

2018-19

# Helping your child make the transition to Y Pant



*Living Through Learning  
Byw Trwy Ddysgu*

## Making Contact with School

For the academic year 2018-19 the team for year 7 is:

Head of Progress: Dr L. Jones

Assistant Head of Progress: Miss M. Jones

Assistant Headteacher: Mr R. Young

The year team can be contacted on **2023@ypant.co.uk**

Any issues regarding Special Educational Needs should be directed towards the Additional Learning Needs Coordinator, Mr R. Young.

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## Welcome to Y Pant

Starting secondary school is a major event for children – and for their parents and carers. Your child will have to get used to a new routine, more homework and having to be more organised. We've put together this booklet to help you all make a smooth transition.

### Before your child starts

Y Pant starts half an hour earlier than most primary schools at 8:30am – and the journey will probably be longer as well.

- Time the journey to school / bus stop so on the first day your child isn't rushing.
- Make it clear what time you expect your child home – and what they should do if they are delayed for any reason.
- Help your child work out what time they need to leave the house and work backwards to what time they need to get up.
- Agree a morning and evening routine – when will they shower etc?
- Agree a weeknight bedtime.

### Mobile Phones

Children are permitted to bring mobile phones to school but they should be switched off and stored in their school bags. Children will be permitted to use their mobile phones outside the school buildings at breaktime and lunchtimes. On occasions they may be permitted to use their phones in lessons where the technology is relevant to the learning but they will never be required to do this.

If children are caught using their phones for any reason outside of these times / places then their phone will be confiscated and left in reception for them to collect at the end of the day if this is their first offence.

Subsequent offences will result in parents or carers having to collect the phone from reception between 3 and 4pm, although we reserve the right to change this time.

Children are not permitted to take photos, video or sound recordings of other pupils or members of staff without their express permission. If this happens the phone will be confiscated and the incident dealt with as anti-social behaviour / bullying depending on the seriousness of the incident, particularly if the material is shared online.

If children need to contact home during the day they must do so via reception. Similarly if you need to contact your child in a hurry, please phone reception and the message will be passed on.

## Homework

Your child will probably be given more homework than they have had in primary school. It's really important that you help them get into a routine with their homework and revision for tests early. However, it's also vital to let them take responsibility for organising themselves early.

- Make sure they have somewhere quiet, preferably at a table or desk to do their homework, with a stock of stationery to hand.
- Encourage them to do their homework as soon as they get it – or to plan when it will be done based on when it has to be in.
- If you don't have a computer, printer or access to the internet at home we can provide access at school – or the local library is also a good place to go.
- The Learning Resource Centre is open before school, at break, lunch and after school.
- Don't micro-manage your child's homework. If you do this now, you'll still be doing it when they're in year 11!

## Bags and Equipment

Children need a sensible bag, such as a rucksack, to carry their books to school. This should be big enough to fit an A4 folder. We don't have lockers in school so children do have to carry their bags round all day. On days when they have PE or Home Economics, they will be carrying even more with them. Some children like to have a bag big enough to fit PE kit and school books whereas others prefer to have two separate bags.

- Get your child into a routine of emptying their bag completely once a week.
- Have a well-organised space at home for putting school books.
- Sort out a routine of packing school bags the night before, with the books needed for the next day.

## Equipment for School

We expect children to bring a minimum level of equipment to school every day consisting of a pen, pencil, ruler and eraser. Some subjects require more equipment. Check again though every half-term as pens do run out and rulers get broken!

- Pens – blue, black and green
- Pencils
- Ruler – 15cm and 30cm
- Maths set (protractor, set square, compass)
- Glue stick
- Small pair of scissors
- Towel for PE
- Colouring pencils
- Calculator
- Pencil case
- Washable apron for Home Economics.
- Small headphones / earphones for Music
- Reusable water bottle

We are aiming to rid ourselves of single-use plastics in school. We have several water fountains around the school so children can refill their water bottles during the day.

## MILK App - Planner

This year we are moving over to use an app called MILK rather than the paper-based planners. Homework will be set by the teacher and sent automatically to the pupils. Children can log on to MILK as a smartphone or tablet app, or via the internet on a regular desktop PC, laptop or Mac. Parents will also be able to access the MILK parent app and see homework, reports, attendance and other communications.

