

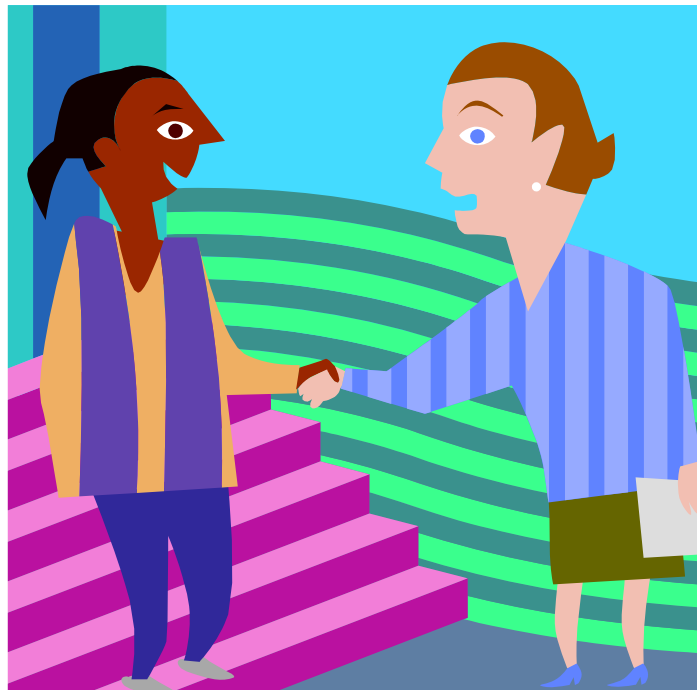
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You are very welcome to ST. Genevieve's High School





Our School Uniform

We wear our school uniform with pride. The school crest and motto are on your jumper, blazer and fleece. The school motto is '*Ut sint Unum*' - '*May we be one*': this reflects the strong sense of community and belonging in our school. Your uniform identifies you as a St. Genevieve's student and an ambassador for our school. Never forget this, especially on your way to and from school. Your uniform should always be clean and neat and name labels should be on all parts of it.

Your uniform consists of:

- A long-sleeved white blouse
- A royal blue V-neck jumper with the school crest on it
- A royal blue tie
- A tartan skirt
- Navy tights
- School blazer (royal blue complete with school badge)
- School fleece (royal blue complete with school badge)
- Black shoes
- Your school house badge

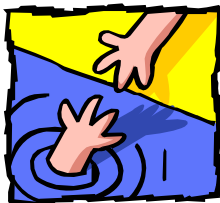
If, for any reason, you are unable to wear any part of your full and proper uniform, you must bring a note from your parent / guardian to your Head of Year upon arrival at school.

You are expected to wear your full uniform at all times. This includes your journey to and from school.

How we behave towards others in St. Genevieve's

You should always treat other people (students, teachers and all other staff) as you would like to be treated yourself. St. Genevieve's is a pupil-centred school and that means that the pupils are the most important part of it.

We expect our students to be polite, well-mannered and considerate at all times to all people!



Treat others with:

Courtesy
Respect
Care
Love

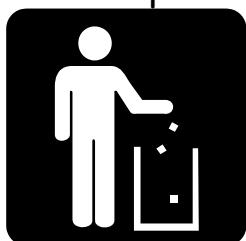


- Smile and say 'Good Morning' or 'Good Afternoon' when you meet staff on the corridor or if another teacher comes into your classroom.
- The language you use and the tone you use to speak to others is very important. It will colour their opinion of you.
- Remember that it is good manners to look at people when you are talking to them and when they are talking to you.
- Always tell the truth - think about how you feel if you discover that someone has lied to you. You feel hurt and let down, don't you? So, don't make your friends, family and teachers feel that way.

How we treat our school:

Obviously, all parts of our school must be treated with respect and care!

- Writing on any surface (wall, desk, floor) is not permitted.
- Vandalism of any kind will result in a student being suspended from school!
- Throwing rubbish on corridors, or stuffing it behind radiators or cupboards is totally unacceptable. No one in this school is paid to pick up rubbish after you!



