

# CAMPBELL COLLEGE, BELFAST



## INFORMATION BOOK 2011 – 2012

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## **POLICIES AND PROCEDURES**

Campbell College operates the following Policies and Procedures, which you may consult by contacting College Front of House staff.

Our Policies and Procedures are kept under continuous review:

1. Anti-Bullying Policy
2. Assessment and Reporting Policy
3. Child Protection Policy
4. Policy of Good Conduct and Discipline
5. Complaints Procedure
6. Drugs Policy
7. Homework Policy
8. Information and Communication Technology Policy
9. Network and Internet Acceptable Use Policy
10. Oxbridge Applications Policy
11. Supervision of the School Day Procedure
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14. Lost Property Policy
15. RSE Policy

# UNIFORM

## School

- Blazer (badged)
- Black trousers
- White Shirt
- House tie \*
- Black socks
- Black shoes (not boots)
- An overcoat or raincoat of formal style (provided that it is black) or the Campbell College Canterbury rain jacket [badged] may be worn

## Games and PE Kit

- Canterbury games shirt (badged) \*
- Canterbury games shorts (badged) \*
- Canterbury games socks (badged) \*
- Canterbury tracksuit (badged)\*
- Canterbury PE t-shirt (badged) \*
- Canterbury PE shorts (badged) \*
- White PE socks
- Track-shoes (non-marking)
- Rugby boots / Hockey shoes as appropriate

## Also available:

- Canterbury backpack
- Canterbury sports bag
- Canterbury beanie hat

## Uniform Regulations:

- All items marked with an asterisk are only available from the College Shop.
- Additions or alterations to those marked \* will not be accepted.
- Patterned or coloured T-shirts should not be worn under shirts.
- Hair should be worn above the collar and should not be artificially coloured or spiked.
- Boys should be clean shaven.
- Jewellery (*including rings and piercings*) is not acceptable with school uniform and must not be worn.
- Trainers are not to be worn as part of school uniform.
- Top Buttons must be done up.
- Shirts must be tucked in.

## Uniform and Games Kit Identification

It is important that all uniform and games kit has the owner's name on each item. Should an item of clothing be lost or left behind, staff will return the item to the Lost Property Office where it will be returned if it can be identified. (Please see Lost Property section). Boys should leave their Games / PE Kit in their locker on arrival at school.

## **THE SCHOOL SHOP**

The College Shop supplies the complete range of uniform and sportswear for Kindergarten, Junior School and Senior School. Footwear is not included.

The opening hours for the shop are as follows:

**Term Time:           8.00 am – 4.00 pm**

**Summer:             9.00am – 4.00pm (from 25<sup>th</sup> July)**

Payment may be made by cash, credit card or by cheque. A charge will be made for the use of a credit card.

During term time pupils may use their account to purchase stationery and items of uniform up to the value of £15, if accompanied by a letter of permission from their parent/guardian. Clothing items exceeding £15 in value must be paid for upon receipt. The maximum credit allowed in any one term is £50.

The shop is in the main building and may be located by entering the main door and moving in the direction of Central Hall. The shop may be found at the bottom of the stairs located on your left hand side.

Should you have any queries or require further information, please do not hesitate to contact our shop manager by telephoning the school (9076 3076) and asking for extension 224.

# SCHOOL ATTENDANCE PROCEDURES

## What students must do:

- Report to registration by 8.40am.
- Be registered by your Tutor.
- If you are late into school between 8.40-9.00am you **must report to your Tutor at the location of your first commitment** whether that is assembly, tutor period or house meeting.
- If you arrive in school **after 9.00am** you must report to the main school reception and sign in using the late book

## What parents must do:

- If your son is ill or unable to come to school, you must telephone the school before 10.00am.
- Calls should be made to the school's dedicated absence line:  
**028 9076 4101**
- You should leave a message on the answer phone facility.
- Such calls only need to be made on the first day of an absence.
- If a boy is absent for more than one day he should bring a note to his Personal Tutor on the morning he returns to school.
- For absences of one day only, no note will be required.

