



INFANT AND JUNIOR SCHOOL PARENTAL WELCOME BOOKLET 2017/2018



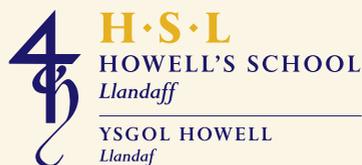
H·S·L
HOWELL'S SCHOOL
Llandaff

YSGOL HOWELL
Llandaf



Girls' Day
School Trust

Where girls can



Where girls can

Howell's School, Llandaff, Cardiff Road, Cardiff CF5 2YD
Tel: 029 2056 2019
Fax: 029 2057 8879
www.howells-cardiff.gdst.net
@HowellsSchool

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NURTURING EXCELLENCE

I would like to take this opportunity to welcome you and your daughter very warmly to the Junior School at Howell's.

I am sure that your daughter will make the most of all the opportunities, both with the Creative Curriculum and with the extra-curricular activities that we have to offer.

At Howell's, we firmly believe:

- ▶ that girls should be able to flourish in supportive surroundings with excellent pastoral care;
- ▶ that the academic and social climate we create should be reassuring but exciting, so that girls have the confidence to reach beyond their own perceived limits;
- ▶ that every girl should feel she belongs;
- ▶ that every girl should be in a family atmosphere;
- ▶ that every girl should be resilient;
- ▶ that every girl should feel comfortable in the transitional phase(s).

Our vision is of generations of women, now and in the future, who have the ability to lead and 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, Miss Gardner Deputy Head (KS1) or Mrs Matthews Deputy Head (KS2).

We look forward to your daughter joining the school.

Yours sincerely,

Mrs Judith Ashill
Deputy Principal, Head of Junior School



The First 15 is a wellbeing programme designed to ensure that Year 3 settle into Key Stage 2 academically, socially and with confidence. Over the first fifteen days girls will experience a variety of activities and events, supported by their class teacher. We hope that they will feel happy and welcomed and part of the Howell's Junior School family as a result of the First 15 initiative.

HOWELL'S SCHOOL
Landoff Hamlet
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Landoff

gdst Girls' Day School Trust

Where girls can

NURTURING EXCELLENCE

What will your daughter do to help her feel happy at school?

- Meet her teachers and learn their names
- Pack and unpack her bag independently
- Make a new friend
- Take her reading book and yellow book home each evening
- Attend a KS2 assembly
- Join a club
- Take a risk
- Learn to use Hazelwood Playground equipment safely
- Come in independently from Hazelwood Playground
- Visit the Junior School library twice
- Be introduced to the Junior School library system
- Learn her new login for her computer
- Meet Mrs Matthews, Deputy Head (KS2)
- Be a playground buddy
- Use a thinking map
- Look at the Year 3 Firefly page
- Take part in learning to play the violin
- Celebrate a success

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 comprises:

Principal	Mrs Sally Davis
Deputy Principal	Mrs Natalie Chyba
Deputy Principal	Mrs Judith Ashill
Director of Finance & Operations	Mr Richard Read
Director of Development & Communications	Mrs Vanessa Yilmaz

The Junior School Leadership Team

The Junior School Leadership Team comprises:

Head of the Junior School	Mrs Judith Ashill (judith.ashill@how.gdst.net)
Deputy Head (KS1)	Miss Louisa Gardner (l.gardner@how.gdst.net)
Deputy Head (KS2)	Mrs Abby Matthews (a.matthews@how.gdst.net)
Head of Nursery	Mrs Catherine Scott (catherine.scott@how.gdst.net)

PASTORAL ORGANISATION

The youngest members of our family, the Nursery, are located in Cumberland Lodge. Reception, Year 1 and Year 2 and Year 3 can be found in Tŷ Hapus, this means 'happy house' and certainly this reflects the ethos of the school. Year 4, Year 5 and Year 6 are based in Hazelwood, a Victorian house bought by Howell's in 1930. It is a beautiful house full of history and retaining many of the original features. It was first used as dormitories when part of the whole school and then housed the Junior School when it opened in 1984.

Class teachers take teaching responsibility for their class with specialist teachers utilised to ensure highest standards across the whole curriculum. Any concerns that the class teacher may have are shared initially with the progress leader, then deputy, then Head to ensure a tiered approach.

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 her class teacher, the deputy head or Mrs Ashill, who will all be keen to meet with you.

