

ST. ILLTYD'S CATHOLIC HIGH SCHOOL



PROSPECTUS ADDITIONAL INFORMATION

SEPTEMBER 2014

Together in Christ, we make a difference.

Dear Parent or Guardian,

I am delighted that you are considering applying for a place for your child at St Illtyd's Catholic High School. I am sure you are aware that we continue to make fantastic progress and we are proud to say that we have proved that we can offer an excellent education for your son or daughter. St Illtyd's is highly regarded in Cardiff, it is popular and oversubscribed with 870 students on roll, it is clear that many families choose us.

St Illtyd's is a Catholic school and everyone is highly valued and cared for. Our students are fantastic young people who, every day, experience high quality teaching which inspires them to learn and to make excellent progress. They also have fantastic opportunities to achieve outside the classroom and many take on responsibilities to develop their leadership skills. Some examples are our Eco Committee, the School Council, and the School Nutrition Action Group. Key Stage Four students all participate in our Duke of Edinburgh programme, they become reading buddies, learning buddies and prefects.

In the last four years our exam results have risen significantly and in the last two years we have enjoyed the best ever exam results in the history of our school, we are determined to make sure that we build on this improvement in the future. The success of our school is due to the teamwork of staff and parents and I strongly believe that, together, we can achieve great things at St Illtyd's.

Our school is on the most exciting of journeys to become the best school in Wales - would you like to join us?

Mike Clinch
Executive Headteacher

Our Vision for St Illtyd's Catholic High School

“Together in Christ, we make a difference”

The mission of St Illtyd's is to be a Catholic School where every individual is highly valued and where care and concern for others is the foundation of our work. All our students are expected to achieve their full potential and become equipped for adult life.

When they leave us St Illtyd's students should...

- ✓ Have developed Christian values which support their life choices
- ✓ Know God and will have developed a relationship with God
- ✓ Have a respect for other people
- ✓ Have gained the best qualifications they can
- ✓ Be literate, numerate and will embrace developments in technology
- ✓ Have good communication skills and be good listeners
- ✓ Have good social and personal skills
- ✓ Be resourceful, resilient and motivated
- ✓ Be confident, self disciplined young adults who believe in themselves
- ✓ Have ambition, a direction for their future and a love of learning
- ✓ Have basic life skills (finance, cooking, hygiene, first aid)
- ✓ Be physically active and dynamic
- ✓ Be able to work as part of a team
- ✓ Be able to apply their skills and knowledge in different situations
- ✓ Be well mannered, reliable, punctual and trustworthy
- ✓ Have a sense of citizenship, of charity and respect for others
- ✓ Be globally aware

We commit to do everything possible to meet the needs of each individual, to inspire young people to learn and grow personally and spiritually. St Illtyd's must be an exciting learning community which challenges us all to extend ourselves further and to grow in the love of Christ.

General Information

The School is a Voluntary Aided Mixed Catholic Comprehensive School meeting the needs of students of all abilities from 11-16. The De La Salle Brothers opened a Boys' Catholic School in 1924 and the Brothers continued to be the Trustees when the school moved from Splott to its present location. The Trusteeship of the school has been transferred from the De La Salle Brothers to the Archdiocese of Cardiff.

The full address of the School is:

Newport Road,
Rumney,
Cardiff.
CF3 1XQ

Telephone number: 029 20778174
Fax number: 029 20361641
E-mail: stilltydshigh@cardiff.gov.uk
School website: www.stilltyds.org.uk

The Executive Headteacher is Mr Mike Clinch and the Deputy Headteacher is Mrs Angela Haynes.

The Chairman of the School Governors is Mrs. Maureen Greening, both she and the Clerk to the Governors, Ms. Elaine Ellis can both be contacted at School. The School has 21 Governors appointed to oversee its work.

There are currently 870 students enrolled in the School and the Governors employ 56 teachers who work to ensure that learning at St Illtyd's Catholic High School is exciting and relevant to our students. We have a team of Learning Support Assistants who support students in the classroom. Over 30 other adults also work in School to ensure the administration works smoothly, to support students in other ways, to clean and maintain the building etc.

As an Aided School, we are maintained by the Cardiff County Council. Their officers may be contacted locally at County Hall. We are also supported by the Archdiocese of Cardiff. The Commissioner for Schools in the Diocese is Mrs Anne Robertson, and she can be contacted at:

Archbishop's House
41/43 Cathedral Road
Cardiff
CF11 9HD

Tel: 029 20233838
Fax: 029 20379036
E-mail: schools@rcadc.org

ST. ILLTYD'S CATHOLIC HIGH SCHOOL



POLICY FOR THE ADMISSION OF STUDENTS INTO YEAR 7 SEPTEMBER 2014

The Governing Body has responsibility for admissions to the school. 176 students are admitted to Year 7 each September.

