



Information for Parents and Students

Believe, Achieve, Succeed



PRINCIPAL'S WELCOME

Dear Parent/Guardians

As the first Principal of Abbey Community College, my vision is that all our students will have a seven year learning opportunity with a wide variety of academic, vocational and extra-curricular experiences available to them.

Our College motto '**Believe, Achieve, Succeed**' is at the heart of all we do. As a child centred school with an ethos of respect for self and others, all students have the opportunity to be challenged and supported to achieve their full potential. From Year 8 all students have a personalised learning journey ensuring they are well prepared for Higher Education, Further Education or employment in this ever changing world.

I look forward to working in partnership with you to ensure that your child has the very best opportunities for success.

This booklet is designed to provide general guidelines for everyday school life. If you have any queries, please do not hesitate to contact the school office.

Yours sincerely

A handwritten signature in black ink that reads "Maria Quinn". Below the signature is a solid black horizontal line.

Maria Quinn
Principal



2019-2020 Term Dates

Thursday 15 August 2019	A' Level Results
Thursday 22 August 2019	GCSE Results and Post 16 Interviews Begin
Friday 23 August 2019	Staff Training/Post 16 Interviews
Tuesday 27 August 2019	Staff Training Day
Wednesday 28 August 2019	Year 8 Induction Day (Students only) Year 9 Interviews
Thursday 29 August 2019	Year 11 Induction Day (9am – 11am) Years 8 & 10 Interviews Year 11 Interviews 11.15am – 3pm Years 13/14 Induction Trip to Woodhall
Friday 30 August 2019	Year 13/14 Induction Day (9am – 12.30pm) Years 8/12 Interviews
Term 1	
2 September 2019	Whole School Starts 9.00am – 3.25pm Year 13 Induction Day
28 October – 1 November 2019	HALF TERM HOLIDAY
20 November 2019	Staff Training Day
20 December 2019	End of Term
Term 2	
23 December 2019 – 3 January 2020	CHRISTMAS HOLIDAYS
17 January 2020	Staff Training Day
17 – 21 February 2020	HALF TERM HOLIDAY
17 March 2020	Staff Training Day
3 April 2020	End of Term
6 & 7 April 2020	Staff Training Days
8 April – 17 April 2020	EASTER HOLIDAYS
Term 3	
8 May 2020	BANK HOLIDAY
25 May 2020	Staff Training Days
29 June 2020	End of Term

NB – The students are not in school on Staff Training Days.

GENERAL INFORMATION

Address Bridge Road, Newtownabbey, County Antrim, BT37 0EA

Telephone 02890 867431
Fax 02890 854945
Email info@abbeycommunitycollege.newtownabbey.ni.sch.uk
Website www.abbeycommunitycollege.co.uk
Twitter @abbeycommcoll
Facebook www.facebook.com/AbbeyCommunityCollege

Office Opening Hours:-

Monday	8.30am - 4.15pm
Tuesday	8.30am - 4.15pm
Wednesday	8.30am - 4.15pm
Thursday	8.30am - 4.15pm
Friday	8.30am - 4.15pm

How to See a Teacher/Principal

We have an Open Door policy and parents are welcome to call in during the school day. Please be aware that if a teacher is in class it will not be possible for him/her to see you at that time. An appointment can be made by calling at reception or by telephoning and will usually be available within 24 hours, but it is helpful to give a few days notice. Mrs Quinn, Mr Laney or the Heads of School will be happy to see you at any time if they are available.

To Speak on the Telephone to the Principal or a Teacher

Often queries can be dealt with by one of the office staff as teachers cannot take calls whilst they are teaching. The office staff will try to connect you to the member of staff or take a message for the teacher to call you back. Mrs Quinn is happy to speak to Parents/Guardians during the school day. If she isn't available when you call, leave a message and she will get back to you.

