

A GUIDE FOR PARENTS 2024 - 2025



NENDRUM COLLEGE COMBER

Telephone: 028 9187 2361

STAFF

PRINCIPAL: Mr A Walker, B.Ed., M.Ed.

VICE PRINCIPAL: Miss V Thompson, B.A. (Hons)., P.G.C.E., P.G.D.H.

Mrs D Black

Mrs D Blake

Mr J Bowman

Miss Z Burton

Miss C Brown

Mrs J Butler

Ms E Cloughan

Mr S Cowden

Mrs J Derby

Mrs N Derby

Mrs K Gibson

Ms C Graham

Miss A Hearst

Mrs F Jess

Mr D Jones

Mrs L Jones

Mrs M McDermott

Mr K McClure

Mr S McKeag

Mr M McKee

Miss K Miller

Mrs S Montgomery

Mrs C Munn

Mrs L Nelson

Mrs B O'Donnell

Ms K Ramsden

Mr D Scott

Mrs G Stewart

Miss S Walsh

Mrs S Watts

Mr R Williams

Mrs S Williams

Principal's Secretary: Mrs D Thompson

Admin: Mrs K McCullough
Mrs C Sherlock

Technician: Mrs A Gilliland

Classroom Assistants: Miss C Barrett
Mrs E Graham
Mr A Hamilton
Miss J Hartley
Mrs E Kerr
Mrs G Majury
Mrs L Matthews
Mrs A McAdam
Miss C Miller
Mrs P Miskelly
Mrs J Orr
Mrs C Rodgers
Mrs O Trench-Sala
Miss J Savage
Mrs C Spence
Mr S Thompson
Mrs D Walker
Mrs C Wright

Cleaning Supervisor: Mrs R McMaster

Caretaker: Mr R Brown
Mr K Fowler

BOARD OF GOVERNORS – 2019/2025

The Board of Governors comprises seven members, who represent parents (*) of pupils attending the school (2), transferors (+) from schools within and outside Comber (4), the Education Authority (SE Region) (!) (2), and the members of staff (=) (1).

MEMBERS:

- | | |
|---------------------------------|-----------------|
| + Mr R Gibson (Acting Chairman) | = Mr C Maginnis |
| ! Canon Dr J P O Barry | * Mrs L Field |
| + Rev S Gamble | * Mrs J Moore |
| + Rev I Gilpin | |

Nendrum College is a controlled, co-educational, day secondary school, served by the Education Authority, whose headquarters are at Grahamsbridge Road, Dundonald, Belfast BT16 2HS. Telephone: 02890566200.

NENDRUM COLLEGE COMBER

Nendrum College serves young people in the 11-16 years age range from the town of Comber and the surrounding rural area. The main contributory primary schools are as follows:

Abbey Primary School	Killyleagh Primary School
Alexander Dickson Primary School	Londonderry Primary School
Andrews Memorial Primary School	Model Primary School
Brooklands Primary School	Moneyrea Primary School
Carrickmannon Primary School	Regent House Prep School
Castle Gardens Primary School	St Finan's Primary School
Comber Primary School	St Mary's Primary School Comber
Derryboye Primary School	St Mary's Primary School Killyleagh
Dundonald Primary School	Victoria Primary School
Killinchy Primary School	West Winds Primary School

The College opened in its new premises 2008, occupies a site covering 9 acres and has a current enrolment of 400 + pupils. The facilities include a Technology Block, Home Economics Suite, Drama Theatre, Careers Suite, Art Studio with Computer Graphics room, Music Studio with ensemble and practice rooms, Computer rooms, Science laboratories with Greenhouse, Sports Hall and Fitness Suite. All classrooms are equipped and furnished with up to date resources and have interactive whiteboards and data projectors. Outdoor facilities include tennis courts, a soccer pitch and a multi-purpose astro-turf pitch.

THE ETHOS OF THE COLLEGE

The ethos of the College, as chosen by the School Council, is 'Always Aim High'. To achieve this we:

- promote and develop a culture of achievement, through encouraging and supporting good attendance, punctuality, application to work and respect for themselves, others and the environment.
- cultivate in our pupils creativity and high expectations of themselves, promoting pride in and commitment to the College.

COLLEGE AIM

To provide a disciplined yet caring and supportive environment in which each pupil is encouraged to attain their true potential both academically and socially.

In order to achieve this prime aim we seek:

To regard each pupil as an individual with different needs and expectations who, through guidance, may develop a sense of personal worth and respect for others.

