

Pupil and Parent Handbook

People are our greatest asset



Llantwit Major School Ysgol Llanilltud Fawr

A School for the 21st Century at the Heart of the Community



At Llantwit Major School we believe that:

People are our greatest asset

We are therefore committed to:

- Setting the highest expectations, to ensure that students become independent learners and attain the knowledge, skills, understanding and qualifications for success in the 21st Century.
- Creating an ethos which demands high regard for self and others ensuring that each student makes a positive contribution to the community and wider society.
- Providing a stimulating, challenging and supportive curriculum which meets the needs and interests of all learners and celebrates success for all.
- Developing dynamic and meaningful partnerships between the school and the wider community which have, at the core, the aim to raise attainment and promote learning as a lifelong activity. ICT and the best of modern technology plays a crucial role in all aspects of the school life and the achievement of all of our objectives.

We have tremendous ambition for everyone who attends the school and therefore place great emphasis on recognising the individuality of each student. We aim to provide a challenging curriculum, diverse opportunities and a caring, supportive ethos which promotes the academic and social development of all students.

Our primary goal is to encourage all students to reach their full potential, in order to facilitate the successful transition to employment for the future by promoting the principles of lifelong learning.

We recognise your child as an individual by:

- Liaising closely with the primary schools to take account of prior attainment and individual information.
- Providing regular opportunities for informal and formal assessments in all subjects in order to measure and monitor progress.
- Providing an interim report to inform pupils, parents and staff of an individual's overall progress.
- An end of year report summarising your child's achievements and suggesting ways of improving further.
- Operating a positive discipline system which awards points for good behaviour, effort, attainment and taking part and which deducts points for undesirable behaviour.
- Recording the reasons for awarding or losing points in order to build a detailed, individual profile leading to the presentation of certificates and prizes in recognition of excellence in achievement, endeavour or attendance.

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Who are we? Where are we?

Llantwit Major School Ysgol Llanilltud Fawr

It is a mixed comprehensive secondary school maintained by the Vale of Glamorgan Local Authority



Address:

**Ham Lane East
Llantwit Major
Vale of Glamorgan
CF61 1TQ**

Telephone: (01446) 793301

Email: llantwitmajorhs@valeofglamorgan.gov.uk

Website: www.llantwitschool.org.uk

We currently have 1050 pupils on roll

Contacting us

We believe that education is the joint responsibility of parents, teachers and pupils and therefore we encourage good communication between home and school at all times.

In order to ensure effective communication and partnership with parents and ensure that your issues are dealt with as efficiently as possible, we have a learning & wellbeing department with a student support team. One of the primary roles of the support team is to liaise with parents regarding all issues in the first instance. They may refer to another member of staff if necessary depending upon the circumstances.

If you need to contact the school regarding any issue concerning your child please speak to or email the **Year 7 Progress Leader**.

Information	
Name of my child's Form Tutor	

Contact us by
1. Telephoning the school office for general enquiries – 01446 793301 .
2. You will be transferred to the Year 7 Progress Leader for more specific issues.
3. Send an email via the ' contact ' tab on the school website.
4. Requesting an appointment with the Year 7 Progress Leader if you feel you need to discuss further.
5. If an urgent problem arises come to the school and you will be seen as soon as possible by a member of the student support team or another relevant member of staff.

Admission & Transfer

Our main feeder Primary schools are St. Iltyd, St. Athan, Wick and Marcross Church in Wales and Ysgol Y Ddraig. We also receive pupils from outside of our traditional catchment area and welcome many MOD students moving from different areas. Pupils who wish to be offered a place in the School should apply via the Vale of Glamorgan well in advance. Our permitted standard number of intake in September 2022 is 180 pupils.

How New Students are Welcomed

Pupils from our feeder primary and junior schools due to start secondary education in September begin the transition process in the previous September with a visit to our Open Evening.

The school is also experienced in receiving pupils at times other than the commencement of the school year, due to the large numbers of children of service parents it has welcomed over the years. On admission these pupils may be given a short assessment to supplement the information given from the previous school. This will aid appropriate grouping where applicable.

Who to Contact Regarding Admission

Parents must formally request admission via the Vale of Glamorgan Education Department, Vale of Glamorgan Council, Civic Offices, Barry, CF63 4RU.

Your initial school contact will usually be with a member of the Student Support Team. The administration staff look after all admission formalities, the recording of names, addresses, telephone numbers, emergency contacts and other details that may be necessary.

Parents are then given an appointment with the Student Support Team, who will discuss the curriculum (and choice of subjects where appropriate) and any specific questions or concerns that a parent may have. Parents are given a tour of the school in order that they may inspect the facilities we have on offer, and the high standards of work and behaviour.

Llantwit Major School Staff

Senior Leadership Team

Headteacher:	Mr C Burden MA, NPQH
Deputy Headteacher:	Mrs L Pownall BA, NPQH
Assistant Headteachers:	Mr D Davies BEd Mr K Francis BA
Chair of Governors:	Dr C Brown
Business Manager:	Mrs L Tomsa

Term dates and the school day

There may be adaptations to timings in the light of any government guidance on Covid 19

School holiday dates

TERM	BEGIN	HALF Begin	TERM End	END
Autumn 2022	Monday* 5 September 2022	Monday 31 October 2022	Friday 4 November 2022	Friday 23 December 2022
Spring 2023	Monday 9 January 2023	Monday 20 February 2023	Friday 24 February 2023	Friday 31 March 2023
Summer 2023	Monday 17 April 2023	Monday 29 May 2023	Friday 2 June 2023	Monday* 24 July 2023

Inset Day 1 Monday 5 September 2022*

Inset Day 2 Tuesday 6 September 2022

- Y7, Y11, Y12 and Y13 pupils will begin Wednesday 7 September 2022

- Y8, Y9 and Y10 pupils will begin Thursday 8 September 2022

Inset Day 3 Friday 23 December 2022

Inset Day 4 Monday 27 February 2023

Inset Day 5 Monday 24 July 2023*

May Bank Holiday Monday 1 May 2023

The School Day

The School operates a 50 one hour lesson timetable spread over two weeks.

Pupils are expected to be in school at 08.20. The timetable for the day is as follows:-

School Day	School Day for Year 7 & 8 Students	School Day	School Day for Years 9-13 Students
School Opens	08.20	School Opens	08.20
Period One	08.30 – 09.30	Period One	08.30 – 09.30
Period Two	09.30 – 10.30	Period Two	09.30 – 10.30
Morning Break	10.30 – 10.45	Form Period/Assembly	10.30 – 10.45
Form Period/Assembly	10.45 – 11.00	Morning Break	10.45 – 11.00
Period Three	11.00 – 12.00	Period Three	11.00 – 12.00
Lunchtime	12.00 – 13.00	Period Four	12.00 – 13.00
Period Four	13.00 – 14.00	Lunchtime	13.00 – 14.00
Period Five	14.00 – 15.00	Period Five	14.00 – 15.00
School Closes	15.00	School Closes	15.00

NOTE: We attach great importance to punctuality and regular attendance, both of which are monitored closely. Please ensure that if your child is ill, a message is left on the school answer phone. Ideally, it is wise that a call is made every day that your child is absent, or if you know your child will be absent or a period of time, then just inform us of that on the first day. High levels of attendance and punctuality are rewarded.

The School Curriculum

Organisation of the curriculum

LOWER SCHOOL

YEAR 7

On entry the pupils are placed into mixed ability form classes. We provide pupils with a diversity of experiences. In deriving teaching classes for the Year 7 intake, students are placed in mixed ability teaching groups following discussions with primary schools. This information includes reading ability and the results of the National Literacy and Numeracy tests where available.

