



**St Cyres School**

**MISSION STATEMENT**

Strive Together Challenge Yourself Realise Everyone can Succeed

School Prospectus

2021 - 2022

Dear Parents

St. Cyres School is an 11-18 mixed, English medium, non-denominational Comprehensive School. The School houses some 1222 pupils in Years 7-13 on the outskirts of Penarth in the Vale of Glamorgan.

Choosing a secondary school is one of the most important steps you take for your child's education. Our website should give you a clear idea of what we believe in and what we expect of pupils here at St Cyres School.

Your son or daughter has the opportunity to join us at a truly exciting time as we continue to focus on ensuring we deliver high-quality learning which is engaging and enjoyable for all our students.

Many students choose to return to the Sixth Form and we have a proud track record of success in supporting students to progress on to excellent universities, including Cambridge.

The school attaches great importance to the effective guidance and pastoral support of all pupils. The progress and welfare of each year group is overseen by a Head of Year, assisted by a team of support staff and a team of Learning Coaches. Each year group has a Year Council which enables and encourages pupils to play an important part in the development of the school and the School Council which is also very active.

Many factors play a critical part in our success including:

- The high expectation of all staff and governors
- Close monitoring of individual children's progress
- Talented, committed and hardworking staff
- The wholehearted support received from parents and the wider community

Our students are here to learn and we will set them challenging expectations throughout their time with us. We are proud of our success and will ensure we do all we can to recognise and celebrate individual student achievements.

I hope that you share our views and values and that you see our school as a place where your child will be happy, safe and successful. We place great emphasis on excellent discipline and behaviour and so it will not be a surprise to hear that we expect all our students to respect the rules that include: allowing others to learn, wearing their uniform with pride, being punctual and maintaining an excellent attendance record, and having respect for the other students and all staff at all times.

Our school motto is Strive Together, Challenge Yourself Realise Everyone can Succeed. We will ensure that parents are kept fully informed of our students' progress and achievement in order to facilitate that crucial partnership.

I look forward to welcoming you to St Cyres School in the near future.

Mr P Lewis  
Acting Headteacher

Dr C Lee  
Chair of Governors

## **THE GOVERNORS AND THEIR ROLE**

The Governing Body comprises 20 members, inclusive of the Headteacher in accordance with Government Statute. The make-up of the Governing Body changed in September 2012, when the school ceased to be Foundation and became a Community School. It consists of:

- 5 LEA appointments.
- 6 Governors elected by parents.
- 5 Community Governors representing business and community interests.
- 2 Teacher Governors elected by teachers.
- 1 Staff Governor elected by non-teaching staff.

The Deputy Headteacher, Assistant Headteachers and senior student representatives attend as observers.

The Governors exercise legal powers of supervision in the running of the school. In making sure that the school complies with the requirements of the Education Acts, the Governors are ultimately responsible for the policies and implementation as well as the educational objectives of the school. This does not, of course, mean involvement in the day to day affairs of the school, where managerial and educational responsibilities lie with the Headteacher and his staff. Governors are, however, kept fully informed of operational issues as they arise via the Chair, the Sub-Committees and the regular full meetings of the Governing Body.

The Governors meet regularly as a full group and also in individual Sub-Committees which have been established to address matters relating to Finance and Personnel, Premises and Pupil Provision. Governors visit the school regularly and commit a considerable amount of time to their duties.

Copies of Agendas and Minutes are available (by appointment) in the school, for inspection by any person, as are all the policy documents which we are required to have. Attendance at meetings is always very good. There is also involvement in staff appointments, specific disciplinary matters and attendance at school functions and special assemblies. Governors play an active part in the life of the school.

### **Freedom of Information Act 2000**

Under the above act the school is required to produce a publication scheme which sets out:

- The classes of information which we publish or intend to publish.
- The manner in which the information will be published.
- Whether the information is available free of charge or on payment.

This scheme is available from the Head of School Administration.

## COMMENTS FROM PARENTS AND PUPILS

### YEAR 7

#### PARENTS' COMMENTS END OF YEAR REPORTS

***"Absolutely brilliant report! ---- Thank you St Cyres."***

*"---- has found his first year at St Cyres rewarding and beneficial."*

***"We were very pleased with ---- report. She enjoyed Year 7 and is looking forward to Year 8."***

*"Very happy. ---- doing very well and appears to be happy and settled."*

***---- appeared to settle well and we noticed an improvement in his enthusiasm for school. Report style is excellent."***

*"A thank you to all teachers and staff involved."*

***"---- had a brilliant first year in St Cyres. Academically she achieved far more than I thought. We are very pleased with her report and couldn't ask for more."***

*"I was very pleased with ---- report. She is doing very well and enjoying school."*

***"I am very pleased with my son's report and hope he continues to do well all through his schooling."***

*"---- has worked hard and we are sure this is a tribute to all the teachers who have helped her in her progress of which we are grateful. ---- is really happy at St Cyres and was ready to return for her second year. Thank you and all your staff very much."*

### YEAR 7

#### PUPIL COMMENTS ON THEIR FIRST EXPERIENCE AT ST CYRES

***"I was nervous of finding the rooms but I found them really quickly."***

*"There are lots of sports and music clubs that you can join."*

***"The children are all very kind, they all smile and say hello to you."***

*"It's more fun to have a different teacher for every lesson except that I forget their names."*

***"The lessons are good and you get to do lots of amazing things like mixing chemicals, creating your own website and lots of other things."***

*"The Headteacher is a really nice and caring Headteacher and I have made lots of new friends."*

***"The homework is quite challenging but after you have finished it you feel like you can achieve new things and goals."***

*"The older pupils are friendly and help you if you get lost and don't know where to go."*

***"My first two weeks in St Cyres have been really fun – I am glad that I came here."***

*"The teachers make learning easier and more exciting."*

## **B4 Staffing List 2020-21**

### **LEADERSHIP TEAM**

Mr P Lewis, Acting Headteacher  
Mr R Bruton, Acting Deputy Headteacher  
Ms E Laidlaw, Assistant Headteacher  
Mr S McDonald, Assistant Headteacher  
Ms U Hirani, Assistant Headteacher  
Mrs K Berry, Acting Assistant Headteacher

### **TEACHING AND LEARNING DIVISION**

Head of Division – Deputy Headteacher  
Teaching and Learning Standards – Assistant Headteacher  
E-Learning & Teaching – Assistant Headteacher

### **FACULTY OF ENGLISH, LITERACY AND MEDIA STUDIES**

#### **Mr A Lillford (Director of Faculty)**

Mrs B Thomas (Deputy Director)  
Mrs R Hassan (Acting Deputy Director)  
Miss R White (Acting Curriculum Coordinator)  
Mr S McDonald (Assistant Head)  
Ms L Jones (Director of Post 16 Education & WBQ)  
Miss S Hosgood  
Mr R Taylor (Acting Deputy Director Learning Support)  
Mr A Stephenson  
Ms G Doherty  
Ms C Perrin  
Ms S Stephenson \*\*  
Mrs L Morgan \*\*

### **FACULTY OF MATHEMATICS AND NUMERACY**

#### **Mrs R Homer (Director of Faculty)**

Mr G Davies (Deputy Director)  
Mr R Jones (Curriculum Coordinator)  
Miss R Hennessey  
Mr D Flynn (Head of Year)  
Ms E Torres (Director of Learning Support)  
Ms N Roberts  
Mr B En-najjary  
Mrs D Lax \*\*

