

Ysgol Bae Baglan

Prospectus 2018-19

Croeso / Welcome,



Thank you for your interest in Ysgol Bae Baglan, a 3-16 all through school. I hope that this prospectus reflects the unique opportunities that an all through school can bring. The 21st Century facilities that we provide support an innovative approach to learning that provides our pupils with the digital skills that will prepare them for an active role in society.

The wider facilities enable all our pupils to fully participate in all elements of curricular and extra-curricular provision and ensure that everyone has the appropriate support to reach their potential.

Expectations of all pupils are high and in order for all our pupils to flourish, a good working relationship between home and school is critical. Together, we can ensure our pupils reach their full potential.

Mr M. Tate
Headteacher



Mission Statement / School Aims

“If you can dream it you can achieve it”

Through hard work and application all our pupils will have the opportunities to reach their potential and achieve their goals.

School Aims

- To have high expectations and aspirations for all our pupils
- To ensure all pupils receive appropriate support to reach their academic and personal potential
- To provide a wide range of opportunities, both curricular and extra-curricular, to support our pupils' development
- To develop a full range of wider skills so that our pupils show respect to one another and understand the world in which they live



School Organisation

Reception – Year 6

The lower school is organised into 9 full time classes with the addition of daily morning and afternoon nursery sessions. Children from age 3-7 are taught mainly within year groups Nursery, Reception, Year 1 and Year 2, known as the Foundation Phase. Children from age 7-11 are taught mainly within year groups Year 3, Year 4, Year 5 and Year 6 and study the National Curriculum.

Years 7 and 8

On entry to the school, pupils are placed in mixed Year 7 / 8 registration groups or “forms”. A lot of thought goes into the make-up of the forms and we will ensure that every child has friends within these groups. All pupils are taught by specialist subject teachers where the emphasis is on skill development based on the literacy and numeracy framework. For their academic classes, pupils are placed into ability groups with regular reviews taken to monitor progress. Where necessary, several smaller classes are created for pupils who require greater support in acquiring the necessary basic skills to enable them to fully access the curriculum. In addition, those needing extra help in their basic skills development are withdrawn for additional tuition.

Year 9

Here pupils will be reorganised into their academic teaching groups as registration groups. It is envisaged that the vast majority of pupils will continue to be taught in the streams to which they were placed during Years 7 and 8. In addition to this Maths and English will have the opportunity to set the pupils within these streams.

Years 10 & 11

In Year 10, pupils will generally remain in the same registration groups as in Year 9 based on their academic grouping. In order to provide additional support for pupils, the Year 10 Form Tutors are predominately English specialists with the Year 11 Team being made up of predominantly Maths specialists.



School Curriculum

Every learner at Ysgol Bae Baglan receives a broad, balanced, differentiated and relevant curriculum. This curriculum seeks to promote:

- The acquisition of knowledge
- The development of a wide range of skills
- The understanding of key concepts
- The development of personal qualities, values and attitudes
- Further development of literacy, numeracy and digital competence.

Pupils of YBB will be provided with a curriculum that seeks to develop them academically, practically, socially and culturally. This includes not only the formal programme of lessons, but also the “informal” programme of enhanced learning opportunities which will prepare pupils for lifelong learning.

The organisation of the curriculum at each level, together with the approach to teaching, complies with the requirements of the National Curriculum and the statutory requirements of Welsh Government.

Foundation Phase

The Foundation Phase has 7 areas of learning:

- Personal and Social Development, Wellbeing and Cultural Diversity
- Language, Literacy and Communication Skills
- Welsh Language Development
- Mathematical Development
- Knowledge and Understanding of the World
- Physical Development
- Creative Development

The children will be given opportunities to develop their skills across the curriculum, building on their previous learning experiences, knowledge and skills. Children will learn through first-hand experimental activities using indoor and outdoor environments that are fun, exciting, stimulating and safe places for them to learn. Children in Year 1 and Year 2 are also taught Religious Education.



Key Stage 2

Children from age 7-11 are taught within the year groups Year 3, Year 4, Year 5 and Year 6, and study the National Curriculum.

The National Curriculum consists of subjects:

English, Mathematics, Science, Information Communication Technology (ICT), Welsh, Design and Technology (DT), Physical Development (PE), Religious Education (RE), Music, Art, History and Geography.

Key Stage 3

At Key Stage 3, the following subjects are studied: English, Mathematics and Science (the Core subjects). In addition, the following Foundation subjects are studied: History, Geography, RE, French, Welsh, Art, Music, Drama, Technology, ICT, Games, PSE and PE.

All pupils have the opportunity to study Welsh culture within individual subjects. The school also organises an annual Eisteddfod.

