

## **INFORMATION FOR PARENTS**

### **SCHOOL YEAR 2009/2010**

<b>SCHOOL:</b>	LLANGATWG COMMUNITY SCHOOL
<b>ADDRESS:</b>	CADOXTON NEATH SA10 8DB
<b>TELEPHONE NO:</b>	(01639) 634700
<b>FAX NO:</b>	(01639) 634708
<b>E. MAIL:</b>	<a href="mailto:llangatwg@neath-porttalbot.gov.uk">llangatwg@neath-porttalbot.gov.uk</a>
<b>WEBSITE:</b>	www.llangatwg.baglanit.org.uk
<b>HEADTEACHER:</b>	MR R SKILTON B.Sc (Econ) M.Ed.
<b>COUNTY/VOLUNTARY/WELSH:</b>	COUNTY
<b>CO-EDUCATIONAL/BOYS/GIRLS:</b>	CO-EDUCATIONAL
<b>AGE RANGE OF PUPILS:</b>	11 - 16
<b>NUMBER ON ROLL:</b>	772
<b>CHAIRMAN OF GOVERNORS:</b>	COUNCILLOR D W DAVIES

*This information is correct and up-to-date at the time of printing - **SPRING TERM 2009.**  
Some adjustment/re-arrangement of provision may be necessary for the school year 2009/2010.*

## WELCOME TO LLANGATWG SCHOOL

Llangatwg School is the secondary school that serves the communities of the Neath and Dulais Valleys, together with the villages of Cilffriw and Cadoxton. There are currently 772 pupils and 50 teachers.

Llangatwg is a forward looking school anxious to blend traditional and established values with the most up to date teaching / learning methods and equipment.

The philosophy of the school is based upon the importance of the individual. Every child at Llangatwg is valued as an individual, is catered for as an individual and is given the opportunity and encouragement to develop to the greatest extent as an individual.

## THE MAIN FEATURES OF LLANGATWG SCHOOL

**The school has superb facilities and equipment.** Extensive building work has provided the school with outstanding facilities for pupils. There is a modern canteen and dining area, a new well equipped teaching block; completely refurbished and extended CDT workshops and a music suite. There are six network rooms equipped with the latest PC technology and linked to interactive white boards, as well as a number of mini networks giving pupils access to over 200 computers. The school has extensive sports facilities, including large playing fields, swimming pool, gymnasium, a leisure and fitness centre and a floodlit all-weather playing surface.

**It is a caring school.** We have a very strong pastoral system. When pupils join the school they are put in the care of a Faculty team. They stay with this team for the five years they are at the school. Hopefully, they will have the same form teacher and Faculty Leader. This means that teachers get to know pupils very well indeed and can tell at once when there is something wrong with a pupil.

**It is a friendly and happy school.** We are proud of the warm and friendly atmosphere within the school. Visitors always comment on it. Because of the good relationship we have with our partner primary schools and our detailed induction programme, new pupils settle very quickly into school. We have clear discipline and bullying policies and we do our very best to quickly resolve any difficulties that may arise. As a result, pupils are generally happy and enjoy coming to school.

**We have excellent academic standards.** We have invested heavily in providing attractive learning environments together with good quality resources. We use a variety of teaching and learning methods in order to meet the needs of all learners. Examination results have improved consistently year on year. A wide range of extra-curricular opportunities is also available and is open equally to all pupils. Our last inspection report indicated that there were outstanding features in more than one in eight of the lessons observed.

**Parents are always welcome at the school.** We firmly believe that education is a collaborative partnership between the school, our parents and our pupils. Our Home School Agreement aims to encourage and develop this partnership. We have an open door policy. As well as our usual consultation evenings, staff are always ready to meet with parents to discuss any issue that affects a child's education.

## MISSION STATEMENT

*Raising achievement and promoting partnership in the heart of the community.*

## KEY AIMS OF THE SCHOOL

In order to realise our mission statement Llangatwg School has a number of Key Aims. These are:

### Key Aims for Learners

The philosophy of the school is based upon the importance of the individual. Every learner at Llangatwg is valued as an individual, is catered for as an individual and is given the opportunity and encouragement to develop to the greatest extent as an individual.