## **FACULTY OF SCIENCE**

### **Mrs J Rowlands (Director of Faculty)**

Mr N Alford (Deputy Director)

Mr J Odlum (Head of Science with faculty wide responsibilities)

Miss C McNamara (Curriculum Coordinator for Psychology)

Mrs C Flew (Head of Year)

Dr P Lewis

Mr C Morgan

Mr H Thomas

Mrs E Collier

Mr D McCarthy

Mr M Evans

Ms U Hirani (Assistant Headteacher)

Dr J Lowes

Mrs C Burns \*\*

Miss L Button \*\*

## **Technicians**

### **Mrs B Steer (Lead Technician)**

Mrs H Paterson

## **FACULTY OF ART, DESIGN AND TECHNOLOGY**

### **Mr D Parker (Director of Faculty)**

Mrs L Hilltout (Deputy Director)

Miss E Davies (Head of Art with Faculty Wide Responsibilities)

## **Art & Photography**

### **Mrs L Hilltout (Deputy Director)**

## **Design & Technology**

Mr J Erickson

Mr M Hyde

Mr B Partridge

Mrs K Davies

## **Food/Textiles**

Mrs S Davies

Miss S Thomas

## **DT Technicians**

Miss B Davies

Vacancy

## **FACULTY OF HUMANITIES**

### **Mr D Farrow (Director of Faculty) (History)**

Ms K Tomley (Deputy Director) (Geography)

Ms N Howells\* (Subject Leader 0.6FTE) (Religious Education)

Mr C Edwards

### **Geography**

Mr R Bruton (Acting Deputy Headteacher)

Ms K Tomley (Deputy Director)

Mrs S Clarke\*

Mr O Burrows

Miss C Toozer (Subject Leader 0.4FTE)

Mr A Baker \*\*

Miss N Ambrose

### **History**

Mr R Bruton (Acting Deputy Headteacher)

Mr D Farrow (Director of Faculty)

Ms L Buttle\*

Ms H Addicott\*

Mr S Morris (Head of Year)

Mrs H Tomlins (KS3 Curriculum Development Lead Practitioner)

### **Religious Education/Sociology**

Ms N Howells\* (Subject Leader)

Miss S Jones (Head of Year)

Miss R Khan\*

## **FACULTY OF WELSH BACCALAUREATE**

### **Post 16 WBQ**

#### **Ms L Jones - Director of Post 16 Education & WBQ Co-ordinator)**

Mrs L Shearer (Deputy Director of Post 16 Education and Curriculum Leader for Post 16 Key Skills)

Mr H Withers (Lead Learning Coach Sixth Form)

### **WBQ Administrator**

Mrs A Cook

### **Key Stage 4 WBQ**

#### **Mrs K Berry (Acting Director of Personal, Social and Work-Related Education)**

Mr H Thomas (Deputy Director of Personal, Social and Work-Related Education)

## **FACULTY OF BUSINESS AND ICT**

### **Mr D Morgan (Director of Faculty) (ICT)**

Mrs T Viner (Deputy Director) (Business Studies)

### **ICT**

Mr P Lewis (Acting Headteacher)

Mr T Garner

Mr R Schofield

Mrs B Lewis \*\*

### **IT Support**

#### **Mr I Stark (ICT Manager)**

Mr M Fallas (Assistant ICT Manager)

## **FACULTY OF LANGUAGES - Modern Foreign Languages**

### **Mr F Grasset (Director of Faculty)**

Mrs L Owens (Deputy Director)

### **Welsh**

Miss J Stephenson (Subject Leader)

Mr D Evans

Mrs R Dennehy

Miss C Boots

## **FACULTY OF SPORTS AND PERFORMING ARTS**

### **Mrs R Fowler Thomas (Director of Faculty) (Music)**

Mr M Bolton (Deputy Director)

### **Drama**

Mr H Withers (Lead Learning Coach Sixth Form)

### **Music**

Mr R Hopkin (Lead Practitioner of Teaching & Learning)

### **Physical Education**

Mr M Bolton (Deputy Director) (Curriculum coordinator PE)

Miss C McNamara (Curriculum coordinator Psychology)

Miss J Sullivan (Curriculum coordinator PE)

Mrs M Meddins

Mr C Hall



## **Cover Supervisor**

Mrs E Oldfield \*

## **STUDENT SUPPORT DIVISION**

### **Head of Division – Assistant Headteacher**

#### **Head of Year**

##### **Year 7 - Mr S Morris**

Vacancy (Administrative Assistant to Head of Year)

##### **Year 8 – Mr O Burrows**

Ms D Carr (Administrative Assistant to Head of Year)

##### **Year 9 – Mrs C Flew**

Ms K Wookey (Administration Assistant to Head of Year)

##### **Year 10 – Mr D Flynn**

Mrs A Bagshaw (Administrative Assistant to Head of Year)

##### **Year 11 – Miss S Jones**

Mrs J Creaven (Administrative Assistant to Head of Year)

#### **Directorate of Learning Support**

##### **Ms E Torres (Director of Learning Support)**

Mr R Taylor (Acting Deputy Director of Learning Support)

Mrs M Smith\* (Vale Specialist Teaching for Physically Disabled Pupils)

##### **Hearing Impaired Resource Base**

##### **Ms J Morgan (Specialist Teacher for Hearing Impaired Pupils)**

#### **Learning Support Assistants (LSA)**

Ms K Lintern

Mrs S Dixon\*

Ms M Corria

Ms J Barry

Mrs S Enticknap

Mrs S Williams

Miss M Pickett

Mrs I Bladen

Mrs C Davies

Mrs J Morgan

Miss M Wookey\*\*

Ms A Ahmed\*\*

Miss C Hardy\*\*

Ms S Johns\*\*

Mrs F Hobbs \*\*

#### **Lead Learning Support Assistant**

Mrs S De Claire

#### **Personal Development**

##### **Mrs K Berry (Director of Personal, Social and Work-Related Education)**

Mr H Thomas (Deputy Director of Personal, Social and Work-Related Education)

## **Examinations Office**

### **Mrs F Rees, Examinations Officer**

Mrs J Ware, Assistant Examinations Officer

Invigilators – Casually employed

## **BUSINESS AND ADMINISTRATION DIVISION**

### **Head of Division – Headteacher**

### **Administrative Team**

#### **Mrs M Whitfield (Head of School Administration)**

Mrs P Lewis\* (Administrative Assistant - Reception)

Mrs K George\* (Administrative Assistant – Reception)

Mrs A Smee \* (Administrative Assistant – Reception)

### **Finance Team**

#### **Mrs N Rees (Director of School Resources)**

Mrs J Dobson (Finance Assistant)

Mrs L Atkinson\* (Finance Assistant)

### **Mid-Day Supervisors**

Miss M Hyslop,

Mrs M Stansfield

### **Premises Team**

Mr S Boshier (Site Team Supervisor)

Mr S Merrett (Premises Assistant)

Mr S Watts (Premises Assistant, Residential)

Mr R Angove, Premises Assistant/Groundsperson)

Mr G Rivers, (Premises Assistant)

### **Pupil Support Staff**

#### **Miss C A Tyler (Pupil Support Centre Co-ordinator)**

Ms T Gimblett, Pupil Support Assistant

Mrs R Hayman, Pupil Support Assistant

### **Learning Resource Centre Manager**

**Mrs T Thomas**

Key \* - Part Time

\*\* -Temporary

## **ST CYRES SCHOOL**

St Cyres School is an 11 – 18 age group, mixed comprehensive school, situated in Penarth, Vale of Glamorgan. The campus is located off Sully Road in north-west Penarth. The school serves the northern side of Penarth and the villages of Llandough and Dinas Powys. The school caters for pupils of all abilities.

