

# **Ysgol Clywedog Parents' Transition Handbook**

## **2020-2021**



May 2020

## **About us**

At Ysgol Clywedog we aim to work together in securing the best outcomes for every student. Learning is placed at the centre of everything we do, and we are committed to empowering students to become:

- successful learners who enjoy learning, achieve and make progress;
- enterprising and creative people who contribute fully to life and work;
- responsible citizens who make a positive contribution to society and
- confident and happy individuals who are able to live safe, healthy and fulfilling lives.

Our curriculum is designed to stretch the more able and talented and to support those who need interventions or specific help. We believe competence in a variety of traditional and 21st century skills is an essential outcome for all students. Our enrichment curriculum ensures that students have the opportunity to access a wide range of activities and clubs during their time here. These opportunities, together with our dedicated staff and innovative curriculum enable students to get the most out of their school life and enjoy their time at Ysgol Clywedog.

We pride ourselves on the excellent care, guidance and support we provide for students and make sure that every child has the most appropriate and best quality educational opportunities throughout their school lives. We believe it is important that all students can access a safe, supportive and inspirational community where learning is a positive experience, which will stay with them for the rest of their lives.

The recent success and achievement of the school can be directly attributed to the presence of a very supportive parent body, caring, forward thinking, dedicated and highly professional staff, energetic, thoughtful and determined students and a pro-active, ambitious governing body. We work collaboratively with young people and their parents to ensure that each student has the opportunity to achieve their full potential and enjoy their learning.

We are very ambitious and pride ourselves on the culture of high expectations and high aspirations that is central to our ethos. We expect every student to achieve their absolute best in their examinations and to involve themselves in the wider opportunities of school life. Every child is encouraged from the start of their school life at Ysgol Clywedog to aim high and to believe that any future aspiration is possible.

## **Our Vision**

- To stimulate, support and nurture academic excellence through a caring and challenging environment.
- At Ysgol Clywedog we aim to provide our young people with the spiritual, moral and social development needed to educate the whole person. Our focus is on the intellectual, emotional and physical needs of every student.
- We strive to give all individuals every opportunity to gain success, experience achievement, understand responsibility and develop a sense of self-worth, confidence and discipline.

Be the best.

Respect, Achievement, Care.

A full version of this handbook will be available in September.

Please look at the school's website for further information: [www.clywedog.org](http://www.clywedog.org)

### School Attendance

Ysgol Clywedog recognises that school attendance is central to raising standards in education and ensuring that all students can fulfil their full potential. Students need to attend school and lessons regularly to benefit fully from their education. Missing out on lessons leaves your child vulnerable to falling behind.

Your legal responsibility as a parent or carer is to ensure that your children of school age receive a suitable full-time education. Once enrolled at Ysgol Clywedog it remains your legal responsibility to ensure that your child attends school regularly and arrives on time each day.

### Attendance Registers

The law requires all schools to have an attendance register. At Ysgol Clywedog, the attendance register is taken at the start of each school day in form time and again at the start of the afternoon session during period 4, so students receive two attendance marks per day. A register is also taken at the start of every lesson a student is timetabled to attend.

At both the morning and the afternoon sessions and during lessons, the school records whether every student is present or absent. Each absence is recorded using the appropriate National Attendance Codes. This is why information about the reason for absence is always required.

*Attendance statistics are published with your child's written report and are available from the Attendance Officers, Mrs Williams and Mrs Talor, who are available during school hours to assist you with any queries you may have regarding your child's attendance.*

**At Ysgol Clywedog we have a target of 95% attendance.**

Research shows that students with 90% attendance will miss on average half a day a week and the equivalent of a year of education by the time they are 16 years old. The Welsh Assembly Government considers a student to be persistently absent if their attendance is below 90%. Every single day a child is absent from school equates to a day of lost learning. Attendance percentages can be misleading.

Attendance Percentage	Days Missed	Result
100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very poor
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

**For some parents, 90% may seem like an acceptable level of attendance, but the reality is that 90% attendance means that your child will miss half a school day each week or 19 days of school during the school year – that's nearly 4 school weeks.**

### **Registration (Form Time)**

The doors open at **8.30am** and a bell rings at **8.45am** to inform students they are expected to be in the main school building making their way to their form class. All students should ensure that they arrive in their form class by **8.50am** when the official register will be taken. ***Please note form time is a very important aspect of your child's education and is compulsory for all students.*** Students who arrive after **9.05am** should ensure they enter through reception so that their arrival time and reason for lateness can be recorded.