To this end, the College will, through its curriculum and guidance activities, help pupils to:

- develop a knowledge and understanding of themselves and others, as individuals; their strengths and weaknesses, abilities, skills, personal qualities, attitudes and values, needs;
- learn how to acquire information in order to make decisions which may concern their personal life, their school work or their future careers;
- take charge of the conduct and outcome of their own lives;
- come to terms with their responsibilities to their peers, their parents and the wider community in which they live; and
- prepare themselves for the transition to adulthood and a working life.

STRUCTURE

In order to fulfil this goal, the pastoral structure has been designed so that both teachers and pupils can clearly identify the appropriate support when the occasion demands. Pastoral and disciplinary aspects of College life are interlinked. The process of pastoral care is brought about by the daily interaction between staff and pupils, staff and parents and outside agencies. Subsequent good communication between staff at all levels is considered essential for the well-being of the pupils in our care.

Through its pastoral ethos, the College aims to prevent rather than correct infringements of the good order considered essential to effective learning and development.

RULES

Rules are important to ensure that all those in school respect the same standards of dress and behaviour, so that pupils and staff can work in a pleasant and safe environment.

In addition, be aware that it is not permissible for food, fizzy drinks, juice, tea or coffee to be consumed in classrooms by pupils or staff. Water is the only permitted drink.

Please read and support the school rules:

1. Full **school uniform** must be worn. It should be clearly labelled and kept clean, neat and tidy. Coats and scarves may not be worn in class.
2. **No badges** may be worn on a College blazer, other than the college badge or badges of achievement earned in school e.g. Sports Awards.
3. **Jewellery** and **make-up** are not acceptable for school. If ears are pierced **only one small stud may be worn on each ear lobe**. School will not accept responsibility for any items lost or mislaid during school hours.
4. It is not acceptable for pupils of this school to have hair styles which are extreme in cut or colour.
5. Mobile phones must not be used in school. Contact between parent and pupil must be made via the College phone.
6. Walk on the left in corridors and on staircases.
7. Line up outside classroom doors - WAIT to be admitted by teacher.
8. Schoolbags (**not handbags**) and all relevant books, pens etc. must be brought to class.
9. Homeworks should be completed and handed in on time.
A note, written and signed, by a parent/guardian is required to explain any period of absence. It should be given to the Form Teacher on the first day back to school. For appointments during the school day, a note or appointment card is required; pupils should present this at the office when they sign out. Pupils must sign in at the office on their return from an appointment.
10. A pupil going home unwell must be collected by a parent/guardian.
11. Persistent lateness, either in the morning, at lunchtime or at the change of classes will be punished. If arriving after 8.50am pupils must report to the office to be marked present.
12. Persistent lateness will result in detention after school. Parents will be informed.
13. Litter should not be dropped but put in the nearest bin.
14. It is important to be polite and respectful when addressing teachers, other school staff, pupils and members of the public. Rude or violent behaviour is unacceptable and will be dealt with according to the College discipline policy.
15. It is important to always aim high and try your best in class and homework so that you can achieve to the best of your ability academically and socially.

COLLEGE POLICY STATEMENTS

College Policy Statements are available on the College website.

HOMEWORK POLICY

In Nendrum College we believe that homework plays an important role in each child's learning and development. A conscientious effort by the pupil to complete each task develops qualities of self-discipline and self-reliance. It establishes good working habits and practices. Work at home ensures steady progress across the range of subjects studied, improves retention and increases understanding. Study skills must be learned and practiced in the Junior School in order to cope with the demands made by entry for external examinations later.

Homework is set on a regular basis with the frequency of tasks varying from subject to subject. Pupils are issued with a homework timetable at the beginning of the academic year and a homework diary is given to each pupil in September in which to record homeworks given.

Appropriate homework need not always be of the traditional written variety. It is equally important to develop the skills of reading, recording, observing and revising. A task may involve the collection of information from a range of sources or the viewing of a specified television programme. It is also expected that work begun in class should be completed and learned at home. Problems regarding understanding should be raised with the appropriate teacher at the earliest opportunity.

Parental interest and involvement is welcomed. Whenever possible, pupils should be encouraged to work in a quiet part of the home and produce good quality work, punctually. Failure to do so will result in parents receiving notification of this problem.

Pupils, who wish to, have the opportunity to complete homework making use of the Library at lunch-time and ICT facilities after 3.05pm.

COLLEGE CURRICULUM AND ORGANISATION

CURRICULAR AIMS

- (1) To ensure that each pupil has access to a broad and balanced range of learning experiences.
- (2) To provide a coherent and relevant programme for each pupil to gain knowledge, skills and understanding, coupled with a sense of personal achievement and enhanced self-esteem.

During the first 3 years, all pupils follow the Northern Ireland curriculum for Key Stage 3. At the end of Year 10, pupils, parents, and staff, select subjects for study at GCSE or equivalent level. These decisions are based upon each individual child's interests, abilities and potential career pathway. GCSE and equivalent examinations are taken by pupils in Years 11 and 12 who, upon leaving school, either go directly into employment, training, or further education at grammar schools or colleges of further education.

