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## Welcome

**Whitchurch High School** is a co-educational comprehensive school with almost 2,400 pupils on roll. Our intake is drawn from our eight partner primaries based in northern Cardiff. These are Birchgrove, Coryton, Eglwys Newydd, Eglws Wen, Gabalfa, Hawthorn, Llanishen Fach and Rhiwbina, as well as Meadowbank. The school is based on two sites in the suburb of Whitchurch. Years 7, 8 and 9 are based on the lower school site off Manor Way, with Years 10, 11, 12 and 13 students on the upper school site in the Village. The popularity of the school means that it is oversubscribed in all year groups.

Our sixth form is one of the largest in the country with almost 500 students studying a range of courses. We are the only state school in Wales to offer a study of the International Baccalaureate Diploma as well as the Welsh Baccalaureate, Applied A levels, BTECs, A2s and A/S with individually designed programmes for students of all levels of abilities, including the More Able and Talented and those with Special Educational Needs. Excellent examination results ensure that a very high proportion of our students move on to University.

We are a forward looking innovative school in which well proven, traditional values are allied to the best of modern teaching methods, including the extensive use of ICT. We aim to provide the very best learning environment and opportunities, inside and outside of the classroom, to allow each individual student to thrive and succeed. Staff are dedicated to helping each child achieve his or her potential and to this end we work closely in partnership with parents. The needs of each individual student are reviewed at regular intervals throughout their time with us. One of our fundamental aims is to produce responsible students who possess the qualities which equip them for further study or employment. We are keen to celebrate personal successes at every opportunity.

Individuals are encouraged to think about their role in society and to consider the needs of others. Charity work and community involvement therefore feature strongly, motivating our students to become responsible citizens of the twenty first century. We have a strong effective student forum, which is fully involved in the running of the school.

**We aim to achieve excellence. We are very proud of the School's outstanding reputation.**

### Mission statement

To be a caring, well ordered and successful community in which all individuals who come to learn and work here are able to develop their maximum potential.

### Aims

1. To provide an education environment in which all pupils can achieve at their highest possible level
2. To develop personality, cultivate social skills, and prepare pupils for lifelong learning
3. To provide the highest standard of care for everyone and expect a standard of behaviour appropriate to a civilised community
4. To provide through the curriculum and other activities for the spiritual and moral development of pupils
5. To value all members of the school community equally and to provide equality of opportunity for all, irrespective of social background, ethnicity, gender or ability
6. To be a well run, happy and successful school which values its' role in the local community, and is held in high regard by the local community



## Leadership Team – Governors – Learning Support Teams

### Leadership Team

Head teacher:	Mr H Jones-Williams	Deputy Head teacher:	Miss R Collins
Deputy Head teacher:	Mrs L Mills	Assistant Head teacher:	Mr S Williams
Assistant Head teacher:	Dr D Michael	Assistant Head teacher:	Mr S Hodnett
Assistant Head teacher:	Mr S Clark	Assistant Head teacher:	Mr C Workman
Assistant Head teacher:	Mr G Daniel	Bursar:	Mrs M Lewis
Assistant Head teacher:	Mr J W Davies		

*The leadership team work closely with the governing body to ensure the implementation of policy into practice.*

### Governors

Chair of Governors:	Mrs J Crandon
Vice Chair of Governors:	Mrs S Hopkins
Clerk to governors:	Mrs K Brown

*The governing body comprises of representatives from the staff, students as associate governors, parents and the wider community including the Local Authority.*

### Learning Support teams

The school prides itself on the excellent quality of learning support provided. We work closely with parents and others to ensure that every child is supported and given every opportunity to fulfil their potential. All students are placed in a form and meet their Form Tutor(s) on a daily basis. Individual subject teachers provide technical expertise in subject areas to support learning needs and provide appropriate challenge. Senior staff are also involved in this process to ensure further support and engagement.

### 14 – 19 (KS4 and KS5)

14 to 19 Leader	Mr J W Davies
Head of Sixth Form	Mr D Havard
Welsh Baccalaureate coordinator	Mr I Venn
Welsh Baccalaureate administrator	Miss A MacArthur
Learning Leader Year 11	Mrs C Craddock
Citizenship coordinator	Mr P Hughes
IB/International coordinator	Mrs C Davies
UCAS/Transition coordinator	Mrs M Thomas
Learning support coach (KS5)	Mrs L King
Learning support coach (Year 11)	Mrs H Radford
Learning support coach (Year 10)	Miss L Arthur
Behaviour Support Centre manager	Mrs J Allen

### KS3

KS2/3 Leader	Mr S Hodnett
Learning Leader Year 9	Mr I McIntyre
Learning Leader Year 8	Mrs J Griffiths
Learning Leader Year 7	Mrs L Francis
Learning support coach (Year 8)	Mrs J Hopkins
Learning support coach (Year 9)	Mrs N Keskin
Transition Co-ordinator	Mrs A Dando
Behaviour Support Centre manager	Mrs J Allen



## Departmental Leaders - Teaching and Learning Responsibility post holders

### Departmental Leaders

Art	Ms E Heeney	PSHE	Mr J Hopkins (14-19)
Business Studies	Mrs L Ozturk	PSHE	Miss R Attwell (KS3)
DT	Mr C Harris	RE	Mrs A Parker
Drama	Mr B Slack	Science - Biology	Ms C Taylor
English	Mrs K Price	Science - Chemistry	Mr R Sharp
Geography	Mr N John	Science & Physics	Mr E Coombes
History	Mr T Wallace	Electronics	Mr J Crossan
HE	Mrs K Dyson	Social Sciences	Mr F Bramhill
ICT	Mrs H Rogers	Special Needs	Mrs J Evans
Mathematics	Mrs C Garland	Welsh	Mrs B Batten
MFL	Mrs S Carter	French & Spanish	Mrs B. Cousins
Music	Mr E Phillips		
PE	Mr G Morris		

### Teaching and Learning post holders

Art	Mrs M Santos	Mathematics	Mr P Woodyatt
Art	Miss N Edwards	MFL	Mr R Young
DT	Mrs P Mcleod	Welsh	Mrs M Slade
DT	Mr M Williams	PE	Mrs B Good
English	Mrs E Brown	PE	Mr T Henson
English	Mr J Williams	RE	Mrs H Floyd
English	Mrs S Sylvester	Science - Biology	Dr A Davies
Geography	Mrs N Linforth	Science - Chemistry	Mr S James
Geography	Mr J Taylor	Science - KS3	Mrs R Davies
History	Mr S Baston	Science - Physics	Mr S Thomas
History	Mrs G Smith	Special Needs	Mr C Evans
HE	Miss M Fowler	Special Needs	Mr T Owens
Mathematics	Mrs F Harding		
Mathematics	Mrs L Robinson		

### TLR Co-ordinators

More Able & Talented	Mrs S Hall	Citizenship Co-ordinator	Mr P Hughes
Bilingual Co-ordinator	Mrs J Williams	KS5 UCAS/Transition Co-ordinator	Mrs M Thomas
International Co-ordinator	Mrs C Davies		



## Associate Staff

### Upper School Office

Mrs G Blake  
Mrs G Shepherd  
Mrs R Parry

**Lettings Administrator -**  
**Welsh Baccalaureate Administrator -**  
**Cover Manager -**  
**Reprographics -**  
**CPD Administrator -**  
**PA to Headteacher -**  
**Librarian (Lower School) -**  
**Librarian (Upper School) -**  
**Examinations Officer -**  
**Transition Coordinator -**

### Upper School Science

Ms J Shepherd (Senior Technician)  
Mrs L Matthews  
Mrs L Wynne  
Mrs Y Barry  
Mrs R Robjohn

**Design Technology -**  
**Home Economics -**  
**Art Technician -**  
**Information Technology -**  
**Resources -**

## CLERICAL

### Lower School office

Mrs S Carey (Office Manager Upper & Lower School offices)  
Mrs H Thomas  
Mrs T Pearce  
First Aider –Mrs J Streeter/Mrs Paula Hedges

Miss H Saunders  
Miss A MacArthur  
Mrs S Williams  
Mrs R Parry  
Miss H Saunders  
Mrs K Jones  
Ms J Edwards  
Ms C Stephens/Mrs N Loudon  
Mrs K Evans/Mrs T Joshua  
Mrs A Dando

## TECHNICIANS

### Lower School Science

Mrs G Hamer  
Mr E Gerry  
Mrs M Kerr

Mr T John  
Mrs M Preece  
Mr J Binet Flauvel  
Mr R Burge (Network Manager)/Mr D Powell/Mr S Fitzgerald  
Mr M Sweetman/Mr P Matthews/Mr R Matthews

