

OLCHFA SCHOOL—YSGOL YR OLCHFA
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15TH JULY
2008

SUMMER TERM NEWSLETTER

Dear Parents

As we near the end of another academic year, I'd like to thank you for your continued support and to update you about a few matters.

We have a new staffing structure coming into place from September and details are attached for your information.

We are pleased to report that the new catering and cleaning company have been very successful since they began in February. School meals have become more varied and interesting and I hope that your child(ren) has commented positively.

The Healthy Schools Scheme is going from strength to strength in the school, and we have recently been awarded with Phase II of the scheme. There will be further initiatives/events in the Autumn term and further details will be issued in due course.

"Celebrating Schools Day" is a national publicity scheme that has been set up to promote/publicise the positive aspects within schools. Schools are required to send a press release to local publications detailing some of the positive events/aspects, other than examination results, that have occurred within

the school during the year. A copy of Olchfa's press release is attached for your information, and as you can see there have been plenty of positive events that have occurred during the year. There are many, many more, but we didn't think that the Evening Post would print them all!!

All that remains is for me, the staff and governors to wish you a restful summer and hope that the weather is kind to us!

Hugh Davies

Headtaecher

IMPORTANT

PLEASE

NOTE

THE SCHOOL

WILL BE

CLOSED

DURING THE

SUMMER

HOLIDAYS

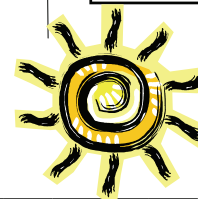
FROM 28th

JULY TO 8TH

AUGUST TO

ALL PARENTS

AND VISITORS



SCHOOL UNIFORM

The Uniform Shop will be open during the Summer Holidays on the following days:

Wednesday August 27th 10am – 1pm

Thursday August 28th 2pm – 5pm

Friday August 29th 10am – 1pm

Tuesday September 2nd 9.30am – 12pm (for emergencies only)

We would urge you to visit the shop before the end of term to ensure that any item that may need to be ordered can be here in time for September.

Normal hours are Monday 1.05 – 2.00 and Wednesday 3.00 – 6.00.

If this is inconvenient please contact Mrs. Murray at the school.

EXAMINATION RESULTS 2008 ARRANGEMENTS

Public Examinations have now come to an end. Results will be issued as follows:

14 August - Main Hall

A2 & AS Level - 8.30 am

21 August - Main Hall

GCSE— 9.00 am

Colleagues will be available to provide guidance and advice during these days.

Whilst we appreciate that students and parents are anxious, we would appreciate it if students did not arrive at school too early prior to the issue times. Staff will be in school to assist and advise students as appropriate after results days.

LAST DAY OF TERM

WEDNESDAY 23RD JULY

The last day of the summer term will run as follows:

Morning	Normal lessons (Prds 1-3)
12.05—12.50	Lunch (earlier than usual)
1.00pm	Registration
1.05 pm	Pupils will be dismissed

START OF TERM ARRANGEMENTS

SEPTEMBER 2008

1st September	Year 12 Enrolment — (Year 11 Olchfa pupils only)
2nd & 3rd Sept	Staff INSET
4th September	Year 7 and 10 and Year 12 (new to Olchfa)
5th September	Remainder of pupils return (i.e. Years 8,9,11 and 13)

Can you find the most unusual place to read a book over the summer holidays?

If you can, you might be in with a chance to win a prize!

It's simple. Find an unusual place to read a book, whether it's on a camel in Egypt or on a surf board in Oxwich.

Take a picture and email it to

library@olchfa.org.uk

Alternatively bring a hardcopy of your picture to the Library in September.

The winner will receive a £10 Borders voucher.

Happy reading!

SCHOOL RULES

At this time of the year, it is useful to remind you of school rules and expectations. Please refer to Pupil Planners, the Home School Agreement and the Information to Parents booklet for general rules and procedures. These documents will be issued in the first few days of September, but can also be viewed via our website.

