



HOWELL'S CO-ED COLLEGE  
Llandaff

**PARENT  
BOOKLET  
2022-2023**

## Head Girl: Bethan



Siwmae, my name is **Bethan** and I'm one of the Head Girls. I joined Howell's in September 2021 from Ysgol Plasmawr and I have loved my time in the College so far. You may be nervous about the move to Year 12 and beginning of A levels but the teachers, students and community at Howell's are all here to help. I have made friends for life in the College and everybody in the community will be around to support and encourage you throughout your time here. Along with your studies you will gain essential skills for whatever steps you decide to take next. I really look forward to meeting you all, especially, as next year we will hopefully be one big College with no separation or restrictions.

## Head Girl: Megan



Hello, my name is **Meg** and I am one of the Head Girls. I have been at Howell's for the last 6 years, and I can truly say that the Howell's community has become a family to me. The people that you meet in College, and the experiences that you share with them will change you and shape you into a more well-rounded individual, who, upon leaving College, will be ready to face whatever challenges life throws at you. If I could give you one piece of advice, I would say to make the most of your time here at Howell's and to take every opportunity to get involved in different societies and initiatives. There is no better place to take the next steps in your academic journey than at Howell's College, and I really look forward to seeing you all thrive here. See you soon!

## Head Boy: Daud



Hi, my name is **Daud** and I am one the Head Boys. I joined Howell's in College, so I haven't been here for too long, but my time here has been great! Joining the College in Year 12 can seem daunting at first, but after getting to know your peers and teachers it is a really rewarding experience. Everyone is really helpful and if you ever need any help the Head Student Team and Young Leaders' Team are always here to help. Over the next year there are going to be some highs and lows but with enough resilience and support from friends and teachers it can be a really enriching journey.

## Head Boy: Rhys



Hey, my name is **Rhys** and I am a Head Boy. I've been welcomed with open arms at Howell's and have been able to settle in and develop in an enjoyable environment. The teachers go above and beyond to help you and treat you like peers; giving you a more mature experience in College. The facilities for sporting, recreational and educational use are ideal, and provide a great place for maintaining good mental and physical health. Good luck and enjoy your upcoming year!

# Welcome

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 parents 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

|   |                            |
|---|----------------------------|
| <b>Year 12 Parents' Welcome Evening:</b>                        | 12th September 2022        |
| <b>Parents' Evening:</b>  | February 2023              |
| <b>Higher Education &amp; Oxbridge Evening:</b>                 | 24th April 2023            |
| <b>Higher Education, Careers and Personal Statement events:</b> | June, July, September 2023 |

## Contact Details

Howell's Co-Ed College, Llandaff  
Cardiff Road  
Cardiff  
CF5 2YD  
Tel: 029 2056 2019  
Fax: 029 2057 8879  
General email: [mail@how.gdst.net](mailto:mail@how.gdst.net)

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

Email for Head of Co-ed College, Mrs Dawn Sadler: [dawn.sadler@how.gdst.net](mailto:dawn.sadler@how.gdst.net)  
Email for Deputy Head of Co-Ed College, Mrs Sharon Richards:  
[sharon.richards@how.gdst.net](mailto:sharon.richards@how.gdst.net)

## Year 12 Personal Tutors

This year's team of Personal Tutors includes:

|            |                           |
|------------|---------------------------|
| <b>SB</b>  | Dr S Baker                |
| <b>MC</b>  | Mrs M Cheadle             |
| <b>SEL</b> | Mr S Elmes and Mrs T Bown |
| <b>AF</b>  | Dr A Ford                 |
| <b>CF</b>  | Mr C Fussell              |
| <b>HJH</b> | Miss H Hyland             |
| <b>SLJ</b> | Miss S Jenkins            |
| <b>RJ</b>  | Mrs R Jowett              |
| <b>RK</b>  | Mr R King                 |
| <b>ADL</b> | Dr A Langford             |
| <b>LM</b>  | Mr L Morgan               |
| <b>CJS</b> | Mr C Smith                |

## Key Personnel

|   |                       |
|---|-----------------------|
| <b>Principal:</b>                                       | Mrs S Davis           |
| <b>Principal (Senior School):</b>                       | Mrs N Chyba           |
| <b>Deputy Principal (College):</b>                      | Mrs C Darnton         |
| <b>Head of College:</b>                                 | Mrs D Sadler          |
| <b>Deputy Head of College:</b>                          | Mrs S Richards        |
| <b>Head of Library and<br/>College Careers Adviser:</b> | Mrs J Wilks           |
| <b>Oxbridge Coordinator:</b>                            | Mrs H Harrison-Hughes |
| <b>Medics Coordinator:</b>                              | Dr E Lewis            |
| <b>EPQ Coordinator:</b>                                 | Mrs D Sadler          |
| <b>Head of Additional Learning Needs:</b>               | Mr T Walters          |
| <b>School Nurse:</b>                                    | Miss Kelly O'Shea     |
| <b>School Counsellor:</b>                               | Mr Graeme Layzell     |

