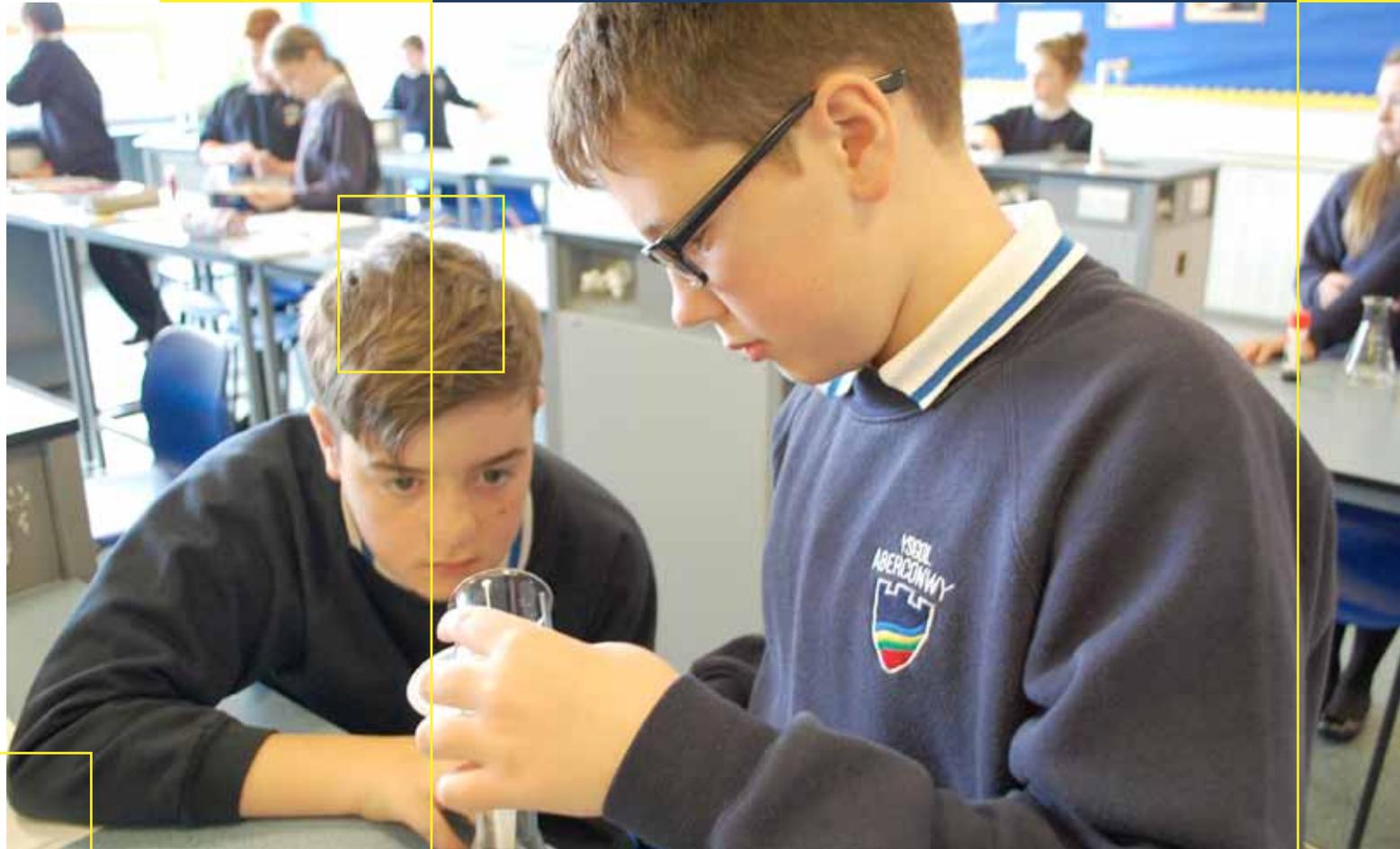


INSPIRE | SUPPORT | SUCCEED



YSGOL
ABERCONWY



INFORMATION

MORFA DRIVE
CONWY LL32 8ED

+44 (0)1492 593243
+44 (0)1492 592537

info@aberconwy.conwy.sch.uk
www.aberconwy.conwy.sch.uk

LEARNING AT YSGOL ABERCONWY

INTRODUCTION

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.

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

LUNCH TIME ARRANGEMENTS

Students may buy a school lunch or bring their own packed lunch. A cashless fingerprint recognition system is in operation, and all students remain on the school premises during the mid-morning break and lunchtimes.

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

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 students. 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 students 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 students continue to follow the core National Curriculum of English, Maths, Science, Welsh, Physical Education, Religious Education, Welsh Baccalaureate, Personal Social and Health Education. Students also have the opportunity to choose three 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 Baccalaureate Qualification. In Year 13 students undertake three A2 level subjects or equivalent, as well as the Welsh Baccalaureate Qualification. An extensive range of courses is 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 students. Students 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 student, and many aspects of school life contribute to this end. Each student 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 students to view their relationships in a responsible and healthy manner, set within a framework of values and an awareness of the law
- help students to recognise the physical, emotional and moral implications and risks of certain types of behaviour
- encourage students 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 students 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 students 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 students undertake work experience in local companies. During their time at school, students will be offered a variety of opportunities to explore the world of work through WBQ, PSHE and curriculum areas.

