



# **METHODIST COLLEGE BELFAST INFORMATION FOR FORM 1 PUPILS 2020-2021**

This booklet will give you some information as you prepare to join Form One in August.



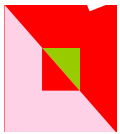
## WELCOME TO METHODY

Methody has pupils from all over the world!



مرحبا بكم في كلية الميثوديات

Maligayang pagdating  
sa Metodista College



WitaJcie w Metodysta Kolegium

Fáilte roimh Methody

Добро  
пожаловать в колледж  
методисток

Willkommen in  
Methody

Selamat Datang ke  
Methodist College

Bienvenidos a Methody

Bienvenus à Methody

This booklet has been written to help you through your first few weeks at Methody. It will hopefully answer some of your questions but, if not, your Tutor will help you with any problems during the first few days of the new term.

You are probably feeling very excited but also a little apprehensive at the idea of coming to a new school, especially in these unprecedented times. It may take you a few weeks, to find your way about and to get to know your new classmates and teachers. Then you can begin to really enjoy Methody!

# IMPORTANT PEOPLE

You will meet a lot of new teachers and other staff when you start Methodist College. The person who will be of most help to you in school will be your Tutor whom you will meet every morning during Tutor Group. You will find the Form 1 Tutors on one of the next page. Here are a few other key people and where to find them.



**Miss McDonald**  
Head of Junior School  
F4



**Mrs McKay**  
Head of Form One  
R28 or Maths Staffroom



**Mrs Kennedy**  
Deputy Head of Pastoral Care  
Pastoral Care Office, McArthur Hall



**Mrs Callaghan**  
Deputy Head of Form One  
C7 or Modern Languages Staff



**Mrs Foster**  
School Receptionist  
Reception, McArthur Hall



**Miss Paterson**  
Librarian  
McGrath Library, McArthur Hall



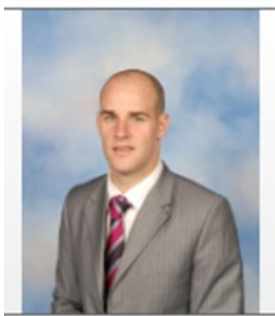
**Sister Houston**  
School Nurse  
Sanatorium



**Mrs Henderson**  
Admin Assistant for Junior School  
F4



# Form 1 Tutors



**1R — Mr Gallagher**  
**Subject: Biology**



**1S — Mrs Burton**  
**Subject: Chemistry**



**1T — Mrs Hart: F&N/PE**  
**and Mrs Rea: RE/Psychology**



**1V — Mrs Braband**  
**Subject: Art**



**1W — Miss Crockett**  
**Subject: Food & Nutrition**



**1X — Mr Latimer**  
**Subject: English**



**1Y — Miss Corrigan**  
**Subject: History/Politics**



**1Z — Mr Welshman**  
**Subject: Geography**

## THE SCHOOL DAY

School begins at 8.45 am, Monday to Friday with Tutor Group. At 8.55 am you will usually go to either Main Assembly in the Whitla Hall, which is taken by Mr Naismith, or Form Assembly, taken by Mrs McKay. When this is finished you go to Period 1. This might not happen depending on social distancing guidance!

During the week you will also have extended Tutor Group sessions when you stay in Tutor Group until 9.10 am and then go to Period 1.

School finishes for Form One pupils from Monday to Thursday at the end of period 6 at 3.15 pm. On Friday, school finishes at 3.00 pm.

	MONDAY – THURSDAY	FRIDAY
TUTOR GROUP	8.45	8.45
ASSEMBLIES/ LONG TUTOR GROUP	8.55	N/A
PERIOD 1	9.10	8.55
PERIOD 2	10.00	9.45
BREAK	10.50	10.35
PERIOD 3	11.10	10.55
PERIOD 4	12.00	11.45
LUNCH	12.50	12.35
PERIOD 5	1.35	1.20
PERIOD 6	2.25	2.10
SCHOOL ENDS	3.15	3.00

*Note: The time for Tutor Group may change depending on the situation and guidance in August.*



This is an **example** of a timetable which you will get. We have a two week timetable with 6 periods each day. Registration each morning is with your Tutor.

