grey or maroon hoody. • On PE day pupils are not required to change back into full uniform at the end of their timetabled lesson.

 <p>'Stay Safe' Summary</p> <p>The 4 S-words</p>  <p>SOCIAL DISTANCING</p>	<p>1. Stay at Home</p> <ul style="list-style-type: none"> • If you feel ill or having any symptoms, then DO NOT attend school. • Stay at home and ring the school register your absence. <p>2. Sanitise</p> <ul style="list-style-type: none"> • Wash your hands regularly with soap and water for at least 20 seconds. • Use hand sanitiser regularly. <p>3. Safeguard</p> <ul style="list-style-type: none"> • Exercise good respiratory hygiene, e.g. coughing 'Catch it, bin it, kill it'. • Wear a face covering if travelling on public transport / train / school bus / taxi • Adhere to all guidelines above. • Respect the well-being of others and act responsibly at all times. <p>4. Separate</p> <ul style="list-style-type: none"> • Maintain a safe social distance at all time. • No physical contact with each other. • Don't share equipment. • Follow the one-way system.
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Lateral Flow Tests

Rapid testing in schools has been identified as an appropriate non-clinical intervention (NCI) for use in schools to identify asymptomatic cases of Covid19. Lateral Flow Device (LFD) Testing is a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus.

The initiative is being led by the Public Health Agency working in partnership with the Education Authority. The programme will involve offering twice weekly Lateral Flow Detection testing to students and staff. It is up to individuals to volunteer to be part of this programme, it is not compulsory to participate.

Further information, consent forms and instruction on use will be issued shortly.

General Information for Parents

New Staff

We are very pleased to welcome Mr Robin Annett (PE) and Mrs Orla Rice (Music).

Homework

We consider homework to be a vital part of a pupil's educational development and an important link between home and school. Homework promotes and develops independent learning and forms an integral part of learning and teaching within Newry High School. The homework timetable will be shortly issued to all pupils and copies will be available on our website.

Please support your son or daughter by discussing the homework set, checking it upon its completion and monitoring the quality of the work done. Please also ensure you sign the pupil planner each week. If you have any concerns relating to homework, please do not hesitate to contact the appropriate teacher or Head of Department or Head of Year. The responsibility for the completion of homework rests with the pupil. A supervised homework club is available for all students early September onwards (Monday – Thursday 3.00pm - 4.00pm)

Attendance and Punctuality

School starts each day with registration at 8.35am. I would be grateful if you could ensure your son or daughter aims for full attendance and is punctual throughout the year. We expect all pupils to maintain an attendance rate greater than 95%. Please be aware that if a pupil's attendance falls below 95% we will take appropriate action and if a pupil's attendance falls below 85% we are legally obliged to inform the Educational Welfare Officer.

School clubs and activities

Information about the sporting clubs we have on offer at lunch time and after school will be circulated to the pupils early September. A range of additional activities taking place after school will also be issued later in the term include.

Detention

I would specifically draw your attention, specifically to the following arrangements. After school detention will take place on Tuesdays from 3.00pm to 4.00pm. An additional extended detention will also take place on Friday from 3.00 – 5.00pm.

If your child is put into detention and misses the school transport it will be your responsibility to make the appropriate travel arrangements to get your child home. A minimum of 24 hours' notice will be given for detentions.

Non-Smoking Policy

The school is a non-smoking site. Pupils must not bring cigarettes or smoking related equipment to school. This includes e-cigarettes. Any student who breaks this rule will automatically receive a letter home and an after-school detention. A second offence will automatically lead to a parental interview and be followed by agreed disciplinary action e.g. time in supervised support.

School Calendar

A final version of the school calendar for this term will be circulated shortly via our school app and website. The calendar provides details on key activities throughout the first term. Please take careful note of the key dates.

Mobile Phones & Electronic Devices Policy

The widespread ownership of electronic devices and mobile phones among young people requires that all staff, students, and parents take steps to ensure that they are used responsibly at school. It is the responsibility of students who bring electronic devices and mobile phones to school to abide by the school policy. Parents should also be aware and understand the policy if their child takes an electronic device or mobile phone to school. The policy is available on our website. If you would prefer a hard copy, please contact the main office.

Parents are reminded that in cases of emergency, the school reception remains a vital and appropriate point of contact as it will ensure your child is reached quickly and assisted in an appropriate way.