## TEACHERS' AIDES

**Senior Teachers Aides** : Mrs C Grindle, Mrs H Bryon, Mr A Collier, Mrs J Lowe, Mrs S Smith

Miss L Arthur	Mr S Bagnall	Mrs A Bourne	Mrs V Broad
Mrs L Chedzey	Mrs S Daniel	Miss D Davies	Miss G Davies
Miss R Dinapoli	Mrs I Djordovic	Ms L Evans	Mrs H Griffiths
Mr M Grimstead	Ms L Holdstock	Ms R Lane	Ms R Maher
Mrs M Mahon	Mrs J McCormack	Mr M Morgan	Miss C Morris
Ms R Smith	Mrs A Sullivan	Mrs L Valentine	Mr P Williams
Ms R Williams	Mrs S Venables		

**Behaviour Support Manager -**

Mrs J Allen

## COVER ASSISTANTS

**Senior Cover Supervisor**                      **Mrs N Keskin**

Mrs S Collins	Mrs A Thompson	Mr J Dawkins	Mr E Goffen
Mrs G Horrigan	Mrs S James	Miss D Nesbitt	Ms F O'Donoghue-Carson
Miss R Oram	Mr P Sutton	Mrs J Taylor	

## CARETAKERS

Mr I Kalocsai	Mr P Brown	Mr B Lake, Groundsman
Mr M Kennedy	Mr H Penman	



## Governing Body

### Governing Body

The instrument of government provides for a total of 20 governors to serve on the Whitchurch Governing Body. Current membership including Associate Governors is:-

Chair: Mrs J Crandon  
 Vice chair: Mrs S Hopkins  
 Clerk: Mrs K Brown  
 Head teacher: Mr H Jones-Williams

1	Community	Dr P Bulpin	14	LEA	Mr I Mciliquham
2	Community	Mrs M Chatters	15	LEA	Ms B Moore
3	Community	Mrs J Crandon	16	LEA	Mrs P Parkhouse
4	Community	Mrs S Hopkins	17	Head teacher	Mr H Jones-Williams
5	Community	Mrs D Kelland	18	Staff (Teaching)	Mr S Williams
6	Parent	Mr A Baker	19	Staff (Teaching)	Mr C Workman
7	Parent	Mrs V Best	20	Staff (Non Teaching)	Mrs M Lewis
8	Parent	Mr D Kemp	21	Observer	Mr R Cornelius (LEA link adviser)
9	Parent	Vacancy	22	Observer	Mrs L Mills (Deputy Head)
10	Parent	Mr M Vine	23	Observer	Miss R Collins (Deputy Head)
11	Parent	Ms C White	24	Associate	Sam Stensland (Head Boy)
12	LEA	Cllr T Davies	25	Associate	Alice Burke (Head Girl)
13	LEA	Cllr B Griffiths	26	Clerk	Mrs K Brown

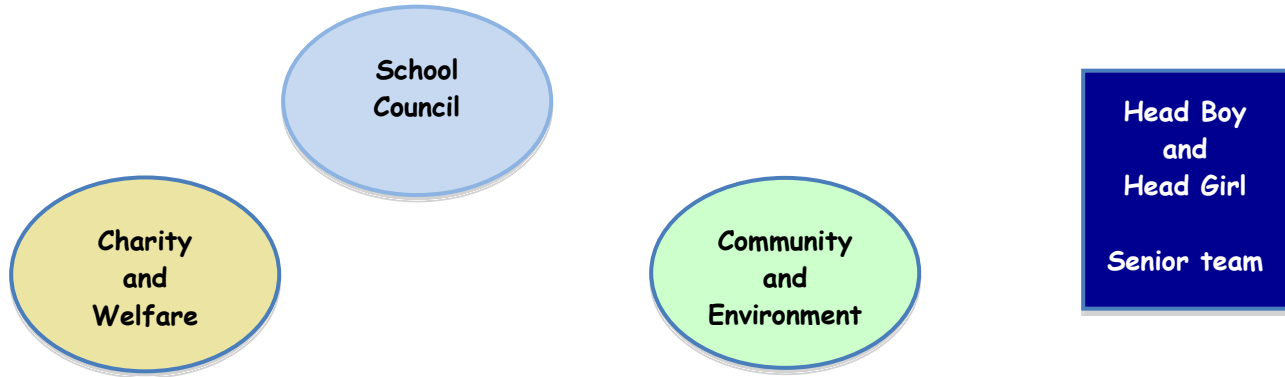


## School Council

### School Council

#### *A message from the school council*

"At Whitchurch High School we are proud to have a Student Council."



Whitchurch has a very strong **School Council** which meets on a regular basis to ensure all students have an active role in the running of the school.

Each form elects two representatives who sit on the **Year Councils**. These deal with matters directly affecting each particular Year group. There are three whole School Council committees which are then drawn from the year councils. The main body is the School Council itself and the two sub committees - Charity and Welfare and Community and Environment.

**Senior Students** also represent the school on occasions as well as being part of the governing body. The role of a Senior Student in Whitchurch High School is respected by fellow students, staff and governors. All Year 12 AS students are invited to apply to become a Senior Student. They do this by writing a letter of application and attending an interview. This helps prepare them for their university application. The **Head Boy and Head Girl** represent the student body as a whole and are associate members of the governing body.

The Senior Students **represent the school** at events outside the school, organise charity and social events for the rest of the school, and manage the Sixth Form Council. They frequently meet visiting guests and conduct informal tours of the school. They perform a vital bridging role between visitors, staff and students and are excellent ambassadorial role models for the school.

The excellent work of the Head Boy, Head Girl, senior students and all members of the School Council has a direct positive impact on the running of the school.



## Term Dates - INSET days - Session Times - Student Absence

### Term Dates 2009 to 2010 (for students)

	<u>Term Begins</u>	<u>Half Term</u>	<u>Term Ends</u>
AUTUMN	Tuesday 4 September 2008	Mon 26 to Fri 30 October 2009	Tuesday 22 December 2009
SPRING	Monday 4 January 2010	Mon 15 to Fri 19 February 2010	Friday 26 March 2010
SUMMER	Monday 12 April 2010	Mon 31 May to Fri 4 June 2010	Monday 19 July 2010
BANK HOLIDAY - Monday 3 May 2010			

In addition the school staff will observe the following seven INSET Staff Training days:

- (1) Wednesday 1 September 2009
- (2) Thursday 2 September 2009
- (3) Friday 16 October 2009
- (4) Monday 19 October 2009
- (5) Monday 21 December 2009
- (6) Tuesday 22 December 2009
- (7) Monday 19 July 2010

It is the parents' responsibility to ensure that children attend school on time and are suitably equipped to learn.

### Session times

8:30	School starts
8:30 to 8:50	Registration/Assembly
8:50 to 9:50	Lesson 1
9:50 to 10:05	Break One
10:05 to 11:05	Lesson 2
11:05 to 11:20	Break Two
11:20 to 12:15	Lesson 3
12:15 to 1:00	Lunch
1:00 to 2:00	Lesson 4
2:00 to 2:15	Break Three
2:15 to 3:15	Lesson 5
3:15	School finishes *

\* Many students stay on after school to take part in after-school enrichment activities.

### Student Absence

**Attendance is a legal requirement and the only acceptable reason for absence is illness. Permission for absence for other reasons must be sought beforehand.**

When a student is absent from school they must phone on the day as soon as possible. If a student is likely to be away for some time (over three days) please let us know what is happening. When students return to school after an absence, they must find out what they have missed and catch up as quickly as possible. We discourage students from taking family holidays during term time as learning suffers. No student may leave the school during the day without permission and must sign out at the main student office.

Form tutors will also send out weekly letters if absences remain unexplained. **Unauthorised absences are not acceptable.** Many absences are recorded as unauthorised due to parents forgetting to write a note following an absence and not the result of truancy. Only the school can authorise absence.

**PLEASE ensure a 'note of explanation' is written for all absences or you may use your child's planner for this purpose. We reserve the right to authorise/unauthorise absences.**



## Catering Facilities – Healthy Eating

### Catering Facilities

The school has invested in upgrading its catering arrangements over the past couple of years. Facilities are provided for students to eat packed lunches on the premises. In September 2009 we opened our extensively refurbished KS4 catering facility. In January 2010 our adjacent new KS4 catering seating area for 150 students will be opened. Litter bins provided should be used and students should not bring glass bottles on to the site.

### Permission to leave the site at lunchtime

Only sixth formers are allowed to leave the sites at lunchtime. We ask parents to support our inclusive approach by not requesting that they go home for lunch, as the lunch break is only 45 minutes long. There is a wide selection of food for purchase or students may bring their own packed lunch. Any request for a student to go home for lunch must be put in writing and the appropriate Learning Support Leader will issue a pass. The school cannot accept responsibility for their safety if they choose to leave the site during that time.

There are three main serving outlets:-

### Sixth Form Café

Sixth formers have exclusive use of their own café which is open throughout the school day for the purchase of food and drink. No other students are allowed into this area. Responsible use of the privilege is expected.

