



Wellington
College
Belfast



WELLINGTON COLLEGE

INDUCTION BOOKLET 2025

We Learn Together.



PRINCIPAL'S WELCOME

Welcome to a new year at Wellington College Belfast. In our school we learn, grow and achieve TOGETHER. This is captured in our College motto – Una Discamus.

Working together makes us stronger, helps us to achieve more, and gives us all a sense of belonging. We are very proud of our students, and the achievement of our whole College community. Each year in school is another step on life's journey for each one of us, and the aim of our staff team at Wellington is to ensure that the year ahead is a successful one for you.

As you enter a new stage of learning I encourage you to make every day count, aim high, and always give of your best. It is vital that you work hard to meet the high expectations of the College, and avail of the support staff will offer both in the classroom and beyond.

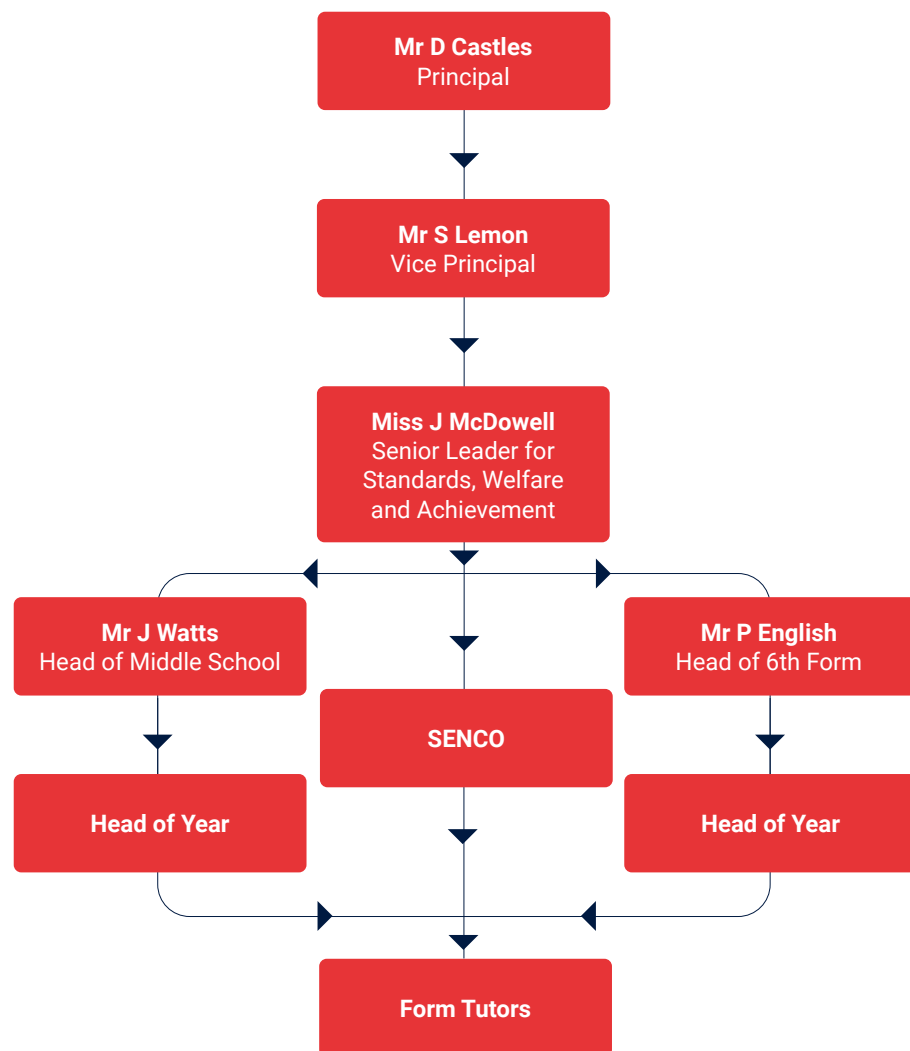
Your induction booklet sets out key information to support and guide you through the year ahead, I encourage you to take this on-board and make the most of the structures, support and routines it outlines.



