



# Laurelhill Community College Prospectus



# Principal's Welcome

Welcome to Laurelhill Community College and thank you for your interest in our school.

We provide quality learning in a caring and supportive environment. We place a strong emphasis on pastoral care, we value each pupil as an individual and our curriculum enables them to give of their best. We actively encourage the support of parents/carers and the wider community to ensure pupils, from all cultures and backgrounds, are welcomed, encouraged and supported in the college.

We are a learning institution. We want students to be curious, to seek answers, to explore and to expand their horizons and to question the status quo. Good learning leads to achievement and success. Achievement opens up many doors of opportunity including employment, training and further study. Our extensive community links also enables learning and presents opportunities for pupils beyond the confines of the school building.

This prospectus will give you an introduction to the school but for further information please visit the college or speak to our pupils, parents and members of staff.



J G Martin  
Principal  
PQH



# Core Values

The College has agreed six core or guiding values:

- Respect
- Enjoyment
- Achievement
- Care and Communication
- Honesty

In Laurelhill we have a number of core values. We value and show respect to all those who work and attend the school including our pupils, teachers, non-teaching staff, parents and community.

We value enjoyment. One pupil quipped: 'If we do not enjoy school what's the point in coming?' Enjoyment is essential. When we enjoy something we are more likely to express ourselves, more inclined to give of our best and therefore we will achieve more.

We are a caring community. Pupils are well taught, guided and shown care. In return young people respond with respect and kindness. We support one another. No-one should feel isolated. We value honesty in all our dealings with each other.

These agreed values are a fitting framework for school and the display of these values are indispensable to the smooth and effective running of the college. These values support learning and teaching and underpin our pastoral care provision. To promote these values, each year the Governors present REACH awards to pupils in Laurelhill Community College.

# Laurelhill Mission Statement/Aims

The vision for Laurelhill Community College is summed up in the strapline:

## “Learning and Achieving Together”

### Mission Statement

Laurelhill Community College is committed to realising the high quality academic, personal, social and spiritual development of young people as individuals within a safe, secure and caring college community.

### Aims of the College

The College aims to:

- 1 Provide quality learning and teaching opportunities which will facilitate pupils reaching the maximum of their academic potential;
- 2 Deliver a holistic approach to education in which pupils may grow into well-balanced young individuals;
- 3 Ensure that pupils are educated in a caring and orderly environment in which there is a code of conduct that promotes acceptable behaviour and a pastoral care structure which facilitates the welfare and academic progress of young people;
- 4 Become a self-evaluating college in which the College will continually seek to improve its current practice by taking ownership for assessing all aspects of College life;
- 5 Promote interaction between the life of the College and the life of the community to the mutual benefit of both.

# Settling into Life at Laurelhill

At Laurelhill Community College we pride ourselves on our caring ethos which encompasses the pastoral care we provide. Pupils joining Laurelhill in Year 8 are supported right through this transition year.

Before any of the Year 8 pupils have started Laurelhill they have the opportunity to get to know their peers through our transitions programme which is delivered collaboratively with the Youth Service. The key elements of the transition programme are:

- To have fun
- To get to know other pupils going into Year 8
- To work as part of a team
- To develop your leadership skills
- To become more familiar with Laurelhill

We have two Heads of Transition who work closely each year with a team of Form Tutors. They have vast experience in welcoming new students and helping them settle in to life in Laurelhill Community College. They are aware of the issues facing Year 8 students as they embark on this new journey in their education. Over the first few days, new pupils spend a lot of time with their Form Tutor who provides a guided tour of the entire College and builds a rapport within the class.

A significant difference for new pupils starting Laurelhill compared to Primary School is, of course, the fact that pupils will have several subjects each day and move

between rooms and teachers. As pupils are in contact with so many different teachers it is important that they know where to go if they need any help. At Laurelhill we have several layers of Pastoral support to make every young person feel settled and welcome. We have a team of Sixth Form mentors who are trained and assigned to each Form Class and get to know the pupils and help them transition into daily school life. We also have a College counselling service which is available to all pupils within the College. This service is run through FamilyWorks Counselling and our counsellor has worked as part of the Pastoral team for many years.

Within College we constantly strive to develop strong relationships with parents and carers and this begins even before the young person has commenced their time in Laurelhill through our PTFA organised event 'The Fresher's BBQ'. We invite all of our new students along with their parents and carers into College to meet key staff, peers and develop relationships to support the young person in making a smooth transition into Laurelhill.

