



# Welcome

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## Year 7 Welcome Booklet

2023/2024

Name: .....

Form: .....

Form Tutor: .....



HOWELL'S SENIOR SCHOOL  
Llandaff

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## A Welcome from Mrs Reed

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**Croeso!** On behalf of Mrs Davis and everyone at Howell's, it is my pleasure to welcome you to our School. This is an important time in your life for many reasons. You will be leaving a much smaller school where you will have spent most of your day with one teacher. Here, you will be part of a larger community and will be taught many different subjects by a number of teachers. Lots of new experiences will be opening up to you.

You will be with us for seven years and therefore it is very important that you feel comfortable in your new school. Our First 20 Programme and our Wellbeing Team will help you to make friends and settle in.

There are many ways in which you can help yourself; your Form Tutor will be only too pleased to answer your questions and to help solve any problems which may occur. Also, do not hesitate to come to see me if you are unable to contact your Form Tutor or if there is anything of a particular nature which may require my attention.

Remember that all the students in your form will be feeling equally nervous. Talk to others, and remember that often something that is worrying you may be worrying them.





We are a happy school. The members of staff are here to help you to be as successful as possible in your learning and I would encourage you to make the most of the clubs offered in our wide-ranging extra-curricular programme.

Important though results are, Howell's School will provide you with another kind of education, one which cannot be measured by marks, grades and examination successes. You will be spending your school day with over 500 other girls and boys (in the Sixth Form College) and it is very important that you treat others as you would wish to be treated, that you have respect and consideration for everyone in the school community and that you are proud of being at Howell's. We try to ensure that everyone is treated fairly and equally so that we can all live happily together.

I do hope you will enjoy the new challenges ahead.

We are delighted to have you here.



Mrs N Reed  
**Head of Year 7**



# Things I Need for School

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Teachers require you to have all the right things for their lessons. They will tell you if you need anything special. The following items are essential. It is best if you put everything you need in your bag the night before: do not leave it until the last minute in the morning, when you might forget something in a hurry.

- A school bag of a dark colour that will fit inside your locker and is suitable for carrying safely.
- A padlock for your locker.
- A pencil case containing:
  - Fountain pen or roller-ball pen
  - Pencil and rubber
  - Ruler
  - Colouring pens
  - Glue stick and scissors

You will be given a school planner in which you will record all your homework. Each week your Form Tutor will check and sign your planner and we ask that your parents sign it at the end of each week.

## Handy Tips

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*"Having folders for each subject helps you to be more organised and have the right books for lessons. Use different coloured folders for different lessons so that you can identify them quickly."*



*"Always try your best in your class work and homework and make sure you always hand in your homework on time."*



*"Please use a padlock that has a key so that you can give a spare key to your form tutor. We do not recommend padlocks with a combination code."*



*"Take your planner to every lesson and also to registration. Make sure you ask your parent to sign it at the weekend. Also, try to be on time for lessons and bring books for two lessons so that you do not need to go back to your locker."*

# Equipment

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## Mathematics

There is no need for expensive geometry sets. The types of instruments you will require can be bought in any stationery department. They are:

- A 30cm ruler with cm and mm divisions.
- A pair of compasses.
- A semi-circular perspex protractor.
- A calculator – we recommend a Casio fx-83 or fx-85.

## English

A dictionary – we recommend The Oxford Student's Dictionary as it gives derivations of words.

## Modern Languages and Welsh

Dictionaries for French, Spanish and Welsh are available in school. However, it would be useful to have one at home to support your learning. We recommend the following:

- Collins Easy Learning French Dictionary
- Collins Easy Learning Spanish Dictionary
- Oxford Pocket Modern Welsh Dictionary

**Do not use Google Translate.**



## Your Device

Your device can only be used in lessons for school purposes as directed by a teacher. Ensure that your device is stored away safely in your school bag. (See Bring Your Own Device guidelines in your planner).

## Mobile Phones

You are allowed to bring your mobile phone to school but it must be switched off and locked away in your locker during the day.



*"Try to complete your homework on the day it is set; don't leave it to the last minute. Also make sure that you record your homework in enough detail in your planner to avoid any confusion when you start to complete it."*



## Uniform

- School uniform only should be worn for travelling to and from school.
- You are expected to be smartly dressed at all times.
- Hair that is shoulder length or longer should be tied back.
- It is essential that every item of clothing must be clearly named.
- Uniform is checked at the beginning of each term.
- Jewellery or earrings/plastic keepers are not allowed.
- Smart watches and Fitbits are not allowed.

