

FIVEMILETOWN COLLEGE

“Learning at the heart of the community”



WELCOME TO THE FMT FAMILY

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Hello! Your life at FMT will soon commence. We are here to help you in every way we can and your health, safety and education will always remain our priority. Although, some of the content in this booklet will take time for you to experience as is outlined; we feel that now is an ideal time to mentally prepare for what lies ahead. We can imagine how you feel – a change of school, different uniform, new teachers. Of course you will be anxious, it's normal. But you are joining an outstanding school with so much to offer.

Here are some of the key people you will meet on your first day.



Mrs J Allen
Principal



Mr S Clarke
Vice - Principal



Mr R Liggett
Year Head

THE SCHOOL DAY

Registration

You should aim to arrive in school five minutes before registration. Your form tutor will mark the roll each morning and will pass on any relevant information.

Where and When?

A bell will ring at 8.55am to let you know it is time to make your way to your form room.

If you are late?

If for any reason you are late and miss registration, you must sign in at the school office before going to your subject class. Tell the subject teacher that you have just arrived into school and he/she will mark you present. You should bring a note to explain why you are late.

Your Form Teacher.

Your form teacher will look after you and your class throughout the year. They will have a particular interest in you and your progress at school. During morning registration your form teacher will be happy to answer any questions you may have.

If you have a problem, your form tutor will be happy to listen, give advice or to act on your behalf.

Always ask for help before little problems become big ones. Never keep your worries to yourself.

Break and Lunch Time.

You must stay in the school grounds at break and lunch time! During these times you should have something to eat or drink, go to the toilet and catch up with your friends.

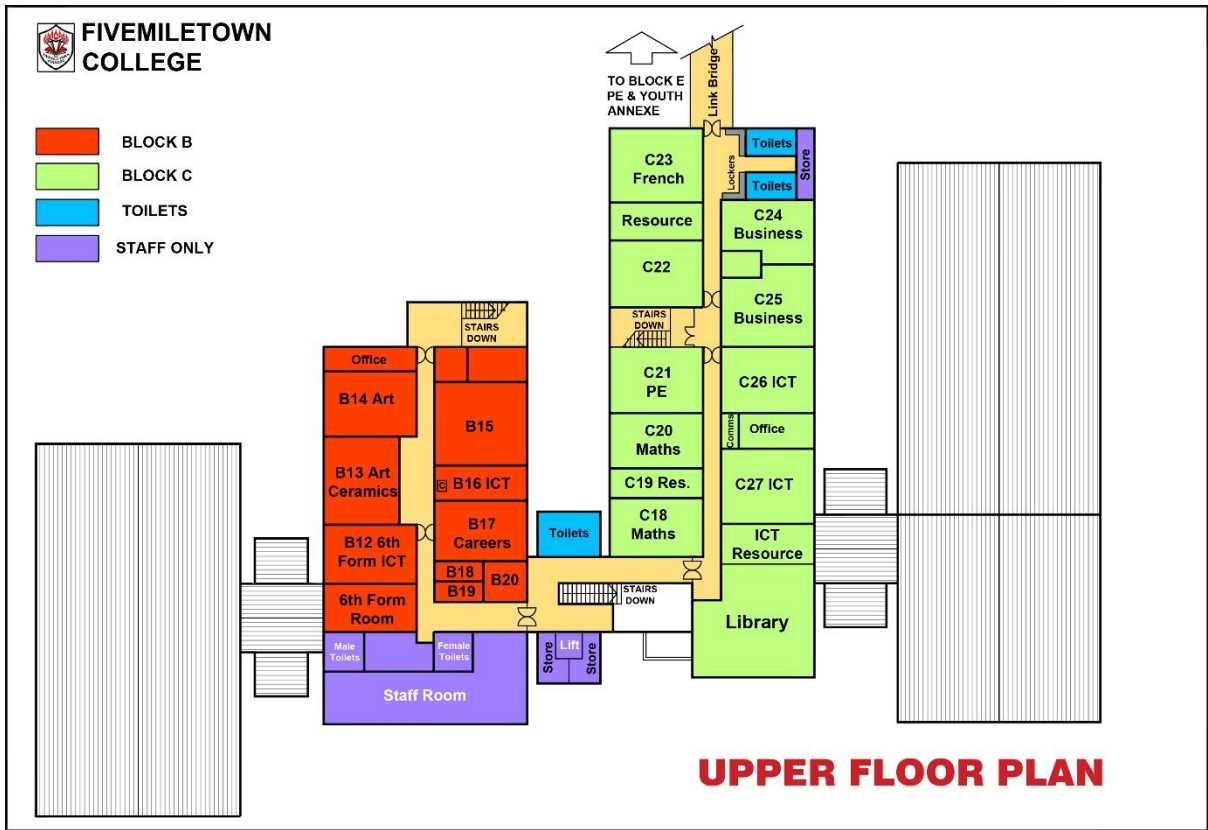
Break time.

