

LIMAVADY HIGH SCHOOL

"Making connections, shaping futures"



Pupil and Parent Handbook 2020-2021

Introduction

LIMAVADY HIGH SCHOOL

"Making connections, shaping futures"

Making Connections

Thank you for taking the time to read through this booklet with your child. Please keep your booklet in a safe place so you can refer to it throughout the school year. We believe that positive relationships between school, pupils and parents are vital in shaping the future of our young people and we hope that this information will help you to understand more about our school and how you can support your child.

Mission Statement

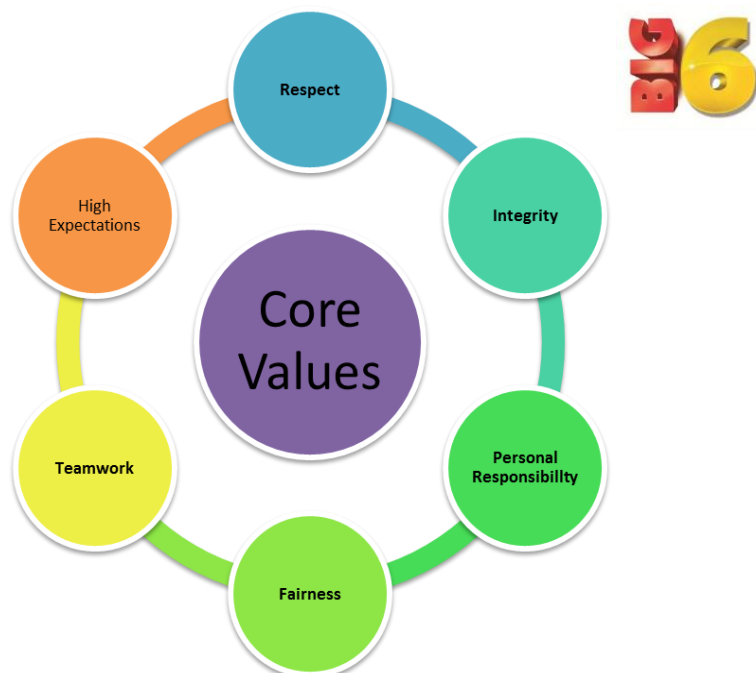
At the heart of Limavady High School lies the Christian belief that each individual is unique and valuable. Our mission is to provide a secure, caring, happy and challenging learning environment in which all individuals are encouraged to respect others and develop to their maximum potential as members of the school and the wider community.

Aims

- To empower our young people to achieve their potential.
- To enable our students and members of our school community to develop their capacity as individuals and as valued contributors to society.
- To encourage our pupils to develop critical thinking and decision making skills so that they may become valuable contributors to the economy and the environment both local and global.
- To facilitate individual capacity building with respect to spiritual, moral, emotional, physical and intellectual growth.
- To encourage our children to embrace democracy, equality and respect for all others irrespective of their individual differences.

Core Values

We believe that we can best achieve our school aims through the promotion of our agreed core values:



Respect - means treating others as we would like to be treated, showing consideration and good manners, valuing the opinions of others and recognising each other's qualities.

Integrity – means being honest, having high standards of behaviour and choosing right over wrong.

Personal Responsibility - means taking responsibility for one's own actions and behaviour and recognising that there are consequences for everything we do.

Fairness - means to treat people equally and reasonably in accordance with our core values and school rules.

Teamwork - means to work together and support one another in achieving success.

High Expectations - means recognising the purpose and value of education and understanding the need for high standards of work and behaviour - always striving for our absolute best.

Key Dates – subject to change. Parents will be notified.

