

PARENT HANDBOOK



2025 / 26



GCSE - Platinum Award



loving
hopeful
attentive
faith-filled
generous
eloquent
intentional
learned
prophetic
wise
grateful
discerning
compassionate
truthful
active

SUCCESSFUL RESILIENT GOSPEL VALUES

HEADTEACHER'S WELCOME

#TheFutureOfCatholicEducation

We are delighted that you have chosen St Richard Gwyn for your child's education.



As a Catholic community, we seek to live out our faith through our words and actions, giving witness to Gospel values in all that we do. Our school is a caring, disciplined and inclusive community where every individual is valued and encouraged to grow in faith, knowledge and character.

At St Richard Gwyn, we set high standards for learning, behaviour and personal development. We believe every student can achieve excellence, and we are committed to helping each one fulfil their potential, recognising that this can only be achieved through strong partnership between school, home and parish. Your encouragement and involvement in your child's journey will help them to thrive both academically and personally.

This booklet is designed to help you and your child prepare for the exciting move to secondary school, or transition to SRG after YR7. It provides key information, advice, and activities to help you get to know our community and the opportunities that await. From academic study to a wide range of extra-curricular activities, we hope you will soon discover that being part of St Richard Gwyn is about much more than lessons – it's about growing in faith, friendship and confidence.

We are also excited to be continuing this journey into a new chapter, as plans progress for our state-of-the-art, purpose-built school – a development that represents the future of Catholic education in our community.

We look forward to welcoming you to our school and to beginning this journey together.

Mr D Blackwell

CONNECT WITH US

Argae Lane
Barry
Vale of Glamorgan
CF63 1BL

www.strichardgwyn.co.uk

01446 729250

info@strichardgwyn.co.uk



St Richard Gwyn Catholic High School



strichardgwynbarry



SRGbarry



strichardgwynbarry

QUICK LINKS

For your convenience, a range of useful information and resources can be found on our school website. Visit the Quick Links below or wherever you see the yellow 'click here' symbol for easy access to key areas such as term dates, uniform guidance, school meals, newsletters, and our event calendar. These links are regularly updated to help you stay informed and connected with school life.



ADMISSIONS



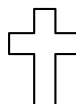
UNIFORM BOOKLET



POLICIES



TERM DATES



SPIRITUAL LIFE



NEWSLETTERS



EVENTS CALENDAR



PARENTPAY



FACEBOOK



SCHOOL DAY



BIG FRESH MENU



GOVERNORS SCHOOL
DEVELOPMENT FUND



YR9 OPTIONS



GDPR CONSENT FORM



FSM APPLICATION

LEADERSHIP TEAM



Mr David Blackwell
Headteacher



Mr Matthew Dunn
Deputy Headteacher



Mrs Laura Burnett
Senior Assistant Headteacher



Mr Ryan Crimmins
Assistant Headteacher



Mrs Sharon Macleod
Assistant Headteacher

THE GOVERNING BODY

Foundation

Mr Paul McLoughlin (Chair)
Dr Martin Price (Vice Chair)
Mr Steve Trigg
Mrs Emma McGivern
Mrs Kate Harris
Mrs Sharon Saju
Mrs Louise Mills
Mrs Annmarie Fulgoni
Ms Mary McCarthy
Canon Mike Evans
Mr M Lawrence
Mrs L Taylor

Parent Governors

Mr Rhys Jones
Mrs Kelly Toshack
Mr Daniel Hillier

Teaching Staff

Mrs R Ellis
MS Lyndsey Evans

Non Teaching Staff

Mr Allan Bell

Local Authority

Mr Steve Harris
Mr D Carter

Headteacher

Mr David Blackwell

SCHOOL DAY

YEAR	FORM	L1	L2	BREAK	L3	LUNCH	L4	L5
7	8:40 – 9:00	9:00 – 10:00	10:00 – 10:50	Art Block Area 10:50 – 11:20	11:20 – 12:20	Canteen / Art Block Area 12:20 – 12:50	12:50 – 1:50	1:50 – 2:50