Our main priorities are to:

- Provide a quality education for all our learners in terms of:
  - a broad balanced and differentiated curriculum in line with the National Curriculum.
  - a wide range of teaching and learning styles to meet the needs of all.
  - quality educational resources, equipment and learning environments.
  - a wide range of extra curricular opportunities.
- Encourage learners to reach their full educational potential.
- Provide individual support for learners with additional needs.
- Motivate and enthuse learners to take responsibility for their own learning pathways.
- Track and monitor pupils' progress effectively.
- Provide meaningful guidance and counselling at appropriate times.
- Deal effectively with any problems that may arise.
- Provide learners with recognised qualifications.
- Develop the values and attitudes required for a successful adult life, for example:
  - traditional values of honesty, independence and hard work.
  - an open and responsive attitude to new technologies.
  - a sensitive awareness of economic, environmental and world issues.
- Consult and involve learners wherever possible.

### Key Aims for Parents

Llangatwg aims to be a quality school where parents want to send their children and pupils are happy to attend.

Our main priorities are to:

- Establish warm and positive relationships with parents.
- Consult and involve parents wherever possible.
- Inform parents of policies and procedures through clear jargon free, easy to read information.
- Respond to parental requests and requirements for their children.
- Enlist the support of parents to realise the aims of the school.
- Enhance the reputation and standing of the school in the local community.
- Encourage parents to use the school's facilities.

## SCHOOL ORGANISATION

Three fundamental principles provide the basis for the academic organisation of the school.

- The need to make all aspects of the curriculum accessible to all pupils.
- The need to provide a system which will allow all pupils to reach their full potential in each individual subject,
- The need to remove group labelling of pupils.

Therefore, the academic organisation for 2009/2010 will be as follows:

- YEAR 7:** Pupils are arranged and taught in mixed ability form groups. In addition there may be special classes to allow pupils who require additional support to be withdrawn.
- YEAR 8:  
&  
YEAR 9:** Each year group is divided into two mirror images of three or four mixed ability form groups each. Each mirror image will have exactly the same timetable but at different times. Most subjects will have a setting facility so that pupils can find their true level in each subject.
- YEAR 10:  
&  
YEAR 11:** Each year group is again divided into two mirror images of three or four mixed ability form groups. The same core subjects and options are offered to all pupils.

Form tutors and subject teachers offer guidance to their pupils to ensure they have chosen wisely. In addition, pupils are offered subjects leading to different examinations. At present these include GCSE, Vocational GCSE, Entry Level Qualifications and National Vocational Qualifications. Therefore, it is possible for pupils not only to choose the subjects that interest them but also to study at a level that is appropriate to their ability.

## SCHOOL CURRICULUM

Every pupil at Llangatwg receives a broad, balanced, differentiated and relevant curriculum. This curriculum seeks to promote:

- the acquisition of knowledge
- the development of a wide range of skills
- the understanding of key concepts
- the development of personal qualities, values and attitudes
- the further development of the key skills of literacy, numeracy and ICT together with the other softer key skills.

The range of subjects taught at the School ensure that every pupil gains experience in each of the eight aspects of learning:

Language Studies, Mathematical Studies, Scientific Studies,  
Technological Studies, Creative and Aesthetic Studies, Physical Education,  
Social and Environmental Studies, Religious and Moral Studies.

The implementation of the National Curriculum requires that every pupil, at Key Stage 3, studies the Core and Foundation Subjects.

### **KEY STAGE 3**

**YEAR 7: Core Subjects:**  
English, Mathematics and Science.

**Foundation Subjects:**  
History, Geography, French, Welsh as a Second Language, Art, Music and Technology.

In addition every pupil will study Religious Education, P.E., Games, an ICT module and a Personal and Social Education Programme.

**YEAR 8:** Pupils will continue with all the Year 7 subjects with the addition of Graphics as part of the Art Syllabus.

**YEAR 9:** The same programme as Year 8 with German being introduced as an additional Modern Foreign Language.

### **KEY STAGE 4**

**YEARS 10 & 11:** All pupils will study courses in the Core Subjects of English, Mathematics and Science, leading to an appropriate qualification. There will be compulsory lessons in Religious Education, Welsh, Health and Fitness and Games. All pupils will also follow a Personal and Social Education Programme. Pupils will be able to choose additional subjects from the Options. The Options will be arranged to ensure that all pupils study a Technology subject, a Humanities subject, a Modern Language and have the opportunity to study Creative and Aesthetic subjects and a Vocational Qualification.

