

Pentrehafod School

Ysgol Pentrehafod



Year 7 Transition Pack
September 2021

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Transition at Pentrehafod School

Dear Parent/Carer,

The transition process from primary school into secondary school is a very important milestone in a young person's development. We appreciate that whilst this can be incredibly exciting it can also be a time when you feel a little nervous or have lots of questions about what will happen when you walk through the school doors on your first day. Rest assured this is perfectly normal.

At Pentrehafod School, we place great emphasis on both the academic and pastoral transition needs of all of our students. An important part of our transition programme is the development of our Empathy Charter, underpinned by the Empathy First Day Poem. This is designed to ensure that all of the students transferring to Pentrehafod School, empathise with one another and treat each other with respect and kindness at the start and throughout their time at our school.

We are an inclusive school providing a wide range of opportunities, both within and beyond the curriculum, in a caring supporting environment. Achievement of all kinds is valued and celebrated. We celebrate the strong outcomes that our students attain in examination results, which enable our students have the best opportunities when they leave us as happy, successful confident lifelong learners. We also celebrate the wider successes such as representing the school in music, drama and sport or as a member of our school parliament. For example, most of our sporting teams either win or reach the finals of competitions; students participate in local campaigns such as the 'Don't dance alone project.

Over the course of the Summer term, key staff from Pentrehafod School will be visiting the primary schools to meet the students. We are also planning to offer a number of events, however, these are dependent upon any Covid restrictions.

Finally, we are constructing the transition section of our school website to support your academic development. This will ensure that you arrive at the school with the necessary knowledge and skills to enhance learning in all curriculum areas. This will be available from June 7th and can be used between then and the time that you start the school in September.

We look forward to you starting at Pentrehafod School.

Best Wishes,



Mr Matthew J. Goulding
Acting Headteacher

Admission Forms

In order to complete the admission process for your child, all parents/carers must complete 4 key documents.

Please click on the highlighted links below.

These must be completed and submitted by 1st June 2021

Admission Form [Admission Information](#)

GDPR Consent Form [GDPR Consent Form](#)

Medical Consent Form [Medical Consent Form](#)

Cashless Catering Form [Biometric Consent Form](#)

School Uniform

Please note that school uniform may be purchased through our approved supplier, Bergoni. Please order early to avoid disappointment.

[Bergoni](#)

Tel: (01792) 796880

Email Sales@bergoni.co.uk

Please contact the school should you need any further information

Email Address: Pentrehafod@hwbcymru.net

Telephone: (01792) 410400

ATTENDANCE

I am writing to ask for your support in promoting good attendance. We ask all parents to follow the guidelines outlined below. They are being introduced to ensure that the health and safety of your child is of paramount importance.

Please telephone the school or email AttendanceP5@hwbcymru.net on the first morning that your child is ill and ensure that you have the following details:

- Name, Form, illness and for how long your child will be away from school.
- If your child is attending a medical appointment and will be late for school please provide written confirmation the day before, it is preferable that all non-urgent appointments are made outside of school hours.
- If your child has an urgent medical appointment in school time, please contact the school beforehand. Written confirmation for Reception is required to allow staff to provide a pass out of school.
- Your child will not be allowed off the school premises without written consent or telephone confirmation by a member of staff.
- Should your child be marked as absent on the register, the school will contact the parents via Truancy Call, an automated system that will inform parents by text, voice mail or Email.
- If your child does not attend school by 8.40 am he/she will be marked as absent.
- This should help to maintain good attendance and support students with genuine sickness and enable us to ensure that our students are given the opportunities to achieve their best.
- Thank you for your support in this matter.

ADMINISTRATION OF MEDICINES

In line with the Authority's policy on the Administration of Medicines, Pentrehafod School will continue to work with parents and the School Health Service to support the attendance at school, of students who need to take medication while at school.

