



PENCOED COMPREHENSIVE



| GORAU ARF ARF DYSG

Key Information For Parents & Carers

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A Message from the Head

Dear Parent / Carer,

Thank you to those of you who have replied to my recent letter, providing the following details. To those who haven't I would be grateful if you could email us as soon as possible so that we can ensure accurate communication channels. Please email us at transition@pencoedcomp@bridgend.gov.uk using an email address that you check regularly with the following information:

- ☐ Child's name
- ☐ Child's current school
- ☐ Parent / Carer name
- ☐ Current address
- ☐ A mobile number we can text you on

I have decided to send out our 'Key Information for Parents and Carers' booklet, as I would usually do at this time of year. I think that, whilst this information may not be fully accurate to our return this September, due to Covid -19, it contains important information about our school, and its usual procedures, that you do need to know.

I also enclose a letter from Mrs Davies, Year 7 Progress and Wellbeing Leader, and a 'Moving on up' booklet for your child. Again, this relates to our usual return but it will provide them with important information and has activities they can complete to begin their transition to secondary school.

As a school we have also decided to set some learning challenges to begin the transition process for students which will be posted on our social media accounts and emailed to you. We would encourage you to support your child in completing these challenges and then emailing completed work to the transition email account or Tweet @PcsYr6.

I will, of course, provide you with further details of what to expect in September, as soon as we have completed our planning; which will include details of the school day, timings of the school day, timetables, term times, information about lessons, transport to school, uniform and PE kit, school dinners and all other aspects.

Please also remember to follow our official social media sites including: @PencoedComp on Twitter, www.facebook.com/PencoedComp and the dedicated Year 6 Twitter @PcsYr6.

Take care, stay safe and keep in touch!

Mr E Jones

Head Teacher

This section contains answers to some of the most frequently asked questions we receive from parents and carers of pupils new to the school.

We hope you will find this information useful, and help you to support your child during their transition to Pencoed Comprehensive.

If you have a question or query which is not addressed in this booklet, please call the school on 01656 867100, or email pencoed.comp@bridgend.gov.uk, and we will endeavour to respond as soon as we can. Please note that this account is not monitored during school holidays. Year 7 Progress and Wellbeing Leader, Mrs Davies, can be contacted at sharon.davies@bridgend.gov.uk

Additional information, which you may also find useful, can be found on our school website (www.pencoedcs.bridgend.sch.uk), and official social media accounts (@PencoedComp, @PencoedCompYr7 on Twitter, and PencoedComp on Facebook).

We look forward to seeing you in September.

What is the school timetable like?

Pencoed Comprehensive operates on a fortnightly timetable. The first week of term will be 'Week 1', and the rest of the term will follow from there. If at any point you are unsure what week it is, you can check the Parent App, or the school's Facebook or Twitter feeds.

Pupils have a total of 50 lessons per fortnight:

- 7x English
- 7x Maths
- 5x Science
- 3x Welsh
- 9 x Humanities (incorporating History, Geography and R.E.)
- 2x I.T.
- 3x Technology (incorporating Food, Textiles, and Engineering)
- 5x Expressive Arts (incorporating Art, Dance, Drama, Media, and Music)
- 3x Modern Foreign Languages (French or Spanish)
- 3x P.E./ Games
- 3x iAspire

The school day is structured as follows:	
8.40-8.55am	Registration
8.55-9.55am	Lesson 1
9.55-10.55am	Lesson 2
10.55-11.15am	Break
11.15am-12.15pm	Lesson 3
12.15-1.15pm	Lesson 4
1.15-1.55pm	Lunch
1.55-2.55	Lesson 5

What baseline tests and assessments will my child do?

During their first few weeks at Pencoed Comprehensive Year 7 pupils usually complete a series of important baseline tests and assessments. Not only do these allow staff to get a better idea of a child's understanding and ability, but it enables them to differentiate and tailor classwork appropriately to support and challenge pupils. In addition, some departments may use these to help support the organisation of classes by ability, alongside information received from primary schools.

Pupils are not required to do any form of revision for these particular tests and assessments, and should not be concerned that the results will have a significant impact on the rest of their time at Pencoed Comprehensive. They are a means to track and supports pupils' progress.

What are Health and Wellbeing Days?

Throughout Key Stage 3 and 4, pupils take part in 'Health and Wellbeing Days', which support the delivery of the PSE curriculum. During these days, the normal timetable is suspended, and pupils are involved in a range of sessions and activities covering subjects such as healthy eating, keeping fit, and the new statutory relationship and sexual education curriculum.

Parents and carers will be informed in advance if pupils are required to bring any specific equipment or clothing, otherwise they should bring their everyday school equipment



How will I be updated about my child's progress?

