

## A message from the Headteacher



*"Cathays High School is a pleasant place to be, especially if you work hard and involve yourself in its activities.*

*The school wants to encourage you to take responsibility for your learning and achievements.*

*The opportunities for success are presented to you: take them, make the most of your time with us. Be a credit to yourself; your parents and your school"*

**Mr S. Davies**, Headteacher



**CATHAYS HIGH SCHOOL**  
**YSGOL UWCHRADD CATHAYS**  
**OPPORTUNITIES FOR ALL**  
**CYFLEOEDD I BAWB**

## **Our Vision**

At Cathays High we believe in  
***Opportunities For All***  
YN YSGOL UWCHRADD CATHAYS CREDWN MEWN  
***CYFLEOEDD I BAWB***

We are a multicultural, multi-ethnic, multi-faith community and we are all committed to working together to create an inclusive, positive and vibrant learning environment. We are all driven to ensure that everyone reaches their full potential and that there is no ceiling to achieving the highest standards.

## **Our Aims**

- To treat everyone fairly and respectfully
- To build confidence, leadership and independence
- To inspire pupils to do great things
- To help everyone succeed and reach their goals
- To have high expectations and always aim high
- To ensure every child leaves with the skills they need for the future

## **Our Ethos....**

is one of inclusion, diversity and opportunities for all,  
where mutual respect, collaboration, openness,  
trust and empathy prevail.

At Cathays High we strive to achieve excellent  
sustainable outcomes for all, through our  
energy, enthusiasm and hope.



YSGOL UWCHRADD CATHAYS

# **Cathays High**

"Opportunities For All"  
"CYFLEOEDD I BAWB"





## **AT CATHAYS HIGH**

We believe in  
**Opportunities For All**

OUR SCHOOL COMMUNITY IS MADE UP OF PUPILS,  
STAFF AND VISITORS

All members of Cathays High School are expected to show respect and care towards themselves and one another at all times.

All members of our school community are valued as individuals and each individual plays an important role in helping our school function effectively.

## **THEREFORE ALL MEMBERS OF CATHAYS HIGH SCHOOL SHOULD:**

- care about one another and be tolerant where differences occur.
- accept responsibility for, and the consequences of our actions.
- be honest and reliable.
- be courteous and polite.
- respect the environment and keep it safe and clean .
- move quietly and sensibly around the school buildings and grounds.
- comply with the accepted standards of dress.

# Staff Information

One very important person in your life is your **Form Tutor**.

You will meet with your **Form Tutor** in morning tutorial at 10.10am. It is important that you arrive on time.

Your Form Tutor will be interested in how you are doing in all your subject classes and how you are settling in at Cathays. As well as offering you help and advice your Form Tutor will want to know about your successes and achievements both in and out of school.

The name of your **Head of Year** is

**Miss C. Bentley**

she teaches *Science*  
at the school.

Your **Head of Year** has responsibility for all pupils in your year group. With your form tutor he will want to make sure that this first year in High School is enjoyable and worthwhile.



# The Timings of the School Day

*The timings of each day is as follows:*

<i>Lesson One:</i>	8:30am
<i>Lesson Two:</i>	9:20am
<b>Tutorial:</b>	<b>10:10am</b>
<b>Break:</b>	<b>10:35am</b>
<i>Lesson Three:</i>	11:00am
<i>Lesson Four:</i>	11:50am
<b>Lunch Break:</b>	<b>12:40pm</b>
<i>Lesson Five:</i>	1:30pm
<i>Lesson six:</i>	2:40pm
<b>End of Day:</b>	<b>3.10pm</b>

## Holiday Dates for the School Year 2022-2023

### ***Autumn Term 2022***

*Start of Term:* Monday 7<sup>th</sup> September

*Half Term:* Monday 31<sup>st</sup> October to Monday 4<sup>th</sup> November

*End of Term:* Friday 23<sup>rd</sup> December

### ***Spring Term 2023***

*Start of Term:* Tuesday 6<sup>th</sup> January

*Half Term:* Monday 20<sup>th</sup> February to Monday 24<sup>th</sup> February

*End of Term:* Friday 31<sup>st</sup> March

### ***Summer Term 2023***

*Start of Term:* Monday 17<sup>th</sup> April

*Half Term:* Monday 29<sup>th</sup> May to Friday 2<sup>nd</sup> June

*End of Term:* Friday 24<sup>th</sup> July

**All schools will be closed on Monday 1<sup>st</sup> May 2023 for May Day  
Bank Holiday.**

# Who's Who in 2022-2023

<b>Headteacher:</b>	Mr S. Davies
<b>Deputy Headteacher:</b>	Mr. H. Picken
<b>Assistant Headteacher:</b>	Mr. J. Taylor
<b>Assistant Headteacher:</b>	Mrs. K. Harrington
<b>Assistant Headteacher:</b>	Mrs N. Jones