AUGUST 2020 Wednesday 26 Thursday 27 Friday 28 Monday 31	AWAITING GOVERNMENT INSTRUCTION School opens for Year 8 pupils School opens for Year 8, 13 & 14 pupils School opens for Year 8, 11, 13 & 14 pupils Bank Holiday – School closed
SEPTEMBER 2020 Tuesday 1 Thursday 3 Thursday 10 Thursday 17 Thursday 24	All pupils in school Year 13 Parents' information evening @ 6:30pm Prize Day (Prize Winners only attend) Year 11 Parents' information evening @ 6:30pm Year 8 Parents' information evening @ 6.30pm
OCTOBER 2020 Monday 26 - Friday 30	School closed – Half Term
NOVEMBER 2020 Wednesday 18 Thursday 26	Year 12 Parents' afternoon @ 3:45pm Year 14 Parents' afternoon @ 3:45pm
DECEMBER 2020 Monday 30(Nov) – Friday 4 Friday 18	School Internal Exam Week Last day of Winter Term – half day closing
JANUARY 2021 Monday 4 Wednesday 6 Thursday 7 Tuesday 12 Thursday 21	School re-opens – Term 2 Open Night (P6 only) Open Night (P7 only) Open Morning Year 8 Parents' afternoon @ 3:45pm
FEBRUARY 2021 Monday 1 Thursday 4 Monday 15 – Friday 19 Wednesday 24	Year 10 Options information evening @ 6:30pm Year 10 Parents' afternoon @ 3:45pm School closed – Half Term Year 11 Parents' afternoon @ 3:45pm
MARCH 2021 Wednesday 17 Tuesday 23 Friday 26	School closed - St Patrick's Day holiday Year 9 & 13 Parents' afternoon @ 3:45pm Last Day of Spring Term
APRIL 2021 Monday 29 (Mar) - Friday 9	School closed for Easter holidays
MAY 2021 Monday 3 Monday 31	School closed – May Day School closed – Spring Bank holiday
JUNE 2021 Wednesday 30	End of School Year – half day closing

Child Protection Policy

Everyone has a duty to protect children from physical, emotional or sexual abuse and from neglect.

Most children are not abused, but for those who are it is often the concern displayed by teachers and others in the education system that leads to their protection from further abuse. Children spend much of their time with teachers who are well placed to notice emotional and physical problems.

The Department of Education for Northern Ireland requires all those working in education to co-operate fully with Social Services and other agencies to protect children.

All schools are expected to have a senior teacher, known as the **designated teacher**, who deals with child protection matters. Teachers and others working with children are expected to report any concerns they may have about a child's well-being to the designated teacher.

If a teacher or anyone working in a school:

- is **told** by a child that someone is harming or abusing him / her;
- notices any **unusual** marks or bruises on a child;
- is aware of **inappropriate** sexual behaviour or language from a child;
- observes signs of possible neglect of a child, such as, often tired, often hungry, often not properly dressed for the weather, generally poor hygiene;

observes signs of possible emotional damage to a child;

Child Protection Policy

he /she must report the matter to the designated teacher who has had special training in child protection.

The school, by law, must inform Social Services when there is a concern about a child.

Every possible care will be taken to minimise the possibility of mistaken referrals but this cannot be guaranteed. **No one has a choice when it comes to protecting children.** If anyone working with children and young people is concerned or has a suspicion or is told something worrying by a child or a third party, he / she must pass on his / her concerns, as soon as possible, to Social Services.

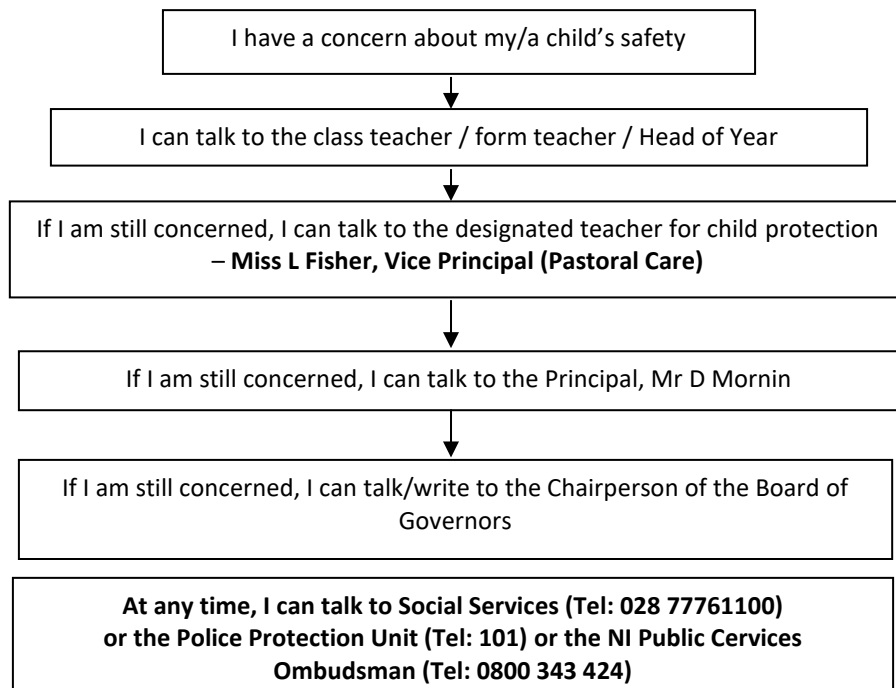
Social Services have a duty to support families under stress in the interests of child protection and in all cases the welfare of the child is their first concern.

