

FIRST DAYS

The first Year 8 Induction ½ day will either be **Wednesday 25th or Thursday 26th August 2021,** dependant on primary school attended. Details of which day will follow in communication in the next week.

All Year 8 Students will attend a further Induction ½ day on **Tuesday 31st August 2021**



MY NAME IS:	
MY FORM CLASS IS:	
MY FORM TEACHER IS:	
MY PASTORAL LEADER IS:	
MY FORM ROOM IS:	

Principal's Welcome

June 2021

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 are a large College but that does not make us impersonal and I trust we will have the opportunity to demonstrate this over the next 5 to 7 years.

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 with all teams, 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. 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 past two academic years have been a rollercoaster ride, and 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 Colin Millar
Principal

Governors' 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

We believe that every single student, regardless of their background, culture, religion, ethnicity, sexuality 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. Students 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

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 850 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 integration, and 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*

VISITING THE COLLEGE

We hope to see you during the year at Parents' Meetings and College events. If at any other time you wish to contact the Pastoral Leader or Senior members of staff listed below, please telephone, and if the relevant member of staff is unable to speak with you immediately they will respond as soon as possible.

A note will be sent home with your child informing you about Parents' Consultations. These will also be listed on the College website – www.forthillcollege.co.uk

In our current COVID context we ask you to contact the College to arrange an appointment rather than just arriving and expecting to walk in and meet staff. When visiting the College please report to reception. We will always be pleased to have contact with you and offer any advice or try to clear up any problem which may be worrying you. If there are any specific medical or educational difficulties causing you concern, please inform us.

The following staff on the Senior Leadership Team will be able to help:

Principal:	Mr C Millar
Vice Principal (Pastoral):	Mr A Tate
Senior Teacher (Curriculum):	Mrs K McTurk
Assistant Head of Pastoral Care:	Mrs K Benallal
SENCo:	Mrs J Young

They are supported by:

Head of Key Stage 3:	Mr G McConnell
Head of Key Stage 4:	Mrs D Patterson
Head of Key Stage 5:	Mrs G Muldrew
Designated Teacher (Safeguarding):	Mrs G Muldrew

PASTORAL LEADERS

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

To help in achieving these aims we have established a Pastoral System within the College. As part of this pastoral care programme your child 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 Form Teacher works with the Pastoral Leader who is responsible for the Year group. These staff have expertise in this field and they liaise with outside agencies and with you the parents.

Time is set aside each week for the Pastoral Leader to see parents and you will receive notification of these times when your child comes to Fort Hill Integrated College in September.

Year 8	-	-	-	Miss Donnelly
Year 9	-	-	-	Miss Strain
Year 10	-	-	-	Mrs Rodgers
Year 11	-	-	-	Mr McCormick
Year 12	-	-	-	Mrs Richer
Head of Sixth Form (Year 13/14)				Mrs Muldrew
Head of Key Stage 3	-	-		Mr McConnell
Head of Key Stage 4	-	-		Mrs D Patterson

EWO

The Educational Welfare Officers attached to Fort Hill Integrated College are Michelle Cole (SE Region) and Ellen-Marie McCracken (Belfast Region). They are actively involved in the welfare and attendance of our students.

COLLEGE UNIFORM

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

UNIFORM LIST:

<u>Girls</u>	<u>Boys</u>
Navy Blazer with College crest on breast pocket.	Navy Blazer with College crest on breast pocket.
White long-sleeved blouse (Blue and white checked blouse optional in Term 3 and September) SIXTH FORM: Blue long-sleeved blouse	White long-sleeved shirt (Short-sleeved optional in Term 3 and September) (White T-shirt or vest may be worn under shirt) SIXTH FORM: Blue long-sleeved shirt
* Navy knee-length skirt with kick pleats	Charcoal-grey / black trousers
** Navy tie with crest and House colour	** Navy tie with crest and House colour
Navy v-neck jumper	Navy v-necked jumper
Navy / black tights (Regulation navy and green socks optional in Term 3 and September)	Grey / black socks
Plain black flat leather shoes (No boots, trainers, high-heels, platforms, canvas shoes, fabric pumps or ballet type shoes).	Plain black leather shoes (No trainers, boots or canvas shoes)
College scarf (optional, not permitted to be worn in classrooms)	College scarf (optional, not permitted to be worn in classrooms)
Regulation hooded top (optional - in addition to and under blazer with hood down)	Regulation hooded top (optional - in addition to and under blazer with hood down)
<i>A separate tie and clothing appropriate to placements is required for the Sixth Form CACHE students</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.**

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

PHYSICAL EDUCATION UNIFORM:

<u>Girls</u>	<u>Boys</u>
Navy Polo shirt with the College crest	Navy Polo Shirt with the College crest
Navy skort with the College crest	Navy / Green reversible rugby / football jersey with College crest
	Navy shorts
Navy socks	Navy football socks
Pair of shin guards and mouth guard (optional) for hockey	Pair of shin-guards and mouth-guard for rugby (optional)
Sports Trainers (Not Leisure Trainers)	Sports Trainers (Not Leisure Trainers)
	Football boots
Navy track bottoms / leggings with College crest (Optional)	Navy track bottoms with College crest (Optional)
Regulation hooded top (Optional)	Regulation hooded top (Optional)
Base layer in winter (Optional)	Base layer in winter (Optional)
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 Students 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 McCalls. (20% discount during June/July)

- Skirts **throughout the year** must be worn at knee length - **please allow for growth**. Please do not be encouraged by your child 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 classrooms.
- 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. (It would also be appropriate if students did not bring make-up 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 issues. **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.

Once again our thanks – when we work together we most definitely make a difference.

PROPOSED STUDENT HOLIDAY LIST FOR SCHOOL YEAR 2021-2022

AUTUMN TERM: (Phased Return)	Wednesday 25 th August 2021 for Year 8 (partial) & Year 9 Thursday 26 th August 2021 for Year 8 (partial) & Year 10 Friday 27 th August 2021 for Year 11 only Tuesday 31 st August 2021 for Year 8, Year 12, Year 14 (Prefects only) Wednesday 1 st September 2021 First day of term for Years 8 – 12 Wednesday 1 st September 2021, Year 14 Induction Thursday 2 nd September 2021, Year 13 Induction Monday 6 th September 2021 First day of term for Years 13 - 14 Term ends Friday 17 th December 2021
HALF-TERM BREAK:	Monday 25 th October – Friday 29 th October 2021
WINTER BREAK:	Monday 20 th December 2021 – Monday 3 rd January 2022
SPRING TERM:	Tuesday 4 th January 2022 – Tuesday 12 th April 2022
HALF-TERM BREAK:	Monday 14 th February – Friday 18 th February 2022
ST PATRICK’S DAY:	Thursday 17 th March 2022
SPRING BREAK:	Wednesday 13 th April – Friday 22 nd April 2022
SUMMER TERM:	Monday 25 th April – Thursday 30 th June 2022
MAY DAY HOLIDAY:	Monday 2 nd May 2022
SPRING BANK HOLIDAY:	Thursday 2 nd June 2022
JUBILEE HOLIDAY:	Friday 3 rd June 2022
SUMMER BREAK:	Starts Friday 1 st July 2022

In addition, there will be 5 Baker days and 5 Staff Development days when staff will be on site but students do not attend.

