

# Welcome to Cowbridge School!

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## *A Pupil's Guide to Transition!*

We are really looking forward to you joining us and we are sure that you will be very happy here.

This booklet is designed to provide you with some useful information about your new school.

We know that change can be quite scary, but we are confident that, with the support of our staff and the other pupils, you will soon feel happy and settled.

This information, along with a video called 'Tips and Tricks' has been uploaded on to our school website, [www.cowbridgecomprehensiveschool.co.uk/](http://www.cowbridgecomprehensiveschool.co.uk/) and can be found under Key Information—School Transition. We have also set up a Google Classroom for joining pupils, which will keep you fully up to date with regards to transition. Information on how to join this will be passed onto you and your parents/guardians via your Year 6 teacher.

In addition to this, if you require any further information, please contact Miss Howe (Year 7 our Achievement Assistant) via email.

She can be contacted at : [year7@cowbridgecs.co.uk](mailto:year7@cowbridgecs.co.uk).

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### Cowbridge Comprehensive School Staff

#### Senior staff

#### Year 7

<u>Headteacher</u>	Mrs D Thomas	<u>Head of Middle School</u>	Mr O Lewis
<u>Deputy Headteacher</u>	Mr J Ling	<u>Senior Leader of Achievement</u>	Mrs T Ingram
<u>Assistant Headteacher</u>	Mr Burgum	<u>Leader of Achievement</u>	Mr S Davies
	Mr O Lewis	<u>Achievement Assistant</u>	Miss A Howe
	Mr B Coates	<u>Form Tutors</u>	TBC
	Mrs A Leftley		
	Mrs R Williams		
<u>Head of Lower School</u>	Mrs G Davies		

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## Key Information—Our Prospectus

An easy way to gain an insight into our school is by reading our new prospectus which can be found on our school website; alternatively, follow this link:

<https://www.cowbridgecomprehensiveschool.co.uk/prospectus>

This prospectus will give you information on:

- the history of our school;
- our facilities;
- our strategies for nurturing the 'individual', and how we celebrate students' diverse talents;
- our abilities in harnessing creativity, courage and resilience;
- the importance we place on health and wellbeing;

- Our sporting excellence for all.

The prospectus is interactive and provides more information on the topics outlined. It is a physical representation of, and insight into, what these actually look and feel like within our school environment and community.



## School Uniform

At Cowbridge Comprehensive School, we pride ourselves on our exceptional standards. The first step towards achieving excellence is our uniform; therefore, we expect all pupils to be dressed appropriately and in-line with our uniform policy.

The school uniform policy is as follows:

- school Tie;
- school jumper with school logo;
- plain black trousers/plain black skirt

(not too short or tight / 5cms from knee);

- white shirt;
- flat black school shoes (all black trainers **are** permitted);
- plain black tights;
- studded earrings only.

You can see some of the uniform displayed in the above photograph. Uniform is available to purchase from the 'Pencil Case' in Cowbridge. You can visit the

store at 50 Eastgate, Cowbridge, CF71 7AB or online at <https://www.thepencilcase.co.uk/>

Further details on our PE uniform can be found at:

[https://www.cowbridgecomprehensiveschool.co.uk/admin/ckfinder/userfiles/files/School%20Uniform%20Policy%202020\(1\).pdf](https://www.cowbridgecomprehensiveschool.co.uk/admin/ckfinder/userfiles/files/School%20Uniform%20Policy%202020(1).pdf)

## Timetable

One of the major changes from primary to secondary is the introduction of a timetable.

At CCS, you will have 5 lessons a day, from Monday to Friday, and the timetable will run on a Week 1 and Week 2 basis. This timetable will be in place for the entire year, and will notify you of exactly what lesson you have, which member of staff will be delivering it; where it is situated on the school site; and, what time is starts and ends.

It will seem a little confusing to begin with but please do not worry - we understand it will take a bit of time to get used to.

If you need any help please ask your Form Tutor, Miss Howe, myself (Mr Davies) or another pupil. Believe it or not, all the pupils in the school have been in the same position as you. This may have been a few years ago, but they will understand and will help.

A tip is to have a copy of your timetable in your bag, in your locker and at home. You should always have a copy to hand that way! Also, check it every night, so you can pack your bag for school correctly. Organisation is key to success in every aspect of life!

# The School Day

These are the times of the school day.

We have school bells throughout the day but you must always wait for your teacher's permission before leaving the classroom.

You will start every day with your form. Your form tutor will help you settle in and will be able to answer any questions you may have.



8:30am	Registration
8:55am	Lesson 1
9:55am	<b>Break</b>
10:15am	Lesson 2
11:15am	Lesson 3
12:15pm	<b>Lunch</b>
1:00pm	Lesson 4
2:00pm	Lesson 5
3:00pm	End of the day

- ◇ Lessons are 1 hour;
- ◇ Breaktime is 20 minutes;
- ◇ Lunchtime is 45 minutes.

