



Friends' School, Lisburn

## Information for Parents of Year 8 (2024 – 2025)



“Excellence within a caring, supportive community”

values we live by  
**aspire**\*



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**May 2024**

**Foreword**

Dear Parent

This booklet provides a brief introduction to life at Friends' School, which I hope will prove a useful point of reference for parents of pupils who are preparing to join us in September 2024. You will receive further information about School during our Induction Evening on Tuesday 18 June, when you will also have the opportunity to speak with members of staff.

The move from primary to secondary school is an important and significant transition in a young person's life. Although our Year 8 pupils will continue with work begun in primary school, they will also have the challenge of learning a variety of different subjects, getting to know a range of new teachers, making new friends and moving around a much larger building. They will also have to organise their lives around books, bags, lunches, homework, different study tasks, musical instruments and PE kits, which is not always straightforward for an eleven-year-old accustomed to the simpler routines of primary school life.

We hope that the information in this booklet will allow you to work productively with us over the coming weeks and months as we help our new pupils settle in. We believe, together as teachers and parents we can play an important role in helping them to navigate this formative and exciting period in their lives. Your active involvement over the next seven years will support our efforts in assisting our young people as they adjust to their new environment, and our aim is to ensure that the initial transfer from primary school into Year 8 will be as smooth and enjoyable as possible.

We very much value your support and look forward to developing and nourishing a good relationship with you, as together we watch these young people mature and flourish, achieving excellence within the caring and supportive community that is Friends' School.

I look forward to meeting with you on 18 June, and hope that you find these resources useful as you help your child prepare for life at Friends'.

With best wishes,

Stephen Moore, Principal



## Contact Information

- 1 All calls and emails to the following will be received by the Office. Staff there are happy to pass on messages, and the relevant person will get back to you as soon as possible.  
**Telephone:** 028 9266 2156  
**E-mail:** [office@friends.lisburn.ni.sch.uk](mailto:office@friends.lisburn.ni.sch.uk)  
**Opening Hours:** 8.30 am - 4.30 pm
- 2 Appointments with Mr Moore are made by his PA, Mrs Agnieszka Rayes. She can be contacted by telephone (028 92 662156) or e-mail (arayes100@c2kni.net).
- 3 Who to contact in School:
  - (a) review of pupil progress: contact Year Teacher, in the first instance
  - (b) pastoral concern: contact the Collect Teacher or Year Teacher, this can be done via email [pastoral@friends.lisburn.ni.sch.uk](mailto:pastoral@friends.lisburn.ni.sch.uk)
  - (c) medical information: contact School Nurse (Mrs J Newberry)
  - (d) School Policy matters: contact the Principal or Vice Principals.
  - (e) Planned absence: email [attendance@friends.lisburn.ni.sch.uk](mailto:attendance@friends.lisburn.ni.sch.uk)

## General Organisation

School has seven year groups: Years 8 - 14. When pupils come into School, they are placed in registration groups called Collects. It is in Collects that pupils form their early friendships and they remain in these groups until Year 14. Year 8 pupils are taught in Collect groups, except in practical subjects where the teaching groups are smaller.

We have a House system with four Houses (Aughrim, Collin, Croob and Divis) which have members from each year group, led by Sixth Form House Captains and Staff House Leaders. All pupils in Year 8 are allocated to a House. Regular House assemblies, competitions and activities take place throughout the year and the House system allows pupils to form friendships with pupils beyond their Collect and Year groups. Pupils will be placed in the same House as siblings currently enrolled in School.

## Senior Staff

The Board of Governors, which consists of representatives from the Religious Society of Friends (Quakers), the Department of Education, parents and staff, has responsibility for the appointment of staff and the running of the school. The Principal, with the Leadership Team, is responsible for the formulation of curriculum policy, pastoral care and the general administration of the school. The Heads of Department are responsible for the development and organisation of the teaching programmes in each subject area. The Year Teachers supervise the general welfare and the academic progress of pupils. They have direct responsibility for communication with parents, teachers and the Principal on pastoral and academic issues.

The Bursar and Office Staff facilitate the administration of the school.

### Principal

Mr S Moore

### Vice-Principals

Mr S Alexander

Ms S Cochrane



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### Senior Teachers

Mr C Cunningham  
Mrs C Lowe  
Mr R McKinley  
Mrs D Semple

### Pastoral Care

School is committed to promoting both the academic and the personal and social development of our pupils. We aim to create an environment which is based on the principles of care, security and responsibility.