Break time lasts 15 minutes (11.00 am – 11.15 am) and may be spent indoors in the dining hall, outside in the playground or in the library which is supervised by a member of staff.

Lunch time

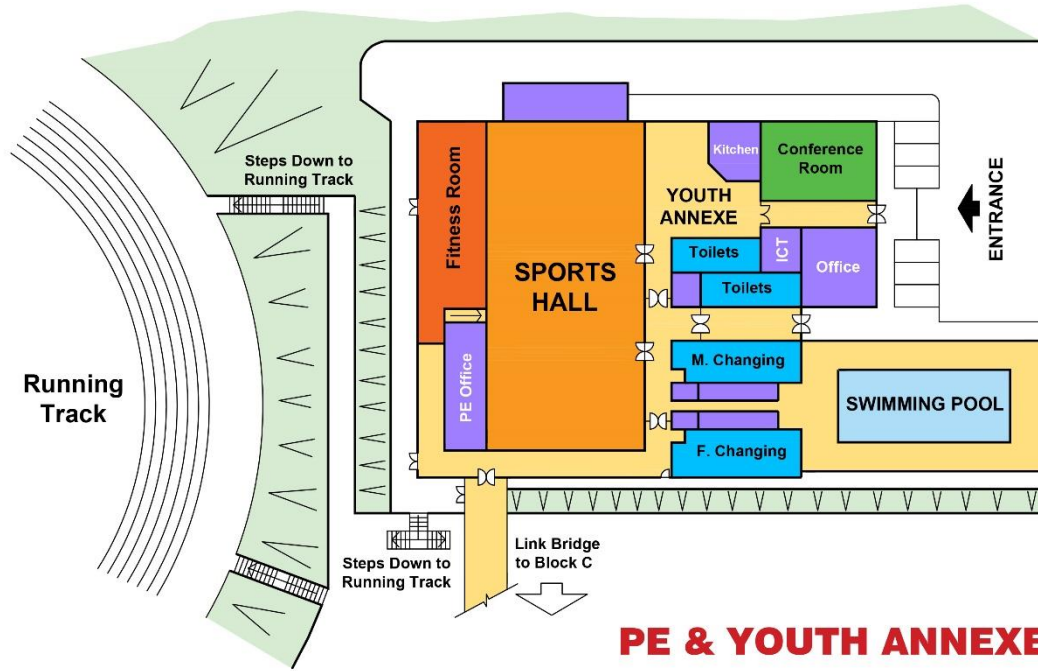
Lunch time lasts 35 minutes. There are separate sessions for seniors and juniors. For the first month, Year 8 will be accompanied by your teacher to the canteen 5 mins early. A variety of meals and snacks are available and you may bring a packed lunch, if you prefer. Packed lunches are eaten in the dining hall.







FIVEMILETOWN
COLLEGE



PE & YOUTH ANNEXE

Timetable Explained

Each day at Fivemiletown College is divided into 12 periods.

Each day starts with registration. Each period you will study a different subject. Sometimes you may have a double period of a subject.

Reading the timetable is like “cracking a code”. In each square there is a code for the subject, code for the teacher and a room number telling you where the class is taught. The letter is the block and number the room number.

