

# Projects

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Ysgol Gyfun

# Porthcawl

Comprehensive School





## Welcome to Porthcawl Comprehensive School



We recognise at Porthcawl Comprehensive School how vitally important your child's education is to succeed in an ever changing and challenging world. You can be confident that your son/daughter will settle in this school very quickly, be well supported and cared for, and receive one of the best educational experiences in the whole of the country. We pride ourselves on being a very caring, well disciplined and happy school with a tradition of hard work and lots of extra curricular activities and clubs. Your child's education at the school will be truly comprehensive in the best sense of the word, with something for everyone at the school, no matter what their ability, interests and aspirations. We aim to ensure that all children achieve their full potential in a safe, supportive and friendly environment. Our school is pleasantly located some fifty metres from the sea. The campus is large, open and attractive with outstanding facilities for study, sport, theatre, arts, recreation and a host of extra – curricular activities. In the last ESTYN Inspection in the Autumn of 2013, the school's current performance and the school's prospects for improvement were both described as good; having many strengths and no important areas requiring significant improvement. The school is a co-educational school with well over 1200 boys and girls aged 11 to 18. We are a non-denominational school which enjoys valued contributions from local ministers and religious leaders.

The language of the school is predominantly English with some Welsh and ethnic languages used. In excess of 140 staff are employed at the school.

In particular our Sixth Form provision is second to none in terms of choice, quality of learning and pastoral support. Year on year our students' results at every level have continued to exceed new heights. A happy child is a successful child and happy schooldays depend on the very important partnership between pupils, staff and parents. A good relationship between home and school is vital to ensure a child's success and happiness at school. The home-school agreement is found in the information booklet with this prospectus and in the pupil's planner, is for your completion and information. It underlines the important relationship between all the partners. New versions of these documents may be downloaded from our web site: - [www.porthcawlschool.co.uk](http://www.porthcawlschool.co.uk).

Finally, I look forward to meeting new pupils currently in Year 6 from our 4 catchment schools, together with many more from all over Bridgend County Borough and beyond. I also extend a warm welcome to students who will join us from other schools during their time in Secondary Education. I hope you find our prospectus interesting.

**A. Slade** ~ Headteacher/Prifathro

### INTRODUCTORY STATEMENT

The school prospectus is reproduced every three years and change is inevitable. This being the case the "Information to Parents" booklet is updated and published annually. For example, the school's latest attendance or examination data would be found in this booklet. To allow ease of access both the prospectus and the information booklet are to be found on our school website:- [www.porthcawlschool.co.uk](http://www.porthcawlschool.co.uk)

The following is a list of the locations for additional information parents, carers or learners may find useful:-

- i) The school operates under the pupil admissions policy of Bridgend County Borough Council. The number of places per year group and details of admissions may change. The most up-to-date information can be obtained from 'Pupil Services' at Bridgend County Borough Council.
- ii) The dates of terms are published regularly. These are available from Bridgend County Borough Council and are published on the school website.
- iii) Children Looked After (C.L.A.) are a priority at our school, consequently there is a designated senior manager responsible for the monitoring of their performance. The school adheres to and follows the relevant local and national guidelines in relation to C.L.A.
- iv) Additional learning needs, charging for optional extras and equal opportunities are all covered with specific policies. A summary of each policy may be found in the Information Booklet and this prospectus, copies of the full policies may be obtained from school.

## Mission Statement

All at Porthcawl Comprehensive School are committed to providing a caring and disciplined learning environment based on mutual respect in which all, irrespective of any protected characteristic eg. gender, race and their ability, develop their talents to the full.



All visitors to the school are required to report to reception and sign in on arrival and are issued with a visitor's badge to be worn during the visit. Visitors are requested to sign out as they leave. Closed circuit television cameras monitor visitor and pupil movement on the site. The school caretaking staff, lunchtime supervisors and senior staff are issued with mobile phones so that any untoward incidents may be reported immediately. Any issues relating to health and safety should be reported to the school's designated Health and Safety Officer.

## The School aims to:

- Provide a healthy, safe and secure environment that will secure the wellbeing of all, enabling all to engage fully in the school and its community.
- Ensure that every pupil is encouraged through a variety of learning opportunities to confidently achieve and develop the knowledge and skills necessary to succeed in adult life.
- Ensure that all are happy, healthy, and free from bullying, abuse or exploitation in order to achieve their absolute best.
- Provide opportunities for young people to take part in, develop and enjoy a wide variety of learning, sporting and cultural activities.
- Provide an inclusive education that develops all pupils' personalities, abilities and moral values, encouraging them to respect other people, cultures and the environment whilst celebrating their own cultural identity.
- Ensure that all pupils, regardless of their backgrounds and individual differences, will be valued, and will receive an equality of opportunity.
- Encourage all pupils to participate in decision making, where their opinions will be valued, considered and responded to.