*"Look after your uniform carefully. Make sure that everything is named so that if you lose anything it can be returned to you."*

## Shoes

- Shoes must be flat, black and in polishable leather.
- They must either have laces, a buckle or Velcro fastening (no slip-on styles).

## Games Bag

- You are required to have a small drawstring bag to carry your P.E. kit.





### **Peer Mentors**

*Students in Year 12 are available every day if you want to talk to an older student. They also visit your form.*

# Matters of Procedure

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## Hours

- If you are late to school for morning registration you should immediately sign in at Reception.
- If you have permission to leave school during the day, e.g for an appointment, you should sign out at Reception when you leave and sign in when you return.
- Students in the Senior School are allowed to remain in school supervised until 5.00pm in the Library. You must wait in the Library until you are collected so that we know who is in school.

## Correspondence

- All letters or emails should be addressed to Mrs Reed, Head of Year, with your name and form clearly printed. This includes requesting permission to be excused from games. Letters should be given to your Form Tutor at registration.
- Notes or emails requesting leave of absence (e.g. for unavoidable appointments) should be made in writing three days in advance.
- When you are absent because of illness, your parents are asked to inform the school on the first day of absence and to write a note /email on the day you return.

## First Aid

- If you are ill during the school day you should report to the School Nurse with the permission of a member of staff. You should not phone home without the permission of the member of staff on duty.

## Bullying

- We have clear procedures for dealing with bullying at Howell's. Always tell someone if you are aware of any bullying and we will ask everyone to sign a 'Respect Contract' during your first term. This contract will be re-signed by you and your parents each year.
- We also have a team of Year 7 Prefects. These are Prefects in Year 11 who are available during the lunch-time to meet with you and to help you with any problems or to simply have a chat.



### **The Prefect Team**

*"The Prefect Team (Year 11 students) are available so you can go to chat to them if anything is bothering you or you just want a bit of company or advice. They are really friendly and there to help you."*



# Matters of Procedure

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## The Howell's Award

You will have the opportunity to complete your Howell's Award; there are several sections and you will complete activities including extra-curricular and service. You'll find yourself getting very involved in the school community and having great fun. Awards are presented in assemblies throughout the year.



## House Points

House Points are awarded both for good work and effort. Certificates are presented in assembly as follows:

★ 25 House Points  
– Head of Year, Copper Award

★ 50 House Points  
– Head of Year, Bronze Award

★ 75 House Points  
– Head of Year, Silver Award

★ 100 House Points  
– Head of Year, Gold Award

★ 150 House Points  
– Head of Year, Platinum Award

★ ★ 200 House Points  
– Head of Year, Double Platinum Award

## The Dining Room

- Breakfast – the dining room is open before school and juice, cereal, toast and hot food are served every day.
- Break – nutritious snacks, fruit and fruit juices are available at breaktime for you to buy.
- Lunch-time – the menu will change every day but will include a variety of hot and cold food and there is plenty of choice. It is a self-service cafeteria and it is helpful if you make your selection as quickly as possible.



# Leadership Opportunities

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Each form elects representatives.

- Form Leader
- Deputy Form Leader
- Charity/Fairtrade Representatives
- Eco Representatives
- Equality Prefects and Kindness Champions are also elected during the year
- Challenge Representatives
- Sport Representatives



## **Form Leaders**

*"At Howells you have many opportunities to express leadership skills and inner confidence. I would suggest that you put yourself forward for a role as it is a great way to meet new people."*

# Houses

There are four Houses in the school, all named after former Headmistresses of this school:

Baldwin

Lewis

Kendall

Trotter

- Your Form Tutor will tell you which House you are in.
- There are several special and enjoyable events every year when the Houses compete against one another:
  - House Pantomime in the Autumn Term.
  - Eisteddfod—held in March, there are many written and practical competitions, as well as musical and recitation items performed on stage.
  - Sports Competitions and Sports Day in the Summer Term.

“The House Captains and Senior Prefects help to organise the Eisteddfod and make sure that everybody enjoys their day.”



## **Eisteddfod**

*“The Eisteddfod was really enjoyable. It is a chance for you to support your House and show your talents. Most subjects have a competition as well as the House Choir. Everyone can get involved and the school becomes a sea of blue, yellow, red and green – the House colours. We all had a great day.”*

# Clubs

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There are many clubs you can join. You will learn lots of skills and make new friends. We recommend that you join at least two clubs. They'll also help you to work towards your Year 7 Howell's Award.

