



# St. Illtyd's Catholic High School

*Together in Christ, we make a difference*



School Information  
2017/2018





Headteacher: Mrs T Jarvis  
School Address: Newport Road  
Rumney  
Cardiff  
CF3 1XQ

Telephone: 029 2077 8174  
Fax: 029 2036 1641

e-mail: stilltydshigh@cardiff.gov.uk  
School website: www.stilltyds.org.uk

Office hours: 8:00am - 4:00pm  
(3:30pm on Fridays)  
(Term time only)  
Answerphone in operation  
outside these hours



## Welcome from the Headteacher

Dear Parents and Carers

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 rapid 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 880 students on roll. We enjoy a positive public image and our ongoing success ensures we are an integral part of our local community.

St Illtyd's is a Catholic school and everyone is highly valued and cared for. Our students experience high quality teaching every day which inspires them to learn and to make excellent progress. They also have a number of opportunities to achieve outside the classroom and many take on responsibilities to develop their leadership skills.

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 an exciting journey, I hope you want to be part of it.

T Jarvis  
Headteacher





# Our Vision

“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 pupils 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
- ✓ 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
- ✓ 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 is an exciting learning community which challenges us all to extend ourselves further and to grow in the love of Christ.

# Leadership Team

Mrs T Jarvis	Headteacher
Mrs D Chard	Deputy Headteacher
Mr P Moriarty	Assistant Headteacher
Mrs D Jenkins	Assistant Headteacher
Mr I Smith	Assistant Headteacher
Mrs M John	Assistant Headteacher
Mr G Dyer	Associate Assistant Headteacher
Mr I Price	Associate Assistant Headteacher

# Governors

The Governing Body of the school is chaired by Fr Brian Gray. Foundation Governors are appointed by the Archdiocese of Cardiff to oversee the running of the school.

<b>Members:</b>	
Lisa Gerson	Foundation
Maureen Greening	Foundation
John Grimes	Foundation
Margaret Hacker	Foundation
Peter Landers	Foundation
Claire McDonald	Foundation
Martin Price	Foundation
Kathryn Rich	Foundation
Helen Davies	Foundation
Bernadette Hurley	Foundation
Fr Philip Scanlan	Foundation
Claire McLennan	Parent
Mike Willoughby	Parent
Elizabeth Willacott	Parent
Donna James	Teaching Staff
Wendy Shanahan	Support Staff
Tracey Jarvis	Headteacher
Anne Cullen	Clerk

# Contacting the School

The first point of contact for most queries will be your child’s form tutor. Where an urgent issue needs to be discussed please call the school and speak to your child’s Head of Year or Assistant Head of Year.

# Term Dates 2017/18

Autumn Term 1
Monday 4 September - Friday 27 October 2017
Autumn Term 2
Monday 6 November - Friday 22 December 2017
Spring Term 1
Monday 8 January - Friday 16 February 2018
Spring Term 2
Monday 26 February - Thursday 29 March 2018
Summer Term 1
Monday 16 April - Friday 25 May 2018
Summer Term 2
Monday 4 June - Tuesday 24 July 2018
Inset days: 04/09/2017, 05/09/2017, REPORTING DAY 08/12/17, 23/07/2018 & 24/07/2018
May Day: 07/05/2018

# Attendance & Punctuality

Full attendance at school is vital if pupils are to achieve their full potential. 96% attendance is the minimum target for all students. The school follows the attendance guidelines issued by the Local Authority in that fixed penalty notices will be issued to those parents whose child’s attendance causes concern. The Headteacher will not sanction holidays in term time.

The Wellbeing Team analyse attendance on a daily basis. This ensures parents/carers are kept aware of attendance concerns and this communication is an important part of school life. Educational research has shown that excellent attendance leads to success in examination results.

