**PORTADOWN COLLEGE**

**2018-19**

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**SIXTH FORM**

**PARENTAL INFORMATION BOOKLET**

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Foreword

Dear Parent/Carer

I am delighted to introduce this information booklet for parents. This publication covers many areas which are essential to ensure the welfare, academic success and happiness of your son/daughter, as well as facilitating the smooth running of the College.

This document provides an overview and I would point you to College policies, which are available on our website or on request, for more details.

Key to our success is home and school working in tandem to ensure each young person fulfils his/her potential. I very much hope that this guide will provide clarity on policies, procedures and expectations. Please do not hesitate to contact the College at any time if we can be of any assistance. Pastoral issues should be referred to the relevant Year Head and curriculum matters to the appropriate Head of Department in the first instance.

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R S Harper

Principal

Key information for starting the College

Communication with parents/carers

Effective communication between the College and parents is essential for the wellbeing of all our students. Should you have any issue you wish to discuss please use the contact details below.

Throughout the year, there are a number of means by which the College will communicate information beyond the usual mailshots.

Key reminders e.g. parents evening and early closing dates will be sent to parents via the Text Alert system. These messages will be sent to the mobile phone of the person you have named as the primary contact on the College registration form.

Please note that students are only permitted to use mobile phones before school, at break, lunchtimes and after school. Parents are therefore requested not to contact students by phone outside these times. Urgent messages can be passed on to students via the College office.

Parentmail is a secure e-mail system which is used to communicate with parents and share relevant resources. If you wish to use the Parentmail system and have not yet registered, please contact the College office.

Academic Reports are sent out in February (all year groups) and in June (Year 11).

College telephone number – (028) 38332439 E-mail: info@pc.portadown.ni.sch.uk

The College Day

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| 9:00am | Monday and Friday - Full School Assembly followed by registration with Group TutorsTuesday -Year 13/14 Assembly, Year 11/12 PD classes , Wednesday - Year 11/12 Assembly, Year 13/14 PD classes, Thursday – PD classes for all year groups |
| 9:15am | Period 1 class |
| 9:55am | Period 2 class |
| 10:30am | Period 3 class |
| **11:00am** | **BREAK**  |
| 11:20am | Period 4 class  |
| 11:55am | Period 5 class |
| 12:30pm | Period 6 class |
| **1:05pm** | **LUNCH** |
| 1:50pm | Period 7 class |
| 2:25pm | Period 8 class |
| 3:00pm | Period 9 class |
| 3:35pm | End of the school day |

The College Calendar

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| **YEAR GROUP** | **EVENT** | **DATE & TIME** |
| Years 13 & 14 | COLLECTION OF A LEVEL & AS RESULTS | Thursday 16 August 2018**A2**: 9:00 am **AS**: 10:00 am |
| Years 11 & 12 | COLLECTION OF GCSE RESULTS | Thursday 23 August 2018 YR12: 9:00 am YR 11: 12:00pm All Examination Boards |
|  | BANK HOLIDAY | Monday 27 August 2018 |
| Year 11 | YEAR 11 INDUCTION | Thursday 30 August 20188:50 am – 1:05 pm |
| Year 13 | YEAR 13 INDUCTION | Friday 31 August 2018New Students 9:00 am – 1:00 pmReturning Students 9:30 am – 12:30 pm |
| All Year Groups | TERM ONE BEGINS | Monday 3 September 2018 |
| Year 14 | Post 18 Pathways:Parents’ Information Evening | Tuesday 4 September 20186:30pm – 7:45pm |
| Year 11 | Pastoral Evening “Getting to Know PC”*Introductory evening for parents to meet with key staff and ask questions* | Monday 10 September 20186:30pm – 7:45pm |
| Year 13 | Pastoral Evening“Life in PC Sixth Form”*This includes a presentation about ‘A’ Level study and future planning* | Tuesday 18 September 20186:30pm – 7:45pm |
| None of the above three evenings is a Parent/Teacher Evening. They are important evenings of presentations to help inform parents of the stage of their son’s/daughter’s education. |
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| Year 12 | Parents’ Meeting & Parent/Teacher Interviews “Preparation for the GCSE Year Coursework” | Wednesday 3 October 20181:30 – 3:30pm |
|  | EXCEPTIONAL CLOSURE~ Students do not attend ~ | Wednesday 3 October 2018 |
|  | AUTUMN CONCERT | Thursday 18 October 20187:00pm |
|  | PRIZE DAY | Friday 26 October 2018For students not required at Prize Day, school ends at 12:00 pm |
|  | HALF TERM HOLIDAYS | Monday 29 October 2018 –Friday 2 November 2018 (inclusive) |
|  | SCHOOL RE-OPENS | Monday 5 November 2018 |
| Years 13 & 14 | PARENT/TEACHER INTERVIEWS | Thursday 8 November 20181:45 – 3:30pm |