- |                 |                    |
|-----------------|--------------------|
| – Hockey        | – History          |
| – Netball       | – Languages        |
| – Cross Country | – Science          |
| – Swimming      | – Mathematics      |
| – Athletics     | – Geography        |
| – Rounders      | – Debating         |
| – Tennis        | – Book Club        |
| – Cricket       | – Gardening        |
| – Dance         | – Knit and Natter  |
| – Football      | – RS Creative Club |
| – Softball      | – Art Club         |
- 
- |                    |               |
|--------------------|---------------|
| – Speech and Drama | – Youth Choir |
| – Musical Theatre  | – Orchestra   |
|                    | – Flute Group |
|                    | – Jazz Group  |



# Trips and Visits

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## School Eisteddfod

*"The whole Senior School takes part in the Eisteddfod. The photo shows a language competition. at our School Eisteddfod"*

## Previous Events

### Spelling Bee Competition

*"We won the Spelling Bee in Welsh and reached the finals in all other languages."*

### Year 7 Bonding Event

*"We had an overnight stay at the Urdd Centre in Cardiff Bay at the beginning of September to get to know one another. Our form tutors and Head of Year came with us and we did lots of team-building activities such as performing a form play, getting to know you games, a quiz and bowling. It was a great experience!"*





## Raising Money for Charity Children in Need



## Languages Week

"There are more than 35 languages spoken in Howell's. We had an assembly with students in their national costumes speaking in their home language. We also tasted food from different countries around the world- it was yummy!"

*'Alice in Wonderland'*





## Library Events

*"All students are encouraged to enter various competitions including the House Book Quiz and designing a book cover. One recent theme was 'Alice in Wonderland'."*



## Sports Day

*"This year we had an exciting and different Sports Day in school again with lots of fun-filled challenges and events."*



## Buzz Your Brain

*"We had a whole morning of buzzing our brains! We worked in groups and learnt lots of new and interesting facts about our brain, including how we can best learn and use our imagination."*



## Youth Choir

*"We really enjoy learning new music in Youth Choir and love performing at concerts throughout the school year."*

## Eisteddfod House Choir

*"The Houses had just two weeks to prepare their song and each house put on a tremendous performance which included dance routines, musicians, dancers, and even staff were involved, too! The competition was closely fought and a good time was had by all."*



## Partnership with Nsobe Community School

*"We have partnered with Nsobe Community School in the rural Copperbelt of Zambia. Some of us have been partnered with children in the African school's Grade 8 class. We are excited to exchange messages with our new friends and learn all about their life in Africa."*

## Charity: Year 7 and 8 Charity Representatives

*"The school supports a number of different charities. The various fund-raising events are great fun to join in and an excellent way for our school to help those less fortunate than ourselves."*



## Maths Week and Maths Club

*"The Mathematics Department hosted a number of events to celebrate Maths Week, including lunchtime puzzle sessions, origami and a mathematical relay. We've had a really great time in Maths Club doing lots of activities whilst practising our maths skills."*





## House Panto

*"Each House performed a Christmas Panto based on Peter Pan. The competition was of an excellent standard – they all put on superb performances, led by their House Captains in the College. It was great for all of the year groups to work together."*

## Harvest Festival

*"The Senior School and Prep School joined together in the Sports Hall to celebrate Harvest. The Prep School sang us a lovely Harvest song. We all brought in lots of food including tins, pasta, fruit and vegetables which were distributed to the local community."*





# Howell's Mission Statement

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**We endeavour to educate our learners to become confident, articulate, clear-thinking, inquisitive, happy, resilient and caring adults.**

Our broad aims are to:

- provide a rich educational experience in both curricular and co-curricular activities
- enable learners to acquire a range of learning skills and use them effectively
- develop problem-solving and team-working skills
- encourage learners to think and write clearly and constructively
- help them to develop into active and informed citizens
- encourage learners to look after their wellbeing and know how to cope with difficult times

