Student & Parent Information Booklet










ABBEY
COMMUNITY COLLEGE

PRINCIPAL'S WELCOME



Dear Parent/Guardians

As 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 extracurricular 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

M Quinn

Maria Quinn
Principal

2021-2022 TERM DATES

All dates and timings are subject to COVID-19 Updates and Directives to be confirmed in August.

An alternate timetable to phase in the new School Term will also be forwarded in August.

10 August 2021	A Level & Level 3 Results
12 August 2021	GCSE Results & Post 16 Inteviews Begin
23 August 2021	Staff Training Day (no students)
24 August 2021	Staff Training Day (no students)
25 August 2021	Staff Training Day (no students)
26 August 2021	Year 8 Induction (9:00am - 12:30pm)
27 August 2021	Year 8 Parent Interviews
30 August 2021	BANK HOLIDAY
31 August 2021	Year 8 Parent Interviews

Term 1

2 September 2021	Start of Term
25 October - 29 October 2021	HALF TERM HOLIDAY
17 November 2021	Staff Training Day (no students)
22 December 2021	End of Term

Term 2

23 December 2021 - 4 Janaury 2022	CHRISTMAS HOLIDAYS
14 January 2022	Staff Training Day (no students)
14 February - 18 February 2022	HALF TERM HOLIDAY
17 March 2022	BANK HOLIDAY
18 March 2022	Staff Training Day (no students)
13 April 2022	End of Term
14 April - 24 April 2022	Easter Holidays

Term 3

2 May 2022	BANK HOLIDAY
3 May 202	Staff Training Day (no students)
2 June - 3 June 2022	BANK HOLIDAYS
30 June 2022	End of Term

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
Facebook	www.facebook.com/AbbeyCommunityCollege
Instagram	@abbeycommunitycollege
Twitter	@abbeycommcoll

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/Guardians are welcome 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 telephoning and will usually be available within 24 hours, but it is helpful to give a few days notice. Mrs Quinn, Mr Laney or Mr Smyth 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, please 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 your child to school if possible, so that a full day is not missed.

Requests made during School Hours for a Student to be released

We will do our best to facilitate a Parent/Guardian request for a student to 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 PE Kit, Books, Coursework, Dinner Money

At particular times of day it can be difficult to contact children, i.e. during PE when they may be out of the school building, or during lunch, etc. Students will need to take responsibility for collecting such items themselves.

Telephone Calls

Students should not be making calls during lesson time but can 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 or text messages to mobile phones during the school day as this disrupts your child's learning and that of others.

Emergency Contact Numbers

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/guardians and visitors must (for Child Protection, Security and Health and Safety purposes):

- Sanitize your hands and wear a face covering.
- Complete Covid-19 health declaration form.
- 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 & wear a visitor's badge if you are 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, Senior Member of Staff.
- 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 main school building.
- Please observe the ONE WAY traffic system in operation, there is no exit on to Bridge Road.
- There are designated Disabled & Taxi spaces at the front of the building and more in the main school car park at the side of the building.
- The area to the front of the school is for Drop Off ONLY at the start of the school day. You are NOT permitted to park here at any time.
- Access to the front of the building is restricted at the end of the day for health and safety reasons.

FRIENDS OF ABBEY

The aim of the Friends of Abbey is to create a forum for parent consultation and involvement in school life. The experiences of our students can also be enhanced by fundraising events throughout the school year. These could range from discos to talent shows, sales and quizzes. Not only can students have a great time at these events but they also help us to raise money which can be 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.

We encourage you to get involved by supporting the activities of the Friends of Abbey, through the group 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.

SCHOOL FUND

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 student

THE SCHOOL DAY

	Time	Mon	Tues	Wed	Thurs	Fri
9.00 – 9.05	5	Reg	Reg	Reg	Reg	Reg
9.05 – 10.00	55					
10.00 – 10.55	55					
10.55 – 11.10	15	Break	Break	Break	Break	Break
11.10 – 12.00	50					
12.00 – 12.50	50					
12.50 – 13.10	20	Lunch 11 – 14 Form Class 8- 10	Lunch 11 – 14 Form Class 8- 10	Lunch 11 – 14 Form Class 8- 10	Lunch 11 – 14 Form Class 8- 10	Lunch 11 – 14 Form Class 8- 10
13.10 – 13.25	15	Common Lunch	Common Lunch	Common Lunch	Common Lunch	Common Lunch
13.25 – 13.45	20	Lunch 8 - 10 Form Class 11 – 14	Lunch 8 - 10 Form Class 11 – 14	Lunch 8 - 10 Form Class 11 – 14	Lunch 8 - 10 Form Class 11 – 14	Lunch 8 - 10 Form Class 11 – 14
13.45 – 14.35	50					
14.35 – 15.25	50					

1. The school day will begin with a 5 minute registration at 09.00
2. The school day will end;
   3.25pm Monday, Tuesday, Wednesday
   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. We hope that school breakfast will be available again from 08:30.

ATTENDANCE

When a child of a compulsory school age is registered at a school it is essential that they attend 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.

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.
- 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.
- 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?
- 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 185 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 but key points are highlighted below:

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.

The uniform 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



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

- Black Sixth Form Blazer
- Sixth Form School Tie

PE Kit

- Abbey Community College maroon PE top
- Abbey Community College black shorts or skort
- Maroon PE socks

- Abbey Community College hoodie (optional)
- Plain black sports leggings
- No jewellery of any type may be worn in PE or Games for Health and Safety reasons.