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.

If you contact the school as a parent, you will normally be put in touch with your child's guidance mentor, but the school's receptionist will always take a telephone message, with a number at which you can be reached, and ensure that a message reaches the individual for whom it is intended.

Parents of prospective students are welcome to contact reception to make an appointment to visit the school. We would be delighted to show you round and introduce you to all we have to offer.

PASTORAL SUPPORT AT YSGOL ABERCONWY

TUTOR GROUPS

Each student 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 student 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 students polo shirt.

The Houses are a vehicle for developing participation and competition, through activities such as Inter-house quizzes and sports events. They also arrange charity fundraising days.

PASTORAL CARE

The pastoral care of students is 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 group will monitor closely the academic progress of students within their Year. The Year Mentor or form teacher will talk with students 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 students 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 students 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 student 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 students should wear the following 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
- Black shoes
- Grey or black trousers/skirt (or shorts in the summer term)

SIXTH FORM

- Grey jumper with school crest and white blouse/shirt
- Blue and yellow school tie
- Black trousers/skirts and shoes

P.E 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

Students are not allowed to wear nose studs, rings, large earrings or any other piercings in school. All students 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 student 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 student 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 students 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.

EXTENSION PROGRAMME

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

ASSESSING, RECORDING & REPORTING STUDENTS' 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, students receive regular interim reports, which will give an indication of the progress a student is making in each subject area, as well as a summary of their attendance and achievements across the school.

A student's Head of Year and Year Mentor will arrange 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.

STUDENT PLANNERS

Each student has a planner in which they record their timetables, their homework and other details as appropriate. It is vitally important that students 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.

SPORTS AIMS

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

STUDENTS WITH ADDITIONAL NEEDS

Ysgol Aberconwy has well established arrangements for identifying and providing for individual students' additional learning needs. Where students 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 student's additional learning needs, we seek to work closely with parents.

The school houses the Conwy centre for Dyslexia, ABCD. Please contact the school and the centre coordinator for further information and note that admission to the unit is determined through the Local Authority's moderation panel.

The school also has a coordinator to provide for the specific needs of 'Looked after children'. Again, please contact the school if you wish to discuss the support we provide in more detail.

STUDENT 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 student involved at least 24 hours' notice. We also aim to recognise and reward achievement through a system of certificates and rewards.

It should be noted that the Headteacher has the right to exclude students from attending school for up to 45 days. Parents have the right of appeal against exclusions to the Chair of Governors.

POLICY INFORMATION FOR YSGOL ABERCONWY

SITE MANAGEMENT

All school catering is provided by Sodexo, a large, specialist, international facilities management company, who also provide the 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.

STUDENT RECORDS

The school keeps individual records for all students. 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. The information collected is also used to safeguard students and to ensure appropriate details are available to contact parents and carers if necessary.

Information held by the School and Local Authority on students and their parents or legal guardians may be shared with other organisations like the Welsh Government when the law allows and as part of statutory data collection processes.

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

For further details about the information which the school and Local Authority holds and its use please visit our website.

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 students 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 STUDENTS WITH DISABILITIES

The school is fully accessible for students 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 students, staff and visitors around school. At break, lunchtime, before and after school, teams of duty staff supervise students.

CHARGES FOR SCHOOL ACTIVITIES

The Governing Body has adopted a policy of charging students 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 student during that school year
- examinations when the student fails to complete the controlled assessment requirements or fails to attend the examination without a proper reason
- examinations, which students or parents request to re-sit
- intentional or negligent damage to school property or for the loss of school property.

A variety of trips are arranged to enrich the school experience of students. While our aim is that no child will be excluded from such trips because 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 students to continue their bilingual development. This enables students to consolidate their comprehension and grasp of the language for their personal enrichment and for the enhancement of their employment opportunities. All students 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 students 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 schools, 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."

The school's current standard number for admission is 195.





OTHER PUBLICATIONS

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

- Options booklets
- The Sixth Form prospectus
- Estyn report 2018
- 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 Government
- 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 2018.

INFORMATION AND CONTACT DETAILS

COUNTY MAINTAINED, CO-EDUCATIONAL
11-18 COMPREHENSIVE SCHOOL

LANGUAGE
HEADTEACHER
CHAIR OF GOVERNORS

ENGLISH MEDIUM
MR I GERRARD BSC
MR T JAMES

MORFA DRIVE
CONWY LL32 8ED

+44 (0)1492 593243
+44 (0)1492 592537

info@aberconwy.conwy.sch.uk
www.aberconwy.conwy.sch.uk