Key Stage 4

At Key stage 4, pupils follow a compulsory curriculum of English, Mathematics, Science, Games, RE, Welsh and the Skills Challenge Certificate. Pupils then choose from a variety of subjects via an initial free choice. These choices are then analysed and put into option blocks based on a best fit basis. Pupils can choose from GCSE, IVET's and BTEC courses which are offered either at school or collaboratively with local providers.

At both Key Stages, the school actively monitors and targets pupils to identify underachievement and provides support and a specific mentoring programme to help pupils with their KS4 studies.

14-19 Learning Pathways

The courses offered at YBB form part of a pupil's 14-19 Learning Pathway and can lead on to further studies at Neath Port Talbot College or any post 16 provider.

The College offers the broadest range and choice of A levels, AS levels and Vocational Courses within the LA's post 16 education provision.

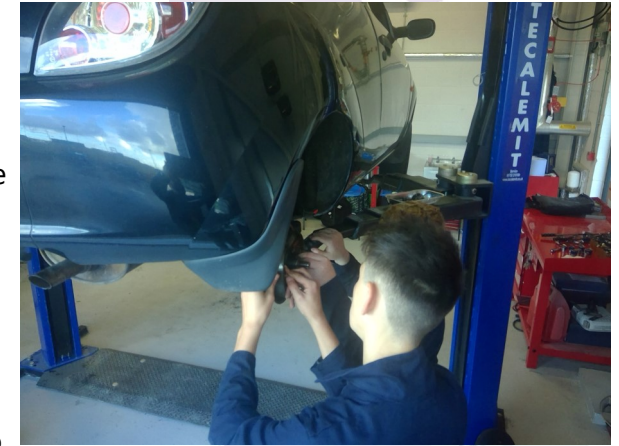
YBB has strong links with the College and representatives will regularly visit the school to discuss issues with pupils and attend parents' evenings. Many YBB pupils will also benefit from bursaries awarded by the College to assist them with their studies.



Teaching Facilities

Ysgol Bae Baglan is well equipped to cater for all the academic, creative and sporting needs of students. All teaching rooms are 'networked' for the use of computers and contain state of the art teaching walls with short throw projectors which instantly connect to the Surface Pros which enhance teaching and learning opportunities. There are also 2 well-resourced information technology rooms supplemented by 700 Surface Pros and iPads.

The large modern library/Study Support room is readily accessible to pupils and contains a wide range of resources. Other specialist accommodation includes 8 Science laboratories, 8 Technology rooms including specialist rooms for Food, CAD/CAM, Graphics, Textiles, Engineering as well as Resistant Materials. In addition, there is a purpose built garage area for Construction and Motor Vehicles. There are also 3 Art rooms, 2 Music rooms with several practice rooms, a Recording Studio, a Drama Studio and a fully equipped theatre for large theatrical productions. There is also a wide range of sporting facilities that include a large multipurpose sports hall, gymnasium, fitness studio, PE lecture theatre, floodlit 3G and astro turf, all weather pitches, a high spec football pitch, 3 additional grass pitches, sprint track, jump pit and jog track as well as a multi-use games area.

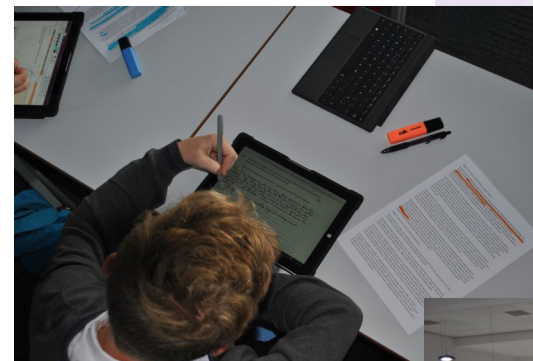


Assessment, Reporting and Tracking

We view assessment as being a continuous process which is integral to learning and teaching. It is how teachers gain knowledge of their pupils' needs, achievements and abilities, enabling planning and delivery to be more effective, thereby raising attainment for every child.

At Ysgol Bae Baglan we use assessment for the following:

- To provide information to support progression in learning through planning
- To provide information for target setting for individuals, groups and cohorts
- To share learning goals with children
- To involve children with self-assessment
- To help pupils know and recognise the standards they are aiming for
- To raise standards of learning
- To identify children for intervention
- To inform parents and other interested parties of pupil progress
- To complete a critical self-evaluation of performance across school



Parents and Carers are informed of pupil progress in a number of ways. Formative reports are written once a year for all pupils. In addition, pupils in years 7- 9 will receive an Interim Progress Report every term outlining progress against their target levels. Support is given to those pupils who are working below their target grades or levels. Key stage 3 pupils will also receive a copy of the Literacy and Numeracy reports for the National Tests that are produced exclusively by external agencies on behalf of the Welsh Government. In addition, Year 9 pupils also receive a summary sheet reporting on their end of Key Stage 3 Teacher Assessment Levels.