School has established a structure to support and implement the provision of pastoral care. It has three main aims:

- to enable the monitoring of pupils' progress, achievement and contribution to School;
- to enable a variety of personal, social or vocational issues to be addressed;
- to ensure that pupils and parents have clear points of contact in the event of concerns being raised or guidance being sought.

All staff in Friends' School have a duty of care to all pupils. We promote open and positive relationships between pupils and staff and endeavour to support pupils in their learning and in their contribution to the school community. There are, additionally, specific, designated and trained members of staff who have responsibility for various aspects of pupil welfare.

The **Collect Teacher** will be your son or daughter's first point of contact in School, and will see your son or daughter most often, having daily contact each morning and getting to know him or her best. Collect Teachers will also meet with pupils in their Collects for an Extended Collect period of thirty minutes every week. If you need to talk to someone in School about your son or daughter, the Collect Teacher is your first point of contact also and can be contacted via the General Office.

The **Year Teacher**, Mrs S Leaker has overall responsibility for Year 8. She will co-ordinate the work of the Collect Teacher, liaise with other subject teachers, monitor academic progress, contribute to reports and deal with behaviour and more serious disciplinary matters. The Year Teacher can also be contacted through the General Office.

Please be mindful that if you contact School during the day, both Collect and Year Teachers are most likely to be teaching a class and may not be in a position to take your call. Staff will endeavour to return your calls as soon as possible.

### Safeguarding

In line with Department of Education guidance, the School Policy contains details about recognising signs and symptoms of abuse and specifies procedures to follow in the event of a concern expressed or a report received. All parents receive a Safeguarding information update once a year, including procedures for reporting. In brief, the procedure for parents wishing to report a Safeguarding concern is to contact the Designated Teacher or Deputy Designated Teacher, in the first instance.



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<b>Designated Teacher</b>	Mrs C Lowe (Senior Teacher)
<b>Deputy Designated Teachers</b>	Mr S Alexander (Vice-Principal) Ms S Cochrane (Vice-Principal)

The Principal will initiate and take responsibility for appropriate action, including possible referral to outside agencies.

## **ASPIRE**

Our values underpin everything we do in school and are encapsulated in the word ASPIRE, which stands for Adventure, Sustainability, Peace, Integrity, Respect and Equality. These are values we seek to model in our everyday lives and which we want each of our pupils to nurture.

We aspire to live **adventurously**, to take risks in our learning and grasp the opportunities available to us to explore the world around us.

We aspire to live **sustainably**, to make good use of our resources and reduce our impact on the environment.

We aspire to live at **peace** with ourselves and others, to nurture our wellbeing and to resolve conflict where we see it.

We aspire to live with **integrity**, to be honest in our dealings with others and to be true to our values.

We aspire to show **respect** to ourselves and others, to nurture our talents and to build our school community.

We aspire to promote **equality**, to value everyone for who they are and to celebrate the contribution they make.

## **Support**

Pupils have access to a confidential counselling service, provided by two trained and experienced Counsellors, on a weekly basis. Counselling can be arranged, as discreetly as possible, via the Vice-Principal (Pastoral) or through referral from parents, Year Teachers or pupils themselves. In the event of self-referral, pupils are encouraged to tell their parents.

School will also liaise with a variety of external agencies, when relevant and appropriate, to ensure particular and specific support for pupils.

## **Mentors**

Many senior pupils assist with the pastoral support of Junior and Middle school pupils. Senior Prefects are assigned to each Collect in Year 8 and these pupils are called Mentors. They help with the induction of new pupils to School and assist Collect teachers, on four mornings a week throughout the year, in Year 8 Collects. They give guidance and support on settling in, personal organisation, routines, procedures, homework and relationships. Their experience of school life and the variety of situations that might arise for new pupils is invaluable for our incoming Year 8 pupils as they adapt to their new learning environment and progress through the year.

Mentors are also available later on in the year to provide homework and study support on a one-to-one or small group basis. Mentoring recognises that all pupils have something valuable to offer their fellow pupils and helps to create a community in which pupils are encouraged to take responsibility and to help one another.



