



**CWMBRAN  
HIGH SCHOOL**

# **Year 6 Information Booklet**

**Welcome to Cwmbran High**



## **Key members of staff:**

Mr Matthew Sims  
Headteacher

Mrs Tracey Abdulla  
Deputy Headteacher & Lead for Transition

## **Head of Year 7**

Mrs C Haynes

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- ✓ **Medical**
- ✓ **Confidential Pupil Information**
- ✓ **Parental Permissions Slips**
- ✓ **Cashless Catering**
- ✓ **Parent / Carer (s) Suggestion Form**

# Start of Term Arrangements – September 2023

**The first day of the Autumn Term for Year 7  
is Tuesday 5<sup>th</sup> September 2023**

**Year 7 pupils will start at  
at 8.35 am**

## **Pupil Equipment**

There will be a big drive on ensuring pupils bring the correct equipment to school every day, so that lessons can start promptly and pupils are able to present their work to the required standard. Please ensure they bring the items required, as detailed on page 15.

Your child's Form Tutor will check that they have the correct equipment every morning during registration. Please support your child by ensuring they have the equipment to learn.

The school will provide a small selection of equipment at cost price. If pupils wish to purchase any basic equipment, they will need to bring money into school with them.


## **Pupil Arrival**

If you drop your child off by car, please use the Pupil Drop-off Area and observe the traffic control measures at the front of the school. Please do not park in the staff carpark or on the main road outside the school.

Please ensure pupils arrive at school no later than 8.25 am so that they are not late for registration.

# Contacting the School

## BY TELEPHONE:

- 
- a) Please note that the busiest times are between 8.15 a m and 8.35 a m and between 1 pm and 2 pm.
- b) You will be connected to an automated system.
- To report pupil absence, please use the option for the absence line **(This can be accessed 24 hrs a day)**
  - To speak to Mrs Haynes, please use the option for Head of Year 7.
- c) If the person you wish to speak to is unavailable, please leave a message and they will return your call as soon as possible.
- d) If you wish to email, please check the school website for individual staff email addresses.

## TO MAKE AN APPOINTMENT:

Please leave a message on the required voicemail with your request, a preferred appointment date and time, and the relevant person will contact you as soon as possible.

Mrs Haynes, Head of Year 7 is always pleased to meet with parents / carers. However, please note that although you are always welcome, interviews / meetings are by appointment only, as staff are mostly teaching all day.

# Communication

Heads of Year will be in regular contact with Parents / Carers, both formally and informally, and have the overview of pupils in their Year Groups.

Form Tutors are the first point of contact for Parents / Carers.

Subject Teachers may contact Parents / Carers about specific incidents or concerns they may have.

## Essential information of a general nature is also posted via:

❖ The school website – [www.cwmbranhighschool.co.uk](http://www.cwmbranhighschool.co.uk)

❖ Twitter – @CwmbranHigh  
@CwmbranHighYr7  
@transition\_chs



❖ Facebook page – Cwmbran High



**Please note that our Social Media sites are for information purposes ONLY!**

**If you have an issue or concern, please contact the school directly.**

**Please remember that all of our young and impressionable pupils are able to view the content on these sites and that any abuse or defamatory comments will be reported, deleted immediately and the person(s) will be blocked from accessing the school's Social Media accounts.**

# School Uniform

## MAIN SCHOOL UNIFORM

All pupils in Years 7 – 11 are expected to wear school uniform as outlined below. It is important to note that a black blazer is compulsory along with the school tie. The expectation for uniform is:

- **White Shirt** (please ensure the collar is large enough as the top button will be done up at all times)
- **School Tie**
- **\*Optional Black Cotton V-neck Jumper / cardigan** (No hoodies/ sweatshirts)
- **Black Blazer.** Black Blazers are compulsory in Year 7 in the first instance. These are available from various retailers. Blazers with the school badge are available from Pretty Miss. School badges are also available from Pretty Miss should parents/ carers wish to sew onto a plain blazer
- **Black tailored trousers** (not tight or skinny fit- no leggings or jeans) / black tailored shorts or **Black knee length skirt.**
- **Black or grey socks/tights**
- **Plain black shoes** - (trainers are not permitted)
- **Plain coat / jacket** (no large logos or patterns, no sleeveless coats or any type of hoodies will be allowed)
- **No jewellery apart from one stud in each ear, one flat ring and a watch**
- **No facial piercing or tunnel / spike earrings** (Pupils will be asked to remove and the item confiscated.
- **No extreme hair colour or styles** (Natural colours only) - pupils will be instructed to wash out extreme colours when they return home and tie hair up if possible for the remainder of the day. Tramlines or patterns in hair are not permitted.
- **No obvious make-up or nail varnish**

# Physical Education

At Cwmbran High School, pupils will experience a very diverse range of activities.

To help to encourage all pupils to participate in sport, fitness and physical activities we offer a wide variety of activities both in lesson time and in after school clubs.

Our after school clubs are run by PE Department staff and also by specialised coaches who have been hired by our AYP Officer (5 x 60, Mr Jacob Guy. The 5 x 60 programme has been set up to encourage as many students to participate in a range of activities; 5 times a week for 1 hour each session.

Parent/carer volunteers are always welcome to help run Sports Clubs. Please get involved.