- St. Genevieve's is a non-smoking building and smoking is not permitted in any part of the school grounds either.
- Finally, St. Genevieve's is a chewing gum free zone!



Fire alarms / Emergency Exits



These are found throughout the school. Students are never permitted to exit through an Emergency Exit door unless the Fire Alarm sounds. Under no circumstances should you tamper with a fire extinguisher. Any student who activates the Fire Alarm system will automatically be suspended from school. This is an extremely serious offence.



The School Day

The School Day for Year 8 Students

8.50 - 9.10am	AM Registration
9.10am - 10.10am	Period 1 class
10.10am - 11.10am	Period 2 class
11.10am - 11.25am	Break in CLOISTERS
11.25am - 12.25pm	Period 3 class
12.25pm - 1.10pm	Period 4(a) class
1.10pm - 1.45pm	Lunch in CLOISTERS / HALL
1.45pm - 2.05pm	Period 4(b) class
2.05pm - 3.05pm	Period 5 class
3.05pm - 3.15pm	PM Registration

Procedures for and Information about the School Day



If you arrive at school before 8.50am, then you must wait at the pupil entrance (until 8.40am) or in the dining area (until 8.50am).

8.50am - 9.10am: Registration

What is this time for and why is it important you are there?

1. Your form teacher will say a prayer with your class or you or one of your classmates might lead your class in a prayer to begin the day.
2. Your form teacher will take the register during this time and mark you present. If you are not in front of your form teacher, she will not be able to mark you present. If

- you are absent, your parent should ring the school on the first morning of your absence, explaining why you are not in school. You should bring an absence note written and signed by your parent / guardian on your return to school and give it to your form teacher. Write your name and class and the date(s) you were absent on the front of it.
3. Your form teacher will inform you of any notices for the day or any changes in routine.
 4. Your form teacher will look at the Day Book and Homework Diary for the class and check that you have completed your homework.
 5. You will have the opportunity to talk to your form teacher if anything is worrying you.



Punctuality

If, for any reason, you are late (that is, if you arrive at school or your classroom after the 9.00am bell, do not go directly to your form class. Instead, go to the Referral Room, where you will be given a late ticket. You should then go directly to your form class or period 1 class.

If you have a genuine reason for your late arrival at school, then you should bring a signed note from your parent / guardian. However, if this is not the case, you will be expected to attend a late detention the following day.

It is important that you are on time for school. You may miss important information given out at registration or even some of your first lesson if you are late. In addition, it is important to develop the good habit of being punctual. This shows you are reliable and, in the future, employers will be looking for dependable and punctual employees.

Your Timetable

You have a formal timetable of subjects in St. Genevieve's. It runs on alternate weeks - **Week A and then Week B**. You should know what week it is - see your homework diary - and each night ensure that you have the correct books and equipment required for each subject the next day.

Changing Class and In Class

- On the corridors, you should walk in single file on the left hand side of the corridor. Remember there are 1000 pupils in this school and change of class is a very busy time.
- When you arrive at your class, you should line up outside the teacher's room in single file. You should not enter any classroom in the school until the class teacher invites you to do so.
- When you enter the room, make your way to your seat, get out your books, homework diary and / or equipment for that subject and then place your bag on the floor underneath the desk.
- If you wish to speak to the teacher, put up your hand and wait until the teacher speaks to you.
- You should never leave your seat without permission from your teacher.

Break time and Lunchtime


- Year 8 will have their break and lunch in the restaurant on the same side of the school as the oratory and the Music rooms. This restaurant is called **Cloisters**.
- Rubbish or plates should not be left on the floor or on tables / chairs. No one is paid to pick up rubbish after students in St. Genevieve's.

