

Transition Information



2022/2023

Welcome to Cardiff West Community High School

I am delighted to welcome you to the Cardiff West CHS Family. We pride ourselves on looking after each other and aiming as high as we can. Our motto is **“Create Your World”** and we have 3 core values, **Ambition**, **Resilience** and **Trust**. We talk to the pupils every day about our core values and they guide what we do and how we behave.

We have an excellent team in place and a range of provisions, to manage the transition from Primary to Secondary school. We aim to provide as much information as we can.

We look forward to welcoming you soon and place a huge emphasis on providing a warm welcome to our school.

At Cardiff West CHS every person matters and we are here to help and support you to ensure that your child settles in quickly and reaches their full potential here at Cardiff West.

I look forward to meeting you

Martin Hulland



Headteacher



At Cardiff West Community High School we want every student to achieve the academic success necessary to realise their dreams; to help them to develop as considerate, resilient, enterprising, ambitious, trustworthy and employable pupils.

Senior Management Team

Headteacher

Mr M Hlland

Deputy Headteacher

Mrs N Richards

Assistant Headteachers

Mrs R Pritchard

Ms K Duggan

Mr R Pritchard

Associate Assistant

Headteachers

Miss F Holgate

Mrs S Henderson

Mrs E Coombs

Business Manager

Mrs G Edwards



The Year 7 Team

Progress Leader

Ms S Grew

Ms Grew is the Year 7 Progress Leader and also teaches PE at the school. Ms Grew will oversee the progress and wellbeing of your son/daughter and leads Year 7 in all aspects of school life.

Senior Management Link

Mrs R Pritchard

Mrs Pritchard is the member of the senior management team that works closely with the Year 7 team to ensure that pupils transition well and happily to Cardiff West and continue to make the expected academic progress.

Year 7 Pastoral Support Officer

The Year 7 Pastoral Support Officer will work closely with your son/daughter to ensure that his/her wellbeing needs are met and is also responsible for monitoring his/her attendance.



The ALN Team

At Cardiff West CHS we are extremely proud of our Additional Learning Needs support programme and provisions, as they enable pupils to receive appropriate support to allow them to achieve their very best from their time here.

Our ALNCo, Mrs Davies-Cox, oversees the ALN department and the implementation of the new ALN Bill across the school.

At Cardiff West CHS, we ensure a comprehensive, universal approach to teaching, in order to cater for pupils within the classroom, such as use of coloured overlays, targeted teaching, supportive language and differentiated work.

For pupils that require a more bespoke approach to learning, we have a number of onsite provisions including a nurture class, behaviour support class, and accelerate class which are outlined below:

- **Nurture**- Small class provision with high ratio of staff:pupils for those that need support with emotional literacy and resilience
- **Ladder**- Small class provision with high ratio of staff:pupils for those who need support with managing anger and regulating their emotions
- **Accelerate**: Small class provision with a literacy rich curriculum for pupils who need additional support/catch up, in order to access the speed of mainstream secondary lessons.

We allocate pupils to these provisions following in depth conversations with primary school staff and reviewing pupils' academic data to ensure they receive the appropriate support for their need.

Pupils based in our provision classes are also offered the opportunity to access mainstream lessons alongside this to allow them to gradually re-join mainstream when they feel confident to do so.

Our school building

We have fantastic facilities and resources that have supported curriculum developments, to ensure that our pupils are learning in a modern, comfortable and inspiring environment.

Below are some key facts about the building:

- £35m investment in education in the West of the city
- Approximately 72 week building programme
- 2.5 years from start to finish
- £18m Welsh Government and around £17m Local Authority
- Consultation – LA, GB, Staff, Pupils, Community
- Comprises of 3 separate buildings
- 11-18 school (partnerships)
- Community focus in Post 16
- Transition area – clear pathway to Trelai Primary School
- The building design supports passive supervision
- There is an outside teaching space and excellent sports facilities



Transition at Cardiff West Community High School



Cardiff West Community High School has an extensive transition programme in place to support pupils moving from primary to secondary school.