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| **YEAR GROUP** | **EVENT** | **DATE & TIME** |
|  | COLLEGE DRAMA PRODUCTION | Thursday 29 & Friday 30 November 2018 7:30pm  |
|  | CAROL SERVICE |  Thursday 20 December 20187:00pm |
|  | LAST DAY OF TERM 1 | Friday 21 December 2018Carol Service Assembly - 9:15 am  |
|  | CHRISTMAS HOLIDAYS | Monday 24 December 2018 -Wednesday 2 January 2019 (inclusive) |
|  | TERM 2 BEGINS | Thursday 3 January 2019 |
| All Year Groups | COLLEGE EXAMS | Monday 7 January 2019 –Friday 18 January 2019 |
|  | EXCEPTIONAL CLOSURE~Students do not attend ~ | Friday 15 February 2019 |
| Year 12 | PARENT/TEACHER INTERVIEWS | Friday 15 February 20191:30 – 3:30pm |
|  | HALF TERM | Monday 18 February to Wednesday 20 February 2019 (inclusive) |
| Years 13 & 14 | PARENT/TEACHER INTERVIEWS | Thursday 21 February 20191:45 – 3:30pm |
| Year 11 | PARENT/TEACHER INTERVIEWS | Wednesday 27 February 20191:45 - 3:30pm |
|  | ST PATRICK’S DAY HOLIDAY | Monday 18 March 2019 |
|  | EXCEPTIONAL CLOSURE~Students do not attend~ | Tuesday 19 March 2019 |
|  | LAST DAY OF TERM 2  | Tuesday 16 April 2019 House Music |
|  | EASTER HOLIDAYS | Wednesday 17 April 2019 –Friday 26 April 2019 (inclusive) |
|  | TERM 3 BEGINS | Monday 29 April 2019 |
|  | BANK HOLIDAY | Monday 6 May 2019 |
|  | BANK HOLIDAY | Monday 27 May 2019 |
| Year 11 | COLLEGE EXAMS | Wednesday 29 May – Thursday 6 June 2019 |
| Year 13 | Return for A2 classes | Monday 3 June 2019 |
| Year 13 | WORK EXPERIENCE | Monday 24 – Friday 28 June 2019 |
|  | LAST DAY OF TERM 3 |  Friday 28 June 2019- Last Day of Year |

\* Please note that two additional Exceptional Closures have yet to be assigned.

Parents will be notified in due course.

All Year 13 students are required to return to normal timetabled classes following their AS examinations. The provisional date for this is **Monday 3 June 2019**. Students must not arrange holidays until after the last day of term 3.

A calendar of updated events is available at the College website:

www.portadowncollege.com

Uniform

Portadown College students are expected to dress and behave at all times in such a way as to maintain a high standard of personal appearance and to enhance the reputation of the College. Our College is judged, in part, by the appearance and conduct of the students wearing its uniform.

We ask for the full co-operation of all parents/carers in ensuring that the regulations on uniform are followed in detail. Complete College uniform must be worn, not only during school hours, but on the journey to and from school and when students are representing the school as team members or at special functions.

Specific guidance on appearance and dress:

1. Blazers must be worn at all times with school uniform, unless otherwise advised by a member of staff.
2. The only jewellery permitted is a watch, a ring and one unobtrusive stud earring in each earlobe. With the exception of the aforementioned earrings we do not permit the wearing of any jewellery which involves body piercing.
3. Hair styles must be tidy and unobtrusive. No unnatural hair colours are permitted.
4. All boys to be clean shaven.
5. Girls’ make up must be unobtrusive and nail varnish is not permitted.
6. **All articles of clothing etc must be clearly marked with owner’s name tapes.**
7. If a temporary change from regulation uniform has to be made, a written explanation of the reason should be forwarded by parents/carers to the appropriate Group Tutor.
8. All students walking home from after school sports activities must wear school uniform or PE uniform.

Please see the Appendix for the full uniform list

Code of Conduct

Our aim is to promote a positive, caring atmosphere in which individual self-discipline can develop and to create a community with shared values and a sense of collective responsibility. This in turn arises from good relationships among students, between students and staff, within the home and between home and College. Recognition of good behaviour, positive attitudes, application to work and extra-curricular involvement will contribute to the development of these relationships.

At the start of the academic year each student is issued with a copy of the Code of Conduct which outlines the standard of behaviour expected. The maintenance of high standards of discipline and behaviour is central to the whole process of teaching and learning and to the development of our students in the widest sense. The Code of Conduct is also available in the Policies section of the College website.

Bus passes

Bus passes will be available during the first fortnight of September. Please make sure that application forms have been completed and forward these to the College as soon as possible.

Lockers

Each student is allocated a locker, any lockers which are not in use (with a lock in place) will be sealed at the end of September.

Mobile Phones

Students may only use their mobile phones up to 8.55am, at break, lunch time at the end of the school day. However, mobile technology must not be used at any time during the school day, or at school events to capture visual or audio material. Mobile phones must be switched off during class and in the corridors. As stated in the Online Safety Policy, the only exception to this rule is when a teacher has given permission for use to enable a student to complete an activity with a clear educational purpose.

Canteen

The College operates a cash cafeteria which is open at break and lunch times serving a range of hot and cold dishes. Students can also use the sandwich bar which accepts pre-orders at break time. Please note that the canteen cannot accept £20 notes.

Should your son/daughter have any food allergy issues and wish to seek advice about services in the school canteen please contact the Canteen supervisor Ms Stephanie Campbell (028 38332520). A food allergy file containing details of all ingredients used in the canteen dishes is available to view every day in the canteen.

Nuts

Please note that from September 2018 we endeavour to ensure the College is a nut-free school and seek your cooperation in supporting the safety of all students at the school. Nuts and peanuts are excluded from the school site based on the ingredient list of any food product.

Sixth Form

Sixth Form Contract

On entering the Sixth form all students and their parents/carers are required to sign the Sixth Form Contract which outlines the expectations that we have of all students.