## 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            |

## Term Dates 2022/2023

### AUTUMN TERM

Monday 5th September – Inset Day  
 Tuesday 6th September – Inset Day  
 Wednesday 7th September – Inset Day  
 Thursday 8th September – Term begins  
 Monday 24th October to Friday 4th November inclusive – Half Term  
 Friday 16th December – Term ends

### SPRING TERM

Monday 9th January – Term begins  
 Monday 20th February to Friday 24th February inclusive – Half Term  
 Friday 31st March – Term ends

### SUMMER TERM

Monday 17th April – Term begins  
 Monday 1st May – May Bank Holiday  
 Monday 29th May to Friday 2nd June inclusive – Half Term  
 Friday 14th July – Term ends

# 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 both an academic and a character education 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



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.



|  |  |  |
|--|--|--|
| <p><b>Academic</b></p> <ul style="list-style-type: none"> <li>▲ Introduction to the academic challenge</li> <li>▲ A Level Mindset introduced – VESPA</li> <li>▲ Introduction to A level subject courses</li> <li>▲ Academic self-evaluation:</li> <li>▲ How am I coping?</li> <li>▲ Goal setting</li> <li>▲ Study Skills Programme</li> </ul>  | <p><b>Social</b></p> <ul style="list-style-type: none"> <li>▲ Bonding Events</li> <li>▲ Introduction to Enrichment</li> <li>▲ Charity Netball Match</li> <li>▲ College Charity Coffee Morning</li> <li>▲ House Sport Event</li> <li>▲ Meet the Sally D's Team</li> <li>▲ Promotion of Community Spirit</li> </ul>  | <p><b>Co-curricular</b></p> <ul style="list-style-type: none"> <li>▲ Freshers' Fair promoting Clubs and Societies</li> <li>▲ Duke of Edinburgh's Award (Gold)</li> <li>▲ Envision, Interact and Amnesty</li> <li>▲ Music, Drama and Debating</li> <li>▲ Sport for all</li> <li>▲ Enrichment Programme</li> <li>▲ Olympiads</li> <li>▲ Laureate Programme</li> <li>▲ Launch of Lecture Programme</li> </ul>                                     |
| <p><b>Parental Engagement</b></p> <ul style="list-style-type: none"> <li>▲ Welcome Parents' Evening</li> <li>▲ Parents' Booklet for guidance and to clarify expectations and support</li> <li>▲ Introduction to the Sims Learning Gateway and Firefly</li> <li>▲ A View from the Top – weekly newsletter</li> <li>▲ Regular information emails</li> <li>▲ First Academic Report</li> </ul> | <p><b>Belonging and Wellbeing</b></p> <ul style="list-style-type: none"> <li>▲ Wellbeing Launch</li> <li>▲ Tutorials with Personal Tutor</li> <li>▲ Meet the House Captains/Young Leaders' Team</li> <li>▲ e-Guide to Howell's Co-Ed College by Young Leaders' Team</li> <li>▲ College Breakfast with Head of Year</li> <li>▲ Tour of Howell's with Personal Tutor</li> <li>▲ Launch of Student Voice and Wellbeing Committee</li> <li>▲ Peer Mentors</li> </ul> | <p><b>Learning Tools</b></p> <ul style="list-style-type: none"> <li>▲ College Planner online</li> <li>▲ Introduction to the Library</li> <li>▲ Introduction to Firefly</li> <li>▲ Introduction to email account, including mobile access</li> <li>▲ Laptop and Digital Learning protocol</li> <li>▲ Career's presentations</li> <li>▲ Organisational Skills</li> <li>▲ Introduction to Rungway</li> <li>▲ Introduction to GDST Life</li> </ul> |

## Expectations regarding attendance

- The best way to learn is to be in lessons! This includes tutorial sessions, Enrichment and the 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 Head 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 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.
- No sportswear, leggings or jeggings.
- Shoes or trainers should be clean. Flipflops and high heels are not allowed.
- Jewellery may be worn but no 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 Common Rooms.

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

Students may use the main school car park, parking in the spaces closest to the swimming pool; they must display a valid parking permit which may be collected from reception. 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

- 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.
- Teachers 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.
- 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 teachers 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 teacher.
- 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.

Remember that we will 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.

## 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.

There is a range of options including t-shirts and sweatshirts/hoodies available to order from John Lewis. You can order from John Lewis either by visiting the Cardiff branch or via the John Lewis website; search for Howell's College Uniform.

- Plain black, navy or dark denim skirts, trousers or jeans
- Black, navy or white t-shirts (long or short sleeved)
- Black or navy sweatshirts/hoodies
- College trip sweatshirts/hoodies
- Approved shirts with College logo
- Grey t-shirts and hoodies are acceptable but please note that these are being phased out and will no longer be stocked by John Lewis

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 be plain and have no holes, rips, tears or frays
- No sportswear, jeggings or leggings
- Year 11 leavers' hoodies may not be worn
- Senior School trip hoodies may not be worn
- All skirts and shorts must be a reasonable length
- Shorts must not be beachwear or casual sportswear
- Shoes or trainers should be clean. Flip flops and high-heels are not allowed
- Jewellery may be worn but no facial piercings
- Absolutely no visible underwear
- Hair colour must be appropriate – no extremes of colour
- If in doubt, ask

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

*Thank you in advance for your co-operation*

# Maximising Study Skills to promote academic success

## One-to-One Mentoring

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

## Study Skills

During tutor time, there will be 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 A level.