If you require any further information on these matters you can contact the Vice Principal (Pastoral Care) at the school or:

Deputy Chief Education Welfare Officers
(Child Protection Officers)
Western Education Authority
1 Hospital Road,
Omagh BT79 OAW
Tel. 028 82 411411

Child Protection Policy

* HOW A PARENT CAN RAISE A CONCERN *



Child Protection

Designated Teacher: Miss L Fisher (Vice Principal Pastoral Care)

Deputy Designated Teacher: Mrs H Kingston (Learning Support Co Ordinator)

Related Policies

Pastoral Care

Child Protection

Behaviour Management

Drugs

Anti-Bullying

e Safety

Copies of the above policies are available in school on the request of parents or on the school website: www.limavadyhigh.co.uk

Pastoral Care



LIMAVADY
HIGH SCHOOL



The High 5

*Do you need to talk to someone?
We are here to help.*

1 Teacher/Form Tutor/Head of Year

2 Vice Principal

3 Anti-Bullying Buddy

4 School Counsellor

5 Lifeline/ChildLine/Gateway



Gateway Team
02871314090

Reward System

PRAISE/CONCERN

The progress and behaviour of pupils is reported back to parents through annual parents' meetings held once a year for each year group. Parents are encouraged to work closely with the school and to contact the Head of Year at any time to discuss issues which may impact on a pupil's overall progress.

In addition to this, Limavady High School operates a Praise/Concern system which monitors effort and commitment in class. Praise/Concern cards are issued every term throughout the year to record exceptionally good or exceptionally poor effort and commitment in class. Praise cards are sent home with the pupil, while Concern cards are posted home.

CORE VALUE CERTIFICATES

Pupils in years 8, 9 and 10 will have the opportunity to achieve 'Core Value Certificates'. If pupils engage fully in their tutorial lessons and demonstrate a commitment to each core value they will be awarded the relevant certificate.

Year 8
Respect
Integrity

Year 9
Personal Responsibility
Fairness

Year 10
Teamwork
High Expectations

Pupils who do not achieve the certificate at the end of term will have the opportunity to achieve it in the following term. Pupils must achieve all 3 certificates to be presented with the appropriate Star Badge at the end of the school year. Pupils who did not achieve their star award can still achieve it at a later date.

Reward System



THE BRONZE, SILVER AND GOLD STAR

This operates in Years 8 – 10 and aims to encourage and reward standards of excellence in the following areas: - Homework, Uniform, Behaviour and Promotion of the school ethos.

If a pupil maintains the required standard in all of these areas throughout the year he or she will be awarded first the Bronze, then the Silver and finally the Gold Star lapel badge. Each pupil is also awarded a certificate. A note of the Award is filed in pupil records.

EXCELLENCE

THE EXCELLENCE AWARD

The Excellence Award uses the same criteria as the Star Awards and is open to all pupils in Year 11 regardless of their previous record. It is awarded in April and a pupil must have gained an Excellence Award in order to apply to be a Prefect.

PREFECT

THE PREFECT SYSTEM

Prefects are selected in May from pupils in Year 11 who have gained the Excellence Award. They are chosen because they are good role models and have proven their commitment to the school and its Mission Statement. Prefects normally serve a 'prefect training' period during May and June and the Prefect badge is confirmed in September at the start of the next academic year. In addition to the Prefect system a group of Year 14 students are selected to serve as Senior Prefects, Head Boy, Girl and Deputies.

ATTENDANCE – Prizes and certificates are awarded for pupils who achieve 100% attendance each half term.

