

YSGOL HARRI TUDUR/ HENRY TUDOR SCHOOL

'Learners Today, Leaders Tomorrow'

A Parent's Guide to Transition
June 2019

Ysgol Harri Tudur / Henry Tudor School

Pembroke

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Dear Parent or Guardian,

I am delighted that you have chosen Ysgol Harri Tudur / Henry Tudor School for the next stage in your child's educational journey. Ysgol Harri Tudur / Henry Tudor School is committed to ensuring that all pupils are **ready** to take their place in society as **responsible** and **respectful** young adults, who fully aspire to the school's motto of 'Learners Today, Leaders Tomorrow'.

We expect our pupils to meet the highest expectations to ensure that they fulfil their potential and develop academically, socially and emotionally.

Ysgol Harri Tudur / Henry Tudor School is a school that is aiming to:

- Provide consistently good or better teaching and learning, day in – day out.
- Nourish and nurture, to be a school that cares.
- Do its very best for everyone who works or learns here and values the contribution that everyone makes.
- Make every lesson and every grade count.
- Embrace change, innovate and explore, being a sector leader in Wales.
- Secure a good reputation in all sectors of the community.
- Build on its growing success.
- Achieve academic success as well as actively promoting the value of the arts, music, drama and sport.
- Take pride in the achievements of each and every pupil, according to his or her abilities.

Our three rules are simple!

Be ready

Be responsible

Be respectful

In this initial meeting, one of my staff will go through all the information in the parent/pupil pack that is necessary for your child to make a successful start when they join Ysgol Harri Tudur / Henry Tudor School in September 2019.

If you have any questions, please take this opportunity to discuss them with my representative. I look forward to welcoming your child to Ysgol Harri Tudur / Henry Tudor School.



(Hons) PGCE , CLT, FoCT, NPQH

VERTICAL MENTOR GROUPS

Your child will be placed in a small mentor group of mixed aged pupils from year 7 to year 13. Vertical mentoring can be effective in developing young people emotionally, socially and academically. After all, when we leave school and enter society we do not exclusively work and socialise with people of exactly the same age!

The mentor will meet their group once every day. They will celebrate their achievements. If a pupil is experiencing any difficulties, they must talk to their mentor who will help resolve the issues.

If you have any concerns or questions, please email the mentor directly, or alternatively ring reception and leave a message for the mentor. They will contact you as soon as they can. Please appreciate that this may not be possible during the school day as all staff have a full working commitment. We will aim to return all phone messages/emails within 48 hours at the latest. You can also send in a note with your child.

HEAD OF KEY STAGE

Year 7 and 8 have a Head of Key Stage 3 who monitors attendance, behaviour and wellbeing. They hold assemblies. You can contact your child's Head of Key Stage 3 in the same way as the mentor. The Head of Key Stage 3 and the Transition Manager for September 2019 is Mrs S Martin.

THE HOUSE SYSTEM

Ysgol Harri Tudur / Henry Tudor School has five houses; Carew, Manorbier, Upton, Picton, and Narberth. Every pupil in school will be placed in a house and families are placed in the same house. The house system creates a sense of identity and belonging as well as encouraging teamwork, collaboration and competition. The Heads of Houses will run competitions and events throughout the year. Each time a pupil is awarded reward points or deducted sanction points these will be added or taken away from:

- 1) The pupil's individual points total.
- 2) The house point total.

Ysgol Harri Tudur / Henry Tudor School will provide all pupils with a House enamel badge to wear on their blazer.

ATTENDANCE

100% attendance is vitally important. Your child can only succeed both academically and socially if they attend all the time. Please be aware of the following information:

Over five years, from Year 7 to Year 11, it is surprising how absence can add up:

Percentage Attendance	Number of Weeks Missed	Amount of Terms Missed
90%	20 weeks	1.5 terms
80%	40 weeks	3 terms (1 year)
70%	60 weeks	4.5 terms (1.5 years)
60%	80 weeks	6 terms (2 years)
50%	100 weeks	7.5 terms (2.5 years)

Missing this number of weeks is going to affect attainment. In recent years at this school there has been a clear correlation between good attendance and excellent results (with excellent results classed as achieving 5 GCSEs grade A*-C which include English and Maths).

Whilst specific numbers vary each year, as a rough guide:

- Around 73%-75% of pupils who had an attendance of 98%-100% achieved excellent results.
- This lowers to around 55%-65% of pupils achieving excellent results with an attendance range of 95%-97%.
- Only around 47% of pupils with an attendance of 90% are achieving excellent results.
- This drops to around 30% for pupils with attendance below 90%.

Whilst it invariably varies for each individual, our data shows that there is a clear and strong link between good attendance and excellent results.

