



*Welcome to
Laurelhill
Community College*

Year 8 Pupil Information Booklet

Dear Parent/Carer

We hope your child enjoyed the Freshers' BBQ and met a few people from their Form Class. This will hopefully make beginning Year 8 slightly less daunting.

First day for Year 8 pupils in Laurelhill Community College will be Thursday 29th August from 9.00am – 12noon.

Second day for Year 8 pupils is Friday 30th August 9.00am – 12noon. These two days are for Year 8 pupils only.

- Pupils should wear full school uniform, please see list, and bring a bag containing a snack, drink and a pencil case.
- There will be no Canteen or buses on these days.
- During Thursday 29th August and Friday 30th August your child will be completing computer testing and should bring headphones compatible with PCs (wireless/Bluetooth headphones will not be acceptable).
- Our Canteen uses a Fingerprint system. If you do not wish your child to be fingerprinted, please send a note stating this to their Form Tutor and they will be given a code instead.

Parents are asked to attend an information morning on Friday 30th August 11.00am – 12noon when they can meet key staff and become familiar with our school routines and procedures.

All year groups will return to school on Monday 2nd September which is a full school day from 9.00am – 3.00pm. Canteen and buses will be available. Please note Year 8 students will be permitted to leave school at 2.55pm for this first week.

If any problems arise during this induction period or subsequently in the school year please contact the Form Tutor who is directly responsible for your child's welfare. Problems requiring further attention will be directed, by the Form Tutor, to Mrs Rea (Head of Yr8 Girls), Mrs Scott (Head of Yr8 Boys), Mrs Beckett (Senior Teacher, Pastoral) or Mr Dane (Deputy Principal responsible for Pastoral Care throughout the College).

If you require any further information, please visit our college website www.laurelhillcollege.org

We hope your child will enjoy a happy and successful time at Laurelhill Community College.

Mrs Rea & Mrs Scott (Heads of Year 8)

A few dates for your diary ...

- **Thursday 29th August** – First day for Year 8 pupils 9.00am – 12noon
- **Friday 30th August** – Second day for Year 8 pupils 9.00am – 12noon
- **Friday 30th August** – Year 8 Parents' Information Morning 11.00am – 12noon
- **Thursday 19th/Friday 20th September** – Lisburn Scouts, Woodland Year 8 Woodland Adventure. £20 per child (includes transport and lunch). You should receive a consent form to fill in, later in September. More information to follow.
- **Friday 7th October** – School Photographer, more information to follow

Some payments which will be required throughout the school year:

- **School Fund** £30 per pupil.
- **Art Pack** (£4 for Folder, Brush, Book) will equip your child through KS3
- **HE** costs for Practical Classes £20 for the year
- **Extra Curricular Activities** £35

Laurelhill Community College use 'Teachers2Parents' texting system and 'School Money' payment app, we try to operate a 'cashless' system. Any money due will be requested via text when the payment is required.

Information on how to download these Apps can be found on our website in the section 'For Parents'.

Breakfast Club – 8.15am – 8.55am

Monday – Friday

Youth Centre

Cost - £1 per day payable on the School Money App

Speak to your Form Tutor for more information.

After School Club – 3.00pm – 4.00pm

Monday – Thursday

CS1

A quiet place to revise or complete homework.

Speak to your Form Tutor for more information

Dear Pupil

I am delighted you will be starting school in Laurelhill Community College in August and I look forward to meeting with you again then.

When you start in Laurelhill, remember there are lots of people who are here to help and support you. Do not worry about getting lost in the building or following a school timetable. Your form teacher will help you and there will be older pupils who will guide you around the school.

I would like Laurelhill to be a place where you feel safe, make friends and enjoy all aspects of your education. I would encourage you to join extra curricular clubs as that is a great way to make friends. I would also encourage you to try your best in everything you do. Don't be afraid to make mistakes or ask for help, we are here for you! Please take every opportunity that school presents you with, so when you leave here, you are leaving as the best version of yourself.

Have a lovely summer break.

Nicola Stevenson
Principal



TO YOU AS A NEW PUPIL

Laurelhill offers you all the opportunities provided by any other school/college not just in Lisburn but in Northern Ireland as a whole.

The past has gone. It's up to you to grasp a new future. Be proud of this College and may this College be proud of you. A college is only as good as you try to make it.

FIRST IMPRESSIONS

Now you can read accounts of some pupil's experiences when they first arrived at Laurelhill.

