

IN YEAR TRANSFER INFORMATION BOOKLET



This Booklet provides parents and prospective students with
information about Penglais School

Tel: 01970 624811

E-mail: admin@penglais.org.uk

Website: www.penglais.org.uk

Facebook: Ysgol Penglais School

Twitter: @PenglaisSchool

Welcome to Penglais School



Joining a new school is bound to be exciting and perhaps a little worrying as well! Penglais is a large school, with over 1,200 students, but it is a very friendly school and we are sure that you will quickly feel at home.

We are very interested in **you** and in helping **you** to get the most out of your secondary education. There are plenty of opportunities at Penglais, in the classroom, in sport and music, in our clubs, societies and educational visits and you will certainly be encouraged in all these activities.

We intend to provide you with a first-class education and hope that you will enjoy your time with us. We are proud of our school and its achievements and want you to take pride in what will shortly be **your** school. We expect high standards of courtesy, work and behaviour. Consideration for others is regarded as **very important** and our rules are designed to allow everyone to work successfully, safely and enjoyably.

We hope you have an excellent learning experience at Penglais School.

Ms Hughes

Headteacher

PENGLAIS SCHOOL'S VISION

Ysgol Penglais School is a **HAPPY, AMBITIOUS AND HIGH ACHIEVING** school where everyone is **RESPECTED** and **VALUED**. We are a **STRONG COMMUNITY** where **EVERYONE CARES FOR EACH OTHER**, knowing that only through **COLLABORATION AND RESPECT** will we achieve and **BECOME OUR VERY BEST**. The school is **VIBRANT** with students and staff **CO-OPERATING, LEARNING, THINKING** and **WORKING HARD**. We recognise that **OVERCOMING CHALLENGES IS KEY TO SUCCESS** and by **DEVELOPING BRAVERY, CONFIDENCE AND RESILIENCE** our students will become **SUCCESSFUL CITIZENS OF THEIR COMMUNITIES, WALES AND THE WORLD**.



PENGLAIS SCHOOL VALUES

**BE RESPECTFUL AND
KIND**

**BE AMBITIOUS AND
RESILIENT**

**DEVELOP
INDEPENDENCE AND
CONFIDENCE**

**TAKE PRIDE IN
BELONGING TO OUR
COMMUNITY**

**CELEBRATE DIVERSITY
AND SUCCESS**

Useful Information/ Gwybodaeth Ddefnyddiol

Name	Ysgol Penglais School
Headteacher	Ms Mair Hughes
Address/ Cyfeiriad	Waunfawr, Aberystwyth, Ceredigion, SY23 3AW
Telephone Number	01970 624811
E-mail address	admin@penglais.org.uk
Website	www.penglais.org.uk
School motto	Courage. Strength. Heart.

The School Day

Time of Day	KS3	KS4 & KS5
8.45am – 9.15am	Tutor Time	Tutor Time for KS4 only
9.15am – 11.25am	Session 1	Session 1
<i>10.05am – 10.35am</i>	<i>Break</i>	
<i>10.55am – 11.25am</i>		<i>Break</i>
11.25am – 1.35pm	Session 2	Session 2
<i>12.15pm – 12.45pm</i>	<i>Lunch</i>	
<i>1.05pm – 1.35pm</i>		<i>Lunch</i>
1.35pm – 3.15pm	Session 3	Session 3

Anti-Bullying and Kindness Policy

We expect all students to feel respected and to show respect and kindness to all members of the community. We deal with any incidents when they are reported to us and the school's anti-bullying and kindness policy is available on the school website or on request from the school.

Attendance

A high level of attendance is crucial to a student's success. Parents must contact the school if their child is too ill to attend. For an absence to be authorised parents need to either telephone, e-mail (attendance@penglais.org.uk) or write a note giving the reason for absence. The authority's Education Inclusion Officer works closely with the school to support attendance and may be present at interviews where a student's attendance falls below an acceptable level. The school lessons start at 8.45 a.m. each morning and afternoon school starts 1.10 p.m.

Behaviour

The school expects high standards of behaviour, respect and courtesy. It is committed to creating a safe learning environment in which students can achieve their aspirations. Key to this is the school's Positive Behaviour Policy. We also use Restorative Practice to resolve issues.

Bicycles and Scooters

Students who choose to travel to and from school on bicycles should leave them during the school day in the bicycle shed. This is located by the front doors of the school. Bicycles should be padlocked. The school accepts no responsibility for the loss or damage of any bicycle on site. Skateboards are not allowed.

Buses

Students who live more than 3 miles away from school may be entitled to free school transport. Bus passes are issued to students, who are entitled to travel on a free bus service, in the September of each academic year. New students to the school must fill in a bus pass request form available from the School Reception. Bus passes will then be issued by the authority's Transport Department. Students should always keep their bus passes with them as they may be required to show the pass to the bus driver or a representative of the authority or bus company. Students may only travel on the bus allocated to them.

