



'RESPECT RESPONSIBILITY EXCELLENCE'

# NEWRY HIGH SCHOOL

16 August 2024

Dear Parent / Carer

## Academic Year 2024 – 2025

I very much hope that you and your family are having a good summer break. I am looking forward to welcoming our new and returning pupils as we prepare for the start of the new academic year.

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

<b>Thursday 29 August</b>	<b>Year 13 Induction Day (9.00 am- 12.00 midday)</b>
<b>Friday 30 August</b>	<b>New Year 8 Induction Day 1 (8.40 am – 3.00 pm) Year 8 Parent Session (9.00 am to 10.00 am)</b>
<b>Friday 30 August</b>	<b>Year 14 Induction Day (9.00 am – 12 midday)</b>
<b>Monday 2 September</b>	<b>New Year 8 Induction Day 2 (8.40 am – 3.00 pm) Year 11 return – testing day</b>
<b>Monday 2 September</b>	<b>Targeted Progress Interviews for Year 12 (individual pupils/parents will be contacted in due course)</b>
<b>Tuesday 3 September</b>	<b>Whole School Return at 8.40 am</b>

Our priorities this academic year all relate to ensuring that the students continue to enjoy their school life and achieve their full potential. All those associated with the school know and understand the high expectations that are set on a daily basis. These standards and expectations cover all aspects of school life from effort, work-rate and ethos to conduct, behaviour and manners. 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. We want to ensure that we make a good start to the new school year. Therefore, we ask parents and carers to ensure:

- your son / daughter is dressed in full and appropriate school uniform, paying particular attention to the standards required in terms of hair styles, jewellery and footwear. An updated school uniform policy is attached.
- your child arrives at school on time, is fully equipped and ready to learn.

I am enclosing information which I hope will be of general interest and of help during the year ahead. I will keep you informed of any changes and developments throughout the year via emails and our school app.

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

Yours sincerely

Mr I. Brown, Principal

## General Information for Parents

### New Staff

We are very pleased to welcome Mrs N McCoy (Science), Miss M Donaghy (RE & Geography) and Mr D McDermott (IT & Prince's Trust).

### New school day structure

Last term a full review of our school day structure was conducted. This involved consultation with staff, parents & pupils. The feedback from the consultation was overwhelmingly supportive and the board of governors approved changing the structure of our school day – see below.

Therefore, I can confirm that from September:

- the **school start time will be 8.40 am not 8.35 am**
- on a **Tuesday and Thursday formal teaching will finish at 2.25 pm**

<b>Period</b>	<b>Time (Mon, Wed &amp; Fri)</b>	<b>Period</b>	<b>Time (Tue &amp; Thurs)</b>
<b>Registration</b>	08:40 am – 08:45 am	<b>Registration</b>	08:40 am – 08:45 am
<b>Assembly</b>	08:45 am – 08:55 am	<b>Assembly</b>	08:45 am – 08:55 am
<b>1</b>	08:55 am – 09:30 am	<b>1</b>	08:55 am – 09:30 am
<b>2</b>	09:30 am – 10:05 am	<b>2</b>	09:30 am – 10:05 am
<b>3</b>	10:05 am – 10:40 am	<b>3</b>	10:05 am – 10:40 am
<b>4</b>	10:40 am – 11:15 am	<b>4</b>	10:40 am – 11:15 am
<b>Break</b>	11:15 am – 11:30 am	<b>Break</b>	11:15 am – 11:30 am
<b>5</b>	11:30 am – 12:05 pm	<b>5</b>	11:30 am – 12:05 pm
<b>6</b>	12:05 pm – 12:40 pm	<b>6</b>	12:05 pm – 12:40 pm
<b>7</b>	12:40 pm – 1:15 pm	<b>7</b>	12:40 pm – 1:15 pm
<b>Lunch</b>	1:15 pm – 1:50 pm	<b>Lunch</b>	1:15 pm – 1:50 pm
<b>8</b>	1:50 pm – 2:25 pm	<b>8</b>	1:50 pm – 2:25 pm
<b>9</b>	2:25 pm – 3:00 pm	<b>School activities (2.30pm – 3.30pm) Staff meetings / training (2.30 pm – 3.30 pm)</b>	
<b>School activities (3.05 pm – 4.05 pm)</b>			

### **School clubs and activities**

A wide range of clubs, activities and additional support classes will be running throughout the week and a detailed programme will be circulated at as we start the new term. **I would ask that you encourage your son/daughter to get involved and take advantage of the opportunities we will be offering.**

On a Tuesday and Thursday, the end of the school day buses will operate at 2.25 pm. There will be additional buses running to the depot at 3.00 pm and 3.30 pm. On a Monday and Wednesday there will be a bus to take pupils to the depot at 4.15 pm when required.

### **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 issued to all pupils shortly.

Please support your child by:

- **discussing** the homework set
- **checking** it upon its completion
- **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, 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. (1 hour Monday – Friday)**

### **Attendance and Punctuality**

**School starts each day with registration at 8.40 am.** 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.**

### **Detention**

After school detention will take place on **Tuesdays**. The school uses detentions as a **CONSEQUENCE**, including detentions outside school hours. Parental consent is not required for detentions; however, the school will act reasonably when imposing a detention.

### **After School Detention (ASD)- Level 1- 40 minutes / Level 2- 60 minutes**

Pupils will be issued with an ASD and you will be informed by text/email, this will include the times and date of the ASD. Parents will be given at least 24 hours' notice of the ASD, unless prior arrangement for instant **CONSEQUENCE** has been made with the Parent/Carer. You may also receive a phone call from the member of staff to discuss the incident further.

