



YEARS 8-10 PARENTAL WELCOME BOOKLET 2020/2021

4 HOWELL'S SENIOR SCHOOL
Llandaff

GDST
GIRLS' DAY SCHOOL TRUST



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NURTURING EXCELLENCE

I would like to take this opportunity of welcoming you and your daughter to the Senior School at Howell's.

I am sure that your daughter will make the best of all the opportunities, both curricular and co-curricular, that we have to offer.

At Howell's, we firmly believe that every individual should:

- ▶ feel she belongs
- ▶ be happy
- ▶ become resilient
- ▶ be able to flourish in supportive surroundings
- ▶ have the confidence to reach beyond her own perceived limits
- ▶ leave school academically and mentally equipped to succeed in whatever field is right for her.

Our vision is of generations of women, now and in the future, who have the ability to lead, to make a difference to the world.

If you have any worries or queries about any matter concerning your daughter's education or wellbeing, please do not hesitate to contact me or her Head of Year.

We look forward to your daughter joining the school.

Mrs Natalie Chyba
Deputy Principal

The Welcome Programme is a wellbeing initiative designed to ensure that new students settle happily into Howell's Senior School. During their **first half term** 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 form tutor and a buddy. We hope that they will feel welcomed, happy and part of the Howell's family as a result of the **Welcome Programme**.



<p>Academic</p> <ul style="list-style-type: none"> ▲ Meet new teachers ▲ Learn about new subjects ▲ Close monitoring ▲ Learning support if needed ▲ A progress report 	<p>Social</p> <ul style="list-style-type: none"> ▲ Tour of the School ▲ Wellbeing Programme introduction ▲ Introduction to the House system ▲ Sport, Music & Drama opportunities explained ▲ Introduction to a supportive buddy 	<p>Co-curricular</p> <ul style="list-style-type: none"> ▲ Clubs timetable ▲ Howell's Award (Year 8) ▲ Duke of Edinburgh's Award (Year 9) ▲ Sports timetable ▲ Year 8 Enrichment programme ▲ Year 9 Enrichment programme ▲ Year 10 Enrichment programme
<p>Parental Engagement</p> <p>To help students, parents and the School work together:</p> <ul style="list-style-type: none"> ▲ The Parental Booklet ▲ An introduction to Firefly ▲ A View from the Top ▲ Regular information emails ▲ Contact with the Head of Year 	<p>Belonging and Wellbeing</p> <ul style="list-style-type: none"> ▲ Welcome tea with Deputy Principal ▲ Introduction to your House ▲ Personal meeting with the Wellbeing Team: Amanda and Katie ▲ Meet a Peer Mentor ▲ Pastoral check in with Form Tutor 	<p>Learning Tools</p> <ul style="list-style-type: none"> ▲ Introduction to the Library ▲ Introduction to Firefly ▲ Introduction to your email account ▲ Learning to use your planner effectively ▲ Explanation of how to use devices responsibly at Howell's ▲ Internet safety talk

LEADERSHIP

Our Leadership Team

The Leadership Team meets weekly to discuss and formulate policy on whole school issues and to debate the impact of more wide-ranging educational and philosophical issues on the day-to-day running of the school.

The Leadership Team includes:

Principal	Mrs Sally Davis
Deputy Principal	Mrs Natalie Chyba
Deputy Principal	Mrs Judith Ashill
Assistant Principal	Mrs Cathy Darnton
Senior Leader (Teaching and Learning, Additional Learning Needs)	Mr Tom Walters
Senior Leader (Assessment, Recording and Reporting)	Mrs Anne Miles

The Senior School Pastoral Team

The Senior School Pastoral Team comprises:

Deputy Principal	Mrs Natalie Chyba, n.chyba@how.gdst.net
Head of Years 8 & 9	Mrs Julie Thelwell, J.Thelwell@how.gdst.net
Deputy Head of Years 8 & 9	Miss Amy Scudder, A.Scudder@how.gdst.net
Head of Years 10 & 11	Mrs Susan Jenkins, Sue.Jenkins@how.gdst.net
Deputy Head of Years 10 & 11	Ms Hannah Wilcox, H.Wilcox@how.gdst.net
Nurse	Mrs Katie Roberts
Happiness Champion	Mrs Amanda Drew
School Counsellor	Mr Graeme Layzell

PASTORAL ORGANISATION

There are around sixty students in each Year group, divided into three forms, H, S and L. Students who join the school are invited to visit for a day to develop familiarity with the buildings and their new peers.

Mrs Chyba has overall responsibility for the pastoral care of the students in the Senior School. Form tutors meet their forms every morning.

Students have tutor time and assemblies, and topics covered include study skills, homework, relationships and aspects of health education and citizenship. The lessons provide an opportunity for discussion of a variety of issues at a level appropriate to the year group.