At Key Stage 4 (Year 10 & 11), pupil progress reports will be completed and sent home to parents every 8 weeks. This rigorous tracking of pupil performance enables early identification of any issues which maybe affecting pupil progress. This allows staff to apply appropriate intervention strategies to support each pupil to get back on track to achieve their potential.

Parents are given the opportunity to discuss progress at parents' evenings and they are also given an opportunity to comment on their child's progress in the formative reports. As well as this, parents will also be contacted to discuss issues affecting pupil progress when it is appropriate.



Public Examinations Policy

Courses organised for pupils up to the age of 16 prepare them for WJEC examinations at GCSE and Entry Level. Vocational Qualifications offered by other boards are also made available. All external qualifications for which pupils are prepared appear on the 'approved list' issued by the Welsh Government.

All pupils are generally entered for public examinations for which they are studying provided they fulfil all the course requirements. This includes completion of all coursework elements - projects and other written assignments as well as practical and oral assessments to a satisfactory standard. This cannot be achieved, of course, without regular attendance and a consistent effort. Parents of pupils who are entered for an examination, but who subsequently default will be required to pay the fees incurred. Parents may contact the school for the internal Appeals Policy regarding disputes over:

1. Coursework / Practical / Oral Marks (GCSE).
2. Enquires about results of external



Literacy

At Bae Baglan all teachers are teachers of literacy with the aim of ensuring every child is a literate child, able to cope with the changing demands of literacy in a digital world. The Literacy Framework, with its focus on Oracy, Reading and Writing is incorporated into pupils' lessons at all Key Stages, complementing and consolidating skills introduced in English lessons.

Part of pupils' registration time is also devoted to improving literacy skills, whether that be through reading for pleasure towards their 'Bae Baglan Reading Diploma', improving their writing skills through proof-reading tasks or taking part in activities to prepare them for the oral aspect of their G.C.S.E exams. Where appropriate, pupils are extracted for further targeted literacy support so that they may achieve their full potential.

Pupils at Bae Baglan also have the opportunity to participate in a variety of literacy enrichment activities including the 'Bae Book Award', reading groups, creative writing and Young Reporters' clubs, Youth Speaks competitions and joining our team of 'Literacy Ambassadors' to promote literacy across the school.

Numeracy

Good Numeracy skills are essential to success in school and in later life. As a result, Numeracy has a high profile at Ysgol Bae Baglan.

We develop Numeracy skills both within Mathematics lessons and also within subject areas like Geography, Design Technology and Science, and also in Tutor Periods where pupils have the benefit of peer based learning due to a collaborative environment fostered due to mixed year 7 and 8 tutor group. Mathematics lessons provide the main focus for the teaching of correct methods and through the wide range of experiences pupils can integrate these skills in other subject areas.

Numeracy is essential to the curriculum in Wales as all pupils will work toward the Numeracy framework laid down by the Welsh Assembly Government and sit the statutory external examinations required for all learners aged 5 to 14. Details of the Numeracy framework can be found here:

<http://learning.gov.wales/resources/browseall/nlnf/framework?lang=en§ion=numeracy#/resources/browse-all/nlnf/framework?lang=en§ion=numeracy>

There is also the opportunity to sit the new Numeracy GCSE which complements the traditional Mathematics GCSE and extends upon the knowledge of the Numeracy Framework. Pupils at YBB will have the opportunity to access these qualifications early in their GCSE studies. Details of the Numeracy GCSE can be found here:

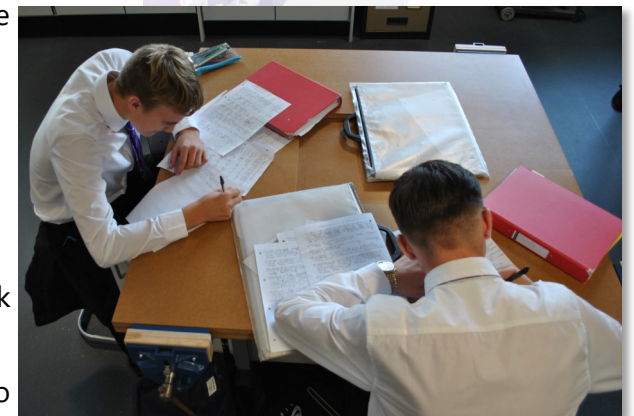
[http://www.wjec.co.uk/qualifications/mathematics/mathematicsgcse/WJEC%20GCSE%20Maths%20%20Numeracy%20Specification%20\(From%202015%20WALES%20ONLY\)%20\(28-10-14\).pdf?language_id=1](http://www.wjec.co.uk/qualifications/mathematics/mathematicsgcse/WJEC%20GCSE%20Maths%20%20Numeracy%20Specification%20(From%202015%20WALES%20ONLY)%20(28-10-14).pdf?language_id=1)

