



Every journey begins with a single step

Prospectus

Date Ratified: 07/07/15
Updated: 17/11/18

Y Daith

Information and guidance for parents of students referred to Y Daith.

Contact Details

(KS3)
Y Daith
C/O Amelia Trust Farm
Five Mile Lane
Barry
CF62 3AS
Tel: 01446 782039

(KS4)
Y Daith
The Court House
Westgate
Cowbridge
CF71 7AR
Tel: 01446 774460

E-mail: ydaith@valeofglamorgan.gov.uk

Web: www.ydaith.co.uk

Social Media: www.facebook.com/ydaith



Message from the Teacher-in-Charge

Dear Parents,

Choosing the right school for your child is vitally important. Most parents want a good education for their child/children, but also want them to be happy and to feel safe and secure. At Y Daith we believe we can offer all these things. We pride ourselves on the education and accreditation opportunities we provide at Key Stage 3 & 4 and the high standards of teaching and learning are a credit to the hard work of both staff and students. Equally we are also proud of the ethos and atmosphere of the school.

We value our students and we believe that their time in school should be rewarding and fulfilling. Should you choose to send your child to Y Daith, I am fully confident that you will have made the right decision. I look forward to meeting you soon and if you have any queries or concerns please contact me at school at any time.

Yours sincerely

Mr M Sweeden
Teacher-in-Charge

A Snapshot

Y Daith caters for students from throughout the Vale of Glamorgan with a capacity for 20 Key Stage 3 students based on the Amelia Trust Farm and 36 Key Stage 4 students based in Cowbridge. Each group is taught by qualified teaching staff and is supported by teaching assistants.

The team of teaching and non-teaching staff offer a wide range of expertise and support to students. Staff deliver subjects in line with government PRU guidance and at KS4, qualifications from Entry Level to Level 2.

At Y Daith we are proud of the success our students make during their time here. In the last academic year we had 47 students on roll at Y Daith, not including EOTAS, and one student reintegrated back into mainstream school at KS3 and one for KS4. At KS4, 100% of students left with a recognised qualification, with the vast majority moving on to further education, training or employment.

Y Daith Staff

Mr M Sweeden: Teacher-in-Charge of PRU and EOTAS
Mrs A Condy: Chair of Management Committee

Key Stage 3 Teaching Staff

Mrs N Fox-Mabe: Teacher-in-Charge of KS3
Mrs H Hewson
Mrs J Cooper

Learning Support Assistants

Miss M Nugent
Ms J Bevan
Mr A Morten
Mr T Davies (temp)

Key Stage 4 Teaching Staff

Mr S Bellamy: Teacher-in-Charge of KS4
Mr A Cotterell
Mr D Miles

Learning Support Assistants

Miss C Antonio
Mr S Hill-Clement
Mrs K Turner

Nurture practitioner / Reintegration Keyworker

Miss L DeMaid (KS3)
Mrs K Turner (KS4)

Attendance Officer

Mr S Bowditch

EOTAS admin

Mrs S Thomas (temp)

Aims of the Programme

The aim and purpose of Y Daith is:

- To provide a stable, caring and structured environment for students which will allow them to grow in self-worth.
- To provide a rich curriculum (in line with Welsh Government policy) which will foster and encourage the students' enjoyment of education, as well as their social and emotional development to the limit of their academic, physical and practical abilities.
- To provide, when appropriate, opportunities for full or part-time re-integration into mainstream schooling.
- To develop a mutually supportive network with parents, which will help students at school and in their own family and community.

Students' individual needs are addressed by specialist staff within a positive behaviour framework that seeks to build on their strengths and self esteem. Individuals are encouraged at all times to make positive choices for themselves and have regard for the needs of other individuals within the teaching and learning environment.

Key Stage 3

At KS3 we focus on the: Intellectual, Physical, Aesthetic, Spiritual, Personal, Social and Moral Development of students.

Changes to the curriculum has meant that we have moved to a project-based curriculum, where the core subjects are taught and the skills are then reinforced via project-based learning tasks.

Students have English, Maths, ICT, ART and PSE lessons while Science, Geography, History, RE and Languages are taught through project-based tasks. Incidental Welsh is also used at every opportunity with bilingual displays and signs.



As well as specialist staff within Y Daith, we also offer enhanced PSE / Emotional Intelligence support with weekly access to a counsellor and school nurse as well as a range of outside agencies which can also offer student specific packages to meet individual needs.

