

Contents

School Management and Pastoral Teams	2
General School Information	3
Arrangements for School Opening	4
Holiday Arrangements 2017-18	4
Contacting the School	5
Role of Parents, Students and Attendance	6
Uniform	7
Curriculum, Homework and Coursework Policies	9
Positive Behaviour Policy	10
Use of Electronic Devices	11
Advice to Parents on Safe Use of the Internet	11
Pastoral Care	12
Medical Provision and the School Nurse	13
Child Protection Procedures	14
Anti-Bullying Policy	15
Drugs & Solvents Policy	16
Careers Education.....	18
Community Engagement.....	18
Student Council	18
Music Tuition	19
Charging Policy	19
Cashless System.....	20
School Meals.....	21
Miscellaneous Advice.....	22

Board of Governors

ERST Appointed:	Mr P McMahon (Chair)	Mr J Sheerin	Mr G Darby
DE Appointed:	Mrs R Fox (Vice Chair)	Mr P Donnelly	Mr C McAleer
Teacher Governor:	Miss T O'Connor		
Parent Governor:	Mr C Sally		
Principal:	Mr F McConnell		
Vice Principals :	Mr A White and Mr N Donnelly		
Senior Leadership Team:	Mr F McConnell	Mr A White	Mr N Donnelly
	Mrs C McHugh	Mr M Morris	Mr C McBride
	Mr J Murray	Miss T O'Connor	

Heads of School

Year 8: Mrs C McHugh	Year 9: Mr M Morris	Year 10: Mr C McBride
Years 11 & 12: Mr J Murray	Years 13 & 14: Miss T O'Connor	

Heads of Year

Year 8: Mrs M Devlin	Year 9: Mrs S McLaughlin	Year 10: Mr P McNabb	
Year 11: Mr D Maginness	Year 12: Mr P Donnelly	Year 13: Mr D O'Hara	Year 14: Mrs M McKenna

Form Teachers

8A	Mr A McMenamin	9A	Mrs E Pearson	10A	Mrs L Teague		
8B	Mrs C Duncan	9B	Mrs S McLaughlin	10B	Mrs T McSorley		
8C	Ms M Devlin	9C	Mrs D McKenna	10C	Mr C McFlynn		
8D	Mrs N Glackin	9D	Mrs K Fegan	10D	Mr H Byrne		
8E	Mrs D Browne	9E	Mrs T Moreno	10E	Ms C Curran		
8F	Mrs U Doherty	9F	Mrs A McCourt	10F	Mr P McNabb		
11A	Mrs S Curran	12A	Mr F Quinn	13A	Mr D O'Hara	14A	Mrs M McKenna
11B	Miss K Barras / Miss A McDermott	12B	Mr F Moriarty	13B	Mrs B Harley	14B	Mr C McCloskey
11C	Mr M McGowan	12C	Mr K Donnelly	13C	Mrs O McCrory	14C	Mrs A Gallagher
11D	Mr D Maginness	12D	Mr P Donnelly	13D	Miss K McBride	14D	Mrs A Breen
11E	Mr D Murphy	12E	Mrs T Bradley	13E	Mrs S Darcy	14E	Mrs C Keyes
11F	Mr O McGrenaghan	12F	Mr M Hoban	13F	Mrs M McNamee	14F	Mr D Dickson

School Ethos

This school is part of the Edmund Rice Schools network and it subscribes to the Charter of the Edmund Rice Schools Trust which focuses on teaching and lifelong learning, caring for one another, the development of the Catholic faith, transformational leadership and a genuine sense of community and partnership. Admission to this school indicates that both parents and students subscribe to our status as an Edmund Rice School, an acceptance of all school regulations by each student and his parents and an undertaking to observe all such regulations.

School Details

Address: Kevlin Road, Omagh, Co Tyrone, BT78 1LD

Telephone No: 028 8224 3567

Fax: 028 8224 0656

Email: info@cbs.omagh.ni.sch.uk

Website: www.cbsomagh.org

Classification: Catholic Voluntary Grammar School
Day School only
Boys only

Age Range: 11—18

Enrolment No. 968 (exclusive of statemented students)

Admissions No. 135

Attendance: 93% (2016-17)

School Uniform: The school adheres to strict rules in regard to uniform and self-presentation. Daily admission to this school is based upon full compliance with the school's stated policy.

Visiting times: Open Day or by appointment on any school day during school hours or after school hours.

Office Times: 8.30 a.m. to 4.30 p.m. Monday to Friday

Registration/ 9.00 a.m. to 9.15 a.m.

Form Class:

Break: 10.25 a.m. to 10.40 a.m.

Lunch (Key Stage 3) 12.25 p.m. to 1.05 p.m.

Lunch (Key Stage 4 & 5): 1.05 p.m. to 1.45 p.m.

The school grounds and corridors will be supervised by staff each morning from 8.40am. Teaching will begin promptly at 9.00am each morning and all students must be in class by this time. Any student arriving late for class this time will be marked "Late" on the Register.

Key Stage 3 lunch begins at 12.25pm and ends at 1.05pm. Key Stage 4 & 5 lunch begins at 1.05pm and ends at 1.45pm. All pupils must move swiftly to their class when their lunch break ends. Students arriving late will be marked "Late" on the Register.

School Development Fund

Parents of each student attending are asked to contribute £60 towards the School Development Fund. For families with two sons attending, the contribution is £100 and for three or more sons it is £120. Contributions are collected on the first day back to school in September or alternatively by Direct Debt by contacting the Bursar. These contributions are used exclusively to benefit the students of this school.

Arrangements for the re-opening of school in September 2017

Friday 1st September 2017: Year 8 & 11 only

Monday 4th September 2017: Year 13 only

Tuesday 5th September 2017: All year groups

Note: Students applying for entry to Post-16 courses must attend an interview to discuss their return to school and their subject choices for Post 16 on Friday 25th August.

Senior Prizegiving – Friday 15th September 2017

Holiday dates for the school year 2017-18

All dates are inclusive (Exceptional Closures are Staff Training days where students do not attend for class teaching)

Student Autumn Term 2017 - Friday 1st September to Wednesday 20th December 2017

- **Student Half Term:** Friday 27th October to Friday 3rd November 2017
- **Student Christmas Break:** Thursday 21st December to Wednesday 3rd January 2018
 - (Dates include Exceptional Closures on Fri. 27th October 2017 and Thurs. 21st December 2017)

Student Spring Term 2018 - Thursday 4th January to Wednesday 28th March 2018

- **Student Half Term:** Thursday 15th and Friday 16th February 2018
- **Student Christmas Break:** Thursday 21st December to Wednesday 3rd January 2018
- **St. Patrick's Day:** Friday 16th March and Monday 19th March 2018
- **Easter Break:** Thursday 29th March to Friday 6th April 2018
 - (Dates include Exceptional Closures on Mon. 29th Jan 2018 and Fri. 16th Mar 2018)

Student Summer Term 2018 - Monday 9th April to Thursday 28th June 2018

- **Labour Day:** Monday 7th May 2018
- **Bank Holiday:** Monday 28th May 2018
 - (Dates include Exceptional Closures on Friday 29th June 2018)

Parent Teacher Meetings 2017-18 - Commencing at 3.45p.m.

