



**SCHOOL PLAN**

**Hamilton High School**

**Bandon**

**Cork**

**62050 O**

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## **PART 1**

### **MISSION STATEMENT**

The Hamilton High School is a Catholic, Voluntary, Lay, boys-only Secondary School.

The school building and grounds are privately owned by Mr. Pádraig Hamilton, who is also the School Patron.

This non fee paying all boys' school was founded by Mr. Sean Hamilton in 1940.

We set out to provide a happy and safe environment, conducive to good teaching and learning.

Cuirtear béim chóir ar an nGaeilge agus spreagtar na daltaí lena labhairt.

The Hamilton High School has:

- excellent academic standards
- relatively small classes, especially at Senior Cycle
- an extensive range of subjects, especially at Senior Cycle
- an atmosphere conducive to good teaching and learning

The school has been offering an excellent service to the Bandon area for nearly eighty years. We are grateful for the confidence placed in us and we look forward to further achievements in the future.

### **SCHOOL ETHOS**

While a strong emphasis is placed on academic standards, the school community aims to participate in the development of each pupil into a mature, responsible and caring citizen, equipped with life skills and qualifications that will enable him to live a fulfilling and happy life.

Our students are encouraged to become lifelong, independent learners.

## **PART 2**

## **OUTLINE OF THE SCHOOL**

Hamilton High School is an all-boys school. It was founded by Mr. Seán Hamilton in 1940. It was originally situated down by the Old Still down just outside the town. It moved to its current location at Allen Square in 1959 which was until then the Bandon Grammar School.

Hamilton High School's founding intention was to provide Catholic education to the boys of Bandon and its environs. The school buildings and grounds are owned by the Hamilton family. Mr. Padraig Hamilton is the Patron of the school and a Board of Management has been in place since 2014.

Since its inception in 1940, Hamilton High School has provided a catholic education to the male students only. It has seen its numbers grow over the years. It offers a broad curriculum and a varied extra-curricular programme.

## **PART 3**

## **SCHOOL STRUCTURES**

**The School Patron** is the legal owner of the school who determines the function of the school and what it expects to accomplish.

**The Board of Management** is appointed by the school Patron. It consists of four nominees of the trustees, two nominees of the parents (selected through the Parents' Association) and two nominees of the teaching staff. The Board serves for a three-year term. Gus O'Brien is the Chairperson of the Board, and the Principal is the Secretary of the Board. It is entrusted by the Patron to look after the conduct, management, and financial administration of the school in accordance with the school ethos.

### **Board of Management**

Mr. Gus O'Brien

Mr. John O'Donoghue

Ms. Mary Meehan

Ms. Lisa O Connell

Ms. Fiona Manning

Mr. Jerry Lane

Ms. Deirdre Wolfe

Mr. John O'Sullivan

### **Teaching Staff**

Mr. E. O'Brien	Principal
Mr. D. Mitchell	Deputy Principal/History/C.S.P.E
Mr. T. Power	French
Mr. H. O'Connor	Accounting/ Business /Economics
Mr. J. Byrne	Geography/French
Mr. R. McWalters	Biology/Science/S.P.H.E
Ms. C. Murphy	German/S.P.H.E
Ms. N. O'Donovan	French/German/S.P.H.E
Ms. B. Clifford	Irish/SEN Teacher

Mr. E. Tuthill	Applied Maths/Physics/Science
Mr. A. Hutchinson	Maths/Religion
Mr. J. O'Sullivan	Maths/Chemistry/Science
Ms. D. Wolfe	English/S.P.H.E
Mr. E. O'Leary	Maths/Economics
Mr. C. Collins	Irish/English
Ms. L. Foran	English/Media Studies
Ms. T. Holland	Maths/Business/ SEN Teacher
Ms. A. Hurley	Accounting/Business/Religion
Ms. T. Connolly	Guidance Counsellor / Wellbeing Coordinator
Ms. M. O'Mahony	Irish/History/C.S.P.E / SEN Teacher
Mr. A. O'Donoghue	Geography/English
Ms. S. Lucey	S.E.N Coordinator/Resource
Mr. D. Hayes	Maths/Science
Ms. G. O'Keefe	Geography/Religion/ S.P.H.E Coordinator/ SEN Teacher
Mr. T. O'Driscoll	History/English/ SEN Teacher
Mr. R. Honohan	P.E/History
Mr. S. McCarthy	English/Religion Coordinator
Mr. V. O'Connell	History/C.S.P.E Coordinator/ SEN Teacher
Mr. M. Murphy	Biology/Science/P.E
Ms. N. Desmond	Irish/French
Ms. L. O'Donovan	Irish/English
Ms. A. Foley	Maths

### **SNAs**

Ms. M. Marron  
Ms. K.O' Leary  
Ms. L. McCarthy

### **Ancillary Staff**

Ms. M Collins            School Secretary  
Mr. Barry Madden    Caretaker

### **The Parents' Association**

The PA is comprised of parents of current students and meets on a regular basis throughout the school year. The Principal attends the meeting and presents a report which outlines the relevant issues. At these meetings, issues of concern to the parents are brought to the Principal's attention and he in turn informs them of developments in the school.