And whilst there may be exceptions, in general it is important for our youngsters to achieve their excellent results in order to increase their earning potential when they enter the world of work. There is even better news for pupils who are looking to get the top grades – pupils leaving with 5 ‘A’ grade GCSEs can potentially, over their working life, earn £350,000 more than those leaving with 5 ‘C’s.

	Job 1 - £150 per week	Job 2 - £170 per week	Job 3 - £190 per week	Job 4 - £210 per week	Job 5 - £250 per week
1 GCSE	✓				
2 GCSEs	✓	✓			
3 GCSEs	✓	✓	✓		
4 GCSEs	✓	✓	✓	✓	
5 GCSEs	✓	✓	✓	✓	✓

- You must notify the school as soon as possible if your child is away and send a note in to the mentor to explain their absence when they return.
- If we do not receive a reason for the absence, it will be recorded as unauthorised.
- If your child has ten sessions of unauthorised absence you may receive a penalty notice.
- Term time holidays are not permitted and will not be authorised. The Headteacher may authorise a term time holiday under extremely exceptional circumstances and only if the parent has submitted a letter to the Headteacher.
- If your child’s attendance falls below 90% the school will not authorise any further absences without medical evidence (e.g. Doctor’s appointment card, copy of prescription or evidence of a chronic condition)

Please refer to the Attendance Policy for further information.

WAYS PARENTS CAN HELP

1. ROUTINES

Routines are important to good organisation.

YOU CAN HELP BY:

Helping your child establish good routines e.g.

- regular and sensible bed times and morning routines.
- eating breakfast, and not having fizzy/energy drinks which are banned in school (see the Behaviour Policy).
- routines for doing homework.
- packing the school bag with the necessary books and essential equipment the night before to avoid rushing in the morning.
- ensuring uniform is ready and correctly worn.
- sharing discussion about and monitoring of mobile phone and social media use.

2. ESSENTIAL EQUIPMENT

The school will provide exercise books, textbooks and a school diary for your child.

YOU must provide:

- a strong school bag to carry books.
- a pencil case containing pens, pencils (including a 2B pencil for Art), ruler, rubber, coloured pencils).
- A scientific calculator.

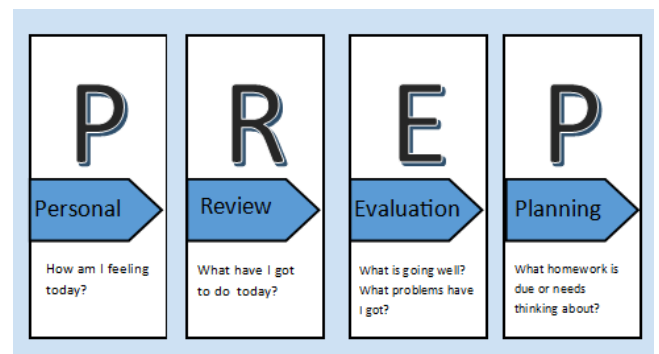
Please ensure all your child's equipment is named.

If you are in receipt of Free School Meals and are finding it difficult to provide the essential equipment, please contact the school for support.

3. THE PREP DIARY

From Monday to Friday pupils will complete a PREP diary in their Mentor time to support them in preparing reviewing, evaluating and planning their day.


This will also be a time to consolidate new subject vocabulary and concepts; reflect on the word and theme of the week; record successes and new experiences as well as planning to close any learning gaps.



There will be opportunities for you to see these learning diaries at various points throughout the school year.

4. HOMEWORK

PREVIOUS NEXT TODAY

May 20 – 26 2019 

Monday 20 May	Tuesday 21 May	Wednesday 22 May	Thursday 23 May	Friday 24 May
10wz/Ma3 Maths Mrs A James	7D/En English Mrs N Lewis	7U/En English Mrs C Jones	7D/En English Mrs N Lewis	7E/En English Mrs N Lewis
7H/Sp Spanish Mrs L Morgan	7E/En English Mrs N Lewis	7O/En English Mrs C Jones	8yz/En3 English Mrs N Lewis	7Y/En English Mrs N Lewis
	7Y/En English Mrs N Lewis	8wx/En4 English Mrs C Jones	7D/Sk Skills Mrs S Galvin	7U/En English Mrs C Jones
	7T/En English Mrs N Lewis	8wx/En4 English Mrs C Jones		7O/En English Mrs C Jones
	7O/Ma Maths Mr S Robinson			
	7D/Sk Skills Mrs S Galvin			
	7D/Sk Skills Mrs S Galvin			

Individual homework tasks and termly homework menus will be given out in class and shared through Classcharts and on our school website. Parents and children can easily check homework daily by looking on the school website where full details will be provided.