Term 1		Term 2	
Year 14	Thursday 9 th November 2017	Year 11	Thursday 1 st February 2018
Year 13	Thursday 23 rd November 2017	Year 10	Thursday 25 th January 2018
Year 12	Thursday 30 th November 2017	Year 9	Thursday 8 th February 2018
		Year 8	Thursday 22 nd February 2018

Choices Meetings: **Year 10:** Thursday 12th April 2018 **Year 12:** Thursday 22nd March 2018

Examinations

Year 12, 13 & 14 Mock Examinations: Monday 4th December – Friday 8th December 2017

Year 11 Science Mock Examinations: 24th January 2018

All other Year 11 Mock Examinations: Monday 12th March – Thursday 15th March 2018

Year 8 -10 End of Year Examinations Monday 4th – Friday 8th June 2018

Contacting the School

You may contact the school in person, via telephone, or email. The school reception is open during normal office hours but outside these times we can receive voicemail or email communications.

When you contact the school our reception staff will enquire about the nature of your call so that they can ensure that you are put in contact with the most appropriate member of our staff. It will **not** be possible to speak directly to our teaching staff because they will be attending to their duties throughout the working day, either teaching in class or preparing for work before and after the school day. You will be asked to outline the nature of your enquiry and to give your contact details, a message will be left for the relevant teacher to contact you as soon as possible.

Within our management structure we would expect that your enquiries should be dealt with by our **Heads of Year and Heads of School** who have responsibility for all aspects of your son's academic and pastoral needs. Our reception staff will pass your enquiry to the relevant teacher who will contact you as soon as they are free or immediately in the case of an emergency situation.

Enquiries relating to aspects of our work outside academic and pastoral matters will be dealt with through staff employed in the Main Office who are available during the working day. All enquiries relating to the Principal will be passed on to his secretary.

Absence from school	Telephone the Main Office (8224 3567), leave a message for your son's Form Teacher explaining the reason for the absence and the expected date of return.
Any matter affecting your son's academic progress or pastoral care	Telephone the school and ask for the Head of School or Head of Year relevant to your son's year group
All matters relating to school finances, billing, payments, etc	Contact the Main Office by telephone, email or post
Examinations, entries and results	Contact the Main Office by telephone, email or post
Child sick or injured at school	Telephone the school and ask for the School Nurse
Medical matters following illness or injury	Telephone the school and ask for the School Nurse
Change of personal details, medical details, address, etc	Confirm in writing to the Main Office

Given the nature of the data held in school about our staff and students, we are subject to the Data Protection Act. Therefore, we will not be able to provide personal data to you relating to any other person. In many instances, we will need to check your identity before dealing with your enquiry. This will require you to provide the name and date of birth of the student to whom your query relates or other personal data to confirm your identity. If information is to be given, you will not be given it directly, the receptionist will call you back on a number held by us and again require personal details to confirm your identity.

Website

www.cbsomagh.org



Social Media

@cbsomagh



Keep in touch

Role of Parents

Parents are the first and most important educators of their children, and you will assist us enormously in our work if you continue to:

- work in partnership with the school to secure the best for your son
- support and encourage your son in school by taking an active interest in his work and progress
- endeavour to ensure that your son's behaviour is exemplary at all times in class, throughout the school, and on the way to and from school
- ensure that your son arrives punctually, and is properly attired and equipped for school
- take an active interest in your son's homework and ensure that all homework is completed satisfactorily
- attend all parents' consultation evenings
- support the school's behavioural code, and, when necessary, the school's system of sanctions which are designed to re-establish acceptable behaviour
- check and sign your son's Personal Organiser at least weekly
- read, sign and return any daily reports which may be used to monitor behaviour and/or progress
- notify the school on the first day of any absence. If, in the circumstances, this has not been possible, to provide a written explanation in your son's Student Planner on his return to school.

Our Expectations of Our Students

- Attend school regularly and on time
- Conform to the agreed standards of work and behaviour in the classroom and throughout the school
- Be co-operative with teachers in all aspects of your learning
- Treat others with respect
- Come adequately prepared for lessons
- Complete all classwork, homework, coursework to the best of your ability
- Wear the full school uniform to and from, as well as, in school
- Treat the school buildings and all other property with respect
- Refrain from physically, emotionally and verbally abusing others
- Adhere to deadlines for the completion of work
- Make proper use of your Student Planner
- Avail of every opportunity to learn.

Attendance

A high level of attendance is vital if a child is to reach his true academic potential and is one of the requirements for progression from one year to the next throughout the school. A student with an unsatisfactory level of attendance may be regarded as not having completed a year and may not be able to progress into the next academic year.

It is the responsibility of parents/guardians to ensure that their child:

- attends school regularly;
- arrives in good time to attend first class each morning;
- is only absent for an unavoidable reason e.g. ill-health, bereavement etc...
- does not miss school to attend medical or dental appointments except in exceptional circumstances;
- does not miss school during term time to go on holidays, a practice which is very strongly discouraged by the Department of Education.

Where a student's attendance falls to **85%** the school will be obliged to make a referral to the **Education Authority's Welfare Service**.

In Post-16 poor attendance will jeopardise the student's place in the school. Where a Post-16 student's attendance falls **below 85%** a meeting with his parents will be arranged and his place in the school will be reviewed.

Absence Procedure

We realise that there may be occasions when a child is sick and unable to attend school. In the event that a child is unfit to attend, we ask that:

- parents/guardian contact the school **on the first day of absence** making us aware that the child is going to be absent and providing a reason for his absence;

If it has not been possible for the parent/guardian to do this, then we ask that:

- the pupil provides his Form Teacher with a written note signed by a parent/guardian on the first day of his return. This should be in the form of a note in the Student Planner on the relevant page.

Punctuality

All students should be in school before 9.00 a.m. each morning. Students who arrive late to school will be dealt with under the usual disciplinary procedures.

Leaving the School Premises

Students must remain on the school premises at all times throughout the school day.

The exceptions to this rule are as follows:

- Year 13 and 14 students may leave the school at lunchtime, and only on condition that they return to school by 1.45p.m.
- Students who live near the school and who wish to go home for lunch each day may do so on condition that they have been issued with a LUNCH-PERMIT, and return to school by 1.05pm for Key Stage 3 and 1.45pm for Key Stage 4 students.
 - Parents may apply for a permit by sending a letter outlining their request to the Principal. A permit is only valid for one academic year and must be renewed each year thereafter.
 - A permit will only be issued when the Principal believes that the student can walk to and from his home or the home of a relative and have his lunch within 30 minutes.
- In the case of an unavoidable medical or dental appointment, a student must obtain the permission of his Form Teacher by presenting the Form Teacher with a note signed by his parent/guardian.
 - He must sign out at the school office, and sign back in on his return. This is to ensure that we fulfil our legal obligation to have an up-to-date and accurate record at all times of who is (and who is not) on the school premises.
 - He must provide the name and telephone number of the doctor, dentist, out-patient centre where the appointment to allow for verification
 - Failure to adhere to these guidelines will be dealt with through the Positive Behaviour Policy.
- Any student who does not present a note to his Form Teacher will not be allowed to leave the school premises.
- No student has permission to leave the school premises at breaktime.

School Support for Missed Class Time

We support all students in their attempts to catch up on work missed in class through absences, including the partial absences as a result of poor punctuality. Repeated punctuality issues will lead to the school arranging Evening Study, which will comprise of subject led remediation, to ensure student academic progress is not impaired. Normally, an authorised absence(s) (including long term absences) will still see subject work given to students to catch up on missed class work at home. If this work is not being completed, similar Evening Study support will be put in place. Failing this, we may insist that catch up class work is primarily undertaken within this supervised Evening Study. This is to ensure its completion within an appropriate time scale which supports classroom learning.