David Castles
Principal

*I look forward to working with you in the year ahead, as we **ASPIRE** for excellence, together.*

PASTORAL STRUCTURE



KEY STAFF STRUCTURE

SENIOR LEADERSHIP TEAM

Mr D Castles
Principal

Mr S Lemon
Vice Principal

Miss J McDowell
Senior Leader for
Standards, Welfare
& Achievement

Mr D Cardwell
Senior Leader for Data
& Systems

Mrs R McCormack
Senior Leader for
Learning & Teaching

Mr J Watts
Head of Key Stage 4

Mr P English
Head of 6th Form

SAFEGUARDING AND CP TEAM

Mr D Castles

Miss J McDowell

Mrs S Wilson

Mr P English

Mr J Watts

HEADS OF YEAR

Year 8
Mr M McFarland

Year 9
Mr J Gilliland

Year 10
Mr S Galloway

Year 11
Mrs G Magowan

Year 12
Mrs S Wilson

Year 13
Mr P Warke

Year 14
Mrs S Fenton/
Dr M McComb

HEADS OF DEPARTMENT

Art & Design
Ms C Williams

Biology
Mr J Watts

**Business Studies
& Economics**
Mrs P Allen

Careers
Mr P English

Chemistry
Mr M Parks

Computing
Mr G O'Hare

English
Miss G Stevenson

Geography
Mrs D Adamson

History & Politics
Mr G Bond

Home Economics
Mrs K Latimer

Languages
Miss L Irvine

Mathematics
Mrs C Clarke

Music
Ms E Kidney

Physical Education
Mr N Carlisle

Physics
Ms H McKnight

Religious Studies
Mrs P McKeown

Technology
Mr M Keane

SENCO
Mrs L Anderson

OUR VISION AND VALUES

Aspiring for excellence, together

A

Achievement

We always aspire to be the best we can be

S

Self-belief

We work to build confidence, and instil worth and value

P

Pride

We represent ourselves and our College with pride

I

Integrity

We live out our values with kindness, compassion and truth

R

Respect

We show respect, for self, for school and all in our College community

E

Excellence

We strive for excellence, together

WELL CONNECTED

SCHOOL CONTACT WITH PARENTS

The College uses a free, smartphone app for parents/carers called 'School Gateway'.

In order to maintain contact with the College about your child, you will need to download this new app to your phone. The set-up process is simple and will take no more than a couple of minutes:

1. Search for "School Gateway" in the Apple App Store/Google Play or on your phone go to **www.schoolgateway.com/apple** (Apple) or **www.schoolgateway.com/android** (Android)
2. Install the app and if you are asked then say yes to "Allow Push Notifications"
3. When you launch School Gateway for the first time, please select 'New User' and enter the email address and mobile telephone number you have registered with the school
4. The system will send a PIN code to your phone; please enter this PIN code and the app will be activated for you.

WHO TO CONTACT:

- General day to day matters e.g. lost property – College Office/Form Tutor
- Pastoral matters – Form Tutor in the first instance, then Head of Year
- Academic/Subject related matters - relevant teacher in the first instance, then Head of Department
- Child Protection concern regarding your own child or another child in the College - Designated Teacher
- Special Needs requirement of your child – SENCO/Assistant SENCO

Please be aware that parents will need to make an appointment to meet with staff members.

College policies

All of our college policies are available on the school website.

WELL STRUCTURED

THE COLLEGE DAY

Students should arrive in the College no later than 8.45 a.m. each day.
Students can enter the College building from 8.15 am.