The Form Tutors in Laurelhill form the heart of our Pastoral system. They continually monitor the well-being of every pupil, including peer relations, as well as mentoring the academic progress of all pupils in the Form class. The Form Tutor will be the first and most important point of contact between school and home.





## Facilities



The learning and teaching facilities in Laurelhill Community College are of an excellent standard, they include: an assembly hall with stage, medical room, a counselling room, dedicated spaces for Special Educational Needs and Careers, six computer suites, five science laboratories and thirty five teaching rooms including - twenty six whole class teaching, six for Design & Technology and three for Home Economics.

In addition there is also a Sixth Form Centre and Library, a one hundred and seventy seated canteen, a large indoor Sports Hall and a music and drama suite. The building has been adapted for disabled access and meets current DDA Legislation.

Our sports facilities are also of an excellent standard, they include: two full size grass 11 a side football pitches; one 9 a side grass football pitch; two 7 a side grass football pitches; one 12 a side grass rugby pitch; an outdoor twenty one piece gym and an outdoor multi-purpose floodlit synthetic surface with changing facilities.

Approval has been granted for a new 3G football pitch at the Sports Zone facility located on site at Laurelhill Community College. The new facility will be not only serve the school community but the wider Lisburn community, providing a 3G pitch for local clubs to train on too. We look forward to the completion of this new facility.



# The Curriculum



## Key Stage 3

The curriculum in Laurelhill Community College is broad throughout the school but particularly at Key Stage 3 (Year 8 to 10). We believe that all pupils should be given the chance to explore a variety of subjects before refining their educational pathway at Key Stages 4 (Year 11 and 12) and 5 (Year 13 and 14). The range of subjects studied by pupils at Key Stage 3 is listed below:

Area of Learning	Subject
The Arts	Art and Design Drama Music
English	English
Environment and Society	Geography History Home Economics Learning for Life and Work Prince's Trust (Year 10 only)
Mathematics	Mathematics
Modern Languages	French Spanish
Physical Education	Physical Education
Science and Technology	Information Technology Science Technology & Design
Religious Education	Religious Education

Pupils study the core subjects of English, Maths and Science as well as a range of other subjects covering the Arts, Technologies, Humanities and Modern Foreign Languages. In addition to this, pupils are taught Physical Education, Religious Education and Learning for Life and Work which includes Citizenship, Employability and Personal Development.

In Year 8 all pupils study ICT as a discrete subject with skills being further developed through cross-curricular ICT in Year 8 to 10. Cross-curricular skills in Communication and Using Mathematics are also developed throughout Key Stage 3 and are assessed at the end of Year 10.





## Key Stage 4

The Key Stage 4 curriculum on offer is tailored each year to meet the needs and aspirations of the pupils in the relevant year groups. We offer pupils a broad range of courses leading to GCSE or equivalent qualifications. All pupils study GCSE in English Language, Mathematics and a GCSE or equivalent in Science. Furthermore, all pupils follow a non-exam course in LLW, Physical Education and Religious Education. Other courses are arranged into option blocks, where pupils select four of the following subjects:



Department	Subject
Art	Art and Design (GCSE) Creativity and Design (Occupational Studies)
Business	Business and Communication Studies (GCSE) Business Studies (GCSE)
Drama	Drama (GCSE)
English	English Language (GCSE) English Literature (GCSE)
Geography	Geography (GCSE)
Health & Social Care	Health & Social Care (GCSE)
History	History (GCSE)
Home Economics	Home Economics (GCSE) Hospitality and Catering (Occupational Studies) Child Care (Occupational Studies) Child Development (GCSE)
ICT	Digital Technology (GCSE) Information Technology Applications (OCN) Web Development & Digital Applications (Occupational Studies)
Learning for Life and Work	Learning for Life and Work (GCSE) Preparation for Adult Life (Level 2 Certificate) Prince's Trust (Level 2 Award) Personal Success & Wellbeing (OCN)
Mathematics	Mathematics (GCSE)
Music	Music (GCSE)
Physical Education	Physical Education (GCSE) Sport (BTEC) Sport (Occupational Studies) Physical Education: Core PE
Religious Studies	Religious Studies (GCSE) Religious Education: Short Course (GCSE) Religious Education (College Programme)
Science	Double Award Science (GCSE) Single Award Science (GCSE)
Technology and Design	Technology & Design (GCSE) Carpentry & Joinery (Occupational Studies)



## Key Stage 5

At Key Stage 5 (Years 13 and 14) we offer a comprehensive range of GCE A-Level and equivalent courses. Pupils also attend Careers education classes to support them as they move towards employment or education at a higher level.

