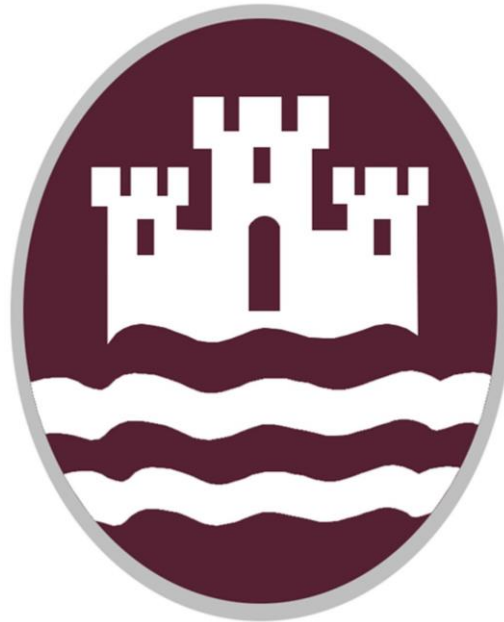


CLC Induction



Principals

Mrs Irvine



Mr Maxwell



Mr Houston



Mr Beattie



Coordinators

Mrs McClean



Mr Martin



Mr Dunlop

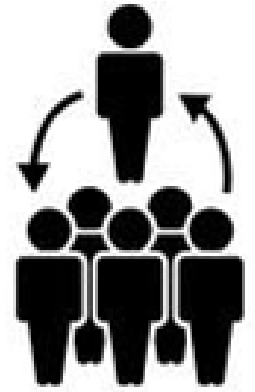


Aims



1. Make students and parents aware of the daily running of CLC.
1. Assure students and parents that our CLC students' well-being and academic progress is central to this process.

Induction Process 1



- **Pupil Induction (earlier today!)**
- Visited host school
- Opportunity to meet:
 - Fellow travelling CLC classmates
 - Subject teachers
 - Coordinators
 - Child Protection Officers
 - Principals

Induction Process 2



Induction Presentation

- Provide details for parents/guardians and students regarding the processes involved in CLC.

Induction Process 3



First lesson induction

- First CLC subject class
- Ice-breaker activity
- Kickstart the process of getting to know classmates and teacher(s)

People involved in CLC

- Students
- Parents/carers
- Subject Teachers
- CLC Coordinators
- Child Protection/Safeguarding Officers
- Principals
- Mr Beattie (external CLC Coordinator)



Students



- Adhere to terms of their student contract.
- Good attendance – greater than 95% is expected.
- Comply with deadlines and ALWAYS give your best effort.
- Ask for help no matter what the issue.
- Arrive for taxis and to all classes in good time.

Parents or Carers



- Your role is vital.
- Please encourage your son/daughter to work hard at their academic studies.
- ‘Attend’ Parent Consultations in your child's host school.
- Communication is through CLC coordinators / Year Teams in your child's **own** school.

Subject Teachers



- Teaching to agreed examination boards /specifications.
- Homework, coursework and portfolio completion.
- Monitor, track and set targets for student progress.
- Provide feedback to student and parents via parent consultations and reports.
- Liaise with CLC Coordinator.

CLC Coordinators



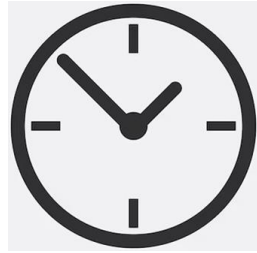
- Oversee process
- Resolve problems
- Communicate with other CLC Coordinators
- Communicate with parents

Child Protection Officers



- Deal with any issues related to Child Protection/Safeguarding.
- Students have had the opportunity to meet with the designated Teacher in Charge of Child Protection/Safeguarding in their host school.

Transport



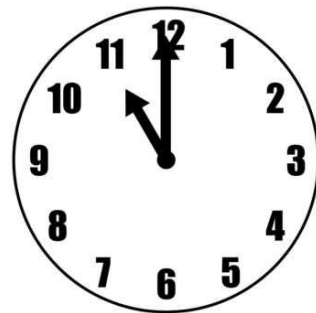
- CLC classes have three timetable sessions: 9.00-11.00, 11.30-12.30 and 1.20-3.20 (ish)
- Students make their own way to and from their host school at the start and end of the day
- During the school day pupils will taxi/walk between schools
- No taxis between CGS and CA
- Taxi shuttle by fonaCAB
- All drivers are Access NI approved



Transport arrangements in practice

Session 1: 9am-11am:

- Make your own way to your host school
- Sign in and be IN class for 9am
- Class ends at 11am
- Sign out of the host school
- Make your way to the taxi pick up point for 11.05am or walk back to your home school
- Get into the correct taxi with your peers



Transport arrangements in practice

Session 2: 11.30am-12.30pm

- Taxi leaves home school at 11.15am sharp
- Sign in at host school and be in class for 11.25am
- Lesson ends at 12.30pm
- Sign out of the host school
- Make way to taxi pick up point or walk back
- Taxi leaves at 12.35pm to return you to your home school



Transport arrangements in practice

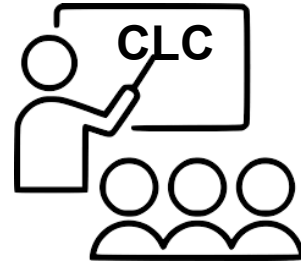
Session 3: 1.20pm-3.20pm(ish)

- Taxi leaves home school at 1.10pm sharp
- Sign in at host school and be in class for 1.20pm
- Lessons end at the closing time of your host school
- Make your own way home



School Holidays... Exceptional Closures... Staff Development Days... etc

- If your home school is 'closed',
BUT YOUR HOST SCHOOL IS OPEN,
you MUST still attend CLC lessons
(and in school uniform)



e.g. Baker Days, Staff Dev't Days, exam periods, June

- Combined schools' holiday list will be provided and will be available on your school website.

Key documents

- Please read, sign and return:
 - Student contract
 - Student information sheet
 - Permission to drive to CLC form (when appropriate)
- Please read and keep safe:
 - CLC induction booklet
 - CLC combined holiday list





Other queries

- **Uniform** – always worn to your host school, with the exception of educational trips/visits (where relevant) or non-uniform days in your home school.
- When in your host school, you follow the **rules/expectations** of that school.
- **Educational visits** – please let your home/host school know.
- **Driving** to host school.





Questions?