

Parents' Handbook 2023/24



#maesteg24
#motivatedtostrive



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Deputy Headteacher: Dr. Dale Duddridge dduddridge@maestegschool.co.uk

Welcome

Maesteg school would like to take this opportunity to welcome learners and parents to our Parents' Handbook. This is where we will introduce you to Maesteg School, our aims and ambitions for the school and the expectations we place upon parents in supporting our school and our staff in creating a disciplined, happy and inclusive learning environment for the children of Maesteg.

In this handbook, we set out our expectations for both learners and parents whilst also providing an overview of the school. This school handbook will provide parents with an introduction to the school, its staff, the structure of a typical school day and our rules and guidelines that set out our ambitions for both the school and the wider Maesteg community. Our motto is 'Motivated to Strive' and our school, our staff and our governing body endeavour to uphold this philosophy. However, the school has an expectation on parents to not only be positive role models for their children, but also to respect and adhere to the rules of the school and support school staff in educating your child – after all, children spend longer with you than they do with us. Your support in developing positive, enthusiastic and ambitious young adults will ensure that Maesteg School remains a beacon of education for the valley where the next generation is 'Motivated to Strive'.

Our Ethos

At Maesteg School, every child matters. We understand that each child is an individual and we aim to give every learner positive educational experiences that provide both academic and personal achievements - from their very first day to their last day with us. The well-being and development of every child is our main priority.

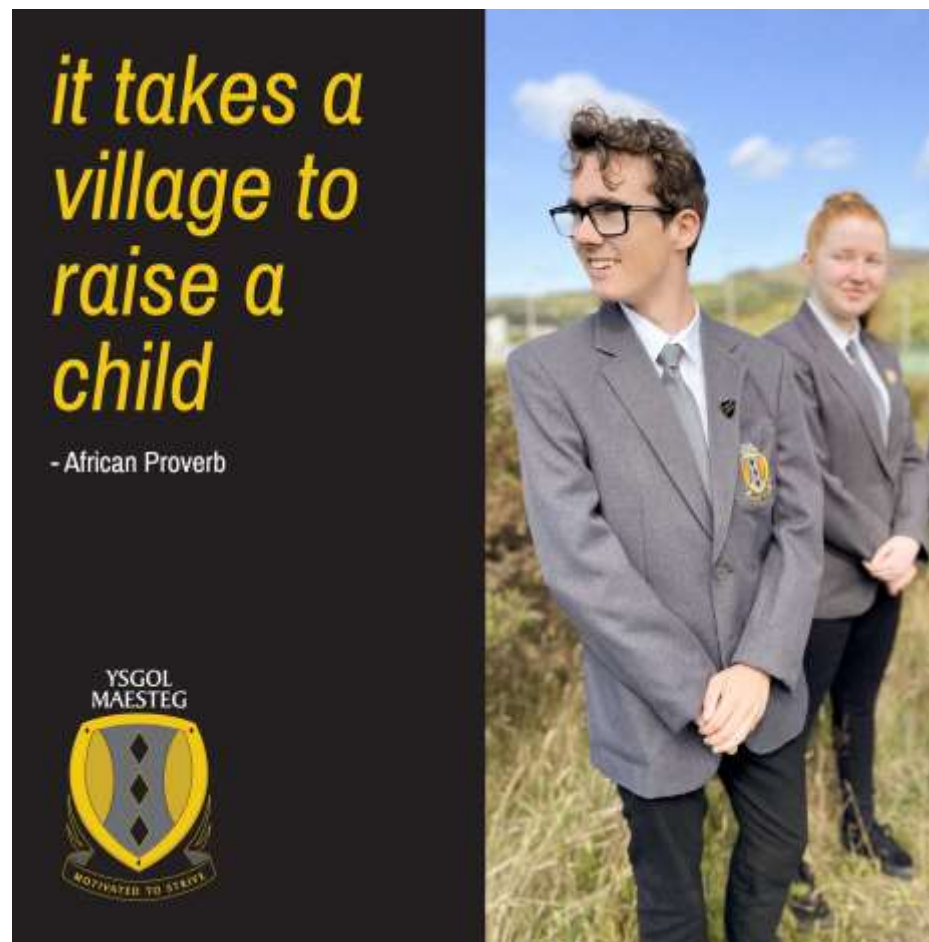
At Maesteg School, we endeavour to provide a disciplined learning environment with the **RESPECT** ethos at its core. It is a warm and caring school that enjoys exceptional relationships between all our staff and pupils. It is our ambition for parents and the wider community to recognise, acknowledge, appreciate and above all, support the dedicated staff in their endeavours to develop our learners throughout their educational journey at our school.