### Middle School KS4 (Upper School) and KS3 (Lower School) Canteens

These are centrally based on the sites and available for KS4 (Years 11 and 10 students) and KS3 (Years 7 to 9 students). A cafeteria system operates on both sites. On the upper school site we also use our new catering seating area and in lower school the Dutch Barn. A selection of food and drinks are available (including the provision of vending machines). In inclement weather indoor areas are made available for students.

### Free School Meals

Those students eligible for free school meals are dealt with discreetly and information will be provided by the school and the LEA on the arrangements for registration and uptake. It is parents/guardians responsibility to ensure application forms are completed and sent to County Hall.

### Healthy Eating

The school's meal service is conscious of the need to encourage students to choose items which help towards a balanced diet. Parents too, should advise their children to vary their choice of food so that the best value is obtained as part of 'Healthy Eating'. The school has recently formed a pupil School Nutrition Action Group (SNAG) which works closely with the County Catering service and others to further reinforce 'Healthy Eating'.



## Transport to and from School

### Behaviour

Whitchurch demands high standards from students at all times. This also includes travelling to and from school. We often receive very positive feedback from the wider community about the appearance and behaviour of our students. Any behaviour, which brings the name of the school into disrepute, will lead to disciplinary action, which in serious cases could mean exclusion.

### Walking and Cycling

The school is conscious of the need to encourage healthy living and the pressures on society to reduce its "Carbon Footprint". All students who either walk or cycle to school should do so with consideration for their own and others safety. The school has been instrumental through the students in securing upgraded facilities in the village and surrounding roadways in improving routes to enable Better Routes to school. These include the provision of cycling shelters on the premises.

Parents are responsible for judging whether their child is safe to walk or cycle to school. This includes checking the safety and roadworthiness of any bicycles and making sure they are wearing a helmet. We would encourage parents to ensure that their child/children has undertaken some form of cycle proficiency training. Public liability and accident insurance is a matter for parental consideration and not the responsibility of the school. The school cannot be held responsible for any bicycles brought on to the premises although we can direct those cycling to appropriate places to secure their bicycles. However, although these may be secure from the public they may be accessible to members of the school community.

### Cars

Parents are not allowed to bring cars on site to collect their children as this would compromise health and safety. There is a temptation on the lower school site for parents to drop off on Manor Way entrance and also at the Glyn Y Nant terrace entrance. We would ask parents not to do so. On the upper school site there is a pedestrian crossing immediately outside the entrance and again stopping endangers all road users.

Sixth formers are not permitted to bring vehicles on the premises.

Where possible we ask all members of the community not to use the entrances 10 minutes before and after school opening and closing times i.e. 8:20 am to 8:40 am, 12:05 pm to 12:25 pm, 3:05 to 3:25 pm.



## Health and Safety - Medical Arrangements - Valuables and Mobile Phones

### Health and Safety

All members of the school, staff, students and visitors should take individual responsibility for their own health and safety. The school, along with the LEA, takes seriously the collective responsibility of all adults and students on the site.

### Visitors

All visitors, including parents, **must** report to the reception office in either Upper School or Lower School Upper School and not enter any other buildings beforehand. All visitors must sign in and will be issued with a visitors pass.

### Smoking

It is against the law to SMOKE anywhere within the buildings (Welsh Assembly Government ) or anywhere on the site (Cardiff Council Policy). SMOKING is therefore not permitted anywhere on either sites.

### Fire and Evacuation Procedures

Regular fire drills take place each term. Students are expected to treat these with the seriousness which they deserve. **Any tampering with fire appliances is regarded as a serious offence and exclusion may result.**

### Medical Arrangements; School Nurse and First Aid

The School Nurse visits school to supervise general medical inspections and carries out individual health checks on all Year 7 pupils. She is in charge of organising approved vaccination programmes. She can be available for the discussion of any health problem by appointment. Our trained First Aiders deal with accidents and illnesses which may arise during the school day. In all other cases the family doctor should be consulted.

All students are required to provide emergency parent telephone contact numbers. The school should be informed of any special medical circumstances. Parents are asked to return a slip giving your permission for your child to be given a paracetamol, or an antiseptic wash, should the need arise. Prescribed medicines issued by a pharmacist will only be given to your child by the First Aider if you send a letter accompanying the medication. Students should not carry medication around the school. They must hand them into the First Aider for safe keeping. Asthmatics are recommended to leave a spare inhaler with the First Aider.

In the absence of the nominated First Aider the school has a number of staff who are qualified in First Aid.

### Valuables and Phones

We advise parents not to allow students to bring VALUABLE ITEMS to school. There is no need for students to bring large amounts of money to school. In PE and DT any valuables should be handed in to the PE and DT staff.

We recognise the reasons why parents may want their children to carry a mobile phone and we are very clear about their use. We accept that mobile phones now have music and camera/video functions. Any phone should be switched off during the school day, unless used outside at break or lunchtimes to listen to music. On no account will any phone be allowed to be used in lessons or inside school buildings. Students should not ring or text home on them and any communications needed with parents by the school should go through the school switchboard. Parents should always ring the school switchboard if there are queries about their child. **There are no permissible occasions where the use of the camera/video facility on a phone is to be used unless part of a teacher directed and supervised learning activity.**

If students do bring valuable items into school they do so at their OWN RISK. **If lost or stolen the school will not accept responsibility.**



## School Uniform

### School Uniform

The wearing of school uniform is compulsory for all students in years 7 to 11.

Uniform is available from the school shop situated on lower school site.

The sixth form are expected to conform to an agreed dress code and dress sensibly.

JEWELLERY is discouraged. Students may wear one set of sleeper studs and one small ring. A wristwatch is allowed.

### Day Uniform

	No other combination of sweatshirt and polo shirt is permitted	
	Years 7, 8 and 9	Years 10 and 11
Sweatshirt with Whitchurch school logo	Blue	Burgundy
Polo shirt with Whitchurch school logo	White	White
Trousers or skirt	Black	
Socks or tights	White or black socks or tights	
Shoes	Plain sensible black shoes (from any shoe supplier)	
Coat	Plain waterproof coat preferred	

### Sportswear

	Boys	Girls
	Athletics vest with school logo	Sky blue polo with PE logo
PE	PE shorts (Black)	Black Skort with PE badge
Track suit	Optional but must be black	Optional but must be black
Games jersey	Rugby shirt with school logo	Sky blue sweatshirt with PE logo
Games shorts	Rugby Shorts (Black)	Black short leg cycle shorts
Sports socks - Trainers	Black	Non-marking soles
Swimming costume	Suitable swimwear	

**PARENTS ARE ASKED TO ENSURE ALL UNIFORM IS LABELLED. THIS MAKES IT EASIER TO RETURN MISPLACED ITEMS.**

The school shop is situated on the lower school site of Manor Way and is open term-time only between the hours of:-

Mondays, Tuesdays 9:00-11:30 am and Thursday 9:00 to 12:30 pm. In the summer term and the first half term of Autumn term the shop reopens on Tuesdays between 3:15 pm to 5:30 pm.

Please contact Mrs A Owens on 029 2062 9700 Ext. 2181



## Anti-Bullying – General Behaviour – Celebration of Success –Sanctions

### Anti-Bullying

Everyone at Whitchurch works very hard to ensure that any type of bullying is dealt with as quickly and efficiently as possible. Our anti-bullying policy is regularly updated and we are very proud that over the years we have seen significant reductions in all forms of bullying. This is a testament to the students themselves and also the learning support teams and the happy ethos and culture of the school.

### NO FORM OF BULLYING IS TOLERATED.

All schools, unfortunately, have some form of bullying. The key is to ensure that wherever possible individuals and groups are treated with respect. Every child and member of staff is entitled to come to school and feel safe and secure.

There are a number of strategies we can bring into operation with the support of parents to ensure effective solutions to any form of bullying. These include not just the support of adults but also the support of trained students who act in a peer student capacity. Our buddying scheme in 2009 won the Princess Dianna Award. We also support and are proud of our awards for Cardiff Against Bullying (CAB).

### General Behaviour

It is vital that students understand the need for the highest standards of behaviour and we ensure that this happens. Learning is the core business of the school and we expect all members of the school community to respect this. As a result we have some simple rules by which all of us can work easier and in harmony with each other. All students have a code of conduct printed for reference in their planner:-

- i Students should be in school, on time and be willing to benefit from the learning opportunities provided.
- ii Students should always have a pen, pencil, rubber and ruler, and a bag for carrying books, kit etc
- iii Orderly behaviour is the rule at all times.
- iv Disruptive or dangerous behaviour is forbidden in the school buildings, grounds, travelling to and from school or whilst representing the school in the community including lunchtimes.
- v All students should keep to the right in the corridors and on stairways.
- vi The consumption of alcohol or smoking is forbidden at all times anywhere on the school premises or grounds, on school journeys, on the way to and from school or whilst representing the school in the community including lunchtimes.
- vii An offence against common sense will be regarded as a breach of school regulations.