	MonA	TueA	WedA	ThuA	FriA
<b>REG</b>	1S/Rg UCN R28	1S/Rg UCN R28	1S/Rg UCN R28	1S/Rg UCN R28	1S/Rg UCN R28
<b>1</b>	1S/Re LDW K2	1A2/Sc MCC J1	1A2/TI BRB T4	1S/Hi RWL F8	1S/DrB MDN <b>F9</b>
<b>2</b>	1S/Hi RWL H4	1S/PeB JAK	1S/Gga TSW L2	1S/Fr KAY E3	1S/En SLC M1
<b>3</b>	1A2/Fn JI F3	1S/It NEW K9	1S/Fr KAY E3	1A2/Sc MCC J1	1A2/Sc MCC J1
<b>4</b>	1A2/Fn JI F3	1S/Ma AKS R26	1S/En SLC M1	1S/Ma AKS R26	1S/Gga TSW L2
<b>5</b>	1S/MuB LVR G22	1S/Ma AKS R26	1S/Ma AKS R26	1A2/Ara GB V1	1P/Gs
<b>6</b>	1S/En SLC M1	1S/Le UCN F8	1S/La LLL D6	1A2/Ara GB V1	1P/Gs

*This is the classroom*

	MonB	TueB	WedB	ThuB	FriB
<b>REG</b>	1S/Rg UCN R28	1S/Rg UCN R28	1S/Rg UCN R28	1S/Rg UCN R28	1S/Rg UCN R28
<b>1</b>	1S/En SLC M1	1S/Ma AKS R26	1S/It NEW K9	1S/PeB JAK	1S/En SLC M1
<b>2</b>	1S/MuB LVR G11	1A2/Fn JI F6	1S/La LLL D6	1S/Fr KAY E3	1S/En SLC M1
<b>3</b>	1S/Hi RWL F8	1S/Gga TSW L2	1S/Ma AKS R26	1A2/Sc MCC J1	1S/Hi RWL F8
<b>4</b>	EN/MonB:4 SLC J13	1S/DrB MDN DRS	1S/Re LDW K6	1A2/Sc MCC J1	1S/Ggb PEF L4
<b>5</b>	1A2/TI BRB T4	1S/Le UCN F8	1A2/Sc MCC J1	1S/En SLC M1	1P/Gs
<b>6</b>	1A2/TI BRB T4	1S/Fr KAY E3	1A2/Arb MCM V1	1S/Ma <b>AKS</b> R26	1P/Gs

*This is the subject*

*This is the teacher code*

AKS: Mrs A K Scott  
 BRB: Mrs B Bell  
 GB: Mrs G Braband  
 JAK: Mr J Kennedy  
 JI: Miss J Irvine  
 KAY: Mrs K A Young  
 LDW: Mrs L D Wright  
 LLL: Mrs L L Livingstone  
 LVR: Mrs L V Rolston

MCC: Mrs M C Corrigan  
 MCM: Mrs C M McCullough  
 MDN: Dr M Devlin  
 NEW: Mr N E Wright  
 PEF: Mr P E Ferguson  
 RWL: Mr W R Livingston  
 SLC: Miss S L Coll  
 TSW: Mr T Welshman  
 UCN: Miss U T Corrigan



# WHAT TO DO IF....



## 1. I get lost!

Don't panic. Methody is a very big school but there are lots of people who are glad to help.

At the start of the new term you will be given a copy of your timetable. It will tell you which classes you have each day and where you go for them. Your Tutor will ask you to copy this timetable into your diary but you will also keep this paper copy in the top pocket of your blazer.

If you get lost show your timetable to any teacher or Prefect or Assistant Prefect and they will help you get to the correct room. A Prefect is a Sixth Form pupil who wears a special badge on their blazer.

## 2. I am late to school

You should be in school by 8.40 am and Tutor Group starts promptly at 8.45 am. If you are late into school you must go to the Administration Centre located in McArthur Hall to sign in. Then, depending on the time, you either go to Assembly or one of your classes.