### **ON ROLL**

The school has a total roll of 1222 pupils, spanning the entire ability range of the population including a thriving sixth form of 179 students. We have been in the forefront of integrating disabled pupils into our community, thus enriching the school both educationally and socially.

### **AIMS AND OBJECTIVES**

The vision for St Cyres School, which is shared with its governors, staff and pupils, is based on the philosophy that a well-managed school is essential for effective teaching and learning to take place. It is our firm intention to maximise the achievement of learners and to ensure they become good citizens with an awareness of the needs of others.

St Cyres School is an inclusive school, where achievement of all kinds is valued and celebrated. We encourage pupils to participate in extra-curricular activities in order to enrich their experiences of school. We provide a broad, balanced and appropriate curriculum within a creative learning environment, embracing the latest technologies in order to enhance teaching and learning. These aims will be reviewed annually.

From the general aims of the school it follows that our curriculum should be pupil-centred.

- Develop ambitious, capable learners who are ready to learn throughout their lives.
- Develop enterprising, creative contributors who are ready to play a full part in life and work.
- Develop ethical, informed citizens who are ready to be citizens of Wales and the world.
- Develop healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.
- Develop self-discipline, self-esteem and self-motivation.
- Promote tolerance and equality of opportunity for all.
- Respect, value and be considerate and courteous towards all members of the community within and beyond school including their religious and moral values, races and ways of life.
- Have pride in the school, the community and ourselves.
- Recognise our responsibilities towards the community and provide all members of the school with the widest range of educational opportunities in a well-structured, orderly, secure, caring and happy environment.
- Maximise the potential of all pupils so that they all have the opportunity to experience success and achieve the highest academic standards of which they are capable.
- Promote a life-long enjoyment of learning, celebrate success, value effort and learn from our failures.

- Recognise achievements of all kinds and refuse to accept under-achievement
- Prepare all pupils for life in the twenty-first century with the key skills they will require at work, as citizens and at leisure.
- Develop and maintain close and effective links with parents, employers, Further and Higher Education
- Develop and care for the environment both within and beyond school
- Recruit, develop and retain a highly skilled and motivated staff.

### School Day

	Key Stage 3	Key Stage 4	Year 12	Year 13
<b>08:25</b>	All Staff in Classrooms			
<b>08:30 – 09:30</b>	Lesson 1	Lesson 1	Lesson 1	Lesson 1
<b>09:30 – 09:45</b>	Time with Learning Coach/DACW/Assemblies			
<b>09:45 – 11:00</b>	09:45-10:00 Break 10:00-11:00 Lesson 2	09:45-10:45 Lesson 2 10:45-11:00 Break	09:45-10:00 Break 10:00-11:00 Lesson 2	09:45-10:45 Lesson 2 10:45-11:00 Break
<b>11:00 – 12:00</b>	Lesson 3	Lesson 3	Lesson 3	Lesson 3
<b>12:00 – 1:40</b>	12:00-12:40 Lunch 12:40-1:40 Lesson 4	12:00-1:00 Lesson 4 1:00-1:40 Lunch	12:00-12:40 Lunch 12:40-1:40 Lesson 4	12:00-1:00 Lesson 4 1:00-1:40 Lunch
<b>1.40 – 2.40</b>	Lesson 5	Lesson 5	Lesson 5	Lesson 5

**Due to current circumstances, the school day has been revised for 2020-21.**

## SCHOOL HOLIDAY DATES 2021/2022

Term	Begin	Half term		End	No. of School Days
		Begin	End		
Autumn 2021	Thu 2 Sept 2021	Monday 25 Oct 2021	Friday 29 Oct 2021	Friday 17 Dec 2021	72
Spring 2022	Tuesday 4 Jan 2022	Monday 21 Feb 2022	Friday 25 Feb 2022	Friday 8 Apr 2022	64
Summer 2022	Monday 25 April 2022	Monday 30 May 2022	Friday 3 Jun 2022	Friday 22 July 2022	59
				<b>TOTAL</b>	<b>195</b>

- i) **Thu 2 Sept 2021** will be a designated INSET day for **all** LEA Maintained Schools. The remaining four INSET days to be taken will be at the discretion of each individual school following appropriate consultation with staff.

All schools will be closed on **Monday 2 May 2022** for the May Day Bank Holiday.

Significant dates: Christmas Saturday 25 December 2021

Easter Good Friday 15 April 2022  
Easter Monday 18 April 2022

May Bank Holidays Monday 2 May 2022  
Monday 30 May 2022

## **ATTENDANCE**

Attendance at school is a legal obligation. The school attaches great importance to both the attendance and punctuality of pupils and we maintain that these are fundamental needs for effective and consistent learning. Our aims are:

- To encourage regular attendance and punctuality by all pupils.
- To ensure that the school is notified as soon as possible of the absence of a pupil in order to minimise truancy.
- To promote communication between the school and parents in case of a pupil with attendance and/or punctuality issues.

The school uses a system called Class Charts to record attendance during every lesson. An analysis of any child's attendance is available on request.

## **ABSENCE**

Parents should notify the school of their child's absence. We request that parents keep us informed on a daily basis for each day of absence.

Please telephone, email or text all absences to your child's year office.

Year 7	02920 352484	Year 10	02920 352482
Year 8	02920 352485	Year 11	02920 352486
Year 9	02920 352483	Sixth Form	02920 352487

All lines have a 24 hour voicemail or you may email [contact@stcyres.org](mailto:contact@stcyres.org). We follow up all unexplained absences.

In the case of persistent offenders, the Education Welfare Officer will monitor the situation and take action as necessary. In extreme cases prosecution may result.

## **HOLIDAYS DURING TERM TIME**

Parents are requested not to arrange family holidays during term time. Please note that where a child does not return to school within 10 days of the agreed return date, that child may lose their place at St Cyres School.

## **INDEPENDENT LEARNING AND LEARNING COACHES**

The school works towards a steady increase of homework during Years 7 to 11. Independent learning, whether written or learning, is important and we rely on parents' co-operation to ensure that work is completed to a proper standard. Independent learning will arise naturally from work done in class. An independent learning policy is published in order to teach children the important skill of planning their studies and enable parents to support them in developing this skill. If at any time you are concerned about homework, please do not hesitate to contact the school and we will try to help.

## **TIME WITH THE LEARNING COACH**

Every pupil in St Cyres School has a Learning Coach. The pupils have regular contact with their Learning Coach. This experience will clearly benefit the pupils. It allows the pupil to think about their educational experiences, what aspects of school they are

taking advantage of and how they can make the most of new and different opportunities that are available.

The Learning Coach guides pupils by listening to their aspirations and concerns, by supporting pupils in solving their own problems, by encouraging pupils as they try out new strategies in class or join a new club and by challenging pupils to achieve their individual potential.