Admission to Year 14

Students are required to study a minimum of 3 subjects at A2 level.

Criteria for studying 3 subjects at A2 Level:

The minimum requirement for entry to A2 study in Year 14 is 3 grade Ds. Students not attaining this minimum grade profile will not be permitted to return to College except in exceptional circumstances (e.g. significant medical or pastoral issues with documented mitigating evidence). The decision for a student being permitted to continue their studies rests with SLT.

EMA

Education Maintenance Allowance is a means tested weekly payment of £30 to help 16, 17, 18 and 19 year olds with the costs of further education.

Payments are made every 2 weeks as long as students continue to meet the College’s attendance requirements as set out on the EMA Learning Agreement (Part 1).

There are also 2 performance based bonuses of £100 normally paid out in January and June. Payments are dependent on the student meeting the criteria set out in Part 2 of the EMA Learning Agreement.

The Learning Agreement is a contract between the Learning Centre (Portadown College) and the student. Application forms can be obtained from the College office.

Games afternoons / Voluntary work

All students are required to participate in the games programme on a Wednesday afternoon. A limited number of places are available on the voluntary work scheme which offer placements in local schools.

Students participating in the voluntary work scheme must follow the registration and signing out procedures as directed by the Teacher in Charge. Failure to do so will result in a lunchtime detention. Repeated failure to follow the procedures and attend punctually at the placement will result in an after school detention and possible removal from the placement.

If a placement is cancelled the Teacher in Charge will provide details of where students should register with them. Students should remember to bring necessary books etc. for private study during these periods.

Driving lessons

Sixth form students are permitted to leave College for a driving lesson (1 hour) providing:

* A note from a parent/carer has been given to a Vice Principal in advance (see above)
* The lesson is during private study periods.

Students are **not permitted** to take driving lessons during any timetabled class including games periods except for a driving test (practical or theory).

Car parking

Students who drive to College must complete a Use of Car in School Grounds form and return it to the school office before they bring a car onto the school grounds.

Only Year 14 Students are permitted to park on the College grounds and only in the front car parks beside the Technology and Art buildings. Students who park in any other area or who fail to show consideration for other users will be placed in a lunchtime detention.

Students parking outside the College grounds must show due care and consideration for local residents, pedestrians and other road users.

Friday afternoon – home study

Students in Year 14 who have no timetabled classes on a Friday afternoon can leave school at lunchtime but must sign out at the College office before they leave. Students must return the permission form before they can access this privilege.

Supporting and Safeguarding Young People

Pastoral Care

Portadown College strives to create a caring, supportive and purposeful atmosphere which ensures that each student will feel that he/she has a unique and valued contribution to make to College life. Our pastoral care therefore promotes students’ personal and social development, as well as fostering positive attitudes to learning through the quality of teaching and the good relationships amongst students, teachers and the wider College community.

The Pastoral Team has specific responsibility for student induction and welfare; it forms a vital link in the well-being and academic progress of students by liaising closely with Group Tutors, subject teachers, Heads of Department and parents. Parental Induction and parent/teacher meetings also provide opportunities for good home/school liaison and partnership.

Should you have any concerns about your son/daughter – please get in touch with his/her Year Head in the first instance.

Child Protection

It is our aim to safeguard the welfare of the young people in our care by endeavouring to protect them from physical, sexual and emotional abuse.

**DEFINITION OF ABUSE**

***Neglect:***

The failure by a parent or a carer to protect the young person from any kind of danger, including cold or starvation.

***Physical Abuse:***

The failure to prevent physical injury or the actual physical injury to a young person.

***Sexual Abuse:***

Actual or likely sexual exploitation of a young person.

***Emotional Abuse:***

Emotional rejection or ill treatment.

**PRINCIPLES WHICH UNDERPIN OUR POLICY**

* Young people should be listened to and taken seriously.
* In any incident the young person’s welfare must always be paramount; this overrides all other considerations.
* A proper balance must be struck between protecting young people and respecting the rights and needs of parents and families. However, where there is conflict the young person’s interest must always come first.

**CODE OF CONDUCT FOR ALL STAFF IN PORTADOWN COLLEGE**

In all contact with young people, staff at Portadown College follow the guidelines and procedures described in the DENI publication “Safeguarding and Child Protection in Schools” (2017).

**ROLE OF THE DESIGNATED TEACHER**

The designated teacher, Mr P Richardson, and in his absence the deputy designated teachers, Miss G Gibb, or Mr Harper is responsible for dealing with cases of suspected child abuse. They must:

* Listen to the young person
* Notify the Principal
* Refer the case to Social Services and Education Authority (Southern Region)
* Support the young person.

The school will not be involved in investigating the suspected abuse.

This is a brief summary of our Child Protection Policy. A full version is available on the College website or by contacting the College office.

Anti-Bullying procedures

Portadown College is completely opposed to bullying. It is entirely contrary to the values and principles by which we live and work. All members of the College community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

Bullying is defined as: The repeated use of a verbal, written or electronic communication or a physical act (or a combination of those), by a student or a group of students, against another student or group of students, with the intention of causing physical or emotional harm to that student or group of students.

We recognise the fact that bullying can exist in all schools but that even if it is only present to a small extent, the suffering created may be out of all proportion to the number of students affected. Consequently, we regard bullying as totally unacceptable and aim to promote an environment where it will not occur. The College’s Code of Conduct and behaviour policy are based on ideas of consideration for others and the belief that every member of the College community is equally valued and has an important role. If this is followed, condemnation of bullying is both implicit and explicit.

