

# ST RICHARD GWYN CATHOLIC HIGH SCHOOL



Prospectus

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## ***Welcome!***

*As parents, one of the most important decisions you will make for your children will be choosing the right school. I hope you will find the answers to any questions you may have within these pages – questions such as:*

- *Where do I want my child to be educated for the next five – seven years?*
- *Which school is good enough for my child?*
- *Where can my child be supported in order to develop fully their potential?*
- *Where will my child feel happy, secure and safe?*

*Perhaps your child will be part of our annual intake in Year 7; or joining us at a later stage in their education. Whatever your situation you can be assured that at St Richard Gwyn every opportunity to fulfil their potential and develop into a responsible young adult will be given to your child.*

*Specific handbooks are available for Year 7 pupils and also for those embarking on post 14 courses at Key Stage 4.*

*All prospective parents and their children are welcome to view the school in action: an Open Evening is held each October; an appointment may also be made for a day visit. Parishioners are welcome to join us at our celebration of Mass on Friday mornings.*

*I look forward to meeting all prospective pupils and parents.*

*Best wishes*

*Mr M J Clinch*

*Headteacher*

# 1. BASIC INFORMATION

## How to contact us:

Address: St Richard Gwyn Catholic High School  
Argae Lane  
Barry  
CF63 1BL

Telephone: 01446 729250  
Fax: 01446 720898  
E-mail: [strichardgwyncs@valeofglamorgan.gov.uk](mailto:strichardgwyncs@valeofglamorgan.gov.uk)  
Website: [www.strichardgwyn.co.uk](http://www.strichardgwyn.co.uk)

Headteacher: Mr M J Clinch  
Chair of Governors: Mr P Burke

St Richard Gwyn is an 11 - 16 voluntary aided school

## Post 16 Education:

St Richard Gwyn pupils are entitled to a place at St David's College

Address: St David's Catholic College  
Ty Gwyn Road  
Penylan  
Cardiff  
CF23 5QD

Telephone: 029 20498555  
Fax: 029 20472594  
E-mail: [Web.Master@st-davids-coll.ac.uk](mailto:Web.Master@st-davids-coll.ac.uk)  
Website: [www.st-davids-coll.ac.uk](http://www.st-davids-coll.ac.uk)

Principal: Mr M Leighfield

## 2. OVERSUBSCRIPTION CRITERIA

The Governing Body is the Admitting Authority for St Richard Gwyn Catholic High School. In accordance with the provisions of the Government of Maintained Schools (Wales) Regulations 2005, the Governing Body has delegated responsibility for determining admissions to its 'Admissions Committee'.

Our catchment area covers the parishes Our Lady and St Illtyd's, Llanwit Major, Cowbridge and Rhoose, St Helen's, Barry, St Mary's Dinas Powys, and St Joseph's Penarth. Our designated feeder schools are St Helen's, Barry and St Joseph's, Penarth.

All applications must be completed using the school's application form. Completed forms should be returned directly to St Richard Gwyn. The planned admission number is 125. In the event of oversubscription, applications will be prioritised in the following order:

### In each category Looked After Children will be given top priority

	<b>Descriptor</b>	<b>Evidence required from parent</b>
<b>1</b>	Baptised Catholic children residing within our feeder parishes.	<u>*Either</u> currently on roll at a designated feeder school. <u>Or</u> original baptismal certificate.
<b>2</b>	Children who attend our designated primary feeder schools.	*Currently on roll at designated a feeder school.
<b>3</b>	Practising members of other Christian denominations and members of other faiths who reside within the Vale of Glamorgan.	Christening (or other initiation) certificate and supporting statement from local religious leader.
<b>4</b>	Siblings (defined as brother, sister, half-brother and half-sister) of pupils currently at the school.	*Currently on roll at St Richard Gwyn.
<b>5</b>	Baptised Catholic children residing outside our catchment area.	Original baptismal certificate.
<b>6</b>	Practising members of other Christian denominations and members of other faiths who reside outside our catchment area.	Christening (or other initiation) certificate and supporting statement from local religious leader.
<b>7</b>	Children who attend a faith school.	Supporting letter from Headteacher.
<b>8</b>	Non baptised children with a parent or grandparent who is a practising Catholic.	Proof of relationship and supporting letter from parish priest.
<b>9</b>	Children whose parent attended a faith school.	Supporting evidence eg school reports, yearbook, certificates etc.
<b>10</b>	Children of a non faith background whose parents seek a faith based education.	Supporting letter stating why they wish their child to be educated at St Richard Gwyn.

\*Verified by St Richard Gwyn.