## What the school will do:

- All messages will be checked by 10.00am.
- Any absence not reported by 10.00am will trigger a telephone call to parents/guardians from the Vice Principal's Office. The system is therefore reliant on boys signing in late as instructed and parents calling in at the appropriate time if it is to work efficiently and effectively. Clearly, the system will be harder to manage if boys fail to sign in and we are eager to prevent unnecessary telephone calls home because a boy has not followed this procedure.
- Contact parents in a timely manner where there are concerns about pupil absence or lateness.
- Refer to the Education Welfare Service where individual pupil attendance drops below 85%.

### **Appointments during the school day:**

- Where possible appointments should be made outside of school hours.
- If a student has to leave school to attend a medical or dental appointment then he must sign out with Front of House and provide his Personal Tutor with a note explaining the leave of absence.

# LOST PROPERTY

## Information for Parents

Please ensure that **all** items of clothing are clearly marked with the name and house of your son and remind him of the importance of collecting all his uniform or games kit after games etc.

Where items of uniform and games kit are purchased at the School Shop the College will supply a stick-on identification label for each item of clothing and will ask that the item is marked at the time of purchase.

It is also very important if an item is lost, that the College should be advised as soon as possible and the necessary action is taken to retrieve that item from the lost property office.

All lost property found on the premises will remain the property of the College unless claimed by the rightful owner within the timescale noted in this policy.

## Retrieval of lost property

All lost property will come under the control of the Shop Manager and the Lost Property Office will be situated in or around the College Shop.

1. All property found in changing rooms will be brought to the Shop Manager not later than 11.00am the following morning. Other items will be brought as discovered.
2. The Shop Manager will sort the items as follows:
  - Named items (clothing and bags)
  - Identifiable items (watches, iPods, phones etc.)
  - Un-named items (clothing and bags)
  - Unidentifiable items (e.g. calculators, pens, stationery etc)
3. The named and identifiable items will be summarised and the information given to Personal Tutors on a daily basis. Boys will be advised through the Pastoral System and it will be their responsibility to collect the items from the Shop Manager. Boys who believe that they have lost an item may contact the Shop Manager directly.
4. The Shop Manager will hand over the named and identifiable items to the pupil when he has satisfied himself as to the identity of the pupil and that the item has been properly claimed by the pupil.

The Shop Manager does not have the authority to hand over any item that has, in his opinion, not been properly identified.

5. If a named item remains unclaimed after 3 days the Shop Manager will contact the parent or guardian advising them of the unclaimed item. The process detailed in 4 will be carried out.
6. If, after a period of 1 week, named items of clothing remain uncollected they will be sent to the school laundry where they will be washed. Boys will again be reminded of the items held and they will be retained for a further week. If they are collected within this period a charge of £2 for each item will be levied (see "Charges" below). If the items are not collected within the week the items will be sent to the Charity Store.

### **Un-named and un-identifiable items**

When received, the items will be retained for a period of 7 days to ensure that no ID mark has been inadvertently missed. Thereafter items of clothing will be sent to the laundry and then to the Charity Store. Other, non-clothing items will be sent to the Charity Store.

Items that do not have a clear identity mark (name) will not be reclaimable from the Lost Property Office.

### **Valuable items**

Valuable, identifiable items will not be disposed of within the timescale noted above but will be listed and retained for a period of 6 months. Items that may hold personal data (as defined by the Data Protection Act) may need to be accessed to try and identify the owner or to verify the ownership of the item. Items holding personal data will be stripped of that data before disposal.

### **Charges**

Where a charge of £2 has been made for laundered items, £1 will be retained to cover those laundry costs and the remainder will be given to one of the College's nominated charities.

## **Unclaimed and un-named items**

The items will be removed from the Charity Store and sent to a Charitable Organisation to be distributed outside Great Britain (and preferably Europe) to those people who are in need of clothing.

