

Cardiff West Community High School



Parent Information Booklet
2021-2022



Our mission

At Cardiff West Community High School we want every pupil to achieve the academic success necessary to realise their dreams; to help them to develop as considerate, resilient, enterprising, ambitious, trustworthy and employable pupils who can engage fully with the creative economy.

Our core purpose is to:

Ensure every pupil achieves the academic success necessary to pursue their chosen career.

Establish high expectations of our pupils, staff and the wider community, celebrate achievement and admire ambition.

Encourage our pupils and staff to develop resilience in order to succeed as lifelong learners.

Work in partnership with our families, local organisations and the Local Authority to create equity of opportunity to remove disadvantage.

Promote tolerance, respect and inclusivity.

Help our pupils, staff and communities to feel happy and engage fully with our school.

Our Aims

At Cardiff West Community High School we aim to be:

- 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 and know that our future is not defined by our past.

- At Cardiff West CHS the possibilities are endless.
- At Cardiff West CHS we enable our pupils to create their own future.
- At Cardiff West CHS we work incredibly hard to achieve our dreams

Resilience

We never give up and have the skills and strength to persevere with even the hardest work.

- At Cardiff West CHS we do what it takes for as long as it takes.
- At Cardiff West CHS we always give 100%.
- At Cardiff West CHS we know we only fail if we give up.

Trust

We are honest. We do what we say and do not make excuses.

- At Cardiff West CHS we do the right thing.
- At Cardiff West CHS we are kind and tolerant towards others.
- At Cardiff West CHS we play by the rules.

At Cardiff West Community High School we work hard, look smart and are kind.

**Cardiff West
Community High School**

Create your world.

Ambition
Resilience
Trust

Welcome to Cardiff West Community High School

Our Creative Partners

Cardiff West Community High School is the 'Pathfinder School' for the innovative 'Cardiff Creative Education Partnership'. The Partnership aims to enthuse and inspire young people through a rich and meaningful engagement with the creative economy.

Cardiff is a growing city with a thriving creative economy and we are proud to work with nine 'Creative Partners' as outlined below:

Cardiff Creative Education Partnership



At Cardiff West Community High School we aim to put creativity at the heart of our agenda with a focus on problem solving, building resilience and encouraging innovation. We want all of our pupils to broaden their horizons and connect with this thriving sector of business. In short, we will provide opportunities for our pupils to engage with our nine partners.

This will inspire our pupils to be ambitious and resilient.

Wellbeing and pastoral support

Cardiff West Community High School is a very caring and highly supportive school that values all young people. We believe that happy, healthy and safe pupils will succeed in school and in life and we work tirelessly to provide the environment and guidance necessary for all pupils to achieve their very best outcomes.

Child Protection

Each member of staff has a duty of care in safeguarding the pupils in our school. In addition to this, Cardiff West has a highly skilled and dedicated team of specialists who manage this area on a daily basis.

Mr Pritchard has overall responsibility for safeguarding and is the DSP for the school. Mrs Wilkinson is the Deputy DSP. The Welfare Manager and Progress Leaders manage any challenges and concerns in this area each day.

Pastoral Support

Progress Leaders oversee the wellbeing and learning in the year groups. There is a Progress Leader for Year 7, 8, 9, 10 & 11.

Pastoral Support Officers work closely with the Progress Leaders, providing care, support and guidance to pupils every day and are the first point of contact for parents.

The Pastoral Support Officers also support young people and their families with challenges connected to coming to school and being on time.

Attendance is the most important factor in determining the success your child will experience in school. Those who do not attend regularly may fall behind in their learning, leading to feelings of frustration and unhappiness. Poor attendance is a serious issue in school, however every case is different and we will always try and support families to improve the situation.



The Counsellor provides therapeutic support to young people who are anxious or experiencing other concerns.

The school also works with a range of professional partners such as Careers Wales, youth mentors, the police and health and social care services to help us provide the best care, support and guidance for all our pupils.