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## Assembly

We place much value on our morning Assembly. Year 8 pupils attend Main Assembly and Junior Assembly throughout the week. This allows time for quiet reflection through a period of silent worship, and guidance on a range of relevant moral and social issues. Assemblies also provide pupils with an opportunity to feel an integral part of the school community and to celebrate and share all of their achievements with other pupils.

A weekly Extended Collect, provides an opportunity, with Collect Teachers and Mentors, to discuss pupil concerns and issues relating to their induction, organisation and personal and social development.

## Special Educational Needs

Your son or daughter may require special educational provision to be made due to a recognised learning difficulty or medical need. This will be coordinated by the SENCO, Mrs M Waring. It is important that you share any information regarding this to ensure that your son or daughter receives the best possible support within School.

## Medical Information

Our School Nurse, Mrs J Newberry, provides care and support for students throughout the school day. She can be contacted through the Main Office during school hours (02892662156) to discuss the mental or physical health needs of your child.

We would ask parents to note the following:

- All medical information should be up to date and changes should be notified to the Nurse.
- Signed consent is required for administration of over-the-counter medication during the school day.
- Care Plans are required for pupils from the prescribing clinic/doctor for all prescribed medication for on-going medical conditions. If prescribed medication is required during the school day, it must be stored in the surgery. Pupils can then come and have it administered or self-administer.
- Pupils with diabetes should provide back-up equipment and insulin which will be stored in the correct conditions in the surgery.
- Pupils who have asthma or anaphylaxis should carry their prescribed emergency medication on their person at all times.
- Emergency salbutamol inhalers are held in the Surgery.
- School provides Epipens, stored in appropriate locations throughout the school for use in emergencies. Staff are trained in the administration of these.
- Pupils who are feeling unwell should not contact home or leave the school without permission from the nurse or a member of staff.
- Nuts and nut products are not permitted on school premises.

## School Attendance

While frequent absences have a negative impact on learning, we recognise that it is sometimes inevitable that pupils will miss school for a variety of reasons. In the case of planned absences, such as medical/dental appointment please notify the school. Please note that school are not permitted to authorise family holidays during term-time.



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## Communication

Friends' School uses SIMs InTouch to send email messages to parents about their son/daughter's progress in school. This includes regular information attendance, assessment and reports. You do not need to do anything to register of this, your contact details are stored within SIMs following completion of the enrolment form. We also take the opportunity to celebrate pupil achievements and highlight key events taking place in school through our Newsletter which is emailed home at the end of each month.

## Curriculum

We offer a balanced, robust and relevant curriculum for all of our pupils which will equip them for more specialised study in a range of areas when they reach the Sixth Form. Pupils entering Year 8 will be taught the Northern Ireland Curriculum and will be encouraged to acquire the knowledge they require to develop a deep understanding of each subject. Our aim is to foster a love of learning and to inspire the kind of intellectual curiosity that will serve our pupils well as they move through School. Based on what they learn, pupils will have opportunities to develop creativity, independence and the ability to work with others. A Curriculum booklet, giving details of all subjects studied in Year 8, will provide further information on this.

The school week is divided into forty-five periods, each lasting thirty-five minutes. Pupils study sixteen subjects in Year 8 and are timetabled for double periods in the practical subjects. In Year 8, classes are not streamed. Pupils are already divided into six Collect groups and are taught in this arrangement for non-practical subjects. The practical subjects are taught in seven arranged groups. Pupils are given every encouragement to achieve the highest academic standards through challenging and engaging lessons.

At GCSE level, pupils normally take ten subjects, including English, English Literature, Maths, Religious Studies, a Modern Language and at least one Science.

## Assessment

In most subjects, pupils have summative or end of topic tests, many of which are standardised across the whole year group. Additionally, pupils sit school examinations in Winter and in Summer. Copies of the school examination timetable, indicating changes to break, lunch and end of school times are posted on the school website before the start of the examinations. A School Report is issued twice yearly: there is a short mid-year report and a more detailed report at the end of June.

## Parents' Meetings

Both pupils and parents are invited to consultation meetings, which take place once a year for each year group and provide the opportunity to discuss progress with subject teachers. These meetings take place virtually via Schoolcloud with details being sent out prior to the meeting. Year Teachers monitor the work of pupils and throughout the year and alert parents if any concerns arise. We also arrange Information sessions at the beginning of each academic year to share information with parents. Please contact the school **at any time** to discuss matters relating to pupil progress.

