



Handbook For Parents and Pupils An Alphabetical Guide

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This handbook is for parents whose children are about to join us in Ysgol Bryn Elian. The contents are arranged alphabetically.

We look forward to a long and friendly association with your family and trust that your child will have a happy and successful education here.

Details in this handbook are correct at the time of printing and are subject to amendment in the light of changing circumstances.



AIMS OF THE SCHOOL

Mission Statement: "Achievement for All /Llwyddiant i Bawb"



Aims of the School Mission Statement

Core purpose:

- > To help each child grow as a capable, healthy, well-rounded individual who can thrive in the face of unknown future challenges
- > To provide a relevant education of the highest quality
- > To provide a curriculum which is directly relevant to emerging personal, social and economic needs on a local, national and world-wide level
- > To maintain a well-ordered learning environment
- > To maintain and develop a caring ethos
- > To ensure equality of opportunity for all through our shared values

For the Community:

- > To enhance further our links with the community, with local business and industry
- > To enhance further our links with feeder primary schools
- > To continue to foster in the community a recognition of the school's high quality educational provision
- > To develop further the sense of the community for pupils, to undertake research and evaluate critically what they find
- > Allow our learners to develop as healthy, confident individuals, ready to lead fulfilling lives as valued members of society

Our young people will be:

- > ambitious and capable lifelong learners who seek challenge, apply and skills and knowledge in a range of contexts and are able to critically evaluate the world around them.
- > ethical, kind, informed citizens who are knowledgeable, analytical and respectful
- > healthy, confident, empathetic individuals who hold secure values, nurture their physical and mental well-being and have the confidence to take calculated risks
- > enterprising and creative contributors who grasp opportunities, take on leadership roles, work well in teams and give their energy, skills and experience so that others may benefit.



The Curriculum will create:

- > Ambitious, enterprising and creative learners who are ready to learn.
- > Engaging, ambitious and inclusive pathways which give learners confidence in their future lives.
- > Learners who are successful with digital technologies and literacy and numeracy skills, who can communicate and analyse.
- > Ethical and informed learners who are ready to be citizens of Wales and the World.

For All Staff:

- > to have a relentless focus on excellent classroom practice
- > to maintain our strong culture of reflection and utilise methods to continually collaborate and share good practice
- > to ensure Professional Development is focused and consistent to meet the needs of the individual and serves the purposes of the curriculum
- > to embrace and share in the school's vision of Achievement for All

For Parents:

- > To provide timely, meaningful and targeted information on children's development that encourages dialogue between parents and the school
- > To engage parents in taking an active role in the learning experiences of their children.
- > To work with the full support of parents to secure excellent attendance, punctuality and behaviour for learning.
- > To seek and encourage the active involvement of parents and carers in the school's activities and events.

APPOINTMENTS WITH TEACHING STAFF

If you wish to discuss a matter with a teacher, which is important and should not be delayed until the usual Parents' Evening, the people to contact are your child's Learning Manager or Learning Mentor. The Learning Managers and Learning Mentors are in a position to liaise with subject teachers, senior staff, outside agencies and other schools.

All of our teachers are willing to discuss individual pupils provided that a prior arrangement has been made. Our daily commitment must be to our teaching, so that we cannot undertake to see parents who arrive at school unexpectedly. To leave a class of 30 pupils is not an option for us. This is true for all of our staff, from the Head to the most junior colleague.

Please telephone for an appointment, outlining the degree of urgency. 'Same day' appointments are often possible and you may be assured that we will do all we can to help you. The Learning Mentors are the most easily contacted, but the secretaries will accept and deal appropriately with your message.

ASSEMBLIES

Our assemblies are broadly Christian in nature, led by teachers usually, but outside speakers or groups of pupils may also lead and the content is therefore varied.

Parents may exercise their right to withdraw their children from our assemblies and in order to do so should contact the Head Teacher. On days when our limited space for large groups prevents pupils attending assemblies, they will remain in their form groups. A series of reflective and thought provoking activities takes place each day.

ATTENDANCE REQUIREMENTS

Regular and punctual attendance of pupils at school is both a legal requirement and essential for pupils to maximise the educational opportunities available to them. Ysgol Bryn Elian works with parents to give the question of attendance at school and for all lessons its rightful priority.

Under Section 7 of the Education Act 1996, a parent/carer is responsible for ensuring that their child of compulsory school age receives efficient full time education that is suitable for their child's age, ability and aptitude and to any special educational needs the child may have. It is an offence if a parent/carer fails to secure their child's attendance at school and that absence is not authorised by the school.

Sections 444A and 444B of the Education Act 1996 provide that certain cases of unauthorised absence can be dealt with by way of a penalty notice as an alternative to prosecution under Section 444. A penalty notice is a fine of up to £120 and may be issued to a parent/carer as a result of a child's regular non-attendance at school.

The school staff monitor attendance and punctuality carefully and the parents of any pupil who is absent from school will be contacted on the first day of absence unless parents have notified the school of the absence by telephone.

Pupils who truant or arrive late can expect to have consequences set by the school and parents will be informed. Parental support is vital at this stage to prevent further problems arising. As part of the stepped approach to addressing attendance issues, persistent truants and their parents may be required to attend a Governors' Attendance Panel to seek ways of overcoming the problem if other interventions have not been successful.

Truancy can lead to other problems requiring the involvement of the police. The school will comment favourably on good attendance in reports and references and by making attendance awards.

It is the intention of the school to promote full attendance for as many pupils as possible. Not only is school attendance a legal requirement, but good habits of regular attendance and punctuality are valuable throughout life and enable the school to comment favourably on students' achievement records in this area. Regular attendance has a significant influence on examination success. The following procedures and support systems are in use:-



Arrival at the beginning of the day

All pupils are expected to be in school by 08.25 each morning.

Pupils should be in form rooms by 08.30 ready to be registered by their form teacher.

Pupils arriving after 8.45 a.m. should sign the Late Book in the school office. **Pupils arriving after the registers have closed at 9.15 a.m. will be recorded as 'unauthorised absence' in line with Welsh Assembly guidance.** Persistent lateness is usually punished by a detention. Severe cases will be referred to the Governors' Attendance Panel. Pupils showing exemplary patterns of attendance and punctuality receive awards.

The End of the School Day

Lessons finish at 14.45 and pupils are dismissed from the last lesson of the day to go home.

Absence from School due to Illness

Normally pupils should be absent from school only if they are suffering from a genuine illness. A telephone call to the school is required for each day of absence. A message may be given to the school office or left on the answer machine. The message will be relayed to the form teacher / learning mentor.

When parents have not contacted the school to explain the reasons for their son/daughter's absence, a note must be brought to school on the child's return to school to explain the absence. Such notes can be written in the pupil's school planner.

Absence from School for Other Reasons

Ysgol Bryn Elian recognises that there may be occasions when a pupil is necessarily absent from school for reasons other than illness. These will normally be for reasons beyond the control of parents. On such occasions the school should be informed at the earliest possible moment by telephone. **The absence must be confirmed by a note when the pupil returns to school.** Absences not confirmed by a note will be recorded as unauthorised. This is the same as truancy and can lead to prosecution through the courts.

Absence from School for Family Holidays

Welsh Office Circular relating to attendance authorises schools to grant leave of absence to pupils for an annual family holiday in term time **when the holiday cannot be taken at any other time**, but only for a single period of up to two weeks (10 days) in any school year. Leave of absence will be at the Head's discretion, taking the pupil and parents' circumstances into consideration.

Nevertheless, it is the view of the school that it is important for all pupils to benefit from uninterrupted education, and we would wish to encourage parents to take their annual holidays during school holidays whenever possible.