The students at KS3 currently attend the Amelia Trust Farm (ATF) or Cardiff City Football Club (CCFC) one Monday per month.

Key Stage 4

In Key Stage 4 we aim to prepare all our students for taking the next step in their journey, whether it be college, training or employment. We are proud to offer a personalised curriculum based on each student's needs, strengths and interests.

All students have an individual timetable that may consist of academic tuition with specialist staff at our Cowbridge site and vocational training at one of our partner training providers. Students are expected to commit to their chosen programme with an opportunity for review each half term.

At our Cowbridge site we offer a range of qualifications - from Entry Level 1 to Level 2 - including Maths,



English, ICT, Creative & Media, and Personal Development & Employability. Last year our students achieved a high number of GCSE and Entry Level passes in a range of academic and skills-based qualifications.

Students are able to access a wide range of training providers in the Vale and Cardiff including:



- Ocean Park Academy
- ACT Training
- Amelia Trust Farm
- Man About Cardiff
- Youth Engagement Programme
- Cardiff City Football Club
- Military Preparation School
- The People Business
- Work Experience

At these training providers students are given opportunities to achieve qualifications in many areas including carpentry, motor mechanics, construction, animal care, hair and beauty, and catering. Transport out of a student's home area is funded by the local authority so as to ensure that no student is disadvantaged in terms of the location of their placement.

Throughout their time in Key Stage 4 all students receive regular careers advice from Careers Wales and we are proud to boast excellent results in enabling students to move onto further education.

Examination results 2018

Every pupil left with at least a recognised Literacy and Numeracy qualification. Every pupil had their own appropriate goals and predictions which they were highly successful in achieving. The vast majority of school leavers went on to a placement at College or with a training provider or into employment.

Attendance

At Y Daith we use the 'Callio' attendance model. This means that students are given attendance targets that are reviewed on a half-termly basis. These targets and each student's progress are communicated with parents/carers via letter each half-term. Y Daith has half-termly rewards for best attendance and most improved attendance. Students are expected to attend all aspects of their programme. The Attendance Officer will monitor attendance and work with students and parents/carers. The Education Welfare Officer will be notified in cases of repeated unauthorised absence.

Please be aware that we operate a policy of not authorising holidays during term time unless under special circumstances, as identified in our attendance policy.

Code of Conduct

We have a high expectation of all students who attend Y Daith. Students are expected to follow and adhere to the school expectations. Students are always encouraged to make positive choices and think through the consequences of their behaviour and their learning and the learning of others.

The following expectations have been established at Y Daith:

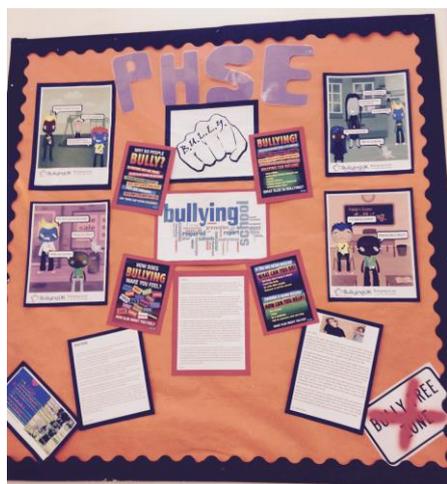
- *We arrive on time for all sessions quietly and calmly.*
- *We follow directions when asked.*
- *We keep hands, feet and objects to ourselves.*
- *We listen and speak to each other appropriately using polite language.*
- *We remain at our workplace and on task.*

Positive Behaviour Management

To enable students to improve their behaviour and develop positive strategies to manage themselves, the school implements a system that rewards positive behaviour through a system of points and merits. During each lesson students are measured against our expectations and this is recorded and tracked. Merits are also given to highlight effort, encourage students who remain on task and reward those who re-engage positively with classroom tasks after some difficulty. Certificates and prizes are awarded weekly for the best behaviour score and most merits achieved. Weekly slips go home reporting behaviour score and merits earned.

At Y Daith, staff acknowledge that students have varying degrees of social, emotional and behavioural problems that impact on their learning and the learning of others. Specialist staff will support, offer guidance and reinforce positive aspects of an individual's behaviour. However, consequences are implemented if and when a pupil repeatedly demonstrates aspects of behaviour that is not acceptable.