YEAR	FORM	L1	L2	BREAK	L3	L4	LUNCH	L5
8	8:40 – 9:00	9:00 – 10:00	10:00 – 11:00	Main Yard 11:00 – 11:20	11:20 – 12:20	12:20 – 1:20	Canteen / Art Block Area 1:20 – 1:50	1:50 – 2:50
9	8:40 – 9:00	9:00 – 10:00	10:00 – 11:00	Main Yard 11:00 – 11:20	11:20 – 12:20	12:20 – 1:20	Canteen / Art Block Area 1:20 – 1:50	1:50 – 2:50
10	8:40 – 9:00	9:00 – 10:00	10:00 – 11:00	Main Yard 11:00 – 11:20	11:20 – 12:20	12:20 – 1:20	Street / Astro 1:20 – 1:50	1:50 – 2:50
11	8:40 – 9:00	9:00 – 10:00	10:00 – 11:00	Main Yard 11:00 – 11:20	11:20 – 12:20	12:20 – 1:20	Street / Astro 1:20 – 1:50	1:50 – 2:50

Our school day is divided into five periods. Year 7 pupils have an earlier lunchtime than the rest of the school and enjoy an extra 10 minutes during their morning break to help them settle into secondary school life. Assemblies take place daily, with each year group attending in rotation – led by the Senior Leadership Team on Week A and by Heads of Year on Week B. Year 7 Mass is celebrated every Wednesday, offering students the opportunity for prayer and reflection as part of our Catholic ethos.

TERM DATES

Autumn 2025

Monday 1st September – Friday 19th December
Half Term
Monday 27th October – Friday 31st October

Spring 2026

Monday 5th January – Friday 27th March
Half Term
Monday 16th February–Friday 20th February

Summer 2026

Monday 13th April – Friday 17th July
Half Term
Monday 25th May–Friday 29th May

INSET DAYS

Monday 1st September 2025
Friday 3rd October 2025
Friday 28th November 2025
Wednesday 28th January 2026
Monday 23rd March 2026
Monday 20th July 2026

CURRICULUM > KEY STAGE 3

YEARS 7 – 9



Mrs A Walker
Head of Key Stage 3

In their first year, and in line with the requirements of the National Curriculum, all students follow a common course comprising:

- Religious Education
- Science
- Mathematics
- English
- Welsh
- KS3 SRG Welsh Baccalaureate & Skills
- Geography
- History
- Spanish
- Physical Education
- Drama
- Art
- Music
- Design & Technology (Textiles , Food, Resistant Materials)
- Information Technology (I.T)
- Personal Social Education (P.S.E)*

*PSE is delivered across the curriculum, with a focus on:

RE: Covers spiritual, moral, and educational aspects of growing up. Key Stage 4 includes relationships and marriage in the GCSE course.

RSE: Prepares students for adult life through age-appropriate lessons that promote respect, dignity, and informed decision-making, using diocesan-approved resources (Ten Ten, Fertile Heart).

PSHE: Explores topics such as online safety, relationships, substance awareness, finances, careers, and personal safety. In Key Stage 3, pupils have one lesson per fortnight, plus workshops and external speakers.

Science/Biology: Covers the reproductive system in Year 7, with a more detailed module in Year 9.

All PSE is rooted in gospel values, supporting students to respect themselves and others.

