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# Fort Hill Integrated College

## First Days

A guide for pupils and parents



EDUCATE

INTEGRATE

INSPIRE

ACHIEVE



## Year 8 Induction Booklet



First Year 8 induction ½ day will be **Tuesday 25th August 2026**

**09:00-12:30 (full uniform to be worn)**

**09:15-10:00 Yr8 Parental welcome meeting**

Second Year 8 induction day will be **Wednesday 26th August 2026**

**09:00-15:00 (PE uniform to be worn)**

An e-mail to follow will confirm exact arrangements.



# Principal's Welcome

**Dear Parent/Guardian**

**On behalf of the Governors, staff and students of Fort Hill Integrated College, it gives me great pleasure to welcome your child as a student to Fort Hill Integrated College. If this is the first child you have attending our College, may I also take this opportunity to welcome you to the "Fort Hill Family".**

We hope your child will enjoy their time with us, make a positive contribution to the College and eventually leave us, having developed academically, socially and emotionally.

As a team we can be tremendously successful if all players play their part. Our wish is that every young person will be a team member giving 100% to all aspects of College life. We work together, **"To EDUCATE, INTEGRATE and INSPIRE pupils to ACHIEVE their full potential in a supportive, safe and inclusive community"**. You are aware we are an integrated co-educational College and our ethos reflects this. In Fort Hill Integrated College every individual is valued, with their diversity of backgrounds recognised and celebrated.



Having obtained a place in the College we expect that every student will strive to fulfil their potential, adhering to the systems and structures that have been set in place for their benefit.

The road ahead will contain ups and downs, twists and turns, of that I have no doubt. I also believe firmly that if we walk the road together as a team – parents, students and staff – the journey will be a successful one.

Thank you for your belief in our College.

Yours sincerely  
**Mr C Millar**  
**Principal**





## Governor's Welcome

The Governors of Fort Hill Integrated College would like to extend a welcome from our College community to your Family. We thank you for entrusting us to provide the next step in your child's education and for choosing to be part of the Integrated movement.

Fort Hill Integrated College is at its heart driven by its ethos.

### **Educate, Integrate, Inspire, Achieve**

We believe that every single student, regardless of their background, culture, religion, ethnicity, sexuality and or gender has the right to a high-quality education in a safe environment free from prejudice and barriers. We strive to provide all students with the opportunity to fulfil their potential by removing any possible barriers to their success.

We recognise that our college community is drawn from a broad spectrum of our society. We work hard to acknowledge the value in this diversity, to celebrate the strength and depth that it brings and to learn from the broader range of knowledge and experiences that this diversity has to offer. Pupils and their families have opportunities to share their backgrounds, religious beliefs, cultures, and ethnicity. This is done in a safe, understanding environment with the goal of better understanding others while recognising the value of self.

By allowing our students to develop and grow within an integrated ethos they become more comfortable and confident in themselves. They quickly recognise that everyone has something to offer and that the input of all should be valued. They become comfortable with the diversity around them and indeed embrace and learn from it.

By the time a student has finished their education at Fort Hill Integrated College, we are confident that they are ready to go out into society with a huge amount to offer. We would hope that they go into their lives not only with a quality education and the ability to choose their own career path, but also that they are inspired to take this college ethos with them. They will have the capability to not only be productive members of society, but to have the ability and desire to help change the society they are part of.

We look forward to our journey together.

On the behalf of the Governors of Fort Hill Integrated College,

**Mr Adrian Blythe** (*Chair of the Board of Governors*)



## Our College

**“To EDUCATE, INTEGRATE and INSPIRE pupils to ACHIEVE their full potential in a supportive, safe and inclusive community”.**

It is thought that the present College grounds were the original site of a rather early Christian earthwork with a dominant view over the Lagan Valley.

In 1860 a house called ‘The Fort’ was built on the site by Robert Barbour, the second son of William Barbour, owner of Barbour Threads at Hilden. The actual house was built where the College office now stands, while the boiler house was the stable yard and the canteen occupies the then orchard area beside the main driveway from the Porter’s Lodge at the Belfast Road Entrance.

At the beginning of the 20th century Robert Barbour left for Patterson, New Jersey, to develop the linen trade in the USA but the family continued to occupy ‘The Fort’ through relations by marriage – the Healey Family.

The site lay vacant for some years until 1942 when Nissen huts were built at the railway side of the grounds to accommodate Belgian troops and Welsh Fusiliers. After the war the house was by then in disrepair and the grounds were taken over by the Co Antrim Education Authority.

The College was built in 1958 with accommodation for 650 students at a cost of £200,000. Today it is home to over 900 students. Recent extensions include 2 new Science Labs and an Art & Design Centre completed in September 2002 at a cost well in excess of that of the original building. In 2012 we were delighted to see the opening of a new Sports Hall and Fitness Studio which has greatly enhanced the PE provisions for students. In 2014 additional classroom space was added to the English and the Language Departments.

Our school therefore stands with a historic background we are proud of, established in 1958 as the Girls’ School under the leadership of Miss M J Gray. Miss M G Tigchelaar led the College through transformations to co-educational and integrated. She was awarded an OBE in recognition of her work in education and was succeeded by Mrs M Getty. With the arrival of Mr C Millar as Principal in 2016 the College also has a constant eye on evolving our educational provision in light of research and the changing world our young people both live in and face.

The future of Fort Hill Integrated College belongs to the young people joining us this academic year and to them we say –

**Fort Hill Integrated College is your new school, be proud of it and make us proud of you!**



## Information for Parents / Guardians



Dear Parent / Guardian

We have a convenient way to share information with you about your child's school life. From the date of your child's enrolment with Fort Hill Integrated College, you'll be able to access our SIMS Parent app and website.

You can access the system from a smartphone, tablet or PC – anytime, anywhere. The information that you receive through the app will help you to stay up to date with your child's school life as well as support your child's development and progress.



What you will find in the SIMS Parent app:

- Important information such as attendance, behaviour, achievement, and homework
- School term, inset dates and contact details available at the click of a button
- Access your child's school report
- Receive notifications to remind you about important information such as key dates for your diary
- Access to update your contact details, so we always have the most up-to-date information in case of emergency

If you have more than one child at school, you'll have access to information for all your children, from the same app.

### Getting started with the SIMS Parent app

1. We will send you an activation email in August. Simply click on the link from your tablet, PC or smartphone to activate your account.
2. Create your SIMS ID account using your personal e-mail address.
3. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for SIMS Parent.
4. From a PC or Windows phone, login online at [www.sims-parent.co.uk](http://www.sims-parent.co.uk)



Please note that your activation email is unique to you and should not be used by anyone else. If you require an additional login then please contact school. Your activation email will expire after 14 days if it is not used, please contact school if you require a replacement after this date.

