

**Parent and Pupil Guide:**

**Return to School   
2023 – 2024**

![A close up of a logo

Description automatically generated]()

Version 2: August 2023



****

**Foreword**

Welcome to Holy Trinity College and the 2023 – 2024 academic year. The purpose of the ‘**HTC Parent and Pupil Guide: Return to School 2023 – 2024’** is to provide you with key information regarding operational procedures and routines for this academic year. It is important that you read the document with your son/daughter so that they are prepared for their return to school and the various procedures in place to maintain a safe environment for our school community.

Holy Trinity College has worked very efficiently to ensure a safe and comprehensive return for both pupils and staff for the new academic year 2023 – 2024. The safety and well-being of our staff and young people remains our highest priority. 2022 – 2023 was a challenging year for everyone but in working together and supporting each other, we achieved so much in terms of learning and teaching, pastoral support and pupil progress.

Our core purpose is learning and teaching and how we, as a school can support your child to reach their potential and be successful. With clear and high expectations, the necessity and time involved in discussing minor breaches related to school procedures, is removed. With your support and ensuring your son/daughter observes procedures in place, valuable time can be spent talking to them about learning and teaching, positive relationships, personal development and well-being.

A wide range of extra-curricular and enrichment activities occur during and after school. We encourage your son / daughter to join in the various opportunities, develop their strengths, teamwork and leadership skills.

We appreciate the support of our parents/guardians, families and external bodies to ensure a full return to school, whilst being respectful, sensitive, and caring to each other. More importantly, we want pupils to engage with their education, embrace the opportunities on offer within the College, develop their potential, and aspire to great achievement, both academically and personally, to fulfil their ambitions and contribute to society.

As always, please do not hesitate to contact the College on 028 8676 2420 should you have any concerns about our return to school in September 2023.

Best wishes

Description: C:\Users\bdonaghy313\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Signatures I Russell & Fr Tremer 001.tif

**Mrs Russell**

**Principal**

**Vision for 2023 - 2024:**

* An **all-ability and inclusive school**, where pupils are cared for, feel safe and are happy in a nurturing and positive environment.
* Promote our core values and high expectations: ‘**Be Respectful; Be Responsible; Be a Learner; Be safe’** on a daily basis.
* Work towards a Restorative School to build upon and maintain **positive relationships,** to know every child and celebrate pupil achievements and success; Our commitment to each student is that they will have **high expectations**, embrace learning, achieve their personal best and build upon their emotional, social and physical well-being, achieved by a firm and consistent school-wide approach to **positive behaviours.**
* A **high-quality teaching and learning** environment where every pupil is challenged to thrive and succeed in the classroom, both personally and academically.
* Via **higher ability streaming** within Years 8, 9 and 10, enable the most academic to succeed and achieve the best possible grades at GCSE and A Level, to proceed to Further Education / University / Apprenticeship / Employment.
* Develop the **skills and talents** of those who wish to pursue a vocational pathway with appropriate GCSE, A Level and BTEC qualifications.
* Ensure an **effective transition** programme from Primary to Post Primary.
* Build upon a **KS3 GCSE Irish class** to enable pupils achieve a GCSE qualification by the end of Year 9/10.
* Continue to implement **SEND (Special Educational Needs & Disability)** provision which is ‘additional to’ the educational provision already within the classroom. This recognises and caters for additional needs in a supportive environment.
* **Enriched opportunities** inside and outside of the classroom for pupils to develop skills and grow in confidence to make a positive contribution to society.
* **Pupil voice** is valued, listened to and is central to our practice, thereby enhancing pupil opportunities to become leaders and develop their characteristics to be good learners.
* Expand upon the **Parent Teacher Forum** in building effective partnerships between home and school, and community.
* A happy child is the child who learns and succeeds best and this will continue to drive everyone to achieve our motto of ***“Inspiration, Innovation and Excellence”*** on a daily basis.
* Plan for the ‘Develop and Construct’ Programme of the new ***College Build.***

**Key Summer Schemes:**

|  |  |
| --- | --- |
|  |  |
| Primary 5 & Primary 6 | Monday 07/08/23 – Friday 11/08/23 |
| New Year 8 (P7) Transition | Monday 14/08/23 – Friday 18/08/23 |

**A Level & GCSE Examination Results / Post 16 Enrolment Day:**

**Monday 19th July – Friday 23rd July 2021 Current Year 8 Scheme**

**Monday 26th July – Friday 30th July 2021 Current Year 9 Scheme**

**Monday 9th August – Friday 13th August 2021 New Year 8 Transition Scheme**

|  |  |
| --- | --- |
|  |  |
| AS & A Level Results | Thursday 17/08/23 |
| GCSE Results | Thursday 24/08/23 |
| Post 16 Enrolment Day | Thursday 24/08/23 |

**Tuesday 10th August 2021 AS & A Level Results**

**Thursday 12th August 2021 GCSE Results**

**Wednesday 25th August 2021 Post 16 Open Morning**

**Year Group Induction September 2023:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Induction Process – New Procedures & Well-Being** | | | | | |
| **Thursday**  **31/08/23** | **Friday**  **01/09/2023** | **Monday**  **04/09/2023** | **Tuesday**  **05/09/2023** | **Wednesday 06/09/2023** |
| Year 14 9.00am-12.00pm | Year 8  Year 12 | Year 10  Year 11 | Year 9  Year 13 | All Year  Groups Attend |

**Procedures for 2023 – 2024**

**Pupil Information:**

If you have changed or are likely to have a change of address / contact details, please forward this information to the General Reception as soon as possible in order to update our records and provide effective communication to you. **Data Capture Forms** are available on the College website [www.holytrinitycollege.org](http://www.holytrinitycollege.org) and should be completed and forwarded to the College by Wednesday 6th September 2023. Alternatively, contact details can be changed in the Data Collection section of Parent App.

**GDPR:**

Holy Trinity College is the data controller of the personal information we hold about our pupils and their parents / guardians / families. This means that we are responsible for deciding how we hold and use the personal information which we collect.

We are required under the **General Data Protection Regulation** (GDPR) to notify you of the information contained in this privacy notice.

We collect and use pupil information under the Education Act (Northern Ireland) 2014 and other legislation. You may find the specific legislation at <https://www.education-ni.gov.uk/department-education-legislation> . The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis. When collecting information from you, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

The majority of pupil information you provide to us is information which you are legally obliged to provide but some pupil information is provided to us on a voluntary basis. When collecting information from you we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

This notice applies to prospective, current and former pupils and their families/carers/legal guardians and those applying for a place at the school and their families/carers/legal guardians. We may update this notice at any time but if we do so, we will inform you as soon as reasonably practicable.

It is important that you read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information and what your rights are under the GDPR.