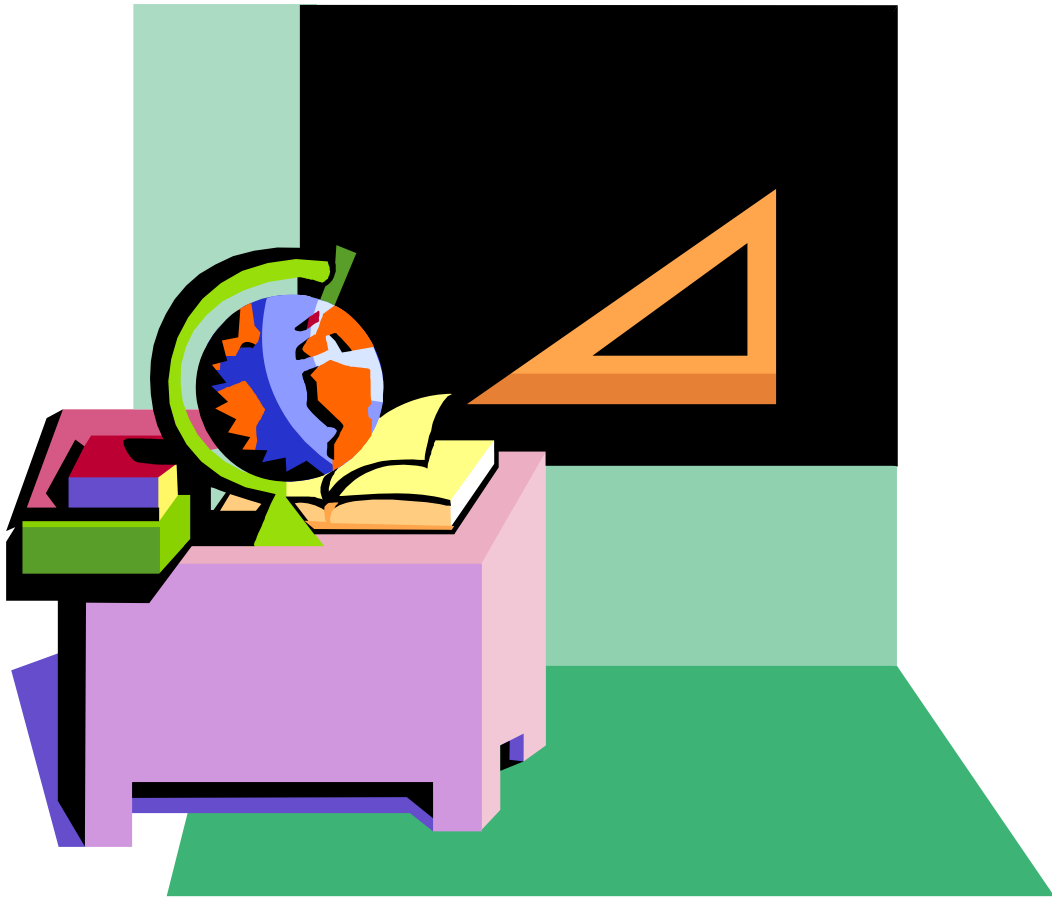
- Trays must be used to carry hot food.
- Students must do as they are told by the teacher on break duty / lunch duty and the lunchtime supervisors.
- Students may be allowed out into the school grounds after eating at lunchtime but this is not permitted at break.

***Leaving the school at any time without permission is strictly forbidden.**

3.05pm - 3.15pm: Registration

What is this time for and why is it important you are there?

1. Your form teacher will say a prayer with your class or you or one of your classmates might lead your class in a prayer to end the day.
2. Your form teacher will take the register during this time and mark you present. If you are not in front of your form teacher, she will not be able to mark you present.
3. Your form teacher will look at the Day Book and Homework Diary for the class and remind you of what homework is to be completed and speak to any student whose name appears in the Day Book.
4. You will have the opportunity to talk to your form teacher about any issues that may have come up during your school day.
5. If you get the school bus home,  you are permitted to miss afternoon registration. However, if you are not getting on the bus, you must be in registration. *Your parents are not permitted to collect you at 3.05pm, even if you normally get the bus.*



**What you
will need...**



Your school bag

You will be studying lots of subjects in St. Genevieve's and you will need a strong schoolbag to carry and protect your books. Badges should not be attached to the school bag, and under no circumstances, may you write on your schoolbag.



Your Pencil Case



Basically, your pencil case should contain:

- At least 2 black pens and 2 blue pens to write with
- A red pen for underlining titles
- At least 2 pencils
- A rubber
- A sharpener
- A ruler

In addition, it might also be helpful to have a **pritt stick** or **glue** of some sort. Tippex is not permitted in the school. You will require extra equipment for some other subjects (see below).