Equal Opportunities



The curriculum and all aspects of school life are founded on a rejection of discrimination against students and staff on grounds of gender, disability, race, sexual orientation, religion, ethnicity or culture. Each of these categories features prominently in Personal and Social Education, staff training and school council meetings. Further details are to be found in the School's Strategic Equalities Policy.

Bullying

Bullying will not be tolerated at Y Daith. Students are encouraged to report any incidences of bullying that may occur at school. Each incident will be investigated

thoroughly and measures implemented to resolve matters quickly. If necessary further action may be taken. If you have any concerns please contact either Mrs N Fox-Mabe in KS3 on 782039 or Mr S Bellamy in KS4 on 774460.

Special Educational Needs (SEN)

The SEN Policy is part of the commitment to inclusion for all. To ensure that each student has access to the Curriculum and that the educational experiences offered are relevant to the individual needs.

Y Daith will identify where students have problems which are hampering their access to learning and will provide additional support tailored to their individual needs. Intervention and support is given to ensure students with SEN achieve their maximum potential. The policy can be requested or viewed on the school website.

Smoking

Students are **not allowed** to smoke on either site of Y Daith.

Dangerous Substances/materials/objects

Substances such as drugs, alcohol and other hazardous materials or objects will be treated as a police matter and will be dealt with accordingly and may include permanent exclusion. Referrals to support agencies may be made.

Collective Worship

Collective Worship will take place in a variety of forms every day. Parents/Carers have the option to withdraw students from collective worship and have the right to see the Collective Worship Policy. The whole policy is available on request.

Sex Education

Parents/Carers have the option to withdraw students from sex education lessons and have the right to see the sex education policy. The whole policy is available on request.

Charging and Remissions Policy

Y Daith acknowledges the right of every person to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all young persons regardless of their parents' ability or willingness to help meet the cost.

Y Daith will not charge for activities offered, although parents may be asked to contribute towards any damage made by their child to school property. The whole policy is available on request and on the school website.

Term Dates

Monday 3 September 2018 and *Monday 22 July 2019 will be designated INSET days for all LEA Maintained Schools. The remaining three INSET days to be taken, will be at the discretion of each individual school.

All schools will be closed on **Monday 6 May 2019** for the May Day Bank Holiday.

| Term | Begin | Half term | | End | No. of School Days |
|--------------|----------------------|--------------------|--------------------|----------------------|--------------------|
| | | Begin | End | | |
| Autumn 2018 | Monday 3 Sept 2018 | Monday 29 Oct 2018 | Friday 2 Nov 2018 | Friday 21 Dec 2018 | 75 |
| Spring 2019 | Monday 7 Jan 2019 | Monday 25 Feb 2019 | Friday 1 Mar 2019 | Friday 12 April 2019 | 65 |
| Summer 2019 | Monday 29 April 2019 | Monday 27 May 2019 | Friday 31 May 2019 | *Monday 22 July 2019 | 55 |
| TOTAL | | | | | 195 |

School Day



The day starts at 8:45am and ends at 2:45pm. Free toast and a hot drink are provided between 8:45 – 9:05am.

Lunchtimes

KS3 students can bring a packed lunch or food that can be prepared in a microwave or they can purchase hot or cold food from the Amelia Trust Farm coffee shop. Students who are entitled to free school meals will be able to order a grab bag in advance that is prepared by the coffee shop.

KS4 students can bring a packed lunch or food that can be prepared in a microwave or they can purchase hot or cold food from the local shops in Cowbridge (under the supervision of staff). Students who are entitled to free school meals will receive a baguette and drink that is prepared in advance at a local school and then delivered.

If parents do send their children with a packed lunch then they are asked to consider the nutritional value of the food provided as Y Daith promotes a healthy lifestyle. Further advice on healthy lunchbox options can be found by following this link: <http://gov.wales/docs/change4life/publications/151111lunchboxesen.pdf>.

Uniform

Currently students do not need to wear uniform to attend Y Daith. In the future uniform will be phased in and will have to be worn when attending school. All students will receive one free set of uniform and further uniform can be bought directly from the school.

Personal Equipment

Students are asked to leave all electrical equipment, including mobile phones and MP3 players at home. These can be a distraction during lessons. Alternatively, equipment can be handed in for safekeeping and returned at the end of the school day.

