



## Ysgol Gyfun Gymraeg Llangynwyd

Llangynwyd  
Maesteg  
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*Pennaeth/Headteacher: Mr M Jones BEng (Hons), NPQH*

10<sup>th</sup> of July, 2014

Dear Parent/Guardian,

Thank you for choosing Ysgol Gyfun Gymraeg Llangynwyd as the secondary school for your child. Following two successful transition days, your child had the opportunity to see the school site, meet teachers and to experience the school organisation. We hope that these visits have satisfied any concerns that your child may have had about the secondary school.

It is important that pupils comply fully with the school uniform rules to avoid any complications that may arise on the first day at school. All necessary information can be found in the school's prospectus. If you have not yet seen this, you can view it on the school's website. If you do not have a copy of the school prospectus, please contact us and we will arrange for a copy to be sent to you.

Below are some of the school INSET days for 2014-15. We hope that this will help you in planning holidays and that you will avoid taking your child out of school during term time. We ask that you consider the importance of consistent attendance in order to ensure the best level of education for your child. Your child will start school on **Tuesday, September 2nd**. School term dates for 2014-15 are available on Bridgend Council's website.

### **Below are the school INSET days – pupils do not need to attend on these days**

Monday, September 1<sup>st</sup> 2014

Monday, November 3<sup>rd</sup>, 2014

Friday, December 19<sup>th</sup> 2014

Friday, February 13<sup>th</sup> 2015

Monday, July 20<sup>th</sup>, 2015

Should there be any other days, you will be notified later in the term.

### **School times**

Further information is available in the prospectus.

School starts at 8:40am and ends at 3:28pm. Pupils will study for 6 lessons per day of 53 minutes. There is a break at 10.46am and lunch at 12.49pm. Lessons, break and lunch times are adjusted slightly on Friday's to allow an hour session at the end of the day for 'clwb'.

School transport is the responsibility of Bridgend Council and you will be informed separately of transport arrangements, pick up times etc from the County's Transport department.

### **Additional Information**

Pupils are expected to bring their own equipment to school such as pens, pencils, ruler, protractor and calculator. Although provided in school during lessons, having Welsh, English and French dictionaries would be beneficial also. Pupils must also bring the appropriate kit for Physical Education when they have lessons. Pupils will not be aware if they have PE on their first day and are therefore not required to bring PE kit on Tuesday September 2<sup>nd</sup>.



If you intend to pick up your child from school by car, please be informed that as part of our transport policy, parents are requested to arrive **after 3:40pm** to avoid congestion.

### **Mobile Phones and Electronic Equipment**

Please be informed that we **do not allow** mobile phones in school. This is also the case for other electronic equipment, e.g. iPods, electronic games machines, electronic readers etc.

### **Communication with parents**

We wish to inform parents of the school's procedures regarding communication in the event of cancelled after school activities. If an after school club, sporting fixture etc is cancelled on the day of the event, pupils will be informed by the teacher responsible for the event and asked if there is need to contact parents. In many cases, pupils will simply return home as usual on the school bus.

If parents need to be contacted, the teacher will compile a list of such pupils and the school office will contact parents accordingly either by telephone or via text message. Consequently, pupils are requested not to ask the school office to contact parents independently but the use this formal channel of communication. Pupils will then travel home on the school bus as usual.

If the event is cancelled prior to the day of the event, pupils will be informed by a member of staff and they will be expected to inform their parents of this cancellation. In these instances, the school will not contact parents directly. The above procedure is a more efficient method of contacting a number of parents regarding an event and is sustainable as the school grows.

### **Forgetting Dinner Money**

We operate a canteen system in school which is open at 8:25am (limited breakfast menu), break and lunch times. Pupils not in receipt of free school meals will need to bring cash to purchase food. Pupils sometimes forget their dinner money and we operate a system whereby pupils go to the office to inform the school secretary of this and a credit note is issued. This can be done either break or lunchtimes. This enables pupils who have forgotten their dinner money to always have food in school. Pupils are then able to reimburse the school canteen the following day or as soon as possible thereafter. This saves the need for parents to travel to school with school dinner money. Please note: since we are operating this system, the school will not accept dinner money brought in by parents.

### **Lost Property**

Over the past year, the amount of items left by pupils in school has grown significantly. We have a number of boxes of school jumpers, coats and other items of school uniform, including minor personal possessions, e.g. wallets, pencil cases etc. The school office and the School Council attempt to return items to their owners but the vast majority of items do not have names on them or any distinguishable marks and it is therefore impossible for us to return to their owners.

We request that all items of uniform are labelled with a pupil's name.



This aids in tracing the owners as the school council will sort items into named and unnamed categories and return items that have names on them to their owners via a lost property return session held every few months. Items left by pupils are left in their original places or on the storage racks in the Hall but after a period of time, cleaning and caretaking staff will bring items to the school office where they will be stored in the lost property room.

If pupils have lost an item that we are able to trace, we ask that they initially retrace their steps and search for the item themselves. Many items e.g. sweat shirts and coats are very similar and there have been instances where pupils have taken the wrong item, returning it to the storage racks the following day.

### Teaching Groups

Pupils will be placed in mixed ability teaching groups in September taking into account a variety of factors, including friendship groups, additional needs required, social skills etc. Class groupings are reviewed at the end of the first when pupils are banded upon ability in some subjects.

### Registration Groups

Pupils will be registered in linear registration groups. This means that only pupils from years 7 will be registered together. We will be holding a pastoral parents' evening on Thursday October 2<sup>nd</sup> 2014 giving you the opportunity to discuss any concerns that may arise with your child's form tutor. The Year 7 Head of Welfare and Progress is Mr Owain Tudur. Should you wish to discuss any issues regarding your child, please contact the school as he will be the first point of contact.

If you have any questions regarding the school uniform or queries of any other nature, please contact the school before 3.40pm on Friday the 18<sup>th</sup> of July. The school is closed during the summer holiday and therefore any enquiries made during this period will be answered on the 1<sup>st</sup> of September, 2014. If you do not have a computer (PC), please contact the school and we will arrange for a paper copy of the main documents in the prospectus to be sent to you if you haven't already received them.

We look forward to working with you to ensure the best education for your child.

Yours faithfully,



Mr Owain Tudur  
Year 7 Head of Progress and Welfare



Mrs Non Hobday  
Assistant Head