Yours sincerely

**Mr C Millar**  
**Principal**



## Visiting the College

We look forward to seeing you during the year at College events. If at any other time you wish to contact the Pastoral Leader or Senior members of staff listed below, please telephone the College and leave a message with reception. The relevant member of staff will contact you as soon as possible. In most cases the **first point of contact should be the pastoral leader.**

SIMS parent App will be used to inform you about Parents' meetings and other key events. These will also be listed on the College website – [www.forthillcollege.co.uk](http://www.forthillcollege.co.uk)

During the day when visiting the College please report to reception. We will always be pleased to meet you and offer any advice or try to clear up any concern which may be worrying you. **However, due to the busy nature of the College, meetings with staff are to be arranged by appointment only via reception.** If there are any specific medical, pastoral, or educational difficulties causing you concern, please inform us via telephone or email initially.



- Principal**.....Mr C Millar
- Vice Principal**.....Mr A Tate
- Curriculum Co-Ordinator**.....Mrs K McTurk
- SENCo**.....Mrs T Rennie
- Head of Junior School**.....Mr G McConnell
- Head of Senior School**.....Mrs D Patterson
- Head of Sixth Form**.....Mr J Mills



## Pastoral Leaders

At Fort Hill Integrated College, we not only consider the importance of academic achievement. We also place great emphasis upon students developing as individuals, so that they will be able to meet the external demands made upon them, allowing them to become good citizens making a worthwhile contribution to the community.

To help in achieving these aims we have an established Pastoral System within the College. As part of this pastoral care programme, each student is assigned to a Form Teacher who will help with everyday matters and problems if they occur.

All classes have daily registration time with their Form Teacher at the start of each day. Each student will also have an enrichment period with their Form Teacher each week.

Each Form Teacher works with the Pastoral Leader who is responsible for the Year group. These are highly skilled professionals who will work ensure student progress and to address any issues.

Time is set aside each week for the Pastoral Leader to communicate with parents, this is primarily done so via the telephone as it is the most efficient method. However, if a meeting is deemed necessary it will be facilitated at a time that the pastoral leader is available.

<b>Year 8</b> .....	Miss Donnelly
<b>Year 9</b> .....	Miss Strain
<b>Year 10</b> .....	Mrs Rodgers
<b>Year 11</b> .....	Mrs Stewart
<b>Year 12</b> .....	Mrs Richer
<b>Head of 6<sup>th</sup> Form (Year 13/14)</b> .....	Mr J Mills
<b>Head of Junior School</b> .....	Mr McConnell
<b>Head of Senior School</b> .....	Mrs D Patterson



### EWO

The Educational Welfare Officer attached to Fort Hill Integrated College is Michelle Cole. They are actively involved in the welfare and attendance of our students.



# College Uniform (from August 2026)

**ENSURE ALL ITEMS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME AND FORM**

Girls	Boys
Navy Blazer with College crest on breast pocket.	Navy Blazer with College crest on breast pocket.
White long-sleeved blouse <i>(Blue and white checked blouse optional in Term 3 and September)</i> <b>SIXTH FORM:</b> Blue long-sleeved blouse	White long-sleeved shirt <i>(Short-sleeved optional in Term 3 and September)</i> <i>(White T-shirt or vest may be worn under shirt)</i> <b>SIXTH FORM:</b> Blue long-sleeved shirt.
* Navy knee-length skirt with kick pleats , or ** Black school trousers	** Black school trousers
*** Navy tie with crest	*** Navy tie with crest
Navy v-neck jumper <i>(can be worn all year around)</i>	Navy v-neck jumper <i>(can be worn all year around)</i>
Navy / black tights <i>(Regulation navy and green socks optional in Term 3 and September)</i>	Grey / black socks
<b>Plain black flat leather shoes</b> <i>(see guide below)</i> <i>(No boots, trainers, high-heels, platforms, canvas shoes, fabric pumps or ballet type shoes).</i>	<b>Plain black leather shoes</b> <i>(see guide below)</i> <i>(No trainers, boots or canvas shoes)</i>
College scarf <i>(optional, not permitted to be worn in school buildings)</i>	College scarf <i>(optional, not permitted to be worn in school buildings)</i>
<b>Optional-</b> Regulation crested ¼ zip- <i>(not to be worn inside building Easter- October ½ term. Must be worn with shirt, tie and blazer. Must be unzipped when worn in building)</i>	<b>Optional-</b> Regulation crested ¼ zip- <i>(not to be worn inside building Easter- October ½ term. Must be worn with shirt, tie and blazer. Must be unzipped when worn in building)</i>
<i>Individual consideration will be given to alternate uniform requests submitted to Governors.</i>	

\* Skirts must be worn at knee length throughout the year. To allow for growth, they should be bought just below knee-length. Skirts will be checked regularly, any not in line with this requirement will need to adjusted or replaced by Parents/Guardians.

\*\* School trousers should be black school type with front and rear creases. *(Denim, leggings, cargo, flairs, lycra/lycra-type and other fashion trousers are not permitted.)*

\*\*\* Available from College *(Sixth Form have specific Sixth Form tie)*



## PHYSICAL EDUCATION UNIFORM

Girls	Boys
Navy Polo shirt with the College crest.	Navy and green performance t-shirt
Navy shorts	Navy shorts
Navy football socks	Navy football socks
Sports Trainers <i>(Not Leisure Trainers)</i>	Sports Trainers <i>(Not Leisure Trainers)</i>
Football boots <i>(optional – extra-curricular activities)</i>	Football boots <i>(optional – extra-curricular activities)</i>
Pair of shin guards for football & hockey <i>(STRONGLY RECOMMENDED)</i>	Pair of shin-guards for football & hockey <i>(STRONGLY RECOMMENDED)</i>
Regulation crested ¼ zip <i>(Optional)</i>	Regulation crested ¼ zip <i>(Optional)</i>
Mouth guard for Hockey & Gaelic <i>(STRONGLY RECOMMENDED)</i>	Mouth guard for Rugby, Hockey & Gaelic <i>(STRONGLY RECOMMENDED)</i>
Navy track bottoms/Crested leggings <i>(Optional)</i>	Navy track bottoms <i>(Optional)</i>
	Navy/white long sleeve jersey with the College crest <i>(Optional)</i>
Base layer in winter <i>(Optional)</i>	Base layer in winter <i>(Optional)</i>
Towel	Towel
<i>Individual consideration will be given to alternate uniform requests submitted to Governors.</i>	

### HOME ECONOMICS/TECHNOLOGY:

Individual departmental uniform and equipment lists.

