



# CWMBRAN HIGH SCHOOL

## Year 6 Information Booklet



**Welcome to Cwmbran High**

**May 2020**



# CWMBRAN HIGH SCHOOL

## **Key members of staff:**

Mr Jason Hicks  
Interim Headteacher

Mrs Tracey Abdulla  
Deputy Headteacher & Lead for Transition

## **Head of Year 7 & Deputy Head of Year:**

Mrs C Haynes  
Head of Year 7

Mrs R Marshall  
Deputy Head of Year 7

## **School Uniform Supplier:**

Mrs L Ford (Pretty Miss, Cwmbran)

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# A Letter from the Interim Headteacher

“Dear Parents / Carers

I would like to extend a very warm welcome to Cwmbran High School. It is a significant turning point in your child’s education as they transfer to secondary school, and we look forward to working together with you over the coming years. This information booklet will provide you with information about our school which we hope will give you a flavour of what we are about.

We are very conscious of our responsibility for ensuring that while at school your child is safe and happy. Under normal circumstances each pupil would have had an opportunity to visit the school before September, to meet the teachers and other pupils, and to experience a taste of life at our school. Unfortunately, due to the current situation we are having to do things a little differently.

We are working closely with the primary schools to ensure the transition to secondary school is as smooth as possible. To aid this we have created a Google classroom for pupils to access a variety of activities from a range of subjects in CHS that they will be able to complete and share with us in September. This virtual classroom contains a video tour of the school to enable pupils to familiarise themselves with our school site and aid their completion of the pupil transition booklet - also available in the classroom. The school tour is available to view on both the CHS website and via our dedicated transition twitter page. - @transition\_chs

To help ease the transition from Primary School, we have a Transition Team of Form Tutors, led by Mrs C Haynes, Head of Year 7. These Form Tutors also teach Year 7, helping them to get to know the members of their forms better and also giving the pupils a teacher in school whom they will meet with regularly, and who they feel able to approach should problems arise. Mrs Haynes is available to respond to any queries/questions that Year 6 parents may have at this time via her staff email which can be found on the school website.

The staff at Cwmbran High School and I look forward to working with you in making your child’s secondary education a rich and fulfilling experience.”

Yours sincerely,

Mr. J. N. Hicks BA (Hons) MA (Ed)

Interim Headteacher

# Start of Term Arrangements – September 2020

The first day of the Autumn Term for Year 7 is  
**Wednesday 2nd September 2020**

Year 7 pupils will assemble in the Hall  
at 8.30 am

Tuesday 1st September 2020 – Training Day 1 for staff – no pupils in school.

## Pupil Equipment

There will be a big drive on ensuring pupils bring the correct equipment to school every day, so that lessons can start promptly and pupils are able to present their work to the required standard. Please ensure they bring the items required, as detailed on page 15.

Your child's Form Tutor will check that they have the correct equipment every morning during registration. Please support your child by ensuring they have the equipment to learn.

The school will provide a small selection of equipment at cost price. If pupils wish to purchase any basic equipment, they will need to bring money into school with them.

## Pupil Arrival

If you drop your child off by car, please use the Pupil Drop-off Area and observe the traffic control measures at the front of the school. Please do not park in the staff carpark or on the main road outside the school.

Please ensure pupils arrive at school no later than 8.25 am so that they are not late for registration.

# Contacting the School



## BY TELEPHONE:

- a) Please note that the busiest times are between 8.15 a m and 8.35 a m and between 1 pm and 2 pm.
- b) You will be connected to an automated system.
  - To report pupil absence, please use the option for the absence line **(This can be accessed 24 hrs a day)**
  - To speak to Mrs Haynes, please use the option for Head of Year 7.
- c) If the person you wish to speak to is unavailable, please leave a message and they will return your call as soon as possible.
- d) If you wish to email, please check the school website for individual staff email addresses.

## TO MAKE AN APPOINTMENT:

Please leave a message on the required voicemail with your request, a preferred appointment date and time, and the relevant person will contact you as soon as possible.

Mrs Haynes, Head of Year 7 and Mrs Marshall, Deputy Head of Year are always pleased to meet with parents / carers. However, please note that although you are always welcome, interviews / meetings are by appointment only, as staff are mostly teaching all day.

# Communication

Heads of Year will be in regular contact with Parents / Carers, both formally and informally, and have the overview of pupils in their Year Groups.

Form Tutors are the first point of contact for Parents / Carers.