# Pastoral Structure

Mr N Walsh	Head of Year 7
Ms S Kelly	Assistant Head of Year 7
Mr A Fleet	Head of Year 8
Mrs W Shanahan	Assistant Head of Year 8
Miss E Love	Head of Year 9
Mrs L Macintosh	Assistant Head of Year 9
Mr K Green	Head of Year 10
Mrs L Hewings	Assistant Head of Year 10
Mrs R Fry	Head of Year 11
Mrs S James	Assistant Head of Year 11

# Timings of the School Day

Pupils are expected to arrive in school by 8:20 in order to make a prompt start to the school day.

08:30	Registration/Assembly
09:00	Lesson 1
10:00	Lesson 2
11:00	Break 1
11:30	Lesson 3
12:30	Lesson 4
13:25	Break 2
13:55	Lesson 5
14:50	End of day

# Tutorial Time

The school day includes 30 minutes tutorial time, which is also used for assemblies. Assemblies include whole-school themes which are delivered by members of the senior leadership team, class assemblies delivered by pupils and celebration assemblies delivered by the heads of year. There is also a weekly Mass led by the local parish priest, Fr. Brian Gray.

Where no assembly is taking place, pupils remain in their tutor bases and work on literacy, numeracy and PSE.



# Admissions Policy

The Governing Body has responsibility for admissions to the school, and it will admit up to 176 students into Year 7 each September. This policy describes how places will be allocated in Year 7 in 2018, the application procedure 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 Archdiocese of Cardiff. The Governors aim to offer a Catholic education and require 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	Designated Catholic Primary
Blessed Sacrament	St. Alban’s
St. Alban’s	St. Cadoc’s
St. Cadoc’s	St. Cuthbert’s
St. Cuthbert’s	St. John Lloyd
St. David’s Cathedral	St. Peter’s
St. John Lloyd	
St. Peter’s	

# Admissions Categories

176 pupils will be admitted to Year 7 in September 2018. 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. Applications will be considered in the following order of priority:

CATEGORY NUMBER	DESCRIPTION	EVIDENCE REQUIRED
1	Looked After Children (presently or previously)	Notification from Local Authority
2	Baptised Roman Catholic children who attend a designated Catholic Primary School.	A copy of the Baptismal Certificate or notification from the Church where baptised.
3	Baptised Roman Catholic children who are not enrolled at a designated Catholic Primary School.	A copy of the Baptismal Certificate or notification from the Church where baptised.
4	Children of other denominations, who have siblings on roll as of 1st September 2018.	Name and form group of sibling.
5	Non-Catholic children who attend a designated Catholic Primary School.	Confirmation from Primary School.
6	Children of other christian denominations whose parents attend a church.	Evidence in writing of practice of worship from a Priest, Minister or recognised Pastor
7	Children from a non-faith background whose parents wish them to be educated in a Roman Catholic School.	Letter written by parent/carer stating reason for application

\* In all categories a copy of the birth certificate must be provided \*

# 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 by GPS information available at the time from the front door of the child’s home address (including flats) to the main entrance of the school.

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.

# Admissions Procedure

All applications for places must be made on the school’s 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. Application forms will be distributed through our designated Catholic primary schools. Other applicants should request a form from the school. These forms are also available at our open evening, Thursday 26th October 2017.

The Local Authority form must also be completed and returned to them, stating your preference as St Illtyd’s Catholic High School.

For entry to Year 7 in 2018 the green form must be returned to St Illtyd’s by Monday 4th December 2017.

Priority is given to applicants whose forms are returned by the published deadline. If there are more applicants than places then applications will be considered in accordance with the priorities in this policy and then placed onto a waiting list until September 30th 2018.

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 2018 on behalf of children born between September 1st 2006 and August 31st 2007.

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

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 on 1st March 2018.

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 @ St. Illtyd’s Catholic High School, Newport Road, Rumney, Cardiff CF3 1XQ within 14 days of notification of the decision not to admit.

# Right of Appeal

Parents who are not offered a place have the statutory right to appeal against the decision of Governing Bodies in the matter of school admissions. 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. The appeals panel will then meet to consider the appeal and any supplementary information provided within 30 days of the receipt of the appeal.