If you are concerned about any aspect of your daughter's life at school or you wish to talk to us about any circumstances at home which could affect her progress, please do not hesitate to contact the Head of Year. Please be aware that she is likely to be teaching rather than in her office if you call during the school day. If she is not available and you need to speak to someone urgently, then you should leave a message with the Office. Alternatively you may wish to contact Mrs Chyba by email (n.chyba@how.gdst.net).



TERM DATES 2020/2021

Autumn Term

Monday 7th September – Inset Day

Tuesday 8th September – Term begins

Monday 19th October to Friday 30th October inclusive – Half Term

Friday 18th December – Term ends

Spring Term

Thursday 7th January – Term begins

Monday 15th February to Friday 19th February inclusive – Half Term

Friday 26th March – Term ends

Summer Term

Monday 12th April – Term begins

Monday 3rd May – May Bank Holiday

Monday 31st May to Friday 4th June inclusive – Half Term

Thursday 8th July – Term ends

TRAVEL AND TRANSPORT IN NORMAL CIRCUMSTANCES

Early arrival

School is open from 8am for supervision purposes. Any student arriving earlier than this should wait in the Dining Room until 8am for her own safety. Breakfast is available until 8.25am.

After school care

Your daughter may work in the library at the end of school until she can be collected. This facility is available until 5.30pm each day.

Late arrival in school

Students must sign the late book at Reception.

Arriving by car

Please note that there is no right turn into the Main School Entrance between 8am and 9am. We ask you to respect this to keep the traffic flowing and maintain our good relationships with our neighbours. Parking on site is limited and we ask that it is mainly kept for Prep School parents who have to walk their daughters to school. Senior students can walk from the surrounding roads. Any drop off and pick up should be in the Visitors' car park, not on the roundabout or in the staff car park; this helps to keep the traffic flowing!

Snow routine

Cardiff is well known to collapse at the first flake of snow! We attempt to remain open and, in any case, there will always be staff in school. Any closures will be posted on the school website and work will be posted on Firefly. In the event of the school having to close during the school day we would message parents. It is therefore important that we have up to date mobile numbers for you.

Areas served by transport: arranged by parents, bus companies and school

Our bus service has extensive reach across South East Wales. Please contact Chrissie Hall-Davis, Transport Coordinator for further details on 029 2026 1832 or by email chrissie.hall-davis@how.gdst.net.

COMMUNICATIONS

All parents receive frequent emails if you have registered your email address with us. *A View from the Top* is emailed weekly. This gives news and views of the school's and individuals' achievements and keeps you up to date with our activities.

Invitations to school events, other letters, news of school trips etc. may be sent home with your daughter, sent by email, or sent through the Howell's communication system, Firefly. Copies of all letters can be found on the school website.

Why not follow us on one of our social media channels? **Twitter** – @HowellsSchool, **Facebook** – Howell's School Llandaff and **Instagram** – @Howellschoolgdst

We request that letters about the following are given to the form tutor for the Head of Year:

- ▶ Requests for permission for a doctor's or dentist's appointment. Three days in advance please. When leaving the school for such appointments, students are required to be collected by a parent and sign out at Reception, and sign back in on their return.
- ▶ Requests for permission to be excused from games due to illness.
- ▶ Notes explaining lateness or absence.

We ask that you only book holidays during school holiday time. There is no substitute for learning in the classroom and we strongly discourage you from taking your daughter out of school during term time.



THE SCHOOL DAY

We have Registration at 8.30am and at the beginning of each lesson. We run a five period day, with break from 11.00-11.25am and lunchtime from 1.30-2.35pm. The afternoon finishes at 3.40pm. It is important that all students are in their form rooms by 8.25am so that they have time to organise themselves before the start of the day. Important notices are given out at this time.

At the beginning of the day there is Assembly or form time. Assemblies are short meetings arranged and taken by members of staff or on occasion, by the students themselves.

We value this brief time of preparation for the day with the opportunity for thought for others as well as ourselves and sharing of successes and good news. We also hold smaller assemblies, during which we address issues of relevance to a particular year group.

Students often stay for after-school activities. They may be in school if taking part in an organised activity supervised by a member of staff or they can use the Library until 5.30pm. Please ensure your daughter is collected promptly.



REGISTRATION AND ABSENCE

Students are expected to attend registration at 8.25am every day. Students will need to arrive in school with sufficient time to visit their lockers and organise their belongings for the day. We do not give permission to leave early or to be absent for any cause other than illness or emergency, without first having received a written request. Email: absences@how.gdst.net

You will obviously want to keep dental appointments etc. to a minimum during school time as they hinder your daughter's academic progress.

Illness

You can either email or phone in on the day of absence. If your daughter is likely be away for three days or longer, please let her Head of Year know. We will then help her to catch up with her work on her return.

Celebrating Success

We enjoy celebrating your daughter's achievements and successes. School activities are recorded and celebrated by:

- ▶ Celebration Teas
- ▶ House Points
- ▶ Recognition in assembly
- ▶ Mention on the website or newsletter

Please do keep us informed of achievements outside school that we can celebrate.



