

St Joseph's Grammar School Donaghmore

Scoil Iósaef Domhnach Mór



Year 11
Information Booklet

Introduction

Intreoir

Saint Joseph's Grammar School is a vibrant community, a community committed to academic excellence. In Saint Joseph's we inculcate in our pupils the importance of: dignity, discipline, self-esteem, respect for self and others and a strong sense of purpose.

As your child embarks on this new phase of their academic career such values will prove vital to success. Self discipline and self-reliance will be paramount. Independence of thought and learning will ensure your child attains the highest grades possible.

The next two years will bring: home works, revision, controlled assessments, tests and modular exams. However, the next two years will also bring many rewards and much enjoyment.

What we in Saint Joseph's wish for your child is that they be the best they can, not settle for "second best".

We look forward to working with you to achieve this, our shared goal.



www.stjosephs.donaghmore.ni.sch.uk

A Message from Your Principal

Teachtairacht ón Phríomhoide



Dear Student,

I want to extend a warm welcome to you all as you embark on the beginning of your Key Stage 4 studies. The next two school years are a very important part of your education. Whilst you will take the majority of your examinations at the end of Year 12 you will be entered for some early GCSE modules at the end of this school year. It is important that you begin the work for these exams now. The results of your GCSE exams will determine what choices you are able to make for A Level and even beyond. This booklet is designed to help you make the right choices **for you** and to achieve **the best possible results in all your subjects by the end of Year 12.**

There are many people you can ask to help you with this. Your parents want the very best for you and will be on hand to support you over the next two years. Equally your teachers at St Joseph's Grammar School are ambitious on your behalf and want you to succeed to the very best of your ability. I know that every year the staff in school work very hard to help students achieve their personal best in exams; but they cannot do this alone. You will need to work hard and take the advice and guidance offered to you by your teachers at every step. Complete all home works to the best of your ability and on time and ensure that your attendance is as close to 100% as possible. Taking simple steps such as these really does go a long way in helping you adjust to the level of work expected from you now

As you already know, your form teacher and year head have a special role in looking out for your social and emotional well-being. If you do experience difficulties, I would encourage you to talk to them and they will give you the support and advice that you need. Remember, we all need helping hand at some stage, so don't be afraid to ask for help if you need it.

At St Joseph's Grammar School, we want you to do well, like the thousands of successful students who have gone before you. We hope that you will leave the school feeling proud of your achievements and move on to the courses and training that will enable you to realise your dreams, whatever they may be.

I wish you well and can assure you that all the staff are looking forward to working with you to help you achieve your potential.

Every best wish

Principal
Geraldine Donnelly

A Message from Year Head *Teachtairacht ón Cheannaire Bliana*



Key Stage Four is the start of a new career path. The choices made will determine the future. Success stems from effective learning and this can only take place in an atmosphere of courtesy and respect.

In my role as Year Head I must ensure this happens. To facilitate this I:

- oversee discipline in Year Group
- promote and monitor adherence to uniform policy
- promote and monitor attendance
- promote and monitor academic performance
- liaise with parents/guardians and outside agencies.

To reiterate, discipline ensures effective learning takes place in an atmosphere of respect and it is this which is the touchstone for success.

Your Form Teacher ***Do Mhúinteoir Foirme***

In Year Eleven it is the role of the Form Teacher to:

- offer pastoral support
- monitor attendance
- monitor discipline in form group
- monitor uniform and ensure adherence to uniform
- liaise with parents/guardians

The Form Teacher is in an ideal position to offer assistance to your child and is your first point of contact if a concern arises.

Mrs A. Mc Gleenan has overall responsibility for Pastoral Care.



11I Form Teacher
Ms A. Rafferty



11J Form Teacher
Ms O'Carroll



11P Form Teacher
Ms A. Fitzgerald



11X Form Teacher
Mrs M. Donnelly

A Faith Community

Pobal Faith

"Saint Joseph's Grammar School is a Catholic, educational community where students are nurtured, respected and guided in accordance with the teaching of Jesus Christ." (Mission Statement)

In Saint Joseph's we strive to inspire and guide our pupils to become leaders who will promote Christian values and justice in both private and public life. In Saint Joseph's we teach principles of faith by word and example. We seek to foster a deep love of God in an atmosphere of courtesy and respect. We want our pupils to "know, love and serve God". In achieving this pupils will develop a greater understanding of self and others, cultivate positive relationships and have a strong sense of health and well being.

Daily Prayer

Urnaí Laethúil

The Prayer Knot

Dear God,
Please untie the knots
that are in my mind,
my heart and my life.
Remove the have nots,
the can nots and the do nots
that I have in my mind.