Maesteg School is at the heart of its community. Our children are the future of our community and we will continue to equip our learners with a deep-rooted foundation to become global citizens in an ever-evolving world. We instil a strong sense of identity at Maesteg School where pupils are encouraged to take responsibility and develop leadership skills whenever possible. We take pride in developing our pupils' self-respect, communication and numerical skills and use of digital technology to provide them with the toolkit for life beyond education where they can make a positive contribution to society.

Education reform in Wales is long awaited and desperately needed for schools and communities to produce young people who are qualified, educated, skilled, confident and resilient enough to succeed in the rapidly evolving work-place.

Maesteg School has embraced the need for change and we strive to inspire a love of learning that will stay with learners beyond formal education. We are developing young adults with skills that will prepare them for work and life - not just to pass exams.

We want ALL of our learners to succeed by reducing the impact of disadvantage. We acknowledge that children spend longer at home than they do in school, so developing effective working relationships with parents, families and the community is essential. As a community, we need to raise the expectations of our children so that they can have high expectations of themselves and 'dream big'.



We need the support of parents and carers if we are to succeed as a community, working together to help one another. As a school, we cannot take sole responsibility for raising the standards and expectations of our learners.



Maesteg School Vision Statement

Maesteg School is committed to providing an outstanding educational experience where all students are 'motivated to strive' for success. Our curriculum raises the aspirations and self-esteem of students, so they can grow into resilient, responsible, honest citizens with the confidence and desire to succeed.

We aim to:

- Build self-esteem to create happy, confident and motivated learners who want to succeed.
- Create a culture of respect, resilience and responsibility to establish a safe and happy learning environment for learners to achieve their goals.
- Develop the children and their values throughout their education journey alongside the parents
- Stimulate and encourage pupils to become better learners to reach their potential and achieve success – the world is a competitive place.
- Attain exceptional educational results that will provide learners with qualifications to ‘stand out’ in the extremely competitive world beyond school

RESPECT FOR LEARNING

At Maesteg School our expectations of our own conduct and that of our pupils can be summarised in one word: **RESPECT**

We have high expectations of behaviour to allow for effective teaching and learning. We can only create an atmosphere of respect by building good relationships throughout the school community. This includes relationships with our families and parents. Please read this handbook so that you can understand, respect, and adhere to our ethos and our expectations with our community of parents and families. The handbook is a guide to help you effectively support the work of your child at school.

ATTENDANCE:

“There is a well-established link between attendance, attainment and wellbeing. My priority, above all else, is to ensure that every young person has the opportunity to reach their full potential. Tackling learner absence is key to this.