If you have any questions about this privacy notice or how we handle personal information, please contact the Principal who will deal with your query. The Principal can be contacted at Holy Trinity College, 9 – 29 Chapel Street, Cookstown, Co. Tyrone BT80 8QB, Telephone 028 8676 2420 or via email [info@holytrinityc.cookstown.ni.sch.uk](mailto:info@holytrinityc.cookstown.ni.sch.uk)

Our Data Protection Officer is the Education Authority and it monitors the school’s data protection procedures to ensure they meet the standards and requirements of the GDPR. Please contact the Data Protection Officer at the Education Authority, telephone 028 2565 3333.

You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK Supervisory authority for data protection issues. The ICO’s details are as follows:

The Information Commissioner’s Office – Northern Ireland

3rd Floor

14 Cromac Place

Belfast BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: [ni@ico.org.uk](mailto:ni@ico.org.uk)

**Parent App:**

Communication between school and home will continue via the **Parent App**, which provides information with regard to attendance, achievements, conduct, pupil information, and end of year School Reports. If you have not yet downloaded the Parent App or received an activation email, please contact the College as soon as possible on 028 8676 2420. Parents / Guardians of pupils in Year 8 will have access to Parent App as of 1st September 2023. Parent App information is instantly readable and will enable you to celebrate daily achievements with your son/daughter as well as discussing any concerns that may arise.

**Free School Meals / School Uniform:**

An online application for **Free School Meals / School Uniform** is available via the Education Authority website [www.eani.org.uk](http://www.eani.org.uk). In addition to first time applicants, parents/guardians of pupils who are already in receipt of Free School Meals / School Uniform must apply again. You need to register on the EA portal to apply. We respect that all eligible pupils may not wish to avail of a Free School Meal each day, but your eligibility provides funding to enable the College to undertake additional after school activities, breakfast clubs, revision classes, agriculture / engineering / music / cooking / art / library clubs / primary programmes and so on. Without your support, the College would not be able to run these very important activities.

**Educational Maintenance Allowance (EMA):**

The Education Maintenance Allowance (EMA) provides financial support for 16-19 year-olds who are continuing with their education at school or further education colleges. It is an income based weekly allowance, paid fortnightly. Students may also receive bonuses if they remain on course and make good progress with their learning. Application Forms can be accessed online at [www.nidirect.gov.uk](http://www.nidirect.gov.uk) or by contacting the College on 028 8676 2420.

**Transport Arrangements:**

An online application for Transport to and from the College is available via the Education Authority website [www.eani.org.uk](http://www.eani.org.uk). New Year 8 and new Year 13 students must apply for Home to School Transport. Pupils in other Year Groups who previously received Bus Passes will continue. If you have had a change of address in the past year, then you need to reapply for a Bus Pass. Transport will also be provided by J & K Coaches for those pupils who have been advised by the Education Authority that they do not qualify under regulations to receive free transport to and from Holy Trinity College (from Coalisland/Stewartstown areas). Year 12 students who previously travelled via J & K Coaches and are intending to return to Year 13, are entitled to a Bus Pass via Translink. Please do not hesitate to contact the College if you have any concerns regarding transport to and from the College.

Pupils must behave in an appropriate manner on their designated bus. A Code of Conduct is placed within the Pupil Diary with regard to appropriate behaviour on school transport. Any damage as a result of wilful acts of vandalism must be paid for by the parent/guardian. Please show respect to the bus driver and fellow passengers.

* Any pupil who misses a bus or has a reason for concern regarding travel to and from school, should present to Head of Key Stage 3.
* Pupils showing any sign of COVID-19 should not travel on a bus to school.
* No pupil should eat or drink on board a bus unless it is for a medical reason. This reduces the risk of sharing food or drinks.

**Pupil Arrival to / Dismissal from School:**

Pupils arrive to school at varying times between 8.00am to 8.40am and in small groups at any given time.

* Buses arrive between 8.00am and 8.30am – stopping at school gates only.
* Pupils are not permitted to disembark from buses and go to the shop in the mornings.
* Town pupils / pupils who walk to / left off by parents should arrive to school between 8.30am – 8.40am.
* Year 8 pupils must proceed to the Canteen each morning and remain there until dismissed.
* There are no designated areas for other Year Groups.
* All pupils should make their way to AM Registration / Year Group Assembly at 8.40am.
* **AM Registration / Year Assembly will commence at 8.45am for all Year Groups.**
* Pupils travelling by car should be dropped off close to the school gates.
* Parents are not permitted to drive into the school yard.

Year groups will be dismissed at 3.10pm. There is one exit gate:

* main front gate for those proceeding onto buses / lifted by parents/guardians / or walking home.

**Pupil Procedures for the School Day:**

* Pupils or Staff must not attend school if they display any symptoms of the Covid-19 virus.
* **Recommendation**: Hands should be washed as often as possible. Hand sanitising units are located inside some classrooms.
* Year 8 pupils must proceed to the Canteen each morning upon arrival to school. There is no designated area for other Year Groups.
* Post 16 students may avail of Study Rooms 5 & 6 during morning, break and lunch times.
* Pupils in Years 8 - 12 are expected to carry their schoolbags both at breaktime and lunchtime.
* Students in Year 13 and Year 14 should leave their school bag in the relevant Study Rooms during Break and Lunchtime.
* Pupils should arrive at their lessons promptly, quietly and be lined-up outside the classroom door for entry.
* During periods of movement, pupils should **walk on the left side of the corridor at all times.**
* **Please note:** The one-way system is not in use in the main building, but is in use at main block of Maths, History, Geography and Irish Mobiles.
* Pupils will have an assigned chair and desk in every classroom. These fixed seating plans are required for classroom management but also in the event that a contact list is required for Covid purposes.
* In IT Rooms, a method of assigning pupils to specific computer locations should be devised. These fixed seating plans are required for classroom management but also in the event that a contact list is required for Covid purposes.
* All pupils enrolled in the College will receive a revised **Code of Conduct** proforma, promoting positive expectations, issued in September 2023.

**Structure of School Day:**

* Pupils are expected to be on the School Premises by 8.40am and in their AM Registration Room / Year Assembly for 8.45am.
* Period 1 is of 55 minutes duration.
* Periods 2 – 6 are of 50 minutes duration.
* Breaktime is of 15 minutes duration.
* Lunchtime is of 40 minutes duration.
* The school day finishes at 3.10pm.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Pupils in Key Stage 3**  **Years 8-10** |  |  | **Pupils in Key Stage 4 & 5**  **Years 11-14** |
| **Bus Pupil Arrival**  **Town Pupil Arrival** | 8.00am – 8.30am  8.30am – 8.40am |  | **Bus Pupil Arrival**  **Town Pupil Arrival** | 8.00am – 8.30am  8.30am – 8.40am |
| **Proceed to REG/Assembly** | 8.40am – 8.45am |  | **Proceed to REG/Assembly** | 8.40am – 8.45am |
| **AM Registration** | 8.45am – 8.55am |  | **AM Registration** | 8.45am - 8.55am |
| **Period 1** | 8.55am – 9.50am |  | **Period 1** | 8.55am – 9.50am |
| **Period 2** | 9.50am – 10.40am |  | **Period 2** | 9.50am – 10.40am |
| **Break** | 10.40am – 10.55am |  | **Break** | 10.40am – 10.55am |
| **Period 3** | 10.55am – 11.45am |  | **Period 3** | 10.55am – 11.45am |
| **Period 4** | 11.45am – 12.35pm  *Take your school bag with you when you go to Lunch.* |  | **Period 4** | 11.45 – 12.35pm |
| **Junior**  **Lunch-time** | 12.35pm – 1.15pm |  | **PM Registration** | 12.35pm – 12.50pm  *Take your school bag with you when you go to Lunch* |
| **PM Registration** | 1.15pm – 1.30pm |  | **Senior**  **Lunch-time** | 12.50pm – 1.30pm |
| **Period 5** | 1.30pm – 2.20pm |  | **Period 5** | 1.30pm – 2.20pm |
| **Period 6** | 2.20pm – 3.10pm |  | **Period 6** | 2.20pm – 3.10pm |

