



# Welcome

---

Prep School Parental Welcome Booklet

2023/2024



HOWELL'S PREP SCHOOL  
Llandaff

---

GDST  
GIRLS' DAY SCHOOL TRUST

# Contents

05	Introduction by Mrs Abby Matthews Deputy Principal
06	The Leadership Team
07	Pastoral organisation
09	Term dates 2023/2024
10	Travel and transport
12	Communications
12	Registration and absence
13	Being well organised
14	Uniform
16	Curriculum
20	Extra-curricular opportunities
21	Lessons with peripatetic teachers
22	First 15 Wellbeing Programme Year 3
24	Lunches
25	Fundraising for charities
26	Helping at home
28	Wellness
30	Stepping Stones
32	Senedd
33	Internet safety
34	School trips
36	Policies and procedures



HOWELL'S SCHOOL  
Llandaff

GDST  
GIRLS' DAY SCHOOL TRUST

Howell's School, Llandaff, Cardiff Road, Cardiff CF5 2YD

**Tel:** 029 2056 2019 | **Fax:** 029 2057 8879

[www.howells-cardiff.gdst.net](http://www.howells-cardiff.gdst.net)

 @HowellsSchool



## Nurturing Excellence

---

I would like to take this opportunity to welcome you and your daughter very warmly to the Prep School at Howell's.

Our school motto is "Work Hard, Be Kind", which is a very clear expectation and one that unites us in all that we do.

At Howell's, we firmly believe:

- your daughter will thrive in a supportive family atmosphere with excellent pastoral care;
- that the academic and social climate created will allow her to have the confidence to reach beyond her own perceived limits;
- that resilience is an attribute vital to growth and success;
- that we prepare the girls for every step of their Howell's journey and beyond.

Our vision is of generations of women, now and in the future, who have the ability to lead and make a difference to the world. We know your daughter is going to be one of them.

If you have any worries or queries, please do not hesitate to contact me, Miss Gardner or Mrs Scott.

We look forward to your daughter joining Howell's.



Yours faithfully,

Mrs Abby Matthews  
**Deputy Principal, Head of Prep School**

# Leadership

---

The Leadership Team meets weekly to discuss and formulate policy on whole school issues and to debate the impact of more wide-ranging educational and philosophical issues on the day-to-day running of the school.

## The Leadership Team comprises:

Principal	Mrs Sally Davis
Deputy Principal – Head of Prep School	Mrs Abby Matthews
Deputy Principal – Academic	Mrs Cathy Darnton
Deputy Principal – Pastoral	Mrs Zoe Harvey
Director of Finance and Operations	Mr Gareth Dyer
Director of Marketing and Communications	Mrs Rachel Eling

## The Prep School Leadership Team comprises:

Head of the Prep School – Mrs Abby Matthews	<a href="mailto:a.matthews@how.gdst.net"><u>a.matthews@how.gdst.net</u></a>
Deputy Head – Miss Louisa Gardner	<a href="mailto:l.gardner@how.gdst.net"><u>l.gardner@how.gdst.net</u></a>
Deputy Head – Mrs Catherine Scott	<a href="mailto:a.matthews@how.gdst.net"><u>a.matthews@how.gdst.net</u></a>
Head of Early Years – Miss Laura Davies	<a href="mailto:l.davies@how.gdst.net"><u>l.davies@how.gdst.net</u></a>

# Pastoral Organisation

---

The youngest members of our family, the Nursery, are located in Cumberland Lodge. Reception, Year 1, Year 2 and Year 3 can be found in Tŷ Hapus, this means 'happy house' and certainly this reflects the ethos of the school. Year 4, Year 5 and Year 6 are based in Hazelwood, a Victorian house bought by Howell's in 1930. It is a beautiful house full of history and retaining many of the original features. It was first used as dormitories when part of the whole school and then housed the Prep School when it opened in 1984.

Class teachers take teaching responsibility for their class, with specialist teachers utilised to ensure highest standards across the whole curriculum. Any concerns that the class teacher may have are shared initially with the Deputy, then Head to ensure a tiered approach.

If you are concerned about any aspect of your daughter's life at school or you wish to talk to us about any circumstances at home which could affect her progress, please do not hesitate to contact her class teacher, our Deputy Heads or Mrs Matthews, who will all be keen to meet with you.



