



# Welcome

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Year 8-10 Parental Booklet

2024/2025



HOWELL'S SENIOR SCHOOL  
Llandaff

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GDST  
GIRLS' DAY SCHOOL TRUST

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**HOWELL'S SCHOOL**  
Llandaff

**GDST**  
GIRLS' DAY SCHOOL TRUST

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[X@HowellsSchool](https://www.instagram.com/HowellsSchool)



# Nurturing Excellence

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## Welcome to Howell's!

We are a family school and I hope your child will thrive with us and make the best of all the opportunities curricular, co-curricular and social that we have to offer.

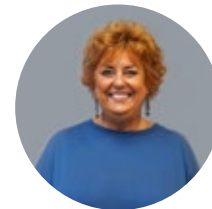
At Howell's, we firmly believe that every student should:

- feel they belong
- be happy
- become resilient
- be able to flourish in supportive surroundings
- have the confidence to reach beyond their own perceived limits
- leave school academically, emotionally and socially equipped to succeed in whatever field is right for them.

Our vision is of generations of individuals, now and in the future, who have the ability to aspire, lead and to make a difference in the world.

If you have any worries or queries about any matter concerning your child's education or wellbeing, please do not hesitate to contact us.

We look forward to your child joining the school.



*Sally Davis*

Mrs Sally Davis  
**Principal**



## Welcome Programme

The **Welcome Programme** is a wellbeing initiative designed to ensure that new students settle happily into Howell's Senior School.

During their first half term students will be introduced to the **HeadsUp@Howell's** programme and they will also enjoy a variety of activities, presentations and events, supported by their form tutor and a buddy. We hope that they will feel welcomed, happy and part of the Howell's family as a result of the Welcome Programme.

### Academic

- Meet new teachers
- Learn about new subjects
- Close monitoring
- Learning support if needed
- A progress report
- *How am I coping?* check in

### Social

- Tour of the School
- Wellbeing Programme
- Sport, Music & Drama opportunities explained
- Introduction to a supportive buddy
- Form time
- Meet Disney, our school dog

### Parental Engagement

To help students, parents and the School work together:

- The Parental Booklet
- An introduction to Firefly
- *A View from the Top*
- Regular information emails
- Contact with the Head of Year

### Belonging and Wellbeing

- Welcome tea with Deputy Principal
- Introduction to our House system
- Introduction to *HeadsUp@Howell's*
- Personal meeting with the School Nurse
- Pastoral check in with Form Tutor
- Equality, Diversity and Inclusion at Howell's
- Weekly assembly with Head of Year Tutor time programme

### Co-curricular

- Clubs timetable
- Mindfulness (Year 7)
- Howell's Award (Year 8)
- Duke of Edinburgh's Award (Year 9)
- Sports timetable
- Music groups
- Drama events

### Learning Tools

- Introduction to the Library
- Introduction to Firefly
- Introduction to school email account
- Learning to use the planner effectively
- Explanation of how to use devices responsibly at Howell's
- Internet safety talk
- Introduction to Microsoft Teams

# 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 – Pastoral	Ms Zoe Harvey
Deputy Principal – Academic	Mrs Cathy Darnton
Deputy Principal – Head of Prep School	Mrs Abby Matthews
Assistant Principal	Mr Tom Walters
Assistant Principal	Mrs Anne Miles
Director of Finance and Operations	Mr Gareth Dyer
Director of Marketing and Communications	Mrs Rachel Eling

## The Senior School Pastoral Team comprises:

Deputy Principal and DSP	Ms Zoe Harvey   <a href="mailto:z.harvey@how.gdst.net">z.harvey@how.gdst.net</a>
Assistant Principal and DDSP	Mrs Anne Miles   <a href="mailto:a.miles@how.gdst.net">a.miles@how.gdst.net</a>
Head of Year 7	Mrs Nest Reed   <a href="mailto:nest.reed@how.gdst.net">nest.reed@how.gdst.net</a>
Head of Year 8	Mrs Nicola Tummon   <a href="mailto:nicola.tummon@how.gdst.net">nicola.tummon@how.gdst.net</a>
Head of Year 9	Mr Chris Baker   <a href="mailto:chris.baker@how.gdst.net">chris.baker@how.gdst.net</a>
Head of Year 10	Miss Hannah Wilcox   <a href="mailto:h.wilcox@how.gdst.net">h.wilcox@how.gdst.net</a>
Head of Year 11 and Pastoral Safeguarding Lead	Mrs Susan Jenkins   <a href="mailto:Sue.Jenkins@how.gdst.net">Sue.Jenkins@how.gdst.net</a>
School Nurses	Miss Kelly O'Shea   <a href="mailto:k.oshea@how.gdst.net">k.oshea@how.gdst.net</a> Ms Leasa Green   <a href="mailto:l.green@how.gdst.net">l.green@how.gdst.net</a>
School Counsellors	Mr Graeme Layzell   <a href="mailto:G.Layzell@how.gdst.net">G.Layzell@how.gdst.net</a> Ms Kiron Collet   <a href="mailto:kiron@bristolhumangivenscentre.co.uk">kiron@bristolhumangivenscentre.co.uk</a>

# Pastoral Organisation

Students in each year group are divided into forms. Students who join the school are invited to visit for a day to develop familiarity with the buildings and their new peers.

Mrs Miles has overall responsibility for the pastoral care of the students in the Senior School. Form tutors meet their forms every morning.

Students have tutor time and assemblies, and topics covered include study skills, homework, relationships and aspects of health education and citizenship. The lessons provide an opportunity for discussion of a variety of issues at a level appropriate to the year group.