The main aim of any intervention is to:

• Respond to the bullying that is taking place

• Resolve the concern and;

• Restore the wellbeing of all those involved

The flow chart below shows the application of the Anti-Bullying Policy. A copy of the Anti-Bullying Policy is available on the College website.

**Report of alleged bullying behaviour (from parent, student or member of staff)**

**Meeting with parents and student targeted to address on-going concerns. Actions taken recorded in Part 3 of the Assessment Form**

**Further intervention required - referral to Vice Principal/Principal.**

**Concern resolved and student targeted and their parents satisfied with actions taken and outcome. Assessment Form filed with Vice Principal.**

**Behaviour is identified as Bullying**

**Behaviour not identified as Bullying**

**Year Head completes Status of Concern (Part 4 of the Assessment Form) and shares outcome with parents.**

**Year Head provides ongoing support as required (recorded on Part 3 of the Assessment Form).**

**Year Head provides support to student being targeted (Part 2 of Assessment Form) and student displaying bullying behaviour (this may involve other agencies including EA (Southern Region) Behaviour Support Team and the School Counsellor (Recorded on Part 2 of the Assessment Form)). Student who has been accused of bullying behaviour sanctioned in line with Code of Conduct (recorded on Part 2 of the Assessment Form) Parents informed of action taken.**

**Information given to Year Head to investigate. Year Head speaks to all parties concerned**

**Incident dealt with in line with Code of Conduct and sanctions issued if required.** **Parents informed of outcome by Year Head**

**Assessment of Concern Form is completed by Year Head (Appendix 2 of Anti-Bullying Policy) and information shared with Principal / Vice Principal**

**In the event where parents are dissatisfied with the outcome they have recourse to the College Complaints Procedure.**

**Concern resolved and student who has been targeted and their parents satisfied with actions taken and outcome. Assessment Form filed with Vice Principal.**

**Year Head continues to monitor individual students as appropriate. Parents to communicate with the College as required.**

Counselling Service

As a school we recognise that we have a key role to play in supporting young people through an important time in their lives as they are faced with significant changes and life events. Our already established, effective Pastoral Care system enables us to be supportive of our students while empowering them to maximise their potential. To enhance our services further we avail of an Independent Counselling in Schools Service, through the Department of Education, provided by Familyworks.

Students will be able to access the expertise of a professionally qualified counsellor who will be in the school for a session each week. They may refer themselves or make a referral through the College pastoral system. The request may also come from you, or a teacher.

Counselling offers the opportunity for the student to talk about concerns in confidence and to be supported to find ways of dealing with these. What is spoken about will depend on the individual’s needs.

We recognise that we all experience occasions when it feels hard to speak to those closest to us about our worries. At these times it can be useful to speak to someone neutral who is outside the situation. The counsellor will not judge you or your child, but seek to facilitate a resolution of the issues.

We acknowledge that it is natural for parents to feel anxious about the topics discussed in the sessions. Experience confirms that counselling is a successful means of enabling young people to cope with and manage trauma. It may also enhance the relationship between parent and child.

If you would like more information about the Independent Counselling in Schools Service (ICSS), or have any concerns about your child accessing counselling please contact the Pastoral Vice Principal, Mr Richardson. You can also find out more information about the Familyworks School Counselling Service on their website – [www.familyworksni.co.uk](http://www.familyworksni.co.uk)

Mentoring

To complement the Counselling Service provided within the College as part of our pastoral care support, students can also access a mentoring service. The service is run by REACH, a registered charity which is currently working in a range of schools in the local area, with the vision to help young people realise their full potential.

Students who wish to access the service are paired with a mentor who meets with them at a set time each week. It is through this positive, informing and empowering mentoring relationship that the programme aims to:

• Support the educational experience of young people

• Encourage young people to explore healthy lifestyle choices

• Care pastorally for young people

• Enthuse young people to play a positive role in their community

Like the School Counselling Service, a student can make a self-referral or this can come from a parent or teacher. In all cases, students must be willing to engage in the mentoring programme. As with our Counselling Service, the College Safeguarding Team will respond to any disclosure as per the procedures outlined in the College Child Protection Policy.

Attendance and procedures for absence

A high rate of attendance is very important to ensure your son/daughter is able to keep up with his/her studies and fulfil his/her potential in the examinations. Every single day a student is absent from school equates to a day of lost learning. The College attendance target is a minimum of 95%.

Attendance percentages can be misleading. For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that’s nearly 4 school weeks

|  |  |  |
| --- | --- | --- |
| **Attendance Rate** | **Your son/daughter has missed:** | **Description** |
| 100% | 0 days of learning | Excellent\* |
| 97.5% | 4.5 days of learning | Good |
| 95% | 9 days of learning | Satisfactory\* |
| 90% | 19 days of learning | Poor\* |
| 85% | 28 days of learning | Unacceptable |

(\* Source: School Attendance Matters – A Parent’s Guide, DENI)

This section provides details on the steps that need to be followed should your son/daughter be absent or need to leave College during the school day.

***Pro-forma absence forms for parents are included at the back of the booklet and copies can be accessed on the College website.***

*What do I do if my son/daughter is returning to College after a period of absence?*

On the first day after an absence, the student should bring a note signed by his/her parent or carer to the Group Tutor explaining the reason for absence. If a note has not been produced one week after the first day back following an absence the student will be placed in a Tuesday lunchtime detention.

