

22nd July 2022

Dear Parent/Carer,

I would like to start by thanking the whole school community, including pupils, parents, staff and governors for your continued support over the last year. I am indebted to Mrs Natasha Charles who has undertaken the role of Acting Headteacher for much of this year, to Mrs Tobin who took on the role of Deputy Headteacher and to the wider Senior Leadership Team: Mr Thompson, Mrs Clark, Miss Milton, Mrs Davies and Mrs Howells. They have done an outstanding job moving the school from strength to strength in my absence. It has been good to return to school and to catch up with so many exciting developments. As staff, we are so pleased to be teaching face to face again and take pride, as a school community, in the fact that our learners have shown remarkable resilience and enthusiasm and a willingness to engage in school life.

The school has undergone a TLR restructure this year and we have many staff really looking forward to taking up new leadership positions in the school; strengthening the curriculum offer and provision for your children to learn, grow, thrive and flourish. I would like to take the opportunity to thank all staff, teaching and support staff, for their continued efforts to support all learners, in creating a safe and supportive learning environment at Pencoed Comprehensive School.

Congratulations to all learners in Years 10 to 13 who sat their exams as part of the first exam series since the Covid-19 pandemic began. Their positivity, and maturity, has made us very proud and we look forward to sharing in their successes in August, we wish those learners who will leave us at the end of this year every success for the future.

In order to share some of the fantastic achievements from the students at Pencoed this year we have created a video to share. Please click on the link below to see the successes of our pupils during this academic year. <https://youtu.be/-YoM6VwW0tc>

Results Days – Summer 2022

Please note the following dates regarding external examination results for 2022:

A Level, AS Level and other level 3 qualifications	August 18 th	After 8.30am
GCSE and other Level 2 qualifications	August 25 th	After 8.30am

We would encourage learners to attend school on these dates so that we may celebrate together. Staff will also be available to offer advice on next steps. Results will be e-mailed to those learners who do not attend on these dates. If you are unavailable to collect on these dates, please email our Examinations Officer Mrs E Morris on Elizabeth.morris@hwbcymru.net

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher

Plans for September 2022

We would like the start of term in September to be a positive beginning for staff and learners, where high standards are achieved and built upon from the outset, particularly in relation to school uniform, attendance, punctuality, positive behaviour and the essential requirement that mobile phones remain switched off and kept in the learner's school bag throughout the day. This requirement has been in place since the beginning of this month in order to promote engagement in learning and wellbeing. It is only a very small number of learners who have challenged this approach, however the majority of learners have responded positively to the approach adopted and parents/carers have been supportive. It is lovely to walk around school to see learners engaged in lessons and to see learners talking to each other around the school at break and lunchtime rather than looking at a screen!

The majority of learners conform to our school rules and act in a respectful manner, engaging positively in lessons and we thank parents and carers for their continued cooperation and support in reinforcing our high expectations and school ethos.

We particularly look forward to welcoming our new intake of Y7 learners in September, who have really impressed us with their enthusiasm during recent transition visits. We will make sure that they settle in and are supported by our team of Y7 wellbeing coaches in making a successful start to their first term with us. We are really looking forward to introducing the new Curriculum for Wales to learners and parents in the Autumn Term.

Monday, 5th of September 2022 and Tuesday, 6th of September 2022 have been designated as INSET days for staff. All learners return to school on Wednesday 7th September 2022, with a whole school focus on returning to school, standards, progress and wellbeing.

Monday, 3rd of October is an INSET day, half term commences on Monday, 31st October 2022 with pupils returning to school on Monday, 4th November 2022. The term ends on Friday 23rd December 2022 with pupils and staff returning to school on Monday, 9th January 2023.

Covid-19 Update

Since July 2, 2022 there has been a slight change in the Self Isolation Guidance. There is no longer a requirement for two negative lateral flow tests to be obtained to be able to end self-isolation before day ten. Previous guidance required a negative lateral flow test on both day 5 and day 6.

Latest guidance summary:

1. Day 1 of Covid is the day after your symptoms began or the day after you tested positive, whichever was soonest e.g., if you began to experience symptoms on Sunday 11 September, Day 1 would be Monday 12 September.

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher

2. On Day 5 take a lateral flow test.
3. If the test is negative, isolation will end on Day 6.
4. If the test is positive, continue to test daily. Isolation ends the day after a negative test or day 10, whichever is soonest.