During the annual open evening at Laurelhill Community College, I knew instantly that Laurelhill was the right school for me. On my first day, I was a bundle of nerves, feeling a mix of excitement and fear. All my worries were soon resolved thanks to the schools caring and supportive environment. One thing that really stood out to me was the wide range of extracurricular activities available. Whether it meant taking part in a sports team or learning a musical instrument, Laurelhill had a place for everyone to succeed and thrive. Laurelhill's sense of community and belonging is what sets it apart. It's a place where you can make lifelong friends, create lasting memories, and grow academically and personally. The support and encouragement from both teachers and fellow students are what makes it a truly special place.

Cameron Douglas



September 1st 2017, my first day at Laurelhill I had so many emotions running through my head, scared, excited, nervous! As I walked through the front doors in my smart new uniform I was greeted and directed by friendly staff. As I was directed to the assembly hall alongside my new peers I felt anxious and overwhelmed, however, as we began team building activities, settling in, my nerves faded. As the day progressed we were shown around the college, 'wow, well this is a bit bigger than primary school!' As my weeks progressed at Laurelhill I became a lot more comfortable and confident in what I once thought would be an intimidating environment. With the help and support of my form tutor, head of year and senior prefects, I settled into Laurelhill with ease, taking advantage of all college has to offer from trips away to after school activities such as choir. I have thoroughly enjoyed my past seven years at Laurelhill. Remember to be yourself!

Hannah Fulton

MY FIRST DAY AT LAURELHILL

What should I bring?

Firstly bring yourself - make sure you arrive on time!

Always bring a schoolbag to carry your belongings and a pencil case which should include:

Pens
Pencils
Rubber
Ruler
Glue Stick
Colouring Pencils
Highlighters
Sharpener
Protractor

Plastic Document Wallets (4) are always useful

Scientific Calculator (not needed until Yr9)
Dictionary/Thesaurus App (downloaded onto phone)
Headphones (only required for online testing)

Please remember - all your books, bags, clothing PE Kit must be clearly marked.

NEVER BRING VALUABLE OR BREAKABLE ITEMS TO COLLEGE

Unlike primary school you will be moving from room to room after each period so you must learn to look after your own property carefully and not leave belongings in the wrong place. Do not bring any valuable items or personal possessions.

What will I be given on my first day?

A Bus Pass (if your parents have applied for it)
Your personal timetable
A Homework Planner

A NORMAL DAY AT LAURELHILL

8.55am	Arrival at College
9.00am	Registration/Assembly (every Monday)
9.15am	First Period
9.45am	Second Period
10.15am	BREAK
10.30am	Third Period
11.00am	Fourth Period
11.30am	Fifth Period
12noon	Sixth Period (Yr8 Lunch)
12.30pm	Seventh Period (Yr11/12/13/14 Lunch)
1.00pm	Eighth Period (Yr9/10 Lunch)
1.30pm	Ninth Period
2.00pm	Tenth Period
2.30pm	Eleventh Period
3.00pm	COLLEGE ENDS

As you can see each period lasts for 30 minutes. On some occasions you may even have a triple period for one subject but usually your day will consist of double and single periods.

Emergency Bell - In the event of an Emergency pupils and staff will evacuate the building when a continuous bell is heard and everyone will be directed to the upper playground.

MY TIMETABLE

In primary school you probably spent the bulk of the day with one teacher and in one or two rooms. You will soon notice that at Laurelhill things are different.

Your timetable will show you the subjects you will be studying at a particular time and the teacher you will have for each subject. Not only that, but you will also see from your timetable the rooms where you can find each of your teachers.

BLANK TIMETABLE

You will receive your timetable on your first day in college. Once you get home you can copy your subjects onto the spare one below and put it onto your fridge at home. This way parents can support you to ensure you have the correct equipment with you each day.

[illegible]

Here is last year's extra curricular timetable – please see your form class noticeboard in September for the new timetable for 2024/2025



Main programme of activities for the year. Some smaller clubs may run for a term at time throughout the year at lunchtime, these will be announced in assembly.

Extra-Curricular 2023/24

Monday	Tuesday	Wednesday	Thursday	Friday
Lunchtime Clubs				
YEAR 8 LUNCH CLUB - C2			YEAR 8 CHOIR (Pd7) - E2	YEAR 8 LUNCH CLUB - E2
			JUNIOR CHOIR (Pd 8 - Yr 9&10) - E4	
After School Clubs				
BASKETBALL PE Dept	NETBALL PE Dept	FOOTBALL PE Dept	GIRLS FOOTBALL PE Dept	
HOCKEY PE Dept	CADETS 3.20PM-5PM	COLLEGE BAND E4 - Music Dept	RUNNING CLUB PE Dept	
SCHOOL PRODUCTION 'Annie' - Direction E1 - Drama Dept	SCHOOL PRODUCTION 'Annie' - Dance/Direction E1 - Drama Dept	SCHOOL PRODUCTION 'Annie' - Direction E1 - Drama Dept	SCHOOL PRODUCTION 'Annie' - Singing E3 - Music Dept	
LEGO CLUB Mrs Lennon - B7	SENIOR CHOIR E3 - Music Dept	ART CLUB (YR 8-10) Art Dept	ROCK BAND E3 - Music Dept	
ECO CLUB Dr Breen - A7	COOKERY CLUB HE Dept	PROGRAMMING CLUB C4 - ICT Dept	Scripture Union B1 - RE Dept	
	CHESS CLUB Mr Newnham - B6		ART CLUB (YR 11-14) Art Dept	
			BADMINTON - PE Dept	

