

To: All Parents
From: The Headmaster
Date: August 2019

(1) **Term Dates 2019/2020**

Christmas	Tuesday 27 August - Prize Distribution: Half-Term: <i>Half Days:</i>	Friday 20 December Thursday 19 September at 7.30 pm Monday 28 October - Friday 1 November (inclusive) <i>Thursday 19 September & Friday 15 November</i>
Easter	Monday 6 January - Half-Term: Staff Training Day: <i>Half Day:</i>	Friday 3 April Monday 17 – Friday 21 February Thursday 17 January & Tuesday 17 March <i>Wednesday 16 January (school closes at 12.55 pm)</i>
Summer	Monday 20 April - May Day: Staff Training Day:	Friday 26 June Monday 4 May Monday 25 May

2. **Start of Term**

Year 8 pupils should attend school on **Friday 30 August 2019 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 30 August 2019d.

The Canteen will be open on 30 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 2 September 2019**. School will commence at **8.55 am** and all pupils are expected to be in school by this time.

3. **School Fee**

An invoice for the School Fee for all parents of pupils in Year 9 – Year 14 will be sent out in early September. **Parents are requested to either have a Direct Debit in place by 27 September 2019 or pay this School Fee in full by 27 September 2019.**

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

Parents are asked to log on to Parent App 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 please email Mr Ryan Donaldson, ICT Technician (rdonaldson958@c2kschools.net)

5. **Permission and Acknowledgement Confirmation (Please see School Website www.rainevowed.com – click on Documents and then Pastoral Policies).**

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 as soon as possible.

• **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. 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.

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

Please read the information in relation to Travelling on School Transport to Sporting Venues.

• **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.

- **E-Safety Policy**

Please read school website (raineyendowed.com) regarding the school's policy on E-Safety.

6. **Mobile Phone Policy**

Details of the school's policy on mobile phones and social media can be found on the school website (raineyendowed.com) from 2 September. I would ask you to read this policy carefully and discuss its contents fully with your son/daughter.

7. **Medical Information**

Details regarding the school's policy on medication and pupil illness are found on the school website (raineyendowed.com). The Medication Consent Form will be issued to pupils on their first day of returning to school. **Completed proformas should be returned to your son/daughter's Tutor.**

8. **Bus Passes**

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

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 Activity Day – 27 September at The Jungle, Moneymore.**

On Friday, 30 August, please return the completed slip (which was distributed in June) regarding the Year 8 Activity Day along with a cheque for £33.00 if your son/daughter wishes to attend the Year 8 Activity Day.

13. **PE Kit (Year 8)**

New PE kit can be purchased from the school shop if required between 12 noon and 1.30 pm on Friday 30 August.

14. **Entrance Assessments**

Pupils wishing to transfer to Year 8 at Rainey Endowed in September 2020 will need to take the Entrance Assessments produced by the Post Primary Transfer Consortia. Registration for these Assessments will close on **20 September 2019**. 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.

Finally, we wish your child(ren) a wonderful year at Rainey Endowed School. Thanks for your continued support.

D M McCULLOUGH
Headmaster