### **The Student Council**

The Student Council comprises of boys from all other years. Each year in September, elections take place to elect boys to the council. A committee is formed and the committee in conjunction with the Student Council Coordinator set the agenda for the meetings. The Student Council is the voice for students in the school and a vehicle for student participation in the operation of the school. Meetings are held during lunchtime and take place throughout the school year.

### **Pastoral Care**

Pastoral care in Hamilton High School is rooted in the belief that all of the teachers in our school have a part to play in the lives of the students on a daily basis and consequently their wellbeing. Therefore all staff have a part to play in pastoral care in Hamilton High School.

As well as subject teachers, each class also has a Tutor and a Year Head. These are teachers that the students can approach with any issue, worry or problem, which may arise during the course of the school year. Year Heads speak to the students within their allocated year on a daily basis. The tutor is an important person for pupils to approach should they be experiencing difficulties. The year heads deal with discipline, absence notes and other aspects of students' lives in school.

Hamilton High School has a dedicated Pastoral Care Team comprising of the Principal, Deputy Principal, Guidance Counsellor and the SENCO. The Pastoral Care team meet in the school every week. Important issues arising in the area of Pastoral Care are focused on during these meetings.

The Meitheal Mentoring Programme enables Senior Cycle students receive training to equip them with the skills to become mentors for incoming First Year students. It is a programme that enables students to take responsibility for the happiness of others and for the safety and well-being of all who share a school environment.

There are two dedicated Year Head meetings held every week in school. One meeting deals with 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students while the other meeting deals with the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> year students. The Principal, Deputy Principal and Year Heads attend.

### **Year Heads**

1 <sup>ST</sup> Year	Mr. Ronan McWalters
2 <sup>ND</sup> Year	Ms. Carmel Murphy
3 <sup>RD</sup> Year	Ms. Niamh O'Donovan
4 <sup>TH</sup> Year	Mr. John Byrne
5 <sup>TH</sup> Year	Mr. Thomas Power
6 <sup>TH</sup> Year	Mr. Bert O Connor

### **Posts of Responsibility**

Year Heads
Sports/Extra Curricular Co-coordinator
Exams Co-coordinator
Health and Safety
Student Lockers
Exam Fees
Digital Strategy/I.T
Public Relations
School Self Evaluation /Subject Choice
Transition year Coordinator
Student Council
Book Rental Scheme



## **PART 4**

## **CURRICULUM**

### **Junior Cycle**

The Junior Cycle is of three years duration. Pupils take a broad range of subjects in First Year, of which nine subjects are taken to the end of Third Year for the State Exams. At the end of First Year some subject choice takes place. The three-year cycle culminates in the State Examinations (Junior Cycle).

The subject options available are outlined below:

### **First Year**

*All First Years will study the following subjects:*

Irish, English, Maths, C.S.P.E., History, Religious Education, Science, Geography, Business Studies, S.P.H.E , Physical Education, French, German and Wellbeing.

All subjects are grouped in a mixed ability setting.

### **Second Year**

*All students will study the as listed above with the exception of the Modern Foreign Languages.*

They will chose between French or German at the end of first year.

All subjects, with the exception of Maths and Irish (when deemed necessary) are grouped in a mixed ability setting.

### **Third Year**

*Students continue to study the subjects through third year that they studied in second year*

## **Transition Year**

Transition Year is compulsory in Hamilton High School. Students are expected to participate fully in the programme.

### ***All students will study:***

Irish, English, Maths, History, Religious Education, Science, Geography, Business Studies, S.P.H.E , Physical Education, French or German , Life Skills, Health & Safety & Environmental Studies, Computers and Media Studies.

They will also participate in events and short programmes, incl. work experience organised by the school throughout the academic year.

This programme and other activities throughout the year are designed to develop a greater degree of social awareness in its fullest meaning amongst our student body.

Together with all of the above the TY Coordinator, organises a multitude of other activities, excursions, guest speakers and other co-curricular activities aimed at the holistic development of our students.