* Pupils must carry their school bags at Break time and Lunch time.
* Year 8 are advised to bring a healthy snack for Break time.
* Staggered admission to the Canteen will occur at Lunch Time.
* Pupils with medical conditions may remain in a safe zoned area during recreational time.
* Pupils should not leave the premises unless signed out and collected by a parent/guardian. This should occur only in exceptional cases**.**
* **A parent/guardian request for a pupil to be out of school should be written in the Student Planner. This must be signed by the Head of Year during AM Registration**. **The pupil must remain in the classroom until the parent/guardian arrives**. In this way, pupils will miss as little education as possible and where possible, they should be returned to school. Parents/Guardians **should not** request permission by telephone for their child to leave the school during the course of the school day. This is a Safeguarding Concern.
* **Pupils are not permitted to go offsite for lunch.**

**Morning (AM) and Afternoon (PM) Registration:**

All pupils are assigned to a Form class and should be punctual to AM Registration at 8.45am and PM Registration which occurs at 12.35 for Years 11 – 14 and 1.15pm for Years 8 – 10. During Registration, the following activities occur: College Prayer /Attendance role / Check and sign student planners / Sharing of Daily notices /FSM Dinner Passes / Sims module to celebrate effort and achievement or address behaviour concerns / Reports / Absence notes / Update Form Class noticeboard. Form Teachers should use this time effectively to build positive relationships with the pupils in their Form Class. Opportunities are also available for pupils to engage in Literacy strategies – *reading novel & spelling activities.*

|  |  |  |
| --- | --- | --- |
| **Daily**  **Focus:** | **Monday** | Uniform & Mobile Phone |
| **Tuesday** | Attendance & Punctuality |
| **Wednesday** | Homework, Equipment & Readiness to Learn |
| **Thursday** | Manners & Respect |
| **Friday** | Effective use of Student Planner – Form Teacher Signature |

**Year Group Assembly:**

Year Group Assembly will occur in the Assembly Hall on the relevant days, commencing at 8.45am. Pupils must be punctual to Assembly. Pupils are seated alphabetically in Assembly.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week 1** | **Monday** | **Tuesday** | **Wednesday** |  |
|  | Year 8 | Year 9 | Year 10 |  |
| **Week 2** | **Monday** | **Tuesday** | **Wednesday** | **Friday** |
|  | Year 8 | Year 11 | Year 12 | Years 13 & 14 |

**Positive Behaviour:**

**Summary of Pupil Code of Conduct Expectations**



The staff of Holy Trinity College are committed to providing the best possible educational opportunities for our pupils. We aim to create and maintain a caring and supportive environment in which all pupils will flourish academically, socially and emotionally, and in which they will develop into independent and self-motivated young people. We expect all pupils to behave in a positive and responsible manner. By developing positive behaviour, with consistent routines and structures, pupils are supported in improving their engagement, mental health and well-being. Positive behaviour is also encouraged and rewarded through praise and public acknowledgement. We value self-discipline and we encourage pupils to think carefully about the consequences of their actions.

In cases where a pupil’s behaviour does not meet the high standards expected, a framework exists in which they are given the opportunity to consider and reflect on their behaviour. A clear sequence of sanctions is also in place to reinforce, where necessary, the need for positive behaviour. We cannot assume that all pupils know the correct way to behave. Many do but some pupils don't. it is important that Form Teachers explain and teach the matrix which highlights our expectations.

**Key Principles:**

* **Matrix: Be Respectful; Be a Learner; Be Responsible; Be Safe**
* Politeness and consideration towards each other and to adults – use of Good morning, Hello, Thank you, Excuse me, Please, Smile …..
* Respect for each other’s and school property.
* Developing a positive working environment.
* Understanding the importance of health and safety procedures at all times.

**An ordered environ**ment where there are positive relationships based on equality and mutual respect will enable a pupil to learn best. Pupils should respect the right of all pupils to learn and all teachers to teach.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Be Respectful**  **Be a Learner**  **Be Responsible**  **Be Safe** | **Arrival and Dismissal Times**   * **Represent the school with pride** * **Arrive on time everyday** * **Move to your form teacher’s room when you hear the bell** * **Be in the correct uniform with a readiness to learn** * **Be punctual** * **Aim for 95+% Attendance to school** * **Put mobile into zipped pocket** * **Arrive equipped and organised for learning** * **Use the correct designated gate/gates** * **Sign into the office if you are late** * **Sign out in the company of a parent if leaving early** * **Come directly to and from school** * **Follow the guidance of staff at the gate/crossing the road** * **Never throw items in a crowded area** * **Remain in school all day** | **In the Classroom**   * **Adhere to the teacher’s seating plan** * **Be punctual** * **Follow the teacher’s or classroom assistant’s instructions** * **Listen attentively** * **Use respectful language to staff and pupils** * **Respect the ideas of others** * **Let others learn at their own pace** * **Raise your hand if you are unsure and require help** * **Respect the decision of the teacher** * **Come to class ready to learn** * **Start your work promptly** * **Participate positively in lessons** * **Share responsibility for group tasks** * **Know your personalised targets and** * **strive to achieve them** * **Complete tasks in the time frame** * **Present classwork and homework neatly** * **Celebrate your success** * **Use electronic devises only when** * **instructed** * **Use all equipment with care and return** * **it to where it belongs** * **Place chairs on the desk at the end** * **of day** * **Use the recycling bins** * **Enter and exit rooms in an orderly fashion** * **Pay attention to safety rules and procedures particularly in specialist classrooms** * **Follow the school’s acceptable use policy** * **Protect personal information (Passwords)** | **On the Corridor**   * **Respect each other’s personal space** * **Respect each other’s right not to be photographed or videoed in school** * **Allow a member of staff right away** * **Address adults and peers appropriately** * **Be tolerant and respectful of others** * **Have toilet breaks at designated time (not on the way to class)** * **Line up outside the room so that others can pass safely** * **Maintain appropriate noise levels (indoor voices)** * **Follow the one-way system** * **Move safely between classes** * **Sanitise your hands regularly** | **Break-time/Lunchtime**   * **Follow the instructions of the supervising duty teams** * **Adhere to the times for your Year Group to come to the canteen** * **Use the queuing system and wait your turn** * **Remember others are still learning during your break/lunch-times. Be respectful of their learning** * **Move swiftly to class when the bell tings to mark the end of break and lunch-time** * **Leave your canteen space tidy with chair pushed in** * **Return your plates to the hatch** * **Put left-overs and litter in the bin** * **Look after our equipment and facilities** * **Contribute to a clean and tidy environment** * **Report misuse and damage of school property** * **Report unsafe behaviour or unsafe conditions including in the toilet facilities** * **Stay within the designated areas** * **Tell a member of staff if you have a problem with another pupil** * **Smoking and using E Cigs is unsafe for you and for others in your company** |

