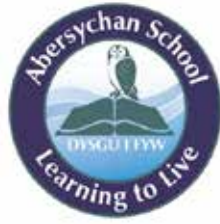


# ABERSYCHAN SCHOOL



**Taking you step-by-step  
through starting school**



## A BETTER SCHOOL

*Estyn Report 2018*

*All pupils are of equal value and we are committed to the pursuit  
of individual excellence, achievement and success for everyone.*





Mr Phil Collins,  
Headteacher, says:

It's wonderful news that you  
have chosen our school for  
your child. Thank you!

### We need some information from you

We need some information from you, so could you please follow the steps in this Parent Handbook, and hand in your completed forms to the school.

### Answering your questions

On page 11 is Key Information and pages 12-13 are answers to Frequently Asked Questions. If you have any questions that are not answered here, please contact the school office on 01495 773 068 and we will be happy to help!

### Term dates

On page 15 you will find term dates.

### Welcome

Welcome to Ysgol Abersychan School and I look forward to getting to know you and your child.



## Step 1

### STEP 1: Pupil Profile Form

Ysgol Abersychan School

The purpose of this pupil profile is to provide the school with up-to-date information that will enable us to act promptly and appropriately should an emergency happen or if we have to contact you for any other reason. Please note it is essential to complete and return this form to the school and keep us up-to-date of any future changes of details.

If you need any support completing this form, please contact the school office on 01495 773068.

SURNAME			
FORENAMES			
DATE OF BIRTH			
HOME ADDRESS (this MUST be the address where the child lives)			
POSTCODE			
GENDER AT BIRTH		IDENTIFYING GENDER	
TELEPHONE NUMBER			

#### Court Order

Is your child a subject of any current court order that is related to custody or access? ☐ YES ☐ NO

If YES, you will be contacted by the appropriate Head of Year for further details.

#### Correspondence

Unless otherwise informed the first named adult with parental responsibility, who is living at the child's address, will be the person who receives all correspondence.

#### Adults with Parental Responsibility (1)

RELATIONSHIP (eg: mother/father/ carer)	TITLE	FORENAME	SURNAME
-----------------------------------------------	-------	----------	---------

ADDRESS:	
HOME EMAIL ADDRESS:	
HOME TELEPHONE NUMBER:	
WORKS TELEPHONE NUMBER:	

#### Adults with Parental Responsibility (2)

RELATIONSHIP (eg: mother/father)	TITLE	FORENAME	SURNAME
-------------------------------------	-------	----------	---------

ADDRESS:	
HOME EMAIL ADDRESS:	
HOME TELEPHONE NUMBER:	

Please tear here



WORKS TELEPHONE NUMBER:	
MOBILE TELEPHONE NUMBER:	

Additional Emergency Contacts (1)

RELATIONSHIP (eg: mother/father/ carer)	TITLE	FORENAME	SURNAME
-----------------------------------------------	-------	----------	---------

ADDRESS:

HOME EMAIL ADDRESS:	
HOME TELEPHONE NUMBER:	
WORKS TELEPHONE NUMBER:	

Additional Emergency Contacts (2)

RELATIONSHIP (eg: mother/father/ carer)	TITLE	FORENAME	SURNAME
-----------------------------------------------	-------	----------	---------

ADDRESS:

HOME EMAIL ADDRESS:	
HOME TELEPHONE NUMBER:	
WORKS TELEPHONE NUMBER:	

Siblings

Please give details of any brothers and/or sisters the pupil has

Name:	DOB:	Relation to pupil (eg brother/sister)
Name:	DOB:	Relation to pupil (eg brother/sister)
Name:	DOB:	Relation to pupil (eg brother/sister)

Free School Meals

Is your child entitled to free school meals? ☐ YES ☐ NO

If YES, application forms are available on the Torfaen Website. This needs to be completed and postal confirmation will come directly to your home address.

Step 1

Step 1

Pupil’s Medical Details

NAME OF PUPILS DOCTOR:																																													
TELEPHONE NUMBER OF DOCTOR:																																													
ADDRESS OF DOCTOR:																																													
DOES YOUR CHILD HAVE A MEDICAL CONDITION:			DETAILS:																																										
<table><tr><td>Arthritis</td><td>Allergies to Cereals</td><td></td></tr><tr><td>ADHD</td><td>Allergies to Crustaceans</td><td></td></tr><tr><td>ASD</td><td>Allergies to Eggs</td><td></td></tr><tr><td>Asthma</td><td>Allergies to Fish</td><td></td></tr><tr><td>Seasonal Asthma</td><td>Allergies to Lupin</td><td></td></tr><tr><td>Celiac Disease</td><td>Allergies to Milk</td><td></td></tr><tr><td>Cerebral Palsy</td><td>Allergies to Molluscs</td><td></td></tr><tr><td>Cystic Fibrosis</td><td>Allergies to Mustard</td><td></td></tr><tr><td>Eczema</td><td>Allergies to Nuts</td><td></td></tr><tr><td>Epilepsy</td><td>Allergies to Peanuts</td><td></td></tr><tr><td>Irritable Bowel Disease (IBS)</td><td>Allergies to Sesame Seeds</td><td></td></tr><tr><td>Type 1 Diabetes</td><td>Allergies to Soya</td><td></td></tr><tr><td>Type 2 Diabetes</td><td>Allergies to Sulphur Dioxide (aslo known as Sulphates)</td><td></td></tr><tr><td>Allergies to Celery</td><td>Other</td><td></td></tr></table>			Arthritis	Allergies to Cereals		ADHD	Allergies to Crustaceans		ASD	Allergies to Eggs		Asthma	Allergies to Fish		Seasonal Asthma	Allergies to Lupin		Celiac Disease	Allergies to Milk		Cerebral Palsy	Allergies to Molluscs		Cystic Fibrosis	Allergies to Mustard		Eczema	Allergies to Nuts		Epilepsy	Allergies to Peanuts		Irritable Bowel Disease (IBS)	Allergies to Sesame Seeds		Type 1 Diabetes	Allergies to Soya		Type 2 Diabetes	Allergies to Sulphur Dioxide (aslo known as Sulphates)		Allergies to Celery	Other		
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Type 2 Diabetes	Allergies to Sulphur Dioxide (aslo known as Sulphates)																																												
Allergies to Celery	Other																																												
DOES YOUR CHILD NEED TO TAKE ANY MEDICATION DURING SCHOOL HOURS:			<input type="checkbox"/> YES <input type="checkbox"/> NO																																										

