



Prospectus



Learning Together | Achieving Forever
Dysgu Ynghyd | Cyflawni o Hyd

St. Martin's School



GENERAL INFORMATION

St. Martin's School
Hillside
Caerphilly
CF83 1UW

Tel : 02920 858050

Email : reception@stmartins.caerphilly.sch.uk

Headteacher : Mr L Jarvis

Chair of Governors : Mr S Jones

TYPE OF SCHOOL

Co-educational, English Medium Secondary School (11-19)

TIMINGS OF THE SCHOOL DAY

KS3 - Year 7 and 8 :

8.30am - 8.45am	: Tutor Period
8.45am - 9.30am	: Lesson 1
9.30am - 10.30am	: Lesson 2
10.30am - 10.45am	: First Break
10.45am - 11.45am	: Lesson 3
11.45am - 12.45am	: Lesson 4
12.45am - 1.00pm	: Second Break
1.00pm - 2.00pm	: Lesson 5
2.00pm	: End of the day

KS4 - Year 9 - 11 :

8.30am - 8.45am	: Tutor Period
8.45am - 9.30am	: Lesson 1
9.30am - 10.30am	: Lesson 2
10.30am - 10.45am	: First Break
10.45am - 11.45am	: Lesson 3
11.45am - 12.45am	: Lesson 4
12.45am - 1.00pm	: Second Break
1.00pm - 2.00pm	: Lesson 5
2.00pm	: End of the day

HEADTEACHER'S WELCOME



Dear Reader,

St. Martin's School is an outstanding school where all pupils learn together and achieve forever. Learners achieve the highest attainment and excel in all activities, whether it be from an academic, sporting, artistic, musical, or dramatic perspective.

Our sustained excellent results, show our determination to create a fully inclusive school that is based on challenge for all; a school that allows every individual child to build a happy and successful future. Our aim is that every learner is equipped with the knowledge and skills required to secure excellence in whatever they choose to do.

Our school is a positive, happy, caring and safe learning community. Visitors always comment on the warm, friendly, family atmosphere they encounter. Learners from far and wide settle quickly and blossom through the positive spirit of support and warmth they experience every day which helps them to develop the confidence to thrive as ambitious learners and as unique individuals.

Our formal curriculum is supported by a wide range of extra-curricular activities, which enhance their experiences. Learners have access to computers and our library in their unstructured times and teachers provide many after school homework, assignment and revision sessions after school, on weekends and during holiday time to ensure the success of each individual in their care.

We offer an outstanding range of annual trips and activities alongside some very special educational trips and activities in this country and abroad. These all directly link to the schools formal curriculum offer enabling learners to be fully immersed in thematic studies.

The learning we offer enables our young people to develop skills in thinking, problem solving and teamwork. Unique to our school is our belief in developing innovators and entrepreneurs of the future. All experiences are directly contextualised enabling young people to transfer skills between learning activities. In turn we believe they are able to build the confidence to work in any situation they may find themselves in now and in the future.

We encourage active citizenship through taking on responsibilities in our community. Our Welsh Baccalaureate qualification, alongside our schools student leadership programme, formalises this for our learners enabling them to track their development and experiences.

It is due to these factors that the vast majority of our learners continue to study further education courses in our school-based Sixth Form where they excel. From here, most continue their studies at university either abroad or in the UK, with some opting for other career routes including apprenticeships or other work based learning.

Mr L Jarvis
Headteacher

ADMISSIONS



Admission forms are administered to all Caerphilly Primary schools, parents / carers wishing to apply to St Martin's School from any Caerphilly County Borough Primary School needs to place us as first choice on the LA admission form. Applications from parents / carers for pupils in other authorities can be made by contacting the LA Admissions department for a form (Tel: 01443 864870) or apply online.

Any queries regarding admissions, please contact St Martin's School on 02920 858050. The school is happy to help with the admissions process and will provide an application form on request.



Tours of the school are available on request. Please contact the school on the above number. Once you have secured a place for your child at the school, he / she will be included in all visits arranged for year 6 pupils prior to starting in September.

The school works within the framework of the Local authority admissions procedures. Pupils are admitted to the school from the designated catchment areas and beyond it. The school admits pupils from a wide area.

Parents of prospective Year 7 pupils are required to complete a Caerphilly Local Authority admission form and return it to the Admissions Department within the deadline. It is vital to ensure admission forms are not late. In-year admissions into other year groups are managed through the Local Authority admissions department.

Parents seeking admission for disabled pupils should contact the Local Authority admissions department. This will also be overseen by a senior member of staff and, where necessary, the ALNCo. Access arrangements are discussed at the point of application and managed through necessary procedures including risk assessment, the special needs register and appropriate agencies as necessary.