Where there are more applications from children within a criterion than the available capacity and the evidence requirements have been met, priority will be given to those children who reside closest to the school (defined as closest walking distance from where the child resides as verified by Primary School and Vale of Glamorgan School Transport Department).

### **3. OUR MISSION STATEMENT**

The central aim of our school is to create a calm, disciplined and caring environment where relationships are based on Catholic values and to which all staff, pupils and parents feel a sense of belonging.

It is our mission to:

- foster the spiritual growth of our community
- give every child the opportunity to develop their academic, creative and physical abilities to the full
- ensure each pupil is given every opportunity to demonstrate their God given talents
- create a greater sense of community
- provide a safe environment suitable for learning

### **4. HOME SCHOOL AGREEMENT**

As teachers of the school we will do our best to:

- demonstrate our Faith and our school's foundation in the teachings of Jesus Christ
- provide a balanced curriculum to meet the needs of your child
- enable your child to reach the highest standards of which they are capable
- ensure a safe and secure environment for your child
- keep you informed of your child's progress and any cause for concern

Parents are expected to:

- ensure their child attends school regularly, punctually and in the correct uniform
- take an active interest in their child's progress
- read and sign the planner every week
- attend parents' evenings
- inform the school of any concerns/problems that might affect their child
- support the policies and Christian values of the school
- give their child opportunities for home learning and support the homework given by the school

Pupils are expected to give a commitment to:

- attend school every day
- be punctual
- wear the correct school uniform
- bring the required equipment and kit every day
- work to the best of their ability
- give homework in on time
- be respectful to other pupils and all members of staff
- observe the school rules
- take pride in their school

## **5. CURRICULUM STATEMENT**

The school's curriculum follows statutory requirements and the requirements of the National Curriculum. It is balanced and broadly based, and promotes the spiritual, moral, cultural and physical developments of each child. It prepares our pupils for the opportunities, responsibilities and experiences of adult life. We aim to produce well rounded individuals who are able to play a positive role in society.

The school has embraced the demands of the 14 - 19 agenda and offers a wide range of academic and vocational courses at KS4 in collaboration with other institutions and training providers.

The school provides full time supervised education for pupils of compulsory school age (11 - 16), which gives pupils experience in linguistic, mathematical, scientific, technological, human and social, physical and aesthetics and creative education, appropriate to their age and aptitude.

Pupils are also expected to acquire skills in speaking and listening, literacy, numeracy and ICT. Courses in personal, social and health education reflect the school's aims and ethos. Appropriate careers guidance is also provided at key points in the curriculum. Pupils are taught in ability sets, bands and gender/social mixes as appropriate.

The school sets out to:

- ensure that pupils develop in their Christian faith based on gospel values
- ensure that pupils develop the essential literacy and numeracy skills
- provide pupils with a full and rounded entitlement to learning
- foster pupils' creativity and develop essential learning skills
- promote a healthy lifestyle
- inspire pupils to a commitment to learning which will last a lifetime
- promote high standards in learning and teaching
- ensure that all pupils have the opportunity to learn effectively
- provide opportunities to engage with the wider community especially the world of work and responsible citizenship.

## 6. SUBJECTS OFFERED

At Key Stage 3 (11 - 14) all pupils are engaged in courses of study in the following subject areas:

Religious Education; English; Mathematics; Science; Welsh; a Modern Foreign Language (French and/or Spanish); Physical Education; History; Geography; Art; Music; ICT; Technology and Drama. All pupils also follow a course in Personal, Social and Health Education.

At Key Stage 4 (15 - 16) pupils follow a 'Learning Pathway'. The Key Stage 4 curriculum is split into a compulsory core and option choices (see Options booklet for further information).

The compulsory core includes GCSE courses in:

Religious Education; English Language and Literature; Mathematics; Science and Welsh.

Option subjects (pupils usually choose up to 4) currently on offer include GCSE courses in:

Art; Business Studies; HE Child Development; Drama; DT Resistant Materials; DT Graphics; HE Food Nutrition; Food Studies; French, Geography, History; ICT; Music; Physical Education; Spanish, and HE Textiles.

Vocational Options: BTEC Sport.

Work based training: Airline Aviation, BTEC Workskills, Construction, Engineering, Hairdressing, iMedia, Vehicle Mechanics.

Award Schemes: Asdan, Crest Award, Duke of Edinburgh, Military Preparation College

All pupils also follow a course in Personal and Social Education, Work Related Education and a games lesson.

The school is part of the 14 - 19 Faith Based Network of Schools and continues to develop links with outside providers in order to offer a greater variety of learning pathways. Courses and subjects offered may increase in the forthcoming years.

## **7. THE ROLE OF RELIGIOUS EDUCATION**

As a faith based school, Religious Education is central to the school's curriculum. There are two main avenues for pupils to develop their understanding of the Faith and to grow spiritually.