<i>Head of School (Pupil Development):</i>	Mr. D. Jay
<i>Head of School (Pupil Inclusion):</i>	Mrs. G. Murray
<i>Head of School (6th Form):</i>	Mrs C. Picken

## **HEADS OF YEAR**

Year 7:	Mr. P. M. Williams
Year 8:	Mr C. Cotter
Year 9:	Miss H. Martin
Year 10:	Mr J. Unwin
Year 11:	Miss C. Bentley

## ***Heads of Department:***

<i>English &amp; Literacy</i>	<i>Mrs. L. Taylor</i>
<i>Mathematics &amp; Numeracy</i>	<i>Miss I. Dunne</i>
<i>Science</i>	<i>Mr D. Birt</i>
<i>Modern Languages</i>	<i>Miss N. Davies</i>
<i>Humanities</i>	<i>Mr G. Taylor</i>
<i>Tech and Digital</i>	<i>Mrs E. Webb</i>
<i>Creative</i>	<i>Mrs L. Hitchings</i>
<i>Health and Wellbeing</i>	<i>Mr D. Jay</i>
<i>ALNCO</i>	<i>Miss C. Lewis</i>

# **Restorative Approaches - Pupil Information**

**Cathays High School is a restorative community.**

## **What are Restorative Approaches?**

Restorative Approaches are a system of values to improve and strengthen relationships across a whole community, in this case Cathays High School. This allows us to learn, and to teach, these values and strategies to improve relationships that will have a positive and lasting impact on behaviour.

Restorative approaches are based on five values which will build respectful relationships across the school:

1. Everyone has a unique and equally valued view
2. Our thoughts influence our emotions; and our emotions influence our actions
3. We should have empathy and consideration for others
4. We have to identify what people need before deciding how to meet those needs
5. Everyone who is affected by a challenge should work together to problem-solve to overcome it.

## **Why have we chosen to do this?**

There is lots of evidence from around the World, across the UK and within Cardiff, that adopting restorative approaches greatly improves the relationships involving pupils, staff and parents. It can increase the confidence and self-esteem of pupils and raise levels of attendance and punctuality. Schools that have been developing restorative approaches for two years or more report greater pupil and parent satisfaction with behaviour in schools.

## **How have we achieved this?**

Over the last 3 years, staff have undergone extensive training in the skills necessary to implement restorative approaches.

Part of our focus this year will be to train groups of pupils to be restorative peer mediators and using PSE and Form Tutorials to develop restorative values across the school community.

The biggest impact that the development of Restorative Approaches will have is on everyday relationships and positive behaviour. The techniques we will be developing here will include:

- teachers and pupils modelling expected and positive behaviours as role models to others
- positively encouraging the use of appropriate behaviour and language.
- speaking to each other appropriately
- setting positive messages and targets for the day/ week/term for ourselves and others
- developing speaking and listening skills through the use of circle time in lessons and form tutorials

The role of all of our students will be crucial to developing restorative approaches this year. We hope you will decide to work with us to make Cathays High School an even better school community.



# Restorative Approach

## Theme 1: Unique and Equally Valued Perspectives

Having different, but respected, views on the same thing.

## Theme 2: Thoughts Influence emotions and emotions influence subsequent actions

What am I thinking?  
How am I feeling?

## Theme 3: Empathy and consideration for others

How do I affect others?  
How will they be feeling?

## Theme 4: Identifying needs come before Identifying strategies to meet these needs

How am I feeling?  
What can I do to feel better?

## Theme 5: Trust and empowerment

How can we help each other to do better?

# Year 11 - Key Stage 4

As you move into Year 11, you automatically join the final year of Key Stage 4. The main feature of this year are your GCSE examinations in May, but there are many other important activities in this relatively short year.

## **Careers Interview:**

By the end of the Autumn Term you will need to have made your mind up to what you are going to do next academic year. Whether it be College, work or hopefully returning to the 6th Form at Cathays High School. To help you reach this very important decision you may have an individual **Careers Interview** with *Career Wales*.

## **Controlled Assignments:**

Your controlled assignments will be well underway in many subjects. The final dates for completion will be confirmed by subject staff.

## **Achievement Evening:**

During June you will all be invited to a Presentation Evening when you will receive your Progress File Certificates, in what has always been a special event enjoyed by all who attend.

## **School Prom:**

A **School Prom** will be organised in July.

As you can see the year ahead is full and very busy.

# External Examinations & BTEC Courses

During your GCSE course, you are required to work within the requirements of the Examination Boards. You will be issued with a **Notice to Candidates: Coursework and Portfolios** which explains the regulations concerning on-going work throughout the course.