### Celebration of Success

We delight in the achievements of all our students. We find positive reasons to praise all for their successes, which are always personal and special to the individual. Our newly introduced **Worthy of Praise** scheme recognises this. We are keen to promote and celebrate through the website reports of success. Students appreciate the opportunities for their recognition. Parents can be reassured we do so in sensitive way.

### Sanctions

Where there are breaches of the rules and regulations of the school we reserve the right to impose sanctions. These will be done in a professional way and have due regard to fairness and the understanding that from mistakes learning can take place. We would ask parents to support us with these principles.



## Parental Support

### Parental Support

The school very much wants to work closely in partnership with parents to ensure that our students receive a consistent message between school and home.

To this end we would ask that you as parents advise us early of anything, which could affect the learning of your child. If we know of matters in advance we can then be better placed to deal with situations and work with you in a more proactive way.

We always try to ensure that matters are dealt with in a professional and fair way to all concerned. Please be aware that we have to take a balanced view of matters on behalf of the school community and would ask for your support in agreeing a united front to resolving or reinforcing matters.

This also includes rewards and sanctions. Whenever possible we always praise the positive and operate a positive behaviour management policy.

### Communications with school

If you need to make contact with the school please contact your child's Learning Support Leader.

Staff will aim to deal with general queries within 24 hours and, in partnership with parents, agree and communicate solutions to any issue raised within 48 hours. Often this is done much quicker, but will always be dependant on the teaching commitments of staff and the complexity of any issue. The effective resolution of any issue raised may take longer but we would look to reduce this period to as short a time as possible. We want our students to be happy and safe at school and fully engaged in their learning.

We want to work in partnership with parents and it is always best to pre-arrange appointments as staff may be teaching. It is quite natural for parents to seek an appointment with the Head Teacher on the assumption that particular problems can be resolved by him. However, other staff will usually have closer knowledge of the student concerned. Parents are advised to consult the Learning Support Leader in the first instance. The Assistant Head Teacher overseeing the Key Stage, Deputy Head Teacher or Head Teacher would only be seen when those lines of enquiry have failed to resolve any difficulty.

We always look to celebrate success and would be delighted to hear about 'outside' successes of our students which we may not always be aware of inside school.

### Reprimands and Detentions

We may have to impose sanctions such as a reprimand or detentions. Detention is part of school discipline, as authorised by the Education Acts. At least 24 hours notice is given to students before an after school detention is served. In such cases it is the parents' responsibility to ensure that a student can return home after having completed the detention. We hope that parents understand that this sanction is a means to maintain the highest standards at Whitchurch, and it is our hope that this action will make students learn from their mistakes.

**We are very proud** that Whitchurch is such an excellent school and the **support of parents** is vital in continuing this ethos.

### Parent Mail

The school has recently purchased ParentMail which allows us to use email contact. This should ensure more accurate delivery of information and help reduce printing costs of letters home.



## Home School Agreement

### Whitchurch High School: HOME SCHOOL AGREEMENT

Whitchurch very much values working closely in partnership with students and parents. To this end we place great emphasis on our home school agreement. This is included in all students' planners.

Whitchurch High School will aim to:

- Provide a curriculum that is relevant and allows for progression
- Raise, recognise and reward achievement
- Provide clear guidance on expectations regarding standards of behaviour, work and dress
- Monitor attendance and punctuality and inform parents of any concerns
- Report to parents and pupils on attainment and progress
- Listen to and act upon any concerns from pupils or parents
- Provide a safe, healthy and stimulating environment that encourages learning
- Encourage pupils to take full part in the life of the school

Pupils will aim to:

- Complete all homework set and meet deadlines
- Record their own achievement and set targets for improvement
- Uphold the "Behaviour Policy" as displayed in all classrooms and in pupil's diaries
- Attend school regularly and be punctual
- Try their best at all times
- Share any concerns over work, friendships and safety with a parent or a teacher
- Help keep the school grounds and buildings clean and tidy
- Bring all equipment needed every day
- Be polite and show consideration for others and their property
- Wear school uniform and be tidy in appearance

Parents will aim to:

- Encourage their child to complete work at home and provide a work area in which to do so
- Attend Parents' Evenings to discuss their child's progress with teachers
- Encourage their child to behave acceptably, respecting others right to learn and their property
- Ensure their child attends regularly and is punctual
- Support the aims of the school
- Let the school know of any relevant concerns or problems
- Ensure their child brings appropriate equipment to school
- Ensure their child wears school uniform



## Homework (Own learning) - Coursework - Mentoring

### Homework (Own learning)

It has been shown that the successful completion of homework (own learning) can greatly enhance a student's ability to achieve. The school currently is examining ways in which effective study can be done by the student hence own learning. The help of parents in ensuring that your child does this thoroughly is very important. Additional study may be to consolidate work done in class or extend learning and understanding skills. It is an important preparation for your child to become an independent learner.

Students are expected to increasingly do more own learning and personal study as they progress throughout the school. There is greater emphasis on independent learning in the Sixth Form than in the earlier Key Stages. This is part of their growing up process and taking responsibility for their own learning in preparation for further education which many students will go on to.

Your child will be told to record work set in their school planners or journal. You should check this regularly to ensure work is completed. Planners and journals should be signed by parents and Learning Support Tutors on a weekly basis. Please use the planner or journal to contact us if there is a problem.

### Coursework

Coursework is an important requirement of all academic study and many of the examination courses have specific requirements for this. Students and parents will be provided with information particular to each subject by subject teachers. Not all subjects have coursework requirements.

Coursework deadlines are set by subject teachers in order to comply with exam board marking and moderation deadlines. All subject areas have systems in place to monitor progress towards these deadlines. Parents are asked to support their child to complete coursework which will be done over an extended time period. Coursework deadlines are shared with parents early on in the academic year to give plenty of notice including the percentage contribution towards final assessment.

It is vital for exam success that coursework is completed as otherwise the highest grade cannot be achieved. Indeed, in some subject areas it is not possible to achieve a pass grade without coursework. We want students to be advantaged as they complete their external examinations following on from successful, quality coursework completion, not disadvantaged. Please contact the school if you have any concerns about coursework completion.

### Mentoring

At Whitchurch we pride ourselves on our ability to support each individual child in receiving the best learning support to allow them to thrive and achieve. The support of parents and others is essential in making sure that teaching and learning is central to all that we do.

All students receive an individual focus through engagement with their individual subject teachers and their form tutor(s) who see them on a daily basis. There are occasions when students would benefit from some additional learning support. This is when we can call upon a range of established mentoring strategies run by different personnel. These could involve a 'student buddy' from a child's own year, a sixth former, a trained university student, an individual member of staff mentor who would not normally teach or have regular learning support contact with that student, or an outside business mentor. Mentoring is always done on agreed lines and is always for positive reasons. We always look to keep parents informed about arrangements. The Tutor Pupil Interviews are a good vehicle by which, on an annual basis parents, the child and school can engage in a quality dialogue.



## Careers Guidance

### Careers Education

Careers Education is an integral part of the Guidance Education programme. It is designed to prepare students to be able to make informed decisions about their choice of job or course in Further or Higher Education by examining their own aptitudes and interests and matching these with opportunities available.

### Careers Wales (contact Careers Wales, 53 Charles Street, Cardiff, CF1 4ED Tel: 029 2025 5700)

Careers Wales (Cardiff and Vale) provides a Careers Adviser to give independent advice on subject choice, further/higher education, training and employment throughout the school years. Areas of expertise include direct links with Universities, psychometric and non-psychometric testing, Gap Year opportunities, and labour market information (LMI) - including graduate employment trends. The Adviser visits the school regularly and works very closely with appropriate school staff to complement the ongoing careers education curriculum programme and assist students with higher education applications and mock interviews.

### School Careers

The school has its own Careers Library, offering a wide range of books, magazines and other resources. Careers' events are co-ordinated by our two PSHE (Careers) postholders.

In Year 8 there is a general introduction to the service, in Year 9 a comprehensive programme of guidance and advice commences which continues until Year 13. The curriculum has been developed to help students gain qualities of initiative and self-reliance, and to understand the opportunities offered by setting up in business. Careers Wales (Cardiff and Vale) will also co-ordinate a range of Education Business Activities including work experience placements, enterprise and business awareness projects, and mentoring support by employers.

Advisers welcome the opportunity to see parents at school parent evenings and open evenings at the careers centres. Booklets are provided for both pupils and their parents during key transitional stages i.e. Year 9 and Year 11. A further booklet is available in Year 12.