School Uniform

- School uniform is a visible statement of each student's allegiance to this school community.
- Full uniform must therefore be worn at all times and is a condition of each student's daily admission to this school.
- The regulations relating to the school uniform are detailed below.
- We ask for your fullest co-operation in ensuring that your son adheres to the uniform regulations.
- **There will be no deviation at any time from the requirements stated and students who come to school improperly dressed or groomed will not be admitted.**

Compulsory School uniform:

- Black blazer with school crest
- Long black trousers – cords or jeans are not acceptable
- Light blue shirt with long or short sleeves as preferred
- School tie (only available from school)

- Plain black shoes or boots without any decoration (*see below*)
- School coat (as supplied by the school)
- P.E. Kit (as supplied by the school)

Optional

- Royal blue v-neck jumper

All items of uniform should be clearly labelled with the student's name; secure lockers are available daily for the storage of personal belongings.

In addition:

- We expect our students to be neat and tidy in appearance at all times and to have attended to all aspects of their personal hygiene.
- Hair should be neat, tidy and well-groomed on all occasions. Extremes of hair fashion are not permitted. The dyeing, tinting or highlighting of hair is unacceptable.
- In practical subjects, students will be asked to adhere to the required health and safety regulations and, in relation to hair styles, this may require hair nets, caps or bands to be worn if the teacher considers that the student's hair poses a risk or breach of regulations.
- Facial hair is not permitted for students unless a medical certificate indicates a valid reason for it. The wearing of ear-rings, studs or other items of personal jewellery is not permitted.
- The wearing of lapel badges is restricted to those for Prefects, the Student Council, any religious emblems or for any school endorsed charitable cause.
- Students are expected to wear their blazers when moving between classes but may remove them during class.
- Shirts should always be buttoned at the neck and cuffs. Ties should be properly worn.
- Tee-shirts or vests or other undergarments worn under the shirt should be white and not visible at the shirt collar or cuffs. Students should not wear coloured or printed tee-shirts which are visible through their shirts. Short sleeve shirts are allowed but cannot be worn with a long sleeved undergarment
- **Only black shoes or boots are acceptable.** Trainers are not permitted. Black shoes or boots are cheaper, longer wearing and therefore, more cost-effective than expensive trainers or runners. No deviation or variation from orthodox black shoes or boots is permitted.
- In cold or inclement weather students may wear the rain-jacket with the school crest. Hoodies, half-zips and other coats are considered unacceptable. Senior students may wear a plain black overcoat with no logos, trademarks or other markings if they do not have a school coat.
- Students arriving in school with unacceptable coats or outer garments, either wearing or carrying them, will have them confiscated and may be collected by the student's parents from the main office, such items will not be returned to the student.
- Any other item breaking school regulations will be confiscated and may be collected by the student's parents from the main office. Such items will **not** be returned to the student.

Physical Education

- P.E. is compulsory for all students and unless a valid medical certificate is presented, non-participation will be dealt with as a disciplinary matter.
- On days when timetabled for P.E., a student should bring trainers and/or football boots and his regulation school kit consisting of jersey, shorts and socks as supplied by the school.
- The official school P.E. kit consisting of jersey, shorts and socks is compulsory for all students in Key Stage 3.
- In the interests of health and safety, football boots with metal blades are prohibited on all playing surfaces and those with metal studs are prohibited on the astro-turf pitch.
- PE kit and garments must be changed before returning to class and students must not continue to wear any item under a school uniform, including socks, after PE class.

Curriculum

The school directs all its efforts to establish an environment which enables personal fulfilment through positive responses to the challenges of living in accordance with Christian principles. We place the student at the centre of our concern and aim to provide for him a programme of activities which promotes the full development of his spiritual, intellectual, social and physical powers. Students are encouraged to become involved in charitable work and community activities.

A six form intake in Year 8 allows class sizes of twenty-three or twenty-four pupils in each form class. An extensive curriculum at Key Stage Three covers such subjects as Art, Drama, Employability, English, Geography, History, Home Economics, Irish, Information Communications Technology, Mathematics, Music, Learning for Life, Physical Education, Religious Education and Spanish. We offer a full range of GCSE courses and our Post 16 provision includes an extensive AS, A Level and BTEC Nationals programme.

Extra-curricular activities include: Gaelic football, hurling, athletics, handball, basketball, badminton, rugby, outdoor pursuits, swimming, golf, chess, tennis and table tennis, technology, debating, creative writing and drama. Musical activities include orchestral, choral and traditional work with individual tuition available to students who wish to develop instrumental competence. Educational visits are arranged to complement curricular studies. The school is a registered Young Enterprise centre. Provision of these activities will be resource dependent.

The school also offers the following:

- an induction programme for pupils transferring to the school
- an induction meeting for parents during the pupils' first month in school
- a parent/teacher meeting each year to review pupils' progress
- a comprehensive report on each pupil after the first term and at the end school year for students not sitting public examination
- a team of teachers involved in careers education, mentoring and Learning for Life and Work
- a Learning Support team to address individual learning requirements
- a school nurse on duty throughout the school day

Assessment & Reporting

Continuous assessment takes place in all subjects throughout the year and a timetable will be available on the school website. Parents will be provided with a full written report on their son's progress each year and an oral report at the parent teacher meeting. Students must complete all assessments and/or examinations to an acceptable standard before they can be considered for entry to the next year of study.

Homework Policy

Homework is an essential part of each pupil's learning experience as it provides opportunities to reinforce classwork, practise and develop a range of skills and develop good practice in independent learning. Subject departments select types of homework suited to their respective programme of study and the learning needs of pupils. Homework is set on a regular basis and reflects a balance of written, reading, research, practical, learning and revision work.

Guidelines for time spent on homework:

Years	Time per evening	Average Total time per night
8	10 minutes per subject taught that day	1 hour
9 & 10	15 minutes per subject taught that day	1½ hours
11 & 12	20 minutes per subject taught that day	2 to 2½ hours
13 & 14	One hour per subject being taken	3 hours

A full copy of the School's Homework Policy is available by contacting the Main Office.

Coursework & Controlled Assessment Policy

Coursework or Controlled Assessment is defined as work assigned to and completed by a student during a course of study. It is evaluated as part of the student's final grade in the course. Ensuring the validity of the marks produced from Coursework/Controlled Assessment is vital in maintaining the integrity and reputation of this school in the assessment of its students. The School's Policy on the Coursework and Controlled Assessment Policy is available by contacting the Main Office.

Positive Behaviour Policy

Consideration for the rights of others and good manners are primary responsibilities for all members of the school community. We can teach Positive Behaviour to our students and above all, model it in ourselves, thereby increasing the likelihood of the best social and educational outcomes for our students. This means insisting on the highest standards of behaviour at all times i.e. punctuality, manners, courtesy, uniform, and the highest standards of work, rewarded appropriately.

It is the responsibility of the Classroom Teacher, Form Teacher and Head of Year and Head of School to implement the agreed Positive Behaviour policy. The Head of School and Head of Year will review student progress liaising with the Pastoral Care Team and Learning Support Department.

Where breaches of school guidelines occur, the school operates an escalating stage warning system which incorporates on-going communication between parents, pupils and the school. If a pupil is persistently in breach of school or classroom guidelines he may be referred for one-to-one support to the school's mentoring service which is managed by the Vice Principal.

