

# Fitzalan High School

## Term dates 2018-2019



Term	Begin	Half-Term		End
Autumn Term	Mon 3 Sept 2018	Mon 29 Oct 2018	Fri 2 Nov 2018	Fri 21 Dec 2018
Spring Term	Mon 7 Jan 2019	Mon 25 Feb 2019	Fri 1 March 2019	Fri 12 April 2019
Summer Term	Mon 29 April 2019	Mon 27 May 2019	Fri 31 May 2019	Mon 22 July 2019

Spring Bank Holiday : 6 May 2019.

INSET Days: Monday 3rd September 2018 will be an INSET day. Other INSET days will be published in the school calendar.

## Session times

8.30am - 8.47am	Registration and Form time including Thought for the day
8.47am - 9.40am	Lesson 1*
9.40am - 10.33am	Lesson 2
10.33am - 10.48am	Break
10.48am - 11.41am	Lesson 3
11.41am - 12.34pm	Lesson 4
12.34pm - 1.19pm	Lunch
1.19pm - 2.12pm	Lesson 5
2.12pm - 3.05pm	Lesson 6
3.05pm - onwards	Extra-curricular
4.30pm Mon, Wed and Thurs:	Late buses
	*Please note that on Monday, form time and Lesson 1 will be part of the Pastoral session.

# Fitzalan High School



## Admissions

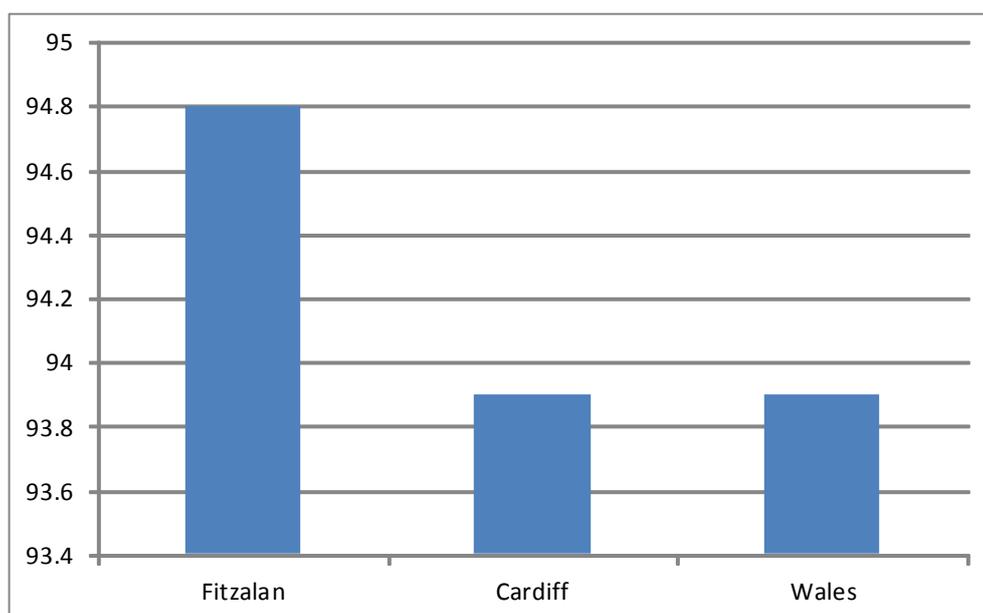
Cardiff County Council is responsible for admissions to Fitzalan for Years 7 to 11 and the admissions department of the LA administers all admissions procedures.

Requests for admissions should be made to Cardiff County Council as early as possible in the year preceding proposed entry as the school is over subscribed.

Fitzalan has an intake of 300 pupils in each year. Parents have the right of appeal should the council decide not to provide a place for their child. Pupils in Year 12 and 13 apply direct to the school.

