



PROSPECTUS | PROSBECTWS



Ysgol Gyfun

PORTHCAWL

Comprehensive School





Welcome to Porthcawl Comprehensive School



At Porthcawl Comprehensive School we provide a caring and disciplined learning environment based on mutual respect in which all pupils develop their talents to the full. High quality learning and excellent care, support and guidance are at the heart of our school. We have the highest aspirations for all our pupils, we truly value each one of them, and there is a real sense of the enjoyment in learning at our school. You can be confident that your child will settle into life at Porthcawl very quickly, they will be well supported and receive one of the best educational experiences in Wales.

We have a long established and highly successful history; our GCSE and A Level results are amongst the best in Wales and over time we have featured as one of the top ten performing secondary schools nationally. We pride ourselves on being a caring, disciplined, and happy school with a tradition of hard work and numerous extra-curricular opportunities.

Our ethos and culture is built around our school motto of 'Perseverance Creates Success'. Learning is driven by our Curriculum Vision and it is underpinned by the character we aim to develop in all pupils via the 'Porthcawl Purposes'. We aim 'to provide all pupils with the knowledge, skills, experiences and desire to thrive in the adult world', and rich learning experiences are central to everything we do. We want our pupils to become passionate and creative problem solvers, ready to thrive in the adult world. We want them to be ambitious, enterprising, and inventive. We want them to develop confidence, resilience, and resourcefulness and most importantly we want them to feel safe and supported.

Your child's education at Porthcawl 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 school site 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 Spring of 2020, the school was judged as Good or Excellent in each of the five Inspection Areas. The report stated that we are a caring school community that supports pupils to become ethical and informed citizens. Our Senior Leadership Team (SLT) was described as providing strong strategic direction for the school and it was noted that staff know our pupils very well and use this information effectively to provide timely support and guidance.

The school is a co-educational school with approximately 1250 learners 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. Around 150 staff are employed at the school and there are approximately 75 full time equivalent teaching staff.

We have a thriving Sixth Form provision, and this is second to none in terms of choice, quality of learning and pastoral support. We have a long established and very successful history which illustrates an enriching academic and extra-curricular experience for all our pupils. Our Sixth Form curriculum is broad and balanced, and we offer an exciting variety of courses. Our aim is to provide rich opportunities and the best learning environment for every pupil. We want every pupil to reach their academic potential, build upon their skills for life, develop their independence and foster their sense of community.

A happy child is a successful child and happy school days depend on the very important partnership between pupils, staff, and families. 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 planner and 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 website: - www.porthcawlschool.co.uk.

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

We are proud to draw on a dedicated team of teachers and support staff. Our staff are caring, talented and hard-working individuals. There is a strong commitment to continuous school improvement, and staff across the school understand the key role they play in effecting change and securing high standards. Very simply, at Porthcawl Comprehensive School we will provide the very best for your child and we look forward to you joining us.

Mr M. J. Stephens ~ 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

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 member of the senior leadership team 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 (ALN), 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.

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's caretaking staff, lunchtime supervisors and senior staff are issued with mobile phones so that any 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.

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.

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 (A Block), accessed from Park Avenue is the main visitors' entrance to the school and contains Reception, meeting rooms and the Attendance Office where pupils sign in and out. It also houses the Library and Computer classrooms.

The Jubilee Theatre, which hosts dramatic productions and musical events, is situated behind the Administration Building, along with the Staffroom and Mathematics rooms.

Powys, (P Block), the oldest building is also situated on Park Avenue and is where Performing Arts, Languages, Literacy and Communications are taught.

The Sixth Form Hall and Common Room, Swimming Pool and Canteen are situated between the Theatre and the Severn Road entrance. Gwynedd (G Block) where Art, Science and Technology are taught and Dyfed (D Block) where Humanities is taught are also found here.



Curriculum for Porthcawl



'A curriculum that provides ALL pupils with the knowledge,

HEALTHY
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ENTERPRISING

skills, experiences and desire to thrive in the adult world.'



Ysgol Gytun Porthcawl
Porthcawl Comprehensive School



'Happy settled children learn'

Transition from Primary School



Pupils from the local primary schools will transfer at 11 years of age to Porthcawl Comprehensive School unless parents/carers select a different school for their secondary education.

Parents/carers will be contacted by the LA via the primary schools in October of Year 6 requiring them to indicate their choice of school.

Parents/carers complete the required online application.



