



BRYN CELYNNOG

Comprehensive School
Nurturing Success



Supplementary Information

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Key Staff

Senior Staff

Headteacher

Ms D Baldock
(Designated Senior Person for
Child Protection)

Deputy Headteacher
Assistant Headteachers

Mr C Davies
Mrs L Glennon
Mr M Nelson
Mrs K Phillips
Mr J Williams
Ms J Conway

Heads of Learning

Head of Learning Year 7
Head of Learning Year 8
Head of Learning Year 9
Head of Learning Year 10
Head of Learning Year 11
Head of Learning Years 12/13

Mrs A Bensley
Mr H John
Ms S Nolan
Ms H Thomson
Ms C Jones
Mrs K Thomas

Headteacher's PA

Ms A Dobbs

Heads of Faculty/Department

English Faculty

Head of Faculty
Assistant Head of Faculty

Ms J Conway
Ms J Cross/Mrs A Watkins

Mathematics Faculty

Head of Faculty
Assistant Head of Faculty
Head of ICT/Computer Science

Ms R Sutton
Ms G Swietlik/ Mrs E Le Grice
Ms K Stock

Science Faculty

Head of Faculty
Assistant Head of Faculty

Ms F Hockings
Mr G Trapnell/Ms C Broom

Humanities Faculty

Head of Faculty / History
Heads of Geography
Head of RE
Head of Law/Business Studies

Mr M Nelson
Mrs S Hann/Mrs A Panwalker
Mr M Maidment
Ms L Mucha

Modern Foreign Languages Faculty

Head of Faculty/Welsh
Head of Spanish

Mr R Griffiths
Mrs E Legge

Technology Faculty

Head of Faculty

Mr J Williams

Creative Arts Faculty

Head of Faculty
Head of Performance

Mrs E Burke
Ms M Davies

Physical Education Faculty

Head of Faculty

Ms S Bell

Attendance Lead

Ms R Colcomb

The Governing Body

Mr G Evans (Chair)
Mrs C Norris (Vice-Chair)
Mr G Owen
Ms N Gittins
Mr A Sims
Ms D Baldock
Ms H Jacobs
Mrs H Jones
Mrs K Hooper
Mrs K Phillips
Mrs N Arnold
Mr R Yeo
Mr B Trewartha
Mr G Hughes
Mr C Preedy
Mr C Davies
Mrs J Collier
Mr A Price
Miss D Lewis

Bryn Celynnog Comprehensive School

Penycoedcae Road
Beddau
Rhondda Cynon Taff
CF38 2AE

T: 01443203411
F: 01443219619
E: school@bryncelynnog.org.uk

Introduction

Bryn Celynnog Comprehensive School is a co-educational secondary school which offers a comprehensive education to students from the ages of 11-18.

The school is funded by Rhondda Cynon Taff County Borough Council, but its management, including finance, is controlled by the Governing Body.

In September 2024, there will be approximately 1370 on roll, with a projected intake of 240 new students in Year 7.

In the last academic year, 206 students applied to Bryn Celynnog and all applications were successful. The actual admissions limit is 246.

Admissions

It is the right of parents to make an application to send their child to the school which they consider best suited to their child's needs. Bryn Celynnog welcomes enquiries and applications, irrespective of home address. We will be more than pleased to discuss your requirements in respect of your desire to enrol your child at the school. This includes arrangements for admission and access for children with disabilities.

Please note that all applications for admission must be made through the Local Authority.

Full details of the arrangements for choosing a school are provided in the Local Education Authority's booklet, 'Starting School'.

Assessment and Achievement

At Bryn Celynnog we encourage our students to achieve their personal best in every aspect of school life. We aim to celebrate and reward achievement at every opportunity.

When students enter Bryn Celynnog, we use data from the primary schools and our own screening tests to determine which class students are assigned to. We set individual targets for all students.

During the Autumn Term, students and their parents are invited into school for a personal induction meeting with a senior member of staff.

Progress and achievement is then assessed by:

- ◆ the regular marking of both classwork and homework;
- ◆ regular testing to monitor progress;
- ◆ formal annual examinations in English and maths from Year 7;
- ◆ GCSE 'mock' examinations in key subjects for Year 10 and 11 students;
- ◆ interim Progress Checks twice a year, which indicate, by the use of effort and attainment grades, whether or not a student is on track to attain his/her individual targets;
- ◆ monitoring of performance in every year group;
- ◆ annual reports to parents which outline progress in each subject and give suggested strategies for further improvement;

The school provides frequent opportunities for parents to discuss their child's progress.