DENTAL/MEDICAL/HOSPITAL/OTHER APPOINTMENTS

If a student has an appointment for any of the above, the Parent/Guardian should provide the student with a note which they should show to their Head of Year. The student planner may be used for this. In order to reduce the impact of these appointments on learning please return our child to school after the appointment if possible so that a full day is not missed.

REQUESTS MADE DURING SCHOOL HOURS FOR A STUDENT TO BE RELEASED

We will facilitate a Parent/Guardian request for a student be released without prior notice being given. Be aware that this may take time and the more notice you can give the better. If this request is made by telephone you will be asked to verify your child's details for Child Protection/Safeguarding reasons.

Forgotten Gym Kit, Books, Coursework. Dinner Money

The main office will accept these, but depending on the volume of their work cannot always guarantee to get these to the student. At particular times of day it can be difficult to contact children, i.e. during PE when they may be away from school, or during lunch, etc. Students will need to take responsibility for collecting such items.

Telephone Calls

Students only have access to telephones in the event of an emergency. If a student needs to make a call they should first see their Head of Year who will deal with the request. It would be appreciated if you would avoid making non-emergency calls to mobile phones during the school day as this disrupts your child's learning and that of others.

Emergency Contact Numbers

We would ask for your co-operation in this important matter. Please let us know when you change address, email or telephone number – students can bring a note or call at reception. It is vital that we can contact you in an emergency.

Visitors

When visiting the College, parents and visitors must (for Child Protection, Security and Health and Safety purposes):

- Park in the main school car park at the side of the building.
- Report to Reception on arrival explaining the nature of your visit.
- The Receptionist will be able to help you with general enquiries.
- Sign the Visitors' Book.
- Receive a Visitors' Badge and wear this during your time in the school building.
- If you wish to see a member of staff, an appointment will be made for you.
- In an emergency you will be seen as soon as possible by the Principal, Deputy Principal, Head of Upper, Senior or Junior School.
- Return the Visitors' Badge and sign out at Reception.
- All visitors must be accompanied by a member of staff at all times.

Car Parking

- Please use the main school car park to the side of the building.
- Please observe the ONE WAY system in operation there is no exit on to Bridge Road.
- There are two designated Disabled spaces at the front of the building and more in the main school car park at the side of the building. These are only for Blue Badge holders. The badge must be displayed.
- The area to the front of the school is for Pick Up and Drop Off only. You are NOT permitted to park here at any time.



PARENT COUNCIL

Abbey Community College hopes to establish a Parent Council this year. The aim of the Parent Council is to create a forum for parent consultation and involvement in school life. The

experiences of our students can also be enhanced by holding various fundraising events throughout the school year. These could range from discos to talent shows, sales and quizzes. Not only do students have a great time at these events but they also help us to raise money. This money is used to pay for things outside the normal school budget. Examples of this include bursaries for students and support for Prize Giving. All money raised goes towards supporting educational experiences for all students.

Please get involved by supporting the activities of the Parent Council, through it you can help the school and your child. Meetings are usually scheduled in the evenings. If you wish to get involved please leave your name with the office staff.



The school would appreciate an annual voluntary contribution of £12 for the first child or £20 for 2 children or £25 for families with 3 or more children in the school. This enables us to provide additional resources and experiences for our students.



Timing of the School Day

At Abbey Community College we are continually seeking to improve the opportunities for success for our students. Following our recent successful inspection by The Education and Training Inspectorate and subsequent discussions, the next step on our journey toward

improvement has been a re-structuring of our period length from a current 40 minute model to a 55 minute model. This has necessitated adjustments to the timings for the school day and we wish to draw your attention to those adjustments (detailed below). In summary;

1. The school day will begin with a 10 minute registration at 09.00
2. The school day will end;
 - a. 3.25pm Monday, Tuesday, Wednesday
 - b. 2.30pm Thursday, Friday
3. School buses will run on the existing routes, i.e. Rathcoole, Rathfern, Mossley/Greenisland, Belfast
4. Note: Due to constraints with Translink, the Wednesday buses will leave school at 3.45pm. Students requiring the school bus service will remain supervised in school between 3.25pm and 3.45pm at which point they will be escorted to the school buses. Alternatively, students may choose to use the public transport provision.
5. Break and lunch will remain at 15 minutes and 35 minutes respectively
6. School breakfast will be available from 08:30