All Medication **must** be stored with the first aider and administered by the first aider. It **MUST NOT** be carried by the pupil around school. Please contact the First Aider at school for the necessary permission forms. Tel 01495 773 068

Religion

Please tick only one of the following categories that you feel best describes the religion of your child.

Buddhist ☐ Hindu ☐ Muslim ☐ No Religion ☐ Christian ☐ Jewish ☐ Sikh ☐ Other ☐

National Identity

Please tick only one of the following categories that you feel best describes the national identity of your child:

Welsh ☐ English ☐ Irish ☐ British ☐ Scottish ☐ Other ☐

Home language – Your child’s MAIN language at home

Welsh ☐ English ☐ Other ☐

Please tear here

Your child’s use of Welsh

Can your child speak Welsh? ☐ YES ☐ NO

Which of the following best describes your child’s fluency in welsh?

Please tick ONE

- ☐ Fluent in Welsh:
- ☐ Does not speak Welsh:
- ☐ Speaks Welsh but not fluently:

Does your child speak Welsh at home?

Please tick ONE

- ☐ Speaks Welsh at home:
- ☐ Cannot speak Welsh at all:
- ☐ Not applicable:

Which of the following best describes the use of the Welsh language by your child at home?

Please tick

- ☐ Speaks Welsh with one parent/carer:
- ☐ Speaks Welsh with both parents/carer
- ☐ Does not speak Welsh at home:
- ☐ Does your child speak Welsh in the home with siblings? ☐ YES ☐ NO

Signed
Print name
Date

Step 1

Step 2

Realising the aspirations of all our young people is the single most important goal of Abersychan School. We promise at all times to deliver the highest quality education and provide the very best opportunities and support to enable them to fulfil their ambitions.

Working in partnership with pupils/carers, **Abersychan School will aim to:**

- Provide a high standard of education.
- Provide a secure and caring environment in which all pupils feel safe and well looked after.
- Celebrate your child’s academic and personal achievements.
- Promote high standards of behaviour and work.
- Inform parents/carers of their child’s progress regularly.
- Provide a range of extra-curricular opportunities.

Head Teacher Signature: 	Date:
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On Behalf of Abersychan School

**As a parent/carer, I/We will aim to:**

- Ensure our child attends school regularly and is punctual.
- Ensure our child follows school rules.
- Provide full uniform and equipment.
- Encourage our child to complete homework and classwork.
- Attend meetings concerning the progress of our child.
- Keep the school informed of any concerns, problems or change in home circumstances.
- Check planners and Class Charts regularly.
- Avoid taking holidays during term time.
- Encourage our child to take part in extra-curricular activities.

Parent/Carer Signature:	Date:
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Person with parental responsibility

**As a pupil I will aim to:**

- Attend school regularly and on time.
- Show respect and courtesy for all staff and pupils.
- Follow school rules.
- Complete classwork and homework.
- Make full use of my school planner.
- Wear the correct school uniform.
- Take a full and active part in extra-curricular activities.
- Uphold school values.

Pupil Signature:	Date:
------------------	-------

Please tear here

STEP 3: Routine Off-Site Visits  
Ysgol Abersychan School

School/establishment:

Your child's name:

I agree to my child participating in routine visits off the school/establishment site. These visits might include the following, or similar, activities:

Education Enhancement Life Skills (Visits to shopping Centres and Public access areas). Theatres, Museums, Cultural/ Historical visits, course related work experience (e.g. Private Nurseries and Hairdressers) and Sports Fixtures.

These visits will normally take place at the following, or similar, locations:

Other Schools, Educational Establishments, Sports venues, Theatres, Museums, Cultural/Historical sites or recognised area to enhance lifeskills.