The school's standard number is 182 per year group. The school also has a sixth form.

STAFFING

Senior Leadership Team

Mr L Jarvis – Headteacher
Mr M Yeoman – Deputy Headteacher
Mrs C Manson – Assistant Headteacher
Miss L Banks – Assistant Headteacher
Mrs L Weston – Assistant Headteacher
Mr D Furtek – Business Manager

The remaining staff members consist of heads of learning, heads of faculty, teachers, teaching assistants, wellbeing staff, finance and admin staff and site staff. The full staffing structure is attached to this prospectus as appendix 1.



SCHOOL TERM DATES

School term dates are listed on the Caerphilly Council and school website. All schools are allocated five INSET days throughout the year and you will be able to access these dates either through newsletters or on the Caerphilly Council and school website. Further details of our term dates are attached to this prospectus as appendix 2.

MISSION STATEMENT

Learning Together, Achieving Forever

AIMS AND OBJECTIVES

Standards

Strive for the highest standards in every aspect of our school.

Wellbeing and Attitudes to Learning

Develop healthy individuals who have positive attitudes to learning.

Teaching and Learning Experiences

Provide excellence in teaching that supports everyone's learning.

Care, Support and Guidance

Be an inclusive school where everyone is cared for, supported and guided through their lives as individuals.

Leadership and Management

Provide strong, purposeful and dynamic leadership alongside a well-managed school.



HOME SCHOOL AGREEMENT

As a School, we will :

- Provide a broad and balanced curriculum that meets the individual needs of each child
- Ensure each child has the opportunity to achieve his/her full potential as a valued member of the school community
- Provide a caring and disciplined environment that promotes honesty, integrity and giving thought for others
- Demonstrate through the implementation of our anti-bullying policy our clear commitment that bullying will not be tolerated
- Contact parents if there is a problem with attendance, punctuality or equipment or any other issue that may affect their child's work or behaviour
- Set, mark and monitor appropriate class work and homework
- Inform students and parents/carers of significant deadline dates e.g. for coursework
- Send home an annual report
- Arrange parents' consultation evenings at appropriate times to discuss your child's progress
- Ensure all complaints are handled sensitively and responded to in line with the school's complaints procedure
- Keep parents/carers informed about school activities through regular letters home, newsletters and notices about special events



HOME SCHOOL AGREEMENT

As Parents / Carers, we will :

- Ensure my/our child attends school on time every day and for the whole school day during term time unless there is good reason for absence [such as illness]
- Contact school before 9.15 in the morning if my child is too unwell to attend
- Not plan to take my/our family holiday, during school term times. In exceptional cases, I/we will complete an Annual Family Holiday Leave application form in advance but understand the school may not authorise my/our child's absence from school
- Ensure my/our child comes to school properly equipped to learn with the necessary pens, books, PE kit etc
- Support the school's policies and guidelines on discipline and uniform including jewellery regulations and rules on mobile phones in school
- Support my/our child's learning at home — check and sign the journal each week
- Keep the school informed of any issues or medical condition that might affect my/our child's work, behaviour or life at school
- Attend parents' consultation evenings and discussions about my/our child
- Support the school's concern for student safety by not driving onto the school site to collect or drop off my/our child, unless your child has a disability
- Agree any photographs of school life that include my child may be used in school publicity e.g. school brochure, newsletters, school website
- Arrange collection of my child, if requested by office staff, due to illness
- Give permission for pupils to participate in school visits within the locality of the school e.g. St. Martin's Church or Caerphilly Castle

As a Student, I will :

- Attend school regularly and on time, dressed in the correct uniform and wear only jewellery permitted by the school rules. Come to school ready to learn and work to the best of my ability without disturbing the work of others
- Be polite and considerate to others - in school and on the way to and from school
- Bring all the equipment I need every day, including PE kit
- Do all my class work and homework as well as I can and meet all deadlines
- Keep the code of conduct on computer use
- Not leave the school site unless given permission to do so by a member of staff at any point throughout the school day

ATTENDANCE

St Martin's places great importance on maintaining high levels of attendance and regards 95% and above as an acceptable level. As a school we are committed to raising attainment as well as supporting wellbeing. In addition to delivering a high standard of education, your child's attendance is key to ensuring the best possible experience and outcome of their time with us. Remember, it is your legal obligation as a parent or guardian to ensure your child is attending school on a regular basis (Education Act 1996). We operate a Red, Amber, Green system to monitor your child's attendance as below:

Green Attendance 95% - 100% No intervention needed

Form Tutors might discuss with a student if they start to see a decline to ensure they know the reasons for it and to judge whether any intervention may be needed at some point in the future. Merits are given and rewards for high attendance are distributed on a termly basis by tutors and HOLs (other parameters, such as behaviour, are also taken into account)

Amber Attendance 90% - 94.9% Some intervention needed

Form Tutors might discuss Amber attendance with the relevant senior link or with the school attendance lead at a weekly meeting and will look to work with individuals in their tutor group to help to improve. Your child's HOL will work to discuss any potential issues. If necessary, support and appropriate intervention will be put in place to support both the child and the parent(s)/carer(s).