If a student is likely to be absent for more than two days, the College must be informed by contacting the school office and the reason for absence explained. Parents/carers should always try to plan family holidays outside term time as this has a direct impact on academic progress.

*What happens if my son/daughter arrives late for College?*

Students arriving after 9.00am and before 9.10am should enter by the SIXTH FORM CENTRE and sign the Lates file.

A student arriving after 9.10am is required to sign the late register in the Office. If the late arrival is as a result of an appointment then the student should bring a note signed by a parent/carer, explaining the reason and this note must be given to the Office Staff. Any student late more than three times and without an acceptable reason will be placed in Friday detention.

*Does my son/daughter need a note to get out during the school day?*

Any student seeking to leave College early or for a short period during the day must hand in a note signed by a parent/carer to a Vice Principal before 9.15am. As far as possible, routine medical or dental appointments should be made outside College hours. Notes signed by students, even those over eighteen years of age, are not acceptable.

**All students leaving College for appointments must seek permission in writing**, and must also register in the signing-out book.

*What happens if my son/daughter is ill during the school day?*

A student who feels ill or has been injured in College must report immediately for care and attention to a teacher and the College Office. He or she must NEVER leave the College premises, stay in the toilets, make their own arrangements to leave the College or go to the Medical Room without reporting to the College Office.

Any departure without seeking permission as outlined above will be regarded as an unauthorised absence, the sanction for which is an after school detention. **Only students in Year 13 and Year 14 have the privilege of leaving College at lunchtime and must return on time for afternoon classes (1:50pm).**

*If my son/daughter is unwell – does he/she have to attend the games afternoon (Year 13/14 students – Wednesday)?*

Students who wish to be medically exempt from games must bring a note to the Head of Boys’/Girls’ PE by 9:15am on the morning of games day (Wednesday - Year 13/14). Students who fail to bring their kit or a note for MEG on three occasions will be placed in a Friday after school detention.

Personal Development (PD) Programme

As a College community, we are aware of the need for young people today to learn to manage the situations, opportunities and challenges which life in a complex society may present and are committed to providing opportunities for all students to develop important life skills in a safe, supportive and secure environment.

The Pastoral Team co-ordinates the delivery of Personal Development (PD), incorporating

age appropriate information and guidance on a range of life skills and personal, social and emotional issues. As part of our duty of care and in accordance with Department of Education regulations, this Personal Development programme complements the College’s policies on Sexuality and Relationship Education and Drug Education, both of which are available on request.

If you have any questions about the PD programme or wish to withdraw your son/daughter from any particular aspect of the programme please contact the Year Head.

Online Safety

Online Safety can be categorised into four areas of risk:

* Content – being exposed to illegal, inappropriate or harmful material.
* Contact – being subjected to harmful online interaction with other users.
* Conduct – personal online behaviour that increases the likelihood of harm.
* Commercial risks – being exposed to inappropriate commercial advertising, marketing schemes or hidden costs/frauds.

The purpose of our school policy is to:

* Protect and educate students and staff in their use of technology which includes talks within the PD programme.
* Have appropriate mechanisms to intervene and support any incident where appropriate.

Potential exposure to the risks is thereby minimised for all members of our College community. A full copy of the College Online Safety Policy is available on the College website.

 The Securus Education system is used at the College to ensure that our C2k computer network is being

 used safely. Securus alerts staff to any words on our network that would lead us to believe that our very

 high standards of safeguarding, reflected in our Acceptable Use Policy, might be being jeopardised.

 Securus is effective both online and offline across all programmes used by the College.

 Incidents flagged by Securus include any evidence of bullying, inappropriate language, indicators of

 emotional distress and searches for harmful websites.

A screen 'capture' is taken of every incident, showing what was displayed at the time, who was involved and when the incident took place. These captures enable staff to respond promptly to situations which are potentially serious or in breach of the Acceptable Use Policy (AUP). The immediacy of this system can help prevent issues from developing into something more serious.

The use of this software complements our Online Safety curriculum to ensure that students are educated in using all aspects of ICT in a safe and responsible manner.

Medical Room

Should a student feel unwell during the school day they must report to the school office. If, after one period in the medical room, the student is still unwell the office staff will make arrangements for the student to be collected by a parent/carer, otherwise the student should return to class.

Concussion Awareness

The Department of Education has requested that all schools should inform parents/carers of the need for you to keep all organisations informed if your child receives a concussion injury.

Concussion is a brain injury which is usually caused by hitting the head or a fall. It can happen at any time, anywhere: for example, during sports, in the school grounds, or at home.

Concussion must always be taken seriously and it is vitally important that any child/young person suspected of having concussion should **immediately** be stopped from continuing whatever activity they are doing and be assessed by a medical professional for diagnosis and guidance.

A second injury when a child has concussion can be extremely serious and may even be fatal. It is vitally important therefore that medical clearance is sought before your child returns to school/play. Children should not resume physical activities such as Physical Education (PE), sports or games until permitted to do so by a medical professional.

Concussion may also affect your son/daughter’s ability to learn at school. This must be considered and medical clearance should be sought before the child returns to school. As symptoms vary from child to child, a graduated return to school programme may be needed.

If your child suffers a concussion in school or outside school, it is vitally important that you keep all people/organisations with responsibility for caring for your child informed so that they are aware of the potential dangers and any restrictions that may apply to the activities your child is permitted to do.