Week Plan	Monday	Tuesday	Wednesday	Thursday	Friday
09.00 – 09.10	Reg	Reg	Reg	Reg	Reg
09.10 – 10.00					
10.00 – 10.55					
10.55 – 11.10	Break	Break	Break	Break	Break
11.10 – 12.05					
12.05 – 13.00					
13.00 – 13.35	Lunch	Lunch	Lunch	Lunch	Lunch
13.35 – 14.30					
14.30 – 15.25					

ATTENDANCE

When a child of a compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career. Excellent attendance at school is important to allow a child or young person to fulfil their potential.

Why attend school?

These are just some of the key reasons why it is important children attend school:

- To learn.
- To have fun.
- To make new friends.
- To experience new things in life.
- To achieve.
- To gain qualifications.
- To develop new skills.
- To develop awareness of other cultures, religion, ethnicity and gender differences.
- To build confidence and self-esteem.
- To have the best possible start in life.

Young people who regularly miss school without good reason are more likely at risk of becoming isolated from their friends, underachieving in examinations and/or become involved in anti-social behaviour.

How parents can help:

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time.
- Arrange dental and medical appointments outside of school hours when possible.
- Always inform the school if your child is absent due to illness – this should be followed up with a written note when your child returns to school.
- Take truancy seriously – if your child is not attending school as you expect, they may be putting themselves at risk – Who are they with? What are they doing?
- Take family holidays outside of term time.
- Talk to your child about school and take an interest in their school work (including homework).
- Attend Parent Evenings and school events. Praise and reward your child's achievements at school.
- Always support school staff in their efforts to manage difficult or challenging behaviour.
- Discuss any problems or difficulties with the school staff. We are here to help and will be supportive.

Family Holidays

You can demonstrate your commitment to your child's education by not taking holidays during term time. Any child or young person who is absent from school due to a holiday will miss out on important learning and fall behind with their school work.

In each Academic Year there are only a maximum of 190 school days – this allows plenty of time for holidays to be arranged outside term time.

Holidays taken during term time will be categorised as an unauthorised absence.

Percentages

Attendance percentages can be misleading:

100% = 0 days missed - Excellent

95% = 9 days missed - Satisfactory

90% = 19 days missed - Poor

85% = 28 days missed – Unsatisfactory (student will be referred to Education Welfare Service when their attendance is below 85%)

80% = 38 days missed - Unsatisfactory

75% = 46 days missed – Unsatisfactory



UNIFORM POLICY

It is our aim at Abbey Community College to bring each individual to their full potential in a school atmosphere of harmony and shared community values. For this reason, we insist on high standards in dress and appearance which prepare our students for successful careers in the wider community.

School uniform plays a valuable role in contributing to the ethos of our school and creating an environment for learning.

This letter is to advise all Parents / Guardians of the school uniform policy, especially as you prepare for next academic year. The policy applies for the whole academic year so Parents / Guardians should bear in mind the possibility of having to replace additional shoes or clothing items as the academic year progresses.

Uniform for Junior and Senior School

- Black Abbey Community College blazer with school badge
- White shirt (shirts must be tucked in). Top button secure.
- School Tie – clipped on.
- Grey V-neck jumper
- Grey V-neck jumper/cardigan
- Black trousers
- Black knee-length box-pleated skirt
- Black socks/black tights
- Plain Black outdoor coat
- **No hooded tops, sweatshirts or hats are to be worn on the school premises. This includes break and lunch times.**



Shoes:

- Plain black leather shoes. Black trainers ARE NOT permitted. Shoes with colour flashes or symbols are not part of the school uniform. For example – Adidas 'gazelles' are not permitted as they have gold writing. The only colour allowed is the small Kickers label. The VANS suede shoe is not permitted.