Red Attendance 89.9% and Under Intervention likely required

Students who have dropped to 89% and below are discussed at a bi-weekly meeting between our Attendance and Wellbeing Team (AWB) and the relevant HOL. No further action may need to be taken (depending on the reason for the drop) but alternatively the HOL or AWB may proceed in the following ways :

- Include your child in a targeted Attendance Group - this is a wellbeing intervention run by various staff to tackle students' understanding of absenteeism and its consequences. A reward system is sometimes set up to encourage an improvement
- You may be invited to a meeting to discuss your child's attendance further and to work collaboratively with us (possibly in conjunction with other services) to improve your child's attendance.



ATTENDANCE

We do understand that sometimes absence is unavoidable and we are here to support pupils and parents/carers, ensuring the best possible outcome for everyone involved. In the case that your child is not able to attend school, please follow the following procedures:

EMAIL : reception@stmartins.caerphilly.sch.uk,
or; Your child's class teacher, or;
Your child's Head of Learning

PHONE : 029 2085 8050 **as early as possible on the first day of absence**
and follow these instructions to leave a message on our dedicated

Absence Line:

Press 1 for English, Press 2 for Welsh
Press 1 to be connected to "Pupil Absence" and leave the following information

- Child's first and last name
- Child's year or registration group

This is important as we have several children with the same name

- Who you are so that we can verify if you have responsibility
- Reason for absence

This is important so that your child is marked correctly. Without a reason, they will be given an unauthorised absence and this may lead to warnings and/or fines being issued

- Expected return date

If you know how long they will be off, state a return date, you do not need to call again unless their absence goes on longer than originally stated.

If you do not know how long they will be off, you will need to let us know every day that they are absent. Alternatively, please speak to Reception directly.

PHONE : 07786 200 444 - This service is not monitored every day and it can be more reliable to phone, email or let us know with the online form

THE CURRICULUM

Curriculum Aims

Our provision will give appropriate balance to the development of attitudes to learning, skills, knowledge and understanding.

Every learner will have a challenging personalised curriculum designed around prior attainment data, student aspirations and future targets.

All learners will develop skills for life (underpinned by the Personal and Social Education Framework), including literacy, numeracy & digital competency. St Martin's School is at the heart of the community and engages with local services and employers to meet local, national and international needs within the Careers and the World of Work framework.

We will provide a wide range of teaching and learning experiences along with extra- curricular activities in order to develop all learners' individual pathways.

We will support all Government policy, in particular, bilingualism and Cwricwlwm Cymreig/ Wales.



Curriculum Development

The School annually reviews the curriculum with the Governing body to reflect the changes of a developing national picture, local needs and the changing needs of the learners. The areas of learning mirror our curriculum structure. In the previous academic year; development of performing arts in Year 7 and 8, the flexibility to offer an additional language for the more able in KS3, building PSE into ethics and core skills along a level 2 course for sixth former learners are strong improvements.

Curriculum Organisation

The curriculum runs on a two week timetable containing 50 teaching periods and 10 core skills sessions, which focus on student wellbeing, assemblies, literacy, numeracy, digital competency and Pixl Edge or Sweet. The Curriculum Policy outlines how the National Curriculum at Key Stage Three and GCSE/ A-Level Specifications are delivered at St. Martin's School.

Careers Support



A Careers Wales advisor provides specialist advice to students through core skills sessions and individual careers interviews. CWW is concerned with the relationships between young people, their learning and the world of work. Students are given options advice in Year 8 for choices in Year 9 and again in Year 11 for sixth form progression.

Assemblies, electronic communication, open evenings and informal and formal support as individuals and groups ensure students are informed about the ways forwards for their chosen pathway. Students have a free choice survey and option draft to ensure the curriculum enables most choice for learners which occurs in the spring term.



For those students who wish to pursue work experience in a career related field in support of higher education, the School can liaise with a range employers and services to ensure skills and knowledge are enhanced for future pathways.