I understand that:

- such visits will usually take place within the school/establishment normal hours, but that if, occasionally, they are likely to extend beyond this, adequate advance notice will be given so that I may make appropriate arrangements for my child's return home;
- the school will send me details of each visit before it takes place;
- my specific permission will be sought for any visits beyond those listed above or which could involve commitment to extended journeys, times or expense;
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school/establishment discipline procedures during the visit;
- In an emergency, I agree to my child receiving first aid or urgent medical treatment;
- I must inform the school/establishment of any changes to medical conditions;
- The LA provides a 'personal accident and travel insurance' policy for all pupils whilst participating in organised visits.

Medical Information

Details of any medical condition that my child suffers from and any medication my child should take during a visit.

It is intended that this form is kept on file and will cover all routine offsite visits whilst the child is a student at Abersychan School.

Full name of parent/carer:

Signature:

HOME TELEPHONE NUMBER:

WORKS TELEPHONE NUMBER:

Address:

Two Contact telephone numbers :-

Date:.....

TO BE COMPLETED BY PUPIL:

I understand that for the safety of the group and myself I will obey the rules and instructions of members of staff.

Signed:

Date:

Step 3

Step 4 - 5

STEP 4: CONSENT FORM – USE OF BIOMETRIC DATA  
Ysgol Abersychan School

Please sign and date the form below if, having read the guidance provided, you consent to the school taking information from your child's fingerprint as part of an automated biometric recognition system.

The information will be used by Abersychan School for the purpose of administrating the schools' library and catering services.

Childs Name:

Year/reg group:

Parents/Carer Name:

Parents/Carer Name:

Signed:

Date:

IMPORTANT: PLEASE RETURN THIS FORM TO SCHOOL RECEPTION by the 15th July

STEP 5: CONSENT FOR TAKING AND USING DIGITAL IMAGES OF PUPILS  
Ysgol Abersychan School

CONSENT FOR TAKING AND USING DIGITAL IMAGES OF PUPILS

Schools often take images of pupils to celebrate achievement. Such images are used to publicise the many activities in which pupils participate and to create a record of an event to show to participants, other pupils and parents/carers.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride which usually enhance self-esteem for children and young people and their families; the practice should continue, within safe practice guidelines.

Your permission is sought in advance to take, display and on occasion, publish photographs and video recordings involving your son or daughter. It is intended that your consent will cover the duration of the time your child attends Abersychan School(s).

For your information, Abersychan School's policy on taking and using digital images of pupils is attached to this letter. Once you have read this information, please complete the form and return it to the school office.

If you have any questions please do not hesitate to contact me.

Yours sincerely

Headteacher

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REPLY CONSENT FORM: TAKING AND USING DIGITAL IMAGES OF PUPILS

School ABERSYCHAN SCHOOL

Pupil name (please print)

Form & Teaching Group:

Please tick ONE

☐ I **DO** give my consent for digital images of my child to be taken and used by the school

☐ I **DO NOT** give my consent for digital images of my child to be taken and used by the school

Parent/Carer signature:

Date:

Pupil signature:

Date:

IMPORTANT: PLEASE RETURN THIS FORM TO SCHOOL RECEPTION by the 15th July

Please tear here

Purpose

The school has the responsibility of providing you with safe, reliable and useful ICT resources that will help you make the most of your learning opportunities. You have a right to these resources.

The school is providing KS3 pupils with the use of a Chromebook, for their use whilst in school. With this right however, come the following responsibilities...

Chromebook:

The care of the Chromebook is the designated pupil's responsibility.

The designated pupil will be responsible for keeping the Chromebook in the same condition as it was received.

The Chromebook must be returned to its designated cabinet at the end of each day.

The Chromebook must be placed and plugged in to the correct shelf in the cabinet, so it is ready for use the next day.

If there are trailing cables from the cabinet then these should be pushed into the correct shelf behind the Chromebook.

All technical issues and or damage to the Chromebook, must be reported to the form tutor who will then inform the ICT Technical Dept.

Emailing

- I will avoid using my school email address/ Hwb email address for anything other than educational purposes.
- I will never use my school email / Hwb Email address to sign up to social networking sites such as Facebook.
- I will use email responsibly and always be polite and respectful. I will only use messaging methods that are approved by the school.
- I will never use ICT for bullying or harassing others.
- I will not open email or attachments from people that I do not know.
- I will not pass on an email address that is not mine without that person's permission.

Internet

- I will take personal responsibility for my own e-safety e.g. when online, I will not give out any personal details or arrange to meet someone without the written permission of my parent, carer or teacher (further advice is available at <http://www.thinkuknow.co.uk/>).
- I will not try to access unsuitable or illegal sites e.g. pornography, child abuse, racism, incitement to violence.
- I will report as soon as possible accidental access to such sites to my teacher.

I have read and understood the above and I am aware that the school will monitor my use of the ICT systems, email and other digital communications and I agree to follow these guidelines.

Pupil signature:	Date:
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- I will not try to use any programs or software that might allow me to bypass the filtering / security systems in place to prevent access to inappropriate or illegal materials.
- I will not download or install any software or files on the schools ICT equipment.
- I will not try to add staff as 'friends' on social networking sites.
- I will only use the school address where I have permission and will never give other details about the school.

Authorised Access

- I will only log on to the school network using my own user name and password, which I will keep secret.
- I will only use the school network for school-related work.

