



Cardiff High School

Ysgol Uwchradd Caerdydd

Headteacher/Pennaeth
Mr S M Jones

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Dear Parents and Carers,

I am delighted to share with you that we have enjoyed a very positive start to the new term. It has been a pleasure to welcome staff and pupils back to school and to meet our new Year 7 and Year 12 learners. We are looking forward to the year ahead!

Safety

May I politely remind you that, in the interest of safety, you are not to stop your car at the front of the school gate or on the yellow zig zag lines to the side of the main entrance. This poses a major health and safety issue both for our learners and fellow drivers.

If you have an appointment and need to park on site, please can you use a regular parking bay and not one of the disabled bays at the top of the car park. We have a number of learners with mobility issues and these spaces need to be available for them and for disabled visitors at all times.

Lunch Accounts

Our school canteen has been incredibly popular so far this term and we are really pleased that pupils are enjoying the wide range of food on offer each day.

We have noticed, however, that a number of learners have come to the end of their money within their respective Parent Pay accounts. Please can we ask that you regularly check your child's account to ensure that they have sufficient funds for them to purchase food from the canteen. Whilst we would always serve your child with food, we would prefer not to have to ask them to top up their account. Please see below for current information regarding the application for free school meals.

Free School Meals

Primary and secondary school pupils will get free school meals if their family receives:

- Income Support
- Income Related Employment Support Allowance
- Income Based JobsSeeker's Allowance
- Guarantee Element of State Pension Credit, or
- Child Tax Credit with an income less than £16,190
- Universal Credit if the net household earnings is less than £7400.

The application form can be found via the following link:

<https://forms.cardiffcouncilwebteam.co.uk/apply-for-free-school-meals/>

Fire and Lockdown Drills

Please be advised that in the coming weeks we will be having both fire and full lockdown drills. A lockdown is a standard health and safety procedure, similar to a fire drill. Our lockdown procedure would be used when there is a threat to the safety of pupils, staff and others in the school, and when it is safer for everyone to remain in school rather than evacuate.

The aim is to keep people safe by confining them to a secure place of safety. Situations where our lockdown procedure may be used include:

- A potentially dangerous person or animal on the school site
- A dangerous situation in the local community that could affect the school
- A nearby chemical incident or other risk of air pollution
- An extreme weather event

Our Procedure

Our lockdown procedure is as follows:

Staff and learners will be alerted to a lockdown by the lockdown alert. This will be the ringing of the school bell in 3 blocks of 3 ie 9 rings in total.

If students are already in a lesson, they will remain in the room. If students are between lessons, they should move directly to their next lesson. Students will be advised of the protocol if a lockdown were to be initiated during break, lunch or an outdoor lesson.

The class teacher will register the students to ensure that all are accounted for. Classroom doors will be locked from the inside and students will be moved away from windows and doors. Students will be encouraged to keep silent, to remain calm and to avoid using mobile phones. The emergency services will be called. The all clear will be signalled by the ringing of the school bell 3 times. The lockdown will then be over.

Instructions for Parents/Carers in The Event of an Actual Lockdown

In the event of an actual lockdown and not a practice, families will be notified by the school via Parent Pay, the school website and Classcharts. We would politely request that you do not discuss the event on social media, as this may spread false information and create panic. Parents/carers should not attempt to call or come to the school, as this may hinder the school's effort to contact and work with the emergency services. Students will be instructed not to use mobile phones during a lockdown, so parents should not be alarmed if their child does not answer their phone. Please refrain from attending school site until instructed to do so.

Prior to the drill form tutors will take time to talk to students about lockdown procedures and explain why they are important. A presentation has been prepared for form tutors to clearly outline the process to their groups. They will also reassure pupils after the drill and emphasise that practising procedures like this will make sure the school remains a safe place to learn.

School Dates for Parents/Carers

Please be advised that a calendar has been uploaded to our school web site which will advise you of all forthcoming events such as INSET days and Parents/Carers Evenings.

School Library

Please note that the school library is open and staffed each day from 3.10pm – 4pm. This provides an opportunity for your child to undertake any school work in a well resourced venue with access to computers.

Interform Cross Country Event

This highly enjoyable and successful event will take place again this year – on September 24th. Your child has received information in relation to this and how to raise sponsor money for the event. This year we are raising funds to support two charities – “For Luca” and “Doctors Without Borders”. Please be advised that sponsor money can be donated in cash or via ParentPay.

Enjoy your weekend.

Yours sincerely



S M JONES

Headteacher