Welsh Government Guidance (updated 2 July 2022) states that if you have a positive Covid19 test, it is important that you stay at home and avoid contact with other people. We would, therefore, politely request that if your child develops any of the "cardinal" symptoms (high temperature, a new continuous cough or loss of taste or smell) they take a lateral flow test. If they test positive, we would request that they remain at home and isolate in line with the guidance above and that you inform the school absence line.

School Day

The start of the school day remains the same, 8.40am start and lessons finish at 2.55pm.

8.40-8.55am	Registration and tutor period
8.55-9.55am	Lesson 1
9.55-10.55am	Lesson 2
10.55-11.15am	Break
11.15am-12.15pm	Lesson 3
12.15- 1.15 pm	Lesson 4
1.15-1.55 pm	Lunch
1.55-2.55 pm	Lesson 5

Punctuality:

Pupils are expected to be in school by 8.35am. Morning registration begins at 8.40am. Any pupil arriving after 8.55am should sign in at pupil reception.

On arrival pupils must go straight to their designated block where they will be met by staff:

Year Group	Block
Year 7	Block 4
Year 8	Block 6
Year 9	Block 3
Year 10	Block 1 Upstairs
Year 11	Block 1 Downstairs
Year 12 & 13	Block 9
Y7 & 8 MLD	Block 6 LRC

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher



Progress and Wellbeing Leaders for 2022/23:

The Progress and Wellbeing Leaders for 2022/2023 are:

Y7 (and Transition) Mr Matthew Thompson (also Acting Assistant Headteacher)

Y8 (and Head of Ty Owain) Mr Tom John

Y9 (and Head of Ty Llywelyn) Miss Charlotte Beynon

Y10 (and Head of Ty Gwenllian) Miss Georgia Edwards

Y11 (and Head of Ty Branwen) Miss Kirsty McColl

Y12/13 Mrs Sharon Davies

School Uniform:

School uniform will be an expectation at all times and is non-negotiable at Pencoed Comprehensive School as it contributes to the ethos of the school. 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 for our school uniform, as stated below:

School uniform:

- Black trousers, tailored shorts or knee length black skirts – **tight, short lycra skirts are not allowed. Jeans, leggings, jeggings, tracksuit bottoms, sports shorts, gym shorts or cropped trousers are also prohibited.**
- White shirt
- Tie in one of 4 house colours (red, blue, green, yellow). Students will be allocated a house colour.
- Black V-neck sweater with school logo – **no cardigans, round neck jumpers or hoodies allowed.**
- Warm, waterproof/water-resistant outer coat – **no hoodies (with or without zips) or tracksuit tops.**
- Optional – white polo shirt with school logo – **summer term only, after Easter holidays.**
- Black leather school shoes – **no suede or fabric shoes.** Following pupil consultation, **plain black leather** trainer 'style' shoes are now permitted.

Shorts (New from September 2022)

Students are now permitted to wear black tailored shorts, should they wish, at any point during the school year instead of black trousers or a knee length skirt. **The only permitted style of black tailored shorts can be purchased by contacting Uniform 2 Go.** Contact details are available at <https://www.uniform2go.co.uk/>.

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher



PENCOED COMPREHENSIVE

GORAU ARF ARF DYSG

COYCHURCH ROAD
PENCOED
BRIDGEND
CF35 5LZ

T: 01656 867100  @pencoedcomp
E: admin@pencoedcs.bridgend.cymru
W: pencoedcomp.wales



In order to prevent misinterpretation and as some terms can be subjective we have included a number of examples below. These examples are not exclusive but they will give a shared understanding of what is appropriate.

Appropriate



Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher

ASPIRE: **A**MBITION **S**UCCESS **P**ERSEVERANCE **I**NSPIRATION **R**ESPECT **E**NGAGEMENT

Not Appropriate



PE Kit (New) From September 2022

Pupils must come to school in their school uniform and bring their PE kit in their bag on the days they have PE lessons. From September 2022 pupils will continue to change in school for PE lessons.

It is expected all new Year 7 pupils will wear the new PE kit. We understand that some pupils may have kit passed down from older siblings, and this is still acceptable.