BEING WELL ORGANISED

Your daughter will find the Senior School pattern of lessons much easier to cope with if she learns to organise herself well from the beginning. We try to help her establish good practice through discussions in wellbeing periods and an explanation of how to use the homework planner effectively.

You too can help her substantially:

- ▶ Make sure that before she comes to school she has all the equipment she needs for lessons.
- ▶ Name all her clothes, PE kit and other property clearly so that if she loses them and they are found they can be returned to her. Don't forget her shoes and outdoor coat.
- ▶ Encourage your daughter to check her timetable and ensure that she has everything she needs for the following day: the correct books and homework, the correct school uniform and PE kit, her musical instrument, etc. Packing her bag the night before is also encouraged.
- ▶ Establish a regular pattern of working so that she settles down to her homework and spends approximately the recommended time on it. She will be given a timetable and homework timetable.

Stationery and text books

Most stationery is provided including A4 file paper, a homework planner, books for drafts and neat work and text books.



UNIFORM REQUIREMENTS

Uniform List

NB. Asterisked items must be bought from Howell's School supplier, John Lewis. All other items can be purchased elsewhere.

*Howell's School Coat	Choice of either the quilted jacket or the raincoat
*Navy kilt	Choice of either
*Navy blue trousers	Choice of either
*Short sleeve blue open-neck blouse	Choice of either
*Long sleeve blue open-neck blouse	Choice of either
*Navy V-neck jumper	
Shoes	Black, flat, leather, cut below the ankle and can be polished. Lace-up, strap, or buckled, not moccasin, loafer, or slip-on. No decorations, contrasting stitching or lacing.
Socks/tights	Ankle socks or navy tights (opaque 40 denier)
Navy fleece scarf	Optional – but if worn must be navy
Navy fleece gloves	Optional – but if worn must be navy
School bag	Any navy/black bag

PHYSICAL EDUCATION DEPARTMENT CLOTHING

*Girls' Games Top	Compulsory
*Core top	Compulsory
*Sports leggings	Compulsory
*Howell's track suit bottoms	Optional
*Skort with school crest (navy and white)	Compulsory
*Blast jacket (this is not water proof)	Compulsory
Games socks – navy	Compulsory for Years 7 to 9 & all hockey team players
*Howell's track suit top	Optional but suitable for wet weather
*Netball dress	Optional
White ankle socks	Compulsory for summer sports for Years 7-9 and for netball team players
Mouth guard	Compulsory for Years 7 to 9 and all hockey players. Available from any sports shop or consult your dentist
Shin pads	Compulsory for Years 7 to 9 and all hockey and football team players
Trainers/Astro turf trainers	Suitable sports trainers – non-fluorescent
Sports bag	
Plain navy or back swimsuit	Optional. Crossback 'Speedo' style
Swim hat	Optional. White
Towel	Compulsory for swimming

Marking of Games Uniform and Equipment –

Boots, Trainers and shin pads and all other pieces of kit to be named using marker pen.

Marking of all Clothing

All possessions should be marked with the student's full name using name tapes or permanent marker.

UNIFORM REQUIREMENTS CONT'D.

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. Our uniform supplier is John Lewis, Cardiff.

- No items of jewellery, including earrings are allowed except a watch.
- 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.

Dress Code for Senior School Non-Uniform Events Years 7 to 11

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

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.

In doing so, the following guidelines are to be adhered to:

- ✓ Skirts and dresses, if worn, should be of at least mid-thigh length;
- ✓ Leggings, if worn, must also be worn with a skirt, dress or other top, of at least mid-thigh length.

The following items are prohibited:

- Shorts
- Strapless or 'string-strapped' tops
- Clothing which is revealing; for example, exposing bare midribs
- Clothing with rips; for example, jeans
- See-through clothing, for example see-through blouses and excessive rips
- Baseball caps
- Clothing which reveals underwear
- Flip-flops or backless footwear, due to health and safety issues
- Clothing with offensive logos
- Excessive jewellery
- Excessive make-up and hair colouring

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 will be sent home to change by the Principal or other senior member of staff.

School Coat

Your daughter must wear the school coat or their navy school hoody into school. Any winter accessories, e.g. scarves/gloves, must be navy.



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 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 daughter will be asked to replace it.

Accessories

Any hair bands and bobbles worn must be either navy or black.

If your daughter 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 daughter is wearing earrings in September, even plastic fillers, 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. Your daughter must change back into her school uniform between morning PE lessons and PE clubs at lunchtime.

UNIFORM REQUIREMENTS CONT'D.

Make-up and Jewellery

Students are not allowed to wear make-up or jewellery to school. This includes nail varnish and earrings. A watch is allowed. Hair that is shoulder length or longer should be tied back.

Care of your daughter's property

Everything brought into school (including calculators, purses etc) MUST be marked with the name of your daughter in full. Students must keep 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 note is sent to the student asking her to come and claim the item.