Form Groups

Each year has six forms and six teaching classes. All form groups are mixed ability and named after Welsh religious locations:



BM- Belmont



LT - Llantarnam



CD - Caldey



MG - Margam



EW - Ewenney



WL - Whitland



YR7 PROGRESS LEADER
Mrs A Walker



YR8 PROGRESS LEADER
Miss G Collins



YR9 PROGRESS LEADER
Mrs R Ellis

FORM TUTOR

7BM	Mrs F Wright / Mr D Owen
7CD	Mr C Hodgkins
7EW	Miss A Powles
7LT	Mrs K Kelly
7MG	Mr J Edwards
7WL	Mrs S Thomas

FORM TUTOR

8BM	Mr G Ivins
8CD	Mr G Williams
8EW	Mrs R Bridgeman / Mrs K Cleave
8LT	Miss M Evans
8MG	Mrs R Williams
8WL	Mr R Evans

FORM TUTOR

9BM	Miss E Burrows
9CD	Mrs L Goodyear
9EW	Mr G Hobbs
9LT	Mr M Bryon
9MG	Mr P Donoghue
9WL	Mr L Oldfield

CURRICULUM > KEY STAGE 4

YEARS 10 & 11



Mr N Evans
Head of Key Stage 4
& YR9

In Years 10 and 11, all pupils study core subjects alongside either school-based option subjects or external courses. At Key Stage 4, pupils explore subjects in greater depth, developing more specialised knowledge and skills. To support this, they are given the opportunity to choose which subjects they wish to continue, as well as select from a range of new courses introduced each year.

Compulsory Core Subjects

- Religious Education
- Science
- Mathematics & Numeracy
- English & English Literature
- Welsh
- Welsh Baccalaureate (National)
- Games
- Personal Social Education (P.S.E)

Option Subjects (GCSE / Level 2)

- Art & Design
- DT Product Design
- Health, Social & Child Care
- Textiles & Fashion
- Food & Nutrition
- Physical Education
- Sport Award
- Business Studies
- Geography
- History
- Spanish
- ICT
- Music
- Sociology
- Drama
- Construction

Non-Exam Option Courses

- Military Preparation
- Personal Finance
- Personal Growth & Development

Form Groups

The mixed ability form groups are named using the initials of their House, following the structure of religious Welsh locations.



BM - Belmont



EW - Ewenney



WL - Whitland



CD - Caldey



LT - Llantarnam



PN - Penrhys



MG - Margam



YR10 PROGRESS LEADER
Mrs C Wilson

FORM	TUTOR
10BM	Mrs B Vella-Jones
10CD	Miss E Price
10EW	Miss L Evans / Miss J Wooding
10LT	Mrs M Young
10MG	Mrs D Fry / Mr D Owen
10WL	Mrs C Edwards / Mr O Raynor



YR11 PROGRESS LEADER
Miss N Williams

FORM	TUTOR
11BM	Mr A Kinchin
11CD	Mr N Jones
11EW	Mr R Miller
11LT	Mrs H McGhee / Mr B Fitzgerald
11MG	Mrs L Evans / Mr B Fitzgerald
11PN	Mr A Perrett
11WL	Mrs R Swain

EXTRA CURRICULAR

At St Richard Gwyn Catholic High School, learning extends far beyond the classroom. Our extensive extra-curricular programme encourages students to explore new interests, develop their talents, and grow in confidence within a supportive Catholic community.

A wide range of clubs and sporting activities run throughout the year, alongside opportunities in the arts – including the return of our popular school productions, kicked off in style last year with The Wizard of Oz! Students also enjoy educational and cultural visits such as theatre and museum trips, amusement park outings, Harry Potter Studio experiences, Catholic retreats and faith-based events.

We are also proud to offer instrumental lessons through the Cardiff & Vale Music Service (CAVMS), with specialist teachers providing piano, strings, guitar, bass and drum tuition. A selection of instruments is available to loan free of charge – please contact the Music Department for more details.

Highlights of our calendar include Enrichment Week, packed with creative and team-building experiences, and our Year 7 Enrichment Days, designed to help new pupils settle into our school community. Students also have opportunities to take part in ski trips and other residential activities that promote adventure, independence and personal growth.

At St Richard Gwyn, we are proud to provide a wealth of experiences that nurture every aspect of our students' academic, social and spiritual development.