We have excellent links with our partner primary schools: Grangetown, Kitchener, Lansdowne, Mount Stuart, Ninian Park, Radnor, Severn Junior, St Mary the Virgin and St Paul's. An open evening is organised in the Autumn Term for parents of our partner primary schools and for others who express an interest in the school.

## Pupil Attendance percentage 2017—2018



# Fitzalan High School



## Curriculum: teaching methods and organisation

The school curriculum is balanced, broadly based and promotes the academic, spiritual, moral, cultural, mental and physical development of pupils at school and prepares pupils for the opportunities, responsibilities and experiences of adult life. It follows WG guidelines regarding the New Curriculum and 14-19 provision, and prepares pupils for success in Key Stage 4 and Key Stage 5 thresholds.

The National Curriculum subjects are English, Welsh, Modern Foreign Languages, Mathematics, Science, Design and Technology, Digital Literacy, History, Geography, Art and Design, Music, RE, Skills, Drama and Physical Education. Pupils study all subjects in Key Stage 3 and English, Welsh, Mathematics, Science, RE, Skills Challenge and PE in Key Stage 4. Pupils in Key Stage 4 and 5 follow the pathway most suited to their academic ability. In addition to the core subjects, pupils are offered a wide variety of option subjects.

Key Stage 4 options include:

Ancient History; Arabic; Art & Design; Bengali; Business; Child Development; Citizenship; Cymraeg; Drama; Engineering; English; Film Studies; Food and Nutrition; French; Geography; Hair & Beauty; Health & Social Care; History; ICT; Latin; Law; Mathematics; Media; Music; Panjabi; Performing Arts; Photography; Physical Education; Product Design; Public Services; Religious Studies; Science; Sociology; Sport; Textiles; Travel & Tourism; Urdu.

Key Stage 5 options include:

Level 3 courses: Arabic; Art & Design; Biology; Business; Chemistry; Product Design; Drama; English; Film Studies; French; Geography; Government & Politics; Health & Social Care; History; Information & Communication Technology; Maths; Media; Music; Physical Education; Physics; Psychology; Religious Studies; Science BTEC; Sociology; Sport; Welsh.

Level 2 courses: Business BTEC; Performing Arts BTEC; Science; Travel & Tourism; Welsh Baccalaureate.

All pupils in Key Stage 4 study for the Skills Challenge qualification.

# Fitzalan High School

## Sporting aims and provision for sport



Fitzalan pupils have use of excellent sports facilities both for PE lessons and for extra-curricular sporting activities. On site there are 2 gymnasia, a multi use dance studio, 2 indoor multi use halls, 2 fitness suites, a sports hall, a swimming pool, 4 grass football/ rugby pitches and an artificial cricket square. We also have daily access to the Gol Centre, comprising 12 five-a-side artificial football pitches.

Off site sports activities take place in the White Water rafting centre, Cardiff Bay; Story Arms, Brecon Beacons and other local sports facilities.

All pupils are required to take part in physical education as part of the school curriculum. Pupils also have the opportunity to participate in extra-curricular activities during lunch times and after school: there is a late bus three times a week to provide transport to pupils taking part in after school activities.

## Use of the Welsh Language

Welsh is taught as a National Curriculum subject for all pupils in both KS3 and KS4. Y Cwricwlwm Cymreig gives pupils across the school a full awareness and understanding of the national and international context of Wales and its language.

In addition, bilingualism is promoted through Welsh in assemblies; an annual Eisteddfod; use of Welsh in other subjects and around the school; bilingual signs and notices around the school; Llangrannog trips, links with local Welsh medium schools; involvement in Urdd and other bilingual projects.

# Fitzalan High School



## Music and Drama

Music and drama in Fitzalan are well supported by our music technology suite and fully equipped classrooms, two drama studios and a performance hall.

A wide variety of music and drama productions take place every year, including a large scale musical production.

Extensive music tuition facilities are available for pupils, including piano, keyboard, voice, guitar, violin, all brass, drums, clarinet, flute, bassoon, saxophone, oboe, harp, ukulele, world percussion and steel pans. The Fitzalan Steel pans group perform on a professional basis throughout the year.

