

METHODIST COLLEGE BELFAST

A HANDBOOK FOR FORM 1 PUPILS

2022-2023

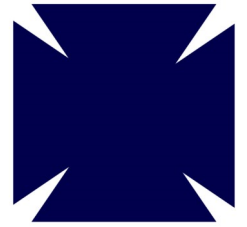


NAME: _____

TUTOR GROUP _____

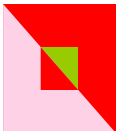
WELCOME TO METHODIST COLLEGE

Methodist College 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 Methodist College. 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. The section on **JUNIOR SCHOOL** is particularly useful for you.

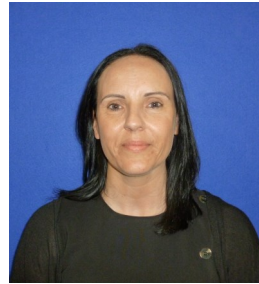
You are probably feeling very excited but also a little frightened at the idea of coming to a new school, especially a school as large as Methodist College. It may take you a few weeks, to find your way about and to get to know your new classmates and teachers. Then you can begin to really enjoy your time in the College!

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



Mrs Bell
Head of Form One
Technology Staffroom



Dr Quinn
Deputy Head of Pastoral Care
Pastoral Care Office, Sanitorium



Mrs McKay
Deputy Head of Form One
Mathematics Staffroom



Mrs Foster
School Receptionist
Reception, A Block



Miss Paterson
Librarian
McGrath Library, McArthur Hall



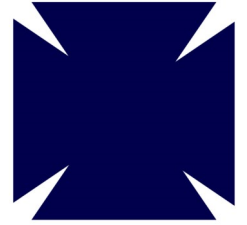
Sister Houston
School Nurse
Sanatorium



Mrs Brand
Admin Assistant for Junior School
Rolls and Records, A Block

YOUR FIRST DAY

Friday 26th August 2022



When to arrive:	10.00am
Where to go:	The Chapel of Unity
What to bring:	A schoolbag, pencil, pen, colouring pencils, ruler, snack and drink for break time
When to go home:	School will finish at 12.30pm

WHAT WILL HAPPEN ON YOUR FIRST DAY

Your first day at Methodist College is very special. Form One will be the only pupils present in the school, apart from a few older new pupils who will be starting in other year groups.

At 10.00am your Parent/Guardian will leave you at the Chapel where you will be met by your Head of Form, Mrs Bell, and all of her Form Team.

The Principal, Mrs Lendrum, will speak with all of Form One. Mrs Bell will remind you of the Tutor Group you are in and you will leave the Chapel with your Tutor.

During the rest of the morning you will be given your homework diary, bus pass, if relevant, and also your locker key. You will be given a tour of the school and will be shown the location of your locker, where you can find the Deli Bar and the Canteen and also where the toilets are in the school.

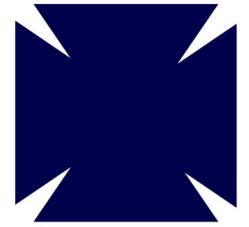
The PE staff will also have a chat with you about your Games choice. You do not have to bring any “kit” with you on your first day.

You will also be able to ask any questions that you are worried about, but most importantly, you will get to know the people in your Tutor Group.

Remember to bring a snack with you for break time as the Deli Bar and Canteen will not be open on your first day.

YOUR SECOND DAY

Tuesday 30th August 2022



When to arrive:	9.00am
Where to go:	Tutor Group Room
What to bring:	A schoolbag, pencil, pen, colouring pencils, ruler, snack and drink for break time
When to go home:	School will finish at 3.15pm

WHAT WILL HAPPEN ON YOUR SECOND DAY

This will be a very busy day in school as all of the other year groups will be back at school. You should be in school around 08:50 am and go straight to your Tutor Group room for 9.00am.

