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A MESSAGE FROM THE HEADMASTER

A warm welcome back to a new school year to everyone. An especially warm welcome to the 105 pupils who have started in Year 7.

We will be sending you a bulletin every term to keep you informed about school activities including important dates

If you have any queries please contact us.

Please inform us immediately of any changes to your contact details - home phone, mobile or email.

All the best for a busy and successful year.

CONTACTING SCHOOL

If you have any concerns about your son/daughter's school life then please contact us:

 **01758 730220**

 **pennaeth@botwnnog.gwynedd.sch.uk**

Or use the online contact form from our website

 **www.ysgolbotwnnog.org/eng/cysylltu.php**

We will try and respond to your concern within 24 hours.

Visiting School

For security reasons all visitors must report to the main office as they arrive in school.

CONTACTING HOME

We will send information to our pupils' homes quite frequently - information about important dates, activities, etc. Sometimes we also need to contact you in an emergency.

E-mail

Whilst we still send paper letters, it is sometimes more convenient and reliable to send an e-mail or, in the event of an emergency, a text message.

To do this as conveniently as possible we would like you to check that the office has your correct email address.

If you have an email but didn't receive this bulletin on email then please could you send a message to - pennaeth@botwnnog.gwynedd.sch.uk to inform us. Please include your child's name and class.

Text Messages

You should have received a text message from school informing you that this bulletin was on its way. If you didn't receive a text message then please call Mrs Nerys Williams or email pennaeth@botwnnog.gwynedd.sch.uk

YEAR 11 - 2019

RESULTS

Congratulations to this year's year 11 pupils on achieving excellent results. 100% of Year 11 pupils achieved 5 or more GCSEs with 86% achieving at least 5 A*-C grades and more than half the pupils achieved at least one A*/A Grade. It gives us great pleasure to report that year 11's results were amongst the best of all Gwynedd and North Wales schools again this year.

Congratulations and best wishes to the pupils for their future. Thanks to the teachers and parents for preparing the students so thoroughly and supporting them over the last two years.

The cards and gifts that came from pupils and parents thanking the school are very much appreciated.

PROM 2019

Year 11 were given a chance to relax after exams at the Prom held at Nant Gwrtheyrn. A very pleasant afternoon was enjoyed by all and the school awards were presented.



PROM 2019

Everybody looking very smart before leaving for Nant Gwrtheyrn

SCHOOL AWARDS 2019



From left to right

Michael Lotter -

Glyn Jones Memorial Shield - Most promising rugby player

Lewis Roberts Memorial Shield for excellence in STEM subjects

Robin Owen -

Sportsperson of the year

Tomos Dobson -

Idris Williams Memorial Shield—Citizen of the year

Ella Harris -

Wales Livery Guild Shield - Excellent student

STAFF

A warm welcome to new staff

Welcome to Mr Aled Williams who has been appointed to the role of Deputy Headmaster.

Welcome to Miss Emma Roberts who will be teaching Religious Studies.

Welcome back to Mr Gwyn Meirion Jones who will be teaching Science and Physics.

Welcome back to Mr Deio Parri Jones who will be teaching ICT.

Congratulations to Mr Eurig Davies who has been appointed head of the Technology and Expressive Arts department.

Also, congratulations to Miss Ffion Jones and Mr Eurig Davies who have taken charge of coordinating Special Education Needs. Many thanks to Mrs Eurwen Jones who has been doing this work since 2013.

Best Wishes

The end of last term saw the retirement of three of the school's longest serving members of staff, following a total of over 80 years service. We wish Mr Cemlyn Howel, Mrs Gwenda Healy and Mr Geraint Hughes a well deserved retirement. Many thanks to them for their service to the school and community .

Best wishes to Mr Cai Boardman, who has taught Science since 2014 as he embarks on a new career.

The four of them would like to thank pupils, ex-pupils and parents for the kind words and gifts on their retirement.

ADVERSE WEATHER AND SCHOOL CLOSURE

If a situation arises that we have to close school for reasons beyond our control—weather, no electricity or water, etc; we will try to send a text message to every home to inform you. We can text message every home within minutes—so long as we have a valid mobile phone number.

We will also make an announcement on Radio Cymru between 7:00 a.m. and 8:00 a.m. and on the Council website - www.gwynedd.gov.uk

If we have to close school during the day and have to send pupils home for health and safety reasons we will follow these procedures:-

- i. inform the home by email and/or e-mail,
- ii. pupils should return home on the school bus (if that is how they come to school),
- iii. pupils should then return to their home or the house of a relative or friend (according to your instructions).