English: It would be very helpful to you if you had a **DICTIONARY** at home.

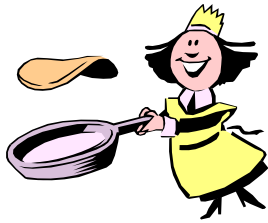




Geography: Colouring pencils are often required



during lessons and for homework.



Home Economics: You may need to bring in cookery money (the H.E. Dept. will let you know when and how much) and a container to carry your cooked food home in.

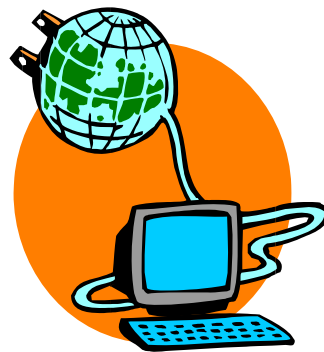


Mathematics: You must have the following equipment for work in class and at home:

- A **calculator** - you will find maths much easier if you bring your calculator to all maths lessons. Always keep it in your schoolbag!
- A **protractor**
- A **pair of compasses**
- A **ruler** (preferably a 30cm clear plastic ruler)

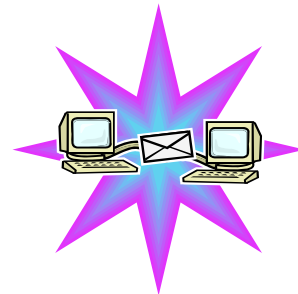


Learning New Subjects



You have been well used to having lessons in Maths and English. In St. Genevieve's, however, you will study lots of new subjects. You may not even have heard of some of these before!

- Do you know what H.E. stands for and what kind of things will you learn in this class?
- What about Citizenship and I.C.T.?



- What does S.E. stand for and who will teach it?
- You did P.E. in your primary school, but with the fabulous sports facilities, both indoor and outdoor, in St. Genevieve's, you will be amazed at the range of sports



available to participate in.

These subject names have become jumbled up. Unscramble the letters and write out what each subject should be and then match them to the correct picture on the next page:

CHERFN _____

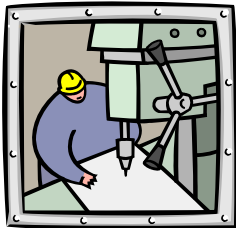
CCISEEN _____

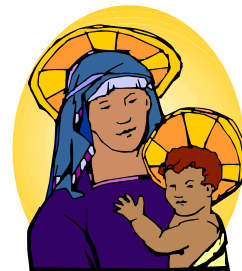
LNGOOEYHCT _____

IORNLIE _____

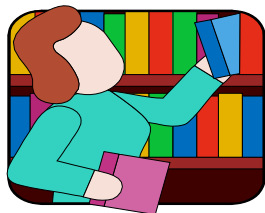








Here you can see the other subjects you will be studying:



English



Maths



Irish



History



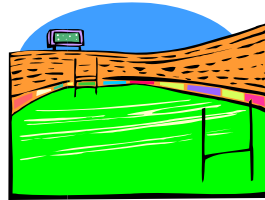
Geography



Music



Drama



P.E.



I.C.T.



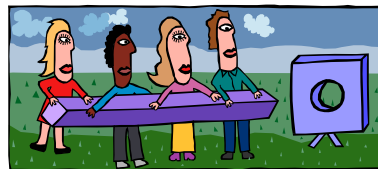
Home Economics



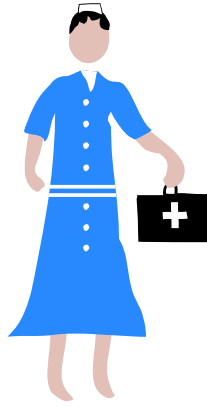
Art



Citizenship

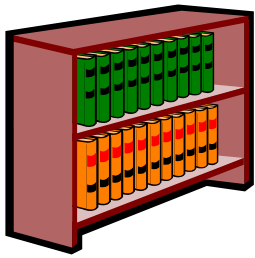
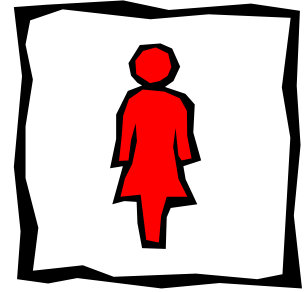


Social Education



Places

you will



need to

know



PLACES YOU WILL NEED TO BE FAMILIAR WITH:



The Pupil entrance: this is the way you come into and leave the school building.

