

# **Ysgol Gyfun Gymraeg Bro Myrddin**



## **Home/School Agreement Information**

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# SCHOOL PRINCIPLES AND RULES

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## 1. Standards in the School

Our curriculum is based on the subjects of the National Curriculum, together with Religious Education but we also include other areas of study which we consider to be of importance, including Drama, Personal and Social Education and Careers Education. We are confident that the curriculum fulfils the needs of all our pupils, and we believe that we all have a contribution to make in reaching our objectives, as parents, staff, pupils and governors. The school already succeeds in reaching the targets set by the Assembly, and it is our aim to maintain these high standards.

## 2. Character of the School

- **Ethos:** The school aims to give every pupil an opportunity to develop to the utmost of his ability academically, socially, culturally and physically. An emphasis is placed on moral and spiritual values, and the morning service is very important in this respect. Pupils are expected to take every opportunity to practise the Welsh language consistently, particularly as they converse with each other socially. Your co-operation as parents is also expected in encouraging them to use the language.
- **Discipline and Behaviour:** School rules are essential in order to secure order and standards within the school. They are based on the central principles of self-respect, respect for others and common sense. Rules are discussed in tutorial lessons and all pupils are expected to conform. Our aim is to ensure a disciplined and appropriate environment for work in all lessons. You are asked as parents to support the school through adhering to our contract in terms of discipline and behaviour. You are welcome to read our policies regarding behaviour and preventing bullying, and to comment on them.
- **Attendance:** We expect all pupils to come to school regularly and promptly. The school day begins at 8:55am. Parents are responsible legally for ensuring that your children come to school, and we ask you to inform the school of any absence. At Bro Myrddin we ask you to send a note explaining the absence when your child returns to school. As in all the other county primary and secondary schools, the school has taken the stand that no absences due to holidays during term time will be authorized by the Headteacher. This means that absences due to pupils being taken on holiday during term time will be recorded as unauthorised.
- **Homework:** Homework is an important part of the course delivered by all subject departments in the school, and is compulsory for all pupils and assessed by teachers. A homework timetable is arranged for each class, and the pupils record details of the work in their Personal Organizer diaries on a daily basis. The Personal Organizer is an important link between school and parents. It is expected that the diary is signed by form tutors and on a weekly basis by parents. We should remember that pupils benefit greatly when they are able to talk to their parents about what they are doing.

## 3. How and when parents and school exchange information

- Important dates throughout the year are available on our school website and the Personal Organizer.
- Parents are asked to attend a Parents' Evening once in every year in order to discuss your child's work with teachers. You will receive a full written report on the work of your child during the year. Please let the school know if they are worried about anything which may affect the progress of your child in school. Contact should be made in the first instance with the appropriate Head of School or Head of Year.

## 4. Complaints

We all have a right to appropriate consideration when making a complaint. All complaints will be treated sensitively and the school will respond in writing as soon as possible.

## **5. Health Matters**

If a pupil is ill during the school day, parents or another contact person will be informed. You are asked to inform in writing to the Engagement and Welfare Officer, Mrs Dolan Williams if a pupil is taking medication within school hours.

## **6. Sex Education**

This subject is taught within the Personal and Social Education curriculum and in Biology and Religious Education lessons. Sex Education provides information and encourages pupils to develop attitudes which help promote a healthy and responsible lifestyle. All lessons and visits by external specialist speakers are carefully structured to clearly promote in all discussions a moral and responsible stance.

## **7. School Uniform and Sports Kit**

Ysgol Bro Myrddin prides itself on the standard of our pupils' uniform. We ask parents to support us in maintaining these high standards by ensuring that your child's school uniform complies fully with the school uniform rules and to encourage your child to respect and to always follow these rules. The items below are the only ones acceptable to the school. A pupil's name must be clearly marked on all items of their clothing.