Storing and Printing work

- I will only store school-related files and images on the school network.
- I will not store music, videos or copyrighted materials unless specifically told to by my teacher.
- I will regularly review my files and delete them when no longer needed.
- I will use the Learning Management System (Hwb) to transfer files between home and school.
- If I use a USB memory stick in school I will run an anti-virus check on it every time.
- I will think and then preview before I print.
- I will not copy other people's work and pass it off as my own.
- I will only print my own work that I am able to explain fully.

Other Equipment

- Personal devices (camera, mobile phone, iPod, USB device, etc) will be switched off and out of sight during lesson time unless permission is given from school staff to do otherwise.
- Any photographs or videos I take will only be used with the permission of the person who I intend to photograph or video.
- I understand that legally I must show a member of staff the content of my phone if it is suspected I am or have used it for abusive or bullying purposes.
- I will not interfere with or damage the school computers, equipment, or network in anyway.
- I will use school ICT equipment with care and report any damage, viruses or software problems which occur as soon as possible to my teacher.
- I understand that I will have to pay the school for any damage to replace or repair damaged equipment.

Step 6

Key information

School day times

8.30am - 8.55am	Registration/Form Period/Assembly.
8.55am - 9.55am	Lesson 1.
9.55am - 10.55am	Lesson 2.
10.55am - 11.15am	Break.
11.15am - 12.15pm	Lesson 3.
12.15pm - 1.15pm	Lesson 4.
1.15pm - 1.55pm	Lunch.
1.55pm - 2.55pm	Lesson 5.

Travelling to and from school

Timekeeping

Part of going to secondary school is developing lots of new life skills. Organisation and independence are some major skills your child will be gaining confidence in. Pupils are expected to be in school on time every day; attendance and punctuality are very important.

If you arrive at school after the front doors have been locked, you will need to sign in the late book. If you arrive during registration time, then you need to go straight to your form class after you have signed in. If you arrive after registration, you must sign in and go straight to your lesson.

Home to school transport

Your child may be able to get free transport to school, depending on how far you live from the school. Free transport will be provided if you live more than three miles from the school.

Concessionary transport

Pupils may also be allowed to occupy spare seats on school buses as a temporary concession, even if they do not satisfy the above criterion. No charges are currently imposed but concessions may be withdrawn at short notice.

Picking up and dropping off

Parents are able to park just outside the school gates to drop off and pick up children. To manage risk to learners, our school gates are locked at the end of the day, they are opened again once buses have departed.

Uniform

We believe that a school uniform gives students a sense of community and belonging, and we expect all pupils to arrive at school appropriately dressed in our uniform. Our school uniform consists of:

- Black blazer with school badge.
- School tie.
- Black trousers - plain with a tailored fit (not skinny fit).
- Black skirt - plain, knee-length and worn with either opaque black tights or plain socks.
- White shirt - long or short sleeve, plain, formal school shirt with collar, which must be tucked in.
- Black shoes - plain, flat, formal shoes worn with plain black or grey socks. No boots, dolly shoes or trainers.
- Black belt.
- Plain black v-neck jumper (optional).
- Bag - sensible school bag big enough to fit A4 books and folders.
- Outdoor clothing - plain, dark coloured coat. A scarf, hat and gloves are recommended in winter and can be any dark colour.
- Black Abersychan logo polo shirt.
- Black leggings, tracksuit bottoms, shorts or skort.
- Trainers and boots.
- Abersychan rugby shirt and rugby shorts for boys.

Our uniform stockists are:

- **Pretty Miss**, 5 Caradoc Road, Cwmbran NP44 1PP. Tel: 01633 484408. Web: [www.kidsschoolkits.com](http://www.kidsschoolkits.com).
- **Ruck um Maul**, Unit 27, Wainfelin, Pontypool NP4 6PB. Tel: 01495 769 467. Web: [www.ruckummaulsports.co.uk](http://www.ruckummaulsports.co.uk).
- **Cottonfield Embroidery**, The Old Dairy, Prince Street, Blaenavon, NP4 9BD. Tel: 01495 793101. Mob: 07952 727509 Web: [www.cottonfieldembroidery.com](http://www.cottonfieldembroidery.com)

Labelling of clothing

Please ensure that all clothing and possessions are marked with your child's name. The school will not accept responsibility for lost or damaged belongings.

Equipment

All students are expected to have the following stationery in school every day:

- 2 green pens.
- 2 black pens (no blue pens).
- 2 pencils.
- 30 cm clear plastic ruler.
- Pencil case.

- Eraser.
- Highlighter.
- Protractor.
- Sharpener.
- Casio FX-85GTX Scientific calculator.

Food in school

School dinners

We encourage healthy eating here at school and pupils all remain on site for their lunch. They can choose from a packed lunch or a school meal from our canteen.

A typical daily choice can include:

- A range of sandwiches, wraps and rolls.
- A pasta pot with a variety of sauces.
- Meal of the day.
- Pizza.
- Chicken strips.
- Fresh fruit, yoghurt and fruit juices.

We operate a cashless payment system, which allows parents to manage budgets and keep track of food choices. CivicaPay is a secure, cloud-based system that allows parents to manage their child's account online using any mobile phone, tablet, laptop or PC. Your child is issued a payment card linked to their account, the balance of which is managed by you. The school office will issue you with registration information and a key code, you can then set up an account at [www.education.civicapayments.co.uk](http://www.education.civicapayments.co.uk).

