



THE WALLACE HIGH SCHOOL

ANNUAL REPORT

2022 - 23

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Trustees

Mr Jonathan Bethel
Mrs Sandra McCabe (Chairman of the Board of Governors)
Mr Barry Latewood
Mr Neal Lucas
Mr Barry McMullan (Chairman of the Board of Trustees)
Mr David Moody
Mrs Heather Parker (resigned December 2022)
Dr Joanne Stuart

Appointments by the Department of Education

Dr Henry Brown
Mr Jason Elliott
Mrs Lynsey Quinn

Appointments by the Education Authority

Mr Clyde Shanks
Mr Jonathan Taylor

Parent Governors

Ms Lynn Campbell
Mrs Jade Mullin

Teacher Governors

Dr Liam Halferty
Mrs Lisa Jordan

Principal

Mrs Deborah O'Hare

In attendance at meetings of the Board of Governors

Vice Principals

Mr David Atkinson
Mr David Cleland

Head of Finance

Mr John Tracey

Head of the Preparatory Department

Mr Jonathan Harper

Secretary to the Board of Governors

Mrs Colleen McDowell



**The enrolment in the secondary department of the school in October 2022 was 1210.
The numbers in each year were as follows:-**

Year 8:	177	Year 9:	180	Year 10:	176
Year 11:	183	Year 12:	178	Year 13:	165
Year 14:	151				

STAFFING

a) Teaching Staff

The number of teachers in the school was as follows:

2019-20	Principal + 53 full-time + 22 part-time (Grammar School) 7 full-time + 1 part-time (Preparatory Department)
2020-21	Principal + 53 full-time + 22 part-time (Grammar School) 7 full-time + 2 part-time (Preparatory Department)
2021-22	Principal + 53 full-time + 22 part-time (Grammar School) 7 full-time + 3 part-time (Preparatory Department)
2022-23	Principal + 57 full-time + 20 part-time (Grammar School) 7 full-time + 3 part-time (Preparatory Department)

b) Changes in staff during 2022 – 2023

i The following joined the staff in 2022-23 academic year:

Miss Polina Crawford, Teacher of Biology
Miss Sarah Crummy, Head of Philosophy, Religion and Ethics
Ms Charlotte Hendy, Teacher of Physics and Computing
Miss Fiona McGrath, Teacher of English and Drama
Mrs Rachel Hunter, School Nurse
Miss Judith Wilson, Temporary Teacher of Geography

ii The following left the school during, or at the end of the 2022-23 academic year:

Miss Patricia Carruthers, Teacher of Biology
Miss Bethany Cartwright, Classroom Assistant
Mr James Clark, Classroom Assistant
Miss Heather Gracey, Senior Teacher
Mrs Jackie Gunn, Classroom Assistant (Preparatory Department)
Mrs Agata Kowalczyk-Fijalkowska, Cleaner
Mr Hugh Larmour, Technology Technician
Mr Ian Latham, Teacher of PE and Games
Miss Kirsty Martin, Art and Design Technician
Miss Lois McMath, Classroom Assistant
Miss Sara Stevenson, Head of Philosophy, Religion and Ethics



The Curriculum Policy is approved by the Board of Governors and implemented and delivered by the Principal and staff of the school.

The policy is developed by the Leadership Team in consultation with the staff. The curriculum meets statutory requirements as identified by DENI.

In order to meet current and anticipated statutory requirements, together with meeting the needs and aspirations of the pupils, the school curriculum is reviewed annually, and proposed updates are brought to the Education Committee of the Board of Governors, and the full Board, in turn for approval.

GCSE Curriculum Rationale

All pupils will follow the core curriculum of English, English Literature, Religious Studies (Short Course) and Mathematics. Pupils will select a number of additional GCSE from the options blocks as indicated in the subject choice letter.

Further Mathematics GCSE (Linear)

The top seventy candidates in the Year 10 summer Mathematics examination will be offered the opportunity to study GCSE Further Mathematics. This involves an extra single period of Mathematics in lieu of one period of non-exam PE. The GCSE Maths course is completed in Year 11.

Mathematics (Statistics) GCSE (Linear)

The top ranked pupils (70-100th) in the Year 10 summer Mathematics examination will be offered the opportunity to study GCSE Statistics. GCSE Maths is studied over the two-year period of study.

Religious Studies GCSE (Linear)

The Religious Studies course is an introduction to Christian ethics exploring personal and family issues, matters of life and death, care for the environment, equality, war and peace. Studying these themes can enhance personal, social and cultural development. It is an opportunity to reflect on and develop values, opinions and attitudes. Since September 2014 all pupils study RS Short course modules in Year 11 and the full course modules in Year 12.

Pupils will sit the appropriate GCSE examination at the end of both Year 11 and Year 12.

Curriculum

Key Stage 3 Curriculum (Period allocation in brackets)

All year groups receive a Pastoral period on a Thursday morning. This period covers the LLW curriculum including RSE.

YEAR 8

English (5) Maths (6) French (4) History (3) Geography (3) Art (2) Music (2) RE (2) Technology (2) HE (2) PE (1) Games (2) Drama (2) Reading for Pleasure (1) Physics (2) Chemistry (2) Biology (2) Computer Programming (1).

YEAR 9

English (4) Maths (5) French (4) History (4) Geography (4) Art (2) Music (1) RE (2) Tech (2) HE (2) PE (1) Games (2) Reading for Pleasure (1) German/Spanish (3) Physics (2) Chemistry (2) Biology (2) Computer Programming (1).

YEAR 10

English (6) Maths (6) French (4) History (4) Geography (4) Biology (2) Chemistry (2) Physics (2) Art (2) Music (1) RE (1) Technology (2) HE (2) PE (1) Games (2) German/Spanish (3)

Key Stage 4 (Year 11/12)

English (7) Maths (6/7) RE (3) Games (2) PE (1/2) Groups (4)
Further Mathematics: Top 70 pupils based on summer Year 10 Mathematics paper.
Statistics: The top 70-100 pupils based on summer Year 10 Mathematics paper.

Pupils choose one subject from each option group.

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6
Agriculture & Land Use	Art	Biology	Biology	Art	Business Coms
Biology	Bus Studies*	Digital Tech	Bus Studies*	Chemistry	French
Chemistry	HE	History	Chemistry	French	German
Motor Vehicle & Road User Studies.*	Geography	HE	Digital Tech	Geography	Leisure and Tourism *
	History	Music	Geography	History	
	Technology*	PE	Technology*	MIA	Spanish
		Physics		Physics	
Physics					

Subjects marked with an * offer a module in Year 11.

Sixth Form Curriculum

(9 periods per subject)

Pupils choose one subject per option block

A	B	C	D
Biology Computing /SSD English Literature French Digital Technology Mathematics PE (Extended Cert.)* Religious Studies	Accelerated Maths Biology Economics Geography German History Mathematics Moving Image Arts	Art Biology Chemistry English Literature Nutrition & Food Science Politics Technology Music (Extended Cert)* PE (Diploma)**	Business Studies Chemistry Geography History Digital Technology Physics Spanish Health & Social Care

* BTEC Extended Certificate (equivalent to a single A-level)

**BTEC Diploma (equivalent to two A-levels). Pupils must also select the Extended Certificate PE in block A.

Other Courses

1. Enrichment Programme

- Young Enterprise
- Computer Programming
- European Studies
- Health
- Japanese
- Cooking
- RE
- Personal Finance

2. Games

DESTINATIONS OF SCHOOL LEAVERS



Year 14 Destination data

	Total	% HE	% FE	% Employment
2022-2023	151	81	4	15

PERCENTAGE ATTENDANCE FIGURES 2022-23



Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Year 8	61515	598	1430	290	63833	97.3
Year 9	62344	452	1652	374	64822	96.9
Year 10	59403	1171	3245	467	64286	94.2
Year 11	61210	1030	3089	695	66024	94.3
Year 12	46386	15528	1781	541	64236	96.4
Year 13	43570	13291	1920	479	59260	96.0
Year 14	40466	10647	2589	797	54499	93.8
Totals	374894	42717	15706	3643	436960	95.6



SAFEGUARDING WALLACE: CHILD PROTECTION POLICY

Safeguarding Context

At Wallace High School we believe that every child should be kept safe and that everyone here has a responsibility to safeguard our pupils. Children and young people cannot learn or develop effectively unless they feel secure. At Wallace High School we have a strong pastoral tradition. It is our aim to create an ethos which contributes to the care, safety and well-being of all of our pupils.

At Wallace High School we consider *Safeguarding* to be the process of protecting children from abuse, neglect, harm or the risk of these as well as providing care and support for children.

At Wallace High School we consider *Child Protection* to be part of Safeguarding. It refers to the actions taken by the staff and the agencies engaged in protecting children from harm when a disclosure is made.

The Wallace High School has a dedicated *Safeguarding Team* of experienced and specially trained staff.

Mr Reid is the school's Designated Teacher for Child Protection. There are also four Deputy Designated Teachers who work with and as directed by Mr Reid. They are Mr Atkinson, Miss Frey and Mrs Jordan in the Grammar school and Mr Harper and Mrs Dowds in the Preparatory department. Together they make up the Safeguarding Team.

Safeguarding Procedures for Parents

At Wallace High School we encourage parents to advise us of any concerns they have with regards to the safety, care and well-being of our pupils.

If you have a specific concern about a child at Wallace, please contact the school and ask to speak to the Designated Teacher or a member of the Safeguarding Team.

When a disclosure of abuse or the risk of abuse is made, the Designated Teacher or a member of the Safeguarding Team will consider all the information and carefully plan a course of action. The Principal and the Chairman of the Board of Governors will be informed.

A Safeguarding Wallace **leaflet** is available on our website. This provides guidance for parents and useful contact details to support agencies. Alternatively, parents can contact Social Services or the PSNI directly.

