

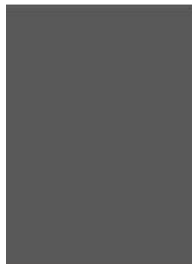
# Archbishop McGrath Catholic High School

Ysgol Uwchradd Gatholig Archesgob McGrath



2022-2023

## Croeso Nol / Welcome Back



Information for Pupils &  
Parents/Carers

# Welcome/Croeso:

Dear Pupil/Parent and Carer,

I would like to take this opportunity to welcome you back to the new academic year 2022/2023. It is an enormous privilege to be appointed as Headteacher at Archbishop McGrath and I look forward to meeting with you, our pupils over the course of the coming weeks. It might take me a little longer to get to know your names but I will do my best! Similarly, I hope to be able to speak with parents and the wider school community over the course of the next term and beyond.

From what I have seen, albeit from a distance over the last few months, Archbishop McGrath is a very good school. At the heart of our school is our Catholic ethos and it is this that stands us apart as a school community.

## Our Mission and Core Values

### *“Christ at the Centre”*

Our core purpose is to ensure that all pupils reach or exceed their potential by using their God-given talents to develop as healthy, ambitious, capable life-long learners ready to live as valued members of our local community, Wales and the world.

We aim for all our pupils to leave our school as:  
**Employable, Virtuous and Empowered**  
Individuals.

We are #teamAMG

I am also of the opinion that our school has got enormous potential to achieve even greater things – not only academically but also in terms of developing all aspects of learner provision be it socially, spiritually, sporting, extra-curricular and opportunities for pupil leadership.

I want to re-assure you as parents and carers that every child at Archbishop McGrath counts – regardless of their ability, talents or background. As the financial crisis worsens, we are acutely aware that many pupils are at risk of missing out on some opportunities. To help support this, we will be launching the Archbishop McGrath Pupil Opportunity Fund. This will be supported by staff and pupil sponsored events with the sole purpose of supporting those most in need in our school. More details will follow over the coming weeks.

Having taught for the last twenty-six years, my experience has taught me that the strength of a school community can only be fully realised when all of its members work together for a common goal. For us at Archbishop we need to make sure our learners achieve or exceed their potential having experienced the highest standards of teaching and learning and pastoral care. These ambitions can only be fully realised when our pupils, families, staff and wider community work together – ultimately we are one body, many parts.

We will be working hard to create an even greater ethos of unity from this point on and we will be adopting the phrase **#teamAMG** in many aspects of our communication and social media output.

Over the coming weeks and months, you will see the school having an increased presence on our social media pages such as Twitter in order for us to celebrate our successes as a school. We will also be working hard over the coming days to improve and update the school website.

I would also like to give a special welcome to our new Year 7 pupils and their families for whom this week will be the start of an exciting new chapter. As a new starter myself, you will be glad to know that I will also no doubt be getting lost during the first few weeks!

Please note on the enclosed booklet the slight changes to the timings of the lessons and registration from September. There will be a school-wide push on improving punctuality to registration and all lessons from this week.

### **Staffing**

Our updated staff list for this academic year can be found on the school website. I would however like to welcome the following new members of staff to our team:

Tiffany Ridings - Assistant Leader of Welsh)  
Emily McQueen - Assistant Leader of Science-Chemistry)  
Joe Sullivan - ICT technician  
Gemma Crowe - Head of Geography  
Alun Wood - teacher (Geography/WBQ)  
Gemma Thompson - teacher (English)  
Jessie Wooding - teacher (RE and Psychology)  
Jade Cascarina - teacher (English and Drama)  
Karen Mordecai - teacher (Maths and Science)  
Helen Lloyd - teacher (DT - Food and Nutrition)  
Owen Lewis - teacher (PE)  
Danielle Evans – Teaching Assistant  
Elizabeth Francis – teaching Assistant

Finally, I would like to say a huge thank you to Miss Clegg who in her role as Acting Headteacher and Head of School for the last two years has done such a brilliant job of leading the school. I am also grateful to Mrs. Thomas, Headteacher of Cowbridge School who will continue to work in an advisory capacity to the leadership team and governors for this academic year.