KEY STAGE THREE

JUNIOR SCHOOL: YEARS 8, 9 and 10

All pupils, irrespective of their ability or gender, have access to a range of subjects which reflect all the Areas of Study and the compulsory subjects listed in the Statutory NI Curriculum.

KEY STAGE FOUR

SENIOR SCHOOL: YEARS 11 and 12

In Years 11 and 12 pupils follow a curriculum designed to comply with the Entitlement Framework. All pupils study 6 core GCSE and non-GCSE subjects. Additional subjects are available from a list of options, including a number classified as "Applied". GCSE and other qualifications are the end product of the final two years of study for all pupils who must remain at school for a full five years.

RELIGIOUS EDUCATION PROVISION

All pupils study Religious Education and attend collective worship throughout their years at Nendrum College Comber. The programme follows the core syllabus for teaching Religious Education in Northern Ireland. GCSE Religious Education is an option in Years 11 and 12.

Parents who wish to withdraw their children from Religious Education and collective worship, on grounds of conscience, may do so in consultation with the Principal. Alternative educational arrangements will be made.

CURRICULUM ANALYSIS 2024-2025

Years 8, 9 and 10 study the following subjects:

- Art & Design
- English
- French
- Geography
- History
- Home Economics
- Information Technology
- Learning for Life & Work
- Library Studies
- Maths
- Music
- Physical Education
- Religious Education
- Science
- Technology & Design
- Drama

Years 11 and 12 study the following subjects:

Compulsory:

GCSE

- English
- Learning for Life & Work
- Maths

NON GCSE

- Careers
- Physical Education
- Religious Education

Optional:

GCSE

- Art & Design
- Business Studies
- Child Development
- Double Award Science
- French
- Geography
- History
- Home Economics
- Media Studies
- Motor Vehicle & Road User Studies
- Physical Education
- Science
- Technology & Design

GCSE Equivalent

- Applied Science (OCN)
- Developing Skills for Employment (OCN)
- ICT (BTEC)
- Information Technology Applications (OCN)
- Personal Success and Well-being(OCN)
- OS Construction
- OS Digital Imaging and Digital Music
- OS Food
- OS Office Technology
- OS Sport, Leisure & Tourism
- Prince's Trust

A number of pupils in Years 11 and 12 will attend the South Eastern Regional College (SERC) every Friday to study for qualifications in Occupational Studies.

COLLEGE PASTORAL SYSTEM

Within the College, teachers have been given the responsibility for acting as personal tutors to pupils. They are called Form Teachers. Their role is to monitor progress, advise pupils and liaise with parents and other members of staff. They are assisted in the role by counselling staff and the Year Head, Head of Junior/Senior School and the Vice Principal.

Vice-Principal: Miss V Thompson

Counsellor: Mrs M Dornan Independent Counselling Service for Schools.

Head of Junior School: Mr K McClure

YEAR 8

YEAR HEAD

MRS D BLAKE

08H Miss A Hearst
08J Mr D Jones
08M Mr S McKeag
08W Mrs S Williams

YEAR 9

YEAR HEAD

MRS F JESS

09D Mrs N Derby
09J Mrs L Jones
09K Mr M McKee
09M Mrs S Montgomery
09R Ms K Ramsden

YEAR 10

YEAR HEAD

MR C MAGINNIS

10C Ms E Cloughan
10M Mrs C Munn
10N Mrs L Nelson/Ms B O'Donnell
10W Mrs S Watts

Head of Senior School: Mr R Williams

YEAR 11

YEAR HEAD

MR J BOWMAN

11B Mrs D Black/Mrs M McDermott
11C Mr S Cowden
11N Miss C Brown
11W Miss S Walsh

YEAR 12

YEAR HEAD

MISS Z BURTON

12B Mrs J Butler
12G Mrs K Gibson/Ms B O'Donnell
12M Miss K Miller
12S Mr D Scott
12T Ms C Graham

Parents wishing to speak to any of the above concerning their child's progress should telephone the College office to arrange a phone call or appointment. Teaching staff will endeavour to respond as soon as possible, however this may not be on the same day of contact.

CHILD PROTECTION

The purpose of the following procedures on Child Protection is to protect all young people at Nendrum College.

- The welfare of each child in our care is paramount.
- Everyone who is employed in the school has clear guidelines on the action which is required where abuse or neglect of a child is suspected.
- Child abuse in any form will not be ignored by anyone who works in our school.

