

Ashfield Boys' High School

Information Booklet

Year 8

2015-2016



A WORD TO OUR YEAR 8 PARENTS

At Ashfield Boys' High School we believe that parents have a critical role to play in the education of their children. We are certain that, like us, you are ambitious for your son and that you will take an active interest in his education and make him aware that you care.

Please make sure that he is adequately equipped in terms of uniform, schoolbag, USB pen drives, pens and pencils and Physical Education clothing (**PE kit only available from Podium 4 Sport**) and footwear.

There are a number of occasions throughout the school year when you will be invited to meetings or information evenings. It is essential that you attend on these occasions or on any other occasion by appointment when you think it necessary.

Parents of Year 8 pupils are invited to visit the school in October in order to discuss, with the Form Teacher and or Head of Year, how their son is settling into life in Ashfield. You will receive regular progress reports on your son's work throughout the year with a second full 'Parent / Teacher Information Evening' held in February / March. This offers you the opportunity of discussing your son's progress with all of the relevant teachers.

In Ashfield Boys' High School we are committed to providing a high quality education. We have high standards of teaching and demand good conduct and behaviour, so that every pupil has the opportunity to reach his full potential. All pupils are expected to behave responsibly, to work hard, to display good manners and to show consideration and respect for other people at all times.

All pupils are expected to follow our "Expectations of Students" about uniform, behaviour and general conduct. Breaking of standards will lead to sanctions being applied by the Form Teacher, the Head of Year or the Vice Principal for Pastoral Care. We are extremely appreciative of the support we receive from all of our parents. We know the important role that you play in helping your son and we look forward to working with you over the coming years. By working together we can help your son fulfil all of his dreams.



Year 8 Boys

When do you start?

Your first few days are as follows:

Wednesday 26 August 2015	9.30 am - 11.30 am
Thursday 27 August 2015	9.00 am - 12.00 pm
Friday 28 August 2015	9.00 am - 12.00 pm – The sixth form boys will join you in school on this day.

Please note that Monday 31st August is a holiday with all boys starting back on Tuesday 1st September 2015.

During the month of September Year 8 finish ten minutes earlier than the rest of the school.

Only Year 8 are permitted in the front playground at lunch time for the 1st term.

WHAT TO BRING

- (i) A pen, pencil, USB pen drive and school bag.
- (ii) Your Birth Certificate
- (iii) £35 for School Fund (Only one pupil in any family pays)
- (iv) Your dinner money (*£2.50 per day).
Where possible a week's supply at £12.50 should be bought each Monday - cheques should be made payable to 'EA-Belfast Region'.
If you got free dinners in your Primary school you should also be entitled to them in Ashfield Boys'

Subject to change by Education Authority

WHAT SHOULD I DO AT LUNCH TIME

There are very good meals in the school canteen.

Pupils may bring packed lunches which are eaten in the packed lunch area.

Pupils living close to the school may go home at lunch time.

For years 8 to 10, parents are asked to indicate in writing which option they require.

Only boys who have the written permission of their parents will be allowed to leave the school premises at lunch time. These pupils will be issued with a school pass.

Some school clubs meet at lunch time.

Pupils are asked not to bring in kiwi fruit or any food which may contain nuts.



School Uniform

ALL PUPILS MUST WEAR FULL SCHOOL UNIFORM

Pupils are expected to be in full school uniform at all times, including travelling to and from school. Pupils who are not in uniform will be asked to remedy the issue; if they refuse they will be sent to their relevant Head of Year and parents will be contacted.

Blazers & Shoes:–

- All pupils must wear the school blazer and black laced school shoes. TRAINERS ARE NOT PERMITTED unless they are being worn for PE.

Trousers: –

- Black School Trousers

Coats/ Jackets: –the following coats are acceptable

- ABHS ‘Kukri’ branded coat (**available from Podium 4 Sport**)
- A Black or Navy Coat (Football Teams Bench coats etc Are Not Acceptable)

All other coats including hoodies will be confiscated and returned to a parent/ guardian only.

Ashfield Boys’ own ‘V’ neck Mid-Grey Jumper: –

- compulsory from Hallowe’en to 30th April

***Please Note that our school jumper and school ties can only be purchased from the following suppliers:**

- Lyttle’s
- School Days
- David Crawford’s School Wear
- Gowdy’s

School Tie: -

- Year 8 must wear the school striped tie: available from the aforementioned suppliers
- Tie on, Knot up to top button of collar. Five sets of stripes to be visible below the knot.

