



# Caerleon Governors' Annual Report to Parents

2020 – 2021



Sicrhewch Ragoriaeth  
Maximising Potential

## Letter from the Chair of Governors

Dear Parent/Carer,

As the Chair of Governors at Caerleon Comprehensive School, I am delighted to present the Annual Report to Parents for the academic year 2020-2021.

Sadly, during the academic year 2020-2021, the school was impacted by the COVID-19 pandemic. Consequently, in line with government guidance, this report does not include information relating to performance, targets and results. Despite its comparative brevity, we hope this report gives you a 'flavour' of the 2020-2021 academic year at our school.

'Maximising potential' governs all aspect of school life at Caerleon. As school governors we are proud of our school community at Caerleon. In line with our school motto, staff work tirelessly to maintain high standards. They challenge our young people to ensure that they achieve excellent results and support them to ensure that feel safe and happy. Our aim is to support all learners so that they mature into responsible, caring citizens.

On behalf of the Governing Body I would like to thank our Headteacher, Mrs Picton, and her excellent team for all their hard work and dedication.

If you have any questions relating to the report, then please do not hesitate to contact the school.

Dr Paul Warren

Chair of the Governing Body (at time of publication)

# Annual Report to Parents

2020 – 2021

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# 1 INTRODUCTION

## 1.1 About this report

This report is produced by the governing body for the parents and carers of students at Caerleon Comprehensive School.

The report covers the 2020-21 academic year, and so provides a snapshot of the school. We believe it will be of interest to you if you have a child at the school or if you are considering applying for your child to join us.

## 1.2 Parents' meeting

Parents are welcome to request a meeting with the governing body to discuss this report.

Parents have a statutory right to such a meeting, subject to these conditions:

- A petition with the signatures of at least 30 parents is raised.
- The meeting is to discuss school-related matters.
- There are no more than three of these meetings in a school year.
- There are at least 25 school days left in the school year.

## 2 SCHOOL INFORMATION

### 2.1 Term dates

<b>Term</b>	<b>Start</b>	<b>Half term</b>	<b>End</b>
<i>Autumn</i>	01/09/2020	26/10/2020 to 30/10/2020	18/12/2020
<i>Spring</i>	04/01/2021	15/02/2021 to 19/02/2021	26/03/2021
<i>Summer</i>	12/04/2021	31/05/2021 to 04/06/2021	20/07/2021

### 2.2 School prospectus

The school produces an online prospectus for the 2020–2021 school year. You may download this and other publications from the web site.

Hard copies are available on request.

### 2.3 Language category

Caerleon Comprehensive School is an English medium school.

## 3 SCHOOL LIFE

### 3.1 Teaching and learning

#### 3.1.1 Key Stage 3 curriculum

At Key Stage 3, students follow the Welsh National Curriculum. The three science subjects of Physics, Chemistry and Biology are taught separately throughout KS3.

All subjects in KS3 are taught in mixed-ability groups with the exception of D&T, PE and mathematics in year 9.

The following table shows the list of subjects taught, and number of lessons per fortnight allocated to each across KS3 for the 2020-21 school year. In years 8 and 9 students have the opportunity to study German as their second modern foreign language.

<b>Subject lessons per fortnight</b>	<b>Year 7</b>	<b>Year 8</b>	<b>Year 9</b>
<i>Art</i>	2	2	2
<i>Biology</i>	2	2	2
<i>Chemistry</i>	2	2	2
<i>Design &amp; Tech.</i>	4	3	3
<i>Drama</i>	1	1	1
<i>English</i>	6	6	7
<i>French</i>	3	3	3
<i>Geography</i>	3	3	3
<i>German</i>	N/A	1	1
<i>History</i>	3	3	3
<i>I.T.</i>	2	2	2
<i>Maths</i>	6	6	7
<i>Music</i>	2	2	2
<i>P.E.</i>	4	5	4
<i>Physics</i>	2	2	2
<i>P.S.E.</i>	2	2	N/A
<i>R.E.</i>	3	2	2
<i>Welsh</i>	3	3	3
<i>Finance</i>	N/A	N/A	1

### 3.1.2 Key Stage 4 curriculum

At Key Stage 4, students select a smaller number of subjects; the school provides guidance in order that students choose a range of subjects which is appropriate to their needs, and those in which they can do well. All pupils access one-to-one subject counselling with a member of senior staff.

The following table shows the full list of subjects that were available in KS4 in 2020-2021.