Designated Teacher for Child Protection: Miss V Thompson (Vice Principal)

Deputy Designated Teachers for Child Protection: Mr C Maginnis, Mr S Cowden.

DEFINITION OF CHILD ABUSE

“Child abuse occurs when a child is neglected, harmed or not provided with proper care. Children may be abused in many settings,.....by those known to them, or more rarely by a stranger. There are different types of abuse and a child may suffer more than one of them.”

Source: ACPC Regional Policy and Procedure Chapter 2

CATEGORIES OF CHILD ABUSE

NEGLECT

- Neglect is the persistent failure to meet a child’s physical, emotional and / or psychological needs, likely to cause significant harm.
- It may involve failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to medical care or treatment, lack of stimulation or lack of supervision.
- It may also include non-organic failure to thrive.

PHYSICAL INJURY

- Physical abuse is the deliberate physical injury to a child, or the willful or neglect failure to prevent physical injury or suffering.
- This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation, confinement to a room. Or inappropriately giving drugs to control behavior.

SEXUAL ABUSE

- Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts.
- They may include non contact activities such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

EMOTIONAL

- Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on a child’s emotional development.
- It may involve conveying to a child that they are worthless or unloved, inadequate, or valued on insofar as they meet the needs of another person.

DOMESTIC

- “Threatening behavior, violence or abuse (psychological, physical, verbal, sexual, financial or emotional) inflicted on one person by another where they are or have been intimate partners or family members, irrespective of gender or sexual orientation.

EXPLOITATION

- Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain.
- It may involve child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

No list of symptoms can be exhaustive. Also, it must always be remembered that alternative medical, psychological or social explanations may exist for the signs and symptoms described above.

PROCEDURES

- If a pupil makes a disclosure or if anyone working in the school has concerns about a child, they must act promptly.
- The person receiving the complaint or report will follow the recommended guidelines when listening and talking to a child disclosing information.
- Report details to Designated Teacher or Deputy Designated Teacher immediately.
- Consider the need for immediate safeguarding of child at risk.
- Ensure a record of details is kept.
- The Designated Teacher and Deputy Designated Teacher decide if additional information is required and contact EA Child Protection Officers. A referral to Social Services may be required. Parent(s) / Guardian(s) will be consulted as soon as possible (unless a parent / guardian is implicated).

The school does not investigate any child protection issues; this is the role of Social Services or the PSNI.

It should be noted that information related to possible child abuse issues cannot be held in confidence. The safety of the child is our priority and information may be shared with other professionals. However, only those who need to know will be informed.

COMPLAINTS AGAINST STAFF

If a complaint about possible child abuse is made against a member of staff the same procedures will apply.

If a complaint concerns the Designated Teacher, the Chairman of the Board of Governors will be informed immediately by the Deputy Designated Teacher and will assume responsibility of the procedures. The same procedures will apply if the complaint concerns the Deputy Designated Teacher.

They will work with the Chairman of the Board of Governors and the Designated Governor for Child Protection issues.

If I have concern about a / my child's safety:

- I can speak to my child's Form Teacher.
- If I am still concerned I can contact Miss Thompson, Mr C Maginnis or Mr Cowden immediately: Telephone No. 028 9187 2361
- If I am still concerned I can write directly to the Chairman of the Board of Governors, marking communication private and confidential. *Nendrum College, Darragh Road, Comber, Newtownards, BT23 5BX*

- At any time I can talk to the Duty Social Worker at:
 - *Gateway Service: Telephone No. 028 9050 7000;*
 - *or telephone my local Police Station and ask for CARE Unit.*

N.B. This is a synopsis of our Child Protection Policy. The full Child Protection Policy may be viewed on our school website.

CAREERS EDUCATION AND WORK EXPERIENCE

The following outlines our normal procedures.

The Employability Curriculum is delivered via Learning for Life and Work and is enhanced by various CEIAG workshops throughout the pupils' time at Nendrum College. These workshops are led by Young Enterprise and SENTINUS. In addition, each student will have elements of CEIAG enrichment within schemes and through educational visits.

Year 8 pupils are introduced to Education for Employability through the "Your School/Your Business Workshop" held during the first term.

In Year 9 pupils continue this careers education in another workshop entitled "Explore Enterprise".

Workshops in Year 10 include "Career Planning Skills" and "Project Business". Pupils in Year 10 also study a careers module within the Learning for Life and Work Programme.

Throughout Key Stage Three pupils are introduced to the importance of STEM (Science Technology Engineering Maths) subjects and Labour Market Information. Each department delivers at least one unit of work focusing on Employability skills relevant to their subject area. This important area of education is continued in Years 11 and 12, when in addition to timetabled Careers classes, pupils take part in the "Learn to Earn", "Success Skills" and "Interview Skills" seminars.