Your Form Room: where your teacher will take registration.

Miss Davison's Room: Languages 4

If you need to see your Head of House about anything.

Foyer: this is the same as the front hall and takes in the reception area. Students are not permitted to hang around the foyer at any time. Remember that this is the place where visitors enter our school and they will form opinions about it from the students they see and their behaviour!



There is a public 'phone in the Foyer. Year 8 students are only permitted to use that telephone if they have permission from Miss Davison. This will only be granted if the telephone call is absolutely necessary.

CLOISTERS: where you will have your break and lunch. When you come to the foyer, go past the Oratory and straight ahead to the dining area. *This is the only place (and the assembly hall for those having lunches) where Year 8 students are allowed to eat and drink.* Eating and drinking are strictly forbidden in classrooms, on the corridors and in the Foyer. You will be able to collect your

dinner card here at break time if you are entitled to a free school meal.



Students are not permitted to be in any other places in the school building at break or lunch, as these are unsupervised areas and as such, a health and safety risk is posed. School bags are to be left in classrooms during lunchtime. Your teacher will lock her classroom door so that your belongings are safe.

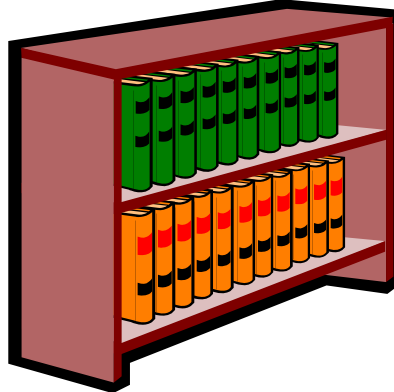


The Referral Room:

This is the place you go to

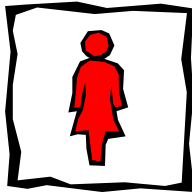
- if you have a letter / appointment card to leave school early. You should place your letter / card in the box labelled 'Permission to Leave School Early' in the Referral Room and then return to collect it at breaktime, or if necessary before that.
- register if you are late. The Pupil Welfare Auxiliary will take a note of your name and class and give you a late ticket. When you arrive at your class, you should give this to your teacher.
- if you are not feeling well. The Pupil Welfare Auxiliary may allow you to sit there until you feel a bit better, or if she thinks it is necessary, she will contact your parents / guardian to come and collect you.

- if you find something belonging to someone else or indeed, if you have lost something.
- if your class is not where they are supposed to be.

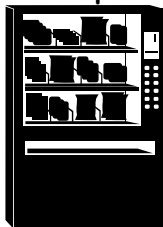


The Library:

this is at the end of the English corridor. Your English teacher will take you there as a class and the librarian, Mrs. Mc Conville will explain to you how to use the library. The library is open after school for you to research, homework or just pick a book to read!



Toilets: You should use the toilets at break and lunch time, but in a special case, you may seek permission to leave your class from your teacher. Toilets are located almost in every department and, in special cases, a teacher may have a key to allow students to use these during class time. Normally, however, the toilets near the Referral Room or at the junction of the English Department stairs and the Science department are open at break and lunch.



Vending machines are located in the dining room and in the Viewing Gallery. However, students are only permitted to use these machines before school commences, at break and lunch. **This area is strictly out of bounds at all other times of the day.**



Who cares for you?





Who cares for you?