Curriculum Experiences:

Mathematics

Welsh

French

Information Technology

Religious Education

English

Art

Geography

Music

Technology

Science

Drama

History

Physical Education

YEAR 8

Year 8 continues as two half-year cohorts. The same subjects are taught in Year 8 as in Year 7, except Drama. Careers replaces Drama in the curriculum plan. Teaching classes are revised where necessary as a result of analysing performance of students in Year 7. During Year 8 pupils are advised of courses on offer for middle school. GCSE studies begin in Year 9 and finish at the end of Year 11. Year 8 students can consider subject options as outlined in the choices handbook in order to make effective pathway choices for their subject qualifications at the end of Year 11.

MIDDLE SCHOOL

YEARS 9, 10 and 11

As well as qualifications for further study in Years 9, 10 and 11 students follow the core subjects of English, Mathematics and Science and the Welsh Baccalaureate. In addition, students also study PE, RS and Welsh as part of their curriculum.

SENIOR SCHOOL

YEARS 12 and 13

Students follow courses as outlined in the senior school choices handbook, leading to 'A' Level, AS Level, BTEC, and GCSE qualifications. Sixth form students also have the opportunity to study for the Welsh Baccalaureate as an option choice.

ADDITIONAL LEARNING NEEDS AND EDUCATION

The needs of those pupils having learning difficulties are met by a range of provisions coordinated by the ALNCO. Pupils who are exceptionally gifted are also identified and receive the attention from the School which they deserve in order to best develop their talents.

EQUAL OPPORTUNITIES/EDUCATION FOR ALL

The School is committed to Equal Opportunities for all. All students follow a common curriculum during Years 7 and 8. The study of Careers in Year 8 identifies opportunities to make all pupils aware of employment opportunities. We want all our pupils to achieve their full potential during their time with us. As such we work to ensure that the progress of all students is not limited by expectations, attitudes and practices, in particular those relating to age, ability, gender, race or background.

SPECIALISED CAREERS GUIDANCE

The Careers Guidance Department in the school is specialised and ready to offer specific and personal advice to all age groups at all times. Careers lessons are provided as part of Year 8, students in Years 9 to 13 can access additional careers advice and guidance as part of the school PSE programme.

Careers Wales (Cardiff and Vale) provide a careers adviser to give independent advice on subject choice, further and higher education, training and employment throughout the school years. This adviser visits the school regularly and works with the appropriate staff to complement the on-going careers education programme.

The Subject Experiences

The school offers the full range of subjects whilst moving towards the Curriculum for Wales. Some examples are given below. Parents who require additional information are encouraged to contact a member of the Student Support Team in the first instance. Full details of middle school courses are published in the Years 9, 10 and 11 courses handbook and Years 12 and 13 in the senior school handbook.

Art and Design



All pupils study Art in Years 7 and 8 within a well-equipped department with specialist Art teachers. Projects are written and considered jointly by all Art staff at departmental meetings, to ensure we give a structured and well-balanced syllabus. Years 7 and 8 are introductory and exploratory and lay down foundation skills in a variety of media which include the following: collage, observation, drawing, printmaking, painting, photography, digital media, textiles, model making, sculpture, clay work and critical studies. We include visits to Art Galleries and Museums as part of our studies for lower school. Our aim as an Art Department is to make Art as stimulating and enjoyable as possible which encourages pupils to investigate and explore ideas and develop imagination in a structured way.

Business Studies

This subject is offered as a GCSE subject from Year 9 and AS and A Level courses are offered in Years 12 and 13. Business studies actively engages in the study of business. It allows development and application of knowledge, understanding and skills to contemporary issues in a range of contexts. Students learn to appreciate the range of perspectives of different stakeholders in business and economics. The courses consider the extent to which business and economic activity can be ethical and sustainable.

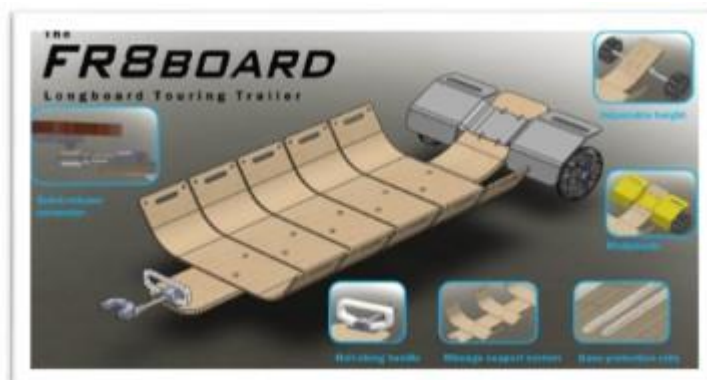
As a department, we are also involved in a number of business related activities both within and out of school.



Design and Technology

©Tom Parker

The subject of Design Technology bridges Art, Science and Mathematics. Designing and manufacturing helps students to see the relationship between the designer, the manufacturer and the target user. Our aim is to develop problem solving skills in a variety of design situations. Skills are developed through a selection of specialist options encompassing traditional and modern technology. During Years 7 and 8 all pupils will study a foundation course via a rotation system to make use of a range of teaching strategies and expertise. Pupils study a fully integrated course which complies with the Curriculum for Wales. There are dedicated teaching rooms, workshops and ICT suites for the delivery of the subject. To facilitate independent learning opportunities the department has a virtual learning environment utilising Google Classroom. This valuable learning tool has a host of resources including schemes of work and links to exemplar work. In Years 9, 10 and 11 students can select to study a specialist DT option. We offer GCSEs in Product Design and Graphics.



Drama



The subject of Drama develops students' communication skills and confidence. Performing and exploring technical theatre helps students develop many transferable skills such as presentation, leadership, empathy and listening. Skills are developed through a selection of units that explore a variety of dramatic styles using movement and voice to create theatre.

All pupils study a foundation course that is taught once a fortnight in Year 7. There is a dedicated drama studio for the teaching of the subject.

In the middle school and Years 12 to 13 students can study specialist drama opting for GCSE Drama and A level Theatre Studies. The course is divided between practical and documented evidence gathered during explorations of texts and themes. The students are given the opportunity to develop their acting talents through preparation of scripted and improvised performances.

There is a whole range of extracurricular opportunities in the Performing Arts offered for students who are passionate about performing.

Performing & Creative Arts

The Performing & Creative Arts department is keen to give students the opportunity to participate in a variety of performances throughout the year. Opportunities include but are not limited to the full school production, Christmas concert, Eisteddfod, transition concerts, Mayors events and also local Llantwit Major town

events. There are regular trips to the theatre and a wide range of in-class activities to encourage students to develop a love of performing. We also run a drama club, senior and junior choirs and a school orchestra. For Years 9 to 13 the department has an open door policy for after school sessions to support examination students with their practical examinations. At Key Stage 5 we also offer A Level Media Studies which can develop pupil's appreciation and application in the fields of creative industry employment.

English



The Department believe in making the study of English as varied and vibrant as possible. Pupils will study modules that span different literary times and genres such as the classics and Shakespeare as well as more modern writers including Louis Sachar and Mark Haddon. They will be taught how to analyse literature such as poetry and plays but also how to write in different literary forms. The study of English in Years 7 and 8 also covers a wide range of non-literary and media texts, helping pupils to develop their literacy skills. Pupils are encouraged to write reviews, magazine articles, newspaper reports and

leaflets as well as developing their understanding of language, intended audience and purpose in non-fiction texts.

We strongly believe that discussion promotes independent thought and understanding. Speaking and listening is a very important part of the course and we strive to develop pupils' ability to use oral communication effectively and with confidence. Pupils learn to listen sensitively to others' opinions. Group and paired work is common and speaking and listening tasks are both formal such as in debates and more informal with hot seating activities.