A representative from the Department for the Economy visits the College for one day each week to interview all final year pupils, and also attends Years 10–12 Parents' meetings. A display of careers literature is available in the Careers Room as well as in the ICT Suite. Pupils and parents are invited to discuss career related concerns with the Careers staff and the Principal.

An annual programme of careers visits to training organisations, businesses and the Armed Services, as well as Industry Insight Days, is in place, as well as talks from a wide range of visiting speakers who represent the world of work.

In Year 11 pupils are given the opportunity to join the thriving Young Enterprise group which encourages entrepreneurship and self-employment.

In Year 12 pupils are given opportunities to access online links to different workplaces and learn about different sectors. Weekly career lessons are supplemented by workshops and industry talks.

Year 12 pupils will also take part in mock interviews which are conducted by representatives from a wide range of industry sectors including STEM Ambassadors from W5.

During the year pupils will attend various open days and talks. This is an opportunity for pupils to meet representatives from local schools and colleges of further education, in addition to training organisations and prospective employers.

Parents seeking advice on career options are invited to telephone the College and make an appointment to speak to either the College's careers staff or the representative from the Department for the Economy.

General arrangements

Pupils expected to be at their Form Room by the 8.50am bell. Classes begin at 9.10am.

Early lunch – Senior School

Late lunch – Junior School

School day ends at 3.05pm.

All pupils must stay on the College premises during break and lunch.

Families in receipt of Income Support/Universal Credit qualify for Free School Meals. Enquiries regarding assisted meals provision should be made online via the Education Authority South Eastern Region website. If you have received email information of Free School Meals, your child's name will be on the College list. If you have applied but not received email information, please contact the College to notify us that this is pending. Should the items chosen cost more than £2.80, the pupil will pay the extra amount. Pupils are encouraged to bring correct change.

Only water may be drunk in classrooms and pupils must bring their own bottles. These can be refilled at lunch in the canteen. Energy drinks should not be brought to school. These will be confiscated and returned at the end of the day. Pupils must not share bottles. Chewing gum is forbidden in school.

At break, pupils will be supervised in their outside designated areas, or on wet days, in their inside designated areas.

Pupils availing of canteen services will take lunch in the canteen. Pupils with packed lunch will go to their designated areas.

Parents should endeavour to have all pupils' medical, dental and other appointments arranged so as not to disrupt the normal process of school. All requests for such appointments should be made in writing to the Form Teacher or Head of Year or to absent329@c2ken.net. Pupils must report to the College office both before leaving and upon return to school.

A child will not be permitted to leave College premises without written confirmation of the appointment. Parents/guardians will be contacted by phone if a child requests to leave without written permission.

If a pupil is unwell, contact with a parent/guardian will be made through the College office. **Pupils should not make contact with home via mobile phone.**

Pupils who are being sent home unwell **MUST** be collected by a parent/guardian from the College reception.

UNIFORM

To promote the College, identify and sustain an ethos of equality all pupils are expected to wear full College uniform. All items of College uniform including the College badge and school tie may be obtained from the following suppliers:

- Espeys - Newtownards
- David Crawford's - Newtownards or Upper Newtownards Road, Belfast
- School Days - Newtownards or Holywood Road, Belfast.

All Pupils

- Black Blazer with College badge and other badges of achievement
- White shirt or blouse
- College tie
- Black flat shoes – no coloured stitching or logos, no boots or trainers
- Hair accessories, if worn, should be black or green
- Schoolbag – NOT handbag
- College scarf – optional (can be purchased from the College Office)

Years 8 – 10

- Plain grey 'V' neck jumper/cardigan with College stripe
- Black full length trousers/grey box pleat skirt
- Grey knee length socks or black tights

Years 11 - 12

- Plain black 'V' neck jumper/cardigan with College stripe
- Black full length trousers/black box pleat skirt
- Black knee length socks or black tights

A College fleece lined waterproof coat (which is available from suppliers) or a plain black coat is the only outdoor coat to be worn. Hoodies and outdoor coats are not permitted in the College building.

Lockers are available to store coats and belongings during the school day.

N.B. All items of clothing should be clearly marked with the owner's name.

In case of need, a grant towards the purchase of College uniform and P.E. clothing is available. The necessary application can be made online via the Education Authority South Eastern Region website.

The Board of Governors have asked that parents are made aware of other long established regulations, which cover the wearing of jewellery, badges and use of personal devices:

- No badges may be worn on a College blazer, other than the College badge or badges of achievement earned in College
- If ears are pierced only one small stud may be worn on each ear lobe. For health and safety reasons other jewellery such as facial or body piercings are not permitted (these include nose studs and nose rings). Pupils will be asked to remove them
- It is not acceptable for pupils of this College to have hair styles which are extreme in cut or colour
- Make-up is not acceptable for school. Pupils may be asked to remove excessive make-up. No false or coloured nails; pupils may be asked to remove them.