Erase the will nots,
may nots,
might nots that may find
a home in my heart.

Release me from the could nots, would
nots and
should nots that obstruct my life.

And most of all,
Dear God,
I ask that you remove from my mind, my
heart and my life all of the 'am nots' that
I have allowed to hold me back,
especially the thought that I am not
good enough.
AMEN

The Golden Cord

Through every moment of this day,
be with me Lord.
Through every day of all this week,
be with me Lord.
Through every week of all this year,
be with me Lord.
Through every year of all this life,
be with me Lord.
So that when time is past,
By grace, I may at last
Be with you, Lord

AMEN



School Uniform

Éide Scoile

Uniform items can be obtained from Kelly's Drapery, Dungannon and Mc Girr's, Coalisland.

Girls' Uniform

Boys' Uniform

Compulsory

Blazer
Pullover
Blouse
Bottle green pleated Skirt
(Skirt must be worn to the knee)
Clip on Tie (Compulsory)
Tights
Black Shoes

Blazer
Pullover
Shirt
Trousers
Clip on Tie (Compulsory)
Black Shoes

Optional for both Boys and Girls

In St. Joseph's Grammar a fleece lined jacket is not compulsory but recommended if your child walks to school or has to wait at a bus stop. **No other fleece/jacket is permitted.**

Woven name tags
Fleece wrap scarf

PE Uniform - Available from Begley's, Dungannon and Mc Girr's, Coalisland

Compulsory

School Jersey
School Shorts
School Socks

Optional

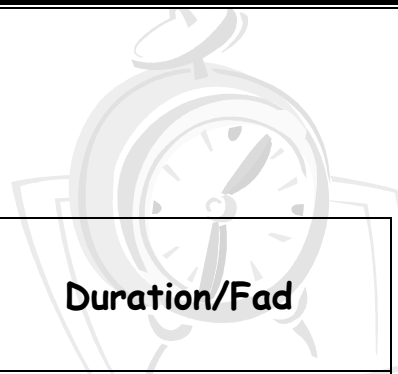
PE Kit bag Rain Jacket (for outdoor use)

N.B. This is for PE purposes only and may not be worn as part of the School Uniform.

In Saint Joseph's we insist on high standards. A neat appearance creates positivity and fosters pride in self. An exemplary attitude to appearance permeates into presentation and content of academic work. Standards are thereby raised and results improve as pupils expect more of themselves. Your support in this is much appreciated.

School Day

An Lá Scoile








Lesson/Ceacht	Time/Am	Duration/Fad
Registration/Clárú	8:55	5 mins
1	9:00	30 mins
2	9:30	30 mins
3	10:00	30 mins
Break/Sos	10:30	15 mins
4	10:45	30 mins
5	11:15	30 mins
6	11:45	30 mins
7	12:15	30 mins
Lunch/Lón	12:45	45 mins
8	1:30	30 mins
9	2:00	30 mins
10	2:30	30 mins
11	3:00	30 mins
End/Críoch	3:30	

Positive Behaviour is the Best Policy

Is fearrde thú an dea-iompar

The right to teach, the right to learn to be the best!

<p>Getting to school</p> 	<ul style="list-style-type: none"> ✓ I will come to school every day ✓ I will come to school on time ✓ I will make sure I am wearing the correct uniform and wearing it in the correct way ✓ I will make sure I bring all the correct books and equipment that I need for the day ✓ I will behave properly on the way to school, in school and on the way home from school
<p>Expectations and behaviour</p> 	<ul style="list-style-type: none"> ✓ I will follow all the school rules ✓ I will be polite and treat others as I would like to be treated ✓ I will do what I am asked to do by all staff who work in school ✓ I will support other students to do the same
<p>Working and learning</p> 	<ul style="list-style-type: none"> ✓ I will work and learn to the best of my ability at all times ✓ I will complete all my home works and coursework fully and to the best of my ability at all times ✓ I will behave properly in lessons and follow the agreed classroom rules. ✓ I will not prevent other pupils learning or the teacher teaching ✓ I will use my planner as a guide to help my learning by recording all home works carefully and I will get it signed weekly
<p>Support and care</p> 	<ul style="list-style-type: none"> ✓ I will let my parents and teachers know about my successes ✓ I will let them know if I have any worries ✓ I will let them know if I feel bullied or threatened in any way ✓ I will support and encourage other students
<p>Achieving success</p> 	<ul style="list-style-type: none"> ✓ I will make the best possible use of the opportunities offered to me at St. Joseph's Grammar School ✓ I will celebrate my successes and the successes of others in my school

