

LUMEN CHRISTI COLLEGE

2008-09

INDUCTION ARRANGEMENTS

Year 13: Thursday 28th August 2008: 9am -11am
Year 14: Thursday 28th August 2008: 12.30pm -2.30pm
Year 8: Friday 29th August 2008: 9.30am – 12.30pm

Normal timetable will commence on **Monday 1st September 2008 at 9am** for all pupils in Years 8 -13. As Year 14 pupils will undertake their work experience in the week commencing 1st September, normal classes will begin for them on **Monday 8th September.**

STATIONERY ARRANGEMENTS

Pupils who have not yet received their starter stationery pack should note that packs will be available for collection as follows:

Years Location Date & Time Additional Information

11-14	Reprographics	28th August:10am-2pm	Extra materials available for purchase
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Please note that the stationery till is biometric so your child/ren will need to credit money to their account either through the online ParentPay system or by using the biometric system in the College.

Completed Data Collection Forms and Voluntary Contributions may also be returned at this time.

ONLINE PAYMENTS/DIRECT DEBIT

To facilitate payments for school trips etc., the College has set up a secure online payment system to enable parents to use internet access instead of sending cash/cheques with pupils to school. As parents this gives you total control over your child's spending. It also cuts out that last minute hunt for change at night or on the way to school !!! You can credit money to your child/children's accounts and specify a daily spending limit (if wished). Further details of this, and of the College's direct debit system can be obtained by contacting **Miss Michelle Porter at ext.234** (available from Tuesday 5th August 2008).

HOLIDAYS

Parents are reminded of the correlation between attendance and high academic achievement and are urged to ensure that holidays are not arranged during school terms. The college cannot authorise any such holidays and will refer any such holidays to the Educational Welfare Officer who will contact you at home. Unauthorised holidays are taken into account in the allocation of prefect places in the college and in the admissions criteria to Sixth Form.

2008-09 term times are:

1st September 2008 - 19th December 2008

7th January 2009 - 9th April 2009

20th April 2009 - 26th June 2009

Holidays are:

27th October- 31st October (inc)

20-21st November 2008 [**Inservice/Real World Science Day**]

22nd December 2008 - 6th January 2009 (inc)

12th -13th February 2009 (Mid-Term Break)

16th March 2009 [**Inservice**]

17th March 2009 (inc)

10th -17th April 2009 (inc)

4th May 2009

25th May 2009 [**Inservice**]

29th June 2009: **SUMMER HOLIDAYS**

SAFETY

Parents are not permitted to drive into or park in the school grounds from 8.15 - 9.15am and from 3.00 - 4.00pm.

Pupils are not permitted to drive or park cars in the school grounds at any time during the academic year.

In the interests of minimising traffic congestion, we would ask that you approach the school by using the Foyle Road / Brook Street route, dropping off or collecting your child on the Lumen Christi side of Bishop Street as a result, thus using Bishop Street as a one-way system from the school towards the Abercorn Road junction.

Pupils arriving by bus will be left at the bus bays as normal. Pupils may not leave school grounds at any time in the school day without permission.

Pupils wishing to leave school for appointments etc., must present a signed note from parents/carers to their form teacher. In addition, ALL PUPILS arriving late or leaving school at any time during the school day MUST sign in/out at Reception.

A new access system has been installed. All visitors to the College must use the front door and report to Reception.

Parents are asked to make routine appointments for school holidays etc., so that disruption to your child's education is minimised.

EDUCATIONAL MAINTENANCE ALLOWANCES

Pupils involved in post-16 studies (AS or A2) are eligible for a weekly grant of up to £30 subject to a means test on family income. Information packs and application forms are available from the office to all students in **our current year 12 and 13**. These should be collected during July and August. All weekly payments are subject to full attendance at school and successful completion of a learning contract with the college.

Pupils who think they will qualify for such grants should send the completed application form to the EMA services **before** receipt of their examination results in August.

It is the responsibility of the individual pupil, not the College, to ensure that applications are made on time.

ABSENCES

As part of the school's Child Protection Policy, we check immediately on all absences from the school. Parents/guardians must ring the school before 9.30a.m. on the morning of a child's absence to inform the office of the reason for the absence; where this is not done, we will ring home. This procedure is in the best interests of the child to ensure that he/she has not met with an accident en route. On occasion, the college will ring back to confirm absences on a random basis and we would ask your co-operation in such circumstances.