Anti- Bullying Policy Overview

At Limavady High School we are committed to providing a caring, safe and secure environment in which every child can enjoy learning and achieve his/her potential. Our school ethos promotes respect for one another and places emphasis on developing and sustaining caring and supportive relationships. Bullying behaviour of any kind is unacceptable and is in contravention to our school ethos. Our staff will endeavour to work closely with our students and parents to ensure any child with a bullying concern is supported and protected.

Aims

- To provide a caring safe and secure learning environment for all our students
- To promote respect for one another and develop self confidence
- To create an anti-bullying culture where pupils reject bullying behaviour
- To make Limavady High School a 'telling school' in which pupils feel comfortable speaking about bullying concerns and reporting bullying when it occurs
- To provide support for children who have experienced bullying
- To educate our students about the implications of bullying behaviour both for the victim and the person
- To prepare students to become active and positive contributors to the local and wider communities.

The Addressing Bullying in Schools Act (NI) 2016 provides schools with a legal definition which must be used.

Addressing Bullying in Schools Definition of "bullying": In this Act "bullying" includes (but is not limited to) the repeated use

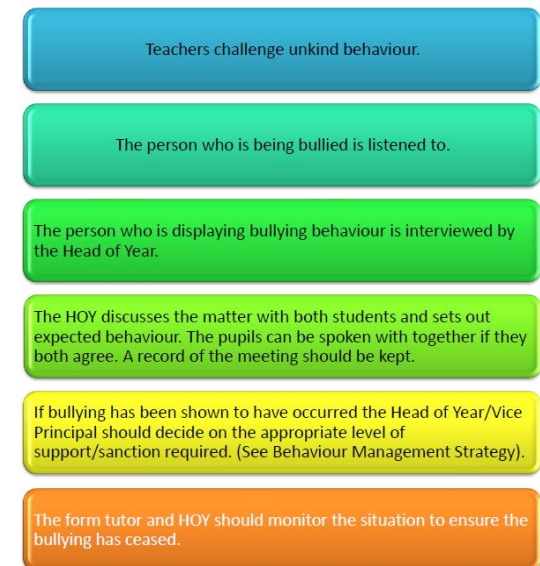
Of any verbal, written or electronic communication, any other act, or any combination of those, by a pupil or a group of pupils against another pupil or group of pupils, with the intention of causing physical or emotional harm to that pupil or group of pupils. "Act" includes omission.

Anti- Bullying Policy Overview

The types of bullying concerns identified by Limavady High School pupils are the most commonly recognised forms of bullying across Northern Ireland. To make Limavady High School a bullying free school we will use a range of strategies which help prevent and correct bullying type behaviour.



It is important that pupils who report bullying are listened to, supported and protected. Pupils displaying bullying behaviour should be given the opportunity to make amends and change their behaviour. Teachers should respond effectively to low-level incidents to stop bullying behaviour from being sustained or escalating. The way in which bullying concerns should be reported and investigated has changed this year. Please consult our Anti-Bullying policy for information.



Attendance

We very much value, acknowledge and reward the commitment shown in the achievement of a good attendance record. In keeping with our school vision, Limavady High School is committed to ensuring that all pupils achieve their academic potential and are prepared for the world of work. We acknowledge the correlation between good attendance, pupil self-esteem and high academic achievement. Limavady High School thus places great importance on attendance and punctuality.

Parents have a legal duty to ensure their child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

Absence Notes

Following any period of absence, pupils must present an absence note or slip from the pupil journal to his/her Form Tutor. This note is then sent to reception where it will be noted on the pupil attendance record. The school uses Truancy Call on a daily basis to follow up on unexplained absences so we ask that parents notify the school office before 10am of any absences that day.

Appointments

Where a pupil has a planned medical or dental appointment parents/carers must record details of this in writing which the pupil must present to his/her Head of Year during registration and obtain a sign out slip. Pupils are expected to return to school after their appointment if it finishes before the end of the school day.

Education Welfare Service

Where a pupil's attendance falls below 85% or attendance difficulties exist, the Education Welfare Officer (EWO) will support staff and parents in developing and implementing strategies to address and/or improve school attendance.

Attendance

Lateness

Heads of Year may issue appropriate sanctions for repeated lateness to school or to class. Pupils must sign in at the school office.