Rationale

The school recognises that all its staff have a responsibility to help protect its pupils from abuse or the risk of abuse. In light of this the Principal will:

1. Ensure that all staff (teaching and non-teaching) have guidelines indicating
 - a. code of conduct for all staff.
 - b. the different possible categories of abuse.
 - c. the possible symptoms of abuse.
 - d. how to investigate and report on abuse.
 - e. procedures to be followed when necessary.
 - f. the role of the designated teacher (and deputy).
 - g. reporting procedures.
2. Designate a senior member of staff (the designated teacher) or deputy available in the absence of the Designated Teacher, who will have the primary immediate responsibility for the implementation of this policy.
3. Ensure that appropriate records of reports, interviews, reviews etc. are kept, including the information on the Child Protection Register
4. Ensure that both the Designated Teacher and members of the Safeguarding Team are properly trained to carry out their responsibilities.
5. Ensure that child protection issues are part of the induction programme for all newly appointed members of staff, including volunteers and sports coaches.
6. Ensure that appropriate in-service training for staff, volunteers and sports coaches is organised.
7. Ensure that the progress of a child placed on the Child Protection Register is monitored.
8. Ensure that an appropriate self-protection programme for pupils is included in the curriculum.
9. Ensure that pupils, through appropriate notices placed around the school, are aware of how to obtain help and from whom.
10. Inform all who need to know of the complaints procedure.
11. Arrange for an AccessNI check to be carried out on new employees, volunteers and sports coaches.
12. Ensure where a referral has been deemed necessary that Social Services and/or the Police and the Designated Officer for child protection in the appropriate Education & Library Board are notified immediately.
13. Ensure that parents are made aware through the school prospectus, parents' meetings or other appropriate methods, of the school's child protection arrangements and the fact that these may require cases to be referred to the investigative agencies.

Categories of Abuse

One recognised working definition of the term 'Child abuse' is:

'Children may be abused by a parent, a sibling or other relative, a carer (i.e. a person who has actual custody of a child such as a foster parent or staff member in a residential home), an acquaintance or a stranger, who may be an adult or a young person. The abuse may be the result of a deliberate act or of a failure on the part of a parent or carer to act or to provide proper care, or both. The abuse may take a number of forms, including*:

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying - including online bullying through social networks, online games or mobile phones - by a child's peers.

Identifying Abuse

It is always preferable to prevent abuse, or for intervention to take place at the earliest possible stage. Because of their day-to-day contact with individual children, school staff, especially teachers but also non-teaching staff, including lunch-time supervisors and ancillary or auxiliary staff - are particularly well placed to observe outward symptoms of abnormality or change in appearance, behaviour, learning pattern or development. Such symptoms may be due to a variety of other causes, including bereavement or other disruption in family circumstances, or drug, alcohol or solvent misuse. Sometimes, however, they may be due to child abuse. For example:

- bruises, particularly bruises of a regular shape which may indicate the use of an implement such as a strap, or the mark of a hand, lacerations, bite marks and burns may be apparent, particularly when children change their clothes for physical education, swimming and other sports activities, or when very young children or children with special education needs are helped with toileting;
- possible indicators of physical neglect, such as inadequate clothing, poor growth, hunger or apparently deficient nutrition and of emotional abuse, such as excessive dependence or attention-seeking, may be noticeable;
- sexual abuse may exhibit physical signs, or lead to a substantial behavioural change including precocity, withdrawal or inappropriate sexual behaviour.

No list of symptoms can be exhaustive. Also, it must always be remembered that alternative medical, psychological or social explanations may exist for the signs and symptoms described above.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature (Child Sexual Exploitation - CSE).

Grooming

“Grooming” is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse or exploitation.

This may involve providing money, gifts, drugs and/or alcohol or more basic needs such as food, accommodation or clothing to develop the child’s/young person’s loyalty to and dependence upon the person(s) doing the grooming.

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age. Many children and young people do not understand that they have been groomed, or that what has happened is abuse.

Grooming is often associated with CSE but can be a precursor to other forms of abuse.

Child Sexual Exploitation (CSE)

Sexual Exploitation is a form of sexual abuse.

It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

(a) in exchange for something the victim needs or wants and/or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual.

Child sexual exploitation does not always include physical contact; it can also occur through the use of technology.

Any child (i.e. a person under the age of 18) can be a victim of CSE.

Although younger children can experience CSE, the average age at which concerns are first identified is 12-15 years of age. Sixteen and seventeen year olds, although legally able to consent to sexual activity can also be sexually exploited.

Both young females and males can be victims of CSE. While CSE is not a specific criminal offence, it does encompass a range of sexual offences and other forms of serious criminal misconduct.

Identifying CSE

CSE can be very difficult to identify and a young person may not see themselves as a victim. However, it is our statutory responsibility to protect all children and young people from abuse, irrespective of whether or not they view themselves as a victim of abuse. Professionals need to be able to identify vulnerability in the midst of challenging behaviour and frequent resistance to, or even apparent disregard for, professional support.

Research repeatedly shows that young people rarely report abuse through CSE. Most concerns are identified by professionals, friends or family or by proactive investigation by authorities.

In recognition of this, good practice guidelines state that all areas should assume that CSE is occurring within their area unless they have evidence to indicate otherwise.

As such, schools should be alert to the likelihood of CSE and plan to protect children and young people accordingly.

Potential indicators of CSE:

- ✓ Acquisition of money, clothes, mobile phones etc without plausible explanation.
- ✓ Truanting/leaving school without permission.
- ✓ Persistently going missing or returning late.
- ✓ Receiving lots of texts/ phone calls prior to leaving.
- ✓ Change in mood - agitated/stressed.
- ✓ Appearing distraught/dishevelled or under the influence of substances. Inappropriate sexualised behaviour for age.
- ✓ Physical symptoms eg bruising; bite marks.
- ✓ Collected from school by unknown adults or taxis.
- ✓ New peer groups.
- ✓ Significantly older boyfriend or girlfriend.
- ✓ Increasing secretiveness around behaviours.
- ✓ Low self-esteem.
- ✓ Change in personal hygiene (greater attention or less).
- ✓ Self-harm and other expressions of despair.
- ✓ Evidence or suspicion of substance abuse.

While these indicators can be useful in identifying potential risk, their presence does not necessarily mean CSE is occurring.

What to Do?

CSE is a form of child abuse and, as such, any member of staff suspecting that CSE is occurring should follow the school child protection policy and procedures, including reporting to the appropriate agencies.

The HSCT and PSNI **should be involved as early as possible** to ensure any evidence that may assist prosecution is not lost and to enable a disruption plan to reduce the victim's contact with the perpetrator(s) and reduce the perpetrator(s) control over the victim to be put in place without delay.

Domestic and Sexual Violence and Abuse

Domestic Violence and Abuse: is defined as *'threatening, controlling, coercive behaviour, violence or abuse (psychological, virtual, physical, verbal, sexual, financial or emotional) inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability) by a current or former intimate partner or family member.'*

Sexual Violence and Abuse is defined as *'any behaviour (physical, psychological, verbal, virtual/online) perceived to be of a sexual nature which is controlling, coercive, exploitative, harmful, or unwanted that is inflicted on anyone (irrespective of age, ethnicity, religion, gender, gender identity, sexual orientation or any form of disability).'*

Please note that coercive, exploitative and harmful behaviour includes taking advantage of an individual's incapacity to give informed consent.

*All of these definitions are from Co-operating to Safeguard Children and Young People in Northern Ireland (2016) www.health-ni.gov.uk/publications/co-operating-safeguard-children-and-youngpeople-northern-ireland These types of abuse apply equally to children with disabilities but the abuse may take slightly different forms, for example, lack of supervision, or the use of physical restraints such as being confined to a wheelchair or bed.

Each of these definitions uses the term 'actual or likely'. For practical purposes, 'actual' can be taken to mean 'confirmed', i.e. that the teacher is satisfied that the abuse has actually happened, and 'likely' can be taken to equate to 'potential' or 'suspected', i.e. that the teacher believes that the abuse probably happened, or will probably happen.

We are advised that "sexual activity involving a child who has achieved sufficient understanding and intelligence to be capable of making up his or her own mind on the matter, while **illegal**, may not necessarily constitute sexual abuse. One example which could fall into this category is a sexual relationship between a 16 year old girl and an 18 year old boy. The decision to initiate child protection action in such cases is a matter for professional judgement and each case will be considered individually.

The criminal aspects of the case will, of course, be dealt with by the Police."

Procedure for Dealing with Suspected Abuse

The school recognises that its entire staff have a responsibility to help protect its pupils from abuse or the risk of abuse. (The term abuse includes physical injury, neglect, continued ill-treatment, emotional and sexual abuse).

In the event of any member of staff receiving or uncovering information, no matter how trivial or uncorroborated about actual or suspected child abuse, the procedure will be as follows:

- The member of staff shall immediately inform the Designated Teacher, Mr J Reid, or a member of the Safeguarding Team. The Designated Teacher will then inform the Principal.
- The Designated Teacher or a member of the Safeguarding Team will telephone the Gateway Team at Stewartstown Road Health Centre within the space of **one working day**.

- The Designated Teacher or a member of the Safeguarding Team will complete a **UNOCINI** form and send copies to the appropriate agency, SEELB and retain a copy in the school files.

Any teacher or other member of staff who complies with the school's procedure in making a report of suspected child abuse is acting within the course of his/her employment and in such circumstances where he/she has acted in good faith, will receive the full support of the Board of Governors and will not be legally or financially liable.

The responsibility of the Designated Teacher/Deputy Designated Teacher is as follows:

- to ensure that the member of staff completes an appropriate report for school records using the Safeguarding Pro forma.
- to notify the local Social Services Department (via the Gateway Team) and, where an arrestable offence is suspected, the police and the designated officer for child protection in the South Eastern Education and Library Board
- to complete the **UNOCINI** form for Social Services
- to liaise with the appropriate Head of Year if this is thought to be beneficial
- to keep suitable records of reports, interviews, reviews, etc.
- to liaise with Social Services as necessary.
- to ensure that the appropriate Heads of Year are made aware of "Looked After" children or those on the Child Protection Register.

Designated Teacher (Grammar School)	-	Mr J Reid (Senior Teacher)
Deputy Teachers (Grammar School)	-	Mr D Atkinson (Pastoral Vice- Principal)
	-	Miss Frey & Mrs Jordan (Assistant Heads of Year)
Designated Teacher	-	Mr J Harper (Head of Department)
Deputy Teacher (Preparatory Department)		Mrs S Dowds

Procedures for Reporting Suspected Abuse

All staff are trained annually on identifying the signs and symptoms of abuse and dealing with a disclosure.

Where teachers see signs which cause them concern, they should, as a first step, **seek some clarification** from the child **with tact** and understanding.

Where a classroom assistant or another member of the school's ancillary or auxiliary staff sees such signs, he or she should immediately bring them to the attention of either the **Head of Year** or the **Designated Teacher** and it may be appropriate for the necessary clarification to be carried out by the teacher.

Such clarification may reassure staff that abuse has not occurred but signs and symptoms which cause concern, while perhaps not a result of abuse, may nevertheless indicate that the child or his or her family is in need of Social Services intervention.

Care must be taken in asking and interpreting children's responses to questions about indications of abuse. The same considerations apply when a child makes an allegation of abuse, or volunteers information which amounts to that. In some cases talking to the child will crystallise initial concerns into a suspicion that abuse has occurred and point to the need for immediate referral.