If your daughter 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.

CURRICULUM MATTERS

The normal school curriculum is outlined below. All students have equal access to curricular subjects up to and including GCSE level.

There are three key areas to our PSHE programme in the Senior School.

- ▶ Health and Wellbeing
- ▶ Relationships
- ▶ Living in the Wider World

In addition, there are several key areas including:

- ▶ Health and emotional wellbeing (including Healthy Relationships and Sex Education)
- ▶ Preparing for lifelong learning (including careers education and guidance)
- ▶ Active citizenship
- ▶ Sustainable development and global citizenship
- ▶ Economics and Industrial Understanding

Wellbeing is an invaluable part of the support system within the school, designed to complement your daughter's academic studies and enhance her wider education.

Monitoring and reporting progress

Each year you will be kept informed of your daughter's progress by regular reports and a parents' evening. There is additional monitoring during the year and you will be alerted if there are any problems. Do contact us if you have any concerns at all, however small they may seem.

Additional Learning Needs (SEN or MAT)

If your daughter has any particular additional learning needs, please inform Mr Walters, including a copy of the report of any formal assessments she has had. Her teachers can then be made aware of the best ways of supporting her.

English as an Additional Language/Language Provision

For learners who need extra support in a compulsory language or who have English as a second language, extra support is provided by an EAL specialist. This is provided through in-class support and/or additional lessons as part of their timetable.

CURRICULUM MATTERS CONT'D.

Senior School Curriculum

We firmly believe that the development of effective thinking skills must be at the heart of the curriculum, together with personal and social development. We see this duality as essential to raising the standards of attainment of all students. We adhere, in broad terms, to the core requirements of the National Curriculum; however, an education at Howell's extends well beyond the prescribed syllabus content, with the express intention of enthusing students about the very processes of learning itself. The key is independent learning. We feel that students must acquire insights into their own learning processes and their effectiveness.

Our students are encouraged to develop skills of self-analysis and reflection, choosing learning methods that suit them best, whilst it is the role of their teachers to challenge and motivate individuals towards an appetite for lifelong learning. Our aim is to help students acquire skills essential to tackling a competitive and rapidly changing world.

All students in Years 7-11 study a core curriculum of English, Mathematics and Science which is enhanced by a variety of other subjects: creative activities in Art and Design, Music and Drama; practical subjects such as Product Design and ICT; physical activity in Games and PE; languages such as French, Spanish and Welsh; Latin; and humanities such as Geography, Religious Studies and History.

Teaching methods throughout the Senior School encourage the students to be stimulated and challenged, yet always supported, enabling each to acquire the following groups of skills:

- ▶ communication skills (e.g. listening to others)
- ▶ inter-personal skills (e.g. co-operating with others)
- ▶ intra-personal skills (e.g. self-analysis)
- ▶ problem-solving and decision-making skills (e.g. in an enterprise activity)
- ▶ study skills (e.g. personal target-setting)
- ▶ practical skills (e.g. use of a keyboard).

Each term we assess students' progress by report, subject review or parents' consultation meeting. Students are encouraged to undertake self-assessment and reflect on their own progress as part of the process of understanding how they learn. Academic subjects are complemented by Wellbeing sessions, to help everyone understand and cope well with the increasing responsibilities and freedom they will face as they mature.

Key Stage 3, Years 7-9

Most students study:

Art	Mathematics
Drama	Music
English	Product Design
Geography	Religious Studies
History	Science
ICT	PE & Games
Languages	Wellbeing

In Year 7 students study three languages: French, Spanish and Welsh. Latin is introduced in Year 8 & 9.

Key Stage 4, Years 10 and 11

All students usually study:

English Language	Enrichment activities
English Literature	History or Geography or Religious Studies
Mathematics	A language
Biology	Physical Education for fitness
Chemistry	PSHE sessions
Physics	

They then choose additional subjects from the following list:

Art	Music
Drama	Physical Education
French	Product Design
Geography	Religious Studies
History	Spanish
ICT	Welsh
Latin	

THE SCHOOL LIBRARY

The Library is at the heart of the school and has a vital role to play for your daughter. As a whole school resource, it is central to the students' developing their independent learning, information literacy and study skills, and their emotional wellbeing and lifelong love of reading and literature.

Students have open access to the Library throughout the school day and are encouraged to make use of the resources and support provided whether for school work or recreational interests. Library staff are available to guide students in developing their reading by suggesting interesting, challenging and content appropriate books, and to encourage them to explore new authors and genres. Students are expected to show consideration for others in the Library and maintain a high standard of behaviour in a shared, busy but peaceful study space.

The Library is open during term time for the students to use for study, reading, homework and relaxing from 8.00am to 5.30pm Monday to Friday. It hosts a weekly, well attended Book Club which students from all Year groups are welcome to join in with at any time, a weekly film showing on 'Film Friday', an annual themed Book Week with author visits, 'Pop Up Bookshop', quizzes and competitions. All students are encouraged to make book requests and recommendations throughout the year to nurture their passion for reading.