Fire Drill

In the event of a fire, students and accompanying staff will leave the building via the nearest exit and assemble in the relevant assembly points.

Home School Agreement

At Y Daith we aim to have good communication with parents at all times and to this end, important information is circulated by letter to parents and, where possible via email. This information will also be available on the school website and Facebook page. Parents are also sent details of school achievements their child has made.



Parents are welcome to telephone the school on 782039 at any time to discuss their child's progress or any concerns they may have. Staff may contact parents by telephone, or where appropriate, text message to discuss either matters of merit or achievement or if we feel that there is a concern about an area of your child's life at school.

Visiting school, traffic and school security

Parents are always welcome to visit school either prior to or following your child's admission to Y Daith. It is most helpful if parents telephone prior to their arrival so that we can confirm relevant staff are available and that your enquiry or visit is as productive as possible.

We ask a few things of parents when you visit school:

- As with all visitors, please report to school reception where you will be registered into school.
- Whenever parents collect students from school – either at the end of the day or for appointments, you should ensure that you have informed the school office that you will be taking them (and when and if they will return) and also ensure that the member of staff they are with is aware that you are taking them. (NB. Please do not be offended if members of staff wish to check your identity. They will always be acting in your child's best interests).
- Likewise, please bring students who are late or are returning from appointments to the school office where arrangements will be made for them to re-join their classes.

Positive Handling

All staff at Y Daith are fully trained in the Team Teach approach to managing difficult behaviour. The training is focused on applying a comprehensive range of de-escalation strategies that are aimed to diffuse difficult and challenging situations. However, in some circumstances a student's behaviour may reach levels that compromise the health and safety of staff and other students at the school. In such circumstances, parents and carers will be notified. Staff follow strict guidelines when recording and reporting any positive handling situations. A full policy is available upon request or from the school website.

Acceptable Internet Use Policy

School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Agreement is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of IT systems, devices and digital communications.
- I will keep my username and password safe and secure (where applicable) – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal device(s) in school if I have permission. I understand that, if I do use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will NOT use social media sites while in school.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, fixed-term exclusions, contact with parents and in the event of illegal activities involvement of the police.



REMEMBER: Only you are responsible for what is stored in your computer work Area.

Parents/Carers and students will be asked to sign our acceptable use internet policy before access to the internet is permitted.

Safeguarding

It is a priority at Y Daith to protect the wellbeing of all students in the school. The school has a detailed Safeguarding policy (available on request) an outline of which is provided below.

The Teacher-in-Charge has overall responsibility for child protection matters and is the designated Child Protection Officer. The Teacher-in-Charge of KS3 and KS4 are both deputy Child Protection Officers. The Teacher-in-Charge also has responsibility for Children who are looked after. These members of the Leadership Group act as a source of advice and support regarding child protection matters for all other school staff. Our school also has a nominated child protection management committee member, who must ensure that the school has a Safeguarding policy in place which is consistent with the All Wales Child Protection Procedures (2008). All staff must act according to this policy where there are concerns about or suspicions of child abuse. If we receive information about a child which suggests that he/she has been abused or is at risk of being abused, we have a duty to refer these concerns to the social services department or the police without delay. We have no discretion in this matter.

School Policies/Documentation

Other documents you may request from the school amongst others include the Accessibility plan and Freedom of Information Policy. Please contact the school for further information or look on the school website.

Complaints Procedure

It is the aim of all staff at Y Daith to work in partnership with parents, carers and the multi-disciplinary agencies involved with the school. Should a complaint be necessary the stages of the complaints procedure are outlined below. A full policy is available on request.

Stages for handling Complaints

Stage One

Informal

Expression of concern to the TiC

Satisfactory outcome reached

MATTER
RESOLVED

Stage Two

TiC's

Investigation

Written formal complaint made to the TiC

Investigation undertaken and reported to complainant

Satisfactory outcome reached

MATTER
RESOLVED

Stage Three

Management
Committee' Review

Formal complaint made to chair of Management Committee. Panel appointed, hearing arranged and a decision reached

Satisfactory outcome reached

MATTER
RESOLVED

Stage Four

County Council
Review

Complainant asks local authority to review procedure

Satisfactory outcome reached

MATTER
RESOLVED

Stage Five

National Assembly
For Wales Review

Complainant asks National Assembly for Wales to review procedures

MATTER
RESOLVED