We offer a wide range of pastoral support through our PSHE and RSE curriculum, themed assemblies and Senedd groups. In addition, if there are girls who require additional one to one support we have ELSA (Emotional Literacy Support Assistant), a school nurse and a counsellor.



# Term Dates 2023/2024

---

## **Autumn Term**

Monday 4th September - Inset Day

Tuesday 5th September - Inset Day

Wednesday 6th September – Inset Day

Thursday 7th September – Term begins

Monday 23rd October to Friday 3rd November  
inclusive – Half Term

Wednesday 20th December - Term ends

## **Spring Term**

Monday 8th January – Inset Day

Tuesday 9th January – Term begins

Monday 12th February to Friday 16th February  
inclusive – Half Term

Friday 22nd March - Term ends

## **Summer Term**

Monday 8th April - Term begins

Monday 6th May – May Bank Holiday

Friday 24th May – Inset Day

Monday 27th May to Friday 31st May  
inclusive – Half Term

Thursday 11th July – Term ends



## The School Day

### Early arrival

Breakfast Club begins at 7.45am in the Prep School Hall and is available until school starts. Parents will need to book their daughter in each week and the booking form link is emailed every Tuesday. The deadline to book is Friday at 12pm. There is a small charge for breakfast and you will be billed separately.

### Arrival

Girls may arrive at school from 8.15am. A member of staff will meet your daughter at the main blue gate on the lane and direct her to the playground where she will be supervised until the start of the school day.

### Timings of the day

#### Registration

- Reception, Year 1 and Year 2 begin at 8.45am. Girls should line up on the Tŷ Hapus playground when the bell rings. It is important that the girls are prompt because our phonics sessions start straight after registration.

Year 3, Year 4, Year 5 and Year 6 begin at 8.35am. Girls should line up on the Hazelwood playground when the bell rings.

Break time is from 11am and is followed by assembly until 11.30am.

Lunchtime is 12.30pm until 1.30pm.

Years 5 and 6 eat their lunch in the Senior School.

The day finishes at 3.15pm. Girls often stay to participate in one of the many extra-curricular activities that are available.

If you are not collecting your daughter at the end of the day, please inform the class teacher. We are not able to allow your daughter to be collected by another adult unless we have your permission.

### After school care

Your daughter may attend ASC any day either straight after school or following any club that she attends. There is a booking system in place for this: a form is sent on a Tuesday and the deadline to book is Friday at 12pm. There is a sandwich tea provided at an additional cost. There is a charge per hour for ASC. Please see ASC brochure for full details and further information. This facility runs until 5.45pm.

### Late arrival in school

If your daughter arrives after the girls have entered the classroom please sign the late book in the main school reception in the Senior School.

### Coming by car

Please note that there is no right turn into the Main School Entrance between 8am and 9am. We ask you respect this to keep the traffic flowing and maintain our good relationships with our neighbours. Parking on site is limited.

### Pencisely Road Entrance

This entrance may be used to drop students off. Staff are on duty from 8 - 8.30am to walk the girls safely to the Prep School.



Howell's has an extensive bus network covering the South Wales area. Certain routes are available to the youngest members of the school community so should you require transport for your daughter please contact Chrissie Hall-Davis, Transport Coordinator by email [chrissie.hall-davis@how.gdst.net](mailto:chrissie.hall-davis@how.gdst.net).

# Communications

---

All parents receive frequent emails so please ensure that you have registered your email address with us. A link to a weekly newsletter is emailed on a Friday, this gives news of the school's and individuals' achievements and keeps you up to date with our activities.

Invitations to school events, other letters, news of school trips etc may be sent home via email. Consent is given by logging onto Evolve via the email link.

We request that the class teacher is informed by telephone, email or letter to:

- Request for permission for a doctor's or dentist's appointment.
- Explain lateness or absence.

If you would like to speak to the Head or Deputy Heads of the Prep School, please call the Prep School number. If they are not available you will be able to leave a message for them. Or do feel free to email them and they will respond as soon as they are available.


## Snow Routine

Cardiff is well known to collapse at the first flake of snow! We attempt to remain open and, in any case, there will always be staff in school. In the event of the school having to close we would send a school comms to parents and online learning may be offered.

## Up to date

It is important that we have your contact details so please remember to update your details on the SIMS parent app. If you are not receiving relevant documents, please contact the Prep School office.