Our school uniform suppliers are:
The Jeanery and School Room, 2, Golan Building, Glencairn Park, Newtownabbey BT36 5EN. Tel: 028 9083 0880

The Sports Company, Unit 5, Yorkgate Shopping Centre,
Belfast BT15 1WA. Tel: 028 90351917

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 eyebrows 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, eyebrow 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/guardians 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 in 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 £2.80. 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 young people in our care. We will carry out this duty by providing a caring, supportive and safe environment, where each student 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 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 Gilliland
- Principal – Mrs M Quinn
- Designated Teacher - Mrs C McNaghten
- Deputy Designated Teachers – Mr S Smyth, Mr D Laney

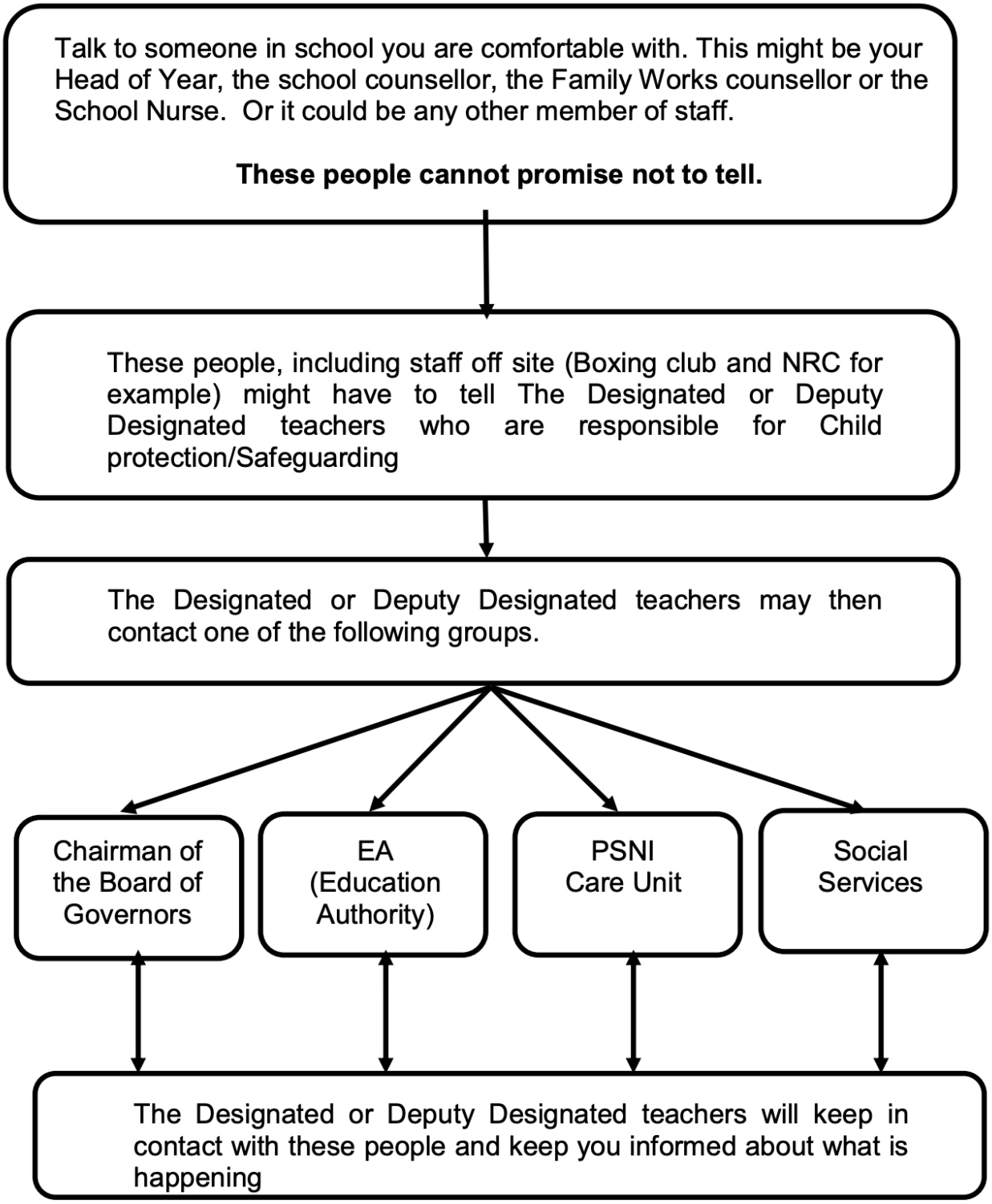
OTHER RELEVANT POLICIES

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
- Equality & Inclusion Policy
- Relationship and Sex Education
- Use of Mobile Phones
- Online Safety Policy
- Parental Complaints Procedure
- Monkstown Boxing Club
- Newtownabbey Learning Community

These policies are available to parents and guardians. You can request a copy by contacting the Principal or visiting 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 PHONE & 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 devices.

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 9.00am, 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 028 9086 7431 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	

AFTERNOON BUSES

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	

AFTERNOON BUSES

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	

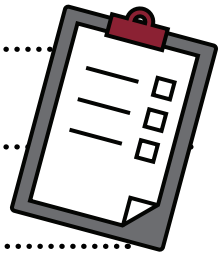
Please be advised there are Metro numbers 2A, 2B, 2C, 2D, 2E, 2G, 2H and Ulsterbus numbers 168, 168A, 568 A & B services which travel past or near the school. For further details of these please visit www.translink.co.uk or telephone 90 66 66 30.

WHOLE SCHOOL POLICIES

Please be advised that copies of whole school, Monkstown 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.

YOUR YEAR 8 NOTES



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www.abbeycommunitycollege.co.uk