Careers

All students have access to the school's Careers Library. There are Careers Officers who work closely with students at Penglais.

Cars

Parents **must not** drive onto the school site to either drop off or collect students. (An exception will be made for students with mobility problems).

The school is aware this may be inconvenient for parents; however, the safety of the students

on site must be paramount. If the volume of traffic is reduced, so is the likelihood of an accident.

Canteen

The school has a healthy eating policy. Breakfasts are available between 8.30 and 8.45am. Hot and cold snack and sandwiches are available during break time. Students who take part in lunch time activities find this system particularly useful. A selection of hot and cold meals are served at lunch time. Daily 'specials' are available. Parents can request a print-out of their child's purchases from the Finance Office.

Cashless System for the Canteen

The school operates a cashless system for purchasing food. Students are issued with a dinner card which resembles a bank card and are also given an account. Parents can credit this account by sending into school a cheque made payable to Ceredigion County Council with the student's name on the back of the cheque. Coins and notes can be used to top up a card by using the Revaluation Machines.

Contact Details

It is important that the school is immediately made aware of any changes to contact details. Changes of address, home and mobile phone numbers and e-mail addresses should be sent to the Head of Year so that the school's data base can be updated.

Counsellor

The school has two part time counsellors who work during school hours. Students can self-refer to the counsellor or parents/ guardians may refer their child. Parents should contact their child's Head of Year to access this service.

Child Protection Policy

Mrs Mererid Thomas is the school's Child Protection Co-ordinator. All staff are trained in matters of child protection. The school's policy is available to view on the school website or may be requested from the school.

Classcharts

Classcharts is an app that the school uses so that parents are kept informed of their child's progress at school. Information regarding behaviour, achievement and homework can be accessed at any time by parents. Please contact the school for the relevant code.

Computers and the Internet

All parents are asked to sign the ICT acceptable user policy on the school's admission form. Every student has their own account on the school network and they are actively encouraged to use it to enhance their learning. Misuse of the IT facilities or network could result in a student's access to the internet being withdrawn. The school also has a Smoothwall filter system and all activity on the school's system is monitored.

Contacting the school

The school's contact details are published at the front of this booklet and on the school website. We ask that all communication with the school is respectful.

Damage or loss of school property

Charges will be made to recover the cost of damage or loss of school property. Students will be given exercise and text books in many subjects and may be asked to cover them. Students will need to look after exercise books and textbooks to avoid expensive replacements.

Free School Meals

Parents should continue to sign the appropriate forms issued by the authority for students entitled to free school meals. Each day a student who is entitled to free school meals should use his or her dinner card. If a student wants to spend more than their entitlement he/she should put money on the card in the same way as other students.

Hafan

Hafan is an environment which helps to support students in the school community. Students who require emotional support can also access help in this area.

Health and Safety Policy

This is available on the school website. Risk Assessments are carried out for school activities. Students will be instructed about fire drills and practices are organised on a termly basis. Students in particular should follow the safety instructions given by teachers concerning safety in laboratories, technology rooms and PE lessons. Scissors, pen knives or any sharp objects should not be brought into school.

Homework

Homework is work set by teachers to be completed outside the classroom. Homework is set and recorded on Classcharts. Teachers will set appropriate homework to support the classroom work. Students who do not complete homework on time will receive a warning in the first instance. If a student continues not to hand in homework it can result in a department detention at lunch time.

Illness and Accidents

Parents will be contacted if their child becomes ill or has an accident in school and it is deemed necessary for the child to go home. In the case of an emergency, a member of staff will accompany a student to the Accident and Emergency unit in Bronglais Hospital. Parents should go straight to the hospital. **Students must not contact home directly** and ask for parents to collect them; authorisation for any student to be sent home can only come from the Head of Year.

Library

Our Library is a central part of school life and is a pleasant place to work. The School Library is a large purpose-built area where students can work during breaks and lunch times. The Opening times are from 8.15am until 3.30pm. There is also a Homework Session held there twice a week.

Lockers.

The school has a limited number of lockers available for hire. A £5.00 annual charge is made with £5.00 deposit.

Medical Appointments

Appointments should be made whenever possible outside school hours. When this is not possible parents should contact the Head of Year in writing to inform the school about the appointment. Every opportunity should be made to minimise the student's time out of school. Students are expected to catch up on the work they have missed whilst being out of school. It is important that a student signs out of school at the Attendance office and signs back in on his/her return.

