



# Welcome

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College Parental Booklet

2023/2024



HOWELL'S CO-ED COLLEGE  
Llandaff

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GDST  
GIRLS' DAY SCHOOL TRUST

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HOWELL'S CO-ED COLLEGE  
Llandaff

GDST  
GIRLS' DAY SCHOOL TRUST

Howell's School, Llandaff, Cardiff Road, Cardiff CF5 2YD

**Tel:** 029 2056 2019 | **Fax:** 029 2057 8879

[www.howells-cardiff.gdst.net](http://www.howells-cardiff.gdst.net)

 @HowellsSchool



# Welcome

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It is always an exciting time when your son or daughter moves into the Sixth Form, and here at Howell's Co-ed College we like to work closely with families to ensure that all students achieve their best in their academic and personal ambitions. Our door is always open. Please feel free to contact us with any queries and don't forget to let us know when your son or daughter succeeds in an activity, sport, or academic endeavour outside of College so that we can celebrate with them.

## Key Dates

Year 12 Parents' Welcome Evening:	11 <sup>th</sup> September 2023
Parents' Evening:	February 2024
Higher Education & Oxbridge events for families:	April 2024
Higher Education, Careers and Personal Statement events for students:	Summer Term and Autumn Term 2024

## Contact Details

Howell's Co-Ed College, Llandaff  
Cardiff Road, Cardiff CF5 2YD

**Tel: 029 2056 2019**

General email: [mail@how.gdst.net](mailto:mail@how.gdst.net)

Email for absences: [absences@how.gdst.net](mailto:absences@how.gdst.net)  
or telephone Reception: **029 2056 2019**

Email for Deputy Directors of College:

Mrs Sharon Richards: [sharon.richards@how.gdst.net](mailto:sharon.richards@how.gdst.net)

Mr Chris Smith: [Chris-Smith@how.gdst.net](mailto:Chris-Smith@how.gdst.net)



### Head Girl: Catrin

Siwmae, my name is Catrin and I'm one of the Head Girls. I joined Howell's in September 2022 and have loved my time here so far. You may be nervous to start in September, as was I, but I assure you that the teachers, staff and students are all welcoming from the beginning. Despite being here for a short time, I have made great friends, had wonderful opportunities and have learnt a lot. Howell's provides many opportunities for its students and, when they are offered to you, I encourage you to try and take them in your stride because they can make for incredible memories. Throughout your studies, your teachers will offer you great support which can make the step up to A level less daunting and it also allows you the time to explore your other interests. As well as your teachers, the Head Student Team and Young Leaders' Team are always here to help so don't be afraid to ask if you need it. I look forward to welcoming you all to the College and to having a great year together!



### Head Girl: Sophie

Hi, my name is Sophie and I am one of the Head Girls. I have been in Howell's since Reception, so I know it like the back of my hand! Having been a student in the Prep School, Senior School and now College, I can surely say that the College is an amazing and completely new experience for everybody. You may feel nervous on the first day, but I guarantee that feeling will disappear! Regardless of the subjects you take, everybody knows each other well and we are all willing to help each other. Some of the friends I have made in the College I know will be friends for life, and the experiences I have already had will help me so much in the future. I'm so excited to meet you all and offer any help I can to guide you on your journey in the College, whatever your future plans may be. See you all in September!



### Deputy Head Girl: Sarah

Hello, my name is Sarah and I am Deputy Head Girl. Being at Howell's since Year 7 has given me the full Senior School experience, which went above and beyond the expectations of my 11-year-old self. The people you meet along the way, the friendships you form, the teachers you come to admire and value; here at Howell's, you are offered the full package to unlock your full potential. Not only do you learn the curriculum, but you also learn more about yourself: your interests, your strengths, your areas for improvement. Everyone travels at their own pace, and Howell's does an incredible job at guiding each and every one of us through our journeys. The support system from the Howell's community is unmatched and always present to rely on. My tip is to stick your fingers into as many opportunities as you can, and to make use of all the resources made available to you, to have a fully enriching experience. Hope to see you soon!



### Deputy Head Boy: Tom

Hi, my name is Tom, and I am the Deputy Head Boy here at Howell's. I joined Howell's in the College which at first can seem like a daunting prospect, however since coming here I can genuinely say that I have been welcomed with open arms. Over the next two years you will undoubtedly experience both highs and lows, but I am certain that your teachers' steadfast support along with the lifelong friendships you will form throughout your time at Howell's will make for an intellectually and socially fulfilling college experience.