ABBEY COMMUNITY COLLEGE ACCEPTABLE AND UNACCEPTABLE FOOTWEAR



Uniform for Upper School: As for Junior & Senior School except for:

- Black Sixth Form blazer
- Sixth Form School Tie

PE Kit for Boys and Girls

- Abbey Community College maroon PE top
- Abbey Community College black shorts (boys)
- Abbey Community College black skirt or shorts (girls)
- Maroon PE socks
- Abbey Community College tracksuit (optional)
- Plain black sports leggings (Joma brand is available from uniform outlets)
- **No jewellery of any type may be worn in PE or Games for Health and Safety reasons.**



Make-Up

Students in the Junior School are not permitted to wear make-up to school.

In the Senior and Upper School students may wear some subtle foundation. Excessive make-up which stands out is not allowed. Unnatural, drawn on eye brows or false eyelashes are not permitted. Acrylic nails must not be worn.

Hairstyles and Haircuts

Extreme hairstyles or unnatural hair colouring / dye is unacceptable. Hair must be natural in colour. No 'pattern cuts', shaved or excessively coloured hair is acceptable. Hair bands, clips and slides must be plain and simple in style. Students with long hair must tie it back during practical lessons for reasons of Health and Safety.

Jewellery and Body Art

We do appreciate that our students want to express themselves as they begin to develop their sense of identity. However, please take note of the following points;

- Students are encouraged to wear a watch to help with punctuality and organisation.
- For pierced ears – one small stud in each ear is acceptable. No other styles are allowed and will be confiscated by the Head of Year. They will be returned on receipt of a parental letter.
- Necklaces should not be worn.
- Students are not permitted to wear tongue bars, stretchers or spacers.
- Nose studs, eye brow piercings, mouth studs, chin or lip studs or other forms of facial piercings are not permitted.
- The Tattooing of Minors Act 1969 makes it illegal for anyone under the age of 18 to have a permanent tattoo.

Students representing Abbey Community College are expected to take pride and wear their uniform correctly at all times. We respectfully ask for parents to support us in implementing our policy by ensuring your child attends in full school uniform.

The Full School Policy which sets out the school ethos and sanction pathway is available on the school web-site.

SUPPORTING LEARNING

Our child centred approach ensures that all students have the opportunity to be both challenged and supported to achieve their full potential during their seven years at Abbey Community College.

Should the need arise students can have access to our Learning Support Centre, through the allocation of a Statement of Special Educational Needs by the Education Authority. A team of highly skilled and experienced staff put a range of support strategies in place to ensure that each individual is given every opportunity to progress and learn.



HEALTH & WELLBEING

The Health and Wellbeing of students and staff is enhanced by the availability of a School Nurse. Students may also request the services of the school counsellor. Whilst parental consent is not required for this service, parents will be informed of any safeguarding issues that may arise.

To promote Health and Wellbeing students are encouraged to make healthy decisions in all aspects of their lives both in and outside school.

The consumption of fizzy and high energy drinks during the school day is not permitted. Students who bring them to school will have them removed.

The PSHE programme aims to holistically develop the skills which will enable every student to make lifelong decisions and become responsible contributors to our evolving society.

The Drugs Education Policy and Sexual Health programme (Year 10 +) ensures that all students have the knowledge and skills to enable them to make safe and healthy lifestyle choices both during their time at school and in the future.

SCHOOL MEALS

On site catering facilities provide students and staff with a range of healthy hot and cold food and drink choices during the school day.

Free school meals are available to some families through application to the Education Authority Free Meals Department. A Free School Meal ticket holds the value of £2.90. Please note that a maximum of one drink and one pastry item can be included for this price. Some items such as sandwiches and 'Grab Bags' can be ordered at breaktime for collection at lunch.