## Homework

Homework is an integral part of the assessment process and it is a very important learning experience for all pupils. It serves a number of purposes:



- to encourage good personal organisation and study habits;
- to reinforce work that has been completed in class;
- to prepare for the next lesson;
- to inform you, as parents, what is being done in class and to encourage your involvement.

A Homework Planner is issued to all pupils at the start of the year. As well as allowing pupils to record homework, the planner includes sections on study skills, tips on personal organisation, homework and revision. The Homework Planner gives pupils the opportunity to record their achievements and involvement in extra-curricular activities. It also encourages them to record and reflect on their examination performances.

With a larger number of subjects, Year 8 pupils will have to learn how to organise and manage their homework; parents can support pupils' learning at home by checking and signing the Homework Planner once a week and encouraging them to:

- check through work for accuracy and presentation;
- take time each week to review work, possibly even setting a few weekly targets for improvement;
- manage and organise books and materials required for lessons the next day.

### **School Policies**

Policy statements are maintained to cover all aspects of school life. These serve to give an indication of practice and procedures and provide guidance for staff and parents. Policies are in line with Department of Education recommendations and requirements and are reviewed regularly. Copies of the school policies can be downloaded from our website ([www.friendschoolisburn.org.uk](http://www.friendschoolisburn.org.uk)).

### **Voluntary Contribution**

Voluntary Grammar schools like Friends' are permitted to ask parents for a Voluntary Contribution to supplement the Department of Education Grant received by the School and to allow us to enhance the provision we make for all of our pupils.

Amongst other things, Voluntary Contributions enable us to:

- sustain a wide variety of extra-curricular activities, including sports;
- maintain and improve facilities that have been provided without the aid of government funding.

The Voluntary Contribution is not compulsory and whether you pay or not is kept in strict confidence. Your support for School is much appreciated and the Voluntary Contribution is more important than ever, particularly as reductions in public expenditure are affecting the ability of schools to provide for pupils as they would wish. For administrative purposes, the termly amounts are shown on the school bill. If you wish to contribute a lesser sum, simply deduct the difference when paying the bill and our staff will make the necessary adjustment to your account.

Voluntary Contributions can be given under the Gift Aid Scheme. This allows School to recover additional funds from HM Revenue and Customs. Agreeing to Gift Aid does not involve you in any additional cost or paper work. We would encourage all parents who have not already done so to tick the Gift Aid agreement box on the Form of Acceptance to allow us to benefit from this possible source of 'free' income from HMRC.

During 2023-2024 the following fees and voluntary contributions will apply:





## School Fees, Charges and Contributions

Capital Fee (compulsory)	£140 per annum
Parental Contribution (voluntary)	£350 per annum (tbc)
Materials Charge	£45 per annum
Locker Fee	£5.00 per annum
Homework Diary	£5.00 per annum

In addition, the School Magazine costs £5 per family and is published in the Autumn Term. Bills are issued just before the start of each term (in late August, December and March) and are payable immediately. Parents may opt to pay by Direct Debit and spread the cost of fees over the 10 months from September to June.

The PTA membership fee is £20 per family per annum; this voluntary sum is collected by School on behalf of the PTA. Funds raised through payment of this fee are used to support key projects and provide resources that benefit all our pupils.

### How to Pay the School Bill

Our preferred methods of payment are:

- Online banking: payments may be directed to School's bank account at AIB, Sort Code: 93-83-35, Account No: 51062088. If using this option, it is essential that you quote your School account number (found on the school bill) each time you make a payment. Bills should be paid in full within two weeks of issue or, with the prior agreement of School, repeat payments may be set up to clear the bill between September and June.
- Direct Debit: Payments may be spread over the 10 months (September – June inclusive) of the school year. If you wish to pay by Direct Debit, please contact the School office or email [fees@friends.lisburn.ni.sch.uk](mailto:fees@friends.lisburn.ni.sch.uk)

Alternatively, parents may present payment and the giro slip from the bottom of the school bill at any AIB Bank, or at their own bank.

