

Llawlyfr yr Adran Gymraeg 2010
Welsh Department Online Handbook 2010

Croeso i Adran y Gymraeg Ysgol Uwchradd Llanfair-ym-Muallt!

Aelodau ein hadran ar hyn o bryd yw:

The following are current members of the department:

| Aelod | Swydd | Stafell |
|---|--|----------------|
| Mr S. Mason smason@builth-hs.powys.sch.uk | Head of Welsh 8C Form Tutor | C3 |
| Mrs Bethan Hiscocks bethanh@builth-hs.powys.gov.uk | Welsh Teacher 9C Form Tutor | C4 |
| Mrs O.M. Jones oedwards@builth-hs.powys.sch.uk | Welsh Teacher 11C Form Tutor | C1 |
| Miss N.H. MacMillan niamac@builth-hs.powys.sch.uk | Welsh Teacher Year 9 Pastoral Leader | C2 |
| Mr C. Rees crees@builth-hs.powys.sch.uk | Welsh Teacher & Deputy Headteacher | |
| Miss Bethan Jones bethj@builth-hs.powys.sch.uk | Languages Teacher (teaching 7E 2 nd Lang.) 7C Form Tutor | |

Rhif ffon yr adran / Dept phone no: 01982 553292 Ext 219

In Builth Wells High School we offer First and Second Language Welsh at Key Stage 3, GCSE and A-Level including GCSE 1st Language Welsh Literature.

The Welsh Department is an expanding, modern department within the school that is enthusiastic, hard-working and creative. Pupil numbers in Welsh medium education have been increasing every year for many years. There are now over 100 pupils in Welsh medium education in the school. These pupils study 1st Language Welsh. The rest of the pupils in the school are all taught Welsh 2nd Language through Years 7-11.

The Welsh Department places importance on promoting a positive environment in which pupils can access the Welsh language as much as is possible. We emphasise the importance of projects and trips as ways of giving pupils positive experiences with the Welsh language. We encourage visits from poets, musicians, local businesses and other agencies as an important aspect in order to try and compensate for the anglicised linguistic nature of the school catchment area.

Our aim is to make Welsh an exciting, relevant and positive part of our pupils lives in a 21st century bilingual Wales. It is important to us that students enjoy our subject in a stimulating and enthusiastic environment but that they also experience Welsh outside the classroom and outside of school.

If you are a cover teacher, parent or visitor please use the following information on the Welsh Department. For more details please follow the **links** below.

Trefniant yr ysgol / School organisation:

Ceir pedwar dosbarth ail iaith ac un dosbarth mamiaith ym Ml.9-11 a thri dosbarth ail iaith ac un dosbarth mamiaith ym Ml.7-8.

There are four second language classes and one first language class in Years 9-11 and three second language classes and one first language class in Years 7-8.

Information for Welsh Medium Parents can be found **here**

Y Cwricwlwm / The Curriculum:

- The outlines for the schemes of work in Key Stage 3 are available for Welsh 1st Language **here** and Welsh 2nd Language **here**. The KS3 Schemes of Work are currently under revision and may change.
- In Key Stage 4 we teach GCSE in 1st and 2nd Language including 1st Language Literature. Welsh 1st Language outlines of Schemes of Work can be found **here**. Welsh 2nd Language outlines can be found **here**. Further information on courses can be found on the WJEC website – www.wjec.co.uk Advice on revision at GCSE level can be found for Welsh here on the BBC Bitesize Revision website <http://www.bbc.co.uk/cymru/tgau>
- At post-16, we offer AS and A-Level in both 1st and 2nd Language Welsh. Further information can be found **here** for Welsh 1st Language and **here** for Welsh 2nd Language. Further information on courses can be found at - www.wjec.co.uk

Cyswllt yr Adran ar Fwrdd y Llywodraethwyr / Department Link on the Board of Governors:
Mrs Gwyneth Rowlands

Cyswllt Cyfrwng Cymraeg yr Adran ar Fwrdd y Llywodraethwyr / Welsh Medium Department Link on the Board of Governors: Mrs Lynne Evans

Gwybodaeth ar gyfer athrawon cyflenwi / Information for supply teachers:

Map yr ysgol / School map – [here](#)

- The Cover Supervisor is Mr Phil Morris. He is based in 'Amser Mas'.
- Please report to the Reception at 8.40 to collect your work.
- Mr Morris will then inform you of which classes you will be covering.
- Please see Mr Mason for the work for those classes. Mr Mason registers in C3.
- If Mr Mason is absent, Mr Morris will have the work.
- The school uses Lisol Pathways to register and monitor pupils and to communicate between staff. You will need a log-in and password to use the system.
- There is a PC in every teaching room.
- There are PCs available in the staff workroom near the staffroom.
- There are four IT rooms – IT1 (new building), IT2 (near the design dept.), IT3 (opposite the Library) and IT4 (off the main foyer).
- IT rooms can be booked using an Excel file on the Public Drive on the school system.
- The school ICT Acceptable Use Policy is available at log-on.