	Monday	Tuesday	Wednesday	Thursday	Friday
1	Form JD C26	Assembly	Form JD C26	Assembly	Form JD C26
2	ENG HM C03	ENG HM C03	ART NW B14	HE LG B03	FR JB C23
3	ENG HM C03	LF SC C27	ART NW B14	HE LG B03	HIS JF C07
4	MA RL C20	HIS JF D07	ICT JD C26	GEOG AMc C03	ENG HM C03
5	BREAK				
6	MA RL C20	TECH JM A01	PE SC	RE GC C04	RE GC C04
7	FR JB C22	TECH JM A01	PE SC	MA RL C21	DR DB D07
8	ICT JD C26	MU DT D10	MU DT D10	LI RMI C29	SC DM B04
9	LUNCH (JUNIOR)				
10	SC DM B04	MA RL C20	ENG HM C03	SC DM B04	SC DM B04
11	LLW CG C24	MA RL C20	ENG HM C03	GA SC E01	SC DM B04
12	GEOG AMC C06	DR DB D07	MA RL C21	GA SC E01	LLW CG C24

Teacher Initials

Room Number

Subject Code

Registration

Class
Periods

Subject code:

FR=French	GA=Games
SC=Science	PE=Physical Education
HE=Home Economics	ICT=Computer Studies
RE=Religious Education	LW =Learning for Life & Work
TECH=Technology	MU=Music
ENG=English	ART=Art & Design
MA=Maths	LI=Literacy
GEOG=Geography	DR=Drama
HIS=History	LF=Life Skills

Teacher Codes:

JB=Mrs Bainbridge	RM=Mrs McConaghy
RP=Mrs Potter	RL=Mr Liggett
CC=Miss Cecil	KC=Miss Caldwell
DM=Mrs Morrow	ABT=Mr Bates
LG=Mrs Gault	AMC=Mrs McNeary
AP=Miss Patterson	JF=Mrs Farrell
DB=Mrs Burnside	SC=Mr Clarke
HM=Mrs McCrae	CG=Mrs Allen
RLA=Mrs Lappin	JD=Miss Douglas
HB=Miss Bracken	DT=Mrs Thompson
NW=Mrs Watson	RMI=Mr Miotti
PW=Mr Wallace	TM=Miss McLoughlin

*Staffing is subject to change**

Structure of the school day

8.55 – 9.15am 9.00 – 9.15am	Period 1 Form Class - Mon, Wed, Fri Assembly – Tue & Thur
9.15 – 9.50 am	Period 2
9.50 – 10.25 am	Period 3
10.25 – 11.00am	Period 4
11.00 – 11.15am	Period 5 BREAK
11.15 – 11.50am	Period 6
11.50 – 12.25 pm	Period 7
12.25 – 1.00pm	Period 8 (Senior – Yr 11-14) LUNCH
1.00 – 1.35pm	Period 9 (Junior Yr 8-10) LUNCH
1.35 – 2.10pm	Period 10
2.10 – 2.45pm	Period 11
2.45 – 3.20pm	Period 12

Subjects you will study

English



Geography



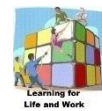
Science



Maths



LLW



Literacy



History



French



Home Economics



Technology



Art



Life Skills



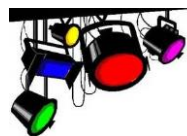
ICT



Music



Drama



PE



RE










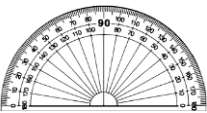



Games



EQUIPMENT/ STATIONERY LIST

ESSENTIAL ITEMS

Pencil Case			
Pens – Black, Blue and Red for underlining		Pencils, including one 2B pencil	
Ruler		Eraser	
Colouring pencils		Glue Stick	
Sharpener		Compass	
Protractor		Highlighting Pens	

OPTIONAL ITEMS

Scientific Calculator CASIO FX-83GT Plus		Mini Oxford Dictionary	
Mini Oxford Thesaurus		USB Memory pen drive	

Pupils should be provided with a school bag which is large enough to hold all of their books and resources. Please ensure all note books and text books are protected with a suitable backing paper and clearly named.

