

Dear parent/carer of

Re: Headteacher's Welcome and Important Updates

Welcome back to the new term at Caerleon Comprehensive School! Please forgive me for the length of this letter, but there is much on which to update you. It has been a pleasure to welcome the students back this week and we are looking forward to working with all our families this academic year.

Parent Forum

You may be aware that we run optional parent forums three times a year, to give parents/carers the chance to come onto site and meet with members of the leadership team if they wish to. This year the first optional parent forum will be on **Thursday 21st September 5pm-6pm** in the main hall. This forum will be for **Y7 parents/carers only** and will provide you with the chance to give us any feedback or ask us any questions. We look forward to seeing Y7 parents/carers at the event.

Forums two and three later in the year will be a chance for our **parent/teacher Anti Bullying Alliance** group to meet and discuss updates and ideas in relation to this topic. All parents/carers are welcome to join this group and details will be sent out by Mr Gardner, Senior Assistant Headteacher, nearer the time of the meeting.

Changes in Staffing

In the summer several members of staff left us to retire or move onto new challenges, and this means that we have a change to some of our Heads of Year. The Head of current Y10 will now be Mr Jake Dyer, and the Head of current Y11 will be Mrs Gemma Kearney. Mrs Julie Davies has also left us, so the primary contact for all parents/carers in relation to Additional Learning Needs will now be our Assistant ALNCO, Mrs Angela Marchant.

You will find all staff contact details on our brand-new website, which will be launching next week! We are very proud of this website, built entirely by our Communications Officer. We will continue to add new documentation and information to the new website as this term goes on.

School Site

We are hugely grateful to our site team who have worked incredibly hard over the summer holidays, and we are pleased to tell you that several key areas of the school have been redecorated this summer. We continue to invest in the buildings and environment to make our school the best place it can be for our young people.

School Gateway App

Please can you ensure that notifications are turned on in the School Gateway App as all communication regarding achievement and behaviour is sent in this way. If you need support using the app, please let the school know.

School Policies

There is a section on our website for key policies, but if you can't find something you are looking for, please contact us via the main school email address and we will be happy to provide you with the requested information.

Please ensure you are particularly aware of the school's Conduct Code as this contains all the information you need to know about sanctions and rewards for students. It is also important that all parents/carers have read our Communication Code. This provides guidance as to whom to contact if you have an issue or require any support from the school.

Uniform

Our new uniform policy is in full flow and the students are looking very smart. If you have any queries, please contact the main school email address or the uniform swap shop. For parents of Y7 or anyone else who is unsure, I wanted to make you aware of how this policy has been constructed and implemented:

Autumn term 2022: consultation polls and a consultation evening were held – all parents/carers were offered the chance to give their views in a variety of ways. The school made decisions based on the majority feedback in the polls, and the feedback from students, staff and governors.

January 2023: draft one of the uniform policy was published and sent to all parents/carers for their perusal. It was added to our website.

May 2023: a final draft of the policy was published, making tweaks to ensure that our school was in line with guidance published by Welsh Government in that May. Parents/carers were informed of the final policy document and advised to read the full policy.

Summer term 2023: several reminders were sent about the new policy to all families. In our reminders we emphasised our new swap shop, which can be used by families when necessary. This is full of new and pre-loved items that are in keeping with our new policy.

It is important that families **read the policy in full**, as it provides a range of clear guidance and there are also pictures provided to help families. Reading the uniform list on its own is unlikely to provide you with all the information you need. Thank you for your ongoing support with school uniform.

Mobile Phones at Caerleon Comprehensive School

You will be aware that in the last academic year, we considered reviewing the mobile phones policy. We engaged with parents and carers and listened carefully to their views. Due to the fact we had only just implemented a new conduct policy and we were in the process of embedding various other changes, we decided that we would not pursue changes to the mobile phone policy at that time and that it was something we would revisit in the future.

With our conduct code in full flow the school is now able to revisit this topic and continue our journey of digital detox at Caerleon Comprehensive School. We have therefore made a small change to our mobile phone policy. The reason for this is to support learner wellbeing and to ensure learners can focus on the school day, preventing over-reliance on digital devices.

As has always been the case, students are not able to use mobile phones during lessons (they can be kept at the bottom of bags or placed in our phone holders). From Monday 11th September, we will introduce times of the day when students **are** permitted to use their phones. These times will be breaktime and lunchtime. **Students will only be permitted to use their devices at break and lunchtimes and no longer be permitted to use mobile phones between lessons.** Any student using a mobile phone outside of the permitted times will have the phone confiscated in line with our Conduct Code. Please note that many students already only use their phones during break and lunch so this tweak to the policy will not have a substantial impact on most students.

If you need to speak to your child urgently outside of the permitted times, please contact the school and we can facilitate this. If there is a specific reason why your child would need to use a mobile phone outside of the permitted times, in general or on a particular day for example, please contact your child's Head of Year to discuss a way forward, or the Assistant ALNCO (Mrs Marchant) if the issue is related to an additional learning need.

I hope this letter has clarified some key areas for families, but as always, if you need further information or have any queries, please do not hesitate to contact us via the main school email address.

Thank you in advance for your support this year in continuing to maximise the potential of all our students.

Yours sincerely,

Mrs L Purcell

Headteacher.