Why not follow us on one of our social media channels?

 **Twitter** – @HowellsSchool

 **Facebook** – Howell's School Llandaff

 **Instagram** – @Howellsschoolgdst

**Firefly** is used as the portal for photographs, newsletter and curriculum information. Please visit the Howell's School website and click the Firefly tab. Please note parents have a separate login to their daughter because there are different pages available to each, therefore it is important that you use the correct login so that you see the pages which are applicable.

# Registration and Absence

---



Girls are expected to attend school regularly. Registration is open from 8.35am - 8.45am for KS2 and 8.45am - 8.55am for KS1. Girls arriving after this will be given a late mark. We do not give permission to leave early or to be absent for any cause other than illness or emergency, without first having received a written request from you in good time to give it proper consideration.

You will obviously want to keep dental appointments etc. to a minimum during school time as they hinder your daughter's academic progress.

Parents are expected to organise family holidays only during the school holidays, as research has shown that poor attendance in primary years has a negative impact not only on primary age attainment but at senior school level as well.

## Illness

You can either email or phone in on the day of absence. If your daughter is likely to be away for three days or longer, please let Mrs Matthews know.

---

Email: [a.matthews@how.gdst.net](mailto:a.matthews@how.gdst.net)

Telephone: **029 20562019**

---

# Uniform

We are pleased to confirm that our uniform and PE kit are now both supplied by School Blazer [www.schoolblazer.com](http://www.schoolblazer.com). Our microsite is undergoing a refresh and will relaunch in July 2023 to include all regulation items. Items from our incumbent supplier - John Lewis - can continue to be worn, but their uniform shop will close in August 2023.

Please help your daughter to develop her organisational skills by:

- Labelling all her clothes, PE Kit and other property with her name clearly so that if she loses them and they are found, they can be returned to her. Swimming hats should have her name written in permanent pen on the front so that she can be easily recognised in the pool.
- Ensuring that she checks the night before that she has everything she needs for the following day: homework, the correct school uniform and PE kit, her musical instrument, swimming kit, if appropriate.

Your daughter will be given specific information regarding PE, homework and swimming days and an equipment list.



## Uniform Requirements

We ask girls not to wear jewellery to school, **this includes earrings**. Internet enabled watches are not allowed.

## Lost Property

Mislaid items are collected in Ty Hapus and Hazelwood entrances. Staff regularly check them for name labels and if they are able to identify the owner it is returned to her classroom.







## Curriculum

We run a topic based curriculum in the Prep School. All subjects are taught linked to a different topic each term. The lessons are planned and skills are taught but we also value the girls' contribution and ensure that they lead their learning.

Wellbeing is an invaluable part of the support system within the school, designed to complement your daughter's academic studies and enhance her wider education.

### Monitoring and reporting progress

Each year you will be kept informed of your daughter's progress at two parents' evenings and by an end of year written report. There is additional monitoring during the year and you will, of course, be alerted if there are any concerns or problems. Please do contact your daughter's class teacher if you have any concerns.



### Curriculum Provision

In addition to the curriculum subjects English, Maths, Science, Humanities, Art, DT, ICT, RE, PSHE and Music, the following is available:

- Girls in Years 3-6 all learn French and Spanish weekly
- Girls from Reception to Year 6 swim weekly
- PE is taught by the school Sports department from Nursery to Year 6

### Additional Learning Needs

If your daughter has any particular learning needs, please inform her class teacher, including a copy of the report of any formal assessments she has had. Her teachers can then be made aware of the best ways of supporting her. If your daughter's teacher is concerned they will contact you to discuss her progress, and a provision plan will be put in place to monitor and support her. This is always handed over to the next teacher so your daughter is tracked on her journey



through the school. Support is provided by our team of support staff based in and out of the classrooms. Also, ALN specialist teacher Mrs Harvey is always available at Parents' Evenings as well as one to one meetings.

### Assessment

- In English the girls' writing, reading and spelling are assessed termly in Reception to Year 6.
- In Maths, weekly Big Maths tests are completed, these are on paper for Reception to Year 2 and are online from Year 3 upwards.
- GL assessments are completed in the Autumn and Summer Terms, Maths and English are completed for tracking progress and setting targets in Year 1 to Year 6. These are on paper for Years 1 and 2 and online for Year 3 upwards.
- Girls in Reception, Year 1 and Year 2 also have termly phonic assessments.