N.B. Financial assistance is available through the Education Authority's School Uniform/ PE Clothing Allowance for certain categories of pupils towards the cost of school uniform and PE uniform. The eligibility criteria are the same as used for free school meals. Applications are made online through the Education Authority website and should be made before the purchase of the uniform.

Uniform and sportswear can be obtained from Warnocks and McCalls *(20% discount usually available during June/July)*.



## A Guide for Uniform - Footwear

A Guide for Acceptable/Unacceptable footwear to be worn with uniform is below:

### Fort Hill Integrated College - Acceptable Footwear

Shoes are acceptable if they are plain black in colour, polishable leather and not overly decorative. Essentially, they need to be shoes that can be described as plain, black, flat, sensible, smart school shoes (*the images typify the type of acceptable shoe, but is not an exhaustive list*).



### Fort Hill Integrated College - Unacceptable Footwear

Footwear is deemed to be unacceptable if it is any colour other than plain black, overly decorative or without flat heels. Trainers, boots, pumps / ballet type shoes and canvas shoes are not permitted. All sport brands, with or without a logo, are not permitted (*the images typify the type of acceptable shoe, but is not an exhaustive list*).



If there is any doubt regards the acceptability of footwear you are considering buying, please email an image to the College for approval before purchase.



## College Uniform

- Skirts throughout the year must be worn at knee length - please allow for growth. Please do not be encouraged by your daughter to have the skirt taken up or allow them to wear skirts rolled up.
- Students are recommended to wear a waterproof and warm coat to and from College over the top of their College blazer. Any coats or non-regulation hooded tops should be removed on entering the College buildings.
- College regulation navy, green and white scarf only to be worn. This should be removed on entering the buildings.
- For reasons of Health and Safety the following are not permitted:
  - Footwear with steel toes, trainers, boots or shoes with high block heels.
  - Canvas pumps and soft ballet type shoes.
  - Obvious body piercing, e.g. eyebrows, nose, lips, tongue, etc.
  - Bar, hoop and stretcher piercings
- No facial piercings.
- Ear piercings should be studs only. (Bars, hoops and stretchers are not permitted)
- Please emphasise to your child that excessive make-up and nail varnish (involving attachments or extensions) should not be worn to school.
- Hair worn in school must be a natural colour. If in doubt, please speak to Pastoral Leader first.
- Students should wear full College uniform at all times - travelling to College, in the College and travelling home from the College.



Please consult the College uniform list before buying any items of uniform and do not hesitate to contact College at any time if you require clarification on any of the above.

Students who are in constant breach of the College Uniform Policy leave us with no other option than to invoke disciplinary procedures.

The decision of the Principal and Governors is final in all matters of uniform policy.



## Code of Conduct

As a student at Fort Hill Integrated College, I agree to uphold our Integrated Ethos and the core values:

### Respect, Responsible, Ready & Safe

1. Comply with the College Positive Behaviour Policy.
2. Comply with the College Uniform Policy. Please note:
  - No facial piercings
  - No visible tattoos
  - No unnatural hair colour
3. Comply with the College Mobile Phone Policy.
4. Not leave the College grounds at break (*all students*) and lunchtime (*Years 8, 9, 10, 11 & 12*).
5. Not smoke in College uniform or on College site, bring cigarettes/e-cigs, matches/lighters onto the premises.
6. Not bring in or be under the influence of alcohol or any other illegal substance.
7. Not bring in laser pens, knives, aerosols or other items which may be used as weapons.
8. Comply with the College Drinks Policy.
9. Respect College property and equipment, including keeping the grounds litter free (*I may be required to pay for damages*).
10. Avoid the use of inappropriate or offensive language.



## Core Values

As with any large organisation, the College has many policies which ultimately determine how we operate. The outworking's of these policies, results in a large number of rules which members of the school community are required to adhere to.

However, we acknowledge that it can be difficult to remember every rule from every policy. As a result, in day-to-day interactions, we primarily focus on core values. These core values encapsulate the essence of all the varied policies.

In our day-to-day life we expect all members of the school community to conduct themselves in line with these four core values.

## Respect, Responsible, Ready & Safe



### As a member of the Fort Hill Community I will:

- Demonstrate **Respect** for myself, other members of the community and the environment around me.
- Accept that I am **Responsible** for all aspects of my conduct, constantly striving to learn, developing and fulfilling my potential.
- Always be **Ready** to learn and develop my skills in all aspects of college life.
- Conduct myself in a way that ensures all members of the College community, including myself, can remain **Safe**.



# Restorative Practice

At Fort Hill Integrated College we are a Restorative school. A restorative school emphasises the importance of relationships for supporting emotional wellbeing, resolving conflict and preventing harm.

## Restorative Practice Questions

*(structure - not a script)*

- What happened?
- What were you thinking?
- What do you think now?
- Who has been affected by what you did?
- What needs to happen to put this right?
- What will you do differently next time?



## Restorative Practice Questions

The key aims of restorative practice that are closely aligned to our own core values, are:

- Respect
- Responsibility
- Repair
- Re-integrate.

RP approaches are based around the following questions that provide '*teachable moments*' and opportunities to understand the impact of behaviour of self and others:

- What happened?
- What were you thinking/feeling?
- What do you think/feel now?
- Who has been impacted by this?
- What needs to happen to put this right?
- What will you do differently next time?

The main forms of RP that we practice within our College include:

- **Restorative Conversations:** these are 1:1 conversations, typically between a member of staff and a student.
- **Restorative Meetings:** these are 2:1 conversations typically facilitated by a Head of Department or Head of Year between a student and teacher. Meetings are also facilitated by staff for two or more students who may have had a conflict.
- **Restorative Circles (*community-building*):** these are used to build a common culture and values within a group of students.
- **Restorative Circles (*problem-solving*):** these can be used with groups of students who need to resolve a conflict, or with a class of students who may require intervention.