Shirts: –

- White shirt; tucked in, top button done up.

Jewellery: -

- No earrings or facial piercings. No plasters to be given out.

Hair: -

- Shaved hair is to be blended and cut no shorter than a number 1. Design work in short haircuts is not acceptable. Excessive use of colour/ bleaching or design work using colour/ bleaching is not acceptable. Shoulder length hair must be tied back for health and safety reasons whilst in school.

It is a matter for the school to determine what is deemed acceptable in relation to school uniform. Please note that any pupil with unacceptable haircuts / styles will be sent home until the issue has been addressed to the school’s satisfaction.



PE Uniform / Kit

Games and Physical Education are an essential part of a boy's development.

All boys are expected to take part in both PE and Games unless excused by a medical certificate.

Mr B Reid, Head of Physical Education, will be pleased to discuss with parents any concerns in relation to PE, Games and sporting activities.

Compulsory School PE Kit for all Year Groups: - (Available from Podium 4 Sport, 40 Montgomery Rd, Belfast)

- ABHS 'Kukri' Branded Shorts
- ABHS 'Kukri' Branded Polo Shirt
- ABHS 'Kukri' Branded Socks
- Trainers / gym shoes
- Towel
- Swimming Trunks
- Football boots and shin guards

Optional PE Kit

- ABHS 'Kukri' Branded Coat: **(may also be worn as a school coat)**
- Navy 'Kukri' Tracksuit Bottoms

(Available from Podium 4 Sport, 40 Montgomery Rd, Belfast)

It is essential that PE kit / clothing has the name of the pupil clearly marked on it.

Mobile Phones & Valuables

Mobile phones are not allowed in school. Pupils who are seen using a mobile phone during school hours will have it confiscated and deposited in the school office where it can be collected by a parent/guardian only.

As the school is not insured for lost or stolen personal belongings, it is our recommendation to parents to ensure that boys leave all valuables at home.

Bicycles

If any boy is coming to school on a bicycle then the following rules must apply:-

- Written permission must be sought from the school
- The bicycle must meet the normal safety requirements
- The bicycle must be put in the bicycle shed first thing in the morning
- The bicycle must not be lent to any other pupil
- The normal road safety regulations must be adhered to on the way to and from school



Attendance

We strive for full attendance from all of our boys. However, we appreciate that, from time to time, boys can become ill. With this in mind we set every boy a minimum attendance target of 95%. We will inform you on a monthly basis of your son's attendance record. If attendance falls below unacceptable levels then we refer to the Educational Welfare Service at the Education Authority, Belfast Region.

To encourage good attendance we regularly reward boys with school trips, certificates and various other special prizes. If your son is absent from school you must verify his absence by sending in written confirmation of the dates he was off school and the reason for his absence. This written explanation should be sent to his Form Teacher

THE SCHOOL DAY

Ashfield Boys' High School operates a timetable on a two week cycle with the school day starting at 8.45 am.

Below is a breakdown of our time-table. Please note that our early days are on Tuesday and Friday with school finishing at 2.25pm for all boys.

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration	8.45-9.00	8.45-9.00	8.45-9.00	8.45-9.00	8.45-9.00
1	9.00-9.55	9.00-9.55	9.00-9.55	9.00-9.55	9.00-9.55
2	9.55-10.50	9.55-10.50	9.55-10.50	9.55-10.50	9.55-10.50
Break	10.50-11.05	10.50-11.05	10.50-11.05	10.50-11.05	10.50-11.05
3	11.05-12.00	11.05-12.00	11.05-12.00	11.05-12.00	11.05-12.00
4	12.00-12.55	12.00-12.55	12.00-12.55	12.00-12.55	12.00-12.55
Lunch	12.50-1.30	12.50-1.30	12.50-1.30	12.50-1.30	12.50-1.30
5	1.30-2.25	1.30-2.25	1.30-2.25	1.30-2.25	1.30-2.25
6	2.25-3.20	Early finish	2.25-3.20	2.25-3.20	Early finish

Reading

As a school we value the importance of reading and the role it plays across the whole curriculum. Consequently, the school has an Intensive Reading Programme. During registration pupils select from class libraries and read for the first 10 minutes. All boys in Years 8 – 10 are actively involved in the Accelerated Reading Programme. We also provide reading support for those boys who need extra assistance.



