



# ST CYRES SCHOOL

*Strive Together Challenge Yourself Realise Everyone can Succeed*

Mr P Lewis, BSc (Hons) MA Ed  
Headteacher/Prifathro

July 2023

## **IMPORTANT INFORMATION FOR THE FIRST DAY OF TERM SEPTEMBER 2023**

Dear Parent/Guardian

As we are reaching the end of what has been another busy and productive school year, I would like to take this opportunity to inform you of several important matters. This information is included in the pages below and I would appreciate you taking the time to review this information in advance of September. School finishes at 12 noon on Friday 21 July 2023.

I would also like to take the opportunity to thank you all for your continued support. The enthusiastic comments I have received from you at options evenings, the school show and other school events have been most appreciated and show that together we are bringing increased success to each one of our pupils here at St Cyres. The school is once again over subscribed for September with a large number of primary school pupils on a waiting list for places in next year's Year 7.

My staff and I look forward to working with you and your children during the next academic year, and wish you an enjoyable summer.

Yours sincerely

**Mr P Lewis**  
**Headteacher**

Email: [contact@stcyres.org](mailto:contact@stcyres.org)



Distinguished  
School



## **AUTUMN TERM 2023**

The new term begins on **Monday 4 September 2023**. There will be two Inset Days for all staff on 4 and 5 September. **The school will therefore be closed to all pupils on these days.**

### **ARRANGEMENTS FOR PUPILS RETURNING TO SCHOOL**

#### **WEDNESDAY 6 SEPTEMBER 2023**

- **Year 7** start at 8:30 am
- **Year 9** start at 9:30 am
- **Year 12** start at 10.00 am

#### **THURSDAY 7 SEPTEMBER 2023**

- **Year 8** start at 8:30 am
- **Year 13** start at 8:30 am
- **Year 10** start at 9:00 am
- **Year 11** start at 9:00 am

A reminder that home/school communication is primarily via Classcharts, e-mail and the school website. Please could you keep your child's year office updated of any changes to your email address and mobile telephone number in order for us to keep you updated throughout next year.

Please note 2023-24 contact information below.

## HEAD OF YEAR CONTACT INFORMATION

- **Year 7** – Office Telephone Number – 02920 352483  
Mrs L Morgan, Head of Year. Email - lmorgan@stcyres.org  
Mrs K Wookey, Pastoral Support Assistant to Head of Year and Attendance Officer  
Email - kwookey@stcyres.org
- **Year 8** – Office Telephone Number – 02920 352482  
Mr D Flynn, Head of Year. Email - dflynn@stcyres.org  
Mrs A Bagshaw, Pastoral Support Assistant to Head of Year and Attendance Officer  
Email - abagshaw@stcyres.org
- **Year 9** – Office Telephone Number – 02920 352486  
Mr S Batten, Acting Head of Year. Email - sbatten@stcyres.org  
Mrs AL Prothero Pastoral Support Assistant to Head of Year and Attendance Officer  
(Monday-Wednesday)  
Email - aprothero@stcyres.org  
Mrs P Townsend, Pastoral Support Assistant to Head of Year and Attendance Officer  
(Thursday-Friday)  
Email - ptownsend@stcyres.org
- **Year 10** - Office Telephone Number: 02920 352484  
Mr S Morris, Head of Year. Email - smorris@stcyres.org  
Mrs T Thomas, Pastoral Support Assistant to Head of Year and Attendance Officer  
Email - tthomas@stcyres.org
- **Year 11** – Office Telephone Number – 02920 352485  
Mr O Burrows, Head of Year. Email - oburrows@stcyres.org  
Ms D Carr, Pastoral Support Assistant to Head of Year and Attendance Officer  
Email - dcarr@stcyres.org
- **Sixth Form** – Office Telephone Number – 02920 352487  
Ms L Jones, Head of 6th Form  
Email - ljones@stcyres.org  
Mrs P Edmunds, Post 16 WBQ Administrator (Monday & Tuesday)  
Email - pedmunds@stcyres.org  
Mrs V Pici - Post 16 WBQ Administrator (Wednesday-Friday)  
Email - vpici@stcyres.org

---

## ST CYRES SCHOOL UNIFORM

---

The school has a policy requiring **all pupils including Sixth Form** to wear uniform. We look to Sixth Form pupils to provide smart role models for the rest of the year groups.

The rules regarding appearance, including school clothing, have been drawn up with the safety and welfare of all pupils in mind. It gives our pupils a sense of belonging and is an important part of maintaining a respectable image in the community.

**We therefore have a smart school uniform that is compulsory for pupils to wear at all times on the journey to and from school and during the school day.**

We ask all parents who send their children to our school to support the school uniform requirements. We believe that parents have a duty to send their children to school **correctly dressed** and ready for their daily schoolwork.

Please take time to study this document so that you do not purchase items which are unacceptable for school.

Strict sanctions will be imposed on pupils who break the rules. There are no alternatives to the following requirements.

