



Year Head Message

During induction we started preparing you for a productive school year but as the year progresses, we will be trying to make sure that when you leave us you are ready for the world beyond Larne Grammar School. You successfully made the transition from GCSE to AS level study and now we are confident that with hard work and careful time management you can make the jump to A2.

Below are reminders of our expectations of you and the help and support you can expect from Larne Grammar School throughout the year.

We hope that over the year you fulfil your promise academically but also that you will take time to enjoy the wide diversity of activities the school offers.

When given the opportunity we would encourage you to take on leadership roles whether it be through your duties as a prefect, captaining a team, becoming a literacy leader, being on school council, helping with AQE, helping with anti-bullying week, being part of the common room committee or health and wellbeing committee for our year group.

We wish you every success as you rise to the challenge of Year 14

H.Pyper (Head of Year 14)



Meet the Sixth Form Staff relating to Year 14

Ms Weir	Head of the Sixth form, Head of Pastoral Care and Prefects
Mr McAuley	Vice Principal, you must speak to Mr McCauley if you have concerns about the subject you are dropping going in to A2.
Mrs Pyper	Head of Year 14
Mrs R Patton, Mrs K Campbell, Mr A Mauger	Registration Teachers
Mr P.McAuley, Ms P Weir, Mr B Kirkpatrick (Mr J Wylie)	Designated Child Protection Teachers
Mrs R Cooper	Head of Careers
Mr P McNaughten	Senior Teacher in Charge of Examinations
Mrs Campbell	Librarian/Study Supervisor
Mrs McNiece	Sixth Form Supervisor/Examinations Officer
Mrs J Clarke	School Nurse

Senior Prefect Team 2022-2023

Head Boy	Head Girl
Sam Drummond	Anna Campbell
Deputies	Deputies
Harry McAuley Stephen Smith	Katie Allen Asia Haraburda

Changes in procedures 2022-2023

- Senior Assembly will take place every Thursday morning in the assembly hall and you will sit in allocated seats.
- The canteen will be open again at break time.
- The school returns to have just one lunch, the playing fields will be open at lunch time only.
- Changing rooms are now open so no student should come to school in PE kit.
- The external school doors will only be open for a few minutes after each bell.
- Isolation with covid. If you are under 18 and contract covid you isolate for 3 days. The day you first have symptoms/have a positive covid test is day zero.
- If you are over 18 and contract covid you isolate for 5 days. The day you first have symptoms/have a positive covid test is day zero.
- The senior toilets are now the new toilets beside the staff room.

All that we do in school is embedded in our school ethos and vision

Ethos

"Larne Grammar School promotes positive moral values in a climate of high expectations and achievement among all the individuals and groups based on mutual respect. Pupils exhibit self-control, personal responsibility and self-worth, developed in the classroom and through a wide range of extracurricular activities. Pupils learn, grow and succeed in an atmosphere of praise and encouragement which promotes a sense of belonging and enjoyment for everyone."

Vision for Larne Grammar School

"Larne Grammar School will strive to be a community-based centre of excellence whereby high quality teaching and learning will serve to enhance the lives of all, enabling pupils to achieve their potential in a spirit of mutual respect and support."

Pastoral Care in Year 14

- This year you will be regrouped into 3 new registration classes and will return to your registration teacher's own classrooms. The classes are reorganised to encourage mixing and they take into account that prefects are often in junior registration classes.
- A weekly careers/ class tutorial class takes place in Year 14.
- This year you will be allowed to relax in the Common Room at break and lunch time.
- Your academic progress is tracked to ensure that you are fulfilling your potential, and this can lead to extra support measures being put in place if there are difficulties which are causing you to underachieve. A lot of stress was caused last year due to the fact that deadlines were not met, to support with this we will be asking pupils who are starting to get left behind to

stay behind on a Monday afternoon and also if you do not do Games you may be asked to stay periods 9 and 10 on a Wednesday.

- We have included a summary of your subjects to help you know what lies ahead, this should help you plan how you tackle and manage your work load.
- Progress reports and mid-year reports are sent home.
- Registration teachers and the Year Head will interview each of you on a number of occasions throughout the year.
- Parents/guardians are invited to Parent Consultation afternoons which are held in November for Year 14

The key to success is to manage your time wisely, do not procrastinate!!!