**In all areas of the school**

**Reflect the values and ethos of the College Make a positive impact to the spirit of the College Treat others with Respect**

**Support each other Be proud of your progress Keep your mobile phone in your inside pocket Follow the current COVID guidelines**

Holy Trinity College Expectations

**In all areas of the school**

**Reflect the values and ethos of the College Make a positive impact to the spirit of the College Treat others with Respect**

**Support each other Be proud of your progress Keep your mobile phone in your inside pocket Follow the current COVID guidelines**

**Pupil Code of Conduct – Positive Expectations:**

Holy Trinity College has high expectations of all pupils. Everyone has the right to be treated respectfully and to learn in an ordered environment.

* The College Positive Behaviour for Learning Policy has been updated.
* Pupils are asked to be responsible and respectful to others.
* Sanctions including exclusion, may be used for those pupils who wilfully refuse to adhere to health and safety procedures, infringement of school rules, or who deliberately cough or spit at pupils or staff, subsequently placing them at risk re Covid-19
* Parents/Guardians may be required to pay for wilful damage to school property including books, property and other materials.
* All pupils have received a revised Code of Conduct – Positive Expectations via Parent App, in September 2023.

Failure to uphold College expectations not only causes disruption to others, but it presents as a risk to the health, safety and well-being of all within our school community. This is unacceptable.

**Anti-Bullying Legislation:**

At Holy Trinity College we believe all forms of bullying behaviour are unacceptable. We believe that all pupils have the right to learn in a safe and supported environment. The Anti-Bullying Policy applies at all times whilst in school, when travelling to/from school in school uniform and whilst on Educational Visits.

Bullying can have a huge detrimental impact on the mental well-being and mental health of the pupil on the receiving end. It is essential that staff continue to record any reports of bullying behaviour, and which includes racism. It is important that pupils are educated when they say something hurtful / wrong to others, the impact of their actions and consequences. Bullying concerns are recorded as per Policy.

As outlined in the Promoting Positive Behaviour for Learning Policy, we expect all members of our school community to be respectful and responsible.

Holy Trinity College defines bullying to be “***behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.”***

**Learning and Teaching:**

* If pupils are to gain maximum benefit from their time at Holy Trinity College, it is essential that they work to the best of their ability and behave in a responsible manner, showing respect for other pupils, staff and property. The College Pastoral and Positive Behaviour for Learning Policy is based on the Catholic ethos of our school. We believe that children will learn best in an ordered environment where there are good relationships based on equality and mutual respect for all in the school community. All aspects of behaviour are addressed within the context of our pastoral programme.
* All pupils should present to school ‘ready to learn’. No pupil has the right to prevent other pupils from learning or to prevent teachers from teaching.
* Pupils should bring their own writing equipment to school, ie pens, pencils, rulers, rubbers, calculators, art equipment, colouring pencils and ensure that all are placed within a pencil case.
* Year 13 & 14 are encouraged to bring their own digital devices to school for use both in class and in study.
* The Homework schedule will be reviewed for 2023 – 2024. The purpose of Homework is to consolidate previous learning, provide opportunities for individual work and develop effective study skills. Homework should be managed carefully within Departments and may consist of reading materials, research, preparation work for the next face to face lesson in school. Pupils are encouraged to submit work online for marking and constructive feedback.
* There is a necessity to contingency plan for **‘Remote Learning’** in the event of local/wider school closure or group/ class self-isolation. The current Remote Learning Policy indicates that all work should be delivered via Google Classroom. Remote learning may be required for a pupil who is unable to attend school.

**Assessment:**

The College is committed to ensuring that all pupils are given the opportunity to achieve to his / her potential. Assessment will inform the process of learning and teaching, with reflective practice and feedback to raise attainment and achievement.

Pupils are assessed in both formative and summative assessment throughout the academic year:

|  |  |
| --- | --- |
| **Assessment Week 1** | **30th November – 8th December 2023** |
| **Assessment Week 2** | **26th February – 1st March 2024** |
| **Assessment Week 3** | **6th - 14th June 2024** |

Interim reports are forwarded to Years 11 & 12 in October and March with full reports forwarded to all Year Groups at other key assessment periods in December and June (excluding Years 12 – 14).

Parent Teacher Meetings are scheduled for all Year Groups. A partnership between parents/guardians and staff is beneficial to all pupils.

|  |  |
| --- | --- |
| **Year 12, 13 & 14** | **Monday 6th November 2023** |
| **Year 8 & 9** | **Wednesday 3rd January 2024** |
| **Year 10 & Subject Options** | **Wednesday 7th February 2024** |
| **Year 11** | **Wednesday 27th March 2024** |

In addition, each Year 8 parent/guardian is invited to an individual pastoral meeting with their child’s Form Teacher, on **Friday 24th November 2023**, to discuss how their child is settling into Holy Trinity College and address any concerns that may have arisen. These meetings are invaluable.

**Examination Awarding Grades:**

Public examinations will continue to be held for grade awarding in 2024.

* Further guidance is expected from Examination Boards regarding Examinations to be completed in November 2023, January 2024, March 2024 and Summer 2024.

**Equipment for Learning:**



Having the basic equipment is part of a pupil’s readiness to learn. It ensures there is no disruption to their learning or the learning of others. The majority of pupils comply with the equipment required and the support of parents/guardians in ensuring their son/daughter has the necessary equipment for each day is appreciated.

* Pupils should bring a schoolbag and their own writing equipment to school, ie pens, pencils, rulers, rubbers, calculators, art equipment, colouring pencils and ensure that all are placed within a pencil case. Please note: these items will not be given out or shared between pupils.

|  |  |  |  |
| --- | --- | --- | --- |
| Schoolbag | Pencil Case | 1 x Pencil | 2 x Black or Blue Pens |
| 1 x Red Pen | 1 Ruler | 1 x Rubber | 1 x Protractor & 1 x Calculator |



* 1 x Student Planner (provided by Holy Trinity College)
* Year 13 & 14 students are encouraged to bring their own digital devices

(laptops/chromebooks) to school for use both in class and in study.

**Pupil Attendance and Punctuality:**

**Pupil attendance** is encouraged daily and will be recorded as per DENI procedures. Every day missed for any reason makes it more difficult to keep up with work and achieve your personal best. We know absence can have an impact on pupil learning and progress, and therefore we encourage you to ensure your son/daughter is in school every day and to only keep them at home when they are clearly too ill to attend. A minimum target of 95% attendance is set for every pupil. Holidays should not be booked during term time.