Joining secondary school is a very exciting time, but can be a challenging process for both pupils and their families. Our aim is to make all new pupils feel welcome, safe and confident in their new school. At Cardiff West Community High School, we invest heavily in our transition programme, ensuring that we support pupils fully during the transition process. We offer a wide range of opportunities to develop student confidence in order to achieve success at secondary school. We work closely with our partner primary schools, ensuring that important academic and pastoral information about all pupils is shared, so that the transition process is as smooth as possible.

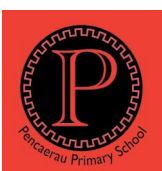


Our transition arrangements are carefully planned and include the following:

- The Year 7 Pastoral Support Officer works closely with the Year 7 pupils and their families to support a smooth transition, offering support for all pastoral needs and provides the main point of contact between school and home.
- The Year 7 Progress Leader tracks the progress of the Year 7 pupils closely and ensures that necessary interventions are implemented swiftly to support progress and wellbeing. The Year 7 Progress Leader also co-ordinates the Year 7 Form Tutors who are experienced in the transition journey.
- When the Year 7 pupils arrive in September, they take part in specially planned induction sessions throughout their first week. Team building activities are planned involving their Form Tutor and their new classmates, giving them an opportunity to make friends, familiarise themselves with key staff and gain confidence.



- A Transition Base is available exclusively for the Year 7 pupils to use at lunch times under the supervision of the Year 7 Pastoral Support Officer.
- If pupils are identified as struggling with school they are referred for extra pastoral support or mentoring.
- Some pupils require additional support when making the transition to secondary school and we provide support through an enhanced transition programme which is planned by the Additional Learning Needs Co-ordinator (ALNCo) and staff at the partner primaries.
- Before Year 7 pupils start at Cardiff West, key staff will meet the Year 6 teachers so that academic and pastoral information is shared in preparation for secondary school.



How have our new Year 7 Pupils settled in to Cardiff West?

“My first few weeks of high school has been amazing! I thought it was going to be really hard but its quite easy. I’ve made a lot of friends, it has been fun as well at play and lunch because I’ve met most of my new friends on the playground. The lessons have been fun, my favourites so far are woodwork, art, maths, and humanities. The teachers are very nice and I love the uniform. It has been great!”

“My first few weeks have been fantastic! I have learnt so many new things like how to use a Bunsen burner in science and how to speak Spanish! The lunch in the cafeteria is really good, they serve hot meals and snacks. Starting high school has been such an adventure, my favourite bit has been making lots of new friends.”

“My first few weeks at Cardiff West have been so much fun! I have loved it so far and feel this school will be a perfect learning experience”.

“I have settled in amazingly at Cardiff West. The staff are really nice and helpful. I love after school rugby club, it’s so fun and the players are really nice too. I like the lessons, my favourite is drama because I get to act out funny scenes. I don’t think I could have settled in any better, and think I will enjoy being here”.

Transition and Support



- We work closely with our partner primaries to ensure that all academic data and pastoral information is shared before the pupils start at Cardiff West.
- Mrs Davies-Cox is the ALNCO, she co-ordinates support for pupils with additional learning needs.
- Mrs Howells is the Welfare Manager, she co-ordinates and supports the wellbeing interventions of our pupils.
- A Cardiff City Foundation Transition Mentor will work with targeted pupils.
- ELSA and additional wellbeing interventions are planned for identified pupils.
- Our Nurture provision further supports the health and wellbeing of our pupils.



Year 7 Curriculum

- Registration is at the start and end of every day, form tutors complete daily activities with the pupils including daily Accelerated Reader silent reading.
- The Year 7 pupils will have 8 hours of English, Maths per week and 7 hours of Science.
- The Year 7 pupils also have Ambition which is a literacy rich project curriculum working with Cardiff University – research project, instructional text and creative writing.



