



ST CYRES SCHOOL

Strive Together Challenge Yourself Realise Everyone can Succeed

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

September 2022

Dear Parent/Guardian

As this is the first letter of the term, I should 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. I apologise in advance for what is a very long letter, but as I am sure you will appreciate, there is a lot of very important information to pass on to you at the start of a new academic year

In addition to this letter, I have also included a frequently asked questions (FAQ) document which I hope you will find useful if you have a question, or if you need to contact the school. There is also a further letter relating to the School Fund which I hope you will be able to support. The importance of the School Fund is explained in the attached letter. The final attachments are a letter about free school meals and the statutory Privacy Notice which can also be found on the school website and the Health, Security and Safety Notice.

Parentpay and Cashless Payments

If you are an existing parent, you will be aware that we use a fob system for food payments using Parentpay. This system is, in fact, used for all payments to the school such as educational visits and iPad insurance. If you wish for your child to purchase lunch in school, please ensure that you are registered with Parentpay and that adequate funds are on the system. You can monitor your child's balance using your Parentpay account.

Attendance and Punctuality

We encourage excellent attendance in School. There is a very strong link between excellent attendance and excellence in education performance. **Please remember to report all absences.** The easiest way to do this is via the Classcharts App, but if you do need to speak to us about anything, please use the direct dial numbers below.

Year 7	-	Tel:	029 20 352482
Year 8	-	Tel:	029 20 352486
Year 9	-	Tel:	029 20 352484
Year 10	-	Tel:	029 20 352485
Year 11	-	Tel:	029 20 352483
Sixth Form	-	Tel:	029 20 352487

Email: contact@stcyres.org



Distinguished
School



All lines have (24-hour voicemail) or email contact@stcyres.org. We follow up all unexplained absences.

Punctuality is one of the first things employers and colleges ask us about for references. Please ensure that your child has a good record. All pupils must be on site 5 minutes before the scheduled start of the day. Please do not arrive early as there will be no provision for pupils to enter the building until the designated start time. There will be no food served in the Dining Room before school or at break times.

We will work with parents and pupils to overcome persistent lateness and we will give detentions to those pupils who do not follow the expectations on punctuality.

Parental Drop Off and Collection

There are no private vehicles allowed on site for the purpose of pupil drop-off in the morning, or for collection at the end of the school day. The automatic barrier is in operation.

If it is necessary to drop-off and collect your child from school, please be respectful to our neighbours, particularly those in St Cyres Road and Redlands Road and be considerate in your parking. If you are waiting in your vehicle, please do not keep the engine running.

Visitors to School

Controlling the number of people on site is very important in maintaining our safeguarding arrangements for all pupils. Parents are asked not to turn up to the school unannounced as we will not be able to see you. If the situation is urgent, please phone the school and someone will return your call as soon as possible.

Uniform

As stated in my letter in July 2022, the expectation is that all pupils wear full school uniform from September onwards.

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.

St Cyres: A No-Mobile Phone School

Whilst we would prefer phones to remain at home, we also understand some pupils will feel the need to have them on their person on the way to and from school. Please note that we will be reintroducing firm expectations that phones are switched off and stored in bags, when on school site.

Snacks and drinks

There are no opportunities for your child to purchase drinks and snacks before school, or at breaktime. Please ensure that your child has a snack and a drink with them if they need it. Lunch arrangements will broadly follow the same pattern as normal with a full lunchtime provision in place.

Letter Reference

A reminder that all general letters to parents are sent out via Classcharts and are also available on the school website.

Classcharts

We use ClassCharts to communicate with all of our parents and pupils. Through Classcharts you will be able to find out information about your child's behaviour (positive and negative) in school, important announcements regarding parents evening, school events, attendance information etc, as well as all other home / school communication. Classcharts also allows you as parents to communicate with teachers and Heads of Year. We ask that all instances of absence are recorded through the Classcharts app.

As a new feature, all homework will also be set through ClassCharts which means that you will be able to view all homework that has been set for your son / daughter in order to best support them at home. If you are unsure of how to access the Classcharts app or require your log on details please email contact@stcyres.org and we will organise that for you.

We need to ensure we hold up-to-date contact phone numbers and email addresses for parents. A reminder that all home/school communication is via e-mail and the school website. Please could you keep your child's year office updated of any changes to your e-mail address and mobile telephone number in order for us to keep you updated throughout the school year. Also, we encourage families to follow our school social media account on Twitter. You can find us @StCyresSchool and this will also include updates and information about life at school. However, we only use Twitter as a means of sharing information, rather than a two-way interaction so if you have a query, please use Classcharts or telephone to contact us so that we can respond as quickly as possible.

New Staff

The school continues to attract high-quality candidates when we advertise vacancies and I am pleased to report the following teachers who have been appointed for September 2022.

Teacher of Computer Science & ICT	Miss H Turner
Temporary Teacher of English	Miss A Wasch
Temporary Teacher of English	Miss S Pursall
Temporary Teacher of Mathematics	Miss E Jenkins
Temporary Teacher of Mathematics	Mr R Jones
Temporary Teacher of Science	Mr S Thomas
Temporary Teacher of Science	Mr T Power
Temporary Teacher of Science	Ms A Hasan

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. Please see Appendix B attached, or if you would like further details, telephone the school on 02920 708708 for a confidential discussion.

Equipment

It is important that all pupils come to school with the correct equipment for their lessons including PE kit, pens, books and a fully charged iPad. 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. **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.**

Mobile Phones should not be used in school.

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 the main school phone number or school e-mail.

I look forward to meeting you at the earliest opportunity in the new academic year. In the meantime, I wish your child a successful year at St Cyres School.