Some Key Dates

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|--|-----------------------------------|
| • 10 th September | QUB Open Day (Saturday) |
| • 10 th September | Belfast Virtual event (UU) |
| • 14 th September | Prize night 7.30pm |
| • 16-17 th September | Coleraine on campus event (UU) |
| • 23 rd -24 th September | Magee On campus event (UU) |
| • 11 th October | Interview Skills Day |
| • 15 th October | UCAS Early Closing Date |
| • 26 th October | UCAS internal school deadline |
| • 31 st October | Half term begins |
| • Beginning of November | First Progress Card Issued |
| • 16 th November | Year 14 Mock Interviews 4.30-7pm |
| • 23 rd November | Parent Teacher consultation 4-6pm |
| • 13 th December | Carol Service |
| • 21 st December | School ends at noon |
| • 4 th January | New Term begins |
| • 30 th January | Year 14 Examinations begin |
| • End of February | Reports sent home |
| • 1 st April | Easter Holidays begin |
| • 17 th April | New Term begins |

KEY DATES



The School Day

Registration	8.55-9.10
Assembly	9.00-9.10
1	9.15-9.45
2	9.45-10.15
3	10.15-10.45
4	10.45-11.15
Break	11.15-11.30
5	11.35-12.05
6	12.05-12.35
7	12.35-1.05
Lunch	1.05-1.45
8	1.50-2.20
9	2.20-2.50
10	2.50-3.20

Year 14 Subject Summaries

Subject	Units and when they will be covered			
Art	A21 Personal and Critical Investigation September-February	A22 thematic Outcome February-May		
Biology	AS1 Theory module. September-December	AS2 Theory module. January-May	A23 (1) Practical theory module. September- May	A23 (2) Coursework Practical Portfolio. Will contain 5 practicals that have been completed and written up at different stages throughout the year.
Business Studies	A21: September – January	A22: February - May		
Chemistry	A2-1 Theory module. September – December.	A2-2 Theory module. January – April.	A2-3 (Booklet A) Practical work. Taken in a practical session early in May. Practice throughout the year but especially in the few weeks before this.	A2-3 Practical Paper. This is taken after the A2-1 and A2-2 theory papers (usually mid-late June) and are questions based on the results of or procedures for practicals.
Environmental Technology	A2 1: Building and Managing a Sustainable Future - Theory (9 topics Sept –May)	A2 2: Environmental Building Performance and Measurement Coursework (Nov – Feb)		
English Literature	A21 Shakespearean Genres (King Lear) Examined in May/ June	A22 Poetry (John Donne) Examined in May/ June	A23 Coursework: 2500 word essay based on two novels of your choice Submitted in April	The course is split between three teachers, so all units run concurrently from September-May
French	A2 1 Speaking September - May	A2 2: Listening September - May	A2 2: Reading September - May	A2 3: Extended Writing (Literature) September - May
Geography	A21 – Physical Geography. September – December	A22 – Human Geography. January – March	A23 – Decision making. April	
History	A2 1: Change Over Time September-May	A2 2: Historical Investigations and Interpretations September-May		

Health and Social	A2 2 Internal assessment unit. September- March.	A2 3 External examination unit. September- May	A2 5 Internal assessment unit. September- March.	
ICT	IT 3 Theory module 10 Topics Sept – May (3 periods per week)	IT 4 Database Development Coursework Sept – Mar (6 periods per week)		
Life and Health Science	A21 Practical Investigation September- March	A22 Theory Module September- May	A23 Theory Module September -May	
Maths	A21 Pure Mathematics September – May (6 periods per week)	A22 Applied Mathematics September – May (3 periods per week)		
Physics	A21 Theory September- May	A22 Theory September- May	A23a Practical September -May	A23b Theory of Practical September -May
RE	A24 Early Church History (Origins & Development) September 2022 – May 2023	A27 Religion and Ethics (Medical Ethics) September 2022 – May 2023		
Spanish	A2 1 Speaking September - May	A2 2: Listening September - May	A2 2: Reading September - May	A2 3: Extended Writing (Literature) September - May
Sport (BTEC)	Unit 3 – Professional Development in the Sports Industry – Research Project, Practical Interview Day, Review of Interview Process. (September – December)	Unit 5 – Application of Fitness Testing – Research Project, Fitness Testing Day, Review of data and administration of testing. (January – May)		
Technology and Design	A2 1: Systems and Control (September – April)	Coursework: Product and System Design and Manufacture (September – April)		
Travel and Tourism	Examination Unit (Travel Destinations) Sept-Dec Exam in January	Coursework Unit (Attractions) January-June		

