



*Welcome to
Laurelhill
Community College*

Dear Parent/Carer

We hope your child enjoyed the Freshers' BBQ and met a few people from their Form Class. This will hopefully make beginning Year 8 slightly less daunting.

First day for Year 8 pupils in Laurelhill Community College will be Thursday 31st August from 9.00am – 12noon.

Second day for Year 8 pupils is Friday 1st September 9.00am – 12noon. These two days are for Year 8 pupils only.

- Pupils should wear full school uniform, please see list, and bring a bag containing a snack, drink and a pencil case.
- There will be no Canteen or buses on these days.
- During Thursday 31st August and Friday 1st September your child will be completing computer testing and should bring headphones compatible with PCs (wireless/Bluetooth headphones will not be acceptable).
- Our Canteen uses a Fingerprint system. If you do not wish your child to be fingerprinted, please send a note stating this to their Form Tutor and they will be given a code instead.

Parents are asked to attend an information morning on Friday 1st September 11.00am – 12noon when they can meet key staff and become familiar with our school routines and procedures.

All year groups will return to school on Monday 4th September which is a full school day from 9.00am – 3.00pm. Canteen and buses will be available. Please note Year 8 students will be permitted to leave school at 2.55pm for this first week.

If any problems arise during this induction period or subsequently in the school year please contact the Form Tutor who is directly responsible for your child's welfare. Problems requiring further attention will be directed, by the Form Tutor, to Mrs Rea (Head of Yr8 Girls), Mrs Scott (Head of Yr8 Boys), Mrs Beckett (Senior Teacher, Pastoral) or Mr Dane (Deputy Principal responsible for Pastoral Care throughout the College).

If you require any further information, please visit our college website www.laurelhillcollege.org

We hope your child will enjoy a happy and successful time at Laurelhill Community College.

Ruth Rea & Elaine Scott (Heads of Year 8)

A few dates for your diary ...

- **Thursday 31st August** – First day for Year 8 pupils 9.00am – 12noon
- **Friday 1st September** – Second day for Year 8 pupils 9.00am – 12noon
- **Friday 1st September** – Year 8 Parents' Information Morning 11.00am – 12noon
- **Wednesday 27th/Thursday 28th September** – Lurgaboy Outdoor Activity Centre.
Year 8 Fun Day. £15 per child. You should receive a consent form to fill in, later in September. More information to follow.
- **Thursday 5th/Friday 6th October** – School Photographer, more information to follow

Some payments which will be required throughout the school year:

- **School Fund** £15 per term, per pupil.
- **Art Pack** (£4 for Folder, Brush, Book) will equip your child through KS3
- **HE** costs for Practical Classes £15 for the year
- **Extra Curricular Activities** £35

Laurelhill Community College use 'Teachers2Parents' texting system and 'School Money' payment app, we try to operate a 'cashless' system. Any money due will be requested via text when the payment is required.

Dear Pupil.....

On behalf of all the teachers and myself I welcome you to Laurelhill. I am very pleased that you are coming to the College. Each and every pupil matters to us.

Laurelhill is a school where you can achieve all the goals you set yourself. Many of our former pupils have been very successful in the world of work as well as sport. Hopefully, you too will accept every opportunity to develop as a well informed, caring person and contribute something of your own talents to the life of a very popular and busy College.

I look forward to getting to know you personally at Laurelhill. I would ask you to give of your best to all of the activities you take part in at the College. Your time at Laurelhill will then be enjoyable, successful and memorable.

I wish you well.



Mr Martin
Principal

TO YOU AS A NEW PUPIL

Laurelhill offers you all the opportunities provided by any other school/college not just in Lisburn but in Northern Ireland as a whole.

The past has gone. It's up to you to grasp a new future. Be proud of this College and may this College be proud of you. A college is only as good as you try to make it.

FIRST IMPRESSIONS

Now you can read accounts of some pupils experiences when they first arrived at Laurelhill.

My first impression of Laurelhill was wow!! I thought should I go in or should I just turn away and run. The night before my first day at Laurelhill was a nightmare. I couldn't get to sleep. All I could think about was do I have what I need and where do I go when I go in. Well today is the day I said to myself Help!!! When my mum dropped me off in my smart new uniform I went in and someone showed me where the assembly hall was. Luckily my friends were there so I felt much better. Now I've settled in well and I enjoy going to Laurelhill.