### **PUBLIC EXAMINATION POLICIES**

It is the belief of the School that we will best prepare our pupils for later life by providing them with appropriate qualifications and, therefore, it is our expectation that all pupils will sit external examinations. Very few pupils indeed fail to meet this expectation.

The school will generally enter pupils for the G.C.S.E. and Entry Level Qualifications examinations of the Welsh Joint Education Committee and other Examination Boards. A broad range of vocational courses is also provided.

Information relating to the Summer 2008 external examination results is included on pages 16 to 19.

### **HOMEWORK POLICY**

Homework is seen as an essential part of the school day and is compulsory for all pupils. Homework is any written, reading or learning work set by the teacher for completion at home. The type and amount of homework will vary, and will depend upon the age and ability of the pupil, as well as the subject being taught. As pupils' progress through the School they will receive an increasing amount of homework.

As a general guide, it is expected that pupils in Year 7 will receive about 1-1½ hours of homework per night. Senior pupils might expect to receive up to three hours of homework per night, depending on the nature of the courses being followed. To assist pupils with homework, the School operates a "Catch-up Club" every lunchtime in the Library. A member of staff is always available to help pupils with their work in any subject. There are a number of 'After School' clubs that run until 5.00pm on a Tuesday, Wednesday and Thursday evenings. Late buses operate on these three evenings to take pupils home.

The main vehicle used throughout the School for monitoring homework is the Pupil Planner. Subject teachers are asked to ensure that whenever homework has been set, pupils record the details in their Planner. Parents, therefore, have a record of what their children are being asked to do at home, and can see that it is done thoroughly. Parents are urged to sign the Pupil Planner every week to verify its completion and make any comments if they wish.

It is of great value to the School if parents take a positive interest in their children's work. Homework is a vital ingredient of a child's education and parental monitoring of the Pupil Planner helps the School considerably.

### **ADMISSIONS POLICY**

The Governing Body has adopted the admission procedures proposed by the Local Education Authority and contained in their Information for Parents Information. The planned admission limit for Year 7 is currently 213 and in the last year the intake from the catchment area and preferred placement requests was 135.

### **PASTORAL CARE ARRANGEMENTS**

Llangatwg School provides opportunities and learning experiences for all pupils to enable them to develop academically and socially. We have a long tradition as a caring school and have a pastoral system that helps new pupils to quickly settle in and feel that they are an important part of our community. It also gives support, guidance and cares for pupils' needs throughout their time with us.

Pupils within each Year Group are grouped into forms made up of youngsters from all our partner Primary Schools. We do, whenever requested, keep friendship groups together, but we also encourage pupils to mix and to make new friends with various inter form and whole year group competitions and activities. Each form will be in the care of a Form Tutor who will remain with the form for five years, enabling them to get to know each other very well indeed.

Form teachers meet with and register their forms twice a day and also have a Personal and Social Education (PSE) lesson with them each week. During these times, they keep a check on the academic and social progress of each pupil, and can also offer practical help with any issues or problems that might arise.

In addition, each Year Group is managed by one of the School's Faculties under the direction of the Faculty Leader and Progress Leader. They will be on hand to provide additional help and support or to take appropriate action if a pupil's progress or behaviour is giving cause for concern.

In order to encourage good work, attendance and behaviour, the school operates a Merit system which rewards both pupils and form groups with certificates and prizes. Pupils can gain merits for quality work, extra effort, high standards of presentation, regular attendance and excellent behaviour.

At Llangatwg, we believe that pupils, their parents and the staff of the school, all have important roles to play in ensuring pupils achieve their potential both academically and socially. For this reason Llangatwg asks all three parties to sign a Home-School Agreement printed in the Pupil Handbooks.

Our Pastoral system is designed to actively support pupils' learning. It openly encourages pupils to take pride in themselves, their work and their school.

### **Additional Support**

We have a Pupil Welfare and Support Officer [PWSO] working at the school. A formal procedure is carried out when illness or an accident occurs on site. This will always involve ensuring not only the pupil's well-being, but also that parents are informed at the earliest opportunity. It is important, therefore, that all parents provide an emergency contact telephone number if a home number is not available or appropriate. Parents should contact the PWSO to provide "up to date" medical information to assist her in her work. Parents can also contact the school nurse to discuss matters of concern which may affect their child's welfare.

