

YSGOL  
ABERCONWY



INSPIRE | SUPPORT | SUCCEED



## INFORMATION

MORFA DRIVE  
CONWY LL32 8ED

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# GENERAL INFORMATION

COUNTY MAINTAINED, CO-EDUCATIONAL  
11-18 COMPREHENSIVE SCHOOL

NUMBER ON ROLL 792

LANGUAGE ENGLISH MEDIUM  
HEADTEACHER MR IAN GERRARD BSC  
CHAIR OF GOVERNORS MR T. JAMES

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## ETHOS & VALUES

We want Ysgol Aberconwy to be a happy, caring, ordered and respectful community in which people are treated with fairness and are supported in developing themselves to the fullest possible extent to enable them to take their place in society. In short we aim to INSPIRE our students through an innovative approach to learning and SUPPORT them through our dedicated pastoral systems so that they can SUCCEED throughout their time in school and beyond.

Parents of prospective pupils are welcome to visit Ysgol Aberconwy at any time during the school day. Contact Reception at school in order to make an appointment to visit Ysgol Aberconwy.

## THE SCHOOL DAY

### THE DAILY TIMETABLE

A total of 25 hours weekly is spent teaching during Years 7 - 11. These hours include the time spent on religious education, but exclude the statutory daily act of collective worship, registration and breaks. The timetable is arranged as follows:

NORMAL TIMETABLE		EXTENDED REGISTRATION	
08:45	TUTOR PERIOD	08:45	TUTOR PERIOD/PSHE
09:05	LESSON 1	09:35	LESSON 1
10:05	LESSON 2	10:25	LESSON 2
11:05	BREAK	11:15	BREAK
11:20	LESSON 3	11:30	LESSON 3
12:20	LUNCH	12:20	LUNCH
13:10	LESSON 4	13:10	LESSON 4
14:10	LESSON 5	14:10	LESSON 5
15:10	END OF SCHOOL DAY	15:10	END OF SCHOOL DAY

## FACILITIES

Many of the school's facilities are available to pupils during the lunchtime period and after school.

## LUNCH TIME ARRANGEMENTS

Pupils may buy a school lunch or bring their own packed lunch.

The lunches provided in the school dining room are of a high standard and are offered as part of an extensive menu. A cashless fingerprint recognition system is in operation.

Pupils who stay at school for lunch or who bring sandwiches remain under the care and supervision of the school. In order that we can fulfil this responsibility we expect all pupils to

remain on the school premises during the mid-morning break and lunchtimes.

## SITE MANAGEMENT

All school catering is provided by Sodexo, a large specialist international facilities management company, who also provide cleaning and site management of Ysgol Aberconwy.

All classrooms are newly refurbished and are kept to a very high standard. Toilet facilities are available throughout the school and are cleaned on an hourly basis.

## SCHOOL UNIFORM

It is the policy of the school that all pupils should wear school uniform. This has the full support of the Governing Body.

YEARS 7 - 11	White polo shirt showing the house colour on the collar School navy sweatshirt White or grey socks/stockings Black shoes Grey or black trousers/skirt
SIXTH FORM	Grey knitted jumper with school crest White blouse/shirt Blue and yellow school tie Black trousers/skirt and shoes

PE . KIT	Navy 'Mercury' Polo Shirt (boys) Navy 'Venus' Polo Shirt (girls) Navy 'Response' Shorts Navy 'Pulse' Half-Zip Fleece Navy 'Trinity' Track Bottoms White trainers/football boots
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Pupils are not allowed to wear nose studs, rings, large earrings or any other piercings in school. All pupils are expected to wear their hair in a suitable way for school. Extremes of hair fashion are not allowed.

## STOCKISTS FOR SCHOOL UNIFORM

SCHOOL TALK	Clifton House Newsagents 159, Upper Mostyn Street, Llandudno
GILL'S	Village Road, Llanfairfechan
BOPPERS BOUTIQUE	1 Woodland Road West, Colwyn Bay and Bangor
ESCAPE (LYONS INTERSPORT)	Upper Mostyn Street, Llandudno



## PUPIL RECORDS

The school keeps individual records for all pupils throughout their time with us. They include such items as personal and medical details, formal reports and test results, and any other information that the school regards as significant for the welfare and progress of the pupil.

Pupil records aim to assist reliable communication between home and school and the school provides for open access to individual pupil records by the parents of pupils below 18 years of age. Where changes take place in a pupil's personal circumstances, of which the school needs to be aware, parents are asked to let us know at the earliest possible opportunity.