Form tutors have the responsibility for one class in a year group. They guide and monitor the attendance, punctuality, behaviour and achievement of pupils in their tutor group.

It is very important that parents and carers support the school in reinforcing the need for positive behaviour for learning. We expect all pupils to be:

1. Ready to learn, with the correct equipment, in uniform, in the correct frame of mind
2. Respectful (polite to all, taking care of themselves, others and the environment)
3. Safe



Bullying is a serious concern for pupils, parents and teachers. It is important that everyone understands what bullying is and what it is not. Bullying is unwanted, aggressive behaviour that involves real or perceived power imbalance. This behaviour is repeated over time. Peer conflict, such as falling out with friends, is no less serious but is not bullying.

Cardiff West Community High School will not tolerate bullying. Pupils need to report any concerns they may have to their form tutor, Pastoral Support Officer or a class teacher as soon as possible.

PSE (Personal Social Education) lessons are part of the timetable and help prepare the pupils to develop a sense of self-esteem and promote self-respect and the respect of others. These lessons also help them to make healthier lifestyle choices and prepare them for the challenges, opportunities and responsibilities of work and adult life.

Working with us

Like you, we want the very best for your children. This means that their happiness, interests, needs, values, friendships and health and safety are very important to us, as well as their academic progress.

From time to time things may be challenging for young people. When this happens, let us know and our dedicated, committed and knowledgeable staff can work with you to help put it right.

School Day

Cardiff West Community High School operates a two week timetable.

Start and Finish Times

Timings	Years 7 & 8	Years 9-11
8.45 – 9.05	Form time	
9.05-10.00am	Lesson 1	
10.00-11.00am	Lesson 2	
11.00-11.20am	Break	
11.20-12.20pm	Lesson 3	
12.20-12.50pm	Lunch	
12.20-1.20pm		Lesson 4
12.50-1.50pm	Lesson 4	
1.20-1.50pm		Lunch
1.50-2.50pm	Lesson 5	

PUPILS ARE NOT ALLOWED OFF SITE AT ANY TIME DURING THE SCHOOL DAY

AUTUMN TERM	SPRING TERM	SUMMER TERM
03/09/2021 Inset day	05/01/2022 Start of Term	25/04/2022 Start of Term
25/10/2021 - 29/10/21 Half term 1/11/21 is a designated inset day	21/02/2022 - 25/02/2022 Half term	06/05/2022 May bank holiday
17/12/2021 Last day of term	08/04/2022 Last day of term	30/05/2022 - 03/06/2022 Half term
		20/07/2022 Last day of Term

Designated inset days

1st November 2021 - 4th January 2022 - 24th June 2022 - 21st and 22nd July 2022

Punctuality

We believe that all pupils should develop habits of punctuality and we ask for parental support.

Pupils are expected to arrive in school by **8.45am**

It is important that your child attends school on time so that:

- **they do not disrupt lessons and the learning of others**
- **they learn in preparation for later life in the workplace**
- **it doesn't result in prosecution of the parent/guardian**

Pupils who arrive late in the morning must sign in at Main Reception.



Medical/Dental Appointments

Please make every effort to make medical or dental appointments before or after school times. However if this is not possible please ensure that an appointment card or letter is submitted to the pastoral team. Medical/Dental appointments are normally authorised for half of a school day. Your child's absence will not be authorised without the evidence required.

Attendance/Punctuality

Please ensure your child attends school every day and on time. Failure to ensure regular attendance/punctuality could result in a Fixed Penalty Notice being issued by the Education Welfare Service.

A Fixed Penalty Notice may also be issued for an unauthorised holiday. Further information can be found on:

www.cardiff.gov.uk

Holidays should not be taken during term time. If a holiday needs to be taken during term time for unavoidable reasons, it can only be taken after agreement with the Head teacher.

Please put your request in writing to the Head teacher.

If you are worried or feel there is a problem with your child's attendance, please do not hesitate to contact your child's Pastoral Support officer. The Education Welfare Service aims to reduce unnecessary absences from school by offering support to help parents/guardians.