Unless permission is granted by a member of staff, mobile phones and electronic devices belonging to students should not be used to make calls, send SMS / text messages, surf the internet, take photos or use any other application during school lessons and other educational activities. Any student/s caught using a mobile phone to cheat in exams or assessments will face disciplinary action as sanctioned by the Principal and/or examination board.

It is forbidden for students to use their mobile phones and electronic devices to take videos and pictures to denigrate and humiliate any member of the school community, and/or to send the pictures to other students or upload it to a website for public viewing. This includes using mobile phones to photograph or film any member of the school community without his/her consent. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Principal. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. If appropriate the PSNI will be contacted.

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

Car drop off and collection points

Traffic in and out of the school can be very busy, especially at the end of the school day. The safety of our students is our primary concern. Therefore, can I kindly remind parents:

- to drive cautiously when entering and exiting the school premises
- the speed limit is 5 miles per hour
- cars will be stopped from exiting the school site as the buses leave (3.05 approximately)
- parking is not allowed in the yellow grids near the bus park
- use the drop off area as appropriate when collecting or dropping off pupils

School Contacts

I am conscious that parents are not always clear as to which member of staff to contact on particular issues. The first point of contact on many issues is likely to be your son or daughter's form tutor. Heads of Year are also likely to be points of contact on overall progress and general issues:

Head of Year 8 – Mr D Strong
Head of Year 10 – Mrs C Breakey
Head of Year 12 – Mr P Sands

Head of Year 9 – Mr G Millar
Head of Year 11 – Mr P Toman
Head of Years 13/14 – Mrs S Young

If the matter relates solely to a subject specific issue, then it would be more appropriate to contact the relevant subject teacher or subject Head of Department queries on specific issues should be addressed as follows: -

- EMA's – Mrs S Young
 - SEN – Mrs H Shields
 - External examinations – Mrs C Lutton or Miss J Patterson
- Careers – Mr R Henry

It may, on occasions, be easier to contact the school via email rather than any other form of communication. The main e-mail address which should be used is info@newryhigh.newry.ni.sch.uk. Your e-mail will then be forwarded to the appropriate member of staff. The school's website holds a wide range of information relating to school activities and I would encourage everyone to explore it.

Should you, at any time wish to speak with or meet with Mr McKee (Vice Principal) or me, please do not hesitate to contact us. If we are not immediately available, please speak with Mrs Cathy Armstrong (Executive Officer), Mrs Dawn Dunne Senior Clerical Officer) or Mrs Therese Wallace (Clerical Officer) who will happily arrange an appointment.

School Development Plan

The school development plan is a vital document that drives school improvement and change. Our five main priorities are set out below:

PRIORITY 1 - No child is left behind

To ensure gaps in pupil's learning are identified and minimised with effective support and interventions put in place

PRIORITY 2 - Effective Pedagogy, Practice & Curriculum

To continue to develop highly effective learning and teaching practices within an appropriate and balanced curriculum.

PRIORITY 3 - Happy, Safe & Secure

To ensure the mental, emotional and social well-being of all members of the school community.

PRIORITY 4 - School at the heart of the community

To ensure that there is effective engagement & communication with key stakeholders.

PRIORITY 5 - Effective leadership and management

To ensure the leadership and management of the schools is effective and operates in an environment that supports, challenges and celebrates.

The 2021-22 school development plan will be available to all parents on our website from November 2021.

School Fund

Every year we invite parents to make a contribution towards the School Fund. This fund is used for providing the many 'extra' facilities and activities from which all our pupils benefit but are beyond the essential costs which are all met through the EA's school budget allocation. Without the school fund many of the activities below would have to be cancelled

We need it to fund / subsidise:

- Prizes / rewards
- Activity Day
- School trips
- Extra-curricular activities
- School productions

£20 per pupil or £25 per family

The deadline for School Fund contributions is 27th September

We guarantee the fund will be spent directly on supporting activities involving our pupils. The accounts are externally audited every year by the Governing Body.

Please return your contributions via the Drop Box outside the main office and a receipt will be issued. Cheques should be made payable to Newry High School.

The generosity shown by parents in previous years certainly has made a difference so we would like to thank everyone very much for their previous contribution and we thank you in anticipation of your support.

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Please tear off and return.

Pupil's Name Form

Please delete as appropriate.

- 1) Please find enclosed £..... towards the School Fund
- 2) I do not wish to make a contribution to the School Fund

Signed: (Parent/Guardian)