

21st December 2018

Dear Parent / Guardian

The Interim Numerical Report for your child, with regard to December 2018 Examinations will be forwarded to you upon our return to school in January 2019. I am sure the Report will be a most positive reflection of work to date.

I have forwarded this letter to give you an update on a range of important events and a reminder re procedures for the remainder of the school year.

Recent News Events

2018 Exam Results:

The results from the August 2018 Examination Series have been finalised and I am delighted to inform you that the upward trend in our results continues.

Headline Indicator	Non-Grammar NI Average	Holy Trinity College
% of Year 12 pupils achieving 5+ GCSEs at Grades A* - C	74.4%	85%
% of Year 12 pupils achieving 5+ GCSEs at Grades A* - C including English & Maths	49.9%	61%
% of pupils entered for A Levels and achieving 2 + Grades A* - E	97%	90.3%

These exam achievements reflect the hard work of our pupils, ably supported by conscientious and committed staff to enable each pupil to realise their potential. Well done to all of our examination pupils of 2018.

Ulster Colleges Success:

Congratulations to the U-18 Team who will play in the MacRory Cup Quarter Final Round in Term 2. It is a great achievement for the Team and their coaches and management to have reached this stage in their first year at MacRory Level. We wish them the best of luck for the future.

Parent App:

The College has invested in the new SIMS Parent App to improve communication between school and home. Through this new App, you will be instantly informed of your child's progress in all areas of school life via your smartphone or computer. The App is free to download and new notifications will be added in the course of the year. Your email address is required to activate the App so please telephone the College on 028 8676 2420 or email us at info@holytrinityc.cookstown.ni.sch.uk to forward your email address.

New School Build:

As you are aware the new School Build will be located on the current school site. Design plans are complete and the public consultation process has also concluded. Following final architectural reports and approval from the Department of Education, it is anticipated that a Planning Approval Application will be submitted to Mid-Ulster Council early in Term2. We appreciate the patience and support from everyone involved in reaching this milestone and we trust that we will have your continued support as the new College build comes to fruition.

Fund Raising:

The new School Build is the biggest, most significant and most far-reaching project in our history. We have designed a 'state of the art' campus, which will provide huge opportunities for all pupils with regard to academic and vocational achievement, and enhanced extra-curricular possibilities. We will develop the skills and talent needed for our local economy, develop business and community partnerships, be innovative with technology development, enhance pupil well-being, build capacity via the expansion of sport and so on. The Department of Education will contribute substantially to our capital build but we have ambition for much more. As a school of, and for, our community, we do not request parents / guardians to subsidise the College on an annual basis via school funds, but we ask for your continued support with our many forthcoming fund raising events in order to build a better future for, and realise the true potential of, every boy and girl in our school community. An additional way to raising the necessary funds is via the Holy Trinity Alumni Association. I have enclosed an information / application form with regard to setting up a Standing Order for as little as £5 per month. Your support in returning completed application forms is very much appreciated. Together we will make this work for the benefit of our children.

Ready to Learn:

Holy Trinity College aims to ensure that every young person has high aspirations, reaches their potential and are prepared for the challenges that life may bring them. There is a commitment to raising standards, reducing underachievement and attaining positive pupil outcomes whilst realising that the general welfare and personal development of all pupils is of paramount importance.

We are proud of the Pastoral Care we provide for all our pupils and we will do everything we can to ensure that each child is supported to feel happy, safe and secure, in order to thrive and achieve their potential.

Please find below an update on regular procedures / initiatives to ensure pupil success for the remainder of this academic year.

Pupil Tracking:

Holy Trinity College has a very detailed Pupil Tracking Programme in place which enables staff and pupils to monitor pupil personal progress per subject on a regular basis and set specific targets and intervention if underachievement is evident. This information will be used where necessary to determine the support required for improvement.

Assessment:

A series of 4 key assessments will be held throughout the academic year to ensure more rigorous testing and pupil progress updates. Some assessments have already occurred but all assessment dates are outlined below:

Assessment Week 1: 15th – 19th October 2018 – Interim Assessment

Assessment Week 2: 6th – 12th December 2018 – Formal Assessment

Assessment Week 3: 27th Feb – 5th March 2019 – Interim Assessment

Assessment Week 4: 10th – 14th June 2019 – Formal Assessment

You will be notified in advance of these dates and it is important that your child is present to complete each Assessment. All assessment results/grades will be recorded within the Pupil Tracking Programme. Please refer to the Student Planner for a detailed overview of both the Pupil Tracking and Assessment Programmes.

Conduct:

High expectations and **exemplary behaviour** is required from all pupils at all times. We believe that pupils will learn best in an ordered environment where there are positive relationships based on equality and mutual respect for all in the school community. Pupils are taught and encouraged to choose responsible behaviour and their progress is monitored via a Points Reward System of Positive Achievements and Behaviour Incidents. The College aims for every pupil to be happy at school and to be the best that they can be. The same applies when walking to and from school or travelling by bus. Please be mindful that when you are wearing the Holy Trinity College uniform, you are representing the College and should behave accordingly.

Appearance:

Full College uniform must be worn at all times and with pride. Indeed, the standard of uniform for all pupils is exemplary and we appreciate your support in ensuring that pupils present neat and tidy at all times, and take pride in their personal appearance. The top button of boys' shirts must be fastened and Clip-on Ties are compulsory for boys in Years 8 – 12. Please note that only school scarves are permitted to be worn, and 'hoodies' are not an accepted item of our uniform. Shaven or extreme dyed hair styles will not be accepted. Boys' hair styles should be no longer than collar length. Facial or body piercings are not permitted. Pupils who wear facial piercings will be requested to remove the item (see Positive Behaviour Policy). Piercings should not occur during the course of the school year. Girls may wear a small gold/ silver stud/ sleeper (removed for PE lessons). These procedures are in the interests of Health and Safety.

