Caerleon Comprehensive School | Ysgol Gyfun **Caerllion**

Headteacher | Pennaeth **Mrs L Purcell, MA, NPQH**

Dear Parent/Carer

Headteachers Update: November 2026

Form tutor appointments Y7

We are really looking forward to welcoming Y7 parents/carers to the school on the 18th November for an in-person appointment with your child's form tutor to discuss how they have settled into our school.

Good luck!

We have exams for our GCSE students running this week and next week in English and maths. We are very proud of how hard they have worked and wish them the best of luck! On exam days, it is helpful for your child to leave home slightly earlier than usual so that students can arrive in good time. Getting a good night's sleep the night before and having a healthy breakfast is also a good way to prepare so please do encourage your child to do this.

Safeguarding Update

This month my safeguarding update focuses on the physical safety of our students and staff coming into and leaving school. As you are aware, we are encouraging parents/carers to avoid Cold Bath Road both at the start and end of the day. It is much safer for everyone in our community in the mornings if parents/carers do not drop off on Cold Bath Road, and if parents/carers do not pick up on Cold Bath Road at the end of the day. Last week we had a major issue with a blockage on Cold Bath Road and several parents ended up driving on the pavement to exit the road, when our children were walking to school. This puts children's lives at risk. I have reported the matter of parents/carers on Cold Bath Road at the start and end of the day to Highways at Newport City Council and they will be attending to speak to parents/carers who are doing this and to move them on. Our primary duty as parents/carers is to think about the safety of our children and other children – a thank you therefore to the parents/carers who drop off and pick up in alternative places. Your support is much appreciated.

Charge for Ties

As you are aware we have a uniform swap shop to allow us to loan items to students when they have forgotten or lost something. Unfortunately, we are spending a significant amount of the school budget on ties which students are not returning. We are therefore in a position that if your child borrows a tie and doesn't return it, a charge will need to be placed on your parent gateway app. Please can you ensure first and foremost that your child has a tie for school and secondly, if there is an occasion where they have forgotten it and borrow one, that they return it. Thank you for your support with this.

Punctuality

We are focusing on this as a school because we have noticed lateness becoming more of a persistent issue. This week's assembly theme is around the importance of punctuality. In assembly, students have been reminded that:

- Lateness interrupts their own learning and the learning of others.
- They miss important instructions and key learning opportunities.
- Good punctuality develops reliability, organisation and positive habits for the future, and shows people that you care.
- Persistent lateness can create unnecessary conflict and frustration.
- Being on time helps learners maximise their potential and start lessons positively.

Students are considered late to school if they:

- Are not present in registration by 8:45am.
- Miss registration completely.
- Arrive after 9:30am, resulting in a U code and no attendance being recorded for the entire morning session.

Students are considered late to lessons if they:

- Arrive to lessons more than 5 minutes after the lesson starts (e.g arrive after 10:05 for a 10am lesson)

Our focus this year is on lates to school, because we can manage lates to lessons effectively during the day using our team of staff.

We therefore have some revised punctuality procedures that we will be enacting:

- 3 or more lates to school in one week will result in a Monday lunchtime detention.
- Failure to attend the lunchtime detention will result in an after-school detention the following week – if this is not attended the student will spend a day in Reset.
- 20 or more lates in a half term will result in students being placed on a punctuality report.
- Parents/carers will be invited to a meeting when there are concerns about lateness.
- Students arriving after 8:45am will continue to receive a behaviour point through the Late on the Gate process.
- Students with repeated punctuality issues will not be considered for end of year trips.
- Genuine reasons for lateness and any difficulties in this area should be referred to the Head of Year, Assistant Head of Year or Attendance Officer by the student or parent/carer.

We will always support families who have a genuine reason for lateness; however, we would expect that the usual traffic considerations are made by families and they leave earlier when necessary, just as we ask staff to do. Please can you talk to your child about leaving earlier for school when necessary to ensure they arrive on site for registration by 8:45am. Your support is hugely appreciated.

Building work progress

Things are moving along well with the building works and I hope to be able to share more pictures on our website soon of the developments. I can confirm that the Local Authority are still working towards January 2028 as the completion date for the new block.

Inset days reminder

A reminder that the school is closed to students on the 27th November. On this day staff will be engaging in professional learning with the schools in our primary cluster about the importance of reading and creative writing and will also be spending time in departments preparing for new GCSE specifications. A reminder that the school is closed to students on the 30th November. This inset day has been disaggregated in lieu of several professional learning activities staff have been completing in the evenings, around disadvantaged learners, creating schemes of work for KS3 and completing a skills tracking exercise around literacy, numeracy and digital competency.

Calendar

A reminder please to check our online calendar on our website for all events, especially as we get closer to the month of advent and to Christmas.

I look forward to writing to you in December with further updates.

Yours sincerely,

Mrs L Purcell
Headteacher

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