Throughout Years 7 and 8, we aim to foster an enjoyment of English. There are various opportunities for pupils to involve themselves in extracurricular activities such as the BBC School Report and trips to theatres. The highlight of the year is our World Book Day celebrations, during which pupils in Year 7 are invited to attend school dressed as their favourite book character, with prizes for the best costume.

Geography



Through Geography, pupils actively investigate places, issues, processes and environments so that they develop a growing knowledge and appreciation of how the world operates. They ask questions regarding current geographical stories and issues in the news. Many learning activities are practical and challenging; pupils quickly grasp the relevance of the skills developed through this subject, consequently it is a very popular choice for GCSE. Through Geography pupils combine important problem solving and decision making skills. Pupils show a growing understanding of global citizenship and sustainable development. Pupils understand that many environments are often threatened by people and sometimes maybe improved. Pupils learn about different opinions about how places should change for the better. They learn to recognise bias and evaluate the reliability of information and data. Investigative work is at the heart of Geography and pupils learn to ask their own questions, collect data and communicate their findings in formal reports. Pupils become confident in the use of numeracy as they identify data and offer conclusions. Regular teacher feedback and target setting clearly guide pupils in how to improve their skills and pupils can drive their own learning and performance forward independently.

History

The programme of study for Years 7 and 8 in History is structured around a designated content allowing pupils to develop the required knowledge, skills and understanding of History. The core of the content consists of:

- a. the impact of the Normans on Wales and Britain, the development of Wales in an era of conquest and revolt. Everyday life, worship and culture in medieval society, as well as the concepts of continuity and change focussing on schools, life and Medieval Wales.
- b. the political unification of Britain, the power of the Monarchy and its changing relationship with Parliament and the people. The nature and impact of religious and cultural change, the century of revolution. The economic transformation of Wales and Britain and the responses to these changes.
- c. Britain, Europe and the World 1900-2010. This focuses on international cooperation, conflict and changes.



At GCSE pupils follow the new WJEC syllabus which involves USA 1910-1929, Depression War and Recovery in Britain 1930-51 and changes in Health and Medicine c1300-present day. There is also coursework based on British History. AS/A level students cover the WJEC's British History Module 1880-1980, Poverty Protest and Rebellion in Wales and England c1485-1603, Nazi Germany 1933-1947 and coursework on an area of their choice.



Information Technology

ICT is the study of how to use computers as a tool to solve problems and create products that meet requirements. In addition it examines the nature of information and how computers have affected our lives. Computer Science looks at how computers work and how they can be programmed to solve problems. The department encourages students to use their creative ability and love of technology to produce work to a high standard. In Years 7 and 8 students explore the knowledge, understanding and skills in a wide range of areas to allow them to go on to further study

at GCSE, A Level and to prepare them for the world of work.

We believe that pupils will make the most of their potential if they enjoy their work and are able to develop real world skills that will benefit them both now and in the future. All pupils follow an IT course in Years 7 and 8 after which they have the opportunity to continue with courses in Year 9 to 11 and in the sixth form. The department has an open door policy for lunchtime sessions where pupils can complete homework or coursework. After school clubs are also run to support examination pupils.

Students have opportunities to be creative through a range of multimedia tasks including video editing, animation, and web design. Computer Science skills are also covered with introductions to programming concepts and algorithm design. Students will learn to use the Internet to improve their research skills and they are encouraged to recognise copyright issues, intellectual property and the accuracy of information. They are given the opportunity to use e-mail in school and are encouraged to use this resource responsibly. Pupils also study the effects and implications of IT on Society; issues raised by the use of ICT and the dangers associated with the use and misuse of the Internet.

Mathematics



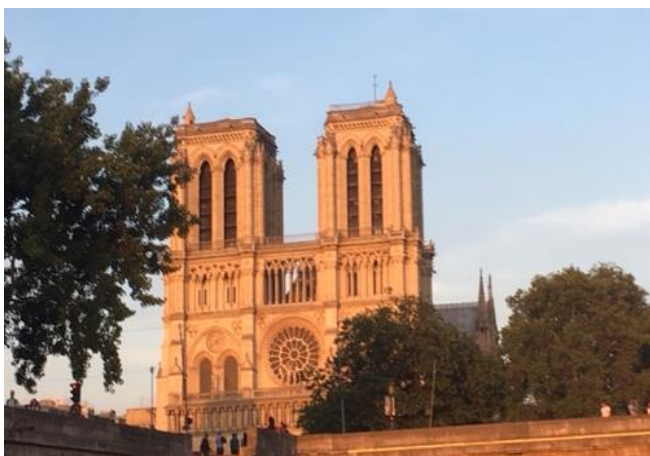
Students explore traditional topics and in addition participate in a number of mathematical problem solving lessons which offer opportunities to apply Mathematical skills in different contexts. These lessons not only develop pupils' mathematical skills but also encourage deeper thinking skills and resilience when tackling non-standard problems. Participating in such exercises has been shown to improve pupils' performance across the curriculum. End of unit assessments are sat at the end of every half term. Thinking, numeracy, and problem solving skills are included and encouraged in every lesson and many opportunities exist

within the scheme to use ICT, graphics calculators, computers and the interactive whiteboards. Pupils' literacy skills are developed through paired working and through the completion of a number of research or descriptive homework tasks set each half term. The school website provides copies of the department's differentiated Schemes of Working which gives parents the opportunity to see the topics of study. Pupils in Years 7 and 8 are mixed ability, while those in Year 9 are set by Mathematics ability. Extension work is provided for the more able and extra material is provided to support those having difficulties. Pupils begin studying for the GCSEs (Mathematics and Numeracy) in Years 9, 10 and 11 and have their first opportunity to sit the Numeracy exam in November of Year 11. Pupils sit the Mathematics GCSE in the summer of Year 11, and also have the opportunity to re-sit the Numeracy GCSE at this time to improve their grade. The setting is reviewed regularly. Set movements are made based on pupil performance in lessons, homework and assessments. Pupils who have missed work or who are having difficulties with homework are encouraged to come at lunchtime for help. A Mathematics club is held weekly during a lunch break. Each year we enter the Junior UKMT Mathematics Challenge run by the University of Leeds for pupils throughout Britain.

Cymraeg - Welsh

Pupils study Welsh in Years 7 and 8 and a GCSE course is followed by all in Years 9, 10 and 11. Pupils learn written and conversational Welsh within a range of topics in a fun and enjoyable environment. Pupils will study various topics including Leisure Time, Holidays, The World of Work, The Environment and Bilingualism. Recent research shows that being able to speak and write in both Welsh and English can give an important advantage whether a person is looking for a job or is wanting to further a career. We firmly believe in giving pupils the opportunities to communicate through the mediums of Welsh and English. More people are choosing to use Welsh when using services and as a result, research shows that demand from employers for staff with Welsh language skills is growing - right across Wales. Dewch i siarad Cymraeg!

Modern Foreign Languages



All Year 7 pupils entering in September will study French. As a Department, we aim to give our pupils an exciting education through varied teaching strategies, interesting and diverse schemes of learning, positive discipline and stimulating classroom environments. Classes use IT resources including projectors in all teaching rooms and subscriptions to language learning websites. Pupils are encouraged to take part in educational visits to France and special events including European Days and celebrations.

Music



Music is taught to all students in Years 7 and 8 by specialist music teachers. The course emphasises the acquisition and development of skills in three areas of composing, performing and appraising. Students undertake activities such as group performance, individual performance, listening to different musical styles and make use of the departmental iMacs to complete composing and arranging tasks. In addition to classroom lessons, pupils are given access to tuition in woodwind, brass, strings, guitar, drums, keyboard and voice. Extra-curricular activities include junior and senior choir, orchestra and various instrumental ensembles. Students can opt for GCSE Music at Key Stage 4 and for A-level Music or a BTEC Subsidiary Diploma in Music (Performing) in Years 12 and 13.