5. MONITORING YOUR CHILD'S BEHAVIOUR

- ensure that you log on to **CLASSCHARTS**
- download **School Gateway App**

6. KEEPING IN TOUCH

Keeping in touch with the school is important to your child's education. In secondary school, it is more difficult than in primary school because teachers work to strict timetables and they may not be available when you call in - BUT WE DO LIKE TO SEE YOU!

We keep in touch with parents through:

- * Parents' Evenings - you will be invited to come to school to speak to your child's subject teachers
- * The Calendar of School Events - which will be sent to you early in the Autumn Term
- * The School Newsletter - which will be sent to you each term

* The School Website - www.ysgolharritudur.cymru / www.henrytudorschool.wales

If you need to speak to someone at another time, you can:

- send a message via School Gateway.
- telephone and leave a message for your child's mentor or Head of Key Stage.
- send a note in with your child asking for an appointment or asking a teacher to telephone you.
- if there is an *emergency*, contact Reception - a senior member of staff will help you.

Please do not come to the school to see staff without an appointment - it is the school's policy that lessons should not be interrupted

MOBILE TELEPHONES

Pupils may bring their mobile telephones to school but we prefer them not to. However, the rule for their use is simple: the telephone must be switched off and out of sight during the school day, in lessons and in the building. Telephones will be confiscated if seen in use and will have to be collected by parents from reception at the end of the school day.

Nationally, theft of mobile telephones accounts for a big proportion of reported crime. The school does not have the resources to investigate thefts at this level. Pupils should not bring telephones to school. If your child does bring a mobile telephone to school, it is strictly at your own risk and we will not investigate any consequent reports of loss or theft.

In the event of a genuine emergency, your child may access a telephone at the general office. We can also get a message to your child during the school day.

MOBILE DEVICES DETOX

We are encouraging pupils and staff to find the time to explore ways of developing independence from mobile telephones or other mobile devices. Unhealthy attachment and reliance on the companionship of a mobile device can be a significant barrier in a developing child's mental and physical health. We will discuss and teach children about the barriers to physical and mental health that can emerge through reliance on mobile devices. This will be taught with the enriching benefits of the internet in careful balance. It would be greatly appreciated if you could monitor your child's use of social media and other applications at home. Encourage mobile phones/tablets to be removed from sleeping areas at night and foster an open dialogue about phone use with your child/children.

GOVERNORS' POLICY ON ADMINISTRATION OF MEDICINES AT YSGOL HARRI TUDUR / HENRY TUDOR SCHOOL

The Governors adopt the guidelines for administering medicines outlined in Bulletin 3 of the Education Services, Health and Safety for Education Establishments. (Director of Education - September 1998). The school policy is published on the school web page.

The main points are that:

- a. Administration of medicines is the responsibility of parents.
- b. Only staff with appropriate Health Authority training can administer medicines on parents' behalf. Under normal circumstances, staff will supervise pupils administering their own medicines.
- c. Pupils should deposit any medicines with the school first-aider. Medicines must be clearly labelled with the pupil's name and all dosage information.
- d. The school **DOES NOT** issue Aspirin, Paracetamol, or any other analgesics.
- e. The school reserves the right not to administer medicines which may be dangerous or where the failure to administer medicine at set times could have any adverse consequences.
- f. The school will only administer medicines provided full information has been given, on the appropriate form, regarding medical condition, medicine dosage, type, timing, side effects, and any additional special care needed to cope with the child's medical condition.
- g. The school does not provide medical advice.
- h. In most cases, pupils are able to take medicines before leaving for school and on arriving home. If medicines must be taken during school hours, we require a doctor's note to this effect, and it should give clear instructions on dosage.

An exception to these rules concerns the use of inhalers. Where pupils require inhalers for asthma, the school should still be notified, but the pupils will be allowed to carry them around themselves and administer their own medication. Written parental consent would be required. There may be other agreed exceptions where pupils carry medication.

Other Medical Needs

The school will try to respond to pupil's short-term medical needs by making reasonable adaptation. For example, with fractured limbs, we allow the pupil to leave lessons earlier with the support of another pupil to avoid congestion in corridors. Parents must not assume that the school will automatically make such arrangements. Before sending a pupil with temporary medical needs into school, the parents must contact the Head of Key Stage to explain what will be required.

Contagious Diseases

Parents should not send children to school if they have serious diseases that could be spread easily. Equally, minor coughs and colds are not an acceptable excuse for pupils to stay away from school.

