

Radyr Comprehensive School

Ysgol Gyfun Radur



Home School Agreement

This booklet contains further information relating to our Home School Agreement as outlined in the School Prospectus.

Included is information relating to School Policies. Please read the information carefully and discuss with your child.

We will assume consent has been given by all parents for the duration of their child's education at Radyr unless the form enclosed at the back of this booklet is returned stating otherwise.

Home School Agreement

The School will do its best to provide a caring and stimulating environment in which all students are helped to achieve their full potential and enjoy the process. It will do its best to enable students to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society

In particular, it will seek to:

- foster the intellectual, moral, social, spiritual and physical development of each individual by providing:
 - a balanced curriculum meeting the individual needs of students;
 - high quality programmes of learning which are both challenging and enjoyable;
 - wider opportunities to develop individual abilities and talents to the full;
- prepare young people for adulthood and the world of work by helping them to develop:
 - a sense of right and wrong;
 - an awareness of the responsibilities of adulthood, parenthood and citizenship;
 - the adaptability to thrive in ever-changing circumstances;
 - perseverance, compassion, tolerance and an independence of spirit;
- develop a learning community built on partnerships between students, teachers, parents and the wider community by:
 - fostering good relationships in school and dealing with any incidences of bullying in a speedy, firm and appropriate manner;
 - providing, at least once a year, a report on each student's progress and level of achievement;
 - providing sufficient information to help parents support the learning of their children;
 - providing opportunities for parents to discuss the progress of students and any problems which may occur;
 - utilising the expertise and opportunities available in the wider community.

As a parent/carer, I will do my best to:

- make sure that my child attends regularly, punctually, properly equipped and wearing school uniform;
- support the school's rules, code of behaviour and system of rewards and sanctions;
- attend Parents' Evenings and discussions on progress or concerns;
- offer appropriate support with homework and provide the best possible environment for such work;
- inform the school in advance and in writing of any anticipated absence;
- inform the school on each and every day of unanticipated non-attendance by calling 02920 845121, providing a written explanation upon return;
- keep the school informed of any changes in circumstances which may affect work or behaviour in school.

As a student I will do my best to:

- attend school, and every lesson, regularly and punctually and with the correct materials and equipment;
- complete all homework and classwork on time and to the best of my ability;
- abide by the school's rules and code of behaviour;
- wear the school uniform and maintain a tidy appearance;
- inform school staff as soon as possible of any incident of bullying or harassment, especially if I don't feel safe in school.

School Rules

You will note that nearly all of our rules are framed positively. Most of them are summed up by Rule 1. For convenience, they are listed under three headings – Protection, Efficiency and Bounds.

Protection

- 1.** Everyone should be courteous and helpful to others.
- 2.** Personal property, buildings, grounds and equipment should be treated with care so, for example, please do not sit on tables or put your feet on chairs.
- 3.** All personal clothing, books and equipment should be clearly marked with the owner's name. Please note that school books must be replaced if lost or damaged.
- 4.** Full school uniform, as listed elsewhere in this booklet, must be worn. Please also note the list of items which may not be worn.
- 5.** The only acceptable visible body piercing is a single piercing in each earlobe. Only a simple stud may be worn.
- 6.** Hair colour should be within the spectrum of what naturally grows on the human head. Extreme haircuts are equally unacceptable (shaven heads, Mohican, extreme wedges etc.) The Headteacher will be the sole arbiter on these issues.
- 7.** Pupils are not allowed to use mobile phones in school. Pupils must remember that if phones are brought to school, it is at their own risk. Any lost or stolen phones will not be covered by the school insurance. Phone calls are not permitted during the day unless in the case of an emergency. Students may use the telephone in the Main Office or the Wellbeing Office to contact home if they need to, however, should the student be ill, we would always want the student to go through the school First Aider so that we are aware of, and in control of, the problem.
- 8.** Students may only leave school premises during the morning or afternoon sessions if they have the permission of a member of staff. They must 'sign out' in the General Office and then 'sign in' again if they return later in the day.
- 9.** Apart from students in Years 12 and 13, those taking a meal in school at mid-day must remain on school premises during lunch-time. Permission must be sought from the Pastoral Leader if a student intends to go home for lunch.
- 10.** A written explanation of any absence from school must be brought from parents/carers immediately upon return.
- 11.** Smoking and/or vaping is strictly forbidden in school, on school visits and on journeys to and from school.
- 12.** Form Tutors should be notified, by letter, in advance of any planned absence from school.
- 13.** Violent or abusive behaviour of any kind is prohibited.
- 14.** The carrying of any offensive weapons or harmful materials is prohibited. Thus, for example, no inflammable materials, solvents, pressurised cans, knives or drugs of any kind (except with medical permission, in which case the medication should be handed in at the school office for safekeeping) may be brought into school. The school has the power to perform searches, without or without consent, if they have reason to believe items such as these have been brought into school.
- 15.** Only items needed for school should be brought onto the premises. Unless requested by staff, such items as iPads should not be brought.