# Senior School Expectations

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- ✓ First and foremost: Always be kind to others.
- ✓ Be polite, punctual, helpful and reliable at all times.
- ✓ Wear your school uniform and PE kit correctly. Do not roll your skirt up. Coats should not be worn inside the school building.
- ✓ All hair must be neatly tied back if it reaches the shoulders or longer. Do not wear makeup, jewellery or nail varnish. A watch is allowed. No internet enabled watches are allowed.
- ✓ Mobile phones must not be used once you are in school, between 8:15am and 3:30pm, unless a teacher gives you permission. They should be locked away in your locker.
- ✓ If you are unwell, report to Nurse Kelly or School Reception. Do not contact your parent or carer directly as the school will do this for you.
- ✓ Be in lessons at all times. You should not ask to leave unless absolutely necessary.
- ✓ For your safety, it is important that we know where you are. Please sign in and out if you are arriving late or leaving early.
- ✓ Move around the school quietly and considerately. Do not run. Please keep to the left and hold doors open for others.
- ✓ Locker rooms are not social areas. Do not use these spaces between lessons.
- ✓ Queue politely at break and lunch times and have the correct lunch pass if required.
- ✓ Eating and drinking must only take place in the Dining Room area. You are not allowed to chew gum at any time.
- ✓ Enter and leave assemblies silently.
- ✓ It is everybody's responsibility to keep the school tidy. Do not drop litter. Please use the bins provided. Recycle wherever possible.
- ✓ We are an inclusive school community. Treat each other with respect so that everyone feels safe and welcome in school.

**Thank you for following these rules.**

# Uniform Requirements

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. Please visit our website for a full current list of uniform requirements.



## Howell's Senior School Uniform: Year 7 - Year 11

Product	Description	Regulation
Jumper	Navy V neck, cotton acrylic with burgundy contrast trim, crested	Compulsory
Skirt	Navy polywool 'Amy' style kilt, worn to the knee	Compulsory Either/Or
Trousers	Navy polywool (Two fits available – girls/standard)	
Blouse	Blue chambray performance cotton reverse collar (long or short sleeve)	Compulsory Either/Or
Shirt	Blue chambray performance cotton (long or short sleeve)	

Howell's Senior School PE Kit: Year 7 – Year 11		
Product	Description	Regulation
Heavyweight Puffer	Stormtex Heavyweight Puffer, Unisex fit, crested	Optional
Midlayer	Thermotex Midlayer, Unisex Fit, crested and reverse print	Compulsory
Unisex T-Shirt	Hydrocool Lite T shirt, Unisex Fit, crested	Compulsory Either/ Or
Fitted T-Shirt	Hydrocool Lite T shirt, Girls Fit Fit, crested	
Games Polo	Hydrocool Lite polo shirt, Girls Fit Fit, crested	Compulsory
Baselayer	Cliamskin Baselayer Top, crested	Optional
Skort	Hydrocool Lite Skort with cotton inner short, panelled and crested	Compulsory Either/ Or
Shorts	Hydrocool Shorts, panelled and crested	
Pro-fit Training Pants	Thermotex Pro-fit Training Pants, unisex fit, crested	Compulsory Either/ Or
Training Pants	Performatex Training Pants, girls fit, crested	
Fitness Leggings	Climaskin Xtra Fitness Leggings, crested	Optional
Games Socks	Performance Games Socks	Compulsory
Swimming Costume	Speedo Swimming Costume	Optional
Swim Hat	Silicone Swim Hat, crested	Optional
House T Shirt	Cotton round neck T shirt, crested and reverse house name	Compulsory





# Uniform Requirements

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## Marking of Games Uniform and Equipment

Boots, Trainers and shin pads and all other pieces of kit to be named using name labels or permanent marker.

## Marking of all Clothing

All possessions should be marked with the student's full name using name labels or permanent marker. Name tapes can be purchased through School Blazer, who will sew them into any garments you order from them at the same time.

## Uniform Policy – Whole School

### Nursery to Year 11

All our learners from Nursery to Year 11 should adhere to wearing the uniform specified on the relevant uniform list.

- No items of jewellery, including earrings or plastic keepers, are allowed except a watch.
- Smart watches and Fitbits are not allowed.
- Students wishing to wear items of jewellery for religious reasons, must put their request in writing and receive personal permission from Mrs Sally Davis, the Principal.
- Make up is not allowed to be worn in the Prep School and in Years 7-11. This includes nail varnish and any nail enhancements.

## Dress Code for Non- Uniform Events for Year 7

On occasion, students are allowed to wear clothes other than the school uniform to raise money and awareness for charities or when on school trips or attending school events.

Whilst this allows students the opportunity to express themselves as individuals, it must be done so in an appropriate way. It is particularly important that on these occasions each student recognises that the school is still a working environment.