Packed lunches

Pupils can bring a healthy packed lunch from home if they prefer. This should contain:

- Starchy foods like bread, rice potatoes or pasta.
- Protein like meat, fish, eggs or beans.
- Dairy products like cheese or yoghurt.
- Vegetables or salad and fruit.

Free school meals

Children of families who are on specific types of benefits may be eligible for Free School Meals. You can find out if your child is eligible through the Torfaen County Borough Council website. A free school meals allowance of £2.80 per day is automatically added to your child's Civica Pay account, so no child is identified as receiving Free School Meals. Parents can top up their child's account as they wish to provide additional spending money.

Snacks and drinks

Pupils may bring a healthy snack from home to eat at break time and bring a bottle of water to school to drink throughout the day.



# Frequently asked questions

Here are our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the school office and we will be happy to help!

## Absence

We aim for all pupils to achieve at least 96% attendance, missing as few sessions as possible - preferably none at all! If a pupil must be absent from school, we expect communication from a parent/carer before 9.00am either by calling 01495 773068 and leaving a message or by using the ParentMail app to report an absence. This must be done every day for the duration of every absence period. A note must be provided explaining the absence on your child's return.

## Keeping pupils in school

We know illness happens, but we advise you to always send your child to school whenever possible. Colds, sniffles and headaches are ailments that we need to just work through and helping your child understand this will develop good habits for life.

## Medical appointments

Parents/carers should try to make all appointments outside school hours unless in an emergency.

## Holidays in term time

It is proven that poor attendance has a direct correlation with reduced attainment. For this reason, students are discouraged from taking any kind of leave during term time. All parents/carers requesting any kind of leave must contact the headteacher in writing.

## Safety and security

If no message is received by 9.00am to explain a pupil's absence, a member of the office staff will telephone to ascertain why your child has not arrived at school. This is to ensure the safety and security of your child. We must have accurate contact details, please complete a contact details form and if you move house or change your telephone number, please let us know straight away so that we can update our records. We may send you texts and our letters by email about your child and events in school so to keep yourself informed, keep us updated! We must have a working email address for you.

## Contacting parents

Accidents and illnesses happen in school as they do elsewhere in the community. We can provide first aid where necessary. If your child is taken ill at school or has an accident, we must be able to get in touch with you.

## Medical conditions

If your child has a medical condition, please contact the headteacher in writing to explain your child's needs. This means we can have the appropriate care plan in place and details of any medication that should be administered in school. By working together we can ensure that your child is safe. All medical information will be treated confidentially, and all students treated with dignity, care and respect.

## Medicine in school

Wherever possible, children are allowed to carry their own medication, so it can be accessed for self-administration quickly and easily. Children who can take their medicines themselves may require an appropriate level of supervision; if it is not appropriate for a child to self-manage, relevant staff may help to administer medicines and manage procedures for them.

Students who require medication during the school day must have a care plan. This is organised through the headteacher and/or deputy headteacher and a first aid officer. Medicines may be administered by designated trained First Aid Officers under the direction of the senior leadership team.

The school can only accept prescribed medicines if these are in date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

## Appearance and personal items

### Makeup

No makeup, nail polish, artificial nails, HD eyebrows or other types of permanent or semi-permanent makeup, eyelash extensions, or artificial tan are allowed.

### Hair

Hairstyles should be sensible and natural in colour. No lines or designs should be shaved into hair or eyebrows.

### Jewellery

No jewellery or piercings are allowed anywhere on the body. The only permitted jewellery is a watch and a single pair of simple stud earrings, which pupils wear to school at their own risk - the school takes no responsibility for lost or damaged property.

## Gum

No chewing gum is allowed in school.

## Mobile phones and other electronics

Mobile phones, headphones and associated equipment must not be used during school hours. If pupils are found to be using their electronic devices during the day, the items will be confiscated. Repeated use of mobile phones and headphones during school hours will result in disciplinary action.

## Homework

The purpose of homework is to consolidate and reinforce skills and understanding and extend school learning. It helps pupils develop self-discipline and confidence, and practice life skills for the future.

All pupils at Abersychan School are set regular learning tasks to complete at home by their subject teachers. In Year 7 pupils will bring home their planner, which will help them note down their homework and the deadlines. Parents or carers are expected to sign the planner every week to show they have checked it.

We use a website called Google Classroom to communicate information. Parents/carers can use Class Charts to be kept updated on their child's progress. Teachers will also set homework on Google Classroom and completed homework can be uploaded here too.

We encourage pupils to do their homework the night they get it, rather than the night before it is due. This way they can ask for any help needed from their subject teacher. Our Learning Resource Library (LRC) is open at lunchtime and after school most days, and there is a homework club in the LRC where pupils have access to computers.

All home learning needs the right conditions:

- A quiet, calm space where a pupil can concentrate.
- Adequate space for materials.
- Access to stationary, a dictionary and thesaurus, craft materials, a calculator and a computer or laptop (wherever possible).
- Dedicated homework time. Ensure extracurricular and social activities leave adequate space in their timetable for homework.
- Some pupils are independent and self-motivated while others need more parental involvement to stay focused and ensure their homework is completed. Be sure you help your child with their individual needs.
- Regularly look at your child's planner and help them learn how to manage their time and how to organise and present their homework.
- Encourage handing homework in on time.