Natalie

I got dressed for the big day ahead of me. I was going to be in secondary school. I was very worried that I would not know where to go. My dad got the car and I said goodbye. We started to move and then we were off. After about two or three minutes later we were there. My dad parked and I said goodbye. I did not want to go into this terror but I walked up the dark thick tarmac path. Then I saw my friend Paul, I didn't feel worried any more. We went into the assembly hall and were put into our classes. Paul was in my class. Then we were told to go to class and we found our way passing all the giant strangers. But soon the day was over and we went home and my dad collected me. Now I am looking forward to the coming years.

Aaron

MY FIRST DAY AT LAURELHILL

What should I bring?

Firstly bring yourself - make sure you arrive on time!

Always bring a schoolbag to carry your belongings and a pencil case which should include:

Pens
Pencils
Rubber
Ruler
Glue Stick
Colouring Pencils
Highlighters
Sharpener
Protractor

Plastic Document Wallets (4) are always useful

Scientific Calculator (not needed until Yr9)
Dictionary/Thesaurus App (downloaded onto phone)

Please remember - all your books, bags, clothing PE Kit must be clearly marked with your name in permanent ink marker.

NEVER BRING VALUABLE OR BREAKABLE ITEMS TO COLLEGE

Unlike primary school you will be moving from room to room after each period so you must learn to look after your own property carefully and not leave belongings in the wrong place. Do not bring any valuable items or personal possessions.

What will I be given on my first day?

A Bus Pass (if your parents have applied for it)
Your personal timetable
A college diary

A NORMAL DAY AT LAURELHILL

8.55am	Arrival at College
9.00am	Registration/Assembly
9.15am	First Period
9.45am	Second Period
10.15am	BREAK
10.30am	Third Period
11.00am	Fourth Period
11.30am	Fifth Period
12noon	Sixth Period (Yr8 Lunch)
12.30pm	Seventh Period (Yr11/12/13/14 Lunch)
1.00pm	Eighth Period (Yr9/10 Lunch)
1.30pm	Ninth Period
2.00pm	Tenth Period
2.30pm	Eleventh Period
3.00pm	COLLEGE ENDS

As you can see each period lasts for 30 minutes. On some occasions you may even have a triple period for one subject but usually your day will consist of double and single periods.

Emergency Bell - In the event of an Emergency pupils and staff will evacuate the building when a continuous bell is heard and everyone will be directed to the upper playground. Details will be given early in September.

MY TIMETABLE

In primary school you probably spent the bulk of the day with one teacher and in one or two rooms. You will soon notice that at Laurelhill things are different.

Your timetable will show you the subjects you will be studying at a particular time and the teacher you will have for each subject. Not only that, but you will also see from your timetable the rooms where you can find each of your teachers.

Sounds rather simple doesn't it

MY FORM TUTOR AND HEAD OF YEAR

The most important person who you will get to know is your class's special teacher or FORM TUTOR. They are responsible for your welfare and progress and he/she will be the first person you will meet each morning during Registration time at 9.00am.

Your tutor will monitor your attendance, punctuality, uniform, behaviour and homework.

It is your Form Tutor who will attempt to keep your parents informed about your performance in classwork and Christmas/Summer examinations.

Your Form Tutor is the main link between your home and college.

If you or your parents have any problems regarding college, your Form Tutor is the first person to approach. They will attempt to become better informed about as many aspects of your life as possible, in college, at home and the local community.

Year 8 Form Tutors

8R	Mr Hillis
8O	Mr Alexander
8Y	Mrs Milasinovich
8G	Mrs Browne
8B	Mrs Crawford
8I	Mrs Petticrew
8V1	Miss Faloon
8V2	Mrs Simpson

HEAD OF YEAR

Two other important people that you will get to know is your Head of Year, who has special responsibility for all the Year 8 classes. If your Form Tutor is absent then your Head of Year is the next person you should speak to if you have a problem or concern.

Mrs Rea
Head of Year 8 Girls



Mrs Scott
Head of Year 8 Boys

DAILY ROUTINE

(A TYPICAL DAY!)

What time should you arrive?

This may depend on whether you walk to college, get a lift or arrive by bus. A good habit is to set yourself the target of being five minutes early. In other words if Registration is at 9.00am be at your form room for 8.55am.

One morning each week you will have a Year Assembly for all Year 8 pupils in the Assembly Hall. You are expected to listen carefully and behave in an orderly fashion before and after assembly.

What happens if I need to leave early?

Permission to leave college can only be given if you bring a properly signed note from your parent/guardian or they phone the College Office. You must show parent's notes, appointment cards for doctors, dentists etc to your Form Tutor. Notes will be signed by Form Tutor and you should show this to the College Office before you leave. Please try to make appointments 'after' college hours as far as it is humanly possible.

If for some reason I happen to be late!

Report immediately to your Form Tutor and explain why; otherwise you will be marked absent. If you arrive after 9.15am again you must report to your Form Tutor.