Monday - Thursday

8.50 am The school day begins with registration class

Break

10.20 am – 10.40 am Junior School – Yrs 8 – 10

11.00 am – 11.20 am Senior School – Yrs 11 – 14

Lunch

12.00 pm – 12.40 pm Junior School

12.40 pm – 1.20 pm Senior school

3.20 pm The school day ends

Friday

8.50 am Students go straight to period 1 class

Break

10.30 am – 10.50 am Junior School

11.10 am – 11.30 am Senior School

Lunch

12.10 pm – 12.50 pm Junior School

12.50 pm – 1.30 pm Senior School

2.45 pm The school day ends

TERM DATES 2025 - 2026

14 August	Issue of A Level results
19 – 21 August	School Development Days 1-3 *
21 August	Issue of GCSE results/Sixth Form interviews
22 August	First day of term for Year 11**
25 August	August Bank Holiday
27 August	First day of term for Year 9 and Year 10**
28 August	First day of term for Year 8 and Year 13**
29 August	All Year groups return
24 October	School Development Day 4 *
27 October – 31 October (incl)	Half Term Holiday
22 December – 2 January (incl)	Christmas Holiday
19 January	School Development Day 5 *
9 - 13 February	Half Term Holiday
17 March	School Development Day 6 *
30 March	School Development Day 7 *
31st March - 10 April (incl)	Easter Holiday
4 May	May Day Holiday
25 May	School Development Day 8 *
29 June	School Development Day 9 *
30 June	School Development Day 10 *

* - students do not attend

** - only students in year groups listed attend

WELL ATTENDED

ATTENDANCE

We believe that attendance is crucial in raising standards in education. This means that every student can have full access to the school curriculum and reach their potential. Attendance figures are reviewed regularly and if required, the school will work with the EWO and other support agencies to ensure students attend.

If your child is ill, the School Gateway app will allow you to inform the school of the details. Any absence for which no reason has been provided will be coded as 'D' – no reason provided for absent. It is the responsibility of parents/carers to ensure that they provide adequate reasons for their child not being at school.

LEAVE OF ABSENCE

It is school policy that students should be present during term-time, except in the case of illness or emergency. In exceptional circumstances, a request can be made to the Principal in writing stating the reason for wanting to absent your child from school.

APPOINTMENTS

Where possible, please make medical/dental appointments outside of school hours. If this is not possible then a letter or appointment card should be shown to the Form Tutor/Head of Year with the appointment details and a yellow slip will be signed. This slip must be handed into the office as your son/daughter leaves the College.



Descriptor	Attendance	Equal Absent Number of Days	Learning Hours Lost
Excellent	100%	0	0
Good	99%	2	10
	98%	4	20
	97%	6	30
	96%	7.5	37.5
Satisfactory	95%	9.5	47.5
Cause for Concern	90%	19	96
	89%	21	105
	88%	23	115
	86%	27	135
Serious Cause for Concern	85%	28.5	142
	84%	30.5	152
	83%	32	160

LATES PROCEDURE

We believe punctuality is important. Students are required to be in their form room at 8.50 am each morning for registration. Our sanction pathway begins on the 6th late. If there are extenuating circumstances, please put this in writing, addressed to the Head of Year. They will then liaise with SLT. Examples of these circumstances would be -

- A student who is in foster care and travelling some distance
- A student who is facing diagnosed medical circumstances each morning
- A student who is training for an elite sports team and training has been scheduled by another governing body

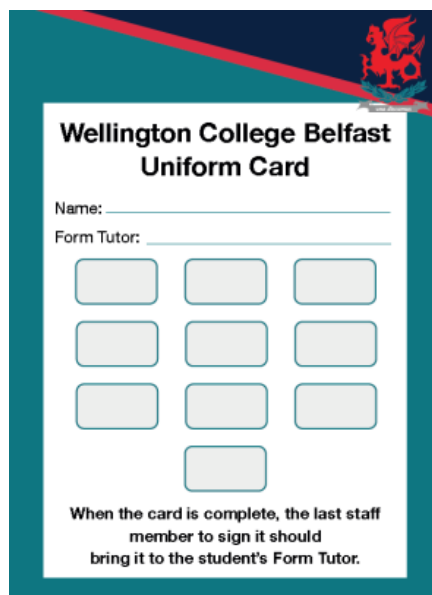
When a student is late due to the schedule of public transport, but an earlier bus is available, they will not be eligible for extenuating circumstances.

WORN WELL

UNIFORM

In Wellington College, we expect our students to wear their uniform to a high standard; to show pride in the College and in their own appearance.