Holidays

Family holidays during term time cannot be sanctioned by the school and absence marks will be recorded. This is DE policy.

More information about attendance can be found in the Attendance Matters information provided by DENI:

<https://www.deni.gov.uk/sites/default/files/publications/de/attendance-matters-a-parents-guide.pdf>

How parents can help

- ✓ Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- ✓ Make sure your child goes to school regularly and follows the school rules.
- ✓ Ensure your child arrives at school on time – not late.
- ✓ Arrange dental and medical appointments outside school hours when possible.
- ✓ Always inform the school if your child is absent due to illness – this should be followed up with a written note when your child returns to school.
- ✓ Take truancy seriously – if your child is not attending school as you expect they may be putting themselves at risk – Who are they with? What are they doing?
- ✓ Take family holidays outside term time.
- ✓ Talk to your child about school and take an interest in their school work (including homeworks).
- ✓ Attend parent evenings and school events.
- ✓ Praise and reward your child's achievements at school.
- ✓ Always support school staff in their efforts to control difficult or challenging behaviour.
- ✓ Discuss any problems or difficulties with the school – staff are there to help and will be supportive.

Uniform Regulations

The wearing of school uniform is expected as an integral part of school discipline. It is considered that this promotes positive attitudes, good standards and a suitable image in the eyes of the community.

Girls	Boys
FORMAL UNIFORM	FORMAL UNIFORM
Black knee length kick pleat skirt Black (standard) trousers (worn between Halloween and Easter only) White shirt School Tie (3 ties – Yrs 8-10; Yrs 11-12 and 6 th Form) <i>From Sept 2011 this will be a clip-on tie.</i> Black pullover with school badge Black blazer with badge Smart black shoes (no high heels. Not canvas or trainers.) Black tights or black knee length socks Black outdoor coat without writing or emblems School scarf (optional)	Black trousers White shirt School Tie (3 ties – Yrs 8-10; Yrs 11-12 and 6 th Form) <i>From Sept 2011 this will be a clip-on tie.</i> Black pullover with school badge Black blazer with badge Smart black shoes (not canvas or trainers.) Black socks only Black outdoor coat without writing or emblems School scarf (optional)
INFORMAL UNIFORM	INFORMAL UNIFORM
Black knee length kick pleat skirt Charcoal grey & white stripe short sleeve, open neck blouse Sleeveless black jumper with school badge School blazer (optional during Summer Term only) Black tights or black knee length socks	Black trousers Charcoal grey & white stripe short sleeve, open neck shirt Sleeveless black jumper with school badge School blazer (optional during Summer Term only)

Uniform Regulations

PHYSICAL EDUCATION KIT			
GIRLS		BOYS	
Gym Shoes	Swimming	School rugby	Football boots
School t-shirt	Costume	shirt	Shin guards
School skirt/skort	Towel	School t-shirt	Swimming
Outdoor socks	Shin guards	School shorts	trunks
White ankle socks		Outdoor socks	Towel
		Indoor socks	
Optional Extra: School Half Zip Top The school half zip top may be worn under the blazer but NOT as a replacement blazer. Shirt and tie must also be worn. We will review this in June 2021. NO 'HOODIES' TO BE WORN ON SCHOOL CAMPUS			

STOCKISTS OF SCHOOL UNIFORM

Schoolwear Chaps 51 Market Street, Limavady John Paul Fashions, Market Street, Limavady	S & T Moore, Railway Road, Coleraine Heart & Home, Waterside, Coleraine
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The wearing of uniform in this school has always been of a high standard, but unfortunately there is a minority of pupils in each year group who would attempt to bend the uniform regulations. **UNIFORM MUST BE WORN PROPERLY in school and in the public eye.** I refer you to the uniform list issued and request your ongoing and consistent support in ensuring that this is adhered to. All personal property and clothing should be clearly marked with the pupil's name.

Please note – We strongly advise that mobile phones and other such devices are not brought into school. We take no responsibility for these items. If they are brought into school, pupils must follow our rules in relation to such devices. Pupils must never phone home if they are unwell and they must instead speak to their Head of Year.