(i) Through timetabled Religious Education lessons

The school, in line with Archdiocesan policy, aims to have 10% of the school's curriculum devoted to Religious Education. RE is compulsory for all pupils. All pupils follow courses at both Key Stage 3 and Key Stage 4 approved by the Archdiocese of Cardiff.

(ii) Through liturgical events, celebrations and other activities

The school provides opportunities for pupils to develop their spirituality through a programme of liturgical events which are closely related to the Church's year. Celebrations of significant events in Lent and Advent occur as does weekly Mass. A programme of visits to local parishes is also in place. Pupils are also encouraged to participate in charity fundraising and awareness raising of world issues.

## **8. COLLECTIVE WORSHIP**

All pupils are expected to take part in a daily act of Christian worship.

The school has a programme of collective worship involving some year assemblies and form tutor led prayers.

## **9. USE OF THE WELSH LANGUAGE**

Welsh is taught as a second language to all pupils at Key Stage 3 and 4 except in very exceptional circumstances. The Curriculum Cymraeg is developed within the whole school curriculum to help instil a sense of Welsh identity within our pupils. The lives of the Welsh saints, especially St David and St Richard Gwyn, are celebrated appropriately on or around their feast days. All teaching and communication is through the medium of English.

## **10. EQUAL OPPORTUNITIES**

Entry to all programmes of study is based on academic suitability and appropriateness, regardless of sex, race, disability, religion or belief. In accordance with statutory requirements the school aims to make the curriculum accessible to all pupils as far as is reasonably practicable. The school, in consultation with the LEA, has an Accessibility Plan which is available to parents on request.

## **11. DIFFERENTIATION**

A variety of different teaching and learning methods and materials are used in all courses to suit pupils' different needs.

## **12. DISAPPLICATION**

In accordance with the law the school has the right to respond to individual needs by modifying the National Curriculum programmes of study, or disapplying the National Curriculum for the duration of KS4, to:

- allow a pupil to participate in extended work-related learning
- allow a pupil with individual strengths to emphasise a particular curriculum area
- to allow a pupil making significantly less progress than other pupils of his/her age to consolidate his/her learning and progress across the curriculum.

## **13. EDUCATION AND PERSONAL RELATIONSHIPS**

The school is guided by the teachings of Jesus Christ and applies these principles in guiding pupils through their moral and spiritual development. The sanctity and value of family life is central to courses of study. The school provides EPR in the basic curriculum for all pupils through courses in RE, PSE and Science.

In accordance with the law the biological aspects of human reproduction remain compulsory for all pupils in science but parents may withdraw their children from any other part of the EPR programme without giving reasons.

## **14. PHYSICAL EDUCATION AND GAMES**

As a school we encourage all our pupils to use their talents to the full. Therefore all pupils are expected to take part in the school's Physical Education and Games programme. Pupils can only be excused from PE and Games lessons over a long period (more than two lessons) for medical reasons, for which an official doctor's note is required. A note from a parent will suffice for one or two lessons.

General fitness is important to the school and is integral to the school's healthy living agenda. A large number of activities take place in which all pupils are encouraged to participate. Sports which are currently on offer include netball, tennis, athletics, basketball, badminton, football, rugby, gymnastics, dance, cross country and health related exercise. The school also regularly runs ski, water-activities and outdoor adventure trips. A recent acquisition is a multi gym to which pupils in Year 10 and Year 11 have supervised access.

## **15. CAREERS AND WORK RELATED EDUCATION**

At Key Stage 4 a variety of experiences help prepare all pupils for further education training and the world of work. In Year 10 a week's work experience, with a preparation day and also a presentation called 'Learning Works' are supported by Careers Wales. In Year 11 individual interviews for all pupils plus Club Gateway and Job Club are amongst the experiences offered in their final year.

At Key Stage 3 Year 7 meet their Careers Advisor and our link with Dow Corning provides mathematical support for some pupils. Year 9 take part in an Enterprise Project, meet local entrepreneurs through the Dynamo project and receive guidance before choosing their courses for upper school.

## **16. HOMEWORK**

The school expects appropriate homework to be set, completed and marked to support pupils' learning. Homework is recorded in the student planner which also includes a homework timetable. As a guide, the amount of homework pupils can expect is:

Years 7 and 8:	40 to 60 minutes per night
Year 9:	60 to 75 minutes per night
Years 10 and 11:	60 to 120 minutes per night

Pupils who fail to produce homework on time will be placed in detention. Parents are asked to check and sign diaries weekly.

