

A group of students are walking in front of the Cardiff High School building. The building has a grey brick facade with the school's crest and name prominently displayed. The students are dressed in casual attire, including hoodies, t-shirts, and jeans, some featuring the school's logo. The scene is captured in a candid, everyday style.

Cardiff High School

Student Handbook

Welcome....

Dear Student,

The Achievement Team wishes to warmly welcome you all to Cardiff High sixth form. This booklet has been designed to give you essential information about the day to day running of sixth form.

We want to support you in all you do at Cardiff High, in order for you to gain the best possible examination results whilst developing as an Individual and being a role model to younger students. We aim to give students as many opportunities as possible to develop your academic and personal potential, it is up to you to make the most of these opportunities so that you can look back on your time in the Sixth Form with satisfaction and look forward to a successful degree course or career.

Sixth Form Achievement Team

Checklist

I have been given my timetable	
I have been on a tour of the school	
I have been given a chrome book	
I have received a canteen card	
I have received a parent pay letter	
I have joined the Year Group Google Classroom	
I have received a classcharts letter & downloaded the app	
My PC login is	
My PC password is	
My onboarding code for the fusion app is	
My email address is	
My email password is	

General Information



Times of the school day

08.40 am - 09.00 am	TUTORIAL PERIOD
09.00 am - 10.00 am	LESSON 1
10.00 am - 11.00 am	LESSON 2
11.00 am - 11.25 pm	BREAK
11.25 am - 12.25 pm	LESSON 3
12.25 pm - 13.25 pm	LESSON 4
13.25 pm - 14.10 pm	LUNCH
14.10 pm - 15.10 pm	LESSON 5



Signing in and out during the school day

It is important that you sign out if you leave the school site and then back in when you return. Using your card you can use the biometric terminals to do this which are located in following areas Ty Celyn, reception, G1, Lobby Sports Hall, Main canteen entrance, corridor near G14

General Information



Sixth Form Deli

We use a cashless catering system where you can top up online with a card via parent pay or by giving a cheque to reception. If you want to use the money topped up on your school account you can use the card issued by your form tutor.

You can only pre order lunch time food (hot food) via an app called **Fusion online CRB Cunninghams** which you can download via apple store or play store. Food will need to be ordered by 10.30am. Your form tutor will give you an activation code. There is also a pre order machine in Ty Celyn if you don't want to use the app.

Sixth form students have a dedicated canteen (located next to the main canteen) where you can pay with debit card from **8 am till 2.30pm** for items such as sandwiches, salads snacks, drinks and breakfast items.

The daily menu choices are displayed in Ty Celyn on the TV Screens



General Information



IT Information

To login to the school pc please use the user name that has been given to you by your form tutor. For existing students please use the same logon.

Example: PC User Name - 8400

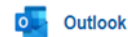
All passwords will be Password100 (please update to your own password)

HWVB.

Please go to <https://hwb.gov.wales> there should be a shortcut on the desktop on the school PC's/Chromebooks

To login to your email on the Hwb dashboard click on

Use the email and password provided by your form tutor:



Example : Email - joebloggs54@hwbcymru.net Password - Y0D7QfYs



You can access google classrooms for all your subjects via Hwb, from the Hwb dashboard click on



We **strongly recommend** you to download the google classrooms and outlook app to your phone so you do not miss important notifications.

Support and Guidance



All members of the Sixth Form team have been trained to ensure they can offer the best possible information, advice and guidance to our students. As well as supporting with academic decisions and problems, we are also here to provide pastoral support. Students also have access to the whole school support mechanisms such as careers advice, counselling, nurture and pastoral guidance. During the school year, there are regular points for monitoring your progress. This information is shared with you and your parents through reports and parents' evening. Should underachievement be identified in individual subjects, the specific department will put support mechanisms in place. If it is highlighted in a variety of areas, a member of the Sixth Form achievement team will provide mentoring following report data.