Efficiency

16. All movement inside the school buildings should be quiet and orderly with no running or shouting. On stairs and in corridors, students should walk in single file on the left-hand side.
17. The central quadrangle is not a play area. There must be no running or undue noise there.

Bounds

18. The following areas are out of bounds at all times:
 - the woods;
 - the bicycle storage area, except for pupils parking or collecting their bikes;
 - the passageway behind the kitchen;
 - the top field and red gra pitch unless supervised*;
 - the bottom field and grass banks surrounding it;
 - the jumping pits unless supervised and in proper kit;
 - all car parks;
 - the area behind the swimming pool (marked out by the top field hedge, the tennis court netting wire, the path to the top field and the building itself);
 - the area behind the Drama Studio and English block, including the area near the emergency exits apart from exiting at the teacher's direction;
 - the grass banks behind the demountable classrooms on the tennis courts;
 - the area behind the Sports Hall;
 - the area behind the Humanities block;
 - the area behind the old PE block;
 - for the 2023-2024 academic year, anywhere near building work at direction of the teacher.

*The bottom school fields are out of bounds at all time. The top field can be used during fine weather in the summer months but only when it is supervised by a member of staff at lunch time. The red gra pitch can be used if supervised by a staff member at lunchtime and only when PE lessons are not scheduled there.

In addition, please note that:

- Students are asked to keep to paths and not cut across grassed areas - especially near the banks by the Technology Block.
- All students should enter and leave school through the entrance on Heol Isaf or from Danescourt - not through the woods or via Woodfield Avenue.
- All students should keep to their own area at breaks. Lower School students should use the lower tennis courts.
- Only students in the Sixth Form may leave the premises to go to Radyr Village (not Danescourt) during mid-day break. No-one else may leave the site unless authorised to do so by their Progress Leader.

School Code of Behaviour

This is a Code of Behaviour agreed following widespread consultation and discussion between staff and students

Code of Behaviour – General	Code of Behaviour – Classroom
<p>At all times I will:</p> <ul style="list-style-type: none">○ show respect and consideration for other people and their belongings and the environment of the school;○ when walking around the school, be sensible and polite;○ arrive to all lessons and registration sessions on time;○ conform to the full school uniform rules;○ treat all school property with care and report any damage immediately;○ not drop litter;○ eat and drink only in designated areas.	<p>In all lessons I will:</p> <ul style="list-style-type: none">○ respect teachers, fellow pupils and equipment;○ arrive punctually, well prepared and with the correct equipment;○ listen to and follow instructions carefully;○ complete and hand in both classwork and homework on time;○ make sure I neither distract nor disturb the learning of others;○ attract the teacher's attention by raising my hand if I need help;○ follow all safety rules;○ remain in my allocated seat unless it has been made clear that I may do otherwise;○ avoid eating and drinking;○ work to the best of my ability.