## **17. EXTRA CURRICULAR ACTIVITIES**

The school has a wide and varied programme of extra curricular activities on offer including liturgical, sporting, music, drama, environmental group, Fair Trade, SVP, Student Council and Forums and other activities; all pupils are strongly urged to take part. A number of physical activities are available after school and lunchtimes free of charge under the Sports Council of Wales 5 x 60 scheme.

## **18. CONCERNS AND COMPLAINTS ABOUT THE CURRICULUM**

Parents who have concerns about any aspect of the curriculum are invited to contact either the appropriate Head of School or the Headteacher. If the issue cannot be resolved in the first instance then parents should make a formal written complaint addressed to the Headteacher.

The school has a complaints procedure in place, a copy of which can be obtained from the Headteacher.

## **19. CHARGING AND REMISSION**

In accordance with Education Reform act 1988 the school makes no charge for:

- Sitting public examinations prepared by the school\*
- Admission to the school
- Following National Curriculum subjects during the normal school hours\*\*

The school may ask parents for voluntary contributions to pay for any educational activity or visits essential to the delivery of the national curriculum both inside and outside of normal school hours. However, no pupil will be excluded from the activity for not having paid the contribution.

The school is permitted to charge for the following:

- Costs for board and lodging on school trips
- Costs of lost and destroyed school property and breakages
- Costs associated with the tuition of musical instruments
- Finished products eg craft items, art work or prepared food
- \* Costs for entry to public examinations not prescribed in the regulations or where re-sits are necessary
- \*\* Costs of optional extras associated with the delivery of the curriculum both inside and outside of normal school hours, provided that the charge does not exceed the cost of the activity.

In all cases where a permitted charge is likely to be made parents will be told of the amount in advance.

Where third parties are used to provide a service the school is permitted to charge for that activity. However, all charges will be passed directly to the third party.

## **20. SUMMARY OF SEN POLICY**

The objectives of the St Richard Gwyn Catholic High School staff are to ensure that ~

1. Students with special educational needs will:

- Have their needs investigated and understood.
- Be made aware of support and plans in place for meeting their needs.
- Participate in identifying and meeting their own needs.
- Be fully included in the life of the school.

2. Parents will:

- Be involved in the investigation of their child's needs.
- Be kept aware of support and plans in place to meet those needs.
- Be given every opportunity to become actively involved in supporting their child and working with the school.
- Be kept fully informed of their child's progress.

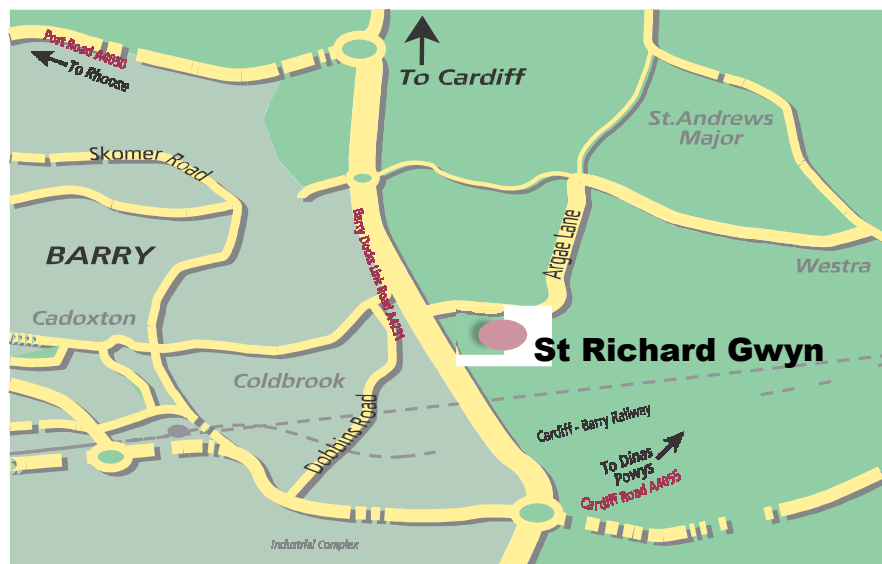
### 3. Staff will:

- Be made fully aware of the students who have SEN and the nature of their difficulties.
- Be made aware of and encouraged to use strategies for dealing with different kinds of difficulty.
- Become increasingly active in monitoring and setting targets for SEN students.
- Be offered training opportunities to improve their awareness of and ability to address the range of Special Educational Need.

The full SEN Policy outlines in more detail how these objectives will be met.

## **21. ADDITIONAL INFORMATION**

Accompanying this booklet is information that changes annually: school dates, attendance data, destination of school leavers, NC assessments, examination results, comparative (all-Wales) results; school uniform and appearance.



ST RICHARD GWYN CATHOLIC HIGH SCHOOL  
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