Sixth Form Expectations

As you enter year 14 you continue to have a responsibility to set an example for the rest of the school. You should accept responsibility for your own learning. Take an active part in your lessons by; engaging in debate, listening to others, sharing your knowledge, helping others and developing your skills and capabilities outside class time.

A REMINDER OF THE CODE OF CONDUCT

Paramount importance is placed on the good relationships which exist between pupils, staff, parents and the wider community. In order to promote an atmosphere of mutual respect, this Code of Conduct sets out the School's expectations of all its pupils.

This can be summarised as follows:

- Respect yourself. Display the highest standard of conduct at all times.
- Treat **all members of the school community with respect**.
- Observe the normal courtesies at all times - saying 'please' and 'thank you'; standing aside and opening a door for an adult when circumstances allow.
- Attend school whenever possible.
- Arrive **punctually** to school and to the start of each lesson.
- Take responsibility for your own belongings.
- Respect property belonging to the school and others.
- Respect the school environment.
- Behave in a safety-conscious manner at all times.
- During lessons, **act in a manner that will maximise the learning opportunities for yourself and others**.
- **Complete all homework to the best of your ability and meet all homework and coursework/controlled assessment deadlines**.
- Wear your uniform with pride. It identifies you as a member of the school community.
- Respect and adhere to the general school rules.
- **Aim to fulfil your potential**, both in your commitment to your studies and by participation in the co-curricular and extra-curricular activities on offer.

Targets/ Minimum Attainment Grades

- At AS you were set a MAG for each subject, remember that this is the minimum grade that we think you are capable of achieving if you work hard.
- This agreed target grade will appear on your progress cards/reports
- Your teachers will do all they can to help you reach and surpass these targets but it is up to you to take responsibility for your own learning, the work you put in will determine the final grade you achieve



Time Management Pointers

- Have a timetable you stick to and plan in advance when you can get study completed
- Keep Track of Deadlines
- Write all homework/ coursework in your planner
- Decide when you will work for specific deadlines
- Remember to ensure that work is planned so that the coursework demands of one subject do not hinder your progress in other subjects. Now that most of you have dropped a subject it is a good idea to plan how you will efficiently use the extra study time that has been generated.
- Put academic work at the top of your priorities
- Only take on part time work outside school if you can comfortably manage your school work as well.
- Make sure you have a plan for each study period
- Do not procrastinate
- We recommend that for every hour of a subject you are taught in school you should spend 1 hour working on it outside the classroom. If you use study periods wisely, this should mean each evening you will just have one hour of school work to complete.



Revision

- The sooner you start revising the easier the whole process becomes.
- Get into the habit of making revision summary notes from the beginning.
- Experiment with different learning styles to find out what works best for you.
- Treat every test that you complete as a practice for the final examinations.
- During the year we will provide you with blank revision timetables and make suggestions as to when serious study should begin.

Organisation

- Being organised is key to success.
- All work should be recorded in your planner
- Make sure you have folders with dividers for each topic and a constant supply of file paper.
- Have a place at home where you can settle to work, it should have the stationery you need and a hole punch.
- Make every effort to be digitally organised from the very start of term as well.

Attendance

All Year 14 pupils are expected to aim for 100% attendance. An attendance record of 90% would mean that you have missed up to 4 weeks of lessons over the course of an academic year. Studies show that an attendance record of 90% can reduce your results by up to one grade.