If you are concerned about any aspect of your child'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 the Head of Year. Please be aware that they are likely to be teaching rather than in their office if you call during the school day. If they are not available and you need to speak to someone urgently, then you can leave a message with the Office. Alternatively you may wish to contact Mrs Miles by email: [a.miles@how.gdst.net](mailto:a.miles@how.gdst.net)

# Term Dates 2024/2025

## Autumn Term

Monday 2nd September - Inset Day  
 Tuesday 3rd September - Inset Day  
 Wednesday 4th September - Inset Day  
 Thursday 5th September - Term begins  
 Monday 21st October to Friday 1st November  
 inclusive - Half Term  
 Wednesday 18th December - Term ends

## Spring Term

Tuesday 7th January - Inset Day  
 Wednesday 8th January - Term begins  
 Monday 24th February to Friday 28th February  
 inclusive - Half Term  
 Friday 11th April - Term ends

## Summer Term

Monday 28th April - Term begins  
 Monday 5th May - May Bank Holiday  
 Monday 26th May to Friday 30th May  
 inclusive - Half Term  
 Monday 2nd June - Inset Day  
 Friday 11th July - Term ends

# Travel and Transport

## Early arrival

School is open from 8am for supervision purposes. Any student arriving earlier than this should wait in the Dining Room until 8.15am for her own safety. Breakfast is available until 8.20am.

## After school care

Your child may work in the Library at the end of school until she can be collected. This facility is available until 5.00pm each day.

## Late arrival in school

Students must sign the late book at Reception.

## Arriving by car

Please note that there is no right turn into the Main School Entrance between 8am and 9am. We ask you to respect this to keep the traffic flowing and maintain our good relationships with our neighbours. Parking on site is limited and we ask that it is mainly kept for Prep School students parents who have to walk their child to school. We ask that all Senior School are dropped off in the drop off zone in the Pencisely Road car park. The only exceptions to this are students who arrive in a car with a member of the Prep school and the parent is using the visitor car park. These students should use the

designated walkways to come into the school. We ask that all Senior School students are picked up from the drop off zone in the Pencisely Road car park. Exceptions at drop off apply.

## Snow routine

Cardiff is well known to collapse at the first flake of snow! We attempt to remain physically open and, in any case, there will always be staff in school. Information will be posted on the school website regarding work and lessons which may be online. In the event of the school having to send students home during the school day we would message parents. It is therefore important that we have up to date mobile numbers for you.

## Areas served by transport

Our bus service has extensive reach across South East Wales. Please visit <https://howellsschool.vectare.co.uk> to view the routes, terms and conditions and book your child on the bus. If you have any further questions, 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 if you have registered your email address with us. **A View from the Top** is emailed weekly. This gives news and views 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 with your child, sent by email, or sent through the Howell's communication system, **Firefly**.

Copies of all letters can be found on the school [website](#).





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

 **Twitter** – [@HowellsSchool](#)

 **Facebook** – [Howell's School Llandaff](#)

 **Instagram** – [@Howellsschoolgdst](#)

## We request that emails about the following are sent to: [absences@how.gdst.net](mailto:absences@how.gdst.net)

-  Requests for permission for a doctor's or dentist's appointment. Three days in advance please. When leaving the school for such appointments, students are required to be collected by a parent and sign out at Reception, and sign back in on their return.
-  Requests for permission to be excused from games due to illness.
-  Notes explaining lateness or absence.
-  We ask that you only book holidays during school holiday time. There is no substitute for learning in the classroom and we strongly discourage you from taking your child out of school during term time.

# The School Day

We have Registration at 8.25am and at the beginning of each lesson. We run a five period day, with break from 11.05-11.25am and lunchtime from 1.30-2.30pm. The afternoon finishes at 3.30pm. It is important that all students are in their form rooms by 8.20am so that they have time to organise themselves before the start of the day. Important notices are given out at this time.

At the beginning of the day there is Assembly or form time. Assemblies are short meetings arranged and taken by members of staff or on occasion, by

the students themselves. We value this brief time of preparation for the day with the opportunity for thought for others as well as ourselves and sharing of successes and good news. We also hold smaller assemblies, during which we address issues of relevance to a particular year group.

Students often stay for after-school activities. They may be in school if taking part in an organised activity supervised by a member of staff or they can use the Library until 5.00pm. Please ensure your child is collected promptly.



## Registration and Absence



Students are expected to attend registration at 8.20am every day. Students will need to arrive in school with sufficient time to organise their belongings for the day. 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.

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

Telephone: **029 20562019**

Please keep dental appointments etc. to a minimum during school time as they may hinder your child's academic progress.

### Illness

You should either email or phone us on the day of absence. If your child is likely be away for three days or longer, we will help her to catch up with her work on her return.

### Celebrating Success

We enjoy celebrating your child's achievements and successes.

School activities are recorded and celebrated by:

- Celebration Teas
- Head of Year Award for House Points
- Recognition in assembly
- Mention on the website or newsletter

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

## Being Well Organised

Your child will find the Senior School pattern of lessons much easier to cope with if she learns to organise herself well from the beginning. We try to help her establish good practice through discussions in wellbeing sessions and an explanation of how to use the homework planner effectively.

You too can help her substantially:

- Make sure that before she comes to school she has all the equipment she needs for lessons.
- Name all her clothes, PE kit and other property clearly so that if she loses them and they are found they can be returned to her. Don't forget her shoes and outdoor coat.
- Encourage your child to check her timetable and ensure that she has everything she needs for the following day: the correct books and homework, the correct school uniform and PE kit, her musical instrument, etc. Packing her bag the night before is also encouraged.
- Establish a regular pattern of working so that she settles down to her homework and spends approximately the recommended time on it. She will be given a timetable and homework timetable.