Create Your World

Our Mission

- We want every student to achieve the academic success necessary to realise their dreams
- We want to help our pupils to develop as considerate, resilient, enterprising, ambitious, trust worthy and employable pupils who can engage fully with the creative economy

Our core purpose is to

- Ensure every student achieves the academic success necessary to pursue their chosen career
- Establish high expectations of our pupils, staff and the wider community
- Encourage our pupils and staff to develop resilience to succeed as lifelong learners
- Work in partnership with our families, local organisations and the Local Authority
- Promote tolerance, respect and inclusivity
- Help our pupils, staff and communities to feel happy

Create Your World

Our Aims

- A school with a relentless focus on high academic standards
- A highly effective learning organisation
- A school that works collaboratively with our creative partners to deliver a creative skills based, work centric curriculum that ensures our pupils are the most successful and employable pupils in Wales
- A school that excels in preparing pupils to thrive and succeed in life
- Integral in leading and revitalising our community



Our Core Values

Ambition

- We have high aspirations & know that our future is not defined by our past
- The possibilities are endless
- We work incredibly hard to achieve our dreams

Resilience

- We never give up and have the skills and strength to persevere
- We do what it takes for as long as it takes.
- We always give 100%

Trust

- We are honest. We do what we say and do not make excuses.
- We do the right thing; we play by the rules
- We are kind and tolerant towards others



Behaviour for Learning

In order to achieve the school's aims we insist on good behaviour.

We strive to maintain a learning community which is founded on mutual respect and the right of all to learn. We know that all parents and guardians will help support and promote appropriate behaviour and positive attitudes.

Every pupil must accept responsibility for high standards of behaviour and follow the Western Way.



Behaviour for Learning

Classroom		Whole school	
P1	Meeting the Western Way +1 CC point		
P2	Ambition Resilience Trust +2 CC points each		
P3C	Creating your world Class teacher recognition for going above and beyond. +5 CC Points	Creating your world PSO and Form tutor recognition +5 CC Points	P3W
P4C	Creating your world Area Lead recognition +10 CC Points	Creating your world Progress Lead recognition +10 CC Points	P4W
P5 SLT or Chair of Govs	Special recognition for services to the school and our community. 20-100 points.		P5 SLT or Chair of Govs
Classroom		Whole school	
C1	First Warning Logged on Classcharts only. PE uniform – 1 st warning 0 POINTS	Uniform – first warning (
C2 RJ Essential	Second Warning Further logging on classcharts notification to parent Pe uniform – second warning -2 CC points	Second warning Uniform	
C3C RJ Essential	Continued disregard of expectations or direct C3 offence. 15 minute teacher detention issued (via classcharts) -5 CC Points	Whole school out of lesson offence. 15 minute PL detention -5 CC Points	C3W RJ Essential
C4C RJ Essential	Failed to attend C3 detention or subject parked. 30 minute department detention (HoD/AL/LT link) -10 CC Points	Failed to attend W3 detention or a direct W4 offence 30 minute PL detention (PL/PSO/LT link) -10 CC Points	C4W RJ Essential
C5 SLT DT RJ Essential / further intervention	SLT/AL/PL serious behaviour incident Thursday after school 60 minutes DLT Minus 10+ points depending on offence.		C5 SLT DT RJ Essential / further intervention

Rewards and Sanctions

We recognise the positive contributions our pupils make and ensure that these efforts are rewarded.

Progress Leaders and Pastoral Support officers monitor the behaviour, work and efforts of pupils within their year groups and apply rewards and sanctions in line with school policy.

As a school we monitor pupil progress through class charts. Parents and pupils can also monitor the pupil's progress by downloading the app and using a unique pupil registration code.



Rewards and Sanctions

Rewards for good behaviour and work include:

- **Annual celebration of achievement ceremony**
- **Half termly Golden Time reward for KS3 Pupils**
- **Certificates and gift vouchers (bronze, silver, gold and platinum)**
- **Exciting Termly attendance rewards**
- **Early lunch passes**
- **Reward trips**
- **Hot Chocolate with the Headteacher**
- **Pupils can use the points they have gained on Class charts to buy rewards in the class charts shop.**

Sanctions follow a graduated response which include break and after school detentions.