Attendance and Punctuality:

Full attendance is essential every day for effective learning and success. In Holy Trinity College, pupils are expected to attend school and achieve a minimum of 95% attendance. Pupils are expected to be on the premises by 8.40am and to be in the designated Room/Hall for Registration/ Assembly by 8.45am. If a pupil arrives to school after 8.45am, he/she should present to the General Reception where he/she will be recorded as being 'late'. If there is a reason for being late, the Parent/Guardian must present a note of explanation or telephone the School. Lateness to school

will merit one behaviour point if there is no explanation. Punctuality to each subject period is also important. Please ensure that **medical appointments** (doctor/dentist) are made before or after the school day. **Family holidays** should not be arranged during term-time. Such absences cannot be authorised by the school.

Truancy Call:

The 'Truancy Call' system to monitor pupil attendance operates daily. A text message will be forwarded to the 'priority 1 contact person' if your son / daughter is marked absent from school and you will be able to respond in the same manner. In the event of your child being absent, please inform the College before 9.00am to avoid being contacted via 'Truancy Call'. Please ensure that any changes to contact details, eg, home address, telephone numbers, e-mail are forwarded to the General Office as soon as possible.

Homework:

Homework enables pupils to **consolidate and extend the learning** that has taken place in class. Please ensure that all Homework is completed to a high standard and check that the Student Planner is being used on a daily basis to record all Homework tasks and the dates for completion of such tasks. Parents/Guardians should sign the Student Planner on a weekly basis.

Pupil Safety:

Safety for all is of paramount importance. Pupils must **remain on the school premises** during the course of the day. Any request from a Parent/Guardian for a pupil to leave the school during the day should only be made in exceptional circumstances. All requests must be noted in the pupil's diary, signed by the Parent/Guardian and presented to the Head of Year immediately after morning Registration. Pupils must present to the General Reception to be collected by their Parent/Guardian and record the time of departure and the time of return.

Pupils should also be vigilant when travelling to and from school at this time of the year. They should be encouraged to wear reflective clothing/strips on schoolbags especially during the dark mornings and evenings when travelling between home, bus stops and school. In addition, pupils must wear seatbelts at all times when travelling on buses and in cars.

Pupil Safety On-Line:

During Assembly and Form Periods, we raise awareness to our pupils regarding the use of the **Internet and Social Media**, eg Facebook, Snapchat, etc and the implications of potential risk. Please encourage your child to protect their personal information whilst online, as well as advising them about the risks of cyber-bullying. If your child is worried about potential risk, they should always tell an adult they trust if something upsets them online. Pupil personal safety is also addressed during Assembly. If you have any concerns, please contact any member of the Safeguarding Team. The Team members are Mrs Quinn, Mrs Skelton-Mc Kenna, Mrs Tracey and Mrs Russell.

Mobile Phones /Electronic devices:

These items **should be switched off** upon entering the school gates (not on silent mode) and kept out of view for the remainder of the day. This includes break and lunchtimes. Where a mobile

phone/electronic device is seen or heard during the school day or whilst on an educational visit outside the college, it will be confiscated in the first instance and may be retrieved by the pupil from the General Reception at the end of the school day. A second and subsequent confiscation will result in a Parent/Guardian coming to the school to retrieve the item. Pupils are responsible for the safe keeping of mobile phones/electronic devices and not the College.

Adverse Weather:

Pupil and Staff safety is of extreme importance at all times. In the event that there is a need to close the College due to exceptional weather, we will communicate with you in a number of ways; via the College website www.holytrinitycollege.org, the College Texting Service and/or the Northern Ireland BBC News Website. We will endeavour to keep the College open at all times. If you have any concerns, please do not hesitate to contact the College directly.

Additional Procedures:

- **Equipment** - all pupils must have a schoolbag with full equipment (pen, pencil, ruler, rubber), student planner and relevant books at all times. All pupils in Years 8 – 12 are expected to participate in PE lessons and wear the official school PE Kit.
- **Inappropriate Items** – Any pupil who is found in the possession of inappropriate or hazardous items, will have the items confiscated. This may include items brought into school for the purpose of selling to make a personal profit, cigarettes including e-cigarettes / vaporizers or other dangerous items. Parents/Guardians will be invited to make an appointment with the Principal to retrieve these items and sanctions may apply.
- **Make-up** is not permitted for girls in Years 8 – 12. Light foundation is only permitted in Years 13 and 14
- **Sleep Deprivation**– Adequate sleep is important for everyone in order to be alert and to function properly. Please ensure your child receives a minimum of 8 hours sleep each night, and relaxes away from computers, play stations etc before going to bed
- As a **Health Promoting School**, breakfast is available every morning in the College Canteen. There is no necessity for pupils to visit shops en route to school. Crisps, Chewing Gum and Fizzy drinks such as BPM, Coke, Boost, Lucozade are not permitted in school.
- **Please note: A number of our pupils have severe allergies to nut based products. Pupils are not permitted to bring Nuts or any products containing a 'nut' substance into the College at any time.**

As a Parent / Guardian, we value your support and we hope that you are well informed about the progress of your child and the College in general. Your partnership will enable the College to uphold its high expectations and by working together, a positive learning experience will ensure your child has the potential to succeed.

The College will re-open for all pupils on Monday 7th January 2019.

On behalf of the staff of Holy Trinity College, we wish you and your family a very Happy and Holy Christmas and we look forward to working with you in 2019.

Yours faithfully

I Russell (Mrs)

Principal