

Ashfield Boys' High School  
Information Booklet  
Years 9 - 12  
2018 - 2019



In Ashfield Boys' High School, we are committed to providing an outstanding quality education with very high standards of teaching and learning. We encourage our boys to always give their best and to make sure that their behaviour is positive. We aim to make sure that all boys have the opportunity to reach their full potential.

All boys 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.

We are extremely appreciative of the support we receive from 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 year. By working together, we can help your son fulfil all of his dreams.

## THE SCHOOL DAY

Ashfield Boys' High School operates a timetable on a two-week cycle with the school day starting at 9:00 am. Breakfast is served in the canteen from 8:30 am. We recommend boys use this service.

**Below is a breakdown of our time-table. Please note that our early days are on Tuesday and Friday with school finishing at 2.20pm for all boys.**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Registration</b>	9:00 – 9:15	9:00 – 9:15	9:00 – 9:15	9:00 – 9:15	9:00 – 9:15
<b>1</b>	9.15-10.05	9.15-10.05	9.15-10.05	9.15-10.05	9.15-10.05
<b>2</b>	10.05-10.55	10.05-10.55	10.05-10.55	10.05-10.55	10.05-10.55
<b>Break</b>	10.55-11.10	10.55-11.10	10.55-11.10	10.55-11.10	10.55-11.10
<b>3</b>	11.10-12.00	11.10-12.00	11.10-12.00	11.10-12.00	11.10-12.00
<b>4</b>	12.00-12.50	12.00-12.50	12.00-12.50	12.00-12.50	12.00-12.50
<b>Lunch</b>	12.50-1.30	12.50-1.30	12.50-1.30	12.50-1.30	12.50-1.30
<b>5</b>	1.30-2.20	1.30-2.20	1.30-2.20	1.30-2.20	1.30-2.20
<b>6</b>	2.20-3.10	<b>Early finish</b>	2.20-3.10	<b>*2.20-3.10</b>	<b>Early finish</b>

**\*Please note that there is also an early finish every other Thursday - Week B**



## 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 sent to their relevant Head of Year and parents will be contacted.

#### Shoes: -

- Plain **black leather formal school shoes** are to be worn by all boys.  
TRAINERS, CANVAS OR SHOES WITH LOGOS / SPORTS MOTIFS WILL NOT BE PERMITTED

#### Blazers: –

- All pupils must wear the school blazer with school badge

#### 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 / BENCHCOATS etc. WILL NOT BE PERMITTED)

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

#### Ashfield Boys' own bespoke 'V' neck Jumper compulsory from Hallowe'en to 30<sup>th</sup> April:

- ABHS own bespoke Mid-Grey 'V' Neck Jumper: Years 8-10
- ABHS own bespoke Black 'V' Neck Jumper: Years 11 & 12

**\*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: -

- Tie on, knot up to top button of collar, top button fastened
- **Year 8 - 10** must wear the school striped tie: five sets of stripes to be visible below the knot. (tie only available from the aforementioned suppliers)
- **Year 11 & 12** must wear the schools shielded tie: tie to reach the top of school trousers / belly button (tie only available from the above suppliers)

#### 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.***

### **PE Uniform / Kit**

Physical Education is an essential part of a boy's development.

All boys are expected to take part in PE 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 or other 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 or Navy skinny 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.***



## Form Teachers

The school door opens at 8.30 am for all boys with breakfast available to be purchased in the canteen. Each morning at 9.00 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 respective Head of Year.**

- Head of Year 8: – Mrs N Simpson
- Head of Year 9: – Mr C Brady
- Head of Year 10: – Mr C Lowe
- Head of Year 11: – Mr K Reid
- Head of Year 12: – Mr S Irvine
- Head of Year 13/14: – Mrs C White

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 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 the school's **Vice Principal and or Assistant Vice Principal** (appointments to be made via the school office): -

- Vice Principal: - Mr. A Duffield, (Pastoral Care & Support)
- Assistant Vice Principal: - Mr. C McKnight, (Academic & Progress Issues)

Alternatively, the Principal, Mr J McColgan, is available to discuss any concern you might have. If you would like to meet with the principal, please contact Miss V. Graham in the school's office to arrange a mutually suitable time.



## Counselling Support

Boys sometimes have concerns which they need to discuss with someone. In Ashfield Boys' High School, we have a full-time Counsellor Support Coordinator. Any pupil, or parent, can make an appointment to see our Counsellor at any time. If you would like to arrange a confidential consultation, 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, Family Works, and a number of useful outside agencies who are equally willing to help.

## Promoting Positive Behaviour

Promoting Positive Behaviour is essential for the smooth running of the school. The school recognises the importance of teaching positive behaviour and does this explicitly through the curriculum, our positive behaviour strategy and implicitly through example, credits and rewards.