### Progress File

Each student is required to maintain an individual Progress File which contains all details of their school career, including such aspects as work experience reports, personal statement and exam results certificates. Students should include all certificates they receive as a portfolio of success from Year 7 onwards. Higher education tutors and prospective employers will want to examine student's Progress File which will provide a fuller picture than exam results alone.

### Higher Education links

We have very close working relationships with many Universities which can give our students favourable terms of entry. Students are able to visit facilities in which they have an interest in studying and participate in workshops.

### 14 to 19 pathway guidance and conferences

We have recently introduced a Year 9 conference in the Autumn Term to guide students through important decisions about subject and career paths. We also have a link on the Whitchurch website to the 14 - 19 Cardiff website .



## Work Experience - Careers Wales

### Work Experience

Every student will have the opportunity of a one week work experience placement with a local employer shortly before the Autumn Term half term in Year 11. The school has many contacts with local employers. Extra placements found by parents are welcomed. Year 12 students have up to a week's placement in the Spring Term, if they are following an 'A' level course or 2 weeks for vocational courses.

As part of students' education at Whitchurch we aim to give students in Year 11 and 12 a specific insight into life outside school to the world of work. Students are encouraged to find their placements for their work experience by using the Careers Wales Database, family links or by approaching employers themselves.

Whilst students are out on work experience they are covered by the school's insurance. Employers must give details of employers' liability/public liability to ensure safety of students.

Careers Wales play an important role in assuring placements offered to students to meet health and safety standards. Recent 14 to 19 developments in Cardiff provide further assurance to all that placements have been fully quality assured.

Students are monitored on a personal basis and work voluntarily. The hours that students work are negotiable with the employer depending on the nature of the placement. They may need to start earlier than 8:30 a.m. or finish after 5:00 p.m.

In Year 11 placements vary from gaining experience of banking, law, education, retail, administration, engineering to range of other opportunities.

In Year 12, work experience provides students with opportunity to gain experience in careers relevant to their course and prepare them for higher education and work. In the past students have had placements in dental practices, opticians, G.P. surgeries, hospitals, magistrates' courts and banking.

All students benefit from work experience, as it is an important part of their ongoing development. It allows the transition for pupils into the world of work/higher education an easier one.

Whitchurch is proud to be one of the first schools in Wales to hold the Careers Wales combined Quality Award for Careers and work related education. The work experience opportunities available form very much part of the reason why we received this prestigious award.

### Careers Wales

Careers Wales (Cardiff and Vale) provides a Careers Adviser to advise and work in partnership with the school on Whitchurch's work experience programmes. Parents are encouraged to take an active role in supporting their child's work experience and career pathway. For further information contact Careers Wales at **Careers Wales, 53 Charles Street, Cardiff, CF1 4ED** Tel: 029 2025 5700 or log on to the website [www.careerswales.com](http://www.careerswales.com)



## Sport and Leisure Facilities - Physical Education

### Sport and Leisure Facilities

Whitchurch has probably the best school leisure facilities and partnership links to sport in Wales, if not the UK.

#### On our sites the school has:-

- 1 Gymnasium (LS)
- 1 Indoor recreational Area (LS)
- 1 Swimming Pool (LS)
- 1 All Weather Pitch (LS)
- 1 All Weather playground (US)
- 1 Power League Centre comprising 10 five-a-side artificial football pitches (LS)
- 4 Grass football/winter pitches (LS and US)
- 1 Sports Hall (US)
- 1 Artificial cricket square (US)

Extensive grounds (Whitchurch is the largest secondary school site in Cardiff)

#### In addition we have links with:-

Many sporting organisations, including the Storey Arms, as we regularly have international and regional participants.

### Physical Education

We are conscious of the benefits of a healthy lifestyle. Physical Education's place in the National Curriculum and the expert facilities and teaching expertise ensures that students can plan, perform and evaluate their sporting activities and be confident, informed and enjoyable participants in a range of exercise regimes. All students are required to take part in physical education.

### Extra Curricular activities

There are a wide range of extra curricular activities to suit all types and the additional benefits of fair play, honesty and leadership add value to participation. Many of our older students take up coaching opportunities as well as excelling at local, regional and national levels. Other students just enjoy participating in a sporting activity which makes them feel good about themselves.

The range of opportunities also extends to community links with sporting clubs which operate in the evenings and at weekends, often using the Whitchurch's facilities. Our physical education department and associate staff often provide the appropriate expertise and knowledge for all students to trial an activity, irrespective of ability levels.

Our sporting and leisure provision is further enhanced by two Welsh Assembly funded officers under the Physical Education Schools Sports (PESS) and 5x60 and 5rx60 schemes who are employed specifically to encourage the school and the wider community to be able to maximise the use of our outstanding facilities.



## Admission arrangements - Transition

### Admission Arrangements

Whitchurch has an intake of approximately 357 students in year 7 and the school is oversubscribed. We demand high standards and are proud of our students' many achievements. We have high expectations of all our students. Learning for Life means that sustained success can only be achieved by students, staff, parents and the wider community working together.

We have outstanding partnership links with our partner schools. They are Birchgrove, Coryton, Eglwys Newydd, Eglwys Wen, Gabalfa, Hawthorn, Llanishen Fach and Rhiwbeina. We also enjoy an excellent relationship with Meadowbank school. Students who live within the catchment areas of these primary schools will normally be allocated places at Whitchurch.

Application forms are available direct from the LEA and these must be completed and returned by January for successful admission. Places are allocated in March by Cardiff LEA. Those students who live outside the catchment area can still be allocated a place providing there are spaces available within the year group.

The Student Resource Base SEN is subject to a county wide admission policy and local catchment placement does not guarantee entry. This change of SEN admission criteria became effective from September 2007. Please see insert page 21.

### Transition

**KS2/3** transition has developed significantly over recent years. The Whitchurch cluster has worked closely to formalise a transition policy that covers curriculum, pastoral and social links across the phases. The aim is to ensure that all students have the opportunity to experience a range of activities in the High School, have use of the state of the art facilities, and meet and benefit from the expertise of their new teachers.

We know from evaluations carried out with our nationally recognised Year 5 and 6 schemes that students feel excited and confident about their move to secondary education. The innovative programmes allow primary students to have a taste of specialist lessons that they would not necessarily have in primary school.

**KS3/4:** As a high school we have realised the importance of a smooth transition for our students in all the phases of their education. To support this we have a well proven programme of induction from the move from the lower school to upper school site from year 9 to year 10.

**KS4/5:** Throughout KS4, students receive the benefit of expertise of Whitchurch staff, the local community and careers staff to make valued judgements about their future and the learning pathways open to them. The sixth form at Whitchurch is an attractive route and students feel that Whitchurch will provide confidence from staying to further their education opportunities. Our sixth form is the largest in the country and all students either study the International or Welsh Baccalaureate. This is a condition of acceptance into the sixth form.

**KS5/Higher education:** Most of our students go on to further study including law and medicine whilst other seek employment. We are also proud of our students' successes and often welcome back former students to catch up on their news as well as them being able to provide successful role models to current students.



## Student Resource Base - Special Educational Needs

Whitchurch High School prides itself on providing a high quality education for all learners, supporting individual needs so that students can access a curriculum which is both relevant and enriching. Pupils are taught in mainstream classes by subject specialist staff, and the support varies according to the individual level of need as set out in a pupils statement or individual plan. The school also offers a number of withdrawal programmes such as literacy and numeracy, and these programmes further support individual students needs.

The school also has a Student Support Centre which is available to all students who need additional help. The Support Centre is fully staffed and available at break and lunchtimes. Examples of programmes run by the Support Centre include buddy programmes and peer mentoring.

The school hosts a Specialist Resource Base on site in which students are taught as a group. All admissions to the Specialist Resource Base are controlled by the LEA and ten places in each year group are allocated by the LEA through statements. These places are subject to the countywide admission policy and local catchment placement does not guarantee entry. This change of SEN admission criteria became effective from September 2007.



## Curriculum: Overview – Equalities – More Able and Talented Students (MATs)

### Overview

The Governors have a policy that requires the curriculum to be broad, balanced, relevant and differentiated. Whitchurch is required to teach the National Curriculum which embraces KS3 English, Maths and Science as core subjects, and Geography, History, a modern foreign language, Welsh, Music, Art, Technology, IT and Physical Education as non core subjects, together with statutory Religious Education. There is also a requirement to teach Personal Social Education which covers Careers Education, Health Education, Community Understanding, Economic and Industrial Understanding and Environmental Education. Schemes of work reflect these requirements. Cwricwlwm Cymreig operates as a cross curriculum strand throughout all subjects.