At the end of the day, pupils return home via the school buses, by walking, cycling or getting picked up by their parents / guardians. (Please note that the school site is locked down from 8:30am to 3:15pm.

The best place to be picked up by a parent / guardian is at the car park, behind the Town Hall.

Alternatively, there are a number of extracurricular activities in which pupils can take part. The member of staff in charge will inform you at what time to arrange transport home, in advance.

## Lockers

A locker is available for each and every pupil. Occasionally, you will have a number of items to bring into school and so a locker is provided to allow you to store these things and not have to carry them around the school with you at all times. Your locker will usually be situated near your form room and can then be accessed whenever it is needed.

You will need to provide the padlock for your locker and we recommend that you have one with a key and that you keep a

spare key at home. You do not need to bring this in on the first day.

Another thing to mention is that



*You are responsible for your own belongings! If you don't want to lose it, don't bring it!*

personal belongings are brought to school at your own risk (mobile phones, airpods etc). One way of ensuring they don't get lost is by locking them away at the start of the day, and retrieving them at the end.

Make sure you label all of your belongings - just in case you do lose something!

## Transportation

The Vale of Glamorgan Council provides free transportation via bus to secondary aged pupils residing three miles or over from their nearest designated catchment area school. If you are eligible for this service, the Local Authority will contact you directly. This is something that is arranged between yourself and the LA and we, as a school, play no part in this.



More information on this matter can be obtained from the Vale of Glamorgan Council website or by using the following link:

[https://www.valeofglamorgan.gov.uk/en/living/transportation/school\\_transport/School-Transport.aspx](https://www.valeofglamorgan.gov.uk/en/living/transportation/school_transport/School-Transport.aspx)

## Extracurricular Activities

An aspect of school life on which we pride ourselves at Cowbridge Comprehensive School is Extracurricular Activities. We realise that it is important to educate our pupils holistically and to ensure you have a balanced life, full of both academia and extracurricular activities, to develop intelligence, as well as creative and sporting talents, etc.

The music and drama department run hugely successful, and extremely well executed, professional stage productions at the school. All cast and orchestra members are from the school and, if you have watched one recently, you will no doubt have been bowled over by the pupils and staff, and what they were able to produce and perform. It is nothing short of breathe taking!!

The Physical Education department also run hugely successful, but all encompassing extracurricular activities. All you have to do it look at the department's 'Twitter' page, and you will see all of the activities in which they have been involved, consisting of hundreds of pupils and an exceptionally broad spectrum of activities. Although, the school has won a countless number of Welsh, Regional and County competitions, and produced a large number of international athletes



*Rhys Carr and Owen Lane, playing for the Welsh Rugby Team at the 2019 Rugby World Cup. Two ex-pupils of Cowbridge Comprehensive School.*

over the years, the clubs aim to facilitate and are open to pupils of all ability and experience levels!

Other extracurricular activities are also available. Some of these are:

- Chess Club;
- Debate Club;
- Welsh Club;
- Coding Club;
- CCTV and many more!

## Our Canteen—Refreshers

At the canteen in school, diet and nutrition are at the forefront of the staff's minds, as well as health and safety. (Any queries or information about special dietary needs or allergies can be obtained from our catering manager, Mrs S Evans) via Miss A Howe).

All of our meals, foods and drinks follow the stringent rules set by the Welsh Government, whilst being extremely tasty, and offering a huge selection of choice.

We also offer a cold food menu, which consists of a fresh salad bar, sandwiches, baguettes, pasta and rolls.



In the main part of the canteen, there is a hot menu, which consists of a meal of the day, (which changes ever day and runs on a 3-week cycle), jacket potatoes, paninis, pasta, as well as snacks as break time.

There are also vending machines available for snacks and drinks, and areas for pupils to sit with sandwiches, etc, brought in from home.

This all does come at a cost, and you have to be responsible with your funds - although, this can be capped to a daily amount if needed!.

## Friendship Groups and Form Classes

Due to the number of pupils coming into Year 7 and from such a wide variety of primary schools, it would be impossible - and counterproductive - to have pupils go into a form class with just the pupils from their primary school. Therefore, we work closely with the primary school teachers to make sure that pupils are, at least, in friendship groups, and with another pupil from your class.

Although, this is a big step for some pu-

pils and they find it difficult going from a class knowing everyone, to only knowing 1 or 2 pupils, it is a chance to develop new friendships, as well as solidify old ones. You will still see their other friends before school, at break and lunch times and after school.

The new setting is one which will assist you in improving your communication skills, whilst developing insight into other opinions and ways of life, and allow

you to progress as an individual.

As it says in the previous page, change is hard, but change is good. In under a few weeks, I know you will have developed a lot of new friends and will be loving your new setting. If you are not, we as the 'Year 7 Achievement Team' will be there to monitor and support you.



