



# Key Information for Parents and Carers



This booklet contains answers to some of the most frequently asked questions we receive from parents and carers of learners new to the school.

We hope you will find this information useful, and helpful to support your child during their transition to Pencoed Comprehensive.

If you have a question or query which is not addressed in this booklet, please call the school on 01656 867100, or email [admin@pencoedcs.bridgend.cymru](mailto:admin@pencoedcs.bridgend.cymru), and we will endeavour to respond as soon as we can.

Additional information, which you may also find useful, can be found on our school website (<https://pencoedcomp.wales>), and official social media accounts (@PencoedComp on Instagram, and PencoedComp on Facebook).

We look forward to seeing you in September.

## Our Estyn Report

*“The school community fosters a profound and tangible sense of belonging, ensuring that both pupils and staff feel valued and treated equally.”*

Scan the QR code to read our full Estyn Inspection report.



## What is the school timetable like?

Pencoed Comprehensive operates on a fortnightly timetable. The first week of term will be 'Week 1', and the rest of the term will follow from there. If at any point you are unsure what week it is, you can check the Parent App, or ClassCharts.

As well as lessons in the core subjects of English, Maths and Science, learners will experience a range of topics across our Areas of Learning Experience: Expressive Arts; Health and Wellbeing; Humanities; Language, Literacy and Communication; Mathematics and Numeracy; and Science and Technology.

Learners should aim to arrive on school site at 8.30am, in preparation for a prompt start to registration at 8.40am. In line with safeguarding requirements, once learners arrive on site, they must not leave. Parents and carers should also note that in the interests of Health and Safety, the gates are locked, and no vehicles movement is permitted between 8.30am-9.00am, 2.45pm-2.55pm, and 3.10pm-3.25pm. This is to facilitate the safety of pupils from both Pencoed Comprehensive and Croesty Primary arriving at and leaving the school sites.

Learners can access their timetables by logging in to Hwb, and checking the 'Calendar' section of Outlook, or looking on their ClassCharts.

| The school day is structured as follows: |              |
|--|--------------|
| 8.40 - 8.55 am                           | Registration |
| 8.55 - 9.55 am                           | Lesson 1     |
| 9.55 - 10.55 am                          | Lesson 2     |
| 10.55 - 11.15 am                         | 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     |



## **What baseline tests and assessments will my child do?**

During their first half term at Pencoed Comprehensive, Year 7 learners usually complete a series of important baseline tests and assessments. Not only do these allow staff to get a better idea of a child's understanding and ability, but it enables them to differentiate and tailor classwork appropriately to support and challenge learners. In addition, some departments may use these to help support the organisation of classes by ability, alongside information received from primary schools.

Learners are not required to do any form of revision for these particular tests and assessments, and should not be concerned that the results will have a significant impact on the rest of their time at Pencoed Comprehensive. They are a means to track and support learners' progress.

## **What are Health and Wellbeing lessons?**

Throughout Key Stage 3 and 4, pupils take part in Health and Wellbeing lessons, which support the delivery of the RSE curriculum. During these lessons, learners are involved in a range of sessions and activities covering subjects such as healthy eating, keeping fit, and the new statutory relationship and sexual education curriculum.

## **How will I be updated about my child's progress?**

Year 7 parents and carers will be invited to attend a Progress Evening. This is an excellent opportunity to talk with individual subject teachers about how your child is settling in to their lesson.

A full report of each Year 7 learners progress, complete with targets and comments from staff, is distributed annually to parents and carers. In the interim, you will receive regular progress updates via the SIMs Parent App, or email. These may include information regarding pupils' attitude to learning, their progress to date, and any targets they may have.



## Will my child be taught in mixed sets, or by ability?

In Year 7, the majority of your child's lessons will be taught in mixed ability groups. However, after an initial 'settling-in' period, Year 7 learners will be taught in sets grouped by ability for some subjects, such as English and Maths. These groups are determined by internal assessments.

Subjects sets will be regularly reviewed and revised during your child's time at Pencoed Comprehensive. Moving down, or being placed in a 'low' set is not necessarily a reflection on pupils' overall ability, but a means to ensure all pupils receive the teaching and support to fulfil their potential.

## What is the school uniform?

- Black trousers or knee length black skirts – **tight, short lycra skirts are not allowed. Jeans, leggings, jeggings, tracksuit bottoms, shorts or cropped trousers are also prohibited;**
- White shirt;
- School tie, which will be presented to learners in September by the school. Replacements can be purchased through the school, if needed.
- Black v-neck sweater with school logo – **no cardigans or hoodies allowed;**
- Warm, waterproof/water-resistant outer coat – **no sports jackets or tracksuit tops;**
- Optional – white polo shirt with school logo – **summer term only, after Easter holidays;**
- Black leather / leather-like school shoes – **no suede or fabric shoes, no trainers or sports shoes allowed.** Following learner consultation, plain black leather trainer 'style' shoes are now permitted.



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

The school does not permit learners 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.

For PE, learners are required to have:

- Technical t-shirt, with school logo;
- Black branded shorts;
- Suitable trainers

Optional PE kit items include:

- Multi-sport jersey, with school logo;
- Long sports socks, in school colours;
- 1/4 zip mid-layer top;
- Plain black leggings.