TERM DATES 2017/2018

Autumn Term

Monday 4th September – Inset Day

Tuesday 5th September – Inset Day

Wednesday 6th September – Term begins

23rd October to 3rd November inclusive – Half Term

Thursday 21st December – Term ends

Spring Term

Monday 8th January – Inset Day

Tuesday 9th January – Term begins

19th February to 23rd February inclusive – Half Term

Monday 27th February – Inset Day

Friday 23rd March – Term ends

Summer Term

Monday 16th April – Term begins

Monday 7th May – May Day

Friday 25th May – Inset Day

28th May to 1st June inclusive – Half term

Monday 4th June – Inset Day

Friday 13th July – Term Ends

THE SCHOOL DAY

Early arrival

Breakfast Club begins at 7.45am in the Junior School Hall and is available until 8.25am. There is no need to book, you may drop your daughter off regularly or as a one off. There is a small charge for breakfast and you will be billed separately. There are teaching assistants on duty in the Hazelwood playground from 8am.

Timings of the day

Registration

- ▶ Nursery begins at 9am. Girls should be dropped at the Nursery entrance.
- ▶ Reception, Year 1 and Year 2 begin at 8.45am. Girls should line up on the Tŷ Hapus playground when the bell rings. It is important that the girls are prompt because our phonics sessions start straight after registration.
- ▶ Year 3, Year 4, Year 5 and Year 6 begin at 8.35am. Girls should line up on the Hazelwood playground when the bell rings.

Assembly is from 9.50am - 10.10am and is followed by breaktime until 10.25am. Lunchtime for Reception to Year 2 is from 11.50am until 1.15pm.

Lunchtime for Year 3 to Year 6 is from 12.25pm until 1.25pm. Years 5 and 6 eat their lunch in the Senior School.

The day finishes at 3.15pm. Girls often stay to participate in one of the many extra-curricular activities that are available.

If you are not collecting your daughter at the end of the day, you must inform the class teacher. We will not allow your daughter to be collected by another adult unless we have your permission. Please try to inform your daughter's class teacher by letter at the beginning of the day.

After school care

Your daughter may attend ASC any day either straight after school or following any club that she attends. There is a sandwich tea provided at an additional cost, however, this must be ordered during morning registration. There is a charge per hour for ASC. Please see ASC brochure for full details and further information. This facility runs until 6pm.

Late arrival in school

KS2 girls must sign the late book at the Junior School office if they arrive after 8.50am. KS1 girls should sign the late book if they arrive after 9am.

Coming by car

Please note that there is no right turn into the Main School Entrance between 8am and 9am. We ask you respect this to keep the traffic flowing and maintain our good relationships with our neighbours. Parking on site is limited.



TRAVEL AND TRANSPORT

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

Route	Contact
City Flyer – various points around central Cardiff	Chrissie Hall-Davis, Admissions Officer, Howell's School - 029 2026 1832 chrissie.hall-davis@how.gdst.net
Pontprennau – Cyncoed – Howell's	Chrissie Hall-Davis, Admissions Officer, chrissie.hall-davis@how.gdst.net
Nelson – Caerphilly (Nantgarw Hill) – Rhiwbina – Howell's	Chrissie Hall-Davis, Admissions Officer, chrissie.hall-davis@how.gdst.net
Newport – Cwm Lane – Highcross – Howell's	Chrissie Hall-Davis, Admissions Officer, chrissie.hall-davis@how.gdst.net
Marshfield – St Mellons – Rumney – Howell's	Chrissie Hall-Davis, Admissions Officer, chrissie.hall-davis@how.gdst.net
Barry Town Centre – Cosmeston – Penarth – Sully – Howell's	Chrissie Hall-Davis, Admissions Officer, chrissie.hall-davis@how.gdst.net
Ewenny – Cowbridge – Bonvilston – St Nicholas – Ely – Howell's	Chrissie Hall-Davis, Admissions Officer, chrissie.hall-davis@how.gdst.net
Cyncoed – Heath – Howell's	Chrissie Hall-Davis, Admissions Officer, chrissie.hall-davis@how.gdst.net
Thornhill – Lisvane – Llanishen – Birchgrove – Heath – Howell's	Walton's Coaches - 029 2048 9955 waltoncoaches@btconnect.com
Tonteg – Creigiau – Rhydlafar – Howell's	Mr R Lawrence, Cavalier Cabs - 01443 491972
Church Village – Groes Faen – Radyr – Howell's	Cavalier Cabs - 01443 491972

COMMUNICATIONS

All parents receive frequent emails so please ensure that you have registered your email address with us. A link to a weekly newsletter is emailed on a Friday, this gives news 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. These may have an attached slip for your reply. Copies of all letters can be found on the school portal, VLE Firefly.