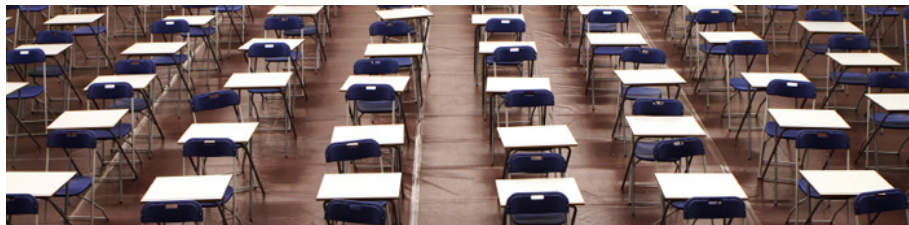
During Year 11 you will be issued with a **Notice to Candidates: Examination Regulations** which explains the rules that have to be followed within the examination rooms.

Every pupil is expected to enter an examination for every subject that is on their timetable and the school will pay for these entries.

Should a pupil wish to sit any additional subjects, then they will be subject to the school policy relating to the payment for examinations.

There is also a policy document that explains the process of appeals regarding irregularities concerning coursework.

Should you wish to read either of these documents, then you should ask the *Examinations Officer*.



# **GCSE COURSEWORK**

## **A GUIDE**

### **FOR YEAR 11 PUPILS**

### **AND THEIR PARENTS**

Methods of assessment vary considerably between courses.

The following are some of the methods used:

- External Examination (these may be in the form of module examinations sat at various stages of the course or by final examinations, sat on completion of the course).
- Controlled Assessment Tasks (these are assignments of varying lengths completed during the course, some parts of which may be under examination conditions)
- Continuous Assessment Assignments (BTEC courses are assessed fully on work submitted throughout the duration of the course).

The Nature of KS4 Assessment require pupils to give their best throughout the entire course since a large percentage of marks are gained prior to the final examination at the end of year 11. Pupils should study the enclosed details to fully understand the format of each subject.

Remember that success demands hard work & self discipline which ensures that assignments are completed on time.

# **EXAMINATIONS**

## **Coursework and Portfolios**

**Before you submit any coursework for marking, you will be asked to sign an authentication statement confirming that you have read and followed these regulations.**

If there is anything that you do not understand, you must ask your teacher or lecturer.

Coursework provides you with an opportunity to do some independent research into a topic. The research you do will involve looking for information in published sources such as textbooks, encyclopaedias, journals, TV, radio, and the world wide web.

Using information from published sources (including the internet) as the basis for your coursework is a great way to demonstrate your knowledge and understanding of a subject, but you must take care how you use this material - you cannot copy it and claim it as your own work.

***The regulations state that:***

**The work which you submit for assessment must be your own.**

**You must not copy from someone else or allow another candidate to copy from you.**

If you use the same wording as a published source, you must place quotation marks around the passage and state where it came from. This is called "referencing". You must make sure that you give detailed references for everything in your work which is not in your own words. A reference should show the name of the author, the year of publication and the page number: For example: (Morrison, 2000, pg.29.)

For material taken from the internet, your reference must show the precise web page, not the search engine used to locate it. This can be copied from the address line. For example: (<http://www.bbc.co.uk/schools/16/sosteacher/history/49766.shtml>)

You must also include a bibliography at the end of your work, which lists the full details of publications you have used to research your project. For example:

Morrison. A. (2000) "Mary, Queen of Scots", London: Weston Press.

**If you copy the words or ideas of others and don't show your sources in references and a bibliography, you will be committing plagiarism - and that's cheating.**

### **Preparing your coursework - good practice**

If you receive help and guidance from someone other than your teacher, tell your teacher who will record the nature of the assistance given to you.

If you worked as part of a group on a project, for example, undertaking field research, you must each write up your own account of the project. Even if the data you have is the same, the description of how that data was obtained and the conclusions you draw from it should be in your own words.

You must meet the deadlines that your teacher gives you for submitting drafts and final pieces of work. Your teachers are there to guide and assist you - showing them your work as it progresses will allow you and your teacher time to sort out any problems before it is too late.

Take care of your work and keep it safe. Don't leave it lying around where your classmates can find it. If it is stored on the computer network, keep your password secure. Collect all copies from the printer and destroy those you don't need.

Don't be tempted to use essays from online essay banks - you will be running the risk of being caught out. Electronic tools can detect this sort of copying.

### **More about plagiarism**

Plagiarism involves taking someone else's words, thoughts or ideas and trying to pass them off as your own. It is a form of cheating which is taken very seriously.

Don't think you won't be caught. There are many ways to detect plagiarism:

- Markers can spot changes in the style of writing and use of language.
- Markers are highly experienced subject specialists who are very familiar with work on the topic concerned - they may have read the source you are using (or even marked the essay you have copied from!)
- Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and to detect changes in the grammar and style of writing or punctuation.

### **Penalties for breaking the regulations**

If your work is submitted and it is discovered that you have broken the regulations, one of the following penalties will be applied.

- the piece of work will be awarded zero marks;
- you will be disqualified from that unit for that exam session;
- you will be disqualified from the whole subject for that exam session;
- you will be disqualified and barred from entering again for a period of time.

Your awarding body will decide which penalty is appropriate.