Attend today – Achieve tomorrow How close are you to 100% Miss school, miss out!		
0 days of school	100%	Perfection
Equates to 2 days off school each year	99%	Excellent
Equates to 5 days off school each year	97%	Good
Equates to 10 days off school each year	95%	Slight Concern
Equates to 20 days off school each year	90%	Concerned
Equates to 30 days off school each year	85%	Very Concerned

Please remember that:

95% attendance = half a day off every fortnight

90% attendance = one day off every fortnight

80% attendance = one day off every week = one year missed from secondary education.

WHAT CAN PARENTS/GUARDIANS DO?

From the first day establish a good routine:

- If your child is ill, ensure you contact school on every day of their absence by phoning 02920 672700. We also accept text messages and emails.
- On your child's return to school, parents can send a note to school explaining why they have been absent.



Please note that parents / guardians can be referred to the Education Welfare Officer if a child does not have satisfactory attendance/punctuality.

Any adult who has parental responsibility is legally responsible and can be fined if their child does not attend

Emergency Contacts

If your child is taken ill, or has an accident, we may need to contact you urgently. You are asked to provide us with details of whom we should contact in an emergency.

If any of these details change please ensure that we are informed and advise the school if you update your mobile phone number.

Medical Problems

If your child has a medical problem, which is likely to affect their work or life in school, please inform your child's Pastoral Support Officer.



Uniform

Blazer	Grey blazer available from YC Sports
Jumper	Plain maroon V-neck jumper (Optional)
Shirt	Plain white shirt
Key Stage 3 tie	Maroon and grey tie available from YC Sports
Key Stage 4 tie	Plain maroon tie available from YC Sports
Trousers	Full length plain black
Skirt	Plain black of a reasonable length and suitable style for school (not too tight).
All Black Footwear	Low heeled.

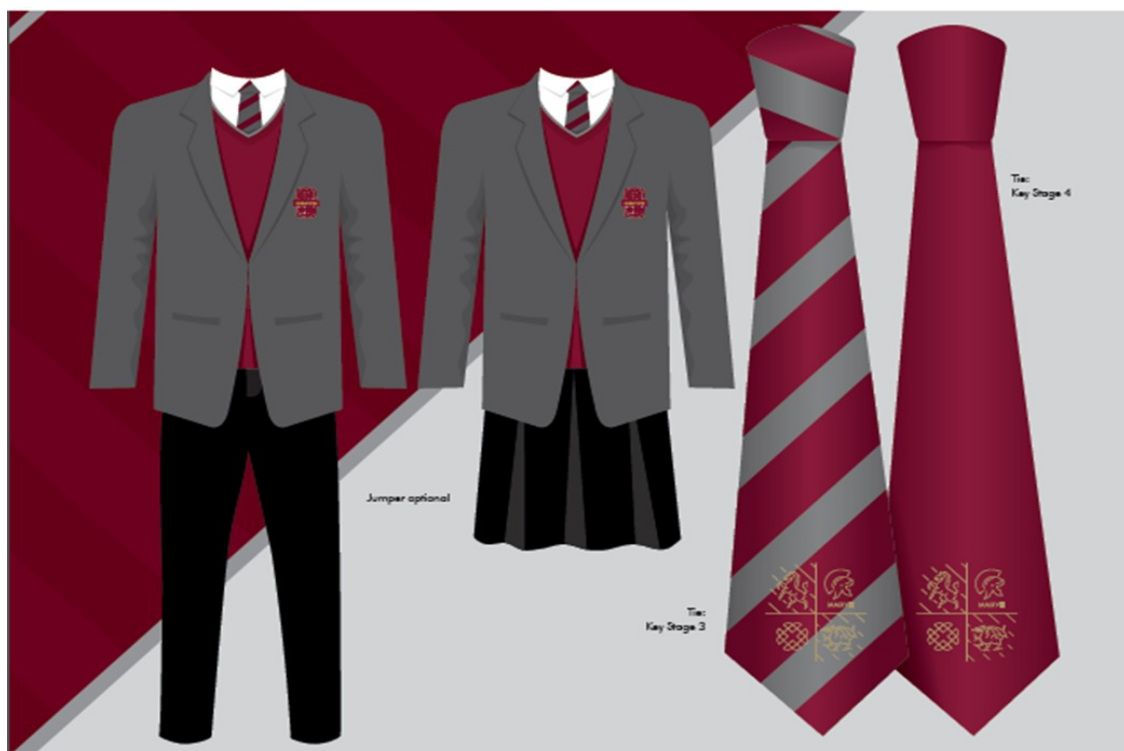
Suitably sized waterproof bag to carry A4 folders