SCHOOL UNIFORM

UNIFORM FOR BOYS

- White shirt
- Black blazer with school badge
- Mid grey trousers
- Black or grey socks
- Black leather shoes
- Clip-on school tie



UNIFORM FOR GIRLS

- White blouse
- Black blazer with school badge
- Mid grey knee length skirt
- Black socks/black tights
- Black leather shoes
- Clip-on school tie

P.E AND GAMES KIT

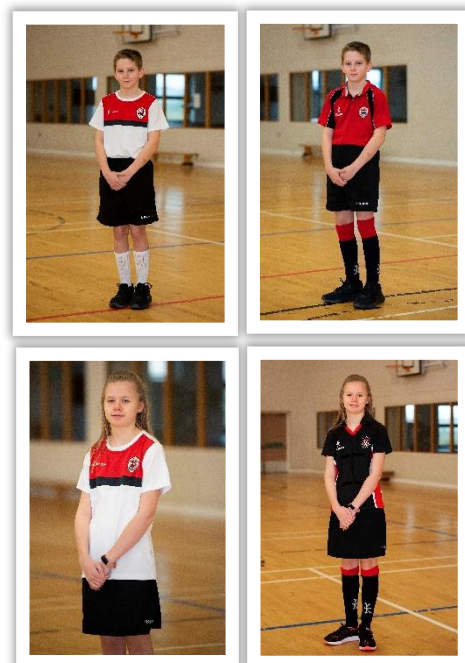
Boys PE: Trainers, white kukri T-shirt, black kukri shorts and short white socks.

Boys Games: Trainers/Boots, Red kukri Games shirt, black kukri shorts and black/red kukri sport socks.

Girls PE: Trainers, white kukri T-shirt, black kukri skort and short white socks.

Girls Games: Trainers, black kukri Games shirt, black Kukri skort and red/black kukri sport socks.

Optional: $\frac{1}{4}$ zip top, raincoat, skinnies, leggings



JEWELLERY

Jewellery, if worn, should be kept to a watch, one ring and a small pair of earrings.

No more than two earrings may be worn (one in each ear) - preferably small studs.

Please note: for health and safety reasons no other body piercing jewellery will be permitted.

NB: Hoodies and other outdoor clothing are not permitted. Only regulation school scarves may be worn. Please label all your uniform so that, if lost, it is easier to trace.

BEHAVIOUR FOR LEARNING IN AND AROUND THE SCHOOL

At Fivemiletown College we expect high quality teaching and learning in all classrooms. Teachers will ensure pupils are engaged, motivated, supported and stretched within lessons. Pupils will get the opportunity to use specialist equipment, take part in paired or group activities, get active, express themselves orally, show talent through their creations and perform experiments or trials. To help you concentrate and safely do your best work, we have a set of rules to help you. We expect everyone to adhere to the values of the school by being committed, striving to excel and showing respect at all times.

CLASSROOM:

1. Be punctual and fully prepared for ALL lessons.
2. Line up quietly outside room and wait for your teacher to tell you to enter the classroom.
3. Once seated, take out all necessary books and resources quickly and quietly.
4. Listen to, and follow the teacher's instructions, (verbal and written), particularly in practical subjects.
5. Do not disrupt the teacher or other members of the class.
6. Show respect to ALL – no name calling, teasing or bad language.
7. At end of class, ensure desk is in correct position and the area around it is neat and tidy.
8. Leave classroom in an orderly manner as directed by teacher.

In Fivemiletown College, there are around 400 pupils. When the bell rings there will be a lot of people moving along the corridors. For your safety it is important you follow these guidelines.

Every teacher may also 3 in-class strategies to ensure an environment conducive to learning exists. E.g. Teacher S1 – Verbal warning. S2 – Rule reminder. S3 – Move seat

No pupil is permitted to leave a classroom or absent themselves from a lesson without the permission of the class teacher. If a pupil is marked present and does not come to class, the office will call their name over the school tannoy asking him/her to go to class immediately. If after 10 minutes, the pupil has still not appeared to class, parents will be contacted.

MOVEMENT ABOUT THE SCHOOL:

1. Walk in single file on the left hand side of the school corridors.
2. In doorways hold the door open for members of staff, visitors or fellow pupils.
3. If sent on a message to another classroom, always knock on the door before entering and explain your presence to the teacher. Never address the class unless given permission to do so.
4. Move quickly and quietly between classrooms at change of class, using the shortest recognized route.

It is really important that you attend school every day otherwise your education will suffer. However, if you are unable to attend school, you must follow these guidelines.