**REMEMBER - IT'S YOUR AWARD SO IT NEEDS TO BE YOUR OWN WORK.**

# Tutor Periods and Assemblies

Each day (after second lesson) all pupils should make their way to their form rooms for a tutorial session.

Tutor periods are very busy times for you and your form tutor so make sure you get to your form room promptly.

## The time will be used to:

- Carry out a moment of reflection as part of the daily act of worship
- Conduct an assembly
- Pass on important information to you
- Receive important information from you
- Check that you are in school uniform and have all you need with you
- Update your progress on the reward scheme
- Highlight any concerns about your behaviour, attendance and punctuality
- Discuss interesting issues and share ideas and opinions
- Get to know each other
- Carry out discussions and circle time

In addition, on two days of the week your form tutor will escort you to the Upper or Lower Hall for a whole year assembly.

With your form tutor, fill in this grid to show how your tutorials and whole year assemblies are organised:

<b><i>Diwrnod yr Wythnos</i></b>	<b>Day of the Week</b>	<b>Upper Hall Assembly</b>	<b>Lower Hall Assembly</b>
<i>Dydd Llun</i>	Monday	Year 7	Year 9
<i>Dydd Mawrth</i>	Tuesday	Year 8	Year 10
<i>Dydd Mercher</i>	Wednesday	Year 9	Year 11
<i>Dydd Iau</i>	Thursday	Year 10	Year 7
<i>Dydd Gwener</i>	Friday		Year 8

# School Uniform/ Gwisg Ysgol

Uniform is a sign that a pupil is a member of Cathays High School and we expect all pupils to be proud of that fact. A smart pupil in school uniform can bring a sense of pride in the school and prevent any distinction being made between pupils.

## **OUTER WEAR:**

Outerwear should be practical, water resistant and of a plain colour.

*Denim is not acceptable.*

## **TROUSERS/SKIRT:**

Must be plain black.

*Jean style trousers/jogging bottoms/shorts are not acceptable for either boys or girls.*

## **SWEATSHIRT:**

Navy Cathays High School sweatshirt with integral school badge available from the school.

**Other zip-up tops/cardigans are not acceptable wear at any time.**

## **POLO SHIRT:**

Light blue with integral school badge available from the school. A long sleeve version is available to order if required.

**No T-shirt should be visible under the polo shirt.**

## **SHOES:**

Sensible, TOTALLY black shoes suitable for bad weather and stone stairs should be worn. The maximum heel height should be 54mm (2 inches). **Trainers, sandals or boots are not acceptable.**

## **FLEECE:**

School Fleeces with integral school badge are available to order from the school. Pupils do not have to remove these fleeces within the school building.

## **HEADSCARVES:**

Girls wearing headscarves for religious reasons are reminded that these should be plain (*not patterned*) and either plain navy, black or white in colour.

## **JEWELLERY:**

Unsuitable, excessive or dangerous jewellery/piercings should not be worn. This includes large hoop earrings, face studs and other items at the discretion of Heads of Year. Certain departments will demand the removal of all jewellery on Health & Safety grounds. You must comply with all requests to remove jewellery. Failure to do so will result in disciplinary action.

## **WHAT HAPPENS IF I DON'T WEAR SCHOOL UNIFORM?**

If for any reason you come to school not properly dressed in school uniform you can expect to be questioned about it. You should always bring a note of explanation and you may:

- have items of clothing confiscated from you
- be loaned items from school supplies if appropriate.

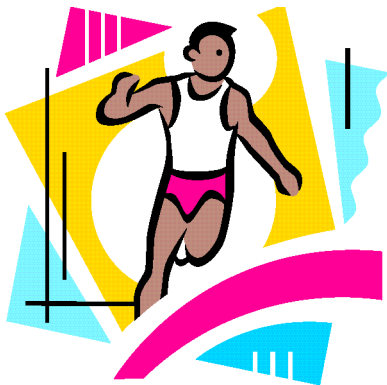
**Reminder: All pupils are expected to remove coats and hats within the school building. Failure to do so will result in confiscation of the item.**



## PE KIT REQUIREMENTS

PE kit is required for **ALL** Physical Education lessons. Pupils are expected to wear the correct PE kit which is supplied by the school. No designer labels, eg: *Nike*, *Reebok* will be accepted. All items listed below are essential and must be bought from the school.

**Boys PE Kit:** Cathays High Rugby Jersey, Cathays High Rugby Socks, Cathays High Black Shorts. Cathays High White T Shirt, Cathays High Black Track Suit Bottoms.



**Girls PE Kit:** Cathays High White T Shirt, Cathays High Black Shorts/Skorts, Cathays High Black Track Suit Bottoms, Cathays High Rugby Jersey (*optional*).

**Footwear:** Pupils will need to wear the correct foot wear and boys will be expected to have *FOOTBALL BOOTS* for football and rugby. Both boys and girls are expected to have *TRAINERS*. The school has a new sports hall and pupils will be required to have *NON MARKING* or *LIGHT SOLED* trainers.