We request that the class teacher is informed by letter, phone or email to:

- ▶ Request for permission for a doctor's or dentist's appointment.
- ▶ Explain lateness or absence.

If you would like to speak to the Head or Deputy Heads of the Junior School, please call the Junior School number. If they are not available you will be able to leave a message for them. Or do feel free to email them and they will respond as soon as they are available.

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 Firefly. In the event of the school having to close during the school day we would send a school comms to parents, it is therefore important that we have up to date contact details for you.

Up to date

It is important that we have your contact details so please remember to inform us of any changes. If you are not receiving relevant documents, please contact the Junior School office.

Why not follow us on Twitter?: @HowellsSchool

To access Firefly: please visit the Howell's School website and click the Firefly tab.

REGISTRATION AND ABSENCE

Girls are expected to attend regularly. 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 from you in good time to give it proper consideration.

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

Parents are expected to organise family holidays only during the school holidays.

Illness

You can either email or phone in on the day of absence. If your daughter is likely to be away for three days or longer, please let Mrs Ashill know.



BEING WELL ORGANISED

Please help your daughter to develop her organisational skills by:

- ▶ Labelling all her clothes, PE Kit and other property with her name clearly so that if she loses them and they are found they can be returned to her. Swimming hats should have her name written in permanent pen on the front so that she can be easily recognised in the pool.
- ▶ Ensuring that she checks the night before that she has everything she needs for the following day: homework, the correct school uniform and PE kit, her musical instrument, swimming kit, if appropriate.

Please see the year group welcome booklet for specific information regarding PE kit, homework and swimming days and an equipment list.

Uniform Requirements

We ask girls not to wear jewellery to school, this includes earrings.

Lost Property

Mislaidd items are collected in Tŷ Hapus and Hazelwood entrances. Staff regularly check them for name labels and if they are able to identify the owner it is returned to her classroom.



CURRICULUM

We run a Creative Curriculum in the Junior School. All subjects are taught linked to a topic each term. The lessons are planned and skills are taught but we also value the girls' contribution and ensure that they lead their learning.

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 at two parents' evenings and by an end of year written report. There is additional monitoring during the year and you will, of course, be alerted if there are any problems.

Additional Learning Needs

If your daughter has any particular learning needs, please inform her class teacher, 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. If your daughter's teacher is concerned they will contact you to discuss her progress, and a provision plan will be put in place to monitor and support her. This is always handed over to the next teacher so your daughter is tracked on her journey through the school.

English as an Additional Language/Language Provision

For girls who need extra support in compulsory language or who have English as a second language, extra support may be provided through in-class support and/or additional lessons as part of their timetable.

EXTRA-CURRICULAR OPPORTUNITIES

We have approximately 40 school clubs, details of which will be sent out at the start of each term. Every girl is encouraged to participate and there is certainly something for everyone. Sometimes there is a clash and while we endeavour to provide a range of classes to a range of year groups, as you can appreciate this is a difficult task. Therefore, we ask you to help your daughter to make a decision as to which club she should attend. Unfortunately it is not possible for girls to attend clubs offered to other year groups.

Music

Orchestras, Choirs and Concerts

There is a comprehensive range of music groups so that every girl has a chance to participate, including jazz and orchestra, wind and brass groups.

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 weekly basis. Matches take place during afternoons and on weekends.

Languages

There are a range of language clubs offered including French, German, Spanish and Mandarin.

Other Clubs

We also offer a range of other clubs such as cookery, chess, computer club, philosophy and yoga. For a full list and further information please see our Enrichment activities brochure.

LESSONS WITH PERIPATETIC TEACHERS

Visiting teachers come into school to teach a variety of musical instruments (individual tuition), singing and speech and drama.

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
Woodwind:	Oboe, Bassoon, Clarinet, Saxophone, Flute

Celebrating Success

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

- ▶ 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.

LUNCHES

All girls from Nursery to Year 6 are provided with a school lunch. We operate a healthy eating policy in School. Meals are carefully monitored for their nutritional value. Nursery to Year 3 eat meals in our hall and Years 4, 5 and 6 go to the Senior School dining room.

At lunchtime, 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. Lunches are included in the fees. Allergy requirements are catered for, you will be invited to speak to the Catering Manager to discuss options.

We encourage all girls to bring in a bottle of water to school. There are water coolers where these can be refilled.

Snacks

- ▶ We encourage the girls to bring a healthy snack to enjoy during their morning break time. Suggestions include a piece of fruit or a plain biscuit.
- ▶ There is a snack shop run by Year 6 girls at break time for Years 3-6.
- ▶ Girls may also bring a healthy snack if they are attending a club after school.
- ▶ Snacks containing nuts are not permitted as we do have girls with nut allergies.