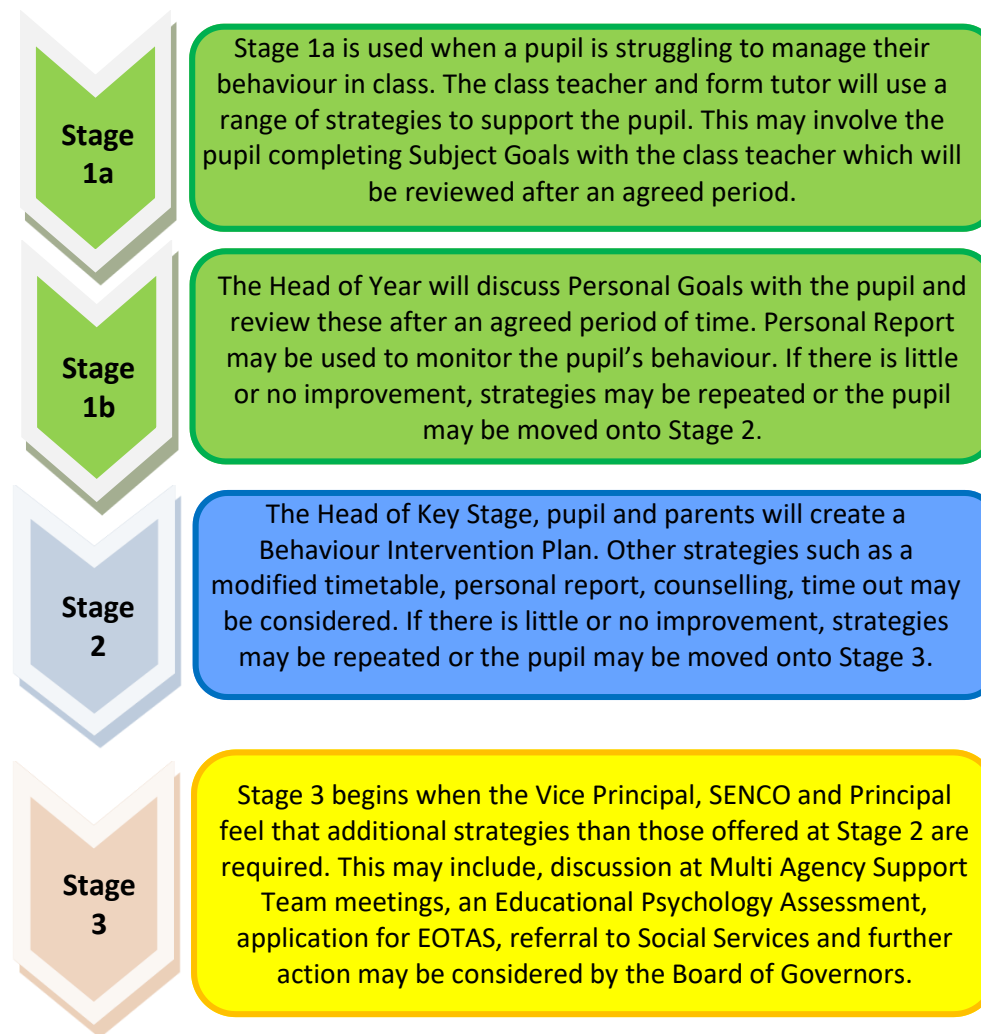
There are a number of uniform and general appearance issues I wish to highlight:

Uniform Regulations

1.	Blazers are compulsory for all pupils. This will be strictly enforced. (EXCEPT during the Summer Term when the informal uniform may be worn without the blazer)
2.	School pullovers are optional but useful in cold winter weather. It is not necessary to provide a badged pullover. Plain black is acceptable as the blazer carries the badge. The exception to this is when wearing the informal uniform – the sleeveless pullover must have the school badge on it. No hoodies.
3.	Ties should be knotted with a small knot, pulled up to the collar and come to the 5 th buttonhole of the shirt.
4.	Shirt tails must be tucked neatly into trousers or skirts. This does not apply to the informal uniform. Garments worn under the informal shirt should NOT be visible.
5.	Black school shoes with flattish heels must be worn. No canvas shoes/trainers. No Vans or Converse style shoes.
6.	Girls' skirts MUST BE OF DECENT LENGTH - not too long, too short or too tight – worn with black knee length socks or black tights. Boys - ONLY TROUSERS STOCKED BY OUR SUPPLIERS ARE TO BE WORN IN SCHOOL.
7.	Outdoor coats must be black and should not be worn on school premises. Hoodies should also not be worn on the school premises.
8.	Only the school scarf may be worn with the uniform.
9.	Boys' and girls' hair should be clean, neat and tidy and not excessively dyed, streaked or shaven and should have no motifs. Hair should not conceal eyes or face and facial hair is NOT permitted in Years 8-12. Hair accessories should be black. Boys' shoulder length hair MUST be tied back. Pupils with unacceptable hair colour will be asked remain at home until it is tempered appropriately.
10.	Health and Safety - Only basic jewellery should be worn - e.g. A watch and signet ring. Pupils may wear one stud earring in each ear lobe and nowhere else. Nose studs, eyebrow rings or tongue studs WILL NOT BE ACCEPTED. Neck jewellery is NOT permitted with the informal uniform. Clear retainers <u>may</u> be permitted.
11.	Girls are permitted to wear light makeup in Years 10, 11, 12, lower and upper 6 th , but no makeup should be worn by pupils in Years 8 and 9. Pupils with excessive makeup may be asked to remove it. Girls are permitted to wear nude or French nail polish only.
13.	Only school related (eg Duke of Edinburgh Award, School Stars) badges may be worn on school uniform.

Behaviour Management Stages

If a pupil is struggling to manage their behaviour, the following stages may be used to support them. Please note that counselling in school is available to all pupils upon request.



School Charter

Pupils have a right to: <ul style="list-style-type: none">• Be valued as members of the school community;• Learn in a safe, secure and well managed environment;• Be treated fairly, consistently and with respect;• Be supported in their learning and with any personal worries;• To be consulted about matters that affect them, and have their views listened to.	Pupils have a responsibility to: <ul style="list-style-type: none">• Come to school on time and be well prepared for all lessons;• Set high standards of behaviour and achievement;• Behave appropriately in and out of class• Be respectful towards staff, peers and property;• Follow the school rules;• Work as hard as they can in class;• Take ownership of their behaviour and learning.
Teachers have a right to: <ul style="list-style-type: none">• Teach without interruption;• Be treated with respect by pupils and parents/carers;• Teach in a safe environment;• Expect school rules to be followed;• Challenge unacceptable behaviour and issue school sanctions;• Expect pupils to be well prepared for lessons• Be supported by senior colleagues.	Teachers have a responsibility to: <ul style="list-style-type: none">• Behave in a professional manner;• Ensure that lessons are well prepared and work is constructively marked;• Listen to pupils, value their contributions and respect their views;• Have high expectations for behaviour and achievement;• Recognise and acknowledge effort and achievement;• Communicate with parents any concerns they have about their child's progress.

School Charter

Parents have the right to: <ul style="list-style-type: none">• A safe, well managed and stimulating environment for their child's education;• Be informed of their child's progress, achievements and any concerns the school has about their child• Be informed of the school's rules and procedures• Be involved in key decisions about their child's education;• To have any enquiries or concerns dealt with sympathetically and efficiently.	Parents have a responsibility to: <ul style="list-style-type: none">• Make sure their child attends school regularly and is in school by 9:00am;• Ensure that their child is properly prepared for lessons and homework is done;• Support their child and show interest in their child's school work• Attend planned meetings and parents' evenings;• Be aware of the school's rules and procedures and encourage their child to follow them;• Work in partnership with the school staff.
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School Canteen, Free School Meals and Healthy Eating

Lunches are served in the school canteen which operates on a cafeteria basis with fingerprint recognition. Money may be loaded onto a pupil's account via coin machines in the school building and canteen. At present a substantial meal can be purchased for approximately £2.60. However, parents receiving Supplementary Benefit or Family Income Supplement are entitled to free school meals in accordance with an income scale determined by the Government. More information along with application forms regarding Free School Meals can be obtained from the school office or from the Education Authority Website. Packed lunches may be eaten in the canteen. **ENERGY TYPE DRINKS ARE NOT PERMITTED IN SCHOOL.** Pupils should not bring sweets, chocolate and confectionary into school. We are a health promoting school.