Compulsory Subjects	Option Subjects
English	Art
Maths	French
Science	German
Welsh	I.C.T.
R.E.	Sociology
P.S.E.	Work Skills
P.E.	History
W.B.Q. L2	P.E.
	Welsh
	Geography
	Food and Nutrition
	Engineering
	Drama
	Health and Social Care
	D & T Product Design
	D & T Textiles
	D & T Graphic Products
	Business Studies
	Music
	Creative and Media

In core subjects, students are taught in sets according to ability. They will be expected to take external examinations during and at the end of the KS4. Due to the closure of school sites, these examinations did not take place in the summer of 2021. The school was required to award Centre Determined Grades to all students. These grades were arrived at through a robust, quality assured process.

### 3.1.3 Key Stage 5 (Sixth Form) curriculum

In the Sixth Form, students study either three or four subjects at AS level in year 12 (including Welsh BaccaLaureate). If a course is not available in school, students may still be able to access it via another school in the Newport collaborative programme. The school works closely with Llanwern as its "preferred partner".

The following table shows the full list of subjects that were studied in 2020-21.

Compulsory Subjects	Year 12 and 13 Subjects	Collaborative Subjects
W.B.Q. L3	Chemistry	Sport
	Biology	Photography
	Physics	Applied Science
	Design and Technology	Music Performance
	Geography	Media Studies
	Mathematics	Health and Social Care
	Double Mathematics	Business Studies OCR
	German	Financial Studies
	Music	
	Sociology	
	English Language	
	English Literature	
	Psychology	
	RE	
	Theatre Studies	
	History	
	ICT	
	Art & Design	
	Business Studies	
	French	
	PE	
	Welsh	

### 3.1.4 Additional Needs

Caerleon Comprehensive School is committed to providing an individualised, high-quality education to all our students. We believe that all students, including those identified as having additional learning needs (ALN) have a common entitlement to a broad and balanced academic and social curriculum, which is accessible to them and to be fully included in all aspects of school life.

In 2020 – 21 the interventions programme was embedded across a range of abilities, with ALN students being given the opportunity to undertake extra Literacy and Numeracy as part of a paired buddy scheme. Additionally, our small-group provision removed the need for ALN learners to study a second modern foreign language (German). Our ALNCO, Mrs D Davies, leads our ALN team.

## 3.2 Wellbeing

### 3.2.1 Healthy eating

A School Nutrition Action Group (SNAG) made up of students representing a cross section of year groups and dietary needs met every half term. Their feedback has been used by Aspens, the school catering partner, to improve provision.

The PSE and PE curricula, enrichment activities and the food technology curriculum support healthy eating and living.

### 3.2.2 Welfare

The Assistant Head Teacher for Wellbeing manages the Heads of Year (HOY), and holds:

- fortnightly meetings with HOYs 7-11 (attendance and bullying/behaviour are mandatory agenda items); and
- termly full pastoral meeting
- From tutors meet with their Head of Year on a weekly basis.

The AHT Wellbeing also manages the ALNCO, AAHT (Learning Centre), 3 Learning Coaches and 1 Pastoral Support Officer. These staff meet regularly to support students who require additional pastoral care and interventions.

### 3.2.3 Behaviour management

The school has a Behaviour for Learning policy which defines expectations and sanctions and encourages pupils to take ownership of and responsibility for their own behaviour management. This is available on the school website.

### 3.2.4 Learning Pathways

The school continues to develop the options selection process at levels 2 (e.g. GCSE) and 3 (e.g. A Level). We work alongside students to make sure that they take the subject choices which maximise their potential and prepare them for the world of work, further education and school/college and for higher education pathways.

The main features are:

- Year 9 and 11 Students are given a free choice of subjects to study the following year. The timetable is built around those choices, to maximise the number of students able to study all their preferred subjects.
- The school provides one-to-one support for every student, to help each one choose their most effective combination of subjects.

### 3.3 Learner and parent voice

Feedback from student surveys contributes to the school's self-evaluation process. Learner voice groups also informs school decision making in areas such as wellbeing support, teaching and learning, nutrition and health and ecological issues.

The School Council continues to have an influence on school development. The opinions of student councillors are sought on a whole range of issues. Each form is represented by two councillors who sit on a Year Council. In turn each year group has two representatives on the School Council.

#### 3.3.1 Parent forum

The objective of our Parent/Carer Forum is to facilitate positive and productive two-way communication between parents/carers and the school, providing a channel for consultation, feedback, and suggestions for improvement. All parents are welcome to attend. The dates of future parent forums can be found on the school web site.

### 3.4 Extra-curricular activities

The school offers its students a wide range of extra-curricular activities, which many take advantage of. Each year the offering is reviewed and updated. The list below was available for the part of the year in which the school was open.