### Geography of the School

The school is situated on a large site in Park Avenue, Porthcawl. On this site, four main areas are clearly identified:

- The Administration Building, built in the 1970's, constructed of red brick with the reception area for all visitors is sited on Park Avenue.
- Powys, the oldest building, built in the 1930's and constructed of red brick is also situated on Park Avenue.
- The Jubilee Theatre, Staffroom and Mathematics rooms are situated behind the Administration Building.
- The Upper School buildings and Sixth Form Hall, Swimming Pool and Cafeteria are situated between the Theatre and the Severn Road entrance to the campus, as is the Geography block.

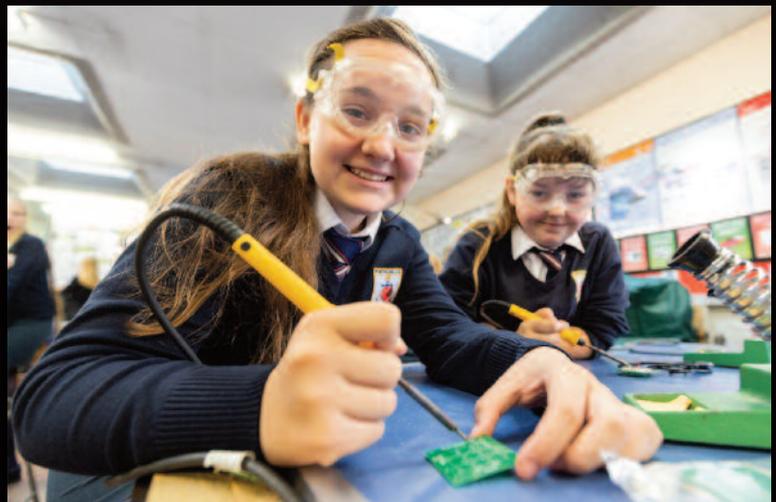




# 'Happy settled children learn'

## Transition from Primary School

Pupils from the local primary schools will transfer at 11+ to Porthcawl Comprehensive School unless parents select a different school for their secondary education. Parents will be contacted by the L.A. via the primary schools in October of Year 6 requiring them to indicate their choice of school.



# Transition

Education is a continuing process and a close liaison is maintained with all our associate schools, as well as others from outside the designated catchment area, once pupils have elected to attend our school. The programme, which is followed to ensure the seamless transition of all children from their primary to our school, will include the following:

1. Regular meetings between the Headteacher of the primary partner school and Porthcawl Comprehensive School's transition co-ordinator. In addition, staff from this school visit the partner primary schools to deliver lessons and work with the primary pupils.
2. In October we hold an Open Evening when Year 6 pupils and their parents/carers are invited to the school. Senior Staff address both pupils and parents/carers and an outline of the coming year is given. A team of sixth form volunteers then take the parents/carers and pupils on a tour of the school site, giving them the opportunity to view our facilities and meet with staff, the Headteacher and members of the Senior Leadership Team.
3. Year 6 pupils will visit the comprehensive school throughout the year to enjoy taster sessions with the ICT/Computing, Technology and Welsh Departments as well as a Science or Music Workshop.
4. A Transition Day is held every June when Year 6 pupils spend the day at our school. In their groups the pupils enjoy a variety of activities, which are designed to familiarise them with our staff and the layout of our school.
5. During the course of a school year, pupils from the primary partner schools may meet with us when they attend the matinée performances of our productions and when they use our facilities such as ICT rooms, the swimming pool and the astro turf.
6. Additional carers visits are organised by the Additional Learning Needs Co-ordinator for pupils with Additional Needs and their parents are also invited along on an informal basis.
7. Pupils who are anxious about transition take part in the "Helping Hands" programme during the summer term.



8. All pupils are provided with a Porthcawl Comprehensive School planner in September of Year 6. This helps them to familiarise themselves with some of our procedures and routines.
9. English and Mathematics teachers from Porthcawl Comprehensive School deliver lessons within the primary schools throughout Year 6.
10. Year 6 pupils receive Porthcawl Comprehensive's newsletter, the Porthcawl Post every term.

The whole process of transition, moving from a primary school to comprehensive school, is an anxious one for pupils and parents. The aim of our transition programme is to reduce any anxiety and to ensure all pupils settle quickly and happily into their new school.

Parents/carers are invited to provide feedback on the transition process in September after their children join our school in Year 7. We also hold a Year 7 Information Evening early in the first term at Porthcawl.

## Meeting with Parents

At least one meeting is convened annually for the parents of pupils in each year group. At such meetings parents are invited to school to discuss academic progress of pupils with subject teachers. A letter is distributed to parents prior to meetings so that appointments are made at a time convenient to parents and staff.