Anti-bullying

The school operates a zero tolerance approach to bullying. The school's anti-bullying policy is available from the Headteacher. A summary is contained in the student planners.

Safeguarding

The school's designated senior person for child protection is Ms Debra Baldock. There is a deputy designated senior person attached to each year group. A copy of the school's Safeguarding Policy is available from the Headteacher.

Code of Conduct

PUNCTUALITY

We expect you to:

- ◆ arrive at lessons, assembly and registration on time
- ◆ complete and hand in work on time.

RESPECT

We expect you to:

- ◆ treat yourselves, other students, members of staff and guests with respect
- ◆ stand when members of staff or guests enter the room
- ◆ hold the door open for members of staff and guests
- ◆ behave sensibly in lessons and around the school allow other students to learn in peace and in safety
- ◆ bring the correct books and equipment to lessons
- ◆ respect the school environment by putting your litter in the bins and by leaving chewing gum at home
- ◆ use school property and school buildings respectfully
- ◆ wear the correct uniform with pride
- ◆ know and follow this code of conduct.

Disciplinary Procedures

Our priority is that students should be able to learn and teachers should be able to teach. To ensure this, any student who tries to spoil the learning of others is immediately removed from the lesson. The school's discipline for learning procedures are then followed.

We record all instances of unacceptable behaviour on the school's computerised behaviour log.

Sanctions may include:

- ◆ confiscating certain items (e.g. mobile phones that are used during lessons)
- ◆ withdrawal of privileges
- ◆ being placed on report to the Form Tutor, Head of Year or Senior Staff
- ◆ detentions at break time, lunchtime or after school
- ◆ letters home
- ◆ interviews with parents
- ◆ payment for damage to school property
- ◆ internal exclusion/isolation
- ◆ fixed-term or permanent exclusion from school.

We operate punctuality controls at the school gates every morning from 8.45am and equipment checks every morning during registration.

Further details of the school's disciplinary procedures and exclusion policy are available from the Headteacher upon request.

Curriculum Policies and Information

Use of the Welsh Language

All students study Welsh as a second language up to the end of Year 9. Thereafter, students in Years 10 and 11 study a full GCSE course which forms part of their compulsory curriculum. AS and A-level Welsh is taught at post 16 within the Consortium.

At Bryn Celynnog, the medium of instruction is English, though we actively encourage the use of Welsh in basic day-to-day transactions.

Relationships and Sexuality Education

Sex education is taught to all students, not as a discrete subject, but within the framework of Personal, Social Education. In consultation with the LA and Governing Body, the programme is set in the context of responsible personal relationships. We take care to select resources that are appropriate to the ages and needs of students. Parents may view the Relationships and Sexuality Education policy and discuss the teaching materials used.

The school's relationships and sexuality education programme includes developmentally appropriate learning around the following thematic areas:

- ◆ relationships and identity;
- ◆ sexual health and well-being;
- ◆ empowerment, safety and respect.;
- ◆ to help young people keep safe.

Religion Values and Ethics Education

RVE focuses on a range of religious and non-religious world views, encouraging pupils to evaluate how people's different belief, perspectives and experiences impact on their values and moral actions.

Careers Advice and Guidance and Work Related Education

Students are encouraged to develop initiative, entrepreneurship and self-reliance through the variety of opportunities available to them.

A Careers Wales Adviser is available in school to help students plan for the future.

The Careers Wales Adviser can help students to:

- ◆ find out about careers they are interested in and the qualifications and skills required;
- ◆ decide on their course choices in Year 9;
- ◆ plan their next steps after Year 11;
- ◆ find out about job vacancies and training opportunities;
- ◆ make decisions about options after Sixth Form;
- ◆ apply for university, college, jobs and training.

Specialist Careers help is available for students who need additional support.

Careers Wales also works with the school to help students find out about the world of work through activities like work experience and industry days. Students in Years 9-13 are offered individual interviews with an adviser from Careers Wales. The Careers Wales Adviser is usually available at Parents' Evenings.