At the back of this booklet, there is a map of the school. It gives you an idea of where each subject is taught in the school. Over the summer, have a look at the map. Remember, the school is arranged alphabetically with C Block at the top end of the school, near the Canteen, and V Block at the opposite end of the school near the Sports Hall.

## 3. I have to go to a rehearsal instead of Tutor Group

Some music and sports groups will have a practice or rehearsal which happens during Tutor Group time. The teacher in charge of this will take a register.

## 4. I need to be excused for part of a day or whole day

If you have to come late to school or leave school early due to a dental appointment, for example, you must bring in a note to your Tutor from your parents/guardian at least **three days** before the appointment.

**Remember that if you come in late or go home early because of an appointment, you must sign in or sign out at the Administration Centre. No pupil can leave school without permission.**

If you need a full day off you must bring a note to Mrs McKay. If you need more than one day off you must bring the note to Miss McDonald.



## 5. I am sick and cannot go to school



If you are unable to go to school, your parent or guardian should telephone the school to explain that you will not be in. **The person they should contact is Mrs Rosemary Henderson on 028 9020 5231.** On returning to school you should bring an absence note signed by your parent or guardian. All of the details about this can be found by your parent/guardian in their handbook.

Remember, if you are absent either due to an appointment or illness you must get caught up with any missing work. If you need help with this, ask the relevant subject teachers or your Tutor.

## 6. I feel sick in school

If you feel unwell in class, tell the teacher and he/she will send you to the San. The San is found in the middle section of the school, opposite the Drama Studio. Sister Houston, the School Nurse, will look after you and hopefully will help you to go back to class. If necessary, however, she will telephone home to talk to a parent or guardian. You need Sister Houston's permission to go home if you are unwell.



## 7. I lose something

There are some things we can all do to keep our belongings safe:

- Make sure that all of your belongings are clearly labelled with your name;
- Never leave your belongings unattended at break or lunch;
- Make sure you lock all of your belongings in the locker whenever you do not need them;
- Try not to bring in anything valuable or large amounts of money into school. If you do, please make sure they are hidden away in your bag or zipped blazer pocket.



If you do lose something - don't panic! There are many things you can do:

- Retrace your steps to see if you have left it in a previous classroom;
- Go along to Reception and ask Mrs Foster if it has been handed in to her;
- Go to the Premises Office, in McArthur Hall to report your missing item;
- Tell your Tutor that you have lost something and he or she will help you look for it;
- Go along to Lost Property to see if your belonging has been handed in. You will be told the location of Lost Property and its opening times at the start of term.



## **8. I would like to talk to someone**

All of your teachers and your Tutor are more than happy to have a chat with you at any time if you have a problem. However, you may want to talk to someone from the Pastoral Care Team. Mrs Kennedy can be found in her office in McArthur Hall (R20) or her classroom (E6). Mrs McKay, Mrs Callaghan and Mr Gallagher will also help with pastoral concerns in Form One. Remember any member of staff is willing to listen if you need help!

## **9. I am not sure what to pack in my school bag**

You may have 5 or 6 subjects in one day and then a completely different set of subjects the next day. Packing your school bag can be more complicated than at primary school.

However, at the start of the new term you will be given all the information you need about exactly which books you need to bring to each subject. You might want to buy a variety of plastic folders and put all the books for a subject into one folder. You might want to colour code all of your books.

Your teachers will be very understanding in the first few weeks but remember to pack your bag the night before so there is not a panic in the morning.