Parents must complete a Holiday Form - a request for leave of absence - available from the school office and return it to the school well in advance of the proposed holiday. This should be returned to school with a letter explaining why the holiday cannot be taken at another time. Parents will receive a written response to the request.

Each request for holiday absence will be considered individually, and will only be granted at the discretion of the Head Teacher.

Schools will take into account:

- Age of the child
- The time of year proposed for the trip
- The nature of the trip
- The overall attendance pattern of the pupil

Where a school does not grant a holiday request and the child still takes a holiday, the absence will be recorded as unauthorised.

If children are kept away from school for a period longer than that agreed with the school, any extra time will also be recorded as unauthorised.

For advice contact your child's school or Education Social Worker (ESW) / Education Welfare Officer (EWO).

Authorised and Unauthorised Absences

Schools are required to distinguish between two types of absence when publishing information to parents. If the requirements relating to attendance listed above are not followed, a pupil's absence will be deemed to be unauthorised. This is the same as truancy. The officers of the Local Education Authority will become involved, initially through the Education Social Work Service, and legal proceedings may be instigated for serious offenders

YSGOL BRYN ELIAN BEHAVIOUR POLICY – The Right Track [full policy can be accessed on school website]

The School's behaviour policy, including the praise and rewards schemes, falls into the **Right Track** programme.

The School's position statement

The School motto - **Achievement for All** - reflects our commitment to developing confident and competent young adults prepared to enter Higher Education or the world of work with the appropriate personal, social and academic skills. Our **Right Track** behaviour policy is designed to provide a fair, consistent and constructive framework for this development.

Achievement for All and an ethos of encouragement are central to the **Right Track** programme. Students are encouraged and helped to realise that good behaviour is valued and there is an emphasis on praise.

In order to ensure that effective teaching and learning takes place for all students in the school the policy has the following over-riding aims:

1. To promote good behaviour and discipline amongst students.
2. To encourage and promote student self-discipline and self-esteem in all aspects of their development.
3. To clearly define acceptable and non-acceptable student behaviour in the school.
4. To create a positive school ethos that celebrates all achievements and provides a common rewards system.
5. To encourage consistency of response to both positive and negative behaviour.
6. To provide a safe environment free from disruption, violence, bullying and any form of harassment.
7. To ensure that appropriate procedures and support are provided for students with serious behaviour and learning needs.
8. To create a school ethos that respects all members of the school community.
9. To encourage all partners, namely staff, pupils and parents, to abide by the home-school agreement.

The defining of Acceptable and Unacceptable Behaviour

Acceptable Behaviour

- Behaviour which demonstrates cooperation and consideration for other students in terms of their learning and of relationships with other students within classrooms within the school and within the community.
- Behaviour which demonstrates courtesy towards teachers, other school staff, visitors and students.

Unacceptable Behaviour

- Behaviour which includes: failure to comply with instructions, name-calling, verbal abuse, threatening language, aggression or intimidation, physical abuse, harassment, including racist, sexist and homophobic abuse and bullying.
- Certain actions / decisions / failures will lead to consequences. The responsibility for avoiding consequences will lie with the rule-breaker.

- Consequences are not negotiable

Right Track disciplinary procedures

The Right Track system is a transparent, staged response to student misbehaviour. Each level in turn responds to increasingly disruptive behaviour. Intervention takes the form of both punitive and restorative measures, including praise and rewards to aid the students in addressing their behaviour.

Included within the staged process are indicators of initiating staff. This gives a clear guide as to the level of intervention expected of classroom staff, Heads of Departments, Learning Managers and the Senior Leadership Team.

Right track reports

As a staged response to pupil misbehaviour there are several reports associated with the Right Track system. With each report, the level of monitoring increases as does the severity of the consequences of not modifying poor behaviour.

This includes:

- Departmental Reports – issued following referral from the classroom teacher to a Head of Department of continual disruptive behaviour.
- Learning Manager’s Report – issued following concerns from several subject areas
- Senior Leadership Team Report – Issued following: a serious incident; failure to thrive following a sustained period on Learning Manager’s report or as part of a PSP
- Uniform Infringement Report – Issued any member of the teaching staff/ Learning mentors when a pupil is out of uniform.

Detentions

Subject teachers may issue detentions to students who do not co-operate with the Right Track classroom code during break or lunch time. When a lunch or break time detention is issued staff will ensure that there is enough time available for a pupil to have time to consume food and drink.

Failure to attend an individual teacher’s detention may result in a Department Detention or after school detention, referred to as School Detention.

School Detentions run on Mondays, Wednesdays and Fridays after school, and usually take place in the cafeteria. They run from 2.45 – 3.45pm. Parents/Guardians will be informed by letter and given at least 24 hours’ notice.

Relevant legislation states that schools can detain pupils without parental permission. While the school reserves the right to make use of this legislation, we would much prefer to work in partnership with parents to ensure that corrective measures are effective and that the best interests of the pupil are served. Staff issuing the detention will monitor pupil attendance and if necessary issue a Head’s Detention for non-attendance at a School Detention.

Failure to turn up to the Head Teacher’s detention will result in a session in the Referral area.

It is not the school’s responsibility to make alternative transport arrangements nor are transport difficulties a valid reason for not attending a detention. The school will, however, look sympathetically at reasonable concerns.



Referral Area

The Referral Area is a section of school where students who are internally excluded are housed.

Despite our best efforts, occasionally a pupil is a real nuisance in a lesson and may prevent other pupils from learning in a calm and ordered atmosphere. In these instances the Right Track procedures are put in place. However as repeated incidents involving the same pupil may occasionally occur, the students is sent to Referral

Referral is staffed all day and where possible students carry on with work from their normal timetable.

To be sent to Referral is an extremely serious matter, and except in unusual circumstances parents will be informed that their child has spent time in referral and a grave indiscipline has occurred.

PUPIL SUPPORT CENTRE – Aims, Objectives & Principles

Addressing the issues

It is clear that disruptive behaviour by individual pupils can lead to significant disruption to their own education, and that of other pupils. It is vital to the success of the school that parents are confident that when they send their children to Ysgol Bryn Elian, they will receive a high standard of uninterrupted education.

The Pupil Support Centre is a specialist department situated in a strategic area within school to enable medium to long term teaching and support programmes to be developed. These programmes are focussed towards individual pupils and small groups who contribute to the interruption of quality teaching and learning.

The Pupil Support Centre is a merging of resources that result in a specially devised curriculum and support programme being developed for individual pupils.

Pupils will be supported through their difficulties and reintegration into the school environment will be facilitated.

This is achieved by good quality teaching, behaviour management and appropriate support on a 1-1 and small group basis.

There is an opportunity to utilise outreach support via a multi-agency approach and parental agreement and involvement is seen as vital to the success of the initiative.

The Pupil Support Centre is an environment where pupils who exhibit problems that are not solved by the earlier stages of behaviour management can spend time, receive appropriate intervention and support and access their curriculum entitlement.

This takes place away from the pressures of school life until such time as they can successfully rejoin their peers and take full advantage of the opportunities available at Ysgol Bryn Elian.

Post reintegration, there is continuing support for the individual pupils.

There is a clear entry and exit procedure which involves staff at Senior Management level. Emphasis is placed on reintegration and referral is not seen as a full time, long term initiative.

Exclusions – Fixed term and Permanent

The Use of Exclusion

A decision to exclude a student will be taken only:

- In response to serious breaches of the Right Track system
- Once a range of alternative strategies through the Right Track have been tried and have failed
- If allowing the student to remain in school would seriously harm the education or welfare of the student or other students.