## PE Uniform

### Boys

- Plain black T shirt – Round neck
- Plain black shorts
- Black rugby socks
- studded football / rugby boots and suitable trainers (*Not daps*)

### Optional items:

- Reversible rugby top
- Polo top
- Black and purple shorts
- School rugby socks
- Quarter Zip black top
- Black base-layer top ('skin')

### Girls

- Plain black T shirt – Round neck
- Plain black shorts
- White socks
- Suitable trainers / training shoes (*not daps*)

### Optional items:

- Polo top
- Black and purple shorts/skort
- Quarter Zip black top
- Black base-layer top ('skin')
- Plain black leggings

## Steps to success

- ❖ In the evening, check you have all you need for the next day – pen, pencil, ruler, rubber and books for all of your lessons. Check the timetable to see if you need P E kit and possibly food ingredients.
- ❖ Arrive in school on time.
- ❖ Move from one lesson to another quickly and calmly. Talk to each other quietly when moving around the school.
- ❖ Mobile phones are not to be used in school at all. If a pupil is found to be using a mobile phone it will be confiscated and returned at the end of the day or a parent/carer may need to pick it up.
- ❖ No pupil should chew gum in any of the buildings.
- ❖ Food must be eaten at break and lunch times in the designated areas.
- ❖ Pupils must not leave the school site at any time other than 2.50 pm, only in exceptional circumstances, when written consent is received from the Parent / Carer and approved by the Head of Year.

## Attendance

As a school we reward pupils for their excellent and improved attendance through positive points, certificates, front of canteen queue passes, raffle ticket draws, trips and many more. However, it is acknowledged that pupils' progress is often affected if their attendance drops below 95%.

4 days missed in a half-term means less than 90% attendance.

The LA policy that all schools in Torfaen adopt, state the following as not valid reasons for absence

- ❖ Family holidays in term time (only in exceptional circumstances)
- ❖ Looking after younger siblings
- ❖ Waiting for visits from representatives of utility companies
- ❖ Waiting for home deliveries
- ❖ Shopping for clothing
- ❖ Hairdressing appointments
- ❖ Birthday treats

**These should be restricted to outside of school hours**



## WHAT PARENTS / CARERS CAN DO TO HELP

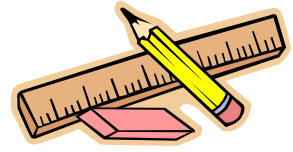
- ❖ If you think there may be any issues, don't hesitate to contact the school.
- ❖ Keep a daily record of your child's attendance.
- ❖ Contact the school on the first day of absence and all subsequent days your child may be absent if it is unknown if the absence will be long term.
- ❖ Holidays in term time will **not** be approved except in exceptional circumstances; this decision will remain at the Headteacher's discretion.

**To report pupil absence, please use the option for the absence line  
(This can be accessed 24 hrs a day)**

If you are concerned about your child's education, or become aware that they are missing school, please contact Cwmbran High School, on 01633 643950. The staff will always be interested in the care and well-being of your child.

For further information or advice, please contact:

Mrs T Abdulla	Deputy Headteacher & Transition Leader
Mrs C Haynes	Head of Year
Mrs H James	Attendance Officer
Mrs S Allard	Education Welfare Officer



## Equipment

Pupils are required to bring a suitable bag to school containing the basic equipment outlined below:

- ❖ Black pens and a red pen
- ❖ Pencil
- ❖ Ruler
- ❖ Eraser
- ❖ Sharpener
- ❖ Planner

**Useful Items that pupils may wish to bring:**

- ❖ Coloured pencils/pens
- ❖ Highlighter pens

**Useful subject specific items of equipment may include:**

- ❖ Calculator
- ❖ Accelerated Reading Book (KS3)
- ❖ English dictionary
- ❖ Languages dictionary





## Canteen Facilities

We would like to welcome you to the canteen at Cwmbran High School. We provide a variety of hot and cold meals to suit all children, with special emphasis on healthy eating.

The Canteen operates on a self-service basis, so that the children may select a meal of their choice; which includes a dessert or fruit or drink. We have several meal deals on sandwiches, jacket potato and breakfast.

Freshly made paninis and a Pasta Bar, in addition to the freshly made Salad Bar, which has a large variety of salads and at least two protein options each day. We also offer a variety of vegetarian dishes.

If your child is involved in lunchtime activities, we provide a packed lunch consisting of a sandwich, drink and a piece of fruit. There are a large selection of drinks available, which include fruit juice, bottled water, milk shakes and fresh milk.

Throughout the year there will be special offers and promotions which will include theme days etc.

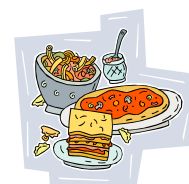
If you have a child who has a special dietary requirement, please do not hesitate to contact the Catering Manager.

The school operates a cashless system and your child will be logged onto this system on the first morning. Please complete the form attached at the back of the booklet.

We hope your child will enjoy the food that we have to offer.

**NB: Initially Year 7 pupils will be allowed to leave the lessons before break and lunch 10 minutes early, to allow them to access the canteen before other pupils, while they settle into CHS.**

Catering Manager  
TCBC



# Safety & Security



**ALL Year 7 pupils MUST remain on site during the school day**

## **YOUR CHILD'S SAFETY STARTS HERE**

Unannounced visitors, including parents/carers, are not allowed onto school site during the school day. We expect all visitors, including parents/carers, to be polite and to adhere to expectations of reasonable and responsible behaviour. Please be aware that CCTV is in operation at all times.

Please adhere to the regulations set out below:

- Children brought to school by car should be dropped off and collected from the school's '**Pupil Drop Off**' area.
- Slip roads into and out of the school must remain clear. **No parking is permitted in these areas at any time.**
- Parents/carers and visitors **must adhere to traffic flow systems at all times.**

**Report any accident / incidents immediately, to the school Receptionist as and when they occur, recording as much information as possible e.g. name of person, injury sustained, vehicle etc.**

**Please complete the following Google forms using the link below.**

<https://forms.gle/rWgaEL9DKtz1a74o8>

1. Medical
2. Confidential pupil information
3. Photography/Media in school
4. Cashless Catering
5. Parent/Carer (s) Suggestion Form