Transport to and from school

Iompar chun na scoile agus abhaile

- The passes cost the ELB on average over £600 per pupil and so they must be treated with respect. The passes are issued to students free of charge. If a pass is lost or damaged, the pupil should go to the school office and request an "Interim Educational Ticket" form. This allows 7 school days of "free" travel until a replacement pass is issued. The bus company levy a charge for the replacement pass (at present £5 for replacing a damaged pass and £20 for a pass that has been lost).
- Bus passes must be shown to the driver when a student boards the bus each morning and afternoon. Passes must not be swapped or loaned to other students as this amounts to fraud and could result in the driver removing the pass from the student. Bus passes may also be removed from students if they misbehave on the bus.

2. Pupils travelling to school by car

MORNING DROP-OFF	ANY CAR PARK MAY BE USED (FRONT, REAR or CHAPEL)
EVENING PICK-UP	<p>BEFORE 4PM: CHAPEL CAR PARK ONLY MUST BE USED</p> <p>AFTER 4PM: ANY CAR PARK MAY BE USED</p>

- To ensure the safety and well-being of our students, no one is permitted travel to/from school with another student driver, other than a sibling.
- Pupils should be reminded of the importance of wearing their seatbelt while travelling to and from school.
- Pupils Walking to School should strive to:
 - be visible to drivers, especially in Autumn/Winter mornings and evenings
 - use footpaths
 - walk on correct side of road
 - not engage in conversation with strangers

Attendance Tinreamh Attendance Aids Achievement



A good attendance record is the key to success. Only when present can a student truly understand the material being delivered. Being present affords one the opportunity to: question, query, respond and reflect. A mature attitude to attendance and punctuality will guarantee academic success.



Merit System *An Córas Creidiúna*

In Saint Joseph's we place immense importance on respect for self and others. We expect courtesy and encourage our pupils to act with dignity and decorum. Formal recognition of this comes through our Merit System where pupils are awarded: Bronze, Silver and Gold Certificates. Recipients of Gold Certificates are honoured at Senior Prize giving. The year concludes with an end of year outing.

Sickness in School *Tinneas ar Scoil*

A pupil should inform the class teacher if he/she is sick. The class teacher will decide on further intervention. **Parents are requested not to send sick children to school** and to make sure that the contact number is up-to-date to facilitate a message if the child needs to go home. **On no account** may a student travel home unaccompanied if ill, by public transport. Under no circumstances should a student attempt to contact home without permission from a member of staff.



Academic Tracking & Assessment

Rianú Acadúil agus Measúnacht

Saint Joseph's is a prestigious, academic institution. Standards are set high and we expect our students to succeed and continue the tradition of excellence. To ensure this happens we engage in "tracking" which means that four times, in the academic year, pupils are tested and results analysed. Results will determine if intervention is needed. Intervention takes the form of:

- Interview with Form Teacher, with phone call to parent/guardian to inform of concerns
- Interview, conducted by Year Head and phone call to parent/guardian to inform of concerns
- Possible targets set for next exam series
- Interview with parents and student
- Summer Improvement work to be completed

Assessment/Examination 2014-2015

*Term One - 17th October Academic Tracking Completed

1-5 December Internal Christmas Exams

*Term Two - 15 March Academic Tracking Completed

Term Three - 1 - 5 June Internal Summer Exams, Modular Exams

*Results will be disseminated home in Report form and tracking, by Form Teachers and Year Head, will follow.

Year 11 Parent Teacher Meeting - 10th March 2015

Book Scoops

Another strategy we employ, in Saint Joseph's, is Book Scoops which means that exercise books and subject files are collected by each Head of Department to ensure pupil work is of an acceptable GCSE standard.

This process is overseen by our Senior Leadership Team.

Book Scoops 2014-2015

20-24 October 2014 - Heads of Department

2-13 March 2015 - Heads of Department



Revision Classes

To further support students teachers, prior to external exams, we may offer revision classes. This, in consultation with SLT, is offered at the discretion of subject teacher.

Homework

Obair bhaile

Student Planners are to be purchased (£5.00) in order to record homework set by class teachers.

All homework must be caught up if a pupil is absent unless specifically excused by the teacher concerned. It is the pupil's responsibility to see that notes, learning and written work are kept up to date.

It is also the responsibility of the pupil to see that work is completed on time.

To aid effective study, pupils are advised to work in a quiet environment, free from television or other distractions, such as mobile phones.

