



YSGOL GYMUNEDOL  
**CWMTAWE**  
COMMUNITY SCHOOL

**Transition Booklet**  
*Croesi'r Bont*

**2018-2019**



- 1 Name  
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- 2 My Form Tutor  
.....
- 3 My Head of Year  
.....
- 4 My Registration Class  
.....
- 5 My Teaching Group  
.....

## School Address

Cwmtawe Community School  
Ffordd Parc Ynysderw  
Pontardawe  
Swansea  
SA8 4EG

Tel: 01792 863200  
Email: [cwmtaweschool@npted.org](mailto:cwmtaweschool@npted.org)  
Web: [www.cwmtawe.org](http://www.cwmtawe.org)



# Croeso | Welcome

to Cwmtawe Community School

We are really looking forward to you starting with us in September. However, you're probably feeling excited, but also a little bit nervous about your first day.

Hopefully this booklet will help put your mind at rest and answer some of the questions you may have.

You already know a great deal about Cwmtawe from your Skills Days and Induction Day. This booklet should fill in any gaps and tell you all you need to know before officially starting school.

Just remember, everyone in Cwmtawe is here to help you settle in quickly so you enjoy your time in school. If you are worried about anything, you only have to ask.

I hope you enjoy your summer and look forward to seeing you in September.

**Mr C L Hitchings**  
Headteacher



## Your first day

Your first day in Cwmtawe is on Tuesday 4th September 2018. It will be packed with activities to get you on the right track and make you feel comfortable.

When you arrive at 8.40am, you will need to go through the pupil entrance and straight to the main hall for your first assembly with Mr R Ayre, your Head of Year and Mr K Williams, your Assistant Head of Year.

After assembly, you will meet your registration group and form tutor to go through important information. You will get your new timetable and your pupil planner.

Your tutor may take you for a tour around the school to help you find your way. Don't worry about getting lost – there's lots of other pupils only too eager to help you out.

After your first day, you'll feel at ease and ready to enjoy your new lessons. By the end of the first week, you'll have made lots of new friends and you'll wonder why you were worried at all about starting school.



## Meet the Year Team

When you start in Cwmtawe, you will get to know all your new teachers. However, the teachers who you will see the most are your Form Tutor, Head of Year and Assistant Head of Year. They are the people who you will rely on the most and are able to help you with any issues.



**Head of Year**  
Mr R Ayre



**Assistant Head of Year**  
Mr K Williams



**Form Tutor**  
Mr D Beynon



**Form Tutor**  
Mrs D Clairmonte



**Form Tutor**  
Mr P Gwilliam



**Form Tutor**  
Miss C Evans



**Form Tutor**  
Mrs L Pierpoint-Daley



**Form Tutor**  
Mrs M Jones



**Form Tutor**  
Miss C Price



**Form Tutor**  
Mr N Rees



**Form Tutor**  
Mrs S Shaw



**Form Tutor**  
Mrs E Thomas

## What's different about secondary school?

- The school is much bigger than your primary school and you will move from classroom to classroom between lessons. You will need to carry your bag and any equipment with you (e.g. your PE kit). However, you can use your locker to store things you don't need for particular lessons.
- You will have different teachers for each lesson. It won't take long for you to know these teachers really well.
- You may be walking or travelling to school by bus for the first time. It's really important that you are careful and cross roads safely.
- Some pupils may be wearing full school uniform for the first time. We are quite strict about uniform and appearance, including hair and make-up, shoes and jewellery. Our rules may be a little different from your primary school.
- You may have to be more independent and organised. You will have to stick to a timetable and organise your homework in your Pupil Planner to ensure you complete it and hand it in on the correct day.
- There may be some subjects which are new to you. These could include French and German, Resistant Materials, Textiles and some of the sports on offer.
- You will have access to a wider range of school trips and activities and may be involved in more sports teams.
- You will have more choice about what to eat for lunch and at break time.
- You won't be expected to be an expert on your first day. Some of these skills take time to master, but your form tutor and teachers will be on hand to help you out.