## ABSENCE

If a pupil is not well enough to attend school, parents should contact the school on the first day of the illness, and send a note with the child when he or she returns to school. The school contacts parents when absence occurs as a precaution against truancy.

Parents should not take annual holidays which do not coincide with school holidays. The importance of controlled assessments in the GCSE and GCE examinations means that it is most

unwise for pupils in Years 10, 11 and Sixth Form to miss school.

Dental appointments should, where possible, be arranged outside school hours. Where this is not possible, appointments should be made later in the afternoon.

## ILLNESS AT SCHOOL

If a pupil becomes ill or has an accident at school the school may:

- provide first aid when it is a minor accident
- contact parents so that the pupil may go home
- contact the hospital directly and ask for the parent to take or meet their child there if it is more serious

The school has a team of staff members who are on duty during school hours, and are the first point of referral for pupils who feel unwell or have been involved in an accident.

Where parents cannot be contacted and hospital treatment is necessary, a teacher may give permission acting on the parent's behalf.

Parents are asked to inform the school of any medical or clinical condition which might affect the pupil's progress.

## THE SCHOOL-HOME PARTNERSHIP PARENTAL INVOLVEMENT

Ysgol Aberconwy believes that the establishment of positive relationships with parents is vital to the achievement of its educational aims. We hope that parents will feel that the door is always open. Parents will not be turned away without seeing a member of staff at any time, but if individual attention and privacy are required it is best to make an appointment in advance through the school office.

The school's receptionist will always take a telephone message, with a number at which you can be reached, and ensure that a note or verbal message reaches the individual for whom it is intended.

## VOLUNTEERS

We are fortunate that parents often volunteer to help in school in a variety of ways. Please do contact the school if you would like to assist in any way.

## LOSS OR DAMAGE

Parents are asked to note that the Authority and the Governing Body do not accept any responsibility for loss of, or damage to, personal property at school. The school advises parents not to allow pupils to bring expensive electronic and mobile phone appliances to school. Any pupils damaging school property will be required to pay for repair or replacement.

## WELFARE

Applications for free school meals and uniform grants are dealt with by the Education Department, Conwy County Borough Council, telephone 01492 575056.

## TRANSPORT

Transport to school is arranged by Conwy County Borough Council, telephone 01492 575413.

## ARRANGEMENTS MADE FOR PUPILS WITH DISABILITIES

The school is fully accessible for pupils with disabilities and complies fully with all current regulations. The Disability Action Plan can be viewed on request.

## GENERAL SECURITY INFORMATION

The school has been completely rebuilt and refurbished. As a result it is fully secure with controlled access. The school has a CCTV system which monitors the movement of pupils, staff and visitors around school. At break, lunchtime, before and after school teams of duty staff supervise pupils.

There are members of staff trained in First Aid.

All visitors to the school must sign in at reception and are issued with a visitors' pass for the school.

The gates to the bus park close at 3:10pm and re-open once all pupils are on the school buses safely. In order to further ensure the safety of pupils at the end of the day, it would be appreciated if parents/guardians park vehicles in the car parks available, rather than on the road.

## PUPIL CODE OF CONDUCT

In order to allow everyone to learn and for the teacher to teach, at Ysgol Aberconwy we do our very best to:

ATTEND EVERY LESSON
ARRIVE ON TIME
BRING ALL THE EQUIPMENT WE NEED IN A SUITABLE BAG
LISTEN CAREFULLY
FOLLOW INSTRUCTIONS
WORK HARD
ASK FOR HELP WHEN WE NEED IT
NOT DISTRACT OR ANNOY ANYONE
PUT OUR HAND UP TO ANSWER A QUESTION
BE SENSIBLE AT ALL TIMES
DO OUR HOMEWORK AS WELL AS WE CAN AND HAND IT IN ON TIME
FINISH EATING BEFORE COMING INTO A CLASSROOM
SPEAK POLITELY TO EVERYONE
LISTEN TO OTHERS AND EXPECT TO BE LISTENED TO
KEEP THE SCHOOL CLEAN AND TIDY
MOVE QUIETLY AND SAFELY ABOUT SCHOOL
WEAR FULL SCHOOL UNIFORM AT ALL TIMES

In support of our school discipline staff use a range of sanctions including extra work, withdrawal of privileges and detention. When a detention is held every pupil involved is given at least 24 hours notice.

The Headteacher has the right to exclude pupils from attending school for up to 45 days. Parents

have the right of appeal against the exclusion to the Chair of Governors.

## THE SCHOOL CURRICULUM

Our school curriculum is divided into three stages through ages 11-18 (National Curriculum Years 7 to 13).