### Stationery, text books and devices

Most stationery is provided including A4 file paper, a homework planner, books for drafts and neat work and text books. We are a "bring your own device" school and you should make sure your child has an appropriate laptop for school work.



# Uniform Requirements

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) Please visit our website for a full current list of uniform requirements.



## Howell's Senior School Uniform: Year 7 - Year 11

Product	Description	Regulation
Jumper	Navy V neck, cotton acrylic with burgundy contrast trim, crested	Compulsory
Skirt	Navy polywool 'Amy' style kilt, worn to the knee	Compulsory Either/Or
Trousers	Navy polywool (Two fits available – girls/standard)	
Blouse	Blue chambray performance cotton reverse collar (long or short sleeve)	Compulsory Either/Or
Shirt	Blue chambray performance cotton (long or short sleeve)	

## Howell's Senior School PE Kit: Year 7 – Year 11

Product	Description	Regulation
Heavyweight Puffer	Stormtex Heavyweight Puffer, Unisex fit, crested	Optional
Midlayer	Thermotex Midlayer, Unisex Fit, crested and reverse print	Compulsory
Unisex T-Shirt	Hydrocool Lite T shirt, Unisex Fit, crested	Compulsory Either/ Or
Fitted T-Shirt	Hydrocool Lite T shirt, Girls Fit Fit, crested	
Games Polo	Hydrocool Lite polo shirt, Girls Fit Fit, crested	Compulsory
Baselayer	Cliamskin Baselayer Top, crested	Optional
Skort	Hydrocool Lite Skort with cotton inner short, panelled and crested	Compulsory Either/ Or
Shorts	Hydrocool Shorts, panelled and crested	
Pro-fit Training Pants	Thermotex Pro-fit Training Pants, unisex fit, crested	Compulsory Either/ Or
Training Pants	Performatex Training Pants, girls fit, crested	
Fitness Leggings	Climaskin Xtra Fitness Leggings, crested	Optional
Games Socks	Performance Games Socks	Compulsory
Swimming Costume	Speedo Swimming Costume	Optional
Swim Hat	Silicone Swim Hat, crested	Optional
House T Shirt	Cotton round neck T shirt, crested and reverse house name	Compulsory



# Uniform Requirements

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## Marking of Games Uniform and Equipment

Boots, Trainers and shin pads and all other pieces of kit to be named using marker pen.

## Marking of all Clothing

All possessions should be marked with the student's full name using name labels or permanent marker. Name tapes can be purchased through School Blazer, who will sew them into any garments you order from them at the same time.

## Uniform Policy – Whole School

### Nursery to Year 11

All our learners from Nursery to Year 11 should adhere to wearing the uniform specified on the relevant uniform list.

- No items of jewellery, including earrings or plastic keepers, are allowed except a watch.
- Smart watches and Fitbits are not allowed.
- Students wishing to wear items of jewellery for religious reasons, must put their request in writing and receive personal permission from Mrs Sally Davis, the Principal.
- Make up is not allowed to be worn in the Prep School and in Years 7-11. This includes nail varnish and any nail enhancements.

## Dress Code for Non-Uniform Events

On occasions, students are allowed to wear clothes other than the school uniform to raise money and awareness for charities or when on school trips or attending school events.

Whilst this allows students the opportunity to express themselves as individuals, it must be done so in an appropriate way. It is particularly important that on these occasions each student recognises that the school is still a working environment.

Guidelines to follow:

- Skirts and dresses should be of a reasonable length
- Leggings should be worn with a suitable length top
- Long shorts can be worn
- Jeans and trousers can be worn but no excessive rips or tears
- Minimal jewellery is allowed
- Nail varnish is allowed
- Headbands can be worn
- Hair can be worn down

The following items are not allowed as they are inappropriate for the school environment:

- Strapless or 'string-strapped' tops

- Cropped tops (no midriiffs should be visible)
- See-through clothing
- Hats or baseball caps
- Clothing which reveals underwear
- Flip-flops or backless footwear, due to health and safety issues
- Clothing with offensive logos
- All internet enabled devices e.g. Smart watches
- Excessive make up

It is recognised that this dress code will not cover all issues that may arise and it may be that a Head of Year will be asked to judge suitability of clothing.

**All students are expected to arrive at school wearing clothing in accordance with this dress code. Should they not do so, then they may be sent home to change.**

Please follow these guidelines so that everyone can enjoy these days, and if there is a theme please join in.

### School Coat

Your child should wear a plain, practical navy or black coat for school. Fur trims and other embellishments are not permitted.



### Shoes

Shoes must be leather/patent formal flat black shoes. No boots or slip-on shoes are allowed and all shoes must have buckles/laces/Velcro straps. Casual leather or canvas shoes are not permitted, e.g. black leather Converse or similar.

### Socks and Tights

Ankle socks and tights must be navy – no sports socks or black tights or socks are allowed.

### Skirts and Trousers

Only Howell's regulation pleated skirts and trousers are permitted. Skirts should be worn just above the knee; if her skirt is too short, your child will be asked to replace it.

### Accessories

Hair that reaches the shoulders should be tied back neatly. Any hair bands and bobbles worn must be either navy or black.

In line with equal opportunities, students rights with regard to hair and religious hair coverings will be respected.



**If your child is having her ears pierced, she must do this as soon as possible after the summer holidays begin; earrings usually need 6 weeks to heal and we do not allow students to wear earrings in school.** Please be aware that if your child is wearing earrings in September, even plastic keepers, she will be told to remove them. This will apply whether her ears are fully healed or not.