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 the Autumn term, 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 a range of different taster sessions that are centred around Expressive Arts, Health & Wellbeing, Humanities, Languages, Literacy & Communication, Mathematics and Science & Technology.



- 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 astroturf.
- 6. Additional visits are organised by the Additional Learning Needs Co-ordinator (ALNCo) for pupils with Additional Learning Needs and their parents/carers 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. Teachers from Porthcawl Comprehensive School deliver a variety of lessons within the primary schools throughout Year 6.
- 10. Year 6 pupils receive Porthcawl Comprehensive School's newsletter, the Porthcawl Post, every term.



The whole process of transition, moving from a primary school to comprehensive school, is an important one for pupils and parents/carers. The aim of our transition programme is to reduce any concerns 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 Comprehensive School.

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.

N.B.: PUPILS IN YEARS 7 TO 11 INCLUSIVE ARE NOT PERMITTED TO LEAVE SCHOOL AT LUNCHTIME.

Meeting with Parents/Carers

Prospective parents and carers wishing to arrange a tour of the school are most welcome to do so by emailing info@porthcawlschool.co.uk or telephoning 01656 774100. At least one meeting is convened annually for the parents/ carers of pupils in each year group. At such meetings they are invited to school to discuss academic progress of pupils with subject teachers. These are referred to as 'Progress Evenings'. A letter is distributed to parents/carers prior to meetings so that appointments are made at a convenient time.

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

Note: The school operates a 2 week timetable.

Pastoral Care, Support and Guidance

Head of Year

The school is organised on a horizontal structure in year groups, with a Head of Year having overall responsibility for the pastoral welfare of a year group. Assistant Heads of Year and members of the Senior Leadership Team support the Head of Year. A member of the school's Senior Leadership Team is linked to a year group.

Any matters concerning the welfare or progress of any child will be directed, in the first instance, to the appropriate Head of Year. 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 their academic and social potential, and that each child is supported.

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, wellbeing and discipline of the pupils in their tutor group. They should also monitor the appearance of all pupils to ensure that they are wearing the correct school uniform and should report any issues or concerns to Heads of Year.

Wellbeing Support

Porthcawl Comprehensive School wants to create an outstanding climate for learning. To do so, it is important that our pupils feel happy, supported and cared for to



achieve to the best of their ability. The pastoral support team provides the support and guidance that students need from Year 6 (Primary school) right the way through until Year 13. Pastoral support and ALN support are based in Tŷ Enfyf. The pastoral support team work closely with the Heads of Year to ensure support is provided to pupils effectively and promptly when issues arise. It is dedicated to ensuring our pupils have a range of support services which they can access throughout the school 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 9.30am 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 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 type of 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 / carers are required to check and sign these regularly.

Lunchtimes

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

The school canteens are open every lunchtime and offer a hot meal counter, fast food section and vending machines where pupils can purchase hot drinks and sandwiches. The canteen 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 have agreed permission to go 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 (LA) for pupils living more than 3 miles from the school but within the catchment area of the school prescribed by the LA. Pupils travelling from outside the catchment area are required to pay for private transport to and from school. There are buses available to travel to Porthcawl Comprehensive 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, Grants for Pupils.

The Grants include Free School Meals (FSM), the Pupil Development Grant (PDG Access), 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, eg Winter Games, 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 throughout the year, 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. The school reception is open daily (term time) for parents/carers or pupils to collect second-hand uniform free of charge. You can also contact the school via info@porthcawlschool.co.uk with your requests and we will put a pack together for you of the items you need. 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.

Jewellery - jewellery and make-up are **not** permitted. However, Sixth Form pupils may wear a single pair of plain stud earrings.

Hair - very short hair, shaved heads and unnatural hair colours are not permitted.

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

THE FOLLOWING ITEMS MUST NOT BE BROUGHT TO SCHOOL: ALCOHOL, CIGARETTES, E-CIGARETTES, ENERGY DRINKS, MATCHES, LIGHTERS OR ANY ILLEGAL SUBSTANCES, EARPODS AND OTHER ENTERTAINMENT SYSTEMS.

MOBILE PHONES SHOULD BE SWITCHED OFF AND KEPT IN BAG. ITEMS CLASSED AS 'DANGEROUS' OR THAT COULD CAUSE HARM SUCH AS 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 pupil's bag. The school will not investigate the theft or damage of mobile phones howsoever it is caused.