I look forward to working alongside you in the coming weeks and months to ensure our school community continues to go from strength to strength.  
Diolch,



Mr. Ashley Howells  
Headteacher



# Returning to school

The Archbishop McGrath School community hopes you all have had a safe, relaxing and restful summer period. We are open for full days and school transport will be running as usual from **Tuesday the 6th of September 2022**. Pupils are not permitted to leave the school premises if they arrive by school transport, this is for insurance and safeguarding related reasons. Bus passes will be available to collect from school. Below is the link to BCBC 'no pass no travel' webpage <https://www.bridgend.gov.uk/residents/schools-and-education/transport-to-school-or-college/no-pass-no-travel-scheme/>

## First Day/Week Back:

The school will be returning on **WEEK 1 or A** of the timetable. On the first day back, all pupils will be with their form tutors for the first two lessons on **Tuesday the 6th of September 2022**. Posters will be displayed on the school entrances so pupils know the correct Form Class to attend. During the first week, the Headteacher Mr Howells will be leading the assemblies as shown below.

- Tuesday 6<sup>th</sup> September = **Year 7** Croeso Nol / Welcome Back
- Tuesday 6<sup>th</sup> September = **Year 8** Croeso Nol / Welcome Back
- Wednesday 7<sup>th</sup> September = **Year 9** Croeso Nol / Welcome Back
- Wednesday 7<sup>th</sup> September = **Year 10** Croeso Nol / Welcome Back
- Thursday 8<sup>th</sup> September = **Year 11** Croeso Nol / Welcome Back
- Friday 9<sup>th</sup> September = **Year 12 and 13** Croeso Nol / Welcome Back

## PSE Lessons:

- Week 1 = Friday Lesson 1, for Years 7, 9 & 11
- Week 2 = Friday Lesson 1, for Years 8, 10, 12 & 13

## Support/Guidance:

Year Group of Learner	Wellbeing Support Officers (WSO), Leaders of Wellbeing (LOW) and Head of Sixth Form	Contact direct number and e-mail
• Year 7	Miss E Morgan (WSO) & Miss K Sutton (LOW)	01656 815500 (Line 2) and <a href="mailto:year7@archbishopmg.co.uk">year7@archbishopmg.co.uk</a>
• Year 8	Miss E Morgan (WSO) & Mr W Gallafant (LOW)	01656 815500 (Line 2) and <a href="mailto:year8@archbishopmg.co.uk">year8@archbishopmg.co.uk</a>
• Year 9	Miss E Morgan (WSO) & Miss E Davies (LOW)	01656 815500 (Line 2) and <a href="mailto:year9@archbishopmg.co.uk">year9@archbishopmg.co.uk</a>
• Year 10	Miss C Burgess (WSO) & Miss A Frisby (LOW)	01656 815500 (Line 3) and <a href="mailto:year10@archbishopmg.co.uk">year10@archbishopmg.co.uk</a>
• Year 11	Miss C Burgess (WSO) & Mrs J Bailey (LOW)	01656 815500 (Line 3) and <a href="mailto:year11@archbishopmg.co.uk">year11@archbishopmg.co.uk</a>
• Sixth Form	Miss C Burgess (WSO) & Ms J Pearson (Head of Sixth Form)	01656 815500 (Line 3) and <a href="mailto:year12@archbishopmg.co.uk">year12@archbishopmg.co.uk</a> <a href="mailto:year13@archbishopmg.co.uk">year13@archbishopmg.co.uk</a>



# Form Tutor List and Rooms - 2022/2023

On the first day back, all pupils will be with their form tutors for the first two lessons on **Tuesday the 6<sup>th</sup> of September 2022**. Posters will also be displayed on the school entrances so pupils know the correct Form Class to attend.