Before reaching a decision, the Head Teacher will:

- Consider all the relevant facts and firm evidence to support the allegations made, and take into account the school's policy on equal opportunities. If there is sufficient doubt of the balance of

probability that the student actually did what is alleged, the Head Teacher should not exclude the student

- Allow the student to give his/her version of events, either personally or through another appropriate member of staff
- Check whether the incident appeared to be provoked by racial or sexual harassment;
- Consider the level of support the student has been given if they have identified learning or behaviour difficulties

Only the Head Teacher can exclude a student from school, or the Deputy Head Teachers in the case of the Head Teacher's absence.

There are 3 levels of exclusion that the school uses:

- Internal exclusion through the Referral Area
- Fixed Term exclusion (students can be excluded from school for a maximum of 45 days).
- Permanent exclusion.

The Praise System

Again the school motto '**Achievement for All**' permeates through the praise/rewards strand of the **Right Track** programme.

At Bryn Elian we recognise achievement in its broadest sense and seek to praise not only academic attainment but progress, effort and personal and social development.

Praising students and therefore positively reinforcing 'wanted' behaviours should feature heavily in every teacher's repertoire. Praise is a very powerful tool for teachers to use. The general practice of classroom management should involve many 'positive moments' given to students on a regular basis. The use of positive praise & feedback by classroom teachers during lessons is expected to be the norm and not the exception.

At Ysgol Bryn Elian opportunities arise on a daily basis to praise and encourage pupils. These opportunities include writing comments in exercise books and school planners, phone calls home to parents as well as verbal praise and encouragement. It is a feature of the school that staff actively find reasons to praise pupils. Praise postcards are also used and sent home from departments at regular intervals.

In addition to the informal praise systems above the school also operates a rewards package based on awarding Merit Marks.

The Right Track Merit Mark Reward system

Each half term, teachers record on the School's Information System data in relation to each pupil's attainment, along with a record of their effort and behaviour, according to set grade descriptions.

This data is added to the information we gather on a pupil's attendance and is then converted into 'Your Best Effort Points' (YBE points). The top scoring pupils are then given Gold, Silver or Bronze awards, and their name is put into a draw, where their best efforts could see them win 'Love to Shop' high-street vouchers.

Annual Ysgol Bryn Elian Awards Evening

In September each year, the school holds its annual Awards Evening. Each subject area is asked to nominate pupils at each Key Stage for the receipt of prizes. A guest speaker awards the prizes in a formal ceremony. Special Award prizes and Special Achievement prizes are also awarded during the evening.

BOOKS AND EQUIPMENT

We expect that all pupils will bring with them the requisite equipment for the day. Pens, pencils, a ruler a rubber and the pupil's homework diary are the minimum requirements. Where particular items of

equipment are helpful for personal use (for example calculators, coloured pencils and the like) subject teachers will give advice. Pupils should carry their belongings in a suitable bag.

BULLYING

Bullying is 'conduct intended to cause hurt, either physical or psychological, which is unprovoked and continues over a long period'

We believe that all our students have the right to live and work in a positive and safe environment, which allows them to give of their best in all circumstances. In common with many other schools we recognise that bullying becomes a problem where an atmosphere of secrecy is allowed to prevail. At Ysgol Bryn Elian we are committed to creating a climate of openness and trust, actively encouraging pupils to tell a member of staff should they feel physically or verbally intimidated at any time during their school lives. Our school policy is under constant review. We work towards ever more rigorous and effective procedures to eradicate this problem. There is also a system of peer counsellors: pupils trained to help others in the event of problems like bullying arising.

Our Tutorial and PSE Programmes enable us to raise issues relating to friendship, strained relationships and bullying. Form teachers are usually the first teachers to be contacted when there are concerns.

The support of parents is essential in alerting us to problems about which we may be unaware. All such reports are treated seriously, swiftly and with discretion.

CAREERS EDUCATION AND WORK EXPERIENCE

Our formal Careers Education Programme begins in Year 7 and continues as long as the student remains at school.

All students in Years 9 and 12 receive advice and guidance through formal lessons and mentoring sessions to help them make informed choices about their courses in Key Stages 4 and 5 respectively. Students use Careers Wales on Line (CWOL) to make their option choices. Several other careers events take place to support students in their choice of career pathway.

Our extensive Careers Library carries information and prospectuses relating to colleges and universities nation-wide. Interactive computer packages help pupils to make informed choices. The school works in partnership with Careers Wales to provide high quality careers advice and guidance.

CARS

At the beginning and end of the school day, large numbers of pupils arrive and leave by the main gate. It is, therefore, very important that there is no unnecessary vehicle movement through the gate at these times. **No one may not drive on to the site at these times, as well as at break and lunchtimes, and will find that the barrier prevents this.** We would also ask that parents refrain from parking too close to the entrance to the school and that they do not obstruct the bus stop area, where there is restricted parking at the start and end of the school day. **Sixth Form students may not bring their vehicles on to the site.**

CHARGING POLICY

Education is provided free of charge but there are some activities for which the Board of Governors have agreed that parents should be asked to contribute.

Instrumental music tuition is provided by a team of peripatetic teachers. Tuition is currently available in the following instruments: violin/viola, woodwind, brass, piano, guitar/base guitar, voice and drums. Parents are asked to pay towards the cost of this tuition. Mrs. M. Hildrew, teacher of Music, can advise parents on the rate applying in any year.

A variety of trips is arranged to enrich the school experience of pupils. Whereas no child will be excluded from such trips as a result of an inability to pay, it is important that the expenses of each trip are met if the activity is to take place.

CHARITIES

We encourage pupils to consider the needs of others, giving opportunities and encouragement to work for those in need locally, in other parts of Britain and in the wider world, and especially in support of our links with a rural community in Madagascar. Each year group usually undertakes a major charity appeal, sometimes during the period preceding Christmas. Individual form groups are also encouraged to support a chosen charity by raising funds or giving time and these efforts may take place at any time during the year.

No one is obliged to participate or contribute. Through tutorial work and PSHCE we try to convey always that to give time is more important than to give money. Similarly, we respond when we can to emergencies and crises. Sometimes the need is for clothing or other equipment rather than money.

CHILD PROTECTION

Parents should be aware that the school will take any reasonable action to ensure the safety of our pupils. In cases where the school has reason to be concerned that a child may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Welsh Child Protection Procedures and inform Social Services of their concern. The child protection officers are Mr. Dave Humphreys (Deputy Head), Mrs. Bronwen Jones, and Ms. McManus.

CHURCH LINKS

Ysgol Bryn Elian is not affiliated to any church but links are established with churches in the area and ministers from different denominations visit the school from time to time to conduct assemblies.

The school holds an annual carol service in school or in one of the local churches. These occasions are popular and the congregation is filled with children and parents sharing in the spirit of Christmas.

COMMUNITY USE

The facilities of the school are available for community use at a suitable charge. The facilities available include the floodlit all-weather pitch, the sports hall, the gymnasium and the Studio Theatre. Other facilities, including computer suites, are also available. Those wishing to hire school facilities should contact the School Business Manager, Mr B. Crossland.

COMPLAINTS

We hope that your family's association with Ysgol Bryn Elian will be a happy one and that you will have no cause to complain about the curriculum offered or the ways in which your daughter or son is being looked after. However, even in the best run establishments from time to time things do go wrong or concerns are felt.

Should you feel the need to make a complaint or express a concern we will do our best to address the issue involved. We have set ourselves a benchmark of dealing fully with concerns within a week. Complaints which require the intervention of the Governing Body will, however, take longer – up to a month, depending on the circumstances. The following is a summary of our established complaints procedures:

- Complaints about the curriculum should be addressed to the Head Teacher in the first instance.
- Complaints about examinations should be addressed to the Examinations Officer.
- All other complaints should be addressed to the Learning Manager.
- If the Learning Manager is unable to resolve the matter or the complaint is about the action of a learning manager the Head Teacher or one of the Deputies should be contacted.
- If you believe your complaint has not been dealt with to your satisfaction or if the complaint is against the Head Teacher, you should refer the matter to the Board of Governors through the Clerk to the Governing Body at the school.
- The Governing Body will investigate any complaint made to them and respond in writing to the complainant.