### PE Kit

PE kit should only be worn for the duration of lunchtime PE clubs or PE lessons; it is not to be worn around school or to lessons unless the school has allowed this. Your child must change back into her school uniform between morning PE lessons and PE clubs at lunchtime. PE kit can be worn on the day that they have games lessons.

### Make-up and Jewellery

Students are not allowed to wear make-up or jewellery to school. This includes nail varnish and earrings or plastic keepers.

A watch is allowed. Smart watches and Fitbits are not allowed.

### Care of your child's property

Everything brought into school (including calculators, purses etc) **MUST** be marked with the name of your child in full. Students should only keep a small amount of money on them or in their lockers and should never leave articles of value or money loose in locker rooms, classrooms or in their bags or coat pockets. Lockers should be locked. We cannot accept responsibility for any property lost or damaged on the school premises.

### Lost property

Mislaid items are handed in to the School Office where they are kept until the end of term. If Office staff are able to identify the owner, a message is sent to the student asking her to come and claim the item.

If your child loses something she should first make a careful search of the areas of the school. If she still cannot find the item she should go to the School Office at break or lunchtime and report it missing. Unclaimed items are disposed of at the end of each term.

# Curriculum Matters



The normal school curriculum is outlined below. All students have equal access to curricular subjects up to and including GCSE level.

There are three key areas to our PSHE programme in the Senior School.

- Health and Wellbeing
- Relationships
- Living in the Wider World

In addition, there are several key areas including:

- Health and emotional wellbeing (including Healthy Relationships and Sex Education)
- Preparing for lifelong learning (including careers education and guidance)
- Active citizenship
- Sustainable development and global citizenship
- Economics and Industrial Understanding

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

## Monitoring and reporting progress

Each year you will be kept informed of your child's progress by regular reports and a parents' evening. There is additional monitoring during the year and you will be alerted if there are any problems. Do contact us if you have any concerns at all, however small they may seem.

## Additional Learning Needs (SEN or MAT)

If your child has any particular additional learning needs, please inform Mr Walters [tom.walters@how.gdst.net](mailto:tom.walters@how.gdst.net) including a copy of the report of any formal assessments she has had. Her teachers can then be made aware of the best ways to support her.

## English as an Additional Language/Language Provision

For learners who need extra support in a compulsory language or who have English as a second language, extra support is provided by an EAL specialist. This is provided through in-class support and/or additional lessons as part of their timetable.

## Senior School Curriculum

We firmly believe that the development of effective thinking skills must be at the heart of the curriculum, together with personal and social development. We see this duality as essential to raising the standards of attainment of all students. We adhere, in broad terms, to the core requirements of the National Curriculum; however, an education at Howell's extends well beyond the prescribed content, with the express intention of enthusing students about the very processes of learning itself. The key is independent learning. We feel that students must acquire insights into their own learning processes and their effectiveness.

Our students are encouraged to develop skills of self-analysis and reflection, choosing learning methods that suit them best, whilst it is the role of their teachers to challenge and motivate individuals towards an appetite for lifelong learning. Our aim is to help students acquire skills essential to tackling a competitive and rapidly changing world.

All students in Years 7-11 study a core curriculum of English, Mathematics and Science which is enhanced by a variety of other subjects: creative activities in Art and Design, Music and Drama; practical subjects such as Product Design and Digital Technology; physical activity in Games and PE; languages such as French, Spanish and Welsh; Latin; and humanities such as Geography, Religious Studies and History.



Teaching methods throughout the Senior School encourage the students to be stimulated and challenged, yet always supported, enabling each to acquire the following groups of skills:

- communication skills (e.g. listening to others)
- inter-personal skills (e.g. co-operating with others)
- intra-personal skills (e.g. self-analysis)
- problem-solving and decision-making skills (e.g. in an enterprise activity)
- study skills (e.g. personal target-setting)
- practical skills (e.g. use of a keyboard)

Each term we assess students' progress by report, subject review or parents' consultation meeting. Students are encouraged to undertake self-assessment and reflect on their own progress as part of the process of understanding how they learn. Academic subjects are complemented by Wellbeing sessions, to help everyone understand and cope well with the increasing responsibilities and freedom they will face as they mature.

## Key Stage 3, Years 7-9

Most students study:

- |                      |                     |              |
|----------------------|---------------------|--------------|
| – Art                | – Mathematics       | – PE & Games |
| – Digital Technology | – Music             | – Wellbeing  |
| – English and Drama  | – PSHE              |              |
| – Geography          | – Product Design    |              |
| – History            | – Religious Studies |              |
| – Languages          | – Science           |              |

*In Year 7 students study three languages: French, Spanish and Welsh. Latin is introduced in Years 8 & 9.*

## Key Stage 4, Years 10 and 11

All students study:

- |                      |   |
|----------------------|---|
| – English Language   | – Enrichment activities                     |
| – English Literature | – History or Geography or Religious Studies |
| – Mathematics        | – A language                                |
| – Biology            | – Physical Education                        |
| – Chemistry          | – PSHE                                      |
| – Physics            |   |

They then choose two subjects from the following list:

- |                      |                      |
|----------------------|----------------------|
| – Art                | – Music              |
| – Digital Technology | – Physical Education |
| – Drama              | – Product Design     |
| – French             | – Religious Studies  |
| – Geography          | – Spanish            |
| – History            | – Welsh              |
| – Latin              |                      |

# The School Library

The Library is at the heart of the school and has a vital role to play for your child. As a whole school resource, it is central to learning, information handling, developing critical thinking and study skills, personal responsibility, and in developing a lifelong love of reading to nurture empathy, compassion, and an understanding of the world around us.