Year	CADOG	DYFRIG	ILLTUD	NON	TEILO
<b>7</b>	G Thompson <b>Room = 203</b>	D O'Leary <b>Room = 208</b>	P Grech <b>Room = 219</b>	A Harris Waters (WED A Moore) <b>Room = 221</b>	J Wooding <b>Room = 207</b>
<b>8</b>	A McShane <b>Room = 222</b>	M Dawson <b>Room = 224</b>	B Rowland Jones <b>Room = 213</b>	K Crossman (MON A Moore) <b>Room = 103</b>	O Lewis <b>Room = 217</b>
<b>9</b>	T Maher <b>Room = 004</b>	G Crowe <b>Room = 218</b>	A Jalalian <b>Room = 215</b>	J Cascarina <b>Room = 206</b>	E McQueen <b>Room = 216</b>
<b>10</b>		N Morgan (+N Lewis) <b>Room = 204</b>	R Burrige <b>Room = 101</b>	G Williams (+CMD) <b>Room = 005</b>	C Diffey <b>Room = 210</b>
<b>11</b>	C Waters <b>Room = 105</b>	T Ridings <b>Room = 102</b>	O Williams <b>Room = 014</b>	D Williams (+G Mounce) <b>Room = 214</b>	K Mordecai <b>Room = 106</b>
<b>12</b>	A Wood <b>Room = 104</b>	J Earnshaw <b>Room = 220</b>	C Comerford Davies <b>Room = 107</b>		
<b>13</b>	R Lovell <b>Room = 205</b>	A Hiscocks <b>Room = 006</b>	F Greenwood <b>Room = 007</b>		



# School Uniform

## Compulsory School Uniform:

Trousers – Smart, tailored, plain black. No denim, jeans, cords, linen, leggings or skinny fit. No trousers with accessories such as leg

pockets, zips etc.

Skirts – Smart, plain black, knee length, not lycra.

Shirts – Smart, white, button to the neck and full length i.e. must be able to be tucked in. No blouses.

Blazers – Green Yrs 7-11, Black Yrs 12 and 13.

School jumpers/cardigans – Smart, all black, V-necked and appropriate length.

Shoes – Smart, plain black and low heeled. *Black trainers, boots, plimsolls or canvas shoes are not to be worn.*

Socks – Plain black only.

Ties – Yrs 7-11 Green and gold striped; Yrs 12 and 13 Black with school badge. Knot of tie must be positioned at collar of shirt.

## Accessories:

Belts – Plain black fitted within belt loops of trousers. No chains.

Jewellery – One pair of small studs. Only one stud per ear. No sleepers, stretchers or large studs. One wrist watch. Small neck chains to be worn under shirt and not visible.

Coats – In cold weather students can wear a coat outside the school building. Hooded tops should not replace a coat or school jumper and should NEVER be worn in, or brought to school.

Caps/Hats/Scarves – May be worn to school but not within the school buildings.

Make up – No excessive make up.

Hair Styles and accessories – Eccentric hairstyles and colourings will not be allowed. Staff will use their discretion re. suitability. Please contact school prior to changes in style/colouring if unsure of suitability.

Piercings – NO visible / tongue or nose piercings are allowed. Anyone wearing them will be asked to remove them immediately, regardless of when piercing was done.

## The following are not allowed:

Chewing gum, all energy drinks and denim clothing. The School does not tolerate SMOKING/VAPING on the school premises and supports the Ash Wales Cymru campaign.



# Equipment

To avoid sharing equipment where possible pupils are expected to bring their own.

The basic equipment requirements are as follows:

**Pens** (Black or Blue)

**Simple geometry set** (compass, ruler, eraser, set square, protractor)

**Notebook**

**Calculator - (Casio fx-83GTX)**

**Bag** - Most pupils bring a rucksack as this is easier when walking around school. The rucksack needs to be able to hold books, stationery and PE kit.





# The Structure of the School Day

The school day is as follows for **Key Stage 3** year groups:

Times	Key Stage 3 (Years 7, 8 & 9)
8:55 – 9:00am	Warning Bell (Whole School)
9:00 - 09:20am	Form Period
9:20 - 10:20am	Lesson 1
10:20 - 10:45am	KS3 Break
10:45 - 11:45am	Lesson 2
11:45am - 12:45pm	Lesson 3
12:45 – 1:30pm	KS3 Lunch
1:30 - 2:30pm	Lesson 4
2:30 - 3:30pm	Lesson 5
3:40pm	School Buses Leave

The school day is as follows for **Key Stage 4 & 5** year groups:

Times	Key Stage 4 & 5 (Years 10, 11, 12 & 13)
8:55 – 9:00am	Warning Bell (Whole School)
9:00 - 09:20am	Form Period
9:20 - 10:20am	Lesson 1
10:20 - 11:20am	Lesson 2
11:20 - 11:45am	KS4 & 5 Break
11:45am - 12:45pm	Lesson 3
12:45 – 1:45pm	Lesson 4
1:45 - 2:30pm	KS4 & 5 Lunch
2:30 - 3:30pm	Lesson 5
3:40pm	School Buses Leave





## End of the School Day



All years groups will finish the school day at 3:30pm. During the first week back, Year 7 pupils will finish five minutes earlier to reach their buses on time and safely. All buses will leave the school premises at 3:40pm each day.