We appreciate and anticipate parental support in the application of the Positive Behaviour Policy to ensure that the highest standards of behaviour are adhered to at all times. The system will encompass rewards and sanctions. A reward system will operate independently of negative behaviour and will serve to recognise positive achievements, within and beyond the classroom for all students. It will actively promote high standards of work and behaviour.

The Rewards System within the Positive Behaviour Policy

We feel it is important to recognise and reward the achievements of students in all areas of school and community life. Students learn effectively and make progress in a positive learning environment, one which is supportive and encouraging. A positive reward system will operate independently of negative behaviour and will serve to recognise positive achievements or participation within the classroom, school and local community. It is intended to actively promote high standards of work and active participation in both school and community life.

There are a number of ways in which the school will recognise student achievement and participation:

- The Positive Behaviour Points System - students can accumulate positive points on a class by class, weekly, monthly and term basis. Students can receive points for participation/achievement in the following areas: attendance, punctuality, and effective use of their planner, work in class, homework, extra-curricular participation and community participation.

Examples of extra-curricular participation that students can earn points for include but are not limited to superleague participation, charity work, peer tutoring, open day duties, weekly clubs, assisting and organising events, representing the school or bringing credit to the school in areas such as sports, drama or music. Students can also receive points for community participation, such as membership of clubs, charity, community or parish work carried out outside school. Students are asked to bring in written evidence or verification of their community involvement so that points can be entered by form teachers.

- 'Student of the Month' Awards – for Year 8 to Year 12. Students who have received the most positive points in their class each month will receive a reward. Details of the 'Student of the Month' award winners for each year group will be printed in Saine, the school website and on the relevant Year Group notice board. (N.B. Students cannot receive 'Student of the Month' award in two consecutive months, but can receive it in subsequent months.

An end of year event will be organised to reward students in each year group who have received the most positive points. (NB. The final decision on students chosen to receive this reward will be at the discretion of the Head of School and Head of Year.)

- Rewarding Achievement Assemblies – based on exam results analysis students will be recognised for high achievement and consistent effort in their academic work in year group assemblies which will be held at the end of term one and again at the end of the academic year. Attendance at 99.7% or above will also be rewarded.

The school insists on the promotion of school rules and positive points operate independently from the negative points that students can accumulate for example for non-completion of work or unacceptable behaviour. Positive points cannot be used to cancel out negative points.

We are committed to the highlighting and rewarding of achievement and participation both within and beyond the curriculum, and will therefore award positive points and rewards accordingly. We are committed to continuously monitoring and reviewing our rewarding achievement policy to ensure it continues to motivate and reward our students.

Policy on the use of Electronic Devices, including Mobile Telephones

Students are responsible for ensuring that their electronic devices, including mobile telephones, are switched off within the school environment during the timetabled periods of each school day. Students may access messages from home and reply to these during break and lunchtimes. Phone calls may only be made with the permission of a teacher in a case of urgent concern. All students have access to coin operated public telephones located in the main entrance of the school and in the Sports Hall. These public telephones are available to students from 8.00 a.m. to 5.30 p.m. each school day. In an emergency, students may also ask to use a phone at the front office. It is the responsibility of each student to be familiar with these regulations. A full copy of the School's Policy on the Use of Electronic Devices, including Mobile Phones is available by contacting the Main Office.

Advice to Parents on the Safe Use of the Internet

In this school we have a strict filtering facility which continuously monitors and controls what students can access. However, we would wish to advise all parents that they need to be equally vigilant on how the internet is used at home.

There are two distinct issues here. In the first instance, it is our observation that too many students are spending far too much time on the internet, often at very late hours. The time set aside for homework and study is therefore curtailed, with progress and results consequently undermined. We advise that you agree a cut-off point with your son(s), and that the internet is switched off nightly at that point.

The second issue is that your son(s) may be (innocently) accessing unsuitable material. The internet can be an invaluable educational resource but it is also a source of highly unsuitable material of all types.

How can this be controlled?

Home users can use filters like Net Nanny or Cyber Patrol to filter the material that can be accessed on the Internet. This software checks for unsuitable web sites or words, shuts down access to the Internet and logs the incident.

The use of filter software can protect your son(s) from most unsuitable material on the Internet but there is NO protection from pornographic material distributed by e-mail! If your children have e-mail accounts either with your ISP or with free mail providers such as Hotmail, you should regularly check their e-mail accounts for this material but you will need to know their passwords.

Social Networking sites and internet chat rooms e.g. Twitter, Facebook, Instagram etc... are other potential source of unsuitable contacts. Quite apart from the amount of time spent and wasted by users, you should be aware that these sites and chat rooms can be frequented by malicious individuals/groups who can sign in anonymously and conceal their identity. We recommend that parents closely monitor their child's use of these sites and advise their child that they:

- Should not share personal information or images with people they don't know;
- Should not accept friend requests from people they do not know in the real world – not everyone online may be who they say they are;
- Set privacy settings on all devices so that only people they know can view their account;
- Do not post online anything that they are not happy to be shared;
- Inform a parent/guardian or someone in a position of authority if someone online has made them feel uncomfortable or has sent them or requested any inappropriate images or links.

Parents can get lots of useful advice and information on how to stay safe online by going to www.getsafeonline.org or by accessing the advice on our school website.

If you have any concerns in this area, you should contact the school.

Pastoral Care

Christian Brothers' Grammar School is dedicated to the provision of a high quality of Pastoral Care to all our pupils and parents can be confident in the knowledge that their child will be educated in a safe and caring environment. We actively promote a welcoming atmosphere where pupils feel valued and supported. It underpins everything that we do. A range of staff are involved in providing this support for our pupils. These include:

- A **Vice Principal** with responsibility for pastoral care and wellbeing;
- **Heads of School and Heads of Year** who will work together to monitor the progress of each pupil across all subjects, identifying and activating appropriate support for pupils experiencing difficulties or at risk of underachievement, maintaining links between the school and home;
- **Mentor** who works on a one-to-one basis with pupils who are at risk of underachieving or experiencing difficulties with their motivation or behaviour, liaising also with their parents and teachers to set and monitor targets for improvement;
- **Form Teachers** who meet the pupils in their registration class every morning and will also meet with pupils from their form class individually during the school year to promote a positive attitude to schoolwork, homework, behaviour, attendance and punctuality.

Learning Support

A team of teachers provide a range of programmes which aim to support pupils who have learning difficulties. At present the Learning Support Team, working with the classroom teachers, assists pupils who

1. have hearing or visual impairment
2. have a Specific Learning Difficulty
3. have medical conditions which affect their learning
4. need extra support in literacy or numeracy.

What happens in Learning Support?

All Year 8 pupils are assessed in Reading, Spelling and Mathematics. As necessary, we liaise with relevant external agencies. Where pupils are identified as requiring extra support, a set of activities is devised which may include any of the following programmes:

- Individual or group tutoring in the areas identified
- Paired reading
- Handwriting
- Literacy
- Numeracy

Parents also support and work with their son as he undertakes his programme of activities.

In order to meet the pastoral needs of pupils more effectively the school has developed a **Wellbeing Centre** which includes:

- **Learning Mentor**;
- A **Mentoring Room**;
- An after school **Study Support** facility and
- A lunchtime **Games Club**.