## Technology

Technology is crucial for 21st-century learning. Our vision is to develop young people who can navigate a digital world and use it to secure social justice, equality of opportunity and economic success.

ICT plays an increasing and significant role in today's education and society. Preparing our children and young people for the 21st Century is crucially important, and the tool of ICT is a tremendous enabler that can greatly assist us in this task. At Abersychan we are seeking to ensure that Information and Communication Technology is embedded in the education of our pupils to improve the quality of their learning experiences, re-engage those who have been disaffected and equip them with the skills increasingly essential in the workplace. All our pupils need to be confident and comfortable, living in a digital world.

## Internet safety

There is no doubt that technology offers tremendous opportunities for children and young people, however, there are risks that must be managed. These risks include the potential for cyberbullying, grooming, abuse, identity theft, exposure to inappropriate content, racism and hate.

Pupils are educated through their computing and PSHE lessons on issues related to internet safety, cyberbullying and risk. We ensure that pupils understand the consequences of cyberbullying through our positive behaviour policy, sanctioning pupils and involving parents wherever necessary.

## Welfare

The safety and protection of our pupils is paramount. The school follows rigorous safeguarding procedures and expects all staff and volunteers to share in this commitment, and all staff regularly complete training.

## Open-door policy

We have an open-door policy and encourage all parents/carers to share any concerns directly with the headteacher or deputy headteacher. Concerns are always taken seriously.

If you have any concerns to do with the physical health or emotional health of your child, then please contact your child's form tutor in the first instance. We can better prepare to support your child if we are aware of any issues that your child might be experiencing.



## Clubs

We offer a range of lunchtime and after school extra-curricular clubs. You can find a current list of sports clubs on the board outside the main hall and the active wellbeing office. They change all the time, so keep yourself up-to-date! They include:

- Athletics club.
- Football, basketball, badminton, hockey, netball, dodgeball, rounders, rugby and netball clubs.
- Dance club.
- Gymnastics club.
- Trampolining club.

Various other departments also run clubs. These include:

- ICT club.
- Wildlife club.
- Choir.
- STEM club.
- Drama club.
- Orchestra.

## Active wellbeing

Active wellbeing is a huge part of life at Abersychan school. We have a gym and fitness suite to use alongside all the sports activities we arrange. There are some rules to remember about active wellbeing lessons:

1. Never go into the gym or fitness suite without the teacher.
2. Everyone is expected to do active wellbeing and we can lend any kit your child forgets.
3. If they must be excused from active wellbeing due to an injury or illness pupils must bring a note from parents/carers. If this applies to multiple lessons, a doctor's note is needed.
4. All jewellery must be removed - active wellbeing teachers will lock it away safely.
5. Pupils must change into their kit at the start of the lesson, not before.
6. Pupils must wait in the changing room after the lesson until dismissed.

## Charging policy

During the year the school arranges educational visits and enrichment opportunities for support and extends work carried out in the classroom and builds life skills and experience. Children also have the opportunity to receive additional coaching or take part in after school activities.

To defer the cost of such activities, the school has adopted a policy of seeking voluntary financial contributions or applying charges in certain circumstances. Voluntary contributions may be requested for:

- Individual musical tuition.
- Third-party activities.
- Board and lodging where residential stays are required.

## Emergency arrangements

We will, of course, endeavour to keep the school open if at all possible, however, there may be circumstances that prevent this from happening. The headteacher will decide whether a school should close. Factors involved in deciding to close are likely to be:

- Restricted access to the school, i.e. poor road conditions, obstructions, snow, ice, flooding, and high winds.
- Breakdown of school essential services (heating, electrical services, water, storm damage etc).
- Lack of staff due to illness or weather conditions to the extent we cannot safely provide care and education services to the students.

During extreme weather, the headteacher will advise staff, parents and pupils to listen to local radio stations and TV channels for broadcasts about closure decisions. Sometimes incidents can occur with little or no warning, and a backup system of cascade telephone calls exists. The school will:

- Leave a closure message on the school answer phone and website.
- Cancel/rearrange pupil's transport.
- Arrange cascade calls to parents/carers.



Curriculum and learning

At Abersychan School, we aim to ensure that all pupils study a rich, varied and challenging curriculum that develops them as individuals and supports independent thinking. The curriculum is progressive in quality and quantity across the years and key stages and is mapped in detail. This ensures consistency and a shared understanding of high learning expectations. The curriculum is designed with content and skill development underpinned by age-related key performance indicators (KPIs).

Broad and balanced

Our curriculum is broad and balanced, with a three-year structure for KS3 and two years for KS4. It is structured across a two-week timetable where every day has 5 lessons each lasting 60 minutes with Form time at the start of the day. We intend to develop a curriculum that:

- Creates an aspirational culture focused on becoming a lifelong learner.
- Takes into account an individual’s needs and styles.
- Allows every pupil to experience success irrespective of background or disadvantage.
- Raises the standards of attainment.