## Extra-Curricular Opportunities

We have a huge variety of school clubs, details of which will be sent out at the start of each term. Every girl is encouraged to participate and there is certainly something for everyone! Sometimes there is a clash of clubs and while we endeavour to provide a range of classes to a range of year groups, as you can appreciate this is a difficult task. Therefore, we ask you to help your daughter to make a decision as to which club she should attend. Unfortunately it is not possible for girls to attend clubs offered to other year groups.

### Music

#### Orchestras, Choirs and Concerts

There is a comprehensive range of music groups so that every girl has a chance to participate, including choir and orchestra, wind and brass groups.

If your daughter enjoys making music, she will have many opportunities to perform in formal and informal concerts, in assemblies, as a soloist and in groups.

### Sports

Lunchtime and after school clubs cater for a wide range of physical activities including tennis, ballet, jazz dance, football and gymnastics. Clubs may be seasonal, some taking place in winter season, others in summer. They take place on a weekly basis. Matches take place during afternoons and on weekends.



### Languages

We offer French, Spanish and Mandarin clubs for girls in Reception to Year 6.

### Other Clubs

We also offer a range of other clubs such as speech and drama, cookery, philosophy and yoga. For a full list and further information please see our Enrichment activities brochure.

## Lessons With Peripatetic Teachers

Visiting teachers come into school to teach a variety of musical instruments (individual tuition), singing and speech and drama.

Lessons at present are offered in the following, but tuition may be provided on other instruments if there is sufficient demand:

**Brass:** Trumpet, Cornet, French Horn, Trombone, Tuba, Euphonium, Tenor Horn

**Guitar:** Classical, Jazz, Rock, Bass

**Percussion:** Drum Kit, Band/Orchestral Percussion

**Piano:** Classical

### Singing

**Strings:** Violin, Viola, Cello, Double Bass, Harp

**Woodwind:** Oboe, Bassoon, Clarinet, Saxophone, Flute

Parents arrange these lessons directly with the peripatetic music teachers. Please note it does mean missing a lesson, this is usually on a rotation basis depending on the availability of the teacher.