## **HOW TO GET IN TOUCH**

The school follows an 'Open Access' approach for parents, encouraging contact regarding concerns, questions, problems and plaudits. Parents may telephone, email or text the school at any time during the school day. The school will endeavour to deal with all enquiries as soon as possible.

## **PARENTAL INTERVIEWS**

Interviews can take place any time during the school year, but unless it is a matter of urgency, interviews should be arranged in advance by telephone or letter. Parents will appreciate that most staff have a full teaching commitment and as a general rule, interviews with individual subject teachers are not encouraged, but a senior member of staff will be happy to speak to you.

From time to time we send out surveys to parents on particular issues. However, we always welcome feedback and suggestions on any aspect of the service the school provides. Parents are welcome to send this in writing to the Headteacher (contact email address) or telephone the school for an appointment with the relevant member of staff.

## **PARENT MEETINGS**

It is important that parents are kept fully informed of the progress of their children throughout school. It is normal practice for parent's evenings to be held for all age groups once a year, (twice a year for Y9, 10 & 11). The dates of these evenings will be found on the school website.

A letter will be sent to parents before the meeting reminding them of the time and location. Children will be allocated appointments with their subject teachers.

We would urge you to attend these meetings so that parents and teachers can work together to help all children to succeed in school. Interim reports are issued to most pupils throughout the year. In addition, the school arranges information meetings about specific topics and surgeries for individual year groups from time to time. If you have any concerns about your child's progress and welfare at school, please do not wait for a parents' evening before contacting us. It is much easier to solve problems when they arise and we would welcome your contact.

## **FORMAL COMPLAINTS PROCEDURE**

Following the 1988 Education Act all schools are required to establish a Complaints Procedure for parents on matters relating to The National Curriculum and collective worship. Most complaints can best be resolved locally in discussion with the Headteacher or other appropriate members of the School Staff. However, should it not be possible to resolve the problem at this level, a copy of the Complaints Procedure for parents is available at the school.

## **ACCESSING DOCUMENTS**

All pupils in the school have personal records which detail progress. These are available for inspection by appointment.

The Minutes of the meetings of the Governing Body may be inspected at the school during school hours, as also the relevant DFES /Welsh National Assembly Circulars, Notices and other Legislation. Please telephone the school before such a visit in order to enable the requested documents to be readily accessible.

## **FREEDOM OF INFORMATION ACT 2000**

Under the above act the school is required to produce a publication scheme which sets out:

- The classes of information which we publish or intend to publish.
- The manner in which the information will be published.
- Whether the information is available free of charge or on payment.

This scheme is available from the Head of School Administration.

## **Privacy Notice – St Cyres School**

**(How do we use pupil information?)**

### **General Data Protection Regulations (GDPR)**

#### **Who processes your information?**

**St Cyres** School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

**Mr S McDonald, Assistant Headteacher**, is the **data protection officer** for St Cyres School. His role is to oversee and monitor the school's data protection procedures, and ensure that they are compliant with the GDPR. The data protection officer can be contacted on 029 20 708708.

#### **Why do we collect and use your information?**

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this. We collect and use pupil information under section 6(1)(e) of the GDPR which states 'Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.



The School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Welsh Government (WG). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996.

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support student learning
- To monitor and report on student progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard students (e.g allergy or child protection information)
- As part of our admissions process
- To support pupils to decide what they do after they leave school
- To access our school meals, payments and school communication systems
- To market and publicise the school (this includes images/ photographs).

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

The categories of pupil information that we process include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as national curriculum assessment results)
- behavioural information (such as exclusions and any relevant alternative

### **How do we collect pupil information?**

We collect pupil information via paper and electronic registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

### **How long is your information stored?**

The School will keep information about you on computer systems and also in paper form. Personal data relating to students and their families is stored in line with the school's Data Protection Policy. We hold pupil data securely for the set amount of time. For more information on our data retention schedule and how we keep your data safe, please contact the Data Protection Officer on 02920 708 708. In accordance with the

GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Will my information be shared?**

The Welsh Government receives information on students normally as part of what is called the Pupil Level Annual Schools Census (PLASC). Welsh Government uses this personal information for research which is carried out in such a way that ensures individual pupils cannot be identified. This information is also used for statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. Examples of the sort of statistics produced can be viewed at [www.wales.gov.uk/statistics](http://www.wales.gov.uk/statistics) .

We share pupil data with WG on a statutory basis. This data underpins school funding and educational attainment policy and monitoring.

The LA also uses the personal information collected via PLASC to do research. It uses the results of this research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is carried out in such a way that ensures individual pupils cannot be identified. In addition, WG and LA's receive information regarding national curriculum assessment and Public Examination results and attendance data at pupil level. The WG and LA have robust processes in place to ensure the confidentiality of any data shared is maintained.

The School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The School routinely shares pupil information with:

- Pupil destinations upon leaving the school
- The LA and Central South Consortium (CSC)
- Welsh Government (WG)
- Estyn
- The NHS
- Exam Authorities
- Police and courts
- Social Services and support agencies
- researchers
- organisations connected with promoting the education or wellbeing of children
- other government departments and agencies
- organisations fighting or identifying crime

### **What are your rights?**

Parents and Pupils have the following rights

- Right to be informed;
- Right of access;
- Right to rectification;
- Right to erasure;
- Right to restrict processing;
- Right to data portability;
- Right to object.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Data Protection Officer at the school. We respectfully ask that you request information during term time to give the School the best opportunity to comply with your request within one calendar month although you are under no legal obligation to do so.

### **Where can you find out more information?**

If you would like to find out more information about how we collect, use and store your data, please visit the school website (<http://www.stcyres.org>) to view our Data Protection Policy or alternatively contact the school on 02920 708708.

### **Concerns or Complaints**

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office.

### **Contact details**

If you would like to discuss anything in this privacy notice, please contact:

St Cyres School

Sully Road

Penarth

Vale of Glamorgan

CF64 2XP

**Tel:** 02920 708708

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

### **Contact details of the Information Commissioner's Office.**

Information Commissioner's Office, 2nd floor, Churchill House, Churchill Way, Cardiff, CF10 2HH

Tel: 029 2067 8400

Fax: 029 2067 8399

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)

## **PROVISION FOR CHILDREN WITH ADDITIONAL LEARNING NEEDS**

St Cyres School is committed to supporting pupils with a wide variety of additional learning needs. We firmly believe in equality of educational opportunity for all pupils.

The primary objective is for all pupils with additional learning needs to enjoy equal access to all areas of the curriculum.

To ensure teaching is accessible, understandable and meaningful to all pupils, teaching methods, lesson contents and activities are differentiated as necessary. It is recognised that the teaching of pupils with additional learning needs is the responsibility of every member of staff.

The expertise of the additional learning needs staff at present covers many areas including hearing and physical impairments, pupils for whom English is an additional language, pupils who are more able and talented and pupils who experience social, emotional and/or behavioural difficulties.

A team of Learning Support Assistants support pupils accessing different areas of the school, provide in-class support and, where desirable and possible, one-to-one assistance to enhance reading, spelling and numeracy skills.

St Cyres School is the Vale mainstream secondary school resourced to meet the needs of pupils with a physical impairment and/or hearing impairment. We strive to ensure that all areas of the curriculum are fully accessible to all pupils.