The Library offers desktop PCs, laptops, Wi-Fi, copying and printing facilities, and a carefully curated selection of fiction, non-fiction, DVDs and journals to develop your daughter's engagement with reading for pleasure as well as to support her academic development. The Library Firefly site offers links to evaluated resources to support your daughter's learning and encourage her to engage in 'stretch and challenge' extracurricular activities including national writing competitions, the Kids' Lit Quiz, the Royal Society Young People's Book Prize and the prestigious Carnegie Medal Award. You will also find a 'Recommended Reads' list on Firefly for each Year group to encourage wider reading. Based on feedback from students, the Library is place that students find welcoming, friendly and a peaceful place to study and relax.

Our aims are that students become confident, independent learners who can find, interpret and use reliable information to underpin their academic success and that we help nurture a lifelong love of reading for pleasure that will enhance your daughter's life now and into the future.



CO-CURRICULAR OPPORTUNITIES

We have approximately 40 school clubs, details of which will be sent out in the calendar at the start of term. Every student is encouraged to participate and there is certainly something for everyone.

Music

Orchestras, Choirs and Concerts

There is a comprehensive range of music groups every student has a chance to participate. We have, for example, junior and senior orchestras, wind and brass groups and several choirs.

If your daughter enjoys making music, she will have many opportunities to perform in formal and informal concerts, in Assemblies, as a soloist and in groups.

Sports

Lunchtime and after school clubs cater for a wide range of physical activities. Clubs are seasonal, some taking place in winter season, others in summer. They take place on a regular basis and the times are updated termly as can be seen on the school calendar. Matches take place both midweek and on Saturday mornings.

Drama

Drama Clubs

In addition to curriculum drama, there are speech and drama clubs where the students have the chance to relax and meet new friends, learn about theatre skills and they can even perform in the drama studio. Year 7 are also encouraged to participate in the house pantomime performed at Christmas.

School Productions

The school play is an important event on the calendar and past successes include: *Annie*, *The Sound of Music*, *Beauty and the Beast*, *My Fair Lady*, *Alice in Wonderland*, *A Christmas Carol* and *The Wizard of Oz*.

“The school play is a way of making new friends of all ages and getting to know some members of staff better. It is also great fun and a rewarding experience.”

LESSONS WITH PERIPATETIC TEACHERS

Visiting teachers come into school to teach a variety of musical instruments (individual tuition), Singing, Speech and Drama.

Instrumental tuition

Lessons are given on a weekly basis throughout the school year, usually working out at a total of 30. Music lessons for Years 7-9 take place during normal lesson times on a rota basis in order to avoid missing the same subject. Year 10 and above have theirs without affecting academic time. ABRSM Examinations are held twice a year at school, from preparatory tests up to Grade 8.

Lessons at present are offered in the following, but tuition may be provided on other instruments if there is sufficient demand:

Brass:	Trumpet, Cornet, French Horn, Trombone, Tuba, Euphonium, Tenor Horn
Guitar:	Classical, Jazz, Rock
Percussion:	Drum Kit, Band/Orchestral Percussion
Piano:	Classical and Jazz piano
Singing	
Strings:	Violin, Viola, Cello, Double Bass, Harp
Woodwind:	Oboe, Bassoon, Clarinet, Saxophone, Flute

Is your daughter considering learning a new instrument? She may find it easier to gain a place in orchestras or bands if she chooses a less “obvious” one! Please contact Ms Amy Edwards (Director of Music) if you would like advice.

Speech and drama

These lessons provide an opportunity for each student to develop the possibilities of her voice; to extend her vocal range, power and expressiveness, and to acquire the confidence which comes from being able to communicate effectively.

Students are prepared for the grade examinations in the London Academy of Music and Dramatic Art. These may be taken in speech and drama, solo speaking of verse and prose and acting. The work finds an audience in school plays, concerts, entertainments and Assemblies.

Lessons are taught during lunch hours and after school. Please enquire at the Office if your daughter is interested.

HOMWORK

Homework is a very important part of school work at Howell's as it is often used to complete or extend work done in the class.

All students are issued with a planner in which to record homework as it is given out. The planner is our essential link between your daughter, school and home. You are asked to check and sign the planner at the end of each week. Please look out for any comments written in red as these are communications from teachers.

A homework timetable is sent home at the beginning of the Autumn Term for Years 7-9.

Generally there will be three subjects for homework each evening, with possibly four on Friday. Timings will vary but 1-1½ hours should be planned for most evenings, rising to 2½ hours at GCSE. We much prefer students to complete what they can in the time available rather than spend hours of extra time on subjects. This way we can monitor their progress more readily.

There are various types of work which a student may be asked to do in her own time, e.g.:

- ▶ Written exercises
- ▶ Learning by heart e.g. vocabulary
- ▶ Project work
- ▶ Reading
- ▶ Research or background reading
- ▶ Finishing off work started in class
- ▶ Revision and preparing for examinations

Where should your daughter study?