Hijabs must be plain black.

Make-up should not be worn for school.

Hairstyles must be reasonable without any unusual colourings.

Shaved patterns or lines are not allowed.



PE Kit - Compulsory

Cardiff West CHS Grey and maroon T-shirt

Black shorts/leggings

Astro turf trainers

Stockists

Both Uniform and PE kit can be purchased directly from:

YC Sports

156 Cowbridge Road East

Canton

Cardiff

CF11 9ND

Tel /Fax: 02920220246

Email: sales@ycsports.com.



Jewellery

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

Letters will be sent home to parents/guardians if pupils persistently break the rule and jewellery will then be confiscated.

Equipment

A suitably sized waterproof bag to carry an A4 folder or

A pencil case

Pens (black)

Pencils

A rubber

A ruler

A selection of coloured pencils

A pencil sharpener

Other useful items include:

A protractor

A calculator



Personal Property

Pupils are asked not to bring valuable items to school. Cardiff West Community High School can take no responsibility for any loss of these items.

Mobile phones are **not** encouraged. If brought in they should be switched off and kept in a bag. Mobile phones disrupting lessons will be confiscated from pupils.

Money is the responsibility of the student

Mobile Phone Policy

Cardiff West Community High School cannot be held responsible for the loss, damage or theft of any electronic devices including mobile phones, on the school premises. Parents/carers are advised to ensure they have their own insurances for such devices. The school will not take responsibility for them in any way.

Mobile phones should not be seen or heard during 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).

School will confiscate phones that are seen during lessons or in corridors. 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 term, it will not be returned until a parent or guardian attends school to collect it.

Use of a phone in and around school, recording the voice or image of staff, pupils or visitors without permission, is likely to result in a fixed term exclusion.

Lunch Arrangements

Pupils may either purchase a meal or bring a sandwich lunch to eat in the food hall. No student may leave the premises at lunch time.

Food and drink may only be consumed in the food hall, designated seating area, or at the picnic tables.

Pupils are charged for each item they take, but in general about £3.05 per day should be ample.

The school has implemented a 'Biometric Cashless System' for school meals. The system means that pupils will no longer pay for their meals or snacks with cash at the tills, but simply by Touch ID. Pupils who receive free school meals will no longer require a ticket each day and will not be identifiable to other pupils or staff. They will however need a Touch ID in order to access their free school meal allowance of £3.05 per day.

Application forms for free meals are available from Student Reception or via the attached link.

<https://www.cardiff.gov.uk/ENG/resident/Schools-and-learning/Financial-support/Free-School-meals/Documents/Free%20School%20Meals%20App.pdf>

Pupils who wish to purchase meals, snacks and drinks with cash will also still require a Touch ID. You can pay for your child's meals online through the secure ParentPay website. The school meals service will provide for pupils who need special diets for medical reasons. Parents/guardians are asked to contact the school in writing or by telephone 029 2067 2700 if they need this provision.



Any starred item can be purchased individually or upgraded to a Meal Deal at £3.05 and includes an item from our homemade bakery OR an item of fruit & a bottle of chilled Welsh water

Breakfast

See breakfast menu boards.
Where available.

Meal Of The Day - £3.05

A homemade, freshly prepared meal of the day. Served with side orders & a bottle of chilled Welsh water.
*See posters for today's options.