Physical access for pupils with mobility difficulties is provided by means of lifts and ramps. EVAC chairs are situated on each floor above ground level to provide safe evacuation in the event of an emergency.

A Specialist Teacher monitors the provision for these pupils and liaises with outside agencies to ensure that they have access to the relevant therapists, if appropriate.

The Pupil Support team offers support to those pupils who experience social, emotional and/or behavioural difficulties. This is done in small groups and, where possible, on a one-to-one basis.

## **PUPILS WITH HEARING DIFFICULTIES**

The Hearing Resource Base offers provision for all secondary age pupils with a hearing loss in the Vale of Glamorgan that require the continuing support of a Specialist Teacher. Pupils from other Local Education Authorities can access the provision once both LEAs have agreed a placement.

The Hearing Resource Base is staffed by a Specialist Teacher of the Deaf and experienced Specialist Learning Support Assistants.

We cater for pupils with a range of hearing loss from temporary or mild difficulties to profound losses. All pupils are encouraged to develop to their full potential using oral/aural communication methods, Sign Supported English, British Sign Language or a combination of these, according to their communication needs and preferences.

Support for pupils is matched to individual need and may include:

- In class communication report.
- In class communication support.
- Individual or small group language development teaching.
- Note taking.
- Assessment and monitoring of auditory abilities
- 1 to 1 tutorial sessions to support or reinforce curriculum delivery
- Monitoring and maintenance of hearing aids.

Specialist staff work closely with subject teachers and pastoral staff to ensure that all pupils with a hearing loss have equal access to all aspects of school life and enjoy a positive learning experience.

### **MORE ABLE AND TALENTED PUPILS**

St Cyres School recognises that some pupils are *More Able* or *Talented*. These pupils have their own special needs and requirements. The talents and abilities may show up in several areas of school life.

There is also recognition for those pupils who show unusual flair or originality in the skills of communication, leadership etc.

Our aim is to make sure that pupils are able to fulfil their potential at every level as they pass through the school. To do this we identify, monitor and support them, as follows:

**Identification** for each pupil entering the school is based on observations, reports, nominations, and results.

**Monitoring** is based on each 'recognised' pupil being monitored and a target group of MAT pupils will regularly be interviewed, to talk about their interests and action points to support their progress. Subject Departments, Directors of Pupils Progress can use the More Able and Talented Register to make sure that pupils are assigned to classes at suitable levels. Individual staff can tailor their work to each pupil's ability requirements.

**Support and Encouragement** come at all levels. As well as monitoring, ensuring that pupils are challenged within their learning, and the school's wealth of extra-curricular activities, we will notify all More Able and Talented pupils of any opportunities that might arise for them to enrich their educational experience.

### **RELIGIOUS EDUCATION AND WORSHIP**

The Welsh Government requires that Religious Education be provided for all pupils (including sixth form) as part of the basic curriculum. In this school Religious Education is taught in accordance with the Vale of Glamorgan Agreed Syllabus. Particular importance is attached to regular school assemblies which reflect the broad traditions of Christian belief without being distinctive of any particular denomination.

### **WITHDRAWAL ON RELIGIOUS GROUNDS**

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

## **USE OF THE WELSH LANGUAGE**

Pupils have the opportunity to study Welsh up to 'A' Level. All pupils study Welsh in both Key Stages 3 and 4 according to Government requirements and the only pupils who may be exempted from Welsh as a National Curriculum subject are those who enter the school during Year 10 and have not studied the subject before.

## **PERSONAL, SOCIAL EDUCATION, CAREERS AND THE WORLD OF WORK**

The school has adopted the latest Welsh Government framework. This framework focuses upon the relationship between young people, their learning and the world of work.

The aims are to 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.
- Prepare for the challenges, choices and responsibilities of work and adult life.

## **STUDENT ENTITLEMENT**

- All pupils receive a planned and co-ordinated programme of careers education appropriate to their needs and abilities. It is delivered through PSE lessons in Years 7, 8 and 9. At Key Stage 4 and 5 it is delivered through the Welsh Baccalaureate qualification and tutorials.
- The school has excellent links with Careers Wales who offer the pupils the opportunity for individual careers guidance as well as group talks. Together with the school they offer help and guidance at the transition times of 14+, 16+ and 18+.
- All pupils have equality of opportunity.
- The school has access to a Careers advisor where pupils have access to reliable and up to date resources and information.
- All Year 12 pupils will have experience of work as part of the WBQ requirements. The school has regular links with local industry and businesses and there are many other occasions, through the Work Related Education programme, when pupils throughout the school can experience the world of work.
- Participation in industry/ enterprise/entrepreneurial activities.

The school has strong links with Careers Wales who attend parents' evenings and also offer support in:

- Individual guidance and group talks.
- Work experience.
- Industry, enterprise and entrepreneurial activities.
- Education - business links.

PSE has been a statutory part of the curriculum since September 2003 and St Cyres School has based its programme on the Welsh Government framework. Personal and Social Education in St Cyres School comprises all that a school undertakes to promote the personal and social development of its pupils. This includes all the planned learning experiences and opportunities that take place not only in the classroom but also in the other areas of school experience, which are features of the ethos and community life of the school.

The aims of PSE are:

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

The themes of the PSE framework and programme of study at St Cyres School are:

- Active citizenship.
- Health and emotional well-being.
- Moral and spiritual development.
- Preparing for lifelong learning.
- Sustainable development and global citizenship.

St Cyres School has been presented with the Vale Healthy Schools Award for several years running.

## **SEX AND RELATIONSHIPS EDUCATION**

We believe that it is important that appropriate and responsible sex and relationships education be given to pupils at this school in order to help them to cope with the physical, social and emotional aspects of growing up and to prepare them properly for adulthood. Sex and relationships education is taught to pupils in a spiral approach to encourage the gradual development of knowledge, understanding, skills and values.

- To provide pupils with factual knowledge needed to understand the physical, emotional and social changes which take place at puberty and into adult life.
- Pupils learn the basic biology of reproduction and the skills and responsibilities needed for parenthood.
- Pupils recognise the importance of personal choice of relationships with due regard to moral considerations and value of family life.
- Pupils know in outline the biological and social factors which influence sexual behaviour and the consequences.
- Pupils understand that some disease organisms can be transmitted during sexual contact.
- Pupils learn basic facts about contraception.
- Pupils learn self-respect and respect for others and how to make responsible positive choices.

## **ADMISSION AND TRANSFER**

All Admissions to St Cyres School are handled by the Vale of Glamorgan Local Education Authority (LEA).

### **PRIMARY SCHOOL TRANSFERS AND ADMISSIONS CRITERIA**

You can view the Local Authority's arrangements for offering places in Year 7 classes in the admissions section of their website [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk) and by reading the Parental Guide to School Admissions. The guide provides all the relevant information on the admissions process, including the oversubscription criteria used to offer places when a school is oversubscribed. If you do not have internet access, you may request a hard copy of the guide from the Vale Local Authority.

It is essential that parents submit an application before the published closing date and confirm their acceptance of a place to the LEA by the stated date (dates noted below).

All applications are dealt with according to admissions criteria set down by the National Assembly. All queries should be addressed to Vale of Glamorgan Council - Contact Tel Number: 01446 709844.