Parents will be notified of detentions (as well as other whole school announcements) through the Class charts app.

The Western Way

At Cardiff West Community High School we follow **The Western Way** at all times ensuring a culture of mutual respect and a positive learning environment for all.

The Western Way for staff

In every lesson at Cardiff West Community High School we will:

- Meet and greet pupils at the door.
- Ensure all pupils seat in a planned seat.
- Make sure pupils are ready to learn, mobile phones are turned off and away, bags are on the floor and no one has their coat on.
- Provide a starter activity ready for all pupils as soon as they enter the classroom.
- Ensure the register is taken whilst pupils complete their starter activity.
- Plan differentiated engaging lessons.
- Check progress regularly during the lesson.
- Dismiss the pupils in an orderly manner at the end of the lesson.



The Western Way

The Western Way for pupils

- Be on time.
- Be ready to learn.
- Wear correct uniform and bring the right equipment.
- Allow teachers to teach and pupils to learn.
- Show respect to everyone including yourself.



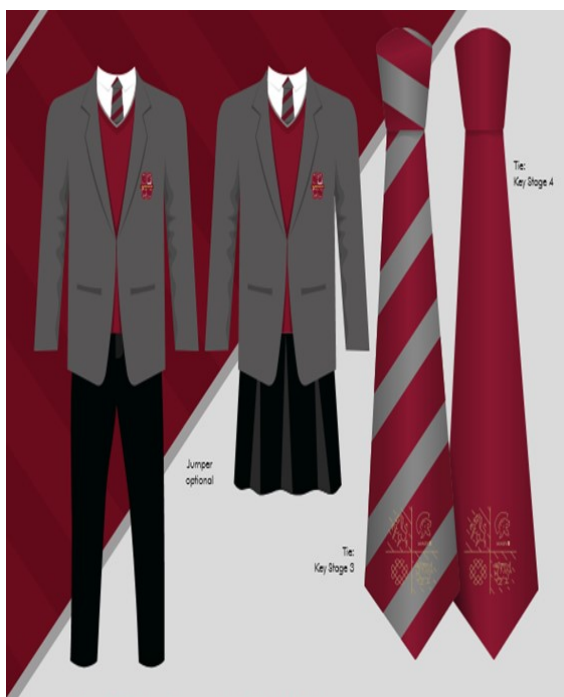
Mobile Phone Policy

- Mobile phones should not be seen or heard in lessons and in corridors.
- Phones and headphones can only be used during social times (before school, break and lunch) in designated social spaces (dining hall and outside).
- Phones that are seen during lessons and corridors are confiscated. Phones will be returned at the end of the day after a 10 minute detention.



- If a student has their phone confiscated on more than one occasion during a half term it will not be returned until a parent or guardian attends the school to collect it from main reception.

School Uniform



Blazer or Jumper	Grey blazer available from YC Sports Plain maroon V-neck Jumper
Shirt	Plain white shirt
KS3 tie	Maroon and grey striped tie available from YC Sports
Trousers	Full length plain black
Skirt	Plain black of reasonable length and suitable style for school
All black, low heeled, footwear	

For the reasons of safety the school will only allow pupils to wear a watch, no other jewellery can be worn

The Cardiff West PE kit is compulsory:

- Cardiff West CHS Grey and maroon t-shirt
- Black shorts/leggings
- Astro turf trainers

Both uniform and PE kit can be purchased directly from:

YC Sports

156 Cowbridge Road East

Canton

Cardiff

CF11 9ND

Tel/Fax: 02920 220246

Email: sales@ycsports.com



Lunch Arrangements

- We have separate lunch times for Key Stage 3 and Key Stage 4.
- Pupils may either purchase a meal from the canteen or bring their own food to eat in the canteen. Pupils are not allowed to leave the premises at lunch time.
- The school has implemented a 'Biometric Cashless Catering System' for school meals. Pupils no longer pay with cash at the tills but simply by Touch ID.
- Pupils who receive free school meals also purchase their food using the Touch ID system, the free school meals allowance is £2.95 per day.
- You can pay for your child's meals online through the secure ParentPay website.



