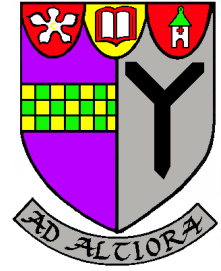


James Hamilton Academy

PUPIL INFORMATION UPDATE

From 7 January



What do I do IF.....



- **I want an appointment with my Pupil Support Teacher**

Take a form from the envelope on the door of the **Pupil Support (Guidance) Base** and complete it.

Put it in the box in the Pupil Support (Guidance) Base.

Your Pupil Support teacher will then contact you.



- **I have a good idea to improve things in the school**

Go to the **Suggestion Box in OP2**.

Complete the form and put in in the box.

There will be a different **topic** for suggestions each month. The January topic is: **LITTER**.

Think about what we could do to **STOP** littering in the Dining Hall and on Campus.



- **I want to find information about my yeargroup**

Go to the new **Notice Boards** outside the **Dining Hall** where you will see all the latest news for your year.

What do I do IF

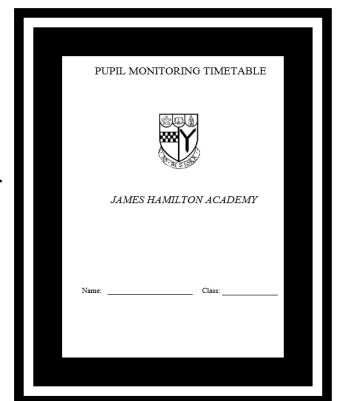


- **I am on a Monitoring Timetable with my Pupil Support Teacher**

Go to the **Conference Room** at **8.40** with your timetable which should be signed up to date.

Your Pupil Support teacher will sign you in and discuss your progress.

If you do not attend at 8.40 you will be sent for period 1 and will have a **detention** for not turning up.



- **I forget my Monitoring Timetable**

Go to the **Conference Room** at **8.40**. Your Pupil Support teacher will issue a replacement and you **MUST BRING both timetables** the following day otherwise you will have a **detention**.

- **I am late**

If you are late **TWICE** in a week you will be on **detention** with your Pupil Support teacher.

Being **PUNCTUAL** is essential when you leave school and get a job so you **must learn good habits now**.