## **Timescales**

All the timescales detailed above are within a school term (i.e. not holidays).

## LUNCH ARRANGEMENTS

Boys have the choice of a substantial meal from the College Dining Hall or a more modest offering from our sandwich bar; there is also the option to bring a packed lunch to school.

**Aramark** are the school's appointed catering service provider and they aim to meet the guidelines set out in the 'Nutritional Standards for School Lunches' by zoning and branding our food service options.

Our Dining Hall brand is 'EAT' which is designed to incorporate fun and nutrition into the dining experience by offering a varied hot food menu. The Sandwich Bar in the Junior Common Room also operates under the brand 'EAT', which promotes awareness of the benefits of balanced food choices by encouraging student participation in a programme that provides high quality, good value and appetising sandwich and snack options.

Our Sixth Form Centre, under the brand 'The Mix', offers an excellent range of morning break foods and an engaging bistro lunch menu. Students can pre-order their lunch at morning break for collection at lunchtime.

Chilled water and fruit juices are available at all food outlets throughout the College.

We operate a cashless Smart Card System at Campbell: this is similar in appearance to a credit card, an embedded intelligent chip communicates with the till system when used. A card is imprinted with a serial number and the student's name.

Cards may be topped up in the Dining Hall on a monthly or term basis with cheques made payable to Campbell College and catering staff will verbally notify each student when the card has limited value left on it, at this point a 'top up' cheque will be required.

All new boys should complete a Smart Card order form and return to the Bursar's Office.

### **Nut Allergies**

A number of boys in the school have a severe allergic reaction to nuts or nut products. We would ask you not to send food containing nut products into school.

# MATRON

## **What your son must do if he feels unwell during the school day:**

- Ask permission from the subject teacher to visit Matron.
- Report to Matron in Sick Bay.
- Matron will assess your son, and if necessary contact you and arrange for him to go home.
- You should report to Front of House where Matron will meet you with your son.
- Please note that boys should not contact parents directly, asking to be collected from school because they are ill. Instead boys should follow the procedure above, allowing Matron to make an assessment and if necessary to contact parents.

## **FEE DETAILS (2011 – 2012)**

Campbell College is a Voluntary B Grammar School and as such is allowed to charge fees to all students attending the College.

Fees are invoiced in two equal instalments in September and January of each school year. A final extras bill will be issued at the end of the summer term and invoices must be settled promptly.

Payment may be made by cheque, cash, direct debit (over 10 months) or credit card (a charge will be made for using this facility). Full details may be obtained from the Bursar's office.

Please note that it is school policy that all outstanding fees must be paid before the commencement of the school year, otherwise boys may not be accepted back.

Fees for 2011-2012 are set at the end of June and full details will be published on the College website. Information will also be included in our August mailing to parents.

Full details of Bursaries and Scholarships are available from the Bursar's office.

# TRANSPORT

There is a direct bus service from the College grounds to and from Bangor station; buses operating from Belfast, Comber, Newtownards and the peninsula pass our gates. An increasing number of students travel from the northern suburbs of the city; for example, Jordanstown, Newtownabbey and Greenisland. Boys from these areas take advantage of the excellent access to the College afforded by the motorways and Outer Link.

Please contact Translink directly for timetable information.

## **Bus Passes**

If you lose your bus pass you may obtain a temporary pass from Front of House. This pass entitles you to travel for 7-days at a time; it is your responsibility to order a new pass from Translink and Front of House will give you the relevant information to do so.

## TOTAL CURRICULUM

The following clubs and societies operate after school throughout this term. If you wish to get involved in any of these, please speak with the member of staff who will give you further details.