Learning Mentor

The Learning Mentor works closely with pupils who have a Specific Learning Difficulty and also with pupils identified through our pastoral system as requiring support to enable them to overcome barriers to their learning and self-esteem. They liaise closely with teachers, parents and external support agencies, frequently acting as a supportive link between the family and school.

Study Support

The school runs a supervised after school study club every evening from 3.30pm to 4.45pm based in the Year 13 Study Centre. It is open to all pupils as a study venue and provides an excellent environment in which to complete homework or to catch up on missed work following an absence. It is equipped with ICT facilities to enable pupils to complete computer based homeworks. There is also a homework club which meets every day during the Key Stage Three lunch time which is particularly useful to those pupils who need to avail of the school's I.C.T facilities to complete homework.

Mentoring Room

The Wellbeing Centre incorporates a mentoring room which is equipped with soft furnishings, tea-making facilities, a television, a Play Station 2 and a Wii console. It serves a range of purposes during a school week and can be accessed with permission by a pupil who is unwell or upset or even when he just needs some "time out". Either the Vice Principal, the Learning Mentor or the school Nurse will always be available should a pupil need support during the school day - a friendly face and listening ear will never be too far away! At lunchtime it is a safe and quiet area for pupils to eat lunch while they watch a DVD, under the watchful eye of either the Learning Mentor or a classroom assistant.

Counselling Services

All children have their ups and downs and some occasionally have to cope with crises that may arise. While many children cope well enough with difficulties, sometimes problems can mount up and seem too much. The school has a contract with "Familyworks Counselling Service" which provides a qualified counsellor one day per week for the school that can support a child going through a difficult time. This is a confidential service that aims to provide a quiet and reflective time for the child to consider what it is they most need from adults to enable their school life to continue as smoothly as possible. Common issues include family matters such as:

- divorce or separation,
- death or illness of a family member,
- difficulties in relationships with peers,
- homesickness,
- challenging behaviour

If a parent has a concern about their child, they can contact the school directly and speak to the relevant Head of School, or Mr White, the Vice Principal.

Medical Provision and the School Nurse

The school employs a nurse who provides the general medical support which students require during the school day. The Medical Room is situated in the Wellbeing Centre and is staffed by the School Nurse for most of the day. Pupils can attend the Medical Room during break and lunch times, unless there is an obvious emergency, when students may be sent to the Medical Room by a subject teacher.

All visits to the Medical Room will be recorded, with date, time, problem and action taken by the School Nurse. Parents are encouraged to contact the school nurse if they wish to discuss any aspect of their son's health. The School Nurse can be contacted at any time during school hours.

Pupils should not be sent to school when they are unwell, particularly when they may infect other pupils. Parents should contact the nurse if their son contracts a particularly infectious illness such as Mumps, Glandular Fever, etc.

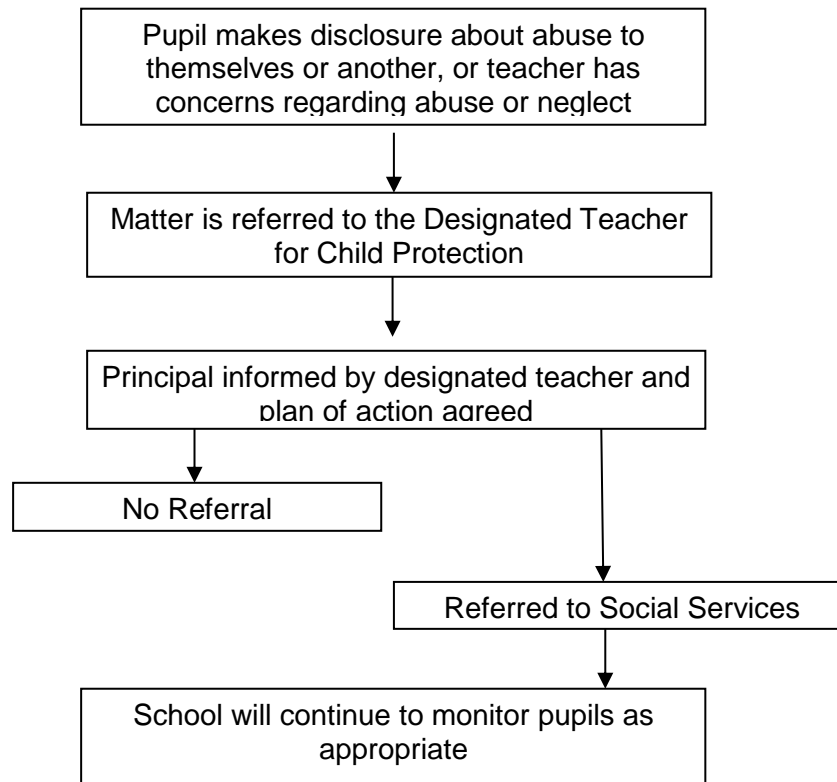
Except in extreme emergencies, the nurse is unable to accompany pupils to the hospital. In the event of pupils requiring emergency attention from the hospital, the school will telephone to make an arrangement with the contact person/persons indicated in the pupil's record.

As an important part of our records we need to record the medical details and/or special needs of all our pupils e.g. diabetes, epilepsy, asthma. Therefore, it is essential that parents **complete the relevant form at the start of each academic year** to allow us to record all the necessary details. These details may be required by the school nurse if students become ill at school. Parents are encouraged to contact the school nurse if they wish to discuss any aspect of their child's health.

Child Protection Statement of Commitment and Policy

1. The Christian Brothers Grammar School, Omagh is committed to the provision of a suitable environment for students to develop and mature, safe, as far as possible, from psychological or physical harm.
2. All members of staff have a duty to help protect children from abuse, or the risk of abuse.
3. To protect students in its care and to comply with the requirements of the Department of Education for Northern Ireland, this school will refer any concerns about the well-being of its students to the local Social Services Department.
4. This school has a **Designated Teacher**, Mr Anthony White, and two deputy designated teachers, Miss M Devlin and Mr C McBride, who deal with child protection issues.
5. Any member of staff who knows or suspects that a student is being harmed, or is at risk of being harmed, has a duty to convey his/her concern to the Designated Teacher or Principal. The school will then, as is required by law, inform Social Services.
6. School staff do not carry out investigations, or decide whether children may have been abused. That is a matter for the specialist agencies.
7. Every possible care will be taken to minimise the possibility of mistaken referrals but this cannot be guaranteed. No one has a choice when it comes to protecting children. The welfare of the child is paramount.
8. Child protection issues are addressed through the curriculum as appropriate, especially in Learning for Life & Work.
9. In accordance with the Education (NI) Order 1998, a member of staff may use 'reasonable force', (i.e. the minimum force necessary) to prevent a student from physically harming himself or others or seriously damaging property (such force will be used only in a manner which attempts to preserve the dignity of all concerned). The use of reasonable force will always depend on the circumstances of the case, and a copy of the school's detailed policy on 'Reasonable Force' is available, on request, from the school office.
10. If it is necessary to use physical force in such circumstances as indicated in (9) above, or if any student is injured accidentally, parents will be informed immediately. Students will not be punished within school by any form of hitting, slapping, shaking, or other degrading treatment.
11. Any complaint about staff behaviour should be made to the Principal or to the Chair of the Governing Body. All those involved, both students and staff, are entitled to a fair hearing. Complaints which raise child protection issues will be reported by the school under local inter-agency procedures.
12. This is a summary of the school's Child Protection Policy. A full copy of our Child Protection Policy is available on request from the school office.