## College Personal Tutors

This year's team of personal tutors includes:

TEB	Mrs T Bown
MC	Mrs M Cheadle
AF	Dr A Ford
CF	Mr C Fussell
HJH	Miss H Hyland
SLJ	Miss S Jenkins
RJ	Mrs R Jowett
RK	Mr R King
ADL	Dr A Langford
LM	Mr L Morgan
RR	Mrs R Roberts

## Key Personnel

This year's team of personal tutors includes:

Principal:	Mrs S Davis
Deputy Principal Academic:	Mrs C Darnton
Deputy Principal Pastoral:	Mrs Z Harvey
Director of College:	Miss H Jeans (from Jan 2024)
Deputy Directors of College:	Mrs S Richards & Mr C Smith
Senior Tutor	Mr L Morgan
Head of Library and College Careers Adviser:	Mrs J Wilks
Oxbridge Coordinator:	Mrs H Harrison-Hughes
Medics Coordinator:	Dr E Lewis
Assistant Principal:	Mr T Walters
School Nurse:	Miss Kelly O'Shea
School Counsellor:	Mr Graeme Layzell



## Term Dates 2023/2024

### Autumn Term

Monday 4th September - Inset Day  
 Tuesday 5th September - Inset Day  
 Wednesday 6th September – Inset Day  
 Thursday 7th September – Term begins  
 Monday 23rd October to Friday 3rd November inclusive – Half Term  
 Wednesday 20th December - Term ends

### Spring Term

Monday 8th January – Inset Day  
 Tuesday 9th January – Term begins  
 Monday 12th February to Friday 16th February inclusive – Half Term  
 Friday 22nd March - Term ends

### Summer Term

Monday 8th April - Term begins  
 Monday 6th May – May Bank Holiday  
 Friday 24th May – Inset Day  
 Monday 27th May to Friday 31st May inclusive – Half Term  
 Thursday 11th July – Term ends

## Times of the College Day

8.25 - 8.55	Pastoral Commitment
8.55 - 9.00	Movement Time
9.00 - 10.00	Period 1
10.00 - 10.05	Movement Time
10.05 - 11.05	Period 2
11.05 - 11.25	Break
11.25 - 12.25	Period 3
12.25 - 12.30	Movement Time
12.30 - 1.30	Period 4
1.30 - 2.30	Lunch
2.30 - 3.30	Period 5





## Values

At Howell's Co-Ed College, your child's future is in safe hands. We pride ourselves on being more than just a school; we are a lifelong community. Inspirational specialist teaching, exceptional pastoral care and impressive spaces and facilities allow us to offer a personalised learning experience that is full of fun, challenge and academic excellence.

As part of the wider GDST family, we benefit from innovative thinking and educational expertise at its very best providing all our learners with an academic education with transferable skills that encourages them to find confidence, purpose, and direction to flourish and succeed.

## Co-ed College Principles

Howell's Co-ed College expects all students to abide by these principles in order that they might achieve their best in their studies and continue to develop as thoughtful, responsible people:

- Be present in all lessons Be punctual to all lessons
- Have a positive attitude towards your studies and tutors Be properly prepared for lessons
- Complete set work Meet deadlines
- Treat others with respect
- Manage your commitments and balance your time Carry out responsibilities in a reliable manner