DAY	ACTIVITY	LOCATION			TIMING	STAFF I/C
		Main Sports Hall	Middle School Sports Hall	Other		
<b>MONDAY</b>	Badminton	✓			3.30 – 4.30 pm	V Russell
	Archery			Junior Common Room	3.30 – 4.30 pm	R Taylor / A Needham
	Volleyball [Junior]		✓		3.30 – 4.30 pm	A Templeton
	Orchestra [Junior]			N2	3.30 – 4.30 pm	S Coetzee
	Basketball [School House Activity]		✓		7.30 – 9.00 pm	Boarding Tutors
<b>TUESDAY</b>	Fencing		✓		3.30 – 5.30 pm	M Debbadi
	Volleyball [Senior]	✓			3.30 – 4.30 pm	A Templeton
	Swimming [Junior School]			Swimming Pool	3.30 – 4.30 pm	S Collier /R Gordon
	Pipe Band			Band Room	3.30 – 4.30 pm	A Millen
	GCSE and A Level Art Club			Art Dept.	3.30 – 5.00 pm	Art Dept. Staff
	College Newsletter Editorial Committee			Library	3.45 – 4.30pm	A Johnston
	Football [School House Activity]		✓		7.30 – 9.00pm	Boarding Tutors
<b>WEDNESDAY</b>	Swimming Club			Swimming Pool	7.30 – 8.30 am	R Gordon
	Drama [Junior]			Drama Studio	3.30 – 4.30 pm	L Brown
	Squash [Junior & Senior]			Squash Courts	3.30 – 4.30 pm	W Pearson
	Archery [Junior School]			Junior Common Room	3.30 – 4.30 pm	A Needham
	CCF Pioneers/Bronze DOE Year 10			Various	3.40 – 4.40 pm	CCF and DOE staff
	Volleyball		✓		3.40 – 4.30pm	A Templeton
	Cricket [Junior School]	✓			6.00 – 7.30 pm	S Collier
	Fencing [Middle and Junior School]		✓		6.00 – 7.00 pm	M Debbadi
	Shopping Trip [School House Activity]				7.30 – 8.30pm	Boarding Tutors

DAY	ACTIVITY	Main Sports Hall	Middle School Sports Hall	Other	TIMING	STAFF I/C
<b>THURSDAY</b>	CCF			Various	3.30 – 4.30 pm	CCF staff
	Pipe Band			Various	3.30 – 4.30 pm	A Millen
	Community Action Group			Various	3.30 – 4.30 pm	W Shannon
	GCSE and A Level Art Club			Art Club	3.30 – 5.00 pm	Art Dept. Staff
	Swimming [School House Activity]	✓			7.30 – 9.00 pm	Boarding Tutors
<b>FRIDAY</b>	Jazz Orchestra Years 8-11			N2	3.30 – 4.30 pm	D Catherwood
	Rugby Development Squad	✓		Astroturf Pitch	3.30 – 4.30 pm	J Cupitt B F Robinson
	Athletics Strength and Conditioning	✓			3.30 - 4.30 pm	B F Robinson F Mukula
	5-a-side Football [School House Activity]		✓		7.30 – 9.00 pm	Boarding Tutors
<b>SATURDAY</b>	Badminton	✓			10.00 – 11.30 am	V Russell
	Belfast Trip [School House Activity]				1.30 – 3.30pm	Boarding Tutors
<b>SUNDAY</b>	5-a-side Football [School House Activity]		✓		2.30 – 4.00 pm	Boarding Tutors

**CLUBS** with flexible meeting / organisation times

- Scripture Union [Senior School] K Roberts
- Scripture Union [Middle School] F Mukula
- Choir G Wilson
- Languages Club S Kirsch
- Duke of Edinburgh Award Scheme: H Shields/W Shannon (B)  
M McKee/E Armstrong(S)  
C Crozier (G)
- Dramatic Society E McIlvenny
- Eco Schools S Moody

## **Wet Weather Programme**

The Games programme is an important part of physical wellbeing of students at Campbell College. Students are encouraged to participate as much as possible to develop a desire for physical activity. The Northern Ireland climate can make the participation in games difficult in the winter months due to severe weather and poor underfoot conditions. As part of the wet weather programme, the use of indoor facilities during Games will be maximised. Students are advised to place an old pair of trainers in their locker throughout the year so that they can participate in Games irrespective of the weather.