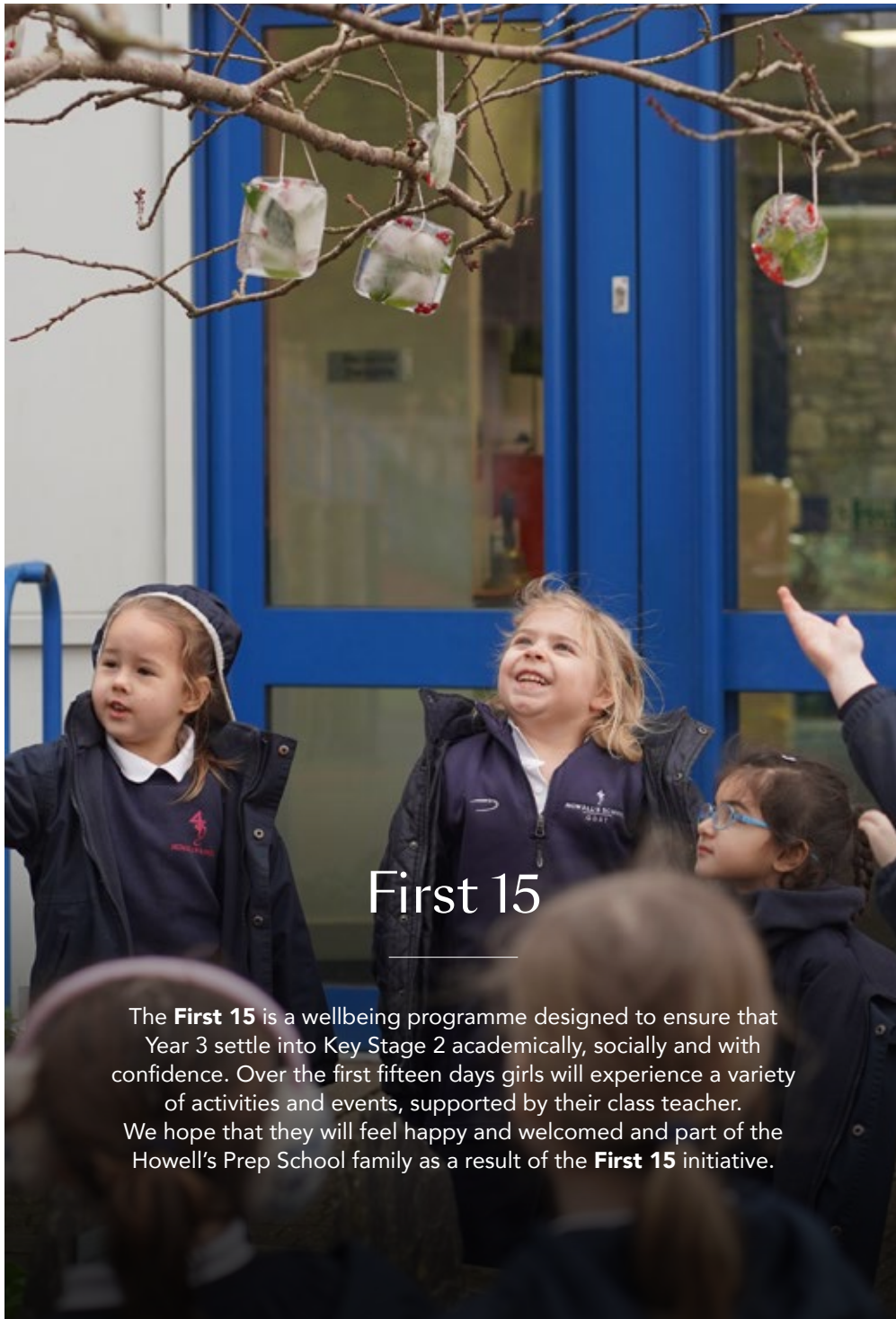


### Celebrating Success

We enjoy celebrating your daughter's achievements and successes. School activities are recorded and celebrated with:

- Celebration Teas
- House Points
- Recognition in assembly
- Mention on the website or newsletter

Please do keep us informed of achievements outside school that we can celebrate.



## First 15

The **First 15** is a wellbeing programme designed to ensure that Year 3 settle into Key Stage 2 academically, socially and with confidence. Over the first fifteen days girls will experience a variety of activities and events, supported by their class teacher. We hope that they will feel happy and welcomed and part of the Howell's Prep School family as a result of the **First 15** initiative.



### What will your daughter do to help her feel happy at school?

- Meet her teachers and learn their names
- Pack and unpack her bag independently
- Make a new friend
- Take her reading book home each evening
- Attend a KS2 assembly
- Join a club
- Take a risk
- Learn to use Hazelwood Playground equipment safely
- Have a French and Spanish lesson
- Visit the Prep School KS2 library twice
- Be introduced to the Prep School KS2 library system
- Learn her login for her computer
- Meet Mrs Scott, Deputy Head of Hazelwood
- Find out more about learning the violin/viola
- Line up on Hazelwood playground
- Look at the Year 3 Firefly page
- Take part in a singing lesson
- Celebrate a success



## Lunches

All girls from Nursery to Year 6 are provided with a school lunch. We operate a healthy eating policy in School. Meals are carefully monitored for their nutritional value. Nursery to Year 4 eat meals in our hall and Years 5 and 6 go to the Senior School dining room.

At lunchtime, a choice is provided. There is a set meal with a wide range of hot and cold dishes and our Catering Manager can provide a sample weekly menu. Allergies and intolerances are catered for; you will be invited to speak to the Catering Manager to discuss options.

We encourage all girls to bring in a bottle of water to school. There are water coolers where these can be refilled.

### Snacks

- We encourage the girls to bring a healthy snack to enjoy during their morning break time. Suggestions include a piece of fruit, vegetable sticks or a plain biscuit.
- Girls may also bring a healthy snack if they are attending a club after school.
- Snacks containing nuts are not permitted as we do have girls with nut allergies.



## Fundraising for Charities

We have many fundraising efforts for charities. We aim to encourage empathy for others and we try to show the girls that a regular, reliable pattern of gifts means a great deal to charities and that time and effort are the best gifts of all.

Over the years, we have had special appeals such as non-uniform days, collections, wearing a specific colour, and a Charity Week. The Key Stage 2 girls are also given the opportunity to volunteer to run their own stall in a group in aid of a charity of their choice. This develops their organisational skills and their understanding of money and



profit, and is held over an extended break for the rest of the Prep School to attend.

