



Dear Parent/Carer

I am writing to provide you with information to assist in planning for the new academic year, which begins, for pupils, on **Tuesday 4th September 2018**.

We would like the start of term in September to be a positive beginning, where high standards are achieved and built upon from the outset. The majority of pupils conform to school rules and act in a respectful manner, engaging positively in all aspects of school life and we thank parents and carers for their continued cooperation in reinforcing our school rules and ethos. However, there are some aspects of school rules that require reinforcing to ensure all stakeholders are working together to meet expectations. Above all, we want pupils to aspire and achieve and this begins by ensuring pupils are dressed appropriately - in accordance with the school's uniform code- that pupils are punctual and that pupils maintain high levels of attendance and engagement in all lessons.

School Uniform:

Full school uniform is expected at all times. Cooperation from parents/carers is essential in ensuring that the appearance of pupils is of a consistently high standard. Please note that shops will often place products in the 'uniform' section which do not meet the criteria stated below, for school uniform.

School Uniform

- Black school skirt, knee-length - **Tight, short, banded skirts, or stretch material or lycra skirts are not allowed.**
- Black school trousers - **No jeans (including black jeans), no fashion trousers (no rivets, zipped pockets, rips, logos, or skinny trousers, made of stretch or lycra material allowed), no shorts.**
- White shirt.
- Black v-neck sweater with school logo - **No cardigans or hoodies allowed**
- Dark coloured socks or black tights.
- Black leather school shoes - **No suede shoes, trainers/trainer style shoes, or sports logos.**
- Tie in one of 4 house colours (red, blue, green, yellow). Students will be allocated a house colour.
- Plain, dark coloured, waterproof/water-resistant outer coat - **No sports jackets or heavily branded items.**
- Optional - white polo shirt with school logo - **Summer term only, after the Easter Holidays.**

During the year we will be consulting on a new PE uniform that will also act as appropriate uniform during extended periods of hot weather.

Jewellery, make-up and hair colour:

Make-up - Make-up must be kept to a minimum – No heavy eyeliner, mascara or foundation. No dark lip colours or lip liners. No nail varnish or false nails

Jewellery - On health and safety grounds we do not allow pupils to wear any loose jewellery in our school.

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The exceptions to this rule are a wrist watch and one pair of small, round stud earrings - NO TUNNELS, OR SPIKED GUAGES.

We ask the pupils to remove these objects during PE and games, to prevent them from causing injury.

PLEASE NOTE, NO FACIAL JEWELRY SUCH AS NOSE, LIP, TONGUE OR EYEBROW PIERCINGS ARE PERMITTED.

Hair Colour- The school does not permit pupils to have 'extreme' haircuts and unnatural hair colours (e.g. Blue, green, pink etc), that could serve as a distraction to other pupils. Only basic hair accessories to be worn i.e. scrunchies, bobbles and narrow, plain hairbands.

Basic equipment:

If pupils arrive in school without the necessary equipment, valuable teaching time is wasted distributing resources. Parents are kindly asked to check that their children have a school bag and a pencil case stocked with a pen, pencil, ruler, rubber, sharpener, compass, protractor, coloured pencils and a scientific calculator. Many of these items can be purchased from the school if needed.

Pupils should bring their PE kit for all PE lessons.

Mobile phones:

Mobile phones, tablets, MP3 players and other such devices are brought to school at your own risk.

The school is not liable for the theft or loss of any such device.

If brought to school, mobile phones should be switched off during school hours and kept in the pupil's bags, unless otherwise directed by the class teacher for the purpose of learning enhancement or for use at break or lunchtime, outside of the main school buildings. Pupils who break these rules will have their phones confiscated. Parents are required to collect the phones at the end of the school day from main reception.

Pupils are **NOT PERMITTED TO PHOTOGRAPH OR FILM ON THE SCHOOL SITE**. If caught doing so a serious consequence will be incurred.

If pupils need to contact parents/carers during the school day, they are required to do this via pupil reception where a member of staff will relay any messages home, as deemed appropriate. It is not helpful or fitting for pupils to unnecessarily interrupt a parent's working day, when issues can be dealt with by school staff in a more fitting manner.

Behaviour:

In line with the school's behaviour policy, pupils are expected to exhibit high levels of positive behaviour at all times during the school day. This expectation extends to the journey to school in the morning and on their journey home in the afternoon. Pupils need to be aware that their behaviour is a reflection of themselves and the school. School values, morals and rules apply at all times.



Punctuality:

Pupils are expected to be in school by 8.45am. Morning registration begins at 8.50am. Any pupil arriving after 8.50am should sign in at pupil reception.

