



# **METHODIST COLLEGE BELFAST**

## **A HANDBOOK FOR FORM 1 PUPILS 2021-2022**

**NAME:** \_\_\_\_\_

**TUTOR GROUP** \_\_\_\_\_



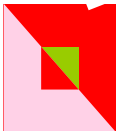
## WELCOME TO METHODY

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 all of your questions but, if not, your Tutor will help you with any problems during the first few days of the new term.

If you would like to find out more about the College, try our website: [www.methody.org](http://www.methody.org). The section on **JUNIOR SCHOOL** is particularly useful for you.

You are probably feeling very excited but also a little frightened at the idea of coming to a new school, especially a school as large as Methody. 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 and it can be very confusing. 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. Here are a few other key people and where to find them.



**Miss McDonald**  
Head of Junior School  
F4



**Mr Thompson**  
Head of Form One  
Technology Staffroom



**Dr Quinn**  
Deputy Head of Pastoral Care  
Pastoral Care Office, McArthur Hall



**Miss Wilson**  
Deputy Head of Form One  
J6 or Science office



**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

## THE SCHOOL DAY

You will be placed in a 'Tutor group' and will have a 'Tutor' who you will meet with at the beginning of every day for Registration at 8.45 am.

At 8.55 am you will either go to Assembly or you stay in Tutor Group until 9.10 am and then go to Period 1.

As a form 1 pupil, you will have many different subjects and teachers during the day. There are 6 periods each day.

	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
LUNCH	12.00	11.45
PERIOD 4	12.50	12.35
PERIOD 5	1.35	1.20
PERIOD 6	2.25	2.10
SCHOOL ENDS	3.15	3.00

Forms 1,2,3 and L6th will have lunch after period 3 each day.  
Forms 4,5 and U6th have Lunch after period 4.

School finishes on Monday to Thursday, at the end of period 6 at 3.15 pm and on Friday at 3.00 pm.

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

	<b>MonA</b>	<b>TueA</b>	<b>WedA</b>	<b>ThuA</b>	<b>FriA</b>
<b>REG</b>	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24
<b>1</b>	1X/Gg PDK L5	1C3/Sc PEW J6	1C3/Sc PEW J6	1X/Gg PDK L2	1C3/Fn JEC <b>F2</b>
<b>2</b>	1X/Ma ARD D6	1X/MuB ELO G11	1C3/Sc PEW J6	1X/Hi UCN F8	1C3/Fn JEC F2
<b>3</b>	1C3/Tl NHA T3	1C3/Ar JI V4	1X/En NMN M5	1X/DrB LA F9	1X/Ma ARD <b>D6</b>
<b>4</b>	1C3/Tl NHA T3	1X/En NMN M6	1X/Ma ARD C8	1X/La JGW E1	1X/PeB TDC
<b>5</b>	1X/Le WML K3	1X/Ma ARD C7	1X/Frb RMR D5	1X/It JAR K7	1P/Gs
<b>6</b>	1X/Hi UCN F8	1X/Re IKG K5	1X/En NMN M6	1X/Fra <b>REK</b> E7	1P/Gs

This is the room number

This is the subject code

This is the teacher code

	<b>MonB</b>	<b>TueB</b>	<b>WedB</b>	<b>ThuB</b>	<b>FriB</b>
<b>REG</b>	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML <b>R24</b>
<b>1</b>	1X/Gg PDK L5	1X/DrB JEM H3	1X/Re IKG K5	1X/Ma ARD D6	1C3/Fn JEC F6
<b>2</b>	1X/En NMN K2	1X/Re IKG K5	1X/MuB ELO G22	1X/Le WML K3	1X/Hi UCN H3
<b>3</b>	1X/Hi UCN H5	1C3/Sc PEW J6	1C3/Sc PEW J6	1C3/Tl NHA T3	1X/En NMN M5
<b>4</b>	1X/En NMN M6	1C3/Sc PEW J6	1X/La JGW E1	1X/Gg PDK L5	1X/PeB TDC
<b>5</b>	1X/Ma ARD D6	1C3/Ar JI V4	1X/En NMN M6	1X/Fra REK E7	1P/Gs
<b>6</b>	1X/Ma ARD D6	1C3/Ar JI V4	1X/Fra REK C8	1X/It JAR K7	1P/Gs

This is the class code

ARD: Dr W A R Dempsie  
 ELO: Miss E M Orr  
 IKG: Mr I K Gibson  
 JAR: Miss J A Richmond  
 JEC: Miss J E Crockett  
 JEM: Mrs J A Maguire  
 JGW: Miss J G Williamson  
 JI: Miss J Irvine  
 LA: Miss L Anderson

NHA: Mr N Hawthorne  
 NMN: Mr N B Maltman  
 PDK: Mr P D Kirk  
 PEW: Miss P E L Wilson  
 REK: Miss R E Keaveney  
 RMR: Mr R D McReynolds  
 TDC: Mr T D Creighton  
 UCN: Miss U T Corrigan  
 WML: Mr W M Latimer

Your form class may be split up for certain subjects. This is mostly for practical subjects such as Art, Technology, Science and Food and Nutrition.

# GETTING ORGANISED

One of the most important things you can do to help you have a positive experience each school day is to get ORGANISED.

In Primary School, your teacher may have kept all of your class workbooks and distributed these to you when required. You may have had only 3 or 4 books in your schoolbag to pack each night.

In Methody, you will have lots of different subjects each day. Each evening, you should check your timetable for the next day and pack your bag for each subject.

Being organised and having all the correct materials packed for each lesson will ensure you are not feeling anxious going into a class; you will be ready to learn and participate!

## Everyday essentials:

- Books or notebooks for each subject
- Homework diary
- Blue/black pens
- Pencils and colouring pencils.
- Rubber
- Ruler

On P.E., Games, and Music days it is essential you also bring the relevant equipment, this involves sports' uniforms and musical instruments.

# 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 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 A 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. When you arrive in school, you should sign in at the Admin Centre first, then proceed to your rehearsal or practice.

## **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, your Parent or guardian should send a text message via schoolcomms/gateway app

**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 know that you will need a full day off, your Parent or guardian should send a text message via schoolcomms/gateway app.



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



If you are unable to go to school, your parent or guardian should send a text message via schoolcomms/gateway app. 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 at the back of A block, behind the Heritage Centre. 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;
- 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. Dr Quinn is responsible for Junior School. Her office above the Sanitorium . Mr Thompson, Miss Wilson and Mrs Campton 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.



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