Mrs Dilks,
Head of Upper School
dilksk@hwbcymru.net

Responsible for the wellbeing
of sixth form



Mr M Olsen
Achievement Leader Year 12 & 13
olsenm1@hwbcymru.net

First point of contact for Y12 & 13
students



Mrs R Morgan
Assistant Achievement Leader
morganr542@hwbcymru.net
Assistant to Achievement
leader



Mrs E Jones
Wellbeing Officer KS5
jonese3708@hwbcymru.net
Attendance, EMA, general
admin for sixth form,
timetables and anything else



Mrs N Pyart
UCAS & Seren Coordinator
jonesn161@hwbcymru.net
SEREN Network, UCAS queries

Tips for success: Organisation



Purchase a diary to record your homework and other important information

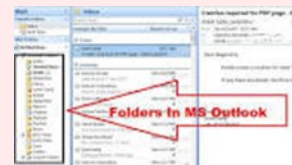
Purchase folders for your subjects and file class notes every lesson to keep your work in order



Make sure you download the Outlook and Google Classroom Apps on your phone and keep notifications turned on. Check the year group class room regularly you don't want to miss out on any opportunities



Be punctual to lessons and arrive with the correct equipment



Create folders in your Outlook email account, e.g. English, Geography, etc so you can easily find important emails - delete any ones that you have dealt with

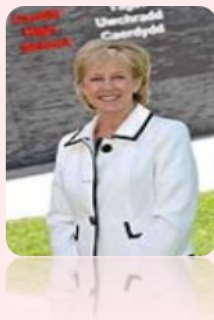
Complete work on time - it will just build up if you avoid it!

Safe Guarding and First Aid



The Designated Senior Person for Child Protection is **Mrs Yarrow** she is there to speak to if you ever feel that you are in danger or at risk or you have any serious problem in school or at home. Her office is located on the ground floor. If ever she is not available, you can speak to Mr S Thompson or Mrs Bennett.

Mrs A Yarrow



Mr S Thompson



Mrs M Bennett



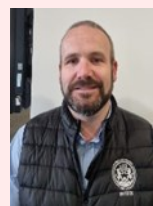
Miss O'Neil
Reception



Miss L Young
Reception



Mr G Ward
Estate Office
based near
reception



Mrs K Price
KS3 Office



Student Voice: Senior prefect team

If you have any issues or suggestions regarding your sixth form experience, you can speak to one of the team who will discuss any issues in their weekly meeting with the Achievement Team. The prefects can be emailed at the following address:
prefectteam2023-2024@hwbwave15.onmicrosoft.com