“Schools are doing excellent work, but they can’t do this on their own. Learners need to be attending school, seeing their friends, and learning in the classroom. This is vital for their wellbeing, their education, and their future prospects. Parents and carers should be doing absolutely everything they can to ensure their children are in school. It’s the best way to give them the start in life and the future they deserve’

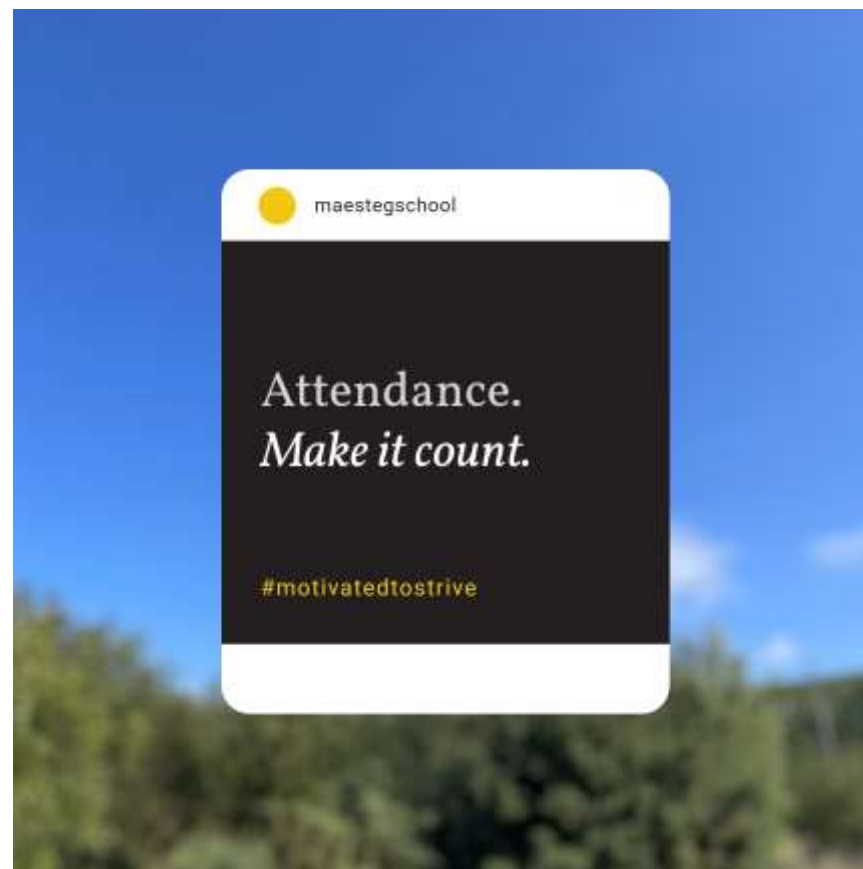
(Jeremy Miles – Welsh Government Minister for Education)

Evidence shows that the students with the highest school attendance gain the best GCSE and A Level results. Pupils who perform better both at the end of primary and secondary school will have missed fewer days than those who didn't perform as well. **Every child should aim to achieve 100% attendance.**

95% attendance = 10 days off school (50 lessons missed!)
90% attendance = 20 days off school (100 lessons missed!!)

Parents: Please ensure your child attends school regularly, on time, in correct uniform and with the correct equipment. Our school day starts at 8:40 am and all children are expected to be in school before this time. Please ensure that your child is present at ALL form tutor registration sessions to prepare them for the day ahead.

At the start and end of the school day, traffic around the school can cause congestion and be a danger – please factor this into both your travel time and your approach to the school. Being repeatedly late in the workplace is a disciplinary event, let's instil the positive habits of a lifetime at school.





RESPECT...

... Your uniform

Wear your uniform with pride. When you wear your uniform you represent Maesteg School Community and everyone in it. Form tutors will complete daily uniform checks. Hoodies are never to be worn to school and will be confiscated.

Blazers currently worn by pupils in years 7 and 10 are compulsory and need to be worn at all times. Pupils in other year groups will adopt the blazer as part of their school uniform in September 2024.

Read the Uniform Policy by clicking [here](#)

Parents: We expect parental support in upholding our high standards of appearance and behaviour whatever your personal views may be on this topic.

... One another

Every young person deserves to be happy in school in an environment that is free from bullying. We have a whole school ban on mobile phones. This ensures that pupils are protected from the impact of cyber bullying. The ban also ensures learners are not distracted by these devices when they should be focused on learning activities.