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| 1. Thursday 19 th August 2021 | 1. Monday 6 th December 2021 |
| 2. Friday 20 th August 2021 | 2. Monday 20 th December 2021 |
| 3. Monday 23 rd August 2021 | 3. Friday 21 st January 2022 |
| 4. Tuesday 24 th August 2021 | 4. Friday 18 th March 2022 |
| 5. Wednesday 29 th September 2021 | 5. Wednesday 13 th April 2022 |

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 COLLEGE DAY

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

9.00 – 9.10am	-	REGISTRATION/ASSEMBLY
9.10 – 9.55am	-	LESSON 1
9.55 – 10.40am	-	LESSON 2
10.40 – 11.25am	-	LESSON 3
11.25 – 11.40am	-	BREAK
11.40 – 12.25pm	-	LESSON 4
12.25 – 1.10pm	-	LESSON 5
1.10 – 1.45pm -		<i>LUNCH & 5 mins movement</i>
1.45 – 2.25pm -		LESSON 6
2.25 – 3.05pm -		LESSON 7
3.05pm	-	<i>END OF SCHOOL DAY</i>

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 – your child is 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 by an adult.**

Students are expected to return to school as soon as possible. If this is not the case, it should be indicated on the note. If a student is absent for either an AM or PM session, this will effect their attendance

LATE



Students who are late and arrive into school after registration, should report to reception with their excuse 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 problems can be dealt with by a letter.

ABSENCE

IMPORTANT

Please contact the office on first day of absence. When your child 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 Students 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.

SCHOOL BUSES

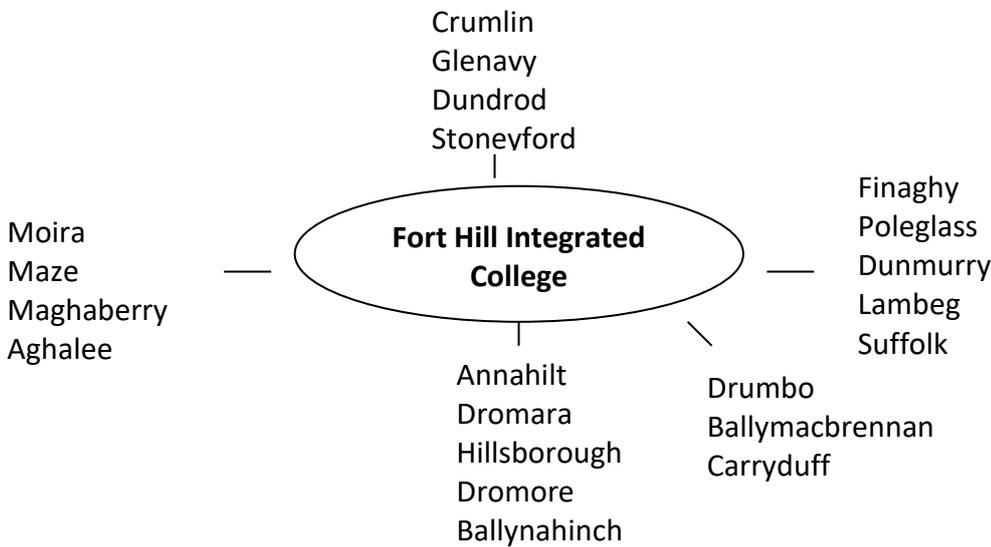
Note to Parents: There is limited car parking at the Belfast Road driveway for parents and students from both Fort Hill Integrated College and Primary School. Students may also be delivered to/collected from the Low Road but cars should not block the exits or be brought into the school grounds including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



School Crossing Patrols

Please remember that school crossing patrols are not a feature at post-primary 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”**.

NB: Bus timetables are approximate and are valid as of going to press. However as with all transport services, you should turn up at least 5 minutes before scheduled times.



Travelling to School:

AGHALEE – MAGHABERRY – LISBURN

52

Depart Aghalee	07.55
Depart Maghaberry	08.10
Arrive Lisburn (Belfast Road)	08.30

Note: there is also a bus departing Maghaberry 7.45 and 08.05.

BALLYNAHINCH – BALLYCRUNE CROSSROADS – LEGACURRY – LISBURN

26A

Depart Ballynahinch	07.45
Depart Annahilt	07.55
Depart Legacurry	08.00
Arrive Lisburn Bus Station	08.15

CRAIGAVON – MORIA – LISBURN

51

Depart Craigavon	07.35
Depart Lurgan	07.50
Depart Moira	08.05
Arrive Lisburn (Belfast Road)	08.30

Note: Extra school buses depart Moira Main Street at 07.45

CRUMLIN – LOWER BALLINDERRY – UPPER BALLINDERRY – LISBURN

109

Depart Crumlin	07.25	Lough Road	07.25
Lower Ballinderry	07.35	Rose Lane Ends	07.30
Upper Ballinderry	07.40	Lower Ballinderry	07.45
Lisburn Bus Station	08.05	Upper Ballinderry	07.50
		Wallace Park Gates	08.15

CRUMLIN – FILTERBEDS – BALLYMACASH – LISBURN

103

Depart Crumlin	07.30	08.00	
Depart Glenavy	07.35	08.05	
Depart Filterbeds	07.45	08.15	
Depart Ballymacash	07.54	08.20	
Arrive Lisburn (Belfast Road)	08.05	08.30 (Bus Station)	08.40 (Glenmore Busy Bus)

Note: one extra bus departs Pond Park at 07.40, departing Ballymacash Shops 07.50

AGNEW'S CORNER via BALLYGOWAN RD - RAVARNET – LISBURN

38

Departs Agnew's Corner	07.45
Ravarnet	08.10
Arrive Lisburn Bus Station	08.30
Busy Bus	08.40 (from Bus Station)

DROMARA – BALLYCRUNE – LEGACURRY – LISBURN

26

Depart Dromara	07.20	07.45
Depart Kinallen	07.25	07.50
Depart Ballykeel	07.30	07.55
Depart Drumlough	07.35	08.00
Depart Ballycrune	07.40	08.05
Depart Legacurry	07.50	08.10
Arrive Lisburn Bus Station	08.00	08.25

DROMORE – HILLSBOROUGH – LISBURN 38

Depart Dromore	07.40
Depart Hillsborough	08.00
Arrive Lisburn	08.15

DRUMBO – CROSSAN CROSSROADS – LISBURN 26

Depart New Temple Roundabout	07.40
Ballymacbrennan Crossroads	07.45
Crossan Crossroads	07.48
Ballymacbrennan Crossroads	07.51
Carr Corner, Church	07.55
Drumbo	08.00
Arrive Lisburn (Buscentre)	08.15

DUNDROD – LISBURN via STONEYFORD 105

Tullyrusk Rd	07.40
Dundrod	07.42
Wyebridge	07.55
Stoneyford	08.00
Sales' Corner	08.05
Ballymacash Road	08.10
Belfast Road	08.20

FINAGHY – SEYMOUR HILL – LISBURN 523

Depart Finaghy	07.40	07.50	07.55	08.10	08.20
Depart Seymour Hill	07.50	08.00	08.05	08.20	08.30
Arrive Lisburn (Belfast Road)	08.05	08.15	08.20	08.35	08.45