### Health & Safety:

Pupils are not permitted to leave the school premises if they are using school transport. Parents/carers are expected to collect their children outside of the school gates/grounds unless alternative arrangements have been discussed and arranged with the school.

Year	Exit times for buses
7	3:30pm (Year 7 = 3:25pm First Week Only)
8, 9, 10, 11, 12 & 13	3:30pm



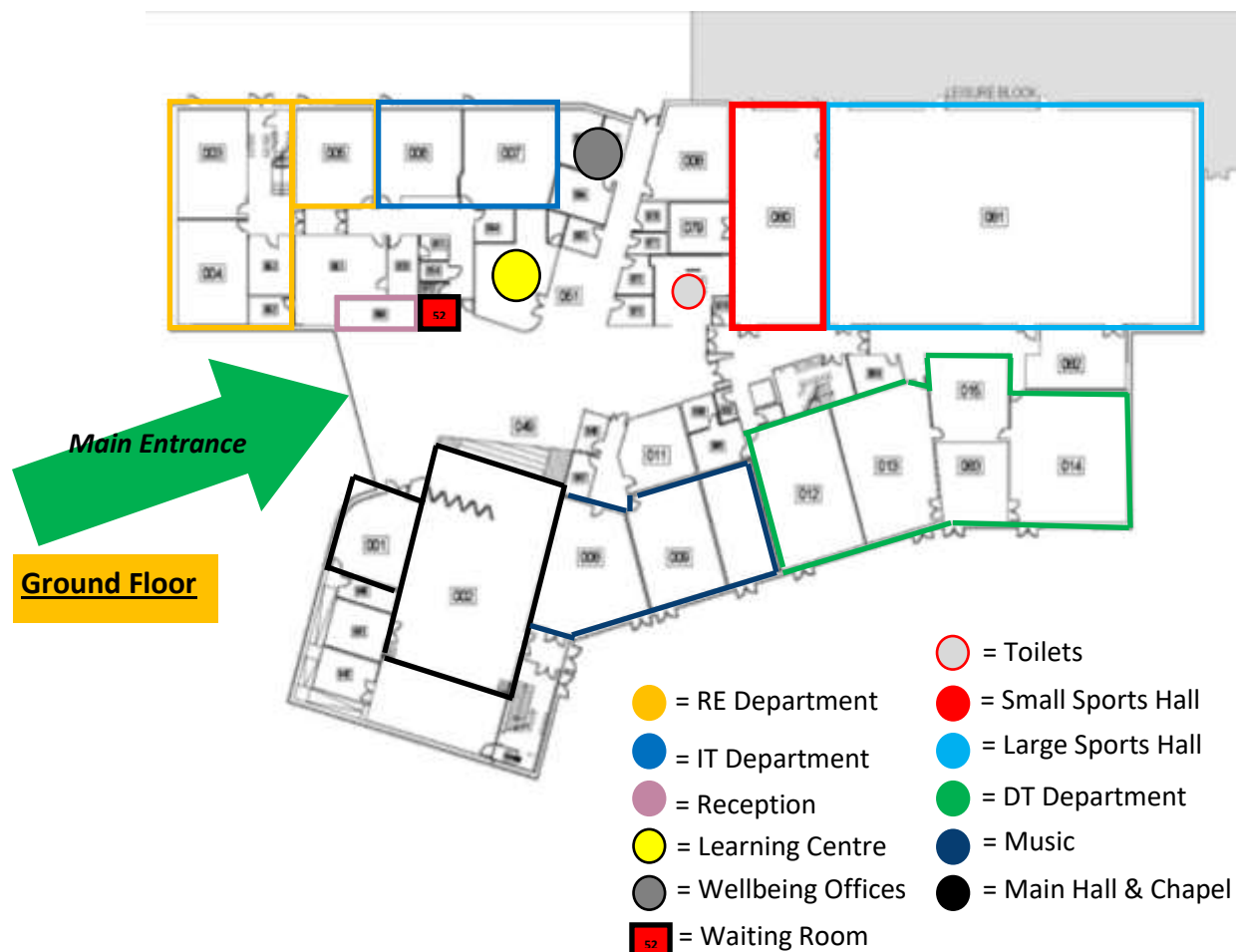
# Pupil Groups

## Navigating around the school:

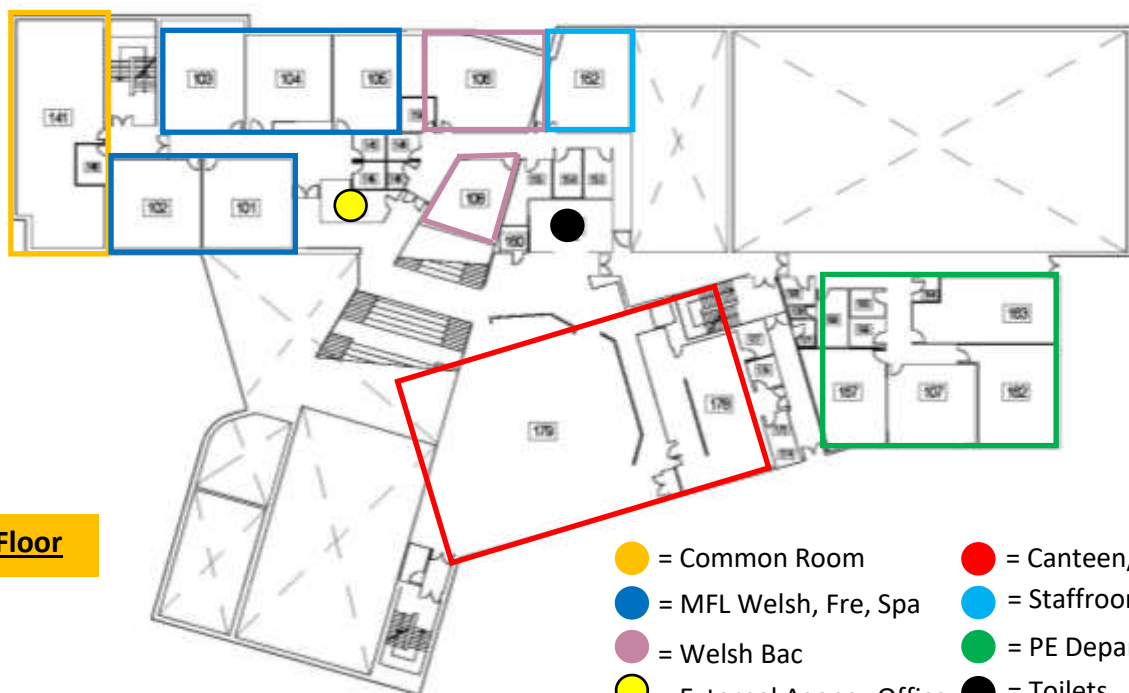
The school is operating a two way system, 'keep to the left' going forward. Pupils and staff are expected to use the left hand side set of stairs to gain access to floors 1 and 2. Pupils and staff are expected to use the right hand side set of stairs to gain access to the lower levels. Pupils and staff toilets can be found on all floors within the school building.



Please see below a ground, first and second floor plan of the school indicating subject / department areas:

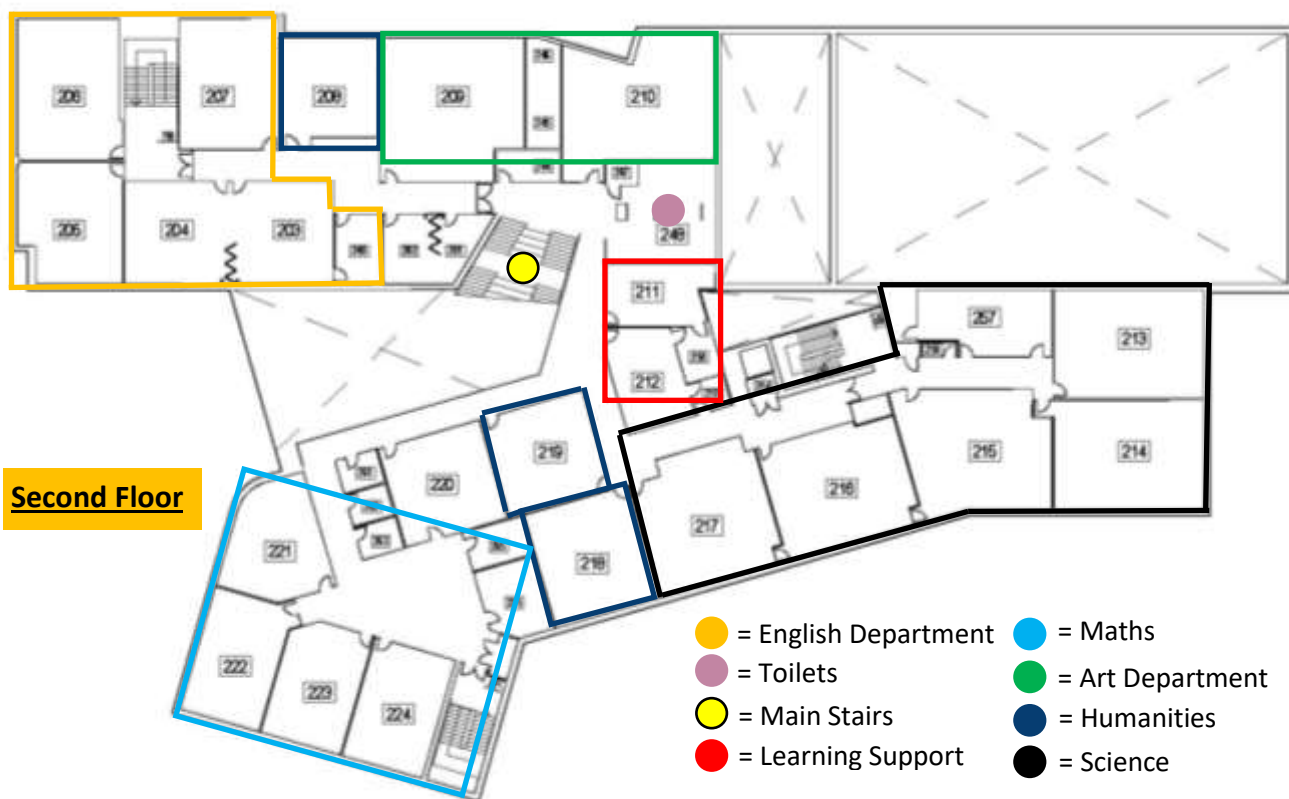


# Pupil Groups



**First Floor**

- = Common Room
- = MFL Welsh, Fre, Spa
- = Welsh Bac
- = External Agency Office
- = Canteen/Food
- = Staffroom
- = PE Department
- = Toilets



**Second Floor**

- = English Department
- = Maths
- = Toilets
- = Art Department
- = Main Stairs
- = Humanities
- = Learning Support
- = Science



# Attendance

## Attend to Achieve, Everyday Counts

Attendance is everybody's concern and the school will expect all stakeholders to play a key part in improving attendance. Archbishop McGrath Catholic High School is committed to ensure regular attendance at school is a priority which in turn will provide pupils with the best possible chances in life to succeed and to achieve their goals in becoming (**Empowered**, **Virtuous** and **Employable**).

Regular school attendance is essential for all children and young people. Failure to regularly attend can increase the risk of leaving school without any qualifications, and can also increase the likelihood of pupils being drawn into criminal and anti-social behaviour.

Our school will endeavour to work with parents/carers, pupils, the local authority and Central South Consortium Joint Education Services to ensure that all pupils receive an appropriate education and to attend school regularly.