## The School Day

There are five lessons in each school day except for Monday and Friday when there are six lessons. The times of the lessons, break time and lunchtime are indicated below. On Monday and Friday the start and end time of the day remains the same.

Tuesday / Wednesday / Thursday Time	Activity	Monday / Friday Time	Activity
8.45 a.m.	Registration and Morning Assembly	8.45 a.m.	Registration and Morning Assembly
9.00 a.m.	Lesson 1	9.00 a.m.	Lesson 1
10.00 a.m.	Lesson 2	9.50 a.m.	Lesson 2
11.00 a.m.	BREAK	10.40 a.m.	BREAK
11.20 a.m.	Lesson 3	11.00 a.m.	Lesson 3
12.20 p.m.	Lesson 4	11.50 a.m.	Lesson 4
1.20 p.m.	LUNCH	12.40 p.m.	LUNCH
2.00 p.m.	Lesson 5	1.20 p.m.	Lesson 5
		2.10 p.m.	Lesson 6
3.00 p.m.	END OF DAY	3.00 p.m.	END OF DAY

Note: The school operates a 2 week timetable.  
N.B.: PUPILS IN YEARS 7 TO 11 INCLUSIVE ARE **NOT** PERMITTED TO LEAVE SCHOOL AT LUNCHTIME.



## Pastoral Care & Guidance

### Year Tutors

The school is organised on a horizontal structure in year groups, with a Year Tutor having overall responsibility for the pastoral welfare of a year group. Members of Senior Leadership support the Year Tutor as well as having other important management duties.

Any matters concerning the welfare or progress of any child will be directed, in the first instance, to the appropriate Year Tutor. We have invested heavily in pastoral care and this is designed to ensure that the general welfare of each individual child is closely monitored in a caring community. The objective of pastoral care is to ensure that each child fulfils his/her academic and social potential. Every child should be known well by at least one member of staff, the Form Tutor.

Form Tutors play an important role in the delivery of the school's pastoral programme of Personal and Social Education (PSE), together with Health and Wellbeing lessons. Every Form Tutor is more than the marker of a register once daily - each one is required to take a special interest in the welfare and discipline of the pupils in his/her tutor group. They should also monitor the appearance of all pupils to ensure that they are wearing the correct school uniform and should report issues to Heads of Year.

### Personal and Social Education

PSE comprises all that Porthcawl Comprehensive School undertakes to promote the personal and social development of its pupils. This includes all the planned learning experiences and opportunities, which take place not only in the classroom but also in the other



areas of school experience, which are features of the ethos and community of the school.

### Illness and Absence from School

Parents/carers are expected to contact the school before 9.30 a.m. using telephone number 01656 774170 to inform us of their child's absence. Any unauthorised absences are recorded and parents / carers will be notified of their child's absence, by text message or the Parent App, asking them to contact the school as soon as possible.

On return to school a letter must be given to the Form Tutor. The absence will then be classified as an 'authorised absence'.

Shopping trips, hair appointments and an occasional sneeze are not acceptable reasons for missing school. The school strongly disapproves of pupils being taken on holiday during term time as progress and continuity of education is of the utmost importance.

This absence will be recorded as unauthorised.

Pupils signing out during the school day e.g. doctor/dental appointment must provide an appointment card or letter and must sign out and back in at reception.



## Homework

Pupils are expected to complete all homework set and record the work in the planners provided. The Form Tutor will monitor these planners and parents are required to check and sign these books regularly.

## Lunchtimes

There are many activities that pupils can enjoy at lunchtimes including choir, numerous sports, wind bands, orchestras, humanities club etc. A full list of activities is published in the annual "What's On" leaflet.

The school cafeterias are open every lunchtime and offer a hot meal counter, salad bar, fast food section and vending machines where pupils can purchase hot drinks and sandwiches. The cafeteria is also open at break time to serve snacks. Packed lunches may be eaten in the Sandwich Room. Catering is operated and managed by the school.

Pupils in Years 7 to 11 inclusive are NOT permitted to leave school premises during the lunchtime unless they are going home for lunch and have brought a letter of permission from their parents/carers to enable them to obtain a pass.

**NOTE: If pupils leave the premises at lunchtime the school cannot accept responsibility for their safety and conduct.**

## Transport

Transport to school is provided by the Local Authority (L.A.) for pupils living more than 3 miles from the school but within the catchment area of the school prescribed by the L.A. Pupils travelling from outside the catchment area are required to pay for transport to and from school. There are buses available to travel to this school from a variety of places outside our catchment area. Transport changes from time to time, so for up to date advice, in the first instance contact the school and then the LA school transport department.

## Grants

You will find details of grants on the Local Authority website in the Residents section, Schools and Education, Grants for Pupils.

The Grants include Free School Meals, the Pupil Development Grant, the Distinctive School Clothing Grant and Education Maintenance Allowance (EMA).