This policy describes how places will be allocated in Year 7 in 2014. It describes how parents should make an application for a place at St. Illtyd's Catholic High School and also outlines priority criteria which will be used in the event of the governors receiving more applications than there are places available.

St. Illtyd's Catholic High School is a voluntary aided Catholic school which operates within the overall provision of the Archdiocese of Cardiff. The Governors aim to offer a Catholic education and ask that any parents applying for places for their children will support the Catholic character and ethos of the school. Nevertheless, the school fully respects the beliefs of parents and children from all denominations and faith backgrounds. Students at St. Illtyd's are taught respect and tolerance for others and there is provision in the religious education programme for learning about different faiths.

St. Illtyd's Catholic High School was established to serve the Catholic community in the East of Cardiff. The school offers secondary educational continuity to children drawn from its catholic partner primary schools who wish to transfer at 11+. These children normally reside in the catholic parish boundaries of the geographical area situated east of the river Taff and within the South of the city (see below):

Designated Parish School

Blessed Sacrament
St. Alban's
St. Cadoc's
St. Cuthbert's
St. David's Cathedral
St. John Lloyd
St. Peter's

Designated Catholic Primary

St. Alban's
St. Cadoc's
St. Cuthbert's
St. John Lloyd
St. Peter's

Procedures for Admission

All applications for places must be made on the school green application form. The Governing Body is the admissions authority and therefore responsible for the allocation of all places at St. Illtyd's Catholic High School.

Priority is given to applicants whose forms are returned by the published deadline. If there are more applicants than places then late applications will be considered in accordance with the priorities in this policy and then placed onto a waiting list until October 31st 2014.

We want parents to make an informed choice about secondary school and we encourage families to visit our school in order to find out more about our learning at St. Illtyd's Catholic High School. However, your visit will not form part of the process of deciding which children will be offered a place.

The Governors will accept applications for entry to Year 7 in September 2014 on behalf of children born between September 1st 2002 and August 31st 2003.

Mid year applications for any year group will be considered under the same policy and over subscription criteria.

Admissions Categories

176 students will be admitted to Year 7 in September 2014. Where there are more than 176 applications, then 176 places will be allocated to the children of parents whose initial applications were received by the closing date. In all categories Looked After Children will take priority. Applications will be considered in the following order of priority:

1. Baptised Roman Catholic children who attend a designated Catholic Primary School.
2. Baptised Roman Catholic children who are not enrolled at a designated Catholic Primary School.
3. Children who are under instruction in the Roman Catholic faith. The Governors would seek evidence that such instruction is in progress.
4. Children of other denominations, who have siblings already in the School in September 2014.
5. Non-Catholic children who attend a designated Catholic Primary School.
6. Children of other Christian denominations whose parents attend a church and can produce evidence of practice of worship from a Priest, Minister or recognised Pastor.
7. Children whose parents wish them to be educated in a Roman Catholic School.

Evidence

A copy of a baptismal certificate of a child admitted in **categories 1 and 2**. A copy should be attached to the **green application form**. Those who face difficulties in producing written evidence of baptism should contact their Parish Priest.

In **category 3**, evidence will be sought from the priest responsible for the instruction programme that instruction has been in progress before the application is considered. A letter of confirmation should be attached to the **green application form**.

In **category 6**, evidence of parents' regular attendance at church will be sought from a *Priest, Minister or recognised Pastor*. A letter of support should be attached to the **green application form**.

Notes

In the event that there are more applicants than places available within a category, the direct distance of the child's home to the school will be the determining factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, with those living closer to the school receiving the higher priority.

If there are more applicants than places then those who are not admitted will be placed onto a waiting list until October 31st 2014. Order on the waiting list will be determined by the oversubscription policy.

The definition of a Looked After Child is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989.

In the case of children who are asylum seekers or refugees (where there may be no paper evidence of baptism or commitment to another denomination or faith) evidence may be sought from a relevant agency or otherwise.

For the purpose of this policy a "sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent/carers partner, and in every case, the child should be living in the same family unit at the same address.

Parents who are not offered a place for their child have the statutory right to an appeal hearing before an independent panel. Parents wishing to appeal should do so by letter. The letter should be sent to the Clerk to the Governors within 14 days of notification of the decision not to admit.