Strong partnerships exist with Cardiff University, Cardiff Metropolitan, Welsh College of Music and Drama, and the various Welsh medium organisations such as Gwyl Cymraeg Caerdydd.

## School Council

Fitzalan has a very strong School Council, which meets on a regular basis to ensure all pupils have an active role in the running of the school. Each form elects two representatives who sit on the Year Councils. These deal with matters directly affecting each particular year group. Year group representatives then sit on the full School Council. There are several whole school Council Committees, including the main School Council, Eco, Well-being, Sports Leaders, Equalities, the newly established Digital Literacy Committee and, the very active Charity Committee.

The School Council benefits from active support by sixth form pupils and the Head Boy and Head Girl represent the student body as a whole and are associate members of the Governing Body.

# Fitzalan High School



## Curriculum Access (Additional Learning Needs)

Fitzalan's policy on Curriculum Access (ALN) is that all pupils should be supported in their learning and that interventions should be put in place to help pupils overcome educational difficulties. A full copy of the Curriculum Access policy is available on request.

Special arrangements are made to support individuals with a range of strategies, resources and technical expertise. All pupils are encouraged to take an active part in school life, to experience the widest possible curriculum and out of hours opportunities and to feel safe and secure.

More able and talented pupils are supported by strategies such as accelerated programmes of study, additional opportunities to study subjects in more depth, a targeted curriculum structure, enhanced extra curricular provision and additional opportunities to work with specialists.

## Equal Opportunities and Disabilities

The governing body is committed to equality of opportunity in Fitzalan High School. The Governors welcome applications from any pupil who meets the criteria set out in the LEA admissions policy.

Equality of opportunities and access is promoted for all pupils regardless of physical or academic need and reasonable adjustments are made where appropriate. Fitzalan rejects any discrimination against pupils or staff on any grounds.

Fitzalan complies fully with the Equalities Act: a copy of the school Equalities Policy is available from the school.

# Fitzalan High School



## Sex Education

Health and sex education is taught as part of a planned personal, social and health education programme for all pupils in accordance with the 1996 Education Act. The science curriculum also covers aspects of health and sex education. The Governors' policy on sex education is based on helping pupils to understand its importance as they prepare for adult life with an emphasis on relationships. All pupils are encouraged to have due regard for moral considerations and the value of family life and to respect the views of others.

Parents have the right to withdraw their children from sex education lessons.

## Religious Education and Collective Worship

The Religious Education curriculum is based on the Cardiff LEA agreed syllabus for all Key Stages. The underlying approach is Christian but the teaching has the highest regard for the multi-faith nature of the school's intake. The emphasis is very much on understanding and respect and living in harmony.

Collective worship follows the statutory requirements of the Education and Inspections Act 2006. This takes place as part of a whole school assembly programme and in the Thought For The Day programme. Parents have the right to withdraw their children from collective worship. Sixth Form pupils have the right to withdraw themselves from collective worship.

# Fitzalan High School

## Safeguarding and child protection



Safeguarding and the protection of children is an integral part of the ethos of Fitzalan High School. We aim to create an atmosphere in which children feel secure, their views are valued and they are encouraged to talk and be listened to. The school follows 'All Wales Child Protection Procedures' and full copies of the child protection and safeguarding policies are available from the school. Every child's welfare is a priority and we work closely with parents to ensure that any concerns are dealt with appropriately.

There is a designated Safeguarding Officer working with a safeguarding team; the child protection officer is Mrs J Rees (Assistant Head). The designated child protection governor is Mr S Khaireh.