If I am absent!

When you return to College a note explaining your absence should be sent in by your parents and given to your Form Tutor.

If I'm unwell!

Again you should first visit your Form Tutor. Where necessary they will contact a parent if it is felt that you need to go home. It is important that the college has your most current emergency contact numbers. Please inform the college of any changes.

What happens at break and lunch time?

During morning break which will be from 10.15am to 10.30am you can go into the playground. You will have the opportunity to use the Library and you might also like to visit our Dining Hall for a quick mid morning snack.

Remember an orderly queue is expected and all litter must find its way into the bins provided. Laurelhill is your college and we expect you to be proud of its appearance. Our concern for the environment must begin within this college.

Lunches

If you bring a packed lunch you can eat it in the seated areas.

The college operates a Cafeteria system which is very popular with pupils and staff. Our Canteen uses a Fingerprint system. This allows pupils to load money onto their account at machines throughout the college and pay for their food using their fingerprint. If you do not wish your child to be fingerprinted, please send a note stating this and they will be given a code instead.

Pupils entitled to free-dinners will be provided with a meal to the value of a specified amount per day.

Lunchtime Supervision

You will notice adult supervisors who have been appointed to assist with the organisation of the lunch period. They should be given due respect and courtesy.

Buses

All pupils using public transport are expected to display good manners and courtesy at all times. When waiting for a bus pupils must form an orderly queue and have a bus pass or correct fare ready for the driver. Misbehaviour on buses is considered to be a serious offence and may result in disciplinary action.

Parents should apply for **Free School Meals** and a **Bus Pass** via EA website. Arrangements from Primary School do not roll over to Year 8.

Homework

Homework should assist you to learn. During your first year you will have homework to do and the reason why we give you a Laurelhill College diary is to help you organise your homeworks. Please use it and get into the good habit of recording the homework set in your diary on the date it has to be submitted to your teacher. So, when it comes to packing your schoolbag do not forget your diary. It will be checked and signed by your Form Tutor at least once every week. We also expect a parent to sign your diary once per week.

What will my homeworks consist of?

Homework will be of various types e.g. research, written, reading, learning, drawing or making something. A homework timetable is organised so that you will not be given too many homeworks on any one evening.

When you get a homework we expect it to be completed carefully and accompanied by a parent's/guardian's signature. If you genuinely cannot do a homework please explain this to your subject teacher and bring a note from home, indicating the problem.

All homework is of equal importance and should be presented as neatly as possible. Remember to show it to your parents.

COLLEGE UNIFORM

COLLEGE RULES

Our rules are not too strict. We stress respectful behaviour, full college uniform worn correctly and attention and courtesy to all members of staff.

BEHAVIOUR We expect a high standard of behaviour at Laurelhill

REMEMBER

To treat others as you would like to be treated.

To be honest in all you say and do.

To respect others and their property.

There is never an excuse for bad manners.

- Each pupil attending this college will be given the opportunity to progress to the best of his/her ability. Any pupils who acts in a manner which interferes with the progress of other pupils will be subject to the college's disciplinary procedures.
- A strong emphasis is placed on pupils' identification with the college's values and also on pupils' personal appearance. Unless specifically instructed otherwise, complete college uniform must be worn by pupils to and from college, to all college functions including games, on college visits, and during the sitting of external examinations.
- Pupils are required to behave responsibly, to display good manners and to show consideration and respect for other pupils and adults. This applies not only in school but also when travelling to and from college.
- Every pupil is expected to complete homeworks on time and to be properly prepared for work in class at all times.
- Pupils are expected to attend college regularly and punctually. A note from the parent/guardian is required on return after any period of absence. There are pages in your diary for this purpose.
- Pupils must not leave college during the course of the day without being granted permission from their Form Tutor and Head of Year.
- All personal property should carry clear identification marks. Such property includes text books, stationery and Physical Education kit.
- Blazers, bags and books must be free from graffiti. Pupils are responsible for the safe-keeping of their college books at all times.
- While the college will do everything possible to retrieve missing property of pupils it cannot hold itself responsible for making good the loss of

personal property. At no time should school bags be left outside classroom doors.

- When moving between classes pupils must walk at all times in an orderly fashion on the left-hand side of the corridor and follow the one way system.
- Packed lunches must be eaten in the areas provided.
- All litter should be disposed of carefully in the bins provided.
- Pupils who bring bicycles to college must ensure that they are left only in the areas provided and are secured by lock and chain.

REMEMBER

A college is as good as you, the pupils, make it. We have built up a fine reputation in the community, so be a credit to your college at all times.