- It is not permitted for pupils to use mobile phones in school without permission of the teaching staff. Nendrum College is not responsible for phones/electronic equipment brought into school by pupils.

P.E. KIT AND EQUIPMENT

Physical Education forms an important part of the curriculum and all pupils are expected to take part. On PE days, pupils should wear formal uniform and bring PE uniform to change into.

- White polo shirt with College badge
- Plain black or white shorts/skort
- White shorts
- White socks
- Nendrum College hoodie or Nendrum College ¼ zip top
- Nendrum College tracksuit bottoms/Nendrum College leggings
- Trainers
- Shin guards

TRANSPORT ARRANGEMENTS

The following are the arrangements in place last year.

All pupils entitled to free transport under revised regulations will be issued with a free bus pass by the Education Authority (SE Region). These will be distributed as soon as possible on receipt to the College. Pupils should write their name on their pass.

There are also convenient service buses available on all other routes, both morning and afternoon, serving Ballygowan, Dundonald, Newtownards, Killinchy and Killyleagh.

It is expected whilst travelling on school buses and public transport, pupils will maintain the high standards of behavior and respect for others which apply in school. Failure to do so will result in sanctions being imposed which may include the Education Authority removing a bus pass for an indefinite period or suspension from school.

Bus Timetable links to Nendrum College Comber *(subject to change)*

Belfast to Comber via Dundonald:

Grahamsbridge Road 0800

Newtownards to Comber

0810 from Bus Station
0820 from West Winds

Killyleagh (Shrigley Mill) to Comber 0725

Comber to Belfast via Dundonald

Leaves Comber (Killinchy Street) at 1545 1612 and 1647
Arrives Grahamsbridge Road 1555 1625 and 1700

Nendrum College to Newtownards 1505

Comber (Killinchy St) to Newtownards 1630 and 1715
Arrives Gibsons Lane 1645 and 1730

Comber (Cemetery) to Killyleagh 16:35

The Education Authority (South Eastern Region) provides bus/taxis for children travelling from and back to Killyleagh and surrounding areas. The times of these will be determined by the Education Authority and parents will be notified of these during the Summer Term by the Education Authority

ABSENCE FROM SCHOOL

Parents/Guardians are legally responsible for their children's attendance at school and any absence should be explained by email to absent329@c2ken.net on first day of absence, stating the reasons for such absences. The attendance of each pupil will be closely monitored by Form Teachers, Year Heads, Counsellors and the Educational Welfare Officer attached to the College. It is expected that parents will assist the staff in every way and thus instil the habit of good attendance in their children throughout their school career.

Regular attendance is of particular importance where pupils are entered for GCSE examinations, as a percentage of the final marks is awarded for controlled assessment and portfolio work over the final two years. Holidays are not to be taken during term time.

The school Educational Welfare Officer can be contacted by telephoning the school office or contacting Mr K McClure, Head of Junior School or Mr Williams, Head of Senior School.

PUNCTUALITY

Especially in the morning, punctuality is another good habit to learn early in life, and parents/guardians are urged to see that pupils arrive for school in good time each morning. If arriving after 8.50 am pupils must report to the office to be marked present. Persistent lateness, either in the morning, after break, lunch or at the change of classes will be addressed.

DETENTION

Formal detention after school will be taken by staff when pupils have failed to meet standards of the code of conduct, including failure to achieve acceptable levels of classwork or homework.

Parents will in each case be given advance notice, usually in the form of a letter informing them of the date, and the duration of the detention (normally until 3.35 pm) and the reason for such action.

REPORTS

A progress report will be issued to parents at the end of the Autumn Term (Christmas) and a pupil profile issued at the end of the Summer Term. There will be an opportunity for parents to discuss their child's progress with teachers, usually in term 2. Prior notice of these dates is given to parents at start of the year.

PARENTAL CONSULTATIONS

Parents/guardians of pupils in all year groups will be invited to school to meet with staff and discuss progress or other matters concerning their children. The dates of these afternoons together with further information will be available on the school website.

INTERVIEWS

Staff are available to discuss with parents/guardians matters relating to their children. Appointments must be made through the College office.

LIBRARY

The College has an excellent library and we would ask that parents encourage their children to make full use of it. A lending scheme for non-reference books is available for all pupils and books may be borrowed during class library periods and at lunchtime opening.

It is essential that Library books are returned to school by their due date and parents are asked to play their part in ensuring that this is done promptly.

Any outstanding loans at the end of the year may incur a charge.



MISS SCHOOL = MISS OUT

WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career.