The new PE uniform from September 2022 is explained in our youtube video:

<https://www.youtube.com/watch?v=ipan4b6s1XQ>

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher



The new PE kit consists of:



- Multi-sport jersey, with school logo
- Technical t-shirt, with school logo
- Black shorts or skort with school logo, or plain black leggings
- Long sports socks, in school colours
- Trainers/studded boots
- Optional 1/4 zip mid-layer top

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 false nails

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher



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

T: 01636 867100 @pencoedcomp
E: admin@pencoedcs.bridgend.cymru
W: pencoedcomp.wales

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

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

PLEASE NOTE, **NO FACIAL JEWELLERY** 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 hair colour, tramlines etc.). Only basic hair accessories to be worn i.e. bobbles and narrow, plain hairbands.

Mobile phones and devices:

Prior to our mobile device ban from Tuesday 12th July 2022, we had continued to see learners using their mobile devices during lesson time causing a distraction from learning experiences. Whilst we understand that mobile devices have benefits and are now an integral part of our culture, they are having a negative impact on student wellbeing through cyber bullying, inappropriate use of the Internet and telecommunications, and the misuse of social media such as Twitter, Facebook, Snapchat and Instagram. In addition to this they are having a detrimental impact on students developing the important social skills that are needed throughout their lives.

In order to safeguard all learners, develop social skills, and to ensure students can flourish without distractions from learning experiences, the use of **mobile devices will continue to be banned from September 2022**. Mobile devices will not be permitted at any point in the school day including break and lunch, and transitions between lessons. If a phone/device is brought into school, it must remain switched off and kept in a school bag. If a phone/device is used at any point during the school day, the phone will be confiscated and the appropriate sanctions (see below) will follow.

If a learner refuses to hand over a phone to any member of staff they will be internally isolated and their parents/carers will be contacted to attend the school immediately to meet with their child.

This rule similarly applies to the use of headphones/airpods. These must not be used at any point in the school day and should be left at home.

If a phone or electronic device is brought into school, the school accepts no responsibility for any theft, loss, damage or costs incurred.

Parents/carers are reminded that in cases of emergency, the school office remains a vital and the most appropriate point of contact. Our office staff can ensure your child is reached quickly

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher



and assisted in any relevant way. Passing on messages through the school office also reduces the likelihood of disrupting lessons inadvertently. **It is important that all communication is made through the school.**

T: 01656 867100 @pencoedcomp
E: admin@pencoedcs.bridgend.cymru
W: pencoedcomp.wales

School Trips

In the case of day or residential trips in the UK or overseas, consideration will be given to mobile phones/devices being allowed. This will be reviewed on a trip-by-trip basis.

Expectations:

- All mobile phones must remain switched off and inside a learner's school bag for the duration of the school day including break and lunch.
- **This ban starts at the school gates and encompasses all parts of the school site.**

Sanctions:

If a learner is caught using a mobile phone, the phone will be confiscated and placed in the school safe and the following sanctions will be put in place:

First Offence

- The phone can be collected from main reception at 2.55pm by the learner
- Second Offence
- The phone can be collected at main reception by the parent/carer
- Third Offence
- A detention will be issued
- Parents/carers will be invited to discuss/meet with the Progress and Wellbeing Leader to discuss the next steps.

Where infringement is frequent and persistent, or where learners have used their mobile phones to film or record members of staff or pupils, or used their mobile phones for malicious activity that humiliates, embarrasses or causes offence, then pupils will receive sanctions that are more substantial. In these circumstances, sanctions are likely to include a fixed-term or even permanent exclusion.

It is important that all learners are given the opportunities to develop their social skills in person, in a safe environment and through teaching and learning experiences. During the final two weeks of this term since implementing the ban we are already seeing a positive impact on the development of social skills and a significant reduction in the disruption of learning experiences.

Basic equipment:

If pupils arrive in school without the necessary equipment, valuable teaching time is wasted distributing resources. Parents/Carers 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.

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher

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, their parents/carers and the school. School values and rules apply at all times.

In cases where pupils challenge the school rules, or impact negatively on the health, wellbeing and safety of others, 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. By working together, we can ensure that the school's expectations of high standards will be maintained.

A Non-smoking Site

Pencoed Comprehensive School is a Bridgend County Borough Council site and is a non-smoking site. Anyone caught smoking/vaping leaves themselves open to a fine from the council of up to £1000. Students caught smoking/vaping, or supplying smoking/vaping paraphernalia in school will not be tolerated. In these circumstances sanctions are likely to include a fixed-term or even permanent exclusion.