Acceptable Use of the Internet

Rules for Staff and Pupils – guidance in relation to Google Classroom to follow.

The school computer system provides Internet access to Staff and Pupils. This Responsible Internet Use statement will help protect pupils, staff and the school by clearly stating what is acceptable and what is not. By using the school computer system, pupils and staff are agreeing to the following points:

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- School computer and Internet use must be appropriate to the pupil's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- E-mail may only be sent by pupils when a member of staff permits this, and for curricular purposes only.
- Users are responsible for e-mails they send and for contacts made.
- E-mails should be written carefully and politely.
- As messages may be forwarded, e-mail is best regarded as public property.
- Anonymous messages and chain letters must not be sent.
- The use of public chat rooms is not allowed.
- Unpleasant and/or nasty content must not be searched for or opened. Users will report any content which they are concerned about to their teacher or ICT Manager.
- Images, video, sounds or text which could upset or offend others must not be uploaded or shared.
- Use for personal financial gain, gambling, political purposes or advertising is forbidden.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Users may only edit/delete their own files.
- Irresponsible use will result in the loss network access.

eSafety Advice for Parents

- Malicious damage to or destruction of school property will lead to disciplinary action and/or billing.
- Individual user's Internet access may be monitored, including Web and e-mail use.
- Files on the school system may be examined or deleted.

eSafety Advice for Parents

The most important thing is to have conversations with your children - talk to them about the benefits and dangers of the internet so that you can empower them to use the internet safely.

- Cultivate an interest in their online activities - their favourite websites, online games and interests and keep an eye on what they are doing online.
- Don't be afraid to ask your children who they are talking to online and what they are talking about and remind them how important it is to tell a trusted adult if something happens online that makes them feel uncomfortable or worried because there are people who can help.
- Become a 'net-savvy' parent - the best safeguard against online dangers is being informed. Jump in and learn the basics of the Internet - read articles and talk to other parents. You don't have to be an expert to have a handle on your child's online world.
- Go to www.getsafeonline.org for lots of useful advice and information on how to stay safe online. Safeguardingni.org will also provide information for parents and carers on e-safety.
- Links to other sites that can provide information and advice to young people and parents are available from the DE website at: <http://www.deni.gov.uk/index/pupils-andparents/pupils.htm>

If parents have a question about parental controls or concerns about a social network or app their child uses, the NSPCC online safety helpline advisors can help. Call **0808 800 5002** for free. Mon–Fri 9am–7pm, weekends 10am–6pm and bank holidays 10am–4pm

Examinations

Key points to remember:

- You will be given your **timetable** prior to your exams. You **must** check it to make sure you have been entered to do the correct exams and that there are no exams missing from your timetable. If there is an error, confirm it with your subject teacher then let Mrs Maguire know.
- At the top of your timetable you will see your **candidate number**. You will need to know this number as you will be writing it on every exam paper you will sit between now and when you leave school. You will also need this number to figure out where you will be sitting in the exam venue. A seating plan will be on display outside the room before every exam. If at any point you lose or forget your candidate number go and see Mrs Maguire in G4.
- On the day of the exam you must be aware of the **exam rules** which will be given to you along with your timetable. It is important to note that if you break any of the rules you will be asked to leave the exam hall and you will not be awarded a mark for your paper. Ensure that you arrive at the exam venue **15 minutes** prior to the start of the exam as this allows everyone to locate their seat and ask any questions before opening their papers.
- You must not have a **mobile phone** on your person. If you do you will be removed from the exam venue. You may leave your mobile with any of the following; a member of staff, the school office, a form tutor, a friend who is not sitting the exam etc for safe keeping.
- If you are **ill** on the day of your exam you should contact the school on 02877762526 to notify us.

Examinations

- You must arrive prepared with the **correct equipment** for your exams. It will not be provided on the day. Pupils must have at least one **black biro** with them to write with.
- You may get your paper **remarked** if you believe that it has not been marked correctly. In this instance you must make your subject teacher or Mrs Maguire aware of your intentions and we will apply for a remark for you. For information about fees, speak to Mrs Maguire.
- If you have any questions at any time call with Mrs Maguire in **G4**.

Revision Tips

Make sure you speak to your class teachers for tips about how to revise. You need to work hard all year if you want to succeed.