Guidelines to follow:

- Skirts and dresses should be of a reasonable length
- Leggings should be worn with a suitable length top
- Long shorts can be worn
- Jeans and trousers can be worn but no rips or tears
- Minimal jewellery is allowed
- Nail varnish is allowed
- Headbands can be worn
- Hair can be worn down

# Uniform Requirements

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## Dress Code for Non-Uniform Events for Year 7

The following items are not allowed as they are inappropriate for the school environment:

- Strapless or ‘string-strapped’ tops
- Cropped tops (no midriffs should be visible)
- See-through clothing
- Hats or baseball caps
- Clothing which reveals underwear
- Flip-flops or backless footwear, due to health and safety issues
- Clothing with offensive logos
- All internet enabled devices e.g. Smart watches
- Excessive make up

It is recognised that this dress code will not cover all issues that may arise and it may be that a Head of Year will be asked to judge suitability of clothing.

**All students are expected to arrive at school wearing clothing in accordance with this dress code. Should they not do so, then they may be sent home to change.**

Please follow these guidelines so that everyone can enjoy these days, and if there is a theme please join in.

## School Coat

Your child should wear a plain, practical navy coat for school. Fur trims and other embellishments are not permitted.

## Shoes

Shoes must be leather/patent formal flat black shoes. No boots or slip-on shoes are allowed and all shoes must have buckles/laces/Velcro straps. Casual leather or canvas shoes are not permitted, e.g. black leather Converse or similar.



## Socks and Tights

Ankle socks and tights must be navy – no sports socks or black tights or socks are allowed.

## Skirts and Trousers

Only Howell's regulation pleated skirts and trousers are permitted. Skirts should be worn just above the knee; if her skirt is too short, your child will be asked to replace it.





## Accessories

Hair that reaches the shoulders should be tied back neatly. Any hair bands and bobbles worn must be either navy or black.

In line with equal opportunities, students rights with regard to hair and religious hair coverings will be respected.

If your child is having her ears pierced, she must do this as soon as possible after the summer holidays begin; earrings usually need 6 weeks to heal and we do not allow students to wear earrings in school. Please be aware that if your child is wearing earrings in September, even plastic keepers, she will be told to remove them. This will apply whether her ears are fully healed or not.

## PE Kit

PE kit should only be worn for the duration of lunchtime PE clubs or PE lessons; it is not to be worn around school or to lessons unless the school has allowed this. Your child must change back into her school uniform between morning PE lessons and PE clubs at lunchtime. PE kit can be worn on the day that they have a games lesson.

## Make-up and Jewellery

Students are not allowed to wear make-up or jewellery to school. This includes nail varnish and earrings or plastic keepers.

A watch is allowed. Smart watches and Fitbits are not allowed.

## Care of your child's property

Everything brought into school (including calculators, purses etc) **MUST** be marked with the name of your child in full. Students should only keep a small amount of money on them or in their lockers and should never leave articles of value or money loose in locker rooms, classrooms or in their bags or coat pockets. Lockers should be locked. We cannot accept responsibility for any property lost or damaged on the school premises.

## Lost property

Mislaid items are handed in to the School Office where they are kept until the end of term. If Office staff are able to identify the owner, a message is sent to the student asking her to come and claim the item.

If your child loses something she should first make a careful search of the areas of the school. If she still cannot find the item she should go to the School Office at break or lunchtime and report it missing. Unclaimed items are disposed of at the end of each term.

# Structure of the School Day

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<b>Registration/ Assembly</b>	<b>8.25 - 8.55</b>
Period 1	<b>9.00 - 10.00</b>
Period 2	<b>10.05 - 11.05</b>
<b>Break</b>	<b>11.05 - 11.25</b>
Period 3	<b>11.25 - 12.25</b>
Period 4	<b>12.30 - 1.30</b>
<b>Lunch</b>	<b>1.30 - 2.30</b>
Period 5	<b>2.30 - 3.30</b>

## Staff

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Principal

Deputy Principal – Pastoral

Assistant Principal – Pastoral

Head of Year 7

Deputy Head of Year 7

Mrs Davis

Mrs Harvey

Mrs Miles

Mrs Reed

Mrs Tummon

Hi, I'm Disney the school dog.

I am six years old, and I like to walk with Howell's students at lunchtimes.

Do let us know if you would like to walk with me, I can't wait to meet you!



## Your Notes



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Llandaff

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