MY FORM TUTOR AND HEAD OF YEAR

The most important person who you will get to know is your FORM TUTOR. They are responsible for your welfare and progress and he/she will be the first person you will meet each morning during Registration time at 9.00am.

Your tutor will monitor your attendance, punctuality, uniform, behaviour and homework.

Your Form Tutor is the main link between your home and college.

If you or your parents have any problems regarding college, your Form Tutor is the first person to approach. They will be able to guide you to relevant staff if needed.

Year 8 Form Tutors

8R	Miss McCullough
8O	Mrs Cuthbertson (Mon, Wed, Thur, Fri)
	Miss Gowdy (Tue)
8Y	Mr Reuss
8G	Mr Proctor
8B	Mrs Gray
8I	Miss McKee
8V1	Miss Moorhead
8V2	Mr Sykes

HEAD OF YEAR

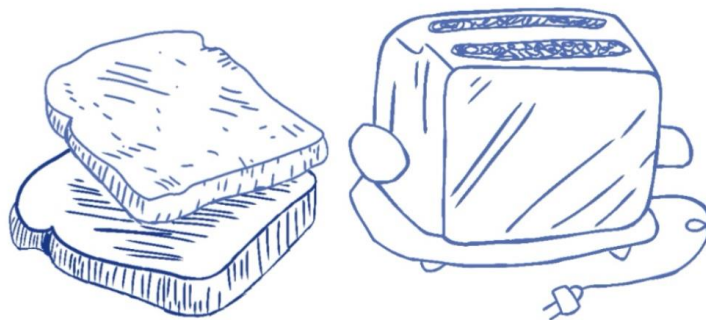
Two other important people that you will get to know are your Heads of Year. If your Form Tutor is absent then your Head of Year is the next person you should speak to if you have a problem or concern in school.

Mrs Rea
Head of Year 8 Girls



Mrs Scott
Head of Year 8 Boys

Laurelhill Breakfast Club



When: Monday- Friday mornings

Time: 8:15am - 8:55am

Where: Youth Centre

Payment Via School Money App

**For more information, speak to your
Form Tutor**



DAILY ROUTINE (A TYPICAL DAY!)

What time should you arrive?

This may depend on whether you walk to college, get a lift or arrive by bus. A good habit is to set yourself the target of being five minutes early. The school doors open at 8.55am and you will enter through the main front doors of the building. You will go straight to your form class.

One morning each week you should have a Year Assembly for all Year 8 pupils in the Assembly Hall. This is an important part of your week when the Heads of Year will address the whole year group. During assembly you should listen carefully and arrive and depart in an orderly fashion. Our assembly day is Monday.

Breakfast Club

Breakfast club is available from 8.15am to 8.55am starting from Monday 2nd September. Please let your form tutor know on your induction day if you want to attend breakfast club. The cost is £1. (See poster)

What happens if I need to leave early?

Permission to leave college can only be given if you bring a properly signed note from your parent/guardian or they phone the College Office. You must show parent's notes, appointment cards for doctors, dentists etc to your Form Tutor. Notes will be signed by Form Tutor and you should show this to the College Office before you leave. Please try to make appointments 'after' college hours as far as it is humanly possible.

If for some reason I happen to be late!

If you arrive late between 9.00am and 9.15am report immediately to the Canteen where you will sign in. You then make your way to Form Class. If you arrive after 9.15 report immediately to the Office, they will sign you in. You then make your way to the appropriate lesson.

If I am absent!

When you return to College a note explaining your absence should be sent in by your parents and given to your Form Tutor. Alternatively, you will find absence notes in your homework planner that can be completed by your parent/guardian and returned to your form tutor when you return to school. Your parent/guardian can also report the absence digitally via the homepage of our school website using the button 'Report Pupil Absence' – www.laurelhillcollege.org or phone the college and leave a message on the day of the absence.

If I'm unwell!