Parents: Please ensure your child leaves their mobile phone at home or switched off in bags. Parents need to support school staff when phones are confiscated. Please do not contact your child on their mobile phone during school hours – they are at school to learn.

We are a 'TELLING SCHOOL' – which means that we encourage our young people to report every incident to a member of staff. Teachers do not often see unkind or cruel behaviour so we must rely on our young people to report all behaviour that could be described as 'bullying'.

Read the Anti-Bullying Policy by clicking [here](#).

Parents: Please understand that the school investigates all incidents thoroughly prior to issuing sanctions. Your child's version of events will be one version and may be different to other versions. Report concerns to your child's form tutor in the first instance.

... Your teachers

Our teachers and support staff are our biggest asset at Maesteg School. They genuinely care about you and deserve your respect. Be polite, kind and respectful to ALL staff at ALL times.

Foul or abusive language will not be tolerated from pupils or parents. There are a minority of pupils and parents who do not treat our staff with respect and this is not acceptable.

Parents: Please remember that we have 1200 pupils at the school and staff will be teaching throughout the school day – they will not have time to respond to phone calls and queries in the timescale that a few parents expect. Please make

appointments to meet school staff via the pastoral office rather than turning up without prior appointment. (*Contact details provided on staffing page*)

.... Our school

We are all responsible for looking after our school. We are lucky to have such wonderful grounds and buildings to enjoy. Our pupils take collective responsibility for our environment by regularly performing litter picks and clearing up the hall after break and lunchtimes. Accidents can often happen in school and sometimes things are broken or damaged. Where damage is deliberate or as a result of dangerous behaviour, your parents will receive a letter informing them of the cost of the damage and pupils responsible will stay behind after school giving of their time to support our school site management team.

All pupils should be encouraged to demonstrate a positive Attitude to Learning. These positive behaviours will be monitored regularly and reported back to parents.

Parents: Please support the school when a young person's behaviour falls short of expectations. This includes supporting after school detentions and collecting a young person who has been excluded for very poor behaviour.

Please encourage a positive attitude to learning at our school. It is important that parents and carers support the school in its constant drive to raise standards.

Please raise concerns through the appropriate channels and contact the school via the pastoral office in the first instance. We would much rather discuss any grievance with you than it being discussed in other forums.

Read the Complaints Policy by clicking [here](#).

Please do not use social media to vent your frustrations with the school or its staff. As a community we should all frown upon the use of social networking to criticise the school or any members of staff which could be damaging for the school and our pupils. Remember that you are digital role models for your child.

If a child is experiencing difficulties at Maesteg, we have an extensive and vastly experienced well-being team that can provide a wide variety of support. Please contact your child's form tutor if you have concerns about your child's wellbeing.

The main contact for information about any child is the form tutor – email addresses have been provided

If the form tutor is not able to help, then you should contact the *Pastoral Office* via our main reception: **01656 815950**. If you require support for a pupil in:

Years, 7, 8 or 9, then select option 1.

Years 10 & 11, select option 2.

Sixth Form (Years 12 &13) select option 3.



THE ROLE OF THE FORM TUTOR



Each of our children deserves to have at least one champion and advocate within the school.

At Maesteg School, we believe the relationship between the pupil and the form tutor to be essential in creating the ethos that each pupil 'belongs' to our school community. The form tutor plays a critical and vital role in identifying triggers that may affect a pupil's wellbeing in school, removing barriers to learning and ensuring that there are no anonymous children. Our pastoral systems are

built to support the form tutor in knowing each child in their form and further strengthening this knowledge through areas such as the 'Respect' curriculum and wellbeing monitoring

"Good relationships are built out of structures and high expectations. The [tutor]-student relationship is built on trust."

- Tom Bennett



"Form time represents the buffer zone between 'out there and in here', where 'in here' is the school day. Form time is the transition between not school and in school and learning."