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.

Failure to attend ASD will result in an escalated **CONSEQUENCE** to an additional **Level 2 ASD – 1 hour**. There are limited reasons why a pupil may need to rearrange their detention. If this is the case you must communicate this by email or telephone to the Vice Principal, who must agree the change.

### **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 pupil caught vaping / smoking or found in possession of a vape, liquid, cigarettes, lighter or other smoking related items in school will automatically be suspended for a minimum of 1 day.** For repeat offenders, this suspension is likely to be extended and will be followed up with preventative measures in school e.g. detention / supervision at break & lunch.

### **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. At Newry High School, students are given the privilege to bring their electronic devices to school. It is the responsibility of the students to choose to abide by the school policy / guidance and be fully aware of the consequences of misuse.

If students do not choose to adhere to the following measures regarding electronic devices this will be deemed as misuse:

- Students should have their electronic devices **switched off and in their school bag** during all lessons.
- Electronic devices should only be used in lessons when the permission to do so has been granted by a member of staff.
- **At no time, may electronic devices be used in the changing rooms or toilets**, to include off site facilities.
- **At no time are electronic devices to be used to take recordings or photos of any students or school staff.** Neither should they be misused in any way to upset or cause harm to others.
- Uploading of photos or recordings of staff or students, without consent, is forbidden.
- The **use of social media while on school site is not permitted.**
- Unless permission is given by a member of staff, electronic devices belonging to a student, should not be used to contact home. Students should make contact through the school office.
- **Students who are in Supervised Support, must hand their electronic devices to the school office**, to be stored in the safe, until the end of the school day.

- No electronic device is permitted in an exam hall during an external exam. Neither are they to be used during internal exams or assessments. Any student found cheating in exams or assessments will face disciplinary action as sanctioned by the principal and/or the examination board.

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.

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

### **Consequences:**

If a student chooses to disregard the expectations and is found using an electronic device when not permitted the following consequences will be applied:

- In a lesson, students will be issued with a warning to ensure their electronic device is off and in their bags. If students do not take this **CHANCE** the electronic device will be confiscated.
- **First Consequence** – (1<sup>st</sup> confiscation) Electronic device will be confiscated by the member of staff and held securely at the school office. The student may collect the device at the end of the school day. A behaviour point will be administered (Mobile 1), a record of this infringement will be kept, and parent/carer informed.
- **Second Consequence** – (2<sup>nd</sup> confiscation) Electronic device will be confiscated by the member of staff and held securely at the school office. The student will be permitted to collect the device at the end of the school day, **only if** their parent/carer has given permission. Without permission, the student's electronic device will be held in the school office and **not returned** until permission can be reasonably sought. An after-school detention will be issued to the student and a behaviour point administered (Mobile 2). The Head of Year may want to discuss, or meet, with the parent/carer. A letter will be sent home outlining the concern and further sanctions should this infringement be further repeated.
- **Third consequence** – (3<sup>rd</sup> confiscation) Electronic device will be confiscated by the member of staff and held securely at the school office. The parent/carer will be contacted, and the student will **not be permitted** to collect the device without their parent/carer present. The parent will be required to meet with a member of Senior Leadership Team (SLT) before the electronic device is returned. Until this meeting takes place, the electronic device **will not be returned**. An after-school detention will be issued, and behaviour point administered (Mobile 3).
- After the third consequence the school **will withdraw** the agreement to allow the student to bring their electronic device on site. The length of this withdrawal will be at the discretion of the school.

- If a parent/carer wants to discuss the confiscation they should contact the relevant Head of Year, or a member of the Senior Leadership Team. Office staff will not be able to provide any detail of the confiscation. Their role is to inform parents of the confiscation and to gain permission for return/arrange a meeting with SLT.
- **Refusal** – Students who choose to refuse to hand over their electronic device, when requested, will result in an escalation of consequences in line with the school's behaviour policy. It may also lead to the withdrawal of the agreement to allow their electronic device on the school site.

The full policy is available from the main office.

### **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 pm approximately)
- parking is not allowed in the yellow grids near the bus park or in front of the buses / by the side of the bus shelter.
- 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 9 – Mr P Toman

Head of Year 10 – Mrs J McLoughlin

Head of Year 11 – Mr P Sands

Head of Year 12 – Mr G Millar

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
- Careers – Mr R Henry
- SEN – Mrs H Shields
- External examinations – Mrs C Lutton or Miss J Patterson

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](mailto:info@newryhigh.newry.ni.sch.uk). Your e-mail will then be forwarded to the appropriate member of staff.

Should you, at any time wish to speak with or meet with Mr McKee (Vice Principal) or Mr Brown (Principal), please do not hesitate to contact us.

If we are not immediately available, please speak with Mrs Cathy Armstrong (Senior Executive Officer), Mrs Dawn Dunne (Senior Clerical Officer) or Mrs Therese Wallace (Senior Clerical Officer) who will happily arrange an appointment.

### **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 / shows

### **£20 per pupil or £25 per family**

#### **The deadline for School Fund contributions is 23<sup>rd</sup> 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.

**BACS transfer is now available at NHS. We encourage you to make online payments where possible:-**

#### **Ulsterbank**

**Sort Code: 98-00-60**

**Account N: 18198523**

**Reference: Name of your child**

Or return your contributions via the Drop Box outside the main office and a receipt will be issued.

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)