Thank you for your co-operation

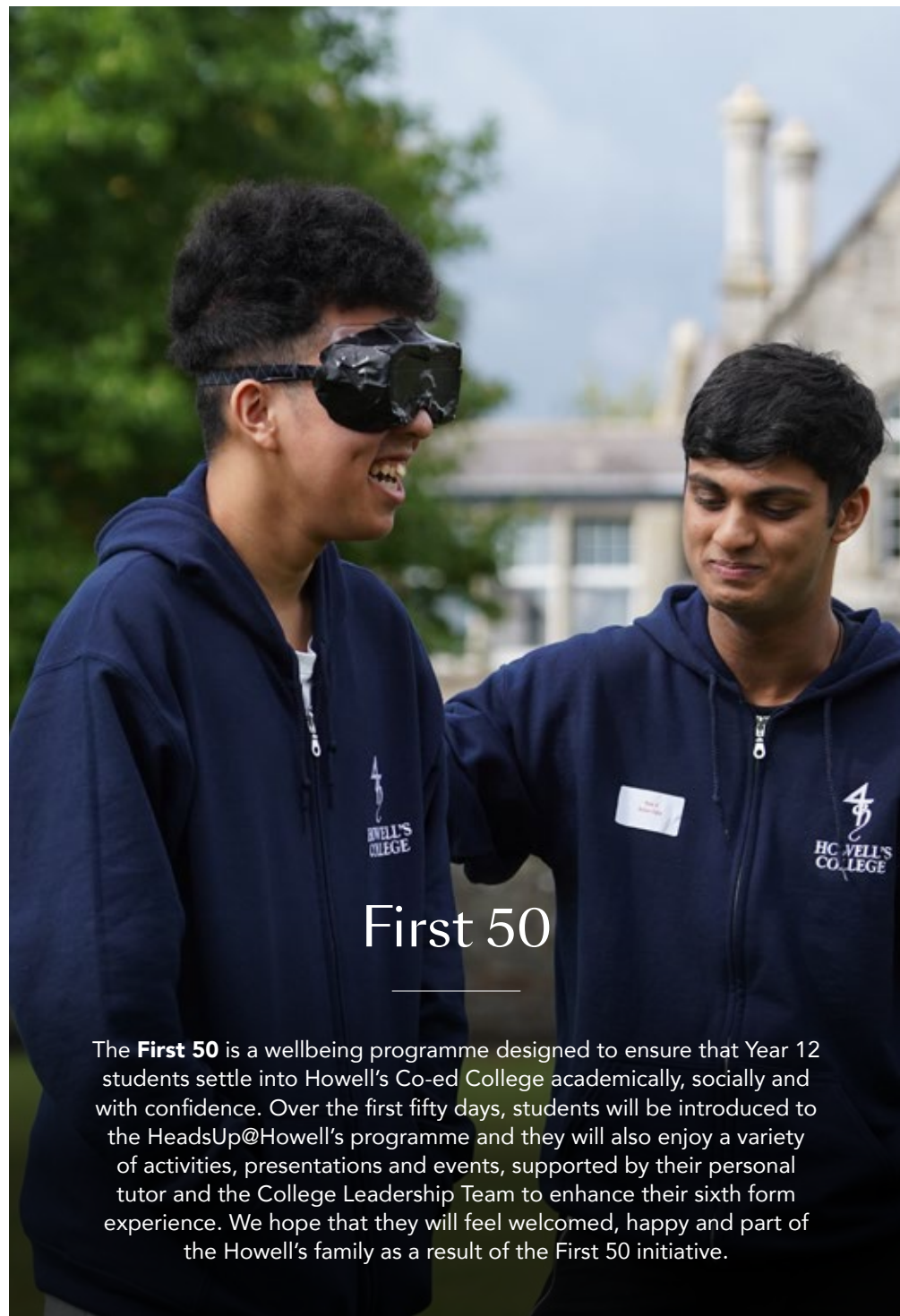
## HeadsUp@Howell's

Howell's is committed to excellence in the promotion of wellbeing, including mental health information and resilience strategies.

Our whole school initiative, HeadsUp@Howell's, aims to ensure that we create a school culture where everyone:

- has access to information, education and support for good mental health
- knows and uses strategies to improve their mental wellbeing or to manage difficult times
- connects with others positively to benefit all





## First 50

The **First 50** is a wellbeing programme designed to ensure that Year 12 students settle into Howell's Co-ed College academically, socially and with confidence. Over the first fifty days, students will be introduced to the HeadsUp@Howell's programme and they will also enjoy a variety of activities, presentations and events, supported by their personal tutor and the College Leadership Team to enhance their sixth form experience. We hope that they will feel welcomed, happy and part of the Howell's family as a result of the First 50 initiative.