The six pedagogical principles

We subscribe to the six pedagogical principles to support effective teaching and learning:

- **Challenge:** So that learners have high expectations of what they can achieve.
- **Explanation:** So that learners acquire new knowledge and skills.
- **Modelling:** So that learners know how to apply the knowledge and skills.
- **Practice:** So that learners have the time they need to practice new material.
- **Questioning:** So that learners are made to think with breadth, depth and accuracy.
- **Feedback:** So that learners think about and further develop their knowledge and skills.

Timetables

Pupils in KS3 study 50 lessons throughout a fortnight. Each week on their timetables will vary slightly and will be called Week 1 and Week 2. Pupils must check their timetables carefully, be aware of which week it is, and ensure they bring the correct learning materials into school.

Every fortnight, pupils will have the following number of lessons for each subject:

English (including literacy)	8.
Maths (including numeracy)	9.
Science	7.
Welsh	3.
Humanities (including history, geography, religion and world views)	6.
Expressive arts (including art, drama and music)	6.
Design technology	3.
Digital design	2.
Active wellbeing	3.
Skills	1.

Additional Learning Needs

Abersychan School has a large, enthusiastic and caring Additional Learning Needs department. We aim to ensure all pupils with ALN have access to a broad and balanced curriculum that sets high expectations, seeks to remove barriers to learning and provides opportunities to achieve their full potential.

If your child is in mainstream and you would like to discuss any additional learning needs, please contact Nicola Strachan at Nicola.strachan@abersychanschool.co.uk

The Special Needs Resource Base (SNRB)

We aim to create an inclusive, stimulating and safe learning environment which is flexible enough to meet the needs of all members of our school community, enhance the learning of all pupils and prepare them for the next phase of their education, employment or training. We aim to raise the aspirations and expectations of all pupils.

At Abersychan School we have the only secondary SNRB in Torfaen. Our ALN pupils come to us from all over the borough and face a wide range of challenges and difficulties that we aim to overcome to support their learning and development.

THE SNRB offers a more supported environment, but many of the pupils who attend this base also access mainstream lessons through both KS3 and KS4 curricula. Many pupils complete GCSEs at the end of KS4, but also within the SNRB pupils can complete Welsh Joint Education Committee (WJEC) Pathways exams. We seek a multi-disciplinary approach for all ALN pupils and ensure they reach their full potential no matter their difficulties.

The SNRB is a department of Abersychan School like any other, and the pupils who attend the SNRB are as much a part of the school community as every other. We ensure all pupils play a full and active role within both school and society.

Should you wish to discuss SNRB please contact Head of Department Richard Price at richard.price@abersychanschool.co.uk.



Parental/Carer involvement

We believe that to ensure we achieve the greatest possible success for your children, we all need to work together in partnership. You, as parents, were your children’s first educators and are their biggest champions. We believe that working closely with parents enhances our educational provision and the community of support we create around the children who come here to benefit from it.

Governors

Our governors do a fantastic job ensuring we are steering the school in the right strategic direction and holding us all to account for every decision we make. If you feel you have experience and skills that could benefit the school through governorship, please step forward to take up a parent governor place when once becomes available. We will communicate with all parents when this is the case.

Helping us get the most out of your child’s education

Reading

By ensuring your child reads regularly at home to you, your child will see the benefits throughout their time at Abersychan School. Reading will help your child so much to access their schoolwork and examinations later in their school journey.

Ask your child about their day

At the end of the school day, children should be very tired if we’re working them hard enough! If you try asking about their day and the answer is, “Okay,” don’t be disheartened. Try asking about particular subjects, specific challenges or their friendships.

Extracurricular activities

Encourage your young person to broaden their horizons and experiences with activities after school and in the holidays. Sports teams, clubs, and educational visits outside of school all help consolidate learning and development.

Behaviour in and out of school

We expect high standards of behaviour of all pupils when in school. Pupils are also responsible for themselves on their way to and from school, and outside of school. We expect the best from our pupils at all times.

As adults, we try to demonstrate and exercise emotional literacy at all times and understand the reasons and psychological mechanisms that underpin negative behaviour. Not only do we try to foster relationships and create environments that avoid challenging behaviour in the first place, but we also try to understand and remedy the root cause of the behaviour too too using Restorative Approaches.

Communication with parents

We believe that a positive relationship between home and school is extremely important. We encourage parents to take a real interest in their child’s schooling and to work together with the school in helping them to achieve the very best standards.

Parentmail

We use an app called Parentmail to send letters, forms and communication about pupils and school life. Letters are sent to parents via Parentmail and keep parents and carers up-to-date on school policies, events and key achievements of pupils in school and the wider community.

At home

Naturally, parental involvement is not confined to school. Young people are learning all the time and their parents are partners in education with the school. We do provide homework, in line with the curriculum and national expectations; we hope that parents remain involved and supportive of their children’s learning at home.

The Home School Agreement

Good communication between school and home is essential. Our home/school agreement outlines what parents/carers can expect of the school and what the school expects from them and the pupils. Parents and students are asked to sign this agreement when starting school.

Seek permission

Outings and trips are a valuable part of school life, and we arrange as many as possible. Parents sign a form giving consent for local visits on admission. In addition to this, we send a letter asking for permission for any visits which are further away or involve transport and children are not taken unless the permission slip is returned.