Grab Bag**Option A: £3.05**

½ baguette, fruit & homemade bakery item & a bottle of chilled Welsh water

Option B: £2.48

*Where available
½ baguette, fruit & a bottle of chilled Welsh water.

Tffre2Go/Street Food

A street food themed Grab & Go option.
Boxed meal **£2.58**
*See posters for today's option

Salads

- Pasta layered salad **£2.48**
- Premium chicken salad **£2.69**
- See seasonal promotional posters

Pasta Pot - £2.17

A healthy and filling range of pasta & sauce.

- Add garlic bread **£0.28**
(Garlic bread is included in meal deal)

Jacket Potato

Oven baked & full of goodness & served with a salad garnish.

- Plain jacket potato **£1.08**
- Filled potato **£2.48**
- Beans & cheese
- Cheese & coleslaw
- Tuna mayo & cheese

Soup (Seasonal)

Fresh, hot, wholesome & healthy.

- Bowl of soup **£1.39**
- Freshly baked bread roll **£0.28**
- Flora butter portion **£0.23**

(Bread roll is included in meal deal)

Sandwiches, Baguettes & Wraps

- Standard sandwich **£2.03**
- Premium sandwich **£2.14**
- Toasted sandwich **£2.14**
- ½ a filled baguette **£1.34**
- Filled baguette **£2.69**
- Filled wrap **£2.48**
- Deli sub **£2.69**
- ½ panini **£1.34**
- Panini **£2.69**

Savouries

- Toast slice **£0.38**
- Toasted bagel **£0.81**
- Bacon OR sausage bap **£1.50**
- Bacon OR sausage bagel **£1.71**
- Cheese & onion pasty **£1.50**
- Bacon & cheese turnover **£1.50**
- Pizza slice/calzone **£1.50**
- Chicken/Quorn burger **£1.50**
- Chicken/Quorn burger with cheese **£1.65**
- Cheese on toast **£1.08**

Sides

- Sauce portion **£0.11**
- Jam portion **£0.17**
- Grated cheese (30g) **£0.83**
- Baked beans **£0.83**
- Curry sauce **£0.42**
- Pasta/rice **£1.08**
- Vegetables of the day **£0.56**
- Potato portion **£1.82**
- Side salad **£0.96**

Bakery

- Homemade cookie **£0.98**
- Homemade cakes, muffins & flapjacks **£1.08**
- Homemade dessert & custard **£0.88**
- Branded mini muffins **£0.54**
- Branded cookies, muffins & flapjacks **£1.19**

Fruit & Yogurts

- Fresh fruit item **£0.41**
- Fresh fruit bag **£0.46**
- Fresh fruit salad **£1.08**
- Fruit & yogurt crunch **£1.29**
- Muller yogurt **£0.64**
- Frozen yogurt pot **£0.86**
- Frozen yogurt cone **£0.64**

Hot Drinks £1.15

Made with our own blend of Fairtrade coffee.
(where available)

- Americano
- Café latte
- Cappuccino
- Tea
- Mocha
- Hot chocolate

Cold Drinks

- Frozen jubbly **£0.54**
- Milk carton **£0.69**
- Fairtrade juice 200ml **£0.69**
- Fairtrade juice 500ml **£1.29**
- Aqua 67 **£0.83**
- Welsh bottled water **£0.83**
- Radnor Fizz **£0.93**
- Mambo **£0.93**
- Yazoo milkshake **£1.39**
- Smoothie/frappe **£1.24**
- 50% fruit squash **£0.42**



Allergen information is available on request
Mae gwybodaeth am alergenau ar gael ar gais

www.cardiff.gov.uk/schoolscatering www.caerdydd.gov.uk/arlwyoygolion

cardiffcatering
arlwyocaerdydd

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 student **MUST** accept responsibility for high standards of behaviour and follow The Western Way.

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 sit in a planned seat.
- Make sure pupils are ready to learn – mobile phones are 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 and engaging lessons.
- Check progress regularly during the lesson.
- Dismiss the pupils in an orderly manner at the end of the lesson.