## The School Day

08:45 – 09:05	Registration
09:05 – 10:05	Lesson 1
10:05 – 11:05	Lesson 2
11:05 – 11:20	Break
11:20 – 12:20	Lesson 3
12:20 – 13:20	Lesson 4
13:20 – 14:15	Lunch
14:15 – 14:20	Registration
14:20 – 15:20	Lesson 5

**You must not leave the school site during the day without permission from your Head of Year.**

## Will I get homework?

**In Cwmtawe, homework is known as 'extended learning' and may take many different forms. There are so many things you can get involved in, it is important to organise your time well to get the best out of school.**

- After every lesson, write down notes in your Pupil Planner to help you remember the homework or learning activities you need to do at home. Put in as much detail as possible which will help you later.
- Don't leave homework until the last minute. Start it earlier, so if you need extra help you can ask your teacher before the deadline.
- If you are unsure or confused, make sure you ask your teacher. We're all here to help and want you to do really well in school. You will always have a few days to complete work so you can see your teacher the following day if your work doesn't make sense when you start it.

- Get into a good routine for homework. Have a little snack and a break when you get home from school before starting your homework. Also, don't leave it until late in the evening as you won't work as well.
- Make sure you have a quiet place to do your work, away from noisy brothers or sisters and the television. Try and avoid distractions.
- Use a desk or table so you can make sure your work is well presented and as neat as it can be.
- Ask your Head of Year about a homework club. It is sometimes easier to concentrate in school during lunchtime or after school. By finishing your homework in school, it also means you have the evening to yourself.



# What uniform do I need to wear?

We're proud of our uniform and expect all pupils to look really smart.

- Plain black tailored trousers or knee-length A-line skirt
- Royal blue Cwmtawe embroidered sweatshirt
- White Cwmtawe embroidered polo shirt
- Black formal-style shoes
- White/grey/black socks or tights
- Dark coloured outer coat

## Boys' PE

- School PE T-shirt
- Training shoes, white socks and black shorts
- Rugby jersey in school colours
- School rugby socks, black shorts and football boots

## Girls' PE

- School PE T-shirt
- Training shoes and white socks
- Black or navy shorts

All school branded items are available from reception. Please visit our website for further information on uniform requirements.



# Appearance

## What is allowed?

- One standard watch
- One small pair of sleeper or stud earrings in the bottom lobe of each ear

## What is not allowed?

- Unnatural hair colours and unusual styles
- Facial piercings of any kind
- Stretcher earrings
- Bracelets, necklaces or rings
- Skinny trousers, jeans, leggings/jeggings
- Shorts or tight-fitting skirts
- Hats, caps or hoodies
- Platform shoes, high heels or boots
- Trainers or plimsolls
- Excessive makeup or nail art
- Brightly coloured socks or laces
- Smart watches or 'Fitbits'

## Bags & Equipment

You will need a sturdy school bag to carry all your equipment to school and from lesson to lesson. It is essential you come to your lessons properly equipped.

## You will need:

- Pencil case
- Black pens
- Pencils (HB)
- Coloured pencils
- Sharpener
- Eraser
- Ruler
- Scientific calculator (e.g. Casio FX-83)
- Basic geometry set (including compass and protractor)
- Dictionary

The school may give you the following items to use while you are studying. You must keep these in good condition to return them to your teachers when necessary.

- Exercise books
- Text books
- Pupil Planner

## What if I am late?

If you arrive at school after morning registration, you must report to reception before going to your lessons. The receptionist will mark you in and enter the time you arrived. You must then go straight to your timetabled lesson.

## What if I need to go to the toilet?

You should not need to go to the toilet during lessons. The toilets are open before and after school, as well as break times and lunchtimes so there are plenty of opportunities to ensure lessons are not disrupted. There are pupil toilets in Vocational Way, Lower Hall Way and in the PE changing rooms.

If you need to go in an emergency during lesson time, your teacher will give you a pass. Pupils with medical conditions are given a permanent pass to visit the toilet as and when required.