Part of the medical service provision includes an immunisation programme, screening for hearing difficulties and colour vision, chiropody and dental services. These are all subject to parental consent, and detailed information is always provided in advance.

An Educational Psychologist visits the School regularly. She offers specialist advice for particular problems and parents are always actively involved in this stage.

An Education Welfare Officer is based at the School. His work is invaluable where liaison between home and School is particularly important. An Attendance Support Officer is also employed to contact parents whenever a pupil is absent from school without explanation.

### **ASSESSMENT POLICY**

A Progress File is a document used to record a child's academic, social and personal development. At Llangatwg School the Progress File has replaced the more traditional type of school report. It not only records comments made by teachers, but also offers the opportunity for pupils and parents to make a contribution.

The Progress File is a summary of a child's general progress at Llangatwg School. However, it is only part of the monitoring process. In each subject a detailed report of progress is indicated by a Termly Review. This is contained in the exercise book or file of every pupil, for every subject. A Termly Review indicates progress in a subject by highlighting units or sections of work at regular intervals. It should be examined by parents for a detailed indication of progress in that subject.

All pupils will take home two reports per year, forming a comprehensive account of a child's progress throughout the academic year. The comments and grades contained in the Progress File are based on the continuous assessment of a pupil's homework, class work, oral and practical work together with test and examination results and an evaluation of the attitude shown by the pupil towards their studies. The Progress File also contains a grade or National Curriculum Level for each subject that shows the target which the pupil should be capable of achieving.

Every pupil will take with them, when they leave School at the end of Year 11, a Summative Progress File. This will contain a summary of their achievements, both in and out of school, during the previous five years. The File will contain a Personal Reference written by a member of staff chosen by the pupil and a Personal Statement written by the pupil themselves. An account of the pupil's work experience will also be included in the File. There will be space available in the File for the inclusion of any examination certificates. The Progress File will provide a valuable source of information as each pupil plans for their future.

## **CURRICULAR ARRANGEMENTS FOR SPECIAL EDUCATION**

All statemented pupils and some others, at some time will be receiving specialist teaching. In Year 7 this is done through special classes which are kept together as teaching groups, and small groups which are withdrawn from other lessons for special teaching. In the rest of the School it is felt that such pupils should be taught in mainstream classes, wherever possible, where they can be supported by special education staff, when possible. In this way, pupils with certain learning difficulties have particular attention but also experience the social and educational integration with their friends which is so essential as a preparation for post-school life. In addition, some pupils are withdrawn from lessons for specialist teaching in reading and mathematics.

## **DISCIPLINE POLICY**

Pupils of secondary school age should already know how to behave properly. Llangatwg has a Code of Conduct which clearly sets out our expectations in all areas associated with being a part of the school's community. It is based on self discipline, respect for each other, their property and the environment. There is also a set of Classroom Rules on display in every classroom and included in the Pupil Planner. These are designed to ensure discipline and pupil concentration during lessons.

The Code of Conduct and Classroom Rules are required for the safety and care of our pupils, their successful progress through the curriculum, conduct in the classroom and the smooth running of the school. Movement out of school is a particular concern and no pupil will be allowed to leave School premises during the School day unless a written request is received from parents.

There may, however, be instances where some pupils behave in an unacceptable way or do not make every effort to produce their best work. When this happens pupils will be placed on referral. In the first instance parents will be contacted either by telephone or letter. In most cases, this will be sufficient to deal with the matter.

If the problem continues, firmer sanctions will be imposed, for example, school detention, extra work, or parents invited to a meeting at school to discuss a solution. For severe cases of misbehaviour, (e.g. abusive or aggressive behaviour, theft, etc.) pupils will be sent home from school until parents can visit and the Headteacher is assured that the particular problem will not happen again. No pupil will be sent home without the parents being contacted. In the most serious cases pupils will be excluded from School after due consultation with the Director of Education and the Chairman of Governors.

Each day, a large number of our pupils travel on school transport. Pupils are issued with a bus pass for a particular bus and route and must carry it with them every day. Replacement bus passes cost £5. Parents should be aware that they are directly responsible for their child's behaviour on a bus. We have a Code of Conduct for pupils who travel on school buses to maintain order and improve safety. No pupil should be 'put off' the bus during the journey but the school and parents will be informed of any instances of misbehaviour. Continued misbehaviour will lead to a withdrawal of a pupil's bus pass by the bus company.