It is not unknown for children to go home with a distorted version of events. This can lead to parents becoming unnecessarily concerned and can give parents a false impression of the school and its pupils. It is, therefore, very important that parents seek clarification of issues before lodging formal complaints.

COMPUTERS

See **Information and Communication Technology and the Internet**

DETENTIONS

Please refer to the information under the "Behaviour Policy" heading.

DUKE OF EDINBURGH AWARD

Ysgol Bryn Elian has an extensive well established unit and a large number of participants undertake work for the Award at Bronze, Silver and Gold levels. Mrs. Lowndes is our school co-ordinator and works with a

team of enthusiastic and committed staff after school, at weekends and during the holidays to train, supervise and sustain the scheme. The Expedition Section is particularly intensive. Pupils who wish to work towards an Award register their interest and apply at the beginning of Year 10.

THE EDUCATION WELFARE SERVICE

The Local Education Authority provides the Education Welfare Officer as a 'Service to Pupils and Parents.' The role of the Education Welfare Officer is to liaise between the home and the school whenever appropriate. She will enquire into unconfirmed absences as a matter of routine, but this is only a part of her work; she is available to parents for advice and support about school attendance and all other matters affecting pupils' welfare. The EWO works in conjunction with the school pastoral teams who will normally but not exclusively provide the link between parents and the Education Welfare Service. The EWO also assists parents of children when a Statement of Special Educational Needs is being prepared. Currently our EWO is Ms. Ffion Hughes.

EQUAL OPPORTUNITIES

In the school's policy statement we emphasise our commitment to ensuring equality of opportunity for all regardless of ethnic origin, religion, gender, disability, sexual orientation or special educational needs. This relates to all aspects of school life.

EQUALITY PLAN

The school holds an equality plan which is in-line with the county. A copy can be obtained on request.

EXAMINATION REQUIREMENTS

External assessment of pupils is carried out formally throughout Key Stages 4 and 5 when pupils take GCSE and equivalent examinations. Sixth Form students take AS and A2 Level and/or BTEC courses, and all students follow the Welsh Baccalaureate Qualification. Students in Key Stage 4 are heavily involved in and formally assessed in the Welsh Baccalaureate at appropriate levels. Coursework and controlled assessments also form an important part of the examination process.

When pupils are entered for external examinations the school gives all possible support, but pupils are themselves responsible for checking the timetable, arriving in good time and having the right equipment, including calculators when appropriate. **Pupils failing to attend an examination without good reason will be charged for the examination entry fee.** The school has clear policies on examination entry, performance and appeals. These are available on request. Pupils are expected to follow the published procedures when taking exams.

EXTRA CURRICULAR ACTIVITIES

Many activities take place after school and at lunch-time in which pupils participate on a voluntary basis. Currently these include many sports practices and team games and gymnastics as well as 5x60 activities. Musical groups work after school and at lunch-time, including choirs, the orchestra and various groups of musicians. Many pupils are involved in preparing for and participating in the Urdd Eisteddfod. Other regular clubs include the Duke of Edinburgh Award training, the Science Club and the Welsh Club, to name but a few. Teachers or Teaching Assistants will be in charge. A full list of extra-curricular activities is published at the beginning of the academic year and form tutors regularly up-date their form members with clubs' news.

Visits abroad to France and Germany, for example, are regularly arranged and Year 7 takes part in an annual visit to Glan Llyn near Bala for an outdoor education experience. Trips are organised by other subject areas such as theatre visits in English and Geography trips to venues of interest.

Taking part in an extra-curricular activity is usually a very good way to make new friends and to develop particular skills. We hope that all parents will encourage their children to take part in at least one such activity.

Pupils have the responsibility for informing parents that they will be late home when attending practices or meetings and in normal circumstances pupils must make their own transport arrangements.

FORM GROUPS



Before pupils join us in Year 7 there are extensive discussions with primary colleagues and we work hard to ensure that each form has a similar range of ability. Each pupil will usually be in the same form as another person from the same primary school so that each has someone with whom queries may be shared before the new term begins. We hope that all pupils will make the most of a new beginning and extend their circle of friends. A variety of activities is arranged in Tutorial periods to help this.

Each form group can normally expect to stay together for the full five years of compulsory schooling. However, despite our best endeavours sometimes some changes are appropriate, and we reserve the right to make adjustments in our form groups when there is a very good reason. These changes are not lightly undertaken and parents are usually consulted. The best time for such changes is at the end of Year 7, and thereafter we would expect to make no more changes. We discourage pupils from requesting a change of form; this is a serious matter of internal organisation not set in motion lightly. Form groups are also House groups for sporting and cultural activities.

FOUNDATION STATUS

Formerly, Ysgol Bryn Elian was a Grant Maintained School. The school was able to use the freedom which that status allowed to the benefit of the pupils through channelling resources directly into raising standards. Foundation status allows the school to maintain a considerable degree of autonomy, allowing the school to continue to focus on raising achievement.

The Governing Body is responsible to the parents and to the Government, through the LEA, for the administration of the school. We seek advice and support from a variety of sources and our budget includes money to pay for these services.

GOVERNORS

A full list of school governors can be found on the school's web site and copies of the list are available from the Head's PA.

HAIR

All pupils are expected to wear their hair in a suitable way for school. Beads, gaudy decorations and garish colours are not acceptable. Extremes of hair fashion are not allowed. Long hair may not be worn loose in workshops, laboratories or in any lesson where long hair would be a hazard to the wearer or anyone nearby.



HEALTH MATTERS

We have a part-time fully trained nurse provided by the local Area Health Authority. She has an office within the school. The nurse is not a first-aider but is there to offer confidential health and welfare advice.

A pupil who is unwell should approach a teacher who will arrange for him or her to speak to the relevant Learning Mentor who will decide if medical attention is required. Pupils may themselves go to the office at break or lunch-time. Office staff will inform the relevant Learning Mentor of their presence at the office. If necessary, contact will be made with parents and pupils may be taken home.

If a pupil needs medication during school time it should be brought to the office labelled with the pupil's name and form and with written instructions for administering it to the pupil. If a pupil is in need of regular medication, it must be brought from home and left with the office. Inhalers for asthma should be kept on the pupil at all times and they must be clearly labelled with the pupil's name and form. A second inhaler should be kept in the school office for emergency use. Parents are responsible for ensuring that all medicines are within their effective date.

The first-aider deals with injuries and parents are, of course, advised when necessary. It is essential that the school can contact a parent/guardian or authorised adult quickly in an emergency. Parents/guardians should please ensure that the school has two emergency contact numbers and that the school office is informed if these numbers are changed.

If emergency medical attention is required the office will work with parents to make arrangements to transfer the pupil to the Casualty Department of Ysbyty Glan Clwyd or Colwyn Bay Community Hospital.

The first-aider may judge that the health needs of a sick pupil would be better served at home. In these circumstances the school will contact a parent to arrange for him or her to collect the pupil. We do expect that parents will comply with this request, and must point out that the school cannot be held responsible for the subsequent health of the pupil if this advice is not taken.

First Aid Equipment

This always accompanies school excursions for use in emergencies. Parents should ensure that teachers taking pupils out of school are informed in writing about any special medical conditions. First Aid equipment is also to be found in laboratories, workshops and PE areas.