In order to study effectively, your daughter needs a warm and well-lit room where she can work undisturbed. She needs to write at a table or desk to keep her work neat. Brothers and sisters (and even parents!) should try to avoid distracting her. The television should not be on in the room where she is working. However, many young people like to have music on while they are studying, especially if it helps to drown out background noise. We encourage you to ask your daughter to leave her mobile phone or other devices with you while she works. We also strongly discourage the use of social networking sites.

When should homework be done?

- ▶ When homework is set, a deadline is given and this should be noted in the homework planner. It is important to establish a routine quickly.
- ▶ Several shorter sessions are better than working late on a Sunday night.
- ▶ Commit your daughter to a regular homework pattern but leave some times aside for other activities. It is advisable to have a complete break for part of the weekend.
- ▶ Use the planner to plan the work to be done each night.
- ▶ Avoid leaving everything until the last minute.

What can parents do to help?

The most important thing is simply to take an interest in your daughter's work. Do not send your daughter to her room for a long time and think all problems are solved. Apart from trying to provide the correct time and place for homework completion, you should:

- ▶ Ask what work has to be done and check the homework planner.
- ▶ Help your daughter to plan ahead so that she is able to meet deadlines.
- ▶ Avoid saying 'I used to do it this way'. Methods can change!
- ▶ Encourage her to spend only the allocated time on each task. Conscientious learners often spend more time than they need to.
- ▶ Contact the school as soon as problems arise.
- ▶ Above all, offer encouragement at all times.

At the beginning of the year, you will receive a homework timetable detailing the time allocated to each subject. We ask you to contact us if you think your daughter is getting too much or too little homework.

What we do to help

- ▶ We expect students to meet homework requirements. Form teachers provide support for students who find these requirements difficult to meet.
- ▶ Monitoring takes place at regular intervals. It is a time when both achievement and under achievement are recognised. Parents are contacted if there are any concerns.
- ▶ We encourage students to take responsibility for their own progress. There is a process of self-assessment and target setting which the students undertake with the guidance of their form teacher.
- ▶ If your daughter has a special educational need (e.g. dyslexia, impaired hearing) please inform Mr Walters so that appropriate support can be given.

LUNCHES

We operate a healthy eating policy in school. Meals are carefully monitored for their nutritional value. All meals are eaten in our dining room. There is a very popular breakfast club which is open from 7.45am to all students and at break we provide snacks and drinks. Free fruit is available every break.

At lunch time, a choice is provided. There is a set meal with a wide range of hot and cold dishes and our Catering Manager can provide a sample weekly menu. There are also special 'national day' menus about three times a term and the dining room is decorated to suit! We encourage all students to bring in a bottle of water to school. There are stations where these can be refilled.

Whether your child is vegetarian, vegan, has allergies or a particular preference, our catering team will be happy to meet her needs.



FUNDRAISING FOR CHARITIES

We have many fundraising efforts for charities through the Houses, forms and whole school activities. We aim to encourage concern for others and we try to show the students that a regular, reliable pattern of gifts means a great deal to charities and that time and effort are the best gifts of all. They should not be a burden on your daughter's pocket or yours. If you think that at any time your daughter feels pressure from other students to contribute, please do not hesitate to contact your daughter's Form Tutor.

Over the years, we have had special appeals such as non-uniform days, collections, gift donations on the school's birthday, and a Charity Week. These are in response to international appeals where there are special needs such as Bangladesh, the street children of Russia, famine victims in the Sudan as well as local retirement homes and British charities such as Poppy Day.



ILLNESS

Wellbeing/Support Room Services

The Support Room is staffed by a School Nurse or Wellbeing Officer/Happiness Champion from 08.30 - 16.00 during term time. The health services of the school cover acute health requirements, preventive services and health education. We also have a school counsellor that students can access and be referred to, available within the school day, on Tuesdays and Wednesdays. The Support Room has equipment to deal with emergency first aid as well as minor cuts and injuries. It has facilities to safely store prescribed medications including those that require refrigeration. Our contact details:

School Nurse – Tel: 029 20261840, e-mail: studentsupport@how.gdst.net

Wellbeing Officer – Tel: 029 2026 1853, mail: studentsupport@how.gdst.net

School Counsellor – Tel: 029 20562019, email: G.Layzell@how.gdst.net

Medication administration

Prescribed medication may be administered by the nurse or designated person as long as the 'Request for School to administer prescribed medication to be taken during school hours' form has been completed (obtained at Reception and on Firefly). Paracetamol may be administered, for minor ailments (e.g. headache, period pain) if parental permission has been given on the 'Student Health assessment' form. This form is required to be completed prior to your child starting at Howell's and parents are requested to inform the school in writing of any changes to their child's health, or any changes to the information given within this form. 'Over the counter' medication can be administered with parental consent as given on the Student Health assessment form.