### Innovation

Changes to the KS3 curriculum place emphasis on ensuring pupils reach their full potential. More Able and Talented pupils are identified to ensure clear targeting and differentiation. Comprehensive programmes are operational at all levels to encourage pupils to develop literacy, numeracy and ICT skills. We are at the forefront of innovation at year 7 in providing a thematic and skills based curriculum which meets the Curriculum 2008 requirements of the Welsh National Assembly.

The KS4 curriculum is designed to meet the needs of individual pupils, allowing them to maximise their progress in core subjects and have flexibility in deciding their optional subjects. Pupil performance is tracked closely and mentoring support is provided to pupils in a variety of ways according to potential attainment levels of each pupil. Very able students are coached to be ambitious; the most able pupils achieve A\* and A grades across all their GCSE subjects.

Throughout all Key Stages, non-teaching learning support coaches provide targeted guidance and support to individuals and small groups and reinforce the emphasis on high quality teaching and learning at all levels.

Recent innovations in our extended opportunities and emotional literacy programmes have ensured that pupils in danger of being disaffected are fully engaged with their education. Our extended opportunities programme aims to prepare pupils fully for the world of work and life after school.

### Equalities

The curriculum and all aspects of school life are founded on the celebration of diversity and the need to seek excellence through hard work and mutual respect. Whitchurch rejects any discrimination against students and staff on the grounds of gender, disability, race, religion, ethnicity or culture.

### More Able and Talented Students

Whitchurch recognises the many very able and talented students within the school. Over recent years we have further developed a number of strategies to support and extend our most able and talented learners. These include accelerated programmes of study, additional opportunities to study subjects in more depth, enhanced extra curricular provision and opportunities to work with specialists in academic and artistic fields. We have a member of staff with a Teaching and Learning responsibility (TLR) allowance who oversees this important support for our able and talented students.

We are delighted that these students go on to be high achievers in society. Many keep in touch with the school and act as role models for others to follow.



## Policies - Curriculum Application

### Policies

The governors have a number of policies which are available to parents on request. Some examples are:-

#### Charging for school activities

The school is no longer allowed to insist on a direct charge for an activity but we are allowed to ask for voluntary contributions for the full cost. Any parent concerned about this should bring this discreetly to the organiser's attention. When the full cost of a trip is not met through voluntary contributions the school will have to cancel the activity as there are not delegated school funds to subsidise.

#### Child Protection

Whitchurch has a detailed Child Protection Policy and there is a designated governor (Mrs S Hopkins) and members of staff (Mr J Davies and Mr S Hodnett) specifically responsible for this area. The head teacher and all staff are obliged to follow specific legislative procedures where concerns or suspicions under child protection legislation are identified. We have a duty to refer and not to investigate and must ensure that correct procedures are followed. We have every child's welfare as a priority and will work closely with parents to ensure that we act in a proper manner in dealing with any concerns.

#### Complaints Procedure

The school has adopted the LEA complaints procedure as required by legislation relating to matters affecting the National Curriculum and collective worship. An informal discussion may resolve any issue before enactment.

#### Disability Access Statement

Whitchurch does all that is reasonable to comply with Disability Discrimination legislation. The school continually looks to improve access to both curricular and extra-curricular activities and to provide appropriate information to all learners and parents. Over the past few years the school has sought to make significant improvements in providing ground floor access to all buildings and associated facilities for those with disabilities.

#### Religious Education

The curriculum is based on the Cardiff LEA agreed syllabus. The underlying approach is Christian but the teaching has the highest regard for the multi-faith nature of today's society. The emphasis is very much on understanding and respect and living in harmony.

#### Sex Education

The Governors' policy on sex education is based on helping students to understand its importance as they prepare for adult life with an emphasis on relationships. It is taught in a careful and sensitive way and taught to all students in accordance with the 1993 Education Act. All students are encouraged to have due regard for moral considerations and the value of family life and to respect the views of others.

#### Special Educational Needs

The school's policy on SEN is that all students should be supported in their learning and that every help should be given to those who need to overcome educational difficulties. Special arrangements are made to provide sustainable solutions and a range of strategies, resources and technical expertise are called upon. All students are encouraged to take an active part in school life and to experience the widest possible curriculum and out of hours opportunities and to feel safe and secure.

#### Welsh

Welsh is taught as a National Curriculum non core subject. It is compulsory at KS3 and KS4. Cwricwlwm Cymreig operates as a cross curricular strand throughout all subjects.



## Curriculum: KS3 and KS4 Lesson Allocation 2009 to 2010

Key Stage 3 (Years 7, 8 and 9) Hours per 50 period fortnight

	Core Subjects	Foundation Subjects
Year 7	English (6) Maths (6) Science (6) PE and Games (4) RE (2)	History (3) Geography (3) PHSE (1) Design Technology (2) Home Economics (2) Music (2) Art (2) Drama (1) Modern Foreign Languages (4) Welsh (4) ICT (2)
Year 8	English (6) Maths (6) Science (6) PE and Games (4) RE (2)	History (3) Geography (3) ICT (2) Design Technology (3) Home Economics (2) Music (2) Art (2) Drama (1) Modern Foreign Languages (4) PHSE (1) Welsh (3)
Year 9	English (6) Maths (6) Science (6) PE and Games (4) RE (3)	History (3) Geography (3) ICT (2) Design Technology (2) Home Economics (2) Music (2) Art (2) Drama (1) Modern Foreign Languages (4) Welsh (4)

### Key Stage 4 (Years 10 and 11) Hours per 50 period fortnight

<p><b>Key Stage 4</b></p> <p><b>Years 10 and 11</b></p> <p><i>There are some adjustments to time allocations to allow for fast tracking between years 10 and 11.</i></p> <p><i>All students have sufficient time allocations for their subject choices. We cannot guarantee that all the option subjects offered will run.</i></p>	<p><b>English (7/6)</b> Language / Literature</p> <p><b>Maths (6)</b></p> <p><b>Core Welsh</b> Short or Full course</p> <p><b>Science (10)</b> Single award (Yr 10) Additional Award (Yr 11) Triple (10 + 5) Applied (Double) (10H)</p> <p><b>PE and Games (2)</b></p> <p><b>PSHE (1/2)</b></p> <p><b>R.E. (2)</b></p>	<p>Option blocks are created following on initial 'free choice' of subjects offered to Year 9. Students can take a combination of Single GCSE, Double and BTEC awards.</p> <p>Students are offered clear guidance based on prior attainment, future potential, data indications and professional judgement so that the choices they make are appropriate and enjoyable.</p> <p><b>The option subjects available in KS4 are:</b></p> <table border="0"> <tr> <td>Business Studies</td> <td>Electronics</td> </tr> <tr> <td>Geography</td> <td>Home Economics (Food)</td> </tr> <tr> <td>Geology</td> <td>Catering</td> </tr> <tr> <td>History</td> <td>ICT</td> </tr> <tr> <td>Leisure &amp; Tourism</td> <td>Religious Studies</td> </tr> <tr> <td>Sociology</td> <td>Child Development</td> </tr> <tr> <td>French</td> <td>Drama</td> </tr> <tr> <td>German</td> <td>Music</td> </tr> <tr> <td>Spanish</td> <td>PE</td> </tr> <tr> <td>Welsh</td> <td>Art</td> </tr> </table> <p>Design Technology - Graphics; Resistant Materials; Systems &amp; Control; Textiles</p> <p><b>Vocational Courses:</b></p> <table border="0"> <tr> <td>BTEC Art</td> <td>Auto Engineering</td> </tr> <tr> <td>BTEC Sport</td> <td>Heating and Ventilation</td> </tr> <tr> <td>Applied Business Studies</td> <td>Hair and Beauty</td> </tr> <tr> <td>Applied Engineering</td> <td>Hospitality/Catering</td> </tr> <tr> <td>Leisure &amp; Tourism</td> <td>Media Vocational</td> </tr> <tr> <td>Certificate in Digital Applications</td> <td>Retail</td> </tr> <tr> <td>Applied Science</td> <td>Construction</td> </tr> <tr> <td>Applied Health and Social Care</td> <td></td> </tr> </table>	Business Studies	Electronics	Geography	Home Economics (Food)	Geology	Catering	History	ICT	Leisure & Tourism	Religious Studies	Sociology	Child Development	French	Drama	German	Music	Spanish	PE	Welsh	Art	BTEC Art	Auto Engineering	BTEC Sport	Heating and Ventilation	Applied Business Studies	Hair and Beauty	Applied Engineering	Hospitality/Catering	Leisure & Tourism	Media Vocational	Certificate in Digital Applications	Retail	Applied Science	Construction	Applied Health and Social Care	
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Applied Health and Social Care																																						



## Curriculum: KS5 Courses 2009 to 2010

### Key Stage 5

The overwhelming majority of our year 11 cohort continue their studies in the sixth form at Whitchurch.

The sixth form offers a vast array of qualifications at all levels providing academic rigour, pastoral support and guidance to give pupils the qualifications and personal development needed for success in any chosen fields. Strong links are forged between the school and selected Oxbridge colleges.