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. Homework tasks are available on the Firefly page from Year 2 upwards. The amount of homework and therefore the amount of time to be spent on it increases as your daughter moves through the school. If you feel that your daughter is taking longer than suggested, please mention to her class teacher, do not spend longer than the allocated time as this is not beneficial to your daughter's learning.

What can parents do to help?

The most important thing is simply to take an interest in your daughter's work. Apart from trying to provide the correct time and place for homework completion you should:

- ▶ Ask what work has to be done and check any instructions provided.
- ▶ 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 girls often spend more time than they need to.
- ▶ Contact the class teacher if 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 contact us if you think your daughter is getting too much or too little homework.

ILLNESS

In School:

- ▶ We have a School nurse on site who is always available to attend to any minor injuries.
- ▶ If a serious accident occurs at school that requires hospital treatment, following first aid at school, parents will be contacted straight away. In an extreme emergency, an ambulance will be called and parents notified immediately. The pupil will be accompanied by a member of staff.
- ▶ If your daughter has a medical condition or develops one which may affect her at school (eg epilepsy, diabetes) please inform us. The school will contact the parents to assist with the development of a medical plan and a risk assessment so that all staff at the school are aware of the best course of action should the need arise.
- ▶ If your daughter requires an adrenalin auto-injector for an allergy we will keep two in a named box for use in an emergency.
- ▶ If your daughter requires an asthma inhaler, please give one to her class teacher who can ensure it is available at all times including sporting fixtures and trips.
- ▶ If your daughter is on crutches please arrange a meeting with the School nurse prior to her return to school to ensure the necessary risk assessment can be filled in and signed.

Medication Administration:

- ▶ Prescribed medication may be administered by the School Nurse or designated person as long as the Pupil Health Record has been completed. Some over-the-counter medications may be administered by the School Nurse or, if unavailable, an appropriately trained person, for minor ailments (e.g. headache) if parental permission has been given on the Pupil Health Record form. This form is required to be completed prior to your child starting at Howell's.
- ▶ If your daughter becomes unwell during the school day and requires collection from school, you will be contacted by the School Nurse or the Junior School Secretary 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.
- ▶ Should your daughter be unwell as a result of diarrhoea and/or vomiting (with or without a specific diagnosis), government and school guidelines recommend that she has to be **symptom free for 48 hours** before returning to school. This is very important to avoid the spread of infection to other girls and staff. A longer period of exclusion may be appropriate for children under 5 years and older children unable to maintain good personal hygiene.

Out of school:

- ▶ If a girl is going to miss school because of illness, please notify the school.
- ▶ If a girl develops an infectious illness during a weekend or holiday, please call the school for guidance for her return. Girls with conjunctivitis are advised to stay home until they have started treatment. Girls are not excluded if they catch head lice, but parents will be notified so treatment can be started.

FUNDRAISING FOR CHARITIES

We have many fund raising efforts for charities. We aim to encourage concern for others and we try to show the girls that a regular, reliable pattern of gifts means a great deal to charities and that time and effort are the best gifts of all.

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. The Key Stage 2 girls are also given the opportunity to volunteer to run their own stall in a group in aid of a charity of their choice. This develops their organisational skills and their understanding of money and profit, and is held over an extended break for the rest of the school to attend.

The Year 6 hold an annual leadership project and all money raised is donated to Howell's Bursary Fund raising their awareness of this worthy cause.



LEADERSHIP OPPORTUNITIES

Each year has a representative on the Student Council which meets weekly to consider matters brought up by students. Girls are asked for their opinions on many issues and are closely involved in decision making.

Sports Day and the Eisteddfod are organised by the Houses and led by their Year 6 House Captains.

Leadership Roles at Howell's

HSL recognizes the importance and value of girls taking on roles of responsibility and leadership which empower the girls, develops self-esteem and confidence and contributes to the school ethos.

Examples for opportunities for leadership include:

<p>School Council</p>	<p>Girls from Reception to Year 6 are elected for this role by their peers, one girl from each class is nominated for the year. They meet weekly to discuss problems, meet governors annually and are part of any interview process for new staff.</p>
<p>Fairtrade</p>	<p>Girls from Reception to Year 6 volunteer for these roles and one from each class is selected for the year. Once the girls have had a place in one of these groups, they are not selected again until all of the other members of the class have been given the opportunity to participate.</p>
<p>Eco</p>	
<p>Well being</p>	<p>The Year 6 girls lead each of these groups in their prefect role.</p>

continued overleaf

LEADERSHIP OPPORTUNITIES CONT'D.