School Uniform – General

We ask parents to join with staff in ensuring high standards of dress and adherence to the uniform dress code. Our policy is to keep uniform as simple and economic as possible. We ask that parents consider donating any school jumpers or ties that their children no longer need at the end of each academic year in the interest of sustainability and the cost of living. The uniform supplier is YC Sports but please contact the school if you would like to make use of our uniform swap shop which contains a limited number of items at the moment.

A white shirt and school tie are compulsory items of clothing and must be worn at all times for health and safety reasons; we must be able to identify members of our school through their tie.

Girls' Indoor Wear	Boys' Indoor Wear
Common throughout Years 7–13 <ul style="list-style-type: none">• Black skirt (with plain black tights in the winter and plain black socks in the summer) or full-length black trousers: no leggings, denim, skinny, cargo or jean style trousers are permitted.• Plain white school shirt, either long or short sleeved.• Radyr School tie*• Plain, all-black shoes or trainers. Any logo or branding must also be black. Sneakers such as Converse or Vans, and boots such as Dr Martens, are not permitted.• Dark, plain coloured coat. Denim or leather jackets are not permitted. Hoodies, or hooded jackets or sweatshirts, are not permitted unless being worn for a trip or sporting event.	Common throughout Years 7–13 <ul style="list-style-type: none">• Black Trousers• White school shirt• *Radyr School tie <i>must be worn at all times</i>• Plain dark socks
Year 7 & 8 <ul style="list-style-type: none">• Maroon Jumper*	Year 7 & 8 <ul style="list-style-type: none">• *Maroon Jumper
Year 9, 10 & 11 <ul style="list-style-type: none">• Navy Jumper*	Year 9, 10 & 11 <ul style="list-style-type: none">• *Navy Jumper
Year 12 & 13 <ul style="list-style-type: none">• White school shirt• 6th form school tie*• Grey 6th Form Jumper*	Year 12 & 13 <ul style="list-style-type: none">• White school shirt• *6th form school tie• *Blazer• *Grey 6th Form Jumper

**These items are available ONLY at YC Sports and are compulsory items to be worn. The only jumper that 6th Form students can wear is from YC Sports*

Jewellery should consist of no more than one single or pair of studs in the earlobe, a watch and a ring. Hoop earrings are not allowed. Body piercings including nose, eyebrow or tongue are not allowed at any time. All jewellery should be removed for PE. False, acrylic nails are not allowed for health and safety reasons.

In addition, parents should note that unnatural hair colouring and shaved motifs/hairstyles are not permitted.

If pupils are temporarily unable to adhere to the uniform rules for any reason (for example, shoes are broken or lost), parents/carers must provide a note outlining a reason and an expected timeframe.

School Uniform - Physical Education

Girls	Boys
Common throughout Years 7–11	Common throughout Years 7–11
<ul style="list-style-type: none"> • Maroon and sky-blue t-shirt with Radyr emblem • Maroon skort • Maroon and sky-blue rugby socks • Radyr navy footless tights or leggings – no motif • Training shoes – appropriate for running • Navy tracksuit bottoms with Radyr emblem • Radyr Comprehensive girls’ blue swimming costume • Radyr sweatshirt ¾ zip mid layer • Maroon thermal base layer • Shin pads • Gum shield 	<ul style="list-style-type: none"> • Maroon and sky-blue t-shirt with Radyr emblem • Black rugby shorts • Maroon and sky-blue reversible rugby shirt • Training shoes – appropriate for running • Maroon and sky-blue rugby socks • Football boots • Navy tracksuit bottoms with Radyr emblem • Radyr Comprehensive boys’ blue swimming shorts • Radyr sweatshirt ¾ zip mid layer • Maroon thermal base layer • Shin pads • Gum shield

If pupils are having any temporary issues with PE kit, parents/carers must provide a note outlining a reason and an expected timeframe.