MOIRA – FLATFIELD – LISBURN 49

Depart Moira	07.35	07.50
Depart Flatfield	07.45	08.00
Depart Culcavy	07.55	08.05
Arrive Lisburn (Bus Station)	08.10	08.20

TRUMMERY CROSSROADS VIA BROOMHEDGE – LISBURN 48

Departs Trummery Crossroads	07.40
Halfpenny Gate Road	07.42
Broomhedge	07.55
Campbell Corner	08.00
Knockmore Est	08.05
Arrive Lisburn (Bus Station/Belfast Rd)	08.20

WEST BELFAST – LISBURN 532

Belfast	07.55
Kennedy Centre	08.10
Black's Road/Woodburn	08.20
Poleglass – Bell Steele Road	08.22
Twinbrook – Stewartstown Road	08.25
Milltown	08.30
Arrive Lisburn (Belfast Road)	08.35

LISBURN BUS CENTRE – FORT HILL INTEGRATED COLLEGE

Glenmore Busy Bus	08.40
Belfast Bus	08.20 08.35

HOMEWARD BOUND BUSES

The following buses **depart from the college campus** at approximately 15.15. Boarding is supervised by teaching staff:

SERVICE 103

Bus station, Ballymacash, Filterbeds, Glenavy, Broomhedge, *Dundrod & *Stoneyford

*Students to change buses at the Lisburn bus station

- Any Students using town services from the bus station to use this bus -

SERVICE 104

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

SERVICE 523 (Dunmurry)

Hilden, Lambeg, Derriaghy, 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

Departs at 16.00 - Lisburn Bus Station – Maghaberry.

SERVICE 532

Departs at 16.00 – Lisburn Bus Station - Belsize Road, Milltown, Poleglass & Falls Road.

SERVICE 523/525/38/51

Departs Wallace Park Gates at 15.40, 15.55, 16.05 and 16.15 and services Lisburn Road to Belfast.

SERVICE 26

Departs at 16.05 - Lisburn Bus Station - Drumbo Village, Carr Corner, Chrurch, Ballymacbrennan Crossroads, Crossan Crossroads & New Temple Crossroads.

SERVICE 109

Departs Wallace Park Gates at 15.50 - Aghadalgon, Lower Ballinderry (Lisburn Bus Station).

SERVICE 51

Departs Wallace Park Gates at 15.45 - Moira, Craigavon & Portadown.

****These times and 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 (2A Smithfield Square Lisburn (028 9266 2091))***

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 the in class the next day.



FOR PARENTS:

1. To let you see what your child is doing in lessons
2. To seek your support for what the College is doing by giving your child 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.

Each student will be given a planner in which to record their homework.

Parents please check and sign this weekly and praise and encourage efforts!

YEAR 8 TRANSITION WITH YOUTH SERVICE

At Fort Hill Integrated College, we understand the opportunities and challenges experienced, in equal measure, by our Year 8 students. These young people come to us from a variety of local Primary Schools. Some attend with classmates while others arrive as one of only a few students from their previous schools.

We know how important it is for young people to make friends quickly and feel comfortable in their new school. As part of the induction process we facilitate this early companionship and allow time for students to mix and develop relationships.

Our Year 8 students will find it easier to get to know each other within their Form Class but we also encourage them to establish friendships with other students in their Year Group. Extra-Curricular activities such as sport, music and drama allow our young students to get to know each other outside the classroom setting, meeting people from a range of cultures and backgrounds.

In order to broaden the opportunities for Year 8 students to develop good relationships with others, we often engage with external agencies to assist us in promoting the integrated ethos of Fort Hill Integrated College.

One such organisation is the Youth Service, which provides opportunities for young people to participate in programmes and activities that enable them to learn about each other's cultures and traditions and to develop friendships based on mutual respect. The organisation has a team of experienced and committed facilitators in the field of community relations and they work with a number of schools in and around the Lisburn and Greater Belfast areas.

Students will also engage in 'Integration studies' as part of the Pastoral Development programme. The programme structured to further develop each students understanding of our integrated ethos.



Familyworks School Counselling Service, a leading youth counselling provider for NI, currently have the contract to provide counselling for all post primary schools. Familyworks counsellors are all professionally qualified and committed to child protection and clinical excellence in their work with young people.

While we recognise the most important supportive relationships young people enjoy are often with parents and friends, we are confident that independent schools 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. All Pastoral staff work very closely with the Familyworks counsellor ensuring the best student support possible at difficult times.

Counselling will remain confidential except in circumstances where a student may be at risk of harm. Any teacher, carer or parent may refer a child to our counselling service, and students can self-refer through a post box system located at the end of the corridor near the main staff room.

We welcome parental enquiries regarding FamilyWorks counselling. 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.

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

Childline	www.childline.org.uk	0800 1111
Contact Youth/Lifeline	www.lifelinehelpline.info	0808 808 8000
Samaritans Helpline	www.samaritans.org	116 123
Barnardos	www.barnardos.org.uk	028 9064 4335
Cara Friend- (LGBTQ+ support)	www.cara-friend.org.uk	028 9089 0202
MACS - Support service	www.macsni.org	028 9264 6329
Emerge Counselling Services	www.emergecounsellingservices.co.uk	028 9244 5060

Fort Hill Integrated College is 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. 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.



Child Protection Policy

In Fort Hill Integrated College, we believe that the protection of children and their welfare is paramount and to this end we work with parents and outside agencies, to ensure that our students are safe and protected in every aspect of their lives.

We continually strive to provide a secure, supportive atmosphere which promotes the development of trust and confidence in an open environment.

Our Child Protection Policy is in line with guidelines set down by the Department of Education. All staff, both teaching and non-teaching have been given training in child protection procedures and this is updated regularly.

Everyone employed in the College 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 the College are known as **DESIGNATED TEACHERS FOR CHILD PROTECTION**.

The primary responsibility for safeguarding and protection of children rests with parents who should feel confident about raising any concerns they have in relation to their child. It should be clear that the College will always protect the best interests of the child and in cases of suspected abuse, may refer cases direct to the investigative agencies.

To protect the best interests of the child, parents are required to inform the College.

- If the child has a medical condition or educational need.
- If there are any Court Orders relating to the safety or wellbeing of a parent or child.
- If there is any change in a child's circumstances for example – change of address, change of contact details, change of name, change of parental responsibility.
- Parents should contact the College if their child is absent and send in a note on the child's first attendance following absence. This assures the College that the parent/carer knows about the absence. More information on parental responsibility can be found on the EA website at: www.eani.org.uk/schools/safeguarding-and-child-protection/
- It is essential that the College has up to date contact details for the parent/carer.

HOW A PARENT CAN REFER A CONCERN

We recognise the value of our partnership with parents, encouraging and welcoming their involvement in all aspects of their child's life in school.



If a parent/guardian has a concern on any issue of care, the following points of contact should be used.