Year 7 parents and carers will be invited to attend a Parents Evening. This is an excellent opportunity to talk with individual subject teachers about how your child is settling in to their lesson.

Year 7 pupils will be issued with a schedule, and it is up to them to make appointments with their subject teachers. These appointments are available between 3.30pm and 6.30pm, in 10 minute time slots. It is at your discretion whether you visit every subject.

A full report of each Year 7 pupils' progress, complete with targets and comments from staff, is distributed annually to parents and carers, in March.

In the interim, you will receive quarterly Progress Tracking reports via the SIMs Parent App, or email. These will include information regarding pupils' attitude to learning, their end of year target level, and their current level for each subject.



Key Contacts:

- Mrs S. Davies - Year 7 Progress and Wellbeing Leader
- Mrs N. Perkins - Additional Learning Needs Co-Ordinator
- Mr E. Jones - Head Teacher
- Mrs N. Charles - Deputy Head Teacher
- Mrs C. Edwards - Assistant Head Teacher
- Mr R. Green - Assistant Head Teacher

What is the school's uniform?

- Black trousers or knee length black skirts – **tight, short lycra skirts are not allowed. Jeans, leggings, jeggings, tracksuit bottoms, shorts or cropped trousers are also prohibited;**
- White shirt;
- Tie in one of 4 house colours (red, blue, green, yellow). Students will be allocated a house colour;
- Black v-neck sweater with school logo – **no cardigans or hoodies allowed;**
- Warm, waterproof/water-resistant outer coat – **no sports jackets or tracksuit tops;**
- Optional – white polo shirt with school logo – **summer term only, after Easter holidays;**
- Black leather school shoes – **no suede or fabric shoes, no trainers or sports shoes allowed.** Following pupil consultation, plain black leather trainer 'style' shoes are now permitted.

On health and safety grounds we do not allow pupils to wear any loose jewellery in our school. The exceptions to this rule are a wrist watch and one pair of small, round stud earrings - NO TUNNELS, OR SPIKED GUAGES. We ask the pupils to remove these objects during PE and games, to prevent them from causing injury. PLEASE NOTE, NO FACIAL JEWELERY SUCH AS NOSE, LIP, TONGUE OR EYEBROW PIERCINGS ARE PERMITTED.

The school does not permit pupils to have 'extreme' haircuts and unnatural hair colours (e.g. Blue, green, pink etc), that could serve as a distraction to other pupils. Only basic hair accessories to be worn i.e. scrunchies, bobbles, and narrow, plain hairbands.

Is there any specific equipment my child needs?

Year 7 pupils will need a suitably stocked pencil case, containing a ruler, eraser, pencil, pen, protractor, compass and scientific calculator – which can be purchased from the Maths Dept. All Key Stage 3 pupils are expected to have a reading book in their bag, this can either be borrowed from the school library, or brought from home.

Year 7 pupils will need to bring kit for Games and PE lessons, which should consist of:

- White polo shirt, with school logo – **pupils must have a separate polo shirt to change into for PE and Games during the summer months;**
- Black shorts or leggings;
- Rugby sock in school colours
- Maroon hoodie, with school logo/rugby shirt in school colours;
- Trainers/studded boots.

Can my child bring a mobile phone or other electronic device to school?

Mobile phones, tablets, MP3 players and other such devices are brought to school at your own risk. **The school is not liable for the theft or loss of any such device.** If brought to school, mobile phones should be switched off, and kept in the pupil's bag, unless otherwise directed by the class teacher for the purpose of learning enhancement. Pupils may use their phones at break and lunchtime, outside of the main school buildings. **PUPILS ARE NOT PERMITTED TO PHOTOGRAPH OR FILM ON THE SCHOOL SITE.**

Will my child be taught in mixed sets, or grouped by ability?

In Year 7, the majority of your child's lessons will be taught in mixed ability groups. However, after an initial 'settling-in' period, Year 7 pupils will be taught in sets grouped by ability for some subjects, such as English and Maths. These groups are determined by internal assessments, as well as the data provided by our feeder primaries.

How can I stay informed and up-to-date with school news?

There are a number of ways that the school keeps parents and carers informed:

- The school has official social media channels: Twitter (@PencoedComp); Facebook (www.facebook.com/PencoedComp), and a YouTube channel. These are updated regularly with information regarding the school, as well as highlighting some of the activities that take place within the school. **Please note that these social media channels are for sharing information, as well as pupils' successes and achievements, not as a means of contacting the school.**
- The school sends the majority of formal communication to parents and carers via email (for example, academic progress reports). Please ensure that we have an up-to-date email address, and ensure that the schools mail doesn't go in the 'spam' folder!
- The school also uses the SIMs '**ParentApp**', to allow parents and carers to view their child's timetable, attendance, and any achievement or behaviour points they have been given.
- In place of a school planner, the school uses '**Show My Homework**' to set homework. This can be viewed online or via an app that both parents and pupils can access.