Lateness not only causes disruption to the student who is arriving late, but also disrupts those who arrived on time. This has a negative impact on the teaching and learning of both staff and students in the class. Please discuss with your child the importance of attending school and form on time every single day. These are good habits for our students to take forward with them to further education and future employment.

### **Absence**

#### **Authorised absence from school**

'Authorised absence' means that school has either given approval in advance for a student to be away or has accepted an explanation offered afterwards as justification for absence.

#### **Illness**

Please notify us if your child is unable to attend due to illness. Please contact school on each day of absence, **before 9.15am**.

In order to ensure the safety of our students the school will check with parents on the first day of an unexpected absence if no notification has been received. You will receive a text message and/or a telephone call from school if this is the case.

#### **Medical or dental appointments**

Missing registration or a minimum number of lessons for a medical appointment is marked as authorised absence with proof of appointment provided. However, we do encourage you to make appointments out of school hours if possible. Where this is not possible please ensure your child returns to school at the earliest opportunity. In the case of later appointments after 10am, we will require students to attend school prior to their appointment and return as soon as the appointment ends. We will not authorise whole day absences for medical appointments unless proof the appointment will require a whole day is seen and recorded by the school.

#### **Holidays during term time**

Where a family chooses to take a holiday during term time, the absence will be coded as unauthorised, and as such the Headteacher may request that the Local Authority issues a penalty notice if a student's attendance falls below 90%. You can demonstrate your commitment to your child's education by not taking holidays during term time. Any student who is absent from school due to holidays will miss out on important learning and will fall behind with their schoolwork.

## Unauthorised absence

'Unauthorised absence' is when the school is not satisfied with the reasons given for absence.

**It remains the policy of the school to only authorise non-attendance during term time in exceptional circumstances.**

Should you wish to request leave for your child due to exceptional circumstances, e.g. for a sporting event, giving details of the proposed absence and reason for it. The Headteacher will consider each application individually, considering the individual facts and circumstances of the case.

## Hints and tips to sustain and improve attendance

- Help your child understand why going to school everyday matters. Discuss what they're missing out on and how showing up to school every day is an important skill that will help them become successful in life. It will help them keep a job and learn what they need to know and be able to do to realise their hopes and dreams.
- Be aware that persistent absenteeism can have a massive impact on your child's friendships and relationships in school. This can cause a vicious circle of anxiety about returning from an absence and keeping up with their peers in class. Imagine if you had been absent from work for several days and were just expected to attend work and continue your duties without knowing what has happened in your absence. Teachers have to plan lessons well in advance and may cover topics in your child's absences that are important for them to achieve their full potential. A child who is constantly falling behind with class work due to being absent is generally an unhappy child.
- Make attendance a priority by giving your children regular bedtimes. For older children make sure they understand the connection between school success and chronic absenteeism.

## The School Day – Two Week Timetable - Week 1 and Week 2

8:45	Warning Bell
8:50 – 9:05	Registration/Assembly
9:05 – 10:05	Lesson 1
10:05-11.05	Lesson 2
11.05-11.25	Break (20 mins)
11:25 – 12:25	Lesson 3
12:25 – 1:00	Lunch (35 mins)
1:00 – 2:00	Lesson 4 (including registration)
2:00 – 3:00	Lesson 5
3:00	End of Day

**Registrations - 8:50 am and 1:00 pm at the start of lesson 4.**

## **School Term Dates 2020 - 2021**

### Autumn Term

Staff Training Day	Tuesday 1 <sup>st</sup> September 2020
Staff Training Day	Wednesday 2 <sup>nd</sup> September 2020
Term Opens	Thursday 3 <sup>rd</sup> September 2020
Half Term Closes	Friday 23 <sup>rd</sup> October 2020
Half Term Opens	Monday 2 <sup>nd</sup> November 2020
Term Closes	Friday 18 <sup>th</sup> December 2020