### A/5 and A Level Subjects offered

**Entry requirements: At least 5 GCSE grades A\* - C. All students must undertake either the International or Welsh Baccalaureate.**

Art & Design	Business Studies
Art Textiles	Drama
Biology	English Language & Literature
Chemistry	English Language
Geography	English Literature
Spanish	Film Studies
Design & Technology	German
Electronics	Health & Social Care
French	Mathematics/Stats
History	Mathematics/Mechanics
Law	Media Studies
Geology	Economics
Music	Human Biology
Music Technology	Further Maths
Physics	Religious Studies
Physical Education	Travel & Tourism
Sociology	Politics
Psychology	Computing
Welsh	ICT
BTEC L3 Early Years	

**BTEC First Diploma** A one year course (equivalent to 4 GCSE passes A\* - C) which can lead to AS levels.

Entry requirements: At least 4 GCSE grades D–G

Art and Design  
Sport Science

### Partnership Subjects

Some of our students choose to take a subject at one of our partnership centres. At present the only subject offered is BTEC Level 3 Sports at Llanishen

### International Baccalaureate

We also are the only state school in Wales to offer the IB diploma and regularly those students who undertake this course achieve World benchmarked high standards.

### Welsh Baccalaureate

Since September 2008 all our sixth formers must follow the Welsh Baccalaureate unless studying the IB diploma. A key element of this over arching qualification is the accreditation of citizenship activities which further promotes the important leadership role of sixth formers in the school.



## Learning and Teaching

Learning and Teaching is at the centre of present and future planning in Whitchurch High School. Staff share their expertise and develop new strategies for learning. We are very proud of the high quality of all our staff and are committed to providing them with the best possible training to ensure that learners have every opportunity to succeed.

Staff are actively supported in their own continual professional development, through department meetings, and INSET; they are able to share good practice, update schemes of work accordingly and develop innovative resources. These can be made readily available for all staff using the cutting edge technology of the Interactive White Boards in all classrooms together with the our own intranet, Moodle learning environment and other software innovations. Students' learning can continue after the normal school day through internet access to our constantly updated website and e-learning areas.

Two of the most renowned experts in Learning and Teaching, Sir John Jones and Guy Shearer have delivered inspiring whole school INSETs to our staff, enthusing them and giving them the confidence to tackle the requirements of Curriculum 2008. Our primary partner school staff jointly took part in these days to ensure that we have consistency of teaching methodology between each primary partner school and Whitchurch. This allows students to move through the key stages with educational continuity of approach.

There are a number of committees comprised of a cross section of representative staff which meet half termly to keep teaching and learning as the highest priority of the school. These include the Curriculum Design Committee, Learning and Teaching, Student Achievement, Staff Achievement and Learning and Support. Each Committee has its' own brief, but it is through these that we can ensure that policies and statutory requirements are met, best practice is shared and that the needs of our learners are discussed. We place great emphasis on the expertise of our staff and proposals for future planning and training are key.

The school is adamant that Learning and Teaching should be at the forefront of everything done in school. Any developments should be implemented with a view to raising standards, both efficiently and effectively.

This is a very exciting time to be a student learning at Whitchurch High School.



## Exams: A2 and AS Results

### AS Level

Both these AS and A2 results show a year on year improvement and are reflective of the hard work students undertake to achieve these qualifications.

Grade	2009 718 pupil grades		2008 669 pupil grades		2007 715 pupil grades	
	%	No.	%	No.	%	No.
A	14.2	102	18.4	123	17.1	122
B	17.8	128	18.1	121	19.6	140
C	22.8	164	23.3	156	19.6	140
D	17.0	122	19.1	128	17.5	125
E	15.3	110	10.8	72	13.7	98
U	12.8	92	10.3	69	12.6	90
X	0	0	0	0	0	0
A-C	54.8	394	59.8	400	56.2	402
A-E	87.2	626	89.7	600	87.4	625

### A2 Level

Many of our A2 students go on to study at higher education. We regularly welcome back ex-students and are delighted to hear of their successes.

Grade	2009 506 pupil grades		2008 517 pupil grades		2007 504 pupil grades	
	%	No.	%	No.	%	No.
A	27.1	137	24.4	126	19.9	118
B	24.1	122	25.5	132	25.1	149
C	24.7	125	20.5	106	24.3	144
D	13.2	67	14.3	74	20.6	122
E	7.9	40	10.4	54	7.9	47
U	3.0	15	4.8	25	2.0	12
X	0	0	0	0	0	0
A-C	75.9	384	70.4	364	69.3	364
A-E	97.0	491	95.2	492	98.0	492

### International Baccalaureate

Our results of students who follow this course favourably compare and often exceed world averages.



## Exams: GCSE results

### (1) Year 11 Headline results

	2009 356 pupils	2008 372 pupils	2007 357 pupils	2006 372 pupils	2005 372 pupils
Pupils entered for at least 1 examination	352 (98.9)	370(99.5)	348 (97.5)	370	374
5 A*C in each of English-Science-Maths	167 (47)	199 (53.5)	154 (43.1)	190 (51.3)	168 (44.9)
Pupils achieving 5+ GCSE A*C	227 (64)	233 (65.4)	214 (60)	232 (62.7)	245 (65.5)
Pupils gaining at least 5 A*G GCSE	317 (89)	316 (88.6)	307 (86)	325 (87.8)	322 (86.1)
1 GCSE A*G or recognised qualification	352 (98.9)	370 (99.5)	348 (97.5)	349 (94.3)	345 (92.2)
Pupils leaving without any qualifications	4 (1.1)	2 (0.5)	9 (2.5)	21 (5.7)	29 (7.8)

(2) Summer 2009: Progress from KS3 shows that the more able students at the end of year 9 continue to make excellent progress and achieve excellent grades at the end of KS4. The categories below are those defined in the Cardiff SIA (Keith Hedger) package. 207 students 58.1% of the cohort were in the high or medium high categories and the vast majority of these students achieved at least 5 A\* - C grades.

KS3 Prior attainment as defined in the Cardiff SIA package	5+ A*C
HIGH	98%
MEDIUM HIGH	85%
MEDIUM	36%
MEDIUM LOW	5%
LOW	0%



## Exams: KS3 Results 2009

Summary of the national curriculum assessment results of pupils in the school (2009) and nationally (2008) at the end Key Stage 3, as a percentage of those eligible for assessment.

### Percentage at each level

		N	D	W	1	2	3	4	5	6	7	8	EP	5+
<b>English</b>	School	1	0	0	1	2	6	20	38	26	6	0	0	70
	National	1	0	1	0	1	6	21	37	24	8	0	-	69
Oracy	School	1	0	0	1	2	5	18	36	28	8	0	0	72
Reading	School	1	0	0	1	2	6	22	39	24	5	0	0	68
Writing	School	1	0	0	1	2	8	21	37	24	5	0	0	66
<b>Mathematics</b>	School	1	0	0	1	2	4	14	23	24	30	0	0	78
	National	1	0	0	0	1	7	18	29	27	15	1	0	72
Using & Applying Maths	School	1	0	0	2	1	8	20	23	28	12	7	0	69
Number & Algebra	School	1	0	0	1	2	4	14	24	24	30	0	0	78
Shape, Space & Measures	School	1	0	0	2	1	5	16	23	25	27	0	0	75
Handling Data	School	1	0	0	0	3	8	16	23	21	31	0	0	74
<b>Science</b>	School	1	0	0	0	0	4	17	32	38	8	0	0	78
	National	1	0	1	0	1	5	19	36	27	11	0	-	74
Scientific Enquiry	School	1	0	0	0	0	20	26	36	16	2	0	0	54
Life Processes & Living Things	School	1	0	0	0	0	9	25	25	30	11	1	0	66
Materials & their Properties	School	1	0	0	0	0	6	17	35	29	13	1	0	77
Physical Processes	School	1	0	0	0	0	5	14	23	35	21	1	0	81
<b>Welsh 2<sup>nd</sup> Language</b>	School	1	0	0	1	3	12	15	24	23	21	0	0	69
	National	1	1	1	1	4	13	24	31	18	4	0	-	54
<b>Design and Technology</b>	School	1	0	0	0	3	0	11	28	40	16	2	0	86
	National	1	0	0	0	4	4	18	43	27	5	0	-	75
<b>Mod Foreign Languages</b>	School	1	0	0	1	6	10	18	27	26	11	0	0	64
	National	1	2	1	1	3	10	22	34	23	5	0	-	62
<b>Information Technology</b>	School	1	0	0	1	2	3	20	40	28	4	0	0	73
	National	1	0	0	0	1	4	17	40	30	6	0	0	76
<b>History</b>	School	1	0	0	0	2	4	14	36	29	12	2	0	79
	National	1	0	0	0	1	6	20	36	26	9	0	-	72
<b>Geography</b>	School	1	0	0	2	2	4	18	28	29	15	2	0	74
	National		0	0	0	1	5	20	35	26	10	1	-	72
<b>Art</b>	School	1	0	0	0	0	0	9	36	36	18	1	0	90
	National	1	0	0	0	1	4	18	41	25	8	1	-	75
<b>Physical Education</b>	School	1	0	0	2	1	2	16	45	28	5	0	0	78
	National	1	0	0	0	1	4	21	44	22	5	0	-	72
<b>Music</b>	School	1	0	0	0	0	0	26	48	16	8	2	0	73
	National	1	0	1	0	1	4	22	48	18	4	1	0	71