What happens next?

- Once we receive the confirmed Year 7 cohort for September 2022 from the local authority we will liaise with you directly via email about arrangements for your child's induction to Cardiff West. We will be in touch with you and your son/daughter with more information about the school, school subjects and staff, and activities that can be completed to support with transition.
- In the summer term the Year 7 Team and ALNCO will meet Year 6 teachers and primary ALNCOs to gather academic and pastoral information to support the transition process.
- We will plan an enhanced transition programme in the summer term for identified pupils.
- We will plan a support programme for the new Year 7 cohort to ensure that academic and wellbeing needs are met when they join Cardiff West in September 2022.
- We will communicate with you further with any updates about possible visits and opportunities to communicate with key staff before your son/daughter starts at Cardiff West in September 2022.

What happens next?

- The deadline for secondary school applications for September 2022 is **12pm November 22nd**.
- All applications are to be completed **online**, here is the link you need to complete the application:
https://emsonline.cardiff.gov.uk/CitizenPortal_LIVE/en
- If you have any questions about Cardiff West Community High School and the transition process you can email the transition team directly at
Transition2022@cardiffwestchs.cardiff.sch.uk
We will ensure that we respond to your questions as soon as we can.
- We will continue to communicate regularly with our partner primary schools about events and progress at Cardiff West. We will ensure that there are opportunities for our Year 7 pupils to communicate with their former primary schools about the transition process and for Year 6 pupils to ask any questions they might have.
- We will plan virtual transition and on site activities throughout the year

Thank you for taking the time to read this booklet, we look forward to working with you in the future.

7 tips from Cardiff School Admissions to help you apply for a school place



There are lots of great schools in Cardiff but places go quickly. Here are some tips to help you apply for a school place.

1. Explore and find out more

Look at schools in your area. Go to their website, look at their prospectus and read the Estyn report.
Go to: mylocalschool.gov.wales

2. Know your area

Check which schools are in your area. Go to Cardiff.gov.uk/online maps

You're not guaranteed a place at your nearest school but looking at it is a good place to start. Some schools are very popular, so we do check that people live at the address they give us, right up to the admission date

3. Make a list

We hope you get your first preference school but often that's not possible. Each school has a maximum number they can take. Think about each preference carefully.

Note: School places fill up quickly so put down all your preferences to make sure we can give you your highest preference possible. **Listing all your preferences from the beginning is really important.**

4. Tell us everything

If you don't tell us we don't know. We want your child to get the best place possible. You can help by sending any evidence when you apply.

Tell us if your child:

- Has siblings at the school
- Has any additional learning needs
- Has any medical or social needs that means they need to go to one school and not another.

5. Apply on time

There's a closing date. We check applications that come in on time first.

60% of the schools in Cardiff fill up in the first round

Don't be late - If you miss the closing date, you miss the first round. Then you have to download a form and send it in. That takes longer and you may miss out on a place in a school you want

6. Apply online

Go to: Cardiff.gov.uk/schooladmissions

Try to use the same email address each time you contact us.

Some faith schools manage their own school places so check their website to see if you need to apply straight to them.

Get help

If you need help, contact a hub: cardiff.gov.uk/hubs

Adviceline: 02920 871071

Or phone us: 02920 872087

7. Let us know

When you get an offer at a school in Cardiff, you need to tell us if you want the place as soon as possible. You may not get your first preference, but you will remain on the waiting list.

Please tell us if you don't want the place so we can give it to someone else.

If you're not happy being refused a place, you can appeal. A group of independent, unpaid volunteers will listen to your appeal and their decision is binding.



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