Subject Teachers may contact Parents / Carers about specific incidents or concerns they may have.

## Essential information of a general nature is also posted via:

- ❖ The school website – [www.cwmbranhighschool.co.uk](http://www.cwmbranhighschool.co.uk)
- ❖ Twitter – @CwmbranHigh  
@CwmbranHighYr7  
@transition\_chs



Please note that our Social Media sites are for information purposes ONLY!

If you have an issue or concern, please contact the school directly.

# School Uniform

Wearing the school uniform is a requirement for **ALL** pupils in Years 7 – 11.

**All pupils are expected to follow the school policy for uniform.**

The expectation for uniform is:



## YEARS 7 – 11

- ❖ **White Shirt** (please ensure the collar is large enough as the top button will be done up at all times)
- ❖ **School Tie** (available from Pretty Miss)
- ❖ **Black Cotton V-neck Jumper**
- ❖ **Black Blazer with School Badge** (available from Pretty Miss)
- ❖ **Black Tailored Trousers** (not tight or skinny fit) OR **Black Knee Length Skirt**
- ❖ **Black / Grey Socks / Tights**
- ❖ **Plain Black Shoes** (no daps, trainers or boots)
- ❖ **Plain Black Coat / Jacket**  
(No coloured coats, no large logos or patterns, no sleeveless coats or any type of hoodies will be allowed)

- ❖ **No** jewellery apart from one stud in each ear, one flat ring and a watch
- ❖ **No** facial piercing or tunnel / spike earrings  
(A skin coloured 'plug' may be used for Health & Safety reasons)
- ❖ **No** extreme hair colour or styles
- ❖ **No** obvious make-up or nail varnish

**Pupils should not come to school wearing hoodies, non-school sweatshirts or cardigan**



# Physical Education

At Cwmbran High School, pupils will experience a very diverse range of activities.

To help to encourage all pupils to participate in sport, fitness and physical activities we offer a wide variety of activities both in lesson time and in after school clubs.

Our after school clubs are run by PE Department staff and also by specialised coaches who have been hired by our AYP Officer (5 x 60, Mr Jacob Guy. The 5 x 60 programme has been set up to encourage as many students to participate in a range of activities; 5 times a week for 1 hour each session.

Parent/carer volunteers are always welcome to help run Sports Clubs. Please get involved.

## Boys:

- ❖ reversible rugby top
- ❖ polo top
- ❖ black and purple shorts
- ❖ rugby socks
- ❖ studded football / rugby boots and suitable trainers  
(*Not daps*)



### Optional items:

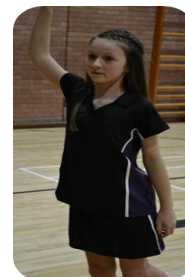
- ❖ hoody (***not to be worn outside of PE***)
- ❖ black base-layer top ('skin')

## Girls:

- ❖ polo top
- ❖ black and purple shorts/skort
- ❖ white socks
- ❖ suitable trainers / training shoes (*not daps*)

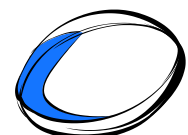
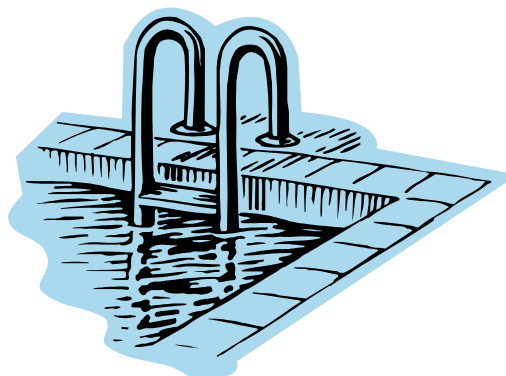
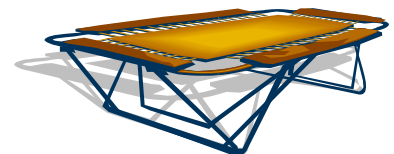
### Optional items:

- ❖ hoody (***not to be worn outside of PE***)
- ❖ black base-layer top ('skin')
- ❖ plain black leggings



# Curriculum Activities Include:

Basketball    Football    Rugby    Gymnastics  
Athletics    Tennis    Cricket    Badminton  
Netball    Swimming    Dance  
Rounders    Zumba    Trampolining  
Aerobics    Dodge Ball    Fitness  
Outdoor & Adventurous Activities