We also have a comprehensive programme of enrichment activities to support the More Able and Talented. As pupils are identified, they will have the opportunity to sit the UKMT Mathematics challenge, which will extend the numeracy and reasoning skills of these pupils. These take place in February for year 9 to 11 and April for year 7 and 8. Further details for the UKMT can be found here

<https://www.ukmt.org.uk/>

Homework Policy

Homework is an important part of school life and is an integral part of the learning process helping to remove the idea that pupils only learn during school hours. We believe that regular, meaningful homework will help to set high expectations and standards for our pupils. It is set at least once over the fortnightly timetable in nearly all subjects, at all levels. It may be writing, reading, revision, research or other types of assignments. Homework encourages self-discipline and personal study and encourages parents and carers to become involved in their child's work. All homework set will be recorded by the Class Teacher via the Show My Homework app and as a result parents /carers will receive direct notification of this.



Admissions Policy

Application forms are distributed by the local authority to all Year 6 students as part of the local Admissions Policy. These will be issued on 1st October and the form will need to be returned to the Local authority by 5th November. The Authority will oversee all admissions and are then responsible for notifying you of your child's placement. It is important to note that our planned admission limit is 220. Students within the catchment areas will be offered a place, subject to the admission number not being exceeded.

In such instances, places will be allocated in accordance with the Authority's over subscription criteria. For further information please contact Helen Lewis on 01639 763580.

Pastoral Care Arrangements

Ysgol Bae Baglan operates the following system:

Lower School led by Mrs Kath Palmer for pupils in Nursery to Year 4.

Middle School led by Mr Anthony Marchant for pupils in Year 5 to Year 8.

Upper School led by Mr Stewart Davies for pupils in Year 9 to Year 11.

The day to day organisation and guidance of pupils is the main responsibility of the Wellbeing Directors. They have responsibility for the welfare, attendance, punctuality and behaviour of pupils in their year group. Pupils within each Year Group are grouped into forms made up of pupils from all our partner Primary Schools. We do, where possible attempt to keep friendship groups together, but we also encourage pupils to mix and to make new friends. Each form will be in the care of a Form Tutor who will get to know pupils well during daily morning registration. Pupils should feel free to discuss with their Form Tutor any issues that are worrying them, as well as informing them of any successes and achievements. The Middle School contains vertical tutor groups which contain a mixture of Year 7 and Year 8 pupils to help the transition process.

Miss Louise Preedy will be Wellbeing Director of Year 8 and Miss Aimie Holland Wellbeing Director of Year 7. Mrs Mel Harries facilitates the transition and can be contacted throughout this process regarding any pastoral issues. Pupils in the Lower School can share concerns with their class teacher and classroom assistants with whom they have daily contact, or with their Wellbeing / Learning director Mrs Judith Hughes.

The school also employs Pastoral Support Assistants who work closely with pupils and the Education Welfare Service. In addition, Ysgol Bae Baglan has a school-based counselling service which pupils can access through an online self-referral process, placing requests in counselling boxes or asking staff to assist with a referral. The School Nurse provides a drop-in service and strong links also exist with external agencies who provide specialist pastoral support.

The school follows all child protection guidelines and procedures and has a Designated Child Protection Officer, Mr Richard Rees and Deputy Designated Child Protection Officers in Ms Chris Prescott (ALNCO), Mrs Kath Palmer (Lower School), Mr Anthony Marchant (Middle School) and Mr Stewart Davies (Upper School).

School Meals and Lunch Arrangements

The school runs three canteens based upon a cafeteria system. We are open for early breakfast, at break and lunch-time. Pupils have access to our new state of the art canteen facility. A range of healthy meals are available to pupils. These include a set meal for the day served in the Lower School Hall, filled baguettes, rolls and sandwiches, salad bar, pasta and curry and baked potatoes. In addition, pupils can also select dishes from the salad bar. There is also a pre order facility allowing pupils to purchase food in advance which is then collected from a separate station at lunchtime. Menus are available on the school's website. The school operates a cashless system and has implemented a new student recognition system using biometrics.

Children who choose to bring sandwiches are also well catered for. Pupils are not permitted to leave the school site to purchase lunch.



ALN

Ysgol Bae Baglan is an inclusive school and pupils have the opportunity to access a full range of national curriculum subjects. There are a variety of smaller groups catering for pupils who experience difficulties in their learning. Other pupils requiring assistance with their learning receive help either on an individual or small group basis for short periods of time. The school, in line with the local authority, embraces the fundamental principles outlined in the code of practice. The ALN coordinator is Mrs Chris Prescott.