## **10. I am unsure about homework**

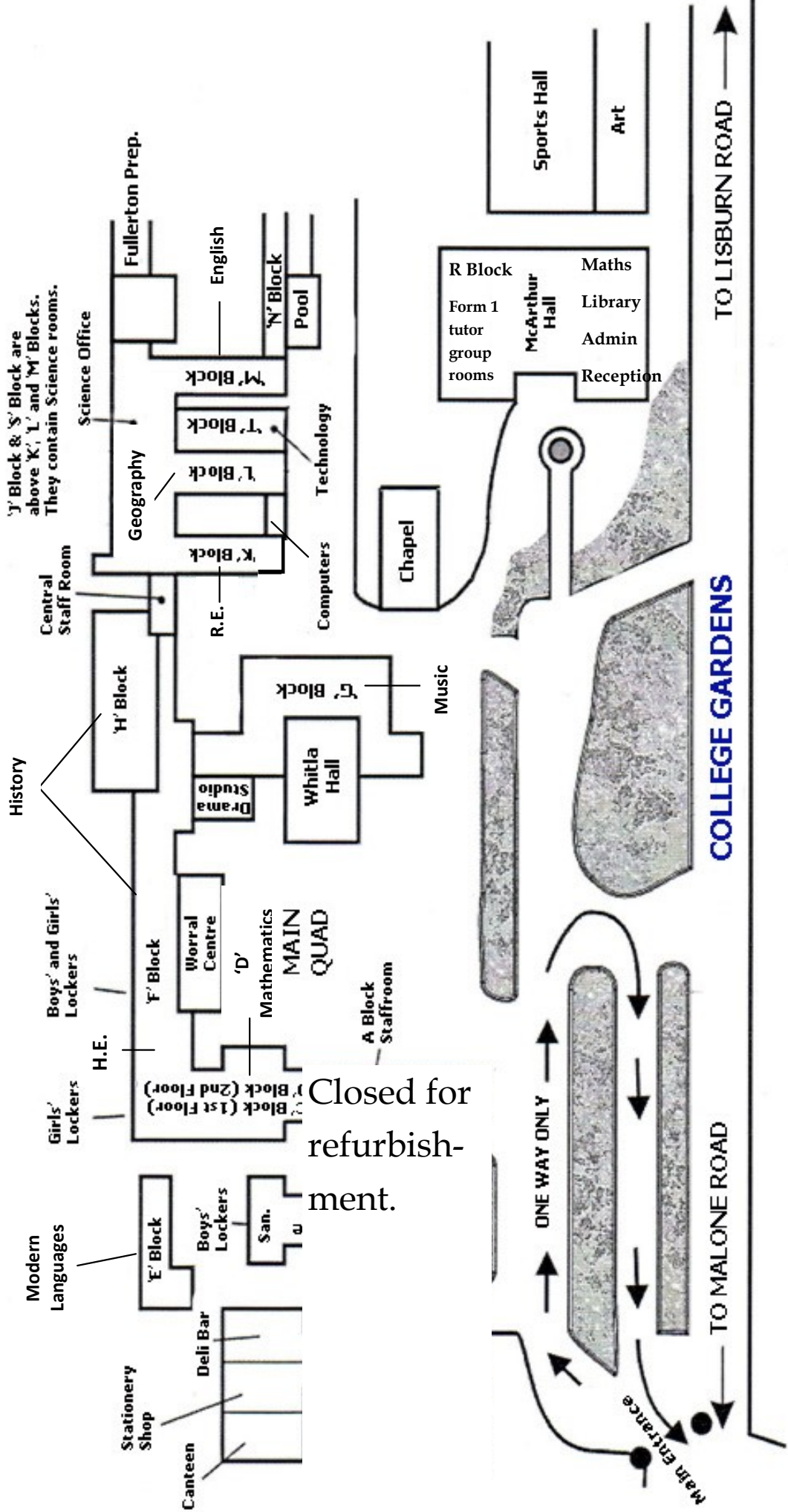
You may get up to 4 homeworks each night. Some homeworks will be for the next day. Some could be set over a longer time. Your subject teachers will show you how to fill in your homework diary, so that you don't get confused. Try to get into the habit of doing homework the night it is set rather than leaving it to the last minute. If you look on the Junior Pupils section of the website you will see a Homework Timetables area that was provided for the current Form 1. Your Tutor will help you to understand the Timetable.



## **ANNOUNCEMENTS**

During Assemblies the school announcements will be read out. Please listen carefully to find out about what is happening in school each day. If you miss any of the announcements, they will be posted on notice boards throughout the school.

# Methodist College Belfast



Induction for Form 1 is planned for  
**Monday 24th August**

Further details will be sent closer to  
the time.

We are really looking forward to  
meeting you in  
August when it is safe to do so!