Form Teachers

The school door opens at 8.30 am for all boys. Breakfast can be purchased in the canteen. Each morning at 8.45 am, when the school bell rings, boys report to their Form Room. The Form teacher will call the class roll, collect any absence or lateness notes and will arrange for dinner tickets to be issued.

Heads of Year

The Head of Year (**HOY**) has overall responsibility for their year group and regularly monitors behaviour, attendance, punctuality, uniform, class reports and progress. The **HOY** is happy to discuss with parents their son's progress or any concerns that you might have. If you wish to speak with your son's **HOY** then please contact the school office and make an appointment at a time that is mutually suitable.

All Enquiries, Issues or Concerns should be made, in the first instance, to the Head of Year.

It is important that parents do not approach teachers directly in school without a prior appointment. As a school we will help all parents and boys with any issues or concerns they might have. However, it is important that we do so via the correct channels. If you wish to meet with a subject teacher, please discuss your concern, initially, with your son's **HOY**. The **HOY** will be able to liaise with other relevant staff and assist you with reaching a resolution.

If you would prefer not to meet with the **HOY** then a suitable time can be made for you to meet with one of the school's **Vice Principals** (appointments to be made via the school office):-

- Deputy Principal: - Mrs J Ashenhurst (Academic Issues)
- Vice Principal: - Mr. A Duffield, (Pastoral Care, Pupil Welfare & Wellbeing)

Alternatively the Principal, Mr J McColgan, is available to discuss any concerns you might have. If you would like to meet with the principal please contact Mrs. L. Foreman, principal's secretary, in the school's office to arrange a mutually suitable time.

Emotional Health and Wellbeing

Boys sometimes have concerns which they need to discuss with someone. In Ashfield Boys' High School we have a full-time Emotional Health and Wellbeing Coordinator, (Mr T Finn). Any pupil, or parent, can make an appointment to see Mr Finn at any time. If you would like to arrange a confidential consultation with Mr Finn then please contact the school office who will arrange a suitable time for you to meet.



We want all boys and parents to know that we are here to help. If at any time you want to discuss a concern, worry or issue then please do not hesitate to contact us. If you are faced with an emergency and believe that it would be best to meet with someone in school then please contact us immediately. Alternatively come up to the school office and someone will meet with you as soon as is humanly possible. We will do all we can to help you.

We also have access to the Department of Education's counselling service ICSS and a number of useful outside agencies who are equally willing to help.

Promoting Positive Behaviour

Effective behaviour management is essential for the smooth running of the school. The school recognises the importance of teaching behaviour and does this explicitly through the curriculum and implicitly through example.

All members of the school are expected to help maintain an atmosphere conducive to learning with respect, courtesy and consideration for others basic requirements.

Our overarching aims are: -

- To enable effective teaching and learning
- To promote good behaviour and encourage achievement
- To support pupils in learning self-discipline and respect
- To create a safe and secure environment for pupils and staff
- To teach pupils to understand, accept and tolerate differences in individuals

Both rewards and sanctions are used by staff to promote a positive ethos in the school. Every lesson incorporates, as a basic teaching strategy, praise and encouragement of our boys.

Expectations of our Students

- To be prepared for all classes
- To listen and to learn
- To control and be responsible for their own behaviour
- To let others work and make progress
- To discuss any concerns with staff and not resort to physical or verbally aggressive behaviour



- To respect property. Not to damage, take or misuse the property of other people or the schools
- To make their best effort to understand and accept differences and the individuality of everyone and to be particularly supportive to minorities in terms of race, religion, abilities, sexual orientation and background
- To work to the best of their ability
- To wear full school uniform
- To follow school rules
- To adhere to the **4 R's**
 - **R**espect for yourself
 - **R**espect for all others; treat others with dignity and tolerance
 - **R**espect for the environment we work and live in
 - **R**esponsible for all of your actions

Expectations of our Parents

- To ensure their son's regular attendance and punctuality
- To encourage their son to bring the right equipment and wear full school uniform
- To fully co-operate with the school and to ensure that their son follows the school's Positive Behaviour Policy
- To keep the Head of Year/ Form Teacher aware of any circumstances which may affect their son's learning and behaviour
- To maintain regular contact with the school through attendance at parents' evenings, and, as appropriate, through diaries, letters, reports and telephone calls
- To encourage and support their son in completion of homework



Tracking Pupil Progress

Throughout the school year we will formally monitor your son's academic progress. This will happen at Hallowe'en, February, and June. We will contact you, on each of these key dates, and let you know how your son is progressing. If your son is not working to his full potential then we will meet with you directly and discuss strategies to ensure that we help your son get back on task.