Activity	Years
String Orchestra	All
Senior Choir	Y9-13
Sixth Form Choir	Y12-13
Senior Orchestra	All
School Wind Band	All
Junior Choir	Y7-8
Big Band	Invited players
Percussion Ensemble	All
Composition Club	All
Rugby	All
Football	All
Hockey	All
Netball	All
Cross-country	All
Gymnastics	All
Dance	All
Tennis	All

Activity	Years
Indoor Rowing	All
Athletics	All
Cricket	All
Rounders	All
Golf	All
Library Carnegie Reading Group	Y7-8
Library – Quiz Club	Y7-8
French – National Spelling Bee Competition	Y7
Fair trade group	Y7-9
Welsh – Lunchtime Club	Y7
UK Maths Challenge Competition	All
After School Art Club	All
Duke of Edinburgh – Bronze and Silver	All
Drama Club	
STEM	All
Textiles Club	Y12

Activity	Years
Debating Club	All
History Catch Up Sessions	All

Activity	Years
After School Youth Club	Y7-8

## 3.5 Community and external links

The school has numerous community and external links including:

- Links to local businesses through 'Business Class'
- Our partnerships with a number of partner schools through the EAS Learning Networks
- Links with the police through our allocated liaison officer
- Local charities and organisations
- Our partnership with Cardiff Metropolitan University to deliver teacher training
- Our partnership with Coleg Gwent and ACT to offer curriculum support to learners who require an alternative learning pathway
- Various partnerships offering mental health support to young people

### 3.5.1 School trips

During the 2020-21 academic year, the school, in line with Welsh Government and Local Authority COVID-19 advice, was unable to offer educational visits

### 3.5.2 School Fundraising

The school is grateful for the support of The Friends of Caerleon Comprehensive School, the local community and businesses in making donations to the School Fund and for supporting the school's prize days.

## 3.6 Facilities

### 3.6.1 Buildings

The 21<sup>st</sup> Century Schools Band B Programme has commenced (Project Manager assigned, workshops held, conditioning surveys carried out). This objective of this initiative is primarily to

replace existing demountables and indoor sports facilities with a new teaching block. It is anticipated that work will commence in 2022.

### 3.6.2 Accessibility

Where required, wheel chair ramps are fitted to building entrances. The main building and Isca block have a lift. Uneven paving slabs and loose drain covers are repaired/replaced as required.

### 3.6.3 Toilets

There are separate toilet facilities for male and female, students and staff. Disabled toilets are also available. Cleaning is carried out daily during and at the end of the school day. Should it be necessary, staff on site can deal with emergency cleaning during the day.

To reduce waste, paper towel dispensers were being decommissioned in locations where an electric hand dryer exists. Due to the pandemic this work was reversed in June 2020 to support the new COVID-19 hygiene regulations.

## 4 PEOPLE

### 4.1 Learner destinations

Due to the COVID-19 pandemic, 2020-2021 was a challenging year for many young people. The school continued to support learners in their applications to their destination of choice.

Destinations, Caerleon Comprehensive, 2021 (Careers Wales):

Year Group	Year 11				Year 12				Year 13			
	Female	Male	Total		Female	Male	Total		Female	Male	Total	
Gender												
Continuing in full-time education - Same School	84	62	146	60.08%	73	67	140	93.33%	0	0	0	0.00%
Continuing in full-time education - School	8	10	18	7.41%	0	0	0	0.00%	0	0	0	0.00%
Continuing in full-time education - College	23	42	65	26.75%	2	4	6	4.00%	6	1	7	5.15%
Continuing in full-time education - HE	0	0	0	0.00%	0	0	0	0.00%	55	47	102	75.00%
GAP Year	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Continuing in Part time Education	0	0	0	0.00%	0	1	1	0.67%	0	1	1	0.74%
Entering employment outside WBTYP	3	5	8	3.29%	1	0	1	0.67%	10	11	21	15.44%
Entering WBTYP (employed status)	1	1	2	0.82%	1	1	2	1.33%	1	1	2	1.47%
Entering WBTYP - (without employed status)	2	1	3	1.23%	0	0	0	0.00%	0	0	0	0.00%
Able to Enter Emp, Ed or WBTYP (Unemployed)	0	0	0	0.00%	0	0	0	0.00%	0	1	1	0.74%
Unable OR NOT READY to enter Emp, Ed or WBTYP	0	1	1	0.41%	0	0	0	0.00%	0	0	0	0.00%
Known to have left the area	0	0	0	0.00%	0	0	0	0.00%	0	0	0	0.00%
Not responding to follow-up and therefore unknown	0	0	0	0.00%	0	0	0	0.00%	0	2	2	1.47%
<b>Total</b>	<b>121</b>	<b>122</b>	<b>243</b>	<b>100.00%</b>	<b>77</b>	<b>73</b>	<b>150</b>	<b>100.00%</b>	<b>72</b>	<b>64</b>	<b>136</b>	<b>100.00%</b>