# 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 4th December 2017 to St. Illtyd’s Catholic High School.

## When will I hear whether I have a place?

You will be informed by letter. These will be sent out on Thursday 1st March, 2018

## 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 an Induction Day for all our new Year 7 pupils in order to provide families an opportunity to meet staff and talk to Y7 tutors.



# School Uniform

## Dress code: Pupils

BOYS	GIRLS
Years 7, 8 & 9 Green School Blazer Years 10 & 11 Black School Blazer	Years 7, 8 & 9 Green School Blazer Years 10 & 11 Black School Blazer
White collared shirt	White collared blouse
School tie	School tie
School jumper (optional)	School jumper (optional)
Black trousers (not skinny fit, denim or canvas)	Black skirt (worn with the hem of the skirt nearer the knee than not) or conventional black tailored trousers (no leggings / jeggings or denim / canvas / cargo material)
Black socks	Black tights or socks
Black footwear without any logos or colour	Black footwear without any logos or colour
A plain coat, preferably warm and weatherproof, without any logos	A plain coat, preferably warm and weatherproof, without any logos
	Headscarves for Muslim girls need to be plain black, grey or white

The following items are NOT allowed in the school:

- Jewellery - apart from a standard watch and one stud in either/both ear lobes
- Hooded tops
- Denim jackets
- Sweatshirts
- Excessive make-up
- Baseball caps
- Coloured footwear
- Extremely long and overly manicured nails
- Plastic wristbands

## General Presentation

Pupils' hair should be neat and tidy. Non-natural dyed coloured hair is not allowed as is less traditional hairstyles, such as shaved patterns, tramlines or mohicans

Headscarves for non-religious reasons are not allowed and any adornments within a pupils' hair (such as bobbles, clips and/or bows) need to be for the purpose of securing the hair.

Piercings - one stud in either / both ear lobes (boys and girls)

Mobile phones/electrical devices are not to be used in school at any time during the school day. They should be switched off inside the pupil's bag.

# PE Kit

In order to participate fully in the subject, the following kit is compulsory and should be purchased through the school's uniform supplier:

## Boys

- PE T-shirt
- PE Shorts
- Rugby Jersey
- Rugby Shorts
- Rugby Socks

## Girls

- Polo Shirt
- PE Shorts
- Skorts
- Hockey Socks

In addition to the above, school tracksuits are optional for outdoor lessons.

Pupils who are not able to participate in physical education must bring a note, clearly explaining the reason why. Pupils who are excused from PE must bring their kit to the lesson as they may be required to umpire or assist in a coaching role. A doctor's note will be required for a long term medical problem.

All items of jewellery must be removed prior to taking part in PE and all valuables should be handed to the PE staff at the start of the lesson.