Medication is administered on a voluntary basis by specific staff and therefore parents are asked only to request administration of medicine during school hours when it is absolutely necessary. If at all possible, arrangements should be made for medicines e.g. antibiotics to be taken out of school hours. Only medication that it is prescribed to a student may be administered in school.

The Headship Team are the designated members of staff who give permission for medication to be administered. We seek your cooperation as a parent to ensure the safety and welfare of your son/daughter by providing school with the following relevant information.

1. Complete the attached form if you wish medicine to be administered at school.
2. Medicines brought to school must be taken to the Medical Office and given to a First Aider. Medicines must be in their original packaging, clearly labelled with the student's name, date of birth, prescribed dose and expiry date.
3. Provide school with written instructions from your GP, where necessary.
4. If more than one medicine needs to be given, a separate container must be used.
5. A contact telephone number.

HEALTH CARE PLAN

If a student has a medical condition that requires careful management, parents must consult the school. A Health Care Plan will be drawn up. The plan will be a written agreement with the parent and will set out for staff, parents and students the help that the school can provide and receive. The Health Care Plan will be reviewed once a year, or sooner if the medical needs change. Parents are responsible for informing the school if medical needs change.

SCHOOL VISITS

Whenever possible students will be encouraged to participate in school visits even whilst on medication. In certain circumstances parents may be asked to assist the school by accompanying the student on the visit. If the Headteacher is concerned about whether or not the school can provide for the student's safety, advice will be taken from the school Health Service, or the student's GP.

SPORTING ACTIVITIES

All students must take part in Physical Education and games; physical activity is of benefit for a student's social, mental and physical health.

If there are any restrictions on a student's ability to participate in Physical Education, these should be included in the individual Health Care Plan.

LIVE REGISTER CASHLESS CATERING

Pentrehafod School operates a cashless catering system. This system has improved our ability to serve food quickly and efficiently, reduce the amount of cash circulating within the school and make the process of getting a school lunch or break snack easier for everyone including students who receive Free School Meals. It also makes it more convenient as lunches can be paid for in advance.

We have chosen the Live Register system. This uses the latest biometric technology to scan your child's thumb which generates a unique number used in the system to identify your child and allow them to spend money from their account.

The fingerprint image is not stored will be destroyed when your child leaves the school and cannot be used by any other system.

Step 1

The cashless account is set up and your child's thumb scanned to associate them with their account.

Step 2

Students will be able to credit their accounts via cash loaders which are located within the school.

Step 3

The student chooses their school lunch or break time items and scans a thumb at the till. This displays their name, photograph and account balance to the till operator who then enters the cost of their food items, deducts the total from the account and the transaction is complete. Students that are eligible for a free school meal will have £2.40 automatically credited to their account on a daily basis.

Please note as a result in a change of legislation we are now required to obtain parental consent to continue to use the biometric system from September 2013. However you may opt for a four digit pin if you so wish, however in our experience this process is slower and pupils forget their number.

Ysgol Pentrehafod

Pentrehafod School



Uniform Policy

Polisi Ffurfwisg

Reviewed May 2018

Adolygiad ddiwethaf Mai 2018

Next Review May 2021

Adolygiad nesaf Mai 2021

School Uniform Policy

1 Introduction

- 1.1 It is our school policy that all students wear our school uniform when attending school, or when participating in a school-organised event outside normal school hours. We provide a complete list of the items needed for school uniform in our school prospectus and our website and students have their own list in their planner.

2 Uniform at Pentrehafod School

- Plain black tailored **straight leg** trousers or a black skirt of suitable length, our preferred supplier is Bergoni tel: 01792 796880 www.bergoni.co.uk. After the May Half-term, when weather may be warm, students may choose to wear black, knee-length tailored shorts.
- School blazer
- New black v neck jumper with school badge and bespoke beading
- Light blue school shirt
- School tie
- Sensible black low heeled shoes
- If a student chooses to wear a hijab for religious reasons it is to be black or dark blue
- Dark coloured outer coat
- Facial/ body piercing is not allowed
- Wearing hooded tops or sports jacket as school coats are not allowed
- Jewellery should be kept to a minimum; a wrist watch and small earrings
- Students can wear articles of faith but must comply with health and safety guidelines