You should let your class teacher know. They will help out if you need to go home. It is important that the college has your most current emergency contact numbers. Please inform the college of any changes.

What happens at break and lunch time?

During morning break which will be from 10.15am to 10.30am you can go into the playground. Year 8 have their own space in the playground. You will have the opportunity to use the Library and you might also like to visit our Dining Hall for a quick mid morning snack.

Remember an orderly queue is expected and all litter must find its way into the bins provided. Laurelhill is your college and we expect you to be proud of its appearance. Our concern for the environment must begin within this college.

Lunches

If you bring a packed lunch you can eat it in the seated areas or the Canteen.

The Sports Zone is also available at lunchtime for students who wish to play football. Your Form Tutor will inform you of the days you can attend.

The college operates a Cafeteria system which is very popular with pupils and staff. Our Canteen uses a Fingerprint system. This allows pupils to load money onto their account at machines throughout the college and pay for their food using their fingerprint. If you do not wish your child to be fingerprinted, please send a note stating this and they will be given a code instead.

Pupils entitled to free-dinners will be provided with a meal to the value of a specified amount per day.

Lunchtime Supervision

You will notice adult supervisors who have been appointed to assist with the organisation of the lunch period. They should be given due respect and courtesy.

Buses

All pupils using public transport are expected to display good manners and courtesy at all times. When waiting for a bus pupils must form an orderly queue and have a bus pass or correct fare ready for the driver.

Misbehaviour on buses is considered to be a serious offence and may result in disciplinary action.

Parents should apply for **Free School Meals** and a **Bus Pass** via EA website. Arrangements from Primary School do not roll over to Year 8.

Homework

Homework should assist you to learn. During your first year you will have homework to do and the reason why we give you a Laurelhill College homework planner is to help you organise your homeworks. Please use it and get into the good habit of recording the homework set in your diary on the date it has to be submitted to your teacher. So, when it comes to packing your schoolbag do not forget your planner. It will be checked and signed by your Form Tutor at least once every week. We also expect a parent to sign your diary once per week.

What will my homeworks consist of?

Homework will be of various types e.g. research, written, reading, learning, drawing or making something. A homework timetable is organised so that you will not be given too many homeworks on any one evening.

When you get a homework we expect it to be completed carefully. If you genuinely cannot do a homework please explain this to your subject teacher and bring a note from home, indicating the problem.

All homework is of equal importance and should be presented as neatly as possible. Remember to show it to your parents.

COLLEGE UNIFORM

BEHAVIOUR EXPECTATIONS

Our rules are not too strict. We stress respectful behaviour, full college uniform worn correctly and attention and courtesy to all members of staff.

BEHAVIOUR We expect a high standard of behaviour at Laurelhill

NON NEGOTIABLE EXPECTATIONS

- Be ready
- Be safe
- Be respectful

REMEMBER ...

To treat others as you would like to be treated.

To be honest in all you say and do.

To respect others and their property.

There is never an excuse for bad manners.

- Each pupil attending this college will be given the opportunity to progress to the best of his/her ability. Any pupils who act in a manner which interferes with the progress of other pupils will be subject to the college's disciplinary procedures.
- A strong emphasis is placed on pupils' identification with the college's values and also on pupils' personal appearance. Unless specifically instructed otherwise, complete college uniform must be worn by pupils to and from college, to all college functions including games, on college visits, and during the sitting of external examinations.
- Pupils are required to behave responsibly, to display good manners and to show consideration and respect for other pupils and adults. This applies not only in school but also when travelling to and from college.
- Every pupil is expected to complete homeworks on time and to be properly prepared for work in class at all times.
- Pupils are expected to attend college regularly and punctually. A note from the parent/guardian is required on return after any period of absence. There are pages in your diary for this purpose or you can report the absence by phoning the office and leaving a message or via our website using the button 'Report Pupil Absence' – www.laurelhillcollege.org.
- Pupils must not leave college during the course of the day without being granted permission from their Form Tutor and Head of Year.

- All personal property should carry clear identification marks. Such property includes text books, stationery and Physical Education kit.
- Blazers, bags and books must be free from graffiti. Pupils are responsible for the safe-keeping of their college books at all times.
- While the college will do everything possible to retrieve missing property of pupils it cannot hold itself responsible for making good the loss of personal property. At no time should school bags be left outside classroom doors.
- When moving between classes pupils must walk at all times in an orderly fashion on the left-hand side of the corridor and follow the one way system.
- Packed lunches must be eaten in the areas provided.
- All litter should be disposed of carefully in the bins provided.
- Pupils who bring bicycles to college must ensure that they are left only in the areas provided and are secured by lock and chain.