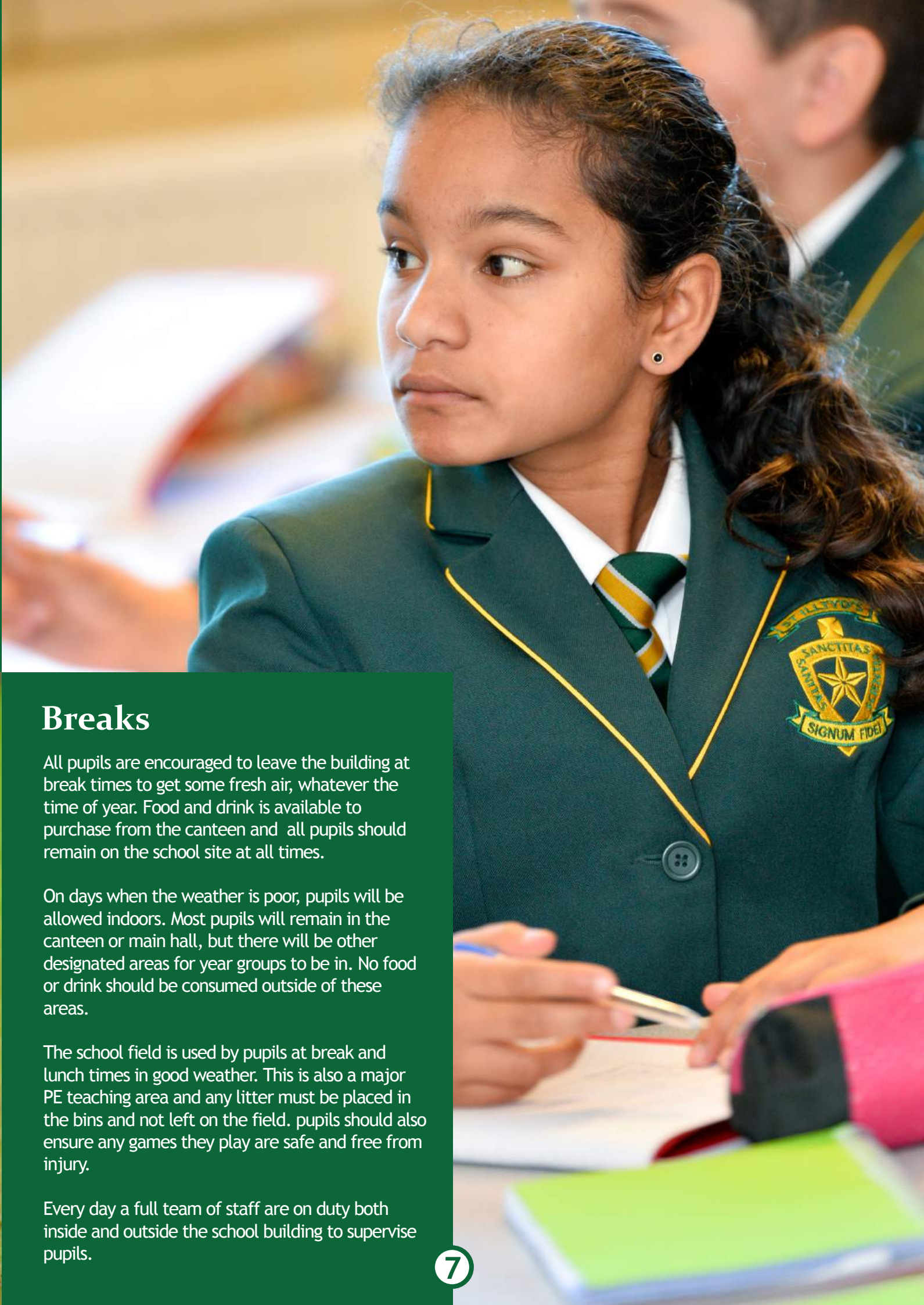
# Breaks

All pupils are encouraged to leave the building at break times to get some fresh air, whatever the time of year. Food and drink is available to purchase from the canteen and all pupils should remain on the school site at all times.

On days when the weather is poor, pupils will be allowed indoors. Most pupils will remain in the canteen or main hall, but there will be other designated areas for year groups to be in. No food or drink should be consumed outside of these areas.

The school field is used by pupils at break and lunch times in good weather. This is also a major PE teaching area and any litter must be placed in the bins and not left on the field. pupils should also ensure any games they play are safe and free from injury.

Every day a full team of staff are on duty both inside and outside the school building to supervise pupils.





# Religious Education

As you would expect, Religious Education is a compulsory subject throughout the school and all pupils will sit a GCSE. 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 pupils is encouraged. All pupils 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 pupils a range of opportunities for worship. We have regular assemblies and class prayer. Mass is celebrated weekly and at important times in the school year. We also provide services of reconciliation. We have occasions when drama and music are used to enhance worship. There are times when groups of pupils 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 pupils.