### Academic

- Introduction to the academic challenge
- A Level and VESPA Mindset introduced
- Introduction to A level subject courses
- Academic self-evaluation: How am I coping?
- Goal setting
- Study Skills Programme

### Parental Engagement

- Welcome Parents' Evening
- Parents' Booklet for guidance and to clarify expectations and support
- Introduction to the Sims Learning Gateway and Firefly
- College Comms – weekly newsletter
- Regular information emails
- First Academic Report

### Co-curricular

- Introduction to Clubs and Societies
- Duke of Edinburgh's Award (Gold)
- Envision, Interact and Amnesty
- Music, Drama and Debating
- Sport for all
- Enrichment Programme
- Olympiads
- Laureate Programme
- Launch of Lecture Programme

### Social

- Bonding Events
- Introduction to Enrichment
- Charity Netball Match
- College Charity Coffee Morning
- House Sport Event
- Meet the Catering Team
- Promotion of Community Spirit
- Charity College Mixer

### Belonging and Wellbeing

- Wellbeing Launch
- Tutorials with Personal Tutor
- Meet the House Captains/Young Leaders' Team
- e-Guide to Howell's Co-Ed College produced by the Young Leaders' Team
- Tour of Howell's with Personal Tutor
- Launch of Student Voice and Wellbeing Committee
- Peer Mentors

### Learning Tools

- College Planner
- Introduction to the Library
- Introduction to Firefly
- Introduction to email account, including mobile access
- Laptop and Digital Learning protocol
- Careers presentations
- Organisational Skills
- Introduction to Rungway
- Introduction to GDST Life
- Opportunities for volunteering



# Expectations Regarding Attendance



- The best way to learn is to be in lessons! This includes tutor sessions, Enrichment, and College Meetings.
- You should attend all curricular and extra-curricular commitments.
- Personal appointments, such as medical, dental, or driving lessons, must be booked in non-contact time unless there is an emergency. Known absences should be requested in advance.
- You are allowed three days for open day visits.
- Notes requesting leave of absence should be made in writing/by email three days in advance.
- If you are absent, your parent/carer is asked to inform the College. This can be done by phone on 029 2056 2019 or by email: [absences@how.gdst.net](mailto:absences@how.gdst.net) or by letter addressed to the Director of College.
- If you know in advance that you will miss lessons, it is your responsibility to ensure that you meet with the teacher/s concerned and request work in advance. Missed work must be completed as soon as possible so that you do not fall behind in your studies.
- Under no circumstances absent yourself without permission from lessons. If you are ill, you must report to the Wellbeing Office. On the rare occasion that it is unmanned, students are requested to go to Reception where staff will contact a member of the Wellbeing Team by mobile.
- You may leave the premises if you have no other commitments, but you must sign out and sign in again at Reception or via the app for health and safety reasons.

# Expectations Regarding Conduct

- You are expected to demonstrate high standards of behaviour, cooperation, and courtesy towards the whole Howell's community.
- Remember that we are a school as well as a college and you are role models for the younger students. Please treat them with respect and courtesy.
- All college students are required to wear college endorsed tops. Under no circumstances are students to mix college tops with their own. In addition, students must be thoughtful about their own clothing choices. They should be appropriately dressed 'for the workplace' and appear respectable to younger students and visitors.
- Shoes or trainers should be clean. Flipflops and high heels are not allowed. Jewellery may be worn but no excessive facial piercings.
- Hair colour must be appropriate – no extremes of colour.
- No smoking or vaping is permitted at any time anywhere on the grounds of the College or Senior School.
- You are expected to be considerate in your use of all facilities. Be aware of health and safety issues. Dispose of all litter in the waste bins provided.



- Students should note that chewing gum is not allowed.
- College students are allowed to use mobile phones, but phones must be switched off when in a lesson.
- You must look after your communal spaces.

Please remember that you are ambassadors for Howell's Co-ed College. Your behaviour, and how you treat each other, matters.

Bringing a car on site is a privilege. Students may use the main school car park only, parking in the spaces closest to the swimming pool; they must display a valid parking permit which may be collected from Reception. The speed limit on site is 5mph. The College withholds the right to stop anyone parking on site at any time should there be inappropriate driving behaviour or disregard to safety.



## Expectations Regarding Work



- If you submit work late and have not been ill or negotiated an extension, your work may not be marked.
  - Late work must still be submitted to ensure you are covering the demands of your course.
  - You must not avoid a lesson because you have not completed a task. This is counter-productive, as you will miss more learning time. Be honest with the teacher. All subject tutors would rather you were in their lesson.
  - If you are going to be absent on the day some work is due, you must submit it in advance or negotiate with the subject tutor.
  - You must organise your time efficiently so that you are able to feel in control of your workload. If you are struggling to do this, tell your personal tutor.
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- Remember that we write references about you to support your university, college and work-related ambitions. How you manage your studies is a key area we comment on. It reveals a great deal about how you approach and manage demands placed upon you.
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- Be in lessons. This is the best way to understand your work and know what is required of you.
  - You are expected to arrive promptly and to be properly prepared for lessons. Bring the right textbooks and equipment with you.
  - Subject tutors will set work and give you deadlines, which you must meet. You can expect at least three – four hours work per subject, per week. This is on top of study time in College.