## Holiday List

<b>AUTUMN TERM: (Phased Return)</b>	<p>Tuesday 25th August 2026 (Y8 Induction &amp; Y14 Prefects only 9am-12.30pm)          Wednesday 26th August 2026 (Y8 Induction &amp; timetable 9am-3.00pm) &amp; (Y9 &amp; Y10 Induction 9am – 12.30pm) &amp; (Y11, 12 &amp; 14 Induction &amp; timetable 9am – 3.10pm)          Thursday 27th August 2026 (Y11, Y12 &amp; Y14 only 9am – 3.10pm)          Friday 28th August 2026 (Y11, Y12 &amp; Y14 only 9am – 3.10pm) &amp; (Y13 induction 9am - 12-30pm)          Monday 31st August 2026 Bank Holiday          Tuesday 1st September 2026 (Y8, Y9, Y10, Y11 &amp; Y12 9am – 3.10pm)          Wednesday 2nd September 2026 (Y13 &amp; Y14 &amp; Y8 to Y12 9am – 3.10pm)</p> <p style="text-align: center;">Term ends Friday 18th December 2026</p>
<b>HALF-TERM BREAK:</b>	<b>Monday 26th October – Friday 30th October 2026 (inclusive)</b>
<b>WINTER BREAK:</b>	<b>Monday 21st December 2026 – Friday 01st January 2027 (inclusive)</b>
<b>SPRING TERM:</b>	Starts Monday 4th January - ends Wednesday 24th March 2027
<b>HALF-TERM BREAK:</b>	<b>Monday 08th February – Friday 12th February 2027 (inclusive)</b>
<b>ST PATRICKS DAY:</b>	<b>Wednesday 17th March 2027</b>
<b>SPRING BREAK:</b>	<b>Starts Thursday 25th March – Friday 02nd April 2027 (inclusive)</b>
<b>SUMMER TERM:</b>	Starts Monday 05th April - ends Wednesday 30th June 2027
<b>MAY DAY HOLIDAY:</b>	<b>Monday 03rd May 2027</b>
<b>SPRING BANK HOLIDAY:</b>	<b>Monday 31st May 2027</b>
<b>SUMMER BREAK:</b>	<b>Starts Thursday 01st July 2027</b>

**In-Service/Baker Days when staff will be on site, but students do not attend: -**  
 Wednesday 19th, Thursday 20th, Friday 21st, Monday 24th August and Monday 28th September 2026.

In addition, there will be up to 5 Development Days & 3 TransformED Development days when staff will be on site, but students do not attend.

1. Friday 25th September 2026 - DRAFT
2. Tuesday 02nd December 2026 - DRAFT
3. Friday 22nd January 2027 -DRAFT
4. Monday 25th January 2027 - DRAFT
5. Tuesday 23rd March 2027 – DRAFT
6. Wednesday 24th March 2027 – DRAFT
7. Tuesday 04th May 2027 – DRAFT
8. Tuesday 22nd June 2027 - DRAFT

Please note all dates above are draft and may be updated through the school year. “Live” calendar and events can be accessed through SIMS Parent app (*Register through School Office*)

Parents are requested to try not to arrange family holidays during term time. Where this is unavoidable, requests for leave of absence should be made in writing well in advance of the date.



# The School Day

Yr8 STUDENTS ARE REQUIRED TO BE IN THE QUAD AT **8.55AM**, for REGISTRATION AT **9.00AM**

	9.00 - 9.15	REGISTRATION
	9.15 - 10:00	PERIOD 1
	10:00 - 10:45	PERIOD 2
	10.45 - 11:00	BREAK
	11.00 - 11:45	PERIOD 3
	11.45 - 12:30	PERIOD 4
JUNIOR SCHOOL	12.30 - 1.00	LUNCH
	1.00 - 1.40	PERIOD 5L1
SENIOR SCHOOL	12.30 - 1.10	PERIOD 5L2
	1.10 - 1.40	LUNCH
	1.40 - 2.25	PERIOD 6
	2.25 - 3.10	PERIOD 7
	3.10	END OF DAY ( <i>Mon-Thur</i> )
	2:25	END OF DAY ( <i>Fri only</i> )

## EXTERNAL APPOINTMENTS

Where possible all appointments should be made for out-of-school hours, including medical and dental appointments.

Should such appointments be unavoidable during school time – students are requested to bring their appointment card and a note from a parent/guardian stating the time of the appointment. Students will not be permitted to leave school without a signed parental note. Students in years **8-12 will not be allowed to exit the College unless picked up from reception by an adult.**

Pupils are expected to return to school as soon as possible.



### **CROSSING PATROLS**

Please remember that school crossing patrols are not a feature at secondary schools and it is very important parents ensure that their children know The Green Cross Code – **AND MAKE USE OF IT** both to and from the College. The students should fully understand how to behave on their journey – and we ask parents to emphasise good sensible behaviour which will ensure **“A SAFE JOURNEY”**.

### **LATE**

Pupils who are late and arrive into school after registration, should report to reception with an explanatory note, otherwise they will not receive a present mark. They should fill in an absence slip at this point. Students late after registration will receive 2 behaviour points *(Repeated lateness may result in sanctions)*.

### **MEDICAL PASS**

If your child suffers from any long-term medical condition that may necessitate them leaving the classroom for toilet access or to see the College Nurse, please forward a Medical Certificate to the school so that we can issue a Medical Pass. Any short term conditions can be dealt with by a letter.

### **ABSENCE**

**Please contact the school office on the first day of absence.** When your son/daughter returns to school they should bring a note to their Form Teacher noting the dates and reason for their absence.

### **ADMINISTRATION OF MEDICATION IN SCHOOL**

Parents of pupils requiring long term/short term medication administration **MUST** complete appropriate forms for medication plans which can be obtained from the college office. This must be completed before medication administration may be agreed upon. If you have any queries, please contact your child's Pastoral Leader or the College Nurse.

**Note to Parents: There is limited car parking at the Belfast Road driveway for parents and pupils from both Fort Hill Integrated College and Primary School. Pupils may also be delivered to/collected from the Low Road but cars should not block the exits or be brought into the school grounds including the Bus Turning Circle.**



## School Buses

Below are some of the common bus routes used by students travelling to and from the College.

### TRAVELLING TO SCHOOL

<b>AGHALEE – MAGHABERRY – LISBURN</b>	<b>52</b>
<b>BALLYNAHINCH – BALLYCRUNE CROSSROADS – LEGACURRY – LISBURN</b>	<b>26A</b>
<b>CRAIGAVON – MORIA – LISBURN</b>	<b>51</b>
<b>CRUMLIN – LOWER BALLINDERRY – UPPER BALLINDERRY – LISBURN</b>	<b>109</b>
<b>CRUMLIN – FILTERBEDS – BALLYMACASH – LISBURN</b>	<b>103</b>
<b>AGNEW’S CORNER via BALLYGOWAN RD - RAVARNET – LISBURN</b>	<b>38</b>
<b>DROMARA – BALLYCRUNE – LEGACURRY – LISBURN</b>	<b>26</b>
<b>DROMORE – HILLSBOROUGH – LISBURN</b>	<b>38</b>
<b>DRUMBO – CROSSAN CROSSROADS – LISBURN</b>	<b>26</b>
<b>DUNDROD – LISBURN via STONEYFORD</b>	<b>105</b>
<b>FINAGHY – SEYMOUR HILL – LISBURN</b>	<b>523</b>
<b>MOIRA – FLATFIELD – LISBURN</b>	<b>49</b>
<b>TRUMMERY CROSSROADS VIA BROOMHEDGE – LISBURN</b>	<b>48</b>
<b>WEST BELFAST – LISBURN</b>	<b>532</b>



For more information on the Tranlink App, click the link below or search for Translink mLink App in your App store.