How to Apply

Application forms will be distributed through our designated Catholic primary schools. Other applicants should request a form from St Iltyd's Catholic High School, these forms are also available at our Open Evening.

Applications must be made by the completion of the green St Iltyd's application form which must be returned before the deadline. The Local Authority form must also be completed.

Children at our designated Catholic primary schools will normally return their completed forms to their Headteacher. Other applicants should return their form to the Headteacher's P.A. at St Illtyd's Catholic High School

The Governing Body Admissions Panel will meet to determine Admissions through the application of the oversubscription criteria. Applicants will be informed in writing of the outcome of the Admissions Panel meeting.

Parents who are not offered a place have the statutory right to appeal. The Appeal's Panel is entirely independent of the Governors and of the Local Authority.

An Appeal Form can be obtained from the school office. This should be completed and returned to the Clerk to the Governors within 14 days of notification of the decision not to admit.

Admissions - Frequently Asked Questions

What do I need to do next?

1. Read the Admissions Policy included in this prospectus
2. Complete the green admissions application form
3. Attach copies of any relevant evidence e.g. baptismal certificates
4. Return your application before the deadline of December 2nd, 2013 to St. Illtyd's High School.

When will I hear whether I have a place?

You will be informed by letter. These will be sent out on Monday 3rd March, 2014

What happens if I don't get a place at St Illtyd's?

You can appeal the decision of the Admissions Committee. Details of this will be in your letter in March.

What happens next if I do get offered a place?

From March until May - teachers will visit your child's school to gather information about his/her learning and social skills.

In July, we hold a Super Learning Day for all our new Year 7 students and parents attend our Induction Evening where you can buy uniform and equipment and talk to the Year 7 teachers.

Care for Students

The Form Tutor

The form tutor is the key figure in the pastoral system who looks after a tutor group of approximately 25 - 30 students. The tutor registers students, and monitors behaviour, attendance and progress. The tutor is the person to whom your son or daughter will turn to for help and advice if problems arise. If there is any information that will assist us in helping your child (for example concerning health, attendance, family circumstances) then please contact the tutor with a letter. The form tutor normally looks after the same tutor group as students progress through the school from Year 7 to Year 11.

Progress Leaders

There are three Progress Leaders, Mr. Price for Year 7, Mrs. Gow for Years 8 & 9 and Miss Hooper for Years 10 & 11, Mrs. Gow and Mr Price are assisted by Mrs. Hewings and Miss Hooper is assisted by Mrs. James.

Mrs. Jarvis and Mr. Nunn, Assistant Headteachers, co-ordinate the work of the Progress Leaders, who monitor students progress and look after their welfare. Mr. Nunn and the Assistant Progress Leaders are also in regular contact with outside agencies such as the Learning Support Service; the Educational Welfare Service; the Educational Psychologist; the School Nurse and Doctor. They ensure that we use the expertise of these other professionals to benefit our students when necessary.

Religious Education

As you would expect, Religious Education is a compulsory subject throughout the School, and all students aim to sit a GCSE or other examination in it at the end of Year 11. The subject is taught according to the doctrines and beliefs of the Roman Catholic Church. The subject is an important way in which the spiritual, moral and social development of our students is encouraged. All students who join the school are expected to make a positive contribution to RE lessons and to the prayer life of the school.

Worship in School

We aim to offer our students a range of opportunities for worship. We have regular Assemblies and class prayer. We have Mass at important times in the school year and we have services of reconciliation. We have occasions when drama and music are used to enhance worship. There are times when groups of students are taken off-site for reflection or go on retreat. These are important ways we try to develop the spiritual and moral dimension in our students.

Our Expectations of each other

In class you are expected to:

- Arrive on time, come in quietly and stand behind your place
- Follow instructions straight away.
- Come to class equipped to work.
- Do your work and let others do theirs. Stay in your place.
- Speak politely to everyone and listen carefully.
- Raise your hand for attention.
- Not eat or drink anything other than water in class

In the corridor you are expected to:

- Show respect at all times.
- Keep to the Left.
- Walk, never run.
- Carry your bag at your side.
- Take extra care on the stairs, pushing causes accidents.
- Be sensible, stay safe.