Our curriculum meets the requirements of the National Curriculum and incorporates policies of the Governing Body and the Conwy Education Authority. Copies of National Curriculum Orders, school policies, and the curriculum statement of Conwy County Borough Education Authority are available for inspection at the school.

### KEY STAGE 3

The curriculum for these years is common to all pupils. It builds on learning undertaken in Key Stage 2 in partner primary schools and further develops the knowledge and skills required for study at Key Stage 4 and beyond.

All pupils study English, Maths, Science, Welsh, Design Technology, a Modern Foreign Language, Art, Music, Physical Education, History, Geography, Religious Education, ICT and Personal Social and Health Education.

Year 7 pupils are being introduced to problem based learning in 2015/16 as a discrete lesson.



### KEY STAGE 4

All pupils continue to follow the core National Curriculum of English, Maths, Science, Welsh, Physical Education, Religious Education, Welsh Baccalaureate, Personal Social and Health Education.

Pupils also have the opportunity to choose 3 option courses to be followed in Years 10 and 11.

Year 11 pupils will be completing workskills in place of the Welsh Baccalaureate qualification.

### THE SIXTH FORM

A large proportion of Year 11 pupils return to the Ysgol Aberconwy Sixth Form to undertake one or two year courses.

The majority undertake courses which lead to four AS level subjects in year 12 and three A2 subjects in year 13. An extensive range of courses are offered, including subjects in collaboration with other providers within Conwy.

## TUTOR GROUPS

Each pupil is placed in a mixed-ability tutor group of boys and girls. It is the role of the tutor to get to know the children in his or her care and to be responsible for day-to-day administration such as marking the register, checking uniform and reading daily notices.



## HOUSES

Every pupil at Ysgol Aberconwy belongs to a House. Each of the Houses is named after a tributary of the River Conwy. Houses are represented by the colour on a pupils' polo shirt.

The Head of each House will monitor closely the academic progress of students within their House. The House Mentor or form teacher will meet with pupils each half term to reflect on their progress.

In addition, the Houses are a vehicle for developing participation and competition, through activities such as Inter-house quizzes and sports events. Houses also arrange Charity Days to raise money for good causes.

## PASTORAL CARE

The pastoral care needs of the pupils are the responsibility of the House Team. There is a full-time, non-teaching House Mentor for each House, who is available to deal with day-to-day pastoral care issues and concerns as they occur. The school also has contact with a number of support services and can provide help and advice in many ways. We consult with Social Services, the School Medical Service, the School Psychological Service, the Careers Service and the Education Social Worker.

## CAREERS EDUCATION AND GUIDANCE

Careers Wales North West is an independent company specialising in careers advice, information and guidance. It works with all pupils in Ysgol Aberconwy.

A Careers Wales North West Careers Adviser visits the school regularly to give careers guidance to young people individually and as groups, as well as attending meetings for parents in the school to discuss 14+ and 16+ choices. In Years 11 and 12 all Ysgol Aberconwy pupils undertake work experience in local companies. During their time at school pupils will be offered a variety of opportunities to explore the world of work.

### CAREERS WALES NORTH WEST

The Careers Centre  
25, Chapel Street  
Llandudno, LL30 2SY  
Telephone: 01492 871900

## PERSONAL, SOCIAL AND HEALTH EDUCATION

We believe that personal and social education is central to the overall development of each pupil, and many aspects of school life contribute to this end.

Each pupil undertakes a Personal Social Health Educational programme. The programme includes careers education, development of research and study skills, sex education and health education. The school's policy for sex education is available from the school.

We have a school nurse available once a week to see pupils on a confidential basis.

## HOMEWORK

We believe that homework is an essential part of the school programme. We believe that it is important to encourage independent study, and we set out to make homework activities as varied as possible.

A homework timetable is provided for all year groups and will be published on the school website. All pupils should receive one new homework per day during the school week. It is the pupil's responsibility to record homework in their homework diaries, which are checked regularly by tutors.

## RELIGIOUS EDUCATION AND THE COLLECTIVE ACT OF WORSHIP

We have a planned programme of collective worship, which includes assemblies held in House groups. It is our intention to foster high moral and ethical standards, encouraging pupils to reflect on issues and to demonstrate a caring approach to them.

When there is no assembly each form has a 'Thought of the day' for consideration.

The school has no religious affiliation and religious education is provided in accordance with the Agreed Syllabus.

If a parent should object on grounds of conscience to a pupil receiving religious instruction or attending assembly, alternative arrangements can be made. If a parent wishes to withdraw their child from religious education or assemblies, they should write to the Headteacher.