The **‘Recognise and Remove’** leaflet produced by the Department of Education and the Department of Culture, Arts and Leisure is available on the Department of Education’s website http://www.education-ni.gov.uk and provides guidance on the signs to look out for. The College strongly recommends that you familiarise yourself with the contents of this leaflet.

Keeping everyone informed about concussion is in your child’s best interests and parents/carers have a key role in making sure that information is passed on to their child’s teacher, sports coach, youth leader or other care provider.

Ensuring every student fulfils his/her potential at the College

Homework

All students are issued with a homework diary in which they should record all works set so that they can plan their time appropriately.

* Homework should consolidate classroom learning and enhance students’ ability to work independently. ‘Finishing off’ work begun in class does not constitute homework: all formally set homework must be undertaken by all students in the class.
* Homework should not be set for the week preceding the internal examination period in order to afford students time in which to structure and undertake personal revision.
* Recommended hours of homework per week:

|  |  |
| --- | --- |
| Year 13 | 15 hours (including independent home study) |
| Year 14 | 15 hours (including independent home study) |

* In Sixth Form, subject teachers should ensure that in addition to formal homework, students are guided on extension tasks/areas suitable for independent study. This guidance should assume an available study time of approximately 30 minutes for Year 13 and 1 hour for Year 14 per subject each week.
* Homework may contribute to the coursework components. Where this is the case, students must adhere to the guidelines for completion of work stated in the College Coursework/Controlled Assessment Policy.

Revision

All students must engage in a full, thorough and timely revision programme seeking advice from teachers as required. Students should avail of all opportunities provided by College staff to assist with exam preparations as appropriate. Parents should consult the College website for information on additional revision classes provided.

Parents are requested to ensure their son/daughter is fully prepared for all examinations.

Coursework

Coursework is a form of internal assessment normally marked by the centre and moderated by the Awarding Body.

Given that in many subjects controlled assessment and coursework constitute a significant portion of the final GCSE and A Level grade respectively, partnership between students, teachers and parents/guardians is imperative to ensure that candidates submit the highest quality work of which they are capable.

Your support in the following areas will therefore assist your son/daughter:

* Parents/carers must ensure that their son/daughter meets all deadlines for submission of coursework.
* Parents/carers should ensure, except in cases of legitimate absence, that their child is in College and as well prepared as possible for coursework preparation and completion.
* Parents/carers should familiarise themselves with the JCQ *Information for Candidates* document (available on the College website) and discuss its contents with their son/daughter.

Please see the Controlled Assessment and Coursework Policy for more information, including the procedures if a student fails to complete their coursework or in cases of malpractice e.g. plagiarism.

Target Setting

The College’s target-setting practices and procedures recognise the Education and Training Inspectorate’s expectation for all schools to set students individual targets for improvement based on previous outcomes. We regard Target Setting as intrinsic to Assessment ***of*** and ***for*** Learning and believe that targets should be realistic, challenging but achievable. Informed by quantitative (e.g. Cognitive Ability Tests [*CATs]*, internal examination scores, *CAUs*) and qualitative data, Target Setting fuses the academic and pastoral aspects of student life to:

* motivate, monitor and support/challenge learners as appropriate;
* raise aspiration (student and teacher) and maximise individual student attainment;
* inform discussions between students, parents and teachers about progress and potential.

Subject specific Target Setting takes place for all year groups. For further information on key dates please refer to the Assessment, Reporting and Sixth Form Progression Policy.

Review and Support Programme

Should your son/daughter require additional support of a pastoral and/or academic nature, he/she will be placed on the Review and Support Programme, the purpose of which is to help each individual identify appropriate targets to enable fulfillment of potential.

Special Educational Needs

Portadown College promotes an inclusive ethos. The College is committed to removing barriers to learning for all students with a learning difficulty and/or disability. Students, parents and the SENCo will work closely together to ensure that all reasonable adjustments are made so that no student is disadvantaged. If a young person has a specific disability our co-ordinator will work with the family to build an understanding of how we can support the young person in College. Should you have any queries about the support provided for your son/daughter please get in touch with the SENCO (Dr McCavigan).

Study Leave

Students will be provided with dates for study leave in advance of the external examinations. Parents should note that it is essential that students continue to attend as normal up to the commencement of study leave as teachers finish the specification content and provide guidance and support for the examinations. Please note that full school uniform must be worn at any time when a student is coming into the College during study leave e.g. attending revision classes or to collect work.

Extra-curricular activities

There are a wide range of sports and extra-curricular activities on offer at the College.

* Hockey, rugby, football, volleyball, netball (TBC), golf and athletics
* Air Training Corps
* Choir, Orchestra, Chamber Choir, Brass Ensemble
* Debating Society
* Coding Club
* School Play/Theatre Visits
* Duke of Edinburgh’s Award Scheme
* Journalism Club
* Lifeline (PC’s Charity organisation)
* Peripatetic Music Tuition
* Public Speaking
* Scripture Union
* House events
* Student Voice

All students are encouraged to get involved in these activities through which they can gain great enjoyment and develop new friendships and skills.

Additional Information for Parents

Policies

Parents are welcome to view any of the relevant College policies which can be accessed via the College website or on request from the office.

College Fund

This fund is used to provide educational enrichment opportunities for all students.

For 2018/2019 parents/carers are asked to provide the amount of £50.00 per student. If two or more are attending from one family, the contribution is £50 for the eldest plus £25 for each additional child.