Parents and children are reminded that the school

cannot take any responsibility for mobile phones. Should any damage or theft occur to a mobile phone in school, the school is **NOT** insured for such loss or damage. Therefore bringing a mobile phone onto the premises is done at the family's own risk. We would like to highlight that we do not undertake to investigate/search for mobile phones if they are lost. We advise

you to check whether the mobile is covered under your insurance. We advise that children do not bring mobile phones to school for this reason.

However we do allow mobiles to be on the premises (providing they remain switched off) if parents deem this necessary for the journey to and from school, but they must be kept out of sight and in a school bag. We do not allow these mobiles to be used in school hours **at all** in **any** circumstances.

SCHOOL FUND - AUTUMN TERM

At the start of the Autumn Term, all parents are asked to contribute to the school fund which provides a range of additional resources and facilities for the pupils. This fund supports extra curricular activities, minibus provision and pupil planners, and I would be grateful if this money could be paid as soon as possible in September. The full year cost is £3.00 per pupil, but for each additional child in the family, the cost is £1.00 less e.g. three pupils at Olchfa would mean £3 for one, £2 for the second and £1 for the third child for the year.

Combating Absenteeism

As a reminder, a copy of letter is attached advising parents of the automated system that has been put in place in an effort to combat absenteeism.

The system was put in place in the Spring Term and has proved to be successful and useful to the school and parents.

GOODBYE AND WELCOME TO STAFF

As is the usual practice, it's time to let you know which members of staff will be leaving us this year and which new staff will be joining us in September. We pay tribute to a number of staff who are retiring and thank them for their loyal and devoted service over many years at Olchfa. Presentations will be made to these staff on the last day of term.

We start with Mr Stewart Wainwright (Deputy Headteacher) Mrs Celia Thomas (Geography), Ms Gill Rawlins (English), Mr Jeff Chapman (English), Mr Andy Goss (Spanish), Mr Simon Dolbear (Business/Economics), Ms Philippa Rogers (D&T), Ms Shayne Phillips (Psychology), Mrs Yvonne Evans, (Welsh). On the support side of the staff, we say goodbye to Miss Rachel Hughes (Cover Supervisor/Senior Invigilator), Mr Richard Thomas, (Teaching Assistant), Mr Ed Ellis (D&T Workshop Technician) all who moving on to do their PGCE and Mrs Susan Harries (Curriculum Resources Assistant).

We welcome Mrs Bethan McHugh (Spanish), Mr Richard Jones (English), Mr Tom Davies (PE), Mrs Eirlys Madoc-Jones (Head of Welsh), Ms Aimee Allin (Welsh), Ms Helen James (Welsh), Ms Rhian Evans (D&T), Mrs Ruth Bell (Business /Economics), Mr Steve Allen (Business/Economics) Ms Deborah Stevens (History/Critical Thinking), Ms Sarah-Jayne Evans (French), Ms Gayle Collins (Geography). On the support staff side we welcome Mr Peter Bizzell (D&T Workshop Technician), Mrs Tracy Price (Curriculum Resources Assistant), Mrs Anne Holborow (Pastoral Guidance Worker KS5), Mrs Helen Davies (Pastoral Guidance Worker KS4) and Miss Jennifer Dorrian (Pastoral Guidance Worker K3). Two further appointments are to be made at the end of term—Secretary to Deputy Headteacher/Assistant Clerk to Governors and ICT Support Assistant.

Some current staff have been appointed to different roles within the school, and we wish them well—Mrs Kim Webb (Cover Supervisor/ Senior Invigilator), Miss Stacey Boyle, Trainee Teacher (English), Mr Seamus Johnston, Teaching Assistant Manager/Senco Support.

Other staff changes owing to the new staffing structure are detailed in Mr Davies' attached document.

Dear Parents

Back in 2006, the government required all schools in England and Wales to conduct a complete review of their staffing structures. Schools were asked to examine their leadership structures, the support staffing element, and the way in which teachers were rewarded for extra responsibilities and what those responsibilities would entail.