Your Form Teacher:

This is the person you will meet most! You will see her at least twice every day and in some cases, she might also be your religion teacher. If you have a problem or worry, your form teacher will try to help you or find another teacher who can. Fill in the information below about your form teacher:

My Form Teacher's Name: _____

My Form Room: _____

What my Form Teacher teaches: _____

How my Form Teacher can help me:

Your Head of Year:

Your Head of Year is called Miss Davison. She is responsible for all Year 8 students. She has very high standards, as all St. Genevieve's teachers do, with regard to your behaviour and your work. She will be trying to make sure that you keep those high standards and might be a little bit cross if you do not!

If there is a problem, she is the person you need to see and she is the person your parents / guardians should get in touch with if they need to contact the school. If there is an issue in school, then Miss Davison will inform your parents and enlist their support.

Your Key Stage Co-ordinator:

Your Key Stage Co-ordinator is called Mr. Drain. You are in Key Stage 3, as are the year 9 and Year 10 students. Mr. Drain oversees what happens in Years 8, 9 and 10 in St. Genevieve's.

Mrs. Doris (Senior Teacher Pastoral):

Mrs. Doris is the school's designated Child Protection Officer. She is the Senior Teacher in the school with regard to pastoral care - in other words, she is responsible, for making sure that our pupils are always at the heart of everything we do and that you are well cared for! Our students make our school and you are very important to us. If you have a serious worry, concern or problem, Miss Davison will let Mrs. Doris know and they will try to sort it out.

Your Class Prefect

This will be a 6th Former who will visit your class and get to know you. She will help your form teacher out and help the class do things together.

There are other key people in the school, of course. Can you name them and write about the jobs they do?

The Principal

Name: _____

Responsibilities:



The Vice-Principals

Name: _____

Responsibilities:

Name: _____

Responsibilities:



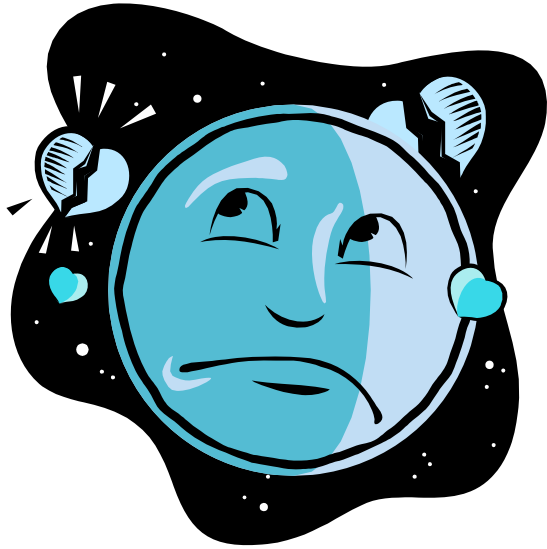
Other Senior Teachers

Name: _____

Responsibilities:

Name: _____

Responsibilities:



Worried?
Have a
problem?



WORRIED? HAVE A PROBLEM?

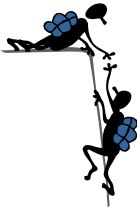
Don't worry! St. Genevieve's is a busy place used by lots of people. There is to be bound the occasional accident, incident or mishap! Nearly everything can be sorted out very easily if you know what to do and who to speak to!



What's wrong? Look at these problems and then add a few more! How might you resolve them?

1. I've forgotten my dinner money / lost my bus fare.
2. I need to tell my mum I will be late home.
3. I've cut my finger.
4. I feel sick.
5. I've taken my period.

6. _____
7. _____
8. _____
9. _____
10. _____



WHO can help? WHERE do I go to?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

HOME STUDY





HOMWORK

You will get more homework at St. Genevieve's than you did in your primary school. Doing your homework well depends upon organising your time properly. Stay on top of your schoolwork - and you will also have time to do all the things you like.

Why?

Why do teachers set homework?

Teachers set homework for students to reinforce the learning that has taken place in the classroom.

Why is it important that you do your homework?