### Spring Term

Staff Training Day	Monday 4 <sup>th</sup> January 2021
Term Opens	Tuesday 5 <sup>th</sup> January 2021
Half Term Closes	Friday 12 <sup>th</sup> February 2021
Half Term Opens	Monday 22 <sup>nd</sup> February 2021
Term Closes	Friday 26 <sup>th</sup> March 2021

### Summer Term

Staff Training Day	Monday 12 <sup>th</sup> April 2021
Term Opens	Tuesday 13 <sup>th</sup> April 2021
May Day	Monday 6 <sup>th</sup> May 2021
Half Term Closes	Friday 28 <sup>th</sup> May 2021
Half Term Opens	Monday 7 <sup>th</sup> June 2021
Term Closes	Friday 15 <sup>th</sup> July 2021
Staff Training Day	Monday 19 <sup>th</sup> July 2021
Staff Training Day	Tuesday 20 <sup>th</sup> July 2021

## **Student Support**

The pastoral hub and student support area will be staffed each lesson to deal with students experiencing difficulties. These difficulties are envisaged to be wide-ranging, including:

- a student experiencing relationship problems in a particular lesson;
- a student experience a social or emotional problem e.g. bereavement, school phobia etc;
- a student temporarily injured, preventing access to parts of the school.

The student support staff, in addition to overseeing the above, will carry out a more detailed assessment of the reason for the behaviour.

## **School Expectations - RRR**

**Ready to Learn** – All students will arrive at school with the appropriate appearance, equipment and attitude that makes them ready to learn.

**Respectful** – Our school values the dignity of each member of its community. Students should show respect to each other, to staff and to their surroundings.

**Responsible** – Students' conduct and behaviour in school should be calm and harmonious, a positive climate for learning.

## **RRR - Ready, Respectful, Responsible**

By keeping expectations simple we ensure that all the members of the school community are working together for the same goals; 'being the best we can be'. Page 8 of the new school planner shares some suggestions about how your child can achieve these expectations. There is also a lot of useful information that you may find helpful on pages 1 to 16 in the planner.

## Ysgol Clywedog Uniform

Detailed information is available at <http://clywedog.org/parents/school-uniform/>



School uniform is available at Ram Leisure, currently online at

<https://ourschoolwear.co.uk/collections/ysgol-clywedog>

Spare ties are available from the school shop.

<b>Main Uniform</b>	
Ysgol Clywedog Blazer	
White shirt with collar for tie	
Black trousers	
All black leather or leather look shoes	
Ysgol Clywedog Jumper (Optional)	
Ysgol Clywedog tie	
<b>Boys PE Kit</b>	<b>Girls PE Kit</b>
Clywedog Polo shirt	Clywedog Polo shirt
Navy shorts	Navy shorts
Navy Football Socks	White or Navy PE Socks
Swimming trunks / shorts	White trainers
Swimming goggles	One-piece Swimsuit and Swim hat
Towel	Swimming goggles
Trainers	Towel
Astro Turf Trainers (desirable)	NON-AEROSOL deodorant
NON-AEROSOL deodorant	

### Unacceptable Items:

- jeans, stretch trousers, side-split trousers, combat trousers, polo shirts, high heels or platform shoes; leggings; short skirts, trainers or sports shoes, Adidas Huaraches/Superstars.
- excessive make-up and nail varnish.
- jewellery, with the exception of one pair of plain studs in the lower ear and a watch.
- outdoor clothing in the classroom.
- aerosol toiletries.

### Learning and the curriculum

The Curriculum at Ysgol Clywedog provides students with the essential skills, knowledge and understanding required to access further education, employment or an apprenticeship at post 16. Half-termly Learning Plans include learning objectives and clear success criteria for students and parents to understand how progress can be made in each subject. Learning is assessed each half-term through formative and summative assessment, these results are shared with parents every half-term.

A large part of the curriculum is compulsory for all students but there are also elements of choice at Key Stage 4. This allows students in their final 2 years to shape their own learning programme in Key Stage 4 according to their interests and future educational and career aspirations. The curriculum on offer is broad and balanced and provides students with academic and vocational learning pathways. The table below shows the compulsory and optional subjects available at Key Stage 3 and 4.