Health Protection

To protect the health of pupils we have a firm school rule which forbids smoking (including e-cigarettes), alcoholic drinks and drugs on the school premises. Aerosols of all types and solvent based adhesives and correction fluid are banned and will be confiscated. The rule extends to the vicinity of the school and to occasions when pupils are under the jurisdiction of the school. This includes travelling to school and going home after school as well as school trips at home and abroad. In serious cases the police will be involved. Knives and other sharp implements as well as other weapons may not be brought to school.

Medical Information

It is important that the school is aware of any medical condition each child has which may affect him/her in school. A medical form is issued to all parents of Year 7 pupils and to any newcomers throughout the school.

The information is kept and is confidential within the school. It is essential that the information is kept updated and parents are asked to inform the school in writing, by telephone or in person, if there are any changes over the years. Mrs. Caroline Owen, School Office Manager should be contacted regarding any medical information.

Medical Inspections

The Health Authorities, through the local hospital, arrange for regular medical inspections and immunisations routinely throughout a pupil's school career



HOME - SCHOOL PARTNERSHIP

The task of education involves a partnership between school, the pupils and parents:

The school will make the following commitment:

- The National Curriculum will be carefully taught within a balanced curriculum, allowing the talents of all our pupils to flourish.
- Regular reports on progress will be made to parents, and teachers will be available for consultation if ever problems do occur.
- Success in a range of academic and other fields will be encouraged.
- Homework will be set to an agreed pattern and will be marked promptly.
- All children will have an opportunity to take part in out of school music and drama activities and in sporting events.
- We will give due recognition to the culture of Wales.
- Regular newsletters will be sent home outlining some of the activities and new developments of the school.
- Complaints where they arise will be fully investigated and appropriate responses made.

At the same time, we expect that parents are able to commit themselves to the following:


We as parents will

- Set aside some time each day to talk and listen to our child and encourage a positive attitude to school.
- Find out what is happening at school by attending parents' evenings.
- Ensure that our child is properly equipped for school with a bag, pens, pencils, ruler etc. and that he/she has PE kit ready at the right time.
- Check that appropriate school uniform is always worn properly.
- Ensure that our child gets a good night's sleep and does not stay up late.
- Ensure that our child is punctual and always attends school unless ill-health or another good reason prevents him/her from doing so.
- Check on homework regularly, look at the books and praise his/her efforts.
- Support the school in its efforts to maintain good order and discipline.
- Keep the form teacher informed about any factors which may affect our child's performance or well-being in school.

Furthermore, all pupils are expected to do their best at all times, and fully honour all commitments made in the agreement on his/her behalf.

HOMEWORK

Homework is regarded as a very important part of a pupil's education. It is set on a regular basis in order to:-

- Encourage pupils to develop self-discipline and independent study
 - Allow practice in skills recently acquired
 - Prepare for work to be done in a future lesson
 - Extend areas of study and to make possible the use of materials and sources of information not accessible in the classroom.
- 

We look for the support of all parents in ensuring that homework is completed satisfactorily. To assist pupils with personal organisation, School Diaries are issued each year. Pupils should record homework details and **parents are expected to check diaries and sign weekly** to indicate their inspection. Form teachers also monitor School Diaries.

Homework Clubs will run after school, and details will be given to pupils at the start of the year. The Library is open until 4 pm on Monday to Thursday afternoons and homework or research may be undertaken there.

Parents can expect homework to be in differing formats, from reading tasks through research to project-based activities. It is reasonable to expect pupils to have more homework in Key Stage 4 than Key Stage 3, and yet again a greater amount of independent study in Key Stage 5 (Sixth Form).

Queries from parents about homework should normally be addressed in the first instance to the Learning Manager or Learning Mentor.

HOUSES

Each tutor group is also a house group. These each take the name of a North Wales lake. Each house has an associated colour. Houses are used to support cultural and sporting activities within the school.

House Name

Cwellyn
Dulyn
Glaslyn
Idwal
Llydaw
Ogwen
Tegid
Bala

INFORMATION COMMUNICATION TECHNOLOGY AND THE INTERNET

All pupils are given the opportunity to use computers in their work. They all receive an individual e-mail account and they can access the Internet. This is an excellent research tool but it is not without its dangers. Great care is taken to prevent pupils gaining access to unsuitable materials. The Local Education Authority has purchased software, which filters out unsuitable material and teachers supervise lessons in which the Internet can be accessed. It is, however, essential that pupils understand that seeking unsuitable material on the Internet is unacceptable and that access will be withdrawn from anyone abusing the system and further sanctions will be applied in accordance with the school discipline policy. There is a detailed policy on computer use, The Acceptable Use Policy, which is available on request.

INSURANCE

Ysgol Bryn Elian's insurance provides cover for accidents occurring during school time and during school-related activities, but only where the school is found to be negligent. The school's insurance does not cover pupils' personal belongings, equipment or clothing.

School trips and visits often require additional insurance cover, which is arranged by the school. Any cost of this insurance is included in the overall cost of the trip.

JEWELLERY

The wearing of jewellery is regarded as unsafe in the school environment. Many accidents and injuries can be caused by jewellery. Consequently pupils may not wear rings (other than one plain ring), bracelets, necklaces or any other jewellery. Pupils are permitted two stud earrings only, one at the base of each ear. Nose studs are not permitted. No other body jewellery is permissible. Parents should note that all items not in line with this code are likely to be confiscated. The school cannot take responsibility for any item of jewellery that is lost or stolen on the premises.

The school reserves the right to place pupils in the Referral Area if they persist in coming to school with unacceptable piercings. In extreme case, pupils may face fixed term exclusion until the problem can be resolved.



LEARNING SUPPORT

The Learning Zone, under the leadership of Dr. Anna McCormack-Colbert, works with pupils who need help to achieve their full potential in all areas of the curriculum and at every Key Stage.

Usually our colleagues in primary schools alert us to the needs of individual pupils and we continue to provide the support, which is required, in a variety of ways. For other pupils, the need for Learning Support may emerge for the first time during our screening procedures carried out in the Autumn Term of Year 7. For specialist advice, the Educational Psychologist may see a pupil and his or her parents, after prior consultation between Learning Support staff and parents.

For maximum effectiveness we like to work closely with parents, and it is our aim to keep parents fully informed about any Learning Support their child may receive. Dr. McCormack-Colbert is glad to hear from parents and is happy to make individual appointments whenever necessary. There are opportunities at parents' evenings to discuss the progress being made by a pupil receiving learning support. In Year 9 for some pupils there is a Review Meeting in order that parents may meet staff in the department to discuss progress being made. (See also Paired Reading.)

Educational Psychologists are employed by Conwy County Borough Council to work with schools, families and individuals. They are qualified psychologists and experienced teachers. Having studied child development, learning and behaviour, they are particularly concerned with ensuring that children make the most of opportunities in school. Sometimes a child may experience a specific difficulty and psychologists can advise teachers and parents about how s/he can be helped.

LIBRARY FACILITIES

Library provision at Ysgol Bryn Elian has been designed to meet the needs of modern education. A full range of books, audio and video media is available.

The library is open throughout the school day from 8.00 am to 4.00pm on Mondays to Thursdays and from 8.00 am to 3.30pm on Friday so that pupils can use it at morning break, lunchtime and after school for private reading and browsing.

We insist that pupils treat the library and its facilities with respect, consider the needs of their fellow students, look after the books on loan to them and ensure that they are returned within the loan period. There is a fines system in operation to ensure that books are kept circulating and that all pupils have fair access to all the resources. The school uses an electronic system for issuing and returning books. Lost or damaged books may result in a bill for the replacement cost.