General Data Protection Regulations (GDPR)

The General Data Protection Regulations (GDPR) came into effect on 25th May 2018. The new regulations bring higher standards for handling data and greater expectations for improved transparency, enhanced data security and increased accountability for processing personal data. Schools have a legal duty to comply with GDPR.

The new GDPR is replacing the current Data Protection Act (DPA) and is set to strengthen and unify all data held within an organisation. For schools, GDPR brings a new responsibility to inform parents and stakeholders about how they are using pupils' data and who it is being used by.

*What does GDPR mean for schools?*

A great deal of the processing of personal data undertaken by schools will fall under a specific legal basis namely, 'in the public interest'. As it is in the public interest to operate schools successfully, it will mean that specific consent will not be needed in the majority of cases in schools.

GDPR will ensure data is protected, will give individuals more control over their data and schools will have a greater accountability for the data. We already highly value and protect all of our student, parents and staff data and will continue to do so in the presence of GDPR.

You can view the relevant privacy notice in the Parental section of the College website or hard copies can be requested by contacting the College office.

As a parent/carer you may receive some letters from us regarding GDPR. Some of those may be about consent and some about updating your information with us. We would appreciate it if you would read all information you receive and send any relevant documents back to the College.

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 on 028 38332439 or by email info@pc.portadown.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.

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

Translation services

Should you require a translator for a parents’ meeting or other meeting at school please ensure that the College is made aware of the request at least five working days ahead of the meeting so that a translator can be arranged.

Parking at the College

All buses leave from the parking bays at the front of the College. These bays should be kept free of cars collecting students. Parents must not drive into the College grounds to leave or collect students (unless in exceptional circumstances) as very severe congestion can take place which can jeopardise the safety of our students and staff.

Emergency closures

School closure is a serious measure which potentially affects students’ learning and may impact upon other issues such and safe transportation and travel home. Student and staff safety are paramount throughout. Closure may be enforced due to the weather or operational reasons.

**Closure during the school day**

Parents/carers will be informed via Text Alert.

Car drivers, their passengers and those who walk home will be released immediately.

All remaining students will be brought to the assembly hall and advised of procedures. School buses cannot be rescheduled. Students may use phones to arrange an alternative or be supervised until buses arrive. Students who are collected at the end of school can also attempt to rearrange times.

**Closure before official opening time**

Information will be sent via Text Alert**,** posted on the College website and forwarded to BBC NI.

Critical Incidents

A Critical Incident can be defined as **“an incident or sequence of events that overwhelms the normal coping mechanism of the school”** (*A Guide to Managing Critical Incidents in Schools – Department of Education N.I.*). Critical Incidents may involve one or more students or staff members, or members of our local community.

Details of how the College will manage a Critical Incident and communicate with parents/carers can be found in the parents’ section of the College website.

Heads of Department

|  |  |
| --- | --- |
| Art/Moving Image Arts | Mrs Z McAleece |
| Biology/ALU (Agriculture and Land Use) | Mr D Morris |
| Business Studies/Economics/LLW (Learning for Life & Work) | Mr A Grant |
| CEIAG (Careers Education, Information, Advice and Guidance) | Mr N Quaile |
| Chemistry and Single Award Science | Mr D Spence |
| Drama and Theatre Studies | Miss P Curry |
| English/Journalism | Mrs G Montgomery |
| Food and Nutrition/Health & Social Care/Psychology  | Mrs R Willis |
| Geography/Travel & Tourism | Mrs C Irwin |
| History and Politics | Mr S Dunlop |
| ICT/Computing | Mrs K Hutchinson |
| Mathematics | Mrs N Dawson |
| Modern Languages | Miss M Boyd |
| Music | Mrs L Doogan |
| PE – Girls | Mrs A Symington |
| PE - Boys | Mr A Symington |
| Physics | Mrs K Wilson |
| Religious Studies | Mrs D Speers |
| Technology & Design | Mr D Neill |

Year Heads

|  |  |  |
| --- | --- | --- |
| 11 | Miss C Patterson | Mr M Andrews |
| 12 | Mrs J Baird  | Mr J McCourtHunter\* |
| 13 | Miss K Lyttle | Mr R Hunter |
| 14 | Mrs V Todd | Mr S McDowell |

Frequently Asked Questions

**What time does the College open for students?**

The College is open from 8:20am, students entering between 8:20am and 8:30am must go to the library. After 8:30am all locker areas are accessible.

**Can my son/daughter stay on after 3:35pm to study in the College?**

Students should not be on the College premises after 3.45pm unless they have permission or are participating in an activity led by a member of staff or other authorised adult(s).

**My son/daughter is experiencing problems settling into life at the College – whom should I contact?**

Please contact his/her Year Head on the College number – (028) 38332439.

**What should I do if my son/daughter experiences difficulties in a particular subject?**

Please contact the relevant Head of Department on the College number (028) 38332439.

**Does my child get a locker?**

Yes – they must ensure a lock is fitted. Any lockers without locks fitted will be sealed at the end of September.

**Does my child require a note if they are leaving College during the school day?**

Yes, and it must be signed by a Vice Principal (Vice Principals are available in the foyer up to 9:15am). See attendance section for more information.

**If my son/daughter is unwell or is injured during the school day – what happens?**

Any student who is unwell must always report to the main office in the foyer. You will be contacted by a member of the office staff and advised if you need to collect your son/daughter at the College or if he/she has been brought to hospital with a member of staff. On arrival at the College, please speak to the office staff before collecting your son/daughter from the foyer/medical room.