If you do not want your child to bring a mobile phone into school they can still access their MILK account on the computers in the Learning Resource Centre.

If internet access at home is a problem, then we have some paper diaries that we can issue to children instead. Please contact Dr Jones about this.

## Uniform and Appearance

You may find the uniform rules at Y Pant stricter than those at primary school. We are getting pupils ready for a professional appearance in the workplace. We do carry out regular uniform checks to ensure consistency.

- Black, full length, smart trousers. No jeans, chinos, leggings, jeggings or combat style. Skin tight trousers are not permitted.
- OR black, knee length skirt.
- Royal blue Y Pant jumper only.
- Light blue Y Pant polo shirt or white shirt/blouse with school tie. No visible under garments.
- Black leather (or leather effect) shoes. No boots, canvas shoes, trainers or trainer shoes. No branded shoes.
- Outer garments: Coats or Y Pant hoodies only. No denim, leather or leather-look. No other hoodies or tracksuit tops.
- No make-up or nail varnish.
- No jewellery other than a watch and/or one pair of plain studs in the lower ear-lobe.
- No fashion accessories.
- Only natural looking hair colour and sensible hairstyles. No patterns in hair or eyebrows.
- No facial hair or tattoos.

Encourage your child to take responsibility for their school uniform. Get them to hang it up when they get home and to tell you sooner rather than later if anything needs to be replaced.

We are constantly asked for clarification regarding trousers. Girls pose a particular frustration for both parents and staff! Our rules do not permit leggings or legging type trousers. So anything which grips the leg all the way down is not acceptable for school. The following pictures should assist.



Acceptable



Unacceptable

## Core PE Kit

### Boys

- Navy shorts
- Gym or training shoes (3G)
- White ankle socks
- Towel
- White polo shirt with collar
- School rugby jersey
- Football socks—royal blue with gold tops
- Football/Rugby boots

### Girls

- Navy shorts
- White polo shirt with collar
- White ankle socks
- Towel
- Gym or training shoes (3G).

Trainers - It's important that these are not 'fashion' shoes but training shoes with a good sole for protecting their joints etc.



## Rules and Behaviour

The school operates a system based on traditional values and respect towards all. It is important that pupils know the rules and that expectations and that parent are supportive of the school in implementing them. They are as follows:

### Classroom Rules

1. Come equipped.
2. Complete all work to the best of your ability.
3. Complete all homework and hand it in on time.
4. Do not be disruptive in lessons.
5. Presentation of Work:
  - Each piece of work must state whether it is 'Gwaith Dosbarth' or 'Gwaith Cartref' except in lessons for Modern Foreign Languages.
  - The date should be recorded in Welsh or in the target language for MFL.
  - All headings should be underlined with a ruler.
  - Pupils should write in blue or black ink & rule off completed work.
  - Drawings and diagrams should be done in pencil.
  - Books or folders should not show or contain any "graffiti".
  - A mistake should be corrected by drawing a single line through it – correction fluid is NOT allowed.

### School Rules

1. Arrive on time for all lessons.
2. Treat staff, fellow pupils and visitors with respect.
3. Respect all property.
4. Wear full school uniform.
5. No smoking (including e-cigarettes).
6. Alcohol and drugs are not permitted on the school premises.
7. Chewing gum is not permitted on the school site.
8. No eating outside of the designated areas.
9. Place all litter in bins.
10. Do not leave the school site, or go into out of bounds areas.
11. Keep to the left in corridors and on stairs.
12. Mobiles, MP3 players and other electronic devices must not be visible OR turned on inside school buildings unless otherwise instructed by a member of staff.

13. Correction fluid, aerosols, marker pens and dangerous items are not allowed.
14. Foul or offensive language is not to be used in or around the school.
15. School buildings MUST be vacated during break and lunch times.
16. Abide by the school Acceptable Use Policy for IT equipment.