### **TRANSFER DURING THE SCHOOL YEAR**

Should you move into the area at a time other than the beginning of the school year, St Cyres School has much experience in minimising the potentially disruptive effect on his/her education. Every effort will be made to ensure a smooth successful transfer. Applications should be made through the Vale of Glamorgan Education Authority

### **VISITING THE SCHOOL**

Parents of all prospective pupils are welcome to visit the school to see the facilities available and talk to staff about the curriculum.

In October an Open Evening is held which affords parents and their children the opportunity to tour the school and meet pupils and staff.

During the year other activities are arranged to ease the transition from Primary Education. There is an Induction Day in July, when all new pupils spend a full day in school and sample a normal timetable. This is followed by a Parents' Meeting in the evening.

### **PASTORAL CARE**

Your Child will be placed under the care of a Learning Coach who will provide support and assistance. The Learning Coach will monitor your child's progress, homework and uniform and will refer any problems to your child's Head of Year.

### **EQUAL OPPORTUNITIES**

The school has a culture of equal opportunities and inclusivity for all which engages not only all our staff but also all our pupils. Our Equal Opportunities Policy is available on request.



## **THE ADMISSION OF PUPILS WITH PHYSICAL IMPAIRMENT**

The arrangements for the admission of pupils with physical impairment are the same as the arrangements for all pupils in the school and this information can be found in our Admissions of Pupils Policy. We are the resourced secondary school for pupils with physical impairment in the Vale of Glamorgan and we accept disabled pupils from both Vale and Cardiff LEAs. Our specialist teacher for physically impaired pupils liaises with staff from feeder schools and the appropriate LEA. On occasions it is necessary to assess the situation carefully to ensure that we can fully meet the needs of the pupil concerned.

Our admissions policy ensures that disabled pupils are not treated less favourably. Like all other pupils, pupils with physical impairment are included in mainstream classes.

### **Information about the implementation of the Governing Body's Policy on pupils with Special Educational Needs and any changes to the Policy during the last year:**

The Governing Body has a link governor with responsibility for pupils with special educational needs. There have been no changes in their policy during the last year.

The school has a policy which includes a 'Disability Equality Scheme' and a 'Strategic Equality Plan' (Disability Discrimination Act 2005) which deals with our plans and strategies to continue improving accessibility for physically impaired pupils and promotes physically impaired equality. A copy will be made available on request. Details of the accessibility plan (required under the Disability Discrimination Act 1995) covering future policies for increasing access to the school by pupils with physical impairment will be made available on request.

## **ADMISSION TIMELINE**

### **September**

25 September 2020 – Vale LEA Application process opens for pupils transferring from Primary to Secondary Education in September 2020

**School Open Evening:** Due to circumstances beyond our control, we are unable to hold an Open Evening this year. Instead, a promotional video will be available.

### **October/November**

Prospective parents would visit school. Due to circumstances beyond our control, these visits will not be possible.

**27 November 2020** – deadline for receipt of completed application forms to the Vale LEA

### **March 2021**

1 March 2021 offer date.

### **1 July 2021**

Induction Day - for all Year 6 pupils followed by parents' meeting in the evening.

***These dates are proposed and may be subject to change.***

## The National Curriculum

The course of study followed at school is known as the curriculum. The National Curriculum must by law be included in the school curriculum. The National Curriculum has been introduced to achieve higher standards and to provide your child with the opportunity to:

- Learn core skills in English, Welsh, Mathematics and Science. Develop the key skills of listening, speaking, reading, writing, numeracy and Information Technology.
- Study other subjects, including Religious Education and Personal and Social Education, which provide a sound foundation for their future.
- Receive a balanced and rounded education.

Your child will follow the National Curriculum through particular Key Stages of his or her education. These are:

**Key Stage 1** - covers pupils aged 5 – 7

**Key Stage 2** - covers pupils aged 7 - 11

**Key Stage 3** - covers pupils aged 11 - 14

**Key Stage 4** - covers pupils aged 14 - 16

At Key Stages 1, 2 and 3 your son/daughter's progress will be measured against the standards set out in the National Curriculum.

## TARGETS

Each National Curriculum subject has its own set of challenging targets to suit all ages and abilities. Subject teachers will set and monitor targets for all pupils at all Key Stages.

Each target covers a series of steps, or levels, on a common national scale, which steadily increases in difficulty as children get older and learn more. This scale will help your son's or daughter's progress through Key Stages 1, 2 and 3.

- **The Level 4 targets** - should challenge typical 11 year olds.
- **The Level 5 or 6 targets** - should challenge typical 14 year olds.
- **The Level 7 and 8 targets** - will be reached by more able 14 year olds.

## CURRICULUM POLICY

Our curriculum is pupil-centred and we aim to:

- Develop ambitious, capable learners who are ready to learn throughout their lives.
- Develop enterprising, creative contributors who are ready to play a full part in life and work.
- Develop ethical, informed citizens who are ready to be citizens of Wales and the world.
- Develop healthy, confident individuals who are ready to lead fulfilling lives as valued members of society.
- Develop self-discipline, self-esteem and self-motivation.
- Promote tolerance and equality of opportunity for all.

- Respect, value and be considerate and courteous towards all members of the community within and beyond school including their religious and moral values, races and ways of life.
- Have pride in the school, the community and ourselves.
- Recognise our responsibilities towards the community.
- Provide all members of the school with the widest range of educational opportunities in a well-structured, orderly, secure, caring and happy environment.
- Maximise the potential of all pupils so that they all have the opportunity to experience success and achieve the highest academic standards of which they are capable.
- Promote a life-long enjoyment of learning, celebrate success, value effort and learn from our failures.
- Recognise achievements of all kinds and refuse to accept under-achievement
- Prepare all pupils for life in the twenty-first century with the key skills they will require at work, as citizens and at leisure.
- Develop and maintain close and effective links with parents, employers, Further and Higher Education
- Develop and care for the environment both within and beyond school.
- Recruit, develop and retain a highly skilled and motivated staff.

In addition to the school aims, the curriculum also seeks to:

- Recognise and promote good literacy skills which will underpin effective learning for all pupils, whatever they are studying. These skills support effective communication and equip pupils for achievement and success.
- Recognise and promote the skills of numeracy and mathematics which underpin effective learning for pupils across the school.
- Recognise and promote digital competence across the school.
- Recognise and promote the wider skills of critical thinking, problem-solving, planning and organisation, creativity and innovation and personal effectiveness.
- Recognise and develop Bilingualism across the school.
- Develop essential, personal, social and learning skills which will help them in adult life.
- Provide pupils with a full and rounded entitlement to learning and to Inspire pupils to a commitment to learning which will last a lifetime
- Promote a healthy lifestyle, physical fitness and a respect for the environment
- Promote high standards in all learning and teaching.

The school's curriculum follows statutory requirements for Welsh, Religious Education. Personal and Social Education, enterprise, careers and work experience.

## **CURRICULUM ORGANISATION**

The curriculum at Key Stage 3 is based on fulfilling statutory requirements of the Revised National Curriculum. All pupils develop their literacy and numeracy skills through the National Literacy and Numeracy Framework.

## **SUBJECTS OFFERED**

At Key Stage 3, the 12 National Curriculum subjects that deliver a skills based curriculum are: English, Welsh, Modern Foreign Languages, Mathematics, Science, Design and Technology, Information and Communication Technology, History, Geography, Art and Design, Music and Physical Education.