MEDICAL MATTERS

Reminders for parents – to satisfy the conditions of the authority’s insurers on pupils’ medical conditions:

- Parents must contact the school’s first aid officer on medical matters.
- The school must be told of a pupils’ medical conditions and any changes to these. These may include:
 - Allergies with possible reaction and controls. In the case of food allergies, parents are asked to supply a daily packed lunch, including for school trips
 - Diabetic conditions must be notified and controls made known
 - Asthma conditions – use of inhalers by pupils must be notified
- Medication is not normally given in school
- No emergency medication is kept in school, unless specified for a particular pupil
- Dosages of antibiotics etc should be set so as to require no school action
- Pupils with inhalers are responsible for them, including taking them to PE lessons, visits etc.
- The school will make arrangements to refer to hospital any pupil requiring emergency treatment for allergic, epileptic reactions or any other situation that may arise. Parents will be informed in such cases
- Known medical conditions have to be stated on school visit permission forms

Such matters are of extra importance when pupils are on overnight visits. The school may consult the doctor or school nurse for any necessary advice on health issues.

THE FRIENDS OF YSGOL HARRI TUDUR/HENRY TUDOR SCHOOL

The Friends of Ysgol Harri Tudur is a registered charitable organisation, which has been re-established to benefit the pupils of Ysgol Harri Tudur / Henry Tudor School. The Friends Association meets on a half termly basis in the school’s main hall and all parents are welcome to attend.

The Friends assist the school by helping to raise funds to support learning in and out of the classroom by purchasing resources, supporting experiential learning including educational visits and aiding group and individual pupil projects of particular merit. The Friends have elected members who volunteer their time to coordinate events including contributing to school fete and BBQs and providing refreshments at public events hosted by the school such as

performance and parents' evenings. The Friends will also be establishing a 'blazer bank' to assist pupils in the purchase of blazers and other uniform in due course.

The Friends provides a unique and highly worthwhile opportunity for parents to become engaged not only with the school community, but also to play an active part in supporting learning, life experiences and the success and development of all pupils at Ysgol Harri Tudur / Henry Tudor School.

Interested parties are invited to contact Mr J Jones, Assistant Headteacher for further information on membership and Friends activities and refer to the school website for updates.

USEFUL INFORMATION FOR PARENTS

Times of the School Day

The School Day for September 2019 Weeks A and B	Monday - Thursday	Friday
Mentor meetings, assemblies/ collective daily act of worship	8:45 - 9:15am	8:45 - 9:00am
Period 1	9:15 - 10:15am	9:00 - 10:00am
Period 2	10:15 - 11:15am	10:00 - 11:00am
Break 1	11:15 - 11:45am	11:00 - 11:30am
Period 3	11:45 - 12:45pm	11:30 - 12:30pm
Period 4	12:45 - 1:45pm	12:30 - 1:30pm
Break 2	1:45 - 2:15pm	1:30 - 2:00pm
Period 5	2:15 - 3:15pm	1:30pm End of Formal learning Lunch will be available from 1:30-2:00pm Friday Enrichment 2:00-3:15pm <i>*Some pupils may be asked to remain in school until 3:15pm to attend a restorative session or detention.</i>

The Autumn Term will begin on Thursday 05 September 2019 for Year 7 pupils. Pupils should begin to arrive from 8.30am

Starting Times for the Autumn Term 2019

02 September 2019	Designated PCC INSET Day
03 September 2019	Ysgol Harri Tudur INSET Day
04 September 2019	Ysgol Harri Tudur INSET Day

Term Dates 2019 – 2020

Bank holidays

Good Friday	10 April 20	Early May Holiday	04 May 20
Easter Monday	13 April 20	Spring Bank Holiday	25 May 20

Term	Begin	End	Mid-term break		Begin	End	School days
			Begin	End			
Autumn 2019	Mon 2 Sep 2019	Fri 25 Oct 2019	Mon 28 Oct 2019	Fri 1 Nov 2019	Mon 4 Nov 2019	Fri 20 Dec 2019	75
Spring 2020	Mon 6 Jan 2020	Fri 14 Feb 2020	Mon 17 Feb 2020	Fri 21 Feb 2020	Mon 24 Feb 2020	Fri 3 Apr 2020	60
Summer 2020	Mon 20 Apr 2020	Fri 22 May 2020	Mon 25 May 2020	Fri 29 May 2020	Mon 1 June 2020	Mon 20 Jul 2020	60
Plus designated staff training closure days Mon 2 Sep 2019 and Mon 20 Jul 2020							
TOTAL							195

Please note that this calendar is subject to any changes which may arise as a result of government policy decisions. Pembrokeshire County Council does not accept liability for any losses incurred in respect of altered holiday arrangements following such changes.

STAFF TRAINING DAYS AND LAST DAY OF PUPIL TERMS FOR 2019-20

The calendared Staff Training Days for 2019-20 are;	Last Day of Pupil Terms 2019-20 are;
Monday 2 nd September 2019	Friday 20 th December 2019
Tuesday 03 September 2019	Thursday 3 rd April 2020
Wednesday 04 September 2019	Friday 17 th July 2020
Monday 22 nd July 2020	