### School Facilities

#### Dining Hall

We currently operate a biometric system for lunches. This allows for easy and quick payment for lunches. Hot and cold lunches are served daily during Junior Lunch from 12.25pm – 1.10pm, and pupils who bring packed lunches also eat in the Dining Hall. Pupils can buy snacks and drinks at break and lunch time and a drinks machine is also available. Pupils will receive a booklet in August giving details of the Dining Hall provision and options.

#### Library

Our Library caters for all pupils and is open from 8.45 am to 4.30 pm every day, except Friday, when it closes at 3.30 pm. All Year 8 pupils are introduced to the Library through their English classes. Pupils may borrow up to four books for a period of two weeks. During the first term, we concentrate on establishing good reading habits, and throughout the year we encourage pupils to use the multitude of resources available to them.

#### ICT Facilities

Pupils have access to ICT rooms for personal use during and after school. The opening times of the Computer rooms are displayed in the ICT department. Pupils are asked to refer to our Acceptable Use Policies and guidelines available on our website.



## Music Tuition

Private music tuition is available in School for:

- violin, viola, cello and double bass, guitar (acoustic and electric)
- flute, oboe, clarinet, saxophone and bassoon, traditional fiddle/whistle
- trumpet, cornet, French horn, trombone, baritone and tuba
- piano
- drum kit
- singing, musical theatre
- music theory

Instrumental lessons are arranged through the Head of the Music Department, Mrs N Blakeman. Where more pupils apply for lessons than there are places available, prior attainment is taken into account. Lessons are given during class time, rotating through different periods each week so that pupils do not repeatedly miss the same subject. Pupils may have shared or individual lessons. Parents enter into a private contract with the tutor and fees are paid in advance, directly to the tutor. The cost of a 30-minute individual lesson is between £13.50 - £16.00\*, and pupils with shared lessons split the fee. School provides a number of instruments for hire.

*\*Information correct at the time of printing.*

## Extra-Curricular Activities

We consider participation in clubs and societies an important part of each pupil's social and personal development. Involvement in at least one activity helps pupils make new friends, develop new skills and generally become more self-confident. When pupils reach the stage of applying for courses in Higher Education or for employment, they find it extremely useful to be able to refer to experiences gained through involvement in extra-curricular activities. Pupils have the opportunity to take part in competitions, expeditions, day trips and extended visits away from home; and pupils of all ages represent School in a wide range of sports. The availability and range of extra-curricular activities varies from year to year, depending on staffing. **Additional information on schools teams and practice days will be distributed by the PE Dept in September.**

## Curricular and Extra-Curricular Sporting Activities:

Athletics*	Gymnastics	Show Jumping*	Badminton*
Orienteering	Rugby*	Basketball	Health Related Exercise
Volleyball	Cricket*	Hockey*	Softball
Cross Country*	Netball*	Swimming*	Football
Rounders	Tennis*	Golf*	Handball

\*indicates school sports in which we field teams



### Other Extra-Curricular Activities:

Junior Choir	Debating (Junior)	Well being Club
Drama	Languages Club	Orchestra
Flute Ensemble	String Ensemble	Folk Group
Public Speaking (Junior)	Science Club	Jazz Band
Scripture Union	Robotics Club	Maths Club
Chess club	Art Club	Wind Band
Boys' Choir	Junior Guitar Group	Dance

### Appearance Code 2024 - 2025

Friends' School's Appearance Code is set within the context of the Pastoral Care Policy and the Behaviour Policy and Code and has been established through appropriate consultation. It is expected that all pupils understand and accept the Appearance Code, and therefore all are expected to adhere to the guidelines set down. Any deviation will only be granted in exceptional circumstances, and requests must be submitted by a parent in writing to the Principal. Friends' School appreciates the support and co-operation of parents in upholding our high standards regarding appearance.

### Main items of School uniform may be purchased from:

- **McCalls of Lisburn, Market Street, Lisburn**

<https://www.mccallsoflisburn.com/your-school-uniform/grammar-schools-and-high-schools/friends-school-lisburn>

- **Warnocks, 791-2 Lisburn Road, Belfast**

[https://warnocks.co.uk/your\\_school\\_uniform/grammar\\_and\\_high\\_schools/friends\\_school\\_lisburn/](https://warnocks.co.uk/your_school_uniform/grammar_and_high_schools/friends_school_lisburn/)

Items of PE/Games kit may be purchased **online from the school shop** which can be accessed at any time throughout the year by clicking [here](#).