Use of Computers (including all electronic devices) 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/carers 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 discussion 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. Targets are set for a pupil, and these must be achieved. Parents/Carers are asked to sign this written report daily.
- Exclusion from lesson(s), supervised by Head of Year, Assistant Head of Year or member of the Senior Leadership Team (an inclusion).
- Interview with parents/carers.

- Pre-Exclusion Warning Letter. This is issued when any further incidents of indiscipline, or a repeated incident, will result in a Fixed-Term Exclusion from School.
- Fixed-Term Exclusion (FTE) 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/carers is sought on all matters relating to the school's behaviour, expectations and the sanctions put in place to address behaviour of pupils. We request parental support with all school sanctions.



School 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 'Porthcawl Pupil'

Pupils at Porthcawl Comprehensive School are developing the:

- **P**orthcawl purposes for learning;
- **O**rganisational skills to always be prepared;
- **R**esilience to overcome setbacks;
- **T**houghtfulness to care and support others;
- **H**appiness that comes with belonging;
- **C**ritical-thinking skills to search for meaning and truth;
- **A**uthenticity to understand their self-worth and the worth of others;
- **W**ondering desire to question; and
- **L**eadership skills to direct themselves and others.



Key Stage Three

On entering the school, nearly all pupils are placed in general tutor groups representative of the range of pupil ability and the primary schools attended. At the beginning of Year 8, pupils will remain in the same registration forms and keep the same form tutor wherever possible. However, in some subjects, different pupil teaching groups may be created depending on progress made in Year 7. The composition of pupil groups is regularly reviewed throughout Years 8 and 9 and adjusted as a result of an individual's progress. In Year 9, pupils make a choice of subjects after consultation with their teachers and parents. A meeting with parents is held to offer advice and guidance on subject choices. Individual choice reflects personal aptitude, interests and career aspirations but will still maintain breadth and balance for all pupils in Years 10 and 11.

With regards to the studied curriculum, from September 2023, the school will be launching the 'Curriculum for Porthcawl' to all pupils in Years 7 and 8 and, from September 2024, across Years 7-9. Our Curriculum for Porthcawl vision statement is to ensure that we deliver 'A curriculum that provides ALL learners with the knowledge, skills, experiences and desire to thrive in the adult world'. As a school of great tradition, all at Porthcawl Comprehensive School wanted to ensure that the implementation of the Curriculum for Porthcawl was born from the values, principles and legacy of success that the school has achieved. Consequently, the Curriculum for Porthcawl is taught within subject disciplines. Each subject area has identified key subject-specific concepts, knowledge, skills and experiences that



have informed the design, development and delivery of each discipline's curriculum. These fundamental aspects of each discipline have been strategically sequenced, spaced and spiralled across each subject's curriculum to ensure all learners are enabled to make incremental progress in: English, Mathematics, Welsh, the Sciences, History, Geography, Religion, Values & Ethics, International Languages, Physical Education, Music, Drama, Literacy, Numeracy, Product Design, Art, Textiles, Graphics, Food & Nutrition, Health & Wellbeing and Computer Science.

Whilst the Curriculum for Porthcawl is taught in subject areas, the school has fully embraced the mandatory expectation of establishing cross-curricular links across disciplines. Consequently, at the school, the Curriculum for Porthcawl is one intertwined, interdependent curriculum where teachers plan and provide



opportunities for pupils to transfer knowledge and skills to new contexts across the curriculum and build upon previous learning. This cohesive approach is further strengthened by the cross-curricular development of literacy, numeracy, digital competency and integral skills and the five cross-cutting themes (Relationships and sexuality education (RSE); Human rights; Diversity; Careers and work-related experiences; and local, national and international contexts). Further detail on the Curriculum for Porthcawl is available within our published curriculum summary which is available on the school's website.

The school's learning foundations are built on our vision of:

"A curriculum that provides all pupils with the knowledge, skills, experiences and desire to thrive in the adult world".

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

Technology includes Product Design, 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 pupils 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 Creative 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, Literacy & Communication

The school teaches English, Welsh, French and German to all pupils from Year 7. English is a core part of the Language, Literacy and Communication Area of Learning Experience (AoLE) and most pupils sit examinations in language and literature at GCSE. Welsh 2nd Language is a compulsory subject 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 Digital Technology.

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 pupils prefer they can follow the Double Science course. The separate Sciences are also offered at A Level and numbers following these subjects are very high.

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

A suite of three computer rooms for Digital Technology and Computer Science 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 also 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 Engineering 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, digital media magazines and a wide variety of recent texts.