<https://www.translink.co.uk/our-apps/mlink-ticketing-app>



## HOMEWARD BOUND BUSES

The following buses depart from our school campus at approximately 10 minutes after the end of the school day. Boarding is supervised by teaching staff:

### **SERVICE 103**

Bus station, Ballymacash, Filterbeds, Glenavy, Broomhedge, \*Dundrod & \*Stoneyford  
*\*pupils to change buses at the Lisburn bus station*  
Any pupils using town services from the bus station to use this bus

### **SERVICE 104**

Milltown, Twinbrook & Black's Road (Suffolk).

### **SERVICE 523 (Dunmurry)**

Hilden, Lambeg, Derrriaghy, Seymour Hill & Dunmurry.

### **SERVICE 523 (Belfast)**

Finaghy, Lisburn Road and concludes at the Europa Bus Station.

*\*All school departures are from the Turning Circle on campus at the Low Road\**

The following public service buses are used commonly by our students:

### **SERVICE 51H**

Lisburn Bus Station – Maghaberry.

### **SERVICE 532**

Lisburn Bus Station - Belsize Road, Milltown, Poleglass & Falls Road.

### **SERVICE 523/525/38/51**

Departs Wallace Park Gates at and services Lisburn Road to Belfast.

### **SERVICE 26**

- Lisburn Bus Station - Drumbo Village, Carr Corner, Chrurch, Ballymacbrennan Crossroads, Crossan Crossroads & New Temple Crossroads.

### **SERVICE 09**

Departs Wallace Park Gates - Aghadalgion, Lower Ballinderry (Lisburn Bus Station).

### **SERVICE 51**

Departs Wallace Park Gates - Moira, Craigavon & Portadown.

*\*These departure points are correct at the time of going to print, but may be subject to change due to Translink amendments. Please check all public service bus information with Translink. For precise timings, consult the Translink website or App.*

For any further information please contact: Translink.

<https://www.translink.co.uk/>

Tel: 028 9066 6630



# Homework

## WHY HOMEWORK?

### FOR STUDENTS -

1. To practise what you have learned in class
2. To give you a chance to find things out for yourself.
3. To prepare you for new work in class the next day.

### FOR PARENTS -

1. To let you see what your son or daughter is doing in lessons.
2. To seek your support for what the College is doing by giving your son or daughter extra help and encouragement at home.

**REMEMBER** homework is not always written work – it may be reading, learning, listening, finding out, drawing etc.

### YOU CAN HELP YOUR CHILD BY: -

1. Showing that you are interested in their work.
2. Asking questions and discussing their work.
3. Putting the television off and encouraging them to refrain from using social networking sites/mobile phones etc. when they are doing their homework and providing a quiet place for them to study.



**Action Mental Health are pleased to be working with the Education Authority to provide counselling and therapy in post primary schools across Northern Ireland. The HOPE Service is an independent service that conforms to high professional standards and current best practice for school-based counselling and therapy. The service provides individual and group counselling as well as drop-in sessions during the school term. You can find out more information about HOPE counselling at -**

<https://www.amh.org.uk/services/counselling/hopercounselling/>

At any time, pupils at school may need additional emotional support, beyond the pastoral care that can be offered by teachers – and we know that when a child feels safe and supported in their school environment, they are better able to learn.

The most important relationships young people enjoy are often with parents and friends, however, we are confident that HOPE counselling offers a valuable additional resource to all our students. Counselling is particularly important at times when young people are struggling with concerns they may initially feel unable to discuss with parents or teachers. Our Pastoral Leaders and Community Wellbeing Lead work closely with the counsellors to ensure the best student support possible at difficult times.

Counselling will remain confidential except in circumstances where a student may be at risk of harm. Pastoral Leaders and the Community Wellbeing Lead can refer a student to our counselling service. Parents, carers and the student themselves can also make a referral online or by contacting school.

We welcome parental enquiries regarding the HOPE counselling service. Please contact the College if you would like to see our Counselling Policy. If you have any questions, concerns or objections to your child accessing this counselling service, again, simply contact us on 028 9266 3670.

The College works with a wide range of external agencies in order to ensure provision of comprehensive pastoral support for the entire College community. If you feel that your child or family need to access some support, please do not hesitate to contact the College for guidance and support.

<b>Childline</b>	<a href="http://www.childline.org.uk">www.childline.org.uk</a>	<b>0800 1111</b>
<b>Contact Youth/Lifeline</b>	<a href="http://www.lifelinehelpline.info">www.lifelinehelpline.info</a>	<b>0808 808 8000</b>
<b>Samaritans Helpline</b>	<a href="http://www.samaritans.org">www.samaritans.org</a>	<b>116 123</b>
<b>Barnardos</b>	<a href="http://www.barnardos.org.uk">www.barnardos.org.uk</a>	<b>028 90672366</b>
<b>Cara Friend- (LGBTQ+ support)</b>	<a href="http://www.cara-friend.org.uk">www.cara-friend.org.uk</a>	<b>028 90890202</b>
<b>MACS - Support service</b>	<a href="http://www.macsni.org">www.macsni.org</a>	<b>028 92646329</b>

## IMMEDIATE 24/7 SUPPORT: CRISIS & URGENT HELP



**Childline: 24-  
Hour Counselling**

**Call 0800 1111**  
or visit **childline.org.uk**

A free, private, and confidential service  
available any time.



**Samaritans:  
Confidential  
Emotional Support**

**Call 116 123** for free

Available 24 hours a day for anyone  
experiencing distress or despair.



**Give us a Shout:  
24/7 Crisis Text**

**Text SHOUT to 85258**

A confidential text-based service  
supporting mental health, racism,  
and discrimination.



**The Mix:  
Comprehensive  
Youth Support**

24/7 support for young people  
regarding mental health, finances,  
relationships, and lifestyle  
through peer chats  
and counselling.