All schools had to complete the review by April 2006 and had to implement the new structure no later than January 2009, the specific date being partly determined by the cost of implementing the new structure early whilst continuing to pay protected salaries until January 2009.

At Olchfa, the Governing Body has decided to implement the new structure from September 2008, and I am writing to you to highlight some of the main changes that will potentially affect you as parents. The changes are outlined below:

The Senior Leadership Team

The new Senior Leadership Team of six staff comprises two less staff than before. They are:

Headteacher	Mr Hugh Davies
Deputy Headteacher	Mr Stephen Gardner
Assistant Headteachers	Mr James Probert Mrs Johne Cowley Vacancy
Business and Finance Director	Mrs Bethan Baglow

Learning Directors

These posts, together with the School Manager (Mrs Delyth Edwards), comprise the next layer of management. The Learning Director posts are new to the school. Each Learning Director will oversee the quality of provision across groups of subjects and a year or year groups. The personnel are listed below, together with their specific link areas:

Mrs Bev Jones—Year 7 and transition / English / Business Studies/Economics / Music / History & Politics.

Mr Julian Kennedy—Years 8 and 9 / Maths / ICT / Psychology / Sociology.

Mrs Jan Holt - Years 10 and 11 / Design Technology / Geography / PSE / Vocational Subjects.

Mr David Williams - Year 12 / Modern Foreign Languages / Welsh / PE / Art.

Mrs Bev Ryan - Year 13 / Science / Biology / Chemistry / Physics / Religious Education / Studies.

Learning Leaders

The old role of Head of Year will disappear and will be replaced by the role of Learning Leader. As the title suggests, the focus will be on the academic progress of the pupils in the relevant year group. It will be less focused on pastoral, attendance and behaviour issues than before, although the Learning Leader will clearly need an overview of these. To support the Learning Leaders, we have appointed three **Pastoral Guidance Workers**. This is a new role in the school and the appointees will not be teachers. They will deal with day-to-day attendance, behaviour and pastoral issues. The advantage will be that they will have no teaching commitment (unlike the current Heads of Year, who have to deal with issues whilst teaching two thirds of a timetable) and will, therefore, be able to deal with issues more promptly as they arise.

The Learning Leaders are:

Mrs Julie Garner	Year 7
Mrs Sarah Carroll	Year 8
Mrs Kath Wall	Year 9
Mrs Claire Thomas	Year 10
Ms Julie Riley	Year 11
Mr Richard Jones	Year 12
Mrs Bethan McHugh	Year 13

The Pastoral Guidance Workers are:

Key Stage 3 (Years 7,8,9)	Miss Jennifer Dorrian
Key Stage 4 (Years 10,11)	Mrs Helen Davies
Key Stage 5 (Years 12,13)	Mrs Anne Holborow

Key Stage Managers

In addition to the roles outlined above, Key Stage Managers will oversee all of the day-to-day running and administration of the relevant year groups. They will organise events, parents' evenings, deal with routine statistical returns etc. and will act as the main point of contact for parents in the first instance.

The Key Stage Managers are:

Key Stage 3 (Years 7,8,9)	Mrs Maureen Wagstaff
Key Stage 4 (Years 10,11)	Mrs Delyth Howells
Key Stage 5 (Years 12,13)	Mrs Jan Platt

LOST PROPERTY

Can we remind pupils and parents to make every effort to collect lost property items from the Pupil Welfare Officer. As usual this accumulates to a vast amount of clothing, trainers, shoes and jewellery which has to be disposed of at the end of every term due to lack of storage.

WE MAKE A PLEA—PLEASE PUT YOUR CHILD'S NAME ON UNIFORM!

Activities 2008

Once again this year, there is an extensive programme of activities for our pupils (and staff!) to enjoy. These range from trips abroad, a theatre visit to London, outdoor adventure activities, indoor activities and clubs. For those who do not wish to participate in out of school activities, arrangements have been made for events to take place in school.

