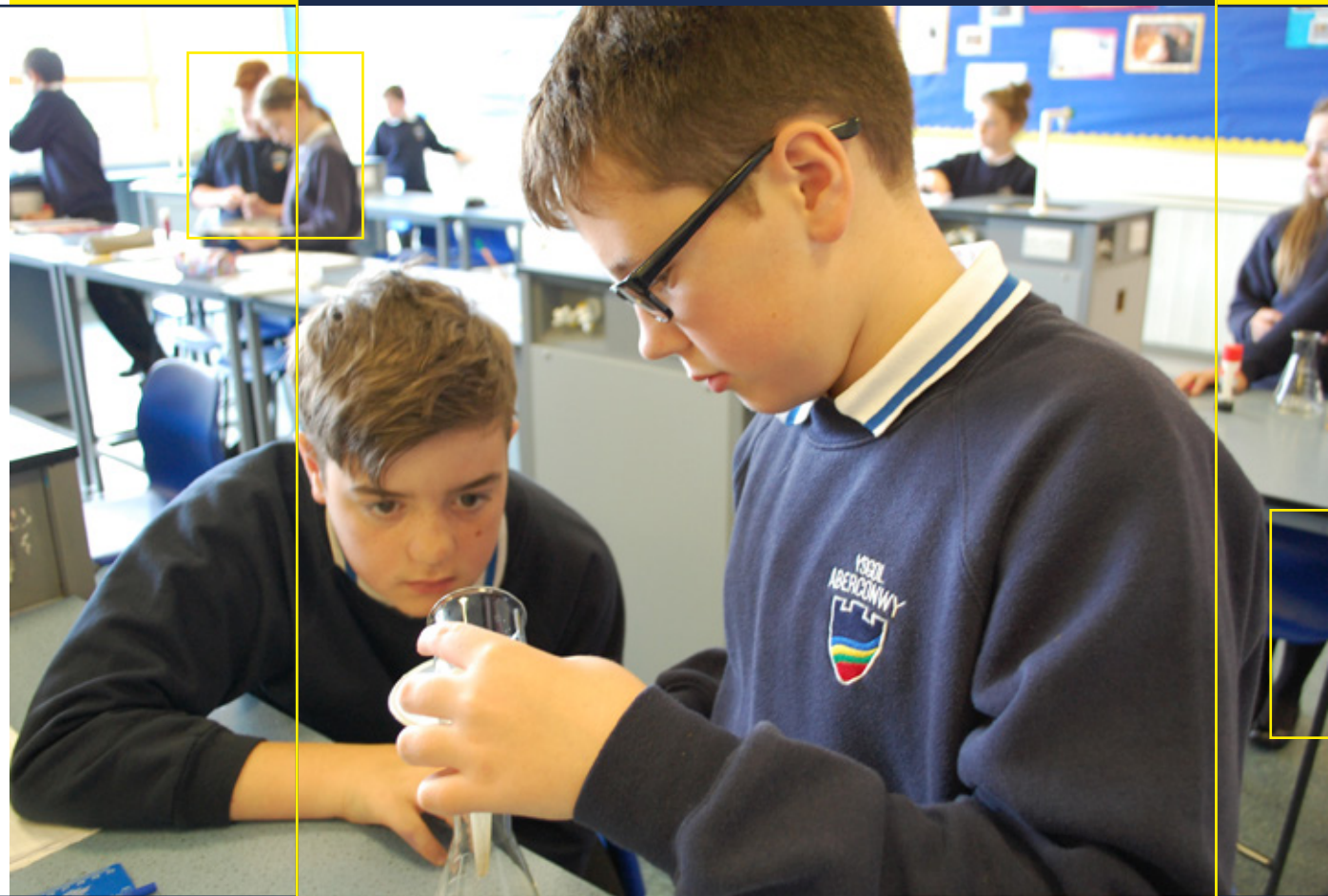


YSGOL
ABERCONWY



INSPIRE | SUPPORT | SUCCEED

INFORMATION

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GENERAL INFORMATION

COUNTY MAINTAINED, CO-EDUCATIONAL
11-18 COMPREHENSIVE SCHOOL

LANGUAGE
HEADTEACHER
CHAIR OF GOVERNORS

ENGLISH MEDIUM
MR IAN GERRARD BSC
MR T. JAMES

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WELCOME TO YSGOL ABERCONWY

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 should contact Reception to make an appointment to visit the School.

WORKING IN PARTNERSHIP

Ysgol Aberconwy believes that the establishment of positive relationships with parents is vital to the achievement of its educational aims. Our 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.

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.

LEARNING AT YSGOL ABERCONWY

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. A cashless fingerprint recognition system is in operation, and all pupils remain on the school premises during the mid-morning break and lunchtimes.