I can write to my child's Form Teacher



I can talk/write to the Pastoral Leader



If I am concerned I can talk/write to the designated teacher for Child Protection (Mrs G Muldrew) or the deputy designated teachers (Mr G McConnell/Mrs J Young)



If I am still concerned I can talk/write to the Principal



If I am still concerned I can write to the Chairperson of the Board of Governors



If I am still concerned I can contact the NI Public Services Ombudsman
Tel: 0800 343 424



At anytime I can talk to the local Children's Services Gateway Team 0800 1000 300
The PSNI Central Referral Unit at 028 90259299

Types of Abuse

1. 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.
2. Physical Abuse is where someone deliberately hurts, hits or injures a child.
3. 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.
4. 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 sex.
5. Exploitation is the intentional ill treatment, manipulation or abuse of power and control over a child or young person, to take a selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as 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.

SAFEGUARDING

College staff will listen to and work closely with parents to make sure their child feels safe and protected in the College environment. Other policies which should be read are Pastoral Care, Anti-Bullying, Positive Behaviour, Internet, Intimate Care, Attendance and Educational Visits. These policies are available by request from the College.

Fort Hill Integrated College also ensures that our age appropriate 'Preventative Curriculum' is taught through lessons on drug and alcohol awareness, healthy eating, road safety, relationships, sex education and bullying. External organisations e.g. PSNI, Women's Aid, Ascertainment, Dr Barnados support lessons and College assemblies which will deliver safeguarding messages.

*Information
for
Students*

YOUR NEW SCHOOL

An example of the subjects offered to students in Fort Hill Integrated College:

Art & Design	German	Moving Image Arts
BACS/Business Studies	History	Music
Child Development	Home Economics	Occupational Studies
Drama	ICT	Physical Education
English	Learning for Life and Work	Princes Trust
English Literature	Law	Religious Studies
French	Maths	Technology and Design
Geography	Motor Vehicles	Science

For further information on Curriculum areas and College trips, please view the College website.

EQUIPMENT NEEDED

Every student in Fort Hill Integrated College is expected to come prepared with the following basic items of equipment for every lesson.

Pencil case
Calculator
Blue/black pen x2
Pencil x2
Rubber
Pencil Sharpener
Coloured Pencils
Ruler
Glue Stick

Practical subjects may also require you to bring other items of equipment to lessons.

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.
- I will 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**



Switch Off All
Mobile Phones
While On The
School Campus



ANTI BULLYING CODE

AT FORT HILL INTEGRATED COLLEGE, WE RECOGNISE THAT BULLYING IS USUALLY A REPEATED ACTION, VERBAL OR NON-VERBAL WHICH INTENTIONALLY HURTS, HARMS OR ADVERSELY AFFECTS THE RIGHTS AND NEEDS OF 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, free from Bullying. All students will be encouraged by their Form Teacher and Pastoral Leader to integrate fully into the college, to take ownership of the Code of Conduct 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 of bullying which is a cause for concern.

We run a Bully Buddy System in the College whereby students in Years 9-12 students are chosen to represent and support others in their year groups. These students have gone through a selection process and have been provided with training. Bully Buddies are easily identifiable by a blue badge.

Any student or parent who has a concern or worry should initially contact the Pastoral Leader or the Form Teacher. They will always be willing to listen and to offer support.

Posters displayed throughout the College will indicate the name of your Pastoral Leader, Heads of School and the Designated and Deputy Designated Teachers for Child Protection, should you need to speak to someone.

Fort Hill Integrated College will not tolerate bullying of any kind and any reported incident will be taken seriously and dealt with promptly and appropriately.

All students will be given the opportunity to discuss the issue of bullying in depth through a carefully prepared programme of lessons through Citizenship/PD. This programme is designed to encourage responsible citizenship and to emphasise the right of all students to a safe and stress-free education.

Anti-Bullying Week is usually held in November each year



COLLEGE HOUSE SYSTEM

When you join Fort Hill Integrated College you will become a member of a HOUSE.

There are 5 Houses. These are named after rivers in Northern Ireland – Bann, Erne, Foyle, Lagan and Shimna. Your College tie will include the colour of your House in a stripe below the badge.

You will get Achievement points for your House for good work, positive behaviour, correct uniform, full attendance, being punctual etc. Be careful you do not get Behaviour Points for poor work, poor behaviour, lateness, incorrect uniform etc.

Your **Achievement and Behaviour points** are monitored by your Form Teacher. The student with the most Achievement points in their class at the end of December and at the end of June will be TOP OF THE FORM. This will be rewarded with a Certificate in Celebration Assembly and will be included in their Progress File.

Achievement points are also rewarded with merit stickers which lead to MERIT BADGES. You will receive BRONZE, SILVER and eventually a GOLD badge by working and behaving well and building up the number of Achievement points you are given. These are very special awards and you should try your best to achieve them.

Students who compete in sport can also win points for their Houses.

Help your House to stay in the lead by getting as many Achievement points as possible. Avoid **Behaviour points** at all costs. Rewards will be given at the end of each term for the winning House.

If you get too many behaviour points in any week you will be given **DETENTION**. This means that you will have to stay in the College for one hour after school the following week.

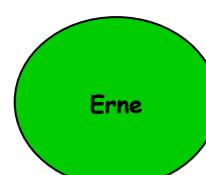
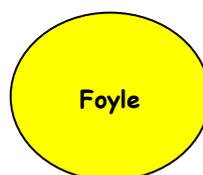
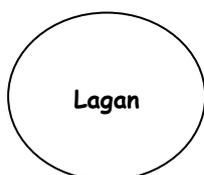
A Detention Slip will be sent home via your student planner giving details of the reasons why you have been given Behaviour Points. This card must be signed by your parent or guardian and returned to your Form Teacher the next day.

In Fort Hill our Detention system is designed to encourage students to think about their behaviour or their attitude to work and to encourage them to improve in all aspects of their College life.

We also operate a system of SUBJECT SUPPORT which is designed to offer extra help and time to students who are having difficulty with a particular subject. This is NOT a detention and should be seen as great opportunity to address work related problems, in a quiet supportive environment.

REMEMBER!!

IN FORT HILL INTEGRATED COLLEGE WE HAVE VERY HIGH STANDARDS OF WORK AND BEHAVIOUR. WE EXPECT YOU TO WORK HARD AND BEHAVE WITH RESPECT AND CONSIDERATION AT ALL TIMES.



STUDENT VOICE

In October 2010, our Sixth Form Students embarked on a new initiative designed to establish and develop a Student Council. At this initial meeting, students from Years 13 and 14 were invited to put their names forward to be considered as members of the newly formed Student Council. An election was held involving all Sixth Form Students and a group of 14 students were chosen, by their peers, to provide a student voice representing the students in Fort Hill Integrated College.

When this committee met for the first time, one of the main issues to be considered was a title for the student council. Thus, 'Student Voice' was established.

This group of highly committed and enthusiastic students met once a month to discuss a variety of ways in which they could contribute to the life of Fort Hill Integrated College in the first year of their inception. They decided to organise an activity day for the last day of the Spring Term and donate all the proceeds to 2 charities. These activities included a Tuck Shop, Ballot, Leg-Waxing and Penalty Shoot-Out. They raised over £400 and split the money between the Japan Appeal and a children's organisation called 'Energy for Kids'.