Religious Education



Religion, Values and Ethics form a core part of the curriculum in Wales. In this school Religion, Values and Ethics is taught in accordance with the locally agreed syllabus. In Years 7 and 8 our aim is to introduce and develop knowledge, understanding and evaluation of Christianity and 4 other major world religions and their impact on modern life. Year 7 focuses on What is Religion?, Articles of Faith, Creation, The Life of Jesus and teachings of The Buddha. In Year 8, the focus is on Hinduism, Islam and Sikhism alongside a unit on what do we mean by ethics and philosophy? In Years 9, 10 and 11 all pupils will study Religious Studies Full

Course GCSE. AS/A Level students follow WJEC courses. At GCSE pupils study the Religion and Philosophical themes. Topics include: a study of key Christian and Islamic beliefs, teachings and practices and then a study of issues relating to life and death including abortion, euthanasia and environmental responsibility and Good and Evil. In Religion and ethical themes, we again look at key Christian and Islamic beliefs and teachings and then go on to look at issues concerning relationships and Human Rights. AS/A Level pupils study Ethics, Philosophy and Judaism.

In addition to regular lessons, a rich programme of extracurricular opportunities is arranged such as a year 7 visit to local churches, a Year 8 multi-faith trip to Cardiff, where we visit places such as Llandaff Cathedral, Alice Street Mosque, the Jewish reform Synagogue and a Sikh temple. Year 9 have a range of guest speakers. Year 10 and above are invited to accompany the department of a bi-annual visit to Krakow where we meet with a survivor and also visit Auschwitz concentration camp.



Science

Science is compulsory for all pupils in Years 7 to 11. In the lower school learners are given opportunities to build on the skills developed in Primary school. They develop their skills of numeracy, communication, ICT and problem solving through the range of studies: 'Interdependence of Organisms', 'The Sustainable Earth' and 'How Things Work'. Emphasis is placed on active learning.

In Years 9, 10 and 11 the WJEC Double and Triple Award courses are offered at GCSE. These are examined in May/June of Years 10 and 11. They

lead to two or three GCSE qualifications in Science.

A science practical exam is taken in Year 11 and accounts for 10% of all marks. The WJEC Triple Award Science course is available for our More Able and Talented students.

In Years 12 and 13 AS and A Level, Biology, Chemistry and Physics are taught using the WJEC specifications; these build on students' success at GCSE. Level 3 Medical Science is also offered to Year 12 and 13 students.

Independent research work at KS3

The department sets an independent research project for Biology, Chemistry and Physics each term. The idea behind each task set is for pupils to choose and then complete an extended activity that links to and enhances their knowledge and understanding of topics covered in lessons



Sports and Physical Education



The School has excellent facilities enabling it to provide a balanced range of physical activities. All pupils have the opportunity to take part in PE and Games and to use the swimming pool. Sports in which the School competes against other schools include Rugby, Netball, Soccer, Basketball Gymnastics, Badminton, Athletics, Cross Country Running and Baseball. The GCSE PE option is popular. We also run a WJEC Sport Course in Year 10 and a BTEC course at Year 12 which is equivalent to an A Level. A fully equipped Leisure Centre on site, the swimming

pool, multi-use games area, gymnasium, 3G facilities and extensive playing fields. The school enjoys the widest range of facilities in the County.

Personal and Social Education (PSE)

PSE prepares learners to be personally and socially effective by providing learning experiences in which they can develop and apply skills, explore personal attitudes and values, and acquire appropriate knowledge and understanding.

Specifically the aims of PSE are to:

- develop learners' self-esteem and a sense of personal responsibility;
- promote self-respect, respect for others and celebrate diversity;
- equip learners to live safe, healthy lives;
- prepare learners for the choices and opportunities of lifelong learning;
- empower learners to participate in schools and the wider community as active responsible citizens locally, nationally and globally;
- foster positive attitudes and behaviour towards the principles of sustainable development and global citizenship;
- prepare learners for the challenges, choices and responsibilities of work and adult life.

Sexuality and Relationships Education

SRE is taught using the guidance of the Welsh Government and is monitored by the Governing Body. Parents are welcome to approach the school if they wish to have more specific information on content and delivery.

Careers and The World of Work

This is delivered through a dedicated lesson once every two weeks in Year 8 where there is a particular focus on options for GCSE and career planning.

In other years students enjoy presentations from visiting professionals and a Careers Wales advisor.

CWW is concerned with the relationships between young people, their learning and the world of work. It should help learners to:

- explore the attitudes and values required for employability and lifelong learning;
- plan and manage their pathway through the range of opportunities in learning and work;
- make effective career choices;
- become entrepreneurial;
- flourish in a variety of work settings;
- become motivated, set long term goals and overcome barriers;

- see the relevance of their studies to their life and work;
- develop Key Skills and other skills required by employers; and
- prepare for the challenges, choices and responsibilities of work and adult life.

Careers Wales provide a careers advisor to give independent advice to Year 11 pupils on subject choices, further and higher education, training and employment. This advisor visits the school regularly and works with the appropriate staff to complement the on-going education programme.

Collective worship

It is a legal requirement that there should be a daily act of collective worship for all pupils, which should normally be on the school premises and must be wholly or mainly of a broadly Christian character. This is defined as meaning that it should reflect the broad traditions of Christian belief without being distinctive of any particular denomination.

Aims of Morning Assembly are to:

- create an atmosphere where pupils can begin the day in a calm, thoughtful, purposeful way;
- develop moral values;
- develop a sense of respect for the personal beliefs of others;
- enable pupils to learn acceptable and appropriate patterns as a member of a large gathering;
- support "cultural" learning within the curriculum.

WITHDRAWAL ON RELIGIOUS GROUNDS

If, on religious grounds, parents should wish to withdraw their children from Collective Worship or Religious Education classes, they should make a formal written request to the headteacher to that effect.

HOMEWORK

Homework is an extremely important part of all pupils' work at Secondary School. During Years 7 and 8 pupils are taught how to organise this work which reinforces classwork and enables pupils to enhance the learning of what has been covered. Some homeworks will consist of a specific task to be completed by a set time. Other tasks will consist of work on longer term projects with more distant deadlines.

"CATCHING UP"

Pupils who have been absent from school are expected to find out what classwork and homework has been set to their class. The pupil is expected to do that class work and homework. If there is a problem with the work then the pupil must ask the relevant member of staff for help.



Assessment, Tests, Examinations and Reports

Reports

Full reports that include subject teacher written comments and targets are issued annually in line with statutory requirements:

Year 7	-	Summer Term
Year 8	-	Autumn Term
Year 9	-	Spring Term
Year 10	-	Summer Term
Year 11	-	Spring Term
Year 12	-	Spring Term
Year 13	-	Spring Term

Interim reports are also issued during the year to help provide a formative assessment of each student's individual progress. Interim reports are assessment based reports and so include no written comments. Parents can also access half termly assessment data digitally.

Public Examinations

All pupils are given the opportunity to obtain nationally accredited qualifications. At Years 9, 10 and 11 most pupils take GCSE examinations. Where there is a choice regarding the level of difficulty of papers, parents are involved in the final decision of entry. GCSE equivalent courses are available for study in Years 9, 10 and 11, for example in Sport. The school has also developed partnerships with local colleges to further diversify the range of vocational courses available for study. A range of Post 16 courses including AS and A Level subjects are offered at Sixth Form as are a smaller selection of equivalency qualifications in Science, IT and Sport.