Summary of Procedures for Reporting an Incident of Child Abuse



Bullying

This school also seeks to ensure that **bullying** is identified and dealt with so that any harm caused by other students can be minimised. All students are encouraged to show respect for others. Parents are expected to help children to behave in non-violent and non-abusive ways.

No matter how skilfully and sensitively students are managed, a small minority may occasionally engage in inappropriate behaviour which threatens their own safety and/or the safety of other students and staff. As part of our pastoral duty staff must take all reasonable steps to ensure that the welfare of all students is safeguarded and that their safety is preserved.

Bullying is defined in our school policy as “*deliberate psychological or physical hurt caused to an individual by the behaviour of another that is unprovoked and repeated over a period of time.*”

Forms of Bullying

Physical:

This will include hitting, kicking, taking or hiding belongings including money.

Verbal

This will include name-calling, teasing, threatening, insulting, and writing unkind notes.

Emotional

This will include being deliberately unfriendly, excluding, tormenting, and spreading rumours.

Cyber

This will include misuse of mobile telephones or internet resources such as email or internet chat rooms or social networking sites to send or post malicious or offensive messages, images or comments.

Sexual/Homophobic

This is any bullying behaviour, whether physical or non-physical, that is based on a person's sexuality or gender.

Racist

This is bullying directed at individuals of a certain race, culture or group who are singled out because of the colour of their skin, the way they talk, their ethnic grouping or by their religious or cultural practices.

This school will not tolerate bullying behaviour and actively promotes an anti-bullying ethos. It strives to protect the basic right of each student to receive his education free from intimidation and fear and to this end the school has adopted a set of procedures to deal with instances of bullying in a consistent manner. It applies to relationships between pupils in the school and between pupils and members of staff.

Any student or parent who is aware of bullying behaviour is actively encouraged to report the matter immediately to the relevant Head of School or Head of Year.

All allegations of bullying will be taken seriously and investigated as speedily and thoroughly as possible. Any pupil found to have engaged in bullying would be dealt with in accordance with the school's Anti-Bullying Policy and the Positive Behaviour Policy. The additional support of a school mentor/counsellor to work with the bully and/or the victim will be enlisted if deemed necessary.

This is a brief summary of the school Anti-Bullying Policy. Copies of the full policy are available from the school office.

Drugs and Solvents

Prevention

The programmes of work in Learning for Life and Work, Science, Physical Education and Religious Education cover the physical and moral consequences of drug and solvent abuse in our society and are presented in such a way as to discourage experimentation.

These programmes help students to develop mature responses to the dangers of substance abuse and how to deal with the pressure of the peer group when confronted socially with alcohol, cigarettes and drugs.

It is hoped that all areas of the curriculum will contribute to developing an awareness of the danger of substance abuse.

Each member of staff in Christian Brothers' Grammar School will be made aware of the problem, signs and symptoms of drug and solvent abuse and has a responsibility to adhere to, and promote this policy. Opportunities will be created to update staff regularly in the battle against drug abuse, and parents will be provided with relevant literature from time to time.

Procedures should an incident occur involving drugs and solvents

Should an incident occur in the school where drugs or solvents have been abused the following procedures will be carried out:

Legally held substances:

- (i) In the case of misuse of **legally held substances**, the member of staff who discovers the incident should call the **Nurse** and the **Designated Teacher, Mr A White**, who will:
 - assess the situation
 - ensure the safety of the student and others
 - give emergency aid and seek medical attendance if necessary
 - inform parents
- (ii) It is important that she/he remains calm especially if sniffing is suspected. Make sure the student has plenty of fresh air. If he wants to sleep turn him on his side so that he will not choke.
- (iii) Students will, if it is thought necessary, be taken to a Health Centre/Hospital to receive medical assistance.

Illegally held substances:

- In the case of misuse of illegally held substances, the above steps will be taken. Advice and guidance will be sought if necessary from the EA Assistant Education Officer with responsibility for Drug and Solvent abuse.
- Suspicion of trafficking in illegal drugs in school will lead to an investigation co-ordinated by the Designated Teacher. If an offence is confirmed the person or persons concerned will be suspended pending recommendations by the Governors of expulsion. In the interim, guidance will be given to students and parents on the availability of specialist advice from support agencies.
- Incidents where students are suspected of buying illegal drugs in school, or bringing illegal drugs into school will be investigated. If the offence is confirmed, the student(s) concerned will be dealt with according to the school's disciplinary procedures. Parents will be informed, and the student(s) will be offered appropriate support.
- Students suspected of taking drugs outside school will be monitored and, if appropriate, offered counselling, and parents will be informed. The school and the parents can then work together to support the young person involved. The Governors will expect parents to inform the Principal or Designated Teacher if they suspect their children of drug taking.
- Any incident involving the misuse of drugs or solvents will be carefully documented and records kept in confidential files; it will be dealt with confidentially
- Should an incident involving drug or solvent abuse occur in school its implications will be considered by a team which will include the following staff members:
 - the Designated Teacher
 - a Head of School
 - a Vice Principal
 - a School Mentor
 - the School Nurse.
- The team will meet on a regular basis to:
 1. assess the local drugs scene and to consider information supplied to the school
 2. decide if any action needs to be taken; and
 3. review the policy
- The involvement of the media will be dealt with by the Principal
- All staff (both teaching and non-teaching) will be made aware of the above procedures

Alcohol

Prevention

- The Health Education Programme in school covers the consequences of alcohol abuse.
- Students will not be permitted to bring alcohol into school or to consume it in school or on any school activity.

Intervention

Students breaking this rule will be dealt with according to the school's disciplinary procedures.

Smoking

Background

Smoking is an addictive habit generally acquired in childhood which causes an appalling amount of preventable deaths, disability and suffering. In N. Ireland, over 2,500 people die every year because of smoking.

Passive smoking, once thought to be only a nuisance is now acknowledged to be harmful to health. This school has a responsibility to promote healthy lifestyles and in pursuit of this, teaches students about the hazards of smoking as part of its Learning for Life & Work programme. The school wishes to provide an environment which complements this teaching. It also wants to protect the health of staff and visitors to the school.

Objectives

- to educate students and staff about the serious health risks of smoking and the subsequent benefits of stopping
- to provide support for those who wish to stop smoking
- to demonstrate the school's commitment to promoting the health of its staff, its students and the community it serves

The School Policy on Smoking:

- The school is a non-smoking environment
- Students and staff are not permitted to smoke while on the school premises
- Students will be educated on the effects of smoking and given opportunities to learn the skills necessary to resist the pressures to smoke. They will be able to make informed decisions on smoking
- Staff should not permit a student to smoke on any school trip
- On no account should an employee smoke anywhere within the school premises/grounds. Staff must use their professional discretion when on duty out of school with students.

Careers Education

All students in the school receive formal careers education. An employability programme is delivered to students in Years 8, 9, 10, 11 and 12. Further careers guidance is given to Year 10 and Year 12 students to assist them in selecting subjects for GCSE and AS/A Level. Special attention is given to Careers Education in Years 11 and 12 as part of the Learning for Life and Work Programme. Year 12 students also receive one-to-one guidance from the Northern Ireland Careers Service and can also discuss their own particular queries or concerns with the Careers staff in the school. The Careers and Employability provision in Years 8 – 14 is further supplemented by a range of specialist guest speakers, careers based workshops and industrial visits.