It is important that you do your homework as:

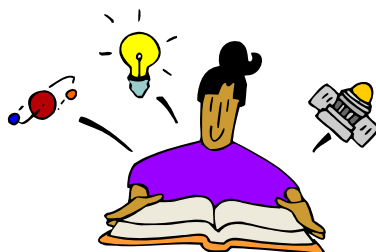
- it gives you the opportunity to practise what your teacher has taught you and to put the skills you have learned into action
- it helps to develop your understanding of what you have learned
- it will also highlight for you and your teacher any difficulties that you might have in understanding what you have been taught
- it provides the teacher with an idea of how you are progressing in that subject

It is especially important that you catch up on the homework set by teachers if you have been absent, as you will find out what work was covered in class and then have the opportunity to speak to the teacher about it if you do not understand it.

When?

When should you do your homework?

Always do your homework on the day / night it has been set. Then you will remember exactly what to do as the teacher's instructions will be clear in your memory and this gives you plenty of time then to approach the teacher if you have any difficulties with the work set.



HOMEWORK HINT:

It is a good idea to take a break when you come in from school - have a snack and a drink and relax for a little while. Then when your batteries are recharged, you should start your work. If the work is taking a long time, take regular breaks and drink plenty of water!

Where?

Where should you do your homework?

If possible, it is helpful to do your homework at a table or desk where you can spread out the books and resources you need. This might be in your bedroom, a study or at the kitchen or dining room table. Sitting upright in a chair at a table or desk is much better for your back too!

Some students need complete silence to do their work, others like to play music in the background or listen to their MP3. You will discover as you go along how you learn and work best.

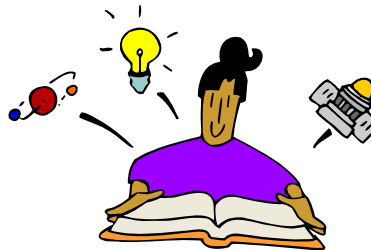


HOMWORK HINT:

It is a good idea, however, not to watch television or to try and do your homework alongside other things, as your concentration will be divided and your schoolwork will definitely not get the attention it deserves.

How?

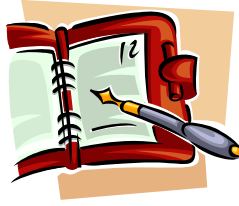
Your teachers put a lot of effort into preparing lessons for you. You should put 100% effort into your homework. It does not have to be perfect, but to the teacher it should be clear that this is your best effort.



PRESENTATION HINTS:

Your homework should always be titled and dated and written in black or blue pen. Your title should be underlined in red and your handwriting should be as neat and tidy as possible. Try to check spellings if you are not sure of them before you write your work down. **Year 8 are required to have their parents sign completed homeworks.**





The Homework Diary

This should always be on your desk, open and ready to record your homework in. You should write the homework for each subject down clearly. If you do not understand the teacher's instructions, then ask! Your homework diary will remind you of the work you have to do for each subject and when it is due.



STUDY AT HOME

In addition to doing your homework, it is important that you go over the work that your teacher has taught you in class that night. You should automatically build this into your plan for the evening. You need to learn what your teacher has taught you!

HINT: Many students think that you only study when you are doing exams. The students who will get the best results, however, are those who are revising their learning regularly throughout the year. So spend time learning your work and making sure you understand it - well before any examinations you will have to do!

Using your homework diary is a great start but how will you deal with all the different temptations that come up - like watching T.V., playing with your friends and so on? Well, you need to organise them too!

The time sheet below will give you an idea of the activities you need to fit in after school, including your homework! Fill it in now!

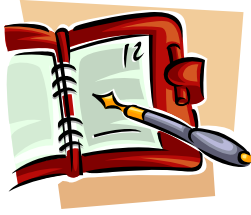


TIME SHEET

4.00pm	Get home. Snack and drink. Some T.V. to relax
4.30-5.00	
5.00-5.30	
5.30-6.00	
6.00-6.30	
6.30-7.00	
7.00-7.30	
7.30-8.00	
8.00-8.30	
8.30-9.00	
9.00-9.30	



Other Information



Class Registers

The register is the document on which the teacher marks you present. The register is a legal document and its records are very important. **Only teachers are permitted to use and mark the register.**



The Day Book

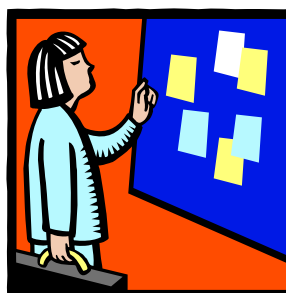
This book has a separate page for each school day and records absences and late arrivals within your class. Each of your class teachers will write a comment about your class and list students who do not have their books in, homework completed or whose behaviour is inappropriate. Your form teacher and Head of Year will examine this book very closely! The Day Book is carried from class to class by the Class Captain and left opened upon the teacher's desk upon arrival at class. The Day Book is never to be passed or read among students. It is only for staff use.