As Student Voice has become more established, the committee now include students representing all year groups. This will ensure that a cross section of each year group will have the opportunity to contribute to the life of all our students in Fort Hill Integrated College. These students are elected by their peers to represent all year groups in the College.

As a new Student, you too may have the opportunity to be elected to represent your Year Group as a member of Student Voice. We look forward to your valuable contribution if you are selected.



PEER MENTORING SCHEME

Mentors are selected from Year 14 to work with Year 8 students in a caring and supportive role.

Our Peer Mentoring Scheme is designed to develop inclusion and well-being when transferring from Primary to Post Primary school.

Mentors provide support and reassurance to students who may be finding some aspects of transition difficult. They work closely with Form Teachers and Pastoral Leaders.

ANNUAL COLLEGE EVENTS

PARENTS' CONSULTATIONS

Tuesday 14th September

YEAR 8

Informal Parents' Consultation

Details of other Parents' consultations for Year 8 will be given during the year and will be indicated on the school website or communicated directly.

(Many events happen in our busy calendar, keep an eye on our website and social media)

P.E. DEPARTMENT:

- House Tournaments:

Winter

- Netball
- Volleyball
- Basketball
- Cross Country



Spring (March/April)

- Hockey
- Football
- Rugby
- Gaelic Football



Students from all year groups can represent their House and compete against each other in the above activities. Points gained count towards total House points and a House Shield is awarded to the winning House. Best Player awards are also awarded.

Sports Day – This is usually held at the Mary Peters Track in June each year and is an opportunity for Students to compete for individual medals and win House Points.

HISTORY VISITS

Carrickfergus
Castle
Somme Centre

GEOGRAPHY VISITS

Giant's Causeway
Fieldwork visits for GCSE
(Newcastle and Colin Glen)

ENGLISH VISITS

Pantomime
Theatre
Film Events

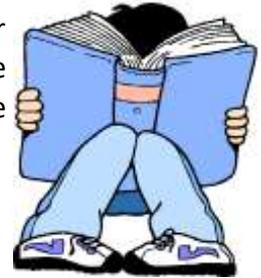
THE COLLEGE LIBRARY (Resource centre)

The library is situated off the English department corridor. The library will be open to all Junior School students every day. All Years are welcome to come and visit the library when it is open.



The library will be open every day of the week at these times and all Year 8 students will be able to borrow up to 3 fiction and non-fiction books from the library if they wish.

Any book removed or returned to the library must be processed through the computer system by a member of English Department staff or the Librarian on duty. The College also has a small group of enthusiastic student Librarians. If you would like to become a Librarian, please see Mrs Snape in the library or your English teacher.

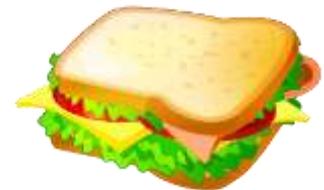


CANTEEN

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. (See back of booklet) 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. This is a safe environment for them and it ensures that they don't cause annoyance to local residents.

*First Day
Reminders To Parents*

FIRST DAY REMINDERS FOR PARENTS

Please read carefully and send the following into the College with your child 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/Cafeteria 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.
- Copy of Birth Certificate. (if not already provided)
- £20 College fund. (Paid annually)
- £5 Art and Design Fund (to be bought in for your first Art and Design Class)
- £15 Home Economics Fund (to be bought in for your first Home Economics Class)
- £5 Technology and Design Fund (to be bought in for your first Technology and Design Class)
- £7.00 for College Tie (Year 8 students / parents / guardians may purchase this from College office)
- Confirmation of Key Stage 2 results (Key Stage 3 if starting in Year 11).

Parents & Students please read through following pages which outline some of the Colleges key policies. You will have been posted 5 information gathering slips due to be **returned to the College office by 30/7/21**. If you have misplaced any of these forms, extra copies attached to the end of this booklet.

1. **Confidential Record**
 2. **SEN information form**
 3. **Student medical form**
 4. **Policy agreement form**
 5. **Cashless catering form**
- PTA Form (optional)

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.

Please inform the College in writing of any changes to contact details/medical history as soon as possible.

DELIVERING & COLLECTING STUDENTS

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 Integrated 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.

Data Protection

You have been asked to supply information about your child to Fort Hill Integrated College (please see the sheet “**Confidential Record**” and the policy statement on it. Please find below details of the College’s registration with the Information Commissioner’s Office. The information below explains, in very general terms, how we process the data we collect.

Registration Number: Z8438744

Data Controller: FORT HILL INTEGRATED COLLEGE

The College is a public authority under the Freedom of Information Act 2000.

Nature of work - Community School

Description of processing

The following is a broad description of the way the College processes personal information.

Reasons/purposes for processing information

We process personal information to enable us to:

- provide education, training, welfare and educational support services
- administer school property
- maintain our own accounts and records
- carry out fundraising
- support and manage our employees

We also use CCTV systems to monitor and collect visual images for security and the prevention of crime.

Type/classes of information processed

We process information relating to the above reasons/purposes. This information may include:

- name and personal details
- family, lifestyle and social circumstances
- financial details
- education details
- employment details
- student and disciplinary records
- vetting checks
- goods and services
- visual images, personal appearance and behaviour

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- trade union membership
- sexual life
- offences and alleged offences

Who the information is processed about

We process personal information about:

- our students
- advisers and other professional experts
- school staff
- members of school boards
- donors and potential donors
- suppliers
- complainants and enquirers
- individuals captured by CCTV images

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organizations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organizations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- education, training, careers and examining bodies
- school staff and boards
- family, associates and representatives of the person whose personal data we are processing
- local and central government
- healthcare professionals
- social and welfare organizations
- police forces
- courts
- current, past or prospective employers
- voluntary and charitable organizations
- business associates and other professional advisers
- suppliers and service providers
- financial organizations
- security organizations
- press and the media

CCTV - Crime Prevention and/or Staff Monitoring

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organizations and persons making an enquiry.

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the Data Protection Act.

Student Photo permission

Child Protection Issues

-with regard to the use of Student's photographs/images used in connection with the College.

Student's photographs/images have been used in the past in a number of 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. (No names are used in the prospectus). 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 - names usually accompany the photograph.
- From time to time a request may be made to film some particular item of interest. Short video clips may also be made for subjects such as Moving Image Arts.
- The College web site may have photographs of children (No names are used).

We want to give all parents/guardian the opportunity to withdraw their permission for photograph/image 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 in all areas during your child's time at Fort Hill.

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

DRINKS POLICY

In line with the 'Department of Education' policy on food and drinks in schools ¹ **we only permit** the following drinks on campus:

- plain water
- milk
- unsweetened fruit or vegetable juices
- Yoghurt or milk drinks

Drinks **not permitted** would therefore include **all** fizzy and energy drinks.

PROCEDURES FOR ENFORCING THE POLICY

- If a member of staff sees a student with a drink on campus that is not permitted they will be asked by that member of staff to **hand it over**. The drink will be stored by that member of staff until the end of the day when the student may collect the drink (this must be after the 3.15pm bell).
- If a student **refuses to hand the drink over** they will be sent to their Pastoral Leader. At this point they would be issued with a lunchtime detention for defiance of the initial member of staff. If the student continues to refuse to hand the drink over with their Pastoral Leader, they will be sent to a Senior Teacher.
- The Senior Teacher will issue the student with an after school detention for defying the Pastoral Leader. If the drink is not handed over at this stage, then the Student's **parents/guardians will be informed** and this may result in the student being sent home.