LITTER

The school site is large and, although we employ caretakers, it is not unreasonable to expect pupils to have concern for their environment. Pupils will be expected to pick up dropped litter when requested to do so.

LOGO

Ysgol Bryn Elian's badge represents the Celtic Cross and underlines the historical link to Saint Elian, whose holy well is to be found further up the hill behind the school. The badge on the school jumper was based on a design by a pupil and features the cross.

LOST PROPERTY

It can be a tremendous challenge for new pupils to cope with moving to lessons in a large school, carrying their belongings. Inevitably books and other possessions are sometimes left in classrooms, laboratories and changing rooms. Unfortunately, a lack of suitable space makes it impossible for the school to provide lockers for all pupils.

The first thing the pupil must do is to retrace his or her steps and look for the lost item immediately; to leave things until the same lesson in the following week is very unwise. Chances of retrieving lost property in the same place a week later, in rooms used by hundreds of other pupils are not high!

Pupils should ask for help from the appropriate subject teacher, form teacher, and the Learning Manager.

Items found in school are sent to Lost Property at the school office. Every effort is made to return named articles to the owner, but pupils must not depend on this; they are responsible for searching for their own lost property as soon as it is realised that something has been mislaid.

We look for the help of parents in ensuring that all their children's property is labelled adequately with the owner's name. Even small items such as purses and pencil cases should be so marked. We know that this is a tedious chore, but it does help prevent costly and annoying losses.

Valuables

Ysgol Bryn Elian is not insured for the lost or damaged property of pupils. We urge parents to examine their own insurance arrangements if expensive items are involved. Such items, including larger sums of money, are in all cases brought into school at the pupil's own risk but may be given to Pastoral staff for safekeeping. No responsibility can be borne by the school for the safe keeping of bicycles. [see also under Transport]. In PE lessons valuable items should always be handed in to the teacher in charge for safekeeping.

LUNCH TIME

A wide range of meals and snacks is competitively priced and nutritionally valued in line with the Welsh Government's guidance on Appetite for Life. The school is very well placed on the National Quality award which sets performance criteria where the school has to demonstrate that we are firmly committed to an approach which develops the whole school. The award acknowledges that the school is 'thinking health' and incorporating new ideas as a matter of course. The school uses a cashless catering system which allows parents to track the cost and make up of their children's daily food intake.

Pupils may bring a packed lunch. Energy drinks are not allowed at school. Pupils qualifying for free meals are entitled to food to an amount of money subject to annual review by Conwy CBC. Queries relating to Free Meals should be made to the School Office.

All pupils are to remain on the school premises to take their lunch. They should not leave the school site at any time before the official end of the day without the permission of the appropriate learning manager who may issue a Removal Form for the purpose. Sixth Formers may leave the site at lunch time if they wish.

MENTORING

Each child in the school is assigned a personal mentor who will discuss academic progress with the pupils every half term during a formal group or one-to-one mentoring session. In order to improve their own learning and performance, pupils with the help of a mentor will set themselves short term goals in order to improve their standards of attainment or to maintain current high standards. Targets are reviewed during the next mentoring session and new ones are set. All pupils and mentors have access to the most recent performance data for discussion in all mentoring sessions.

MESSAGES TO PUPILS

Parents will appreciate that in a large school where pupils use rooms in every part of the campus for different lessons, it is not easy for us to pass on messages from parents to pupils during school hours. Our office staff are always helpful but please try to avoid asking us to locate your child to pass on messages or money. It is not our policy to remove pupils from lessons to receive messages. Important messages are passed on at the beginning of each part of the day by form tutors when forms are registered. Really urgent matters, naturally, are dealt with as emergencies. In this event it would be most helpful to mention your child's form.

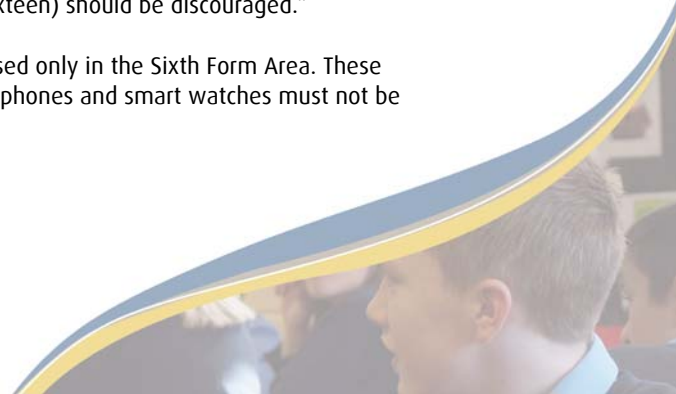
Under no circumstances should a parent go directly to a pupil's classroom, nor must they telephone or text directly to the pupil in contravention of the school rules on mobile telephones.

MOBILE TELEPHONES

Mobile telephones should not be used in school, but when they need to be carried, they should be switched off and kept in the school bag. Please view the school website for the mobile phone policy.

This policy is important as it takes into account the possibility of mobile phones being used for bullying. Camera phones should not be used in school and we are mindful of recent Welsh Government guidance: "the widespread use of mobile phones by children (under the age of sixteen) should be discouraged."

Sixth Form students may carry mobile phones but these may be used only in the Sixth Form Area. These mobile phones are brought in entirely at the owner's risk. Mobile phones and smart watches must not be taken into any examination room.



MODERN LANGUAGES

All Year 7 pupils will begin to study French or German as a literacy-ability set. Languages are introduced using new and attractive courses designed to meet National Curriculum requirements and motivate a wide range of learners.

PAIRED READING

Students in Years 12 and 13 (the Sixth Form) receive training to enable them to work with pupils in Years 7, 8 and 9 who need practice with reading. The older students are working under the guidance of Dr. McCormack-Colbert, who ensures that the pair is working happily. Paired Reading is also assisted by parent volunteers. **Parents interested in helping pupils in this way should contact Dr. McCormack-Colbert.**

THE PARENT – TEACHER ASSOCIATION

The PTA meets at regular intervals throughout the school year. It provides an opportunity for parents and teachers to discuss various aspects of the school and a point of contact that is perhaps less formal than a direct approach to school. It organises social events during the year and raises funds for the benefit of all pupils.

The main fund-raiser is the 100 Club, which enters participants into a monthly draw. Other fund-raising and social events are organised throughout the year.

Members of the PTA Committee are always involved on these occasions but they greatly appreciate other parents who volunteer their time and expertise to make them successful. If you can help in any way or wish to join the 100 Club, please contact any member of the PTA, through school.

PHOTOGRAPHS

Early in the first term at Ysgol Bryn Elian all Year 7 pupils have their photographs taken and a tiny snapshot is retained for our records. Parents are offered the usual package of pictures on a sale or return basis. There is, of course, no obligation to purchase. Similarly, pupils are photographed again in Year 11, during the Autumn Term. Pupils who arrive at the school in other years will be photographed at this time too.

PHYSICAL EDUCATION

Winter and Spring Activities:

Rugby Union	Badminton	Health Related Fitness	Climbing
Football	Volleyball	Cross-country Running	Problem Solving
Hockey	Netball	Dance	Basketball
Gymnastics	Orienteering		

Summer Activities:

Athletics	Tennis	Softball
Cricket	Rounders	

All pupils are actively encouraged to participate in every Physical Education lesson to develop a positive mindset, which prepares them for an active and healthy lifestyle, through choice.

If a pupil is unable to participate for any medical reason a note must be brought from home to explain this. When a pupil is unable to participate it is useful, if appropriate, that he or she bring her PE kit so that they can be involved in other roles such as acting as an official or coach. Any long-term absences should be covered by a letter from a doctor or hospital clinic. If there are extenuating circumstances where an injury requires total rest the department are happy to discuss individual cases with the parent / guardian to find the best way to facilitate the well-being of the child.