The Western Way for pupils

- Be on time.
- Be ready to learn.
- Wear the correct uniform and bring the right equipment.
- Allow teachers to teach and pupils to learn.
- Show respect to everyone including yourself.
- Take an active part and try your best.

Recognition and Rewards

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 ClassCharts. Parents and pupils can also monitor the pupil's progress by downloading the app and using a unique parent or pupil registration code.

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.



Sixth form

Our Sixth Form provides a wealth of expertise and pathways to help you find your way to an excellent future and chosen career. The Cardiff West Community High School Sixth Form works in close



partnership with Cardiff and Vale College and St. David's Catholic College to provide pupils with a unique educational experience. We are committed to providing high-quality post-16 education for pupils in the West Cardiff area.

Collaboratively we offer a wider curriculum, leading to vibrant and relevant opportunities for our pupils. Together we offer a superb mix of academic and vocational qualifications, enabling pupils to select the courses which meet their needs and interests.

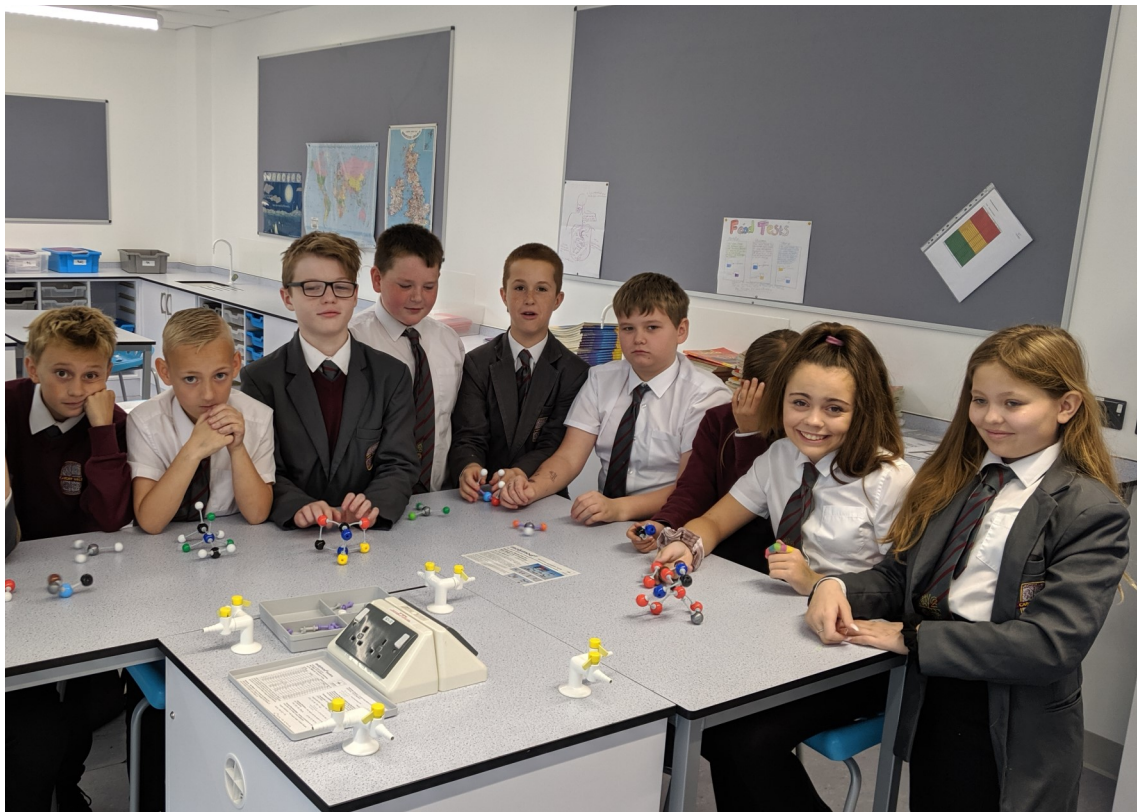


Our collective sixth form provision ensures a truly personalised programme of support so that all young people can achieve their very best, in an environment where aspirations are high, levels of care, support and guidance are second to none and where excellence thrives.