In 2020-2021, of 136 total students in Y13, 113 applied for university (83%). Within that cohort 1 student attained a place at Cambridge to study medicine whilst a further 3 gained places to study medicine in other institutions. 90% of students gained a place in their firm choice or insurance choice whilst the remaining 10% entered clearing or deferred the place for a year. 39% of the students who went to university gained a place in one of the Sutton 30 universities. The remaining 23 students in the year group left school to do the following. 2 went to conservatoire, 1 took up a place on an Art Foundation, 1 accessed an apprenticeship, 8 went on to further education colleges and the remainder picked up employment or took a gap year.

### 4.2 Staff

#### 4.2.1 Organisation

**Headteacher:** Mrs L Picton

**Deputy Headteacher:** Mr G Jones

**Assistant Headteacher Wellbeing:** Mr A Gardner

**Assistant Headteacher Standards:** Mr P Harriman

**Assistant Headteacher Teaching & Learning:** Chris Maidment

**Assistant Headteacher Communities & Partnerships:** Emma Wilson

## 4.3 Governors

### 4.3.1 Chair

Mrs Caroline MacLachlan

c/o Caerleon Comprehensive School, Cold Bath Road, Caerleon, Newport, NP18 1NF

### 4.3.2 Members

#### Community Appointed x 5

<i>Governor Name</i>	<i>Start Date</i>	<i>End Date</i>
Kathryn Bevis	9/1/2020	8/1/2024
Peter Clarke		1/5/2023
Claire Douglas	19/5/2017	18/5/2021
John Parfitt	2/5/2019	1/5/2023
Rev'd Sue Pratten	6/9/2018	5/9/2022

#### Headteacher x 1

Lana Picton	1/9/2015
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#### LA Additional Appointees x 5

Adelaide Dunn	10/12/2020	9/12/2024
Karyn Keane	10/12/2020	9/12/2024
Penelope Phillips	10/12/2020	9/12/2024
Katy Rees	10/12/2020	9/12/2024
Paul Warren	10/12/2020	9/12/2024

#### LA Appointed x 5

Brett Childs	8/12/2020	7/12/2024
Jason Hughes	5/6/2017	4/6/2021
Caroline McLachlan	10/12/2020	9/12/2024
Shaun Powell	10/12/2020	9/12/2024
Joan Watkins	25/7/2017	24/7/2021

#### Parent Representatives x 6

Guy Davies	19/12/2017	18/12/2021
Andrew Goddard	17/2/2020	16/2/2024
Jennifer Hando	29/3/2019	28/3/2023
Andrea Lewis Jarvis	23/1/2017	22/1/2021
Lisa Trenchard	17/2/2020	16/2/2024
Sharne Watkins	19/12/2017	18/12/2021

#### Staff Representative x 1

Clare Danaher	14/6/2019	13/6/2023
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#### Teacher Representatives x 2

Simon Meredith	8/5/2019	7/5/2023
Jemma Paull	4/7/2017	3/7/2021

### 4.3.3 Clerk

Clerk to the Governing Body at Caerleon Comprehensive School  
Education Achievement Service for South East Wales  
Tredomen Gateway  
Tredomen Park  
Ystrad Mynach  
Hengoed  
CF82 7EH

### 4.3.4 Governor activities

No governors claimed for travelling or subsistence expenses during the year.

### 4.3.5 Policy and strategy review

The Governing Body's committees consider and review changes to school policies, many of which exist to fulfil statutory requirements. Many of the school's policies are publicly available on the school's web site, and the rest are open to inspection by parents by prior arrangement.

The committee follows a review timetable to ensure every school policy is regularly reviewed and updated.

### 4.3.6 Elections

When a vacancy arises on the governing body for a parent representative, the Local Authority will inform all parents of the vacancy and arrange for an election. Every parent of a registered student at the school will be entitled to stand as a candidate and will be sent a letter with a nomination form. The form, including a personal statement, must be returned to the school by the set date. If there are more nominations than vacancies, then the election will be decided by secret ballot.