Should you have any concern regarding an injury/illness and possible impact on attendance please keep their Year Head informed.

**Who do I contact if my son/daughter will be absent for their Coursework?**

Please inform the relevant Head of Department on the College number – (028) 38332439

**Where can I get more information about the College?**

The College website ([www.portadowncollege.com](http://www.portadowncollege.com)) provides key information including current news, the school calendar, information on the curriculum, the prospectus and a section specifically for parents. If you cannot locate the information you require please contact the College office.

Appendices

**BOYS OFFICIAL SCHOOL UNIFORM**

1. BLAZER Regulation College blazer (which includes house colour).

2. TIE Regulation tie, blue and black stripes. This must be worn

fully pulled up and, if possible, must reach the waistband in length. Year 11 and 12 must purchase the school tie with the school crest. Sixth form students should purchase the striped tie without the school crest.

1. TROUSERS Regulation College trousers (bootcut).
2. SHIRT Regulation College plain blue, tucked into trousers and top button fastened.

5. OVERCOAT Plain dark coat, fleece, anorak or jacket. **NO DENIM**. Members of sports teams may wear the official team fleece/top. ***No hooded tops to be worn with Portadown College uniform.***

1. SOCKS Dark grey or black.
2. SHOES Plain black.

8. SCARF Regulation blue/black College scarf. A plain black, grey or plain College blue scarf is also acceptable.

1. PULLOVER Plain black.

**OFFICIAL SCHOOL UNIFORM FOR PHYSICAL EDUCATION**

Compulsory

1. Blue school t-shirt.
2. Black school shorts.
3. Blue and black hooped socks.
4. Blue/Black Hooped Rugby jersey.

Optional

1. It would be expected that all boys involved with extra-curricular schools sport would purchase school tracksuit bottoms and one of the three jackets available (School Tracksuit Top OR School Fleece-lined jacket OR School Training Top).
2. Boys hoodie
3. House jersey

**GIRLS OFFICIAL SCHOOL UNIFORM**

1. BLAZER Regulation College blazer (which includes house colour).
2. TIE Regulation tie, blue and black stripes. This must be worn fully pulled up and,

if possible, must reach the waistband in length. Year 11 and 12 must purchase

the school tie with the school crest. Sixth form students should purchase the

striped tie without the school crest.

3. SKIRT Regulation plain black skirt, introduced in September 2007. This new style skirt must be worn just below the knee.

1. BLOUSE Regulation long sleeved College blue blouse, tucked into skirt and top button

fastened.

5. OVERCOAT Plain dark coat, fleece, anorak or jacket. **NO DENIM**. Members of sports teams may wear the official team fleece/top. ***No hooded tops to be worn with Portadown College uniform.***

1. TIGHTS Black opaque tights
2. SHOES Plain black shoes with a maximum inside heel height of 4cms and plain black

laces (if worn). No slingbacks, platform shoes, stilettos, suede shoes or

coloured soles.

8. SCARF Regulation blue/black College scarf. A plain black, grey or plain College blue scarf is also acceptable.

1. PULLOVER Regulation black (with Blue ‘V’).

**SPEECH DAY AND OTHER MAJOR SCHOOL FUNCTIONS**

Plain heavy denier black tights must be worn with uniform.

**OFFICIAL SCHOOL UNIFORM FOR PHYSICAL EDUCATION**

Compulsory

1. Sky blue Kukri Hockey Shirt (Polyester)
2. Sky blue hoodie (with PC Crest)
3. Regulation Kukri Black/Sky blue bottoms (with PC Crest)
4. Plain black leggings
5. Sky blue Kukri hockey socks

Optional

1. Kukri Hockey ‘skort’(for prospective team players)
2. Blue-black hooped Kukri hockey socks (for prospective 1st /2A XI players)
3. Wind/shower proof Kukri jacket (with PC Crest)

Additional Items required for Games/PE & extra-curricular activities

1. Track shoes/gym shoes only. Non-marking soles, white laces only, and no baseball boots.

2. Shin guard protection, essential for hockey (Gum shield strongly recommended).

3. Hockey stick (Year 11 and Year 12 and team players).

STOCKISTS OF PORTADOWN COLLEGE UNIFORM IN THE PORTADOWN AREA INCLUDE

Ivan Jameson Robert Davidson Tom Morrow

18 High Street 10 Bridge Street Woodhouse Street

Portadown Portadown Portadown

***Copies of the forms below can be downloaded from the Parents section (policies and documents) of the College website***

[www.portadowncollege.com](http://www.portadowncollege.com)

RETURNING TO COLLEGE AFTER ABSENCE FORM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NAME OF STUDENT) REG GROUP: \_\_\_\_\_\_\_\_\_

My son/daughter was absent from College on the following date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This was due to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_ /\_\_\_\_

*This form or a note explaining absence should be given to the Group Tutor the first day the student returns to College.*

PERMISSION TO LEAVE COLLEGE DURING THE SCHOOL DAY FORM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (NAME OF STUDENT) REG GROUP: \_\_\_\_\_\_\_\_\_

Please excuse my son/daughter from College on:

Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

From: \_\_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_\_am/pm.

This is due to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Parent/Carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_ /\_\_\_\_

*This form or a note explaining absence should be given to a Vice Principal* ***before 9:15am****.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*