Year 6 hold an annual leadership project and all money raised is donated to Howell's Bursary Fund raising their awareness of this worthy cause.



## Helping at Home

Homework is an important part of school work at Howell's, as it is often used to complete or extend work done in the class. The amount of homework, and therefore the amount of time to be spent on it, increases as your daughter moves through the school. If you feel that your daughter is taking longer than suggested, please mention to her class teacher. Do not spend longer than the allocated time as this is not beneficial to your daughter's learning.

### What can parents do to help?

The most important thing is simply to take an interest in your daughter's work. As well as trying to provide the correct time and place for homework completion you should:

- Ask what work has to be done and check any instructions provided.
- Help your daughter to plan ahead so that she is able to meet deadlines.
- Encourage her to have a set time and place to do her homework.

- Help with homework, but don't do it for her.
- Avoid saying 'I used to do it this way...' methods may change!
- Encourage her to spend only the allocated time on each task. Conscientious girls often spend more time than they need to.
- Contact the class teacher if problems arise.
- Above all, offer encouragement at all times.

Please do contact us if you think your daughter is getting too much or too little homework.

### Ideas for helping at home

- Encourage your daughter to make a large copy of her timetable.
- Display it in a prominent place.
- Refer to it to remind her what lessons she has each day.
- Make lists together of what she needs each day.
- Encourage her to pack her bag with everything she needs for the next day.
- Encourage her to check it against the list for that day.
- Don't pack for her!
- Encourage her to get into a routine and do things in a similar sequence.

### Big Maths

- At Howell's we use Big Maths to deliver our Maths curriculum. Big Maths is a teaching method to help students become numerate.
  - One area of Big Maths is "Learn Its". This requires children to have instant recall of addition and multiplication facts. They should answer each question as quickly as they answer "What is your name?" The aim is to ensure that by the end of Year 4 children know all 36 addition and multiplication facts by heart.
- Reception: adding pairs of numbers under 5.
  - Year 1: number bonds to 10. Counting in 2s, 5s and 10s.
  - Year 2: adding pairs of numbers under 10. x10 table, x5 table, x2 table.
  - Year 3: x3 table, x4 table, x8 table.
  - Year 4: x6 table, x7 table, x9 table, x11 table, x12 table.

For further information, please see the Firefly page "Supporting Mathematics".

# Wellness

## In School:

We have a School nurse based in the Senior School.



Nurse Kelly

- If a serious accident occurs at school that requires hospital treatment, following first aid at school, parents will be contacted straight away. In an extreme emergency, an ambulance will be called and parents notified immediately. The student will be accompanied by a member of staff.
- If your daughter has a medical condition or develops one which may affect her at school (e.g. epilepsy, diabetes) please inform us. The school will contact the parents to assist with the development of a medical plan and a risk assessment so that all staff at the school are aware of the best course of action should the need arise.
- If your daughter requires an adrenalin auto-injector for an allergy we will keep two in a named box for use in an emergency. Please make sure these are replaced regularly.
- If your daughter requires an asthma inhaler, please give one to her class teacher who can ensure it is available at all times including sporting fixtures and trips.
- If your daughter is on crutches please arrange a meeting with the School nurse prior to her return to school to ensure the necessary risk assessment can be filled in and signed.
- If your daughter becomes unwell during the school day and requires collection from school, you will be contacted by the School Nurse or the Prep School Secretary by using contact numbers kept on SIMS which you can update on the app wherever necessary.



## Medication Administration:

- Prescribed medication may be administered by the School Nurse or designated person as long as the Pupil Health Record has been completed. Some over-the-counter medications may be administered by the School Nurse or, if unavailable, an appropriately trained person, for minor ailments (e.g. headache) if parental permission has been given on the Pupil Health Record form. This form is required to be completed prior to your child starting at Howell's. Please note GDST guidelines state that infant paracetamol (Calpol) can be given in school whilst we are waiting for the parent to collect their daughter. However we are not permitted to administer Calpol in an attempt to keep your daughter in school.