¹ Food in Schools Policy, DENI, 2013

FORT HILL INTEGRATED COLLEGE
CODE OF CONDUCT
2021/2022

As a student at Fort Hill Integrated College I agree to follow the Code of Conduct set out below and in so doing, uphold the core values of:

Honesty, Effort, Attitude, Respect, Tolerance

I agree to:

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.

Policy on hand held electronic devices including mobile phones

Rationale: Communications technology is developing very rapidly and most young people now have their own mobile phone. At Fort Hill Integrated College, we recognise this and work with students to use the technology to the advantage of all, in a responsible and appropriate way. Mobiles are, however, potential targets for theft and can be misused for example to bully, humiliate, harass, film violent incidents. In some cases, it has also been known for them to be used for inappropriate contact, including grooming by unsuitable persons. Although we strongly discourage students from bringing mobile phones into the College, we recognise that many parents/guardians would be concerned for health and safety reasons if their child was not allowed to carry a phone and may therefore not be able to contact them in respect of any situation that might arise. Where they are brought into the College, the following policy will be rigorously enforced.

In this policy, the use of the term mobile phones will relate to all technology that allows connection to mobile or wifi networks. College devices are excluded.

Objectives:

- To continue to allow students to use mobile phones to and from the College.
- To allow teaching and learning in the classroom to take place undisturbed by mobile phones.
- To make it clear to students that the presence of mobile phones is not permitted in public examinations.
- To allow students to be safe from the effects of mobile phone use, cyber bullying and to protect **all** members of the College from the negative use of hand held electronic devices.
- To ensure that 'Bluetooth' technology is not used to compromise the safety, security or privacy of others.
- To make students and parents/guardians aware of the College's position on hand held electronic devices and the consequences of their use /misuse.

Examples of hand held devices covered by this policy

Mobile phones/Smart phones/Smart watches

Whilst these are mainly used for texting and voice calls, many phones enable the user to take photographs and video, listen to music, to play games, to communicate via Bluetooth, access the web and the wide variety of apps including social media.

Games consoles:

Solely for playing games but some now have photographic capability and internet access.

Guidelines:

- Mobile phones must be switched **off (not on silent mode)** and kept out of view, (in the inside pocket of the blazer) when on the College campus i.e. on entering the College grounds and building, and must not be switched on again until the students leave the campus. Even when apparently silent, using mobile phones for any purpose could be potentially undermining classroom discipline and/or interfere with electronic equipment, so is not permitted. Special care should be taken to double check that phones are not switched on in examination rooms during external or internal exams.
- Mobile phones should also remain switched off during off site College activities i.e. field trips, sporting activities etc. The only exception to this would be in an emergency and/or with the approval of a member of the College staff.
- Hand held electronic devices with integrated cameras could lead to child protection and data protection issues with regard to the inappropriate taking, use or distribution of images. These should not be used to take pictures or videos of anyone in College or on trips unless with the agreement of staff and the students concerned.
- Mobile phones **must not** be used to make emergency contact to and from parents/guardians. If a student needs to contact a parent/guardian they will be able to use a College phone. If a parent/guardian urgently needs to contact a student they should phone the College office and the message will be forwarded to the Student.

- Students who feel unwell **must not** use mobile phones to contact home. Instead they should visit the College nurse or their Pastoral Leader/Senior member of staff (outside nurse's hours). They can assess the situation, contact home if necessary and monitor the sick student while they wait to be collected. This arrangement also avoids confusion caused by a parent arriving unannounced or a student leaving the College without a record being made.
- Students must not use mobile phones to bully or harass others i.e. threatening/unwanted text messages or phone calls.
- The College cannot accept any responsibility whatsoever for any hand held electronic devices that are damaged, lost or stolen. It is the responsibility of the parents and students to ensure that phones are properly insured.

Sanctions:

1. Mobiles phones in view or mobile phones switched on/in use, will be confiscated by members of staff. Students will be able to collect these phones from Reception at the end of the College day i.e. after 3.20pm. **Students who constantly break the rules (3 or more times) will have phones confiscated and held in the College office until parents are contacted and arrange to collect them.**
2. Students sending threatening or unwanted texts/calls to others may have their phone confiscated. Parents/guardians may be informed of the matter and it may be reported to the PSNI. Where threats are made to those not attending Fort Hill Integrated College, then the parents/guardians will be advised to contact the PSNI.
3. Students found to have their mobile phone switched on in an exam room will automatically be disqualified from the examination (by the Examinations Council in the case of an external exam).
4. Students using any hand held electronic device to take pictures/video images or forward pictures/video images to others, including the internet, will have their hand held electronic device confiscated. Parents/guardians may be informed of the matter and it may be reported to the PSNI. Where these are of students not attending Fort Hill Integrated College, then the parents/guardians will be advised to contact the PSNI.
5. If a student persistently uses a hand held electronic device in such a way that contravenes this policy, then their privilege to have the device in school will be withdrawn indefinitely.
6. Disciplinary action, up to and including the possible suspension or expulsion of the student concerned, will be considered for more serious issues.

Advice on safe and responsible use of mobile phones

- **Do not** give out your number or friends' numbers to people you don't know.
- Keep your PIN number or security code private.
- If you get a text/image or social media message/image which upsets you, do not reply but keep a record and tell a responsible adult. In serious cases it can be reported to the PSNI.
- If you receive a rude or embarrassing text/image or social media message/image about someone, don't forward it to others but do tell a responsible adult.
- Distributing sexual images of other young people is harassment and is illegal. If you receive something like this, tell a responsible adult immediately.
- Out of school, ask permission before taking an image/video of your friends and think carefully before sending it on via phone or web. Once sent, you have lost control of it, it could become public before you know it and may be used in an inappropriate way.
- Use wall messaging responsibly and do not post things on your status for everyone to see that you may later regret.
- See www.kidsmart.org.uk for more information on staying safe.

Exams Policy

Behaviour during examinations

- **Years 8/9**

In Years 8/9 internal assessments normally take place before Christmas and at the end of the summer term.

Students are expected to behave appropriately at all times during examination sessions. Cheating or other forms of unacceptable behaviour will be treated as a serious breach of discipline.

If a student behaves inappropriately on one occasion a 20% reduction in marks will be imposed for that subject. In addition, a letter will be sent home explaining that malpractice has taken place.

If a student behaves inappropriately on more than one occasion, during one exam period, a zero score will be awarded for the subjects concerned. In addition, a letter will be sent home regarding the breach of discipline and action taken accordingly.

Serious malpractice in any examination will be referred to a member of Senior Staff who may decide to impose additional sanctions where this is felt appropriate.

- **Year 10**

In Year 10 internal assessments normally take place before Christmas and at the end of the end of the summer term. In addition, students will be sitting a small number of **external examinations** for the first time

Students are expected to behave appropriately at all times during exam sessions. Cheating or other forms of unacceptable behaviour will be treated as a serious breach of discipline and for external examinations will have implications beyond the control of the College.