Absenoldeb Athrawon / Staff Absence:

If you are absent for any reason, please inform the school as soon as possible on the day of absence (as close to 8am as possible).

Please send any work in to school to Mr Mason and/or Penny Hourahane by email or Lisol Pathways.

In the event of adverse weather you staff will be notified by way of a telephone tree whether the school is open or not.

Mynd ar gyrsiau / Going on courses:

Fill in a training application form (available on the P:drive) 10 working days in advance and give copies to HoD, Penny Hourahane (Cover Supervisor), Colin Rees (CPD) and Shan Davies (Headteacher).

Y Diwrnod Ysgol / The School Day:

| | |
|-------|--|
| 8.00 | School Office opens |
| 8.35 | Briefing for all staff in the staffroom (Tues & Thurs) |
| 8.45 | Registration / Assemblies |
| 9.00 | Lesson 1 |
| 9.50 | Lesson 2 |
| 10.40 | Break |
| 11.00 | Lesson 3 |
| 11.50 | Lesson 4 |
| 12.40 | Lunch |
| 1.30 | PM Registration in form bases |
| 1.35 | Lesson 5 |
| 2.25 | Lesson 6 |
| 3.15 | End of lessons |
| 3.25 | Teaching staff allowed to leave premises |

Y gloch a'r larwm / The bell and the fire alarm:

The school bell in the Welsh Department is also the fire alarm – it is the same sound. It is very loud. If the school bell sounds and does not stop – it is a FIRE ALARM. Leave all objects and walk with your class to the area in front of the Reception where there are white dots painted on the floor for each form to line up next to. Register your form class promptly.

Yn y coridor / In the corridor:

We all walk on the RIGHT! We walk quietly.

Dyletswydd / Duty:

Teaching staff are asked to do one break/AM duty per week and bus duty on a rota every 4-5 weeks. Ask HoD for rota.

Pupils are allowed inside in the lower corridor foyers if it is raining.

Pupils should not leave the campus at break.

Year 10-13 are allowed off campus at lunchtime.

Gwasanaethau 2009 Assemblies: 8.45 – 9.00

| Gwasanaeth | | |
|-------------------|-----------------------------|--------------------------|
| Dydd Llun | Ysgol (Yn Y Neuadd) | |
| Dydd Mawrth | Cymraeg (Y Bwyty) | |
| Dydd Mercher | Blwyddyn 8 (Stiwidio Drama) | Blwyddyn 12-13 (Y Bwyty) |
| Dydd Iau | Blwyddyn 7 (Stiwidio Drama) | Blwyddyn 11 (Y Bwyty) |
| Dydd Gwener | Blwyddyn 9 (Stiwidio Drama) | Blwyddyn 10 (Y Bwyty) |

Cofrestru / Registration Time:

- ✓ There is a 'Theme of the Week' / 'Thema'r Wythnos' which should be discussed.
- ✓ Uniform can be checked.
- ✓ Homework diaries can be checked.
- ✓ Messages can be given.
- ✓ Past absences can be monitored and corrected in the blue paper register.

Ymddygiad / Behaviour:

There are three levels of concern regarding behaviour:

Level 1: the class teacher has had cause to be concerned about an incident – inform the Form Tutor of any incidents

Level 2: the Head of Department / Pastoral Leader has been informed of persistent behavioural problems and is monitoring behaviour – inform the Head of Department of any incidents

Level 3: a pupil has been referred to senior management and is being monitored – inform the Head of Department or a member of the SMT (depending on availability).

Rheoli'r Dosbarth / Classroom Management:

The best management is to plan good, interesting lessons. The pupils will respond well!

These other things will also help:

CLASSROOM MANAGEMENT CHECKLIST

(Sue Cowley - "Getting the buggers to behave" pages 24-39)

- Wait for silence - use the 5,4,3,2,1, countdown? (Yn Gymraeg wrth gwrs!)
- Always be polite – also remember that YOU are the adult.
- Avoid confrontation

- React from the head not the heart
- Use the deadly stare
- Control your voice
- Use repetition
- Use the white-board and other visual resources
- Personalise your teaching – know their names, who they are, get to know them...
- Know when to be flexible e.g. last lesson Friday,
- Set the boundaries – keep to a routine, give them structure, kids like structure
- Set them targets – use Key Skills IOLP as a template?
- Intervene early – prevent a small problem becoming a big one
- Remove the problem – move the pupil to another seat, to another class – don't just chuck them out in the corridor

checklist: what to do with low level disruption

- *throw them 'a look' (but carry on teaching!)*
- *move so that you are by the disruptive pupil (but carry on teaching!)*
- *ask the pupil a question, get them involved and encourage them*
- *verbally tell the pupil what you want of them 'Alan, please stop talking to Kevin' (do not use rhetorical questions!!!)*
- *carry on teaching!*
- *a final verbal warning is given e.g. 'Alan, please stop talking to Kevin!' (don't use idle threats!!!)*
- *move the pupil to another seat*
- *if there is resistance, leave it a while and see if they move (carry on teaching! the rest of the class wants to learn!)*
- *if the pupil disobeys, ask them again quietly and firmly explaining the consequences of their inaction e.g. see Mr Rees, detention etc*
- *stop teaching and deal with the pupil*

for repeat offenders you should...