# Steps to Success



- ❖ In the evening, check you have all you need for the next day – pen, pencil, ruler, rubber and books for all of your lessons. Check the timetable to see if you need P E kit and possibly food ingredients.
- ❖ Arrive in school on time.
- ❖ Move from one lesson to another quickly and calmly. Talk to each other quietly when moving around the school.
- ❖ Mobile phones must not be used lessons (unless advised by the teacher); they will be confiscated and returned at the end of the day or a parent/carer may need to pick it up. Mobile phones can be used at break and lunch time but are the pupil's responsibility.
- ❖ **Headphones are only allowed during break and lunch times.**
- ❖ No pupil should chew gum in any of the buildings.
- ❖ Food must be eaten at break and lunch times in the designated areas.
- ❖ Pupils must not leave the school site at any time other than 2.50 pm, only in exceptional circumstances, when written consent is received from the Parent / Carer and approved by the Head of Year.

# Attendance

As a school we reward pupils for their excellent and improved attendance through positive points, certificates, front of canteen queue passes, raffle ticket draws, trips and many more. However, it is acknowledged that pupils' progress is often affected if their attendance drops below 95%. 4 days missed in a half-term means less than 90% attendance.

The LA policy that all schools in Torfaen adopt, state the following as not valid reasons for absence:

- ❖ Family holidays in term time (only in exceptional circumstances)
- ❖ Looking after younger siblings
- ❖ Waiting for visits from representatives of utility companies
- ❖ Waiting for home deliveries
- ❖ Shopping for clothing
- ❖ Hairdressing appointments
- ❖ Birthday treats

**These should be restricted to outside of school hours**

## WHAT PARENTS / CARERS CAN DO TO HELP

- ❖ If you think there may be any issues, don't hesitate to contact the school.
- ❖ Keep a daily record of your child's attendance.
- ❖ Contact the school on the first day of absence and all subsequent days your child may be absent if it is unknown if the absence will be long term.
- ❖ Holidays in term time will **not** be approved except in exceptional circumstances; this decision will remain at the Headteacher's discretion.

**To report pupil absence, please use the option for the absence line  
(This can be accessed 24 hrs a day)**

If you are concerned about your child's education, or become aware that they are missing school, please contact Cwmbran High School, on 01633 643950. The staff will always be interested in the care and wellbeing of your child.

For further information or advice, please contact:

Mrs T Abdulla                      Deputy Headteacher & Transition Leader

Mrs C Haynes                      Head of Year

Mrs C Smith                      Attendance Officer

Mrs S O'Keefe                      Education Welfare Officer

# Rewards

Rewards are a central part of the **Teaching & Learning Policy** within the school.



Formal rewards include:

- ❖ Commendation cards given by a Subject Teacher at any time, to any pupil in Year 7 – 11.
- ❖ Ready to learn credits awarded by a Subject Teacher with credits leading to additional rewards issued throughout the year such as raffle prizes and trips.
- ❖ Star of the Week nominations are suggested by teaching staff and one 'Star' per year group is selected and rewarded by senior staff.
- ❖ Every term a "Celebration of Success" will be given for Year 7 – 11 in an assembly. During the proceedings certificates and/or prizes will be given to the pupils.
- ❖ Pupils who have achieved specific criteria in school during the year will be offered off-site trips as a reward.
- ❖ Excellent and improved attendance is rewarded through positive credits, certificates, front of line break and lunch passes, raffle ticket draws and many more. Pupils at the end of each ½ term who have achieved 100% attendance will be announced in assembly and certificates/vouchers will be presented.

**As important as formal rewards are, ones of an informal nature are just as important. Such rewards include praise for good behaviour, praise for good work, positive marking and telephone calls or texts home.**

# Behaviour Management

At Cwmbran High School, we take a positive approach to pupil behaviour. We expect pupils to make the right choices and behave well so that teachers can focus on teaching. Our rewards policy is outlined previously in this booklet. If pupils do not choose to behave appropriately, we will operate a series of consequences and contact you about these.

We value your support in ensuring that your child's behaviour in school complies with our behaviour policy, so that all pupils have the opportunity to learn in a calm, orderly and positive environment.