If you think that you qualify for support, please contact the Financial Assessments and Benefits Team at Bridgend County Borough Council for an application form.

**Telephone 01656 643396 or  
email-FSM@bridgend.gov.uk**

## House Structure

For social and cultural purposes the school community has also been organised into four Houses. Sporting and other competitions are arranged between the four Houses, e.g. rugby, hockey, Sports Day and Eisteddfod. Each pupil is allocated to a House on entry to the school. Staff are also allocated to one of the four Houses: - Dyfed, Gwynedd, Morgannwg, Powys.

House Assemblies are held frequently, fronted by the House leader responsible for inculcating spirit and enthusiasm in both staff and pupils to ensure the success of House competitions.

# School Code of Behaviour for Pupils

**Pupils of the school are expected to realise that, whatever their age, ability and interest, they are also members of the community and should act in a manner which reflects the general well-being of the school.**

To do this pupils must show respect for:

**Themselves** - by being sensible and behaving in a dignified manner.

**Their teachers** - by being courteous and conducting themselves in an orderly manner.

**Their elders** - by being polite on the way to and from school and being a good neighbour to the people who live near our school.

**School property** - by preventing damage to furniture and equipment and not writing on property or walls. Any damage caused will be charged for.

**Uniform** - you must present yourself for school neatly dressed in the school uniform as stated in the Information Booklet. There are two local uniform shops. Pupils not in school uniform may be sent home to change. The school uniform is navy and white for Years 7 to 11 and black and blue for Sixth Form.

In the case of an alternative choice, the item will need to be an identical style to the school's preferred option. In the case of a dispute the Headteacher's decision will be final and binding.

**Jewellery** - jewellery and make-up are **not** permitted.

**Hair** - very short hair, shaved heads and dyed hair are not permitted. Gel and wax are not permitted for health and safety reasons.