CHILD PROTECTION/SAFEGUARDING POLICY

We in Abbey Community College have a responsibility for the Pastoral Care, general welfare and safety of the children in our care. We will carry out this duty by providing a caring, supportive and safe environment, where each child is valued for his or her unique talents and abilities, and in which all our young people can learn and develop to their full potential. All staff, teaching and non-teaching, should be alert to the signs of possible abuse and should know the procedures to be followed. This Policy sets out guidance on the action, which is required where abuse or neglect of a child is suspected and outlines referral procedures within our school.

SCHOOL SAFEGUARDING TEAM

The following are members of the schools safeguarding team

- Deputy Chair of the Board of Governors – Dr H Edwards
- Designated Governors for Child Protection/Safeguarding – Mrs A Douglas, Mrs S O'Connor
- Principal – Mrs M Quinn
- Designated Teacher - Mrs F Cromie
- Deputy Designated Teachers – Mr S Smith, Mr D Laney, Mrs C McNaghten

OTHER RELEVANT POLICIES

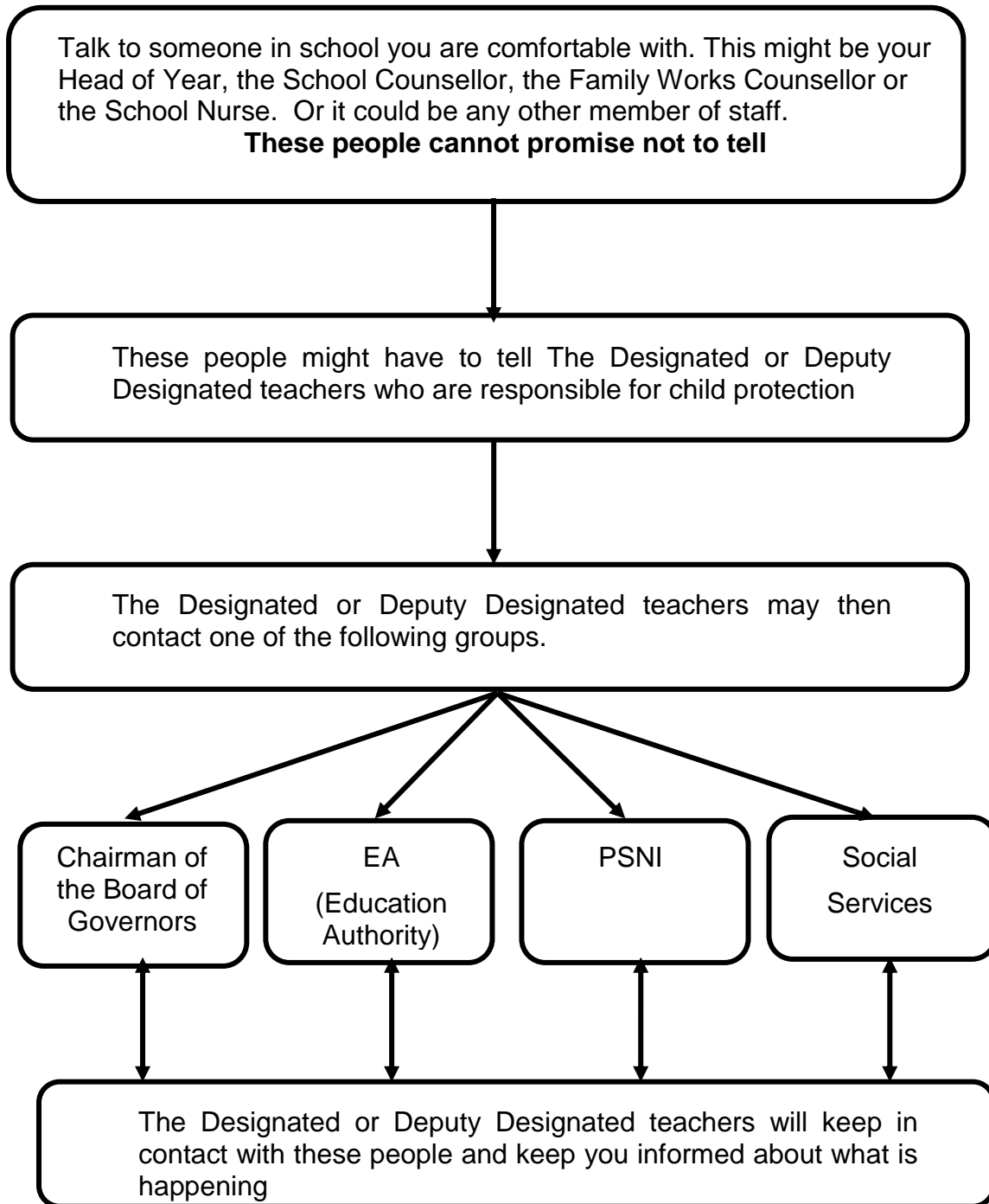
The school has a duty to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other school policies including:

- Positive Behaviour
- Anti-Bullying
- Use of Reasonable Force/Safe Handling
- Special Educational Needs
- Relationship and Sex Education
- Use of Mobile Phones
- Online Safety Policy
- Parental Complaints Procedure
- Boxing Club
- Newtownabbey Learning Community

These policies are available to parents and any parent wishing a copy should contact the Principal or visit the school website at www.abbeycommunitycollege.co.uk

A Student's Guide to Child Protection Procedures

This is what to do if you are worried or want to talk to someone about child abuse



You may prefer instead to contact Childline 0800 11 11

MOBILE PHONES/DEVICES

Abbey Community College recognises mobile phones/devices as being an integral part of youth culture. However, the duty of care for each and every child in the school is paramount and this policy will attempt to weigh the balance between child protection and the safe use of mobile phones/devices in school. The following is a synopsis of the Policy; the full policy is available on the website or from the school office on request.

Definitions:

Camera phone: A mobile phone or device which can record still and/or moving images and audio recordings.

Text bullying: The use of text, picture or video clip to harass or bully another student either directly to their phone or spread to other phones or internet.

Bluetooth/Infra-red: Proximity transfer of information between phones using wireless or infra-red technology.

Smart watches: Watches that have the ability to do everything a mobile phone or device can do.

Mobile phone/devices use in school

- Students are permitted to carry mobile phones/devices into school, in their bags or internal blazer pocket.
- Abbey Community College does not accept responsibility for damage to, nor loss of, a mobile phone/device regardless of the circumstances.
- Mobile phones can only be used to make and receive calls up to 8.45am, during break time and at lunch time.
- They must not be used in class or in corridors between lessons.
- Under no circumstances is any student permitted to take a photo/video/sound recording on the school premises. Students who do this will be the subject of a disciplinary enquiry.
- Any student found to be up-loading recordings to the Internet depicting the College brand, or involving staff or children in school uniform, will be the subject of a disciplinary enquiry. The College reserves the right to suspend or expel a student for this action.
- The use of mobile phones/devices is strictly prohibited in the examination hall. This means they should be switched off and handed to the Invigilator. According to exam regulations, if students are found with mobile phones/devices they run the risk of being disqualified from public examinations.

Guidelines on adherence to this policy

- Students who use their mobile phones/device inappropriately in class will firstly be given a warning and asked to put it away.
- If a student continues to use their phone/device inappropriately in class he/she will have it confiscated until the end of the day. The phone/device will be sealed in an envelope and left in the school office.
- If a student refuses to hand over the phone/device the teacher will make a direct referral to the Head of Year.

- Where a student has used their phone/device inappropriately (taking photos, videos etc) the Head of School or Deputy Principal will be informed. The phone will be returned to the Parent/Guardian at an arranged interview.
- Serious inappropriate use of mobile phones/devices may result in the involvement of the PSNI or Social Services.

Advice to parents

Please avoid communicating with your child on their mobile phones during the day. If there is an emergency situation where you must contact your child at any time, please phone the school on 90 867431 and we will contact your child immediately.