Uniform supplier:

<https://www.ycsports.com/School-uniform/My-School/Radyr-Comprehensive-School>

YC Sports

156 Cowbridge Road East

Canton

CF11 9ND

02920 220246

Open: Monday – Saturday 09.00 – 17.30

YC Sports
86-90 Crwys Road,
Cathays,
Cardiff,
CF24 4NP
02920237968
Open: Monday – Saturday 09.00 – 17.30

YC Sports
5 Penlline Road
Whitchurch,
Cardiff,
CF14 2AA
02920693653
Open: Monday, Tuesday - 9.15am - 4.45pm
Wednesday - Closed
Thursday, Friday - 9.15am - 4.45pm
Saturday - 11am - 4pm

Acceptable ICT/Internet Use Policy: Pupils

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that children and young people will have good access to digital technologies, be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use;
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Agreement

I understand that I must use school systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications;
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it;
- I will be aware of "stranger danger" when I am communicating online;
- I will not disclose or share personal information about myself or others when online (this could include names, addresses, e-mail addresses, telephone numbers, age, gender, educational details, financial details etc);
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me;
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable to a trusted adult when I see it online;
- I understand that everyone has equal rights to use technology as a resource;
- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission;
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work
- I will not use the school systems or devices for online gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission;

- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions;
- I will not take or distribute images of anyone without their permission;
- I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school;
- I will only use my own personal devices (mobile phones/USB devices etc.) in the school if I have permission. I understand that if I do use my own devices in the school I will follow the rules set out in this agreement, in the same way as if I was using school equipment;
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report, to the relevant staff member, any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in e-mails or any attachments to e-mails (unless I know and trust the person/organisation who sent the e-mail) if I have any concerns about the validity of the e-mail (due to the risk of the attachment containing viruses or other harmful programmes);
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings;
- I will not use social media sites at all during the school day.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work;
- where work is protected by copyright, I will not try to download copies (including music and videos);
- when I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me;
- I understand that I am responsible for my actions, both in and out of school;
- I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of the school and where they involve my membership of the school community (examples would be online-bullying, use of images or personal information);

Failure to comply

I understand that if I fail to comply with this acceptable use agreement, I may be subject to:

- a ban, temporary or permanent, on the use of the Internet facilities at school;
- a letter informing my parents/carers of the nature and breach of the rules;
- appropriate sanctions and restrictions placed on access to school facilities to be decided by the Progress Leader/ICT Co-ordinator;
- any other action decided by the Head and Governors of Radyr Comprehensive School, including detentions and exclusions;
- when appropriate, Police and Local Authority involvement.

Acceptable ICT/Internet Use Policy: Parents/Carers

I confirm that my child has read and accepted an acceptable use agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my child's activity on the systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's online safety.

Mobile Phone Policy

Mobile phones must not be used in school at any time. We recommend that mobile phones are not brought to school. If they are, they are brought at the pupil's own risk.

- Your mobile phone is your responsibility. The school will not pay for any lost, stolen or damaged items.
- Switch your mobile phone off throughout the school day. Keep it in a safe area of your bag. Your trouser pockets and shirt pockets are not suitable, safe areas.
- Mobile phones are not allowed during lessons or at any time during break or lunch.
- A mobile phone seen out during the school day without permission risks being confiscated. It will be placed in a safe in the wellbeing office. Depending on the circumstances, your mobile phone may need to be collected by parents at the end of the school day from main reception.
- Headphones, wired or wireless, are not allowed during the school day. If seen, you will be asked to be remove them or risk them being confiscated.
- Use of your mobile phone to engage in cyber bullying is not tolerated and may result in the phone and your details being passed to the police.
- Use of photo, video, and photo and video apps such as Snapchat or TikTok, are not allowed during the school day. You must not take photos or videos of anyone in school, pupils or staff members, without their permission at any time on school grounds.
- Phone calls during the school day are not permitted. You may use the telephone in the main office or the Wellbeing office to contact home if you need to.