School Prizes and Awards

The School Awards Evening and the Sports Presentation are held in the Autumn and Summer terms. In the awards ceremony success in Years 7 to 13 are celebrated, together with numerous specific awards being presented for outstanding achievements in various fields. In the sports ceremony team colours are presented to all those who have represented the School in competitive games/sports. In addition, presentations are made to the outstanding personalities at junior and senior levels. Other awards and certificates are regularly presented in Assembly as part of our policy of recognising and rewarding all types of achievement.

Extra-Curricular Activities

The School is able to offer a wide range of extra-curricular activities, making full use of the excellent facilities within the School campus, the Leisure Centre, and beyond as required. It is hoped that pupils will take part in one or more of the many activities on offer. Here are some examples.

SPORTS ACTIVITIES

All the traditional school sports are played, and in most of them pupils compete at inter-school level. Sports currently available at School include:

Rugby	Soccer	Gymnastics	Athletics
Netball	Swimming	Basketball	Cross Country Running
Cricket	Baseball	Badminton	

In addition the curriculum is further enriched by a 5 x 60 Officer who provides a range of alternative fun sporting activities.

Educational Visits

There is a wide range and variety of educational visits planned annually to destinations in the UK and further afield. The aim of these visits is to enhance the curriculum. There is an Educational Visit Schedule created in June and published on the school website. This outlines all of the visits planned for the academic year and gives estimated costs, destinations, age group the visit is aimed at and the timing of the visit.

It is the school's intention that all pupils will benefit from these opportunities which include field work at local beaches, to visits to the science department at Oxford University, Krakow, Sorrento and Iceland.

Fund Raising For Charity

The School has a deserved reputation for its charitable efforts and has raised many thousands of pounds. Pupils organise sponsored events and similar activities for charities selected by the school council. Charities have a focus locally, nationally and internationally.

Music & Drama

Students enjoy a great number of opportunities in choirs, performing groups and productions.



Science

The department places great emphasis on after school revision classes both at GCSE and A Level which students can explore.

Design and Technology

From Years 7 to 13 the department has an open shop policy for dinner time sessions, and also runs after school twilight clubs to support examination pupils.

ESDGC

Environmental issues and global citizenship are areas of utmost importance in Llantwit Major School. We are fully committed to developing pupils' awareness of local and global issues; to recognise the role they play in society and how they can make a difference.

The Geography Department run an environmental club. The group are active in the local community raising funds, promoting sustainable lifestyle choices and monitoring the quality of our environment. Our recent focus has been on sustainable food, including lessons on food miles and a project on growing our own seasonal vegetables. The Back 2 Nature project is our major initiative to promote sustainability and wellbeing, with the creation of 8 raised beds, a poly tunnel and outside cooking station.

We have also focused on local development priorities such as reducing litter. Year 8 are all given the opportunity to produce a 3 minute video or 1000 word report on a local litter issue as part of the Young Reporters for the Environment Competition. The entries we received were outstanding and we won 1st and 2nd place nationally in 2019 & 2021.

The school has recently been re-accredited for the Eco-Schools Platinum Award and we continue to maintain our Fairtrade School status. Everyone is welcome and is encouraged to get involved and make a difference to our school community.



History

For students studying for GCSE and AS/A2 level, there are coursework and revision sessions.

Information Technology

The department runs a lunchtime programming club in Year 7 and Year 8 and is open for lunchtime sessions and after school twilight clubs to support examination pupils.

Mathematics

Pupils are given the opportunity to participate in the annual UKMT Mathematics challenges, at junior, intermediate and advanced level. Pupils are encouraged to take advantage of lunchtime and after school events, which offer opportunities to get help, revise, or enhance understanding through challenge games and activities.

Modern Foreign Languages

The MFL department are keen to give pupils the opportunity to visit the country where the target language is spoken. There are regular trips to France, popular destinations include Paris and Disneyland Paris. In Years 7 and 8 the MFL department has selected dinner time sessions available to support pupils in their work. In addition, pupils studying for GCSE French are given the opportunity to attend coursework and revision sessions.

Art and Design

As a department we run art club for all year groups. During busier times, for coursework deadlines and exam preparation times we will also open the department on additional evenings and this will be communicated via email.

Students are also able to work in the department during break and lunchtime upon request and agreement with their teacher.

Pastoral Care and Discipline

Pastoral Organisation, School Classes and Groupings

Registration classes are of mixed ability, and are identified by the initials of the Form Tutor after the Year number. Support teaching is given to some pupils in certain curricular areas by using a learning support assistant in the class. Progress Leaders are responsible for Year groups. They are concerned with the wellbeing of pupils in the year group and keep a watching brief over both academic and social development. Pupils who are not progressing as well as they should be, academically or socially, will be referred to the progress leaders, by the form tutor or head of department.

Positive Reinforcement of Pupil Behaviour

The aim is to promote positive practice throughout the school by actively encouraging and rewarding good pupil achievements.

Rewards and Sanctions

A clear and graded set of rewards and sanctions are publicised. They involve the awarding of points as recognition of meritorious work, behaviour, achievement and attitude. **Points mean prizes**, ranging from certificates and letters of commendation to other prizes. Points for negative behaviour can mean discipline. Positive points can also be taken away from pupils who do not conform to what is expected of them resulting in graded sanctions. Parents have online access which allows them to view all positive and negative points on a daily basis.

Attendance

The rewards for good attendance are clear. Pupils are more likely to enjoy school, achieve better results and increase their life chances. Attendance promotion schemes are run throughout the year, where pupils are awarded certificates for 100% attendance.

Code Of Conduct

To ensure that standards of behaviour and discipline continue to rise in the school and that good work is consistently rewarded, we have in place a code of conduct which makes clear everyone's rights and responsibilities. Good effort, achievement and attendance are rewarded and a clear set of sanctions exist for those who break the rules. A key aim of the code is to work in cooperation with parents. The main elements of the code are summarised below:

Pupil's rights

- The right to expect a positive learning environment in which effort and achievements are recognised and rewarded.
- The right to be taught without interruption from inappropriate or disruptive behaviour of another person.
- The right to know the rewards and sanctions that result from different actions.

Teachers' rights

- The right to establish a safe learning environment for all pupils.
- The right to expect appropriate behaviour and positive social educational development.

- The right to expect assistance from parents, senior management and governors in promoting a positive environment.

Everyone's responsibility to work to a system which details:

- The recognition and rewards for pupils who display positive behaviour, stick to the rules and achieve what is required.
- The consequences and sanctions for those who fail to comply with the agreed limits.
- The need for everyone to treat all other members of the school community with the respect they deserve.

A simple set of rules which apply to every lesson

- Arrive on time and enter the room quietly.
- Remain in your seat unless asked to move.
- Come to lessons properly prepared.
- Listen to and follow instructions.
- Raise your hand before answering or speaking.
- Treat others, their work and equipment with respect.

Bullying

The School treats any acts of bullying, in any form, very seriously. There is a school policy statement available on the school website. Throughout Lower School pupils are made aware of issues relating to bullying and consequences for both the bully and the bullied. A comprehensive anti-bullying package is delivered through the Personal and Social Education programme. The school has adopted the following charter.

Anti-Bullying Charter

- 1. We will not tolerate bullying.**
- 2. Bullying will be dealt with seriously and in line with school policy.**
- 3. When we report bullying, staff will give us a fair hearing.**
- 4. We have the right to travel to and from school without being bullied.**
- 5. We will not put others down.**
- 6. We will not judge others by appearance alone.**
- 7. We will accept others regardless of race, religion, culture or disability.**
- 8. We are a “telling” school - bullying is too important not to report.**

Home School Agreement

Llantwit Major School is committed to developing a close link between home and school. In order to strengthen that link we have a Home School Agreement, designed to ensure that all pupils receive every kind of help to enable them to reach their full potential.