## **PARENTMAIL®**

The College is committed to continuous improvement and developing meaningful and efficient means of communicating with parents. In recent times, the College recognised the need for a much more immediate form of communication; for example, if a sporting fixture is cancelled or if the College experiences a need to close at short notice. Campbell is also increasingly aware of the environmental impact of the amount of paper the College uses.

In recognition of a need to improve communication, the College has in place a service called ParentMail®; this enables schools to send letters and messages direct to parents by email and text message. Campbell school policy requires all parents of pupils new to the College to sign up to ParentMail.

Once you have signed up to the ParentMail® service you will receive SMS (text message) reminders about, for example, Parent Consultation Evenings, School plays, Music Society Concerts, Family Services, you can receive end of term mailings electronically, and, we will keep you up-to-date with any amendments to our Total Curriculum calendar.

Please be assured that the ParentMail® service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept confidential. ParentMail® have assured us that there is no advertising associated with the scheme.

Our school messages will be sent from the email address [messages@parentmail.co.uk](mailto:messages@parentmail.co.uk) Please make sure you add this address to your email address book (or approved sender list) in order to prevent messages being blocked by your SPAM/JUNK filters.

# THE COLLEGE WEBSITE

The College website provides parents and students with the latest news, events, sporting fixtures and general information on the College.

## Homepage

The homepage details 'Dates for your Diary', important notices, useful links to the school calendar and the latest news.

## Academic

Each Department has its own section where you will find information on the syllabus, useful links and resources.

## Total Curriculum

The Total Curriculum Calendar is updated every Tuesday with times and a location of the week's sporting fixtures. You can also visit the Rugby, Hockey, Volleyball, Cricket, Young Enterprise sections on the website for up-to-date information on each of the Clubs and Societies.

## News, Events

We celebrate our student success at morning assemblies, promote it on our College news board in School and post on our website. You will also find information on forthcoming events in this section.

## Information for Parents

This page provides links to the dates list, total curriculum calendar, examination information and copies of all correspondence to parents issued from the Headmaster's Office.

**[www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)**

## Dates for 2011/2012

### Christmas Term

Wednesday 24th August 2011	Staff Development Day ( <i>Pupils do not attend</i> )
Thursday 25th August 2011	Staff Development Day ( <i>Pupils do not attend</i> )
Friday 26th August 2011	Staff Development Day ( <i>Pupils do not attend</i> )
Monday 29th August 2011	Bank Holiday
Tuesday 30th August 2011	Induction Day Year 13 only
Wednesday 31st August 2011	Induction Day Year 8 only
Thursday 1st September 2011	Term begins for whole school
Monday 31st October – Friday 4th November 2011(inc)	Half Term
Monday 7th November 2011	Staff Development Day ( <i>Pupils do not attend</i> )
Friday 16th December 2011	Term ends

### Easter Term

Tuesday 3rd January 2012	Term begins
Monday 13th February – Friday 17th February 2012 (inc)	Half Term
Friday 30th March 2012	Term ends

### Summer Term

Monday 16th April 2012	Term begins
Monday 7th May 2012	Bank holiday
Friday 29 <sup>th</sup> June 2012	Term ends

## GCSE Coursework Deadlines for 2011-12

Subject	Deadline	Examination Board
Art & Design	31 January 2012	CCEA
Biology (Double Award)	16 December 2011	CCEA
Biology (Separate)	16 December 2011	CCEA
Business Studies	Controlled Assessment	CCEA
Chemistry (Double Award)	27 January 2012	CCEA
Chemistry (Separate)	16 December 2011	CCEA
Drama	Controlled Assessment	Edexcel
English Language	Controlled Assessment	CCEA
English Literature	Controlled Assessment	CCEA
French	Controlled Assessment	CCEA
Geography	Already Completed	CCEA
German	Controlled Assessment	CCEA
History	16 December 2011	AQA
Hospitality	Controlled Assessment	CCEA
ICT	Controlled Assessment	CCEA
Leisure and Tourism	10 February 2012	CCEA
LLW	29 February 2012	AQA
Mathematics	None	CCEA
Mathematics Additional	None	CCEA
Music	30 March 2012	CCEA
Physical Education	10 February 2012	AQA
Physics (Double Award)	14 December 2011	CCEA
Physics (Separate)	14 December 2011	CCEA
Religious Studies	None	OCR
Spanish	Controlled Assessment	CCEA
Technology & Design	Controlled Assessment	CCEA