Requesting leave for a planned absence

You must bring your registration teacher a signed note from your parent/guardian requesting permission for your planned absence. It is not enough to say you have an appointment, the note must contain some information about the **type of appointment**. Acceptable planned absences include:

- A medical or dental appointment that could not be arranged outside school hours.
- University interview or visit
- Attendance at a funeral
- Driving Test

If your absence is approved, you will be given an exeat slip and you should present this when signing out of school. Please do not put registration teachers in the difficult position of asking for exeats for things that are not approved by the department of education.

n.b Parents do not have the right to take a student out of school for a holiday.

Signing In and Out of School/Punctuality

Registration takes place at 8.55am. A register of attendance is also taken every lesson by your subject teachers and study supervisors. If you have prefect duties in the morning **you must first register with your registration teacher**. You will not have to wait for official registration but you must pop your head in through their door before school begins and let them know you are here. This same rule will apply to those of you who will be literacy leaders.

You must remain in the school grounds once you have registered in the morning.

If for any reason you arrive late after registration you must sign in with Mrs Clarke our school nurse. If you have an exeat to leave school, you must sign out in the general office and sign back in on your return to school. After you leave us, we want you to turn up punctually for all that lies ahead for you, this is an important quality which we will encourage in any way we can.

If you are late to school 5 times your registration teacher will phone home to register concern.

If you are late 10 times your parents will be contacted by the Year Head

If you are late 15 times you will be given a pastoral detention.

Punctuality will be recorded on your reports.

Unplanned Absences

If you have an unplanned absence e.g. due to illness you must always bring a **signed note** on the day of your return from your parents/guardians that explains why you have been absent. This should be given to your registration teacher, if you are a prefect or literacy leader it is your responsibility to see your registration teacher before school to bring notes and request exeats.

Road Safety/Driving/Driving Lessons



- As senior pupils please set a good example to our junior pupils when you are near traffic or if you drive.
- Always cross between sites using the pedestrian crossing
- You may leave school for a one hour driving lesson **only if it has been booked during study periods** and if you follow the procedure below:
 1. Bring a signed note from home before your first driving lesson and give this to Mrs Pyper who will issue you with a driving exit card.
 2. On the day of your next driving lesson bring the card to school signed by your parent/guardian and hand it to your registration teacher/ year head to be countersigned.
 3. You must sign in and out at the school office for your driving lessons.
- Exercise care and restraint when taking cars into the school grounds as well as when parking in the designated areas inside and outside of the school grounds.
- Abide by the requirements of your driving insurance policy in respect to the carrying of passengers.
- If you bring a car to school, you may park in the lower car park at the Technology Block or if that is full in the Old Presbyterian Church car park at your own risk. If this is full you should park in the car park at the flats.
- If you bring a car to school, you must fill in the appropriate form and return it to the principal's secretary (available from Mrs Pyper)
- You must park legally and considerately and ensure that you do not cause problems to local residents.
- Please do not park in Albert Street out of respect for the many elderly residents.
- Any abuse of these privileges will result in them being withdrawn.

Education Maintenance Allowance/EMA



Education Maintenance Allowance is a weekly government allowance of £30 given to help some 16-19 year olds with the cost of their further education.

Payments are made every 2 weeks as long as you continue to meet the attendance requirements of:

- **Maintain an attendance rate of 95% or above**
- Provide written parental reason for all absences, when you have been absent **you must bring your note to Ms Weir** on the day you return who will then pass it to your registration

teacher. Attendance is checked weekly; **allowances cannot be approved without valid absence notes.**

There are also 2 performance based bonuses of £100 normally paid out in January and June, these are based on **punctuality**. Getting EMA won't affect any benefits you or your family already receive. There are a few conditions that need to be met in order to apply for EMA. Ms Weir is the teacher in charge of EMA

Counselling

If at any point you are feeling overwhelmed please talk to a member of staff, we are here to help. School also offers a counselling service through **familyworks**, just pop your name and year group into the box outside Mrs Clarke's office. Your request for counselling will be treated with sensitivity and discretion.



Health and Wellbeing

As a school we continue to promote the 5 steps to wellbeing. If at times you are not feeling as upbeat as usual check that all 5 steps are being covered in your life and make a conscious effort to regain the balance.