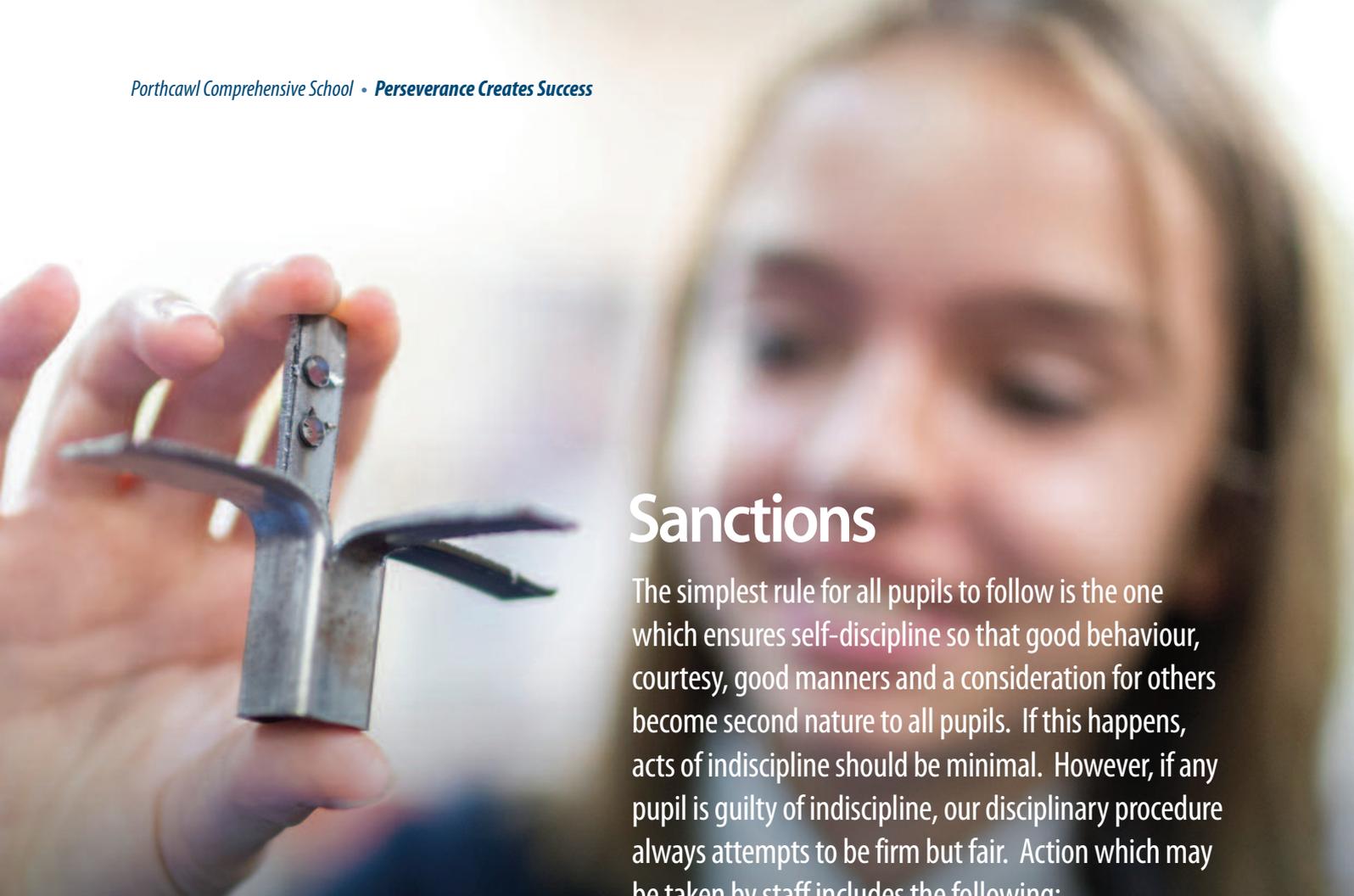
**NO SMOKING ON SCHOOL PREMISES OR AT ANY TIME WHEN WEARING SCHOOL UNIFORM.**

**THE FOLLOWING ITEMS MUST NOT BE BROUGHT TO SCHOOL: ALCOHOL, CIGARETTES, E-CIGARETTES, MATCHES, LIGHTERS OR ANY ILLEGAL SUBSTANCES, MP3 PLAYERS, IPODS AND OTHER ENTERTAINMENT SYSTEMS. MOBILE PHONES SHOULD BE SWITCHED OFF IN SCHOOL. KNIVES OR SHARP IMPLEMENTS MUST NOT BE BROUGHT TO SCHOOL. (Should there be sufficient grounds for concern the school will invoke its right to search a pupil's bag).**

**Mobile Phones** - mobile phones used in school will be confiscated by your teacher. They may be brought to school but must remain in the pupils' bag. The school will not investigate the theft or damage of mobile phones howsoever it is caused.

**Use of computers and the Internet:** - it is unacceptable to download or store unsuitable images in school and on school equipment. The school requires all pupils and parents to sign the agreed internet protocol. In the event of unacceptable behaviour, the school will contact parents to arrange an immediate meeting to discuss the issues. These are simple rules to follow which ensure the safety of pupils in the school. Where a pupil fails to obey the rules, firm and fair action will be taken.





## Sanctions

The simplest rule for all pupils to follow is the one which ensures self-discipline so that good behaviour, courtesy, good manners and a consideration for others become second nature to all pupils. If this happens, acts of indiscipline should be minimal. However, if any pupil is guilty of indiscipline, our disciplinary procedure always attempts to be firm but fair. Action which may be taken by staff includes the following:

- Verbal counselling and warning.
- Letter to parents/carers informing them of more serious acts of indiscipline.
- Detention at lunchtime or after school. At least 24 hours notice is given of the latter.
- Placing of a pupil on report when a written comment is made by teachers in each lesson to monitor progress closely. Parents are asked to sign this report form daily.
- Exclusion from lesson(s), supervised by senior staff (an inclusion)
- Interview with parents.
- Fixed-term exclusion from the school. The learner may be excluded for one or more fixed term exclusions not exceeding 45 school days in any one school year.
- A managed move to another secondary school.
- Permanent exclusion from the school.
- Any exclusion from school may require a meeting of the school's discipline committee of the governing body to consider the pupil's conduct.

The co-operation of all parents is sought on all matters relating to disciplining of pupils.





## School's Council

Each form in year 7 to 13 will nominate a Form Representative and then all pupils may apply to represent their year group as a member of the School Council. This group provides feedback on a variety of issues.

## Curriculum Statement

The curriculum taught to pupils in Years 7, 8 and 9 includes the requirements of the National Curriculum. The subjects taught to all pupils in each of these years are: English/Literacy, Art, History, French, German, Drama, Mathematics/Numeracy, Technology, Welsh, Computing, Information Technology, Science (Biology, Chemistry, Physics), Geography, Religious Studies, Physical Education and Music.

Individual support is provided by withdrawal from lessons for those pupils with Additional Needs.

Technology includes Product Design, Design Realisation, Graphics, Food Technology and Textiles.

In Years 10 and 11 pupils study a core of English Language/Literature, Welsh Second Language, Mathematics/Numeracy, Science, Physical Education and Religious Studies together with a Pastoral/Wellbeing programme that includes Health Education and Careers. As part of the core all students also study for the Welsh Baccalaureate which is made up of GCSEs in English Language and Mathematics- Numeracy, The Skills Challenge Certificate, (Individual Project, Enterprise and Employability, Global Citizenship and Community) and supporting qualifications of a minimum of three further GCSEs (or equivalent).