Sporting Activities

Opportunities will arise for your child to be involved in sporting activities in and around the school site and within the South Wales area. This may involve your child travelling by school minibus or other forms of transport to various venues.

Without consent your child will be unable to take part.

- Activities will take place both within and outside of school hours. Adequate notice will be given so that appropriate arrangements can be made for your child's return home.
- All reasonable care will be taken during the activity.
- Your child will be under an obligation to follow all directions given and to observe all rules and regulations governing the activity and will be subject to all normal school discipline procedures.
- All young people are covered by the County Council's third-party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of its employees. Please note that this insurance policy does not include personal accident or personal belongings cover.

Specific permission will be sought for any sporting activities taking place:

- **outside of South Wales;**
- **on the weekend;**
- **that involve overnight stays or expensive adventure activities etc.**

Permission for other educational trips will be sought separately as they occur.

School Photographs/Videos

There are certain activities where the school do not use consent as the basis for processing your child's data. We take photographs/videos of the children for the purposes of recording and tracking pupil progress under the Education Act 1996 and compiling evidence for assessment purposes. These are kept in secure locations within the school and destroyed in line with our retention policy. We may also need to share these files with third parties. Further details can be found in the school privacy notice.

On other occasions the school may wish to publish photographs and/or video footage of pupils in public documents such as the school prospectus, our social media pages (e.g. Twitter) and website, on display around the school, and in community publications such as local newspapers. All images are published with the strictest regard for safeguarding and child protection, and only with your consent.

By agreeing to this policy, you are giving your consent for images and videos to be used in this way.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act 2018). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

ParentPay – Cashless Catering and Payment System

The School operates a biometric cashless online school meals payment system. This system allows pupils to purchase meals and snacks by simply presenting their fingerprint at the till rather than using cash.

In order for your child to be able to use the system it is important that you give your consent for your child's biometric details i.e. fingerprint to be recorded. If you do not wish your child to have their fingerprint recorded, please sign the relevant section at the back of this booklet and they will be issued with a pin number that can be used instead.

Our aim is to remove cash from schools and therefore the preferred payment method is using the ParentPay website.

The advantages of using ParentPay are:

- it enables you to pay for meals online;
- it offers a highly secure payment system;
- it provides parents with a history of all payments made to the school;
- it allows parents to create a single account login for all their children who attend the school;
- it highlights all items requiring payment relevant to each child;
- it emails a receipt of payment to the email address registered;
- it offers parents the ability to set automated emails and SMS Payment reminders.

To activate your account, you will need to log on to www.parentpay.com.

Click on the activation link and enter the details that will be provided to you by the school.

When registering you will create a username and password which only you will know. It is important that you keep this information safe. If you have more than one child in the school, you can manage funds for them all from one account.

As an alternative to using the website, parents can directly top-up accounts by using cash at their local PayPoint outlet. For those parents/guardians who wish to pay by PayPoint please contact the school office as soon as possible. Please note it takes up to 48 hours for PayPoint payments to be processed. (Payments via the ParentPay website are processed straight away.)

Please keep a close eye on the balance, ensuring that enough money is available for each child.

If you have any questions about the payment system, then please contact the Finance Team.

We have a policy of presumed consent and would therefore ask that you sign below ONLY if you DO NOT consent to any of the following.

Your signature is required against each Policy that you are NOT providing your consent for.

Policy	Please sign only if you <u>DO NOT</u> consent/agree
Home School Agreement	
School Rules	
Code of Behaviour	
School Uniform	
ICT/Internet Use Policy	
Mobile Phone Policy	
Sporting Activities	
Photographs	
ParentPay Biometric	

Pupil Name: _____

Registration Group: _____

Parent/Guardian Name: _____

Date: _____