Staff should, therefore, be aware that the way in which they talk to a child can have an effect on the evidence which is put forward if there are subsequent criminal proceedings:

- **they should not ask the child leading questions**, as this can later be interpreted as putting ideas into the child's mind.
- they should, therefore, not ask questions which encourage the child to change his or her version of events in any way or which impose the adult's own assumptions. For example, staff should say, "Tell me what has happened", rather than, "Did they do X to you?".
- the chief task at this stage is to listen to the child and not to interrupt if he or she is recalling significant events and to make notes of the discussion to pass on to the designated teacher. The note should record the time, date, place and people who were present, as well as what was said. Signs of physical injury observed should be described in detail or sketched but **under no circumstances should the child's clothing be removed nor should a photograph be taken.**
- any comment by the child, or subsequently by a parent or carer or other adult, about how an injury occurred should be written down as soon as possible afterwards, preferably quoting the actual words used.
- staff should **not give the child or young person undertakings of confidentiality**, although they can and should, of course reassure that information will be disclosed only to those professionals who need to know.
- they should also be aware that their notes of the discussion may need to be used in any subsequent court proceedings.

While discreet preliminary clarification from the child or his parent or carer will often help to confirm or allay concerns it is not the responsibility of teachers and other education staff to carry out investigations into cases of suspected abuse or to make extensive enquiries of members of the child's family or other carers. They should not take action beyond that recommended in the policy to be followed in handling cases of abuse, including where a teacher or other member of staff is accused of abuse.

Code of Conduct for Wallace High School Employees

Introduction

All actions concerning children and young people must uphold the best interest of the young person as a primary consideration. Staff must always be aware of the fact that they hold a position of trust, and that their behaviour towards the pupils in the school must be above reproach. The code of conduct is intended to assist staff by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct.

CODE OF CONDUCT

1. Private Meeting with Pupils

- (a) Staff should be aware of the dangers which may arise from private interviews with individual pupils. It is recognised that there will be occasions when confidential interviews must take place. As far as possible, staff should conduct such interviews in a room with visual access or with the door open.
- (b) Where such conditions cannot apply, staff are advised to ensure that another adult knows that the interview is taking place. It may be necessary to use a sign indicating that the room is in use but it is not advisable to use signs prohibiting entry to the room.
- (c) Where possible another pupil or (preferably) another adult should be present or nearby during the interview.

2. Physical Contact with Pupils

- (a) As a general principle, staff are advised not to make unnecessary physical contact with their pupils.
- (b) It is unrealistic and unnecessary, however, to suggest that staff should touch pupils only in emergencies. In particular, a distressed child, especially a younger child, may need reassurance involving physical comforting, as a caring parent would provide. Staff should not feel inhibited from providing this.
- (c) Staff should never touch a child who has clearly indicated that he/she is, or would be, uncomfortable with such contact, unless it is necessary to protect the child, others or property from harm. (DENI Circular 1999/9, on the use of reasonable force, gives guidance on Article 4 of the Education (Northern Ireland) Order 1998 (Power of member of staff to restrain pupils).
- (d) Physical punishment is illegal, as is any form of physical response to misbehaviour, unless it is by way of necessary restraint.

- (e) Staff who have to administer first-aid to a pupil should ensure wherever possible that this is done in the presence of other children or another adult. However, no member of staff should hesitate to provide first-aid in an emergency simply because another person is not present.
- (f) Any physical contact which would be likely to be misinterpreted by the pupil, parent or other casual observer should be avoided.
- (g) Following any incident where a member of staff feels that his/her actions have been, or may be, misconstrued, a written report of the incident should be submitted immediately to his/her line manager - in the case of teaching staff to a V.P. and in the case of non-teaching staff to their support staff line managers. The support staff line managers are as follows:
 - Administration - Colleen McDowell (Head of Administration)
 - Premises - Colin McCutcheon (Head of Premises)
 - Accounts - John Tracey (Head of Finance)
 - Classroom Assistants and Technicians - Neal McKnight (Senior Teacher)
 - ICT Technicians - Jane McMath (Senior Teacher)
 - Preparatory Department Support Staff - Jonny Harper (Head of the Preparatory Department)

Should a V.P. or the Head of Finance be in such a situation he/she should submit his/her report to the Principal.

- (h) Staff should be particularly careful when supervising pupils in a residential setting or in approved out of school activities, where more informal relationships tend to be usual and where staff may be in proximity to pupils in circumstances very different from the normal school/work environment.

3. Choice and Use of Teaching Materials

- (a) Teachers should avoid any teaching materials, the choice of which might be misinterpreted.
- (b) When using teaching materials of a sensitive nature a teacher should be aware of the danger that their application, either by pupils or by the teacher, might after the event be criticised.
- (c) If in doubt about the appropriateness of a particular teaching material, the teacher should consult with the Principal before using it.

4. Relationships and Attitudes

Staff should ensure that their relationships with pupils are appropriate to the age, maturity and sex of the pupils, taking care that their conduct does not give rise to comment or speculation. When using teaching materials of a sensitive nature the teacher should be aware that they or the materials may be criticised after the materials have been used.

Child Protection Register

If the Social Services inform the school that the child's name has been placed on the Child Protection Register, the school will monitor the progress of the child.

The school will alert either the child's case co-ordinator from Social Services or the Education Welfare Officer when a child on the Child Protection Register is absent for more than a few days, or on a regular basis, or shows any signs which suggest a deterioration in the child's home circumstances.

Child Protection Case Conferences

When a referral has been made to Social Services of a case of suspected or alleged abuse, either the designated teacher or a member of the Safeguarding Team or the Head of Year, may be asked to contribute the school's knowledge of the child to the **Child Protection Case Conference** convened by Social Services to assess the child's circumstances and decide on further action.

Reports will be made using the **UNOCINI** form.

Created by: J Reid

Date: January 2022

CAREERS EDUCATION AND GUIDANCE



INTRODUCTION

1 Aims of Careers Education

- a To help pupils to develop knowledge and understanding of themselves and others as individuals - their strengths and limitations, personal qualities, interests, abilities, skills, potential, values, motivation and needs.
- b To help pupils to develop knowledge and understanding of the world in which they live; the major roles which people play concurrently or sequentially in various spheres of life; employment and other career opportunities available and routes of entry available to them.
- c To help pupils to develop the skills and personal qualities needed to manage their career development including the ability to make informed choices, formulate and implement personal career plans and cope with the transition from school to adult life.
- d To meet the recommendations and requirements as set out in "Preparing for Success" DENI

2 Programme of Careers Education

Year 8 and 9: Careers Education and Guidance is delivered as part of the Employability component of Learning for Life and Work. Career Planning is introduced, reflected and reinforced over these two years.

Year 10: Personal Career Planning takes place as part of GCSE subject choice process and runs concurrent with the Employability strand of Learning for Life and Work. All Year 10 are interviewed by the Careers Team to discuss their GCSE and career choices.

Year 11: Careers Education and Guidance is delivered as part of the Employability component of Learning for Life and Work. Career Planning is further reflected upon and developed.

Year 12: Personal Career Planning takes place as part of the post 16 choice process and runs concurrent with the Employability strand of Learning for Life and Work. All Year 12 are interviewed by the Careers Team to discuss their post 16 and career choices.

Year 13: Careers Education and Guidance was delivered as part of the L6 extended curriculum. The programme included:

- Work experience in January
- Careers research and Personal Career Planning
- Researching 18+ options
- Completion of a CV
- Completion of a Personal Career Plan
- Year 13 attend a Higher Education event in June. This event covers:
 - Making the right choice of course and university
 - Personal statement guidance
 - Registering with UCAS.

Year 14 :

- Completion of UCAS application and parent presentation on UCAS
- Mock Interviews to include MMIs
- Students also complete a Summary of Achievement

3 General

- There is a well stocked careers library to which all pupils have access. These can be borrowed from the careers office.
- There is a dedicated careers room in which pupils can spend time at break, lunch-time and after school. By arrangement, Year 13 and 14 pupils can use the careers room during the school day when they are not in timetabled classes.

- Visits are arranged to places of higher education, local industries, and places of work.
- Speakers are invited on a regular basis throughout the year to address pupils on a variety of issues related to higher education and the world of work.
- Careers officers from the Careers Service regularly assist in the delivery of the careers programme in school.
- In Years 10, 12, 13 and 14 the integrated teaching programme, delivered by the LLW and Careers Department staff, ensures that the requirements of both are fully achieved to include careers research, a completed CV and a personal statement.

THE SPORTING AIMS OF THE WALLACE HIGH SCHOOL



- 1 To assist pupils in the acquisition, development and application of the techniques, skills and tactics involved in a range of sports.
- 2 To develop an understanding of human performance during sporting activity, especially the relationship between physical activity, good health and safety.
- 3 To promote sport as an enjoyable and valuable activity in which pupils can participate regularly and at different levels, both within Wallace High School and the local community.
- 4 To foster habits of responsibility and self-discipline and to promote initiative and co-operation through participation in sport.

EXTRA-CURRICULAR ACTIVITIES



Teams representing Wallace High School competed against other schools in the following sports:

Athletics (boys and girls)
Badminton (boys and girls)
Cricket (boys and girls)
Cross-country (boys and girls)
Golf (boys and girls)
Hockey (boys and girls)

Netball
Rugby
Show-jumping (boys and girls)
Squash (boys and girls)
Swimming (boys and girls)
Tennis (boys and girls)

CLUBS AND SOCIETIES



The following clubs and societies were active during the year:

Art Club
Bar Mock Trial
Biology Dissection Workshops (KS3)
Book Club
Capella
Computer Club
Cookery Skills Club
Creative Writing
Critical Thinking
Debating
Drama Club
Duke of Edinburgh's Award Scheme
Eco Club
First Lego League
First Tech Challenge

Foreign Language Film Club
Guitar Club
Honours Choir
Jazz Ensemble
Junior Film Club
Junior Languages Club
Maths Challenge and Competitions
Public Speaking
QUB IT Subject Ambassadors Programme
School Orchestra
Scripture Union (Junior and Senior)
Song Writer Club
Technology Club
WHS Junior Choir



Art

- Ben Blaney's work was selected for the 'True Colours' exhibition which showcases the best work from across Northern Ireland.
- Ben Blaney also had his watercolour painting of the prestigious Ox restaurant used as their 2022 Christmas card.
- QUB KS5 'Unfiltered' Stem photography competition – Ben Clydesdale came first in the competition with his photograph showing the reaction which happens when two matches are lit together.
- Island Arts Centre Annual Visual Arts School's Competition - there were numerous winners across Key Stages 3 and 4, with Erin Cooke coming first in Year 11.