THE SCHOOL CURRICULUM

Our curriculum is divided into three stages through ages 11-18. It meets the requirements of the National Curriculum for Wales and incorporates policies of the Governing Body and the Conwy Education Authority. 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, Performing Arts, Music, Physical Education, History, Geography, Religious Education, ICT, Project Based Learning and Personal Social and Health Education (PSHE).

KEY STAGE 4

All pupils continue to follow the core National Curriculum of English, Maths, Science, Welsh, Physical Education, Religious Education, Welsh Bacallaureate (WBQ), Personal Social and Health Education. Pupils also have the opportunity to choose 3 option courses to be followed in Years 10 and 11.

THE SIXTH FORM

The majority undertake courses which lead to three or four AS level subjects or equivalent in year 12, as well as a Welsh Bacallaureate Qualification. In year 13 students undertake three A2 level subjects or equivalent, as well as the Welsh Bacallaureate Qualification. An extensive range of courses are offered, including subjects in collaboration with other providers within Conwy.

HOMEWORK

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

Homework activities will be set every week by departments according to the learning plans which will be shared with pupils. Pupils should record the homework task clearly in their school planners, making note of the submission deadline.

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 therefore undertakes a Personal, Social and Health Education programme which includes careers education, development of research and study skills, sex education and health education.

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.
- understand the benefits of accessing different sources of information, support and advice.

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

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. Some of year 10 and 12 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 through WBQ, PSHE and curriculum areas.

PASTORAL SUPPORT AT YSGOL ABERCONWY

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 Houses are a vehicle for developing participation and competition, through activities such as Inter-house quizzes and sports events. Houses also arrange Charity Days.

PASTORAL CARE

The pastoral care of pupils are the responsibility of the Year Heads. There is a full-time, non-teaching Year Mentor for each Year, who is available to deal with day-to-day pastoral care issues and concerns.

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

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

RELIGIOUS EDUCATION AND THE COLLECTIVE ACT OF WORSHIP

We have a planned programme of collective worship, via assemblies. 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.

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	SIXTH FORM	PE KIT
White polo shirt showing the house colour on the collar School navy sweatshirt White or grey socks Black shoes Grey or black trousers/skirt	Grey jumper with school crest and white blouse/shirt Blue and yellow school tie Black trousers/skirt and shoes	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

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.

Further information about the school's uniform, including recommended brands and styles can be found at www.aberconwy.conwy.sch.uk/school/uniform

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
ESCAPE (LYONS INTERSPORT)	Upper Mostyn Street, Llandudno
CLOTHES FOR WORK	2 Trinity Square, Llandudno LL30 2PY



ABSENCE

Parents should contact the school on the first day of an 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 and dental or other medical appointments should, where possible, be arranged outside school hours.

ILLNESS AT SCHOOL

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

- provide first aid from a suitably qualified member of staff for 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 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.

ASSESSING, RECORDING & REPORTING PUPILS' PROGRESS

A full, written report will be sent to parents each year. The report will include comments from each subject teacher, the form tutor and Head of Year.

In addition pupils receive regular interim reports, which give an indication of the progress a pupil is making in each subject area using the phrases: Less than expected progress - Working towards target - Expected progress - Exceptional progress.

Head of Year and Year Mentors will 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.

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 Year Mentors check them on a regular basis.



PUPILS WITH ADDITIONAL LEARNING NEEDS

Ysgol Aberconwy has well established arrangements for identifying and providing for individual pupils' additional learning needs. 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.

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 and note that admission to the unit is determined through the Local Authority's moderation panel.

PUPIL CODE OF CONDUCT

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, we aim to give every pupil involved 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.

EXTENSION PROGRAMME

The school offers a broad programme of extra- curricular activities. Details of these can be found on the school website.

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.

POLICY INFORMATION FOR YSGOL ABERCONWY

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.

PUPIL RECORDS

The school keeps individual records for all pupils. These include 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 open access to individual pupil records via the Gateway App for 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.

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. 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. The school also organises a service to Llandudno Junction & Deganwy, funded entirely through ticket sales. Please contact the school for more details on the arrangements for this service.



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.

EQUALITY PLAN

The school understands the importance of equal opportunity and the school has a strategic equality plan, which can be viewed on the website.

GENERAL SECURITY INFORMATION

The school is fully secure with controlled access. It 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.

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
- examinations which pupils or parents request to re-sit.

A variety of trips are arranged to enrich the school experience of pupils. While our aim is that 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, including an option to study Welsh as a first language.

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

A bilingual policy is followed:

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

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.



OTHER PUBLICATIONS

The following publications are also available from the school and on our website:

- 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

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: July 2017.

CONTACT DETAILS

COUNTY MAINTAINED, CO-EDUCATIONAL
11-18 COMPREHENSIVE SCHOOL

LANGUAGE
HEADTEACHER
CHAIR OF GOVERNORS

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