It is our belief that the strong partnership of co-operation between parents and teachers best supports the education of our pupils.

## **SEX EDUCATION**

Sex education is now seen as an intrinsic part of a pupil's education and all pupils are expected to follow the school's sex education programme. Parents or guardians of pupils will have the right to withdraw their children from all or part of the sex education offered except that which forms part of the National Curriculum.

The physiology of sex and the onset of puberty and all it entails will be dealt with as part of the Biology modules within the Science syllabus in Years 7, 8, 9 and 10. These cover those aspects of sex education required by the National Curriculum. Sex education is also covered in a small number of KS4 PSE lessons when members of the local authority Health Team give lessons on sexual health matters. Parents have the right to withdraw their children from these lessons if they so wish.

Religious Education also contributes to the delivery of the school's sex education programme. Specifically it deals with the moral issues involved in topics such as friendship, love, sex, marriage, contraception, homosexuality and AIDS. These issues are discussed with reference to a variety of religious and non-religious viewpoints.

## **RELIGIOUS EDUCATION**

Religious Education has a central role in the work of the school to "promote the spiritual, moral, cultural, mental and physical development of pupils for the opportunities, responsibilities and experiences of adult life".

Whilst there are no nationally prescribed attainment targets, programmes of study or assessment arrangements for Religious Education, Neath Port Talbot LEA has locally prescribed attainment targets, programmes of study and assessment arrangements as part of the New Agreed Syllabus for Religious Education.

It is a requirement of the 1988 Education Reform Act that an R.E. syllabus should reflect the fact that religious traditions in Great Britain are in the main Christian whilst taking account of the teaching and practices of the other principal religions. The aims of R.E. are that our young people should learn about traditional belief systems and human experience, including the study of religious traditions and the exploration of their own beliefs and values, in order to learn from this study in terms of their own human development in its personal, social, moral and religious diversity, and in terms of the community to which they belong.

At KS4 pupils who do not opt for Religious Studies will be required to follow a short course GCSE in RE providing them with an additional half GCSE.

## **COLLECTIVE WORSHIP**

Daily Collective Worship occurs for all pupils. It is delivered through whole School or Form assemblies. Collective Worship is considered to be a very important part of School life. It provides both pupils and staff with a sense of belonging in a large comprehensive School. If any parent wishes, for religious reasons, to exclude their child from collective worship or participation in Religious Education, then the matter should be discussed with the appropriate Head of Faculty.

## **WELSH**

Since September 1999 it has been compulsory for all pupils to study Welsh at an appropriate level for their five years at secondary school. At Llangatwg all pupils study Welsh at KS3 with it appearing in our option menu at KS4. For those pupils who do not opt for Welsh as a full GCSE they will be required to follow a short course GCSE in the subject providing them with an additional half a GCSE.

All pupils will follow National Curriculum guidelines with the three main skills used in studying Welsh being oral work (which includes speaking, listening and viewing), writing and reading. The work covered introduces many exciting themes and various teaching methods. The emphasis is on oral work and the pupils gain much confidence in this through working in groups.

All pupils will be encouraged to join the Urdd (Welsh Club) and activities that take place include: folk dancing, games, quizzes, preparation for group recitation for School Assemblies, the Carol Service, School and Urdd Eisteddfod.

## **CAREERS EDUCATION AND GUIDANCE**

Careers education and guidance is an essential part of every pupil's curriculum and the school has received the national Careers Wales Quality Award to recognise the qualities of our work in this area.

The programme is designed to ensure that pupils have a better understanding of themselves and are fully aware of the education, training and careers opportunities available to them. This will enable pupils to make well informed choices and assist them to manage the transition to new roles and situations. It is also designed to help pupils develop the skills, attitudes and abilities which will enable them to be effective in a variety of adult working roles.

The core of Careers Education and Guidance is delivered through modules within the Personal and Social Education lessons. At Key Stage 3, the emphasis is on raising awareness of the opportunities offered by the world of work and includes a job simulation: The Real Game. In Year 10 every pupil follows a course which includes the use of Kudos and Job File Explorer. All pupils in Year 10 undertake two weeks Work Experience which provides an opportunity to sample areas of vocational interest and is a valuable addition to their personal and social development. A flexible learning programme in Year 11 makes use of the School's computer network system in developing job searching skills such as letter writing, completing application forms, writing 'curriculum vitae' and interview techniques. This module makes extensive use of local industrial expertise and the local Tertiary Colleges in preparing pupils for the transition to higher education and training.