**Swimming:** Pupils will swim as part of the PE curriculum and will therefore require swim wear. Dark swimsuit or trunks are acceptable. No denims, bikinis or tankinis.

**Protective Items:** Pupils must wear gum shields and shin pads while participating in football and gum shields while participating in rugby. All pupils with long hair must tie it back.

**Jewellery:** **ALL** jewellery must be removed before participating in PE/games.

**Piercings:** For the health and safety of all pupils and PE staff **ALL** body piercings **MUST** be removed before participating in PE/games. Covering piercings with plasters is not acceptable.

# Classroom Agreements

## Good teaching and learning takes place when:

- \*We arrive on time and greet each other with a smile
- \*We all take pride in wearing full school uniform.
- \*We all go to our seat in the class seating plan.
- \*We all get out our pens and pencils.
- \* We put away our headphones, smartphones and multimedia devices.
- \* We listen actively throughout the lesson.
- \* We all start our first activity straight away.
- \*We all respect each other, equipment and enjoy the lesson.
- \*We all reflect on what we have learnt.

**Well done, we have all worked hard!**



## Attendance/ Presenoldeb

Attending school is a legal requirement. Permission for absence, other than for illness, can only be given by the Headteacher.

If you are away from school for any reason ask your parents to let the school know by *telephoning* on the day. When you return to school your parents **must** send a letter **or** fill in the form in the blue section of this planner explaining your absence. **This is necessary even if the school has been informed by telephone.**

If you are going to be away from school for a long time because of a prolonged illness, a **medical certificate** should be sent to the school.

**Remember:**

**Attendance of less than 97% in any school term/year is unacceptable because it seriously damages your educational chances.**

**3 days absent in any half term means your attendance will be less than 90%.**

**3 weeks absent in each year is the same as missing a whole term by the time you leave school.**

Whenever the school is concerned about your attendance, **your parents will be contacted** and may be asked to attend the school to discuss the issue. **The Education Welfare Officer** will become involved and could decide to prosecute if there is no good reason for your absences.

If you achieve **100% ATTENDANCE** and **EXCELLENT PUNCTUALITY** for a half term, you will gain a **CERTIFICATE AND 4 COMMENDATIONS.**

# Lateness to School

Periods 1 and 4 will be the official registration periods. It is essential that you get your marks in every lesson.

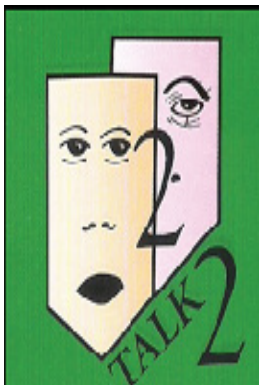
The first five minutes of every morning and afternoon is registration and it is essential that you attend your form room to get your attendance mark at that time.

The school gates will be shut at the start of morning and afternoon school and pupils arriving late will enter through the **Late Entry Door** on New Zealand Road.



*All such pupils will:*

- a) Be given a '**Late to School**' slip which they should present to their class teacher;
- b) Be expected to attend a 20 minutes reflection in Room 5, during the lunchtime following the lateness.



Are you Worried, Confused, Upset or need to be listened to Confidentially?

Email: [Counselling@Cathays.Cardiff.Sch.uk](mailto:Counselling@Cathays.Cardiff.Sch.uk)

Or Search for "**Counselling**" in contacts.

We will reply and offer you a chance to talk2 someone confidentially.





# **LATENESS** **TO LESSONS**

**LATENESS TO LESSONS WILL NOT BE TOLERATED. ALL PUPILS SHOULD ARRIVE IN THEIR NEXT LESSONS WITHIN 5 MINUTES OF THE BELL BY FOLLOWING THESE SIMPLE RULES:**

*1. At change of lessons you must go directly to your next lesson. You should not visit the loo; try to find another teacher or pupil; go in search of a lost item or anything else that delays your arrival at your next class.*

*2. If you do have a good reason for doing something else, the **only** person who can give you permission is your class teacher. To say that your Head of Year or another teacher asked you to see them is not enough unless you carry a note with that request.*

*3. If your teacher keeps you behind at the change of lesson, always ask for a note explaining your lateness that can be given to the teacher of your next lesson.*

*4. If you take more than 5 minutes arriving at your next lesson you will be asked to produce a note. Failure to do so will be referred to your Form Tutor and Head of Year.*

*5. Do not ask to leave a lesson to go to the toilet unless you have a medical problem and are carrying a card to confirm this. Requests for cards should be made to your Head of Year.*

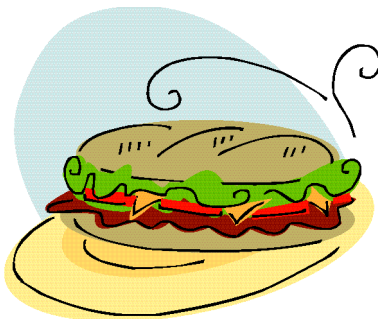


## **Key Stage 4 Lunch Time Arrangements**

### **LUNCH TIME: 12.10pm-1.10pm**

Year 10 and 11 may use the Upper School Canteen and the Baguette Bar from **12.25pm**.