3 Aims and objectives

- 3.1 Our policy on school uniform is based on the notion that school uniform:
- Promotes a sense of pride in the school;
 - engenders a sense of community and belonging towards the school;
 - is practical and smart;
 - identifies the students with the school;
 - prevents students from coming to school in clothes that could be distracting in class;
 - makes students feel equal to their peers in terms of appearance;
 - is regarded as suitable wear for school and good value for money by most parents/carers;
 - Is designed with health and safety in mind.

4 Extreme haircuts and colours

- **4.1** The school does not permit students to have 'extreme' haircuts and unnatural hair colours. We aim to prepare students for the world of work and encourage them to understand that many work places have policies on this. Please do not let students shave their head, or shave in 'tramlines@'

5 Footwear

- 5.1 The school wants all students to grow into healthy adults. It is dangerous for students to wear shoes that have platform soles or high heels, so we do not allow students to wear such shoes in our school. We expect students to wear black suitable footwear in keeping with the smart appearance of a school uniform.

6 Physical Education Kit

- School PE kit (must be purchased through Bergoni)
- Gym shoes and Trainers
- Plain one piece swimsuit and towel
- A swimming cap is essential for students with long hair
- A black tracksuit is optional for outdoor use only or for religious reasons
- Girls may wear $\frac{3}{4}$ or full length black sports leggings. These should be logoed with Pentrehafod School
- A note must be provided in an envelope if a pupil needs to be excused from a PE lesson.
- **A swimming costume and towel will be needed for all pool activities.**
- *** All jewellery MUST be removed for PE. This supports health and safety**

7 Mobile/MP3 Players



- 7.1 We do not allow mobile phones at all during the school day.

The role of Parents/Carers

- 8.1 We ask all parents/carers who send their students to our school to support the school uniform policy. We believe that parents/carers have a duty to send their students to school correctly dressed and ready for their daily schoolwork. One of the responsibilities of parents/carers is to ensure that their child has the correct uniform, and that it is clean and in good repair.
- 8.2 If any parent would like the school to modify the uniform policy, they should make representation, in the first instance, to the Headteacher. The school welcomes young people from all backgrounds and faith communities. If there are serious reasons, for example on religious grounds, why parents/carers want their child to wear clothes that differ from the school uniform, the school will look sympathetically at such requests.

9 The role of Governors

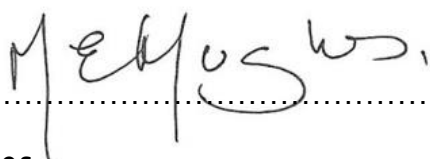
- 9.1** The Governing Body supports the Headteacher in implementing the school uniform policy. It considers all representations from parents/carers regarding the uniform policy and liaises with the Head teacher to ensure that the policy is implemented fairly and with sensitivity.
- 9.2** It is the Governors' responsibility to ensure that the school uniform meets all regulations concerning equal opportunities.
- 9.3** Governors ensure that the school uniform policy helps students to dress sensibly, in clothing that is hardwearing, safe and practical.

10 Monitoring and Review

- 10.1** The Governing Body monitors and reviews the school uniform policy through its committee work by:
- seeking the views of parents/carers, to ensure that they agree with and support the policy;
 - considering, with the Headteacher, any requests from parents/carers for individual students to have special dispensation with regard to school uniform;
 - requiring the Headteacher to report to the Governors on the way the school uniform policy is implemented.

This Policy was presented to Governors onMay 2018.....

It will be reviewed on.....May 2021.....or if National and Local Policy or Guideline is updated.

Signed..........

Mrs M Hughes

Chair of Governors

If you have any further questions or queries then please contact the school

Telephone: (01792) 410400

Email: Pentrehafod@hwbcymru.net