The development of 'Goal Setting' is seen as a very important life skill and together with Individual Action Planning forms an integral part of the Careers and Educational Guidance programme and this in turn contributes to the development of the pupils' Progress File.

Careers Wales West and the School's Careers Department work very closely together and personal interviews are arranged during Years 9, 10 and 11 with our on-site Careers Adviser.

### **EXTRA CURRICULAR ACTIVITIES**

The school offers many extra curricular activities to provide pupils with new experiences and opportunities or to provide extra support with their schoolwork or homework.

The PE Department run a wide range of lunchtime and after school clubs such as fitness, weights, basketball, netball, hockey, soccer and rugby for both boys and girls, athletics, cricket and rounders. The Music department also hold regular lunchtime rehearsal sessions for the various school choirs and instrumental groups, particularly in the run up to a public performance. In addition, each year the school prepares KS4 pupils for both bronze and silver Duke of Edinburgh awards.

A Homework / Catch Up Club open to all pupils is held in the Library every lunchtime with members of staff on hand to help pupils do their homework or to catch up work missed through absence. In addition, years 7 & 8 have their own work area where supervision and support is provided by their Faculty Support Assistant.

Extra help and revision clubs for pupils in Year 11 are also available in various subjects on Tuesday, Wednesday and Thursday evenings when a late bus is available to take pupils home.

As well as school-based activities, pupils are offered many other opportunities such as outdoor pursuits activities, residential courses, visits to the theatre and visits abroad.

### **SCHOOL UNIFORM**

Our school uniform policy was designed with the help of both pupils and parents. As in most secondary schools it is compulsory and monitored daily. To comply with our uniform requirements pupils must wear items of distinctive clothing that clearly identifies them as Llangatwg pupils. These include:

- A plain white formal shirt with a school tie or a white school polo shirt with school badge.
- A black 'V' neck sweater with the school badge, and/or black school fleece with the school badge.
- Plain black trousers. Girls may wear plain black skirts if they wish.
- Black school shoes. No trainers.

Please note that no other sweaters or shirts / polo shirts should be worn. This also includes items such as cardigans, zippers, training tops, hoodies, jumpers, sweaters etc. – as they are not part of the school uniform. Some pupils say they wear such items as 'top coats'. This is not acceptable. However, pupils may wear school fleeces which include the school badge. Ideally top coats should be plain and in dark colours. Denim jackets, leather coats and brightly coloured coats again are not acceptable.

PE / Games lessons are compulsory for all pupils and sports kit is required to take part in these lessons. We encourage pupils to use the showers at the end of lessons, therefore, a towel is required.

**Gymnastics:** Girls / Boys – white polo shirt or school T shirt and navy shorts.

**Swimming:** Costume and towel.

**Games:** School sports shirt, navy / black tracksuit and track shoes or trainers; football / rugby boots should be worn when required.

Many items of uniform can be purchased from the school office at a reasonable cost.

Finally, we believe that the physical appearance of pupils contributes to the tone of the school and, therefore, we greatly appreciate the support we receive from parents which helps us ensure that our pupils are smartly dressed and proud to be members of Llangatwg School.

The Headteacher will make any final decision about a pupil's appearance, for example, in relation to the use of make-up, jewellery, hair colour and style. Facial and body jewellery is not permitted at any time due to the significant health and safety risks it might present.

### **ARRANGEMENTS FOR PARENTAL VISITS**

Throughout the year, opportunities are given to all parents to visit the School to discuss their child's progress with form teachers, subject teachers and Heads of Faculty.

Consultation with parents is extremely important and it is anticipated that every parent will wish to visit the School on these Parents' Evenings. There will be at least one meeting for each Year Group in every academic year.

In addition, Faculty Leaders will be pleased to see parents at the School, by appointment, at any time. The Headteacher and his senior staff are also very willing to meet parents to discuss any matter.

### **CHARGING POLICY**

The 1988 Education Act prohibits charging for education during School hours (with the exception of individual instrumental music tuition, which is not a provision made by Neath Port Talbot L.E.A.). Therefore, pupils will not be asked to pay for any visit that is in School hours or required by the National Curriculum or the syllabus of a prescribed public examination. No charges can be made for transport, nor for materials and equipment required for such visits. Charges can be made for board and lodging on a residential trip, except to parents who are in receipt of Income Support or Family Credit.