LUNCH	Monday	Tuesday	Wednesday	Thursday	Friday
	KS4 Weightlifting GYM	Darts Club Barn	KS4 Badminton Sports Hall	All Years Basketball	KS3 Badminton Barn
	All Years Dungeons & Dragons Week B - 203	YR7 Debate Club 203	All Years Dungeons & Dragons Week A - 104	YRS 8 - 11 Debate Club 203	YRS 8 - 11 Pokemon Club ICT2
	All Years Chess & Games Club Week A - MA2	SVP Club Chapel (Form Time)	YRS 8 - 11 Homework Support WB1	YR8 Games Club MA5	YR7 & 8 Games Club MA5
	YR7 & 8 Games Club MA5	YRS 8 - 11 Homework Support WB1	YR7 Choir Music Room		
		YRS 8 - 11 Choir Music Room	YR7 & 8 Games Club MA5		
AFTERSCHOOL	YR7 / 8 Boys Football Astro	YR9 / 10 Netball Barn	All Years Rugby Club	All Years PE Fixtures	KS4 Geography Revision 201
	YR7 / 8 Netball Barn	Girls Football Astro	YR11 Maths Revision MA Block	All Years Rock Club Music Room	
	SVP Club Chapel	All Years Rock Club Music Room		All Years Skateboarding Barn	
	KS3 Dodgeball Club Gym	All Years Drama Club EX2		YR10 Maths Revision MA Block	
		KS4 Additional Maths MA1			

LEARNING AT HOME

Home learning is an important part of life at St Richard Gwyn and supports pupils in developing independence, organisation, and good study habits. We recognise that adjusting to home learning can take time, particularly when moving into secondary school, and we aim to support pupils every step of the way.



WHY DO WE SET HOME LEARNING TASKS?

Home learning helps pupils to:

- Develop self-discipline and responsibility
- Reinforce and extend classroom learning
- Build strong study and organisational skills
- Check understanding and prepare for assessments

Research shows that regular, purposeful home learning supports higher achievement in school.



OUR EXPECTATIONS

We aim for a healthy balance between learning and home life.

- Key Stage 3:
 - Up to 20 minutes per subject for three subjects per evening (around 1 hour total)
- Key Stage 4:
 - Up to 2 hours per evening, including homework, coursework, or revision

Some tasks may be set over several days, encouraging pupils to plan their time effectively.



HOW HOME LEARNING IS SET

All home learning is shared through **Google Classroom**, where pupils can see tasks, deadlines, and resources. Even if no task is set, pupils are encouraged to review lessons or revise key content during their study time.



SUPPORT IN SCHOOL

- Lunchtime access to the library for quiet study
- A staffed ICT room available at lunchtimes for homework support



WORKING TOGETHER

Families can help by encouraging regular routines and checking Google Classroom. If concerns arise, please contact your child's Form Tutor in the first instance.

PASTORAL CARE

THE PROGRESS CENTRE

The Progress Centre is a dedicated wellbeing area within the school, designed to provide emotional support and practical assistance to students throughout the day. It serves as a calm, safe space where pupils can seek help if they are feeling unwell, require first aid, or need a moment of regulation, reflection and support.

The Centre is home to our Attendance Officer and Student Engagement Team, who work closely with pupils to promote positive attendance, behaviour, and engagement in learning. Staff within the Progress Centre provide guidance and mentoring to help students develop confidence, resilience, and self-management skills, supporting them in overcoming any barriers to their academic progress and wellbeing.

Through a focus on care, consistency, and encouragement, the Progress Centre plays a vital role in ensuring that every student feels supported, valued, and equipped to make positive choices both in and out of the classroom.

MEET THE TEAM



Mr D Swain
Progress Centre Lead



Mrs C Coyle
Behaviour
& Wellbeing Support



Ms B Cleak
Student Engagement
Lead



Mrs K Clarke
Family Engagement Lead
& Attendance Officer



BENTLEY Wellbeing Support Dog

Bentley is our much-loved school wellbeing dog and an important member of the St Richard Gwyn community.