Equal opportunities

The aims of Ysgol Bae Baglan make it clear that we recognise the uniqueness of every child and we value the contribution they are able to make to our school and the wider community. We are opposed to discrimination on the grounds of race, gender, sexuality, or disability. We pride ourselves in providing equal opportunities for all of its employees and pupils. We achieve an environment in which members of the school community can be respected as individuals and in which the varied experiences of the community can enrich the life of the school. All staff, governors, parents/guardians and pupils regardless of race, ethnicity, disability, gender and socio-economic background, are welcome and will be encouraged to participate in the life of the school. The school is also mindful of trying to ensure accessibility for pupils and staff with disabilities.

Discipline for Learning (PERX)

Ysgol Bae Baglan aims to create an atmosphere where learning is at the heart of school life, promoting self-discipline and a proper regard and respect for others. We aim to celebrate good behaviour and make pupils aware of the high standards expected of them and their responsibilities to staff and other pupils. Good discipline is the shared responsibility of all stakeholders within the school and enables pupils to learn in a well ordered and safe environment. As a result, our emphasis is on rewarding positive behaviour. The main rewards scheme within the school is the digital badges system which is part of Praise Points and sits within the Show My Homework app.

As far as sanctions are concerned, the school has developed a staged referral system which outlines the types of behavioural issues that may occur, the range of interventions that could be employed to deal with the inappropriate behaviour and the person(s) who would be expected to deal with it. It is important that our pupils recognise what is expected of them in terms of behaviour with the main emphasis being on respect. Sanctions include verbal reprimands and afterschool detention for which twenty-four hours' notice is provided. Serious breaches may lead to internal, fixed or permanent exclusion from school.

Wellbeing Directors contact parents in the event of a cause for concern. Further information is outlined in the school's Behaviour Policy.

Anti bullying

Everyone in the school has a right to feel welcome, secure and happy. We are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. Bullying in any form is considered to be totally unacceptable at Ysgol Bae Baglan. Every effort is made by members of staff to make children aware of the effects and consequences bullying behaviour may have. Through assemblies, form period, class discussions and guidance lessons, pupils are regularly reminded of the issues regarding bullying. The school's Anti-Bullying Policy can be found on the school website.



Sex and Relationship Education

Sex and relationship education (SRE) is compulsory from age 11 onwards. In the middle school SRE will be a graduated programme based on the age and maturity of the pupils. It involves teaching children about puberty, reproduction, sexuality and sexual health. It doesn't promote early sexual activity or any particular sexual orientation.

At Ysgol Bae Baglan, all pupils will be taught about sex and relationships during PSE, RE and science lessons. The lessons will be taught by the head of PSE, the linked School Nurse, the school's Police Liaison Officer and the Science/RE department. The lessons are designed to provide opportunities for young people to develop the skills, knowledge and understanding they need to lead confident, safe, healthy and independent lives.

Lessons will include information about reproduction, puberty, looking after the body, respect and responsibilities within relationships, marriage, contraception, sexually transmitted diseases, sex and the law, healthy and unhealthy relationships, pregnancy and domestic abuse. Lessons will be appropriate to the age of pupils and will follow the recommended NPT guidelines. Parents have the right to withdraw their children from some parts of SRE.

Religious Education

The Agreed Religious Education Framework for Neath Port Talbot has been written to comply with the legal obligations of Religious Education:

- The promotion of the spiritual, moral, cultural, mental and physical development of pupils
- That Christianity should be studied at each key stage and that the other principal religions should be those represented in Great Britain
- That Religious Education be non-denominational

At Ysgol Bae Baglan the Religious Education syllabus for years 3-16 develops in every learner a sense of personal and cultural identity that is receptive and respectful towards others. Pupils will develop their knowledge and understanding, skills, values and attitudes that will enable them to participate in our multi-ethnic society in Wales. Through the Religious Education curriculum our school develops approaches that support the ethnic and cultural identities of all learners and reflect a range of perspectives to engage pupils and prepare them for life as global citizens.

Religious Education in the 21st century encourages pupils to explore a range of philosophical, theological, ethical and spiritual questions in a reflective, analytical, balanced way that stimulates questions and debates. It also focusses on understanding humanity's quest for meaning, the positive aspects of multi-faith/multicultural understanding and pupils own understanding and responses to life and religion. Parents continue to have the legal right to withdraw their children.

Cymraeg

All pupils are given the opportunity to study Welsh Second Language throughout the school. All pupils at KS4 follow the WJEC GCSE course. Welsh is taught using a range of skills, reading, writing and oracy. Pupils are encouraged to use incidental Welsh whenever possible throughout the school.