- have a seating plan, and stick to it!
- set clear targets for behaviour with the pupil before the lesson, a quick chat outside before entering
- know what you're going to do if they misbehave, and don't go back on it
- ask advice, get support from HoDs & Pastoral Leaders, communicate with other staff.

Hefyd / Also:

Finish your lesson with 5 minutes to go so that you have time for a plenary and an organised end to your lesson. Dismiss the class in an orderly fashion.

Emphasise personal responsibility.

Use Assessment for Learning techniques and strategies (see [here](#))

Use ICT (Teachers, parents and pupils see <http://www.ngfl-cymru.org.uk/cym> for NGFL resources)

The website below offers further details on what it calls 'The Nine Core Principles for effective behaviour management' (see below)

<http://www.teachernet.gov.uk/doc/3890/Primary%20behaviour.pdf>

- 1 Plan for good behaviour
- 2 Actively teach rights, responsibilities, rules and routines.
- 3 Separate the (inappropriate) behaviour from the child.
- 4 Use the language of choice.
- 5 Keep the focus on the behaviour of concern rather than personal argument.
- 6 Actively build trust and rapport.
- 7 Model the behaviour you wish to see.
- 8 Always follow up on issues that count.
- 9 Be proactive in repairing and restoring relationships.

If you want a good book on this subject then you should read 'Getting the buggers to behave' by Sue Cowley. The subtitle of the book is 'What to do and what NOT to do'. It offers firm, clear advice on techniques that do work.

See more help from Sue Cowley from TES 2001 [here](#)

Pupil behaviour code of conduct 2004 [here](#)

Cymorth Cyntaf / First Aid:

Contact Lynne at Reception and she will contact a First Aider – Mrs Claire Price (Humanities) or Mrs Carol Allsopp (Design)

Gwobrau / Rewards:

Credits (2 pts), Merits (4pts) and an Excellence (6 pts) can be awarded for good behaviour and work. See the posters in C3 for more details.

Cosbau / Sanctions:

A teacher may keep a child for 'catch-up' sessions for some part of a breaktime or a lunchtime.

Welsh Department detention is 1pm on Thursday

After school detentions are held with 24 hour notice to parents.

Polisi Asesu'r Adran 2009 Department Assessment Policy: [here](#)

Llungopïo / Photocopying:

Please see Mr Mason for the department password.

Mrs Melinda Kennedy does bulk photocopying work. Please put work to be photocopied in her tray in Reception. There is no photocopier in the new building. Main photocopiers are located in the staffroom and in the reprographics room near the library.

Stafell Athrawon/ Staffroom:

The staffroom is located upstairs on the first floor in the centre of the main building. Follow the signs.

Staff Cymraeg / Welsh Staff:

The following teachers and admin staff speak Welsh. Please speak Welsh in school to promote the 'bilingual' ethos of the school and of Wales itself.

| | | | | |
|--------------------|---------------------|--------------------|--------------------|-----------------------|
| Welsh Dept. | Welsh Medium | Welsh Admin | Other Welsh | Staff Learning |
|--------------------|---------------------|--------------------|--------------------|-----------------------|

NGFL Cymru – resources for pupils and teachers

<http://www.ngfl-cymru.org.uk>

WJEC

<http://www.wjec.co.uk>

BBC Cymru

<http://www.bbc.co.uk/cymru>

BBC Radio Cymru

<http://www.bbc.co.uk/radiocymru>

S4C Clic – watch Welsh programmes online

<http://www.s4c.co.uk/clic>

Golwg 360 – Welsh news website

<http://www.golwg360.com>

Crawc – 1st Language resource website for Key Stage 3

<http://www.crawc.co.uk>

Aberystwyth University Education Studies Centre

<http://www.caa-aber.org.uk>

Carmarthenshire County Education Site

www.amdro.org.uk

Mid-Wales Consortium Website

<http://www.swamwac.org>

CYNNAL – North Wales Resources Website

<http://www.cynnal.co.uk>

Urdd Gobaith Cymru

www.urdd.org

ACEN website

<http://www.acen.co.uk> (includes 'How to watch Welsh TV')

Resource Sheet for Parents of 1st Language pupils **[here](#)** (publisher file)