## AS Coursework Deadlines for 2011-12

Subject	Deadline	Examination Board
Applied Business Studies	26 March 2012	AQA
Applied Leisure Studies	23 March 2012	AQA
Art & Design	Practical exam release date 1st March	Edexcel
Art & Design	16 April 2012	Edexcel
Biology	2 March 2012	CCEA
Business Studies	None	CCEA
Chemistry	None	CCEA
Design & Technology	30 March 2012	Edexcel
Drama & Theatre Studies	27 January 2012	Edexcel
English Literature	16 March 2012	CCEA
French	None	CCEA
Geography	None	CCEA
German	None	CCEA
History	None	OCR
Hospitality	Unit 1: December 2011 Unit 10: March 2012 Unit 22: April 2012	BTEC BTEC BTEC
ICT Web Assignment	2 December 2011	CCEA
ICT Data Processing	9 March 2012	CCEA
Mathematics	None	CCEA
Media Studies	April 2012	AQA
Music	30 March 2012	CCEA
Physical Education	23 March 2012	Edexcel
Physics	None	CCEA
Politics	None	Edexcel
Religious Studies	None	OCR
Spanish	None	CCEA

## A2 Coursework Deadlines for 2011-12

Subject	Deadline	Examination Board
Applied Business Studies	26 March 2012	AQA
Applied Leisure Studies	17 April 2012	AQA
Art & Design (Practical)	Exam release date 1st March 2012	Edexcel
Art & Design (Dissertation)	16 April 2012	Edexcel
Biology	16 December 2011	CCEA
Business Studies	None	CCEA
Chemistry	None	CCEA
Design & Technology	30 March 2012	Edexcel
Drama & Theatre Studies	30 January 2012	Edexcel
English Literature	None	CCEA
French	None	CCEA
Geography	None	CCEA
German	None	CCEA
History	23 March 2012	OCR
Hospitality	Unit 2: December 2011 Unit 26: April 2012 Unit X: April 2012	BTEC BTEC BTEC
ICT	16 March 2012	CCEA
Mathematics	None	CCEA
Media Studies	April 2012	AQA
Music	30 March 2012	CCEA
Physical Education	30 March 2012	Edexcel
Physics	None	CCEA
Politics	None	Edexcel
Religious Studies	None	OCR
Spanish	None	CCEA

## Dates of Reporting and Parents' Consultations

Year	Assessment 1	Assessment 2	Assessment 3	Assessment 4	Parents' Consultation Evening
<b>8</b>	25th November	----- --	23rd March	20th June <i>(Full written report)</i>	14th November
<b>9</b>	25th November	----- --	23rd March	20th June <i>(Full written report)</i>	11th April
<b>10</b>	25th November	----- --	23rd March	20th June <i>(Full written report)</i>	20th March
<b>11</b>	28th October	16th December	16th March	20th June <i>(Full written report)</i>	26th March
<b>12</b>	21st October	9th December <i>(Full written report)</i>	3rd February	30th March	8th February
<b>13</b>	28th October	16th December	23rd March <i>(Full written report)</i>	-----	12th January
<b>14</b>	21st October	9th December	16th March <i>(Full written report)</i>	-----	12th January

**Campbell College  
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Belfast  
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**Tel: 028 9076 3076**

**Email: [hoffice@campbellcollege.co.uk](mailto:hoffice@campbellcollege.co.uk)**

**Student Absence Line: 028 9076 4101**

**Web: [www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)**