## SPECIALIST GUIDANCE & DIRECTORIES

### SAFETY



**Victim Support:  
Stamp Out Hate**

A child-friendly resource  
explaining how to report  
crimes and offences related  
to racism, threats, or violence.



**Papyrus/HOPE:  
Suicide Prevention**

Access the **HOPELINEUK** at  
**0800 068 4141**

For professional support for young people  
struggling with thoughts of suicide.



**INEQE Safeguarding  
Group**

Provides specific guidance  
for parents on how to talk to  
children about distressing  
news and media headlines.



**Community  
Wellbeing**

Specialist advice for dealing  
with negative news  
coverage, racism, and  
mental health impacts.

### DIRECTORIES & LOCAL ACCESS



**Here2Help App (NI)**

A local Northern Ireland app  
providing quick access to  
support for mental health,  
housing, and crisis services.



**Helplines NI**

A comprehensive directory  
list for various support  
needs across the region at  
**helplinesni.com**.



## Allergen Aware

There are students attending our College who have severe, potentially life threatening allergies. Exposing these students to certain allergens can cause a severe, life threatening condition known as anaphylaxis which can result in death if untreated.

Although we can never guarantee that we are “allergen free”, we ask that you join us in our commitment to create as safe an environment as possible for these students.

The most common allergens are peanuts, tree nuts, seafood, egg, milk, soy, fish, wheat and stinging insects. Reactions to peanuts, tree nuts and shellfish tend to be the most serious. Peanut allergies are the leading cause of food-induced anaphylactic death.

We have a College anaphylaxis plan in place, which includes strategies for reducing risk for these students. Could you please join us in that endeavour and refrain from sending any lunches or snacks that contain peanuts, peanut butter, nuts or nut products.

Your understanding and support would be appreciated.





### This leaflet will tell you:

- The five ways in which harm and/or abuse is defined.
- What we must do to protect and keep your child safe from harm and/or abuse.
- What you must do as a parent to protect your child so that they get the best out of their school experience.
- Who you can contact for further information about child protection.

## Child Protection; Keeping Children Safe From Harm

Everybody has a responsibility to keep children under 18 years of age safe from harm and abuse. Harm and/or abuse is identified in five ways.

**Neglect** means that a child is not being properly taken care of by their parents. This could be about poor hygiene or poor diet, being left alone at home, not being taken to appointments or not being sent to school.

**Physical Abuse** is where someone deliberately hurts, hits or injures a child.

**Emotional Abuse** is where someone shouts at, uses threats or makes fun of a child to make the child feel frightened, worthless or unloved. A child seeing violence between parents or other people in their home can also be very harmful.

**Sexual Abuse** is where someone influences, involves or forces a child to look at or take part in sexual activities. This could include encouraging unwanted touching, involving a child in watching pornography or forcing a child or young person under the age of consent to have sex.

**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. Exploitation can be sexual in nature.

## In School

A child should be able to go to Fort Hill Integrated College and feel safe and protected from harm or abuse. Schoolwork will help a child learn about keeping themselves safe. Lessons in school can cover drug and alcohol awareness, healthy eating, online safety, road safety, relationships, sex education and bullying.

A child will be told what to do if they are worried or concerned about harm or abuse.

Everyone employed in school will be vetted (checked by the police) and staff and volunteers will be trained in how to identify abuse including what must be done if they or someone else is worried about a child. The teachers who have responsibility for dealing with child protection in a school are known as **Designated Teachers for Child Protection**.

School staff will listen to and work closely with parents to make sure their child feels safe and protected

## Parents

**As a parent you are the most important person in keeping your child safe. As a parent you should:**

- Talk to the school if you need help or support.
- Feel confident about raising any concerns you have in relation to your child.
- Read your School's Pastoral Care, Anti Bullying, Positive Behaviour, Internet and Child Protection Policies.
- Inform the school if your child has any medical conditions or educational needs.
- Make the school aware of any Court Orders relating to your protection or your child's protection.
- Inform the school if there is any change in your child's circumstances for example; change of address, change of name, change of parental responsibility.

Parents should contact the school if their child is absent, then send in a note on the child's return to school. This assures the school that you know about the absence.

### If you have a concern:

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

I can talk to the class / form teacher / Pastoral leader.

If I am still concerned, I can talk to the Designated/Deputy Designated Teacher for child protection or the Principal.

If I am still concerned, I can talk/write to the Chair of Board of Governors.

At any time I can talk to the local Children's Services Gateway Team or the PSNI Central Referral Unit (cru@psni.police.uk)

### Useful Contacts

Always talk to the Principal or the Designated Teacher for Child Protection if you are worried about a safeguarding or child protection concern.

The Safeguarding team in Fort Hill Integrated College is:

**Mr A Tate** (Designated Teacher)

**Mrs T Richardson, Mr G McConnell and**

**Mrs D Patterson** (Deputy Designated Teachers)

More information about child protection in education can be obtained from the Department of Education website at:

**[www.education-ni.gov](http://www.education-ni.gov)**.

or from the Education Authority website at

**[www.eani.org.uk](http://www.eani.org.uk)**

and access the relevant Region.

Our safeguarding policy is available on our website.

**<https://www.forthillcollege.co.uk/>**





# Homework/Equipment Needed

## WHY HOMEWORK?

### FOR STUDENTS:

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3. Putting the television off and encouraging them to refrain from using social networking sites/mobile phones etc. when they are doing their homework and providing a quiet place for them to study.

## EQUIPMENT NEEDED

Every student in Fort Hill Integrated College is expected to come prepared with their school bag and pencil case containing the following basic items of equipment for every lesson.

<b>Black/Blue Pen x2</b>	<b>Red/Green Pen x2</b>	<b>Highlighters x2</b>
<b>Pencils</b>	<b>Rubber</b>	<b>Sharpener</b>
<b>Coloured Pencils</b>	<b>Ruler</b>	<b>Glue Stick</b>
<b>Scientific Calculator</b>	<b>Protractor</b>	



## Positive Classroom Standards

I will:

- Line up quietly in the corridor before being asked to come into the classroom.
- Stand at my desk at the start and end of each lesson.
- Have all equipment and books necessary for each lesson.
- Put my hand up and wait patiently to be asked to speak.
- Listen carefully and follow any instructions given by my teacher.

**I RESPECT THE RIGHTS OF ALL  
MEMBERS OF MY CLASS  
TO BE ABLE TO LEARN AND  
THE RIGHTS OF MY TEACHERS  
TO BE ABLE TO TEACH**





# FORT HILL INTEGRATED COLLEGE



## NO MOBILE PHONES

Please ensure phones are switched off  
and out of sight.