On admission parents are asked to sign a Home School Agreement. The agreement is to help your child mature and develop in supportive surroundings both at school and at home, so that he/she can make the most of the opportunities available during his/her time at school.

The key element of this agreement is that teachers, pupils and parents work in close partnership. Part of this agreement is for us, to be readily accessible and responsive to any worry or problem you or your child might have. Our open door policy means that you will be seen by a member of our Student Support Team, or an alternative member of staff when this is not possible.

This agreement is a way in which we can all commit ourselves to work in partnership during the next few vital years.

A copy of the agreement can be found on the school website.

Student Voice

Llantwit Major School places an emphasis on student voice and we believe it is essential that pupils feel they have an opportunity to express their views freely in all matters affecting them. In order to achieve this aim the school has developed a number of branches of student voice including:

1. An active and dynamic school council. Each year group nominates a student to sit on the school council. Each form group nominates a representative who meets with the school council representative every half term. The School Council representative discusses key issues affecting the day to day operational running of the school, future improvements and fundraising for charity which have been raised in their year group meetings.
2. The school has further sub committees and working groups which offer a student voice on specific topics and also in, some instances, support to other students. These include an MOD Ambassador Group and an Eco Group.
3. Students annually complete a comprehensive 'Estyn' pupil questionnaire to illicit their views on a range of aspects of school life.

DISCIPLINE POLICY SUMMARY

Aims

To implement uniformly, a Whole School Engagement Policy supported by the whole school community, parents, teachers, pupils and governors, based on a sense of community and shared values.

1. Code of Conduct

The aim of the code is to ensure that positive attitudes are recognised, encouraged and rewarded very publicly.

2. Parents

Parents are asked to engage themselves in an active partnership with the school by joining us in the Home School Agreement.

3. Detentions

Under Section 92 of the Education and Inspectors Act 2006, the school has clear legal authority to detain pupils on disciplinary grounds. The school imposes detentions, which are reasonable and proportionate to the offence. In the case of after school detentions parents are notified in advance of the detention.

4. Persistent Misbehaviour of a Serious Nature

Where a pupil shows a flagrant disregard for the Code of Conduct or School Rules appropriate action will be taken. This will include parental involvement. Action to be taken may include:

- Behaviour Contracts
- Pupil being placed 'On Report'

- Involvement of the pupil support service
- Governing Body Disciplinary Panel.

5. Use of Reasonable Force to Control or Restrain a Pupil

All school staff members have a legal power to use reasonable force to prevent pupils committing a criminal offence, injuring themselves or others, or damaging property, and to maintain good order and discipline amongst pupils. Any incident whereby physical restraint has been used will be reported to parents. Physical restraint will only be used under extreme circumstances.

6. Exclusion

Exclusion will only be used as a result of serious difficulties which have arisen at school. Fixed term exclusion imposed by the headteacher can be for a period of up to 45 days in a year. When the exclusion is greater than a 5 day duration then parents are invited to a meeting of the Discipline Committee of the Governing Body. In other cases parents will be informed of their right to appeal. Work will always be set for an excluded pupil. The school works to avoid permanent exclusion. A pupil will be excluded permanently only as a result of extreme difficulties that have arisen at school.

7. Outside Agency Support

The school will continue to work with other bodies such as Social Services and the Police to ensure an orderly community.

A copy of the Engagement Policy is available on the school website.

School Clothes and General Appearance

Full details of School Uniform are given on page 35.

The School requires all pupils to wear uniform. Pupils must conform to the requirements for general appearance, which includes the forbidding of eccentric styled haircuts and hairstyles. The rules regarding appearance, including school clothing, have been drawn up with the safety and welfare of all pupils in mind and to enable the school to maintain a respectable image in the community. Strict sanctions will be imposed on pupils who break the rules.

Personal Effects and Lost Property

As a matter of course pupils should not bring expensive pens, other valuables or large sums of money to school. Lost property must be handed to a teacher, or be taken to the main office by the finder. Enquiries regarding lost property should be made at the Main Office.

MOBILE PHONES MUST BE SWITCHED OFF DURING LESSON TIME AND KEPT IN EITHER A BAG OR POCKET OUT OF SIGHT.

Senior Prefects and Prefects

The prefect team is appointed towards the end of year 12 after a rigorous application process which involves a written application and interview.

The roles and responsibilities of the prefect team are extensive and involve, amongst other things, representing the school in the wider community, organising charity and social events, working with the school council, and acting as excellent role models to younger pupils in the school.

Insurance

In a school accommodating some 1050 pupils, it is inevitable that items of personal property may be damaged, lost or unfortunately stolen. For this reason **we strongly advise pupils against bringing any valuable items to school for which we can accept no responsibility and can offer no level of insurance cover.** You are strongly advised to investigate the possibility of arranging such cover under a household insurance policy. The only claim which can be made against the Authority Insurance Schedule is where it can be proven that the damage arose out of someone's negligence. Pupils who bring cycles to School must wheel them once inside the school gates. **They are left on school property entirely at the risk of the owner,** and should always be well secured and locked as a precaution against theft, or unauthorised borrowing. Parking of cycles is restricted to recognised parking locations.

Health and Welfare

Health Care Staff

The School has on its full-time staff fully trained personnel for administering first aid.

There is a peripatetic, nominated LEA/Health Authority nurse for the School.

Health and Welfare

The school will endeavour to cope with any ailments that may crop up during school hours. However, children who are obviously very unwell in the morning should be kept at home rather than be sent to school. Illness or Accidents in the school will only be transported in an emergency. Wherever a pupil is badly injured or very unwell the parents will be contacted and asked to collect their child. ***Please note that we are not allowed to supply medicines such as Paracetamol.***

Internet Access

The school's computer system provides access to the Internet for the purposes of educational research and learning. Every pupil who wishes to use the network during school time is required to sign the Computer Network Access Policy. The purpose of this policy is to provide rules for appropriate use of the computer and the Internet.

What The School Needs To Know

If a pupil suffers from an ailment or recurring condition that the school should be aware of then please inform the Wellbeing Team. If necessary this information will be treated as confidential and it will be shared on a 'need to know' basis.

What To Do If Your Child Is Ill

The school's requirement, if your child has to stay home because of illness, is that it be informed at the earliest opportunity of the nature of the complaint and the likely duration of absence. A message can be left on the school's answerphone system. Unexplained absences may have to be investigated by the Education Welfare Service. Where a consultant's letter is provided, 'Out of School Tuition' can be applied for. Please contact the wellbeing team for an appointment to discuss what can be done for your child. If your child has an injury necessitating the use of crutches, please contact the wellbeing team in order that our procedures can be clarified.

Emergency Telephone Contact

Parents and Guardians are requested to provide the school with a telephone contact, number, or numbers, for use in emergencies. It will then be possible, should the need arise, for parents to be contacted either at home or at the place of work etc. *Please inform the school promptly if these details or telephone numbers change.*

Medical and Dental Inspections and Appointments

The school prefers that appointments are made outside of school hours. However, the school is aware that parents may find that it is sometimes not possible to arrange medical and dental appointments for their children outside school hours. In such cases pupils with appointments during school hours are asked to bring their appointment card to the school. In order that the necessary checks may be made for registration purposes, pupils should sign out at the office before leaving the school premises and sign back in on return.

Healthy Eating

The school canteen operates a healthy eating menu with many meals having a higher fibre, lower fat and sugar content, than has been traditionally. It is hoped that parents will actively support these initiatives and encourage the pupils to follow healthy eating habits. The school has also achieved the National Quality Award for Healthy Schools.

Lunch Arrangements

Pupils may follow one of two practices:

- they may purchase lunches prepared at the school; or
- they may bring sandwiches.