Calm, gentle, and full of character, Bentley provides comfort and companionship to students across the school.

His presence helps to reduce stress and anxiety, promote positive wellbeing, and create a sense of calm during busy school days. Bentley plays a special role in supporting our school's caring and inclusive ethos.

PASTORAL CARE

ALN TEAM



Mrs J Osborn
ALNco



Mrs C Souter
Assistant ALNco

The aim of the School's Additional Learning Needs (ALN) Policy is to ensure that every student with additional learning needs has access to the full breadth and balance of the Curriculum for Wales, and that the educational, spiritual, and social experiences provided are relevant to their individual needs.

The school recognises that Additional Learning Needs exist across the full range of ability and that there is a continuity of need. A graduated approach is adopted, combining universal provision with targeted additional learning provision to support learners effectively.

The Additional Learning Needs Co-ordinator (ALNCo) works closely with a dedicated team of experienced teaching assistants and a range of external agencies to ensure that all pupils receive the most appropriate support. Provision for pupils with ALN is a shared responsibility across the whole school community. Alongside the Governing Body, the Headteacher, and the ALNCo, all members of staff play a role in meeting the needs of learners.

Strong communication and partnership with families are regarded as essential. To support this, the ALNCo is available for consultation and ensures that parents and carers are involved in all aspects of ALN provision. For any queries, you can contact us directly at: alncoteam@strichardgwyn.school

SAFEGUARDING LEADS



Mr P McLoughlin
Chair of Governors



Mr D Blackwell
Headteacher



Mrs N Price
Safeguarding Lead
& Chaplain



Mrs J Hoover
Safeguarding Lead
& Data Manager

ATTENDANCE

At St Richard Gwyn, we know that excellent attendance is key to success. Research shows that students who attend regularly not only achieve higher grades but also develop stronger relationships, better wellbeing, and brighter futures.

Why Attendance Matters

Regular attendance helps your child:

- Achieve their best possible results
- Build confidence and friendships
- Stay engaged and enjoy learning
- Prepare for the world of work

Even small absences can add up — missing just one day every two weeks equals almost a month of lost learning each year.

Days Missed	Attendance Rate	Impact
10 Days	93%	Lower Progress
20 Days	86%	One grade lower
< 85%	-	Unlikely to achieve 5 A* -C grades

If your child is well enough to be up and about, they're usually well enough for school. Please contact us early if absence is linked to anxiety or other issues so that we can offer support.

EVERY DAY COUNTS

School and **future success** starts with good attendance



Remember - education is important - **don't miss out!**

HOW FAMILIES CAN HELP

- Set clear expectations: Talk regularly about the importance of attending school every day.
- Plan appointments carefully: Try to book medical or dental visits outside school hours.
- Avoid holidays in term time: These cannot be authorised and no work will be set.
- Keep communication open: Discuss your child's feelings about school and let us know if they're struggling — we're here to help.
- Please note: A parental note does not automatically authorise an absence. Decisions are made in line with Welsh Government guidance.

ATTENDANCE

LEAVING DURING THE SCHOOL DAY

Pupils may only leave school if authorised by a senior member of staff:

- Years 7–9: Must be collected from Reception and signed out by an adult.
- Years 10–11: May leave unaccompanied with a signed letter or appointment card.

Please try to avoid full-day absences for short appointments.

PUNCTUALITY

All pupils should be on site by 8:40am. Being on time helps students settle calmly into their day and avoid missed learning.

- Late arrivals without a valid reason are recorded and monitored.
- Two or more unexplained lates may result in detention.
- Ten late marks could lead to a Fixed Penalty Notice in line with Vale of Glamorgan policy.

Parents will be notified via the Arbor App if a child arrives late.

EVERY DAY COUNTS

Good attendance and punctuality build lifelong habits of reliability, resilience, and respect — values at the heart of our school community.