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 basic core values are stated as **HEART**

**H**onesty

**E**xcellence

**A**ttitude

**R**espect

**T**eamwork

### 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

Credits and Rewards 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**
  - **Respect** for yourself
  - **Respect** for all others; treat others with dignity and tolerance
  - **Respect** for the environment we work and live in
  - **Responsible** 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
- 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



## Attendance at School

Excellent attendance at school is essential if we are to help your son fulfil his full potential. Did you know that young people who regularly miss school are much more likely to become isolated from their friends, less likely to develop good social skills and more likely to underachieve in their examinations?

Attendance percentages can be misleading and for some parents 90% may seem like an acceptable level of attendance, but the reality is that 90% means that your son will have missed 19 days of school during the school year – that's almost 4 weeks.

The following table provides a clearer picture of what percentage attendance means in real terms:

100 % Attendance	0 Days Missed	Excellent
95 % Attendance	9 Days of Absence 1 week and 4 Days of Learning Missed	Satisfactory
90 % Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85 % Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80 % Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unacceptable
75 % Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable



## 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** contact parents directly informing them of how their son is progressing. If needs be a meeting will be arranged with the Assistant Head of Year
- **February** contact parents outlining progress to date; also an invitation and appointment to attend your son's parents' information evening
- **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 week
- **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**



## Mobile Phones & Valuables

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. 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 the pupil, at the end of the school day. Therefore, boys should have their mobile phone switched off when in school.

## 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 bays 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



## 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 K Millar**. In his absence, **Mr A Duffield** and 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 Social Services / PSNI - 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 / PSNI. **If there are concerns that the child may be at risk, the school is legally 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 / PSNI 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 target of bullying type behaviour. Parents of both the target of bullying type behaviour and the pupil displaying bullying type behaviours will be personally contacted immediately bullying behaviour is identified.

Any complaint regarding bullying will be fully investigated by the Pastoral Care and Support Team and supports will be offered to help and protect the target of bullying type behaviour. The pupil displaying bullying type behaviours 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

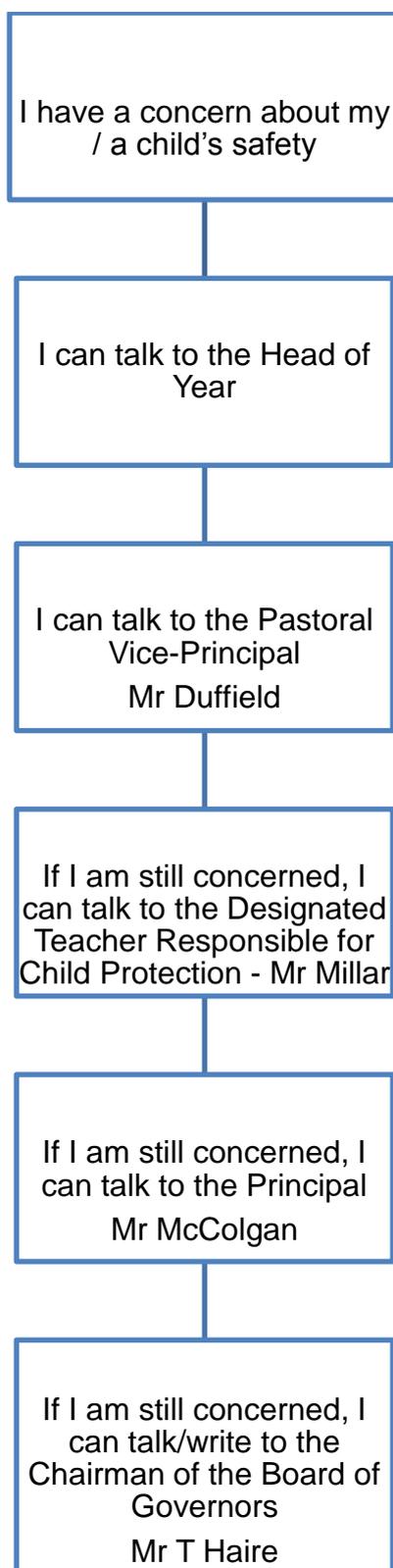
NSPCC  0808 800 5000

**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  
                  Mr C Woods – Transfer Representative  
                  Mr J McQuillan – 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 C Duff – Teacher Representative

*In line with Department of Education guidance and recommendations; all of our Board of Governors are vetted and 'Access NI' checked. The current BOG are in the process of being reconstituted. More information will follow.*



**HALLOWE'EN** Monday 29 October 2018 - Friday 2 November 2018 (5 days)

**CHRISTMAS** Monday 24 December 2018 – Friday 4 January 2019 (10 days)

**MID TERM** Monday 18 February 2019 – Friday 22 February 2019 (5 days)

**EASTER** Monday 15 April 2019 - Friday 26 April 2019 (10 days)

**MAY DAY** Monday 6 May 2019 (1 day)

**SPRING HOLIDAY** Monday 27 May 2019 (1 day)

School closes Thursday 27 June 2019

School is also closed, to allow for Staff Development and Training, on the following dates:

- Monday 19 November 2018
- Monday 25 February 2019
- Tuesday 28 May 2019

## Useful Contact Information

ASHFIELD BOYS' HIGH SCHOOL  
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