The House System

Each year group (8-12) is known as a House in St. Genevieve's. It's a bit like the Houses in the Harry Potter stories. The Houses are named after female saints. For your time in St. Genevieve's, your House is: **St. Brigid's.**

During the year, you will have opportunity to find out a little bit more about St. Brigid and to try to be like her.

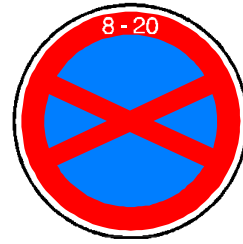
The Houses in Key Stage 3 will be in direct competition with each other through a House Marks System, as will the classes in Year 8. You, as an individual, and your class will have the opportunity to earn marks. Those students and classes with the highest marks will be rewarded at House Assemblies. There are House System Noticeboards on the way to the restaurants where this information is displayed.



Class Captain

This is a role of responsibility within your class. The Class Captain:

- may collect the register from or return it to the Referral Room
- carries the Day Book and House System Mark Sheet from class to class and asks teachers politely to fill them in
- is responsible for reporting to reception if a teacher does not arrive to class after five minutes or so
- must always give a good example to class members
- may collect homeworks at a teacher's request.



Items not permitted in St. Genevieve's:

Jewellery - only 1 ring, a watch and stud or sleeper earrings are permitted. If you wear other jewellery to school, this will be confiscated, a letter will be sent home and the jewellery will only be returned to you when the letter is returned from your parents with a guarantee that the item(s) will not be worn in school again.



Mobile 'phones - students are not permitted to use mobile 'phones in school. You may carry it in your bag for use, if need be, on your way to and from school, but it should not be switched on during the school day at any time. Mobile 'phones in use will be confiscated and will have to be collected by your parents. If you need to contact your parent urgently, see Miss Davison or go to the Referral Room. If your parent needs to contact you, they should ring the school on 90925670. Remember this is a telephone in every classroom and it is easy to get a message to someone.



MP3 Players - these are not permitted in school at any time. They are considered a health and safety hazard on corridors and are an obvious distraction to classroom learning. Mp3 players will be confiscated and will have to be collected by your parents.



MY KEY STAGE 3 AGREEMENT

Name of student: _____

Class: _____

Address:

_____ 'Phone No.: _____

Date of Birth: _____

I agree to:

- attend regularly and punctually
- come to school, prepared for my lessons with the correct books and equipment
- work hard in class and at home
- behave in a way which shows I accept the school rules
- always treat others with respect and consideration
- dress in full and proper school uniform

Student signature: _____

Date: _____

EVALUATION

Answer the following questions honestly by ticking the appropriate box. Don't worry if you tick No or Unsure. Ask your Form teacher to explain things to you again. It will take a while before everything falls into place.

1. Do you know exactly what your uniform consists of?

Yes No Unsure

2. Are you clear about how you should treat others?

Yes No Unsure

3. Are you clear about how you should treat your school?

Yes No Unsure

4. Are you familiar with the organisation of the school day?

Yes No Unsure

5. Are you familiar with what equipment you will require to study your subjects in St. Genevieve's?

Yes No Unsure

6. Are you aware of the places you will be going to on a daily basis?

Yes No Unsure

7. Do you know the names of those people who have a particular responsibility for Year 8?

Yes No Unsure

8. If you are worried, or have a problem, do you know who to speak to or where to go?

Yes No Unsure

9. Are you aware of the importance of Home Study?

Yes No Unsure

10. Are you aware that certain items are not permitted in St. Genevieve's?

Yes No Unsure

11. Can you name these items?

Yes No Unsure