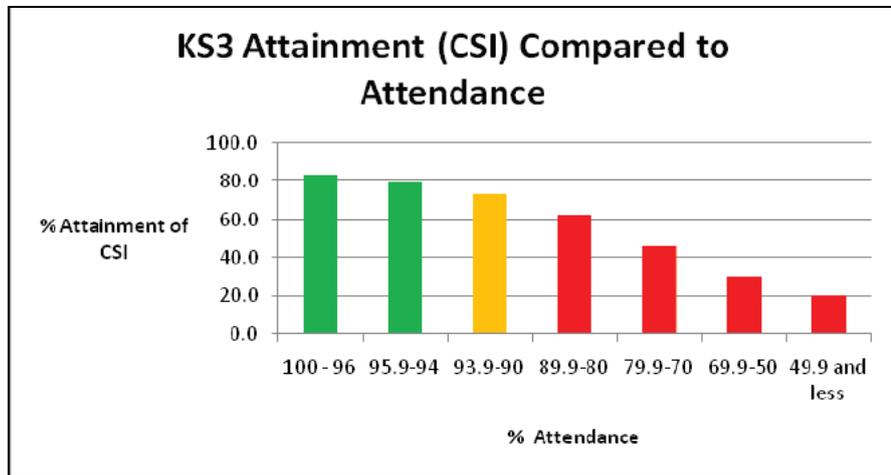
Attendance:

At Pencoed, we believe that full attendance is vital in order for pupils to achieve their potential. To monitor attendance, the school has adopted the Callio System which makes clear links between the effects of absence on attainment. Pupils' attendance is monitored in three categories as follows:

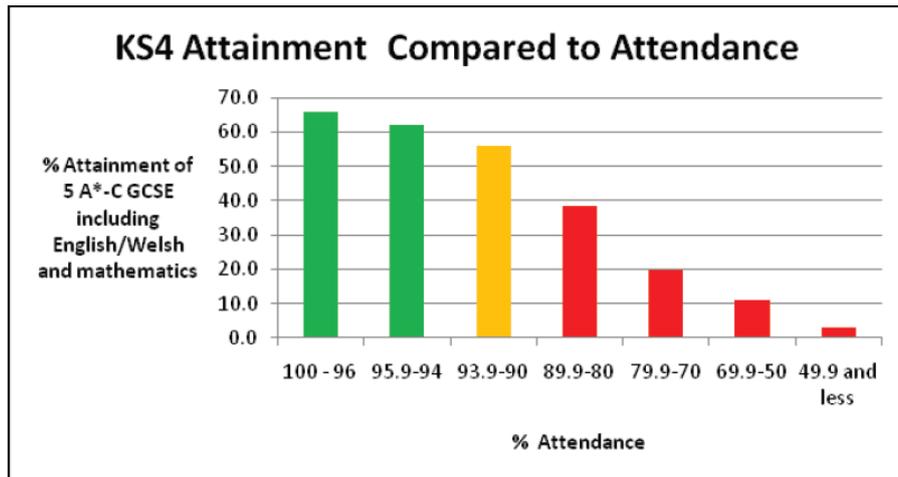
Green	100%	Not missing any lessons.
	99%	Missing about 10 lesson.
	98%	Missing about 20 lessons.
	97%	Missing about 30 lessons.
Amber	96%	Missing about 8 days of school. It will be difficult to catch up on the lost learning from about 40 lessons.
	95%	Missing about 2 weeks of school. Time to 'callio'.
	93%	Missing 14 days of school. This is almost three weeks which is a significant amount of education to lose.
Red	92% and below	Missing more than 3 weeks of education. A serious loss of learning which is likely to have a detrimental effect on achievement and life chances.

The impact of absence is shown clearly in the table below. Research has shown that there is a direct link between absence and attainment, as

the show:-



graphs below



We have to account for the absence of all pupils from school.

We ask all parents/carers to contact the school by telephone (01656 867104) or note on the first morning of the child's illness to explain the absence.

Unless we receive this information we have to assume that it is an unauthorised absence and that the child is truanting from school. We are required by law, to telephone all parents/carers on the first day of a child's absence unless we have received notice from parents/carers to explain the absence. A text will also be sent to parents/carers, to notify them of the child's absence. Clearly, your help here will save us a lot of work following up absence.

When a child becomes unwell at school, and is unable to attend lessons, it is our policy to ask parents/carers to collect their child from school, and take him/her home to comfortable surroundings to recover. We therefore need an emergency contact number (or numbers) at which parents/carers can be contacted in the case of illness, accidents or emergencies, for every child at Pencoed. Please advise the school of any changes in contact details, this can be done using the Parent App.

Please note that pupils who are under the age of 16 would need to be collected to go home, if they are ill.

Pupils in years 7-11 are not allowed to leave the school site during the school day. Pupils who go off site will be classed as truanting, and will face an internal exclusion within the Behaviour Support Unit at school.

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Medical and Dental appointments should be made whenever possible out of school hours, in order to ensure that attendance remains high, except in an emergency. Permission will not be granted except in such circumstances.

Please note that pupils who are under the age of 16 would need to be collected to leave school for any appointments.

Pupils must sign out at Pupil Reception before they leave the school site for any reason. Pupils in years 7 - 11 must be collected by a parent or adult representative.

By working together we can ensure that the school's expectations of high standards will be maintained.

In cases where pupils challenge the school rules, a sanction will be put in place for the pupil. We ask that you support the school to ensure pupils adhere to the school rules and expectations. Correct standards of uniform, use of mobile phones and punctuality will be closely monitored next year, especially so in the first few weeks of term. We want to ensure high standards from pupils at the start, which are then maintained throughout the academic year. Should we have to make contact to discuss your child we would appreciate a supportive response.

Thank you in advance for your co-operation. Can I also take this opportunity to wish you all a relaxing summer break. We look forward to welcoming our pupils back in September.

Yours sincerely,

Mr Edward H. Jones

Headteacher