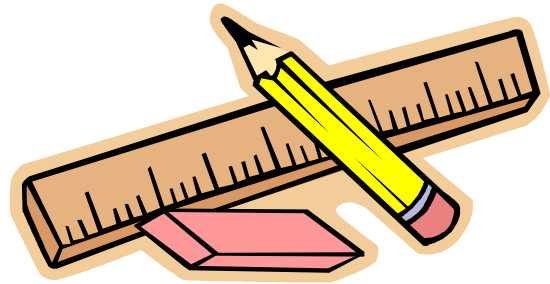
Outlined below are some of the procedures that will be followed at Cwmbran High School to deal with poor behaviour, should it occur:

- ❖ Break / Lunch time detention with class teacher
- ❖ After school detention with Head of Year
- ❖ Meeting with Head of Year / Deputy Head of Year
- ❖ Positive behaviour mentoring support
- ❖ Report Card
- ❖ Internal Exclusion
- ❖ Fixed Term (external) Exclusion / modified day

# Equipment

Pupils are required to bring a suitable bag to school containing the basic equipment outlined below:

- ❖ Black pens and a red pen
- ❖ Pencil
- ❖ Ruler
- ❖ Eraser
- ❖ Sharpener
- ❖ Planner



**Useful Items that pupils may wish to bring:**

- ❖ Coloured pencils/pens
- ❖ Highlighter pens

**Useful subject specific items of equipment may include:**

- ❖ Calculator
- ❖ English dictionary
- ❖ Languages dictionary





## The School Day

REGISTRATION/ ASSEMBLY	8.35 am – 8.55 am
LESSON 1	8.55 am – 9.55 am
LESSON 2	9.57 am – 10.57 am
<i>BREAK</i>	10.57 am – 11.17 am
LESSON 3	11.17 am – 12.17 pm
LESSON 4	12.20 pm – 12.50 pm
<i>LUNCH</i>	12.50 pm – 1.20 pm
LESSON 4 continued	1.20 pm – 1.50 pm
LESSON 5	1.50 pm - 2.50 pm
SCHOOL ENDS	2.50 pm

Homework club is available in the school library 2:50 – 3:50 pm every day



# Year 7 Curriculum

50 HOURS / FORTNIGHT

ENGLISH	8
MATHEMATICS	7
SCIENCE	6
ART & DESIGN	2
HUMANITIES	7
INFORMATION TECHNOLOGY	2
LIFE SKILLS	2
MODERN FOREIGN LANGUAGE	3
PERFORMING ARTS	3
PHYSICAL EDUCATION	3
TECHNOLOGY	4
WELSH	3
TOTAL	50 HOURS

Pupils will be initially set into groups based upon information from primary schools and is subject to change, during the first half term.

## **‘Show My Homework’**

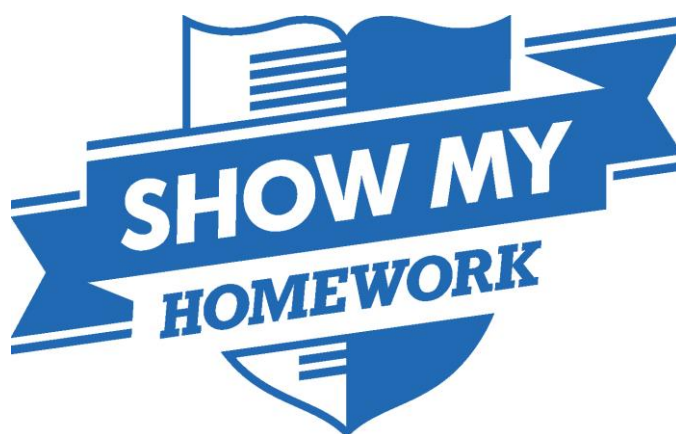
At Cwmbran High School, we use an online system called ‘Show My Homework’. This system allows staff to set the homework for pupils electronically, including additional links to support, and pupils and parents will be automatically informed. Pupils and parents are able to access the system online or through an app that can be downloaded.

This is the primary method of homework communication at Cwmbran High School. It ensures that you and your child are better informed about any homework given and allows us to support you in ensuring homework is more effective in helping your child succeed.

You will be provided with your child and parent log-in for Show My Homework accounts.

Together we can ensure that all our pupils maximise their chances of achieving their full potential.

In order to support pupils with the completion of homework, we have a very useful ‘Homework Club’ on a daily basis. This is run by our School Librarian and our Learning Coach and takes place in the school library everyday between 2:50 and 3:50. Here, pupils will have access to computers, iPads, printers and many other resources to produce high quality homework.





## Canteen Facilities

We would like to welcome you to the canteen at Cwmbran High School. We provide a variety of hot and cold meals to suit all children, with special emphasis on healthy eating.