2½ hours is the suggested minimum nightly study time Monday to Friday:

AFTER SCHOOL STUDY

Staidéar iar-scoile

Year Eleven will see your son/daughter commence GCSE, exams which are modular based which means students sitting external exams in Year Eleven and Year Twelve. Throughout the two years they will also complete Controlled Assessment, representing a substantial proportion of the "real" GCSE. Revision for these Controlled Assessments, Internal Exams and Modular Exams will take place alongside written and reading home works. Discipline will be key to success.

To enable pupils to make the best use of their time Saint Joseph's operates an After School Study facility, operating Monday to Thursday inclusive. The cost of this is £15 per term and includes refreshments. Supervised by teaching staff, with access to computers, the benefits of this facility cannot be underestimated.



Books and Equipment

Leabhair agus Treallamh

It is the responsibility of students to see that books supplied by the school are cared for during use and returned in as good a condition as possible. Please ensure that books are properly covered at all times.

At the start of the school year text books are issued on loan and basic stationery is provided by the school. A Pupil Planner is also issued by school and should be used by the pupil for recording only academic information.

Loss or abuse of books will mean payment at the discretion of the school.

Library

Leabharlan

Pupil access to the library is from 9.00 a.m. - 12.40 p.m. and 1.00 p.m. - 4.00 p.m. Pupils may use the library during break and lunch time for quiet study only. Computers may be booked for lunchtime use.



Lunch-time Learning & Living Activities

Imeachtaí foghlama agus beatha um lón

In Saint Joseph's we offer an extensive array of extra curricular activities as part of our enrichment programme. Below is a comprehensive list of what is available to our Year 11 pupils. Participation will enhance not only school life but also career prospects. We ask you to encourage your child to avail of this programme.

Year 11 Enrichment Programme	
Traditional Group	Sacred Space
Cross Country	Puzzle and Chess Club
Netball	Handball
Basketball	Handball Championship
Handball	Table Tennis Club
Stop-Motion Animation Club	Book Club
Drama Club	Construction Club
Film Club	Programmers 101
Numeracy	School of Rock
Mentoring	Debating
Literacy Mentoring	Equestrian Club
Eco-Committee	Gaelic
Cookery Club	Soccer
Formula 1 Club	Hurling
Christmas Craft Club	Zumba
Art Club	Camogie
Gardening Club	Golf
ICT Club	
Public Speaking Club	

Partnership with Parents

Comhpháirtíocht le Tuismitheoirí

In Saint Joseph's we are fully committed to academic excellence. We work to ensure all our pupils have a strong sense of self esteem, purpose and value. Saint Joseph's is a caring, supportive and safe environment where pupils flourish. However, other factors can impinge on learning, attainment and success making it imperative that we are kept informed of any issue giving concern.

Safeguarding/Child Protection

Cumhdach/Cosaint Leanaí

In St. Joseph's Grammar we have a primary responsibility for the care, welfare and safety of the pupils in our charge. In all their contact with pupils all staff in St. Joseph's follow the guidelines and procedures described in the DENI publication 'Pastoral Care in School - Child Protection' (1999) and St. Joseph's Child Protection Policy & Procedures.

Safeguarding Team members include:

Mrs. A. Mc Gleenan (Vice-Principal)
Designated Teacher for Child Protection



Mrs. G. Donnelly (Principal)
Deputy Designated Teacher for Child Protection



Mr. N. O'Neill (Senior Teacher)
Deputy Designated Teacher for Child Protection



Ms. O. Goodwin (Senior Teacher)
Deputy Designated Teacher for Child Protection



Mr. P. Corrigan (Senior Teacher)
Deputy Designated Teacher for Child Protection



Mrs. S. Mhic Giolla Cholaim (Senior Teacher)
Deputy Designated Teacher for Child Protection



Ms. C. Taggart (Senior Teacher)
Deputy Designated Teacher for Child Protection



Dr. Tanya Gribben
Designated Governor for Child Protection

In all cases of suspected child abuse the action that will be taken in St. Joseph's is that of informing Social Services and the SELB. The school will not be involved in investigating the suspected abuse.