## Out of school:

- If your daughter is going to miss school because of illness, please notify the school.
- If your daughter develops an infectious illness during a weekend or holiday, please call the school for guidance for her return. Girls with conjunctivitis are advised to stay home until they have started treatment. Girls are not excluded if they catch head lice, but parents will be notified so treatment can be started.
- Should your daughter be unwell as a result of diarrhoea and/or vomiting (with or without a specific diagnosis), government and school guidelines recommend that she has to be symptom free for 48 hours before returning to school. This is very important to avoid the spread of infection to other girls and staff. A longer period of exclusion may be appropriate for children under 5 years and older children unable to maintain good personal hygiene.



## Stepping Stones

Stepping Stones is an exciting opportunity for girls from Year 4 to challenge themselves and achieve things they may not have realised they can do! We hope it provides each and every girl with a breadth of experience to lead her fully prepared for her continued journey through Howell's School.

The checklist below illustrates what students will need to complete to achieve each level of Stepping Stones.

Award	Category	Requirements for each section
<b>Year 4</b> Stepping Stones – BRONZE	Service	4 in Year 4
	Activity	4 in Year 4
	Skill	4 in Year 4
	Physical	4 in Year 4
	Reflection	Must be completed
<b>Year 5</b> Stepping Stones – SILVER	Service	8 in Year 5
	Activity	8 in Year 5
	Skill	8 in Year 5
	Physical	8 in Year 5
	Reflection	Must be completed
<b>Year 6</b> Stepping Stones – GOLD	Service	12 in Year 6
	Activity	12 in Year 6
	Skill	12 in Year 6
	Physical	12 in Year 6
	Reflection	Must be completed

- Stepping Stones begins in Year 4 when the girls are required to complete 4 tasks from each of the four sections in order to gain the Bronze Award
- In Year 5 the girls will need to complete an additional 8 tasks from each of the four sections in order to gain the Silver Award. By this time the girls will have achieved a total of 12 tasks over the two years
- In Year 6 the girls will need to complete an additional 12 tasks from each of the four sections in order to achieve the Gold Award. By this time the girls will have achieved a total of 24 tasks in each of the sections over 3 years. We are not expecting every girl to achieve the Gold Award
- The girls will be required to produce a scrapbook of evidence which will be brought to school at the end of the academic year to support the signed booklet
- Parents are encouraged to help facilitate the completion as many of the tasks are home based and involve the family
- Tasks achieved in school will be recognised by teachers, for example a school trip or club
- New girls who join in Year 5 or Year 6 will start at the appropriate level for their year group





## Senedd

We are very excited to launch our Howell's Prep School, Senedd for this academic year. The girls come together during assemblies and class discussions to discuss how they would like to support our school.

In Howell's Prep School, our girls offer unique perspectives on what it is like to be a student at Howell's. They are asked to play a vital role in decision making which in turn will enable us as a school community to create meaningful change in line with our vision and ethos facilitating a sense of empowerment and inclusion where everyone's rights are respected.

Our Senedd is made up of councillors from Year 1 to Year 6 and the girls in the Early Years – Nursery and Reception will have time to meet with the Prefects who are leading the various groups. The girls represent pupil voices across the school. Each is assigned to a pupil voice group and as Senedd representatives, they are responsible for informing the rest of the Senedd, parents, staff and Governors on any developments or ideas.

Our 6 groups are: Eco, Fairtrade, Wellbeing, Super Ambassadors, Undivided and Criw Cymraeg.

## Internet Safety

The internet is amazing. Children can play, learn, create and connect – opening up a whole world of exciting possibilities. But with the digital world changing all the time, how can you make sure your child is staying safe? The NSPCC website has lots of useful advice for you including how to set up parental controls and how to talk to your child about being safe online. There is also useful advice on our Firefly eSafety page. As part of your daughter's curriculum and the development of computer skills, at the start of the school year, each class discusses how we can all stay safe online and the dangers we may face on the internet. There are regular assemblies throughout the year reminding girls about staying safe online. We encourage the girls to speak to parents or teachers if they are unhappy about anything that they see online and advise them to screen capture what they have seen so that they can share it with an adult. Because there are always concerns about children having access to undesirable materials, our school internet access provider operates a filtering system that restricts access to inappropriate materials. Every pupil signs an ICT code of conduct so that we know they have read and understood our school's rules on staying safe.

**Safeguarding Icon** – the Year 6 girls have access to an icon on the desktop which they can ask for advice or help of a safeguarding nature if required.

Regular parent workshops are organised by our Digital Learning Lead, Cathy Darnton, to ensure parents are aware of online safety for their daughters.