All students have been issued a Uniform card, the card should be kept in their blazer pocket. This card will be signed by any member of staff. If a student's card receives 10 signatures the student will receive a Friday SLT detention for persistent uniform infractions. If a student loses their uniform card, in the first instance they will be issued a new one with the last recorded number of signatures. Any further instances will result in a Friday SLT detention and a new blank card being issued.



The image shows a 'Wellington College Belfast Uniform Card'. It has a header with the college's crest. Below the title, there are fields for 'Name:' and 'Form Tutor:'. The main body of the card contains ten empty rectangular boxes arranged in three rows (three in the first two rows, and one in the third). At the bottom, a note states: 'When the card is complete, the last staff member to sign it should bring it to the student's Form Tutor.'



UNIFORM CODE

Shirts must be fully buttoned and tucked in.

Full uniform must be worn when travelling to and from the College, as members of school teams and when engaged in College events.

Only College and Youth Organisation badges may be worn.

Students may wear one pair of small plain studs. No other earrings are permitted. The stud must be worn in the earlobe only. Plastic retainers or plasters used to cover piercings are also not permitted.

Students may wear one plain ring. No other jewellery is permitted.

Hair must be of a natural colour, neat, tidy and of a reasonable length as defined by the Principal. As a general rule, hair should not be shaved in a 'buzz cut' style. Beads are not permitted, and braiding must be natural in colour. Head coverings must be navy in colour. Hair accessories should be in school colours and unobtrusive.

Scarves and outdoor coats may not be worn during the College day.

When worn for travelling to school, a hoodie must be either the school branded hoody or a plain black/navy alternative. The item should be removed before entering the school gates.

Make up is not permitted in years 8 - 12.
Light make-up is permitted in years 13 & 14.

False eyelashes are not permitted.

Only clear nail polish is permitted. Gel or acrylic nails are not permitted.

Boys must be clean shaven.

Skirts should not be rolled up at the waist.

If your child is not wearing regulation uniform a note of explanation must be sent to the Form Tutor/Head of Year, which explains when the issue will be rectified.

UNIFORM FOR GIRLS

Blazer	College blazer
Pullover	YEARS 8-12: Regulation navy College 'V' necked pullover or cardigan
	YEARS 13-14: Regulation grey College 'V' necked pullover or cardigan
Shirt	Plain white long- sleeved shirt
Summer Blouse	College regulation blue and white striped blouse with revere collar during Summer Term for Years 8-14
Tie	Regulation tie for Years 8 - 12 or the Year 13 - 14 tie
Skirt	YEARS 8-12: All Years 8-12 MUST wear the regulation navy pleated skirt
	YEARS 13-14: All Years 13-14 MUST wear the regulation grey pleated skirt (Skirts to be worn to the knee, longer skirts available on request)
Trousers	Trousers are available for those girls who wish to wear them. (They MUST be the regulation 'contemporary fit' from Warnock's')
Socks	YEARS 8-12: College regulation socks or plain navy school tights
	YEARS 13-14: Plain black tights

Shoes	Plain black, flat-heeled shoes. Heels must not be higher than 4cm (as measured at the back of the shoe, at the point where the heel joins the upper). Boots, trainers or canvas shoes are not permitted
Outdoor Coat	Plain, dark colours only
Optional Garment	A College scarf - no other scarf may be worn. Headwear should be navy blue

GAMES AND PE UNIFORM	Red polo shirt
	Navy skort / navy shorts (Optional)
	Navy socks with red turnovers
	Plain navy tracksuit bottoms (Must be worn to school on P.E. and Games days)
	College smock top or hoodie (Optional)
	Navy skin top (Optional) / navy leggings/skins (Optional)
	Trainers / hockey shoes (Optional)

UNIFORM FOR BOYS

Blazer	College blazer
Pullover	Regulation grey College 'V' necked pullover or cardigan
Shirt	Plain white long- sleeved shirt
Tie	Regulation tie for Years 8 - 12 or the Year 13 - 14 tie
Trousers	Black regulation school trousers & unobtrusive black belt
Socks	Mid-grey or dark grey
SHOES	<p>Plain black, flat-heeled shoes. Heels must not be higher than 4cm (as measured at the back of the shoe, at the point where the heel joins the upper).</p> <p>Boots, trainers or canvas shoes are not permitted</p>
OUTDOOR COAT:	Plain, dark colours only
Optional Garment	A College scarf - no other scarf may be worn.