On these key dates we will:-

- **Hallowe'en** write to parents directly informing them of how their son is progressing. If needs be a meeting will be arranged with the Assistant Head of Year for Year 8
- **February** a letter to parents outlining progress to date; also an invitation and appointment to attend your son's parents' information evening. If necessary a meeting will be arranged with the Assistant Head of Year for Year 8
- **June** end of year report

There are a number of occasions throughout the school year when you will be invited to attend meetings or parent information evenings. We will do all that we can to arrange a suitable time for you to meet with us. I am sure that you agree with us in recognising the importance of attending such meetings.

Homework

We believe that all boys should complete homework regularly. A homework timetable and a Homework Record Book / Student Planner is issued to each pupil in September.

- **Pupils** must keep a record of their homework.
- **Subject teachers** will only sign the homework page where work has not been done properly.
- **Form teachers** will sign the homework page each Friday
- **Parents** are asked to check their son's diary regularly and sign it for each Friday. Where a boy's work is unsatisfactory, parents are asked to complete the comment section stating what action they have taken.
- **Boys** will receive on average 1 hour homework per day, Monday to Thursday. A homework time-table will be issued to each boy at the start of the year. If boys appear to have no homework on a regular basis, parents should contact the HOY.



CLUBS, SPORTS AND EXTRA CURRICULAR ACTIVITIES

SPORTS include

Soccer - there are under 12, 13, 14, 15, 16 and 18 plus 'B' teams for each.

Rugby Teams; Athletics; Swimming; Table-Tennis; Basketball

Cross Country; Badminton; Hockey; Golf; Cricket

CLUBS include

Fitness Clubs, Art and Design Club, ICT App Design Club, Science Club, Elite Soccer Coaching, Film Animation and Photography club, KS4 & Post 16 Study Club, School 'Inform' Magazine Club, Spanish Club, Sunrise Soccer, Scripture Union, Library and Formula 1 Racing.

The school has a very active and successful St. John Ambulance group. The school has a first class band which plays at assemblies and other functions. There is also a Duke of Edinburgh Award Scheme. We also have a thriving Army Cadet Corp that meets weekly.

If a group of boys express a desire to create a new interest group they are given every encouragement and help to do so.

TRIPS

Educational trips take place to various locations throughout the year. Optional overseas trips in the last few years have included trips to Paris and Belgium, football trips to see Man Utd, Liverpool, Glasgow Rangers and Northern Ireland and skiing trips in Italy, France and New Hampshire, USA.



CHILD PROTECTION

In this regard we are informed by the regional Child Protection Policy and Procedures.

The area of child protection often causes anxiety. It is the aim of Ashfield Boys' High School to address this issue in a clear and direct manner.

It is our statutory responsibility to ensure that procedures are in place that will offer our pupils as much protection as possible. Section 3.96 of the Regional Policy and Procedures highlights the ways schools can help to protect pupils.

Child protection in schools has three main elements:

- Through the curriculum pupils are encouraged to develop strategies to keep safe.
- Through vetting to ensure that only suitable persons work with pupils.
- Through responding appropriately when child abuse concerns are raised about an individual

The school has in place a **Safeguarding Team** which is responsible for the safety and protection of pupils. This group includes: the Designated Teacher for Child Protection, the Principal, nominated member from the Board of Governors, Vice- Principal / Head of Pastoral care and Deputy Designated Teacher.

The Designated Teacher for Child Protection is **Mr T Finn**. In his absence, **Mr A Duffield** or **Mr C McKnight** will assume responsibility for child protection matters.

If a child makes a disclosure to a teacher or other member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, **the member of staff must act promptly**.

He/she should not investigate - this is a matter for the PSNI and or Social Services - but should report these concerns immediately to the designated teacher, discuss the matter with him, and make full notes.

The designated teacher will discuss the matter with the Principal as a matter of urgency to plan a course of action, and ensure that a written record is made.

The Principal, in consultation with the designated teacher, will decide whether, in the best interests of the child, the matter needs to be referred to Social Services and or PSNI. **If there are concerns that the child may be at risk, the school is obliged to make a referral.** Unless there are concerns that the parent may be the abuser, the parents will be informed immediately.