- Stephen Land

MAESTEG SCHOOL DAY

THE SCHOOL DAY: SESSIONS

We operate a 2-week timetable alternating between week 1 and 2 throughout the year which can be checked on the school calendar to avoid confusion especially after holidays. Every day starts at 8.40am for all our pupils and formal lessons finish at 2.50pm. However, we strongly recommend that pupils engage in after school activities to enjoy all that we have to offer. The more you put into school, the more you get out of it and enjoy your time here.

POWER HOUR

AFTER SCHOOL ACTIVITIES



We extend a warm welcome to all pupils who wish to stay for *Power Hour Activities* which are academic, cultural, and sporting. If pupils remain in school for *Power Hour Activities* the school day will end at 3:50pm.

SCHOOL TIMES



REGISTRATION 8.40 - 9.10

(DURATION: 30 MINS)

LESSON 1 9.10 - 10.05

(DURATION: 55 MINS)

LESSON 2 10.05 - 11.00

(DURATION: 55 MINS)

MORNING BREAK 11.00 - 11.20

(DURATION: 20 MINS)

LESSON 3 11.20 - 12.15

(DURATION: 55 MINS)

LESSON 4 12.15 - 1.15

(DURATION: 60 MINS)

LUNCH 1 (YRS 7 + 8)

12.15 - 12.50 (DURATION: 35 MINS)

LUNCH 2 (YRS 9, 10 + 11)

13.15 - 13.50 (DURATION: 35 MINS)

LESSON 5 13.50 - 14.50

(DURATION: 60 MINS)

#MOTIVATEDTOSTRIVE



To continually improve as a school, we need to listen to our 'customers'. Over the last 5 years, the school council has grown into Maesteg School Senedd in a bid to increase pupil representation. However, it is still a very small percentage of the school's pupil population who can actively participate. It is therefore important that we continue to develop opportunities for pupils to have their say via the following formats:

- Form tutor discussions led by form representatives
- Year group discussions
- Class teacher discussions
- Pupil voice forms completed once per term
- Pupil meetings with Senior Leadership Team to discuss pupils' work
- Wellbeing and Learning surveys
- Action research participants (eg Respect for Learning developments)

We also understand that parents are keen to be involved in the work of the school and over recent years have attempted to establish effective partnership groups with parents and friends of Maesteg School. Although such formal meetings did not gain sufficient interest to become viable long-term groups, they proved effective in forging improved relationships, developing initiatives such as new means of communication, breaking down perceived barriers etc.

We currently use the following platforms to share information with you:

Intouch
Twitter, Facebook and Instagram
SIMS Parent App
Maesteg School Website

- sharing important information and messages from staff
- to promote and celebrate our school
- live information about your child's attendance and behaviour
- key documents and policies

Maesteg School staff welcome opportunities to continue to work in partnership with parents and we look forward to hearing from you with your suggestions to develop our partnership work.



OUR GOVERNING BODY



Mr William O White **LA** (End date: 20/09/2027)

Cllr Tom Beedle **LEA** (End date: 19/10/2024)

Mrs Anjali Sharma-Thomas **LEA** (End date: 13/06/2026)

Mrs Kath Daly **Community** (End date: 14/10/2024)

Cllr I Williams **Community** (End date: 24/03/2025)

Vacancy for **Community**

Mr Chris Buttle **Community** (End date:
14/10/2024)

Mrs Jen McHugh-Phillips **Community** (End date:
30/06/2025)

Vacancy for **Parent x 2**

Mrs G Thomas **Parent** (End date: 21/11/2024)

Mrs L Morris **Parent** (End date: 21/11/2024)

Mrs Susan Penny **Parent** (End date: 13/12/2023)

Tracey Lewis **Staff** (End date: 23/11/2026)