Should there be individual circumstances as to why a pupil may be unable to be in school, strategies will be put in place to support the pupil and his/her family. In this instance, you are encouraged to engage with remote learning as per Timetable, on a daily basis. Pupil Attendance will be recorded in this way. Should evidence not be provided of a specific medical condition or a pupil is clearly not engaging with remote learning, then the pupil will be marked absent. Holy Trinity College will endeavour to support pupils as much as possible to complete work if they are unable to attend school. Please remember however, teachers will be continuing to teach face to face classes during the school day therefore expectations from parents/guardians should be realistic.

Where a pupil has been medically advised by a consultant not to attend school during 2023/2024, the College will consult with the parent/guardian and, as required, the Education Authority regarding education provision for these pupils.

* In the event of a pupil being absent, parents/guardians should inform the College on 028 8676 2420 before 8.55am to avoid being contacted via ‘Truancy Call’.
* Form Teachers are asked to contact home if a pupil has been absent for three consecutive days, or if they notice patterns of poor attendance with no explanation.
* Each pupil’s SIMs record is updated when a parent/guardian rings to explain absence or when responding to truancy call.
* Should there be no improvement, the Form Teacher should raise the concern with the Head of Year, who will contact the parent/guardian to discuss the concern and issue a Punctuality Letter
* A referral may be made to the EWO (Education Welfare Officer).
* In KS3, Form Teachers will forward letters of concern to parents/guardians at Halloween and February for pupils who have 95% - 90% attendance.
* KS4 and KS5 attendance concerns are communicated via Interim reports.
* Good attendance will continue to be promoted, encouraged and rewarded by the Form Teacher / Head of Year via Year Group noticeboards, assemblies, postcards, certificates and so on.

P**upils should not congregate at shops** in the morning/after school. These are unsupervised areas within an uncontrolled environment. Health & Safety is a priority for pupils going to and from school.

**Punctuality:**

Pupils are encouraged to be **punctual** for the start of the school day and to all lessons. Being on time for school is a basic expectation and prepares pupils for the world of work as well as promoting punctuality as a valuable personal attribute. Lateness to school/lessons will have a negative impact on pupil learning and it will also disrupt the learning and teaching of the entire class. This is not acceptable behaviour and does not meet our high standards.

* Pupils should arrive to school by 8.40am at the latest.
* Present to Form Class / Assembly for 8.45am.
* Arriving to Form Class / Assembly between 8.45am – 8.55am merits a pupil as ‘late’. The pupil will receive 1 x L ‘Lateness Point’ from their Form Teacher. This will be recorded on lesson monitor.
* Arriving to school after 8.55am presents a concern. A pupil should present to the General Reception and sign in on the ‘late’ sheet. A note explaining lateness is required from the parent/guardian.
* Truancy Text will be sent promptly at 8.55am. This is a Safeguarding procedure.
* Punctuality will be monitored at all times.
* Form Teachers who notice patterns of lateness to school, should communicate their concerns with parents / guardians regarding punctuality, via text.
* if there is no improvement in punctuality and despite Form Teacher communication, the Form Teacher should refer the concern to the Head of Year, who will discuss the matter with the pupil. A Punctuality letter will be forwarded to the parent/guardian.
* In cases of continued non-attendance or lateness, the Education Welfare Officer (EWO) will be alerted by the Head of Year and home visits will follow.
* Communication with parents/guardians will be logged on SIMs Linked Documents.

**Truancy:** A text message will be forwarded to the **‘priority 1 contact person’** if your son/daughter is marked absent from school and you will be able to respond in the same manner. In the event of your child being absent, please inform the College on 028 8676 2420 before 8.55am to avoid being contacted via ‘Truancy Call’. Parents/Guardians will also be contacted by Parent Text should their son/daughter be extremely late for class.

**Any pupil who leaves the school premises during any part of the school day and without permission will be regarded as truant (offsite). A 1 x day suspension will be issued followed by a Return to School Suspension meeting with the Head of Key Stage, Parent/Guardian and Pupil to discuss the concern, devise a Risk Assessment, and issue a 5-day report.**  Truancy is a safeguarding concern.

**Pupil Appointments:**

Pupils should not leave the premises unless signed out and collected by a parent/guardian. This should occur only in exceptional cases**. A parent/guardian request for a pupil to be out of school should be written in the Student Planner. This must be signed by the Head of Year (or in their absence, the Head of Key Stage or Vice Principal) during AM Registration**. **The pupil must remain in the classroom until the parent/guardian arrives**. In this way, pupils will miss as little education as possible and where possible, they should be returned to school.

Parents/Guardians **should not** request permission by telephone for their child to leave the school during the course of the school day. This is a Safeguarding Concern.

**Key Stage 5 Students:** As of September 2023, Students in Year 13 and Year 14 will have permission to leave the College for appointments, but only upon receipt of an email from their parent/guardian to the Admin Team in the College. Students must **‘sign out’** at the General Reception and **‘sign in’** at the General Reception upon their return.

The email permission request must be sent from the parent/guardian email address registered on SIMS to [alitter489@c2kni.net](mailto:alitter489@c2kni.net) and should contain the following information:

* Student full name
* Student class
* Student date of birth
* Time that student will leave the College and, where applicable, the time of return to the College

By emailing the permission request, you are proving the College with written confirmation that you are assuming responsibility for your son/daughter when they are off College premises. This is also important for Safeguarding and Health & Safety, in the event of a fire evacuation.

Parents/Guardians should not request permission for their son/ daughter to be excused from the College for any other reason other than to attend an appointment.

**Health Promotion:**

As a Health Promoting School, hot drinks / toast is available in the College Canteen every morning. There is no necessity for pupils to visit shops en route to school. Crisps, chewing gum and fizzy drinks such as BPM, Coke, Boost, Lucozade etc are not permitted in school.

**Please note:**

* **A number of pupils have severe allergies to nut based products.**
* **Pupils are not permitted to bring nuts or any products containing a ‘nut’ substance into the College at any time.**

**Senior Prefect Team:**

The process of appointing the Senior Prefect Team is carried out in May/June each year in preparation for the new academic year. We congratulate those who were selected following an application form and interview for the role of Senior Prefect. The Senior Prefect Team are leaders, who set a standard for their group of Prefects. Everyone is expected to be an internal and external ambassador for the College and to act as a role model for all students at Holy Trinity College. In addition to attending meetings, the Senior Prefect Team also represent the school at events, greet visitors, engage in fund-raising, assist staff in subject areas and contribute to the wider life of the school. Senior Prefects will also act as corridor monitors at the changeover of class, reminding all pupils and staff to keep left.