If pupils break a rule they will be given a referral – which means their Head of Progress is informed. The Head of Progress can then deal with the behaviour as a whole. Individual subject teachers may give break and lunchtime detentions for poor behaviour or not completing homework. Further sanctions can then be applied by the Head of Progress or Headteacher which could include:

- Break time detention
- Lunchtime detention
- Phone call home.
- Parents / carers called in.
- After-school detention (24 hours' notice given in writing to the parents / carers, usually via the PLK)
- Time in the inclusion unit (pupils complete work for their lessons but receive their education for that day in a separate room) – parents / carers are informed by letter.
- Extended inclusion (the pupils are brought into school and leave at times agreed between the school and parents/carers).
- Lunchtime exclusion (pupils must be escorted off-site at lunchtime by a parent or carer)
- Exclusion

## Rewards

Children are placed into one of 4 houses in Y Pant: Padraig, Aneurin, Nerth and Tirion. During the year they can earn house points through excellent classwork, participating in school sports or performing arts events, eisteddfod, community service and more. The pupil with the highest number of points in each house at the end of the academic year wins a cash prize. House points are also given for being a representative in the school parliament. Every pupil is given the opportunity to be a form representative or to take part in various school cabinets and to shape the future of the school.

## Attendance and the School Day

The school day starts at 8:30am with registration or assembly. Excellent attendance is very important, as evidence has shown that if pupils miss school, their grades suffer.

If children are late to school they must sign in at reception. Three or more lates will result in a detention.

8:30 – 8:50	Registration / Assembly
8:50 – 9:50	Lesson 1
9:50 – 10:50	Lesson 2
10:50 – 11:10	Break
11:10 – 12:10	Lesson 3
12:10 – 13:10	Lesson 4
13:10 – 13:50	Lunch
13:50 – 14:50	Lesson 5
14:50	End of school day for years 7 – 11
14:50 – 15:50	Lesson 6 (6 <sup>th</sup> form only)

## Absences

If your child is too ill to attend school you need to phone reception in the morning and report them absent. On their return to school we will need a letter stating the reason for the absence.

For planned absences such as medical appointments, a copy of the appointment should be brought in beforehand if possible.

Where possible, appointments should be made outside of school hours. If this is not possible, your child should be in school for as much of the day as possible. The appointment slip will be needed if your child has to leave school early.

Holidays during term time can only be authorised by the Head Teacher. All requests must be made in writing.

## **School Meals**

Ty Bwyta, our school restaurant has a main serving area and Y Pantri for lighter meals. Every day there is a main meal and dessert provided with a vegetarian alternative, a selection of pasta, noodles, pizza, filled rolls and baguettes, sub hot sandwich bar and salads.

Children queue up on a first-come first served basis to enter Ty Bwyta, space is also provided inside for children to eat their own sandwiches. The canteen is cashless – children are given a biometric account which they use to pay for all food. The account can be topped up daily using cash or parents can send in a cheque. Accounts can also be topped up online. Children in receipt of Free School Meals have a set amount automatically added to their account every day.

## **Extra-Curricular**

There are a number of extra-curricular clubs run at lunchtimes and after school by departments. We also work closely with the RCT Youth Engagement and Participation Service (YEPS) who provide lunchtime sports and a variety of afterschool and holiday activities.

We also offer peripatetic music lessons in keyboard/piano, drums, woodwind, brass and voice, subject to availability and a termly charge of £50.

## School Structure

Each year group in Y Pant has over 230 pupils - we're a big school compared with the primaries! Every year group has a dedicated Head of Progress, Assistant Head of Progress and Assistant Headteacher. All queries in the first instance should be directed towards the Head of Progress. Contact details are on the first page of this booklet.

### Classes

Your child was placed in a form group on the transition day. We speak to the primary teachers and try to ensure they are with at least one friend. If there are any issues with the form group we can usually change them – but it's best to tell us before they start. Your child will be in this form group from year 7 to year 11. They will be in this group for registration in the mornings and for some lessons.

This year we will have mixed ability classes in year 7 apart from a discrete learning support group. The exception is Maths and Science where children will start in mixed ability groups and then be placed into sets during the first term.

### Targets

All children are given a target grade in year 7 for maths / sciences and English / humanities. These are deliberately challenging targets regardless of the band the child is in. Every year, over 90% of children at Y Pant leave school in year 11 with at least 5 GCSE or equivalent grades C or above. Every class teacher will be aware of those target grades and will work with your child to help them achieve these.

### Reviewing Progress

Your child's progress is reviewed every half-term from December onwards and you will receive a progress report via MILK outlining their progress against their target grades. On a termly basis this will also give you an indication of their attitude, classwork and homework. These interim progress reports will tell you your child's attendance and behaviour points.