Tlewis@maestegschool.co.uk

Governors can be contacted via the clerk by emailing:

simonedelaney@schoolgovernancesolutions.com

Kirsty Wadden **Teacher** (End date: 28/09/2025)

klwadden@maestegcs.bridgend.sch.uk

Bethan Jones **Teacher** (End date: 28/09/2025)

bjones@maestegcs.bridgend.sch.uk

Mrs H Jones **Headteacher** hjones@maestegschool.co.uk



TEACHING STAFF STRUCTURE



Here you can find our current staff structure for 2023/24 which includes teaching, learning, auxiliary and pastoral support staff, including the relevant contact information. All information is accurate at point of print and any amendments will be updated on the online version of this handbook.

LITERACY, LANGUAGE & COMMUNICATION FACULTY

Mrs K. Turner (Director of Learning) *Email:* kturner@maestegschool.co.uk

Mr R. Wilson (Deputy Director of Learning & Lit Co-ordinator)

Ms E. Rebane- Knibbs (Teaching and Learning Champion)

Mrs B. Jones, Dr R. Jones, Mrs N. Parker, Mrs K. Hopkins-Sparkes, Mr K. Jones, Mr S. Pryce, Ms E. Bangwan

Welsh & MFL

Mrs S. Melbourne (Teacher in charge of Welsh)

Mrs B. Morgan, Mrs C. Hughes-Reeve, Ms P. Lewis, Ms P. Brown

Mrs A. Goode (Teacher in charge of MFL)

Mrs S. Waters, Mr S. Pryce, Mrs T. Hill

MATHS FACULTY

Mr N. Howells (Acting Director of Learning) *Email:* nhowells@maestegschool.co.uk

Mrs S. Crossin (Numeracy Co-ordinator & Deputy Director of Learning)

Mr R. Melbourne, Mrs H. Davies, Mrs R. Bond, Mr A. Sherwood, Mr B. Baston, Mr A. Lam, Mrs K. Cavendish, Ms S. Elsom

SCIENCE FACULTY

Mrs K. Wadden (Director of Learning) *Email:* klwadden@maestegschool.co.uk

Mrs A. Darke (Deputy Director of Learning)

Mrs J. Lancett & Mr L. Whitall (Teaching and Learning Champion [Temporary])

Mrs A. Daniel, Mrs E. Clee, Mr M. Jenkins, Ms S. Hopkins-Weaver, Ms M. Hill, Mr I. Taylor, Mr N. Jones

Mrs K. Creighton (Laboratory Technician), Mrs R. Kennedy (Technical Assistant)

TECHNOLOGY FACULTY

Mr W. Jones (Director of Learning) *Email:* wejones@maestegschool.co.uk

Ms R. Bourne (Deputy Director of Learning)

Ms P. Pearson (Teaching and Learning Champion)

Ms G. Allen, Mr B. George, Mr S. Lewis, Ms E. Phillips

Mr D. Ravenscroft (DT Technician), Ms G. Tatchell (DT Technician)

ICT, BUSINESS & WBQ FACULTY

Mrs S. Clarke (Director of Learning) Email: sclarke@maestegschool.co.uk

Mr S. Rees (Deputy Director of Learning)
Ms H. Baty, Ms P. Veale

Mr K. Evans (Network Manager), Mr J. Pittard (ICT technician), Mr L. Christopher (Technician)

HUMANITIES FACULTY

Mr S. Hogg (Director of Learning) Email: swhogg@maestegschool.co.uk

Mrs T. Chown-Radmore (Teaching and Learning Champion)
Dr R. Evans, Mr G. Lawler, Mr V. Jones, Mr S. Saunders

HEALTH & WELLBEING FACULTY

Mrs J. Heath (Director of Learning) Email: jheath@maestegschool.co.uk

Mr R. Davies (Deputy Director of Learning)
Mr I. Lloyd (Teaching and Learning Champion)
Mr T. Davies, Ms S. Elsom, Mr S. Cronin, Mrs A. Scarr