MOBILE PHONES

- **The use of mobile phones or portable communication devices of any kind during school hours (8:30 - 3:35) is not allowed.** This includes the journey to the P.E. lessons at the leisure center.
- If you need to contact your son/daughter in an emergency you can contact the school office. Similarly, if your son/daughter really needs to call you, they can do so from the office.
- If they bring a phone with them to school, they should be turned off when they arrive at school, and kept switched off and out of sight until they leave school grounds at the end of the day - if they wish they can leave their phone in the office during the day.
- If pupils break this rule, we will take the phone off them and keep it safe until the end of the day.
- If a pupil breaks the rule more than once, we will take the phone off them and keep it safe until you can discuss the situation and collect the phone from school.
- We will consider allowing pupils to take a phone on trips outside of normal school hours for convenience - but to be used strictly according to the teachers' guidelines.

The school does not accept any responsibility for theft, loss or damage to mobile phones or other portable communication devices.

APPEAL—SCHOOL BOOKS

Please can you take a look to see if you have any books that belong to school. Some pupils forget to return textbooks or library books. I would appreciate if you could return any such books to school please. Thank you for your help with this.

CHILD SAFEGUARDING

One of our main objectives is to keep our pupils safe. If you have any concerns regarding a child's safety or welfare you could contact the School's Designated Child Safeguarding Officer - Mr Aled Williams or contact the Authority's Child Safeguarding Officer in Caernarfon by phoning 01286 679552

ATTENDANCE

Good attendance remains a priority. Your support helped us achieve 95% last year—our ambitious target is to improve upon this again this year. **Regular attendance is essential for pupils to take full advantage of all chances provided for them.**

ABSENCE—INFORMING US

To ensure that everybody who should be in school is present, please contact the school on **EACH morning** of absence so that we know if your son / daughter should be here or not.

We ask you to let us know if your son / daughter is absent by calling 01758 730220 between 8:00 and 9:15 .

If the school hasn't received a call by 9:15 telling us why your child is not in school, then we will contact your home or workplace.

If your son/daughter arrives late—they should register in the school office.

APPLICATION FOR FAMILY HOLIDAY DURING THE TERM

Directives from the Welsh Assembly via the Local Authority regarding the authorisation of school holidays during term time has changed. In order for us to authorise any holiday during term time parents need to make a **written application to school before going on holiday.**

The school's Governing Body has discretionary powers, which have been deputed to the management team, to authorise term time holidays. This will depend on the length of the absence and any previous holidays, the pupil's current attendance rate, the time of year, the effect on the pupil's educational progress and any disruption to assessments / examinations. No more than 5 days of holiday will be authorised in any school year for pupils in years 7-9.

If we are unable to authorise holidays beforehand then the absence will be recorded as unauthorised on the pupil's record.

WE WILL NOT AUTHORISE HOLIDAY ABSENCES DURING YEARS 10 AND 11 AS IT IS BOUND TO HAVE AN EFFECT ON YOUR SON/DAUGHTER'S PROGRESS, UNLESS THERE ARE VERY EXCEPTIONAL CIRCUMSTANCES.

COLLECTING YOUR CHILD DURING THE DAY

If you need to collect your son/daughter during the day then you need to let the office know. Pupils should ensure that they register out of school before leaving the site, and register back in upon their return to school during the day.

ILLNESS DURING THE SCHOOL DAY

If your son/daughter is ill during the day and needs to be collected then a member of the school staff will contact you. Pupils are not allowed to contact you directly to arrange their collection when they are ill.

MEDICATION POLICY

If you want your son/daughter to take any medication in school you will need to **fill a consent form 3B**. Please remember that any medication is to be kept in the school office apart from an asthma pump (on occasions). The full policy and consent form can be downloaded from the school website (PARENTS - DOCUMENTS) or you can contact us to request a paper copy.

YEAR 10 AND 11

The work accomplished during these two years could steer the course of the rest of your son/daughter's life. We are here to try, with your support, to ensure that every pupil is moving in the right direction.

EXTERNAL EXAMINATIONS

Year 10 and 11 pupils will be sitting **EXTERNAL** exams (which **WILL** count toward their final grade) at various times during the two years:

See Important Dates page for more details.

CONTROLLED ASSESSMENTS / NON-EXAMINATION ASSESSMENTS (Coursework)

Controlled Assessments and Non-Examination Assessments (previously called coursework) is important in most GCSE subjects. They count between 20% and 60% of the final mark in almost every subject.

These are held throughout years 10 and 11 in various subjects - from first lesson in Year 10 until May in Year 11.