#### GIRLS' MAIN UNIFORM – Stockist

Regulation green Blazer with School badge  
 Regulation green Skirt (see descriptions below)  
 OR tailored black trousers as approved by our stockists.  
 Regulation School Tie  
 White Blouse (worn with tie)  
 Summer Blouse (worn between 1 April and 31 October)  
 Green Pullover (Years 8 – 14)  
 Green Cardigan (optional for Years 11 – 14)  
 Plain Black Shoes  
 Regulation green knee length Socks (Years 8-10 with Summer uniform)  
 Regulation green Tights (Years 11-14/Years 8-10 with Winter uniform)  
 Regulation red Outdoor School Coat (over blazer)  
 Regulation Scarf

#### GIRLS' GAMES UNIFORM – School Online Shop

Regulation Skort  
 Regulation PE Shirt  
 Green Canterbury track suit bottoms  
 Regulation red School Fleece  
 Green Hockey Socks  
**Additional items to be sourced anywhere:**  
 White Ankle Socks  
 Sports Training Shoes  
 Hockey Stick  
 Shin Guards  
 Mouth Guard  
 White baselayer - for Winter outdoor activities (optional)  
**School Teams:**  
 Black Cycling Shorts – Athletics only (March-May) (optional)  
 AstroTurf Shoes – Hockey only

#### Appearance Code (Girls)

1. Blazers must be worn to and from School and throughout the day. They may be removed in class.
2. The white blouse should be tucked in, the top button fastened, and ties worn neatly to the waist.



3. Coloured or patterned T-shirts should not be worn under blouses.
4. Green regulation tights must be worn with Winter uniform. Girls in KS3 (Years 8 - 10) may wear regulation knee socks with Summer uniform.
5. The skirt for all Year Groups is a green skirt with four inverted pleats which should **completely cover the knee**. All stockists have been advised on appropriate skirt length and girls will be asked to replace skirts that do not meet this requirement.
6. Cardigan. This may be worn by Senior girls (Years 11- 14). This should be worn under the school blazer.
7. Shoes should be flat-heeled and in traditional school style. Canvas, suede, patent or "fashion" shoes are not permitted. Platform soles, wedges, kitten or other types of heels or boots are not permitted. Girls will be asked to replace shoes that do not meet this requirement.
8. The only items of jewellery permitted are: one watch/one plain ring/one pair of small earrings worn in the ear lobes. No other piercings are permitted.
9. Nail polish and make up (other than discreet foundation) are not permitted.
10. Hairstyles should be neat and tidy. Hair should not be conspicuously coloured. Hair accessories should be plain and dark in colour. Pupils will be asked to change hairstyles that are considered to be inappropriate.
11. Only School badges should be worn with the exception of one charity badge.
12. Mouth guard and shin guards are compulsory for contact sports.

#### **BOYS' MAIN UNIFORM - Stockists**

Regulation green Blazer with School badge  
Regulation charcoal grey/black School Trousers  
Regulation School Tie  
White Shirt  
Mid grey Pullover  
Black Shoes  
Black or dark grey Socks  
Regulation red Outdoor School Coat (over blazer)  
Regulation Scarf

#### **BOYS' GAMES UNIFORM - Online Shop**

Regulation Reversible Games Top  
Regulation PE top  
Regulation Navy Shorts  
Green Canterbury Track Suit Bottoms  
Regulation School Fleece  
Red Games Socks  
**Additional items to be sourced anywhere:**  
White Ankle Socks  
Sports Training Shoes  
Mouth Guard  
White or green baselayer - for Winter outdoor activities (optional)  
**School Teams:**  
Astroturf Shoes – Hockey  
Hockey Stick  
Shin Guards  
Rugby/Football Boots

#### **Appearance Code (Boys)**

1. Blazers must be worn to and from School and throughout the day. They may be removed in class.
2. The white shirt should be tucked in, the top button fastened and ties worn neatly to the waist.
3. Coloured or patterned T-shirts should not be worn under shirts.
4. Footwear: shoes should be plain, undecorated, and black leather. Boots are not permitted.
5. Socks should cover the ankle; "invisible" or "no show" socks are not permitted.
6. The only items of jewellery permitted are: one watch/one plain ring/one pair of small earrings worn in the ear lobes. No other piercings are permitted.
7. Hairstyles should be neat and tidy. Hair should not be conspicuously coloured. Pupils will be asked to change hairstyles that are considered to be inappropriate.
8. Boys should be clean shaven.
9. Only School badges should be worn with the exception of one charity badge.
10. Mouth guard and shin guards are compulsory for contact sports.
11. Boys playing rugby are required to have the Regulation Reversible GamesTop. This may also be used for PE so there is no need to purchase both tops in this case. From Year 9, boys not playing rugby can purchase the PE top only.