The Canteen operates on a self-service basis, so that the children may select a meal of their choice; which includes a dessert or fruit or drink. We have several meal deals on sandwiches, jacket potato and breakfast.

Freshly made paninis and a Pasta Bar, in addition to the freshly made Salad Bar, which has a large variety of salads and at least two protein options each day. We also offer a variety of vegetarian dishes.

If your child is involved in lunchtime activities, we provide a packed lunch consisting of a sandwich, drink and a piece of fruit. There are a large selection of drinks available, which include fruit juice, bottled water, milk shakes and fresh milk.

Throughout the year there will be special offers and promotions which will include theme days etc.

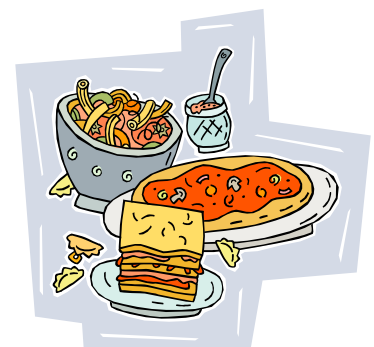
If you have a child who has a special dietary requirement, please do not hesitate to contact the Catering Manager.

The school operates a cashless system and your child will be logged onto this system on the first morning. Please complete the form attached at the back of the booklet.

We hope your child will enjoy the food that we have to offer.

**NB: Initially Year 7 pupils will be allowed to leave Lesson 2 and lesson 4 10 minutes early, to allow them to access the canteen before other pupils, while they settle into CHS.**

Catering Manager  
TCBC



# Safety & Security



**ALL Year 7 pupils MUST remain on site during the school day**

## **YOUR CHILD'S SAFETY STARTS HERE**

Unannounced visitors, including parents/carers, are not allowed onto school site during the school day. We expect all visitors, including parents/carers, to be polite and to adhere to expectations of reasonable and responsible behaviour. Please be aware that CCTV is in operation at all times.

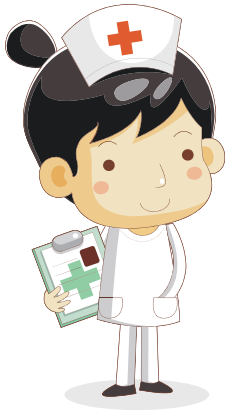
Please adhere to the regulations set out below:

- Children brought to school by car should be dropped off and collected from the school's '**Pupil Drop Off**' area.
- Slip roads into and out of the school must remain clear. **No parking is permitted in these areas at any time.**
- Parents/carers and visitors **must adhere to traffic flow systems at all times.**

**Report any accident / incidents immediately, to the school Receptionist as and when they occur, recording as much information as possible e.g. name of person, injury sustained, vehicle etc.**

**Please complete the following forms and return to the school as soon as possible.**

1. Medical
2. Confidential pupil information
3. Photography/Media in school
4. Cashless Catering
5. Parent/Carer (s) Suggestion Form



# Medical

Under the "Safety at Work Act" the Government will not allow schools to stock any form of medication.

If your son/daughter suffers from any medical complaint you must provide the necessary medication accompanied by the form below. The medication must be in the original packaging with details of dosage and information sheet.

If your child needs to use an EpiPen we **MUST** have an up-to-date one in school. Failure to provide the school with an EpiPen will result in your child being sent home for Health and Safety reasons.

If your child uses an asthma pump please can you ensure they carry one with them at all times.

## MEDICATION BROUGHT/SENT INTO SCHOOL BY PARENTS/CARERS

PUPIL NAME ..... D O B .....

ADDRESS .....

.....  
.....

TELEPHONE: HOME ..... WORK .....

TYPE OF MEDICATION .....

DOSE TO BE GIVEN .....

DOSAGE TIMES .....

REASON FOR MEDICATION .....

.....  
.....

*I hereby consent that the above medication may be given to my son/daughter by a member of the school staff and I will inform the school in writing when the medication is discontinued.*

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

# Confidential Pupil Information

**PLEASE COMPLETE IN BLOCK CAPITALS**

PUPIL SURNAME: \_\_\_\_\_

FORENAME: \_\_\_\_\_

OTHER NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SEX: \_\_\_\_\_



## **PUPIL ADDRESS**

HOUSE/STREET: \_\_\_\_\_

DISTRICT \_\_\_\_\_

TOWN \_\_\_\_\_

COUNTY \_\_\_\_\_

POST CODE \_\_\_\_\_

HOME TEL NUMBER \_\_\_\_\_

## **NAMES OF PARENTS/CARERS AT THIS ADDRESS**

(1) \_\_\_\_\_ Relationship \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Work: \_\_\_\_\_