For any attendance concerns, please contact Mrs Clark, Attendance Officer, or your child's Progress Leader.

WAYS TO CONTACT US ABOUT ATTENDANCE



Arbor App

Log in to your parent app and send us a message



Phone

01446 729250
Option 1



Email

Mrs Clarke: kclarke@strichardgwyn.school
Reception: info@strichardgwyn.co.uk

UNIFORM & PHONE POLICY

UNIFORM

We take pride in our pupils' appearance and ask parents and carers to help ensure the uniform code is followed. Wearing the correct uniform encourages a sense of pride, belonging, and high standards.

Uniform is compulsory for all five years, and non-compliance will be addressed according to our behaviour policy. Items that don't meet the code may be confiscated and returned at a later time.

Full details are in our Uniform Booklet (click the image opposite for direct access), and items can be purchased from our uniform supplier A Class Apart.

UNIFORM BANK

We also run a Uniform Bank to support families in need. Gently worn items are available free of charge, and we warmly welcome donations of uniform in good condition. For access or to donate, please contact us at uniform@strichardgwyn.school.

PHONES

St Richard Gwyn operates a "Not seen, not heard, not taken away" policy for mobile phones and digital devices, including smartwatches and tablets. All devices must be switched off and kept out of sight during the school day. Devices seen in lessons or around the school will be confiscated and kept securely in the Key Stage office, Progress Centre, or with SLT for collection at the end of the day.

Refusal to comply may result in internal exclusion, and repeated refusal could lead to a fixed-term exclusion. Full details of our policy can be accessed via the quick link below.



WHY A PHONE FREE SCHOOL?

- Better focus & learning – fewer distractions in class.
- Stronger friendships – more face-to-face interaction.
- Healthier minds – less anxiety, more real social connection.
- Calmer & safer environment – fewer disruptions and less cyberbullying.

SCHOOL LIFE

CARE OF SCHOOL PROPERTY

All textbooks and exercise books are provided by the school and remain its property; parents/carers may be asked to contribute if items are lost or damaged. Pupils should use a bag for books and a separate one for PE kit. Contributions may also be requested for damage to other school property or equipment.



CARE OF OWN PROPERTY

The school takes all reasonable steps to protect pupils' belongings, but cannot accept responsibility for loss or damage. Parents/carers should clearly label all clothing and property with their child's name and ensure that pupils do not bring valuables or large amounts of money to school.



PARENTPAY

All payments for school meals, trips, and other services are made online through ParentPay, available 24/7. Accounts are secure and activated with a unique username and password, with no card details stored. Parents can merge accounts if they have more than one child. Trips should be paid via ParentPay; contact the finance team for assistance if needed: 01446 724140 or Financeteam@strichardgwyn.co.uk.



CATERING, MENUS & ALLERGENS

Our cafeteria is run by the Big Fresh Catering Company. Pupils select meals from the menu and pay using our cashless system with an individual PIN. Money can be added via ParentPay, which updates balances throughout the day. Packed lunches are allowed, but glass bottles are prohibited, and all meals must be eaten on site.

For special dietary needs or allergies, please contact the school to discuss support. Full allergen information is available on the Big Fresh menu link opposite. For help with ParentPay or other finance queries, contact the finance team on financeteam@strichardgwyn.co.uk



SCHOOL LIFE

ILLNESS & MEDICATION

If a pupil becomes unwell or injured during the school day, they will be taken to the designated wellbeing area. Parents/carers may be contacted and asked to collect them, so it is vital that the school holds up-to-date emergency contact details and information about any medical conditions or restrictions.

If medication is required during school hours, pupils must bring it in the original container with the pharmacy label clearly showing their name and dosage. Medication must be handed to the Progress Leader or the Wellbeing Centre for safekeeping, along with a completed medication permission form. Pupils are responsible for administering their own medication, as staff are not permitted to do so.



ACCESSABILITY

We provide a safe, inclusive environment for all students and ensure full accessibility across the school.