Yours sincerely

Mr P Lewis
Headteacher



FREQUENTLY ASKED QUESTIONS

**A Quick Reference Guide
for Parents**

CONTACTING ST CYRES

A Quick Reference Guide for Parents

St Cyres is a large organisation with over 1250 students and 130 staff. We attach a great deal of importance to close partnership with parents and want to be approachable and easily accessible. If you need to talk to us or have any concerns it is best to see the person who can answer your specific question straight away. Often a quick telephone call can nip a problem in the bud. We hope that this information sheet will help you to contact the right person quickly.

You can telephone the school on 029 20 708708. We have a direct dial system which allows you to call some specific extensions. Key numbers are given below, e-mail the school on contact@stcyres.org or send a note with your child.

If we need to get back to you, please leave a contact number.

When is the best time to telephone?

The main switchboard is manned Monday from 8.00 a.m. – 4.00 p.m. and Tuesday to Thursday 8.00 a.m. – 3.30 p.m. and Friday 8.00 a.m. – 3.00 p.m. The receptionists can see whether a teacher is teaching or not, arrange an appointment with a specific member of staff or call you back if the person you need to speak to is not available. The receptionist can also advise you who would be the best person to help.

Outside school hours we have a voicemail system which is checked regularly. We are also able to offer a limited service during holiday periods.

If you have an urgent problem which cannot wait for an appointment

If you have an urgent problem, the appropriate Head of Year will see you as soon as they are available. They will take whatever urgent action is necessary or investigate the matter and come back to you. Please go to reception on arrival at school. We will try to keep your waiting time to a minimum. However, please bear in mind that Heads of Year are also teachers and cannot leave lessons.

I want to see the Headteacher

Sometimes parents telephone the school requesting a meeting with the Headteacher. He is always willing to see parents but may have to refer specific questions to other staff. Please telephone for an appointment on 029 20 708708.

I have a question about a specific subject

Contact the Head of Subject. Please telephone Reception.

I wish to discuss a matter regarding my child's general welfare or progress at school

Contact the Head of Year:

Head of Year 7 -	Tel:	029 20 352482
Head of Year 8 -	Tel:	029 20 352486
Head of Year 9 -	Tel:	029 20 352484
Head of Year 10 -	Tel:	029 20 352485
Head of Year 11 -	Tel:	029 20 352483
Head of Sixth Form -	Tel:	029 20 352487

The following members of staff act as Pastoral Support & Attendance Assistants to Heads of Year and can be contacted in the absence of a Head of Year.

Mrs A Bagshaw– Year 7 – Tel: 029 20 352482

(e-mail; abagshaw@stcyres.org)

Mrs AL Prothero/ Mrs P Townsend – Year 8 – Tel 029 20 352486

(e-mail: - alprothero@stcyres.org (Mon-Wed) ptownsend@stcyres.org (Thur-Fri))

Mrs T Thomas - Year 9 Tel: 029 20 352484

(e-mail: tthomas@stcyres.org)

Ms D Carr – Year 10 – Tel: 029 20 352485

(e-mail: dcarr@stcyres.org)

Ms K Wookey – Year 11 – Tel: 029 20 352483

(e-mail: kwookey@stcyres.org)

Mrs P Edmunds (Mon-Tues); Mrs V Pici (Wed-Fri) - Sixth Form – Tel: 029 20 352487 (e-mail: pedmunds@stcyres.org vpici@stcyres.org)

I wish to discuss a health related matter

Please telephone your child's Head of Year Office. **Please note that St Cyres does not employ a School Nurse** but we can put you in contact with the School Medical Services.

My child is absent from school due to illness

Please use Classcharts top report the absence or if you need to speak to someone, telephone your child's Head of Year Office

I want to buy school uniform

Available from:

A Class Apart
9 The Parade
Castle Drive
Dinas Powys

Ruckleys
45 Holton Road
Barry
Vale of Glam

YC Sport
156 Cowbridge Road East
Canton
CARDIFF

Tel: 02920 515722

Tel: 01446 700006

Tel: 029 20 220246

I have a question about external examination entries/results/organisation of examinations

Please telephone Mrs F Rees in the Examinations Office on 029 20 352492

I have a question about the curriculum

Contact Mr R Bruton, Deputy Headteacher

I have a question about my child's options

Contact your child's Head of Year in the first instance. If necessary, he/she will refer the question to the relevant person.

I have a complaint about something that has happened in school

If this relates to a specific lesson, please speak to the Area of Learning Lead. If it relates to a pupil (e.g. bullying) please speak to your child's Head of Year. We will always try to deal with complaints promptly and professionally. However, if you feel that a problem has not been solved please ask to speak to one of the Assistant Headteachers, Deputy Headteacher or the Headteacher. The school has detailed complaints procedures which are available from Mrs M Whitfield, Head of School Administration. Tel: 029 20 708708

Change of personal details (address/telephone number etc.)

Reception or Head of Year Office

I don't know who to contact

Ask Reception for advice.

Website Address

www.stcyres.org - will provide you with up to date information about the school.

.....

Appendix 'A'

Health, Security and Safety Notice (September 2022)

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. 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

Please note that if you drive your child to school please do not drive onto the school site. Pupils are to access the school via the St Cyres Road entrance, not via our Sully Road entrance – this is for visitors and staff only. An automatic barrier system is in place to ensure only authorised vehicles enter the site.

g) Car Parking

Parents are requested not to bring cars on to the school premises except in an emergency as this can cause danger to pupils. If you drive your child to school please drop them off in Redlands Rd. 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 which will be confiscated if seen in school. We have phones 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.

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.