**Canteen Procedures:**

* Year 8 pupils must proceed to the Canteen each morning and remain there until dismissed.
* Year 8 are advised to bring a healthy snack for Break time.
* Some pupils receive a Free School Meals pass. This can be presented to the Meals Staff at lunchtime only.
* Staggered admission to the Canteen will occur at Lunch Time.
* It is important to follow Canteen procedures to enable everyone to use the Canteen in a safe manner and without long queues.
* Pupils should queue up for lunch respectfully and without pushing or shoving.
* Pupils in Years 8 – 12 are not permitted to bring food / drinks (except bottled water) outside and which they have bought in the Canteen. This is to reduce litter and keep our school environment clean and tidy.
* Pupils are expected, and have a responsibility to, leave their table area clean, and return plates and cutlery to the hatch.
* Pupils may bring a packed lunch to school. This must be eaten in the Canteen.
* It is important to be respectful to all staff who work in the Canteen. This includes Supervisors and Meals Staff.
* **Pupils are not permitted to go offsite for lunch.**

**School Uniform and Presentation:**

* Full school uniform must be worn at all times
* Uniform is available from Kee Clothing/Wallace of Cookstown and Frank McGirr Menswear Coalisland.

|  |  |
| --- | --- |
| **Girls** | **Boys** |
| Black Blazer with Crest  \*\*Post 16 Dark Green Blazer with Crest | Black Blazer with Crest  \*\* Post 16 Dark Green Blazer with Crest |
| White Revere Collar Blouse  \*\*Post 16 White/Green Braid or White Revere Collar Blouse | White Shirt |
| No Tie | Striped **Clip-on** Tie - Emerald Green/Black  (The clip-on tie is **compulsory** for all boys in **Years 8 – 12**)  **Years 13-14** – Emerald Green Tie with School Crest. |
| Black V-neck Jumper with Emerald Green Stripes  \*\*Post 16 Forest Green V-neck Jumper with red stripe | Black V-neck Jumper with Emerald Green Stripes  \*\*Post 16 Forest Green V-neck Jumper with red stripe |
| Knee Length Pleated Black Skirt | Black Trousers with the bottom of the trouser sitting on the shoe. **Tight fit jeans or skin-tight trousers are not acceptable.** |
| Black Tights | Black / Grey regular Socks – no ankle socks |
| Black Shoes. **Vans, trainers, canvas style or plimsolls are not acceptable school footwear.** | Black Shoes. **Vans, trainers, canvas style or plimsolls are not acceptable school footwear.** |
| School Regulation Scarf (optional) | School Regulation Scarf (optional) |

Holy Trinity College is very proud of its pupils and how they present in **full school uniform** on a daily basis. We receive many positive comments from visitors and the general community regarding the smart appearance of our pupils. With the continued support of our parents/guardians, our high standards will be maintained, complementing the high expectations we have for every pupil. Presenting to school in an outstanding uniform, will ensure your child is ready to learn, that he/she has the right attitude to school, and that he/she feels outstanding as well. Where possible, a pupil arriving to school with incorrect uniform will be loaned the correct item until the issue has been resolved. Please remember to label your son/daughter’s uniform.

Uniforms can be expensive so please note the requirements below to avoid any inappropriate items being bought.

* Whilst trends may be fashionable in society, please note that boys should wear classic/slim fit trousers with the bottom of the trouser sitting on the shoe as opposed to tight fitting jeans or skin-tight trousers are not acceptable.
* Black/Grey regular socks – no ankle socks
* Pupil are expected to wear plain black shoes. Vans, trainers, canvas style or plimsolls are not acceptable footwear.
* Hooded Tops / Tracksuit Tops are not permitted to be worn during the school day.
* For Boys, the top shirt button should be fastened. The Senior Boys tie should have a neat knot with the length of the tie equating to the 6th button on the shirt.
* Blazers should be worn when moving around the school - on corridors / outside. They may be removed in lessons if desired.
* **Hairstyles** should be neat and tidy at all times, with no extreme styles or colouring eg tramlines or any other form of ‘shaving’. Boys’ short hair should be a minimum of a grade 2 style.
* Make-up and nail polish are not permitted in Years 8 – 12. If worn in Post 16, it should be discreet and complement natural skin tones.
* Aerosols can cause a problem for anyone who is asthmatic or suffers from breathing difficulties. Aerosols should not be brought to school. Pupils may bring roll-on deodorant to use after their PE Lessons.
* **Jewellery / Piercings** is a Health and Safety hazard in a school environment and keeping your child safe is our priority. Hooped earrings worn on the eye-brow, tongue, lip or nose piercings, ear bars or stretchers are strictly not permitted as they present as a health and safety issue. If piercings are desired by a pupil, the piercings should be done at the beginning of the summer holidays to ensure that healing is complete in advance of the return to school in September. Pupils must be able to remove any piercings when in school and especially for PE Lessons.
* **PE Uniform** should be purchased online from O’Neill’s Sportswear [www.oneills.com](http://www.oneills.com). All pupils are required to wear the Holy Trinity College PE Uniform when they have PE Classes only. Changing facilities are available in school and these areas are well ventilated.

**Uniform Check:**

* Pupils will be requested to remove non-uniform items upon arrival to school.
* Non-uniform items (hooded tops / tracksuit tops) will be confiscated by SLT on duty between 8.00am – 8.30am.
* Duty Team members should continue to confiscate non-uniform items between 8.30am – 8.40am.
* Uniform checks will be carried out during each Year Group Induction.
* Form Teachers will carry out a uniform check each morning.
* Items of non-uniform should be removed and left safely in the Form Teacher’s room until the end of the school day.
* Failure to comply with the above request will result in the action being recorded on Sims and a referral made to the Head of Year.
* The Head of Year will speak to the pupil and contact the parent/guardian at their earliest convenience, to ensure the item of clothing is not worn to school again.
* If a pupil continues to fail to comply with the Uniform Policy re ‘hooded’ tops / tracksuit tops, the Head of Year should invite the parent/guardian into school to discuss the issue.
* Should a pupil damage an item of uniform eg ‘school tie’ belonging to another pupil, the pupil’s parent/guardian will be contacted to replace the item to the pupil of whom it was damaged.

Pupils should be mindful that when they are wearing their school uniform, they are representing Holy Trinity College and should behave accordingly. This equally applies on the way home from school as well. Pupils are advised to go straight home and change out of their uniform. It is also sensible to hang up all of the uniform so that it is ready for the next day.

**Toilet Management:**

Well maintained toilet facilities as well as open access throughout the school day, will enable pupils to feel comfortable and safe, as well as being essential for their health, well-being and learning. With good practice re procedures and effective provision, pupils will feel valued and respected regarding toilet needs. Cleanliness is key throughout the day.