All students have open access to the Library's resources throughout the school day and are encouraged to make use of the resources and support provided whether for school work or recreational interests. Experienced and qualified librarians and library staff are available to guide students in developing their reading by suggesting interesting, challenging, and content appropriate reading material and to encourage them to explore new authors, writing and genres. Students are expected to show consideration for others in the Library as it is a whole school and college shared study space.

The Library is a safe, welcoming and inclusive space open during term time for the students to use for study, reading, homework and relaxing from 9.00am to 5.00pm Monday to Friday. It hosts a weekly, well attended Book Club that students are welcome to join in with at any time; an annual themed



Book Week with author visits, activities and challenges for all students to engage with, and a range of cross-Year quizzes and competitions. During summer public examinations, the Library opens from 8.00am and becomes a silent study zone.

The Library offers Wi-Fi, copying and printing facilities, as well as a carefully curated selection of fiction, non-fiction, DVDs and journals to develop your child's engagement with reading for pleasure as well as to support her academic development. The Library Firefly site offers links to evaluated



resources to support your child's learning and encourage her to engage in 'stretch and challenge' extracurricular activities including national writing competitions and the prestigious Carnegie Medal Award. You will find a 'Recommended Reads' list for each Year group to encourage wider reading on Firefly.

Our aim is that students become confident, independent learners who can find, interpret and use information in all its forms now and for future study and recreation: to foster a lifelong love of literature and reading that will support her academic and personal development and encourage a critical literacy approach to interrogating information for its reliability and validity.

# Co-Curricular Opportunities

We have many varied clubs, details of which will be sent out in the calendar at the start of term. Every student is encouraged to participate and there is certainly something for everyone.



## Sports

Lunchtime and after school clubs cater for a wide range of physical activities. Clubs are seasonal, some taking place in winter season, others in summer. They take place on a regular basis and the times are updated termly as can be seen on the school calendar. Matches take place both midweek and on Saturday mornings.

## Music

### Orchestras, Choirs and Concerts

There is a comprehensive range of music groups every student has a chance to participate. We have, for example, junior and senior orchestras, wind and brass groups and several choirs.

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



## Drama

### Drama Clubs

There are Speech and Drama clubs where the students have the chance to relax and meet new friends, learn about theatre skills and they can even perform in the Drama Studio. Students are also encouraged to participate in the House events.

## School Productions

The school play is an important event on the calendar and past successes include: *Annie*, *The Sound of Music*, *Beauty and the Beast*, *My Fair Lady*, *Alice in Wonderland*, *A Christmas Carol*, *The Wizard of Oz*, *Matilda* and *Mary Poppins*.

“  
The school play is a way of making new friends of all ages and getting to know some members of staff better. It is also great fun and a rewarding experience.  
”





# Lessons With Peripatetic Teachers

Visiting teachers come into school to teach a variety of musical instruments (individual tuition), Singing, Speech and Drama.

## Instrumental tuition

Lessons are given on a weekly basis throughout the school year, usually working out at a total of 30. Music lessons for Years 7-9 rotate during normal lesson times in order to avoid missing the same subject. Years 10-13 peripatetic lessons take place outside of curriculum time. ABRSM, LCM and Trinity exams are held at school at least once a year, subject to demand.

At present, lessons 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

**Guitar**

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

**Piano**

**Singing**

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

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

## Is your child considering learning a new instrument?

She may find it easier to gain a place in orchestras or bands if she chooses a less "obvious" one! Please contact: Ms Amy Edwards (Director of Music) [a.edwards@how.gdst.net](mailto:a.edwards@how.gdst.net) if you would like advice.

## Speech and Drama

These lessons provide an opportunity for each student to develop the possibilities of her voice; to extend her vocal range, power and expressiveness, and to acquire the confidence which comes from being able to communicate effectively.

Students are prepared for the grade examinations in the London Academy of Music and Dramatic Art. These may be taken in speech and drama, solo speaking of verse and prose and acting. The work finds an audience in school plays, concerts, entertainments and assemblies.

**Lessons are taught during lunch hours and after school. Please enquire at the Office if your child is interested.**



# Homework



Homework is a very important part of school work at Howell's as it is often used to complete or extend work done in the class.

All students are issued with a planner in which to record homework as it is given out. The planner is our essential link between your child, school and home. You are asked to check and sign the planner at the end of each week. Please look out for any communications from teachers.

A homework timetable is sent home at the beginning of the Autumn Term for Years 7-9. Generally there will be three subjects for homework each evening, with possibly four on Friday. Timings will vary but 1-1½ hours should be planned for most evenings, rising to 2½ hours at GCSE. We much prefer students to complete what they can in the time available



rather than spend hours of extra time on subjects. This way we can monitor their progress more readily.

There are various types of work which a student may be asked to do in her own time, e.g:

- Written exercises
- Learning by heart e.g. vocabulary
- Project work
- Reading
- Research or background reading
- Finishing off work started in class
- Revision and preparing for assessments

## Where should your child study?

In order to study effectively, your child needs a warm and well-lit room where she can work undisturbed. She needs to write at a table or desk to keep her work neat. Brothers and sisters (and even parents!) should try to avoid distracting her. The television should not be on in the room where she is working. However, many young people like to have music on while they are studying, especially if it helps to drown out background noise. We encourage you to ask your child to leave her mobile phone or other devices with you while she works. We also strongly discourage the use of social networking sites.

## When should homework be done?

- When homework is set, a deadline is given and this should be noted in the homework planner. It is important to establish a routine quickly.
- Several shorter sessions are better than working late on a Sunday night.
- Commit your child to a regular homework pattern but leave some times aside for other activities. It is advisable to have a complete break for part of the weekend.
- Use the planner to plan the work to be done each night.
- Avoid leaving everything until the last minute.