Our Key Stage 5 pathways change each academic year based on the abilities and needs of our students. Courses are arranged into option blocks, where pupils select three of the following subjects:

Art (GCE)	Law (GCE)*
Beauty Therapy (NVQ L3)*	Mathematics (GCE)*
Business Studies (GCE)	Media (GCE)*
CACHE (NVQ L3)	Music (BTEC)
English Literature (GCE)	Product Design (GCE)
Engineering (BTEC)*	Performing Arts (BTEC)
Health & Social Care (GCE)	Science Applied (BTEC)
History (GCE)	Sports Studies (BTEC)
Hospitality (NVQ L3)*	Sports Coaching (NVQ L3)
Digital Technology (GCE)	Travel & Tourism (BTEC)*

(\* Subject is studied off site as part of the Lisburn Area Learning Community.)

## Sixth Form Enrolment

Laurelhill welcomes applications from pupils who have studied in Laurelhill from Years 8 to 12 and from pupils who wish to transfer into our Sixth Form from other schools.

Admissions criteria are as follows:

- At least 5 GCSE's or equivalent at Grades A\*-C including English and Maths
- Individual subjects may have specific entry requirements

Should an applicant fail to meet the criteria, each student will be considered on an individual basis. A-Level Class sizes are normally limited to 20.

Upon entry into Sixth form, students must sign a Learning Agreement. This agreement outlines the College's expectations and will be used in addition to a contract for those pupils entitled to Educational Maintenance Allowance.

For further information and a Sixth Form Application form, please contact the Head of Sixth Form - Mrs K Stewart.

## Special Educational Needs in Sixth Form

A pupil who is admitted into Sixth Form may continue to receive a SEN entitlement under Education Authority criteria. Special consideration for examinations will be continued for those with specific learning difficulties if approved by the Examination Board. If transferring from another school we would request that you bring documentation with you to evidence the provision which you are entitled to.

Any queries about Special Educational Needs – please contact SENCO (Mrs R McIlwrath) / Assistant SENCO (Mr N Newnham).



# Special Educational Needs

We believe that all children, regardless of their ability, are entitled to experience a broad and balanced curriculum. For this reason the needs of most children at Laurelhill will be met in the normal classroom setting. Our whole-school approach means that all subject teachers are made aware of pupils' individual needs as early as possible in the first term and can employ a range of appropriate learning and teaching strategies to enable them to make progress. We aim to promote a sense of collective responsibility throughout the College for pupils with Special Educational Needs.

Depending on a pupil's individual needs other provision may be made available such as:

- Placement in a suitable class
- Specialised support from agencies outside the College such as peripatetic support for pupils with Autism
- Classroom assistant if deemed necessary by the Education Authority

## SEN Facilities

- We have a sensory room to provide pupils with a calm space to help them regulate their emotions and feel safe during anxious times of the day.
- Pupils may visit this space at break and lunchtime when supervised and as a time-out provision during the school day.
- We also have a Learning Support Work Room where pupils may receive one to one tuition or small group support or where pupils may work with an adult assistant to catch up on missed learning.
- We have a Full-Time Learning Support Teacher and a large team of Classroom Assistants to help support your child through the school day.

If you have any concerns or queries please feel free to contact the College and speak to Mrs McIlwrath (SENCO) or Mr Newnham (Assistant SENCO).



# Drama

Laurelhill Community College has a strong tradition of music, dance and drama. The annual public performance is one of the highlights in our school calendar. On several occasions Lisburn and Castlereagh Council, Arts Advisory Committee, has awarded the college top prize for the best local production.

Since the first dramatic performance of Tom Sawyer in 1979 the tradition of a school production has gone from strength to strength. In December 2022 Laurelhill Community College staged its 43rd musical theatre production, "Footloose".