## 5 FINANCE

Statement for 2020-2021 academic year:

Caerleon Comprehensive		
Financial Statement for Year Ending 31st March 2021		
2019/20		2020/21
Outturn		Outturn
£	Employees	£
3,046,338	Teachers	3,136,140
991,592	Support Staff	1,091,609
94,151	Caretakers	95,553
30,284	Midday Supervisors	35,136
89,010	Cleaners	88,550
	<b>Other Employee Costs</b>	
55,395	Supply Insurance Premium	57,561
211,117	Agency Staff	102,152
8,619	Lunch Time Meal Entitlement	0
3,764	Foreign Language Assistants	0
20,793	Exam Invigilators	1,725
1,850	Advertising	1,850
0	Interview Expenses	0
196	Misc Employee Costs	322
	<b>Energy</b>	
47,405	Gas	35,127
67,514	Electricity	42,535
0	Oil	0
192,347	<b>Capitation and ICT</b>	252,451
16,160	<b>SCC, EIG and PDG Expenditure</b>	0
	<b>Premises Related</b>	
0	Hire of Facilities	0
125,188	Rates	127,330
26,447	Building Maintenance and Alarm Lines	28,353
9,940	Grounds Maintenance	11,540
13,139	Water	5,314
0	Building Cleaning Contract	0
10,901	Refuse Collection	6,613
7,511	Miscellaneous Premises	27,673
	<b>Communications</b>	
2,267	Postage/Fax/Telex	2,363
10,443	Telephones	11,729
	<b>Transport</b>	
2,832	Vehicle Maintenance	2,579
4,820	Purchase of Vehicles	-4,820
7,268	Vehicle Hire	230
151	Car Allowance	17
64	Travel Expenses	364
176,004	<b>Exam Fees</b>	125,226
	<b>External Courses</b>	
740	School Funded Training	1,833
0	Alternative Curriculum Provision	5,624
10,000	Sixth Form	667
94,345	<b>Central Services</b>	87,199
	<b>Income</b>	
-12,170	Lettings	-860
-7,018	Sales Income	-1,313
-3,250	Music Service Income	0
-7,078	Donations	-9,408
-2,601	Miscellaneous	0
-173,327	Supply	-113,892
-6,950	Exam Fees	0
7,835	Interest	9,779
-3,996	Rental Income	-4,062
0	EIG	0
0	PDG/EYPDG	0
0	Energy Compensation	0
0	Coaching Fees	0
-530,850	Other Grant and Contributions	-1,613,652
0	Reserve Transfer	0
0	After Schools Club	0
6,639,190	<b>Total Net Expenditure</b>	5,447,137
6,311,240	<b>Total Funding</b>	5,904,604
-327,950	In Year Surplus / Deficit	457,467
-736,609	Prior Year Surplus / Deficit	-1,064,559
-1,064,559	<b>Accumulated Surplus / Deficit c/fwd</b>	-607,093
-16.87%	<b>Balance as % of Funding</b>	-10.28%

## 6 APPENDIX

### 6.1 Glossary

The education system is full of jargon. While we've tried to minimise our use of it in this report, it's hard to avoid completely. Here're what the terms mean:

<b>AfL</b>	Assessment for Learning
<b>AHT</b>	Assistant Head Teacher
<b>BfL</b>	Behaviour for Learning
<b>CTG</b>	Close the Gap; an approach to marking work that includes overall "what went well" (WWW) and "even better if" (EBI) comments.
<b>DCF</b>	Digital Competency Framework
<b>EAS</b>	Educational Achievement Service
<b>ESDGC</b>	Education for Sustainable Development and Global Citizenship
<b>GCSE</b>	General Certificate of Secondary Education
<b>HoY</b>	Head of Year
<b>KS2</b>	National Curriculum Key Stage 3; years 7-9
<b>KS3</b>	National Curriculum Key Stage 4; years 10-11
<b>KS5</b>	National Curriculum Key Stage 5; years 12-13
<b>LSB</b>	Learning Support Base
<b>MAT</b>	More Able and Talented
<b>MOSSS</b>	Model of Secondary Schools Support
<b>PDG</b>	Pupil Deprivation Grant
<b>PSE</b>	Personal and Social Education
<b>SIMS</b>	School Information Management System: a computer system which holds information about the school and its students, including targets and levels of achievement
<b>SNAG</b>	School Nutrition Action Group
<b>SSSP</b>	Summary of Secondary School Performance
<b>STEM</b>	Science, Technology, Engineering and Maths
<b>Sutton 30</b>	The 30 most-selective British universities
<b>UCAS</b>	Universities and Colleges Admissions Service
<b>WBQ</b>	Welsh Baccalaureate Qualification