

**To:** All Parents  
**From:** The Headmaster  
**Date:** August 2018

---

(1) **Term Dates 2018/2019**

<b>Christmas</b>	Wednesday 29 August -	Friday 21 December
	Prize Distribution:	Thursday 20 September at 7.30 pm
	Half-Term:	Monday 29 October - Friday 2 November (inclusive)
	Half Days:	Thursday 20 September, Monday 5 November & Friday 16 November
<b>Easter</b>	Monday 7 January -	Friday 12 April
	Half-Term:	Monday 18 – Friday 22 February
	Staff Training Day:	Thursday 17 January
	Half Day:	Wednesday 16 January (school closes at 12.55 pm)
<b>Summer</b>	Monday 29 April -	Friday 28 June
	May Day:	Monday 6 May
	Staff Training Day:	Monday 27 May

2. **Start of Term**

**Year 13 (Lower Sixth) pupils** should attend on **Wednesday 29 August 2018 at 9.00 am** for an induction programme in the Study Centre with the Sixth Form Year Heads/Tutors lasting **until 12.50 pm**.

**Year 11 pupils** should attend on **Thursday 30 August 2018 at 9.00 am** for an induction programme in the Study Centre with the Year Head/Tutors lasting **until 12.50 pm**.

**Year 8 pupils** should attend school on **Friday 31 August 2018 at 9.00 am** for an induction programme arranged by the Year 8 Year Heads and Tutors lasting **until 1.30 pm**. Parents who have not yet returned completed order forms for PE Kit are asked to return the forms to school with their son/daughter on this day.

**Please note that school buses will not be in operation on these days.**

The Canteen will be open on 31 August. Pupils who wish to buy food in the Canteen at Breaktime and Lunchtime should bring money for their canteen accounts.

**All pupils** should attend school on **Monday 3 September 2018**. School will commence at **8.55 am** and all pupils are expected to be in school by this time.

3. **School Fee**

An invoice is enclosed for the School Fee for all parents of pupils in Year 9 – Year 14. **Parents are requested to either have a Direct Debit in place by 28 September 2018 or pay this School Fee in full by 28 September 2018.**

4. **Pupil Records should be updated via Parent App & SLG**

Parents are asked to log on to Parent App & SLG and thoroughly check to ensure all information held is accurate and up to date. Year 8 parents will be issued with passwords and login details by the end of September. Should parents have difficulty in logging in to Parent App or SLG please email Mr Ryan Donaldson, ICT Technician ([rdonaldson958@c2kschools.net](mailto:rdonaldson958@c2kschools.net))

5. **Medical Information**

Details regarding the school's policy on medication and pupil illness are found on the school website ([rainevendowed.com](http://rainevendowed.com)). Please read this carefully and complete the Medical Information Proforma 2018 and Medication Consent Form, these will be issued to pupils on their first day of returning to school. **Completed proformas should be returned to your son/daughter's Tutor.**

6. **Permission and Acknowledgement Confirmation (Please see School Website [www.rainevendowed.com](http://www.rainevendowed.com) for the following policies etc).**

**Please complete and sign the pro-forma provided to your son/daughter on the first day of term (Permission and Acknowledgement Confirmation) and return it to your son/daughter's Registration Tutor.**

• **Uniform**

Pupils should attend school adhering to the uniform regulations and guidance regarding make-up and hairstyles. I would ask for co-operation in all aspects of the policy which is on the school website with reference to the school uniform. I would draw your attention in particular to regulations regarding hair, jewellery, make-up and skirts. **Please note the change to girls' skirts for Years 8 – 10.** I appreciate your co-operation in these matters.

• **Pupil Code of Conduct**

Parents are asked to discuss the Pupil Code of Conduct with their child(ren)

• **Child Protection and Safeguarding**

Please read the information in relation to Child Protection and Safeguarding.

- **Intimate Care Policy**

Please read the information in relation to the School's Intimate Care Policy.

- **Pupil Use of the Internet**

Please read the information in relation to Pupil Use of the Internet.

- **Use of Photography/Video Recording of School Activities**

Please see school website (raineyendowed.com) regarding the school's policy on the use of photography/video recording of school activities. **Please tick as appropriate.**

- **Travelling on School Transport to Sporting Venues**

Please read the information in relation to Travelling on School Transport to Sporting Venues. **Please tick as appropriate.**

7. **Bus Passes**

Bus Passes will be issued to pupils on the first day of term. Enclosed are details of bus departures in the afternoon. Please contact Translink (7963 2218) for details of your nearest bus stop for transport to school in the morning.

8. **Mobile Phone Policy**

Details of the school's policy on mobile phones and social media are found on the school website (raineyendowed.com). I would ask you to read this policy carefully and discuss its contents fully with your son/daughter.

9. **Punctuality**

**All pupils are expected to be in school by 8.50 am.** School commences each morning with Assembly or extended Registration Classes at **8.55 am**. All pupils, unless prevented from doing so by exceptional circumstances, are required to be in school by **8.50 am**. **I would ask for your support and co-operation in ensuring that your son/daughter arrives in school on time in the morning.** Staff on duty will be monitoring punctuality and sanctions will be applied to pupils who are continually late without an acceptable reason.

10. **Attendance**

Registration will be carried out electronically during morning Registration and during Period 5 classes. Please phone school **by 9.15 am on the first day** that your son/daughter is absent in order to explain the reason for absence. (Please refer to the school website (raineyendowed.com).

11. **School Transport**

The Education Authority have written to all schools regarding anti-social behaviour offences by pupils on home to school transport services. When a pupil is identified for unacceptable behaviour on school buses the parent/guardian will be issued with a warning initially. A re-offence is likely to result in the withdrawal of transport assistance and consequently the parents/guardians will be responsible for their child's transport arrangements. The Education Authority will liaise with PSNI in relation to such incidents. An MLP policy has been written in relation to this matter and is available on the school website.

12. **Year 8 Residential - 3 – 5 October at Ganaway Activity Centre.**

On Friday, 31 August, please return the completed slip (which was distributed in June) regarding the Year 8 Residential along with a cheque for £70.00 if your son/daughter wishes to attend the Year 8 Residential.

13. **PE Kit (Years 9-14)**

New PE kit can be purchased from the school shop if required. There will be an opportunity on Friday 31 August to do this. Please complete and return the PE Order Forms (which you have already received) with a cheque made payable to Rainey Endowed School. Copies of the PE Order Forms are available from the school Office.

14. **Entrance Assessments**

Pupils wishing to transfer to Year 8 at Rainey Endowed in September 2019 will need to take the Entrance Assessments produced by the Post Primary Transfer Consortia. Registration for these Assessments will close on **21 September 2018**. If you have a son or daughter who would like to transfer to the Rainey Endowed School following Primary School please make sure you register your child before the closing date. Application packs are available from the school office or can be downloaded from the school website.

D M McCULLOUGH  
Headmaster