We are the current Annual Schools' Arts Competition, Lisburn and Castlereagh Council winners. Here are some of our previous successes –

- |                               |                          |
|-------------------------------|--------------------------|
| 2003 – Grease                 | ■ 2nd prize              |
| 2004 – Back to the 80's       | ■ 1st prize              |
| 2005 – Calamity Jane          | ■ 1st prize              |
| 2006 – Oliver                 | ■ 3rd prize              |
| 2007 – High School Musical    | ■ Joint 1st prize        |
| 2008 – The Boyfriend          | ■ 2nd prize              |
| 2009 – High School Musical 2  | ■ 1st prize              |
| 2010 – Oklahoma               | ■ Joint 3rd prize        |
| 2011 – Footloose              | ■ 1st prize              |
| 2012 – Camp Rock the Musical  | ■ 2nd prize              |
| 2013 – Grease                 | ■ 1st prize              |
| 2014 – Back to the 80's       | ■ 2nd prize              |
| 2016 – Oliver                 | ■ 1st prize              |
| 2017 – Hairspray              | ■ 2nd prize              |
| 2018 – Little Shop of Horrors | ■ 1st prize              |
| 2019 – The Sound of Music     | Not awarded due to COVID |





## Extra Curricular

### Extra Curricular Activities include:

- Athletics
- Basketball
- Chess Club
- Drama Club
- Dance
- Boys Football
- Girls Football
- Futsal
- Hockey
- Netball
- Duke of Edinburgh
- Combined Cadets Forces
- Technical Team
- Coding Club
- Cookery Club
- Lego Club
- Running Club
- Art Club
- Brighter Minds
- Cross Country
- PR Team
- Scripture Union
- Student Voice
- College Band
- Junior Choir
- Senior Choir
- Barber Shop
- Chamber Choir
- Music Theory
- Ukulele Club
- Year 8 Choir
- Year 8 Lunch Club
- Year 8 Numeracy Club
- Lego Robotics Club
- Rock Band Group
- Mindfulness Garden Team

We have teams at U12 – U18 in Basketball, Football, Hockey and Netball competing in Lisburn, Belfast and Northern Ireland leagues and cups.

Instrumental Lessons – Brass, Woodwind, Piano, Voice, Drum Kit & Guitar



### IFA Gold Mark

Laurelhill Community College is an IFA Accredited Gold Mark School. We are one of only eight schools in Northern Ireland who hold an IFA Gold Award. We are currently the only Lisburn school to hold this award. The award aims to enhance and improve pupil wellbeing and overall physical and mental health through the medium of football. There are three levels of attainment: Bronze, Silver and Gold. We are very proud that we hold the highest standard – the Gold Award.

### Travel

Pupils benefit from a variety of opportunities to travel, including:

- The annual Ski trip,
- Theatre trips visits to Belfast, Dublin, London and New York
- Art Trips to exhibitions
- Travel and Tourism trips
- Duke of Edinburgh Expeditions,
- Sports Visits
- Shared Education - many pupils gain life changing experiences through their involvement in exciting cross cultural projects.
- Home economics trip to Sorrento

# Careers Education Information and Guidance

Preparation for life beyond Laurelhill Community College is really important, therefore a tailored curriculum of careers education, information and guidance to understand the world of work and its many opportunities is facilitated at each key stage.

## Careers Education

At Key Stages 3 and 4, Year 8 to 12, Careers Education is taught through the Education for Employability strand of Learning for Life and Work (LLW). All subject teachers have a role to play in Careers across the Curriculum, helping pupils to make informed and realistic decisions about their career paths. At Key Stage 5, Year 13 and 14, Careers Education is taught as a discrete subject. Applications to UCAS and Higher Education are prepared during these lessons.

In conjunction with timetabled lessons, various activities are also provided by Young Enterprise, Sentinus, Lisburn Area Learning Community, College of Agriculture, Food and Rural Enterprise and Army Careers.

## Advice and Guidance

All Year 10 pupils are interviewed by the Careers and Careers Guidance Staff as part of the Year 10 Options Process.

At Key Stage 4, Years 11 and 12, each pupil's advice and guidance is organised in a variety of ways. Pupils are interviewed by a Careers Guidance Teacher to discuss appropriate career paths. They also have the opportunity to be interviewed by a Careers Adviser from the Careers' Service Northern Ireland. Those Year 12 pupils who express an interest in returning to Sixth Form are interviewed by the Senior Teacher, Teaching & Learning, Head of Department, Careers and Head of Sixth Form regarding their Key Stage 5 course selection.

The Careers Adviser also supports subject teachers in providing Year 10 pupils with information regarding GCSE options in relation to local and national trends in the labour market. They also provide 'leaver talks' to Year 12.

## Careers Information

A range of up-to-date careers information is available to pupils in the Careers room. Pupils can also access relevant websites at any of the computers throughout the College. Information on Open Days and Information Events is displayed in appropriate form rooms.