## What should I do if I lose something?

All pupils can have a locker key (subject to key deposit). We recommend that you store your belongings in your personal locker wherever possible and refrain from bringing anything of value to school. Make sure you write your name and registration form on everything and keep your bag safe at all times. If you do lose something, tell your form tutor immediately so we can retrace your steps and try to find it.



## What can I do for lunch?

You must remain on the school site all day but there are lots of options for lunch. Our main canteen has a range of hot and cold meals and snacks. Your parents/carers may need to set up a ParentPay account to allow you to purchase items from the canteen at break time or lunchtime as we use a cashless catering system.

### Some of the options include:

- Hot meal of the day
- A range of paninis, wraps, baguettes and filled rolls
- Pizza slices
- Pasta King
- Salad bar
- Spuddy Buddy Jacket Potato
- Fresh fruit, yoghurts and juices

You can also use the school tuck shop and vending machines, which are located near the sports department. Some pupils choose to bring a healthy packed lunch to school. This can be consumed in the canteen with your friends.

## Mobile Phones

You are not allowed to bring mobile phones into school. This is to protect everyone and to ensure your phone is not lost or damaged. If you need to contact your parents/carers in an emergency, speak to your Head of Year and you may use a school telephone.

If you are found with a mobile phone, your teacher will take it from you and send it to be stored securely in reception. Your parent/carer will need to collect it from school. If your phone is confiscated more than once, your parent/carer may be invited into school to discuss your conduct. Smart watches are also not permitted in school.







## Can I join the library?

Regular reading is really important to help you achieve your potential. Our library is open at break times and lunchtimes for study or to borrow books and other resources. There are thousands of books, magazines and newspapers to choose from.

Our library area also has two ICT suites which you can use to help you with homework. These have to be booked with the pupil librarians at the desk.







## What clubs can I join?

There are lots of clubs and activities you can get involved in. These take place during lunch periods or after school.

Some of the clubs and activities include:

- B# choir
- Brass Band
- CICS
- Chamber Choir
- Coding Club
- Cooking Club
- Creative Writing Club
- Environment Club
- Languages Club
- Maths Club
- ICT Club
- Media & Film Club
- Orchestra
- Ukulele Club

There are also various sports and 5x60 activities. More information is published on our website.

## XL@Cwmtawe

Whilst at Cwmtawe you will get to know the XL@Cwmtawe system very well. It is an important part of the school that makes sure you are able to learn and achieve well.

The XL system ensures you know what is expected of you in terms of behaviour, effort and attainment.



## Progress

When you start at Cwmtawe you will be given a 'target grade'. There is a Parents' Evening in the first term so we can tell your parents all about this. You must aim to meet or exceed this grade in all the work you do in school.

Every term, your teachers will assess how well you are doing and tell you how to improve.

They will also ask you to write these reviews into your Pupil Planner so that your parents can see them too.



## Behaviour

We have very high expectations of all our pupils. Every pupil in Cwmtawe deserves to be able to learn and achieve their potential. Whereas most pupils in Cwmtawe behave really well and want to learn, on the rare occasions where pupils choose not to meet our expectations, there are consequences to their actions.

Our focus is always on changing negative behaviour and encouraging pupils to make the right choices.

More information on [XL@Cwmtawe](mailto:XL@Cwmtawe) is available on our website.



## What should I do if I'm unhappy about anything?

Nearly all pupils in Cwmtawe love coming to school and really enjoy their lessons and the activities on offer. However, when you first start, it can sometimes be a little unsettling. You are bound to meet lots of new friends and you may not be as close to some of your friends from primary school. You may even have a few little arguments which can make you feel sad for a short time.

The important thing to remember is that we are all here to help you. If you are unhappy about anything, it is really important you talk to us. You can discuss issues with your form tutor, who you'll meet twice a day for registration, or at any time with your Head of Year or Assistant Head of Year.

Just remember, there isn't a problem yet that we haven't been able to solve so talk to us so we can help.





## Anti-Bullying

Bullying is very rare in Cwmtawe but when it happens we have a 'zero tolerance' to it. That means we take it very seriously and do everything we can to prevent it. It is really important that you tell your Head of Year straight away if you experience any bullying. Once we know about it, we can make it stop.