School Lunches

The School operates a cashless fob system. All pupils wishing to purchase meals or snacks from the canteen will be issued with a fob.

In an attempt to remove all cash from school we are asking all parents to only use our e-payment method to pay for **dinner money, trips, music lessons etcetera**. This can be done online using a very secure website called *ParentPay*.

Lost fobs are blocked when the loss is reported and the balance is transferred to a new fob. There is a charge for a replacement fob.

Meals are served on a cafeteria system. A variety of main courses, salads, sandwiches and snacks are on offer daily.

All pupils in Years 7-11 are required to remain on site for their lunch break.

Litter

All pupils must help keep the school clean and tidy and must not drop empty crisp packets, plastic containers, sweet wrappers or any other litter on the floors of corridors, classrooms or in the playground or school fields.

Smoking and Drug Abuse

Smoking by pupils, use of vapes and any other form of drug abuse, including the consumption of alcohol, is strictly forbidden at all times. This includes school premises, journeying to and from school, at school

functions or on any visits. Any such materials found will be confiscated and appropriate disciplinary measures will be taken.

Fire Safety

Pupils are required to obey all regulations currently in operation relating to fire precautions and fire safety. These regulations are made known clearly to all pupils and staff. Evacuations are practised by the whole school without warning.

Pupils must show proper concern for firefighting apparatus and fire precaution systems and alarms must be maintained in good working order at all times. Such equipment must not be tampered with or damaged. Failure to comply with this requirement puts all pupils, staff and the school at risk, and appropriate disciplinary measures will be taken for pupils who break this guidance.

School Transport

The school contract buses are organised by the Local Education Authority. They have strict guidelines on the use of the service they provide. Full details of bus times are issued by the authority at the end of the academic year. The authority insist that bus passes must be shown on every journey **or no travel will be allowed**. The authority insists that the pupils adhere to the code of conduct for school transport.

Parents and the School

Communication

All communication will be sent to you via your email address provided to us on the data sheet. The school also uses digital communications via apps to provide timely information concerning events and the progress of your child. The system is upgraded regularly and so details are available separately from this document.

School Gateway is our school's app available on Android, iOS and the web. It will work on phones, tablets, laptops and even smart watches. School Gateway is a safe and secure way to stay connected with our school. All communication is protected behind a pin code that you set yourself. When you log into the app, each of the services our school provides will appear in a list for you to choose from.

If A Parent Is Worried

The school actively encourages strong links between home and school to establish good relations with parents and guardians that benefit the pupils. Should there be any concern whatsoever about a pupil's progress, the school hopes that parents will make direct contact. A concern quickly resolved is clearly more beneficial than allowing worries to build up. Visits to the school are welcome by making an appointment in advance. This guarantees that the most appropriate person will see you with the relevant information.

For matters of immediate urgency, however, parents should not hesitate to visit the school without an appointment. Every possible help will be given by the most appropriate member of staff available at the time. Contact information is provided at the start of this booklet.

Parents' Enquiries

For obvious security reasons all visitors are requested to make their way first to the school reception, which is located in the entrance foyer of the main building. Please follow the direction signs from Ham Lane East and the car park. At the office you will be signed in.

Formal Complaints Procedure

Most complaints or potential complaints can best be resolved locally, in discussion with the relevant progress leader or relevant department leader. However, should it not be possible to resolve the problem at this level, you should contact the deputy headteacher.

It is rare that a complaint will progress any further. The complaints policy is held on the School's Website.

If The School Has a Particular Concern

Just as we, at the school, would expect you to contact us if you have any area of concern, so will we contact you if worried about your son's or daughter's progress. A meeting to discuss the situation, at a mutually convenient time, is usually the best way of resolving such difficulties.

How To See School Records and Reports

All pupils in the school have personal record folders. These are available for inspection as required. Reports are issued at various times of the year (see earlier). The minutes of the meetings of the Governing Body may be inspected at the school during normal school hours, as also may the relevant DoFE/Welsh Office Circulars, Notices and other legislation. It would be helpful if you telephoned before making such a visit so that the appropriate documents can be made readily available.

Staff and Parent Meetings

In order that Parents and Guardians may check their child's progress, occasions are set aside during the school year when parents and guardians are invited to meet teachers of the particular year in which their child is presently being taught. Ample advance warning is given of these meetings so that arrangements may be made for the time of the meeting. If at any time there is an urgent enquiry about progress, parents and guardians are requested to contact the school's wellbeing team.

How You As Parents Can Help Your Child At School

One of the questions staff are asked more frequently than almost any other by parents is how they can help their children. There is no doubt that showing an interest and talking to children about their work has a significant effect on children's motivation and performance at school. In this section we are offering some of our views on how you can help in a practical way. They are only opinions but we nevertheless hope that they will be of use.

- Help your child to establish effective working routines.
- **Praise good work**
- Set aside times when homework is done. A good routine includes time for relaxation but does not require children to be working late at night.
- Discuss what homework your child has.
- If your child is taking an unreasonably long time to do homework write a note to that effect underneath the work so that the teacher sees it.
- Speak to the school if your child seems to be under undue pressure or indeed if there is too little homework being set.
- Limit the amount of TV and social media time. Encourage children to watch programmes such as Newsround and documentaries which have an educational content.
- Encourage your child to look at a daily paper and be aware of current events in Wales and the world.
- Encourage your child to use local libraries.
- Bags should be packed after homework has been completed ensuring that all necessary equipment is ready for the next day. Particularly in year 7 children need help when establishing this routine.
- Bedtime should be at a reasonable hour. We expect children to be tired at the end of a school day. For this reason you may find that early morning paper rounds have a detrimental effect on a child's work.

- Regular attendance is of enormous importance. If your child is ill, please help him/her to catch up when he/she returns. He/she should see his/her teachers and find out what needs to be copied up. In cases of prolonged illness, please contact the wellbeing team early on so that we can arrange for work to be set if your child is well enough to do it, or to arrange for remedial help if this is not the case.
- Look at your child's homework.
- Ensure that learning homeworks are done and help where you can with memorising words such as spellings. These are just as important as written homeworks.
- Make your child rewrite unsatisfactory work and write a note to that effect in the exercise book.
- We do not expect you to be an expert in order to help your child. We will mark the specialist content of work and explain the material. We value your help over presentation, spellings and work routines
- Ensure that your child adheres to all rules about school uniform and appearance so that this does not become a source of unnecessary pressure.
- Join parents and guardians consultation evenings.
- Please support us if your child is given a detention. We do not hand out punishments without good reason but need to use occasional sanctions as a deterrent against poor behaviour.

If problems occur, it is important that we work together to solve them. You know the signs when your child is unhappy. If you think that a problem at school could be the cause of this, please contact us straight away.

Here are some specific instances:

- You think your child is being bullied, either verbally or physically. If this is the case we want to know straight away. We will not tolerate bullying but need to be alerted to problems so that we can deal with them firmly.
- Your child is reluctant to come to school over a period of time. This could be an indicator of a specific problem which needs addressing.
- Your child is not receiving much homework. We can check this to see whether homework really is not being set.
- Your child seems to be in 'trouble' quite frequently. If we think there is a problem, we will contact you **but please do not hesitate to speak to us first if you are worried.**

ParentPay

The school operates a payment online system called ParentPay which allows parents/guardians to pay for school lunches, trips etcetera. All new pupils will be issued with an activation letter in September.

Charging For School Activities

The Education Act 1996 has stated in legal terms regarding what charges can and cannot be made for activities in schools in Wales. The Act prescribes what activities governing bodies may and may not charge for when they take place during or outside of school hours (including residential activities). Schools are permitted to ask for voluntary contributions from parents. We are not permitted to make a charge for trips and certain aspects of excursions other than for board and lodging expenses, but again we are allowed to ask for voluntary contributions. It is clear, however, that unless the cost of the visit can be met through such contributions, then the visit cannot take place.