**Core Subject Indicator** (achieved expected level in English, Mathematics and Science in combination)

School	65
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National	57
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- N: Not awarded a level for reasons other than disapplication  
 D: Disapplied under Section 364 or 365 of the Education Act 1996  
 W: Working towards Level 1  
 EP: Exceptional Performance  
 - Not exactly zero/Dim yn union yn ddim



## Attendance - Destinations

### Attendance 2008 to 2009

#### Years 7 to 11

% Attendance	=	91.5%
% Authorised Absence	=	6.3%
% Unauthorised Absence	=	2.1%

We would ask all parents to recognise that for students to achieve they must be in school. Genuine illness is acceptable but we would ask parents to always support such absence with a note. The school has recently put in place a number of additional strategies for raising and monitoring attendance.

There are many students at Whitchurch who have outstanding attendance. We always celebrate the commitment of these students and the supportive role of their parents. We also recognise and encourage improved attendance levels.

### Destinations

Year 11 Student destinations 2008 to 2009	Year 11 (Number)
Whitchurch Sixth Form	66% (236)
College	19% (68)
Employment/Training	8% (28)
Not in education, employment or training	6% (21)
Left the area/unknown	1% (3)
<b>Total</b>	<b>100% (356)</b>

Year 13 destinations 2008 to 2009	Year 13 (Number)
Higher - Further Education	64% (137)
Employment/Further Training	25% (54)
Higher Education Deferred Entry	4% (7)
Gap Year Projects	5.2% (11)
Return to School	1.8% (4)
<b>Total</b>	<b>100% (213)</b>

We are very proud that approximately only 2% of students (for valid reasons) leave Whitchurch without any qualifications. This is a remarkable achievement.

We place great importance on the career development of our students and were delighted to be one of the first schools in Wales to receive the combined Careers Wales, Careers and Work Related Education Quality Award.



## Examinations - Reports to Parents - Parents' Evenings

### Examinations

These are normally held at the times indicated but may be changed at the head teacher's discretion. Many subjects also have external exam modules throughout the year.

#### KS4

Year 10 - January/February

Year 11 - January/February  
(May/June external)

#### Sixth Form

Year 12 - January/February and May/June (external)

Year 13 - January/February and May/June (external)

### External Exam Results and Certificates

Exam results may be collected on the day between 10:00 am to 12:00 mid day or will be posted home (a charge will be made). We would encourage all students to personally collect their results, particularly for those seeking college placements as senior staff and career advisers are on hand during the day and following couple of weeks during the holidays to assist.

**A Level Results:** - Thursday 19 August 2010

**GCSE Results:** Tuesday 24 August 2010

### Reports to Parents

We regularly provide information to parents on the progress of each child during the course of the year. These include interim reports in November for each year group. Each year group receive one formal report a year. These reports are issued for collection by parents at Parents' Evenings.

#### KS3

Year 7 - March

Year 8 - June

Year 9 - January

#### KS4

Year 10 - June

Year 11 - February

#### Sixth Form

Year 12 - December

Year 13 - January

Interim grades issued in November give an indication of the perceived achieved potential of students and how they are applying to evidence of potential towards the end of each key stage, assuming the current rate of progress is maintained. In KS3 (years 7, 8 and 9) this will be a level further sub-divided into lower middle or upper bands. In KS4 (years 10 and 11) and KS5 (years 12 and 13) these will be predicted end of examination grades.

### Parents' Evenings

All parents are welcome to these evenings and they are again held at key times in the year. They start at 3:30 pm and run until 6:30 pm. Two weeks before students are invited on their parents' behalf to book an appointment with the subject teacher. On the evening, teachers are available to meet parents at these pre booked times to give specific individual feedback to parents on their child's progress. If possible teachers will also see those who have not been able to book an appointment but must give priority to their booked sessions. Senior staff are on hand to answer any queries as well as support staff such as Careers Wales and the Educational Welfare Officers. Refreshments are always provided.

### Parents' Information Evenings

These are again held at key times in the year. They start at 6:00 pm and run for an hour or so. They provide the opportunity to provide general information to students and parents e.g. transition arrangements, study skills, examination and coursework requirements plus learning support guidance and option choices.



Quality Awards held by Whitchurch High School - page one



**International Baccalaureate Diploma Programme**

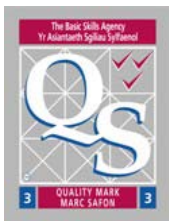
We are the only state school in Wales which offers the prestigious International Baccalaureate Diploma programme and have done so for about ten years. This widely recognised qualification for year 12 and 13 students regularly sees them achieve standards comparable with any student world-wide and often exceeding world averages. The qualification is widely accepted by major universities.



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

**Welsh Baccalaureate Programme**

In September 2008 we were delighted to be accepted by the Welsh Assembly as a sixth form school which could offer the Welsh Baccalaureate programme. All our year 12 students study either the Welsh or International Baccalaureate. From September 2009 all students in the sixth form will be following one of these two programmes.



**Excellence in Basic Skills**

This is awarded to schools who have a wide ranging strategy in supporting learners to further develop their basic skill in literacy and numeracy. This award recognises Whitchurch’s high engagement in developing these key skills. The reaccreditation in 2009 was for the third time being originally accredited in 2000.



**WSSA Curriculum Award**

The Welsh Secondary Schools Association annually presents these awards to schools that have shown expertise in curriculum development and practice. This award recognises Whitchurch’s innovative curriculum design and delivery for the benefit of all our learners.



**Princess Diana Award**

This national award recognises those schools who put in place active strategies to counter any type of bullying which may or may not exist. At Whitchurch we are proud of our proactive approach in this area and have seen a reduction in the already low frequency of any such incidences as a result. The award won in 2008 and 2009 was for our “buddy scheme”.



**Cardiff Action against Bullying (CAB) Award**

This Cardiff award recognises the many strategies the school has in place to actively counter any type of bullying.



Quality Awards held by Whitchurch High School – page two



**NAACE Quality Mark**

This award accredits schools’ excellence in the use and application of ICT throughout England and Wales. Whitchurch has recently heavily invested in the application of ICT to raise standards and has trail blazed new innovative ways of teaching and learning through the application of ICT through its laptop scheme and Moodle VLE.



**Careers Wales combined Careers and Work Related Education**

This award recognises excellence in delivering high quality, effective practice in both careers education and guidance and work related learning for students. Whitchurch is one of the first schools in Wales to receive this combined award.



**Excellence in ICT**

Schools receiving this award are recognised as a Centre of Excellence and this award further reinforces our NAACE Quality Mark.



**Quality in Study Support**

Schools receiving this award have shown excellence in providing out-of-hours learning opportunities to raise students’ achievement, motivation and self esteem. Whitchurch provides a wide range of high quality study support for all learners including extension opportunities for our Most Able and Talented students



INVESTORS IN PEOPLE

**Investors in People**

This award recognises the excellence in which the school values the expertise and development of its staff. It is not exclusive to education.



**British Council International Schools’ Award**

We are the largest school in the UK to hold this award which recognises our extensive international links. We have a special relationship with Macassar High School, Cape Town in South Africa.



**Feedback on this Prospectus - Please return this sheet**

Feedback: We are keen to receive constructive feedback on this prospectus. If there are any points which you wish to make then simply fill in this sheet (use the reverse side if needed) and return it to the School for the Head Teacher's secretary's attention.

Please mark your envelope 'Prospectus Feedback'. Alternatively you can ring or [email](#) your response. We would welcome your views. **Thank you for providing us with your feedback.**

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How well does this prospectus reflect the ethos and operation of Whitchurch High School?

Are there any errors you noticed e.g. spelling, punctuation and grammar?

What do you feel about the balance of writing to graphics and pictures?

Are there any areas which you feel are well covered?

Are there any areas where you would like more or clearer information?

Are there any areas where there appears to be no information provided?

Overall what did you like about the Prospectus?

Overall what do you think needs to be done to improve the Prospectus?

Overall is there anything else you wish to comment on about the Prospectus?

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**\* \* \* A name and address enclosed would allow us to personally thank you for your feedback \* \* \***

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