ATTENDANCE:

1. Pupils should attend school regularly from 8.55 am — 3.20 pm.
2. If your child is unable to attend school, **parents are requested to ring the school office on the morning of the first day of absence** and, where possible, indicate the expected duration of the absence.
3. On returning to school after a one day or longer absence, an 'Absence Note' from the Homework Diary must be completed and signed by parent/guardian and given to your Form Teacher. A long period of absence requires a Medical Certificate from your doctor. All Form Teachers monitor attendance on a monthly basis and parents will be contacted if the attendance rate of any pupil becomes a concern. EWO involvement if attendance falls below 85%.



At Fivemiletown College we aim to provide a caring, supportive and safe environment.

How a pupil can express concern...

IF

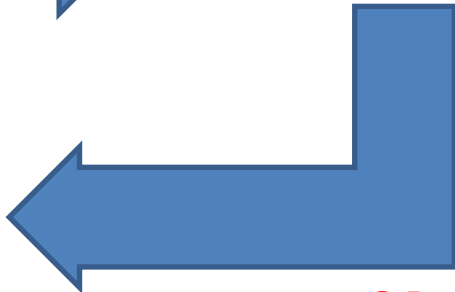
I am worried about something that is happening to me or someone I know?



I can talk to my form teacher.

OR

I can talk to the Pastoral Leader (Mrs McConaghy) or my Year Head (Mr Liggett)



OR



I can talk to any teacher or member of staff.

OR

I can talk to the school counsellor. Simply make a request with my form teacher. This is an anonymous service and no one else will know.

OR



I can talk to my form class mentor...a nice 6th form student.



GENERAL INFORMATION

- Valuables should not be brought to school. Money, Phones, Tablets etc. should be carried with you or put into your locker and never left unattended in school bags or changing rooms. PE staff will lock changing room doors to keep possessions safe.
- If mobile phones are brought to school, they must be switched off between 8.55am and 3.20pm, and not on silent mode. If this rule is broken, the phone will be confiscated and given to the school office for collection after 3.20pm by a parent/guardian. Using a mobile phone as a calculator or watch is not permitted – a normal calculator should be used.
- You will be provided with a personal locker in September (for a deposit of £5.00), which you can use to keep your belongings secure. You should not tell anyone your personal locker number.
- Chewing gum, fizzy drinks or energy drinks are not permitted in school.
- If you feel sick during the school day, you should inform your subject teacher or Form Teacher who will contact home if necessary.
- If you need to leave school to attend an appointment, you must bring a note from your parent/guardian and give it to your Form Teacher that morning. You must sign out in the school office before leaving the school premises.
- Pupils are not permitted to leave the school grounds during school hours.
- If you are unable to wear part of your school uniform, you should bring a note to your Form Teacher providing an explanation.
- Homework is an integral part of school policy and the habit of doing homework is expected throughout the school. It is vitally important as it gives you the opportunity to

develop your independent learning and show the apply and extend the knowledge gained in the classroom. Homework should always be handed in on time and **signed by a parent/guardian.**

- School Meals are available in the canteen where a cafeteria system is in operation. Pupils should bring money to pay for meals on a daily basis. Pupils entitled to a free-school-meals will be entitled to choose food from the menu up to the value of £2.80. Your name will be at the till. All pupils must leave their table tidy after use and clear away their own tray.
- We ask that all families contribute to the School Fund. This money is used to subsidise school trips, assist with transport charges and fuel costs. The fee is £35.00 per child or £45.00 per family. This will be collected during the first week of term by your Form Teacher.

THE HOUSE SYSTEM

The Pastoral Structure in Fivemiletown College is based around our House System. Each pupil from Year 8 through to Year 14 is allocated a House from one of **Heads**, **School** or **Brooke**. Where possible, we aim to assign pupils into the same House alongside siblings and past family members, to develop a sense of family identity. Each House has a member of staff in charge, who holds termly assemblies to encourage and congratulate pupils who have been awarded points. Pupils are awarded or deducted House Points for achievements or behavioral incidents. These points are also awarded or deducted from the pupil's House.

Throughout the year, there are various competitions pupils can participate in to win extra points for their House such as:

- Monthly quizzes
- Male House sport
- Female House sport
- Sport's Day
- Public speaking
- Drama
- Easter Bake off

A trophy is awarded to the House with the highest points total at the end of the year. The winning House is rewarded with a special school trip.