### Online

The girls receive their own individual school log in, which will be an email address and a password. When logging on, use Office 365 if available. This will allow you to download:

- Firefly: online learning platform for girls and there is a separate area for parents.
- IDL: Years 3, 4 5 and 6 should access this reading and spelling support regularly.
- Purple Mash: May be used for homework.
- Teams: Is used for some homework and online learning.

### Bring Your Own Device

When girls move to Year 6 and the Senior School, they are asked to bring their own device to school. There is a page containing details about this on Firefly.

# School Trips

## Curriculum Trips

There is a wide variety of trips arranged regularly as part of your daughter's curriculum. At the beginning of each year you will be asked to sign an indemnity form which covers all visits. The cost of the trips is included in your fees.

You will always receive written details of day trips; those which extend beyond the school day and those outside school time. Times and travel arrangements will be included.

## Residential Trips

Year 5 enjoy a short residential trip to enhance their topic. Year 6 attend a week long residential trip of outdoor pursuits. These are very popular and all girls attend. The residential trips are not included in the fees.



# Policies and Procedures



## Bullying

Bullying, harassment and victimisation will not be tolerated at Howell's. An anti-bullying policy exists to encourage staff and girls to create a climate of respect and tolerance.

This policy is reviewed regularly and discussed in Wellbeing.

## Sex and Relationships Education (SRE)

We follow the Welsh Government's programme of Personal Development and Relationships Education. This age appropriate programme is delivered

throughout the school and the focus is very much about helping the girls to understand how to keep themselves and their body safe. We will inform you of when the lesson will take place.

## Fire Alarms

In the event of a fire or fire drill, students must immediately evacuate the buildings calmly and in silence and assemble in the designated place. There are regular fire practices. We also have a stay put alarm which pulses and this informs the girls to remain inside the building.

## Insurance

Students' personal property is not covered by the Trust's insurance. Neither the Trust nor the school can accept responsibility for loss or damage to a student's property on the school premises or on school visits. Mobile phones and electronic devices are not permitted. If they are required by the pupil for use after school e.g. girls who catch a bus, then they should be given to the class teacher at morning registration.

## Changes in Circumstances

Parents must notify the school in writing of any relevant changes in circumstances. These include change of address, details of court orders, family ill health, financial difficulties, or change in family circumstances. These will be treated in confidence. We are committed to working closely with parents in their daughter's interests and to provide excellent levels of pastoral care.

## Comments and Complaints Procedure

We are keen to provide parents and students with high standards of service and would like to hear your comments, suggestions or complaints, so that improvements can be made. If your complaint is not resolved to your satisfaction through the appropriate channels within the school, you should complain in writing to the Principal as soon as possible. She will then investigate the complaint and respond within 10 school days. The complaint

will be dealt with in accordance with the Trust's publicised procedure, a copy of which can be obtained from the school office. Details of fees, absence, extra subjects, withdrawal of continuity of education, examinations, medical, court orders and data protection are included in the Terms and Conditions given to all parents.

All up to date School Policies are available on the school website:

[www.howells-cardiff.gdst.net/SchoolPolicies.aspx](http://www.howells-cardiff.gdst.net/SchoolPolicies.aspx)

If you have a concern you should initially contact your daughter's class teacher.

If necessary the issue may be passed on to the Deputy Head. If deemed appropriate the Head will then become involved along with the Principal.

We are looking forward to welcoming your daughter to Howell's. We are sure that she will settle in seamlessly and enjoy her adventure as she embarks on her journey with us.

You are always welcome to contact us with any queries you might have.

Welcome to the Howell's family!

# Your Notes



A series of horizontal dotted lines providing a template for writing notes.





HOWELL'S SCHOOL  
Llandaff


---

GDST  
GIRLS' DAY SCHOOL TRUST

Howell's School, Llandaff, Cardiff Road, Cardiff CF5 2YD

**Tel:** 029 2056 2019 | **Fax:** 029 2057 8879

[www.howells-cardiff.gdst.net](http://www.howells-cardiff.gdst.net)

 @HowellsSchool

Girls' Day School Trust, 10 Bressenden Place, London, SW1E 5DH

**Tel:** 020 7393 6666 | **Fax:** 020 7393 6789

[www.gdst.net](http://www.gdst.net)

**Nurturing Excellence**