Year Group	Opportunity	Impact
Nursery	Helpwr Heddiw Pupil Voice	Gives the Nursery girls confidence to be in control and take responsibility in certain areas in Nursery.
Reception	Special Helper Monitors	Reception girls become more responsible, which develops their confidence.
Year 1	Monitors/swyddog y dydd a Cymorthwydd (leader for the day chosen by register)	Year 1 girls become more responsible, which develops their confidence.
Year 2	Monitors and Infant Library Monitors Playground Buddies	The infant library is kept in good order, the girls are given increased responsibility, which develops their confidence. The playground buddy role raises the girls' awareness of how others feel.
Year 3	Monitors Playground Buddies	Year 3 girls become more responsible, which develops their confidence. The playground buddy role raises the girls' awareness of how others feel.
Year 4	Monitors Playground Buddies	Year 4 girls become more responsible, which develops their confidence. The playground buddy role raises the girls' awareness of how others feel.
	Stepping Stones – Bronze	After the initiative is introduced, girls have to keep evidence of what aspect of the awards they've achieved. Mrs Holley to moderate, sign and award.
	Playground games	

Year Group	Opportunity	Impact
Year 5	Playground Buddies	Year 5 girls become more responsible, which develops their confidence. The playground buddy role raises the girls' awareness of how others feel.
	Stepping Stones – Silver	Girls have to keep evidence of what aspect of the awards they've achieved.
	Hall crew	Girls given responsibility to independently set up the hall for smooth and efficient assemblies.
Year 6	Tour Guides	Year 6 girls become more responsible, which develops their confidence.
	Stepping Stones – Gold	Girls have to keep evidence of what aspect of the awards they've achieved.
	Prefect Role	The girls respond by letter to a job description applying for 3 posts of responsibility. Once selected they are expected to organize their meeting with their designated lead teacher and arrange a weekly time to carry out their job. They are given opportunities each term to reflect on their role and make any changes.
	Leadership Workshop	Girls have the opportunity to develop their skills including entrepreneurship, marketing, finance, presentation, and leadership.
	Peer Mediators	Girls are trained to be peer mediators and wear caps which ensure KS2 girls who need mediation can seek and receive help to resolve their issues.

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. The cost of the trips is included in your fees.

You will always receive written details of day trips; those which extend beyond the school day and those outside school time. Times and travel arrangements will be included.

Residential Trips

Year 5 enjoy a residential trip to London to enhance their topic of the Tudors.

Year 6 attend a 5 day (4 night) residential to Storey Arms in Brecon.

These are very popular and all girls attend. The residential trips are not included in the fees.



POLICIES AND PROCEDURES

Bullying

Bullying, harassment and victimisation will not be tolerated at Howell's. An anti-bullying policy exists to encourage staff and girls to create a climate of respect and tolerance. This policy is reviewed regularly and discussed in Wellbeing.

Sex Education

Year 5 girls are taught about menstruation. Sex Education is taught in Year 6. Parents are invited to watch the clips prior to their daughters so that they are fully informed of what their daughter will be watching. Parents have the right to withdraw their daughter from this part of the wellbeing programme if they inform Mrs Ashill 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.

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. Mobile phones and electronic devices are not permitted, if they are required by the pupil for use after school then they should be given to the class teacher at morning registration.

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 provide excellent levels of pastoral care.

POLICIES AND PROCEDURES CONT'D.

Comments and Complaints Procedure

We are keen to provide parents and students with high standards of service and would like to hear your comments, suggestions or complaints, so that improvements can be made. 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 of continuity of education, examinations, medical, court orders and data protection are included in the Terms and Conditions given to all parents.

The following policies are also available to parents on request and on our website:

- ▶ Additional Learning Needs
- ▶ Admissions
- ▶ Anti-Bullying
- ▶ Behaviour and Sanctions
- ▶ Educational Visits
- ▶ Equal Opportunities
- ▶ Exclusion
- ▶ Safeguarding
- ▶ School Complaints

If you have a concern you should initially contact your daughter's class teacher. If necessary the issue may be passed on to the Deputy Head. If deemed appropriate the Head will then become involved along with the Principal.





Where girls can

Howell's School, Llandaff, Cardiff Road,
Cardiff CF5 2YD
Tel: 029 2056 2019
Fax: 029 2057 8879
www.howells-cardiff.gdst.net
[@HowellsSchool](https://twitter.com/HowellsSchool)

GDST Trust Office, 100 Rochester Row,
London SW1P 1JP
Telephone: 020 7393 6666
Fax: 020 7393 6789
Website: www.gdst.net