Excellent attendance at school is important to allow a child or young person to fulfil their potential.



Key Point

Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.

Below are just some of the key reasons why it is so important children attend school:

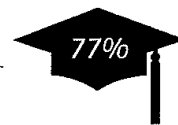
- To learn.
- To make new friends.
- To experience new things in life.
- To gain qualifications.
- To develop new skills.
- To build confidence and self-esteem.
- To have the best possible start in life.

CAN ATTENDANCE MAKE A DIFFERENCE TO EXAM RESULTS?

Greater than
95% Attendance



77% of pupils achieved at least 5 GCSEs including English and Maths when they attended more than 95%



Less than
90% Attendance



43% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 90%



Less than
80% Attendance



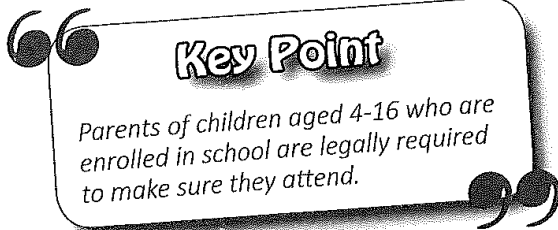
32% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 80%



Source: School Leavers 2014/15

HOW PARENTS CAN HELP

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time - not late.
- Arrange dental and medical appointments outside school hours when possible.
- Always inform the school if your child is absent due to illness - this should be followed up with a written note when your child returns to school.
- If your child is not attending school as you expect they may be putting themselves at risk - Who are they with? What are they doing?
- Do not take family holidays during term time.
- Talk to your child about school and take an interest in their school work (including homeworks).
- Attend parents evenings and school events.
- Praise and reward your child's achievements at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.



EVERY SCHOOL DAY COUNTS

Every single day a child is absent from school equates to a day of lost learning.

100% Attendance	0 Days Missed
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed

INTERNET

The College continues to offer pupils supervised access to a filtered internet service provided by Capita. The filter prevents access to any known sites where inappropriate material is located and is constantly updated to provide as much protection as possible from potentially offensive material.

Access to the internet will enable pupils to explore thousands of libraries, databases and bulletin boards. They can also exchange messages with other internet users throughout the world. Appropriate home use of the internet by pupils will support their work in school and can make a useful contribution to their progress.

During school, teachers will guide toward appropriate materials. Outside of school, families bear the same responsibility for such guidance regarding information sources such as television, telephones, movies, radio and other potentially offensive media.

We believe that the benefits to pupils from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end Nendrum College supports and respects each family's right to decide whether or not to allow their child access to the internet via the school.

Please inform the school in writing if you have any objection to your child using the internet in school.

HEALTH EDUCATION

As part of the Health Education content of our Personal Development Programme, we include a series of lessons on Relationships and Sexuality Education (RSE). The content has been carefully structured to include information which is relevant to the age of development reached by the majority of pupils in each year.

Parents/Guardians who wish to discuss aspects of the syllabus may do so by making an appointment in the usual way to speak to a member of staff involved in Health Education.

If you have any objections to your child being included in the Health Education programme, please inform the Principal in writing.

PHOTOGRAPHS

We are proud of our pupils' achievements and wish to acknowledge their success. This may involve photographs or video's being taken for use in the College magazine and newsletters and for use in local newspapers or social media. I hope you wish to share in celebrating your child's success. **Please complete the Consent Form available here:** <https://forms.gle/gqyKzaUxMhiY21NV6>.

LOCKERS

Mr McClure will coordinate allocation of lockers. Pupils must supply their own lock and provide Mr McClure with a spare key.

We encourage as many pupils as possible to make use of their lockers to store belongings, including coats, jackets, hoodies etc. particularly during cooler months.

PARENTAL DONATION

All parents are encouraged to make an annual donation to the School Fund. This money is used throughout the year to pay for items not normally obtainable through the school's finances: transport, additional books and equipment, sports equipment, affiliation fees etc. A single payment of £20 per pupil and £25 per family will be collected by Form Teachers during September.

NUT-FREE ZONE

We would ask for your co-operation in ensuring your child **does not** eat foods/sweets which contain nuts in school. Examples of items not to be brought into school include: nuts, food containing nuts or parts of nuts (e.g. Snickers), peanut butter, nutella or similar products, food containing coconut etc. This is particularly relevant to pupils or staff who are allergic to nuts as **the reaction can be life-threatening**.

If your child has special dietary requirements these should be recorded on Data Collection Forms. Parents/Guardians are asked to contact the College office in order to arrange a meeting with Mrs Bowman, the Canteen Supervisor, regarding dietary requirements.

MEDICAL

Evidence of medical conditions listed on Data Collection Forms should be forwarded to the College office.