## Form Time

At the start of each day, pupils will attend form classes, and will have form time.

This time is extremely important, and you will get to know your form classmates and form tutor very well over the 5 / 7 years that you are with us. The form tutor is therefore a very important member of the school staff, and if there is ever an issue he/she will always have a little bit of time in the morning to ask for help, advice or offer support.

During this time, pupils will undertake a number of different tasks:

- You will attend a weekly assembly with your Leader of Achievement, and a fortnightly assembly with a member of the Senior Leadership Team. Here, important messages will be delivered and lessons will be learnt on school life, citizenship or internet safety to name a few. We



will also celebrate achievements of Year 7 pupils, whether this is within or outside of the school setting.;

- You will complete a number of School Council or charity activities;
- Progress over the last term will be checked, using data from assessments, as well as teacher's observations within class;
- You may complete silent reading, to improve your literacy skills;
- You will develop a Growth Mindset by undertaking a variety of workshops;
- You will get to know each other and your form tutor.

Consequently, it is very important that all pupils are present and punctual.

## The School Site and Classrooms

The school site is split up into 5 main buildings:

- A Block is the biggest building, with the glass front. It houses Physical Education, Science, English, History, Ethics & Philosophy, Music, Drama, Design & Technology, the Additional Learning Needs Department, the LRC and the Senior Management Offices;
- B Block is home to Modern Foreign Languages and Welsh;
- C Block holds the Mathematics, Geography and Geology depart-

ments;

- D Block is specifically for Art and Photography;
- E Block has mainly the Information Communication Technology department, but also the canteen.

However, it is easy to find your way around. Rooms have a first letter, a number and a second letter. The first letter relates to the building, the number is the floor and the second letter is the room. So A3R, would be A Block, 3rd floor and in room R, and these rooms flow in alphabetical order.

Another building to mention is the 'Student Wellbeing Centre'. Here, you will find Miss Howe, Mrs Ingram, Mr Lewis and myself (Mr Davies). So, if there are any issues, this is the place to go.

A photograph of the school buildings and layout is provided on the next page. Each building is annotated to assist you with finding your way and to help you follow the previous information.

## Rituals!!!!

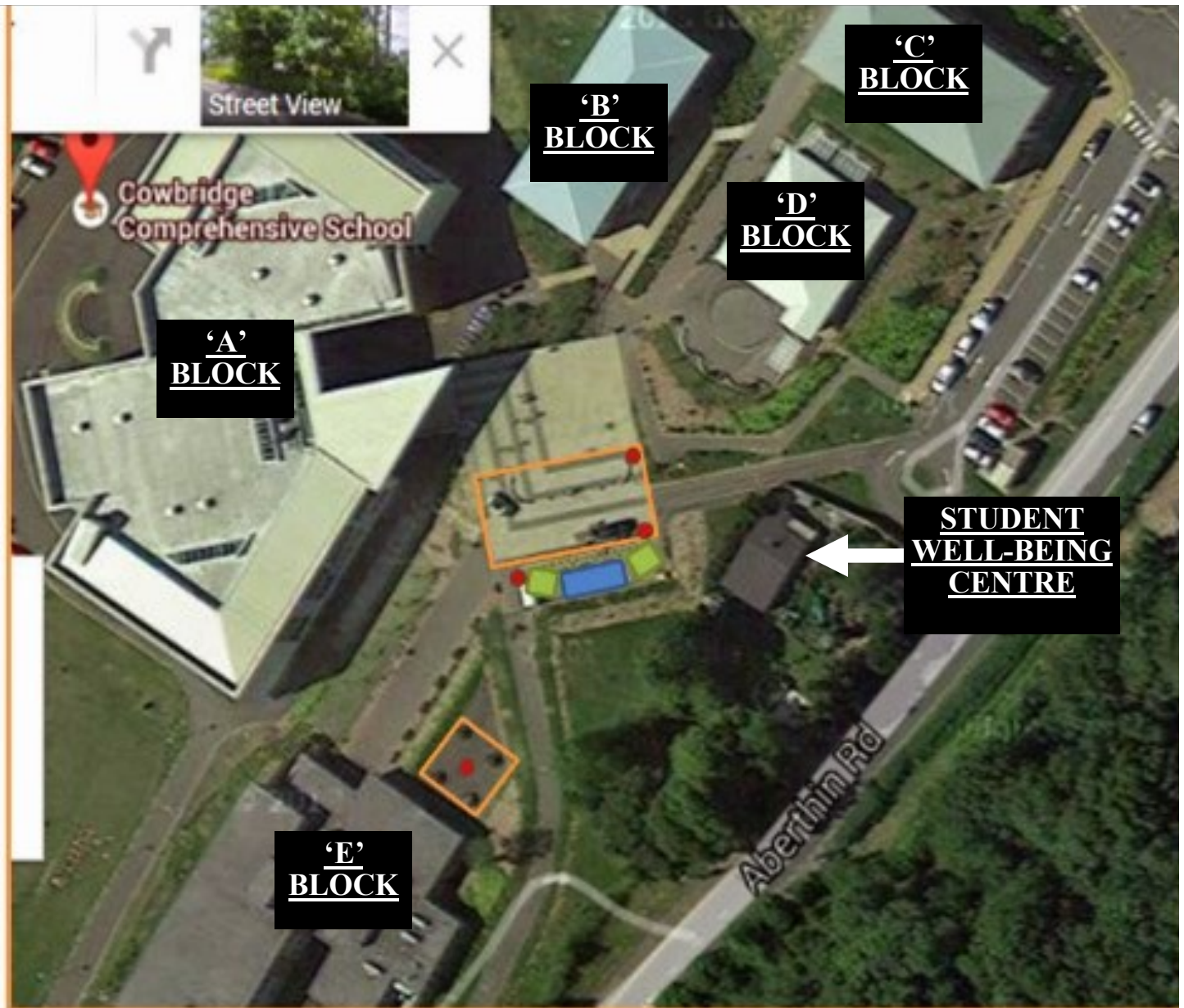
Where these stories or urban legends have come from we don't know, but there are sometimes certain 'rituals' believed to happen on the first day or during the first week in all secondary schools, including Cowbridge Comprehensive School.