Following a programme of guidance at the end of Year 9 all pupils select additional optional subjects. These options consist of Languages (French, German), Humanities (Geography, History), Technology and Aesthetic subjects (Art and Design, Textiles, Music, Drama), Business Studies, ICT, Computer Science, English Literature, Physical Education, Beauty/Hairdressing, DT, Food and Nutrition, Triple Science (which contains Biology, Chemistry and Physics), Catering, Engineering or vocational courses. The opportunity to study a second foreign language is available.

The Religious Studies course is in line with the agreed syllabus and takes into account the guidelines issued by the Standard Advisory Council for Religious Education.

Each school year is organised into mixed ability Tutor Groups with class sizes reduced in several subjects by creating additional groups. Pupils are taught a few subjects in a set format, with classes formed in accordance with identified ability shown in that subject

or curriculum area. However, most groups are taught as mixed ability.

Through the school year, the pupils' education is enhanced by participation in visits, community, sporting fixtures and environmental projects, together with meeting adults from the world of work and the local community.

## Languages

The school teaches English, Welsh, French and German to all pupils from Year 7. English is a National Curriculum core subject and most pupils sit examinations in language and literature at GCSE. Welsh is now compulsory for all pupils to the age of 16. Most pupils continue the study of at least one foreign language to Year 11 and there is the opportunity for students to study more than one foreign language both at GCSE and A Level.

The rooms used for the teaching of all languages are located in the 'Powys' building.

## Science, Maths & Technology - including I.C.T.

Each of the departments occupies their own suite of rooms. There are 11 well-equipped Science laboratories located in close proximity to each other. Science is a compulsory subject from 11 to 16 and GCSE examinations are offered in the separate sciences of Biology, Chemistry and Physics or if students prefer they can follow the Double Science course. The separate Sciences are also offered at 'A' level.

Mathematics occupies a suite of rooms in a relatively new building to the rear of the theatre.

A suite of 3 computer rooms for ICT and Computing lessons are located in the Administration building, with further IT rooms within the Technology, Humanities and English areas and many other areas too. The Business Studies Department is well equipped with computers.

The Art and Technology rooms are located in interconnected rooms with specialist facilities to deliver Food, Textiles, Computer-Aided Design, Graphics, Product Design, Electronics, Art and Resistant Materials courses. A full range of courses is offered to pupils at GCSE and many of these are offered at 'A' level.

## Libraries

We have a large well equipped library in 'A' block, including a large number of computers and internet facilities, CD's, DVDs, magazines and a wide variety of recent texts.

There is also a suite of Applemacs in the library.

Pupils have access to the Library / Resource Centre at lunchtimes when the School Librarian is present. Sixth Form students are able to use the facilities throughout the day when they have a study period.

## Individual Support

Individual programmes of work are provided by support staff for mainstream pupils who require:

- assistance with basic literacy skills for pupils with moderate or specific learning difficulties.
- for support in managing their behaviour.
- for social and emotional needs.

These pupils can also participate in a variety of lunchtime clubs, including reading, homework and craft clubs. The school operates an internal referral system so that any pupils experiencing problems can be assessed using standardised tests to identify difficulties. In addition, any new pupils are assessed in a similar manner on entry.

## Humanities

The History, Geography, Religious Studies and Business Studies Departments are located in two adjacent buildings. The Geography suite of four rooms is situated behind the other Humanities rooms alongside the Science Faculty.

Religious Studies (RS) is compulsory to year 11 and is offered as an option at A level. History and Geography are compulsory to Year 9 and offered as optional subjects at GCSE and 'A' level. Business Studies is offered as an optional subject at GCSE and at 'A' level. Each of the departments occupies its own suite of adjacent rooms.

## Performing Arts - Music & Drama

The Music Suite, Drama and Dance Studios are equipped with electronic keyboards synthesisers and computer-linked keyboards for pupil use. Facilities also exist for the teaching of woodwind, brass, percussion, guitar and string instruments by the authority's peripatetic music teachers. The school also has a purpose built theatre.

The school's wind band, orchestra and choirs have an excellent reputation. Music is offered as an option at GCSE and 'A' level. The Theatre, Drama and Dance studios with stage, sprung floor and computerised lighting equipment are used for the teaching of Drama up to and including 'A' level.

These facilities are also used for the rehearsals of the school's annual music production held each January in the Grand Pavilion. The school is also one of the few in Wales to offer a BTEC National Course in Performing Arts to Sixth Form students.



# Physical Education / Sport



The school has the following sporting amenities:

- A sports hall with four badminton courts
- A heated indoor swimming pool
- A full size gymnasium
- A multi-gym
- Two full sized rugby pitches
- A football pitch
- A floodlit all weather surface
- Six tennis courts with partial floodlighting
- Two outdoor and one indoor netball court
- Indoor cricket nets in the sports hall



The facilities are used for timetabled Games and PE lessons. Many clubs, organised by staff, enable pupils to use these facilities during lunchtime and after school.