If a student behaves inappropriately in an **internal examination** a zero score will be awarded for the subject/subjects concerned. In addition a letter will be sent home explaining that malpractice has taken place and action taken accordingly.

External examination bodies all have their own regulations relating to malpractice. If a student behaves inappropriately in an **external examination**, the College Examinations Officer will ensure that appropriate protocol is adhered to in line with JCQ policies and procedures. A standard letter will be sent home explaining that malpractice has taken place.

Serious malpractice in an examination will be referred to a member of Senior Staff who may decide to impose additional sanctions where this is felt appropriate.

- **Years 11-14**

In Years 11-14 students sit a mixture of **internal and external** examinations throughout the College year.

If a student behaves inappropriately in an **internal examination** a zero score will be awarded for the subject/subjects concerned. In addition a letter will be sent home explaining that malpractice has taken place and action taken accordingly.

External examination bodies will have their own code of practice relating to malpractice. If a student behaves inappropriately in an **external examination**, the College Examinations Officer will ensure that appropriate protocol is adhered to. Students must understand that sanctions imposed **by external examination** bodies are beyond the control of staff at Fort Hill Integrated College.

Serious malpractice in an examination will be referred to a member of Senior Staff who may decide to impose additional sanctions where this is felt appropriate.

Acceptable Use Policy 2021/22

The College has provided computers for use by students. They offer access to a vast amount of information for use in studies and offer a great potential to support the curriculum.

The computers are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources, and ensure they remain available to all. Students are responsible for good behaviour on the computer and on the Internet just as they are in a classroom or a corridor. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install, attempt to install or store programs of any type on the computers without permission.
- Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
- Do not use the computers for commercial purposes, e.g. buying or selling goods.
- Do not open files brought in on removable media (such as pen drives, CDs etc.) until they have been checked with antivirus software, and been found to be clean of viruses.
- Do not connect mobile equipment to the network.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not disclose your password to others, or use passwords intended for the use of others.
- Never tell anyone you meet on the Internet/social media your home address, your telephone number, your school's name, or send them your picture, unless you are given permission to do so.
- Do not use the computers in a way that harasses harms, offends or insults others.
- Respect, and do not attempt to bypass security in place on the computers, or attempt to alter the settings.
 - Computer storage areas and portable drives will be treated like school lockers. Staff may review files and communications to ensure that users are using the system responsibly.

Internet

- Do not access the Internet unless for study or for College authorised/supervised activities.
- Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene or abusive.
- Respect the work and ownership rights of people outside the College, as well as other students or staff. This includes abiding by copyright laws.

Email

- Do not make use of the email facility unless advised by a member of staff.
- Be polite and appreciate that other users might have different views from your own. The use of strong language, swearing or aggressive behaviour is not allowed.
- Never open attachments to emails unless they come from someone you already know and trust. They could contain viruses or other programs which would destroy all the information and software on your computer.
- The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist, or inappropriate content. Always report such messages to a member of staff.

Please read this document carefully. If any student violates these provisions, access to the system/Internet will be denied and the student may be subject to disciplinary action. Additional action may be taken by the College in line with existing policy regarding student behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, PSNI may be involved or other legal action taken.



Fort Hill Integrated College

PTA



NEEDS

YOU

If you are interested, please view the information below and complete and return the reply slip to the College.



THE PARENT TEACHER ASSOCIATION (optional)



Mrs L McMeekin, Chairperson of our PTA, welcomes you as new parents to our College. We encourage you to become involved in the PTA, bring your ideas or suggestions to us and join our committee. New members are always made most welcome.

The PTA was formed over 25 years ago and has been actively engaged in raising funds to purchase much needed equipment for the College.

Recently its role has become more varied and includes 3 main strands:-

1. A voice for parents – an opportunity to discuss new Policies and strategies,
2. Support for College events such as providing refreshments at our Open Evening, the Year 8 Informal Parents’ Evening and the Carol Service,
3. Fundraising events such as a Ballot, a Table Quiz, a Fireside Quiz and a Bag Pack.

With these funds we have been able to redecorate the Assembly Hall, provide a new Trophy Cabinet and purchase a defibrillator for our new Sports Hall. In all these ventures we acknowledge and appreciate the support of the Board of Governors, the Principal, staff teaching and non-teaching, parents, students and friends of the College.

While most of the funds collected by the PTA go towards providing education related equipment, we also support local charities. In recent years “Stepping Stones”, Disability Sports and Autism NI, Lisburn have all benefited from contributions donated by the PTA.

Any further enquiries will gladly be answered by our Colleges Senior Secretary Mrs J Mackin but in the meantime if you would like to consider joining our PTA, please complete the reply slip below and you will be contacted about our first meeting.

.....

Fort Hill Integrated College PTA

I would like to be contacted about the next PTA meeting.

_____ Parent/Guardian

_____ (Child’s name) in Form ____

Home number _____

Mobile number _____

Email address _____



FORT HILL INTEGRATED COLLEGE
Confidential Record (1/5)



Dear Parent/Guardian

In order to facilitate our records, please fill in the following record information sheet and return it with your child on their Induction Day, along with verification documents.

“The information on this form is required by the College for the purposes of enrolling your child. The information is covered by the provisions of the Data Protection Act 1998. Your signature to the form is deemed to be an authorization by you to allow the College to process and retain the information for the purposes stated”. Agreed with M. Brown, Senior Legal Advisor, 22:11:00

SURNAME			
FIRST NAME			
MIDDLE NAMES			
NAME USED / KNOWN BY			
DATE OF BIRTH		COUNTRY OF BIRTH	
NAME OF PARENTS / GUARDIANS 1 &/ or 2		1.	2.
ADDRESS NO. STREET / ROAD			
DISTRICT			
TOWN			
POST CODE			
HOME PHONE NUMBERS		1.	2.
WORK PHONE NUMBER		1	2.
MOBILE PHONE NUMBERS		1.	2.
DAY TIME TELEPHONE NUMBERS		1.	2.
E-MAIL ADDRESS			
OTHER CONTACTS IN CASE OF EMERGENCY			
1ST CONTACT NAME & ADDRESS (Including Postcode)			
DAY TIME TELEPHONE NO:			Relationship to Student
MOBILE NO:			
2ND CONTACT NAME & ADDRESS (Including Postcode)			
DAY TIME TELEPHONE NO:			Relationship to Student
MOBILE NO:			