Mobile Phones

The school's policy on the use of mobile phones is clear. Students must not use mobile phones at all during the school day. Mobiles must be **switched off** and placed in students' bags. **Mobile phones must not be taken into any external examinations. Please note the school does not accept responsibility for the loss or damage of a mobile phone.**

Music and Drama Productions

The school has very active Music and Drama Departments. Students of the school regularly perform in concerts at the school and local venues. Once committed to a performance, students are expected to participate. The school warmly extends an invitation to parents/guardians and friends of the school to attend school performances.

Packed Lunches

Students are welcome to bring packed lunches to school. The school operates a healthy eating policy and students are encouraged to eat balanced and healthy packed lunches.

Photographs of students

From time to time the school films or uses images of students for media purposes. At the time of joining the school, parents are asked for their consent for using images of their child. If a parent does not wish for their child's image to be used they should put this in writing to the Headteacher. Photographs are taken of all Year 7 students during the first weeks in September. Parents will have the option to purchase these photographs.

Peripatetic Music Lessons

Students can receive Music lessons for voice and musical instruments. The Music Department

actively encourages students to join bands, ensembles and choirs. Students receiving peripatetic lessons are charged according to the Ceredigion Policy.

Possessions

Students are actively encouraged not to bring large sums of money, mobile phones, electronic devices and other high value items to school. Students have to take responsibility for the safe keeping of their own possessions. Please ensure that all uniform and equipment is clearly marked with the student's name. This will help us to return property to students.

ParentMail

ParentMail is the system which allows parents to receive communication from the school. Please contact the school for more information.

Parents' Evenings and Curriculum Evenings

Parents' Evenings are organised throughout the school year. During September there are Curriculum Evenings outlining the courses for each year group. A letter is sent home asking parents to indicate which teachers they would like to meet. Students then organise the times of these appointments with their teachers. Students should inform teachers immediately if their parents are unable to attend the appointments.

PTA

The school has an active PTA and parents are encouraged to join this association. The Penglais School PTA organises the Christmas Fayre and the popular Curry Evening. The PTA actively supports all fundraising in the school.

Reports

Each student receives a full Progress Report once a year. This report will contain comments made by subject teachers. The report also contains a student's global grade and an indication of whether the student is working towards achieving this. Interim Progress Reports are issued twice a year and indicate briefly if a student is on target. Parents can discuss these reports with a student's Head of Year.

Smoking

The school is a no smoking environment. Students found smoking will be offered advice by Choices and will incur sanctions.

School Grounds

Once a student arrives in school he or she must not leave the school site without permission until the end of the school day. Written request from a parent/ guardian asking for a student to leave school during the school day must be approved by the Head of Year. At certain times of year, usually during inclement weather large grass areas are out of bounds and students will be informed of this. Likewise, some areas of the school particularly during the external examination period will also be out of bounds to students.

Uniform

The school uniform is outlined on the school website. The wearing of uniform is compulsory. Should parents have any difficulty in purchasing school uniform then they should contact your child's Head of Year.

Urdd

Students regularly take part in Urdd activities. Membership registration takes place during the school year. Details are available from the Welsh department.

Visitors

All visitors to the school are asked to report to the school's reception. Visitors are required to 'sign in' and to wear a badge whilst on school site. They will be escorted to their meeting room and must sign out and return their badge as they leave

Walking to School

Students living within walking distance of the school should exercise extreme caution when walking to and from school. The roads in and around the school are very busy between 8.30am and 9.00am and again between 2.50pm and 3.40pm.

Website

The school website can be accessed at www.penglais.org.uk. A significant amount of information about the school can be found on this site. We would welcome feedback about our website.

SCHOOL ATTENDANCE

The school has an attendance target of 95%. Should your child be unwell then parents should contact the school on the first day of absence. School attendance is discussed weekly with Heads of Year, Senior Leadership and the Education Inclusion Officer from the Local Authority. Parents are contacted when there are any concerns.

Some interesting facts on attendance...

- Parents have the legal responsibility to ensure that their children attend school.
- Absences can only be authorised by the headteacher.
- There are 365 days in a year, 190 days in the school year and 175 non-school days to enjoy holidays.
- School has been instructed that holidays will be marked as an unauthorised absence.
- Unnecessary absences and holidays result in students missing out in their education.

How parents can help their child...

- Make sure that your child is punctual and comes to school each day.
- If your child starts to miss school it is important to work with us to help your child.
- If your child is not going to be in school it is important that you ring the school attendance office on 01970 621124 on the first day of absence, explaining the reason for the above.

How we support good attendance and punctuality...

- We acknowledge the children with a very good attendance record.
- We work closely with our Education Inclusion Officer.
- We are happy to meet with parents to discuss support strategies where appropriate.

Our attendance policy can be viewed on our school website www.penglais.org.uk