## Howell's Co-ed College Dress Code

All College students are required to wear College endorsed tops. Students are not allowed to mix College tops with their own.

We are pleased to confirm that our uniform and PE kit are now both supplied by School Blazer [www.schoolblazer.com](http://www.schoolblazer.com). Our microsite is undergoing a refresh and will relaunch in July 2023 to include all regulation items. Items from our incumbent supplier - John Lewis - can continue to be worn, but their uniform shop will close in August 2023.

- |   |  |
|---|--|
| – Navy or white t-shirts (long or short sleeved)  | – Senior School trip hoodies may not be worn                                   |
| – Navy sweatshirts/hoodies  | – All skirts and shorts must be a reasonable length                            |
| – College trip sweatshirts/hoodies  | – Shoes or trainers should be clean. Flip flops and high-heels are not allowed |
| – Approved shirts with College logo (we can have these embroidered for you)   | – Jewellery may be worn but no excessive facial piercings                      |
| – Grey and black t-shirts and hoodies are acceptable for the time being, but please note that these are being phased out and will no longer be available to purchase. | – Absolutely no visible underwear  |
|   | – Hair colour must be appropriate – no extremes of colour                      |
|   | – If in doubt, ask   |

In addition, students must be thoughtful about their own clothing choices. They should be appropriately dressed 'for the workplace' and appear respectable to younger students and visitors.

The following list should help you get it right:

- Trousers and jeans must have no holes, rips, tears or frays
- Year 11 leavers' hoodies may not be worn

If students are dressed inappropriately, they will be told and if necessary, they will be sent home to change.

# Maximising Study Skills to Promote Academic Success

## One-to-One Mentoring

All students have regular one-to-one mentoring sessions with their personal tutors focusing on their academic and personal progress and ambitions. These are arranged with personal tutors at agreed times. A mentoring sheet is updated by personal tutors on Teams recording these meetings. There is also an opportunity to work on VESPA activities.

## Study Skills

During tutor time, there are sessions where students are reminded of key study skills. The aim of these sessions is to ensure that students are working effectively throughout the year. A strong foundation is essential in order to achieve potential at both AS and A level.

## Study Support

Some students in the College who need more personalised support are allocated time on their time-table with a mentor to help them cope with the demands of their A levels and improve their study skills. A summary of these meetings is recorded by the mentor in Teams. This is co-ordinated by Mr Tom Walters.

## Supercurricular Activities

Students should read beyond their A level subjects and engage in academic study that demonstrates commitment to areas of personal interest. We offer many opportunities to do this including: EPQ, competitions, the Laureate, Honours and Lecture Programmes and promoting stretch and challenge activities to students via enrichment sessions.

## Library Facilities

Year 12 students receive a library induction with Mrs Wilks, Head of Library and Careers Adviser. The library is an excellent place to research and work.

## e-learning

Students are encouraged to bring their preferred device to College. They can also access emails on their phones by following guidance from ICT Support.

## Supercurricular/Wider Reading

All students are encouraged to move beyond set text lists and explore, stretch, and challenge their own knowledge by reading books, quality newspapers and documentaries and films about the subjects that interest them and may form the basis of post A level studies/pathways.



Students who have a clear idea of what subjects they will be applying for at university could try scanning recommended reading lists from university department websites so that they are ahead of the game with their wider reading. Mrs Wilks and Mrs Norman in the library, will be happy to advise students on a suggested reading list. It is useful to keep a reading/topic journal to log and reflect on what they have read/seen/attended to help them see how their own critical faculties develop. When it comes to university interviews, this is an excellent aide memoire for all the effort they have already put into exploring their academic and vocational interests.

Journals such as 'New Scientist' and 'The Economist' as well as A level 'subject review' journals make excellent gift subscriptions to nurture a wider reading habit. Library staff and subject tutors will be happy to advise on titles.