Year 10 and 11 free school meals passes will be issued from the Upper School Canteen from **12.25pm** onwards.



### **PLEASE DO NOT ENTER EITHER BUILDING BEFORE THIS TIME.**

If you wish to leave the school site you may exit from the pupil entrance on Crown Way, but you must **show** your lunch time pass.

### **NO PASS - NO EXIT**

Leaving site is a privilege, please remember you are representing the school and if you abuse the privilege in any way, **your pass will be withdrawn** (*this includes being late*).

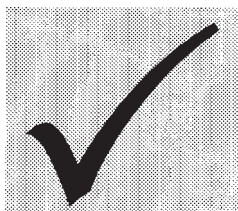
You are expected to be outside your classroom, **before** the bell rings at **1.10pm**.



# Pupil Guide to How the Reward Scheme Works

The reward scheme is based on collecting **COMMENDATIONS**.

**COMMENDATIONS** can be gained for:



- \*Having an exceptional attendance record
- \*Having an exceptional punctuality record
- \*Showing a real improvement in your behaviour/school work
- \*Producing extraordinary work
- \*Showing noteworthy courtesy and cooperation either in or outside the classroom

***This is how you get them:***

YOUR ACHIEVEMENT	YOUR REWARD
Pupil of the week in lower school assembly	5 commendations & Certificate
2 weeks of 100% attendance	1 commendation
A full half term of 100% attendance	Certificate & 4 extra commendations
A full half term of no referrals; no reflections and a high number of commendations	Certificate and 4 extra commendations
Excellent classwork or attitude displayed in lesson or around the school.	1-5 commendations and praise card
Sustained improvement in a subject area.	Letter Home
Target (literacy/numeracy/curriculum) attained	Letter Home/Certificate

*N.B. It is up to you to keep a record of your reward points in this planner. See sheets in the pink Section.*

## Rewards are awarded in three levels:

Level	No. Of Commendations	Recognition
<b>BRONZE</b>	20	Letter from Head of Year
<b>SILVER</b>	40	Letter from Head of Year
<b>GOLD</b>	50	Letter from Head of Year
<b>PLATINUM</b>	100	Letter from Headteacher

Pupils reaching **GOLD** will also be entered into an **Annual Prize Draw** for a **STAR PRIZE**. Some pupils will be entered more than once if they continue to collect 20 extra commendations after reaching the **GOLD** threshold.

# Using the Learning Resource Centre

**The Learning Resource Centre** is there to help you in a number of ways. There are a large number of fiction and non-fiction books; 21 computers with internet access and other sources of information like magazines; audio and video tapes. You can use these facilities to:

- Find something interesting to read. There really is something to suit everyone.
- Find information you need for your studies.
- Give you somewhere comfortable and well equipped to complete homework.

**Opening times: 8.10am - 4.10pm**

**The Learning Resource Centre** is staffed throughout the day by **Mrs Barrett** and **Mrs Burnett**. During the lunchtime they are also supported by Sixth Form Library Assistants.

During lesson time you can visit the LRC with your class teacher to find information and carry out other research tasks.

You can also visit the centre before and after school as well as at lunchtime.

## ***Booking a computer***

At lunchtime, computers are available on a **First come - First served** basis. You can use the computers for producing homework, for research using the Internet, and for some games.

## ***Borrowing books***

You will be issued with a library barcode to stick in your planner and use when you wish to borrow a book. You can borrow both fiction and non-fiction books for two weeks at a time.

## ***Some common sense rules:***

**Do not eat or drink in the LRC**

**Do not disturb the work of others by making lots of noise**

***We want you to make the most of this facility. If there are other books and other resources you would like to help your learning let Mrs Barrett and Mrs Burnett know. They will do their best to get them for you.***



# Clubs and Other Opportunities

At Cathays High School we provide many opportunities for pupils to extend their studies and interests with regular clubs and activities before school, at lunch time and after school. Government research has shown that taking part in these sorts of activities can help you do better in school.

## **What is provided?**

There are a wide variety of activities - sports clubs, revision clubs for different subjects, homework clubs, leisure activities e.g. dance, chess, digital photography, Duke of Edinburgh Award. The school's Learning Resource Centre is open every morning from 8:10 am & after school between 3.10-4.10pm for Internet and computer access.

The community language programme offers GCSE + 'A'-Level courses in a range of languages including Arabic, Persian + Urdu every term.

## **How can I find out what is on?**

A timetable is provided to put into your planner.

This lists the weekly activities for your year group. There are quite a lot of 'one off' activities that happen throughout the year. You should also keep your eye on the study support notice boards outside the lower hall in CALCELLA and by the Learning Resource Centre as well as the plasma screens in the lower corridors & lower hall.