Students in Years 13 and 14 have a formal careers class every week which allows them to work through the process of selecting university / further education courses and making the appropriate applications. All year 13 students will also undertake Work Experience and further opportunities for work experience can be arranged for Year 14 students if required. An extensive range of career activities is organised for Sixth Form students, including lectures by Admissions Tutors from universities throughout the UK, Ireland and the rest of the EU. Students undertake comprehensive interview preparation and practice and a mock interview is carried out for students called to interview for their chosen course(s). Each Sixth Form student will meet with one of the school's Career Advisors who will discuss their particular educational and vocational choices on a one-to-one basis.

The school also employs a specialist full-time Careers Advisor who provides individual guidance and invaluable assistance to students in completing applications for further/ higher education or the world of work.

The Careers department values parental interest and involvement in this important aspect of their son's education and all pupils and parents are encouraged to discuss any Career issues or concerns they or their son have with a member of the school's Careers Department.

Community Engagement

Representatives from the local churches forum address students as part of the Post 16 R.E. programme. The school also participates in Inter-School Quizzes, Debates and Young Enterprise Competitions organised by outside bodies. Students from this school are involved in the Omagh Community Youth Choir and EA Youth Orchestra. These groups bring students from all schools together during rehearsals and public performances, which include cross-community services as well as functions organised by the local Council and other bodies. The school's Charities Committee co-ordinates a programme of fund raising activities aimed at assisting various local and national charities. Each year students contribute to the Christmas appeal organised by St. Vincent De Paul.

Education for Relationships

The aim of our teaching programme is to enable our students to:

- know and understand themselves
- develop self-confidence and a positive self-image
- develop healthy attitudes and values towards their sexuality
- display appropriate respect and sensitivity in all relationships and especially with girls
- gain knowledge and understanding of human issues which pertain to the area of human sexuality
- appreciate a Christian perspective on every aspect of inter-personal relationships
- be prepared for the opportunities, responsibilities and experiences of adult life.

Student Council

Our students have an important contribution to make to the effectiveness of the school. At the start of the academic year a group of twenty-three students are nominated by their fellow students to form the Student Council. The Council works in partnership with the Senior Prefects, the teachers and Senior Management for the benefit of all students. This gives students a sense of responsibility and encourages a greater atmosphere of co-operation within the school. The Student Council meets on a monthly basis, discusses matters relevant to the students and makes proposals. A member of the teaching staff acts as a liaison person between the Student Council and Senior Management. Involvement in the Council is a valuable part of a students' educational experience.

Music Tuition

Music tuition is available in school between 9.00 am and 3.30 pm each day and students will be absent from their timetabled classes while attending music tuition. Where the Head of School decides that music tuition is having an adverse effect on a student's learning within one or more subjects then the tuition will be withdrawn. Learning within the school timetable will always take precedence over music tuition.

To deliver the full requirements of music tuition to the students we hire in private tutors to complement the services provided by the Education Authority. The services are detailed below:

EA Music Service

- Strings – Double Bass
- Woodwind
- Brass
- Strings – Cello
- Upper Strings

Christian Brothers Music Service

- Drums
- Voice
- Guitar

The EA Music service will manage the cost of tuition directly with parents/guardians in relation to the music service they provide.

The cost of all instrumental and vocal tuition provided by the Christian Brothers will be as follows: £15 per student per lesson; £9 each per student per lesson for a group of two, £7 each per student per lesson for a group of three and £6 each per student per lesson for a group of four or more. Each student will be invoiced a month in advance for their lessons and prompt payment will be required to ensure each student's place. Tuition may only proceed when payment is received.

Students who are interested in availing of music tuition are reminded that only one area of tuition is advised during school hours. In some cases, where students wish to avail of two areas of tuition e.g. strings and voice, a special request must be made in writing to the Principal and each case will be considered carefully before permission is granted.

Please note that our subsidised tuition arrangements are provided on condition that:-

- Failure to pay in advance will result in places being reallocated.
- Refunds will not be made where a student does not attend lessons or decides to cease lessons.
- Students must attend all lessons.
- Students receiving subsidised tuition contribute to school liturgies events and/or productions.
- Students are committed to regular practice.
- Any clashes of P.E./exams should be reported one week prior to lessons for any changes in timetables to be made.

Failure to comply with any of these conditions will result in immediate withdrawal of music tuition. It is expected that an increasing number of students will take advantage of these arrangements and early enrolment is essential as it may be necessary to restrict numbers in particular areas. If your son wishes to avail of the music tuition being provided he should apply using the appropriate form prior to 08/09/2017 and also discuss this with his music teacher at the start of the new term and advice will be given on his attendance at music tuition.

Any student wishing to avail of music tuition should apply to Mrs Sinead Mimmagh the Assistant Bursar who will be administering the music tuition in 2017-18. Mrs Mimmagh will be assigning students to tutors and arranging the timetable. Students can only attend lessons when Mrs Mimmagh has received the monthly payment in advance and added a student's name to the music tuition roll. All matters relating to the arrangements and payments for music tuition should be referred to Mrs Mimmagh and all matters relating to the teaching and learning of music will be dealt with by the Head of Music.

Timetables will be available in the Music Department and must be referred to on a weekly basis as timings may change.

Charging Policy

The policy of this school is to charge for:

- Board and lodgings on residential visits
- Costs associated with the provision of individual tuition on a musical instrument whether inside or outside school hours unless it is provided as an essential part of the syllabus for an approved public examination or to meet the requirements of Article 11 (1)(b) of the Education Order (1989)
- The costs of entering a student for a non-approved public examination and for preparing the student for that examination outside school hours.
- The cost of entering a student to re-sit an approved public examination and the cost of AS "cash in" in Year 14
- The cost of entering a student for a second approved public examination in the same academic year when preparation by the school enables the student to take more than one examination in that subject (often referred to as double-entry).
- An appropriate charge will be levied for past papers depending on actual cost to each department.
- The cost of any re-scrutiny of examination results if such a re-scrutiny is requested by parents.
- The cost, in cash or in kind, of ingredients or materials needed for practical subjects such as Technology, Home Economics, Engineering, Construction, Hospitality and Art and Design.
- For 2017-18, students in Key Stage 3 will be asked to contribute:
 - £6 for the cooking supplies being used in Home Economics during the year

- £5 for materials used in projects in Technology
- £3 for materials used in ceramics and textile units of Art
- For 2017-18, students in Key Stage 4 will be asked to contribute:
 - £6 per term for the cooking supplies being used in Hospitality
 - £20 towards the cost of materials for their projects in Technology, Construction and Engineering
 - towards expenses for specialist materials such as ceramics and textiles throughout the year in Art depending on the demands of each unit of work. Those students who complete artefacts made from clay, wood, metal, plastics or fabric that have been provided by the department, will be charged the cost price of the material if or when they take those artefacts home.
- For 2017-18, at Post-16 level, students will be asked to contribute
 - £10 for Home Economics cooking supplies
 - all additional materials needed for projects in Art
 - all of the materials used in Technology
- The student may take home the products produced in Home Economics, Hospitality, Engineering and Technology where the student has contributed partly or wholly for the product. Where no contribution has been made, the product remains the property of the school.
- In Art, the student is required to provide the finished piece to the school for display in the following academic year.
- Optional extra activities which take place wholly or mainly outside school hours and are additional to the education provided by the school for the purposes of preparing students for an approved public examination or for the purposes of meeting the statutory requirements imposed by Article 11 (1)(a) and (b) of the Education Order 1989.
- Participation in any such activities is to be on the basis of parental choice and a willingness to meet such charges as are made.
- For damage to school property resulting from improper behaviour on the part of a student.
- A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.
- For additional printing or copying costs incurred beyond the allowance given to students by subject departments.
- Textbooks are provided free of charge, but in some subjects, additional revision guides, past papers, etc are available, for which a charge is made.
- Lost/unreturned text books will be charged at replacement cost.