At the end of year 7 you will receive your child's full report.

## **Parent Teacher Meetings**

During the autumn term you will have the opportunity to meet the school and hear more about how we operate as a school.

The full year 7 parents evening will be held in early 2019. All class teachers will be present and your child will be asked to make 5 minute appointments with their teachers on your behalf. It's a good idea to make sure children are aware of any time commitments you may have on the night before they make the appointments.

The dates will be published on the school website nearer the time.

## **Communications**

We mainly communicate electronically with parents. This means we can send any relevant letters home and also text messages when relevant.

## **Parents Use of Social Media**

We have an 'open door' policy if you would like to discuss your child with us. 'Facebook' and/ or other social media platforms cannot resolve issues. In many cases it makes matters far worse and results in upset for children and young people at the school and in the wider community. Any concern should be raised with the school directly: contact details are on our website and on the first page of this booklet.

Parents and carers are formally requested to refrain from posting any malicious or derogatory comments about staff members, pupils and the school on 'Facebook' or any other social networking site. School staff are regularly updated about comments on both open and closed forums on social media and when any derogatory or malicious comments about the school are posted on these websites by parents, this will be reported to the school and the legal department at RCT. We will liaise with the Council's solicitors so that appropriate legal action can be taken in such cases.

## What if your child falls out with friends?

Children make lots of new friends when they come up to secondary school, and may also move away from their old friends to some extent. It's a normal part of growing up. Some arguments and fallings out with friends are inevitable, but can still be upsetting. You can help your child to cope these situations by:

- Talking to your child about how they are treating their old friends if they seem to have made a new group of friends.
- Encouraging them to sign up for lunch or after-school activities if they seem to be feeling left out – this is a good way to make new friends.

Bullying is a serious issue, and one that pupils do worry about before starting secondary school. Our School Parliament has defined bullying as: *“The repetitive intimidation of another by wilful and conscious physical, verbal, emotional or cyber-attack”*. We do not tolerate anti-social behaviour or bullying of any kind at Y Pant. We can resolve the situation as long as someone in the school knows about it. If your child is suffering repeated intimidation from another pupil, please contact us so we can do something about it.

## Children in Receipt of Free School Meals

Raising children is an expensive business and sometimes it can be hard to provide the wide variety of experiences that your child's friends seem to be having. The Welsh Government recognises this and provides us with a special fund we can use to help. If your child is in receipt of Free School Meals **the school is able to fund, or part-fund:**

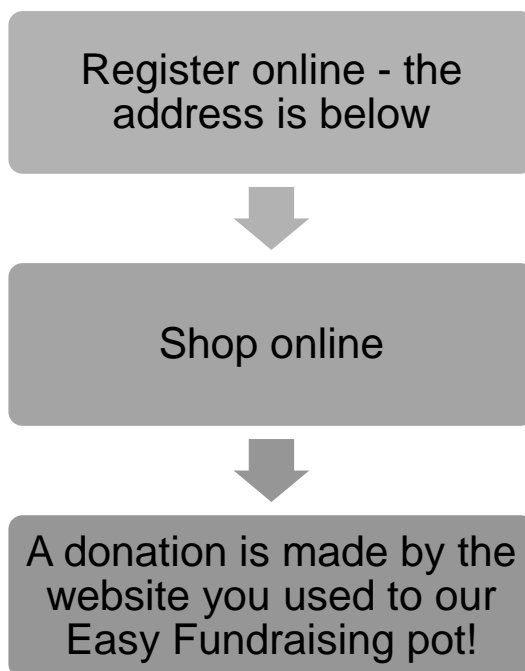
- Most educational school day trips
- Music lessons
- Most special equipment needed for lessons (the Art pack and some other equipment will be given to children receiving Free School Meals)

If there are any queries, or you'd like advice, please contact Mr R. Young.

## Easy Fundraising

Running a school is also an expensive business so we have signed up with Easy Fundraising to enable parents and carers to help us raise money to provide resources in school. The best part is that it doesn't cost you a penny!

All you need to do is:



[www.easyfundraising.org.uk/causes/ypantschool/](http://www.easyfundraising.org.uk/causes/ypantschool/)

So far we have raised almost £1,000 to support the Learning Resource Centre in less than a year – it's well worth doing.