## Useful Resources

It is important that students develop good study skills and routines whilst they are in College, and this includes getting organised and developing independent learning skills. The following resources are available in the library:

### ***How to Write Better Essays***

by Bryan Greetham

### ***The Student's Guide to Better Writing***

by John Peck & Martin Coyle

### ***The Study Skills Handbook***

by Stella Cottrell

### ***The Exam Skills Handbook***

by Stella Cottrell

## Key Contacts

Mrs Jane Wilks – Head of Library and College Careers Adviser:  
[j.wilks@how.gdst.net](mailto:j.wilks@how.gdst.net)

Mrs Willow Norman – Deputy Head of Library: [willownorman@how.gdst.net](mailto:willownorman@how.gdst.net)



## Homework Advice

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Students will receive approximately 3-4 hours per week, per subject

- Remind your son/daughter to read through their notes for each lesson at the end of the day. Revisiting the learning will improve their ability to understand it, retain it and apply it. Encourage this revisiting at the end of topics before tests and each half term.
- Encourage your son/daughter to do homework as soon as it is set. Deadlines are the last point work can be submitted, not the first.
- Ask your son/daughter to tell you what they are currently doing. Checking if they can explain a topic is a good way of seeing how well they understand it themselves.
- Check that their files are organised and make sure they have a sensible place to study.
- Discourage Twitter, Instagram, texting etc. when they are working on the computer. Phones should be put to silent and kept out of reach.
- Encourage wider reading and super curricular learning. They can always be investigating what's current or relevant in their subject areas to keep up to date and widen their range of reference.
- If they repeatedly say they have no work, or they've done it – contact us and check!
- Be watchful – if they seem to be over-working and stressed, let us know.
- Recent research has proved a direct link between additional study time and examination success.

## Independent Learning

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Independent learning means more than 'doing extra work' beyond the set programme of class and homework. Independent learning describes the process by which students demonstrate control over their own learning.

Independent learners will:

- Seek advice and be willing to ask and answer questions in class.
- Locate and use resources effectively such as reading more demanding books that extend them, doing research on relevant websites and attending lectures.
- Learn by their mistakes and strive to progress even after disappointment. Learn from others by listening, discussing, and considering advice.
- Develop effective organisational skills so that they meet deadlines and arrive at lessons prepared with pens, paper, notes, books, files etc.
- Be self-motivated, wanting to learn rather than being forced to or spoon-fed.
- Strive to understand their work by attempting to learn rather than simply writing answers on a page which might lack understanding.
- Know and accept that they are responsible for their progress and will do their best to succeed.

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**An independent learner is a person who is willing to take responsibility for what, how and when they undertake their work.**

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# Bring Your Own Device

Howell's successfully integrates digital devices into all learning in the College and students will be asked to bring a web enabled device into College to use in lessons. This will not be a phone. The device must have network connectivity, a battery life of >8 hours and students must install Microsoft Office using the student licensing agreement provided via College. It is important that students have discreet headphones, so that they can listen to audio without disturbing others. For those with a touch screen, a stylus is also helpful. Access to most College platforms will be via the student Office365 log in (College email and password) and all internet access using the College WIFI is safely filtered.

Students might find the following links useful which are available via Firefly also:

Firefly: all links can be accessed through the home page:  
<https://howells.fireflycloud.net>

Teams for all shared resources:  
<https://teams.microsoft.com>

Email: <https://email.gdst.net>

OneDrive for all personal files:  
<https://onedrive.gdst.net>

IT support from a student College email account using the email:  
[servicedesk@uk.gdst.net](mailto:servicedesk@uk.gdst.net)

If a student College email account cannot be accessed, use the email:  
[mail@how.gdst.net](mailto:mail@how.gdst.net)

## Responsible User Agreement – in College

- Students will only use technology for College purposes as directed by their teacher
- Students will be responsible for their own behaviour and actions when using technology. This includes the resources accessed and the language used
- Students should make sure that all their communication with students, teachers or others using technology is responsible and sensible
- Students must not deliberately browse, download, upload or forward material that could be considered offensive or illegal and should report any such material if they accidentally come across it
- Students should not record or take photos of their classmates or teachers during a face-to-face session
- Students should understand that, when using Microsoft Teams and other applications provided by the College, their use can be monitored and logged and can be made available to their teachers
- Students should understand that these rules are designed to help keep them safe and that if they are not followed, College sanctions will be applied, and parents may be contacted.