Extra curricular activities have always been a vital part of learning at Llangatwg School. Some visits and excursions which occur during the School day cannot go ahead without additional finance. Consequently, when a visit or excursion is being arranged parents may be asked to make a voluntary contribution to cover the cost. If sufficient money is not collected the trip may not be possible.

Charges may be made for extra curricular activities that occur outside the School day. These charges will not be more than the actual cost of the activity.

All visits are subject to approval by a senior member of staff, before they are proposed to parents, and strict standards of organisation operate.

## **HEALTH AND SAFETY ARRANGEMENTS FOR PUPILS, STAFF AND SCHOOL PREMISES**

The wellbeing of Llangatwg pupils is of the utmost importance. The school has a Health, Safety and Security policy which is in line with the National and Local Authority Policy.

There is a Pupil Welfare and Support Officer on site who provides for the medical needs of both pupils and staff. Other key staff are trained First Aiders.

Llangatwg School also has a CCTV system within its grounds and security fencing has been erected around the perimeters.

All visitors to the school must report to the school office on arrival to sign in. The premises are monitored throughout the day, with teaching staff also supervising the premises at both break and lunch times.

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

### **COMPLAINTS PROCEDURE**

Any parent who is dissatisfied with the School's curriculum arrangements may obtain a copy of the formal complaints procedure from the Main Office at the School, or by contacting the Headteacher.

### **SCHOOL OPENING TIMES**

<b>8.40am</b>	-	<b>8.50am</b>	<b>PUPIL SUPERVISION</b>
8.50am	-	8.55am	Registration
<b>8.55am</b>	-	<b>9.10am</b>	<b>ASSEMBLY</b>
9.10am	-	10.10am	Lesson 1
10.10am	-	11.10am	Lesson 2
<b>11.10am</b>	-	<b>11.25am</b>	<b>BREAK</b>
11.25am	-	12.25pm	Lesson 3
<b>12.25pm</b>	-	<b>1.20pm</b>	<b>LUNCH-BREAK</b>
1.20pm	-	1.25pm	Registration
1.25pm	-	2.25pm	Lesson 4
2.25pm	-	3.25pm	Lesson 5
<b>3.25pm</b>			<b>END OF SCHOOL</b>

The total amount of time spent on teaching in a normal week is 25 hours.

## SCHOOL TERMS AND HOLIDAY DATES 2009/2010 ACADEMIC YEAR

The Education Committee has approved the following school terms and holiday dates for the 2009/2010 academic year.

Term	Term Begins	Mid Term Holiday		Term Ends	Days
		Begins	Ends		
Autumn 2009	Tuesday *1 <sup>st</sup> September	Monday 26 <sup>th</sup> October	Friday 30 <sup>th</sup> October	Friday 18 <sup>th</sup> December	74 39 + 35
Spring 2010	Monday 4 <sup>th</sup> January	Monday 15 <sup>th</sup> February	Friday 19 <sup>th</sup> February	Thursday 1 <sup>st</sup> April	59 30 + 29
Summer 2010	Monday 19 <sup>th</sup> April	Monday 31 <sup>st</sup> May	Friday 4 <sup>th</sup> June	Wednesday 21 <sup>st</sup> July	62 29 + 33
<b>Total:</b>					<b>195</b>

- Schools will close to pupils for INSET / Staff Preparation on five days between Tuesday, 1<sup>st</sup> September 2009 and Wednesday, 21<sup>st</sup> July 2010. The dates to be determined by schools.

**\*It is strongly recommended that Tuesday, 1<sup>st</sup> September 2009 is designated an INSET/Staff Preparation day.**

- Good Friday, 2<sup>nd</sup> April 2010.
- All schools will close on Monday, 3<sup>rd</sup> May 2010.
- Spring Bank Holiday, Monday, 31<sup>st</sup> May 2010.