	KS3	KS4		KS3	KS4
English	✓	✓	Art	✓	*
Maths	✓	✓	Drama	✓	*
Science	✓	✓	French	✓	*
Cymraeg	✓	✓	Geography	✓	*
RE	✓	✓	History	✓	*
PE	✓	✓ & *	Music	✓	*
PSE	✓	✓	Design & Technology	✓	
ICT	✓	✓ & *	Health & Social Care		*
Skills	✓	✓	Hospitality & Catering		*
MPCT		*	Product Design		*
Business Studies		*	Media		*
College Courses		*			

✓ = Compulsory subjects

\* = Optional subjects

In addition to the school-based provision, our students are able to access a range of 14+ Learning Pathways, both traditional and vocational. These Enrichment and Entitlement courses are provided in collaboration with Coleg Cambria and St. Christopher's High School. Students have the opportunity to take courses such as Hair & Beauty, Construction, Computing, Engineering, Small Animal Care, Performing Arts and others. These courses can lead to vocational qualifications that will enable the students to progress at post-16 level. Other courses offered in conjunction with the Youth Service and MPCT allow students to gain wider general key and employability skills.

### **Learning Plans and feedback**

Recent educational research shows students learn best when they are actively part of the learning process, not just passive participants. In other words, they should know just as much as their teachers about how they are learning and what they need to do next.

To this end, we have refined the methods we use to give our students feedback on their work. A summary of what you might notice when you look through your child's work is provided below. Taken together, these modifications mean that your child should always know the answers to these two questions:

**What am I doing well in this subject?  
What do I need to do to improve my work in this subject?**

Students will be regularly asked these questions in school, so it would be beneficial for your child if you were to ask these questions at home as well. This will reinforce their understanding and help them make progress more quickly.

Of course, we know it can sometimes be quite difficult to get detailed answers out of children. If you are used to asking, 'What did you do at school today?' and getting a one-word response, it is hoped that these more specific questions will provide you with the information you really want.

In addition, you will see Learning Plans appearing in your child's books. These are a list of the learning outcomes for each half term, with details of how your child knows they have been successful in their learning and progress. However, if you are concerned your child genuinely does not know how they are doing in any of their subjects, please contact their Head of Year.

### **Home learning**

Students are introduced to and develop skills for independent work and study through homework. Since homework is intended to enable students to develop self-discipline and good work habits, students joining the school are issued with a planner containing a homework diary, which parents sign on a weekly basis. Parents are asked to provide encouragement and assistance in ensuring homework is completed satisfactorily and to use the planner to share any problems or concerns.

## Ysgol Clywedog Assessment and Feedback Policy Summary

### Ongoing Assessment and Feedback

- The learning plans provide meaningful learning outcomes and success criteria.
- The learning plans identify appropriate homework, which challenges, engages and extends student learning.
- ✓?R is used for feedback.\*

\* ✓ is something that has been done well, ? is an action that needs to be taken to improve and R (response) is the student responding to the action and shows progress.

### Formal Assessments

Each half term a formal assessment will create a current grade which reflects the learning for that half term. These grades will be sent home on the interim reports.

### Tutor Groups 2020 - 2021 - Provisional

Year 7 Head of Year: Mr Gareth Edwards

7C	Mr P McArdle	PJM	A5
7L	Mrs C Temple	CVT	L3
7Y	Miss S Pritchard	SWP	L4
7W	Miss L Roberts	LMR	L5
7E	Mr J Porter	JRP	L2
7D	Mr L Clamp	LJC	A2

## Ysgol Clywedog School Improvement Plan 2020 - 2023

The 5 areas set out in the 2020 – 2023 plan are:



With a cross cutting priority to ensure all improvements are sustainable. All of these priorities are key features in the post inspection action plan.

### First Aid

Any student requiring first aid for an accident or mishap will be sent or escorted to the Hub.

After attending to the student and administering any necessary first aid, the first aider will make the decision to either let the student rest before going back to their lesson, contact parents or arrange for an ambulance if the case merits it.

Should the first aider decide an ambulance is necessary, they will contact the office and arrange for an ambulance to be called to school and the school will attempt to contact parents to arrange transport to and from the hospital. A member of staff will accompany the student(s) to hospital and remain with them until such time as the parent/guardian of the student arrives.

### General Routines

The purpose of all routines and procedures is to support the creation of an orderly, effective ethos, which supports relationships based upon mutual respect between all members of the school community. Ysgol Clywedog sets high standards of behaviour, work and dress and maintains the highest expectations of all students.