Biology

- Bayer Scientific poster competition completed by all year 9 Biology students.
- MiSAC Poster competition (Microbiology in Schools run by University of Reading) all Year 10 Biology students
- Biology Challenge (run by Royal Society of Biology): All Year 11 Biology students entered
 - Kate Lewis: Gold award
 - 5 students: Silver award
 - 24 students: Bronze award
- Intermediate Biology Olympiad (run by Royal Society of Biology): Year 13 Biology students
 - Luke Nase: Gold award
 - Max Kamalarjah: Silver award
 - Rebecca Cardwell & Benjamin Nicolls: Bronze award
- Biology Olympiad (run by Royal Society of Biology): selected year 13 & 14 Biology students
 - Josh Kamalarajah: Gold award
 - Luke Nase & Erin Moffett: Bronze award

Chemistry

- Royal Society of Chemistry Top of the Bench Competition – four students awarded second place in the Regional Heat: Lucy Mahood, Patrick Bell, Maurice Parke and Erin Hughes.
- Analytical Science Community NI Regional Champions. Ellen Tumilty, Ryan Heyes and Benjamin Nicholls received a prize for attaining a top score in the Royal Society of Chemistry Schools' Analyst Competition.

Computing

- Bebras Computing Challenge: Year 8-14 with 29 students finishing in the top 10% in the UK.
- The Oxford University Computing Challenge
- First Lego League Challenge UK and Ireland 2023.
- All Ireland Programming Olympiad - Y14 student Alexander Robertson came in the top 10 and was invited to participate in further training and the selection process for

the international competition but was unable to attend due to the time clashing with his A Level examinations.

- Igloocode KS 3 NI coding competition.

English

- BPW Public Speaking Competition - NI Champions and winners of two awards at UK Finals (Joel Coupe and Max Kamalarajah).
- Edgar Graham Public Speaking - Joel Coupe third and Grace Bolton Highly Commended
- Soroptimists Public Speaking - Anna Hedley Second, Grace Bolton third and Lilia Houston Highly Commended.
- Mock Bar Trial Competition
- Two Minute Tales - BBC Radio Ulster short story - finalist 13-16 age category Hannah Grossmith
- Lisburn Arts Advisory - Overall Winners of Short Story and Poetry top Schools plus numerous individual awards
- Ulster University Open Door Poetry Competition - overall winner Kate Kamalarajah
- Rotary Creative Writing competition - Adam Scenscy - winner

Geography

- Harry McMillan and Reuben Parkes took part in the annual ABP Angus Youth Challenge, reaching the semi-finals.

Mathematics

- NI Schools Team Maths Challenge: Team of 4 KS3 students placed 5th
- QUB School Mathematics Competition: Team of 4 Year 14 students placed 2nd
- UKMT Junior Mathematical Challenge: Year 8 and 9 students
- UKMT Intermediate Mathematical Challenge: Year 11 and 12 students
- UKMT Senior Mathematical Challenge: Year 13 and 14 students
- UKMT Mathematical Olympiad for Girls: Year 13 and 14 students

Modern Languages

- GCHQ NLC Competition
- Francofest
- Hispanofest
- Year 9 German Spelling Bee
- Year 9 Languages Poster Competition – NICILT/QUB
- Anthea Bell Translation Competition: Key Stages 3-5
- Linguistic Olympiad – Key Stage 5 (Reached the National Final in Dublin)

Moving Image Arts

- Cinemagic Young Filmmaker Competition
Leo Robertson Jordan's film 'Overtime' and Mark Moody's film 'Bogeyman' were both shortlisted.
- CCEA Moving Image Arts Showcase
Leo Robertson Jordan achieved 3rd place in the GCSE film category for his film 'Overtime' in the CCEA Showcase. Nick Lundy (AS Animation), Noah Wilson (GCSE

Animation) and Kamil Mueller (GCSE Film) succeeded in being shortlisted in the top 10 of their respective film categories.

Technology

- First Tech Challenge involving pupils from Years 12-14.

SENIOR SPORTS AWARDS 2023



Rugby

Player of the Year

1 st XV	Lewis Stevenson
2 nd XV	Daniel Wilson
3 rd XV	Corey Dawson-Stirling

Top Points Scorer

1 st XV	Charlie Beattie
2 nd XV	Thomas Wilson
3 rd XV	Josh Geddis

Most improved player

1 st XV	Fionn McCloskey
2 nd XV	Harry Lightbody
3 rd XV	Harry Daniel

Players receiving School Colours

Fionn McCloskey, Kyle Beckett, Josh Hanna, Matthew Crowe, Ben Moore, Adam McClean, Jon Rodgers, Sam Warwick, Lewis Stevenson, Charlie Beattie, Noah McCluskey, William Sproule, Quinn Armstrong, Ben Armstrong, Jack Shannon

Players achieving Representative Honours

Charlie Beattie	Ulster U19
Josh Hanna	Ulster Schools' U18
Quinn Armstrong	Ulster Schools' U17 & U18
Lewis Stevenson	Ulster Schools' U17
Jon Rodgers	Ulster Schools' U17
Ben Moore	Ulster Schools' U17
Daniel Wilson	Ulster Schools' U17
Daniel Macklin-Copeland	Ulster Schools' U17
Sam Warwick	Ulster Schools' U17
Josh Geddis	Ulster Schools' U17
Rio McDonagh	Ulster Schools' U17

Boys' Hockey

Player of the Year

1 st XI	Max Spence
2 nd XI	Thomas Brown

Top Goal Scorer

1 st XI	Josh Kamalarajah
2 nd XI	Callum Flack

Most Improved Player

1stXI	Ellis Shanks
2ndXI	Max Crainey

Players receiving School Colours

Josh Kamalarajah, Connor Henry, Calum Flack, Ben Calderwood, Matthew McLearnon, Max Spence, Harvey Begg, Daniel Murray, Luke Dennison, Reuben Illenotuma, Charlie Banks, William McMullan, Ellis Shanks, Max Turner, Milo Thompson, Oliver Tumilty

Players achieving Representative Honours

Harvey Begg	Ulster and Irish U18
Milo Thompson	Ulster and Irish U16, Ulster U18
Daniel Murray	Ulster U18
Luke Dennison	Ulster U18
Matthew McLearnon	Ulster U18
Oliver Tumilty	Ulster and Irish U16

Girls' Hockey

Player of the Year

1 st XI	Jeni Nelmes
2 nd XI	Victoria Eames
3 rd XI	Sophie Orr & Evie Callaghan
4 th XI	Andrea Moore

Top Goal Scorer

1 st XI	Amber Murphy
2 nd XI	Zara Trimble
3 rd XI	Lily Buckley
4 th XI	Lydia Oakes

Most Improved Player

1 st XI	Ella McCaffrey
2 nd XI	Amy Williams

3 rd XI	Abigail McCleary
4 th XI	Holly Gray

Players receiving School Colours

Jeni Nelmes, Maya McKinley, Katie Sandford, Lucy Humphreys, Lucy Gould, Samia El Dibany, Rosie Gilmore, Charlie Bowman, Ella McCaffrey, Anna Hedley, Aoife Watson, Amber Murphy, Lottie Hegarty

Players achieving Representative Honours

Charlie Bowman	Irish U18, Ulster U18
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Netball

Player of the Year

Senior A	Tillie Irvine
Inter A	Megan Baxter

Top Goal Scorer

Senior A	Aoife Watson
Inter A	Megan Baxter

Most Improved Player

Senior A	Abi Campbell
Inter A	Gracie Millar & Katie Irvine

Players receiving School Colours

Tillie Irvine, Abi Campbell, Aoife Watson, Charlie Bowman, Sophie Bassett, Anna Hedley, Megan Baxter, Katie Irvine

Players achieving Representative Honours

Tillie Irvine	NI Under 21 Squad
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Cricket

Player of the Year

Matthew Halliday*
Sam Todd*
Sophie Hinds*

Ella Hinds

Most improved player

Max Spence

Holly Gray

Imogen Armstrong

Players receiving School Colours

Lucy Blair, Sophie Orr, Katie Hunter, Amber Murphy, Holly Gray, Ellie Hinds, Erin Larmour, Tegan Long

Ben Cairns, Josh Kamalarajah, Charlie Beattie, Matthew Crowe, Sam Warwick, Max Spence, William McMullan, Michael Waite, Matthew Halliday

Players achieving Representative Honours

Sam Todd	NCU Senior Women*
Sophie Hinds	NCU Senior Women*
Sophie Orr	NCU Senior Women and NCU U17
Katie Hunter	NCU U17
Ella Hinds	NCU U15

Athletics

Athletes of the Year Victoria Lightbody* & Cathy Hempton

Athletics Colours

Victoria Lightbody,
Cathy Hempton
Connie Crothers*

Representative Honours

Victoria Lightbody*
Irish Under 17 2019 SIABS
Irish Under 15 Cross country 2018

Cathy Hempton
Ulster Under 17 Track and Field for 200m and 4X100m relay



Good afternoon and welcome to our Senior Prize which aims to recognise and celebrate the many achievements and successes of our young people during the academic year 2022-23. I am pleased to welcome members of our Board of Governors, a range of guests and our invited Guest Tanya Matthews who will speak to us all later. I extend a particularly warm welcome to members of last year's Upper Sixth and all parents.

Tanya attended Wallace from 2007 to 2014 and was successful in her application for the first cohort of Earn and You Learn Scheme with Kainos. Since then, Tanya has had a range of roles, working her way through a vibrant sector in Northern Ireland and her career has been varied and exciting so far.

We very much look forward to hearing from Tanya later this afternoon.

This afternoon we recognise and celebrate enthusiastically the many achievements of our young people and our school, and I shall begin with a focus on the academic successes of our young people at GCSE, AS and A 'level. Whilst it is not possible to highlight every success, here are just a few to give you a flavour of just how talented our young people, are.

At A'level our top achievers were Josh Kamalarajah with 5 A* in the 3 Sciences, Mathematics and Further Mathematics, Alexander Robertson in Chemistry, Physics, Mathematics and Further Mathematics and Software Systems Development. Ben Clydesdale also completed a remarkable 5 A'levels and achieved 4A* and an A grade. Jamie Earney, Lewis Carson, Oliver Davis, Adam McClean and Isaac McIrrath all completed 4 A 'levels achieving A*/A across all 4. Tanisha Dowie completed 3 A levels and was awarded 3 A* and Finn Brennan, Katrina Mason, Lara Murphy, David Warke, Lydia Watterson, all achieved 2 A* and 1 A. The list is simply too long to include in this report all those who achieved 3 straight A grades, including 1A*. Of note is that 86% of this large year group achieved 3 or more A*-C grades. Biology was the most popular A 'level at Wallace last year, with 67 entries, with Mathematics, Physics, History and Chemistry the next most studied.