Most of these have to be completed within a specific number of hours under the supervision of a teacher - so if your son/daughter is absent from lessons then they will have to catch up, at lunchtime or after school.

SKILLS CHALLENGE CERTIFICATE AND WELSH BACCALAUREATE

The BAC course is followed by everyone in years 10 and 11. In year 10 pupils have to complete 3 challenges which will be assessed and marked under control at school. In year 11 an individual research project will be completed by all, based on the pupil's future aspirations. On completion of the four pieces of work a grade will be awarded - this is the Skills Challenge Certificate, which is equivalent to a GCSE and has similar grades.

To gain the BAC qualification pupils must also pass 5 GCSE or equivalent qualifications including Maths and a Language.

HOMework

Homework is an important tool to improve the standard of your son/daughter's work. The Homework policy and timetable will be sent to you in due course. Keeping an eye over your son/daughter as they complete their homework is a good way to keep track of how they are doing in school. Homework is recorded on a form that is glued in each book.

If a pupil fails to complete homework then they will be punished:

- The subject teacher will give them a warning at first instance;
- If the work is still not completed after the warning then the pupils can be kept in at break / lunch;
- The teacher can refer a pupil who continues not to complete work to the attention of head of department and will lead to the pupil being monitored or kept in for longer;
- If this does not solve the problem, the pupil is referred to the Deputy or Headmaster who will liaise with parents/guardians of the pupils to discuss the way forward. This may include the pupils staying in the Homework Club after school or not being allowed to go on trips or visits.

The same actions are followed if a pupil misbehaves in any other way in lessons or around the school.

WORK/COACHING ROOM AND HOMEWORK CLUB

Pupils can take the opportunity to work at break / lunch in the Library or the Resource Room. They can also go to room 7 where they can get support from a staff member if they are struggling with their work. A homework club is held every Monday and Wednesday afternoon from 3:30 a.m. to 5:00 p.m. A member of staff will be in attendance to assist pupils with their work.

The school minibus is available to take pupils home if you are unable to collect your son / daughter. All they need to do is reserve a place with Mrs Grace Roberts.

EXAMINATIONS / ASSESSMENTS

OFFICIAL EXTERNAL EXAMINATIONS AND ASSESSMENTS— **COUNT TOWARDS THE FINAL GRADES**

Welsh—Oral (Yr. 11 set 2/3).....	November 15
English Language - oral (Yr. 11)	November 25—December 3
ICT Unit 1 (resit).....	January 7
Written Examination GCSE ENGLISH LITERATURE (Yr. 11)	January 8
Written Examination GCSE WELSH LITERATURE (Yr. 11).....	January 10
Welsh—Oral (Yr. 11 set 1)	January 21
Art (Yr. 11).....	March 16-17
Welsh Literature - Oral (Yr. 11).....	April 1-2
English Oral (Yr. 10)	June 15-22
Welsh - Oral (Yr. 10).....	June 30—July 1

GCSE SUMMER EXAMINATIONS (Yr. 10/11)..... May 5— June 16

CONTROLLED ASSESSMENTS WHICH COUNT TOWARDS THE FINAL GCSE GRADE WILL BE TAKING PLACE THROUGHOUT YEARS 10 AND 11

YEARS 7,8,9

NATIONAL READING AND NUMERACY WRITTEN TESTS.....April 21 - May 5

INTERNAL EXAMINATIONS

Year 11 (GCSE mocks).....	February 6-12
Year 10 exams.....	April 22–28
Years 7, 8, 9	June 22 – July 3

Further information about Year 10 and 11 exams to come - Some changes could happen during the year.

Each pupil will receive a personal timetable indicating their exams prior to each examination period.

GCSE RESULTS' DAY - AUGUST 20

SOME OTHER IMPORTANT DATES

AUTUMN TERM 2019 (pupils) - September - December 20

Half term holidays	October 26 - November 3
Christmas holidays.....	December 21 - January 5

SPRING TERM 2020—January 6 – April 3

Half term holidays	February 15 - 23
Easter holidays	April 4—April 19

SUMMER TERM 2020 (pupils) - April 20 - July 17

May Day	FRIDAY , May 8
Half term holidays	May 23 - June 1
Summer holidays begin for pupils.....	July 18

STAFF TRAINING DAYS (No school for pupils)

Monday / Tuesday	September 2 / 3
Monday	September 30
Friday	November 22
Monday.....	July 20

One more day to be confirmed during the year

PARENT/TEACHER MEETINGS

TO DISCUSS PUPILS' WORK ON TUESDAY AFTERNOONS - 4.00 p.m. to 6.00 p.m.