At break and lunch you are expected to:

- Stay on the school site
- Act in a sensible and safe manner
- Treat others with respect
- Put all your litter in the bins provided
- NOT get involved in any violent play e.g. “mucky fighting” or throwing things
- NOT play on or run up and down banks and steps
- Stay away from the car park and the front of the school building
- Help anyone who is in trouble
- Report any incidents to a member of the duty team
- NOT get involved in fights or encourage others to fight

On the way to and from school you are expected to:

- Wear full school uniform
- Act in a sensible and safe manner
- Treat others with respect
- NOT get involved in any activities which will damage the reputation and good name of St. Illtyd's
- NOT do anything which will put you or others in danger
- NOT get involved in fights or encourage others to fight

School Uniform

Uniform is worn at St Illtyd’s Catholic High School because we consider that it encourage a sense of belonging and pride in the school and it also encourages tidiness of appearance. It also avoids any competitive element into the school dress and we believe that is what parents want. **We ask all parents to give full support to the School’s uniform and dress code.**

The School uniform is:

Boys	Girls
Navy Trousers *Navy Round Neck Sweatshirt with School Badge *Red Polo Shirt with School Badge Black Shoes/Trainers Black Socks Coats must be a plain colour, waterproof and should not have any large logos	Classic Style Navy Trousers or Navy Pleated Skirt *Navy Round Neck Sweatshirt with School Badge *Red Polo Shirt with School Badge Black Shoes/Trainers - no platforms or high heels Black or Navy Tights or Socks Coats must be a plain colour, waterproof and should not have any large logos

The following items are **NOT** allowed in school

Denim clothing

T shirts, cardigans or sweatshirts (other than the official school sweatshirt)

Girls tightly fitting fashion trousers or low rise trousers.

Hooded tops

White or coloured footwear

Jewellery

We strongly advise that jewellery is not worn to school. However, we do permit:

1 watch

1 plain, flat ring

BOYS AND GIRLS are NOT allowed to wear earrings

Plastic wristbands should not be worn

Make-up and Nail Varnish should not be worn

Hairstyles

Fashions and styles for young people change, and St. Illtyd’s recognises that. However, the School will not permit “extreme” styles in hair, hair colouring etc. Tram lines and patterns in the hair are not permitted.

Home School Links

The progress made by students is likely to be improved if there is regular communication between school and home. Research shows that the most important factor in the success of a child at school is the parent and we are committed to working with you to support our students. We will keep you well informed and ask that you also keep in contact with us.

Interim reports are issued once or twice a year, and every parent receives a fully detailed report once a year. There is at least one Parents Meeting each year when parents are invited to meet the teachers. Certificates, letters of commendation and general newsletters are also regularly sent home. "The New Illydian" is our termly school newspaper, which gives considerable information of our achievements and keeps families and members of the local community informed of events at the school.

It is very important that the communications between home and school are kept open. Never hesitate to contact school if you think there is a problem. We aim to contact you regularly as outlined above, but may also need to contact you at other times if necessary. The sooner we discuss an issue, the sooner it can be resolved.

Curriculum Policy

The Objective of the Curriculum

We believe that at St. Illtyd's Catholic High School the curriculum should do the following:

1. Develop each student's potential as a human being to the full, the curriculum should nurture in all persons **positive attitudes to learning** which will enable them to be open to, and adapt to, new ideas and methods.
2. Enable the growth of each child's personality, and the process of self-discovery and self-development, the curriculum should actively help students to become **self-reliant, self-respecting** and **responsible** adults.
3. Enable students to play a full part in the life of the community - local and international - to which they belong, and to express as fully as possible the social side of their nature as human beings, the curriculum must **develop in all students the capacity to work both collaboratively and independently.** In addition, the curriculum must develop a personal moral code sensitive to the needs of others, it must promote equality of opportunity and respect for all men and women irrespective of creed, race or sex. The curriculum must take account of the value of preserving and developing the cultural identity of Wales.
4. Recognise the unique personality of each pupil and to take adequate account of individuals' needs, the curriculum must at first be as broadly based as possible and cover all the areas and elements of learning. As the student progresses through each Key Stage however, the curriculum should become more clearly tailored to the needs of the student.

The Content of the Formal Curriculum

At Key Stage 3, pupils study:

Religious Education

English

Mathematics

Design & Technology

History

Modern Foreign Languages

Music

Sex Education

Personal & Social Education

Welsh

Science

Information Technology

Geography

Art

Physical Education

At Key Stage 4, the statutory National Curriculum subjects are:

Religious Education

English

Mathematics

Physical Education

Welsh

Science

Personal & Social Education

Work Related Education

At Key Stage 4 there is more flexibility available for individual student choice in their formal curriculum. Option choices are broad so that we meet the needs of all our students.

The school has developed the vocational aspect of the curriculum in line with the national developments of the 14-19 curriculum.