The Principal may seek clarification or advice and consult with the Education Authority's designated officer or the Senior Social Worker before a referral is made. No decision to refer a case to Social Services will be made without the fullest consideration and on appropriate advice.

The safety of the child is our first priority and our 'Duty of Care'.



Bullying

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our school. All staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening, to protect and reassure the victim and to discipline the bully. Parents of both victim and bully will be personally contacted immediately bullying behaviour is identified.

Any complaint regarding bullying will be fully investigated by the Pastoral Care Team and supports will be offered to help and protect the victim. The perpetrator will be dealt with in line with the School's Positive Behaviour Policy and their future behaviour monitored very closely.

Information for Students

- If you have something important to talk to staff about
- If you are worried about something that is happening to you, or to someone you know
- If you need help, or if you need to know how to get help
- The staff are here to listen and to help you – they will support you and try to do what they can to help you.
- If you are still unsure about talking to a member of staff, you can telephone

Childline  0800 1111

NSPCC  0808 800 5000

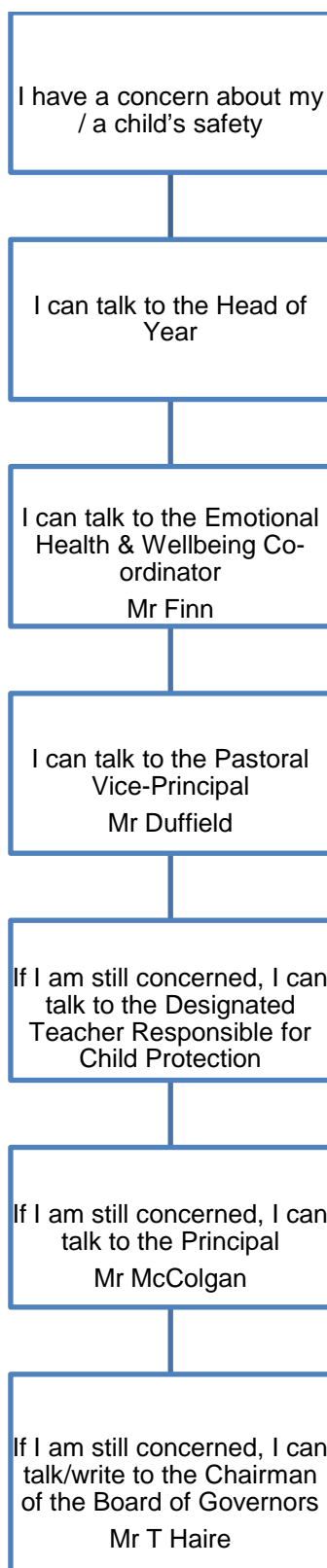
These calls are free, and they will not show up on your phone bill.

They will help you work out what to do next.

The safety of the child is our first priority and our 'Duty of Care'.



If a Parent has a concern about any student



The safety of the child is our first priority and our 'Duty of Care'.



BOARD OF GOVERNORS

Chairman Mr T Haire - Education Authority Representative

Vice Chair Rev D Rankin – Transfer Representative

Members Mr C Buckland – Education Authority Representative
Mr P Dickson – Education Authority Representative
Mrs M Andrews – Education Authority Representative
Mr G Robinson – Transfer Representative
Mrs P Cooper – Transfer Representative
Mr C Woods – Transfer Representative
Mr J McQuillan – Transfer Representative
Rev A Dorian – Transfer Representative
Mrs L McAllister – Parent Representative
Mr G Patterson – Parent Representative
Mr D Wray – Parent Representative
Mr W Neill – Parent Representative
Mr A Duffield – Teacher Representative
Mr T Finn – Teacher Representative

In line with Department of Education guidance and recommendations; all of our Board of Governors are vetted and 'Access NI' checked.



School Holidays 2015-2016

The school will be closed on the following days:-

- Hallowe'en Monday 26th October 2015 – Friday 30th October 2015 (5 Days)
- Christmas Monday 21st December 2015 – Friday 1st January 2016 (10 Days)
- Mid Term Monday 15th February 2016 – Friday 19th February 2016 (5 Days)
- Easter Monday 21st March 2016 – Friday 1st April 2016 (10 Days)
- May Day Monday 2nd May 2016 (1 Day)
- Spring Break Monday 30th & Tuesday 31st May 2016 (1 Day)

School Finishes on Tuesday 28th June 2015

Useful Contact Information

ASHFIELD BOYS' HIGH SCHOOL
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