## Study Support

Some individuals in the College who need more personalised support will be allocated time with a learning coach in their time-table to help them to cope with their studies. A summary of these meetings is recorded in a mentoring sheet. 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 and promoting stretch and challenge activities to students.

## Library Facilities

Year 12 students receive a library induction with Mrs Wilks, Head of Library and Careers Adviser. The library and nearby careers room are excellent places to research and work.

## e-learning

Students have plenty of facilities for accessing online research including bookable laptops. They can 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 journals, listening to radio programmes and podcasts and watching quality TV documentaries and films about the subjects that interest them and may form the basis of post A level studies/pathways.

If your son/daughter has a clear idea of what subjects they will be applying for at university, they 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 for your son/daughter if you are keen to nurture a wider reading habit. Library staff and subject tutors will be happy to advise on titles.

## Useful Resources

The advice given in this booklet to 'Get Organised' and to develop 'Independent Learning' can be supported by using the following resources: [all 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

### 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.
- Encourage **wider reading** and supercurricular 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

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.

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



## 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

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- 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

- 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 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

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- 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.

## Honours Programme

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 and participate in activities and events to promote their development.

Students will receive an Honours Programme welcome letter and be expected to attend some of the events and activities arranged for them.



## Laureate Programme

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 works with a range of other supportive organisations and contacts to provide excellent personalised advice and support.

Whether students wish to apply to college, university, the workplace, for school leaver programmes, apprenticeships or take a focused gap year, they will be fully supported.

**One to one interviews** with Mrs Wilks are available for students to begin the process of researching and reflecting on their options for careers and university. Students will be given action points throughout the year which will help them make an informed and realistic choice. Students are expected to be proactive in managing their own career planning.

If your son/daughter is undecided about their future they should make an appointment with Mrs Wilks to start the process of reflecting on their skills, interests and abilities so they can move toward making an informed choice when the post A level pathway and UCAS process begins in earnest in the Spring Term.

### **Mock interviews and MMI workshops**

Your son/daughter will have the opportunity to hone their interview skills through 'mock interviews' with subject specialists and professional practitioners. Mrs Wilks will, with advance notification, be happy to facilitate mock interviews in preparation for university interviews.

If you, as a parent/carer, are happy to offer mock interviews for College students yourself, please contact Mrs Wilks at [j.wilks@how.gdst.net](mailto:j.wilks@how.gdst.net) who will add your details to the College contacts database. The 'Friends and Family' network is vital to the success of the Careers Department. Students who are applying to courses that select by using MMI (healthcare) will be able to sign up for workshops in the Autumn Term. It is essential that students take responsibility for attending interviews and mock interviews/ MMI Workshops and advise Mrs Wilks in advance if they are unable to attend.

## Work Experience

Students should aim to undertake relevant work experience pertinent to their personal career goals. Students are encouraged to make use of any contacts they may already have, and work experience must be undertaken during College holidays.

Since the pandemic, live placements have been more difficult to secure. Admissions tutors and employers alike have recommended that students take up the virtual opportunities on offer. The Careers Department circulates these opportunities to students by email as they are made available, and students should respond quickly as many are restricted in number or require registration.

If as a parent/carer you are happy to offer work experience opportunities for College students, please contact Mrs House at [julie.house@how.gdst.net](mailto:julie.house@how.gdst.net) who will add your details to the College contacts database.

## Voluntary Work

Students are encouraged to participate in voluntary work either as personal development or as support for their career ambition. Students are encouraged to use the Careers Firefly pages to explore opportunities.

## Core Enrichment (PSHE)

Core Enrichment is scheduled fortnightly on Wednesdays p4 and 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.

## Careers & Higher Education (HE) Guidance

Careers & HE Guidance takes place at 8.30am on a Wednesday (Year 12 week A; Year 13 week B). Students will participate in workshops and presentations led by Mrs Wilks and Mrs Sadler. They will also 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 Frau Sadler early in the academic year.

## Communications

Information about career opportunities and university conferences 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 school week and it is good practice to log on during half terms and holidays as events run throughout the year and often have tight deadlines/limited availability. Students and parents/carers 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. Please note that UCAS have a parents' section on their website and you may find this helpful.

Rest assured, your son/daughter will have excellent support throughout the application process. If you have any questions or concerns please contact the Head of College or Head of Year.

## 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.

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

Students are expected to be proactive in the careers 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!

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



# UNDIVIDED

THE GDST IS COMMITTED TO DIVERSITY,  
INCLUSION, AND REAL CHANGE

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 Mrs Chyba, Deputy Principal, 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 Diversity Week to join together as a community in supporting LGBT+ in education.

## 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

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