EDUCATE

INTEGRATE

INSPIRE

ACHIEVE



## Anti Bullying Policy

**Bullying is behaviour that is usually repeated, which is carried out intentionally to cause hurt, harm or to adversely affect the rights and needs of another or others.**

It is our policy to endeavour to safeguard the welfare of all the children entrusted to us by protecting them from harm. To this end we are committed to our Anti-Bullying Policy.

Each student in Fort Hill Integrated College has the right to be educated in a caring and supportive environment. All students will be encouraged to integrate fully into the college, to take ownership of the Core Values and to develop their confidence and self-esteem in an atmosphere of mutual respect.

Fort Hill Integrated College is 'a telling school' and we encourage students to recognise and report any incident which may be described as bullying behaviour.

We run a Take 5 Champion System in the College, whereby students are chosen to represent and support students in their own and other year groups. These students have gone through a selection process and have been provided with training. Champions are easily identifiable by a badge.

Any student or parent who has a concern regards bullying behaviour, should initially contact their child's Pastoral Leader or the Form Teacher. They will always be willing to listen, offer support and to outline the process used to address the concern.

Posters displayed throughout the College will identify your Pastoral Leader, Heads of School, Wellbeing Lead, Vice Principal and the Designated and Deputy Designated Teachers for Child Protection, so you know who to approach should you need to speak to someone.

Fort Hill Integrated College will address bullying behaviours of any kind and any reported behaviour will be dealt with in line with Policy and our statutory obligations.

All students will be given the opportunity to discuss the issue of bullying behaviour in depth through a carefully prepared programme delivered in Citizenship, Personal Development and Enrichment lessons. This programme is designed to support the right of all students to be educated in a safe environment.

### **UNDERSTAND THE SIMILARITIES AND CELEBRATE THE DIFFERENCES**

**Anti-Bullying Week is held in November each year**





## Peer Mentoring Scheme

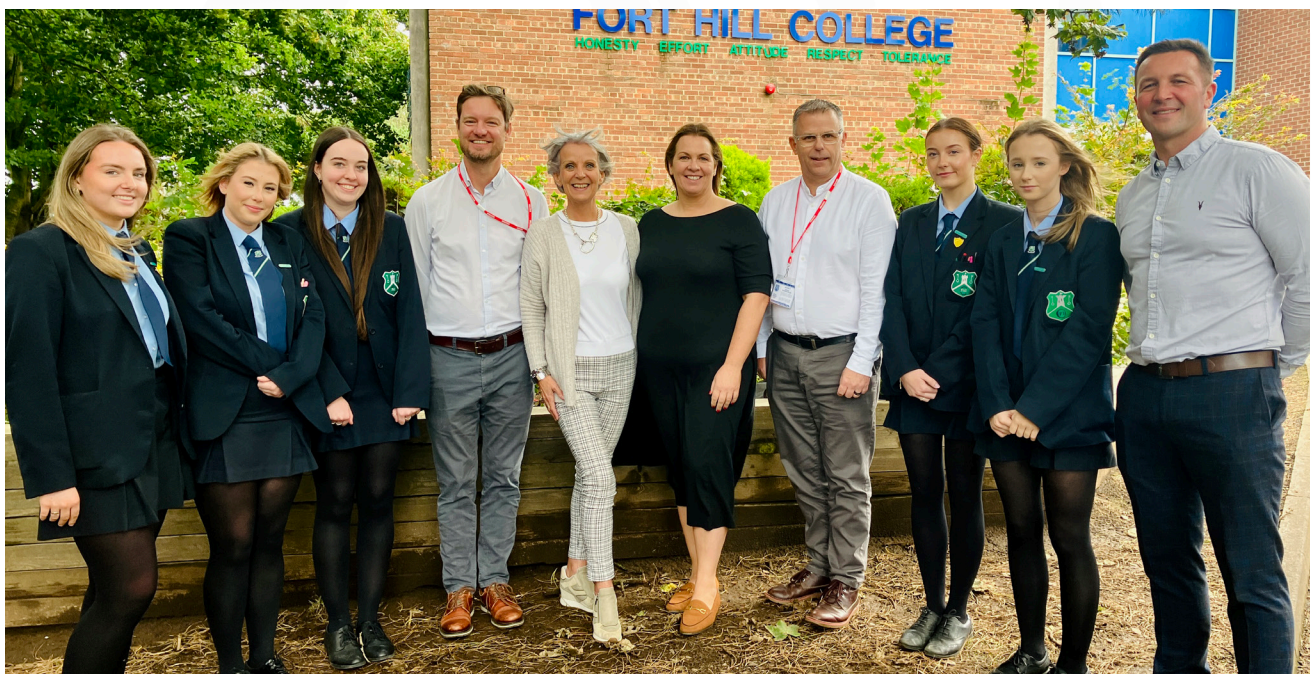
Our Mentoring Scheme is designed to develop inclusion and well-being when transferring from Primary to Post Primary school. Prefect Mentors are selected from the Year 14 Senior Leadership Team to work with our Yr 8 students in a caring and supportive role.

In addition our Restorative Mentoring Team provides support and reassurance to students who may be finding some aspects of transition difficult. Students are trained in Restorative Practices and work closely with Form Teachers and Pastoral Leaders to support students who may be finding it difficult to make friends or navigate personal challenges within school.

### STUDENT VOICE

The Student Voice not only benefits those pupils directly involved by developing their confidence, communication, presentation, and negotiation skills, but it also benefits every pupil by providing them with the means (the Pupil Voice) to communicate their ideas and feelings about their school. The Student Voice meets on a regular basis and reports directly to the entire student population, the Core Leadership Team of the school and the Board of Governors.

Our Student Voice allows students of all ages to take leadership roles and contribute to the democratic processes at Fort Hill Integrated College. Our Student Voice influence at Fort Hill Integrated College shows in lessons, assemblies, whole school events and in our charity work.





# The College Library

**At Fort Hill Integrated College, we are passionate about fostering a love of reading in every pupil. Our school library is a vibrant and inclusive space designed to support students on their reading journey and beyond.**

## **Our Vision: Every Child a Reader**

We are committed to helping every child become a confident and enthusiastic reader. All Year 8 pupils take part in the Accelerated Reader programme, which encourages regular reading and helps track progress in a fun and engaging way.

## **Library Access for Year 8**

- **Weekly Library Period: Every Year 8 class has one dedicated library period each week.**
- **During this time, pupils are encouraged to:**
  - o Read for pleasure
  - o Exchange books
  - o Complete Accelerated Reader quizzes

## **A Library for Everyone**

Our library is well-stocked with a wide variety of books to suit all interests and reading levels. Many of our titles have been handpicked by our Pupil Reading Ambassadors, ensuring the collection reflects the tastes and needs of our student community.