Complaints Procedure

In line with Section 409 of the 1996 Education Act, if you have a complaint about the curriculum being offered to your child, or any related matter, we suggest that you follow the procedure outlined below:

Contact the school in writing, outlining the complaint. Most complaints can be resolved locally, in discussion with the Headteacher or other appropriate members of staff.

If you are not satisfied with the response, write to the Chair of the Governing Body, Mr G Evans, c/o Bryn Celynnog Comprehensive School.

If still not satisfied with the response, contact the Director of Education in writing. The appropriate body will investigate your complaint and notify you in writing of the outcome.

Equal Opportunities

Bryn Celynnog endorses the Local Education Authority's Equal Opportunities Policy. We aim to actively promote equal opportunities for all students in every aspect of school life. We are an Equal Opportunities employer. The school's Strategic Equality Plan is available on request from the Headteacher.

Charging for School Activities

In accordance with the 1988 Education Reform Act updated 1996, the school does not charge for activities which are an essential part of the school curriculum. For non-essential, or for curriculum-enhancing activities, such as residential visits, etc., schools may request voluntary contributions from parents - and this is what we have always done. It is clear, however, that unless the cost of the visit can be met through such contributions, then the visit cannot take place. Full details of the policy approved by the Governing Body are available on request from the Headteacher.

Extra-Curricular Activities and Sport

The school provides a range of extra-curricular activities, including sport, choir, orchestra, school council, public speaking, library activities, study clubs, school productions and participation in many local and national competitions.

A range of activities is also provided through the Youth Engagement and Participation Service. At the start of each term, a programme of activities is published to students.

The school has excellent facilities, enabling us to provide a range of sporting activities, including rugby, football, basketball, netball, tennis, badminton, cricket, athletics and swimming.

Exemption from the PE programme is only granted after a parental request in writing. Longer periods of exemption require a medical certificate.

Health and Safety

A copy of the school's Health and Safety Policy is available from the Headteacher.

We believe that contact between home and school is a partnership that is critical for the well-being of our students.

We encourage parents to make early contact with the school should they have any worries about their children's education. A member of staff will usually be able to see you on the same day, but it is always best to phone the school in advance.

Written communication

You will receive a Progress Check or Written Report once a term, updating you on your child's progress.

Parents' Evenings

We hold Parents' Evenings annually so that parents are able to discuss the progress of their children. We strongly encourage parents to attend these important meetings.

Special information evenings and celebration events are held throughout the year. These include:

Year 7 Induction Meetings

These meetings take place in the first two weeks of September to enable parents to check that students have settled in well.

Year 9 Options Evening

These meetings are designed to give parents and students an overview of the courses available for Years 10 and 11. The Careers Wales Advisor is available to give personal advice.

Year 10 Information Evening

At this meeting, parents and students are told what to expect in terms of examination requirements for GCSE and BTEC courses. We will also discuss end of Year 11 targets.

Year 11 Sixth Form Choices Evening

Students and their parents are given 'tasters' of post-16 academic and vocational courses available within the Consortium. Individual guidance is available from the Careers Wales Advisor.

Academic Achievement Awards Ceremony

The 3As Ceremony is firmly embedded in Bryn Celynnog's raft of annual celebratory events. This ceremony honours achievements at GCSE, BTEC and A-level, recognizes academic excellence in each subject area and highlights the outstanding Student of the Year from each of Years 7-13.

Home School Contact

Partnership with Parents

Homework

Why homework?

At Bryn Celynnog we aim to instil a strong work ethic in our students. We do not believe in homework for homework's sake. We do believe, however, that what is taught at school needs to be practised and reinforced if it is to be learnt thoroughly. Students need to learn to study independently, without direction.

Year 7 to 9

Students will be set a wide range of homework tasks to support them to become independent learners. The importance of reading cannot be underestimated. We encourage all students to build time to read into their homework schedule.

Year 10 to 13

We set homework to support the requirements of examination courses.

We provide all students in Years 7-9 with a student planner in which to record homework assignments.

What happens if homework is not done?

If homework is not completed and handed in by the set deadline, students may be placed in an after-school detention. We always provide parents with 24 hours' notice of all detentions.

School Day

8.45 am	Bell – Registration / Assembly
9.00am	Lesson 1
10.00am	Lesson 2
11.00am	Break
11.20am	Lesson 3
12.20pm	Lesson 4
1.20pm	Lunch
1.55pm	Lesson 5
2.55pm	End of school Years 7 – 11
2.55pm	Lesson 6 for some Sixth Form subjects

The school operates a two-week timetable, providing 50 one-hour lessons per fortnight. This excludes time devoted to collective worship, registration and breaks.