SCHOOL BUSES

There are three school buses coming into school in the morning and three leaving school in the afternoon. Please see below for details:

Morning Buses

Monday to Friday

Bus Stop	Bus One	Bus Two	Bus Three (shared with Belfast High)	
Rathcoole, Diamond	0801	0807	Ballyduff Doagh Road	0826
Rathcoole, West Crescent	0803	0809	Carnmoney (Carnvue)	0831
Derrycoole Way	0805	0811	Mossley Pavillion	0835
Doagh Road Green End	0808	0814	The Glade	0836
Rathfern Altnacreeve Park	0811	0817	Monkstown Top Road	0841
Doagh Road King's Road	0813	0819	Jordanstown Road	0843
Doagh Road Cherrylands	0815	0821		
Abbey Community College	0818	0824		

Afternoon Buses

Monday and Tuesday

Bus Stop	Rathfern	Carnmoney/Mossley/ Greenisland	Rathcoole
Abbey Community College	1525	1525	1525
Doagh Road Cherrylands	1526		1526
Rathfern Altnacreeve Park	1529		
Doagh Road Green End	1531		1529
Eastway	1532		1530
Derrycoole Way	1533		1531
Rathcoole West Crescent	1534		1532
Rathcoole Diamond	1535		1534
Whiteabbey Station Road	1539		
Whiteabbey Circular Road	1541		
Belfast High School	1543		
Manse Road		1529	
Carnmoney (Carnvue)		1531	
Prince Charles Way		1532	
New Mossley		1534	
The Glade		1535	
Brambles		1540	
Farm Lodge		1543	
Greenisland Station Road		1547	

Wednesday

Bus Stop	Rathfern	Carnmoney/Mossley Greenisland	Rathcoole
Abbey Community College	1535	1545	1545
Doagh Road Cherrylands	1536		1546
Rathfern Altnacreeve Park	1539		
Doagh Road Green End	1541		1549
Eastway	1542		1550
Derrycoole Way	1543		1551
Rathcoole West Crescent	1544		1552
Rathcoole Diamond	1545		1554
Whiteabbey Station Road	1549		
Whiteabbey Circular Road	1551		
Belfast High School			
Manse Road		1549	
Carnmoney (Carnvue)		1551	
Prince Charles Way		1552	
New Mossley		1554	
The Glade		1555	
Brambles		1600	
Farm Lodge		1603	
Greenisland Station Road		1607	

Thursday and Friday

Bus Stop	Rathfern	Carnmoney/Mossley Greenisland	Rathcoole
Abbey Community College	1435	1435	1435
Doagh Road Cherrylands	1436		1436
Rathfern Altnacreeve Park	1439		
Doagh Road Green End	1441		1439
Eastway	1442		1440
Derrycoole Way	1443		1441
Rathcoole West Crescent	1444		1442
Rathcoole Diamond	1445		1444
Whiteabbey Station Road	1449		
Whiteabbey Circular Road	1451		
Belfast High School			

Manse Road		1439	
Carnmoney (Carnvue)		1441	
Prince Charles Way		1442	
New Mossley		1444	
The Glade		1445	
Brambles		1450	
Farm Lodge		1453	
Greenisland Station Road		1457	

Please be advised there are Metro numbers 2A, 2B, 2C, 2D, 2E, 2G, 2H and Ulsterbus numbers 168, 168A, 568 A & B services which travel past or near the school. For further details of these please visit www.translink.co.uk or telephone [90 66 66 30](tel:90666630)

WHOLE SCHOOL POLICIES

Please be advised that copies of whole school, Boxing Club and Newtownabbey Learning Community Polices are available on the school website www.abbeycommunitycollege.co.uk in the Parents area under the heading of Policies.

Under the new General Data Protection Regulations (GDPR) a copy of the Privacy Policy for Pupils, Parents, Families, Carers and Legal Guardians is also available in this area.

