

## 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 H. Martin**

she teaches *Humanities* 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.



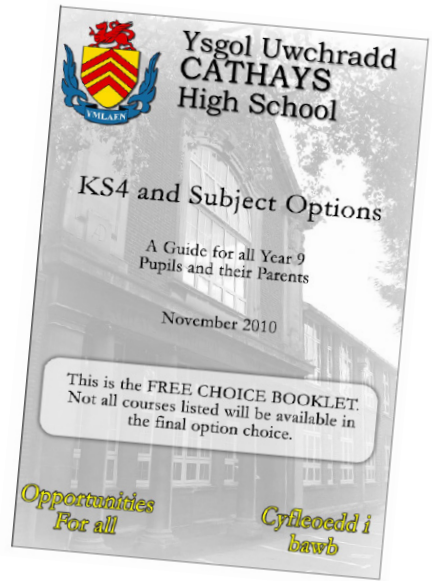
# What's special about Year 9

The two most important features of Year 9 are:

**1. It is the last year you will study all the subjects of the National Curriculum.**

In Year 10 you will continue to study core subjects and you will choose a **further four** from a wide choice. The process of choosing these subjects happens in Year 9 and for this reason you need to be thinking about:

- a) *which subjects you are best at*
- b) *which subjects you prefer*



You may change your mind many times in the course of the year but it is really important that you try your hardest at everything to make sure you come to the right decision. See the page on **Choosing your Options** for more information.

**2.** You will be assessed on your progress throughout KS3. You will be awarded a National Curriculum Level for each subject. In the core subjects of English, Maths and Science, you should try to have improved two levels since you were assessed at the end of KS2. The average level attained at the end of Year 9 is a Level 5.

To help you in both of the above processes, you and your parents will be invited to attend an interview with a member of the Senior Staff to discuss your progress. This will take place during the Autumn term.

# 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?

# 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

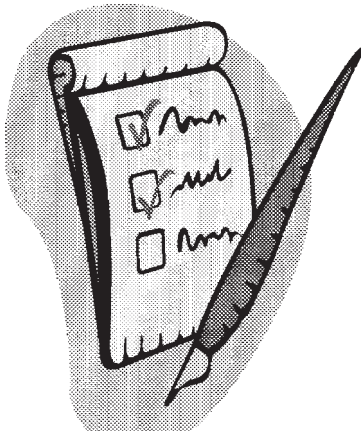
In addition, on two days of the week your form tutor will escort you to the Upper or Lower Hall for a whole year assembly.

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

<i><b>Diwrnod yr Wythnos</b></i>	<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

# Daily Organisation

1. Put a copy of your subject **timetable** on your **fridge** or on the wall of your bedroom.
2. Allow **10 minutes** each evening to **pack your school bag**.
3. Make sure to check that you have:
  - \*the **correct books** for the following day
  - \*any **special items of equipment** e.g. PE kit; technology apron
  - \*any **homework** you need to hand in
4. In addition **it is expected that** all pupils be equipped with the following and have them available everyday:



**School Polo Shirt**  
**School Sweat Shirt or Fleece**  
**Black/Navy Trousers or skirt**

**Black Shoes**

**School Bag**

**Pencil Case**

**Ruler**

**Rubber**

**Sharpener**

**Calculator**

**Mathematics Set**

**Rough Paper; Pens (*more than 1*)**

**Pencils (*more than 1*)**

**Coloured Pencils**

**WE KNOW THINGS GET LOST SO PLEASE BRING  
SPARE EQUIPMENT WITH YOU.**

**ITEMS OF BASIC EQUIPMENT CAN BE PURCHASED FROM THE  
LEARNING RESOURCE CENTRE (LRC).**

**DO NOT EXPECT YOUR TEACHER TO PROVIDE THEM!**

# 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?**

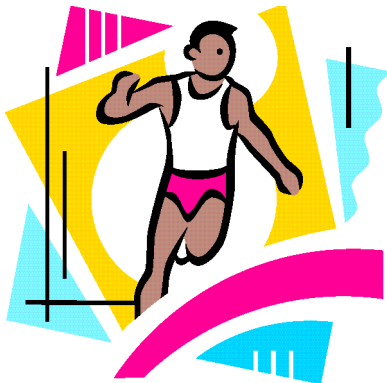
If for any reason you come to school not properly dressed in school uniform you can expect to be questioned about it. You should always bring a note of explanation and you may:

- 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!**



# Homework

Completing homework well and on time is an important part of your education at Cathays High School. If you fail to complete and hand in any homework that has been set for you, you will get a **reflection**.