AS qualifications account for 40% of the full A 'level so give us a solid indication of the performance so far of our students across the first year of their 2-year course. Many of our Year 13 last year have achieved 3 or more A grades, 7 students have 3 or more A grades plus an A or A* already in their full Mathematics A 'level which they completed in one year.

Last year's Year 12 dazzled us with their GCSE results, rich in top grades. Tom McMasters and Daniel McIntyre both achieved 11A*, Lottie Hegarty, Josh Ledlie and Keeley Pentland all achieved 10A* grades and 1 A.

Three students achieved 9 A* and 2 A grades: Jan Faulkner, Emily Moorhead and Gabriela Castro-Thompson. A further 16 students, too many to list individually, completed 11 GCSE and achieved straight A/A* grades. As normal, the most awarded grades at Wallace at GCSE were A/A* across the 27 GCSE subjects we offer here.

The successes our young people achieve are, of course, a reflection of their individual hard work but also the enormous efforts invested by all our staff in creating the conditions conducive to learning and skill development. Our teachers must be warmly congratulated for all their efforts, their service and quality of teaching, learning and assessment. I was pleased to hear of two of our Year 14 pupils being awarded prestigious scholarships at university; Sophie Orr was awarded the Institute of Civil Engineers Quest Undergraduate Scholarship and Lara Murphy the Ida C Korean Trust Scholarship. Funding and unique opportunities are available for both Sophie and Lara through these scholarships.

We recognise at Wallace too that good mental and good physical health are prerequisites for us all to thrive and make the progress of which we are all capable. Our student Wallace Wellness Committee travelled to Ganaway in September last year for their team building and planning weekend. Committee members were able to get to know each other and were trained in Mental Health First Aid and Safeguarding.

In September last year the Music Department held the annual concert of 'Songs from the Musicals.' The concert featured soloists from across the school and the Junior Choir. The Year 8 concert last year was held in October and featured each Music class performing a four-chord song by singing and playing a range of instruments. The concert also included soloists from within Year 8 and a special appearance by some of the older students.

In September 2022 we also launched our innovative programme of Industry Based Learning and 180 of our Year 12 students experienced time in the workplace before Halloween. We are very grateful to our employers who have joined this scheme and are providing rich and varied opportunities for our young people and helping in the development of their transversal skills.

As a School, we commemorated the passing of our late Queen, by sharing the memories of staff members, past and present pupils who enjoyed the privilege of meeting The Queen. These were shared on social media and reminded us all of the significant span of work she did over the decades.

October last year then saw the exciting return of a much-loved Wallace tradition...the House Quiz. To celebrate this event, we introduced a new dimension which further enhanced the spirit of competition. Pupils were asked to come to school dressed in their House colour and we encouraged creativity in the costumes and House points were awarded for the best costumes.

The first term saw us lift our first sports' trophy of the year when the U16 rugby team lifted the Ulster Schools' Cup in an exciting final against Campbell.

Our focus as a community on serving others saw The Habitat team raising funds with their Halloween themed cake sales and to support the UK wide Children in Need event a bake sale was very well organised by our Senior Prefects.

The run up to Christmas last year was packed with fun and community-based events., Wallace Threads was an evening of sustainable fashion with award-winning personal stylist (and WHS former pupil) Samara from Evolve.

Our ever busy and very loyal PTA ran a range of uniform sales last year to support all families during a time of high inflation and high energy costs.

Throughout term one of 2022-23 a range of Departments organised educational trips and competitions which this report cannot cover due to the volume. Christmas at Wallace is always a treasured time and last year was no different. Our wonderful canteen staff so ably led by Albert Neely created a week of Christmas themed lunches which we all enjoyed.

Our Carol Service in School and our Annual Carol Concert in St Patrick's saw large donations to Chest Heart and Stroke and to NIPANC, the NI pancreatic cancer charity. We supported former pupils Andrea Harrower and Cathy Booth in their herculean fundraising event later in the year. Andrea and Kathy pedalled the periphery of Northern Ireland, all 480 km in 48 hours, to promote the charity's #TimeMatters campaign to raise awareness of the early signs of pancreatic cancer. The sisters' fundraising efforts encouraged the staff and our wider school community challenge themselves throughout the year, reaching their own personal physical goals. In a remarkable time of 8 hours Wallace's own Davy McCreanor, rowed 100,000 metres in the School's Fitness Suite.

February 2023 saw more charitable activity as we celebrated 25 years of giving to The Cancer Fund for Children, and our courageous zipline team made up of staff, our Chairman Sandra McCabe and pupils, braved the elements, with a head for heights, for this most worthy of causes.

Encouraging debate about school related matters and wider topics is an important part of our school ethos. Our public speaking and debating teams performed very well last year in what is a growing area of School life. Year 13 students Joel Coupe, Maria John and Max Kamalarajah won the regional heats of the BPW Public Speaking Competitions and senior students also achieved great success in a range of competitions such as Bar Mock Trials and Edgar Graham Memorial Public Speaking Competition.

Our rich history of involvement in the Duke of Edinburgh Award Scheme continued last year, with Bronze, Silver and Gold Groups all active. The saying that your school days are the best of your life we know rings true for many a Wallace past pupil and we were delighted to receive a reply on our social media posts from a past pupil which read:

"Brilliant that WHS are still making expeditions to the Mourne! It was nearly 60 years ago that I was introduced into the beauty and excitement of such trips. Long may they continue!"

A sense of pride in this wonderful school with our current pupils was evident as over 800 supporters, cheered on our boys' 1st XV team in the Schools' Cup semi-final in March. We all watch with great interest and pride as the number of our past pupils on professional contracts with Ulster rugby increases. Our sporting successes in hockey last year saw the trophy cabinet full with our girls winning the McDowell Shield and our boys' 1st X1 showing their true talent in the latter part of the season winning the Burney Cup in an exciting final

against Campbell. It was a remarkable year for sporting successes in Wallace. Here are just a few of the highlights of the successes achieved by our teams:

Boys' Hockey

1st XI Burney Cup Winners
1st XI All Ireland Schoolboys' Semi- Finalists
1st XI McCullough Cup Semi- Finalists
2nd XI Prior Shield Finalists

Rugby

1st XV Semi-Finalists Ulster Schools' Cup
Ulster Schools' 3rd XV Plate Winners
Ulster Schools' U16 Cup Winners

Boys' Cricket

Ulster Schools' Senior Cup Winners
Ulster Schools' Senior Plate Winners
U15 Schools' Cup Joint Winners
U14 NCU Cup Runners Up
3rd Place in Gordon McCullough League

Girls' Cricket

U15 team: Holywood CC Tournament Winners
U14 team: NCU Super 8 Winners
U13 Team: NCU Super 8 Winners and Holywood Tournament Winners
U12 Team: NCU Super 8 Winners

Girls' Hockey

1st XI Schools' Cup 3rd Round
Schools' Shield Quarter-Finalists
McDowell Shield Winners
3rd XI Cup Quarter-Finalists
4th XI Cup Quarter-Finalists

Netball

Northern Ireland Senior Plate Winners
District League Winners
Northern Ireland League Champions

We celebrated these team and a long list of individual sporting successes at our Sports' Awards Assembly last May. Here are just a few highlights:

Our inter girls' cross country team claimed team gold and individual gold at the Ulster Cross Country finals at Mallusk.

In the final term, our Year 8 girls claimed team silver at the Ulster Schools' Track and Field Finals. Our Senior Athletics Captain, Cathy Hempton, finished 2nd in the 100m and 200m at Ulster level and qualified for the All-Ireland Schools' finals.

Amy Stewart competed in Taekwondo at the British Nationals in Birmingham this year, where she won two golds and a bronze medal, making her British Freestyle champion for the fourth time.

Lydia **McQuillan** in **Year 13** competed at the European Squash Championships in Prague in May with the Irish U 17 squash team earning her a 1st place ranking in Ireland.

Emily Moorhead in Year 12 competed for the Irish senior gymnastics team at the European championships in Munich.

Ellie Mae Dickson in Year 14 represented Northern Ireland in the UEFA European Women's U19 Championships in April 2023.

As a School community we try to mirror and educate about wider societal issues and last year, as the Ukrainian war began, three Year 8 students presented a cheque for just over £1,000 for work with refugees in the Lisburn area.

Wallace pupils supported by Lisburn and Castlereagh City Council developed a dynamic resource to support the local community and to celebrate the school's founder, Sir Richard Wallace. A team of Year 11 GCSE Digital Technology pupils equipped with 360 video technology visited the museum. The pupils systematically worked their way through the museum recording the artefacts and installations and began the process of stitching together a 360 Virtual Reality experience. The "Virtual Lisburn" project showcased the Irish Linen Centre, Lisburn Museum and Castle Gardens, the latter of course, were once Sir Richard Wallace's private property.

Subject Departments continued last year to develop and deepened the learning of our students through preparation for competitions.

Our Head Boy last year Josh Kamalarajah gained a Gold medal award in last year's British Biology Olympiad. This placed Josh in the top 5% of A level students who entered the Olympiad, which is, as indicated by the title, a world wide competition. Last year over 13,000 students from 800 schools across the globe took part in the competition with Wallace among the elite group with a gold winner. Luke Nase and Erin Moffett both gained Bronze awards and a range of students were either commended or highly commended.

All Year 11 Biology students had the opportunity to take part in this age range of the competition during class time in May competing against over 43,000 students from 621 schools worldwide.

Most notable was Kate Lewis who achieved a Gold award putting her in the top 5% of candidates worldwide.

In May, Year 11 Digital Technology students, as part of their GCSE Digital Technology, participated in a Cybersecurity workshop with Sentinus staff.

IglooCode was a successful new competition last year which saw two teams of Year 8 pupils, ably assisted by two Year 13 pupils battle it out at the coding competition in Belfast. Alexander Robertson battled away one Saturday solving coding problems to compete in the final of the prestigious All Ireland Programming Olympiad; he emerged triumphant in the top 10 at the end of the final round.

The annual Bebras Computing Challenge took place in the Autumn term with student participants from all Year groups subsequently receiving Distinction, Merit or Participation certificates. In 2022-23 a terrific 29 high- achieving students gained Gold Certificates for attaining scores in the top 10 % of United Kingdom participants. Such students were subsequently invited to compete in the annual Oxford University Computing Challenge which encourages them to further develop their coding skills. Deputy Head Boy, Lewis Carson, was our top student in the subsequent Oxford Challenge.

In October Year 10 enjoyed Bring IT On (a Careers in IT presentation) which provided knowledge to assist in making informed decisions for GCSE subject choice options. 6 Year 13 students from the Computing Department took part in the Queen's University IT Subject Ambassadors' Programme; a joint venture run by QUB and Sentinus. The enthusiastic senior student ambassadors then ran a successful Year 8 after- school Computer Club during the Spring term.

