

Ref: 1/2011-12

An electronic copy of this information can be found at www.stcyres.org

6 September 2011

Dear Parent/Guardian

I would like to extend a very warm welcome to parents of all children who are new to the school and welcome back parents of existing pupils.

Letter Reference

A reminder that all general letters to parents contain a reference number so that you can ensure that you have received all information. We have all experienced the 'black hole syndrome' of children's bags!!! This letter 1-2011/12 is therefore the first of the academic year 2011 - 2012. If you find that you are missing any letters please telephone reception for a spare copy. **Please remember that you can receive all letters via e-mail free of charge by registering on www.parentmail.co.uk .** You will need to enter the school postcode CF64 2XP. All letters are posted on our school website www.stcyres.org

Contents of this mailing. With this letter you should receive:

- | | |
|---------------------|--|
| Appendix 'A' | Health, Security & Safety Notice (September 2011) |
| Appendix 'B' | A Full Staff List |
| Appendix 'C' | Contacting St Cyres |
| Appendix 'D' | School Fund Letter (Ref: 2/2011-12) |
| Appendix 'E' | Privacy Notice |
| Appendix 'F' | Free School Meals Letter (Ref: 3/2001-12) |
| Appendix 'G' | A reply slip to confirm that you have received this letter. We would be grateful if you would return this straight away. If you have not already done so we also require the reply slip from school reports issued at the end of last term (years 8, 9, 10 and 11 to be returned.) |

Staff

Unusually, this year, we have lost several long serving members of staff who have reached retirement age. I would like to thank all of these teachers for their huge commitment to the school and for their expertise in taking the development of St Cyres forward during their time with us.

I should especially like to highlight the long service of

Mrs M Jones our Director of Key Stage 3, Head of Year and Welsh Teacher who retired in August after 42 years' service, and

Mr R Brookman our P.E. Teacher who also retired in August and gave the school 32 years' service.

The following members of staff have also left the school during this academic year. Some have retired and others have left the school mainly to take up promoted posts. I should like to thank each and every one of them for their commitment during their time with us.

Mrs H Burgum has taken up a promoted post as Deputy Headteacher at Treorchy after 6 years' service as Senior Assistant Headteacher.
Dr S Mudd , SENCO has taken up a post at Bryn Hafren School after nearly 20 years' service at St Cyres
Ms C Stephens retired from the post of Deputy Director of Humanities after 19 years' service.
Mrs A Hope retired from the post of Teacher of Art after 17 years' service
Mr A Hope retired from the post of Teacher of Geography after 18 years' service.
Mrs L McDonald Deputy Director of Learning Support retired after 17 years' service
Mr A Cottrell has taken up a post in Cowbridge Pupil Support Centre
Mrs R Watson Chief Science Technician retired in December 2010 after 28 years' service.
Mr G Boot Technology Technician retired at Easter after 5 years' service
Miss A Pickes ICT Technician left to take up a placement on a PGCE course.
Mrs P Ayres retired from the post of Mid Day Supervisor after 7 years' service.
Mrs Leek retired from her post in the Dinas Powys Canteen after 20 years' service.

The following appointments have been made.

1. Teacher in Charge of Pupil Support Centre	Mr A Goode
2. ICT Manager	Mr I Starke
3. Technology Technician	Mr S Watts

Examination Results: Once again I am very pleased to report another outstanding set of examination results at all levels.

A* Grades Double at St Cyres School Sixth Form

In the second year of the awarding of the new A* grade, the number of St Cyres students achieving this prestigious grade has doubled to 4.4%. The 113 students had an overall pass rate of 96% and 71% of results were at A*- C. Amongst these highest achievers, Lisa Price was awarded an outstanding four A* grades in Biology, Chemistry, Mathematics and English Language and Literature. Ivy Li achieved two A* and four A grades. A testament to the way in which students are challenged at St Cyres School is the high percentage of those students who have exceeded their nationally set targets and are looking forward to a bright future at university.

There were many outstanding individual achievements; amongst the highest achievers are the following students:

5 or more A*/A Grades	4 A*/A Grades	3 A*/A Grades
Lisa Price (4 A* grades)	Catherine Samuel	Krishna Patel
Ivy Li (2 A* grades)	Kelly Jervis	Redmond Todd-Bennett
Richard McLundie	Rory Kear-Smith	James Wiltshire
Hannah Palfrey	Chelsea Redcliff	Lauren Balde
	Rhys Evans	Rhys Hill
	Marc Falconer	

Following seven years of improvement, 107 St Cyres Sixth Form students have been awarded the Advanced Welsh Baccalaureate Diploma which is equivalent to an A grade at A Level. This is the highest number ever to achieve this coveted qualification.

Thirty students completed the Extended Project which is recognized as an AS Level qualification, seventeen of whom were awarded an A* or A Grade.