Parents ought to be well aware of the options that have been made available to their child (ren) from information sent home. My thanks to Mr Turpin for organising activities and to staff for leading and supporting them.

Routine Vacancies

If you are interested in becoming a Dining Room Assistant, please contact Mrs Baglow on 534304 for further details.

If you are interested in becoming an exam invigilator please contact Mr Helliwell, Exams Officer on 534309. Training will be provided.

The Parental Calendar will be issued to pupils early in September. More information will also be available on our website from September e.g. school holidays / academic calendar / exam dates etc.

For Information

All vacancies, teaching and non-teaching, are routinely advertised on

www.eteach.com

And via the City and County of Swansea website

SCHOOL TERMS AND HOLIDAY DATES 2008-2009

SCHOOL TERMS AND HOLIDAYS			Mid Term Holidays		2008-2009	
Term	Term Begins	Term ends	Begins	Ends	Term begins	Term ends
Autumn 2008	Tuesday 2 September	Friday 24 October	Monday 27 October	Friday 31 October	Monday 3 November	Friday 19 December
Spring 2009	Tuesday 6 January	Friday 13 February	Monday 16 February	Friday 20 February	Monday 23 February	Friday 3 April
Summer 2009	Monday 20 April	Friday 22 May	Monday 25 May	Friday 29 May	Monday 1 June	Wednesday 22 July
BANK HOLIDAYS	10th April — Good Friday / 13th April — Easter Monday / 4th May—May Day / 25th May 2009—Spring Bank Holiday					
INSET DAYS	2nd and 3rd September / 24th October / 6th January 2009 / 6th March 2009 The dates for the other two INSET days will be confirmed in due course.					

Dear Parent / Guardian

re: **Combating Absenteeism in our School**

As we all know, it is a legal requirement for children to attend school. **It is the responsibility of parents to let the school know before 10.00am on the first morning of absence of reasons for absence.**

Our school has decided to install an automatic communication system that will contact you directly if your child is marked absent at registration. This will ensure that the reason for the absence is known as soon as possible and alert you if your child is not in school when they should be. Post-registration absences can also be detected and reported to you.

You will have already supplied school with contact telephone numbers when your child started at the school but you may prefer to update these and where applicable include mobile and work numbers.

If your home, mobile or works telephone number has changed recently please provide your new numbers including area code. You may also supply an e-mail address for us to contact you on. Please note, these numbers should be contact numbers for parents, step-parents, foster parents only. We do not require your emergency telephone numbers.

Your child will be automatically included on the system, however, **should you prefer not to be notified that your child is absent from school please notify the Key Stage Manager as soon as possible.**

To allow you to familiarise yourself with this system, we have set up a **special local rate telephone number 0845 225 0201** which you may wish to call.

Sometimes parents are unaware when a child chooses not to turn up to school. Therefore it is important that we do everything we can to increase the speed of communication between home and school.

By introducing this service, our school is able to reassure you that we are meeting the Governments recommendations in contacting you on the first day of your child's unnotified absence. It will also provide an early warning system should your child go missing from school. As always your child's safety is our main concern.

Yours sincerely



H Davies
Headteacher

IF YOU HAVE NOT ALREADY DONE SO, PLEASE COMPLETE AND RETURN TO THE SCHOOL

Please complete in Block Capitals, sign and return to the school

Parent / Guardian Details

	Title (Mr/Mrs/Ms/ Miss/Dr/ other)	First Name	Surname
Parent/Guardian Name (1)			
Parent/Guardian Name (2)			
	Class	First Name	Surname
Child's Name (1)			
Child's Name (2)			
Child's Name (3)			
Child's Name (4)			

These are the telephone numbers that will be called to contact you regarding your child. Please indicate by circling whether the phone/email belongs to Parent/Guardian (1) or (2) and circle whether it is a home, mobile or work number/address.