Our students last year excelled in a diverse range of representative honours: Aimee Milevsky Year 13 was appointed to the role of His Majesty's Lord Lieutenant's Cadet for the County of Antrim.

As the School year drew to a close, we had once again an acceleration in co-curricular and extra-curricular events to deepen learning and develop transversal skills. Our Year 8,9 and 10 students enjoyed a week of Project Based Learning Activities which focused on the theme of sustainability.

The Music Department concert held a summer concert which included performers from Years 8 to 14.

Our Moving Image Arts GCSE entries saw two films screened as part of the awards ceremony-

Leo Robertson Jordan's film Overtime was screened in the QFT as part of the Short Shorts & Music Video Category.

Mark Moody's Mark's film Bogeyman was screened at the QFT as part of the Fantastic 2 category.

The English Department enjoyed a highly successful end to a busy year in June. Twenty five young people picked up awards at the Lisburn Arts Advisory Gala, with Wallace lifting the overall top post-primary award in both the poetry and short story categories.

As part of this school's ongoing drive to educate, inform and lead in the move towards meeting the goals of the NI Climate Act, we were the successful recipient of Sustainability Funding which will see the installation of a significant solar panel project across our School this term. 400 solar panels are currently being installed.

Across the year a range of enterprise challenges and workshops inspired our young people to develop their transversal skills. From money management skills to budgeting, from the role of a small business owner to enterprise challenges, our year groups enjoyed developing their skills. We were delighted to have two former Wallace students, Rory Stewart and Samara Prentice at an event as they shared both their experiences and inspirational content with the students.

A team of students qualified for the Bank of Ireland Money Smarts Quiz Challenge Grand Final held at Trinity College Dublin in May.

Superlatives like best, greatest, kindest, brightest, rarest, busiest, quickest cannot be overused when referring to the many successes of our school year 2022-23. I would wish to recognise the dedication, talent and unwavering sense of service so evident in the actions of our hardworking staff. I would also wish today to recognise the loyalty and support of our Board of Governors who give generously of their time and expertise to help keep this School moving forward in all our best interests. This is a School which encourages, facilitates and achieves excellence.

We said goodbye to a range of staff last year and held an event in school in the summer term to recognise and celebrate their combined service over the years. Most notably Miss Heather Gracey shared some fascinating reflections on life in Wallace when she first arrived in 1984.

We also recognised, as a Board of Governors last year, the service of Dr Joanne Stuart OBE, a past pupil, as a Governor and Trustee for six years.

Lady Chairman, I thank you for all your support and advice throughout the year and that of the wider membership of our Board of Governors. I trust that this report provides at least a taste of the enormous variety of our school endeavours last year.

"Life isn't about finding yourself. Life is about creating yourself." Last year, as a staff we are proud of what our young people created for themselves.

I am very proud of the young people we have influenced, helped develop throughout last year and we wish our Class of 2023 every future success and happiness.



8.45 am

FIRST BELL

8.50 - 9.00 am

CLASS/Form ASSEMBLIES

9.05 - 9.10 am

MAIN ASSEMBLY (House assembly on Thursdays)

9.10 - 9.50 am

Period 1

9.50 - 10.25 am

Period 2

10.25 - 11.00 am

Period 3

11.00 - 11.15 am

BREAK

11.15 - 11.50 am

Period 4

11.50 - 12.25 pm

Period 5

12.25 - 1.00 pm

Period 6

1.00 - 1.35 pm

Period 7

1.40 - 2.15 pm

Period 8

2.15 - 2.50 pm

Period 9

2.50 - 3.25 pm

Period 10

LUNCH

1st Lunch 1.00 - 1.40 pm (40 minutes)

2nd Lunch 1.35 - 2.15 pm (40 minutes)



TERM 1

Baker Days 17 – 23 August 2022

Thursday, 18 August	Year 13/14 GCE AS/A2 results
Wednesday, 24 August	First Day for Year 8 (8.45am– 12:30pm)
Thursday, 25 August	Y12 Results and subject choice
Friday, 26 August	Y13 & 14 (8.45am– 12:30pm)
Monday, 29 August	School Closed: Staff Training
Tuesday 30 August	All year groups - full day
Friday, 30 September	*School closed: Staff Training
Monday, 31 October – Friday, 4 November Half-term break	
Friday, 16 December	Term ends 12.00pm

TERM 2

Tuesday, 3 January	*School closed: Staff Training
Wednesday, 4 January	Term begins 8.45am
Monday, 13 – 17 February	Half-term
Friday, 17 March	St. Patrick's Day - School closed
Friday, 31 March	Term ends 3.25pm

TERM 3

Monday, 17 April	Term begins 8.45am
Monday, 1 May	May Day Holiday
Monday, 29 May	School closed: Staff Training
Thursday, 29 June	Term ends for pupils 12:00pm
Friday, 30 June	*School Closed: Staff Training

**Please note that these Staff Training days are provisional and are subject to change.*



REVENUE INCOME & EXPENDITURE ACCOUNT
GRAMMAR SCHOOL
for year ending 31 March 2023

INCOME	£	£
Department of Education Grants:		
School Budget Share of Grant	5,965,709	
Payment for Excepted Items	182,045	
Other Additional Funding	263,308	
VAT Grant	125,635	6,536,697
Other Income		
Parental Contributions	317,771	
Other Grants	-	
Other Income	65,832	383,603
		6,920,300
EXPENDITURE		
Teaching Staff Costs	4,436,699	
Ancillary Staff Costs	1,150,651	
Purchase of Books & Materials	78,677	
Purchase of Equipment	32,340	
Examination Fees	102,538	
Sports & Games & Transport Costs	99,741	
Maintenance of Buildings & Grounds	219,072	
Contracted Services	24,498	
IT Consumables & Software Licenses	29,508	
Heating & Lighting	217,833	
Insurance	69,623	
Water Charges	17,879	
Laundry & Cleaning	52,769	
Maintenance of Equipment	33,786	
Printing, Stationary, Postage & Telephone	26,763	
Advertising	1,807	
Auditor's Remuneration	9,979	
iPad Project	15,943	
Education Offsite Costs	10,133	
Professional Fees & Annual Subscriptions	19,106	
School Prize Days	6,371	
Legal Fees	6,370	
Bank Charges	5,544	
Depreciation Charges	5,980	
Other Costs	24,308	
VAT	125,635	6,823,553
Surplus for Year - Grammar School		96,747
Deficit for Year - Canteen		- 51,047
Accumulated Deficit brought forward		- 30,577
Accumulated Surplus carried forward		15,123

REVENUE INCOME AND EXPENDITURE ACCOUNT
PREPARATORY DEPARTMENT
for year ending 31 March 2023

INCOME

Department of Education Grants	202,823	
Tuition Fees P1 - P7	577,939	
Pre School and After School Income	74,453	
Other Income	424	855,639

EXPENDITURE

Teaching and Education Costs P1 - P7	700,562	
Pre School and After School Costs	79,377	
Premises Costs	60,220	
Administration Costs	11,066	851,225
SURPLUS FOR THE YEAR		4,414

CAPITAL INCOME & EXPENDITURE SUMMARY
for year ended 31 March 2023

INCOME

Capital Fees	173,432
Capital Grant Income	-
	173,432

EXPENDITURE

Capital Expenditure	158,821
Excess of Capital Expenditure over Capital Income	14,611



CHARGING AND REMISSIONS POLICY

Years 8 - 10

2022-2023

1 Capital Fee

Wallace High School is a Voluntary Grammar School and will therefore charge a Capital Fee per annum in respect of each pupil enrolled within the limits set by the Department of Education for Northern Ireland (DENI). The current annual charge is **£140** per pupil.

The money raised by the Capital Fee may be used only for capital building projects, equipment for new buildings and renovation work and alterations. As recommended by DENI, in certain circumstances the Board of Governors will consider waiving the Capital Fee. **These circumstances are set out in (Circular 2008/19) on the DENI website. Any application for waiver should be made in writing to the Chairman of the Board of Governors.**

With the exception of those whose application for a waiver is successful, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted or a direct debit payment established. The commencement of a direct debit payment within 30 days of the issue of the bill will be viewed as a commitment to pay.

2 Voluntary Contributions and Optional Payments

The school has always offered a wide range of activities and provided educational materials over and beyond the statutory requirements. The School wishes to continue to make these available to its pupils. However, this cannot be done by relying solely on the resources provided by the Department of Education.

Voluntary Contribution

The Board of Governors therefore asks parents to make an annual voluntary contribution of **at least £80** towards the general upkeep of the school buildings and grounds.

The school may from time to time seek voluntary contributions from parents or others in support of any school activity, whether during or outside school hours, residential or non-residential.

If the activity cannot be funded without voluntary contributions, parents will be given adequate advance notice that this is the case.

Optional Payments

In addition the Board of Governors recommends parents to consider providing access to resources for their children by making additional optional payments, it not being a statutory requirement of the Board of Governors to provide them.

Optional Payment 1

£190 to join the Extra Curricular Sports Club of the school which offers coaching, matches and transport outside the school day. This is a single annual payment which falls due on 1 September. No abatement will be given on this charge mid-year. A **£190** payment from parents for extra-curricular sport, coaching and travel covers, only partially (approximately 50%), the school's significant investment in this area.

Optional Payment 2

£30 membership fee for all extra-curricular Music groups. This annual payment will be used to establish a library of sheet music which will be available for choral and instrumental groups.

These payments will enable the school to continue and improve the opportunities provided for its pupils. No pupil will be disadvantaged in the School's requirement to offer the statutory curriculum in relation to whether or not his/her parents have made such optional payments.

iPad

Parents have the option to enter into a three year agreement for the provision of an iPad at the start of Year 8. This option is offered through the company Academia. Information is provided by the school annually in August to enable parents to access the Academia website portal.

3 Excepted Pupils

The school will also charge tuition fees in respect of excepted pupils.

An excepted pupil is:

- (i) a grammar school pupil who is not resident in Northern Ireland,
- (ii) a grammar school pupil whose parents are not EU nationals,
- (iii) a pupil in the grammar school preparatory department,
- (iv) international pupils.

4 Books and Stationery

All text books required by each pupil, other than an excepted pupil, will be provided free of charge, although a refundable deposit may be required against specialist subject books. The books will remain the property of the school and it is expected that they will be kept in good condition and returned on request. A charge will be made for books which have to be replaced through being lost, or by neglect, or if they are not returned when required. Each pupil, other

than an excepted pupil, will be provided free of charge with a reasonable amount of stationery each year. Additional stationery, if required, may be purchased privately.