Welsh Government uniform grant

Pupil Development Grant

A Pupil Development Grant (PDG) is available to assist families on a low income to buy school uniform, sports kit, uniform for enrichment activities, school bags, stationery etc.

This grant can be used to help with the following:

- The purchase of school uniforms including coats and shoes

- Uniform for enrichment activities including but not limited to; scouts, guides, cadets, martial arts, sports, performing arts or dance.
- Equipment e.g. school bags and stationery
- Specialist equipment where new curriculum activities begin such as design and technology
- Equipment for out of school hours trips such as outdoor learning e.g. waterproofs

Who is Eligible

The grant is available to pupils who are eligible for free school meals or are looked after children who are entering:

- Years 7 to 11 of a maintained secondary school at the beginning of a new school year

The parent/guardian making the application must be receiving one of the following:

- Income Support
- Income based Job Seekers Allowance (JSAIB)
- Income related Employment Support Allowance (ESAIR)
- Child Tax Credit
- Pension Credit (guarantee element)
- Universal Credit

Working Tax Credit is **not** a qualifying benefit and if you are in receipt of Working Tax Credit you **will not** be eligible for a Pupil Development Grant even if you get this together with one of the income above.

How to Apply

If you meet these criteria and think your child or children might be eligible, complete and return a Pupil Development Grant Application Form:

- Pupil Development Grant (PDG) Application Form 2022/2023

Please return completed forms to:

Benefits Department
Civic Offices
Holton Road
Barry
CF63 4RU

The School's Governing Body

Chair of Governors: Dr C Brown, who can be contacted via the school.

The Governing Body is constituted according to Government statute and meets frequently and with committees delegated to assist in the governing process. Current legislation also requires governors to issue an annual report to all parents and guardians. In this annual report can be found full details of the governing body and how it functions. Copies are available from the school office. Members of the governing body and the chair may be contacted through the school.

School Handbooks and Prospectus

The school prospectus is designed for all intended new entrants to year 7 and to those who join the school at other times. It is also available upon request from the school office. Any changes subsequent to publication are notified to parents.

Newsletters

Newsletters are issued regularly each calendar year giving full details of recent activities and successes by pupils and the School.

Equipment required by pupils

Basic equipment such as pens, pencils, ruler and rubbers is essential.

A scientific calculator and a geometry set are required for use in Mathematics.

Clothing for School

Mandatory Requirement to wear School Clothing

By agreement with the Governing Body of the School, Rules require all pupils to wear the approved school clothes. The School Governors consider that uniform promotes positive attitudes, high standards and a suitable image in the eyes of the community. It is for these reasons that our uniform requirements are enforced vigorously. ***PLEASE READ OUR REQUIREMENTS CAREFULLY BEFORE COMPLETING THE ADMISSION FORM.***

School Clothes: Years Seven to Eleven

Mandatory Range of Everyday Wear

SKIRT or TROUSERS or SHORTS	Plain black, knee length or Plain black - CLASSIC CUT or Plain black, tailored, knee length	<i>Not patterned or mottled, not shorter nor longer Not jeans, cords, leggings or jeggings, leather, flared, flecked, striped or patterned, nor any other variation of black.</i>
SHIRT	Plain white shirt with collar	<i>No other alternative is acceptable.</i>
TIE	Red and Blue School Tie (available in both clip and traditional versions)	<i>No alternative or lack of tie is acceptable.</i>
V-NECKED SWEATER	Optional wear over shirt. Navy blue with embroidered school logo	<i>No alternative is acceptable. No alternative under-garment is acceptable. No lack of shirt is acceptable.</i>
SOCKS STOCKINGS OR TIGHTS	Plain Black	<i>No alternative is acceptable.</i>
SHOES	Plain black, low heeled	<i>No other colour is acceptable. Backless shoes are not acceptable. Boots, fancy patterns and suede are not acceptable. High heels must not be worn. Should a pupil need to wear a soft shoe for medical reasons a parental/doctor's letter is required.</i>
TOPCOAT:	A smart, plain dark navy or black all weather coat with no prominent logo is compulsory.	<i>Casual, fashion, denim and leather jackets are NOT permitted.</i>

Uniform is available locally

JEWELLERY: For reasons of safety and security in school the wearing of bracelets, neck chains, earrings and rings is **not** permitted. Ear-studs are strongly discouraged for the same practical reasons, but in any case **not more than one stud per ear on each ear lobe** will be acceptable. No piercings in any other areas are permissible e.g. facial, nose, tongue piercings etc.

MAKE-UP: Make-up is only permitted if worn in a discreet, natural manner. False nails and/or nail varnish are not permitted.

HAIR: No excessively extreme short shaved haircuts will be allowed (e.g. tram lines, shaved heads or Mohicans etc). No unusual/unnatural dye/colouring is allowed (e.g. pink, red, green etc). Coloured bows and head-bands are **NOT** allowed. Whilst headscarves are not allowed for the vast majority of pupils, in certain circumstances they may be permitted by the headteacher. Should there be any doubt about the acceptability of a particular item of wear, or of hairstyle or length, the headteacher's decision must be accepted.

School Clothes: Years Twelve and Thirteen

Mandatory Range of Everyday Wear

SKIRT or TROUSERS or SHORTS	Plain black, knee length or Plain black - CLASSIC CUT or Plain black, tailored, knee length	<i>Not patterned or mottled, not shorter nor Longer. Not jeans, cords, leggings or jeggings, leather, flared, flecked, striped or patterned, nor any other variation of grey.</i>
SHIRT	Plain white with collar	<i>No alternative is acceptable.</i>
TIE	Red with white stripe	<i>No alternative is acceptable. No lack of tie is acceptable.</i>
JUMPER	Optional wear over shirt. Plain black with embroidered Senior School logo.	<i>No alternative is acceptable. No alternative under-garment is acceptable. No lack of shirt is acceptable.</i>
SOCKS STOCKINGS OR TIGHTS	Plain black	<i>No alternative is acceptable.</i>
SHOES	Plain black, <u>low heeled</u>	<i>No other colour is acceptable. Boots, fancy patterns and suede are not acceptable. High heels must not be worn.</i>
TOPCOAT	A single dark plain colour waist or hip length, with or without hood, anorak/jacket	<i>Casual, fashion, denim and leather jackets are NOT permitted.</i>

Uniform is available locally

Clothing for Physical Education / Games

COMPULSORY RANGE	
POLO SHIRT	Navy, short sleeves, button at neck, with integral School Sports Logo
RUGBY JERSEY <i>OR</i> NAVY ¼ ZIP TOP	Navy blue/white school jersey compulsory for pupils involved with outdoor activities such as rugby. Navy, with integral School Sports Logo for your child's comfort when outside.
RUGBY/HOCKEY/SOCCER SOCKS/SHIN PADS	Navy
SHORTS <i>OR</i> LEGGINGS	Navy – two pairs are advisable for pupils involved with soccer/rugby.
SWIMWEAR	Swim shorts OR one piece costume (towel also to be supplied).
SPORTS TRAINERS	
RUGBY/SOCCER BOOTS	Compulsory for rugby/soccer. Plastic/rubber studs or blades.
OPTIONAL RANGE	
SWIMMING GOGGLES	For your child's comfort (optional).
NAVY JOGGING BOTTOMS	Optional but strongly recommended for Winter months.
GUM SHIELD	Optional but strongly recommended for hockey/rugby.
NAVY SKORT	Recommended for pupils who play netball for the school. (a skort is a combination of shorts and a skirt).

Uniform is available locally



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