Our local primary schools also make use of our grounds and facilities on occasion.

**Note : Sports facilities are available for hire in the evening.**



## Health/Sex Education

### AIMS

Porthcawl Comprehensive School believes that sex education is a vital part of its health education programme. It encourages the acquisition of skills and attitudes which allow young people to manage their relationships responsibly and to make choices and decisions about their health. This has implications for the wellbeing of individuals, families and the community as a whole.

The sex education programme is designed:-

- to support and enhance information given by parents.
- to help young people develop and improve their self esteem.
- to help young people adapt to physical and emotional changes in themselves and others.
- to give young people a basic personal health knowledge and an understanding of human development.
- to emphasise to young people that they have control and choice over their health and personal lifestyle.
- to enable young people to understand and formulate attitudes and value judgements about themselves and others.
- to encourage young people to have due regard for the moral considerations of adult life.

This programme is in line with the school's stated aim: "to provide a caring, disciplined learning environment based on mutual respect in which all pupils, irrespective of gender, race or ability develop their talents to the full".

It follows the guidelines in the document "A Policy Statement and Guidelines for Sex Education 3-18" produced by Mid Glam Advisory Service (1992). It complies with the recommendations of government circular 5/94 relating to the Education Act (1993): Sex education in schools.

## Careers Education

Careers Education is included as part of a Personal, Social and Health & Wellbeing Education Programme in Years 9, 10 and 11, with a small number of taster sessions being delivered in Years 7 and 8. Guidance is also offered by officers of Careers Wales, one of whom is based in the school for a number of days each week. They will interview pupils in Year 11 and pupils from other year groups can see them by making an appointment.



## Additional Learning Needs Policy

At the school we realise that all pupils are not of equal ability. However, all pupils are of equal worth and will share as equitably as possible the resources of the school, both material and staffing. Whatever the ability of a pupil as an individual, the school aims to ensure that each pupil achieves his or her potential. This we attempt to do by making special provisions, wherever it is required, in order to ensure that end. The curriculum for pupils at both ends of the ability range, i.e. the most able and the least able, may be modified in a way that is considered to be most appropriate for the individual's special needs. All pupils will be expected to follow the curriculum; there is no dis-application of the National Curriculum at Porthcawl Comprehensive School.

## Racial Equality Policy

Porthcawl Comprehensive School has a positive, inclusive ethos, which aims to identify and meet the physical, spiritual and social needs of each individual member of the school community.

## Safeguarding Policy

The protection of children is an integral part of the ethos of Porthcawl Comprehensive School. We strive to create an atmosphere in which children feel secure, their views are valued, and they are encouraged to talk and are listened to. The school follows guidelines set down by the 'All Wales Child Protection Procedures'. The school has a designated teacher who has the responsibility to follow these procedures and refer to the necessary agencies.





# Sixth Form

All students have the opportunity to return to the Sixth Form in Year 12 after the completion of compulsory education. Post 16 courses offer variety, depth and breadth and reflect the individual educational needs of applicants. The school offers a wide range of courses at AS/A2 plus a variety of nationally recognised vocational courses. The school is part of the Bridgend 16-19 Partnership and our students may access courses offered by other providers. GCSE resit courses may be provided in Mathematics and English, depending on need, for the Sixth Form, together with the opportunity to join a range of GCSEs via Year 11 classes. They can also improve their educational profile through participating in worthwhile extra-curricular activities.

You may refer to a separate Sixth Form Prospectus for information on the subjects offered.

Our Sixth Form has two fundamental aims:

*to enable students to achieve the highest standards within their capability, and at the same time to ensure that they become balanced, self-reliant people able to make a full contribution to society.*

The Sixth Form at Porthcawl Comprehensive School has high expectations of its students. To gain a place in the Sixth Form students must:

- *meet the entry requirements of the courses offered*
- *possess a good school record (no evidence of defiance, rudeness, or disrespect for staff)*
- *sign an agreement to comply with Sixth Form rules and expectations*

## School Policy on Charging

Any charges made by the school must meet the requirements of the Education Reform Act 1988. The Governors endorse the guiding principles contained in the Act, in particular that no child should have its access to the curriculum limited by charges.

### Aims

To make a broad programme of trips and activities accessible to as many students as possible. To establish and maintain a fair and coherent system of charges within the constraints of the school budget.

### Practice

Charges will not be made for any activities that form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements if these activities take place largely or wholly within the school day. However, voluntary contributions may be invited for trips that take place mainly within school hours. No child may be excluded because of inability to pay but the school is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements. Trips that take place mainly out of school hours are chargeable. In cases where charges are to be levied parents must be advised in advance and monies collected prior to the activity. Requests for help from parents on income support or

family credit will be considered and assistance provided within the limits of the school's budget. Complete confidence will be observed in all such matters. Any insurance cost will be included in charges for trips or activities. In cases of damage or vandalism, the school will expect the damage to be paid for in full. In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product. Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.