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.**
- **support in managing their behaviour.**
- **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 difficulties can be assessed using standardised tests to identify where identified areas of specific support is needed. 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 a small number to offer a BTEC National Course in Performing Arts in addition to A Level Drama 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 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.



Relationships & Sexuality Education (RSE)

AIMS

Porthcawl Comprehensive School believes that Relationships & Sexuality Education (RSE) 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. Relationships & Sexuality Education is delivered through a variety of different approaches, these include Health & Wellbeing lessons, assemblies and curriculum subject areas.



The RSE programme is designed to:

- support and enhance information given by parents/carers.
- help young people develop and improve their self-esteem.
- help young people adapt to physical and emotional changes in themselves and others.
- give young people a basic personal health knowledge and an understanding of human development.
- emphasise to young people that they have control and choice over their health and personal lifestyle.
- enable young people to understand and formulate attitudes and value judgements about themselves and others.
- 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 Welsh Government document “The Curriculum for Wales – Relationships and Sexuality Education Code.” Through our curriculum planning we ensure that content is set and delivered within the context of the broad and interlinked learning strands mandated in the code, namely:

- **Relationships and Identity**
- **Sexual Health and Wellbeing**
- **Empowerment, Safety and Respect**



Careers and Work-Related Experiences

Careers and Work Related Experiences (CWRE) is included as part of a Personal, Social and Health and 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. Careers Officers will interview pupils in Year 11 and pupils from other year groups can see them by making an appointment. Through our curriculum we aim to provide a wide range of CWRE opportunities to develop career knowledge, build career management skills and learn career and work-related experiences.

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 additional learning provisions, wherever it is required, in order to ensure that end. The curriculum for all pupils may be modified in a way that is considered to be most appropriate for the individual's additional needs. All pupils will be expected to follow the 'Curriculum for Porthcawl': there is no

dis-application of 14-19 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 'Keeping Learners Safe' (March 22) and 'Wales Safeguarding Procedures'. The school has a member of staff identified as the Designated Safeguarding Lead (DSL) who has the responsibility to follow these procedures and refer to the necessary agencies. The school also employs a Safeguarding and Wellbeing Officer.



Sixth Form



All pupils 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 Level 3 vocational courses. The school is part of the Bridgend 16 -19 Partnership and our students may access courses offered by other providers. As a Post 16 provider with a large sixth form, we also welcome high numbers of students from other Sixth Forms to follow the courses we offer. 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. Our Sixth Form students can also improve their educational profile through participating in worthwhile extra-curricular and enrichment 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); and*
- *sign an agreement to comply with our clear Sixth Form rules and expectations.*





School Policy on Charging

Any charges made by the school must meet the requirements of the Education Act 1996: Sections 449-462. 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 pupils 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 specification or are in fulfilment of a curriculum requirement 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

The school's examination policy contains full details of charges and procedures in relation to exam entries.

Issue and Return of Text Books / Digital Equipment

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 / equipment should not be defaced in any way. Failure to return textbooks or the defacing of textbooks could result in parents/carers being invoiced for the replacement cost of the book(s). Sixth Form ICT equipment must be returned in good working order.



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.**
- **Our 'Fortnightly Ffocws'.**
- **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.**
- **"Cynefin" development via the Curriculum for Porthcawl, eg supporting belonging, community, culture, heritage and identity.**
- **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
- Coding Club
- Minecraft Club
- Pupils Leading Learning Group
- Duke of Edinburgh Award Scheme
- Environment Action Group
- Health & Wellbeing Committee
- Debating Group
- Media Club
- Press Gang Magazine Club
- Interact
- Book Club
- Languages Club
- Clwb Cymraeg
- Chess Club
- Maths Club
- Fairtrade
- History Club
- Vocal Groups
- Orchestras
- String Groups
- Woodwind Groups
- Guitar Group
- Drama Club Years 7, 8 and 9
- School Show
- Ty Enfys – Activities and Homework Club
- Gardening Club
- Wellbeing Ambassadors
- Sports Leaders
- Sports Clubs include:
- Netball
- Fitness
- Basketball
- Badminton
- Hockey
- Rugby
- Football
- Tennis
- Athletics



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 regularly 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' / theme is incorporated into assemblies so that reflection upon these common values is encouraged.

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 may be 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, ie the LEA's Curriculum Statement, Governing Body Aims and Statutory Instruments, circulars relating to the Education Reform Act, Inspection Reports, Schemes of Work, LEA 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.





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The Chair of Governors at Porthcawl Comprehensive School is Mrs Allison Thomas.