Procedure when a student is unwell during the school day

Should a student require medical services during the school day they are requested to attend the Support Room. Students are not to contact parents directly if they are feeling unwell, but to seek Support Room advice where staff will decide whether parents need to be contacted or if the student needs to go home. On the rare occasion that the Support Room is un-manned, students are requested to go to Reception who will then contact the nurse or Happiness Champion by mobile phone.

Confidentiality

In accordance with the nurse's professional obligations, medical information about students, regardless of their age, will remain confidential in most circumstances. However, there may be exceptions to this rule when the nurse considers it in the student's best medical interest, or necessary for the protection of the wider school community, to pass on information to a relevant party or body, e.g. a member of the Leadership Team at the school, or the

parent concerned. The student will be informed of such circumstances if they arise. The 'Student Medical Information' form shall be held by the school/school nurse as the student's medical record and would accompany the student to hospital in an event that requires emergency hospital treatment. It is therefore essential that medical information is kept up to date.

Absence/Illness/Hospitalisation

If your daughter becomes unwell during the school day and requires collection from school, you will be contacted by the nurse/member of staff by using contact numbers kept on the school computer system. It is therefore essential that the school is made aware of any new permanent or temporary contact numbers. NB. The person who collects the child is responsible for signing them out of school at reception.

Should your child be unwell as a result of diarrhoea and/or vomiting (with or without a specific diagnosis), government and school guidelines recommend that the child has to be symptom free for 48 hours before they return to school. We follow guidance on recommended exclusion periods from Public Health Guidance on Infection Control in schools and other child care settings 2017.

Immunisations

All primary and booster immunisations are to be dealt with and administered by the Student's registered GP. Exceptions to this are flu vaccinations, which are currently offered in some year groups and HPV vaccination offered in Year 8. A team of NHS vaccination nurses will come into school to facilitate this.

Further information can be obtained from the Health and Wellbeing area on Firefly.

STUDENT COUNCIL AND HOUSE GROUPS

Each Year Group has a representative on the Student Council which meets at least half-termly to consider matters brought up by students. Students are asked for their opinions on many matters and are closely involved in decision-making. There are also regular meetings of other student groups.

The school has four Houses: Baldwin, Lewis, Kendall and Trotter, named after former Headmistresses. Students are put into Houses when they enter the school. Members of a family are placed in the same House. There are regular House Meetings which encourage vertical grouping in the school and members of the Houses elect their own officials, who in turn are supported by a House staff member.



Various music and sports competitions, special events and fundraising for charities are organised by the Houses. However the three key events that run each year are the Eisteddfod, Sports Day and the House Panto.

SCHOOL TRIPS

There is a wide variety of trips arranged regularly as part of your daughter's curriculum. At the beginning of each year you will be asked to sign an indemnity form which covers all visits. Your daughter will be told of these visits in good time so that she can equip herself correctly. The cost of non-residential trips is covered in the school fees. Provision of school trips for 2020/21 will follow Government guidance.

You will always receive written details of day trips, including those which extend beyond the school day and those outside school time. Times, travel arrangements, and staff responsible will be conveyed to you via your daughter or through Firefly.

Trips Abroad

Language holidays to Europe, skiing trips and other long distance holidays take place regularly. You will receive full details in writing via your daughter. There is often long-term preparation for these holidays and there will be a parents' evening to discuss all the arrangements.



POLICIES AND PROCEDURES

Behaviour and Bullying

Bullying, harassment and victimisation will not be tolerated in school. An anti-bullying policy exists to encourage staff and students to create a climate of respect and tolerance. All students sign an antibullying and respect contract each year.

A diversity (LGBTQ+) policy is in place. The school takes firm action on any racial incidents. We expect the full support of parents when we are dealing with any matters relating to bullying, racism or anti LGBTQ+ conduct.

Sex Education

Our Healthy Relationships and Sex Education policy includes emphasis on good health, the value of self-esteem in making choices and judgements and in the relationship with others and knowledge of how the body works. This is within the context of moral issues and values. Parents have the right to withdraw their daughter from this part of the Wellbeing programme if they inform the Head of Year in writing.

Fire

In the event of a fire or fire drill, students must immediately evacuate the buildings calmly and in silence and assemble in the designated place. There are regular fire practices.

Mobile Phones and Devices

Students may bring mobiles to school but they must remain in lockers during the school day. The School operates a BYOD – bring your own device – policy. Students must follow guidance on the use of any working device in school.

Insurance

Students' personal property is not covered by the Trust's insurance. Neither the Trust nor the school can accept responsibility for loss or damage to a student's property on the school premises or on school visits.

Changes in Circumstances

Parents must notify the school in writing of any relevant changes in circumstances. These include change of address, details of court orders, family ill health, financial difficulties or change in family circumstances. These will be treated in confidence. We are committed to working closely with parents in their daughter's interests and to providing excellent levels of pastoral care.