## Responsible User Agreement – at home when online learning is provided

- Students should interact patiently and respectfully with their teachers and peers
- Students should provide feedback to teachers about their experiences and any relevant suggestions
- Students should NOT record other people's online interactions
- Students should make sure they end the session as soon as the teacher indicates to do so.
- Students should video conference from an environment that is quiet, safe and free from distractions
- Students should be on time for interactive sessions
- When joining a session, students should ensure the microphone and camera are muted until required to speak to the teacher/class
- Students should be dressed appropriately for learning and remain attentive during sessions



# Honours Programme

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Howell's recognises achievement and potential in academic, artistic, dramatic, musical, and sporting areas. Students who are awarded a scholarship will be placed on the Honours Programme. They will receive an Honours Programme welcome letter and be expected to participate in activities and events designed to promote their learning and development.



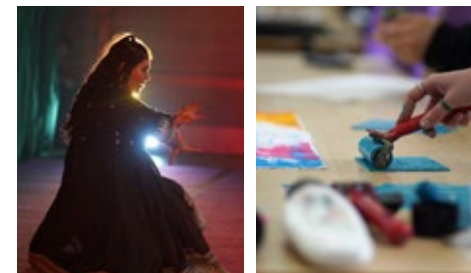
# Laureate Programme

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All students in Year 12 are invited to embark on a Laureate linked to an area in which they have talent or potential.

Each Laureate has a central core of leadership, personal enrichment and contribution to Howell's and aims to reward students who commit to and develop in an area of their choice.

Students can choose from five Laureates: Sporting Excellence, Musical Excellence, Academic Excellence, Product Design and Artistic Excellence, and Dramatic Excellence.



Students who achieve a Laureate will have this referred to in their references and at prizegiving.

**Leadership ... Creativity ... Enrichment  
... Contribution ... Excellence**



# Careers Guidance and Higher Education Support

The College aims to provide current, expert, and impartial personalised information, advice, guidance and support to help your daughter/son make informed choices about their post-18 pathway. Whether students aim to apply to higher or further education institutions, conservatoires, the workplace, school leaver programmes, apprenticeships or take a focused gap year, they will be fully supported.

If your son/daughter is uncertain about their post-18 direction, they are encouraged to make an appointment with our qualified and experienced College Careers Adviser, Mrs Wilks, to start the process of reflecting on their skills, interests, and abilities so they can move toward making informed decision making.

One to one interviews are available throughout term-time for students to engage with the process of researching and exploring their options for career pathways and university options. During these appointments, students will be given action points to encourage them to make informed, aspirational, and realistic choices. Students are expected to be proactive in taking action and to engage with the start of a lifelong process of managing their own career planning.

## Mock interviews and MMI workshops

Your son/daughter will have the opportunity to hone their personal presentation and interview skills through mock interviews with subject specialists and professional practitioners. Mrs Wilks offers 'confidence in careers interviews' coaching for students and facilitate healthcare MMI workshops. There is specialist support for students who are aiming to apply for Dentistry, Medicine, and Veterinary, and for students applying to Cambridge or Oxford. As a parent/guardian, if you are happy to support careers events in the College students yourself, we would be delighted if you could join our 'Friends, Family and Alumni College Careers Network' to share your insight, experience and expertise by sharing your details here: <https://tinyurl.com/kwt58r9n>

## Work Experience (WEX) & Voluntary Work

Students are encouraged to undertake work experience pertinent to their personal career goals, development and their wider world of work awareness to help them make informed decision. Work experience should be undertaken during college holiday periods. If students are unable to secure face to face placements, there are plenty of good quality virtual





work experience programmes. Students are encouraged to use their own family and friends network to facilitate placements and to make use of formal programmes shared via the regular opportunities Mrs Wilks will promote during the academic year. If you are able to support work experience placements, please share your details here:

<https://tinyurl.com/kwt58r9n>

### Core Enrichment (PSHE)

Core Enrichment is scheduled fortnightly on Wednesdays lesson 4. Students benefit from either contact time with the College Leadership Team or from visiting speakers/ organisations. These presentations are aimed at widening their knowledge, improving skills, and raising awareness of a range of social and health related topics such as first aid, sexual health, taxation & budgeting, mental health, and safety & self-defence.