Remember CLANG!

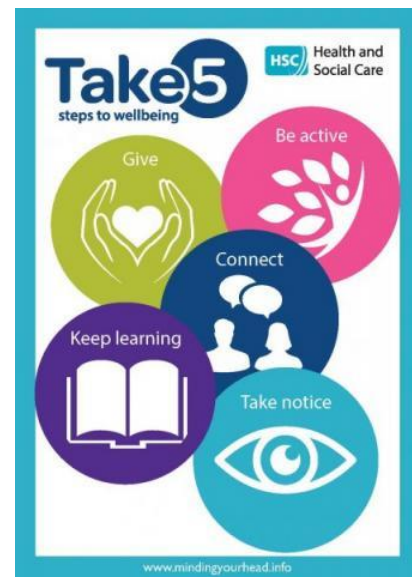
Connect... take time with friends and family in the real world.

Learn new things... not just in the classroom but try to learn new things outside the classroom as well.

Active... take opportunities inside and outside of school to improve your levels of activity.

Notice... take time to notice the amazing things around us in nature

Give.. one of the most rewarding things you can do is to give to others, give help, time, thanks etc.



Uniform

Every pupil is expected to abide by the regulations relating to uniform and appearance whilst inside school, travelling to and from school and at school events. As senior pupils it is really important to set an example to the rest of the school. Your uniform will be officially checked in registration and as you enter for Careers/Class tutorial.

Pupils should ensure that they adhere to PE/Games kit regulations.

A few pointers for Girls

- Allowed a watch, one small ring and a pair of small, silver or gold stud earrings (one in each ear lobe) may be worn n.b if you have a nose piecing the stud should be removed or replaced with a transparent nose stud.
- Dangly/Hoop earrings are not allowed.
- One non-political, charity wristband may be worn (no bracelets)

- Discreet make-up is permitted, this **does not include large fake eyelashes.**
- No nail polish/false nails are permitted
- Hair should be a natural colour and neat
- Suede/Canvas shoes are not permitted
- School Scarves should not be worn inside the building
- Sweatshirts/hoodies should not be worn under blazers



A few pointers for Boys

- Hair should be a natural colour and neat.
- Boys in Sixth Form will be permitted facial hair, provided it is **neatly groomed.**
- Sweatshirts/hoodies should not be worn under blazers
- Training shoes or boots are not acceptable footwear
- Black or grey school socks should be worn

Careers/Class Tutorial

In Year 14 you will have 30minutes each week for Careers/Class Tutorial. In Careers many things are covered including:

- UCAS
- Mock Interviews
- Apprenticeships
- CAO (Irish Universities)
- Finances for Life
- Foundation Degrees
- Part time Degrees
- Student Accommodation

Code of Conduct for Study

The aim of the code of conduct is to produce an atmosphere that is conducive to study.

1. Students **must go to their timetabled room** for study.
2. If students need to go to S2 to complete coursework or to art during study, they **must first register with their study supervisor and ask permission.** To use S2 you must have an **S2 permission slip** which you can get from Mrs Pyper earlier in the day. Ideally, we do not want students to be asking their study supervisors permission to leave their classrooms.
3. Please plan your study so that if your allocated study room does not have computer access you have brought something else to that class.
4. Only drinks in sealed cups are permitted; there should be no fizzy drinks.
5. Headphones should be used but music must not be so loud as to distract others from their study.
6. Phones should not be visible but should be in pockets.

7. Students **cannot leave during a study period without the permission of their study supervisor.**
8. No one should be in the common room except at break and lunch.
9. There should be silence at all times, if pupils wish to discuss a curriculum related topic they should ask permission from their study supervisor.

Mobile Rules and Advice

Mobile phones have so many uses but can also be a huge distraction when it comes to reaching your goals. Think carefully about the time you spend on your phone in and out of school.