## **Senior Cycle**

During Transition Year, students make their subject choice for Fifth Year. Pupils take seven academic subjects for the Leaving Certificate: Irish, English, Maths are the core subjects and they will select a Modern Foreign Language and three other subjects.

### ***All Fifth and Sixth students will study the following subjects:***

Irish, English, Maths, Religious Education (including SPHERSE), and Career Guidance.

Students will select three subjects from:

Biology, Chemistry, Physics, Applied Maths, Accounting, Business, Economics, History, Geography.

All subjects are offered at both Higher and Ordinary level.

## **Special Education Needs (SEN)**

### **Special Educational Needs Department**

The Special Educational Needs Department is made up of the SEN Co-ordinator (Ms Sheila Lucey), a core team of SEN teachers, a number of other SEN Teachers and Special Needs Assistants. The SEN Department provides support for Students with Special Educational Needs. The type and level of support provided to SEN Students is dependent on their individual needs and is reviewed as appropriate. Support may include Withdrawal Additional Teaching Support Classes, Team Teaching classes, Shared SNA Access, use of Assistive Technology etc. The SEN Department works, as appropriate, in consultation/collaboration with SEN Student(s), Parent(s)/ Guardian(s), Principal, Vice Principal, Subject Teachers, Year Heads, Class Tutors, Guidance Counsellor and external professionals / agencies (e.g. Educational Psychologists, NEPS, CAMHS, Occupational Therapy etc.). The school has a well-developed SEN policy.

## **SUBJECT CO-ORDINATORS**

English - Ms. D Wolfe/Ms. L. Foran/Mr. S McCarthy (shared)

Gaeilge -Ms. B. Clifford/Mr. C. Collins/Ms. M. O'Mahony/Ms. N. Desmond/Ms. L. O'Donovan (shared)

Mathematics – Mr. D. Hayes

French -Ms. N. O'Donovan/Mr. T. Power (shared)

German –Ms. C. Murphy

History - Mr. R. Honohan/Mr. T. O'Driscoll/Mr. V. O Connell (shared)

Geography- Mr. J. Byrne/Mr. A. O'Donoghue (shared)

Business – Ms. T. Holland/Ms. A. Hurley (shared)

Accounting - Mr. H. O'Connor

Economics - Mr. E. O'Leary

Science – Mr. E. Tuthill/ Mr. R. McWalters/Mr. M. Murphy (shared)

Physics/App Maths - Mr. E. Tuthill

Chemistry – Mr. J. O'Sullivan

Biology – Mr. R. McWalters/Mr. M. Murphy (shared)

Religion - Mr. S. McCarthy

Physical Education- Mr. R. Honohan

CSPE - Mr. V. O Connell.

SPHE/RSE- Ms. G. O'Keefe

Information Technology- Mr. J. O'Sullivan Mr. E. Tuthill/Mr. A. Hutchinson (shared)

Career Guidance/ Wellbeing- Ms. T. Connolly.

Transition Year /Life Skills- Ms. L. Foran

Health & Safety & Environment- Ms. D. Wolfe/ Ms. A. Hurley/Ms. L. O Donovan

SEN- Ms. S. Lucey

## **PART 5**

## **SCHOOL FRAMEWORK**

### **Opening Times**

The School office is open from 8.30am to 4.30 am, Monday to Friday.

Lessons begin each day at 9.00am.

There are two scheduled breaks each day; 11.00-11.15 and 1.15 -2.00.

Classes conclude on Monday, Wednesday and Friday at 3.20pm and on Tuesday and Thursday at 4.00pm.

The school closes for scheduled holidays at Halloween, Christmas, Spring Mid-Term, Easter and Summer.

A copy of the school calendar is sent to parents/guardians at the start of each academic year and reminder texts are sent to parents close to the scheduled holidays.

### **Classes**

All first year classes are divided into mixed ability classes. In second year the classes remain as mixed ability classes with the exception of maths, and when deemed necessary, Irish.

Maths classes are streamed according to ability which is ascertained from in house exams and a standardised test in October of 2<sup>nd</sup> year.

Irish classes are streamed according to ability which is ascertained from in house exams.

### **Text Books**

Student booklists are updated each year and a copy is sent to parents during the summer holidays. In an effort to keep down costs the school runs a book rental scheme for Junior Cycle students.

### **Extra-Curricular Activities**

It is hoped that every student will be offered opportunities to take part in extra-curricular activities that suits his aptitudes and interests. It is in extra-curricular activities that transformative leadership can be encouraged and developed.