## Work Experience

Each pupil has the opportunity to complete one week of work experience during the September of Year 12. This is co-ordinated by the Careers Guidance staff, with the pupil choosing the placement. Pupils are usually visited on placement by a member of staff. During the placement they are expected to keep a log of their activities.

## Mock Interviews

Year 13 students participate in a mock interview afternoon during term 2. This event provides the opportunity to prepare and attend a mock interview conducted by volunteers from local businesses. Each student is provided with feedback on their performance.

## STEM Careers

STEM (Science, Technology, Engineering and Mathematics) careers are promoted at Laurelhill Community College. At Key Stage 3 pupils attend a STEM event organised by Lisburn Area Learning Community prior to making GCSE subject choice.

# REACH Awards Programme

The REACH Awards Programme has been designed to recognise and reward students who continually demonstrate the core values of our college: 'REACH'. The overall aims of the programme are:

- To encourage students to be thoughtful and considerate of others
- To recognise the achievements of our students in every part of College life and at every level.
- To promote an enjoyment of College through an atmosphere of respect and enjoyment in education.

Students work diligently to receive positive passport marks each day. Within the programme there are three levels of attainment badges, bronze, silver and gold, which are worn with pride. The REACH badges are presented in special assemblies and students who continuously display the core values are further rewarded with various day trips. Reward trips/events in the past have included bubble football and visits to the National Football Stadium at Windsor Park.

We recognise the academic and personal achievements of our students at our annual prize giving, 'Celebrating Success'. Many students receive prizes for their outstanding achievements at the end of Key Stages 3, 4 & 5. Each year the Board of Governors present The REACH Cup to the student who has gained the most reward points through the REACH Awards Programme.



# Student Voice

Student Voice is led by the Student Voice Leadership Team (SVLT), which is made up of elected Sixth Form representatives. The SVLT Team lead the student council meetings, that are made up of representatives from every class with a total of approximately sixty students on the council.

The student voice representatives meet once per term. During these meetings students will have the opportunity to raise whole school issues to be addressed and then discussed with the senior leaders of the College. They will also take on fund raising projects throughout the year, as voted for by the student representatives.

## Aims and Objectives

- To establish an effective pupil voice within the college across all year groups that will be engaging, fun and energetic for the pupils involved.
- To grow the community feel, level of fun and enjoyment and a sense of belonging and ownership for our pupils in Laurelhill.
- To see two members of each form class elected as representatives on student voice (one male and one female)
- This is an ongoing project and it is hoped that it will continue to develop. The students will continue to play an active role in shaping the future of the Laurelhill Community College.

## Anti Bullying Ambassadors

Our Anti-Bullying Ambassadors believe that bullying behaviour is not acceptable and should not be part of everyday life at school. They support others and are up-standers against bullying behaviour and a support network for their peers. They stand to shape attitudes and change behaviours. The college staff work closely with these ambassadors to help ensure a safe environment for our students to thrive.

### Anti Bullying Ambassadors







# Admissions

## Admissions Policy

The Board of Governors has established a Sub-Committee comprised of two Governors of the College and the Principal. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form/Transfer Form.

Please note the provision of false or incorrect information or the failure to provide information within the deadlines set by post primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

## Admissions Criteria

It is emphasised that it is the responsibility of parents to ensure that the Transfer Application is fully completed. In addition, parents must ensure that all necessary, relevant information is fully recorded in the Parents' Remarks section on the Transfer Application, or is attached to the Transfer Application. The information should clearly demonstrate how their child meets one or more of the Admissions Criteria 1-5.

The Board of Governors of Laurelhill has determined that the following criteria will be applied for admission to the College. In the event of the number of pupils applying for places in Year 8 in September being greater than the admissions number, the Admissions Criteria 1-5 will be applied in the order set out as follows:-

- 1 Children who are the only or eldest 1 child in the family (must be indicated on Transfer Application);
- 2 Children who have an older brother or sister 2 who previously or are presently enrolled at the College at the date of completion of the Transfer Application (must be indicated on Transfer Application);
- 3 Children who have a parent currently employed in the school;
- 4 Children whose home address is closest to Laurelhill Community College;
- 5 Children will be selected on admission on the basis of initial(s) of surname (as entered on Birth Certificate) in the order set out below:

**H M Y B S K D C W U J P F X T L I N V  
R E A O G Q Z Mc Mac**

This order was determined by random selection.