Pupils experience a broad and balanced curriculum and are frequently consulted about the options available at all key stages.

Core PE is compulsory at key stage 4 with a BTEC qualification covered. Pupils are able to opt for a GCSE qualification and BTEC Level 3 is the option at key stage 5. The school has a number of sporting ambassadors who support the delivery of extra curricular activities and have a voice in the timetable organisation. Enquiries should be addressed to Miss D. Jones , Head of Physical Education.

PUPILS' PROBLEMS AND QUERIES

All members of staff, teaching and non-teaching, are involved in caring for the social and academic welfare of pupils attending Ysgol Bryn Elian. Form Tutors are the first people our students can approach for information or advice, and the School Nurse is available to offer medical advice.

If a problem cannot be resolved by the Form Tutor, Head of Department, Learning Manager or Learning Mentor then a Deputy Head may become involved. Since the senior members of staff have other major responsibilities please do not refer problems to them without contacting the Learning Manager first.

For the most serious or extremely confidential problems the Head Teacher, Mrs Hughes, may become involved but she will usually ask for background information from the school staff before taking any action. If appointments to see Mrs Hughes are necessary they should be made through her Personal Assistant, Ms. Tanya Lewis.

If all else fails, parents may use the official complaints procedure to raise the issue with the Governors. Should this be necessary please contact the Clerk to the Governors for information about the procedures.

We would emphasise that parents should make contact with the school whenever there is cause for concern. The form teacher, Learning Manager and Learning Mentor can often give clarification, information or reassurance. For our part, we do our best to ensure that parents are kept informed of important developments in relation to individual children. A telephone call from the school, it must be emphasised, will not necessarily herald bad news; more often we telephone in a spirit of enquiry, seeking clarification ourselves.

REFERRAL (See section – Ysgol Bryn Elian Behaviour Policy)

RELIGIOUS EDUCATION

The provision of Religious Education lessons is viewed as an important aspect of the school's fulfilment of its educational aims. Moreover, the National Curriculum includes Religious Education as an essential component in a broadly-based curriculum which aims to promote the spiritual, moral, cultural, mental and physical development of pupils.

Religious Education is delivered by well-qualified teachers, and lessons are taught in accordance with the Conwy agreed syllabus. In approaching the study of beliefs and values, the aim is to inform, stimulate thought and encourage reflection - not to indoctrinate. However, parents retain a legal right to withdraw their children from Religious Studies lessons and school worship. To exercise this right, parents should contact the Head Teacher in writing.

REPORTING TO PARENTS

Reporting regarding your child's progress will take place once a term in the form of a parents' evening, a full report or an interim report.

Parents' Evenings

At least one Parents' Evening is held for each year group every year. Timing of these evenings is carefully planned to maximise their usefulness. You are encouraged to attend these evenings when your child's progress can be discussed.

Where appropriate, informal reports are usually available on reasonable request through the Learning Managers and Mentors.

Reports

Formal written reports on pupils' progress are sent to parents once each year. These contain an updated record of effort and achievement in each subject area and refer also to extra-curricular activities and pupils'

personal qualities. These reports comply with our legal obligations and form part of the pupil's Progress File. A reply slip is included which allows parents to comment and should be signed and returned to school.

Interim Reports

Mentoring reports, detailing current standards along with effort and behaviour grades are sent home via pupil post at least twice a year, following Mentoring sessions.

Progress File (formerly National Record of Achievement)

Each student compiles a personal Progress File, which is completed by the end of Year 11. Help with this is given by form tutors, and teachers contribute a formal summary of the courses which have been followed and an account of the student's participation. Examination results are to be included when available. Students leaving Ysgol Bryn Elian at the end of Year 11 may show their Progress File folders to prospective employers or at interview for a Further Education place. The folder is intended to form the basis for a developing personal portfolio and pupils remaining in school until Year 13 will have their Record updated.

SCHOOL COUNCIL

The school is eager to involve pupils in discussions regarding their facilities and education. The highly successful and pro-active School Council allows pupils and teachers to sit down formally to discuss matters of mutual concern. Pupils are elected by their peers to be members of the council. In this way pupils are encouraged to take an active part in citizenship.

THE SCHOOL DAY

Bell	08.30	Registration and form time
Bell	08.45	Period 1
Bell	09.35	Period 2
Bell	10.25	Break
Bell	10.40	Period 3
Bell	11.30	Period 4
Bell	12.20	Lunch time
	12.25	Unsupervised areas closed

Afternoon

Bell	13.00	Registration
Bell	13.05	Period 5
Bell	13.55	Period 6
Bell	14.45	End of school – for pupils.

There is no supervision of pupils on-site before or after these times other than for extra-curricular activities.



SCHOOL SECURITY

As a school we take pupils' safety very seriously. Our site is at the edge of town, reducing some of the dangers to which children may be subjected. We have extensive external CCTV and we have internal CCTV in a number of corridors. As well as the pass system for visitors we have effective means of internal communication should a matter of concern arise. We also have a security lock on the main entrance to the school. All visitors to school are expected to sign into our electronic system at the main office and wear a visitors' badge at all times.

SEX EDUCATION

Sex education in this school aims to provide pupils with factual knowledge, together with opportunities to consider the development of relationships within a broadly Christian moral framework. Factual information will be provided in science lessons from Year 7 upwards. The content and delivery of such lessons will be related to the age of the pupil. Parents who wish to have further information as to what topics will be covered at which age should contact Mr. Dave Humphreys, Deputy Head, who will make this information available.

The Board of Governors has approved the following policy statement on Sex Education as required by the 1986 Education Act, taking note of government and L. E. A. guidelines.

The Policy Statement

1. The school considers that Sex Education in its broadest sense should form part of the school Curriculum for all pupils. It is viewed as a cross-curricular programme and features in several taught courses. It is part of the process of preparation for adult life, which should permeate the whole educational process. We will attempt to establish meaningful links with our associated primary schools to ensure continuity and effectiveness of the programme.
2. The school will ensure that pupils are taught in all ability co-educational classes so as to promote healthy attitudes and responses to Sex Education.
3. The school will prepare a detailed schedule of the teaching programme for approval by Governors. It will be sensitive to the beliefs, values, language and ability to pupils and their families. The programme will be reviewed on a regular basis.
4. The school will ensure that Sex Education is delivered in a manner that encourages pupils to have due regard for moral considerations and the value of family life. This will include objective and balanced encouragement for pupils to comprehend the range of sexual attitudes and behaviour in contemporary society. Pupils will be encouraged to make informed, reasoned and responsible decisions about their own sexuality and relationships as adolescents and in adulthood. The physical aspects of sexual behaviour will be presented in the context of caring and stable personal relationships.
5. The school will enlist specialist help from such as the Health Service to present certain topics. These may include contraception, abortion, sexual hygiene and sexually transmitted diseases. In general, the programme will be taught by appropriately selected members of the Bryn Elan teaching staff.
6. The school will ensure within the limits of available resources that members of staff involved in the programme will receive regular and relevant in-service training.
7. The school will arrange for the programme to be co-ordinated by the teacher in charge of Personal and Social Education.

Parents have the right to withdraw pupils from sex education lessons, but are requested to discuss the issue with the Head in the first instance, if they are intending to exercise this right.

SIXTH FORM WELFARE

The Sixth Form (Years 12 and 13) represents a transitional stage between school and higher education or work.

Students entering the Sixth Form do so with a variety of academic and personal needs. Some students are able to adapt immediately to the new demands that Sixth Form life brings, while others take more time to do so.