Students are invited and encouraged to participate in a wide variety of sports and other activities. Each year, the school competes in competitions in Hurling, Gaelic Football, Frisbee, Athletics, Golf, Young Scientist, debating and quizzes. The school also offers the opportunity to participate in Meitheal, Green Schools, The Prometheans, the Model UN, Chinese Language & Culture module in association with The Confucius Institute, UCC, and Cinema Club. Students in 4<sup>th</sup> year can also participate in the Gaisce Programme.

### **Study**

The school offers after school study with priority given to exam students. Study is held in the Big Hall and is supervised by members of the teaching staff.

All stakeholders are invited to participate in school life. Hamilton High School has put structures in place to aid communication between the school and the stakeholders.

**The Board of Management**

The Board of Management meet regularly to direct and guide the school and plan for its future and to ensure on a day to day basis that the school functions as is intended to do so. Through school management, the Board ensures that all voices within the community are heard.

**The Senior Management Team**

The Senior Management Team direct and guide the school in day to day operations to ensure that the mission and ethos of the school is fulfilled and that all partners, parents, students, staff within the school community are supported in their work at all times.

**Teachers**

Teachers work with students on a daily basis and are encouraged to continue to forge close links and good working relationships with their parents, management and the Board of Management. Staff Meetings take place at regular intervals throughout the school year

**Parents**

The Parents' Association meets regularly with school management and can meet teachers at formal parent teacher meetings. Parent Teacher Meetings take place for each year group.

Parents will be supplied with two assessment reports per year and are free to meet with or telephone any member of the teaching staff, Year Head, Deputy Principal and Principal.

**Students**

The students of the school elect a Student Council. Two representatives are elected from each year group. The sixth years representatives and oversee the running of the council. Ms. Sheila Lucey is assigned teacher to liaise with the Council and attend Council meetings. The Student Council will be invited to address the Board of Management on an annual basis.

## **Links to the Community**

Hamilton High School has deep roots within Bandon Parish and surrounding parishes.

Hamilton High School has links with the GAA clubs and runs a TY coaching programme in conjunction with clubs.

The Kevin O'Leary Motor Group sponsor our school teams in GAA.

Our Green Schools Committee has forged links with the Bandon Tidy Towns committee.

The business community in the town sponsor advertisements in our annual TY publication *Forthright*.

The local business community and civic organisations offer their expertise and guidance for the Transition Year programme in particular (Bandon Rotary Club, local Tidy Towns' Association, West Cork Rapid Response, Bandon Office Supplies, Bandon Co-Op, Bandon/Bishopstown/Wilton libraries, St. Michael's Centre, Bandon).

The business community in Bandon and its environments are hugely supportive in their provision of work placement opportunities to our TY students so that they can gain valuable work experience.

The school has close links with local charities, An Garda Síochána and worthy causes (e.g. St Vincent De Paul, Bandon Community Hospital).

Bandon Co-op sponsor the Principal's award annually.

**PART 7- SCHOOL SELF-EVALUATION/**  
**CURRENT & FUTURE CURRICULAR PLANNING**

<b>Area/Policy</b>	<b>Review</b>	<b>Start Date</b>	<b>Completion</b>
School Self Evaluation	Literacy - whole school approach to the use of comprehension	2012	Ongoing
Guidance Policy	Review of existing policy	2012	Annual review
Curricular Review	Whole school	2013	Ongoing
School Self Evaluation	Numeracy – whole school approach to creating an increased awareness of numeracy through a print-rich environment	2013	Ongoing
RSE Policy	Review of existing policy	2014	Annual review
Code of Behaviour	Review of existing policy	2014	Ongoing
AUP – ICT Policy	Review of existing policy	2014	Ongoing
Admission Policy	Review of existing policy	2014	Ongoing
School Self Evaluation	Assessment	2015	Ongoing
Child Protection Policy	Adoption of New Guidelines	2018	Annual review
Data Protection Policy	Compliance with GDPR	2018	Ongoing
School Self Evaluation	Learner Outcomes Collaboration	2018	Ongoing
Anti-Bullying Policy	Review of existing policy and adaption to DES new policy	2019	Annual review



## **Enrolment**

Hamilton High School continues to attract high numbers of students into 1<sup>st</sup> Year and accepts some transfer students.

### 1<sup>st</sup> Year Enrolment

<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
71	53	69	67	67	58	86

## **School Improvement Plan**

The school has improvements plans in FOUR areas of Teaching and Learning

1. Literacy
2. Numeracy
3. Assessment
4. Learner Outcomes /Collaboration