Senior Prefect Team 2023 - 2024



Head Prefect
Hibah Mohamed



Head Prefect
Umberto Spezi



Deputy Head
Prefect
Abbas Schwarz



Deputy Head
Prefect
John Fitzherbert



Deputy Head
Prefect
Amy Ridgeway



Deputy Head
Prefect
Henry Maynard

Senior Prefects



Magdalena
Lacey
Hughes



Sean Lay



Zoya Ahmed



Aisha
Armaghan



Oliver Borley



Anna Hedges



Lucy Hobson



Ethan
Meyrick

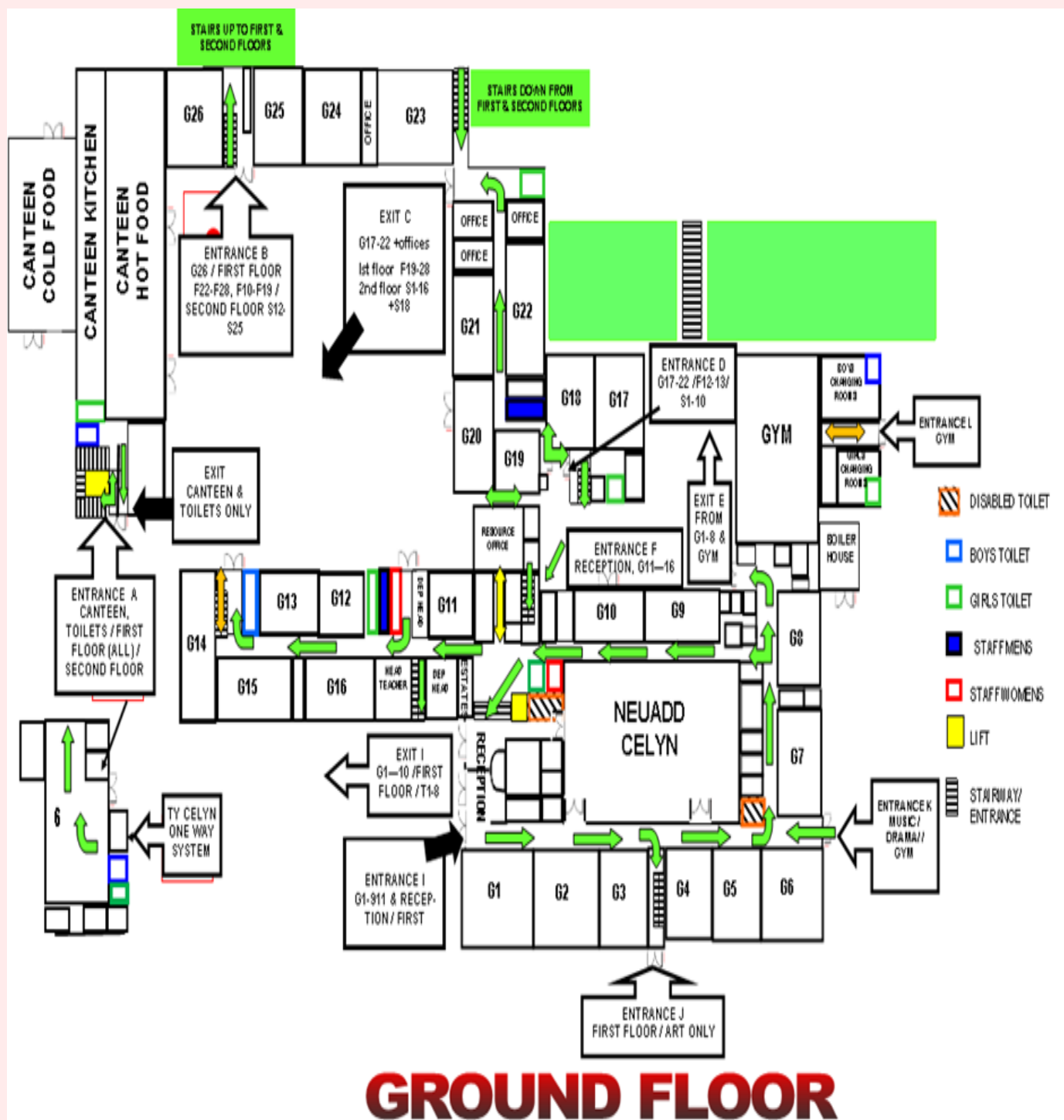


Edie
Robinson



Bea Ryland

Map: Ground Floor



Map: First Floor



Map: Second Floor & Towers



You will notice that all classrooms start with a letter which indicates which floor they are located on

i.e T is for Tower, G is for Ground Floor

FAQ



What do I do if I am late?

If the bell has already gone for first lesson then go directly to your lesson and apologise and explain your lateness.

What do I do if I feel ill during the school day?

If you feel ill in a lesson please notify your class teacher and they will either send you to reception or Mrs Jones. If you feel ill during the school day but not within a lesson please sign out and see a member of the achievement team in Ty Celyn. If they are not available you can sign out at reception. Please do not leave without telling anyone.

How do I report an absence?

Please get a parent/carers to call the sixth form office or email Mrs Jones. You cannot authorise your own absence. We would appreciate that these 2 methods are used and that you do not bring in a note.

JonesE3708@Hwbcmru.net

What do I do if I don't like a subject once I have started?

In the first instance speak to the subject teacher. If you still want to make a change please speak your achievement leader.

What do I do if I have a timetable issue?

Please see Mrs Jones in the sixth form office in Ty Celyn she can make any amendments

FAQ Cont..



How do I change any personal details?

Mrs Jones can make amendments for telephone numbers and change of address via email.

How do I apply for EMA?

You can get an application form from the sixth form office in Ty Celyn.

How do I top up my printing account?

You can top up using your parent pay account.

How do I reset my password?

You can reset and unlock your password with Mrs Jones in the sixth form office or main reception

I have lost my canteen card. Where do I get another one?

You can purchase a new card from the main reception for the cost of £1

I have a problem with my Chrome book what shall I do?

Please take the chrome book to someone in sixth form team and they will log a call with the IT helpdesk