GAMES AND PE UNIFORM	Red and white hooped rugby shirt
	Navy polo shirt
	White shorts
	White socks
	Plain navy tracksuit bottoms (Must be worn to school on P.E. and Games days)
	College smock top or hoodie (Optional)
	Navy skins (Optional)
	Trainers
	Rugby or Soccer Boots

WELL STOCKED

STOCKISTS: UNIFORM IS AVAILABLE FROM: (apart from PE and games kit)

WARNOCKS	791-793 Lisburn Road, Belfast BT9 7GX	Tel No. 9038 1828
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GOWDYS	121-131 Woodstock Road, Belfast BT6 8AB	Tel No. 9045 9052
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LITTLES (Boys' uniform only)	254-256 Woodstock Road, Belfast BT6 9DN	Tel No. 9045 8372
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RHODA STEWART	26-28 High Street, Ballynahinch BT24 8AB	Tel No. 9756 5566
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DAVID CRAWFORD		Mobile 07801 343505
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PE AND GAMES KIT IS AVAILABLE FROM

Podium 4 Sport Ltd	40 Montgomery Road, Belfast BT6 9HL	Tel No. 9070 1444
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ACCEPTABLE FOOTWEAR

Shoes are acceptable if they are plain black in colour, polishable and not overly decorative. Essentially, they need to be shoes that can be described as plain, black, flat, sensible school shoes.



UNACCEPTABLE FOOTWEAR

Footwear is deemed to be unacceptable if it is any colour other than plain, overly decorative or without flat heels. Trainers, boots, pumps or canvas shoes are not permitted. All sport brands, with or without a logo, are not permitted.



TRANSPORT TO AND FROM THE COLLEGE

Those students cycling to school should leave their bicycle locked and in the appropriate place. Students should also wear cycle helmets for safety and adhere to road safety guidelines when cycling.

Translink buses for Carryduff, Ballynahinch and Saintfield, are available at the turning circle at the end of the College day. Students may also use the public transport available and we would advise parents to use the Translink app to plan their child's journey.

Parents/Carers are reminded no parking is permitted in the turning circle or along the main thoroughfare within the College gates. Due to congestion, we would suggest that, if possible, you drop your child off out on the main road.

As always, when your child is wearing the College uniform, their behaviour is expected to be exemplary.

MOBILE PHONES

Mobile phones should not be used after 8.45 am and should only be used when directed by a teacher.

- First instance: The phone is confiscated, placed in the office and a message will be sent home. A note will be recorded on the pupil's file.
- Second instance: The phone is confiscated, placed in the office, a message will be sent home and a Friday detention issued. A note will be recorded on the pupil's file.
- Third instance: The phone is confiscated, placed in the office and parents will have to come to the College to collect the phone. A note will be recorded on the pupil's file.

RESTAURANT FACILITIES

Our restaurant serves hot meals, deli style food and salad bar food. It is open at both break and lunch. Payment can be made with cash or card.

SUPPORT AVAILABLE

- Form Tutors
- Heads of Year
- Senior pastoral staff
- Ambassadors
- Prefects
- The Hub
- School Counsellor
- SENCO/Assistant SENCO
- Safeguarding/Child Protection team



A FAMILY WITHIN THE SCHOOL

THE HOUSE SYSTEM

There are four Houses in the College, named after famous Northern Irish men and women whose talents and achievements draw praise from all sections of our society:



FERGUSON

Named after the engineer and entrepreneur **Harry Ferguson**



LEWIS

Named after writer and philosopher **CS Lewis**



HEANEY

Named after poet and Nobel Laureate **Seamus Heaney**



PETERS

Named after Olympic Gold medal winning athlete **Mary Peters**

All students are allocated to a House and wear a badge of their House colour, each member of staff is also allocated to a House, ensuring this ethos runs throughout the school. Staff tug of war is a keenly anticipated climax to our annual Sports Day!