## PUPILS WITH ADDITIONAL LEARNING NEEDS

Ysgol Aberconwy has well established arrangements for identifying and providing for individual pupils' additional learning needs. It is our policy to assess pupils' needs as early as possible.

After careful diagnostic testing, pupils follow individually tailored programmes. Where pupils have needs which require the co-operation of outside agencies, it is the responsibility of the ALNCO to make the necessary contacts.

During all stages in the provision for a pupil's additional learning needs, we seek to work closely with parents, and emphasise the importance of good working relationships between the school and home.

The school houses the Conwy centre for Dyslexia, ABCD. The teacher responsible for this area is Helen Samuel. Please contact the school for further information.

## ASSESSING, RECORDING AND REPORTING PUPILS' PROGRESS

### REPORTS

A formal report will be sent to parents each year. The report will include comments from each subject teacher and the Head of House.

### ASSESSMENT

Pupils' progress is regularly assessed in a variety of ways, against targets set for their achievement in all curriculum areas. Literacy and Numeracy are reported at the end of each year through KS3. At the end of Key Stage 3 and 4 the performance of each pupil, in relation to the attainment levels of the National Curriculum in each core, foundation and compulsory subject, is reported to parents.

### INTERIM REPORTS AND MONITORING OF PROGRESS

Each half term pupils receive an interim report, which gives a grade for effort and a prediction of the grade/level the pupil is likely to achieve at the end of the relevant Key Stage based on current performance. Pupils are expected to take home all interim and full reports. Heads of House and House Mentors arrange for pupils to discuss any matters arising and develop action plans to address areas of underachievement.

### PARENTS' EVENINGS

Parents' Evenings are held once each year. These are important opportunities for parents to discuss their child's progress with teachers, and we urge you to attend.

### EXAMINATIONS

All pupils in Years 7-11 sit examinations as appropriate. In Year 11 all pupils sit mock examinations. The school prepares all pupils to enter for public examinations.

### PUBLIC EXAMINATIONS

Last year's results are set out in the appendices, which are distributed when the Government Tables of Examinations results are published. Each year the majority of our Year 13 students continue their studies at Universities and Colleges of Further Education.

### STUDENT PLANNERS

Each pupil has a planner in which they record their timetables, their homework and other details as appropriate.

It is vitally important that pupils have their planners with them at all times and we ask parents to sign them weekly, as Tutors and House Mentors will check them on a regular basis.



## EXTENSION PROGRAMME

The school offers a broad programme of extra-curricular activities, which include a wide variety of sports clubs/teams, drama groups, language groups, homework clubs, to name but a few. Details of these can be found on the school website and around Ysgol Aberconwy on the school's notice boards.

### SPORTS AIMS

We want Physical Education at Ysgol Aberconwy to be an enjoyable, caring, ordered and respectful experience where everyone is supported to reach their full potential. We strive to develop positive attitudes towards wellbeing and try to encourage lifelong involvement in physical, outdoor and sporting activities.

Our aim is to provide meaningful PE experiences that interest, excite and motivate all our pupils. We want everyone to experience success, develop the 'whole' person and provide motivation for positive lifelong attitudes towards health and well-being. We acknowledge the powerful influence sport and physical activity can have on young people and appreciate the significant role that PE staff members play in promoting these key values. Every child matters and every child has the right to enjoy and participate in high quality physical education and school sport, regardless of their age, ability, gender and background.



## CHARGES FOR SCHOOL ACTIVITIES

The Governing Body has adopted a policy of charging pupils for:

- board and lodging costs on educational visits
- activities outside school hours
- instrumental music tuition
- external examinations for which the school has not prepared the pupil during that school year
- examinations when the pupil fails to complete the controlled assessment requirements or fails to attend the examination without a proper reason
- intentional or negligent damage to school property or for the loss of school property
- when pupil/parent requests a re-sit in one or more subjects.

A variety of trips are arranged to enrich the school experience of pupils. Where no child will be excluded from such trips as a result of an inability to pay, it is important that the expenses of each trip are met if the activity is to take place.

## THE WELSH LANGUAGE

We aim to help pupils to continue their bilingual development. This enables pupils to consolidate their comprehension and grasp of the language for their personal enrichment and for the enhancement of their employment opportunities.

All pupils study Welsh to the end of Year 11 and are entered for the appropriate examination at the end of the course.

Special arrangements will be made to assist newcomers to the area in their learning of the language.

A bilingual policy is followed:

- in official correspondence
- in headings on official notice boards
- in school documentation.

We encourage the use of the Welsh language in 'social' conversations.