Students needing support due to injury or disability must be assessed by a medical professional and deemed fit for school. Any prescribed mobility aids require written confirmation.



Medication must be handed to the Progress Centre for safekeeping – staff cannot administer medical treatment or medication.

TRANSPORT

Many of our pupils travel to and from school using council-provided transport. Free school transport is available to those living more than three miles from the school within Vale of Glamorgan, measured by the shortest walking route. Eligible pupils will automatically receive a bus pass during the summer holidays.

Further details, including application forms and routes, can be found on the Vale of Glamorgan Council website – click on the bus opposite!

Pick-up points for the 2025/26 school year are confirmed by the council, and pupils should arrive at their stop at least 10 minutes before the scheduled time.



BEHAVIOUR POLICY

REWARDS & SANCTIONS

At St Richard Gwyn, we believe that positive behaviour should be celebrated and encouraged. Our Praise Point system rewards pupils for effort, achievement, kindness, and contributions to school life. Both teaching and non-teaching staff can award Praise Points, which are logged on Arbor and visible to parents via the app.

Praise Points also contribute to our House System, where pupils work together through events such as Sports Day, the Eisteddfod, and charity activities — helping to build teamwork and community spirit.

Examples of rewards include:

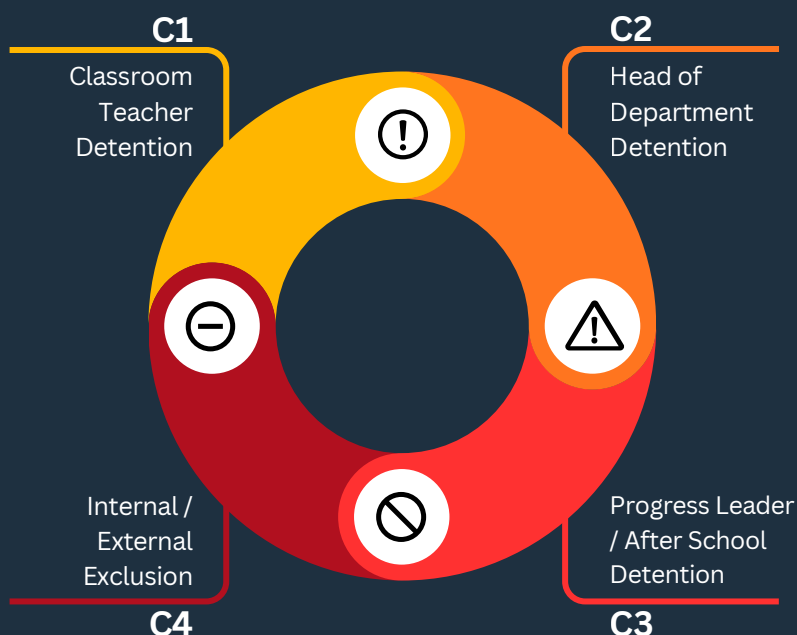
- Student or Form of the Week
- Loyalty cards and termly reward shop
- Postcards or phone calls home
- Reward trips and certificates
- Recognition at our annual Awards Evening

Our classroom expectations are built around what we VALUE as a school:

- Follow instructions first time
- Show a positive attitude to all
- Complete all work to the best of your ability
- Be punctual, prepared and in correct uniform
- Respect our faith, others and the school community

CORRECTIVES

GUIDING BEHAVIOUR THROUGH ACCOUNTABILITY



While positive behaviour is always our focus, we also have clear and consistent sanctions for when expectations are not met. Teachers may issue correctives (C1–C4) to help pupils reflect and improve their behaviour. Continued disruption may lead to a pupil being “parked” in another class or placed in Internal Exclusion, where parents are contacted, and a meeting held before the pupil returns to lessons.

Persistent negative behaviour or poor conduct may result in loss of privileges, including participation in school trips. Our aim is always to guide pupils back towards positive choices and personal growth.