## **Can pupils suggest activities?**

**Yes.** Speak to your form council representative, your form teacher, your Head of Year, community learning co-ordinator or 5x60 sports officer. We will do our best to provide activities for which there is sufficient interest.

## Cathays Against Bullying / Cathays yn erbyn bwllian

At Cathays we believe that pupils have the right to learn in a supportive, caring and safe environment.

### **Don't Suffer Bullying**

**IT'S GOOD TO TALK.**



#### **TELL**

- A teacher
- Your Form Tutor
- Your Head of Year
- A mentor in the Peer Support Service
- A member of staff you can trust
- A friend who can speak on your behalf
- Your parents or carers who can talk to your Head of Year



#### **VISIT**

- The Peer Support room situated in the yard
- Open everyday at break and lunch times
- Speak to the Mentors.

#### **REPORT**

- Report any incidents of bullying or other concerns you may have to ensure you get the support you need.



**IT'S YOUR RIGHT.**



# WHAT IS BULLYING?

**Bullying is a matter of concern to all staff at Cathays High School. Bullying is when people deliberately hurt, harass or intimidate someone else. These are all incidents of bullying:**

*Being called names  
Being teased  
Being punched, pushed or hit  
Being forced to hand over money, mobiles or other possessions  
Getting abusive text messages or emails  
Having rumours spread about you  
Being ignored or left out  
Being attacked because of religion, gender, sexuality, disability, appearance, ethnicity or race*

## **WHAT SHOULD I DO IF I AM BEING BULLIED?**

*You should not feel ashamed. It is not your fault.  
Tell a teacher, Head of Year, a mentor in the Peer Support Service, the Pastoral Mentor, or tell a friend who can speak up for you to a teacher.  
Write a note and put it in the 'Information box' in Pupil Reception.*

## **WHAT WILL HAPPEN IF I TELL?**

*You will be interviewed in private and the teacher/mentor will write things down on a Bullying Report form.  
All the facts will be gathered and an investigation into the bullying will take place.  
Depending on the outcome of the investigation the teacher in charge will take appropriate action to make sure the bullying stops.  
You can stop worrying as you know it is being dealt with.*

## **WHAT HAPPENS IF I WITNESS BULLYING?**

*If you witness bullying you should not ignore it and think it will go away. You can be part of the solution and help stop bullying by reporting what you have witnessed in private to a member of the Pastoral Team or you can go to the Peer Support mentors and they will pass the information on to appropriate staff.*

## **WHAT HAPPENS IF YOU ARE THE BULLY?**

*You can ask for help from the Pastoral Team. A bully usually has their own set of problems that need to be sorted and you can get the correct help if you realise what you are doing is wrong. You will face consequences and you need to take responsibility for what you have done. Ultimately we want you to stop and will give you all the help and support you need to make sure you do stop.*

## **WHO ARE THE PASTORAL TEAM?**

*Form Tutors, Heads of Year, Heads of School, Pastoral Assistants and Pastoral Supervisors and the Mentors in the Peer Support Room can also offer support.*

*Where else can I get Help?*

**Useful websites:** [www.childline.org.uk](http://www.childline.org.uk) [www.bullywatch.org](http://www.bullywatch.org) [www.dfes.gov.uk/bullying](http://www.dfes.gov.uk/bullying)  
[www.bulliesout.com](http://www.bulliesout.com) [www.antbullying.net](http://www.antbullying.net) [www.kidscape.org.uk](http://www.kidscape.org.uk)

# SCHOOL COUNCIL

The school wants to encourage pupils to participate in all aspects of school life. For that purpose we have a school council. The School Council is made up of two representatives from every year group, the Head of School Pupil Development and the Community Education Coordinator. It will meet 6 times a year.

## HOW TO GET YOUR VIEWS HEARD:

You will have a **form council** meeting 2 weeks before the full school council. Make your views known to your form representative.

A week later your **Year Council** will meet to discuss the issues raised by all classes in the year group. The Year representatives will take forward issues to the full school council.

The following week the full school council meets. It can suggest and give opinions on various matters that can be considered by the head, the Governors and/or the Schools Senior Management Board.

## IF YOU WANT TO TAKE PART IN THE SCHOOL COUNCIL

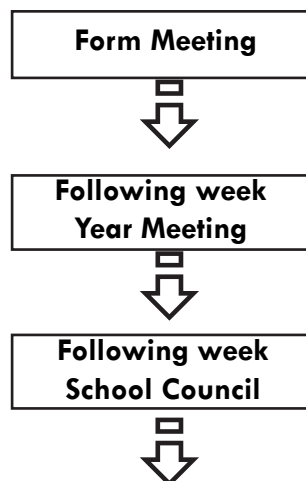
Elections will be held early in the autumn term. If you would like to represent your form or year group put your name forward.