***To make sure this doesn't happen, follow this advice:***



\*Make sure you record the date when it has to be handed in.

\*Check that you understand exactly what you have to do and, if in doubt, ask the teacher.

\*Consult your planner every night as soon as you get home so you're clear about everything you have to do that evening.

\*Whenever possible, do your homework on the day it is set and before you go out or get involved in other things.

\*Try to find a quiet place to do your homework - not in front of the TV.

***Take your time and do not rush.***  
***Good homework can gain you a Commendation.***

**Remember that you can do your homework in the Learning Resource Centre, before school, after school and at lunch time.**

*Further details of the type of homework you can expect in each subject is included for your information. Please read it carefully*

## 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.

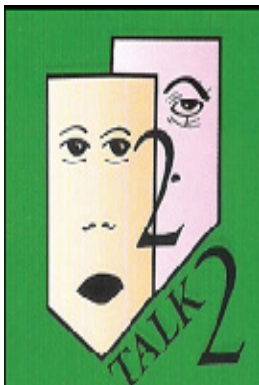
The first five minutes of every morning and afternoon is registration and it is essential that you attend your form room to get your attendance mark at that time.

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.*



# 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:***

<b>YOUR ACHIEVEMENT</b>	<b>YOUR REWARD</b>
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:

<b>Level</b>	<b>No. Of Commendations</b>	<b>Recognition</b>
<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, Perisan + Urdu every term.

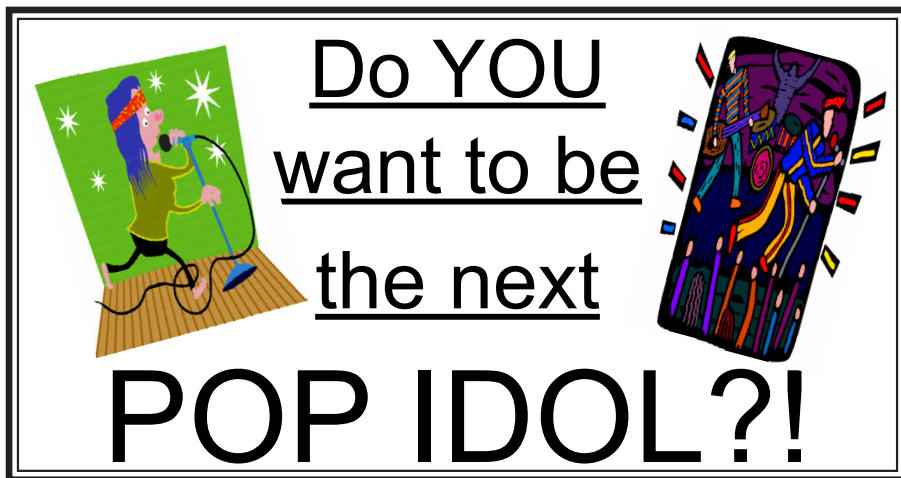
## **How can I find out what is on?**

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.



## Learn to Play an Instrument Come on - it's Fun!

In school you can learn to play almost any instrument. Come and see Mrs Morgan if you're interested.

**Keyboard, Violin, Guitar, Flute, Drums, Sing....**

You can then create your own band! You can have lessons with your friends from teachers outside of Cathays. They come in to teach every week. You could even join our 'Rock School'. Auditions will be held early September. Keep your eyes open for more information.

There is a cost to the lessons. It is approximately **£45** unless your family receives income support.

If you are interested see your Music Teacher.