You will stay in Tutor Group with your Tutor until the end of period 2. During periods 1 & 2, you will be given your timetable and you can transfer this into your homework diary. You can even colour code the subjects if you have your colouring pencils with you. At the start of period 3 you will go to your first class in Methodist College - this will be Week B on your timetable.

WHAT WILL HAPPEN ON YOUR THIRD DAY

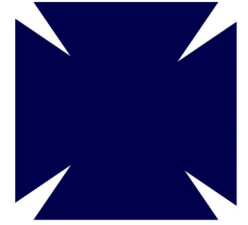
Wednesday 31st August 2022— Week B Timetable

School starts promptly at 08.45am and you will follow your normal timetable for the whole day.

Friday 2nd September — Games so please remember your kit!

Monday 5th September—timetable will follow Week A. Go to your Tutor Group room for 8:45am.

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 8.45am.

At 8.55am you will either go to Assembly or you stay in Tutor Group until 9.10am 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 and 3 will have lunch after period 3 each day.
Forms 4,5, L6th and U6th have lunch after period 4.

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

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

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

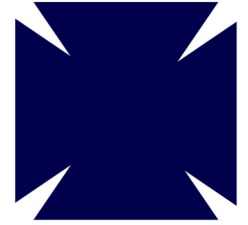
	MonB	TueB	WedB	ThuB	FriB	
REG	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24	1X/Rg WML R24	This is the class code
1	1X/Gg PDK L5	1X/DrB JEM H3	1X/Re IKG K5	1X/Ma ARD D6	1C3/Fn JEC F6	This is the teacher code
2	1X/En NMN K2	1X/Re IKG K5	1X/MuB ELO G22	1X/Le WML K3	1X/Hi UCN H3	
3	1X/Hi UCN H5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

ARD: Dr W A R Dempsey
 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 Methodist College, 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.

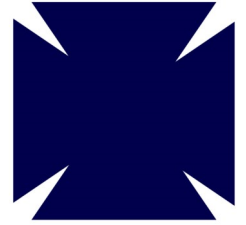
Being organised and having all the correct materials packed for each lesson will ensure you are not feeling anxious going into a class; you will be ready to learn and participate!

Everyday essentials:

- Books or notebooks for each subject - these will be provided by your subject teachers.
- Homework diary.
- Blue/black pens.
- Pencils and colouring pencils.
- Rubber.
- Ruler.
- Coloured plastic folders for each subject.

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. Methodist College 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 8.40am and Tutor Group starts promptly at 8.45am. If you are late into school you must go to Rolls and Records 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 Rolls and Records first, then proceed to your rehearsal or practice.

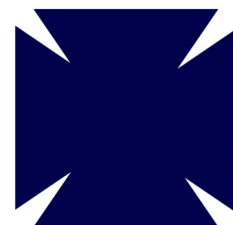
4. I need to be excused for part of a day or whole day

If you have to come late to school or leave school early due to a dental appointment, for example, your Parent/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 Rolls and Records. No pupil can leave school without permission.

If you know that you will need a full day off, your Parent/Guardian should send a text message or email via schoolcomms/gateway app to Mrs Bell for a full day and to Miss McDonald if more than one day.

WHAT TO DO IF....



5. I am sick and cannot go to school

If you are unable to go to school, your Parent/Guardian should send a text message via schoolcomms/gateway app.

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/ Guardian. You need Sister Houston's permission to go home if you are unwell.

7. I lose something

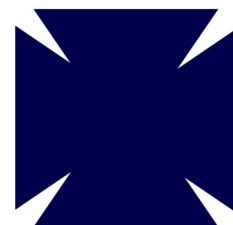
There are some things we can all do to keep our belongings safe:

- 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.

WHAT TO DO IF....



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 is above the Sanitorium. Mrs Bell, Mrs McKay and Mrs Corrigan 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.