1. If a student arrives at school, or has reason to leave school, outside routine times, the students **MUST** report to the Hub to be signed in or signed out. For safety and legal reasons, a strict record is kept of who is on the premises at all times.
2. Except for wet weather conditions, students will enter school on hearing the warning bell at 8.45am and, except for those times when taking part in supervised activities during break or lunchtime, will not remain inside the buildings, except for the Canteen and Social Area.
3. At all times of movement around the buildings, students should keep to the left.
4. Students are expected to be in all timetabled lessons. Specific permission to leave will be sought for special events and appointments. "Out of Class" passes will be given on the rare occasion release is granted by the teacher.

### **Break and Lunchtime Procedures**

1. Students are not allowed to leave the premises during lunchtime, unless a specific written request for permission has been made by parents; which would only be granted in exceptional circumstances. If you would like to discuss this, please make an appointment with the head.
2. Students who bring sandwiches (or purchase them from the canteen) can go to the quad, the social area or, in wet weather, the hall to eat them.
3. Students who purchase a meal in the canteen **MUST** remain in the canteen to eat it.

**NB = Energy drinks, chewing gum and bubble gum are banned at all times**

### **Smoking**

Ysgol Clywedog is a non-smoking site for all staff, visitors and contractors.

### **Anti-Bullying**

#### **A definition of bullying:**

“A deliberate, persistent act or actions, physical or mental, intended to hurt, threaten, frighten, humiliate or intimidate an individual or group of people.”

#### **Bullying can be:**

**Physical:** involving pushing, punching, hitting and kicking.

**Verbal:** involving name-calling, teasing, taunting, threatening, insulting families and rubbishing other people’s work.

**Silent:** involving isolating the victim, following, menacing stares, excluding the victim from group activities and rude gestures.

**Stealing &** the victim’s property or taking property without permission, e.g. sweets, crisps,

**Damaging:** pencils and even money. It may go as far as extortion.

At Ysgol Clywedog it is important you tell someone if you are being bullied and we will deal with it in the best way for you.

### **Child Protection**

The school follows the guidelines in the manual Wrexham County Borough Child Protection Procedure of September 1997 and the revised supplement of September 1998.

#### **The child protection officers**

Please notify one of the child protection officers immediately with any concerns regarding a student.

**Helen Hughes**

**Louise Hope**

**Gareth Edwards**

**Please contact the school if you have any concerns.**

## **Mobile Phones – No Phone Zone/Responsible Use Zone**

If students, with parent's permission, decide it is necessary to bring their own device, then it is their responsibility and the school will not accept any liability for loss or damage. **Any contact with the home should be made through the school office, according to school procedures, including in the event of an emergency.**

Further, should these devices be brought into school, they will not be allowed to affect teaching and learning, *unless teachers plan for BYOD (Bring your own device)*. If this is the case, the **"Responsible Use Zone"** sign will be displayed in the classroom. Otherwise the **"No Phone Zone"** will be displayed.

**If mobile phones or other devices are brought into school they can only be used when teachers plan BYOD, appropriate to teaching and learning. They can be used before/after school, break-time and lunchtime in the designated eating areas and on the school field; or by prefects on their duty points.**

## **Valuables, Lost Property and Security**

- do not bring valuable items into school with you. The school cannot be held responsible if they get lost or stolen;
- please take any lost property you may find to the school office

## **Health & Security**

The school has a comprehensive Health & Safety policy, approved by the governing body, which enshrines the principles and procedures in place for ensuring a healthy and safe environment.

As a result, all parents and visitors are asked to proceed directly to the reception area to be signed in when they come on to site and to sign out on leaving. They must also wear a visitor's badge at all times.



**Ysgol Clywedog  
Ruthin Road  
WREXHAM  
LL13 7UB**

[www.clywedog.org](http://www.clywedog.org)

Telephone :01978 346800

Fax: 01978 346814

E-Mail: [mailbox@clywedg.wrexham.gov.uk](mailto:mailbox@clywedg.wrexham.gov.uk)

Twitter: @Ysgol\_Clywedog

Instagram: ysgol\_clywedog

Facebook: ysgolclywedogwxm

Headteacher: Mr Matthew Vickery  
Deputy Headteacher: Mrs Miranda Cookson  
Chair of Governors: Mr Phil Wynn