We are very proud of our academic attainment.

Homework

Each student is expected to complete homework in order to practise and extend what is learnt in lessons and to develop responsibility for planning and organising their own time. Not all extended learning will be written work; other tasks might include reading, finding information, or learning work. If a student is absent it is his/her responsibility to ensure that progress is not affected by completing outstanding tasks.



Parents Evening and Reports

You will receive one full report on your child's progress each year.

Parents evenings will be held either virtually or on site during the year from 15:30pm-17:30pm.

This allows you the opportunity to meet the members of staff that teach your child. It is at this meeting that staff can inform you of your son/daughter's academic progress. You will also be able to meet their form tutor to discuss attendance and punctuality.

It is important that you attend this meeting to discuss your child's education.

You will receive regular interim reports during the academic year to inform you of your child's progress.

One of these reports will be in the form of a full written report in the Summer Term.

Parents/guardians can help by checking and discussing progress with their child.



COVID 19—Staying safe at Cardiff West


Update for parents and pupils of Cardiff West CHS.

After further risk assessment, the following changes are in place to keep our school community safe upon the return to school in September 2021. We will continue to monitor the situation closely and listen to all views as we work together to welcome back all pupils safely.

Face coverings are recommended in communal areas (e.g. corridors, reception areas, open spaces, queues in the dining hall). They do not need to be worn outside, in classrooms or when pupils are eating in the dining hall. Your child will need to store their mask in a plastic bag or container during lesson time to maintain hygiene.

Pupils must avoid mixing with children in other year groups where possible and maintain 2m social distance from adults.

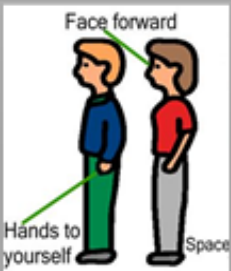
Pupils must bring their own stationary and a bag. We cannot issue equipment or allow for the use of lockers.



STAYING SAFE AT CARDIFF WEST

YEAR GROUP ZONES FOR LUNCHTIMES

STAFF ONLY - NO PUPILS	KITCHEN
Y8 / 9	Y7 / 10
STAFF ONLY - NO PUPILS	
STAFF ONLY STAIRS	Y7 / 11



- Canteen open at break for Years 9-11.
- You **MUST** put your rubbish in the bin.
- You **MUST** maintain 2m distance from staff.
- When queuing you must stand in line one behind the other and **NOT** side by side.
- You **MUST** stay in your year group bubble where ever possible, sticking to the correct seating zone.
- Once you are finished eating you must leave the dining hall and go outside.
- Wear your mask in communal areas.

WET BREAKS AND LUNCHTIMES

- Year 7 and 8 will have access to the sports hall.
- Years 9-11 will have access to the dining hall.

Specific toilets for certain year groups:

	Year 7 and 8	Year 9 and 10	Year 11 / Post 16
Ground	Near student reception and ALN.	Technology	Post 16
First floor	Science	English	Post 16

To reduce congestion pupils can enter and exit the building using both gates (we will be opening the additional gate near post 16). The post 16 gate will be open between 8.30am and 9.10am and 2.45pm and 3pm.

The main school gate will operate as normal.

Pupils should not arrive at school before 8.30am.

In line with Welsh government regulations we need to reduce the number of visitors to the school. Any parents wishing to visit the school need to make an appointment by ringing reception between 8.30am and 3pm on 02920672700.

Please report to Reception when visiting the school.

Parents are reminded that Cardiff West Community High School has a no smoking policy, which applies to everyone attending and working at the school, and to all visitors.



Cardiff West Community High School

Penally Road

Cardiff CF5 5XP

Telephone: 029 2067 2700

<http://www.cardiffwestchs.cardiff.sch.uk/>

E-mail: cardiffwestchs@cardiff.gov.uk