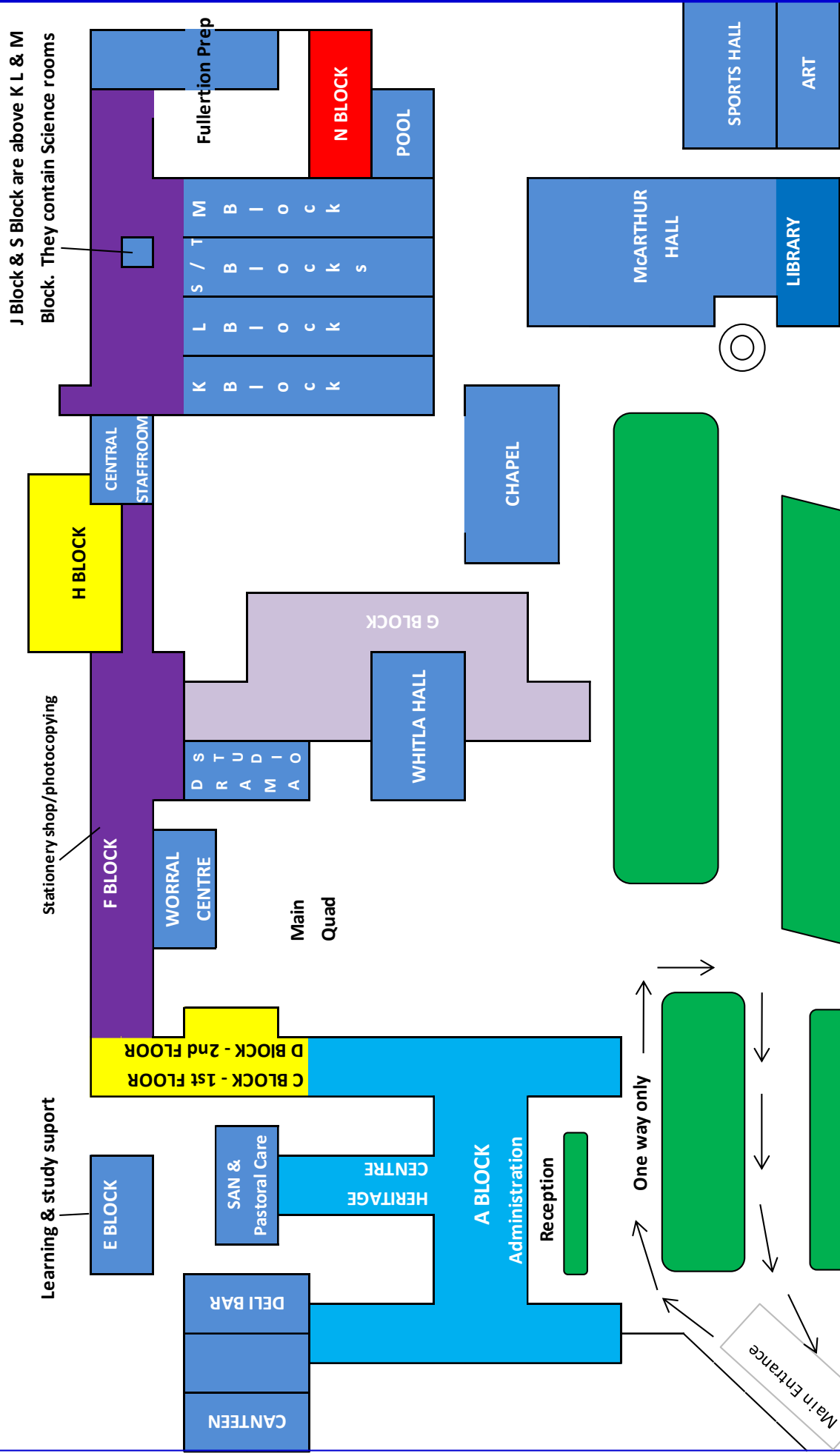
10. I am unsure about homework

You may get up to 4 homework's each night. Some homework's 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



J Block & S Block are above K L & M Block. They contain Science rooms

Stationery shop/photocopying

Learning & study support

TO LISBURN ROAD

COLLEGE GARDENS

TO MALONE ROAD