Toilets were refurbished in the Summer of 2022 and will be opened as follows:

* **Senior Girls and Senior Boys open all day (staffroom corridor): mainly for KS4 & KS5 students but also used by KS3 pupils when toilets are closed during assigned times**
* **Junior Girls (ICT corridor) to be opened at the following times: Morning @ 8.30am – 8.40am, Break @ 10.40am – 10.55am and Lunchtime @12.35pm – 1.15pm for KS3 pupils only**
* **Junior Boys (Beside Room 63) to be opened at the following times: Morning @ 8.30am – 8.40am, Break @ 10.40am – 10.55am & Lunchtime @ 12.35pm – 1.15pm for KS3 pupils only**
* **Senior Girls and Senior Boys Toilets are closed daily between 12.35pm – 12.50pm for cleaning purposes.**
* **Junior Girls and Junior Boys Toilets are closed daily between 1.15pm – 1.30pm for cleaning purposes.**

In the event of anti-social behaviour / gathering of pupils within toilet provision, the following procedures are in place:

* SLT rota for the supervision of facilities
* During changeover of class, pupils must proceed to class first, seek teacher permission to access toilet and leave schoolbag in classroom.
* Only one pupil should occupy a cubicle at any given time
* Avoidance of large friendship groups using the facilities at any given time
* Clear signage discouraging reported behaviours
* Staff requirement to note on SIMs, a request to leave class to use toilet facilities.
* Following concerns re pupil regular request to access toilets, a meeting will be held with the Head of Year. if there is no improvement, contact will be made with parent / guardian. This discussion may necessitate in a medical pass for a pupil.
* Regular reminders re procedures for using the facilities at designated times.
* Supervision of toilets during recreational time is essential to discourage inappropriate behaviour eg toilets should not be used as a social area, with pupils sitting on the floor, a place to use mobile phones, or to smoke / vape.
* Where transgender students or young people feel more comfortable using a separate toilet, they should be encouraged to do so. Additional toilets are located in the English and Drama mobiles, as well as in the Nurse’s office.

**Smoking and E-Cigs / Vapes:**

Holy Trinity College reflects DENI guidance re a smoke free environment and ensuring that all young people are educated and developed within a smoke free and e-cigarette free environment. Nicotine Containing Products are not permitted in school. Research from Cancer Focus NI indicates*: ‘Nicotine is toxic for adolescents with developing brains, as they are more susceptible to both the addictiveness and harm of nicotine. Because brain development continues until about the age of 25, nicotine can actually change adolescents’ brain cell activity in the parts of the brain responsible for attention, learning and memory. It can also worsen anxiety, irritability and impulsivity’.* ‘*The products most young people start on are the disposable devices with 20mg (2%) nicotine, one disposable vape equivalent to a pack of 20 cigarettes’*.

* Smoking policy continues to operate.
* Pupils who are seen smoking on or in school premises (cigarette or E-Cig/vape) will receive 1 x day suspension.
* A **Return to School Suspension meeting** will be held with the Vice Principal, Parent /Guardian and pupil, to discuss the concern and agree a Risk Assessment.
* A referral will also be made to the School Nurse.
* Staff are asked to record on SIMS when they see a pupil smoking and also inform the Vice Principal so that procedures can be processed.
* Sanctions will also apply if a pupil is in possession of an E-Cig / Vape and Vaping Liquid.

**After-School Detention:**

As pupils move through the staged referral process, the necessity for after school detention will arise. Indeed, after-school detention may also be issued for other reasons. The purpose of detention is to deter the behaviour that caused it.

* Detention: Thursday - 3.15pm – 4.00pm
* Room location: KS3 pupils in Rooms 9; KS4 & KS5 students in Room 5/6
* After school detention will be issued by the Head of Year upon a pupil reaching 15 Behaviour points initially.
* If a pupil does not present for Detention, he / she will incur an additional 5 points.
* Parents / Guardians will be informed if their child is on Detention, by text service via Office. Pupils living in Cookstown should be able to complete Detention on the given day (depending on the time issued). Pupils who require transport should be given 24 hours’ notice.
* Pupils must work in silence during Detention and with assigned work.
* A regular / recurring absence of a series of detentions will result in Level progression within the staged referral process and possibly Suspension.

**Pupil Internet Use:**

In society, pupils are growing up in an increasingly complex world, (which develops and changes at great speed) living their lives seamlessly on and offline. Pupils should be taught how to navigate the online world safely and confidently regardless of the device, platform or app being used, in order to make best use of the internet and technology, and reap the benefits of an online world. The same standard of behaviour and honesty applies on and offline, including the importance of respect for others. Pupils should be polite and kind online. Being rude, engaging in online bullying or being disrespectful online will be treated very seriously. It is important to be sensible about the amount of time spent online. Observing the recommended age guidelines for social media sites is also recommended, as their purpose is to keep young people safe.

**Pastoral Support:**

Some of our young people continue to be quite anxious with the return to school and they may require additional emotional and pastoral support. Becoming acquainted with friends and staff, and re-building relationships are crucial. We understand their anxieties and will do everything possible to alleviate them. The College Pastoral System is excellent and is supported by the Pastoral Support Officer, Welfare Liaison Officer and external counselling. As a parent/guardian, if you have any concerns about your child upon their return to school, please do not hesitate to contact the College.

**Medical Concerns:**

If a pupil becomes unwell in the course of the school day, they should present to the School Nurse. In most cases, basic care and attention, for example, fresh air, water, quiet environment, may be all that is required to support a pupil to feel comfortable and return to class as soon as possible. If the pupil becomes very ill, upset or distressed, Parents/Guardians will be contacted to bring the pupil home. **Pupils are not permitted to contact parents/guardians directly via their mobile phone before speaking with the School Nurse.**

Pupils who use inhalers should ensure they have one in their possession at all times. It is advisable to bring a spare inhaler and leave with the School Nurse in the event of an emergency.

If you have an allergy and / or may use an Epipen (when required), please make an appointment to speak with the School Nurse. Similarly, spare EpiPens and medication should be left with the School Nurse in the event of an emergency.

**Safeguarding:**

Staff in Holy Trinity College have a primary responsibility for the care, welfare and safety of the pupils in our care, and we will carry out this duty through our pastoral policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities, in which all our young people can learn and develop to their full potential.

One way in which we seek to protect our pupils is by helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others, and acquire the confidence and skills they need to keep themselves safe.

The College Child Protection Policy is available.

**Safeguarding Team**

|  |  |
| --- | --- |
| Mrs M Quinn | Designated Teacher |
| Mrs L Mc Cartney | Deputy Designated Teacher |
| Mrs C Skelton-Mc Kenna | Deputy Designated Teacher |
| Mrs M Tracey | Deputy Designated Teacher |
| Mrs I Russell | Principal |
| Mr A Nugent | Board of Governors |

**Health and Safety Guidance:**

Pupils and Staff should be safe in school at all times. This also applies when undertaking activities out of school. Each pupil has a responsibility to take reasonable care of their own health and safety and that of others. It is important that pupils are familiar with and observe health and safety procedures and routines both in and out of the classroom. Pupil assistance in reporting a defect or a hazard to a supervising teacher is always appreciated.

**Fire Evacuation Procedures**

All Classrooms have detailed instructions about the nearest fire exit point and signs indicating those exit points. In the event of an alarm, staff should evacuate pupils; do not stop to collect personal possessions. A fire drill will occur on a regular basis and alarm testing is undertaken regularly.