This award is much sought-after by universities because it reflects students' ability to conduct in-depth independent research. There is now a more challenging environment for the country's young people in terms of university places and employment prospects but our students are well placed to enter this competitive arena. This is due to their own hard work and the professionalism and dedication of our teaching staff who have supported them every step of the way. The experience our Sixth Form students have gained through studying for the Welsh Baccalaureate will have given them a head start in their university studies. I congratulate every one of them on their achievements and wish them well for the future.

The excellent Year 12 A* and A grades in the Extended Project are further reflected in many subject areas at AS Level. Most notable amongst these high achievers are Simon Friend with six A grades, Tom Peterken with three A grades and an A* in the Extended Project, and Cai Thomas with four A grades.

GCSE

GCSE students at St Cyres are celebrating another excellent set of GCSE results. There were 687 A* and A grades and no fewer than 58 of our pupils achieved 5 or more A/A* grades; 2 of them actually achieved the equivalent of 14!

Once again our hardworking students have lived up to our mission statement 'Strive Together Challenge Yourself Realise Everyone can Succeed' and gained a superb set of results. Warmest congratulations to all of them and our tremendously committed and skilled staff.

There were many other outstanding achievements but the following 58 students all achieved 5 or more A/A* grades:

Sahra Arwo	Georgia Goffin	Rosie Lyne	Rohaam Saleem
Ruba Ashraf	Matthew Hall	Bethan Maunders	Richard Saunders
Nikki Baird-Murray	Rachel Hardcastle	Jamie McGirr	Bridie Scanlan
Alex Bambury	Farhia Hersi	Elise McLaughlin	Amy Sleeman
Joshua Bateman	Marcus Hicks	Ceejay Mill	Lucy Stephens
Sam Berg	Joe Hudson	Ryan Morse	Jessica Thomas
Lauren Carroll	Anisah Johnson	Maria Muhmood	Emily Thorne
Tegan Cartlidge	Eloise Johnson	Aisha Nasir	Joel Trew
Jessica Clements	Matthew Johnson	Rhys Palfrey	Sarah Vanner
Kaiya Collins	Elizabeth Jones	Megan Palmer-Wood	Tom Warren
Rhian Cox	Georgina Jones	Georgia Pocock	Ashley Wilson
Calum Driscoll	Azrah Khan	Anna Rabey	Raymond Wong
Abigail Dublin	Ellie Kihlberg	William Richards	Eleanor Woodfield
Timothy Edwards	Praveena Ladhani	Adam Roberts	
Hannah Foat	Tara Lakhman	Palvi Rupalia	

This is the first year in which the Welsh Baccalaureate Diploma has been studied by all pupils in KS4 and 176 pupils achieved this.

A large number of students are planning to join the sixth form at Cyres to take advantage of the Welsh Baccalaureate whilst studying a wide range of AS and A Levels.

A full analysis of examination results will be published in the Annual Report to parents and the school prospectus.

Other Information

Free School Meals

You may be aware that numerous families who are eligible for free school meals are not aware of this benefit and therefore do not apply. Basically if you are in receipt of other benefits you may well be eligible. If you would like further details please telephone our office on 02920 713826 for a confidential discussion. Please see Appendix 'G' attached.

Good Discipline

The quality of behaviour and relationships in the classroom are a key to our success as a school and these were praised during our last school inspection. Our school discipline policy is designed to ensure that anyone disrupting the learning of other pupils is removed from classrooms without delay and their parents invited into school to help us to solve the problem. This has been explained to all year groups and I would urge you to give us your full support over this important matter.

School Uniform

We appreciate your continuing support in ensuring that all members of the school wear the correct uniform. I would like to emphasise that trainers are not allowed. Any pupil wearing them to school will be loaned replacement black plimsolls to wear whilst in school without proper school shoes. We would also ask for your support over our rules about hairstyles and jewellery.

Equipment

It is equally important that all pupils come to school with the correct equipment for their lessons including PE kit, pens and books. Basic equipment is sold in the Learning Resources Centre at cost price. All pupils should have a suitable, waterproof bag which is large enough to hold school books, equipment and an A4 folder. It should be packed with the next day's equipment in the evening. Pupil planners are issued to all students. Please sign them each week and help us to ensure that all pupils use it effectively. Planners should be kept neat and tidy. Any lost planners must be paid for.

Where pupils arrive in school without the correct equipment we will contact you so that this can be rectified before they are allowed into lessons.

Attendance

Please remember to report all absences to the attendance office on 02920 713578 (24 hour voicemail) or by email to bkennedy@stcyres.org. We follow up all unexplained absences. Please remember that we cannot authorise holidays during term-time.

Punctuality

This is one of the first things employers ask us about in references. Please ensure that your child has a good record. All pupils must be on site by 8.25 a.m. in order to be in classrooms by 8.30 a.m. when registers are taken. Persistent latecomers will be given detentions.