## **After-School Clubs in the Library**

The library is also a hub of activity after school, offering a range of clubs and opportunities for pupils to explore their interests:

- Young Editor's Club
- Journalism Club
- Junior Book Club

These clubs provide a fun and creative outlet for students to develop their writing, editing, and critical thinking skills.

## **Homework Library Club**

- When: Tuesdays after school
- What's Available:
  - o Access to computers for research
  - o A quiet space to complete homework (online or in books)
  - o Supervision and support from a teacher

This club is a great resource for pupils who need a structured environment to focus on their studies.



## College Canteen

In our college canteen, students are served a variety of meals and snacks from two well stocked self-service units. The meals are not only nutritious and tasty but also excellent value for money. Up-to-date price lists will be available on display both in the College buildings and the canteen in September.

A Cashless system has been installed for the students' convenience and benefit. Students who are entitled to a subsidised meals allowance are reminded that their personal account will be credited with this amount at lunch time and can be used in the College canteen.

Many students bring their packed lunches to the canteen and supplement them from the food and drink on offer. There are vending machines operating in the College for healthy soft drinks and water.

### **SAFETY AT BREAK AND LUNCH TIME**

It is College policy that no student leaves the College premises at break-time. It is also our policy that NO Year 8-12 students leave the College premises at lunch-time. We would encourage all students to remain within the College grounds at lunchtime.





# First Day - Reminder to Parents

## A REMINDER TO PARENTS

Please read carefully and send the following into the College with your son/daughter on the first day.

### WHAT TO BRING:

- Check the list of equipment suggested by departments, then don't forget your pencil case and a bag to carry your things in during the day. If you are taking a school dinner in the Canteen bring money to purchase this.
- After your first day you will be able to study your timetable and see which books you will need to bring with you each day.
- Birth Certificate. (if not already provided)
- £30 College fund. (Paid annually)
- £5 Art and Design Fund (to be bought in for your first Art and Design Class)
- £20 Home Economics Fund.
- £5 Technology and Design Fund.
- College Tie will be supplied as a gift to new Year 8 students

**Moneys will be payable via the SchoolMoney App; some details below, with others to follow.**

Parents & Students please read through following pages which outline some of the Colleges key policies. You will have been posted 1-3 information gathering slips due to be returned to the College office by June 24th. If you have misplaced any of these forms, extra copies are attached to the end of this booklet.

1. Confidential Record (complete and return)
2. SEN information form (complete and return)
3. Student medical form (complete and return)
4. Policy acknowledgment form
5. Cashless catering form (optional, complete and return)
6. PTA Form (optional, complete and return)

**The information / permissions within these forms will be assumed to be correct for the students' entire time at the College. If you wish to change or update any of the information, you must request the relevant form from the College office and provide the new / changed information in writing. Some information can also be updated via the SIMS Parent App.**

**Please inform the College in writing, or via SIMS App, of any changes to contact details/medical history as soon as possible.**

### DELIVERING & COLLECTING STUDENTS

Parents please note: - There is limited car parking at the Belfast Road Driveway for parents and students from both Fort Hill Integrated College and Fort Hill Primary School. Students may also be delivered to/collected from the Low Road but cars should not block the exits or be brought into the College grounds, including the Bus Turning Circle.



# schoolmoney

Dear Parents,

We are delighted to inform you that we are signed up to the online payment system **SchoolMoney**. This means that you will now have the facility to make payments for school expenses, such as trips, online with your debit or credit card. Please note however that the SchoolMoney system does not work with the post-primary School Meals Service and therefore cannot be used for payments for the school canteen.

This new payment system will benefit both us as a school and you as a parent. Not only will you be able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for. SchoolMoney will enable us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up-to-date contact details, we will send you a link and password during August. This password will give you access to your SchoolMoney account where you can pay for any items we have requested from you. It will also allow access to a developing School Shop, which currently stocks school ties, but will expand through this school year.

To log into SchoolMoney, visit the website [www.eduspot.co.uk](http://www.eduspot.co.uk) and click on the Sign In button in the top right-hand corner. In the drop down, select the SchoolMoney Parent Login option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name. Alternatively, you can download an app by searching for SchoolMoney, and choosing the Teachers2Parents app, and use the same details as above.

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes.





# Photo Permission

## Photographic Permissions

**With regard to the use of student's photographs/images used in connection with the College.**

Student's photographs/images are used in several ways:

- Photographs of students are regularly taken in the College, on College trips, in sports/music groups, during College productions and on other special occasions. These are often displayed around the College. Many of these photographs are used in College publications, e.g. College prospectus (full names are not used). Others may be taken for subjects e.g. Moving Image Arts/Digital Imaging, Art & Design etc.
- Occasionally local newspapers come into the College to photograph the children making charity presentations/celebrating sporting success or on other special occasions. These are then published in the particular newspaper, first names usually accompany the photograph.
- From time to time a request may be made to film a particular item of interest. Short video clips may also be made for subjects such as Moving Image Arts.
- The College website may have photographs of children (full names are not used).

We want to give all parents/guardians the opportunity to withdraw their permission for photographs/images to be used in any of the above ways. No explanation has to be given for such permission to be withdrawn.

If you wish to withdraw your child from having their photographs used, please inform us in writing. Send a letter to your child's form teacher within the first week of your child joining our College indicating the area(s) where permission is NOT granted.

If we do not receive a letter from you withdrawing your permission, we will assume that permission has been granted for image use during your child's time at Fort Hill Integrated College.

If you require further clarification on any of the above issues, please contact the College.



## Policy Agreement

It is important and beneficial that parents and pupils are aware of and read through our key policies, these can be found on our website [www.forthillcollege.co.uk](http://www.forthillcollege.co.uk)

**In acceptance of a place in Fort Hill Integrated College you agree to fully support and fully comply with all our policies.**

Extra copies of information gathering forms can be found on our website and should be returned to Fort Hill Integrated College Office by 21st AUGUST 2026. Some have previously been sent out with the offer letters and are simply spares. Others, such as the PTA interest form are optional. All parents should read the information in relation to photographic permissions and canteen use.

The information/permissions within these forms will be assumed to be correct for the duration of the pupils' enrolment in Fort Hill Integrated College. If you wish to change or update any of the information/permissions, you may do so through our SIMS Parent app (Registration links will be sent in the summer) or by providing the new information in writing to the College Office.