



Cardinal Newman High School



Weekly Bulletin 4

4 September, 2015
Homeroom Week commencing 7 September, 2015

NLC Circulars

Gen 150/15

Sec 057/15

Monday:	S1 -4 Gymnastics Club Bellshill Chess Club	Lunchtime 7.15 – 10.00pm
Tuesday:	Busy Bee Craft Club S1 – 3 Basketball Tuesday Group Homework Club S1/2 Netball Mass, in Oratory	3.30 - 5.00pm 12.45 – 1.15pm 3.30pm 12.50pm 12.50pm 8.30am
Wednesday:	SLT Meeting Girls' Netball Club S1 – 3 Basketball	4.00pm 3.50 – 5.00pm 12.45 – 1.15pm
Thursday:	S4 – 6 Basketball Girls' Fitness Club S1 – 4 Trampoline Club Mass, in Oratory	12.45 – 1.15pm Lunchtime Lunchtime Lunchtime
Friday:	Rosary, in Oratory Lunch, Snapdragon Rapid Reader's Cookie Club	Lunchtime Lunchtime 12.50pm

***** Please note there is no Janitor cover after 5.30pm today. Sorry for the inconvenience. *****

Target Setting Tuesday - UPDATE

For Information:

S4/5/6 Targets are ready for input into the seemis tracking system and the office staff are ready to print and put in envelopes for the planned special assemblies. Memos are ready for PTs as are the letters for parents explaining the targets. Thank you for your help in this.

Unfortunately, we are unable to physically input the targets due to ongoing technical difficulties with seemis tracking system - not at our end but with seemis. We have been pursuing the matter daily and the technical issue / problem which has been identified is "with their programmers". They are unable or unwilling to give us a time when the issue will be resolved.



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Consequently, I think it would be best to postpone target setting Tuesday for one week i.e. until Tuesday, 15 September rather than rush the process if the problem is indeed resolved before Tuesday.

I am sorry for the inconvenience. I know you are keen to discuss these targets with your pupils. If you would like any more information regarding these initial targets before Tuesday, 15 September please contact Robert Smith and I will be happy to share the information we have put together.

Staff Details – ScotXed Collections 15/16

Please note staff detail forms will be getting issued to all staff week beginning 7 September 2015. This is a legal requirement that the school must carry out to ensure the annual ScotXed Census is accurate and complete. Please check the details and make any necessary changes and return to the office no later than Friday, 11 September 2015.

Supervision

Thanks to all staff who volunteered to assist with interval and/or lunchtime supervision. Helen Mc Ghee has issued the rota detailing times and venues.

I am grateful to the staff who have volunteered for Time Out this session. This is a very important part of maintaining discipline and removing barriers to learning for other pupils. Please ensure that you go to and remain in the room for the period for which you have volunteered thereby removing the possibility of pupils absconding from school and saying no one was in Time Out.

St Andrews Hospice Fun Run Sunday, 20 September, 2014

Homeroom Teachers should remind and encourage all S4, S5 and S6 pupils to participate in this event and to return entry forms to Michael Mc Cluskey (E14 during Homeroom) as soon as possible, along with their £5 entry fee.

If you are interested in participating in the “great” fun event, please complete the form and return it to M Mc Cluskey with the appropriate entry money.



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GIRFEC: Registration

Accurate attendance records are fundamental to our approaches to GIRFEC - in order to ensure that all our pupils are safe we must firstly have an **accurate** record of who is in the building. Recording pupil attendance is the first and most important thing we do in any lesson.

To that end - and with several new members of staff - can I remind you of the following processes?

1. Period 1 - please record pupil attendance on click n go at the beginning of the period. Where a pupil arrives late for class please ensure that this is changed on your register.

To record pupil absence the **only** code that staff should use is **not in class**.

N.B. This information is then used to send out text messages to the parents of pupils marked absent period 1 - it is therefore critical that this morning registration is accurate.

Thereafter please complete a class register in the first 10 mins for every period on click n go.

Homework Club

The Homework Club/ S1 Activities Club resumed on Tuesday, 1 September. This is an excellent opportunity for pupils to complete and get help with your homework, catch up with tasks or participate in activities that will develop their skills in many subjects.

Would all Homeroom teachers please encourage S1 pupils to attend?

Staying in building after 4.30pm

This check is being made to ensure the safety of teachers and pupils.

Please note that, if you intend to stay in school beyond 4.30pm you must let the Janitor know. If you take a club then it is sufficient to let the Janitor know that it will be a weekly event. A bell will ring at 4.30pm each day as a reminder to staff who are intending to stay longer to please sign in/ Out the yellow book available at reception. If it is more convenient you may phone the janitor to sign you in, however you **must** sign out in person.

It is important that all staff and pupils are accounted for in case of fire and that any member of staff working does not feel isolated after 4.30pm.

Your co-operation with this matter is appreciated.



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After School Activities

Please ensure that a register is kept of all young people who attend any after school activity for fire evacuation purposes. I also hope to be able to track the engagement of our pupils in after school activities using these registers and to match this against our SIMD.

I would greatly appreciate your help in doing this. Any form or register would be fine to use.

Car Park

The additional spaces mentioned previously will be completed during the weekend of 25/26 September.

Thanks

The Executive Director, Andrew Sutherland, has asked me to pass on his thanks for the hard work of staff last session which has secured excellent SQA results for our young people. Alan Kirkwood has also asked me to do the same in his role as Chair of the Parent Council and to pass to you the heartfelt thanks of parents for the outstanding work of staff.

Thank you!