

15th August 2022

Dear Parent(s)/Guardian(s)

I hope that you are having an enjoyable and relaxing summer break. As the start of the academic year approaches, I would like to draw your attention to the following.

We look forward to welcoming students to the 202-2023 term according to the timetable below:

Tuesday 30th August	J1 Induction - J1A & J1B at 9:15am; J1C & J1D at 11:30am; J1E at 2:00pm.
Wednesday 31st August	S3 Induction 9.00am – 11:00am
Thursday 1st September	Start of term for all pupils S4 Formal, Canal Court Hotel Newry
Monday 5th September	S4 classes begin

The first two periods on **Thursday 1st September** will be form class. At this time, your son will be registered, provided with his timetable, and given some materials and books. The **£60.00 voluntary subscription** and the **Gift Aid form**, if one has not already been completed, will also be collected. On the first day of term, J1 students will remain with their form teacher for the whole day. School transport will be available as normal from Thursday 1st September.

Pupils are expected to be at the College by 8.55am and at first class each morning by 9.00am. The school will contact you by text message if your son is absent and no reason has been provided. A return text can be sent to account for his absence.

Please note that drop off and collection for students travelling by car is the Sports Pavilion. Separate entrances for juniors and seniors have also been allocated. Parents/guardians of senior students are also reminded that cars are only allowed on the College premises once permission has been sought from the relevant Year Head.

In a change to arrangements only J1 – J3 pupils are permitted to wear PE uniform on days when they have timetabled PE. Pupils must wear full College uniform at all times. You are reminded that only St. Colman's PE uniform and leisure wear is permitted. Two versions of a school coat available from O'Neills. It is important that students wear their uniform neatly and with pride at all times. The regulations relating to the school uniform and other aspects of school life are outlined in your son's homework diary. In particular, I would like to draw your attention to the fact that your son must wear black leather shoes, no canvas or trainer type shoes are permitted. We have a **uniform exchange programme** in place with lots of junior uniform items available. Please contact Mr. Franklin on kfranklin940@c2kni.net if you require any items.

Your son must know and adhere to the rules relating to the use of ICT and mobile phones as outlined in the **'Safe and acceptable use of the Internet'** and **'Mobile Phone Policy'**.

The **Sims Parent App** is the means by which you get information about your son's progress, reports and attendance. If you have any issues accessing this service, please contact Miss Colette McSorley, cmcsorley207@c2kni.net. Other general information will be available through our school app. If you search for **Secondary365** and use the code **7676** you will be directed to **St. Colman's College App**. The College website, www.stcolmans.org.uk contains details of the College calendar along with school policies and other information. We occasionally tweet about events through Twitter [@st_colmans](https://twitter.com/st_colmans). **Groupcall** remains the means by which we will draw attention to communication coming from the College directly to parents'/guardians' mobiles.

Teachers also communicate with parents through the homework diary so I would ask you to check it for comments on a regular basis. Perforated explanation for absence notes and notes to/from parents/guardian are enclosed at the back of the planner. I would like to remind you that appointments should be scheduled outside of the normal school day. Please note that you and your son are asked to sign the **Home College Agreement** in the diary.

You should contact the College if you have any concerns or if there are any matters which you need to inform us about. If there are specific subject or curriculum matters these should be directed to your son's class teacher and then Head of Department. Mrs Helen Doherty is **Curriculum Vice Principal** who oversees all aspects of the management and delivery of the curriculum for your son.

You are asked to draw any pastoral issues in the first instance to the attention of your son's Form Teacher and then Year Head. If you have any further concerns, then you can contact members of the **Senior Leadership Team (SLT)**. Mr Mark Doran is the **Head of KS3 (J1 – J3)**, Dr Patrick Collins **Head of KS4 (S1 – S2)** and Mr Ciaran O'Hare **Head of Sixth Form (S3 – S4)**. Pastoral matters are overseen by Mr Kevin Franklin, **Pastoral Vice-Principal** who is also the Designated Teacher for Child Protection. I would like to remind you that all of the SLT ie the three Senior Teachers, two Vice Principals and the Principal comprise the **Safeguarding Team** in the College.

The **Student Health Assistant** and **Year Head** must be informed of any change in your son's health or medical status, if he is on medication or has any other medical needs. Please inform them immediately if there are any medical issues that the school needs to know about.

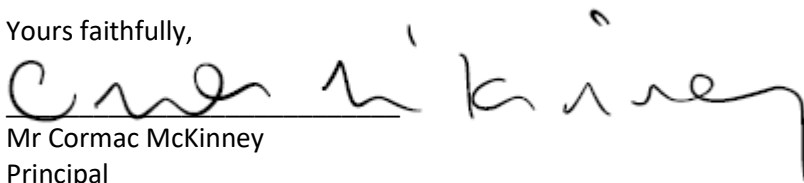
I would also like to remind you of the availability of the **Student Counsellor**, Mrs Nuala Woods who provides advice and support to our students.

As in previous years, students' photographs may appear in the local newspapers, on the school website or other publications. If you have any objection to your son's picture being used, please let me know in writing by Friday 2nd September 2022.

It is essential that your son applies himself fully to his classwork, homework and a planned programme of study and revision throughout the year. He has every opportunity in St. Colman's to reach his full potential from a curricular and extracurricular perspective and this will be achieved through disciplined hard work and developing all his talents and interests to the full. The staff of the College will do all they can for your son and he in turn, with your support, must do the best that he can.

As a school community, we have been through a very challenging time with respect to Covid and all it has presented. While we recognise that the public health situation has significantly improved, I would like to assure you that, whatever the circumstance, we will continue to provide support, encouragement and reassurance for your son and for you as we begin the new school year.

Yours faithfully,



Mr Cormac McKinney
Principal