The Welsh Department works closely with the Urdd organisation and arranges a variety of trips to enhance understanding of the culture e.g. Llangrannog at KS3 and Glan Llyn at KS4. Both camps offer a range of activities within Wales, whilst promoting the language and culture. In celebration of St David's Day, we host an Eisteddfod for all pupils to showcase their talent through various events such as dancing, singing reciting and much more. Following this, we team up with the French Department to support the Urdd Eisteddfod winners perform in Disneyland Paris. The department offers lunchtime/after school clubs to further develop the language skills and confidence of all pupils.



Collective Worship

A daily act of collective worship which is broadly Christian is experienced by all pupils. It is delivered through whole school or form assemblies and is considered to be a very important part of school life. Parents can withdraw their child from collective worship or religious education on grounds of individual beliefs; this must be discussed with the Headteacher.

Careers Education and Guidance

"The ways in which young people are introduced to the world of work and the potential pathways for their future careers play a critical role in providing them with the springboard to imagine and to plan their future." (<http://learning.gov.wales/resources/browse-all/careers-world-of-work>)

At Ysgol Bae Baglan Careers and the World of Work (CWW) will form part of the curriculum for all pupils aged 11-16. In the lower school careers will be linked to appropriate topics studied. The main features of the provision are listed below.

- Pupils will learn about CWW across the curriculum with detailed information, guidance and support within PSE lessons and registration periods
- Enterprise education will form part of ICT lessons in key stage 3 and Skills Challenge Certificate lessons in key stage 4
- Pupils will be introduced to the website www.careerswales.com to begin career planning in year 8
- From year 9 onwards, as pupils begin planning their individual learning pathways and option choices, they will be supported by the school's Careers Advisers
- Aspects of SCC studied by all pupils in key stage 4 will support pupils in developing CWW skills
- In year 11, pupils will be supported with their transition to college, training or the workplace by the school's Careers Advisers, their Wellbeing Director and relevant outside speaker during assemblies, registration time, and one to one interviews with their Careers Adviser, if required.

Peer Mentoring

Mentoring at YBB takes place at all levels in the school community. Within the Lower School Peer Mediators help pupils with all aspects of school life including paired reading initiatives.

Pupils in years 7 and 8 of the Middle School are also placed in a vertical form structure allowing the older pupils to act as Peer Supporters to younger members of the form group. This allows pupils to make new friends and quickly integrate into the life of the school more quickly, thus helping the transition process. Pupils in the Middle school will have the opportunity of becoming Peer Supporters and will deliver specific campaigns.

In the Upper School, year 10 students have the opportunity to apply to become Peer Mentors. The successful candidates will be fully trained and will be actively involved in a variety of intervention strategies supporting literacy, numeracy and linking with sports clubs and the community.

Pupils identified as having specific needs will also be mentored by learning coaches to ensure that every member of our school community reaches their full potential.

Healthy Schools / School Nutrition Action Group

Ysgol Bae Baglan is committed to becoming a Healthy School and an Eco School. Eco Schools is a method for providing environment education from ages 3-16 and for empowering young people to make an impact on their school environment.

"The 'Healthy School' is one which takes responsibility for maintaining and promoting the health of all who 'learn, work, play and live' within it not only by formally teaching pupils about how to lead healthy lives but by enabling pupils and staff to take control over aspects of the school environment which influence their health. It actively promotes, protects and embeds the physical, mental and social health and wellbeing of its community through positive action." (<http://www.wales.nhs.uk/sitesplus/888/page/82249>)

Working together as governors, staff and pupils the school will be aiming to create a healthy environment for all. The seven topics to be addressed are below. Pupils will be taught about a healthy lifestyle through lessons, extra-curricular activities and educational visits. The school will also actively encourage a healthy lifestyle through school policies and the general ethos of the school.

- Food and Fitness
- Mental and Emotional Health and Wellbeing
- Environment
- Personal Development and Relationships (including SRE)
- Substance Use and Misuse
- Safety
- Hygiene

Pupil Voice / School Council



From these groups, chosen pupils will have the opportunity to work together in sub committees that will make up the **Pupil Leadership Team**.

Selected pupils will represent their peers through; **Eco-Schools, Active Travel, Community Leaders, Healthy Schools and Teaching and Learning via Subject Ambassadors**. There will also be links made and representation with **Digital Leaders** and **School Sports Council**.

These subcommittee members in addition with elected senior prefects will make up '**Ysgol Bae Baglan Pupil Leadership team**'.

Roles and responsibilities will be assigned to team members and training will be offered to establish the skills required within their roles.

The PLT will then be the representation for the entire school, giving YBB pupils the platform to be heard within our school and the wider community.

Parental Visits

Parents are formally invited into school once a year for a Parents' Evening on a Year Group basis to discuss their child's progress with their teachers. It is hoped that as many parents as possible will take advantage of these opportunities to visit the school. There are also open invitations to all parents to meetings set up to provide information on courses or aspects of school organisation and to a variety of school functions. The school regards the development of a close working relationship with parents as being particularly important. To this end, parents are most welcome, at any time, to come and talk over any problems that arise in relation to their child's education and well-being. Indeed, parents may on occasion be invited into school for this purpose. It would be appreciated, however, if, except in cases of urgency, an appointment could be made with the Learning / Wellbeing Directors, Heads of School or a member of the Senior Leadership Team by letter or telephone.