## SEX EDUCATION POLICY

The school's sex education programme aims to fulfil the purposes of the 1996 Education Act, as set out in Circular 45/94. Sex education is undertaken in order to:

- provide knowledge about loving relationships, the nature of sexuality and the processes of human reproduction

- prepare pupils to view their relationships in a responsible and healthy manner, set within a framework of values and an awareness of the law
- help pupils to recognise the physical, emotional and moral implications and risks of certain types of behaviour
- encourage pupils to appreciate the value of stable family life, marriage, the responsibilities of parenthood and the need to behave responsibly.

All pupils will take part in Ysgol Aberconwy's sex education programme at various points during their time at school.

## EQUAL OPPORTUNITY POLICY

Equal opportunity is important, because without it schools fail to do justice to pupils or staff. It is fundamental to the purposes and work of a comprehensive school.

The purposes of the policy for pupils are to promote:

- equal opportunity for learning
- participation in the life of the school
- attainment.

The school endorses the County policy on Equal Opportunity.

The school will undertake the following monitoring and research in pursuit of equality of opportunity for pupils:

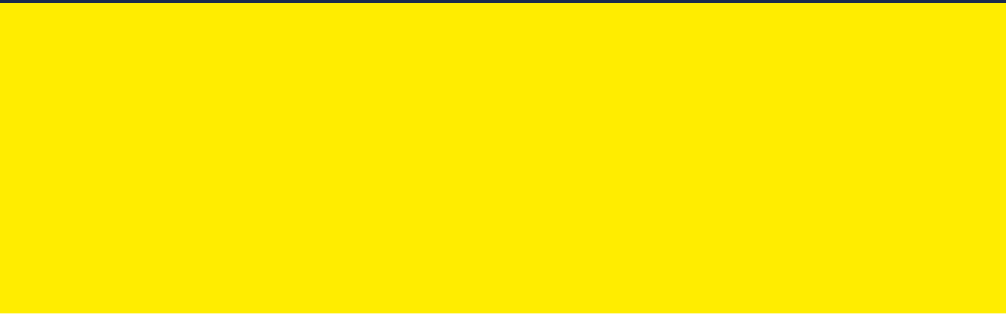
- analysis of prior attainment data on entry
- analysis of interim report grade distribution
- evaluation of external examination results

The school will respond to issues raised by this analysis by planning staff training and by reviewing the organisation of teaching groups.

The school will monitor the provision and accessibility of extra-curricular activities for pupils.

## EQUALITY PLAN

The school has a strategic equality plan, which can be viewed on the website.



## ADMISSIONS POLICY

The school admits pupils in accordance with the admissions policy of Conwy County Borough.

The policy states the following in respect of admissions criteria: in circumstances where the number of applications exceed the standard number, the Authority will consider the following criteria in the order listed:

1. The LEA will maintain the links between certain infants and junior school, and between certain junior or primary schools and certain secondary schools.
2. The LEA will consider the special educational needs of children (including those in respect of whom statements have been made under Section 7 of the Education Act 1981) and other special circumstances including medical or social needs.
3. The LEA will allow younger brothers or sisters to follow older ones to the school the older child attends.
4. The LEA will ensure, as far as possible, that a place will be offered at the child's nearest appropriate school. In implementing this criterion, account will also be taken of

transport arrangements and any potentially hazardous route between home and school.

## FURTHER INFORMATION

### OTHER PUBLICATIONS

The following publications are also available from the school:

- Options booklets
- The Sixth Form prospectus
- Estyn report 2012
- Governors' Annual Report to Parents.

Together with this handbook the school and Governing Body fulfil their responsibilities under the Education Acts to provide information for parents.

In addition, the Education Act also gives parents right of access to the following information upon further request:

- The Local Education Authority's Statement of Curriculum Policy
- Administrative memoranda and circulars sent to the school by the Welsh Office
- Reports of Estyn

- Schemes of Work and Syllabuses currently in use, including National Curriculum Statutory Orders
- Copies of the arrangements for the consideration of complaints about the school curriculum issued by the Authority
- The Local Education Authority's Agreed Syllabus for Religious Education.

The school's website includes information on syllabuses and forthcoming events. It can be accessed at:

[www.aberconwy.conwy.sch.uk](http://www.aberconwy.conwy.sch.uk)

### COMPLAINTS PROCEDURE

The school's Governing Body has established a procedure to consider complaints concerning the way that the school's Governing Body and the Education Authority act in relation to the curriculum and other related matters. This procedure is outlined in a document in Welsh and English which is available at the school. In the first instance, if you have any complaints or problems, which relate to the running of the school, please do not hesitate to contact the Headteacher.

## INFORMATION

The information included in this handbook was correct at the time of going to press: September 2015.