House Competitions allow all students, whatever their age and talent, to contribute to the success of their house, these include traditional events and sports, and some which require vision and teamwork including Photography; Spelling Bee; Design and Enterprise.

The aims of the House System are:

- To encourage and develop team spirit and House identity
- To provide a system of rewards through the awarding of House points
- To encourage students to become involved in extra-curricular activities
- To give leadership opportunities to senior students as House Captains
- To give students opportunities to work with students in other year groups.

SANCTIONS AVAILABLE

Breaktime detention

Head of Year detention – will typically be after school for one hour

Class teacher detention – will typically be after school for one hour

Head of Department detention – will typically be after school for one hour

Wednesday Detention: Wednesday Detention lasts from 3:20 p.m. to 4:30 p.m. and is held in Study. Parents/Carers must receive 24 hours written notice of an after-school detention or give permission in person or by phone to a member of College staff. If a student fails to attend a Wednesday detention without authorisation from the College, they will automatically go into Senior Leadership Detention as determined by the Principal, Vice Principal or Senior Leader.

SLT Detention: This will take place on a Friday afternoon in Study and will last from 2.45 p.m. – 4.00 p.m. This is the most serious sanction before suspension.

External Suspension: In the event of serious inappropriate behaviour (as identified by the Education Authority) the Principal, or in their absence the Vice Principal, will initiate a suspension. A suspension will involve the following, as directed by the Education Authority:

- the parent/carer must be informed of the suspension and the reason for the action being taken by the College
- the student will be removed from the College at the earliest possible occasion for a designated number of days (determined by the Principal)
- the Chair (or Vice Chair) of the Board of Governors will be informed as soon as possible
- the student may only return to the College after the Principal or Vice Principal has met with the parent/carer in relation to the incident
- a record of the incident will be issued to the Chair of the Board of Governors, the Education Authority and the parent/carer. A copy will also be held in the student's file.

Expulsion: The College will follow the protocols set down by the Education Authority for those incidents that would warrant an expulsion.

WELL EDUCATED

KEY STAGE 3

Years 8, 9 & 10

Art and Design
Biology (Year 10)
Chemistry (Year 10)
English
Food & Nutrition
French
Games
Geography
History
ICT
Learning for Life and Work
Mathematics
Music
Physical Education
Physics (Year 10)
Religious Education
Science (Years 8 & 9)
Spanish
Technology and Design

KEY STAGE 4

Years 11 & 12

Art
BTEC Sport
Biology
Business & Communication Systems
Business Studies
Chemistry
Digital Technology
Double Award Science
English Language
English Literature
Food & Nutrition
French
Further Mathematics
Geography
History
Mathematics
Music
Physical Education
Physics
Religious Education
Single Award Science
Spanish
Technology and Design
Travel and Tourism

The GCSE curriculum offer is reviewed annually and options are based on viability of uptake & staffing



EXTRA-CURRICULAR ACTIVITIES

Some of the extra curricular opportunities available:

Art Club	Duke of Edinburgh's Award Scheme	Musical Production and Drama
Badminton Club	Football - Junior and Senior Boys	Music Theory
Baking Club	Girls Hockey (all ages)	Netball - Junior and Senior
Brass Group	Girls Rugby	Public Speaking
Bridge Club	Golf	Rugby (all ages)
Chess Club	Hockey - Boys (Junior)	Scripture Union - Junior and Senior
Chamber Choir	ICT Club	Science Club
Junior Choir	Instrumental Group	Wide Range of Academic Support Classes within Departments
Concert Band	Lego Club	Wide and Full Range of Saturday Morning Sports Fixtures (Home and Away)

Honours are awarded to students who excel in areas of academic or extra-curricular life. The distinctive tie and blazer which are awarded mark these students out as people who have fully embraced the ethos of the College, to aspire for excellence.



Aspiring for excellence, together



**Wellington
College
Belfast**

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