### **Outdoor Uniform, including for Games and PE (Boys and Girls)**

1. Only the regulation red School Coat is permissible for outdoor wear and should be worn **over** the School blazer).
2. The red School Fleece may be worn when travelling to and from School (worn **under** the School blazer) and between classes. The School Fleece is not an alternative to the School blazer, and should be removed when in class.
3. No hooded top (whether associated with school or not) should be worn going to and from school or when in school uniform. Hooded tops that are worn for particular sports or trips are permissible for wear **only** during those activities and not as part of regulation School uniform.
4. Only the regulation scarf should be worn and must be removed in classrooms.
5. The correct Games kit should be worn in all Games and PE classes. Pupils travelling to away sporting fixtures should wear full School uniform or appropriate sports kit.
6. Please note that the regulation red School coat and regulation red School Fleece are acceptable outer wear with sports kit during Games and when pupils are representing School on teams.
7. All items of uniform should be clearly named.

Pupils are required to wear uniform correctly throughout the School day, when travelling to and from School, and on all occasions when representing School. Pupils will be asked to replace any item of uniform that does not meet the requirements set down in the Appearance Code above. Flexibility will be shown in periods of extreme weather and pupils will be advised accordingly.

***Updated May 2024***

### **Transport**

The Education Authority (EA) oversees an online process for parents applying for home to school transport assistance. Applications for transport assistance to all schools, Primary and Post Primary should now be completed online via the EA website at [www.eani.org.uk/transportapp](http://www.eani.org.uk/transportapp)

We have highlighted our most common routes and the EA have also created the 'Find My Route' app which you should find very useful. The app uses innovative technology to provide parents with an interactive view of bus routes and bus stops relating to their child's journey to school.

Eligibility for transport assistance to mainstream schools is based on the distance from the pupil's home to the school at which they have been offered a place or currently attend. The qualifying distance is three miles for Post Primary and two miles for Primary, measured by the shortest available walking route door to door.

All transport applications **must** be made online through the EA website [www.eani.org.uk/transportapp](http://www.eani.org.uk/transportapp)

It is essential to apply as soon as possible as an offer of transport assistance cannot be guaranteed for September if an application is made late.

### **Morning Departures**

No 26	Dromara	7.35 am	Drop off School
	Edenticullo Road, Hillsborough	7.55 am	
	Ballycrune	8.05 am	
	Legacurry	8.10 am	
No 26h	Temple via Ballymacbrennan,		
	Carr Corner	7.40 am	Drop off Lisburn Bus Centre*
No 26a	Ballynahinch	7.50 am	Drop off School
No 38	Banbridge	7.30 am	Drop off Lisburn Railway Station



	Dromore	7.40 am	
	Hillsborough	8.00 am	
	Dromore	8.10 am	
(I 38)	Ballygowan Road Hillsborough	7.55 am	
No 48	Weir's Corner via Broomhedge	7.40 am	Drop off Lisburn Bus Centre*
No 49	Moirá via Flatfield, Culcavey	7.35 am	Drop off Lisburn Bus Centre*
No 51	Magheralin approximately	7.50 am	Drop off Lisburn Railway Station
	Moirá	7.42 am	
No 52	Aghalee	7.55 am	Drop off Lisburn Railway Station
	Maghaberry	8.10 am	
No 103	Crumlin	7.30 am	Drop off Antrim Rd
	Glenavy	7.35 am	or Lisburn Railway Station
	Filterbeds	7.46 am	
Bus from	Ballymacash Estate	8.30 am	Drop off Lisburn Railway Station
No 105	Dundrod	7.45 am	Drop off Lisburn Railway Station
No 109	Antrim	7.05 am	Drop off Lisburn Bus Centre*
	Crumlin	7.25 am	
	Upper Ballinderry	7.35 am	
	Lower Ballinderry	7.40 am	