ETHNIC CODE	ARABIC <input type="checkbox"/>	KOREAN <input type="checkbox"/>	
	BANGLADESHI <input type="checkbox"/>	MALAYSIAN <input type="checkbox"/>	
	BLACK – AFRICAN <input type="checkbox"/>	PAKISTAN <input type="checkbox"/>	
	BLACK – CARIBBEAN <input type="checkbox"/>	ROMA <input type="checkbox"/>	OTHER <input type="checkbox"/>
	BLACK OTHER <input type="checkbox"/>	TRAVELLER <input type="checkbox"/>	
	CHINESE/HONG-KONG <input type="checkbox"/>	VIETNAMESE <input type="checkbox"/>	
	INDIAN/SRI LANKAN <input type="checkbox"/>	WHITE <input type="checkbox"/>	
FIRST/HOME LANGUAGE			
RELIGIOUS BACKGROUND YOUR CHILD IDENTIFIES WITH: Eg ROMAN CATHOLIC PRESBYTERIAN NO RELIGION OTHER			
MEDICAL PRACTICE NAME DOCTOR'S NAME ADDRESS TELEPHONE NUMBER			
MEDICAL HISTORY Please give details, if necessary, of any areas where this might affect your child's participation in timetabled events e.g. Physical Education – can they participate fully? YES <input type="checkbox"/> NO <input type="checkbox"/>			
DISABILITIES Do you consider your child to have a disability? YES <input type="checkbox"/> NO <input type="checkbox"/> If 'Yes', please give details.			
ALLEGRIES Do you consider your child to an allergy? YES <input type="checkbox"/> NO <input type="checkbox"/> If 'Yes', please give details.			
Does your child have a Special Educational Need? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please give details: Please state the stage of SEN Code of Practice:			
NAME OF PREVIOUS SCHOOL:	STARTING DATE:	LEAVING DATE:	
Non UK Residents only:	Date of arrival in the UK:		
TRAVEL	BUS <input type="checkbox"/> CAR <input type="checkbox"/> WALK <input type="checkbox"/>	OTHER _____ (please specify)	
ROUTE (BUS NUMBER)			
MEAL	PACKED LUNCH <input type="checkbox"/> CANTEEN <input type="checkbox"/> FREE MEAL <input type="checkbox"/>		



Confidential SEN information (2/5)



NAME OF CHILD: _____

The Special Educational Needs and Disability Act (SENDA) was introduced into Northern Ireland in September 2005. This is now supported by the Special Educational Needs and Disability Act (NI) 2016. (The 2016 Act). Its aim is to support and strengthen the rights of children with special educational needs to be educated in mainstream school.

Does your child have a diagnosis of any of the following: ADD, ADHD, dyspraxia, dyslexia, autistic spectrum disorder, cerebral palsy, epilepsy, use of epipen, diabetes or asthma etc. **(please tick)**

YES

NO

***There should be official documentation to support your circumstances. It is parental responsibility to provide this information.**

If YES, please describe the nature of the difficulty and the medication (if any) that your child takes.

Signed: _____ Date: _____

If you would prefer to speak to the Pastoral Leader or SENCO, please make an appointment.

***If your child has a statement of Special Educational Needs there is no need to fill in this form, the SENCO will have your child's details already.**



STUDENT MEDICAL INFORMATION (3/5)



To ensure a caring and supportive environment in the College we would ask you to read the following guidelines. The College Nurse operates on a part time basis and when not available the student will be directed to the nearest designated First Aider or Senior Member of Staff as appropriate.

- The Nurse will only deal with illness and injury that occurs during the College day.
- The Nurse will offer advice and support but it is not a substitute for a consultation with the GP.
- The Nurse will accompany students to hospital in an emergency situation only and the College will inform parents/guardians as early as possible. In the event of a student requiring non-emergency treatment, we will make appropriate arrangements with the contact person(s) listed in the College records.
- Department of Health guidelines advise that students who have vomiting or diarrhoea should remain at home for 24 hours after symptoms disappear in order to prevent spread of infection throughout the College.
- Students may carry an asthma inhaler and should leave a second inhaler, clearly labelled with their name and form class, with the College Nurse or Pastoral Leader.
- Parents of students 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 has been agreed upon.
- It is parental responsibility to ensure medication supplies required while their child attends the College are renewed and replenished when stock becomes low or due expiry date.

✂-----

Medical Permission Form 2021/22

Please return ASAP

During my child's time at Fort Hill Integrated College, I give permission for

_____ to have the following treatments when necessary – Please tick each one where permission has been given.

- | | | | |
|-------------------------------|--------------------------|------------------------------------|--------------------------|
| Paracetamol (for pain relief) | <input type="checkbox"/> | Plasters (for minor cuts) | <input type="checkbox"/> |
| Waspeze (for Stings) | <input type="checkbox"/> | Burneze (for minor burns/scalds) | <input type="checkbox"/> |
| Basic First Aid Procedures | <input type="checkbox"/> | Allergy Procedures (if applicable) | <input type="checkbox"/> |

Any of the above treatment given will be recorded for parents/guardians and sent home in the student planners.

Signed: _____

Date: _____



POLICY AGREEMENT (4/5)



Our policy details are within the First Days Booklet and also available on the College website. Acceptance of placement assumes agreement to comply with the College policies. This assumption applies to both the Student and their Parents / Guardians / Carers.

I have read, understand and agree to support the College in all of these areas:-

1. Exam Policy
2. Mobile Phone Policy
3. Acceptable use Policy
4. Code of Conduct
5. Uniform standards
6. Drinks Policy

Signed: _____ Student

Signed: _____ Parent/Guardian

Date: _____



Cashless Catering (5/5)



Each student will be required to have a Bio-Metric image taken of one or more finger, the image stored does not contain a fingerprint but a string of data. A PIN number will also be supplied as a backup for the small percentage of students whose image will not accept, the PIN number should be stored in the Students Planner. The system being installed still features self-service Kiosk where the student will be able to enter notes and coins and have the corresponding value added to their account. When the students pay for their food at the point of sale, the total amount will be calculated and deducted from the value previously credited to their account. It will be necessary for the student to identify themselves using the Bio-Metric reader or PIN Pad at the Point of Sale in order that values can be deducted for sales items as required. To avoid misuse of the PIN number at the tills the students photograph will appear once the PIN number is entered identifying the student. The Bio-Metric image is a unique feature to an individual. This makes the Bio-Metrics the most reliable kind of personal identification because it cannot be forgotten, misplaced or stolen.

The cashless system provides a much faster and hygienic method of payment in the College canteen, and we expect that the time taken to serve each student will be reduced as a result of the introduction of this system.

Free School Meals

Students entitled to free school meals will have their account credited on a daily basis and can be accessed with the use of the PIN number at the tills. Additional credits can be added by the student using the card centres or by cheque if required, and can be used to purchase additional items not included in the free school meal allowance, or to buy items at breaktime.

Credit by Cheque

You will have the opportunity to credit the card by cheque payment. The cheque should be made payable to "Education Authority South Eastern Region" and should be for a minimum of £20. The student should take the cheque to the College office at morning break. The account will be credited with the cheque amount for their immediate use.

Refunds

Refund will only be given in certain circumstances i.e. if a student leaves the College. You must fill in the "Application for a refund" form and take it to K Brown in College canteen. Please give a minimum of one day notice for this.

Activity Report

There will be a facility to request an activity report on your child's account, which will give details of money credited and transactions made. This is a service that will be provided on special request only, where you have concerns and would like to monitor the movement on the account. You will need to complete a "Request for an Activity Report" form which should be taken to the Office at break time along with the card.

Student's Name _____ Class _____

*I give permission/do not give permission for my child to use Bio-Metric Reader for the new cashless catering system. If permission slip is not returned it will be assumed that permission has been given.

*I will be sending cheques to the College for school meals. (Made payable to Education Authority School Meals).

Signed _____ Date _____
Parent/Guardian

**Delete as appropriate*