What do the different achievement and behaviour codes mean?

At Pencoed Comprehensive, pupils earn achievement and behaviour points, which are logged via SIMs, and subsequently are visible on the Parent App. The number of achievement points awarded are at the staff's discretion, and will appear as the following codes:

- A1 – Outstanding work;
- A2A – Effort - Over and above;
- A2B – Effort – Positive change;
- A3 – continued extra-curricular activity.

A similar system operates for poor behaviour, using the following codes:

- E1 – Equipment (for example, if a pupil does not have their kit for a games/PE lesson);
- H1 – Homework (for example, not completed, or not being handed in on time;
- B1 – poor behaviour in class.

B1's are issued on a 'three strike' basis, whereby a pupil will receive warnings about their behaviour, and a failure to comply will result in a B1 being logged.

In the unlikely occurrence that a pupils' behaviour continues to deteriorate, further codes and sanctions will be issued, and parents and carers will be contacted to discuss the matter.

What should I do if my child is ill, and unable to attend school?

Either telephone the school on **01656 867104**, or email admin.pencoedcomp@bridgend.gov.uk on the first, and any subsequent days of your child's absence. Unless we have this information, you may be contacted by the Attendance Officer, and the absence recorded as 'unauthorised'.

What if my child becomes ill during the school day?

If a pupil becomes ill during the school day, they will need to go to Pupil Reception, and ask that a parent or carer be contacted to collect them. **Pupils should not contact home to arrange to be collected themselves**, as they will need to be signed out through Pupil Reception, otherwise their absence will be recorded as unauthorised.

However, this should only be in a genuine emergency – pupils often find they may feel better as the day progresses. It should be noted that pupils asking to be sent home for minor ailments will be encouraged to remain in school.

What if my child has a medical or dental appointment during the school day?

Where possible, medical and dental appointments should be made outside of school hours. Where this is not possible, contact the school in advance, or send your child to pupil reception with a note detailing what time they are to leave and return. This can then be logged on the registration system. **All pupils MUST sign out at Pupil Reception before leaving school site with an appropriate adult.** Pupils will not be allowed to leave school site on their own.

What if my child arrives late for school?

For pupils arriving late due to medical or dental appointments, please follow the guidance above. Pupils arriving after 8.55am will need to sign in at Pupil Reception.

Who should I contact if my child loses their bus pass, or requires a new bus pass?

Pupils will be provided by the council with free transport if they attend their catchment school, and live three miles or more from the school. Any replacement or new bus passes can only be obtained from the council.

- Pupils living within **Bridgend County Borough Council**, will need contact **01656 643643**, or email **SchoolTransport@bridgend.gov.uk**.
- Pupils living within **Rhondda Cynon Taff County Borough Council** will need to contact **01443 425001**, or email **HomeToSchoolTransport@rctcbc.gov.uk**

Whilst the school is able to issue a 'temporary bus pass' for a short period of time, it is the responsibility of pupils, parents and carers to arrange a new bus pass. Pupils who constantly request temporary bus passes may be refused access to their bus.

What is the procedure if my child needs medication during the school day?

If a pupil is required to take medication during school time, they will need to collect a Medication Form from Pupil Reception, to be completed and signed by a parent or carer. Once this form is returned, with the medication to Pupil Reception, staff will be able to administer the medication as required.

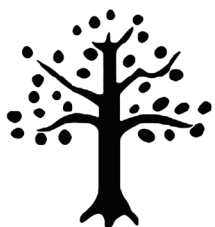
For pupils who wish to carry 'rescue medications', such as inhalers, parents and carers will need to complete a Health Care Plan, and Request to Carry Medication form, both of which are available from Pupil Reception. Asthmatics will also be required to complete a 'School Asthma Card', to give more detailed information about their condition, and when medication is to be administered.

Parents and carers of pupils who have any other, or more specific medical requirements should contact Andrea Howells, School Manager, so a more tailored Health Care Plan can be put in place to meet their needs.

Will my child be able to continue their peripatetic music lessons?

Yes, pupils will be able to continue their instrumental lessons with the BCBC peripatetic staff. Usually, this information is passed on to the school via BCBC, but it is always a good idea for your child to see Mrs Jenkins (Head of Music) at the start of term, to inform her of their name, and what instrument they play.

Pupils are able to store instruments in the Music Department during the day, and do not need to carry them around school. Timetables for peripatetic lessons can also be found on the notice board in the Music Dept. Lessons take place throughout the school day, on a rotational basis, to ensure that pupils do not miss the same subject each week.



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