Pupil Use of Mobile Devices a Reminder

1. All mobile phones must be **switched off or on silent and out of sight** during class (including Registration and Assembly) unless under the following circumstances:
 - A member of staff has requested the use of mobile devices in order to facilitate learning & teaching.
 - Permission has been given to an individual pupil or group of pupils to use a mobile device to facilitate the learning process.
 - **Sixth Form pupils may use a mobile device to listen to music during private study periods providing that the music is not causing a distraction to anyone else in the room. Phones used for this purpose should be switched to silent/do not disturb. The School reserves the right to withdraw the opportunity to use mobile devices in Independent Study, should their use in the study room prove detrimental to the learning process.**
2. Pictures, videos or voice recordings should not be taken with any mobile device anywhere inside the school grounds, or outside school while the pupil is engaged in a school activity (including school trips), without permission from a teacher or the Principal. Pupils using their phones to film, photograph or record pupils or members of staff without their knowledge or permission face the possibility of sanctions which may include suspension or expulsion.
3. Mobile phones must not be used to make or receive phone calls inside any school building, at any time, apart from in the Sixth Form Centre (B11 and Common Room).
4. Pupils must only access the internet via the filtered internet service managed by C2k. The use of any app or programme to circumnavigate the C2k filtering system is forbidden.
5. Anyone misusing a phone will be subject to normal disciplinary procedures. In addition, phones which are misused will be confiscated and left with the General Office. On the first two occasions in any school year, the phone will be returned at the end of the school day. Thereafter it must be collected by a parent. Pupils must take responsibility for the use of their own phone whether in their possession or not.
6. **Mobile or other electronic devices must never be brought into an examination room. Any pupil found in possession of a mobile device during an examination will be dealt with according to the exam board guidelines.**

Exceptions

On occasions, and for particular reason (for example in the case of a family emergency or a phone doctor's appointment), any member of staff may give permission for pupils to make or receive phone calls or send or receive text messages outside the normal circumstances outlined in this policy.

E-Learning

Larne Grammar School has implemented a filtered Internet and email service through C2k NI. Pupils are **not permitted** to use any other e-mail service during use of the Internet and E-Learning Platforms in school.

Internet and E-Learning Platforms and e-mail services are monitored and are not therefore private - Internet and E-Learning Platform activity and e-mail messages can be viewed at any time.

No Internet/E-Learning Platform user is permitted to:

- retrieve, send, copy or display offensive messages or pictures (this includes sexually explicit material or material of a sexual nature);
- use obscene or racist language;
- harass, insult, bully or attack others;
- damage computers, computer systems or computer networks;
- violate copyright laws;
- use another user's password;
- trespass in another user's folders, work or files;
- intentionally waste resources (such as on-line time and consumables);
- use the network for unapproved commercial purposes;
- use any app or programme to circumnavigate the C2k filtering system;
- access the internet using their own Mobile Network Technology e.g. 3G/4G/5G mobile technologies.
- use ICT resources in any way that contravenes Health and Safety guidelines.

Access to the Internet and E-Learning Platforms require parental permission and a signed declaration by pupils agreeing to the school rules for use of the Internet and E-Learning Platforms.

Digital Organisation

If you have password problems please contact Mr McMurrin for help with password resets etc.

Top ten tips for staying digitally organised

At LGS we have encouraged you to stay organised and on top of your work since your first day as a Year 8 pupil and that message has not changed. We still encourage you to organise your files, folders, notes, textbooks, school bag, school planner and locker in a way that is easy to retrieve information and keep on top of deadlines. This applies to your digital school life too! You have the added challenges of storing information as well as having hard copies of notes, submitting work via Google Classroom or via email as well as handing in a hard copy and recording homework submission dates given on Google Classroom as well as in person in class.

To help you manage all of this, here are some top tips that we would encourage you to adopt at LGS:

1. Keep your **email inbox tidy**, check it regularly and respond promptly
2. Use **consistent naming of files and folders** in Google Drive
3. Organise your work into **Folders and Subfolders**
4. Create a **Master Folder for each school year**, then create subfolders for subjects
5. **Colour-code** your folders
6. Use Google Apps to complete assignments
7. Use Private Comments or school email to **contact your teacher**
8. **Learn how to Submit and Unsubmit an assignment and carefully check what you are attaching**
9. Use the To-Do list in Google Classroom and add it your School Planner
10. Consider using Google Calendar to view assignments and adding other events to stay on top of all that is going on