### **School Uniform**

- 'A' line black skirt, knee length (*or at least 18 inches long*) with a pocket and zip and pleat at the back. Short, tight skirts in stretchy fabric are not allowed.
- Classic black trousers. BLACK JEANS, FLARES OR SKINNY FIT TROUSERS ARE NOT ALLOWED.
- Official lilac blouse / shirt - long or short sleeves, regular or fitted style
- Official school tie
- Official school jumper - plain V-neck with the school badge sewn in
- Thick black tights with a skirt.
- Black / white ankle length socks (*optional*) for summer.
- Black / white socks with trousers
- Plain black leather shoes – trainers and canvas shoes are not allowed
- Dark coloured coat for outdoor wear
- Apron for technology lesson

### **Sports Kit**

All items of your child's sports kit must be the official school uniform.

- Black skort or light shorts (*very short and tight lycra shorts are not allowed*)
- Rugby shorts
- Sports shirt with lilac stripe
- T-shirt with lilac stripe
- Sports socks
- $\frac{3}{4}$  leggings (*optional*)
- Sweatshirt (*optional*)
- Raincoat (*optional*)
- Trainers (*trainers*)
- Hockey/football/rugby boots
- Shin pads
- Mouth guard

***Pupils will be expected to change into their PE kit for each sports lesson although they may have a letter to excuse them from lesson activities due to medical reasons.***

## **8. Jewellery**

Jewellery such as rings, bracelets, chains or necklaces are not allowed. One small gold / silver earring is allowed in each ear. We suggest that ear piercing is done only at the start of the summer holidays. Earrings must be removed for Sports and PE lessons. This is difficult to do if the ears are newly pierced. A pupil is not allowed to wear studs in any other piercings. Members of staff have the right to ask a pupil to remove these if they break the rule.

## **9. Hair**

Extreme hairstyles including shaving parts of the head or patterns into the hair/eyebrows are not allowed. Hair colour should be natural and any hair colouring to match that natural. Any hair decoration should conform to the school colours of lilac, grey or black.

## **10. Mobile Phones/iPads**

- Pupils are not allowed to bring these or other expensive items like school.
- Pupils are not allowed to take photos on their mobile phones while on the school site.
- We will return to the school's strict policy regarding the use of mobile phones, namely that no pupil from year 7-11 is allowed to bring a mobile phone to school.
- If the pupil must have the phone, then there are boxes for them in the office. Unfortunately, we have seen an increase of mobile phones and examples of pupils taking unauthorized photos of other pupils and staff; filming pupils and teachers without permission; use of inappropriate phone messages and a great deal of arrogance as a member of staff takes the phone away from them.
- From September onwards;
  - ❖ if phones are found on a pupil they will get the phone back the first time with warning
  - ❖ if the phone is found on a pupil for the second time, the phone will be kept securely in school until you as a parent contact the school asking us for permission to return it.
- We want as a school that pupils get a complete brake from their mobile phones from 8:45 to 3:35 for their own personal benefit.

## **11. Extra-curricular Activities**

- The school offers a wide range of extra-curricular activities, with drama, public speaking, recitation and music playing an important part. The school supports the activities of Urdd Gobaith Cymru, and pupils are encouraged to enrol in this organisation.
- Many clubs are held during the lunch hour or after school including the Public Speaking Club, Duke of Edinburgh Award as well as Choir and Orchestra practice and a variety of sporting activities in preparation for competitions.

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# ATTENDANCE GUIDELINES FOR PARENTS

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**Parents should follow this procedure if a pupil is absent for any reason:**

- telephone the school office before 8:30am to explain the reason for the absence
- send a letter with the pupil on the first day back in school or write a note in the pupil's Personal Organiser explaining the absence

**The following are not acceptable reasons for being absent for a day or part of a day:**

- doctor or dentist appointment (*unless it is an emergency or part of a long term treatment*)
- assisting at home
- entertainment / shopping / leisure activities

### **Guidelines for Parents**

**In order to ensure that you are responding to the legal requirements and that your child is able to take advantage of every educational opportunity to achieve their potential you should:**

- make every effort to organise medical appointments outside school hours
- request permission for your child to be absent if you know in advance
- it is a must for families to organise their holidays during the school holidays as losing a few days/weeks of school does have a detrimental effect on your child's progress.
- make a decision if your child's illness is serious enough to be absent from school as he/ she will miss important work. If this is the case, then you should seek medical advice. If the absence is because your child is unhappy to come to school, you should contact the school immediately in order to discuss the matter with the appropriate Head of Year.