Attendance Level	Judgement in terms of potential impact on reaching the school mission (Employable)
Attendance at 96% +	Excellent
91% - 95	Needs monitoring and improvement, 50 – 85 equivalent hours of education missed
90 - 84%	Unacceptable, Cause for concern , 90 – 130 equivalent hours of education missed
85% and under	Major cause for concern – in excess of 140 hours of education missed

Chart to illustrate the equivalent lessons missed based upon three school terms (190 days of school days per year)

100%	0 lessons missed	81%	180 lessons missed	62%	360 lessons missed
99%	10 lessons missed	80%	190 lessons missed	61%	370 lessons missed
98%	20 lessons missed	79%	200 lessons missed	60%	380 lessons missed
97%	30 lessons missed	78%	210 lessons missed	50%	475 lessons missed
96%	40 lessons missed	77%	220 lessons missed	40%	570 lessons missed
95%	50 lessons missed	76%	230 lessons missed	30%	665 lessons missed
94%	60 lessons missed	75%	235 lessons missed	20%	760 lessons missed
93%	70 lessons missed	74%	245 lessons missed	10%	885 lessons missed
92%	80 lessons missed	73%	255 lessons missed	5%	900 lesson missed
91%	85 lessons missed	72%	265 lessons missed	0%	950 lessons missed
90%	95 lessons missed	71%	275 lessons missed		
89%	105 lessons missed	70%	285 lessons missed		
88%	115 lessons missed	69%	295 lessons missed		
87%	125 lessons missed	68%	305 lessons missed		
86%	130 lessons missed	67%	315 lessons missed		
85%	140 lessons missed	66%	325 lessons missed		
84%	150 lessons missed	65%	330 lessons missed		
83%	160 lessons missed	64%	340 lessons missed		
82%	170 lessons missed	63%	350 lessons missed		



## Progress & Wellbeing (Behaviour Expectations)

### *Together We Are Stronger*

All members of Archbishop McGrath Catholic High School's community are to be recognised as made in the image and likeness of God and respected accordingly. All members of the school community are encouraged to follow the example of Christ. In practice this means that everyone should strive to find opportunities to demonstrate the virtues of the Catholic Pupil Profile. By cooperating and trusting each other we aim to ensure that each pupil reaches the peak of their ability and God given talents. This is encompassed in the schools mission to ensure all pupils are **Employable, Virtuous and Empowered** (EVE).

This is achieved by:

- Offering opportunities, support, and guidance within a positive, open minded, safe and civilized school community;
- Promoting positive behaviour and attendance essential foundations for a creative and effective learning environment in which all members of the school community can thrive by being loving, hopeful, curious, wise, grateful, discerning, compassionate, active, truthful, intentional, eloquent, generous, faith filled, attentive, learned and prophetic (CPP Virtues);
- Promoting positive behaviour is the responsibility of the whole school community.

The School's goal is to consistently secure an acceptable standard of behaviour and to promote self-discipline, proper regard for authority, and respect for others. In particular, these measures should aim to prevent all forms of bullying, including discriminative behaviour/harassment.

This code should apply throughout the school day, whenever pupils are on school premises, whenever pupils are engaged in school activities off site and when pupils are travelling to and from school. It provides the basic expectations for positive behaviour in corridors, at lunchtimes, break times as well as in classrooms and anywhere on the school premises.

- All pupils have the right to expect a high quality education and to feel safe;
- No pupil has the right to disrupt lessons so that teaching and learning are interrupted for other members of the class;
- No pupil has the right to behave in ways that could endanger the safety and welfare of others;
- Keep equipment organised in a school bag and use a school locker to store items safely.



## Progress & Wellbeing (Mental and Emotional Wellbeing)

Archbishop McGrath Catholic High School fully supports that faith, education and mental well-being are closely linked and promoting the health and well-being of all individuals within our school community, can positively impact on attitude towards learning and ensuring our learners become Empowered, Virtuous and Employable (EVE) members of society. This means having a whole school culture, ethos and environment that nurtures learners' health and well-being to improve their educational outcomes, which is underpinned by the schools Catholic beliefs and CPP virtues.

The school is aspiring and working towards embedding the four purposes of the new curriculum for Wales which influences every key and strategic decision. Archbishop McGrath's School mission of EVE, is to **Empower** all learners who come under their care to be ambitious, capable learners; enterprising, creative contributors; ethical, informed citizens; and healthy, confident individuals. Promoting positive mental health and wellbeing is everyone's business as is safeguarding.