## **TARGETS**

Each National Curriculum subject has a set of challenging targets to suit all ages and abilities. Subject teachers set and monitor targets with all pupils. Each target covers a series of steps, or levels, on a common national scale, which steadily increases in difficulty as children get older and learn more. This scale will help your child's progress through Key Stage 3.

- **The Level 4 targets** – should challenge typical 11 year olds.
- **The Level 5 or 6 targets** – should challenge typical 14 year olds.
- **The Level 7 and 8 targets** – will be reached by more able 14 year olds.

In Year 7 pupils will be placed in mixed ability groups for most of their lessons and placed in ability sets for some subjects like Mathematics, English and Languages. However, there is a separate group for our most able learners and a separate group for our learners who require additional learning support. This pattern continues throughout the key stage and is reviewed regularly.

## **CURRICULUM ORGANISATION**

### **The Key Stage 3 Curriculum**

The curriculum remains the same throughout the key stage but there will be some additional setting in Science in Year 9.

### **The Key Stage 4 Curriculum**

In Years 9, 10 and 11 pupils proceed with their courses leading in the main to public examinations. All pupils will study the core subjects of English, Mathematics, Science, Welsh, Religious Education, Physical Education and the Welsh Baccalaureate Diploma and four other subjects chosen freely from a wide and attractive list.

### **The Post - 16 Curriculum**

In Year 12/13 students study a variety of courses to AS/A2 Level. The Advanced Welsh Baccalaureate Diploma complements these qualifications.

The school will work to enable all our pupils to:

- Develop lively, enquiring minds, particularly the ability to question and argue rationally.
- Approach tasks logically with planning and perseverance and to carry them through successfully.
- Develop understanding, knowledge, mental and physical skills which will help them in adult life.
- Use language effectively in listening and speaking, reading and writing.
- Use number effectively to cope with different situations and to develop and appreciate mathematical skills.
- Develop creative and aesthetic skills and appreciation.

- Acquire scientific and technological knowledge and skills.
- Develop personal moral values, respect for religious values and tolerance of other races, religions and ways of life.
- Understand the world in which we live, appreciate cultural differences, realise the independence of individuals, nations and our environment.
- Become aware of the development of mankind and to encourage them to make a positive contribution towards that development.

The school also acknowledges the vitally important role it plays in assisting the personal and social development of each pupil. Its aims in this area are to assist pupils in:

- Developing a set of values, a respect for truth and a capacity for self-discipline and enjoyment.
- Gaining a sense of personal dignity and self-esteem.
- Seeking to fulfil the highest expectations of themselves.
- Becoming aware of the needs of others in the community and the need to help them.
- Making the experience of full-time education enjoyable as a realistic preparation for adulthood.

### **ST CYRES SCHOOL CHARGING POLICY**

The charging policy has been determined by the 1988 Education Reform Act.

The school does not charge for:

- Admission.
- Education during school hours.
- Education out of school hours which is directly linked to National Curriculum or the public examinations.
- Entry fees for a public examination for which a pupil has been prepared by the school.

The school does however charge for:

- Music tuition if not part of public examination syllabus.
- Optional additional learning resources which pupils/parents may wish to purchase (e.g. revision guides).
- Ingredients and materials in practical subjects
- Board and lodging costs of residential trips.
- Activities outside school time.
- Wasted examination fees.
- Re-sit examinations.

In all instances where charges are levied, if parents are in receipt of Income Support or Family Credit, they are urged to contact the school if they find difficulty in meeting the cost. All possible help will be given.

Parents are asked for voluntary contributions to enable some field trips and activities to take place both during and outside school time. Inability to make a voluntary contribution will not preclude a pupil from participation in such activities. However, unless the cost of these trips can be met through parental contributions then the trip cannot take place.

## **SCHOOL FUND**

Parents whose children are admitted to the school are invited to make a contribution in accordance with the following suggestions:

- One child in school - £3 per year
- Two children or more in school - £2 per year, per child.

This fund helps to fund activities such as educational visits and other enhancements to the curriculum.

## **BEHAVIOUR FOR LEARNING**

We expect the highest standard of discipline and appearance both in and out of school. We aim to provide an atmosphere in the classroom which promotes good teaching and learning and a respect for the needs of others. Pupils are strongly encouraged to always act with good manners and common sense. However, for those whose behaviour falls below our expected standards we have a system of punishments which include after school detention. You will of course be given prior notice of any detention.

For more serious breaches of discipline, we will ask parents to come to school to discuss the behaviour of their child. We believe strongly in keeping parents informed if problems occur. Your support is very important if we are to maintain our high standards.

## **DISCIPLINE FOR LEARNING**

A clear code of conduct (set of rules) backed by a balanced combination of rewards and punishment. The philosophy behind the discipline plan has three main elements: A Set of Rules which operates throughout the whole school. These rules are placed in a strategic place in every classroom.

## **CLASSROOM RULES**

- Be punctual.
- Bring required equipment.
- Listen to, and follow instructions immediately.
- Work quietly and let others work without interruption.
- Work to the best of your ability and ensure homework is given in on time.
- Raise your hand if you need attention, and wait.
- Follow the safety rules.
- Obey all school rules.

## **REWARDS**

Rewards are given for:

- Effort.
- Work of particularly good quality.
- Consistently good behaviour.
- Full attendance.
- 100% punctuality.

## **BEHAVIOUR GUIDELINES AROUND THE SCHOOL**

- Move around the school quietly.
- Walk, do not run and keep to the left in corridors and on stairs.
- Wear the correct school uniform at all times.
- Be polite.
- Show respect and consideration for others, for their property and for our shared environment.
- Remain on site unless given permission to leave by a senior member of staff.
- No eating or drinking in classrooms.
- Put all litter into litter bins.

## **ANTI BULLYING**

At St Cyres School we believe all pupils are entitled to an education free from humiliation, oppression and abuse. The school therefore treats any acts of bullying, in any form, very seriously and we have a range of proactive anti bullying strategies. A comprehensive anti -bullying policy is in place. This includes an Anti-Bullying Charter which is displayed in all classrooms. 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 PSE course.

Copies of the full discipline and anti-bullying policies are available from the Head of School Administration.

## **CHARITY AT ST CYRES**

St Cyres School pupils are still keen to support others who may be in situations less fortunate. This altruistic attitude continues to be a strong ethos within the school framework and we take pride in knowing that our young people are growing up actively informed or involved in current issues. In addition to the events held during the school day many of our pupils are also inspired to volunteer at local charitable organisations.

It must be noted that the fund raising which takes place in St Cyres School is undertaken primarily by the pupils and it is to their great credit that they do so with such enthusiasm and motivation. We are extremely proud of their efforts.

## **THE DUKE OF EDINBURGH AWARD SCHEME**

The school has run this important scheme over many years. We have a very good take-up. An average of between forty and fifty pupils take the Bronze Award. This scheme has been devised to encourage young people between the ages of fourteen and twenty-five to take up the challenge of extending themselves, in their own time, in four different fields of activity.

The four fields are:

- Undertaking a challenging expedition following training in navigation, camp-craft and first aid.
- Learning a new skill, or progressing in a skill which the candidate is already pursuing.
- Learning a new sport, or progressing in a sport in which the candidate already participates.
- Carrying out voluntary service within the community.