BEHAVIOUR POLICY

BULLYING

We cannot say that bullying never happens at our school. In any community, conflicts can sometimes arise. Bullying is completely unacceptable, and we take it very seriously.

Our Anti-Bullying Policy is reviewed annually to ensure every pupil can learn in a safe, supportive environment. Any reports of bullying are handled promptly and fairly. The full policy is available here:



POLICIES

WHAT IS BULLYING

Bullying is when someone deliberately hurts, threatens, or frightens another person repeatedly. It can be:

- Verbal: teasing, name-calling, taunting.
- Social: excluding someone or spreading rumours.
- Physical: hitting, kicking, or other violence.
- Financial/Coercive: demanding money or possessions.
- Online/Cyber: messages, emails, or social media.

It can happen anywhere—classroom, playground, on the way to or from school—and often when no one else is watching.

WHAT TO DO

- Tell someone: teacher, family, or senior pupil.
- Speak up: say “NO” and move away if possible.
- Share your feelings: anger, fear, or frustration is natural.
- Remember: talking about it helps—don’t suffer in silence.

Support is available through our worry box and reporting system. You do not have to put up with bullying.

HOW WE HELP

- PSE Lessons: Years 7 & 8 discuss bullying and its impact.
- Supportive Staff: Students are encouraged to report incidents.
- Witnesses Matter: Not reporting makes one complicit.
- Parental Support: Contact your child’s Progress Leader or Chaplain if concerned.
- Cyber Safety: Our community police officer helps with online issues.

When incidents are reported, we investigate fully. Parents’ support is vital. Together, we send a clear message: bullying is not tolerated, and everyone involved will be supported.

WORKING TOGETHER



Dear Families

Welcome to St Richard Gwyn Catholic High School. I am confident that our caring, disciplined, and friendly community will support your child well over the next five years.

As a voluntary aided Catholic school, responsibility for repairs and improvements lies with the governing body, not the Local Education Authority. In the past, the Governors' Fund has supported major projects, such as replacing classroom windows and upgrading the reception area, with the help of Welsh Assembly and Vale of Glamorgan Council grants.

Grant aid from the Welsh Assembly covers 85% of costs, but the governing body must provide the remaining 15%. To maintain and improve our current building while we await the construction of our new school, we invite each family to kindly consider contributing a small monthly donation.

As a charity, we can also reclaim income tax on donations. A monthly donation of £5 over the five years your child is with us allows us to reclaim £84, making an annual contribution of £60, worth £405 with grant aid—making a real difference to the facilities we provide.

A standing order form is included in the parent handbook and available on our website by clicking the link below. If you are able to contribute, please complete the form and return it to school at your earliest convenience.

Yours sincerely,

Mr Paul McLoughlin
Chair of Governors

GOVERNORS
DEVELOPMENT FUND





ST RICHARD GWYN
CATHOLIC HIGH SCHOOL

YSGOL UWCHRADD GATHOLIG
RICHARD GWYN SANT

GOVERNORS SCHOOL DEVELOPMENT FUND

Standing Order Form

Instructions to your bank or building society

1 Details of the account where payments will come from

Account Name

Account Number

Sort Code

2 Details of the account where payments will be sent to

Account Name

Name of Bank or Building Society

Branch

Account Number

Sort Code

3 Payment Details

Regular Amount (in Figures)

£

Date of First Payment

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of Final Payment

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

OR

Number of Payments

OR

☐ Continue payments until cancelled by me in writing (mark X in the box)

Frequency

Choose option by marking one box with an X

☐ Weekly	☐ Monthly	☐ Quarterley
☐ 6 Monthly	☐ Annually	

For weekly payments choose preferred day of week

☐ Monday	☐ Tuesday	☐ Wednesday
☐ Thursday	☐ Friday	

If you would like any other frequency, please choose a date

D	D
---	---

4 Authorisation

Signature(s) (if joint account)

Date of First Payment

D	D	M	M	Y	Y	Y	Y
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