PROVISION OF SPORT

Pupils have extensive opportunities to participate in sport through the many successful teams run by the Health and Wellbeing faculty in hockey, netball, football, rugby, cricket and basketball. Pupils take part extensively in cross country. The school makes use of its own leisure centre swimming pool where all pupils have swimming lessons. During the school day, pupils take part in activities run by the 5 x 60 team. The school runs an annual sports day where all pupils take part, along with a number of other special activities throughout the year



SEX EDUCATION



Sex education is delivered through Science lessons and is also embedded through other areas of the curriculum including Ethics and Core Skills. The school aims to provide accurate information and to help young people develop appropriate skills for fostering and maintaining a healthy lifestyle. Biological aspects of Sex Education, as specified in the National Curriculum, are compulsory and taught in Science lessons. Adolescence, fertilisation and development are covered at Key Stage 3, while at Key Stage 4 pupils study variation, inheritance and the role of hormones in reproduction. Parents / Carers can withdraw their children from all or part of the sex education provided.



USE OF THE WELSH LANGUAGE

The Welsh language is taught to all our pupils in Key Stage Three and all pupils undertake a qualification in Welsh in Key Stage Four. It is also an option subject at Key Stage Four. Incidental Welsh is a feature across the school and pupils cover Welsh themes in the Welsh Baccalaureate. Welsh cultural experience is also provided through the annual Eisteddfod and Welsh trips.

Y CWRICWLWM CYMREIG

All pupils will be helped to understand and celebrate the distinctive quality of living and learning in Wales and to develop and apply knowledge and understanding of the cultural, economic, environmental, historical, and linguistic characteristics of Wales. This will be delivered as a cross-curricular theme, where relevant in individual subjects, school events and assemblies

EQUAL OPPORTUNITIES

Equal opportunity will be given, regardless of sex, race, disability, religion or belief. In accordance with the statutory requirements the school aims to make the curriculum accessible to all pupils as far as is reasonably practicable.



RELIGIOUS EDUCATION

Religious Education is provided for all pupils and is inclusive and broad minded, parents / carers do have the right to withdraw pupils from Religious Education, if you wish to do this, please make an appointment with the Headteacher. The school does not support selective withdrawal from Religious Education.



COLLECTIVE WORSHIP

All pupils are expected to take part in collective worship. The school has a programme of collective worship involving class assemblies and whole school assemblies. Parents/carers have a right to withdraw their children from collective worship, if they so wish.

ADDITIONAL LEARNING NEEDS

The school has an Additional Learning Needs Policy for all pupils who are placed on the Additional Learning Needs register. The school will determine appropriate courses of action for each pupil in consultation with parents/carers. The progress of all vulnerable groups of learners will be monitored by the Senior Leadership Team and the ALNCo.

PERFORMANCE

Performance data, destination of school leavers and attendance data is attached to this prospectus as appendix 3, 4 and 5.

LINKS WITH BUSINESSES AND INDUSTRY



It is essential for schools and business to work together to gain greater mutual understanding and to ensure that the education which we provide is relevant to the needs of business and industry. We have close links with many local employers.

Employers also support the school through the provision of careers talks. We encourage employers to become actively involved in contributing their expertise to the school curriculum. Employers are currently involved in work within a number of curriculum areas. This has involved employers visiting classrooms and involved staff and pupils

visiting local business. This helps pupils in making informed choices about their futures. Pupils can take part in the 'Young Enterprise' scheme through which they actually learn how to run their own business.

CHARGING AND REMISSIONS POLICY

Under the terms of the Education Reform Act, 1988, Governors have determined a policy for charging and remissions, a full copy of which is available from the school and on the school website.

Education is provided largely without charge to parents. Remission of charges will only be made where Governors are obliged to do so under provisions of the Act.

Voluntary contributions may be invited for activities for which no charge can be legally imposed. We ask any parents who find themselves in difficulties in contributing to these to contact the school, so that alternative arrangements can be considered.

Parents may be expected to pay for the cost of repairing or replacing school property (books, furniture etc) or buildings (windows, doors etc) damaged, defaced or lost as a result of a pupil's unreasonable behaviour.

PARENTAL ACCESS TO DOCUMENTS

In accordance with the Education Reform Act of 1988, copies of the local education authority's Curriculum Policy Statement, Estyn reports on the school, a full copy of the arrangements made by the local education authority for the consideration of complaints about the school, circulars and administrative memoranda relating to powers and duties under Chapter 1 of E.R.A. (The Curriculum) which are sent to school's by the DfES, the local education authority's agreed syllabus for Religious Education are available for inspection at the school.



SCHOOL SECURITY

Pupils and staff are secure on our school site. This is ensured by security fencing and the necessity for all visitors to sign in and out in the school reception. The grounds and buildings are monitored with CCTV.

SCHOOL TOILETS

Pupils have access to modern toilet facilities around the school, including disabled toilets. These are cleaned and replenished throughout the school day.





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Headteacher Mr L Jarvis