Please be assured that these are nothing more than stories, and **DO NOT** occur at Cowbridge Comprehensive School.

In fact, the opposite is true—no Year 7's on their first day, are tormented by the sixth formers! Sixth form students will help you if you are lost or having trouble with finding a classroom, the canteen or dinner queue.

We are one community, and all work together to make it a happy and co-operative one.





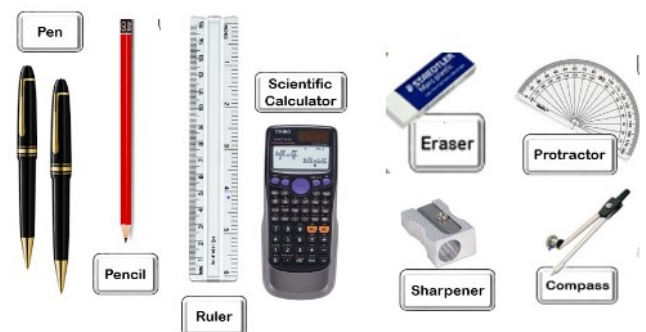
## Equipment

Maybe the most essential thing that you will need to bring into school every day is a pencil case. Without it your work will be impossible to complete!

To the right is a picture of all the items you will need in order to be able to take part fully in lessons. Each item is critically important so that you can draw in Art, calculate in Maths and write a poem in English. It would also be a good idea to have a spare of all of these items (apart

from the calculator, as these can be more expensive), just in case one breaks. This way you are always prepared, and ready for any things that comes your way!

### Equipment Check



## Your 'First Day'!

A number of pupils ask about the first day and what you will be getting up to! As it is your first experience of secondary school, we will try to settle you in as much as possible, so you have time to adjust to your new surroundings.

Here is what you will be doing:

1. Firstly, you will arrive at school either on a school bus, by walking or being dropped off by a parent. When you arrive on site, you will be greeted by the Year 7 Achievement Team.
2. You will then be asked to make your way down to the 'piazza' (in the middle of the school map, just above the orange rectangle).
3. You will then have a year group

assembly, where you will meet Mrs Thomas (your Headteacher) and other staff who are important to you and the school.

4. The first part of the day will then be spent with your form tutor and your new form class. During this time,



you will be given a tour of the school site, a copy of your timetable and any other important information that you will need.

\* ***N.B.*** Please do not worry if you cannot find your way around. There will be plenty of people around to point you in the right direction.

## See you soon 'Class of 2023'

The Year 7 Achievement Team' (and the school as a whole) do our very best to ensure all pupils at Cowbridge Comprehensive School are safe, healthy, inspired, and have opportunities for life.

We will do all we can to settle you into school life and assist you in making the transition as smooth as possible. There will, no doubt, be some worries and

anxious moments—but we will be on hand at all times to make sure these are resolved as quickly as possible.

We have been working with the local authority and engaging in regular communication with those important to transition, to ensure we are fully prepared for their arrival and we will be doing all we can to make sure appropriate, specific and effective plans and

provisions are in place, so we can hit the ground running.

Until we meet, take care, stay safe and more importantly, do not worry!!!!

See you all soon,

Mr Davies and the Year 7 Achievement Team.



<https://ukedchat.com/2015/07/07/by-longfellapoet-inspirational-transition-poem-supports-pupils-heading-to-high-school/>