Mr R. Davies (Rugby Development Officer)

CREATIVE ARTS FACULTY

Mrs D. Fleming (Director of Learning)

Mrs V. Rees (Acting Director of Learning) Email: vbennett@maestegschool.co.uk

Ms R. Hillier (Teaching and Learning Champion)

Mrs L. Ward, Mr A. Walters, Ms G. Roach

Mr D. Haigh (temporary technician)

LEARNING SUPPORT FACULTY

Mrs C. Hughes-Reeve (ALNCo) Email: chughes@maestegschool.co.uk

Mr R. James (Specialist Behaviour Support Teacher of MAC Base) Email: rjames@maestegschool.co.uk

Mr C. Hill, Mrs K. Davies, Mr J. Uren, Mr J. Evans, Mr C. Buttle

Mrs S John (Specialist Teacher of ALN), Ms H. Tozer (Specialist teacher of ALN)

Mrs D. Sayce (Specialist Senior Support Staff Officer – ASD OASIS Base)

Mrs C. Rees, Ms C. Walters

J Ackerman (Senior Support Staff Officer SPLD)

Mrs E. Williams

G Sullivan (LAC/Vulnerable pupils)

Ms. M. Powell

AUXILLIARY SUPPORT FACULTY

Mrs K. Cavendish (Assistant Headteacher & Business Manager) Email: kcavendish@maestegschool.co.uk

Mrs C. Thomas (Finance Officer)

Mrs T. Lewis (Senior Admin Officer)

Ms R. Caddy (Data Officer)

Mrs K. Morgan (HR Manager and Head's PA)

Mrs A. Davies (Attendance Officer)

Mr K. Evans (Premises & Network Manager)

Mr J. Pittard (Technical Assistant)

Mr D. Shaw (Media & Marketing Officer)

Mrs K. Whaley (Admin Officer)

Mrs J. Jenkins (Exams Officer & Cover Manager)

Mrs A. Reeves (Admin Assistant & Receptionist)

Mrs A. Norris (Admin Assistant Post 16)

Mrs S. Anderson (Admin Assistant & Pupil Receptionist)

Mrs J. Page (Catering Manager)

Mr W. Page (Caretaker)

Mr P. Protheroe (Caretaker)

Mrs A. Paynes (Assistant Caretaker)

Mrs E. Allen (Cleaning Staff Manager)

PASTORAL SUPPORT

Year 7:

Assistant Headteacher Mrs Hill: thill@maestegschool.co.uk

Progress Leader Mr Davies: tdavies@maestegschool.co.uk

Miss Sacha Elsom: selsom@maestegschool.co.uk

Mr Al Sherwood: asherwood@maestegschool.co.uk

Miss Beth Morgan: bmorgan@maestegschool.co.uk

Mr S Pryce: spryce@maestegschool.co.uk

Mr Kaelan Jones: kjones@maestegschool.co.uk

Miss Hannah Tozer: htozer@maestegschool.co.uk

Mr Iwan Taylor: itaylor@maestegschool.co.uk

Year 8:

Assistant Headteacher Miss Hopkins-Sparkes: khopkins@maestegschool.co.uk

Progress Leader Miss Baty hbaty@maestegschool.co.uk

Miss M Hill: mhill@maestegschool.co.uk

Miss G Roach: groach@maestegschool.co.uk

Miss Veale: pveale@maestegschool.co.uk

Mr Lewis: slewis2@maestegschool.co.uk

Learning Coach Mr Hill

chhill@maestegschool.co.uk

Assistant Progress Leader Miss P Lewis

plewis@maestegschool.co.uk

Learning Coach Mr B George

bgeorge@maestegschool.co.uk

Mr S Saunders: ssaunders@maestegschool.co.uk

Mr R John: rjohn@maestegschool.co.uk

Miss G Allen: gallen@maestegschool.co.uk

Miss P Pearson ppearson@maestegschool.co.uk

Year 9:

Extended Leadership Team Mrs Turner kturner@maestegschool.co.uk

Progress Leader Mr Cronin scronin@maestegschool.co.uk

Mr L Whitehall lwhitall@maestegschool.co.uk

Mr M. Jenkins mjenkins@maestegschool.co.uk

Mrs B. Jones / J. Ackerman bjones@maestegcs.bridgend.sch.uk

Mrs A Goode agoode@maestegschool.co.uk

Mr S. Rees srees@maestegschool.co.uk

Mrs T. Chown chownt@maestegschool.co.uk

Mrs N Parker/ Mrs E Williams nparker@maestegschool.co.uk

Assistant Progress Leader Mr Lam

alamb@maestegschool.co.uk

Learning Coach Mr Davies

rdavies@maestegschool.onmicrosoft.com

Year 10:

Extended Leadership Team Mr Melbourne rmelbourne@maestegschool.co.uk

Progress Leader Mrs Ward imdavies@maestegschool.co.uk

Assistant Progress Leader Mr Baston

bbaston@maestegschool.co.uk

Learning Coach OU Student

Mrs Clee eclee@maestegschool.co.uk
Mr Jones vjones@maestegcs.bridgend.sch.uk
Mrs Daniel amartin@maestegschool.co.uk
Mrs Hillier rhillier@maestegschool.co.uk
Mrs H Davies/Mrs S Crossin hdavies@maestegschool.co.uk
Miss Bourne rbourne@maestegschool.co.uk

Year 11:

Assistant Headteacher Mrs Matthews amatthews@maestegschool.co.uk

Progress Leader Miss Hopkins-Weaver shopkinsweaver@maestegschool.co.uk

Mrs Bond rbond@maestegschool.co.uk

Mrs Darke adarke@maestegcs.bridgend.sch.uk

Miss Esther Phillips esphillips@maestegschool.co.uk

Mr Lawler glawler@maestegschool.co.uk

Mr Lloyd illoyd@maestegschool.co.uk

Mr Walters awalters@maestegschool.co.uk

Assistant Progress Leader Miss Bangwan

ebangwan@maestegschool.co.uk

Learning Coach Mrs Hume

ahume@maestegschool.co.uk

Years 12 & 13 (Sixth Form):

Assistant Headteacher Mr Jones njones@maestegschool.co.uk

Head of Sixth Form Mrs Waters swaters@maestegschool.co.uk

Dr Evans rhevans@maestegschool.co.uk

Dr Jones rjones@maestegschool.co.uk

Miss Rebane erebane@maestegschool.co.uk

Mrs Rees vbennett@maestegschool.co.uk

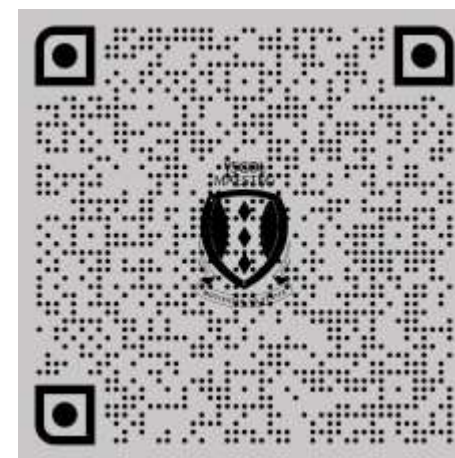
Mrs Scarr ascarr@maestegschool.co.uk

ONLINE ACCESS

You can read on online version of the Parents' Handbook on our website by using your phone to scan this QR code:



Parents/carers with pupils in year 6, can find out more information about transition at Maesteg School by scanning this QR code:





3 Year Improvement Plan 2021-24



Read the *3 Year Improvement Plan* by using the online version of this handbook.

maestegschool.co.uk

#motivatedtostrive