A significant number of our students continue with the Silver or Gold Award through the Community Education Service which runs evening courses at the school.

## **MUSIC AT ST CYRES**

Music develops children in a unique way. It encourages pupils to explore their natural creativity within a structured format. Children learn vital social and communication skills through group and individual activities. The music department has superb facilities as all pupils have access to a wealth of practice rooms, a recording studio, a drum studio and an ensemble room. All music rooms have ICT facilities and as well as the more traditional approach to composing, performing and appraising, all pupils have the opportunity to use music technology in lessons. At present the music department uses Sibelius and Logic Pro X to deliver music technology, which is industry standard equipment.

At St Cyres, everyone has the opportunity to learn to play a musical instrument and/or study vocal techniques in addition to their classroom activities, with some of the best teachers in South Wales. We offer tuition in both rock and classical styles, catering for all abilities. Many pupils play or sing in one or more of the variety of extra-curricular ensembles run at school and many also participate in external ensembles. Children who are entitled to free school meals can access free instrumental tuition in a number of areas. Pupils have access to practise rooms before school, during break and lunch times and after school.

A high proportion of Key Stage 5 students continue their musical studies at university. As well as the more traditional courses, the music department also offers BTEC Music Technology, BTEC Music (Performing or Composing)

Extra-Curricular ensembles include:

### **Choir**

This group performs regularly at school events and performs a variety of concerts in the community and is open to all year groups.

### **Wind band**

Approximately 25 pupils play in the wind band. Performances include school concerts in and around the community.

### **Productions**

The SPA Faculty stages an annual musical production. This is open to all pupils from all years. Rehearsals take place in the Autumn Term and performances are held in December. Past performances include 'We Will Rock You', 'Grease', 'Hairspray', 'The Wizard of Oz', 'Cinderella', 'The Jungle Book', 'School of Rock' and 'Aladdin'.

### **Extra Classes**

There is an opportunity to take part in Grade 5 theory classes.

### **Radio Station**

The music department provides presenting and producing workshops along with the opportunity for pupils to broadcast their own shows during lunchtimes and after school.

### **SCTV**

This is St Cyres' very own Television Station, allowing pupils to present, produce, film and direct their own TV shows and documentaries.



## **LANGUAGES**

Within the forthcoming academic year, the languages department hopes to offer the following enrichment activities:

### **Euro Club**

Outside of normal school hours all pupils are given the opportunity to develop their linguistic skills beyond the classroom in 'Euro Club'. Here they enjoy games, quizzes, songs and competitions in a variety of languages giving an added dimension to their lessons and an insight into other European countries and customs – not forgetting Wales and its culture, of course.

### **Cultural Experiences**

Foreign visits to Germany and France (such as Christmas market trips, visits to the Rhineland or Normandy) as well as correspondence with pen pals via email are organised for the various year groups when possible. A trip to take part in the St David's Day celebrations at Disneyland Paris is also organised every year. Pupils will also be able to take part in a very active visit to Llangrannog.

### **Language Days**

Pupils are given an insight into foreign cultures and identities during our Languages Days. Here taster sessions are offered on a carousel basis allowing pupils to experience new languages, prepare and taste culinary specialities from a variety of countries, watch and participate in traditional dances, to name but a few.

## **PHYSICAL EDUCATION**

The aims of the department are:

- 1) Ensure pupils enjoy their PE lessons and give them the skills and confidence to find a sport or activity they enjoy and continue to participate or compete in after they leave school.
- 2) To challenge and extend those students who compete to a high level and give them the best opportunity to achieve their full potential.

St Cyres School PE department offers outstanding facilities comprising of a Sports Hall, Dance Studio, large Fitness Suite, all weather outdoor pitches, Cricket wicket, Athletics track and a brand new, full size 3G all-weather pitch.

During PE lessons students will be able to participate in a dynamic and inspiring curriculum, consisting of a wide range of activities. Activities include: Football, Rugby, Gymnastics, Netball, Hockey, Badminton, Basketball, Fitness, Dance, Athletics, Tennis, Welsh Baseball, Outdoor Adventurous Activities, Cricket and Softball.

At Key Stage 4, students will participate in a personalised curriculum to allow them the opportunity to participate in a wide range of activities that meet their individual needs. As well as the activities above, this also includes: Zumba, Aerobics, Yoga, Taekwondo, Judo as well as a range of other sports and activities.

The PE department also offers an expansive range of extra-curricular activities, with clubs running each day after school. There are opportunities to participate in Cross-country running, Football, Badminton, Tennis, Rugby, Athletics and Cricket for both boys and girls. The School also has a 5x60 officer who runs activities including Dodgeball, Table Tennis, Golf, Tennis and many more. Additionally, the PE department organises fixtures and competitions in each of these events as well as a host of other activities. Teams are organised in age groups. Tennis teams are

extremely strong, with teams having reached the Welsh National and GB play-offs in recent years. As a department, we look to continue this success in future.

Furthermore, the department organises the annual ski trip to European resorts such as Kitzbuhel and St Anton in Austria and Jasna in Slovakia.

As a department we offer WJEC Level 2 Award in Sport and Coaching Principles in Years 10 and 11. The qualification is designed to include a variety of aspects of Sport and Coaching including improving their own and others performance, how to assess needs and identify action plans to develop physical fitness for sport or health, and how to coach different groups with different needs. The knowledge and skills gained provide a clear grounding within the sport and sports coaching sectors for those learners that may choose a career in sport, leisure, fitness instruction and coaching. There is also an opportunity for students to work towards a BTEC Sport award in the Sixth Form.

The breadth of opportunity offered to the students at St Cyres School has resulted in many successes at local, county, national and international level, including Olympic medals. Among many students this has resulted in an atmosphere of high expectation and is backed up by constant encouragement from very enthusiastic staff. The numbers of staff involved means that the programme of activities remains personal in scale and results in achievement and success for a large proportion of our students.

## **PHYSICAL EDUCATION**

**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*

Please find below suitable PE kit for students. These are the only items allowed during PE lessons.

### **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.
- 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.

## **School Uniform Policy**

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**

- 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**

### **Uniform Years 7 – 11**

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

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

#### **Skirt – St Cyres pinstripe 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**

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## EXAMPLES OF ACCEPTABLE CLOTHING STYLES

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### 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 the 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 first lesson.
- Pupils to be punctual to all lessons.  
Bring the 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.

## **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.

## **VALUABLES**

Students are requested not to bring anything valuable or large sums of money to school. The school is not liable for any loss or damage incurred. We cannot accept 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 e.g. the case of musical instruments etc.

## **EQUIPMENT**

All parents should supply their children with a dictionary, pens and pencils, calculator, ruler, rubber and a basic set of mathematical instruments. Some items of equipment can also be purchased from the Learning Resource Centre at the school.

**NB:** Tippex is not allowed in school.

Text books etc. may be issued on loan, and pupils will be required to pay for any loss or damage to school books or property

## **EXAMINATION RESULTS 2020**

**Following guidelines from Welsh Government, no school performance data will be published in the prospectus this year.**

## **Sixth Form**

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

Students wishing to transfer to St Cyres School from other schools should speak to the Sixth Form Office about entrance requirements. Tel: 02920 352487.