(2) \_\_\_\_\_ Relationship \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Work: \_\_\_\_\_

**PLEASE GIVE DETAILS BELOW OF TWO ADDITIONAL PEOPLE WHO CAN BE CONTACTED IN CASE OF AN EMERGENCY:**

### **EMERGENCY CONTACT 1**

NAME: \_\_\_\_\_

DAY TIME TEL NO \_\_\_\_\_

DAY TIME PLACE OF CONTACT (ADDRESS) \_\_\_\_\_

RELATIONSHIP TO PUPIL \_\_\_\_\_

**EMERGENCY CONTACT 2**

NAME: \_\_\_\_\_

DAY TIME TEL NO \_\_\_\_\_

DAY TIME PLACE OF CONTACT (ADDRESS) \_\_\_\_\_

RELATIONSHIP TO PUPIL \_\_\_\_\_

NAME AND ADDRSS OF PREVIOUS SCHOOL \_\_\_\_\_

FREE MEAL ENTITLEMENT YES/NO

NAME AND ADDRESS OF DOCTOR \_\_\_\_\_

**Pupil Ethnic Origin**

White British <input type="checkbox"/>	African <input type="checkbox"/>	Any other <input type="checkbox"/> Asian background	Any other <input type="checkbox"/> Black background	Any other <input type="checkbox"/> Ethnic background
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Any other <input type="checkbox"/> mixed background	Any other <input type="checkbox"/> White background	Bangladeshi <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese or <input type="checkbox"/> Chinese British
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Indian <input type="checkbox"/>	White and <input type="checkbox"/> Asian	Pakistani <input type="checkbox"/>	White and <input type="checkbox"/> Black African	White and <input type="checkbox"/> Black Caribbean
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Traveller of <input type="checkbox"/> Irish Heritage
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**Pupil Nationality (optional)**  
e.g. (Welsh, English, British, Irish etc.)

**Does Pupil Speak Welsh**  
Yes  No

**If yes is it spoken at home with  
Parents and/or Siblings?** \_\_\_\_\_

**Religion (optional)** \_\_\_\_\_

ANY OTHER INFORMATION YOU CONSIDER TO BE RELEVANT, VALUABLE OR NECESSARY:

\_\_\_\_\_

**SIGNED** \_\_\_\_\_ (Parent/Carer)

**DATE** \_\_\_\_\_

**PLEASE NOTIFY THE SCHOOL AS SOON AS POSSIBLE IF ANY OF THE ABOVE INFORMATION CHANGES.**

<b><i>For Head of Year to complete before return to Reception</i></b>	
YEAR GROUP	_____
REG GROUP	_____
DATE STARTED	_____



## CASHLESS CATERING – USE OF BIOMETRIC INFORMATION CONSENT FORM

### CWMBRAN HIGH SCHOOL

Please complete, sign and date the form below to indicate whether you give consent for the school to register your child for the biometric Cashless Catering System. If you wish to amend your consent at a future date, you should confirm this in writing to the school.

	<i>Please tick as applicable</i>
I/We confirm consent for my/our child to be registered on the school's biometric Cashless Catering System.  The biometric information will be used for this purpose until my child leaves school or ceases to use the system.	<input type="checkbox"/>
I/We do not wish our child to be registered on the school's biometric Cashless Catering System and request that an alternative method of identification is provided.	<input type="checkbox"/>

Child's Name	Form Name/No	Relationship to Child

Name of Parent: ..... (block capitals)

Signature: .....

Date: .....

## PHOTOGRAPHY / MEDIA IN SCHOOL

Please complete and return.

I am willing for my child \_\_\_\_\_ of \_\_\_\_\_ (Form)  
to be photographed, videoed or have a visual record made.

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_



## VOICE RECORDING IN SCHOOL

Please complete and return.

I am willing for my child \_\_\_\_\_ of \_\_\_\_\_ (Form)  
to have an audio recording made.

Signed: \_\_\_\_\_ (Parent/Carer)

Date: \_\_\_\_\_

# Parent / Carer Suggestion Form

Dear Mrs Abdulla

I would like to make the following suggestion which I think might improve the service provided by the school:

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I understand that you will give this your careful consideration and inform me of the outcome.

Yours sincerely

..... Parent/Carer signature

..... Date

I can be contacted during the day by telephoning this number:

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