Charging for School Activities

The types of activities for which schools may and may not charge are outlined in the 1996 Education Act. In general, if an activity is a compulsory part of a pupil's study no charge may be made. However, some visits and excursions which occur during the school day cannot go ahead without additional finances. Consequently, when a visit or excursion is being arranged parents may be asked to make a voluntary contribution to cover the cost. If sufficient money is not collected the trip may not be possible.

The Governing body has agreed a policy on charges for school activities, a copy of which may be obtained from school on written request. This includes the principle that compulsory education should be free but it also allows voluntary contributions to be made for certain activities. A small fund has been set up to provide assistance with the cost of certain activities for pupils from families in receipt of certain means tested benefits. Parents in this category who are asked to make a contribution should write in confidence to their son/daughter's Wellbeing Director to request financial help.



Attendance and Punctuality

At Ysgol Bae Baglan, we value full attendance and punctuality in all our pupils. Where absence or lateness is unavoidable, due to illness or other reasonable cause, parents are asked to telephone the school. On return to school a brief note of explanation should be sent to the Form Tutor. The school will phone home to check on pupil non-attendance. Therefore, parents are asked to ensure that the school is kept informed of contact details. These procedures are in accordance with government guidelines and designed to help ensure the safety of the children. Where illness is likely to prevent attendance for some time, parents are asked to notify the school. Annual family holidays should not be taken in school time and absences for holidays will not be authorised. In addition, our Education Welfare Officer, Mr Simon Jones, supports us in ensuring attendance is excellent.

Uniform

Girls - Lower School

- Purple polo-shirt with school badge
- Black tailored trousers, black jogging bottoms or black skirt
- Crew neck sweatshirt with school motif
- Cardigan with school motif
- In the summer girls may wear Pinafore / Gingham style dresses – lilac and white in colour

Boys - Lower School

- Purple polo-shirt with school badge
- Black tailored trousers or black jogging bottoms
- Crew neck sweatshirt with school motif
- In the summer boys may wear black tailored shorts

Lower School PE kit

- Purple T-shirt
- Black shorts or jogging bottoms.



Uniform

The Governing Body and staff at Ysgol Bae Baglan believe that a school uniform is an essential part of the ethos of the school giving a sense of belonging and helps create a working atmosphere. It also ensures that all pupils look the same which is extremely important for safeguarding, removes the stigma in terms of what to wear thus providing an identity for all.

Girls – Middle and Upper School

- White long / short sleeved shirt / blouse with traditional collar
- Black tailored trousers or appropriate length skirt. **No Jeans or Skinny Trousers.**
- Black or dark grey socks / tights
- All black footwear—**No logos allowed.**
- Blazer - optional in Upper School

Boys - Middle and Upper School

- White long / short sleeved shirt with traditional collar.
- Black tailored trousers. **No Jeans or Skinny Trousers.**
- All black footwear—**No logos allowed.**
- Blazer - optional in Upper School



All pupils

Pupils can only wear the school's tie and grey V-necked badged pullover which are both available exclusively from Sportec. No other grey pullover / hoodie is acceptable.

Physical Education

PE kit is only available exclusively from Sportec and can be ordered online or by visiting the store in Neath Abbey

Unreasonably hot weather

In excessively hot weather (above 26 degrees) the school will inform parents and pupils that they may wear their **full PE kit** as an alternative to the normal school uniform. Sports clothing or shorts that are not YBB PE kit will not be permitted.

This does away with the need for parents to buy additional school clothing, reinforces the PE kit and reduces the impact of non-school clothing.

Safeguarding

Mr Richard Rees (Deputy Headteacher) has responsibility for the safeguarding and wellbeing of all pupils. The school's safeguarding procedures adhere to guidance from the Welsh Government and Local Safeguarding Board. Ysgol Bae Baglan also has a CCTV system within its grounds and security fencing has been erected around the perimeters. All visitors to the school must report to the school office on arrival to sign in. The premises are monitored throughout the day, with teaching staff also supervising the premises at both break and lunch times. No pupil is allowed off school site at either break or lunchtime.

Traffic through the school is speed limited and pupils are restricted from entering the car park areas. In addition, all staff driving the school minibus are suitably qualified.

Parental Concerns and Complaints

The school has an 'open door' policy with regard to parents and visitors and encourages any parent, or member of the general public with a concern, to make a direct approach to the school. If the complaints are such that they need Governing Body consideration, then they will be placed on the agenda for the next appropriate governor meeting.