### College Careers Meetings

These take place at 8.30am on a Thursday (Year 12 week A; Year 13 week B). Students will participate in presentations and workshops led by Mrs Wilks. They will benefit from the expertise of visiting speakers who will help prepare them for higher education and UCAS applications, apprenticeships, gap years, and the world of work.

### Gap Year

Students who plan to take a gap year should arrange to speak to Mrs Wilks early in the academic year. They will be offered access to a full range of support during their gap year but they are expected to be proactive in keeping in touch.

### Overseas Study

Students who plan to study in the EU or internationally should arrange to speak to the Director of College early in their Year 12 academic year.

### Communications

Information about career opportunities will be emailed to parents/carers and students on a regular basis and promoted through the weekly newsletter. It is vital that students check their emails throughout the college week, and it is good practice to log on during holidays as events run throughout the year and often have tight deadlines/limited availability. Students and families are encouraged to follow the Howell's Twitter feed for updates **#HSLCareers**. Students should make use of the GDST's Rungway app to develop their own professional network and seek guidance and insight from our alumni.

### UCAS

Personal Tutors will guide students through the process of making an effective UCAS application. We strive to encourage students to achieve their very best and rise to the challenge of applying for competitive courses at the best universities, but we will also ensure that they make effective 'insurance' choices. UCAS have a parents' section on their website, and you will find this helpful to explore. Your son/daughter will have excellent, sustained support throughout the application process and they will be expected to be proactive and meet internal deadlines. If you have any questions about your child's application, please contact the Director of College.

### USEFUL RESOURCES

The UCAS website, [www.ucas.com](http://www.ucas.com) has a great range of resources to help you as you prepare to make your final University choices. The Course Search facility allows you to compare courses by study options, location, fees, and region.

The job profiles pages from the National Careers Service, <https://nationalcareersservice.direct.gov.uk> are useful to explore 'families' of careers – if you are interested in the legal profession or business and management you can find out about related careers and professions and start to identify which ones might appeal to your interests and discover different entry routes into these roles.

Careers Wales, [www.careerswales.com](http://www.careerswales.com) offers information and guidance for post-18 options including higher and further education, employment, training, and apprenticeships.

Students are expected to be proactive in their career planning process: book appointments, follow up on action plans and actively seek WEX/volunteering. This helps to prepare them for independent study, work, and life after A levels!

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If you have any questions about the Co-Ed College experience, A levels or careers, please contact us. We will be happy to help.

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As part of the GDST, Howell's School believes in the rights of all students and staff in our community to feel accepted, to feel they belong and to feel included. The GDST, under the umbrella of Undivided, has agreed a Charter for Action to guide and support our aims to promote equality, diversity and inclusion. Working with parents, governors and the community both local and global, we educate ourselves and undertake actions that allow us to celebrate the strengths and richness of a diverse community.

We work hard at Howell's to promote a culture of inclusion where every person is valued and supported. This includes what and how we teach, the role models we elevate, the voices we amplify, and the cultures and faiths we celebrate.

### **Equality Prefects**

Our form groups have Equality Prefects who represent their form groups at meetings with school leaders in order to work together to ensure we provide a safe and happy learning environment.

The GDST has an Equality Student Council where our representatives share their ideas with other schools.



### **Pride**

The school has a Pride group for students who identify as LGBT+ and the

Deputy Principal, Pastoral is the Inclusion Lead who supports the Pride group with their meetings and encourages others to be allies in the best ways possible.

Every year we celebrate key awareness events such as Black History Month and Diversity Week to join together as a community in support of others.

### **Equality Act 2010**

The Equality Act gives clear guidance on how we should live our lives and treat others in a fair and respectful way. If you ever feel you need to discuss any matters regarding how you are treated, please tell your Form Tutor, Head of Year, the Wellbeing Team or any member of the Leadership Team.

We do not tolerate bullying or discrimination of any kind and will tackle these firmly if they occur.

**"I want every child to know that they are an important part of our school family and we will celebrate with each other the differences that make us unique."**

**Sally Davis, Principal**





**HOWELL'S CO-ED COLLEGE**  
**Llandaff**

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**G D S T**  
GIRLS' DAY SCHOOL TRUST

Howell's School, Llandaff, Cardiff Road, Cardiff CF5 2YD

**Tel:** 029 2056 2019 | **Fax:** 029 2057 8879

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**Nurturing Excellence**