### **Our school uniform suppliers are:**

A Class Apart, 9 The Parade, Castle Drive, Dinas Powys, Vale of Glamorgan  
02920 515722

Ruckleys, 45 Holton Road, Barry, Vale of Glamorgan  
01446 700006

YC Sports, 156 Cowbridge Road, Canton, Cardiff  
02920 220246

**We have put together the following guidance sheet, to provide further clarification to assist you when purchasing any items.**

***All items of clothing should be clearly marked.***

---

## GENERAL APPEARANCE

---

### Hair and Make-up

- Hair is to be clean, neat, tidy and of conventional style.
- No unusual dye or colouring.
- No *tramlines* to be shaved into hair.
- Long hair worn by pupils must be tied back to avoid accidents in class and workshops.
- Headscarves, bows and headbands are only allowed in black. Should there be any doubt about the acceptability of hairstyle or length, the Headteacher's decision is final.
- Nail varnish should not be worn to school.
- Any makeup used must be discreet (looking entirely natural). Excessive makeup will have to be removed.

### Jewellery

- One pair of plain studs can be worn. **Please plan to have additional piercings at the start of the holiday so they have time to heal and be removed for when pupils are in school.** Excessive jewellery will be confiscated for safe keeping. This will be handed back at an agreed time.
- For reasons of safety and security in school the wearing of bracelets and neck chains is not permitted.
- Pupils are allowed to wear one small plain stud in each lobe.
- A watch may be worn.
- No facial/body piercings.
- Pupils can wear one ring of an acceptable size. No charity bands.
- Tattoos are not allowed as it is illegal to tattoo anyone under the age of 18 years. To avoid confusion, transfers must not be worn.

### Accessories

- Scarves, hats and gloves are not allowed to be worn in the building.
- Headphones are not to be worn.

---

## ST CYRES SCHOOL UNIFORM AND PE KIT

---

### Uniform Years 7 – 11

**Trousers - Black of conventional width and style.**

*No jeans, denims, cords, leggings/jeggings or similar.*

**Skirt – St Cyres pin stripe skirt of an acceptable length.**

*No short or tight fitting skirts.*

**Shorts – St Cyres black shorts with logo. Worn with socks.**

*No other shorts allowed.*

**Jumper or Cardigan – Black with red stripe and school badge.**

**Shirt – White, pointed collar, short or long sleeves.**

*No blouses or round collars.*

**Tie - KS3 red tie, black/white stripe or KS4 black tie, red/white stripe.**

**Socks/Tights – black/grey long/short socks. Thick black plain tights only.**

**Shoes - Plain black, low heeled, leather or leather look shoes.**

*No boots, trainers, logos, canvas, decorative additions allowed.*

**Top Coat - Plain black.**

*No hoodies, logos, motifs, patterns, denim, leather/leather look or velvet.*

**School Bag - Plain black or any other dark colour.**

### PE Kit

- St Cyres black/red polo shirt.
- St Cyres black/red jersey shirt.
- St Cyres black/red skort/shorts.
- St Cyres black tracksuit bottoms or plain black tracksuit bottoms.
- St Cyres black/red zip sports top.
- Plain black sport socks.
- Trainers. Please bring a pair separate to 'everyday' shoes for the Sports Hall.
- PE Hijab (*not compulsory*).
- Plain black fitness leggings/'skins' which must be worn under skort/shorts.
- **Strongly advisable that pupils wear shin pads during Football, Rugby and Hockey.**

**All kit to be clean and brought to every lesson.** It is vital that all pupils adhere to the strict kit rules as levels of safety and hygiene are of the utmost importance in the St Cyres PE Department. If pupils have an injury or a reason they cannot participate in PE, **they must supply a note from home.**

However, pupils must **still bring their PE kit** and change into it as they will be given an alternative role, such as a coach or referee. The only reason a student **would be excused from changing is if they have a doctor's note.**

*Any issue regarding the suitability of PE kit is at the discretion of their PE teacher.*

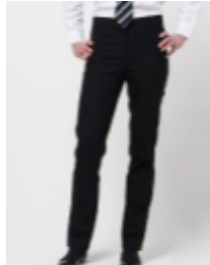
---

## EXAMPLES OF ACCEPTABLE CLOTHING STYLES

---

### School Trousers

All pupils should wear plain black trousers. **Pupils should not wear ultra-skinny or “spray-on” trousers. No leggings or jeans are allowed.** The following photographs illustrate examples of acceptable **conventional straight leg** school trousers:



The following trousers do not meet the school’s uniform policy:



**Ultra skinny trousers**



**Skinny spray on trousers**

### School Shirts

Please note that all shirts must be tucked in at all times, with the top button fastened. **No blouses or round collars.**



## Top Coats

Coats and jackets are to be **plain black**. **Hoodies/track tops are not allowed** as a substitute for a coat, school jumper or cardigan. We would ask parents not to buy such items as your child will be asked to remove them.