In the Sixth Form, there is a clear emphasis on students developing a strong work ethic and effective organisational skills. There is a good deal more freedom in the 6th Form than in Key Stage 4 and, with this freedom, comes responsibility for self-development and academic success. A strong structure of support and guidance is in place for students who experience difficulties or problems. The progress of our students is monitored regularly and parents are kept in touch in this regard. Sixth Formers can accept additional responsibility by becoming Prefects.

The first point of contact for Sixth Formers is the Director of Sixth Form, Mr. Warren Punshon or Sixth Form Learning Mentor, Mrs. Gail Hughes. Students may discuss any matters of concern. Parents should feel free to telephone school to discuss any relevant matter. As with all other year groups, a system of reports and parents' evenings is operated.

On entering the Sixth Form pupils are organised into new tutor groups, which tend to be smaller than in other year groups in order to allow closer contact between students and tutors.

Sixth Formers are expected to show maturity in their work and behaviour at all times.

TELEPHONE

A pay-phone is available for pupil use at appropriate times. This facility is for urgent matters only. The Learning Manager/Mentor's permission should be sought before using the telephone.

TOILET POLICY

The school has a toilet policy which can be viewed on the school website.

TRANSPORT

We do not recommend that any pupil should ride his or her bicycle to school, as we do not have secure facilities for the storage of bicycles. Any pupil who still wishes to ride a bicycle to school must complete a permit form obtainable from the school office. A bicycle brought to school is done so on the clear understanding that Ysgol Bryn Elian cannot accept any responsibility for its safe keeping. Anyone misusing a bicycle on school premises will not be allowed to bring the bicycle to school. Pupils riding bikes must wear helmets.

The local authority provides a bus service for those pupils living in the catchment area but at a distance of more than three miles from the school. Good behaviour is expected on these and on public buses at all times.

Car parking space is at a premium and is for staff and visitors only. Parents and visitors to the school are asked to take note of the restrictions on parking in the bus bays at designated time. **These are frequently patrolled by traffic wardens and parking fines will be issued to persons parking at designated restricted times.** Older pupils may not bring a car on to the school site. Sixth Form students using a car to come to school should take great care not to cause inconvenience to the school's neighbours through careless parking or reckless driving. **Parents may not drive on to the school site at the beginning and or of the day, morning break and lunch break time, when the traffic barrier will be in place.**

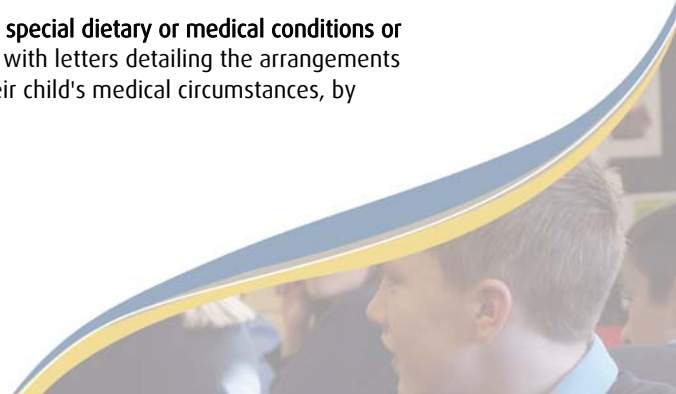
TRIPS AND VISITS

Colwyn Bay is situated in a rich and stimulating environment and we try to make the most of our opportunities. Routine study visits are made as part of the curriculum for Geography, History, Art, PE and Science, for example.

Older pupils may go to theatres as part of English A Level Studies and the Modern Languages Department runs study trips to both France and Germany. Ski trips are also organised.

It is essential that staff organising school trips are informed of any special dietary or medical conditions or requirements. Notification and consent forms are normally issued with letters detailing the arrangements but parents are asked to let us know of any sudden changes in their child's medical circumstances, by contacting Mrs. C. Owen, School Office Manager.

TUTORIAL WORK



During tutorial periods, form teachers work with pupils on cross-curricular issues and on the Thought for the Day. Issues may cover health, safety, managing money, social skills and relationships, including friendship and bullying and preparation for key events in the school year such as choosing GCSE subjects at the end of Year 9. Pupils are encouraged to reflect upon their progress and set personal targets. Form groups work together on charity projects or shared excursions. Form tutors will also check uniform and school diaries.

UNIFORM

All pupils are expected to wear the school uniform correctly. By wearing the uniform a pupil is endorsing his or her pride in being a member of Ysgol Bryn Elian. The uniform has been set and agreed by the Governors. [See Welsh Assembly guidance "School Uniform"].

The official supplier of school uniform is Boppers Boutique in Colwyn Bay.

"Designer" fashion-wear is not acceptable; all items should be in plain colours without insignia or "designer" labels.

- Footwear must be safe for our many steps and banks, and for working in laboratories and technology workshops.
- Denim, black jeans or chinos are **not** acceptable for school wear, neither are leggings or 'skinny' trousers
- Extreme hairstyles and colourings are not acceptable.

It is essential that all clothing and footwear worn for P. E. is different from that worn during the rest of the day, and is in line with the school's P.E kit requirements.

The uniform should be worn throughout each school day, during journeys to and from school and for other formal school events as required. Pupils in Years 12 and 13 are expected to adhere to a form of uniform, which has been negotiated with them. The uniform should be worn properly at all times. Denim clothing is not acceptable as school wear. Trainers are suitable only for sports. Parents of girls are particularly warned of the danger of pupils wearing high-heeled shoes on the site. Girls should not wear short skirts.

We look for the support of parents in ensuring that pupils adhere to our uniform regulations. From time to time fashions among pupils emerge which are inappropriate with school uniform. Make up or nail varnish is not allowed nor are showy hair ornaments. We hope that pupils will draw attention to themselves through good work and behaviour rather than their conspicuous appearance.

If for some unavoidable reason a pupil is temporarily unable to wear an item of uniform a note must be brought from a parent or guardian, to carry during the day to explain the unorthodox clothing.

GIRLS' CLOTHING

School Tie*
School jumper*
An outdoor coat/jacket of suitable weather-proof material (not denim)
Light-blue blouse
Black or navy skirt or trousers
Navy, black or skin colour tights
Plain black shoes [not trainers]
Apron for DT lessons*

GIRLS' P. E.

Key Stage 3

Light blue aertex polo shirt
Plain blue shorts
Football socks
Plain blue jumper
Trainers
Shin pads / gum shield

Key Stage 4

Light blue aertex polo shirt
Plain blue shorts

BOYS' CLOTHING

School Tie*
School jumper*
An outdoor coat/jacket of suitable weather-proof material (not denim)
Light-blue shirt
Black, navy or grey trousers
Matching socks
Plain black shoes [not trainers]
Apron for DT lessons*

BOYS' P. E.

Key Stage 3

School rugby shirt
Shin pads / Gum shield
Plain blue shorts
Navy football socks
Trainers
Football boots

Key Stage 4

School rugby shirt
Plain navy blue polo shirt (summer)

Plain blue track suit bottoms
Football socks
Plain blue jumper
Trainers
Shin pads / gum shield

Plain blue shorts
Plain blue track suit bottoms
Navy football socks
Trainers
Football boots
Shin pad / Gum shield

The school's Behaviour Policy will be actioned where the uniform code is persistently flouted.

VISITORS

All visitors to the school, including parents, will be asked by the office staff to wear an Official Visitor's badge in order to ensure that we can identify any unauthorised entrants and thereby ensure the safety of our pupils. Entrance for visitors is through the front door of the school only and all visitors must report to reception. The front door is equipped with a security lock which is controlled by the School Office.

Web Site

The school has an active web site where details of key dates, term dates, important events, curriculum information, news and general information about the school can be accessed.