\* Pupils can then use the 325a Milltown service at 8.30 am or the Friends'/Wallace High School buses at 8.20 am or 8.35 am

### Afternoon Departures

No 26	Ballycrune, Legacurry	3.40 pm	Pick up front of School
No 26	Dromara	3.40 pm	Pick up in Lisburn Bus Station
		3.50 pm	
		4.15 pm	
No 26 a	Ballynahinch	4.15 pm	Pick up Lisburn Bus Station
No 26h	Temple via Carr Corner, Ballymacbrennan	4.05 pm	Pick up from Lisburn Bus Station
No 38	*Dromore, Banbridge	3.50 pm	Pick up School 3.45 pm and Bus Station 3.55 pm
		4.30 pm	
		4.50 pm	
No 48	Weir's Corner via Broomhedge	4.05 pm	Pick up from Lisburn Bus Centre
No 49	Moirá via Culcavy/Flatfield	4.05 pm	Pick up from Lisburn Bus Centre
No 51	Moirá, Magheralin, Dollingstown	3.40 pm	Pick up front of School
No 52	Aghalee, Maghaberry	4.00 pm	Pick up from Lisburn Bus Station



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No 103	Ballymacash, Filterbeds, Glenavy, Crumlin	3.35 - 3.45 pm	Pick up Antrim Rd
No 105	Dundrod	4.05 pm	Pick up from Lisburn Railway Station
No 109	Antrim via Lower Ballinderry, Upper Ballinderry, Crumlin	4.00 pm	Pick up from Lisburn Bus Centre
	Hillsborough	3.40 pm (Direct)	Pick up School

*All above Information correct at the time of printing*

\*No 38 Agnew's Corner via Lisburn Bus Station will **NOT** be servicing Culcavy or Hillsborough at 3.40 pm



## **Autumn Term 2024**

The Autumn term begins for our new Year 8 pupils with a half day on Tuesday 27 August 2024. Year 8 pupils are invited into School to meet again with their Collect and Year Teacher, their pupil Mentors and the others in their Collect. They will also have the opportunity to familiarise themselves with their surroundings. On Wednesday 28 August they will be in school with other Year Groups and on Thursday 29 August they will experience their first subject classes. Induction activities will continue during the first month of the Autumn term. Pupils have an 'Away Day' together in September and we organise a series of personal development activities which will allow them to settle into friendship groups and get to know staff.

**Autumn Term: Thursday 22 August — Friday 20 December\***  
Autumn Half Term: Monday 28 October — Friday 1 November

**Spring Term: Monday 6 January — Friday 11 April**  
Spring Half Term: Monday 10 February — Friday 14 February

**Summer Term: Monday 28 April — Monday 30 June**  
Summer Bank Holiday: Monday 5 May

\* 22 August will be a school day for Year 13 only

### **Staff Development Days (to be confirmed)**

Friday	18 October 2024
Monday	3 February 2025
Monday	17 March 2025
Wednesday	9 April 2025
Monday	30 June 2025

### **Speech Day**

Friday 6 September 2024

### **Open Morning**

Saturday 11 January 2025

### **Parental Support**

We appreciate your support as parents and you can provide valuable help in the following areas.

#### **Study at Home**

- by helping to organise books and materials for each day
- by providing a quiet place to study, without distractions
- by taking an interest in the presentation of homework

#### **Attendance and Punctuality**

- by encouraging attendance
- by contacting School early in the event of sustained absence
- by ensuring that your son/daughter is in School, ready to begin the school day, by 8:45 am
- by following procedures concerning return to School





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### **Participation**

- by encouraging involvement in extra-curricular activities, either after School, lunchtime or on Saturday

### **Sense of responsibility**

- by supporting School in matters of appearance and behaviour

### **Contact with Teachers**

- by taking advantage of Parents' Meetings to discuss progress with subject teachers
- by consulting Collect Teachers or Year Teachers on matters of concern

As pupils enter Year 8 we take the opportunity to stress the importance of the partnership between School, the pupil and his or her parents. The ethos of Friends' School is based on a firm sense of community. We look forward to developing strong links and effective communication between School and home and working together with you in the academic and personal interests of your son or daughter.

We hope that your child will settle smoothly into school life here at Friends' and trust that our programme of induction activities will ease the transition from primary school.



## Friends' School, Lisburn

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