### A whole school approach:

We as a school recognises that every aspect of school life can impact on the health and wellbeing of those within our school community; from our learners, parents/carers, teachers and support staff. A whole school approach acknowledges that the environment and ethos of a school is just as important as the curriculum and policies. We frequently look to involve learners, parents/carers, staff and governors to ensure we are all working together as a school community to continually drive the schools ongoing development, and to improve the schools current well-being provision. A whole school approach successfully delivered will involve developing effective working partnerships between the school and our external agencies in the wider system that can provide specialist advice and support for our learners.

### Mental and emotional wellbeing support:

Archbishop McGrath School has a range of staff who form part of the Progress and Wellbeing Team (Please refer to the contact list) that are willing to support all pupils to the best of their ability. Since the pandemic we acknowledge that we have seen an increase in terms of young people suffering with their mental and emotional wellbeing. At Archbishop McGrath School we have a range of strategies and interventions that we could potentially action. In addition to these, please see the below information (**KOOTH**) which pupils and their parents/carers can access outside of school if required. Please do not hesitate to contact the relevant Wellbeing Support Officers (WSO) or Leader of Wellbeing (LOW) if further support/guidance is required.







## Your free, safe and anonymous online mental wellbeing community

Whether you are looking for advice or simply aren't feeling your best, Kooth offers a range of features and tools to support you.

### Magazine

Helpful articles, personal experiences and tips from young people and our Kooth team.

### Chat with the team

Chat to our helpful team about anything that's on your mind. Message us or have a live chat.

### Discussion boards

Start or join a conversation with our friendly Kooth community. Lots of topics to choose from!

### Daily journal and goal setting

Write in your own daily journal to track your feelings or emotions and reflect on how you're doing.

### Mini activity hub

Select from a growing menu of fun, therapeutic and useful activities.



## How to sign up

- 1 Head to **Kooth.com**
- 2 Click on the **'Join Kooth'** button on the homepage.
- 3 Choose your **area** and **location** from the drop down menu.
- 4 Select the **year** and **month** you were both.
- 5 Click on the **gender, ethnicity** and **background** that most closely describes you.
- 6 Create an **anonymous username** and secure **password**.
- 7 Let us know how you found out about Kooth from the drop down menu.
- 8 Select **Next Step** to complete your registration!

## Where to find us



[kooth.com](https://kooth.com)



[@Kooth\\_UK](https://www.instagram.com/kooth_uk)



[Kooth\\_UK & Kooth Podcast](#)



[Kooth-Podcast](#)





# Contact list – SLT, Progress & Wellbeing and Safeguarding

**Main school contact number:** 01656 815500

## **Senior Leadership Team:**

- Mr A Howells (Headteacher)
- Miss F Clegg (Deputy Headteacher)
- Mr S Farrow (Assistant Headteacher)
- Mr B Davies (Assistant Headteacher)
- Mr S Green (Assistant Headteacher)
- Mr A Muggleton (Assistant Headteacher)
  
- Mrs D Thomas, Cowbridge School (Executive Headteacher – advisory to July 2023)

## **Designated Safeguarding Officers:**

- Mr S Green (AHT) Designated Safeguarding Lead (Upper School KS4&5)
- Mr S Farrow (AHT) Designated Safeguarding Lead (Lower School KS3)
- Mrs L Gooding (ALNCo) Deputy Safeguarding Officer (Whole School)

## **Whole School ALNCo:**

- Mrs L Gooding (ALNCo)

## **Wellbeing Support Officers:**

- Miss E Morgan Key Stage 3 (Line 2)
- Miss C Burgess Key Stage 4 & 5 (Line 3)

## **Leaders of Wellbeing:**

- Miss K Sutton Year 7 (Illtud)
- Mr W Gallafant Year 8 (Teilo)
- Miss E Davies Year 9 (Dyfrig)
- Miss A Frisby Year 10 (Cadog)
- Mrs J Bailey Year 11 (Non)

## **Head of Sixth Form:**

- Ms J Pearson Year 12 & 13

## **Raising Standards Leaders:**

- Miss S Edwards Key Stage 3
- Mrs M Farrow Key Stage 4





# Archbishop McGrath Catholic High School

Ysgol Uwchradd Gatholig Archesgob McGrath



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