## RATES OF AUTHORISED AND UNAUTHORISED ABSENCE

### SPRING TERM 2008

	<b>% ATTENDANCE</b>	<b>% UNAUTHORISED ABSENCE</b>
Year 7	93.0	0.0
Year 8	92.8	0.0
Year 9	88.8	0.6
Year 10	91.3	0.3
Year 11	<u>88.2</u>	<u>0.5</u>
<b>Total:</b>	<b><u>90.9</u></b>	<b><u>0.3</u></b>

### SUMMER TERM 2008

	<b>% ATTENDANCE</b>	<b>% UNAUTHORISED ABSENCE</b>
Year 7	90.8	0.2
Year 8	89.0	0.2
Year 9	86.0	0.9
Year 10	89.7	0.7
Year 11	<u>94.0</u>	<u>0.6</u>
<b>Total:</b>	<b><u>89.8</u></b>	<b><u>0.5</u></b>

### AUTUMN TERM 2008

	<b>% ATTENDANCE</b>	<b>% UNAUTHORISED ABSENCE</b>
Year 7	92.8	0.0
Year 8	89.4	0.6
Year 9	90.3	0.1
Year 10	87.5	1.4
Year 11	<u>89.7</u>	<u>0.5</u>
<b>Total:</b>	<b><u>90.0</u></b>	<b><u>0.5</u></b>



**GCSE RESULTS OF 15 YEAR OLD PUPILS FULL COURSE 2008**

Number of 15 year olds : 165

SUBJECT	PERCENTAGE ENTERED FOR EXAMINATION	PERCENTAGE OF THOSE ENTERED WHO ACHIEVED GRADES		
		A* - C	D - G	UNGRADED
ART	26	86	14	0
BIOLOGY	1	100	0	0
BUSINESS SYSTEMS	15	67	33	0
CATERING STUDIES	9	67	33	0
CHEMISTRY	1	100	0	0
D & T: FOOD TECHNOLOGY	6	100	0	0
D & T: GRAPHIC PRODUCTS	14	57	39	4
D & T: RESISTANT MATERIALS	19	58	42	0
D & T: SYSTEMS AND CONTROL	2	100	0	0
DiDA	32	58	30	12
DRAMA AND THEATRE ARTS	8	62	38	0
ENGLISH	96	67	31	2
ENGLISH LITERATURE	72	77	20	3
FRENCH	20	85	15	0
GEOGRAPHY	44	66	34	0
GERMAN	10	77	23	0
HISTORY	32	57	36	7
HOME ECONOMICS: TEXTILES	8	93	7	0
HOME ECONOMICS: CHILD DEVELOPMENT	14	87	13	0
INFORMATION TECHNOLOGY	30	64	36	0
LEISURE & TOURISM	25	67	33	0
MATHEMATICS	99	72	24	4
MUSIC	15	60	40	0
PHYSICAL EDUCATION	21	41	59	0
PHYSICS	1	100	0	0
RELIGIOUS STUDIES	8	46	54	0
SCIENCE: SINGLE AWARD	94	74	23	3
SCIENCE: ADDITIONAL	82	69	28	3
WELSH SECOND LANGUAGE	48	91	7	2

**SHORT COURSE**

SUBJECT	% ENTERED FOR EXAM	PERCENTAGE OF THOSE ENTERED WHO ACHIEVED GRADES		
		A* - C	D - G	UNGRADED
INFORMATION TECHNOLOGY	25	33	64	3
WELSH	42	39	57	4
RE	78	47	44	9
PE	47	56	44	0

EXTERNAL EXAMINATION RESULTS  
**LLANGATWG COMPREHENSIVE SCHOOL**  
**ENTRY LEVEL QUALIFICATION**

SUBJECT	YEAR	3	2	1	F	NO. PUPILS	TOTAL PASS %
MATHEMATICS	<b>2008</b>	25	0	25	0	4	100
	2007	0	50	50	0	2	100
	2006	0	0	0	0	0	0
	2005	25	25	50	0	4	100
CHILD CARE	<b>2008</b>						
	2007	36	27	36	0	11	100
	2006	50	50	0	0	4	100
	2005	38	25	38	0	8	100
<b>TOTALS FOR ALL</b>	<b>2008</b>						
	2007	18	39	43	0	13	100
	2006	50	50	0	0	0	100
	2005	32	25	44	0	12	100

<b>PUPIL DESTINATIONS 2008</b>	<b>TOTAL PUPILS</b>
Continued in Full Time Education	117
Employed	7
Work-based Training (employed)	6
Work-based Training (not employed)	2
Not in Education, Employment or Training	13
Skillbuild	13
Moved from area	7
<b>TOTAL:</b>	<b>165</b>