Parent Governor

We have vacancies for two Parent Governors on our Governing Body. A separate letter will be sent out shortly providing you with full information about this excellent opportunity to play an active part in the life of the school. Please do not hesitate to telephone me via my P.A. Mrs J Evans on 029 20 713557 if you would like further information.

Privacy Notice

To meet the requirements of the Data Protection Act 1998, schools are required to issue a Privacy Notice summarising the information held on record about pupils, why it is held and the third parties to whom it may be passed. Please see Appendix 'E' attached.

School Photograph Day

School portraits will be taking place on **Friday 30 September 2011**. Each student will have their portrait taken and will be given a camera card and ordering details by the photographer on the day. Their unique login code on this card will enable you to login to **view only your child's photograph** on the Master School Portraits website (www.mastsp.com). The proof order form will be sent out approximately 7 – 10 days after the photograph day. Orders can be placed directly with Master School Portraits via the website, by telephone or by post.

Finally

We look forward to working with you to ensure that your child enjoys a happy and successful education at St Cyres. Please do not wait for small problems to grow into bigger ones - we would prefer to hear from you straight away so that we can assist. May I also remind you as usual that we always welcome your comments and suggestions either in writing to me directly or by telephone to my PA or e-mail.

I look forward to meeting you at the parents meetings, concerts and school productions and other events detailed in our calendar or at the first meeting of the Friends of St Cyres at 6.30 p.m. on **Monday 19 September at 6.30 p.m.** in the Learning Resources Centre in Penarth.

Yours sincerely

Dr J P Hicks
Headteacher

Appendix 'A'

Health, Security and Safety Notice (September 2011)

The following important information relates to the welfare of your child. We ask for your full support:

a) **Duty of Care**

We take our responsibility for duty of care very seriously. It is the responsibility of all members of the school community to be vigilant about health and safety at all times. All pupils are expected to act in a responsible manner in a way which does not pose any form of threat to the welfare of others. Although we always ensure that there is adequate staff supervision pupils of secondary school age should be able to act in a responsible way even without close supervision. **Where we believe that a pupil's behaviour poses a threat to the welfare of others an exclusion will be applied.**

b) **Illness and Injury**

If your child is taken ill or injured on the school site our first-aider will call an ambulance if necessary and telephone you. Please ensure that we have a current emergency contact number. We have no facilities to take care of sick children who must be collected without delay - **nor do we have qualified medical staff.**

c) **Leaving the Site**

Any pupil below the Sixth Form leaving the school site during the school day with a valid note from home must sign out at reception so that we have accurate records in case of emergency. Because of our short dinner breaks it is most unusual for pupils other than a small number who live adjacent to the school to go home for dinner. In such cases dinner passes are issued on receipt of a written request from parents. Dinner passes will be taken away from pupils who abuse this system. Pupils are not allowed to go to local shops.

d) **School Rules and Uniform Requirements** apply on the way to and from school as well as during the day. Anyone wearing the St Cyres uniform is an ambassador to the school and is expected to behave in a way which sets a good example to the community and pays due attention to road safety.

e) **Healthy Diet**

We continue with our healthy eating policy and continue to improve the healthy options on offer in the school canteens. Please would you support us over this matter and help us to make your child aware of what constitutes a healthy diet.

f) **Access to the School**

The Redlands Close 'top gate' entrance will remain closed to all staff, pupils and visitors to the school. All members of the school community arriving or leaving the site during the school day and lunch breaks should use the main St Cyres Close entrance and report to reception. Under no circumstances should any pupils attempt to climb the perimeter fencing which is designed to deter intruders and has been treated with anti-vandal paint. Please could you also ensure that no child comes on to the school site outside school hours other than to an official school activity.

g) **Car Parking**

Parents are requested not to bring cars on to the school premises at Penarth or Dinas Powys except in an emergency as this can cause danger to pupils and delay staff travelling between our sites. If you drive your child to school please drop them off in Redlands Rd or outside the entrance of the Dinas Powys site. Please emphasise the importance of road safety to your children who should always use zebra crossings when crossing the busy roads near St Cyres.

h) **The Fire Alarm Systems** exist for our safety. Evacuation procedures will be rehearsed early this term. Any abuse of this system will be treated as a very serious breach of the school's discipline code.

i) **Valuables**

Please do not allow your child to bring valuables into school as we cannot take any responsibility for them. This includes mobile phones and MP3 players, which will be confiscated if seen in school. We have payphones for the use of pupils and will always allow them to call home from our office in case of emergency. The examination boards have a number of extremely strict regulations which mean that any candidate in possession of a mobile phone in an examination is disqualified. Where it is necessary for a pupil to bring cash for payment of a visit etc. this should be paid in to the finance office or member of staff responsible at the beginning of the school day.

We thank you for your support which is important to us! If you become aware of any health and safety issues please report them to us without delay so that we can take appropriate action.



ST CYRES SCHOOL

REPLY SLIP

Name of Pupil Form

I acknowledge receipt of the above letter Reference 1-2011/12

Signed Date