School Security

We aim to make Bryn Celynnog a very welcoming school for students, parents and visitors. However, we take very seriously the safety and well-being of the school community.

We ask all visitors to report to reception where they are signed in and given a visitor's badge.

All students in Years 7-11 are expected to remain on the school premises throughout the school day, including lunchtime.

The school premises are protected by CCTV.

We work closely with the police and Rhondda-Cynon-Taff County Borough Council to ensure that the school premises and grounds are safe and secure.

School Term and Holiday Dates 2024-25

Monday 2 nd September	-	Friday 25 th October 2024
Monday 4 th November	-	Friday 20 th December 2024
Monday 6 th January	-	Friday 21 st February 2025
Monday 3 rd March	-	Friday 11 th April 2025
Monday 28 th April	-	Friday 23 rd May 2025
Monday 2 nd June	-	Monday 21 st July 2025

School Transport

For up to date information on bus pick-up points and timetables please visit www.rctcbc.gov.uk/schooltransport Click on the 'School and College Transport – Bus Routes' link and follow the on screen instructions.

Students are fully aware of the bus on which they are to travel to and from school and MUST adhere to this arrangement at all time.

For details regarding entitlement to free school transport please contact RCT Home To School Transport Office.
Tel: 01443 425001.

Catering

Catering is provided by RCT Catering services

School Uniform

YEARS 7-11

Boys

Sky-blue polo shirt with school logo
Black V-necked jumper or sweatshirt with school logo
Black, tailored school trousers (not skin-tight) (no denim)
Sensible plain black footwear (all black including soles and laces)
Plain black coat (no hoodies)

Girls

Fitted sky-blue polo shirt with school logo
Black V-necked jumper or cardigan with school logo
Black, tailored school trousers (not skin-tight, not leggings) (no denim) or,
Black school skirt of an appropriate length
Sensible plain black footwear (all black including soles and laces)
Plain black coat (no hoodies)

THE SIXTH FORM

Boys

White shirt with school tie
Black V-necked jumper with 'Bryn Celynnog VI Form' and school badge
Black, tailored school trousers (not skin-tight) (no denim)
Sensible plain black footwear (no trainers)
Black coat or jacket, any style (no hoodies)

Girls

White fitted shirt or blouse, tie
Black V-necked jumper with 'Bryn Celynnog VI Form' and school badge
Black, tailored school trousers (not skin-tight, not leggings) (no denim) or
Black school skirt of an appropriate length
Sensible plain black footwear (no trainers)
Black coat or jacket, any style (no hoodies)

Jewellery, accessories, hairstyles and facial piercings

Hairstyles and hair colours should be natural (e.g. not 'Mohican', not dyed pink, etc). Students with extreme styles or colours will be sent home. The emphasis should be on learning, not making a fashion statement.

Jewellery should be restricted to stud earrings (not hoops, for reasons of health and safety), and a watch.

Facial piercings are not permitted.

School bags should be large enough to carry an A4 ring-binder file.

Valuable items should not be brought into school. All electronic equipment (such as iPods and mobile phones) must be kept in school bags and used only at break and lunchtimes*. Phones must not be used in the library at any time. If a student contravenes this rule on more than one occasion, the phone will be confiscated, locked in the school safe and must be collected by a parent.

*The use of mobile phones is under review.

NOTE: The final decision on queries regarding the dress code is at the discretion of the Headteacher.

PE and Games Kit

Boys

Black PE shirt with school logo
School rugby jersey
Black shorts
Black sports socks
Black PE 1/4 zip jumper
Plain black jogging bottoms with no logo (optional)
Appropriate footwear for the activity

Girls

Black PE shirt with school logo
School rugby jersey (optional)
Black leggings or shorts
Sports socks
Black PE 1/4 zip jumper
Plain black jogging bottoms with no logo (optional)
Appropriate footwear for the activity

School Uniform Supplier

All items of clothing can be purchased from the school throughout the year. Please contact Mrs Julie Grant who will be pleased to help you.

School Uniform Grants

Distinctive clothing grants will be supplied if your child is eligible for free school meals.