If a pupil is absent

- without an explanation
- without an explanation that is acceptable to the school
- regularly or for long periods of time;

you can expect an official letter from the school followed by a visit from the School Welfare Officer who will discuss how these absences can be avoided.

If the situation does not improve, we will organise a meeting at the school to discuss your child's absence and to agree on an Action Plan.

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## **PERMISSION FOR THE SCHOOL TO FILM AND TAKE PHOTOGRAPHS OF PUPILS**

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From time to time the school will wish to film and/or take pictures of pupils for a number of necessary reasons:

- A pictorial content for the school prospectus
- School website
- Publicity for the success of individuals, teams and groups of individuals
- Photographs of registration groups
- Photographs of specific year groups
- Drama activities, eisteddfodau and musical performances
- Group work in classes
- Filming for TV programmes and news programme interviews
- Pictorial evidence of trips – local and foreign
- Photographs for the Hall's large screen during morning assemblies

It is hoped that as parents/guardians you will continue to allow the school to film and take photographs for your son/daughter when the need arises.

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## THE USE OF BIOMETRIC DATA IN BRO MYRDDIN SCHOOL LIBRARY

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- Since September 2013 it has been a legal requirement for all schools to gain the permission of all parents/guardians to collect and use biometric data, (The Protection of Freedoms Act 2012).
  - For many years book borrowers in the school library have been asked to touch a small biometric fingerprint reader. Pupils simply touch a small scanner with a finger from left or right hand as instructed, to identify themselves. It is a standalone system entirely independent of any other computer system. All that pupils need to remember in order to borrow a book is their finger!  
You do not need to worry about our use of this technology. It does not endanger the health of individuals and I can assure you that the biometric fingerprint of your son/daughter will not be used for any other purpose.
  - When your son/daughter leaves the school, or if for some reason he/she ceases to use the biometric system the biometric data will be deleted.
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## RESPONSIBLE USE OF THE INTERNET / E- SAFETY RULES – PUPIL AGREEMENT

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- I will use the school's ICT systems, including the Internet, e-mail, digital video, mobile technologies, etc., for school work only;
- I will not download or install software on school technologies;
- I will log in to a network or learning platform using my username and password are personal only;
- I will keep my username and password secret;
- I will only use my school e-mail address at school;
- I will ensure that all ICT communication with pupils, teachers and others is responsible and sensible;
- I will take responsibility for my behaviour when using the internet. This includes the resources I access and the language that I use;
- I will not deliberately browse, download, upload or forward material that may be considered offensive or illegal. If I accidentally come across any such material I will immediately draw it to the attention of a member of staff;
- I will not disclose any personal information such as my name, telephone number, or address. I will not arrange to meet someone, unless this is part of a school project approved by my teacher.
- I will not photograph or film fellow pupils or members of staff, unless this has been agreed in advance, in accordance with the school policy. I will not distribute any pictures outside the school network without permission;
- I will ensure that my online activity, both in school and outside of school, does not cause distress to staff, pupils and others or bring them or the school into disrepute;

- I will support the school's approach to online security and will not knowingly upload or add images, videos, sounds or texts that may upset or offend any member of the school community;
- I will always respect copyright and the intellectual property rights of other people's work online;
- I will not be allowed to use websites such as Facebook or any chat rooms etc.;
- I will not try to circumvent the school's internet filtering system;
- I understand that if I wish to use personal devices such as phones (e.g. iPhone), tablets (e.g. iPad) or laptops at school, I will have to get permission from my Head of Year or member of the Senior Leadership Team. I will also have to follow school rules;
- I understand that it is my responsibility, if I bring personal equipment to school, to ensure its safety. The school will not take any responsibility for damage or loss.
- I understand that the school has the right to monitor and keep a record of my internet use and the use of any related technologies and this information will be available for my teachers to see;
- I understand that these rules exist to protect me and if I breach them, the school's disciplinary policy will be implemented and the school may contact my parents or carers.