If you have any concerns about any aspect of your son's/daughter's education, please contact the school and an appointment will be arranged for you to meet with one or more of the following members of staff:

Form Teacher/Subject Teacher(s)

Year Head:

Year 11: Ms. A. Fitzgerald



Senior Teachers:

Mr. N. O'Neill
Curriculum, Assessment
& Timetabling



Mr P. Corrigan
Positive Behaviour Management
& Careers



Ms. O. Goodwin
Head of Sixth Form
Timetabling



Mrs. G. Donnelly
Principal



Mrs. A. Mc Gleenan
Vice-Principal (Pastoral)



We would also encourage you to attend our yearly Parent/Teacher Meeting. In 2015 our Yr 11 Parent Teacher Meeting will take place on the **10th March (4pm- 6pm)**. In turn, members of staff are encouraged to keep Parents/Carers fully informed regarding pupils' progress and development. The student planner is the most efficient method of noting any information or concerns. Appointments to discuss more serious issues with staff may be organised by telephoning the school Secretary to arrange an appointment. (028 877 61277)

A Note to Parents/Carers

Nóta do Thuismitheoirí

We ask that you -

- Show a keen interest in and appreciation of work being done
- Use the information provided in this booklet to discuss the work being undertaken
- Encourage your child to take more responsibility for his/her own learning by completing homework punctually and preparing thoroughly for examinations/assessments
- Try to provide the materials/resources at home which will support learning
- Monitor planner/homework/assessment grades to ensure good progress is being made
- Review the use of the planner, sign it weekly and if necessary use it to communicate with form teacher
- Contact the school if you need further guidance to enhance your child's progress

A Final Word...

Focal Deiridh

Your child has just embarked on a intense two year course. This means they will have: home works, topic tests, mid-term assessments and Christmas/Summer Exams. Alongside this they will complete Controlled Assessments and sit modular exams, in other words complete part of their "real" GCSE.

To succeed your child will need to focus on:

- Attendance
- Time management
- Revision
- Exam technique

Every pupil has a right to an excellent education and in St Joseph's we provide this. However, every pupil must also accept they have a responsibility to: strive, attain and succeed.

Working together we can achieve this shared goal.

Important Addresses

Seoltaí Tábhachtacha

St. Joseph's Grammar School
58 Castlecaulfield Road
Donaghmore
Co. Tyrone
BT70 3HE

Scoil Iósaef
58 Bóthar Bhaile Uí Dhonnaile
Domhnach Mór
Co. Thír Eoghain
BT70 3HE

Tel: (028) 877 61227
Fax: (028) 877 67124
E-mail: info@stjosephs.donaghmore.ni.sch.uk
Website: www.stjosephs.donaghmore.ni.sch.uk

CCEA
Council for the Curriculum Examination and Assessment
29 Clarendon Road
Clarendon Dock
Belfast BT1 3BG

Tel: (028) 90 261200 info@ccea.org.uk

Southern Education & Library Board (SELB)
3 Charlemont Place
The Mall
Co. Armagh
BT61 9AX

Tel: (028) 37 512200

Western Education & Library Board (WELB)
1 Hospital Road
Omagh
Co. Tyrone
BT79 0AW

Tel: (028) 82 41141



A reminder of the regulations for External Exams

This is just a brief summary of the JCQ rules and regulations which you have already received on the back of your personal timetable and in an e-mail. It is your responsibility to check the times and dates of your exams and be there promptly. If you have a clash of exams then Mr McGrath has now resolved it and you must ensure you follow his instructions fully.

Ensure you are familiar with the JCQ 'Information to candidates' sheet which is on the back of your timetable and in your e-mail inbox.

Arrive for your exam 15 minutes before the official start time 9.15am for a morning session and 1.30pm for an afternoon session. The afternoon sessions may start earlier than 1.30pm if there is a two hour exam on, as some pupils may need to get out in time for their buses.

YOU MUST ENTER THE EXAM CENTRE IN SILENCE AND REMAIN SILENCE UNTIL YOU LEAVE. Talking can get you disqualified!

Follow the instructions of the chief invigilator at the start, throughout and at the end of the exam. If you need anything during the exam put up your hand and the invigilator will go round to you.

No bags, pencil cases (unless they are transparent), books, notes or mobile phones etc are allowed in the exam centre. No food is allowed but a small bottle of **WATER** only is permitted but the label must be off it. (Those with medical conditions eg diabetes, see Mrs A Garvey about this issue).

Make sure you have all of the equipment necessary (calculators, pens, pencils, rulers, compasses etc) for your exams as you are not allowed to borrow during the exam. Do not use gel pens and use **BLACK INK** to write your answers.

JCQ regulations regarding calculator use in exams.

Calculators must be:

Of a size suitable for use on the desk; either battery or solar powered and free of lids, cases and covers which have printed instructions or formulas

Calculators must not:

- **Be designed or adapted to offer any of these facilities:-** language translators; symbolic algebra manipulation; symbolic differentiation or integration; communication with other machines or the internet
- **Be borrowed from another candidate during an examination for any reason;***
- **Have retrievable information stored in them - this includes:** Databanks; dictionaries; mathematical formulas; text

The candidate is responsible for the following:

The calculator's power supply and the calculator's working condition.

Notes

Nótaí