Year 7	December 3
Year 8	January 21
Year 9 (to include year 10 subject choices (4:00 p.m. 0—7:00 p.m.)	Mai 19
Year 10.....	Mai 5
Year 11	October 22
Year 11 (second meeting).....	February 25

NUT FREE ZONE

For serious medical reasons, no nuts or products which contain nuts are allowed at school.

A nut allergy is a very dangerous condition that can lead to serious illness.

Therefore, we kindly ask you to be careful when preparing any packed lunches or snacks for your children to make sure they do not contain nuts or nut products (such as chocolate bars / energy bars / biscuits / cakes).

Thank you very much for your cooperation with this important matter.



FOLLOW THE WELSH DEPARTMENT—@CYMRAEGBOTWNNOG



The Welsh Department has a Twitter account. Follow us to get information about our activities and learn more about the day to day work of the Department. We will share any departmental successes on this account.

BULLYING AND ONLINE SAFETY

When bullying occurs staff will strive to prevent further bullying. We want our pupils to be happy and safe in school. We will not tolerate bullying. Pupils are aware that they can talk to any member of staff to report on bullying.

As parents / guardians you can contact me or the deputy to discuss bullying or report on any incidences of bullying (bullying in school, on the bus, or through mobile or social networking such as Facebook, Twitter.)

You may also like to visit www.bullying.co.uk or many other similar websites for further advice—links to these and other sites can be found in the Parents section of the school website <http://www.ysgolbotwnnog.org/eng/gwefannau-defnyddiol.html>

There is a wealth of useful information about keeping your child safe online on the NSPCC's [Net-Aware](http://www.net-aware.org) website which gives specific advice about social networks, apps and games.

TRAVELLING ON SCHOOL BUSES

Gwynedd Council is responsible for arranging school transport. Information, including timetables, how to apply for free transport and the council's transport policy is available on their [website](#).

If your child is eligible for a free bus pass then they should have received it by now. If not please contact the school office or the school transport department 01766 771000. The bus pass should be carried daily to ensure that they can travel on the school bus. If a bus pass is lost then a replacement must be ordered from the County Council from the school office at a cost of £5.

Safety on the school bus is very important. Pupils must behave responsibly and safely when traveling to school and must follow the rules in the School Bus Travel Behaviour Code. If, for their safety and that of others, they do not follow this Code, the local authority and the school may take action against them. This can mean removing the right to school transport and even excluding them from school.

The code of conduct can be viewed by clicking [here](#).

The school does not have the authority to allow any pupil to travel on a bus other than that on the bus for which they have a pass, e.g. to go to Pwllheli or to the house of a friend or other relative.

SUPPORT FOR YOUR SON / DAUGHTER

At Ysgol Botwnnog we strive to provide the best care to every pupil and if your son/daughter is having a difficult time or have difficulties with work or welfare problems then we have a number of experts who can help them:

Mr Aled Williams Deputy Headmaster
Mrs Alaw Jones Japheth Girls' Welfare
Mrs Ann James..... Learning Coach / Mentor
Mrs Carol Pilling..... Learning Coach / Mentor
Ms Deneise Jones Counselor
Mrs Carys Hughes Authority's Education Welfare Officer
Ms Juli Bulman School Nurse

If you would like us to refer your son/daughter to one of the above then please contact Mr Aled Williams , the deputy headmaster.

SCHOOL UNIFORM

Thank you for your co-operation with the school uniform.

Can I remind you of the rule for school shoes. Any shoes or trainers must be entirely black only. Writing, logos, laces and soles that aren't black (NOT GREY!) are not allowed.



JEWELLERY AND MAKE-UP REMINDER

We allow one pair of small stud earrings and one ring on a finger. (These MUST be removed for PE activities - for health and safety reasons). We will ask pupils to remove any other jewellery.

If a pupil is wearing 'obvious' make-up (including colourful or false nails), we will draw their attention to it and request them to do something about it.

RECYCLING SCHOOL UNIFORM

WORKING WITH 

Tenovus, Pwllheli has agreed to work with the school to sell pre-worn school uniform. If you have any items of school uniform in good condition that you no longer need, then Tenovus would be pleased to receive them in order to sell on.

CLOTHES BANK



Please remember the clothes bank that we run in partnership with Antur Waunfawr.

If you have any clothes or textiles that you no longer need they can be put in the clothes bank for recycling. The clothes bank is located by the entrance to the staff car park below the Technology block.