We are not permitted to issue painkillers to pupils nor are we permitted to administer medication, with the exception of epipens and inhalers in the case of an emergency.

If a pupil has a food allergy parents must provide a letter to the school explaining the allergy. This must be left in the office.

Parents are requested to ensure that emergency inhalers, antihistamines and epipens are provided to the school office if required. Medication should be labelled with the child's name and class, and should be within expiry date. Where appropriate, Medical/Allergy Action Plans should be provided to the school.

CLUBS AND SPORTS

Extra curricular activities will resume from mid September, with pupils being notified of activities. An overview of planned activities will be emailed to parents/guardians, although may be subject to change throughout the year.

MERIT SYSTEM AND PUPIL OF THE MONTH

The rationale for the positive reward system in Nendrum College is to reward and reinforce the positive behaviour exhibited by our pupils.

Our aim is to value the contribution pupils make within the classroom and in the wider school community.

The system is designed to encourage pupils to improve their standards in each of the following areas through reinforcing and rewarding:

- positive behaviour
- good quality work in class and at home
- contribution to the school community

Positive behaviour can be recognised and reinforced through:

- House points
- Opportunity to attend school trips and functions
In Senior School, positive behaviour is recognised through
- Prefect Ties

COLLEGE DISCIPLINE POLICY

Inappropriate behaviour will be dealt with separately through the procedures outlined in the College's Discipline Policy.

CHARGING AND REMISSIONS

1 NO CHARGE will be made for the following:

- (a) Educational activities which are:
 - (i) wholly or mainly during College hours;
 - (ii) included in the syllabus of an approved public examination for which pupils are being prepared;
 - (iii) part of the Northern Ireland Curriculum in relation to Religious Education and the listed contributory subjects.
- (b) Materials and books for use in relation to 1a(ii) and 1a(iii) above.
- (c) Public examination entry fees where the pupil is being prepared for examination by the school. However, **any resist and remarks will be charged to parents/guardians.**

- 2 (i) The Governors MAY establish a charge for ingredients, materials or components where parents indicate, in advance, a wish to own the finished product.
- (ii) Parents may also wish to provide items of clothing and or equipment which then become the property of the pupil.
- (iii) All families are encouraged to make an annual donation towards the College Fund (£20 per child or £25 per family).

3 CHARGES may also be made for the following:

- (a) where 50% or more of the time taken on an activity is OUTSIDE College hours;
- (b) where board and lodging is required as part of a residential activity and where the educational activities in the above amount to less than 50% of the number of half-days involved.
N.B. Charges for board and lodging will be remitted where pupils' parents are in receipt of Income Support or Family Credit.
- (c) Individual music tuition and hire of instrument where this is provided by a tutor.
- (d) an optional activity provided wholly or mainly outside College hours and which is additional to the requirements of 1a(ii) and 1a(iii) above.

- (e) where breakage or damage to materials or the College structure occurs as a result of misbehavior on the part of a pupil.
- 4 Contributions may be sought from parents in support of any College activity in particular Home Economics and Technology and Design. Unwillingness to contribute will not result in a pupil being omitted from the activity.

5 Charges may be levied by third parties for activities not provided by the College.

SCHOOL TERMS AND HOLIDAYS 2024-2025

AUTUMN TERM	Tuesday 27 August – Friday 20 December 2024 (incl)
HALF TERM	Monday 28 October – Friday 01 November 2024 (incl)
CHRISTMAS HOLIDAY	Monday 23 December 2024 – 02 January 2025 (incl)
SPRING TERM	Friday 03 January – Wednesday 16 April 2025 (incl)
HALF TERM	Monday 10 February – Friday 14 February 2025 (incl)
EASTER HOLIDAY.....	Thursday 17 April – Friday 25 April 2025 (incl)
SUMMER TERM	Monday 28 April – Monday 30 June 2025 (incl)

SCHOOL DEVELOPMENT DAYS

DAY.....	Tuesday 20 August 2024
	Wednesday 21 August 2024
	Thursday 22 August 2024
	Friday 23 August 2024
	Friday 27 September 2024
	Monday 04 November 2024
	Friday 03 January 2025
	Friday 17 January 2025
	Wednesday 16 April 2025
	Friday 23 May 2025

BANK/PUBLIC HOLIDAY	Monday 26 August 2025
	Monday 17 March 2025 (St Patrick's Day)
	Monday 05 May 2025 (May Day)
	Monday 26 May 2025

Term and holiday dates will be available on the College website calendar. Any changes to dates will be communicated to parents/guardians and pupils.

N.B. SCHOOL DEVELOPMENT DAY DATES MAY BE SUBJECT TO CHANGE.