## What can parents do to help?

The most important thing is simply to take an interest in your child's work. Do not send your child to her room for a long time and think all problems are solved. Apart from trying to provide the correct time and place for homework completion, you should:

- Ask what work has to be done and check the homework planner.
- Help your child to plan ahead so that she is able to meet deadlines.
- Avoid saying 'I used to do it this way'. Methods can change!
- Encourage her to spend only the allocated time on each task. Conscientious learners often spend more time than they need to.

- Contact the school as soon as problems arise.
- Above all, offer encouragement at all times.

At the beginning of the year, you will receive a homework timetable detailing the time allocated to each subject. We ask you to contact us if you think your child is getting too much or too little homework.

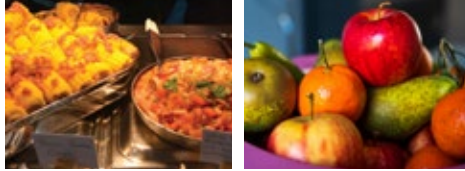
## What we do to help

- We expect students to meet homework requirements. Form teachers provide support for students who find these requirements difficult to meet.
- Monitoring takes place at regular intervals. It is a time when both achievement and under achievement are recognised. Parents are contacted if there are any concerns.
- We encourage students to take responsibility for their own progress. There is a process of self-assessment and target setting which the students undertake with the guidance of their form teacher.
- If your child has a special educational need (e.g. dyslexia, impaired hearing) please inform Mr Walters so that appropriate support can be given.

## Lunches

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We operate a healthy eating policy in school. Meals are carefully monitored for their nutritional value. All meals are eaten in our dining room. There is a very popular breakfast club which is open from 7.45am to all students and at break we provide snacks and drinks. Free fruit is available every break.



decorated to suit! We encourage everyone to bring in a bottle of water to school. There are stations where these can be refilled.

At lunch time, 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. There are also special 'national day' menus and the dining room is

Whether your child is vegetarian, vegan, has food allergies or any other requirements our catering team will be happy to meet her needs.



## Fundraising for Charities

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We have many fundraising efforts for charities through the Houses, forms and whole school activities. We aim to encourage concern for others and we try to show the students that a regular, reliable pattern of gifts means a great deal to charities and that time and effort are the best gifts of all. They should not be a burden on your child's pocket or yours. If you think that at any time your child feels pressure from other students to contribute, please do not hesitate to contact your child's Form Tutor.

Over the years, we have had special appeals such as non-uniform days, collections, gift donations on the



school's birthday, and a Charity Week. These are in response to international appeals where there are special needs such as the Nsoke Community School, the Turkey and Syria earthquake appeal, Maggie's, Latch and the Royal British Legion.

## Student Council and House Groups

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All year groups are represented on the Student Council which meets at least regularly to consider matters brought up by students. Students are asked for their opinions on many matters and are closely involved in decision-making. There are also regular meetings of other student groups such as Equality Prefects and Kindness Champions.

The school has four Houses: Baldwin, Lewis, Kendall and Trotter, named after former Headmistresses. Students are put into Houses when they enter the school. Members of a family are usually placed

in the same House. There are regular House Meetings which encourage vertical grouping in the school and members of the Houses elect their own officials, who in turn are supported by a House staff member.

Various music and sports competitions, special events and fundraising for charities are organised by the Houses. However the three key events that run each year are the Eisteddfod, Sports Day and the House Pantomimes.

# School Trips



## Curriculum Trips

There is a wide variety of trips/visits arranged regularly as part of your child's curriculum during the academic year. Your child will be told of these visits in good time so that she can equip herself correctly. The cost of non-residential trips is covered in the school fees. You will always receive written details of day trips/visits, including those which extend beyond the school day and those outside school time. Times, travel arrangements, and staff responsible will be conveyed to you via Evolve. Parental consent will also be collected via Evolve.



## Residential Trips

A variety of residential trips take place regularly within the UK and Europe. You will receive a 2 to 3 year plan of all residential trips proposed and full details will be provided via Evolve. In some cases, interest will be gauged ahead of booking and a waiting list will be opened if necessary. For all residential trips there will be a parents' evening to discuss all the arrangements. Parental consent will also be collected via Evolve. For all trips and visits, families are reminded of the need to keep all contact and medical details correct either directly via the Sims app or by contacting the school office. You will be reminded of this ahead of all trips.



# Wellness

## Wellbeing/Support Room Services

The Support Room is staffed by Nurse Kelly from 8am-4.30pm during term time. The health services of the school cover acute health requirements, preventive services and health education. We also have a school counsellor, Graeme, that students can access and be referred to, available within the school day, on Tuesdays and Wednesdays. We also have a female counsellor if required. The Support Room has equipment to deal with emergency first aid as well as minor cuts and injuries. It has facilities to safely store prescribed medications including those that require refrigeration. Our contact details:

**School Nurses – Tel: 029 2026 1840,**  
**e-mail: [schoolnurse@how.gdst.net](mailto:schoolnurse@how.gdst.net)**

**School Counsellors – Tel: 029 2056 2019,** email: [G.Layzell@how.gdst.net](mailto:G.Layzell@how.gdst.net) or [kiron@bristolhumangivenscentre.co.uk](mailto:kiron@bristolhumangivenscentre.co.uk)

## Medication administration

Prescribed medication may be administered by the Nurse or designated person as long as the 'Request for School to administer prescribed medication to be taken during school hours' form has been completed (obtained at Reception and on Firefly). Paracetamol may be administered, for minor ailments (e.g. headache, period pain) if parental permission has been given on the



Nurse Kelly

Student Health Assessment form. This form is required to be completed prior to your child starting at Howell's and parents are requested to inform the school in writing of any changes to their child's health, or any changes to the information given within this form. 'Over the counter' medication can be administered with parental consent as given on the Student Health Assessment form.