### Exam Entries

Pupils are able to sit examinations in modular form at GCSE, AS and 'A' level. When a pupil is sitting an external examination for the first time no charges are applicable except when the pupil, without good reason, fails to attend or meet the requirements of the examination (eg fails to submit coursework). Pupils/students are able to re-sit modules/exams in order to improve their grades but it should be noted that unless the course/year is being repeated as a whole then the pupils and their parents are responsible for paying the exam entry fee which covers exam board charges for re-sits. A candidate will not be entered for a re-sit exam unless the school has received the entry fee.

The School's examination policy contains full details of charges and procedures.



### Issue and Return of Text Books

Textbooks and other resources issued by teachers to pupils following examination courses are to be returned to school at the end of the course or earlier if, for any reason, the pupil transfers to another education establishment. These should be returned in a condition suitable for use by other pupils and the books should not be defaced in any way. Failure to return textbooks or the defacing of textbooks could result in parents being invoiced for the replacement cost of the book(s).

### Use of the Welsh language

At Porthcawl Comprehensive School, Welsh is promoted in the following ways:

- Welsh is taught to all pupils in Years 7 to 11. It is offered as an examination at GCSE and A/AS level.
- Assemblies with a Welsh theme/Welsh singing.
- An annual Eisteddfod is held in the Grand Pavilion, Porthcawl, when all pupils are exposed to Welsh cultural tradition.
- Pupils are encouraged to use their language skills outside the classroom and are rewarded for doing so.
- Bilingual signs and notices are displayed around the school.
- Extra-curricular activities are organised including residential language courses, a Welsh club and Urdd meetings.





## Extra Curricular Activities

The school provides a wide range of societies and activities; the selection below indicates some of the activities on offer:

- School Council – Eco Committee and Health & Wellbeing Committee
- On-line Safety Group
- Debating Club
- Interact
- Reading Club
- European Club
- Clwb Cymraeg
- Coding Club
- Netball Club
- Gym Club
- Computer Club
- Circuit Training
- Multi-Gym
- Basketball Club
- Badminton Club
- Hockey Club
- Rugby Club
- Football
- Design & Technology – Project Work
- Tennis
- Maths Club
- Maths Workshop
- Athletics
- History Club
- Choirs
- Orchestras
- Drama Club
- Girls' Fitness
- Gardening Club
- Chess Club
- Dance
- Fairtrade

### Collective Worship

The daily act of collective worship is a time when the Tutor groups unite for a Year Assembly held in various areas of the school. In addition, House Assemblies are held frequently facilitating the integration across the whole age range. At Porthcawl Comprehensive School, assemblies take into account the general character of the background of the pupils, their age and aptitudes. They aim to offer common values within a broadly Christian context. A 'thought for the day' is incorporated into Form Assemblies so that reflection upon these common values is encouraged.

### Friends of the School

'Friends of Porthcawl Comprehensive' is an association of parents and teachers. Past committees of the Friends of Porthcawl Comprehensive have donated thousands of pounds to the school to provide equipment and materials for the benefit of the pupils.

### Complaints Procedures

The school has adopted a three stage approach to responding to complaints and consider that the majority of complaints will be resolved at either stage 1 or stage 2.

The various stages are as follows:

#### Stage 1

If you have a concern, you can often resolve it informally by talking to a teacher, Head of Year, Head of Department or the Headteacher.

#### Stage 2

If you feel that your initial concern has not been dealt with appropriately you should put your complaint in writing to the Headteacher. If your complaint is about the Headteacher, you should put your complaint in writing to the Chair of Governors, addressed to the school.

#### Stage 3.

It is rare that a complaint will progress any further, but the final stage is consideration by the Complaints Committee of the Governing Body. You should write to the Chair of Governors, addressed to the school, setting out your reasons for asking the Governing Body to consider your complaint.

Further guidance on the complaints procedure maybe found in the school information booklet and on the website.

### Parental Access to Information

The 1988 Education Reform Act requires schools to inform parents of the arrangements made for them to view documents relating to a variety of matters, i.e. the L.E.A.'s Curriculum Statement, Governing Body Aims and Statutory Instruments, circulars relating to the Education Reform Act, Inspection Reports, Schemes of Work, L.E.A. Syllabus for Religious Education and arrangement for consideration of complaints about the school curriculum.

Complete copies of the above and other policies are available from the school on request. All correspondence will need to be addressed to the Clerk of the Governing Body.



[www.porthcawlschool.co.uk](http://www.porthcawlschool.co.uk)



Ysgol Gyfun

**Porthcawl**

Comprehensive School

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SIMS Parent App : An invite to this App is sent on receipt of Parents/Carers email addresses.