Policies

Why do we need policies?

For a school to offer high-quality education and care, it needs policies. Policies help develop and define a set of consistent rules, regulations, procedures and protocols.

High standards

Policies are vitally important and help us to create standards of quality for learning and safety, as well as expectations and accountability. If you want to know what policies we have, you can either call the school office or visit the school website.

Key policies

Some of our key policies are:

- Attendance.
- Teaching and learning.
- Relationships.
- Bilingualism and curriculum Cymreig.

Term dates

Autumn term 2022

Term begins: Friday 2nd September 2022.  
Half term begins: Monday 24th October 2022.  
Half term ends: Friday 4th November 2022.  
Term ends: Friday 23rd December 2022.

Spring term 2023

Term begins: Monday 9th January 2023.  
Half term begins: Monday 20th February 2023.  
Half term ends: Friday 24th February 2023.  
Term ends: Friday 21st March 2023.

Summer term 2023

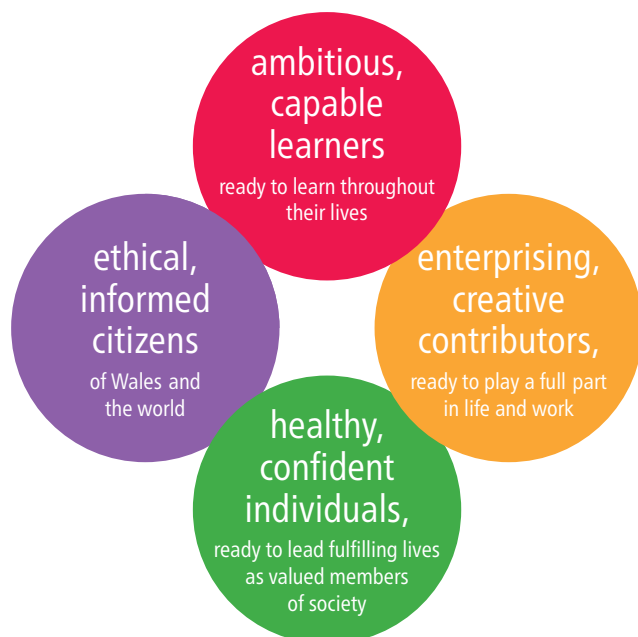
Term begins: Monday 17th April 2023.  
Half term begins: Monday 29th May 2023.  
Half term ends: Friday 2nd June 2023.  
Term ends: Friday 21st July 2023.



# Our Aim, Ethos and Values

## Aims

Our school curriculum aims to enable our learners to become:

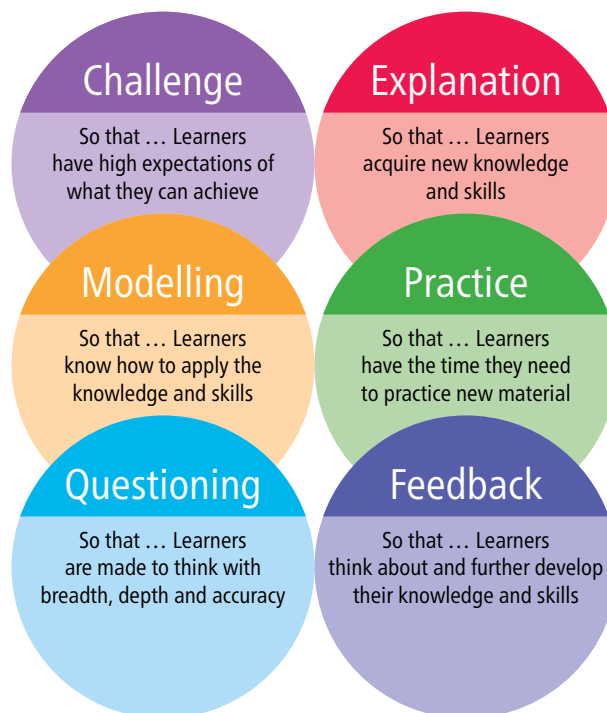


## The six pedagogical principles

Six pedagogical principles to support effective teaching and learning:

The first principle, challenge, is the driving force of teaching. Only by giving our students work that makes them struggle, and having the highest possible expectations of them, will we be able to move them beyond what they know and can do now.

(Allison and Tharby, Making Every Lesson Count).



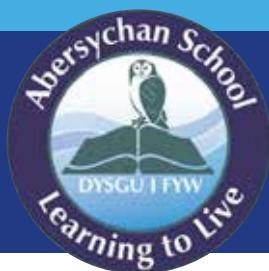
## Values

Our values underpin the characteristics of a positive mindset and effective behaviours for learning. We have the highest expectations of everyone in our school community and believe that, with the right support and hard work, we are all capable of achieving the incredible and surpassing all expectations.

Staff and pupils at Abersychan are:

- Aspirational.
- Kind.
- Honest.
- Respectful.
- Resilient.
- Hardworking.
- Creative.
- Individual.

**Giving learners the chance to be excellent**



**Ysgol Abersychan School**

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**Website:** [www.abersychan.org.uk](http://www.abersychan.org.uk)



(@Abersychanschool)



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