## Procedure when a student is unwell during the school day

Should a student require medical services during the school day they are requested to attend the Nurse's Room. Students are not to contact parents directly if they are feeling unwell, but to seek advice where staff will decide whether parents need to be contacted or if the student needs to go home. On the rare occasion that the Nurse's Room is un-manned, students are requested to go to Reception who will then contact the Nurse by mobile phone.

## Confidentiality

In accordance with the Nurse's professional obligations, medical information about students, regardless of their age, will remain confidential in most circumstances. However, there may be exceptions to this rule when the Nurse considers it in the student's best medical interest, or necessary for the protection of the wider school community, to pass on information to a relevant party or body, e.g. a member of the pastoral or leadership teams at the school, or the parent concerned. The student will be informed of such circumstances if they arise. The Student Medical Information form shall be held by the school/school Nurse as the student's medical record and would accompany the student to hospital in an event that requires emergency hospital treatment. It is therefore essential that medical information is kept up to date.

## Absence/Illness/Hospitalisation

If your child becomes unwell during the school day and requires collection from school, you will be contacted by the Nurse/member of staff by using contact numbers kept on the school computer system. It is therefore essential that the school is made aware of any new permanent or temporary contact numbers. NB. The person who collects the child is responsible for signing them out of school at reception.

Should your child be unwell as a result of diarrhoea and/or vomiting (with or without a specific diagnosis), government and school guidelines

recommend that the child has to be symptom free for 48 hours before they return to school. We follow guidance on recommended exclusion periods from Public Health Guidance on Infection Control in schools and other childcare settings 2017.

## Immunisations

All primary and booster immunisations are to be dealt with and administered by the student's registered GP. Exceptions to this are flu vaccinations, which are currently offered in some year groups and HPV vaccination offered in Year 8. A team of NHS vaccination nurses will come into school to facilitate this provision.

# Policies and Procedures



## Behaviour and Bullying

Bullying, harassment and victimisation will not be tolerated in school. An anti-bullying policy exists to encourage staff and students to create a climate of respect and tolerance. All students sign an anti-bullying and respect contract each year.

## Equality, Diversity and Inclusion

The school takes firm action on any racial or LGBT+ incidents. We expect the full support of parents when we are dealing with any matters relating to bullying, racism or anti LGBT+ conduct.

## Sex Education

Our Healthy Relationships and Sex Education policy includes emphasis on good health, the value of self-esteem in making choices and judgements and in the relationship with others and knowledge of how the body works. This is within the context of moral issues and values.

## Fire

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.

## Mobile Phones and Devices

Students may bring mobiles to school but they must remain in lockers during the school day or, if lockers are not accessible, kept by the student and switched off. The School operates a BYOD – bring your own device – policy. Students must follow guidance on the use of any working device in school. Any student using on-line platforms or apps to target or upset another student will be dealt with under our anti-bullying policy.

## 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.

## 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 child's interests and to providing excellent levels of pastoral care.

## Feedback to the School

We are keen to provide parents and students with high standards of service and would like to hear your comments, suggestions or ideas so that improvements can be made.

## Complaints Procedure

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, 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)



As part of the GDST, Howell's School believes in the rights of all students and staff in our community to feel accepted, to feel they belong and to feel included. The GDST, under the umbrella of Undivided, has agreed a Charter for Action to guide and support our aims to promote equality, diversity and inclusion. Working with parents, governors and the community both local and global, we educate ourselves and undertake actions that allow us to celebrate the strengths and richness of a diverse community.

We work hard at Howell's to promote a culture of inclusion where every person is valued and supported. This includes what and how we teach, the role models we elevate, the voices we amplify, and the cultures and faiths we celebrate.

### Equality Prefects

Our form groups have Equality Prefects who represent their form groups at meetings with school leaders in order to work together to ensure we provide a safe and happy learning environment.

The GDST has an Equality Student Council where our representatives share their ideas with other schools and Inclusion and Equality are part of the standing agenda at school council meetings.



### Pride

The school has a Pride group for students who identify as LGBT+ and the

Deputy Principal, Pastoral is the Inclusion Lead who supports the Pride group with their meetings and encourages others to be allies in the best ways possible.

Every year we celebrate key awareness events such as Black History Month and Diversity Week to join together as a community in support of others.

### Equality Act 2010

The Equality Act gives clear guidance on how we should live our lives and treat others in a fair and respectful way. If you ever feel you need to discuss any matters regarding how you are treated, please tell your Form Tutor, Head of Year, the Wellbeing Team or any member of the Leadership Team.

We do not tolerate bullying or discrimination of any kind and will tackle these firmly if they occur.

**“I want every child to know that they are an important part of our school family and we will celebrate with each other the differences that make us unique.”**

**Sally Davis, Principal**

## A Mindfulness School

Howell's is committed to being a mindful school. We want our young community to:

### Enjoy life; Function Fully and Flourish.

The .b mindfulness curriculum is delivered by our own qualified mindfulness teachers to encourage our students to gain the skills that can help them manage their minds positively.

There are plenty of opportunities to develop mindful skills, some of which are embedded in our clubs and activities. Regular assemblies remind students



about the skills they can develop and as we approach assessments in the summer term, students are given opportunities to relax and practise breathing skills to help them remain calm during the assessment week.