### Some of the things to look out for include:

- Deliberately trying to make somebody feel unhappy or threatened.
- Intentionally leaving someone out to make them feel unhappy.
- Groups of pupils 'ganging up' on individuals.

**If you see anyone being bullied in Cwmtawe you must tell us straight away.**

## Peer Mentoring

Some of our Year 10 pupils are Peer Mentors and are there to help you throughout Year 7. They went through the same feelings that you are going through now. Their job is to support you and talk through problems.

## What do pupils say?

"I was worried about making friends but now it feels like a second home."

"I absolutely love it here!"

"Cwmtawe is a very welcoming place and all the older children are very kind."

"When I started I was scared about getting lost but after the first week I realised it's easy to find your way around."

"There are tons of cool clubs to join."

"Cwmtawe is an amazing school that boosts confidence."

"I know it seems scary going to comp but everyone here is so nice."

"There are many after-school clubs where everyone is welcomed."

"Cwmtawe's lessons are made fun by the teachers."



*"Cwmtawe is an amazing school that boosts confidence"*





## Important information for parents

Our teachers spend most of their day in the classroom. Therefore, it is difficult for them to respond to any urgent queries.

These can be directed to your child's Head of Year by telephoning the school. If the Head of Year is teaching and unable to take your call, you will be able to leave a voicemail message which they will respond to.

Subject teachers and form tutors will communicate with you through your child's pupil planner. It is really important that you check this regularly. We also communicate with parents via our website, twitter feed and will occasionally use letters and text messaging for important messages.

If you need to speak to us face-to-face, please call the school to make an appointment with your child's Head of Year.

### **Attendance & Family Support Officer**

We have a full-time Attendance and Family Support Officer located in the school. Her role is to support both pupils and their families to secure regular attendance. She is able to help with a range of issues which may be affecting a pupil's education.







## Attendance

It is really important that you attend school as much as you can. Missing school means missing important work. It is also likely to cause you more stress as you fall behind your friends.

We ask all pupils and their parents to support us to improve attendance. Simple things like booking medical and dental appointments outside the school day make a big difference.

If you are away from school for any reason, make sure your parents/carers call the school as soon as possible to let us know. The school's contact details are at the back of this booklet.

If for any reason you need to leave school early, you must get a leaving pass from your Head of Year during registration. You will need to take this pass to reception at the correct time to sign out. You must never leave the school site without permission.

We regret we are unable to authorise term time absences for holidays.





## Travelling to school

When you start in Cwmtawe, it may be the first time you walk to school on your own or travel on a school bus.

Every pupil travelling on the bus is expected to behave well and follow the 'Travel Code'. There are older pupils on the bus who act as 'bus buddies' to make sure you feel safe. Most buses also have prefects and peer mentors travelling. On some buses, you may not get a seat as they are designed for people to sit and stand.

If you are walking to school, it's really important you act sensibly and are aware of your surroundings. Do not get distracted and make sure you take great care when crossing the road. Use the school crossing patrols where available.



*"We can and we will succeed by working together and giving our best"*



## A Message from your Head Boy and Head Girl

It is an honour to be Head Girl and Head Boy of such an incredible and fantastic school. We understand how nervous you may be feeling as you approach your first day in year 7, but don't worry, we felt exactly the same too. Cwmtawe has many excellent places to learn and study and accepts people of all backgrounds, personalities, and interests.

We will always be happy to support you and will listen to your ideas making sure we voice them in meetings. Don't ever be worried to approach us, as we will make time for any suggestions that you may have. We were once in the same boat as you are now, but don't worry as your time here will be an excellent experience and journey.

We know how scary the leap between primary and comprehensive school can be, and that it takes some getting used to, we promise you as a school and a family we will do everything that we can to make sure that your journey is as smooth and enjoyable as we can make it. See you soon!

Yours faithfully,

Libby O'Sullivan and Scott Hawkins

**Head Girl and Head Boy**

*L. O'Sullivan*    *S. Hawkins*







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