**Health & Safety Guidance:**

* Pupils will be encouraged to go outside as much as possible at break and lunchtime.
* Toilets will be monitored to ensure no more than 2 pupils at any one time.
* All Pupils are expected to carry their bags at all times including Breaktime and Lunchtime.
* Students in Year 13 and Year 14 should leave their school bag in the relevant Study Rooms.
* Pupils will be expected to remain outside as much as possible during recreational time.
* Pupils with medical conditions may remain in a safe zoned area during recreational time
* Pupils should not leave the premises unless signed out and collected by parent/guardian. This should occur only in exceptional cases.
* Post 16 students should remain on site during lunchtime to minimise unnecessary interactions with others out of school.
* All Staff and pupils should walk on the left side when travelling to and from class at changeover of periods. This should also help bottlenecks and ease movement around the school.
* Pupils should be encouraged to use the quickest route to arrive to the next classroom on time.
* Appropriate signage and communication is displayed to ensure pupil awareness and adherence to protocols when moving around the College.
* All pupils should be dismissed at 3.10pm.
* A Designated area is available for Year 8 pupils only upon arrival to school – Canteen.
* Parents/Guardians are advised not to enter the school grounds for parking purposes when collecting pupils at dismissal times.
* Holy Trinity College encourages all staff, pupils, parents/guardians and visitors to maintain personal hygiene throughout the day.
* Hand washing must be a repeatable discipline throughout the school day – often and thoroughly
* Avoid touching your face including your mouth, eyes and nose.
* Use a tissue or your elbow to cough or sneeze into. Tissue waste should be placed in bins.
* Hand sanitising units are located inside many classrooms.
* Pupils should be encouraged to use the same computer workstation during each lesson – assigned seats
* Bins with bags are provided in all classrooms and in other key locations around the school, for the disposal of tissues and any other waste.

**Parents/Guardians and Visitors to the College:**

As always, communication is vital between parents/guardians and Holy Trinity College. We have a duty of care to every staff member and every child. All practical measures re social distancing, hand hygiene and respiratory hygiene must be adhered to

* Parent/Guardian meetings with a staff member, should occur where possible, after school hours or online/ phone.
* For Safeguarding purposes, parents/guardians are requested to ‘sign-out’ pupils at the General Reception. Pupils should only be signed out of school for essential appointments.
* Parents/Guardians and Visitors must indicate their presence via the key pad
* Upon entrance to the building, all visitors should present to the General Reception.
* Visitors are required to sign in at General Reception and receive a temporary identification badge.

**Areas Out of Bounds:**

Pupils should always be present in areas of staff supervision and especially during unstructured times such as Break and Lunchtime. The areas listed below are out of bounds to pupils.

* **Front of school and behind mobile classrooms 43 - 48**
* **Science rooms 10 - 12 and ICT mobile classroom 62**
* **Mobile Classroom Walkways and behind Maths mobile classrooms 15 and 18, and History and Geography Mobile Classrooms 23 and 26.**
* **General Reception area as far as Home Economics classroom 2**
* **Behind Drama mobile classroom 27 and adjacent Year 13 Study Room.**
* **Music corridor and back stairs leading to Technology Foyer.**

**Mobile Phones / Smart Watch:**

Increasingly, research is showing the negative impact the over-use of mobile phones has on young people.

* **Mobile phones** **should be switched off** upon entering the school gates (not on silent mode) and placed in the inside zipped blazer pocket at all times during the school day, including break and lunchtimes.
* Where a mobile phone/smart watch is seen or heard during the school day or whilst on an educational visit outside the college, it will be confiscated and placed in the General Office for safekeeping until a parent / guardian can collect the item from a member of the Senior Leadership Team, after 3.10pm.
* Parents/Guardians will be informed by text if a mobile phone has been confiscated. **This will occur on the first and every subsequent occasion.**
* On the 3rd (and subsequent) occasion, it will be recommended to parent/guardians that the device is kept at home or failing that, arrangements made to hand over the mobile phone/smart watch at the beginning of each day to the Vice-Principal for safe keeping.
* Teaching staff may give permission for pupils to use electronic devices as a learning aid in the classroom. Upon completion of classwork, the mobile phone should be returned to the inside zipped pocket of the pupil’s blazer.
* It is strongly advised that pupils use passwords / pin numbers to secure their mobile phone. Pupils must keep their passwords / pin numbers confidential.
* Under no circumstances, should a mobile phone be used to record an incident that has taken place in school. The mis-use of a mobile phone(s) in this way will result in suspension.
* **Should a pupil refuse to hand over a mobile phone, contact will be made with a member of the Senior Leadership Team**
* If a pupil needs to contact home, they should go to the General Office and ask staff to make a call.
* Pupils are responsible for the safe keeping of mobile phones / smart watches and not the College. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones / electronic devices/smart watches.

**Academic Dates 2023 - 2024:**

|  |  |  |
| --- | --- | --- |
| **Term 1** | **Term 2** | **Term 3** |
| 24/08/23 – 27/10/23 | 03/01/24 – 09/02/24 | 08/04/24 – 28/06/24 |
| Mid Term Break  30/10/23 – 03/11/23 | Mid Term Break  12/02/24 – 16/02/24 |  |
| 06/11/23 – 22/12/23 | 19/02/24 – 28/03/24 |  |
| Christmas Break  25/12/23 – 02/01/24 | Easter Break  29/03/24 – 05/04/24 |  |

**Capital Build Update:**

Construction work is well underway with the ‘Develop and Construct’ Programme for the new College Build, which has an estimated completion date of May 2025. The new school highlights an investment in the future of our young people, focussing on both academic and vocational based subject areas, to further enhance student pathways for Further Education, University or employment and local industry. This significant investment circa £35m, will enhance the ‘gift’ of learning for our young people and for future generations. We are very excited that our new College will become a long-awaited reality.

As you will appreciate, there has been much planning to date to ensure the well-being of our community and their families. The health and well-being of our pupils and staff is absolutely paramount as we return to school in September 2023. I am confident and looking forward to a new school year that will be dynamic, exciting and engaging. 2023-2024 will present many new opportunities alongside perhaps, challenges, but be assured that the committed staff in Holy Trinity College will continue to **‘go the extra mile’** for the benefit of the pupils within our care, thus ensuring that your son/daughter’s future is in good hands. We thank you for your continued support and we wish your son/daughter every success throughout the year.

Yours sincerely

**Description: C:\Users\bdonaghy313\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\Signatures I Russell & Fr Tremer 001.tif**

**Mrs I. Russell**

**Principal**

**Additional information can be found on the policies noted below:-**

* Promoting Positive Behaviour for Learning Policy
* Attendance Policy
* Uniform Policy
* Mobile Phone & Smart Watch Technology Policy
* Anti-Bullying Policy
* Safeguarding & Child Protection Policy
* E - Safety Policy & Acceptable Use Policy
* Learning & Teaching Policy

![A screenshot of a cell phone

Description automatically generated]()