Option Subjects from which a choice can be made

Art	Collaborative Options/Faith
BTEC Art	Partnership:
BTEC Childcare	iMedia
DT Graphical Communication	BTEC Performing Arts
DT Resistant Materials	NVQ in Hairdressing
DT Textiles	BTEC Construction
Additional Science	BTEC Hospitality
Drama	
Food & Nutrition	
Spanish	
Geography	
Applied Business Studies (Single Award)	
History	
Information Technology	
Media Studies	
Music	
BTEC Sport	
Welsh	

Homework

Homework is set for all students in almost every subject. It may involve written work, reading, revision or research. It may take the form of a project to be completed over a few weeks.

Each student has a homework diary to record the work set, and parents are asked to check this on a weekly basis.

Special Educational Needs

Mrs J. Vokes is our Inclusion Manager and she oversees the provision for those children who have special needs, and who need some extra support with their learning or behaviour or in some other way. She works with students in all year groups.

Following our Mission Statement, we recognise the need to develop the potential of all pupils. So, the school has a clear policy for students with special educational needs; and Mrs Vokes works to ensure that it is effective. To assist in this work, we also employ Teaching Assistants, and call on the advice of various specialists.

The full policy on special educational needs is available from school.

Extra Curricular Activities

A wide range of extra curricular activities is on offer in School. They will appeal to students with particular interests. Details are given to students at the start of the school year, and as events are arranged during the year.

Particular features of our after-school activities, are the opportunities in music and drama. We have choirs, ensembles and an excellent orchestra. We have a history of first-rate, stage productions. Opportunities exist for any interested student to take part.

The Learning Resource Centre is open every break and after school for study and research, and is a very popular facility with its computers and Internet access. It is also the base for the work of our Learning Coaches.

In Sport, the School has teams in all the major games: netball, rugby, football, athletics, baseball and many more. Where there are local leagues, the school takes a full part in them; otherwise, friendly matches are played against other local schools. Within school, there are friendly tournaments in the course of the year. Among these, Sports Day in July is the high point of internal competitions.

We are proud of the success of our teams and we encourage any girl or boy with a sporting interest to develop their talents. Regular practice sessions are organised after school and all pupils are welcome to training sessions from which squads and teams are selected.

There are many opportunities for students to participate in fieldwork and visits to a wide variety of places. In recent years students have had the opportunity to visit Rome and to go skiing. In addition there are visits to the theatre, historical sites and Art exhibitions.

ST. ILLTYD'S CATHOLIC HIGH SCHOOL



CHARGING POLICY

INTRODUCTION

1. This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section 8).
3. **Residential trips - Essential.** For residential trips which are essential to the National Curriculum statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
4. **Residential trips - Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - a) If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - b) If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

Examination Entries

5. A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination.
6. A charge will be levied in respect of examination entries for students where: the school has prepared the pupils for the examination it considers that for educational reasons the pupil should not be entered and the student's parent/guardian wishes the pupil to be entered. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
7. A charge may be levied for pupils re-sitting an examination.

8. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
9. The charge levied in 6 & 7 above will be the cost of the examination entry.

Materials & Textbooks

10. Where a student or parent wishes to retail items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of Food Technology, pupils provide their own ingredients, if the student forgets, he/she will not participate in the practical session. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

Music Tuition

11. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. A discount is available for certain lessons if a student is entitled to free school meals.

Activities Outside School Hours

12. No charge will be made for activities outside school hours that are part of the National curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
13. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

14. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

15. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Lettings

16. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

Other charges

17. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an ESTYN report.

Remissions Policy

18. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

School Dates for 2013/2014

2013

Start of Autumn Term	2 nd September 2013
End of Autumn Term	20 th December 2013
Half term holiday	28 th October 2013 to 1 st November 2013 inclusive

2014

Start of Spring Term	6 th January 2014
End of Spring Term	17 th April 2014
Half term holiday	24 th February 2014 to 28 th February 2014 inclusive
Start of Summer Term	6 th May 2014
End of Summer Term	22 nd July 2014
Bank Holiday	Monday 5 th May 2014
Half term holiday	26 th May to 30 th May 2014 inclusive

School begins at 8.30am and ends at 2.50pm. Each week, students are taught for 25 hours (excluding breaks, lunchbreaks, assembly, tutorial and registration time.)

Other information

There are many documents available in School that lay down our policies and procedures. These are all available on request. If you would like to have a copy of any policy, Government documents or schemes of work please contact the school office. A charge may be made for photocopying.

Disclaimer

Note on the applicability of the information in this Prospectus.

The particulars contained in this Prospectus are correct in relation to the school year 2013/2014 as at August 2013. It must not, however, be assumed that there will be no change before the start of, or during the said school year, or in relation to subsequent years.