On return to school, parents/guardians should advise the Form Tutor of the reason for their child/rens absence in writing via the Student Planner. Attendance patterns are closely monitored throughout the year .

CLASS TIMES

Class begins with Registration each morning at 9.00 a.m.; pupils should be in school by 8.55 a.m. and buses have been arranged to ensure that this is the case for all pupils using the service. Pupils should not be in school before 8.30 a.m. It is essential that parents take traffic conditions into account when planning their journeys to the College in the mornings.

From September 2008, persistent lateness (without a reasonable excuse) will result in detention for the pupil/s concerned. In the case of pupils in Years 13 and 14, persistent lateness will result in the loss of the Friday afternoon privilege of finishing at 3.00pm.

LOCKERS

All pupils in Years 8-12 have the use of a lockable personal locker and must pay a deposit of £5 for the key. School bags must be left in lockers and may not be carried around school except for PE.

UNIFORM

BOYS	GIRLS
Navy blue blazer with school crest	Navy blue blazer with
school crest	
Dark grey trousers	Dark grey, pleated skirt
White shirt	White blouse
Grey school pullover	Grey school pullover
School tie	School tie
Plain black shoes (leather/leather look)	Plain black shoes (flat)
	(leather/leather look)
Grey socks	Grey socks
	Navy/black tights

P.E. UNIFORM

Navy blue and gold shirt	Navy blue and gold shirt
Navy blue and gold shorts	Navy blue and gold shorts
Navy blue and gold socks	Navy blue and gold socks
Navy blue school track suit	} Optional Navy blue school track suit

All pupils are asked to note that only a single gold/silver stud in each ear lobe will be considered acceptable as part of the uniform from September 2008.

Female pupils are encouraged to wear navy or black tights in preference to socks. On formal occasions, eg Prizegivings, or when representing the school, female pupils will be required to wear tights.

Boys **MUST** wear charcoal-grey trousers; **light grey will not be acceptable from September.**

The official supplier of school uniforms is Ferguson Fashions, William Street.

COURSEWORK DEADLINES

Year 11-14 pupils are expected to meet the coursework deadlines for GCSE and A Level set by the school. The College holds dedicated Induction Sessions for parents of pupils in Years 11 and 13 in October each year. At these meetings, parents will be provided with a detailed schedule of the coursework arrangements and advised of College policy in relation to entry to Sixth Form. **Pupils are expected to meet coursework deadlines set by individual subject teachers.** Pupils may not absent themselves from any formal examinations (including language orals/practicals etc.) for other than for health reasons; **such absences must be verified by a medical certificate.**

POLICY DOCUMENTS

Lumen Christi College makes available to parents any of its school policy documents on the following areas: Admissions, Assessment, Attendance, Behaviour, Anti-Bullying, Child Protection, Curriculum, Drugs Education, Homework/Coursework, Use of the Internet, Pastoral, Relationships and Sexuality and Special Educational Needs on the website: www.lumenchristicollege.co.uk
Paper copies may be obtained on application to the School Office.

CONTACT WITH THE COLLEGE

Parents/guardians should feel free to contact their child's form teacher regarding any problems or concerns about their child. We welcome early involvement of parents as the best means of sorting out difficulties. In the first instance, contact may be made via Reception to arrange an appointment. Owing to timetable demands, it may not be possible to have a meeting with your child's form teacher **without an appointment** but every reasonable effort will be made to deal with issues as they arise.

We encourage the development of responsibility and self-reliance in all our pupils. Consequently we ask that parents do not deliver forgotten books/homeworks etc., to the College. Any pupil who forgets a packed lunch will be provided with sandwiches etc., in the College cafeteria. Please understand that we do not have the staff to deliver routine messages etc., to pupils but we will act promptly in any emergency situation.

FORMAL COMPLAINTS PROCEDURE

There is a formal complaints procedure by which parents who feel that there is a serious matter to be investigated or a concern that has not been addressed may inform the Principal of the issue. This involves the completion of a simple pro-forma available on request from the Principal who undertakes to reply within five school days.

**Regular updates are available on the College website:
www.lumenchristicollege.co.uk.**