*Required PE kit*



*Optional, branded PE kit*



## How will the school keep me up-to-date with news?

There are a number of ways that the school keeps parents and carers informed:

- The school has official social media channels: Instagram (@pencoedcomp); Facebook ([www.facebook.com/PencoedComp](http://www.facebook.com/PencoedComp)), and a YouTube channel. These are updated regularly with information regarding the school, as well as highlighting activities that take place. Please note that these social media channels are for sharing information, as well as learners' successes and achievements, not as a means for contacting the school.
- Our school website contains news, important documents, and items such as holiday forms. Visit our website at <https://pencoedcomp.wales>.
- The school sends communication to parents and carers via email and text. Please ensure that we have an up-to-date email address and mobile for you, and check that school mail doesn't go in the 'spam' folder!
- The school uses the SIMs 'ParentApp', to allow parents and carers to view their child's timetable, and send progress data and reports.
- The school also uses ClassCharts, to allow parents and carers to view their child's timetable, attendance, and any achievement or behaviour points they have been given. Staff may occasionally send reminders to parents, carers and learners through this app.
- Staff have created Google classrooms for their subjects, which learners join using their Hwb accounts.



## **What can learners do with achievement points?**

At Pencoed Comprehensive, pupils earn flourish and behaviour points, which are logged via ClassCharts, and subsequently are visible on the parents and carers ClassCharts accounts.

Learners can achieve points by any number of means – being an active participant in class, helping staff and other learners, completing excellent work, showing outstanding effort, and more.

Learners can see what they've earned, and what for, via their ClassCharts account. They can also use their points to 'purchase' rewards from the ClassCharts shop, such as stationary, early lunch passes, or the infamous Pencoed Comp bobble hat!

## **What if my child is ill, and unable to attend school?**

Either telephone the school on **01656 867104**, or email **admin@pencoedcs.bridgend.cymru** on the first, and any subsequent days of your child's absence. Unless we have this information, you may be contacted by the Attendance Officer, and the absence recorded as 'unauthorised'.

## **What if my child becomes ill during the school day?**

If a learner becomes ill during the school day, they will need to go to Pupil Reception, and ask that a parent or carer be contacted to collect them. Learners should not contact home to arrange to be collected themselves. They will need to be signed out through Pupil Reception, otherwise their absence will be recorded as unauthorised.

However, this should only be in a genuine emergency – learners often find they may feel better as the day progresses. It should be noted that learners asking to be sent home for minor ailments will be encouraged to remain in school.



## **What if my child has a medical/dental appointment during the school day?**

Where possible, medical and dental appointments should be made outside of school hours. Where this is not possible, contact the school in advance, or send your child to Pupil Reception with a note detailing what time they are to leave and return. This can then be logged on the registration system. All learners MUST sign out at Pupil Reception before leaving school site with an appropriate adult. Learners will not be allowed to leave school site on their own.

For learners arriving late due to medical or dental appointments, please follow the guidance above. Learners arriving after 8.55am will need to sign in at Pupil Reception.

## **Who should I contact if my child loses their bus pass?**

Learners will be provided by the council with free transport if they attend their catchment school, and live three miles or more from the school. Any replacement or new bus passes can only be obtained from the council.

- Learners living within Bridgend County Borough Council, will need contact [admin@pencoedcs.bridgend.cymru](mailto:admin@pencoedcs.bridgend.cymru). Once confirmed, BCBC will get in touch with you regarding payment.
- Learners living within Rhondda Cynon Taff County Borough Council will need to contact 01443 425001, or email [HomeToSchoolTransport@rctcbc.gov.uk](mailto:HomeToSchoolTransport@rctcbc.gov.uk)

The school is not able to issue a 'temporary bus pass'. Parents and carers MUST use the contact details as above. Any temporary passes will be issued by local authorities, while a new pass is on order.



## Are you eligible for Free School Meals?

Free school meals are not 'universal' in secondary school, as they have been in primary. However, your child can have free school meals if you receive any of the following:

- Income Support
- Income-Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-Related Employment and Support Allowance
- Child Tax Credit – as long as: you don't get Working Tax Credit; your yearly income is £16,190 or less
- State Pension Credit (Guarantee Credit only)
- Working Tax Credit 'run-on' – paid for 4 weeks after stopping Working Tax Credit
- Universal Credit

### What are the benefits?

Save money – children are provided with a daily allowance of £2.80, the cost of a main meal at lunch

Nutritious meals – your child gets a healthy meal every day

Helps learning – children who eat well are better able to focus

Discreet – all children choose meals the same way

### How to apply?

Scan the QR code to apply via the Bridgend County Borough Council website. **Those who attend school from different counties still need to apply to BCBC for FSM.**



## **What is the procedure if my child needs medication during the school day?**

If a learner is required to take medication during the school day, parents and carers must complete the necessary permission forms and email them to Pupil Reception at [PupilReception@pencoedcs.bridgend.cymru](mailto:PupilReception@pencoedcs.bridgend.cymru). Electronic copies of these forms are available on our school website, and paper copies can be collected from the main reception.

A member of the Wellbeing Team will contact parents and carers to arrange a meeting, discuss the learner's needs, and obtain a parental signature on the relevant paperwork. This process is required before any medication can be administered during school hours.

Please note that this procedure applies to all medication, including over-the-counter products—not just those prescribed by a doctor.

For learners who need to carry 'rescue medications' such as inhalers or EpiPens, it is essential that parents and carers contact Pupil Reception using the email above. A member of the Wellbeing Team will then arrange a meeting to ensure appropriate procedures are in place.

Learners with a medical diagnosis will require a Health Care Plan. Parents and carers must contact Pupil Reception to arrange a meeting where the most up-to-date information can be reviewed and the necessary forms completed.

We encourage parents and carers to get in touch before the end of this school year so that all plans are in place for September.





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**School website:**

<https://pencoedcomp.wales>

**6th Form website:**

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