## School Shoes

All pupils should wear formal, **plain black** school shoes. **Pupils should not wear shoes that have coloured or reflective strips or logos, backless sandals, branded trainers or 'leisure' shoes.**

The following photographs illustrate examples of **acceptable** footwear and all to be worn with **black or white** socks.

Acceptable styles – Slip on, lace up, Velcro fastening.



The following and similar styles of footwear **do not** meet the school's uniform policy:



**Please note:**

- **Boots, flip-flops, high heels, platforms full or part canvas shoes are not allowed.**
- **Children coming to school during the winter months can wear boots but must bring with them black school shoes to change into.**

**ST CYRES SCHOOL RULES APPLY FOR COMMON SENSE, SAFETY AND SECURITY REASONS. REFER TO THE PROSPECTUS ON THE SCHOOL WEBSITE FOR FURTHER DETAILS.**



## **AROUND THE SCHOOL**

- All pupils to wear correct uniform.
- Walk, not run in corridors and keep to the left.
- Pupils are not allowed to leave the school site without permission.
- Food to be eaten in canteen only.
- Be polite and courteous to staff, each other and visitors.
- Damage to property, accidental or otherwise, must be reported to a member of staff. Pupils may be asked to contribute towards the repair of certain damage.

## **IN THE CLASSROOM**

- Pupils should arrive at school at least five minutes before Learning Coach time.
- Pupils to be punctual to all lessons.
- Bring an iPad to every lesson. Pupils must not graffiti on the iPad cover.
- Damage/loss to be reported to the Year Office.
- Work hard and allow others to do the same.
- Follow instructions.
- Treat everyone with respect.

## **PERSONAL ITEMS**

- Pupils' personal items such as mobile phones and similar electronic items are not covered under the school's insurance for loss, theft or damage and staff will not investigate any such incidents.
- Smoking/vaping/carrying cigarettes, e-cigarettes and matches is strictly forbidden anywhere on the school site.
- Gum is not permitted.
- No dangerous implements or substances are to be carried.
- Where expensive musical instruments have to be brought on site, these must be taken to the Music Faculty for safe-keeping.
- Pupils are requested not to bring anything valuable or large sums of cash into school.
- AirPods or any other wireless head phones are not permitted within school.

## **TRAVEL AND ROAD SAFETY**

- Crossing the busy Redlands Road should only be attempted at the road crossings. Pupils are to use the pupil paths and arrive via the pupil entrance. Parents are not to drop their children off on the main school site.
- Cycling on school premises is not allowed and cycles must be locked in the appropriate places.
- Pupils are expected to behave at all times so that they bring credit upon the school. This particularly refers to travelling to and from school, especially on public transport/school buses.

## **IMPORTANT INFORMATION**

- **IPAD Insurance**  
Please note a further letter will follow regarding iPads.
- **School Meals Information** – Reminder: pupils must bring their fobs to school in September. Replacement fobs will cost £2 if fobs are lost/misplaced. If pupils do not have enough money on their fob, the canteen will allow one meal to the value of £2.45 which must be repaid the following day. Parents will be informed by text of the amount owed by their child. If this reoccurs then the pupil will be referred to their Head of Year and parents will be informed.

- **Literacy and Numeracy Framework**
  - A reminder to parents that information about the Literacy and Numeracy Framework is on the school website under 'School Information'.
  
- **End of Term**
  - We finish at 12 noon on Friday 21 July 2023.
  
- **Our Inset Days next academic year will be on:**

04/09/22	Inset Day 1
05/09/22	Inset Day 2
13/10/22	Inset Day 3
08/01/23	Inset Day 4
11/03/23	Inset Day 5
24/07/23	Inset Day 6

### SCHOOL HOLIDAY DATES 2022-23

Term	Begin	Half term		End	No. of School
		Begin	End		Days
Autumn 2022	Mon 5 Sept 2022	Monday 31 Oct 2022	Friday 4 Nov 2022	Friday 23 Dec 2022	75
Spring 2023	Monday 9 Jan 2023	Monday 20 Feb 2023	Friday 24 Feb 2023	Friday 31 Mar 2023	55
Summer 2023	Monday 17 April 2023	Monday 29 May 2023	Friday 2 Jun 2023	*Monday 24 July 2023	64
				TOTAL	<b>195</b>

i) **Mon 5 Sept 2022 and \*Monday 24 July 2023** will be designated INSET days for **all** LEA Maintained Schools. The remaining three INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff. **\*It is intended that this INSET Day will either be taken on Mon 24 July 2023 or at an alternative time for example in the form of twilight sessions.**

All schools will be closed on **Monday 1 May 2023** for the May Day Bank Holiday.

Significant dates:

Christmas	Sunday 25 December 2022
Easter	Good Friday 7 April 2023
	Easter Monday 10 April 2023
May Bank Holidays	Monday 1 May 2023
	Monday 29 May 2023