In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. Where there are two identical surnames, the alphabetical order of the initials of the forenames will be used.

- 1 Twins and other multiples who are the eldest in the family are treated as joint eldest children.
- 2 Older brother or sister as defined by the Department of Education to include, for example, half siblings together with siblings who are adopted or fostered.

## Duty To Verify

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form/Transfer Form. The provision of false or incorrect information or the failure to provide information within the deadlines set by post primary schools can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

Waiting List Policy and Arrangements in relation to applications for admission to Year 8 AFTER the 2023/2024 college year begins:

If admission becomes possible after the placement letters are issued, the above criteria will be applied, in the first instance, to those applicants who have previously been refused a place in the College during the Transfer Procedure and then to those pupils who are on our waiting list on the day a place becomes available.

After 1st September parents should inform the school in writing that they wish their child's name to remain on the waiting list.

## Applications and Admissions

Year	Admissions No.	Total Applications i.e. All preferences	Total Admissions
2020/21	175	167	167
2021/22	175	157	157
2022/23	175	210	175

Admissions Criteria for entry to Years 9 and onwards is available on request from the school.



# History of Laurelhill Community College

Laurelhill Community College is a post primary controlled school. It was established in 1974 and continues to serve the whole community.

Laurelhill caters for pupils of all abilities and follows the Northern Ireland Curriculum in Key Stage 3. In Key Stage 4 the College offers a broad and balanced range of GCSE and Level 2 equivalent courses. At Key Stage 5 we offer AS, A level and Level 3 equivalent courses, the curriculum enables our pupils to follow academic and/or vocational courses.

The Board of Governors is made up of nine representatives, two parent governors, two transferor governors, one teacher governor and four Board representatives. The Principal is the secretary to the Governors.





## List of Contributing Primary Schools (in last five years)

- Antrim Primary School
- Ballinderry Primary School
- Ballycarrickmaddy Primary
- Ballymacash Primary School
- Beechlawn Special School
- Belvoir Park Primary School
- Bronte Primary School
- Brookfield Special School
- Brownlee Primary School
- Carrick Central
- Christ the Redeemer
- Crumlin Integrated Primary School
- Downshire Primary School
- Dunmurry Primary School
- Earview Primary School
- Fane Street Primary School
- Finaghy Primary School
- Forthill Primary School
- Friends Preparatory School
- Greystone Primary
- Harberton Special School
- Harmony Hill Primary School
- Kilbroney Integrated Primary
- Killowen Primary School
- Knockmore Primary School
- Knocknagoney Primary School
- Largymore Primary School
- Lisburn Central Primary School
- Maghaberry Primary School
- Malvern Primary School
- McKinney Primary School
- Meadowbridge Primary School
- Moira Primary School
- Oakwood Primary School
- Old Warren Primary School
- Pond Park Primary School
- Portavogie Primary School
- Riverdale Primary School
- Saint Joseph`s Primary School
- Seymour Hill Primary School
- St Aloysius Primary School
- St Kieran`s Primary School
- St Malachy`s Primary School
- Straidhavern Primary School
- Strandtown Primary
- Sunnylands Primary School
- Tonagh Primary School
- Wallace Preparatory School



If you require further information please contact the Secretary to the Board of Governors, The College Principal, Mr J Martin.

# Making a Complaint

## Complaint about a Teacher

### ■ Step 1 – Speaking with Teacher

In the first instance, a complaint should normally be raised verbally with the teacher concerned, so that s/he may have an opportunity to address the issue(s).

### ■ Step 2 – Speaking with the Principal

If your complaint remains unresolved following Step 1, you should arrange a meeting with the Principal to discuss the issue(s).

## Formal Stage

### ■ Step 3 – Writing to the Principal

Sometimes it will not be possible for you to have your complaint resolved through the informal process proposed at Steps 1 and 2. You should write a letter to the Principal expressing your concerns.

### ■ Step 4 – Writing to Chairperson of the Board of Governors

If you believe that your complaint has not been dealt with in a satisfactory manner following the completion of Steps 1, 2 and 3, you should write to the Chairperson of the Board of Governors, including, if applicable, copies of the original correspondence relating to Step 3.

A full copy of the Parental Complaints' Procedure for Laurelhill Community College, Lisburn is available on request.





We hope that the information contained within our Prospectus gives you a flavour of the ethos and aims of the College. If you require further information please contact the Secretary to the Board of Governors, The College Principal, Mr J Martin.

Education Authority, South Eastern Region



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