### THE MEETING CYCLE *(each half term)*

Form and Form Teacher

2 Representatives from each form  
plus the Head of Year

2 Representatives from each form plus  
The Head of School Pupil Development  
and the Community Education Coordinator



# Key dates to remember

## Autumn Term -

Wednesday 7<sup>th</sup> September to Friday 23<sup>rd</sup> December

## Half Term -

Monday 31<sup>st</sup> October to Friday 4<sup>th</sup> November

6<sup>th</sup> Form enrolment

6<sup>th</sup> Form enrolment

Prize Evening

Primary School Visits

Open Evening

Year 9 Family Interview Evening with HoY

Parents' Evening Year 11 & 13

Inset Day

Parents' Evening Yr 10, 12, KS4/5 & New Arrivals

ESOL S&L Exams

ESOL S&L Exams

A Level Open Evening

ESOL R&W Exams

ESOL R&W Exams

Year 7 and 8 Disco

Year 11 Reports issued

Christmas Celebration at St Marks Church

Non-Uniform Day & Last Day of Term

- Monday 5<sup>th</sup> September

- Tuesday 6<sup>th</sup> September

- Wednesday 21<sup>st</sup> September

- Friday 23<sup>rd</sup> September

- Thursday 6<sup>th</sup> October

- Thursday 20<sup>th</sup> October

- Thursday 27<sup>th</sup> October

- Monday 7<sup>th</sup> November

- Thursday 17<sup>th</sup> November

- Tuesday 22<sup>nd</sup> November

- Wednesday 23<sup>rd</sup> November

- Thursday 25<sup>th</sup> November

- Tuesday 6<sup>th</sup> December

- Wednesday 7<sup>th</sup> December

- Wednesday 7<sup>th</sup> December

- Friday 16<sup>th</sup> December

- Thursday 22<sup>nd</sup> December

- Friday 23<sup>rd</sup> December



# Key dates to remember

## Spring Term -

**Tuesday 10<sup>th</sup> January to Friday 31<sup>st</sup> March**

## Half Term -

**Monday 20<sup>th</sup> February - Friday 24<sup>th</sup> February**

### INSET DAY

Year 7 & KS3 Parents Evening

Bring a Parent to School Day

Year 9 Parents Evening

EISTEDDFOD

ESOL S&L Exams

ESOL S&L Exams

Year 10 Reports issued

School Photos for Year 10

ESOL R&W Exams

ESOL R&W Exams

Spring Concert

Last Day of Term for Easter Holidays

- Monday 9<sup>th</sup> January

- Thursday 13<sup>th</sup> January

- Monday 16<sup>th</sup> January

- Thursday 9<sup>th</sup> February

- Friday 17<sup>th</sup> February

- Tuesday 7<sup>th</sup> March

- Wednesday 8<sup>th</sup> March

- Wednesday 8<sup>th</sup> March

- Wednesday 22<sup>nd</sup> March

- Tuesday 28<sup>th</sup> March

- Wednesday 29<sup>th</sup> March

- Wednesday 29<sup>th</sup> March

- Friday 31<sup>st</sup> March



# Key dates to remember

## Summer Term -

**Monday 17<sup>th</sup> April to Monday 24<sup>th</sup> July**

## Half Term -

**Monday 29<sup>th</sup> May - Friday 2<sup>nd</sup> June**

Year 8 Parents' Evening	- Thursday 20 <sup>th</sup> April
INSET Day	- Friday 21 <sup>st</sup> April
Year 9 Reports issued	- Friday 21 <sup>st</sup> April
MAYDAY Bank Holiday	- Monday 1 <sup>st</sup> May
ESOL S&L Exams	- Tuesday 16 <sup>th</sup> May
ESOL S&L Exams	- Wednesday 17 <sup>th</sup> May
Year 9 NRT's Start	- Monday 22 <sup>nd</sup> May
ESOL R&W Exam	- Tuesday 23 <sup>rd</sup> May
ESOL R&W Exams	- Wednesday 24 <sup>th</sup> May
Year 11 Presentation Evening	- Wednesday 24 <sup>th</sup> May
Year 8 Reports issued	- Wednesday 14 <sup>th</sup> June
School Production	- 21 <sup>st</sup> , 22 <sup>nd</sup> , 23 <sup>rd</sup> June
Likely end of Exam Season	- Friday 23 <sup>rd</sup> June
INSET Day	- Wednesday 28 <sup>th</sup> June
Year 7 Reports issued	- Friday 30 <sup>th</sup> June
Multi Sports Day for Year 6 Pupils	- Monday 3 <sup>rd</sup> July
Year 11 School Prom	- Thursday 6 <sup>th</sup> July
KS3 Sports Day	- Tuesday 11 <sup>th</sup> July
Languages Day	- Friday 14 <sup>th</sup> July
New Year 7 Parents Evening	- Wednesday 19 <sup>th</sup> July
Transition Day	- Thursday 20 <sup>th</sup> July
Trips Day	- Thursday 20 <sup>th</sup> July
Non-Uniform Day & Last Day of Term	- Monday 24 <sup>th</sup> July