# Choosing your Options

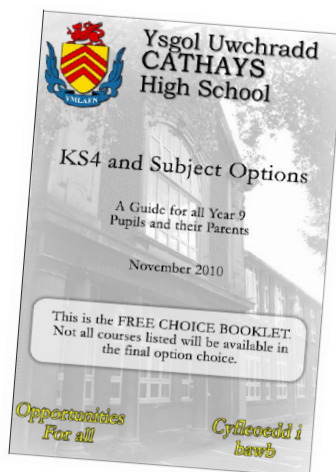
When you enter Year 10 in September the following subjects will be compulsory:

## Examination Subjects:

English  
English Literature  
Maths  
Core Science  
Additional Science  
Welsh  
Religious Education

## Non-Examination Subjects:

P.E. / Games  
Personal and Social Education



In addition you will have chosen **four** further subjects which you will study at examination level. The procedures for making these choices takes place in Year 9 and are as follows.

## **STAGE 1**

The first stage of the process of choosing your options begins in early November and is called a free subject choice.

In your PSE lessons that week your teachers will take you through a range of possible options that may be available to you.

They will include:

- some subjects which are not suitable for all pupils
- Some subjects that would involve travelling to another School.
- Some subjects that can't be studied in combination with others

They will explain this to you in your lesson and you will then enter your choices on a Careers Wales Online website.

You will then have a few weeks to discuss your choices with your parents and to make changes if you wish.

If they wish, your parents can access the website during the first two weeks of December to find out information on the courses and the choices you have made. You will then be given the information to allow your parents to do this.

Please be aware of the following:

This is only the first part of the process. You have not fully committed and in February you will have a chance to change your mind.

You may not end up being able to study all the subjects you have chosen in your free choice as some options may not be able to be timetables or two of your subjects are in the same subject block (see stage 2)

## **STAGE 2**

Using the information gained from your first choices, the school will then construct option blocks of subjects. These are subjects that are taught at the same time and you will be able to study one subject in each of the 4 option blocks.

We will try to construct the option blocks to give as many pupils as possible the choices they want, but this may not always be possible as we may have had to timetable two of your choices to be taught at the same time.

If this happened you will have to make a different choice.

Once again you will make your choices online and information will also be sent home so that parents are fully involved in the process.

## **STAGE 3**

Hopefully most pupils will get the options of their choice at Stage 2 but occasionally, for some pupils, there are problems because

- Too few pupils have finally opted for the subject
- Too many pupils have chosen the subject and the class is full

In these cases, the issues will be discussed with the pupils and their parents and they will be helped to make a different choice.

# 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

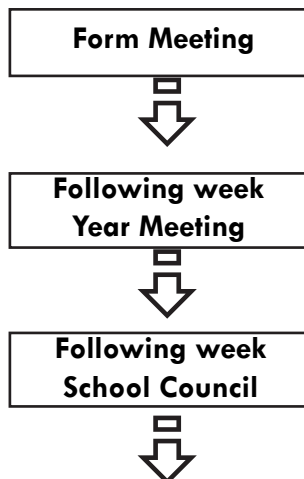
Elections will be held early in the autumn term. If you would like to represent your form or year group put your name forward.

### 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	- Monday 5 <sup>th</sup> September
6 <sup>th</sup> Form enrolment	- Tuesday 6 <sup>th</sup> September
Prize Evening	- Wednesday 21 <sup>st</sup> September
Primary School Visits	- Friday 23 <sup>rd</sup> September
Open Evening	- Thursday 6 <sup>th</sup> October
Year 9 Family Interview Evening with HoY	- Thursday 20 <sup>th</sup> October
Parents' Evening Year 11 & 13	- Thursday 27 <sup>th</sup> October
Inset Day	- Monday 7 <sup>th</sup> November
Parents' Evening Yr 10, 12, KS4/5 & New Arrivals	- Thursday 17 <sup>th</sup> November
ESOL S&L Exams	- Tuesday 22 <sup>nd</sup> November
ESOL S&L Exams	- Wednesday 23 <sup>rd</sup> November
A Level Open Evening	- Thursday 25 <sup>th</sup> November
ESOL R&W Exams	- Tuesday 6 <sup>th</sup> December
ESOL R&W Exams	- Wednesday 7 <sup>th</sup> December
Year 7 and 8 Disco	- Wednesday 7 <sup>th</sup> December
Year 11 Reports issued	- Friday 16 <sup>th</sup> December
Christmas Celebration at St Marks Church	- Thursday 22 <sup>nd</sup> December
Non-Uniform Day & Last Day of Term	- 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