## HeadsUp@Howell's

### What is HeadsUp?

HeadsUp@Howell's is our wellbeing initiative that educates our learners and staff about wellbeing.

We want to create a school culture where everyone:

- has access to information, education and support for good mental health
- knows and uses strategies to improve their mental wellbeing or to manage difficult times
- connects with others positively to benefit all

- ✓ Heads Up – physically
- ✓ Heads Up – out of devices
- ✓ Heads Up – looking after your mind

As part of HeadsUp, all students experience assemblies, tutor activities and themed weeks where we promote and encourage taking personal responsibility for our mental fitness and also understanding how to seek help if we need it.



# Bring Your Own Device

Howell's School successfully integrates digital devices into all learning in the Senior School and students will be asked to bring a web enabled device into school to use in lessons. This will not be a phone. The device must have network connectivity, a battery life of >8 hours and students must install Microsoft Office using the student licensing agreement provided via school. It is important that students have discreet headphones, so that they can listen to audio without disturbing others. For those with a touch screen, a stylus is also helpful. Access to most school platforms will be via the student Office365 log in (school email and password) and all internet access using the school WIFI is safely filtered. Students might find the following links useful which are available via Firefly also:

Firefly: all links can be accessed through the home page

– <https://howells.fireflycloud.net>

Teams for all shared resources:

<https://teams.microsoft.com>

Email: <https://email.gdst.net>

OneDrive for all personal files:

<https://onedrive.gdst.net>

IT support from a student school email account using the email:

[servicedesk@uk.gdst.net](mailto:servicedesk@uk.gdst.net)

If a student school email account cannot be accessed, use the email:

[mail@how.gdst.net](mailto:mail@how.gdst.net)

## Responsible User Agreement

### – in school

- Students will only use technology for school purposes as directed by their teacher
- Students will be responsible for their own behaviour and actions when using technology. This includes the resources accessed and the language used
- Students should make sure that all their communication with students, teachers or others using technology is responsible and sensible
- Students must not deliberately browse, download, upload or forward material that could be considered offensive or illegal and should report any such material if they accidentally come across it, this will include the use of AI platforms
- Students should not record or take photos of their classmates or teachers during a face-to-face session
- Students should understand that, when using Microsoft Teams and other applications provided by the school, their use can be monitored and logged and can be made available to their teachers



- Students should understand that these rules are designed to help keep them safe and that if they are not followed, school sanctions will be applied, and parents may be contacted

### Responsible User Agreement – at home when online learning is provided

- Students should video conference from an environment that is quiet, safe and free from distractions
- Students should be on time for interactive sessions
- When joining a session, students should ensure the microphone and camera are muted until required to speak to the teacher/class
- Students should be dressed appropriately for learning and remain attentive during sessions
- Students should interact patiently and respectfully with their teachers and peers
- Students should provide feedback to teachers about their experiences and any relevant suggestions
- Students should NOT record other people's online interactions
- Students should make sure they end the session as soon as the teacher indicates to do so.



# Senior School Expectations

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- ✓ First and foremost: Always be kind to others.
- ✓ Be polite, punctual, helpful and reliable at all times.
- ✓ Wear your school uniform and PE kit correctly. Do not roll your skirt up. Coats should not be worn inside the school building.
- ✓ All hair must be neatly tied back if it reaches the shoulders or longer. Do not wear makeup, jewellery or nail varnish. A watch is allowed. No internet enabled watches are allowed.
- ✓ Mobile phones must not be used once you are in school, between 8:15am and 3:30pm, unless a teacher gives you permission. They should be locked away in your locker.
- ✓ If you are unwell, report to Nurse Kelly or School Reception. Do not contact your parent or carer directly as the school will do this for you.
- ✓ Be in lessons at all times. You should not ask to leave unless absolutely necessary.
- ✓ For your safety, it is important that we know where you are. Please sign in and out if you are arriving late or leaving early.
- ✓ Move around the school quietly and considerately. Do not run. Please keep to the left and hold doors open for others.
- ✓ Locker rooms are not social areas. Do not use these spaces between lessons.
- ✓ Queue politely at break and lunch times and have the correct lunch pass if required.
- ✓ Eating and drinking must only take place in the Dining Room area. You are not allowed to chew gum at any time.
- ✓ Enter and leave assemblies silently.
- ✓ It is everybody's responsibility to keep the school tidy. Do not drop litter. Please use the bins provided. Recycle wherever possible.
- ✓ We are an inclusive school community. Treat each other with respect so that everyone feels safe and welcome in school.

# Tips for Parents

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## How parents can support children starting at Howell's Senior School

### Transition from current learning environment

Transition presents a number of challenges in creating a smooth and comfortable move to a new school. Rest assured, we will work pro-actively with you and your daughter to ensure that the start of the term provides the necessary opportunities to promote confidence in learning and comfort in friendships.

#### Before joining the school:

- Keep the school information in view so it can be looked at frequently.
- Understand how she might be feeling.
- Encourage her to be positive about meeting new friends.
- Prepare any learning that has been recommended.

- Make sure she gets to bed early.
- Keep us informed of all relevant information and concerns so that we can make your daughter's transition to Howell's an enjoyable journey.

#### When starting school:

- Trust that she will manage and do well.
- Help her to manage her time, homework and her kit.
- Show interest in what she has been learning and doing.
- Plan family meals around homework commitments.
- Be tolerant of tetchiness – moving schools is hard!

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We hope that you have found our booklet both interesting and informative. However, if

you have any concerns at all please contact us at school, or contact the Head of Year.

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HOWELL'S SCHOOL  
Llandaff

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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)

[X@HowellsSchool](https://twitter.com/HowellsSchool)

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**Nurturing Excellence**