## Security and Health and Safety

All staff, pupils and visitors should take individual responsibility for their own health and safety. The school, along with the LEA, takes seriously the collective responsibility of all adults and pupils on the site. All visitors, including parents, **must** report to the reception office in Upper School to sign in, and not enter any other buildings beforehand. Smoking is not permitted anywhere on the site. Dogs are also not allowed on site. Regular fire drills take place: if the fire bell rings, the assembly points for staff, pupils and visitors are marked on the school yard. The designated Health and Safety governor is Mr Ken Gaunt.

The School Nurse visits school to supervise general medical inspections, vaccination programmes and carry out individual health checks. She runs drop in sessions in school and can be available for the discussion of any health problem by appointment. Our trained First Aider deals with accidents and illnesses which may arise during the school day. In all other cases the family doctor should be consulted.

All pupils are required to provide emergency parent telephone contact numbers. The school should be informed of any special medical circumstances.

# Fitzalan High School



## Charging and Remissions

The Governors' charging policy follows the principles of Sections 449-462 of The Education Act 1996, which sets out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities. The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet that cost.

For most activities in the school there is no charge however, we do charge for the following:

### Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge will be made at cost price.

### Music Tuition

Parents of pupils wishing to take the opportunity to be involved in music tuition, whether in or out of school hours, will be informed of the cost and will be billed termly. No charge will be levied if the tuition is required by the National Curriculum.

### Residential Trips

The transport, board and lodging materials, equipment, instruments, non-teaching costs, entrance fees, insurance costs element of approved residential activities. The cost will not exceed the actual cost of the provision, and prior written confirmation from the parent is required that he/she is willing to pay the charge.

### Cost of activities

The school will charge the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for: travel, materials and equipment, staff costs, entrance fees and insurance costs.

Charges will not exceed the cost of the provision and parents must agree to their child receiving the 'optional extra'.

### Extra-curricular activities and school clubs

There may be charges for extra-curricular activities and after-school clubs.

As part of the above "charging" guidelines, it may be possible for families in receipt of Income Support or Family Credit to seek remission from charges.

A copy of the full charging and remissions policy is available from the school.

# Fitzalan High School



## Complaints Policy

The complaints procedure ensures that anyone with an interest in the school can raise a concern, with confidence that it will be heard and if well founded, addressed in an appropriate and timely fashion.

The policy will be applied when a complaint is made by a pupil attending this school and/or his/her parents. Exceptions to this are when the complaint relates to a possible child protection issue, a criminal activity or an assessment outcome in relation to a public examination. These circumstances will be dealt with under separate procedures.

If the complainant is a pupil at the school, National Assembly Circular No: 011/2012 "Guidance for School Governing Bodies on Procedures for Complaints involving Pupils" will underpin our actions. A copy of this guidance is available on request.

Complainants will allow the school to try to resolve the complaint at each stage and not try to circumvent stages. In addition, complainants will co-operate with the school in providing information so that the complaint can be investigated and heard. All parties will behave reasonably and treat the process and the parties involved with respect. It is reasonable to request an adjournment of a meeting or a hearing if the timing is convenient but it is not reasonable for any party to seek last minute cancellation or to thwart the process by repeatedly failing to agree dates. The complainant and the person (s) against whom a complaint is made can be accompanied by a friend, advocate, colleague, parent or other person at each stage.

All complaints will be dealt with quickly and with impartiality. The person dealing with the complaint will establish what has happened so far, and who has been involved; clarify the nature of the complaint and what remains unresolved; meet with or contact the complainant for further information if necessary; clarify what the complainant feels would put things right; talk to those involved in the matter and/or those complained of, allowing them to be accompanied if they wish; approach matters with an open mind, and keep records.

### **The 3 Stage Approach to Complaint Resolution**

**Stage 1:** Complaint raised with (and resolved) by first recipient within the school.

**Stage 2:** Matter referred to Headteacher for investigation, decision and resolution.

**Stage 3:** Matter referred to the Governors for investigation, decision and resolution.

Full details of the three stage process are available from the school.

LEA support will be requested where appropriate during the investigation of complaints. The outcomes of complaints will be used to review school policy where appropriate.