# Curriculum

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

- Develop each pupil's potential as a human being to the full, nurturing in all persons positive attitudes to learning which will enable them to be open to, and adapt to new ideas and methods.
- Enable the growth of each child's personality, and the process of self-discovery and self-development; it should actively help pupils to become self-reliant, self-respecting and responsible adults.
- Enable pupils to play a full part in the life of the community to which they belong, and to express as fully as possible the social side of their nature as human beings, the curriculum must develop 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.
- 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 pupil progresses through each Key Stage, the curriculum should become more clearly tailored to the needs of the pupil.

# Key Stage 3 (Years 7 – 9)

Pupils follow a broad and balanced curriculum which includes English, Mathematics, Science, Religious Education, Art, Design Technology, Drama, Geography, History, ICT, Music, Physical Education, Spanish and Welsh; with PSE delivered through tutor time.

Pupils will be set by ability for all subjects with the exception of Design Technology and Physical Education. Setting is driven by levels and standardised scores in literacy, numeracy and languages. Pupils that require additional support with their learning are assisted by members of the Inclusion department.

# Key Stage 4 (Years 10 & 11)

All pupils in Key Stage 4 study a core curriculum of English, Mathematics, Science, Religious Education, Physical Education, Welsh 2nd Language and the Welsh Baccalaureate.

At Key Stage 4 there is more flexibility for individual pupil choice in their formal curriculum. Option choices are broad so that we meet the needs of all our pupils. The school has developed the vocational aspect of the curriculum in line with the national developments of the 14-19 curriculum.

Pupils are able to choose up to three additional subjects to take as options. These can include:

Additional Science, Art & Design, ASDAN, Business Studies, Childcare, Drama, DT Graphics, DT Product Design, DT Textiles, Film Studies, Food & Nutrition, Geography, History, Information Technology, Music, Physical Education, Spanish, Travel & Tourism

# Home School Links

The progress made by pupils 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 pupils. 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 reporting day to meet the teachers. Certificates, letters of commendation and general newsletters are also regularly sent home. "The New Illtydian" 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.





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

## Additional Learning Needs

Mrs D Jenkins is our Assistant Headteacher: Inclusion and she oversees the school's provision for those children who need some extra support with their learning in some way. She works with students across all year groups, and is assisted by Miss J Robinson, the school's SEN Co-ordinator. The inclusion department employs a team of teaching assistants who are deployed to support pupils across the curriculum.

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 Jenkins 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 when required.

The full policy covering additional learning needs is available on the school website.



## Extra Curricular Activities & School Visits

A wide range of extra curricular activities is on offer in school. They will appeal to pupils with particular interests. Details are given to pupils 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 pupil to take part.

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 practise 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 pupils to participate in fieldwork and visits to a wide variety of places. In recent years pupils have had the opportunity to visit New York and Washington DC, Paris, Storey Arms, PGL Adventures and skiing in Austria. In addition there are visits to local venues including theatres, historical sites, retreats, exhibitions and other shows.

**“Some people say I have attitude - maybe I do... but I think you have to. You have to believe in yourself when no one else does - that makes you a winner right there”**  
**Venus Williams**

## Our Expectations of Each Other

Our school ethos is based on all students being:

**Polite, Proud and Prepared.**

### Polite

- Speak politely to everyone and listen carefully.
- Embrace different cultures, teaching styles and beliefs.
- Follow instructions straight away.
- Do your work and let others do theirs.
- Raise your hand for attention.
- Take extra care on the stairs
- Help anyone who is in trouble.

### Proud

- Take care of school and personal property.
- Celebrate the achievements of yourself and others.
- Wear full school uniform and remove your outside coat.
- Act in a sensible and safe manner.
- Put all your litter in the bins provided.
- Report any incidents to a member of staff.

### Prepared

- Arrive on time, come in quietly and stand behind your chair.
- Come to class with the correct equipment.
- Stay on task in class.
- Know what your next steps are in your learning.





## Other information

There are many documents available in school that lay down our policies and procedures. These are all available on request from the office or on the school website. If you would like to have a copy of any policy, Governing Body 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 2017/2018 as at September 2017. 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.

**This is an improving  
school - be part of it!**







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