Feedback to the School

We are keen to provide parents and students with high standards of service and would like to hear your comments, suggestions or ideas so that improvements can be made.

Complaints Procedure

If your complaint is not resolved to your satisfaction through the appropriate channels within the school, you should complain in writing to the Principal as soon as possible. She will then investigate the complaint and respond within 10 school days. The complaint will be dealt with in accordance with the Trust's publicised procedure, a copy of which can be obtained from the school office. Details of fees, absence, extra subjects, withdrawal, continuity of education, examinations, medical, court orders and data protection are included in the Terms and Conditions given to all parents.

All up to date School Policies are available on the school website:

www.howells-cardiff.gdst.net/SchoolPolicies.aspx



BRING YOUR OWN DEVICE

Following the successful integration of our digital platforms as part of Guided Home Learning students will now be asked to bring a web enabled device into school 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. It is important that students have discrete headphones, so that they can listen to audio without disturbing others. For those with a touch screen, a stylus is also helpful.

Useful sites students might need – and they should keep their email address and password in a safe place:

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 school email account using the email: servicedesk@uk.gdst.net

If a student school email account cannot be accessed, use the email mail@how.gdst.net

Responsible User Agreement – in school

- ▶ Students will only use technology for school 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
- ▶ Student 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 school, 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, school sanctions will be applied, and parents may be contacted.

Responsible User Agreement – at home

- ▶ 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
- ▶ 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.

A MINDFULNESS SCHOOL

Howell's is committed to being a mindful school. We want our young community to:

Enjoy life; Function Fully and Flourish.

The **.b** mindfulness curriculum is delivered by our own qualified mindfulness teachers to encourage our students to gain the skills that can help them manage their minds positively.

There are plenty of opportunities to develop mindful skills, some of which are embedded in our clubs and activities. Regular assemblies remind students about the skills they can develop and as we approach examinations in the summer term, students are given opportunities to relax and practise breathing skills to help them remain calm during the examination week.

Sit Together for Children's Mental Health Week



HEADSUP@HOWELL'S

What is HeadsUp?

HeadsUp@Howell's is our wellbeing initiative that educates our learners and staff about wellbeing.

We want to 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



- ✓ Heads Up – physically
- ✓ Heads Up – out of devices
- ✓ Heads Up – looking after your mind

As part of HeadsUp, all students experience assemblies, tutor activities and themed weeks where we promote and encourage taking personal responsibility for our mental fitness and also understanding how to seek help if we need it.



TIPS FOR PARENTS

How parents can support children starting at Howell's Senior School

Transition from current learning environment

Transition presents a number of challenges in creating a smooth and comfortable move to a new school. Rest assured, we will work pro-actively with you and your daughter to ensure that the start of the term provides the necessary opportunities to promote confidence in learning and comfort in friendships.

Before joining the school:

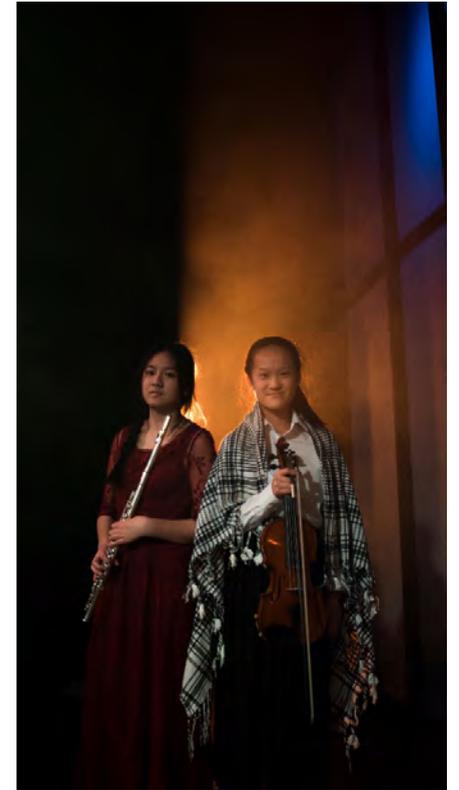
- ▶ Keep the school pamphlet in view so it can be looked at frequently.
- ▶ Understand how she might be feeling.
- ▶ Encourage her to be positive about meeting new friends.
- ▶ Prepare any learning that has been recommended

When starting school:

- ▶ Trust that she will manage and do well.
- ▶ Help her to manage her time, homework and her kit.
- ▶ Show interest in what she has been learning and doing.
- ▶ Plan family meals around homework commitments.
- ▶ Be tolerant of tetchiness – moving schools is hard!
- ▶ Make sure she gets to bed early.
- ▶ Keep us informed of all relevant information and concerns so that we can make your daughter's transition to Howell's an enjoyable journey.

We hope that you have found our booklet both interesting and informative. However, if you have any concerns at all please contact us at school, or contact the Head of Year.

NOTES





HOWELL'S SENIOR SCHOOL Llandaff

G D S T
GIRLS' DAY SCHOOL TRUST

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