Cashless System

We have been operating a Cashless system for a number of years and have recently upgraded to a biometric system. We do not take cash at any sale points in the school (e.g. canteen, stationery office, main office etc.) each student will therefore have their finger scanned in order for them to access their account.

There are 3 ways of putting money on to your son's account.

- (a) Parents can forward a cheque made payable to the Christian Brothers Grammar School and staff at the front office will add the value onto his account. Office times are 8.30am to 9.00am; 10.25am to 10.40am and 3.30pm to 4.00pm.
- (b) There are 3 Reval machines in the school; simply place your finger on the pad to activate the account and insert coins and/or notes.
- (c) There are Debit/Credit card facilities and parents can ring or call in person to put money on pupil accounts.

The Schools preferred method of payment is by debit card as this can save your son time queuing to add money at the Reval machines and also eliminates your son carrying cash to school. You may also pay by cheque.

When a purchase is made (e.g. in the canteen) your son will place his finger on the pad which will activate your son's account, the till operator rings up the items, and the balance on your son's account is reduced by the price of the meal.

Students who are eligible for the free school meals will operate in exactly the same manner as everyone else, the computer will automatically add the free allowance onto your son's account every day. These students can also add their own money onto their account in the normal way.

Parents can receive reports on their son's eating habits. These will show how much money was paid in and when, how much was spent on food and when, and even details each individual item purchased. Restrictions can be set to prevent your son from buying particular food; this is very important in cases of allergies or other dietary conditions, or even just to encourage healthier eating. If you wish to avail of these services please contact the schools Business Manager.

School Meals Service

Entitlement to Free School Meals:

Application forms for students entitled to free meals are available from the Western Education and Library Board. Free Meals will not be provided for students until the school has received notification from the Education and Library Board. Parents are reminded that they should complete a renewal form if their son has been receiving free meals during the previous year.

This school operates within the Nutritional Standards for School Meals and other Food Outlets in schools as set out by the Department of Education in Northern Ireland.

We have an excellent cafeteria/restaurant which serves breakfast, mid-morning break and lunch.

The free meal entitlement will allow your son to purchase a "meal of the day" which is available each day during lunch time only and this enables students to purchase a substantial and healthy meal at a cost of approximately £2.80.

Students who do not avail of the meals service supplied by the school canteen may bring packed lunches or may avail of our sandwich/snack bar service. These students are supervised in the school canteen or Assembly Hall at lunch time.

Menu Choice: There is an extensive range of meals and snacks available daily through a series of rotating weekly menus. All of our main meal choices and pastries are cooked from fresh ingredients onsite at the school. The Sandwich Bar enables your son to choose the sandwich, bagel or toasty of his choice from a range of freshly prepared fillings.

Promoting Healthy Eating: At the Christian Brothers Grammar School our aim is to promote child health and well being through the Nutritional Guidelines set out by the Department of Education in Northern Ireland. These guidelines may be found at the following website www.deni.gov.uk and are available upon request.

To maintain a healthy body you should choose:

- Plenty of fruit and vegetables for vitamins A, C and E as well as fibre and with every few calories. Aim for 5 servings a day.
- Plenty of bread and cereals, preferably wholegrain, potatoes for starchy carbohydrate, iron, calcium, B vitamins and fibre.
- Lower fat varieties of milk and dairy foods—for protein, calcium and vitamins A, D and B12.
- Lean and lower fat varieties of meat and meat products, and all varieties of fish in moderation—for protein, iron and B vitamins.
- Small amounts of fatty and sugary foods—keeping spreading fats, oils, fried foods, cream and added sugar to a minimum.

The choice is yours!

Printing Costs: Each student will be given an allowance at the beginning of the academic year to cover the cost of printing their school work through our ICT facilities. This allowance is based on the average amount of pages printed by a student in the same Key Stage in 2016-17. If a student exceeds his printing allowance then it may be supplemented by additional payments from his account. Students are responsible for the management of their own printing allowances.

Text Books: Students are responsible for their own property. Lockers are provided for personal belongings. **Money or valuables should not be left in changing rooms, lockers or classrooms.** Valuables and large sums of money may be left in the Office for safe keeping. Musical Instruments must be stored with the lockable cupboard in the Music Department. The school cannot accept responsibility for money or property lost or damaged on the school premises.

Educational Maintenance Allowance (EMA): EMA is a payment of up to £30 per week, paid fortnightly to eligible students, to help with the cost of continuing with further education. In addition, approved EMA students may also receive bonus payments of £100.

Your son can apply for EMA if:

- their 16th, 17th, 18th or 19th birthday falls on or between 2 July 2016 and 1 July 2017; and
- lives in a household that has an annual income of £20,500 or less; or
- between £20,501 and £22,500 and there's at least 1 other young person in your household who qualifies for child benefit; and
- is continuing in full time education from September 2017

To get the fortnightly payments and subsequent bonus your son must first sign the Learning Agreement which sets out what is expected from him in terms of attendance, class work and progress. Please note there is also a limit on authorised absences of three per year after which weekly payments will be stopped for any further absences whether authorised or not. An information pack can be obtained from the School Office and you are asked to read this carefully. If you require any

further information please contact the school. Further information can be obtained at www.nidirect.gov.uk or by emailing ema_ni@slc.co.uk or by calling 0300 200 7089.

Personal Property

Students are responsible for their own property. Lockers are provided for personal belongings. **Money or valuables should not be left in changing rooms, lockers or classrooms.** Valuables and large sums of money may be left in the Office for safe keeping. The school cannot accept responsibility for money or property lost or damaged on the school premises.

Car Parking

- All students are discouraged from bringing cars to school and those with cars should not use them during the lunch break.
- **Students are prohibited from driving into the school grounds and/or parking on the school premises.**
- Car parking spaces are provided at the front and side of the school for all staff.
- Cars must not be parked outside the designated spaces.
- A small number of spaces are provided for visitors during the school day.
- In the interest of health & safety, if you are dropping off or collecting a pupil, we would ask you to do this at the school gates.
- Visitors parking their vehicles in the school grounds do so at their own risk and must never be left in any of the areas designated by yellow boxes. These are areas reserved for the use of the emergency services.
- Vehicles belonging to students which are parked on school premises may be clamped or locked in until they are collected by the student's parents.

Lost Property

All lost property will be left in at the Main Office for collection. Property that is not collected on a daily basis will be recorded as lost, which will then be stored with the Caretakers who should be contacted via the main office at such times. Lost and found items not collected within one month of being registered will then be forwarded to a local charity.

School Policies

Parents may inspect the full version of any of the school's policies by making a request to the Main Office and allow three working days to elapse before collection.

Data Protection Act 1998

The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Education Authority and with the Department of Education.

Freedom of Information Act

This school complies with the Freedom of Information Act.

Complaints Procedure

In the event of any complaint in regard to matters associated with the school, contact by letter or telephone must be made with either the Chairman of the Board of Governors or Principal. Prompt action is advised and every effort will be made to ensure that issues of concern are given immediate and full attention. A copy of our Complaints Procedure is available on request.