Attendance:

At Pencoed, we believe that full attendance is vital in order for pupils to achieve their potential. The school is required to keep a record of attendance and families should notify the school if their child is unable to attend, explaining the reason for this. This will enable us to record attendance correctly. Our expectation is that learners attend school unless a statutory reason applies (e.g. the learner has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.) The school will work with learners, parents and carers to secure regular school attendance from the start of term as this will be essential in helping learners to make progress and promotes their well-being.

Pupil Absences:

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. We are required by law, to contact 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

Mr E H Jones	Mrs N Charles	Mrs C Edwards	Mr R Green
Headteacher	Deputy Headteacher	Assistant Headteacher	Assistant Headteacher



parents/carers to notify them of the child's absence. Registers are taken at the start of every lesson for safeguarding reasons; a text will be sent home informing parents if their child is missing from the school. admin@pencoedcomp.wales
T: 01856 887100 @pencoedcomp
W: pencoedcomp.wales

lesson. Will you please discuss with your child the importance of punctuality and attendance to all lessons.

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.

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.

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 go home, if they are ill or need to leave school for any appointments.

Pupils must sign out at Pupil Reception before they leave the school site for any reason.

Penybont 6th Form

September sees a new phase in our partnership with Bridgend College. Mrs Sharon Davies has been appointed as PWL for Sixth Form. We will still be collaborating with our colleagues in Bridgend College and Mrs Gemma Carr-Evans and Mr Matthew Watkins will be on site to support learners next academic year on specific days. We are very excited to continue developing the sixth form provision in Pencoed Comprehensive and look forward to welcoming learners back in September.

Curriculum for Wales

September 2022 will see the implementation of the Curriculum for Wales with all Year 7 learners experiencing a new curriculum that aims to help each school develop its own curriculum, enabling learners to develop towards the [four purposes](#)- the shared vision and aspiration for every child and young person in Wales. The school's curriculum is everything a learner experiences in pursuit of the four purposes. It is not simply what we teach, but how we teach and crucially, why we teach it and this has been the focus on staff Inset programmes as we prepare for the implementation. Through consultation with stakeholders the school's vision of **Learn, Grow, Thrive, and Flourish** has recently been launched and this new vision underpins all areas of school culture and ethos. The four purposes are at the heart of the school vision and mission statement.

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher

At Pencoed Comprehensive we provide all of our young people with the opportunity to:

- Learn through enriching and equitable learning experience within a curriculum that is flexible and responsive to the fast-changing world;
- Grow through a nurturing culture of positive relationships;
- Thrive through the provision of knowledge, skills and experiences

All of which ensure that our young people flourish.

For further information on how we are implementing the new curriculum our Curriculum Summary can be found on our website. [About – Pencoed Comprehensive School](#)

Staffing

This summer, we say goodbye to several members of staff and wish them well in all of their endeavours. We thank them for their service to the school and dedication and commitment to our learners:

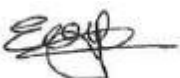
Mr D Owen – new post in YG Llangynnywd, Maesteg
Miss S Williams – new post in Cefn Saeson School, NPT
Miss A Howells – new post in Whitchurch High School, Cardiff
Mr M Pearce – retirement
Miss Z Fullbrook – new business venture
Miss A Jones – new post in the Local Authority ALN services
Mrs H Brice – lunchtime supervisor- retirement
Mrs N Cook – admin – new post
Miss R Parkin- new post in Cardiff
Mr S Williams – new post in Cardiff
Mr T Barrow

We send out thanks to Mrs N Evans from the LRC who has a new post within school. We also welcome back Mrs K Joshua from maternity leave.

May we take this opportunity to thank you all for your continued support for our school community, we are excited about what the future holds and look forward in working with you to ensure that your child or children Learn, Grow, Thrive and Flourish at Pencoed.

Have a great Summer, whatever your plans.

Yours sincerely,



Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher



PENCOED COMPREHENSIVE

● ● ● ● | GORAU ARF ARF DYSG

Mr Edward H Jones, Headteacher

Mrs Natasha Charles, Deputy Headteacher

COYCHURCH ROAD
PENCOED
BRIDGEND
CF35 5LZ

T: 01638 867100 @pencoedcomp
E: admin@pencoedcs.bridgend.cymru
W: pencoedcomp.wales

Mr E H Jones
Headteacher

Mrs N Charles
Deputy Headteacher

Mrs C Edwards
Assistant Headteacher

Mr R Green
Assistant Headteacher

ASPIRE: **A**MBITION **S**UCCESS **P**ERSEVERANCE **I**NSPIRATION **R**ESPECT **E**NGAGEMENT