5 Practical Subjects

There is a charge of **£105** per annum for all pupils in Years 8, 9 and 10 to cover the costs of materials provided by the Home Economics, Art and Technology Department for items which pupils take home and which enhance the provision of the subject being taught.

The costs associated with other practical subjects will be met by the school. The school does, however, reserve the right to place a limit on any expenditure associated with the making of any article. If articles are made which parents wish to be taken home, the school may charge in advance for any materials involved.

6 Clothing

Parents are responsible for the provision of correct school uniform. Protective clothing and equipment required for practical subjects will be provided free of charge by the school. Assistance with the provision of school uniform and physical education clothing can be given to children of secondary school age whose parents are in receipt of Income Support by application to the Education Authority (South Eastern Region). Parents are also responsible for the provision of the correct clothing and equipment for Physical Education and Games.

7 Fieldwork

No charge will normally be made in respect of transport nor for the provision of specialist equipment connected with fieldwork, when this is associated with education **provided wholly or mainly during school hours**. In some circumstances a parental contribution may be sought towards this cost as set out in Section 2. Pupils will, when necessary, be required to bring a packed lunch and will also within reason be expected to provide suitable outdoor clothing. Packed lunches will be provided for those entitled to free school meals.

8 Educational Visits During School Hours

No charge will normally be made for educational visits or trips which take place wholly or for more than 50% of the time during school hours. In some circumstances a parental contribution may be sought as set out in Section 2 (above).

9 Educational Visits Outside School Hours

When pupils, as an optional extra, with the prior agreement of parents, take part in educational activities, wholly or for more than 50% of the time outside school hours, charges will be made. These charges will include the cost of travel, entrance fees, materials, books, instruments and equipment, insurance, non-teaching staff costs and, where appropriate, board and lodging. The charge may also include the cost of engaging teaching staff under a separate contract specifically to provide the optional extra and it may include the cost of

supplying such staff with travel, board and lodging. The charge will not exceed the cost of providing the activity divided equally by the number of pupils participating.

There may be occasions when parents will be charged directly for such events by a third party such as a travel agent. In cases where such educational visits are part of a syllabus for an approved public examination for which pupils are being prepared by the school, no charge for the educational activity will be made. Nor will a charge be made for the educational activity where such visits are necessary to meet statutory requirements.

Overnight Accommodation

A charge will be made to cover the cost of board and lodging where the activity involves the pupil spending a night or nights away from home. This charge may be waived on application in the case of pupils whose families are in receipt of family credit or income support.

10 Transport

No charge will be made for travel associated with the statutory curriculum.

11 Music

A charge will be made in respect of tuition in the playing of a musical instrument or singing lessons. All examination fees connected with music tuition will be paid by parents including the cost of engaging an accompanist as required. A charge will also be made for the hire of musical instruments owned by the school.

12 Tours and Holidays

The cost, including travel, of sports tours, holiday trips and visits will continue to be charged to the parents of pupils who attend. Further costs such as those noted under section 9 of this policy may also be charged.

13 Damage to Property

When damage is done to School or other property through carelessness or misbehaviour, the school may charge up to the full cost of replacement or repair, the cost being borne by the parents of the pupil/s involved.

14 Replacing Items of School Property

Parents may be charged for the cost of replacing items of school or other property lost by a pupil, where such loss is the result of carelessness or negligence.

15 Public Examinations

No charge will be made for entering a pupil, other than an excepted pupil, for an approved public examination, if he has been prepared for that examination by the School. If this is not the case, the appropriate charge will be made.

A charge will be made in respect of the entry of a pupil re-sitting an examination.

The school will also pass on to the parent any charge which may arise as a result of a parent's request to have a pupil's examination results scrutinised.

16 Group Personal Accident Policy for Pupils

The school operates a Group Personal Accident Policy for all registered pupils of the school. As a Group Policy holder the school is entitled to collect a contribution from all parents of pupils registered at the school.

The contribution for 2022/23 is **£10**.

The policy is renewed annually on 30 September. A policy summary and the full policy wording are available to download from the school's website.

17 Collection of Charges and Fees

Fees are due on 30 September 2022. Parents are requested to pay school fees and charges by direct debit which will commence on the last banking day in September.

All fees are payable within 30 days of issue for those not paying by direct debit. The commencement of a direct debit payment within 30 days of the issue of the bill is viewed as a commitment to pay.

Any fees not remitted within 30 days for non direct debit payers, or a direct debit payment which has not commenced 30 days after the issue of the bill or a direct debit request which has been returned unpaid by the bank after a direct debit has commenced, will be followed up with a reminder notice, a final demand and where necessary referred to the School's solicitor.

18 Revision of Charges and Fees

All charges and fees will be subject to annual revision by the Board of Governors.

In all cases, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted in accordance with Section 1 and section 16. (The term no pupil or child of the family in the previous sentence refers to any pupil in the Wallace High School, including The Wallace Preparatory Department)

This policy will be reviewed annually by the Head of Finance.



CHARGING AND REMISSIONS POLICY

Years 11 and 12

2022-2023

1 Capital Fee

Wallace High School ("the School") is a Voluntary Grammar School and will therefore charge a Capital Fee per annum in respect of each pupil enrolled within the limits set by the Department of Education for Northern Ireland ("DENI"). The current annual charge is **£140** per pupil.

The money raised by the Capital Fee may be used only for capital building projects, equipment for new buildings and renovation work and alterations. As recommended by DENI, in certain circumstances the Board of Governors will consider waiving the Capital Fee. **These circumstances are set out in (Circular 2008/19) on the DENI website. Any application for waiver should be made in writing to the Chairman of the Board of Governors.**

With the exception of those whose application for a waiver is successful, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted or a direct debit payment established. The commencement of a direct debit payment with 30 days of the issue of the bill will be viewed as a commitment to pay.

2 Voluntary Contributions and Optional Payments

The School has always offered a wide range of activities and provided educational materials over and beyond the statutory requirements. The School wishes to continue to make these available to its pupils. However, this cannot be done by relying solely on the resources provided by the DENI.

Voluntary Contribution

The Board of Governors therefore asks parents to make an annual voluntary contribution of **at least £80** towards the general upkeep of the School buildings and grounds.

The School may from time to time seek voluntary contributions from parents or others in support of any school activity, whether during or outside school hours, residential or non-residential.

If the activity cannot be funded without voluntary contributions, parents will be given adequate advance notice that this is the case.

Optional Payments

In addition, the Board of Governors recommends parents consider providing access to resources for their children by making additional optional payments, it not being a statutory requirement of the Board of Governors to provide them.

Optional Payment 1

£190 to join the Extra Curricular Sports Club of the school which offers coaching, matches and transport outside the school day. This is a single annual payment which falls due on 1 September. No abatement will be given on this charge mid-year. A **£190** payment from parents for extra-curricular sport, coaching and travel covers, only partially (approximately 50%), the school's significant investment in this area.

Optional Payment 2

£30 membership fee for all extra-curricular Music groups. This annual payment will be used to establish a library of sheet music which will be available for choral and instrumental groups.

These payments will enable the School to continue and improve the opportunities provided for its pupils. No pupil will be disadvantaged in the School's requirement to offer the statutory curriculum in relation to whether or not his/her parents have made such optional payments.

iPad

This option is offered through the company Academia. Information is provided by the school annually in August to enable parents to access the Academia website portal.

3 Excepted Pupils

The School will also charge tuition fees in respect of excepted pupils.

An excepted pupil is:

- (i) a grammar school pupil who is not resident in Northern Ireland,
- (ii) a grammar school pupil whose parents are not EU nationals,
- (iii) a pupil in the grammar school preparatory department,
- (iv) international pupils.

4 Books and Stationery

All text books required by each pupil, other than an excepted pupil, will be provided free of charge, although a refundable deposit may be required against specialist subject books. The books will remain the property of the School and it is expected that they will be kept in good condition and returned on request. A charge will be made for books which have to be replaced through being lost, or by neglect, or if they are not returned when required. Each pupil, other than an excepted pupil, will be provided free of charge with a reasonable amount of stationery each year. Additional stationery, if required, may be purchased privately.

5 Practical Subjects

A request is made for **£105** a year for all pupils in Years 11 and 12 to cover the costs of materials provided for subjects including practical and science subjects. This is a voluntary request and funds received from parents are used to enhance the provision of the subject being taught.

The School does, however, reserve the right to place a limit on any expenditure associated with the making of any article. If articles are made which parents wish to be taken home, the School may charge in advance for any materials involved.

6 Clothing

Parents are responsible for the provision of correct School uniform. Protective clothing and equipment required for practical subjects will be provided free of charge by the School. Assistance with the provision of school uniform and physical education clothing can be given to children of secondary school age whose parents are in receipt of Income Support by application to the Education Authority (South Eastern Region). Parents are also responsible for the provision of the correct clothing and equipment for Physical Education and Games.

7 Fieldwork

No charge will normally be made in respect of transport nor for the provision of specialist equipment connected with fieldwork, when this is associated with education **provided wholly or mainly during school hours**. In some circumstances a parental contribution may be sought towards this cost as set out in Section 2. Pupils will, when necessary, be required to bring a packed lunch and will also within reason be expected to provide suitable outdoor clothing. Packed lunches will be provided for those entitled to free school meals.

8 Educational Visits During School Hours

No charge will normally be made for educational visits or trips which take place wholly or for more than 50% of the time during school hours. In some circumstances a parental contribution may be sought as set out in Section 2 (above).

9 Educational Visits Outside School Hours

When pupils, as an optional extra, with the prior agreement of parents, take part in educational activities, wholly or for more than 50% of the time outside school hours, charges will be made. These charges will include the cost of travel, entrance fees, materials, books, instruments and equipment, insurance, non-teaching staff costs and, where appropriate, board and lodging. The charge may also include the cost of engaging teaching staff under a separate contract specifically to provide the optional extra and it may include the cost of supplying such staff with travel, board and lodging. The charge will not exceed the cost of providing the activity divided equally by the number of pupils participating.

There may be occasions when parents will be charged directly for such events by a third party such as a travel agent. In cases where such educational visits are part of a syllabus for an approved public examination for which pupils are being prepared by the School, no charge for the educational activity will be made. Nor will a charge be made for the educational activity where such visits are necessary to meet statutory requirements.

Overnight Accommodation

A charge will be made to cover the cost of board and lodging where the activity involves the pupil spending a night or nights away from home. This charge may be waived on application in the case of pupils whose families are in receipt of family credit or income support.

10 Transport

No charge will be made for travel associated with the statutory curriculum.