School Day

The times of school hours are:

Nursery

The morning session runs for 9:00 to 11:30 and the afternoon session from 12:40 to 15:10

Reception – Year 6

8:00	Breakfast Club
8:30	Registration and assembly
8:50	Session 1
10:20	Break
10:40	Session 2
12:10	Lunch
13:00	Session 3 - with break as appropriate
15:00	Enrichment

Year 7 – Year 11

8:30	Registration and assembly
8:50	Lesson 1
9:50	Lesson 2
10:50	Break
11:10	Lesson 3
12:10	Lesson 4
13:10	Lunch
13:50	Lesson 5
14:50—14:55	Registration
14:55	Enrichment

School Terms and Holiday Dates 2018/19

	Term Begins	Mid Term Holidays		Term Ends
Autumn Term	Monday 3 rd Sept	Monday 29 th Oct	Friday 2 nd Nov	Friday 21 st Dec
Spring Term	Monday 7 th Jan	Monday 25 th Feb	Friday 1 st March	Friday 12 th April
Summer Term	Monday 29 th April	Monday 27 th May	Friday 31 st May	Monday 22 nd July

Staff List

SLT

Mr M Tate	Headteacher
Mr L Lewis	Deputy Headteacher
Mr R Rees	Deputy Headteacher
Mr G Williams	Deputy Headteacher
Mrs C Prescott	ALNCO
Mrs K Palmer	Head of Lower School
Mr A Marchant	Head of Middle School
Mr S Davies	Head of Upper School
Mrs N Williams	Business Manager

English

Mrs M Mandale	Head of Department
Mrs R Davies	2nd in Department
Mr D Clark	
Mrs J Jones	
Mrs K Lewis	
Mrs G McGowan	
Miss E Breeze	
Mrs J Jones	
Mrs M Probert	

Mathematics

Mr A Lewis	Head of Department
Mrs S Chandler	2nd in Department
Miss L Breeze	
Mr K Evans	
Mrs S Griffiths	
Mr D Hayward	
Mr J Masters	
Mr R Thomas	

Miss E Carter
Mr D Christian
Mr P McCready
Dr J Peachy
Mrs S Rogers
Dr G Willis
Mr G Thomas
Miss K Sutton
Mrs D Golding
Miss S Mosey

Mr A John
Mr M Larkman
Mrs D Noonan

Miss J Hole

Mrs C Thomas
Mr N Hudson
Miss H Jones
Miss A Holland

Mrs H John
Mrs E Jenkins

Mr D Grounds
Miss L Preedy

Science

Acting Head of Department

II/C Chemistry
Middle School Learning Director
Acting SENCO
I/C Physics
Middle / Lower School Lead

Art

Head of Department

Business

Head of Department

Cymraeg

Head of Department

Middle School Wellbeing Director
Yr. 7

Drama

Head of Department

Geography

Head of Department
Middle School Wellbeing Director Yr. 8

Staff List

History

Mrs J Farrell
Mrs C Morgan

Head of Department
Upper School Wellbeing Director(
temp)

Mr A Jones

ICT

Mr P Watkins
Miss M Michalska

Head of Department (temp)

MFL

Mrs G Jones
Mrs D Clarke
Mrs J Dorr
Mrs K Willment
Mrs V Clarke

Head of Department

Upper School Learning Director
Wellbeing Director Year 9

Music

Mrs M Pennington

Head of Department

PE

Mr G Davies
Mrs C Hamer
Mrs H Austin
Mr M Bowring
Mr J Bowen
Mrs A Harrison
Mr S Gorvett

Head of Department
Director of Physical Activity

Upper School Wellbeing Director
Community Interaction
Coordinator

PSE

Miss A Stead

Head of Department

RE

Mrs C Watkins
Mrs A Summerfield

Head of Department

Mrs K Lewis
Mrs S Floyd
Mrs L Whitney
Mrs L Wiseman
Miss A Sherwood

Mrs J Lewis
Mr A Barnsley
Mrs J Davies
Miss A Hill
Mr D Morris
Miss A Wilcock
Mr D Wright
Mr P Davies

Mrs S Folland

Mrs J Hughes
Miss L Bell
Mrs A Bhambra
Mrs V Daniels
Mrs J Davies
Mr J Harris
Mrs C Jenkins
Mrs J John
Mrs M Richards
Mr J Westermark

STF

Resource Base Leader
Teacher of the deaf

Technology

Head of Department

Head of Vocational Education

Skills Challenge Certificate

LOWER SCHOOL

Wellbeing/Learning Director/
Reception
Year 1/2
Year 3
Pupil Voice Coordinator/Yr. 2
Year 5/6
Year 3/4
Year 4/5
Nursery
Reception/Yr. 1
Digital Champion Coordinator / Yr. 6