11 Music

A charge will be made in respect of tuition in the playing of a musical instrument or singing lessons. All examination fees connected with music tuition will be paid by parents including the cost of engaging an accompanist as required. A charge will also be made for the hire of musical instruments owned by the School.

12 Tours and Holidays

The cost, including travel, of sports tours, holiday trips and visits will continue to be charged to the parents of pupils who attend. Further costs such as those noted under Section 9 of this policy may also be charged. **In all cases, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted in accordance with Section 1. (The term no pupil or child of the family in the previous sentence refers to any pupil in the Wallace High School, including The Wallace Preparatory Department)**

13 Damage to Property

When damage is done to School or other property through carelessness or misbehaviour, the School may charge up to the full cost of replacement or repair, the cost being borne by the parents of the pupil/s involved.

14 Replacing Items of School Property

Parents may be charged for the cost of replacing items of School or other property lost by a pupil, where such loss is the result of carelessness or negligence.

15 Public Examinations

No charge will be made for entering a pupil, other than an excepted pupil, for an approved public examination, if he/she has been prepared for that examination by the School. If this is not the case, the appropriate charge will be made.

A charge will be made in respect of the entry of a pupil re-sitting an examination.

The School will also pass onto the parent any charge which may arise as a result of a parent's request to have a pupil's examination results scrutinised.

16 Group Personal Accident Policy for Pupils

The school operates a Group Personal Accident Policy for all registered pupils of the school. As a Group Policy holder the school is entitled to collect a contribution from all parents of pupils registered at the school.

The contribution for 2022/23 is **£10**.

The policy is renewed annually on 30 September. A policy summary and the full policy wording are available to download from the school's website.

17 Collection of outstanding Charges and Fees

Fees are due on 30 September 2022. Parents are requested to pay school fees and charges by direct debit which will commence on the last banking day in September.

All fees are payable within 30 days of issue for those not paying by direct debit. The commencement of a direct debit payment within 30 days of the issue of the bill is viewed as a commitment to pay.

Any fees not remitted within 30 days for non direct debit payers, or a direct debit payment which has not commenced 30 days after the issue of the bill or a direct debit request which has been returned unpaid by the bank after a direct debit has commenced, will be followed up with a reminder notice, a final demand and where necessary referred to the School's solicitor.

18 Revision of Charges and Fees

All charges and fees will be subject to annual revision by the Board of Governors.

This policy will be reviewed annually by the Head of Finance.



CHARGING AND REMISSIONS POLICY

Sixth Form 2022-2023

1 Capital Fee

Wallace High School ("the School") is a Voluntary Grammar School and will therefore charge a Capital Fee per annum in respect of each pupil enrolled within the limits set by the Department of Education for Northern Ireland ("DENI"). The current annual charge is **£140** per pupil.

The money raised by the Capital Fee may be used only for capital building projects, equipment for new buildings and renovation work and alterations. As recommended by DENI, in certain circumstances the Board of Governors will consider waiving the Capital Fee. **These circumstances are set out in (Circular 2008/19) on the DENI website. Any application for waiver should be made in writing to the Chairman of the Board of Governors.**

With the exception of those whose application for a waiver is successful, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted or a direct debit payment established. The commencement of a direct debit payment with 30 days of the issue of the bill will be viewed as a commitment to pay.

2 Sixth Form Levy

An annual levy of **£185** will be required from each pupil in Sixth Form to cover the maintenance of the Sixth Form Centre and related administration, staffing and catering services. This levy will be payable upon enrolment for each year of Sixth Form.

3 Voluntary Contributions and Optional Payments

The School has always offered a wide range of activities and provided educational materials over and beyond the statutory requirements. The School wishes to continue to make these available to its pupils. However, this cannot be done by relying solely on the resources provided by the DENI.

Voluntary Contribution

The Board of Governors therefore asks parents to make an annual voluntary contribution of **at least £80** towards the general upkeep of the School buildings and grounds.

The School may from time to time seek voluntary contributions from parents or others in support of any school activity, whether during or outside school hours, residential or non-residential.

If the activity cannot be funded without voluntary contributions, parents will be given adequate advance notice that this is the case.

Optional Payments

In addition the Board of Governors recommends parents consider providing access to resources for their children by making additional optional payments, it not being a statutory requirement of the Board of Governors to provide them.

Optional Payment 1

£190 to join the Extra Curricular Sports Club of the school which offers coaching, matches and transport outside the school day. This is a single annual payment which falls due on 1 September. No abatement will be given on this charge mid-year. A **£190** payment from parents for extra-curricular sport, coaching and travel covers, only partially (approximately 50%), the school's significant investment in this area.

Optional Payment 2

£30 membership fee for all extra-curricular Music groups. This annual payment will be used to establish a library of sheet music which will be available for choral and instrumental groups.

These payments will enable the School to continue and improve the opportunities provided for its pupils. No pupil will be disadvantaged in the School's requirement to offer the statutory curriculum in relation to whether or not his/her parents have made such optional payments.

4 Excepted Pupils

The School will also charge tuition fees in respect of excepted pupils.

An excepted pupil is:

- (i) a grammar school pupil who is not resident in Northern Ireland,
- (ii) a grammar school pupil whose parents are not EU nationals,
- (iii) a pupil in the grammar school preparatory department,
- (iv) international pupils.

5 Books and Stationery

All text books required by each pupil, other than an excepted pupil, will be provided free of charge, although a refundable deposit may be required against specialist subject books. The books will remain the property of the School and it is expected that they will be kept in good condition and returned on request. A charge will be made for books which have to be replaced through being lost, or by neglect, or if they are not returned when required. Each pupil, other than an excepted pupil, will be provided free of charge with a reasonable amount of stationery each year. Additional stationery, if required, may be purchased privately.

6 Practical Subjects

The School does reserve the right to place a limit on any expenditure associated with the making of any article. If articles are made which parents wish to be taken home, the School may charge in advance for any materials involved.

7 Clothing

Parents are responsible for the provision of correct School uniform. Protective clothing and equipment required for practical subjects will be provided free of charge by the School. Assistance with the provision of school uniform and physical education clothing can be given to children of secondary school age whose parents are in receipt of Income Support by application to the Education Authority (South Eastern Region). Parents are also responsible for the provision of the correct clothing and equipment for Physical Education and Games.

8 Fieldwork

No charge will normally be made in respect of transport nor for the provision of specialist equipment connected with fieldwork, when this is associated with education **provided wholly or mainly during school hours**. In some circumstances a parental contribution may be sought towards this cost as set out in Section 2. Pupils will, when necessary, be required to bring a packed lunch and will also within reason be expected to provide suitable outdoor clothing. Packed lunches will be provided for those entitled to free school meals.

9 Educational Visits During School Hours

No charge will normally be made for educational visits or trips which take place wholly or for more than 50% of the time during school hours. In some circumstances a parental contribution may be sought as set out in Section 2 (above).

10 Educational Visits Outside School Hours

When pupils, as an optional extra, with the prior agreement of parents, take part in educational activities, wholly or for more than 50% of the time outside school hours, charges will be made. These charges will include the cost of travel, entrance fees, materials, books, instruments and equipment, insurance, non-teaching staff costs and, where appropriate, board and lodging. The charge may also include the cost of engaging teaching staff under a separate contract specifically to provide the optional extra and it may include the cost of supplying such staff with travel, board and lodging. The charge will not exceed the cost of providing the activity divided equally by the number of pupils participating.

There may be occasions when parents will be charged directly for such events by a third party such as a travel agent. In cases where such educational visits are part of a syllabus for an approved public examination for which pupils are being prepared by the School, no charge for the educational activity will be made. Nor will a charge be made for the educational activity where such visits are necessary to meet statutory requirements.

Overnight Accommodation

A charge will be made to cover the cost of board and lodging where the activity involves the pupil spending a night or nights away from home. This charge may be waived on application in the case of pupils whose families are in receipt of family credit or income support.

11 Transport

No charge will be made for travel associated with the statutory curriculum.

12 Music

A charge will be made in respect of tuition in the playing of a musical instrument or singing lessons. All examination fees connected with music tuition will be paid by parents including the cost of engaging an accompanist as required. A charge will also be made for the hire of musical instruments owned by the School.

13 Tours and Holidays

The cost, including travel, of sports tours, holiday trips and visits will continue to be charged to the parents of pupils who attend. Further costs such as those noted under Section 9 of this policy may also be charged. **In all cases, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted in accordance with Section 1.**

14 Damage to Property

When damage is done to School or other property through carelessness or misbehaviour, the School may charge up to the full cost of replacement or repair, the cost being borne by the parents of the pupil/s involved.

15 Replacing Items of School Property

Parents may be charged for the cost of replacing items of School or other property lost by a pupil, where such loss is the result of carelessness or negligence.

16 Public Examinations

No charge will be made for entering a pupil, other than an excepted pupil, for an approved public examination, if he/she has been prepared for that examination by the School. If this is not the case, the appropriate charge will be made.

A charge will be made in respect of the entry of a pupil re-sitting an examination.

The School will also pass onto the parent any charge which may arise as a result of a parent's request to have a pupil's examination results scrutinised.

17 Group Personal Accident Policy for Pupils

The school operates a Group Personal Accident Policy for all registered pupils of the school. As a Group Policy holder the school is entitled to collect a contribution from all parents of pupils registered at the school.

The contribution for 2022/23 is **£10**.

The policy is renewed annually on 30 September. A policy summary and the full policy wording are available to download from the school's website.

18 Collection of outstanding Charges and Fees

Fees are due on 30 September 2022. Parents are requested to pay school fees and charges by direct debit which will commence on the last banking day in September.

All fees are payable within 30 days of issue for those not paying by direct debit. The commencement of a direct debit payment within 30 days of the issue of the bill is viewed as a commitment to pay.

Any fees not remitted within 30 days for non direct debit payers, or a direct debit payment which has not commenced 30 days after the issue of the bill or a direct debit request which has been returned unpaid by the bank after a direct debit has commenced, will be followed up with a reminder notice, a final demand and where necessary referred to the School's solicitor.

19 Revision of Charges and Fees

All charges and fees will be subject to annual revision by the Board of Governors.

This policy will be reviewed annually by the Head of Finance.



Pancreatic Cancer	1,100
Cancer Fund for Children	4,700
Simon Community	1,350
Salvation Army	1,300
Flourish	1,430
Chest Heart & Stroke	3,690
Raffle for Refugees	1,050
Alzheimers	2,000
Dementia	250
Naomi Keefe Street Children	300
Children in Need	2,357.70
Kidney Research	100
Marie Curie	150
Air Ambulance	150
Pure Mental	300
Habitat	1,200
Total for Grammar	21,427.70

Action Cancer (Prep)	80
NSPCC (Prep)	241.50
Total for Prep	321.50