

Caroline Chisholm School



Ambition Confidence Success

Everyone Every Lesson Every Opportunity



A guide for Year 7 parents and carers



School day in secondary phase

Registration and assemblies start at 8:45am. We expect all students to be in school by **8:40am** at the latest. We believe punctuality is an important personal quality and a valuable professional attribute.

The timings of the school day are:

Session	Time	Duration
Registration	08:45 - 09:05	20 minutes
Lesson 1	09:05 - 09:55	50 minutes
Lesson 2	09:55 - 10:45	50 minutes
Break	10:45 - 11:05	20 minutes
Lesson 3	11:05 - 11:55	50 minutes
Lesson 4	11:55 - 12:45	50 minutes
Lunch	12:45 - 1:35	50 minutes
Lesson 5	1:35-2:25	50 minutes
Lesson 6	2:25 - 3:15	50 minutes

Any student arriving after 8:45am without a valid reason will receive a 30-minute detention on the same day. Parents will be informed of this detention via School Comms. Students will also be reminded that failure to attend the detention will result in a 60-minute after school detention the following day. Students will also receive a negative behaviour point for lateness (without a valid reason) and a further point if they do not attend their detention.

Curriculum

In Key Stage 3, all students study the following subjects:

Year 7	Year 8	Year 9
English	English	English
Mathematics	Mathematics	Mathematics
Science	Science	Science
Humanities (History, Geography and RE)	Humanities (History, Geography and RE)	Humanities (History, Geography and RE)
Performing Arts (Music & Drama)	Performing Arts (Music & Drama)	Performing Arts (Music & Drama)
Technology (Food, Graphics, Product Design and Textiles)	Technology (Food, Graphics, Product Design and Textiles)	Technology (Food, Graphics, Product Design and Textiles)
Visual Art	Visual Art	Visual Art
ICT	ICT	ICT
Modern Foreign Languages (Spanish & French/ German)	Modern Foreign Languages (Spanish & French/ German)	Modern Foreign Languages (Spanish & French/ German)
PE	PE	PE

Our students have a two week timetable, which means their lessons may differ between Week A and Week B. Please encourage your child to check their current week timetable, so they are fully prepared with the correct equipment.

School uniform

We have high expectations of all our students, and we provide them with clear guidelines to follow. All students up to Year 11 must wear the appropriate school uniform, which is detailed on pages 16-21 and can also be found on our website.

Our school uniform can be ordered at The Schoolwear Shop at: 40 – 42 Abington Square, Northampton, NN1 4AA.

PE kit

All students from Year 7 - 11 require the following items for PE:

- Black Logoed Polo Shirt (two fits available)
- Black Logoed Overlayer Jacket Full Zip or ¼ Zip
- Black leggings with CCS logo - Only leggings with our logo are permitted.
- Black Shadow Stripe Shorts
- Black Logoed Track Pants
- Black Skort (Plain – absolutely no branding)
- Black & Gold Socks
- Base Layer of any colour for extra warmth
- Trainers
- Football boots

Lost property

It is vital that your child's name is written on a name tag and put in all items of clothing, as we will try to return any clothing which is lost. Lost property is kept in the Student Services office and lost sports equipment is held in the PE office.

The school holds a small supply of ties which are available on loan, to be returned at the end of the school day.

School trips

We operate our booking, payment and consent system for school trips through ParentPay. Parents and carers will have received a registration letter with their individual username and password at the beginning of the academic year. If you experience any problems, or need your password reset, please email parentpay@ccs.northants.sch.uk

Lunchtimes

We recognise the importance to provide healthy, well-balanced school meals for our students, with our catering service preparing and cooking food using fresh, seasonal ingredients. As well as some of our produce is locally sourced and organic, including all of our milk. Wherever possible, our produce is Red Tractor accredited and all of our eggs are free range.

Students are also welcome to bring their own packed lunch, and can eat in the main hall.

During break and lunch times, food is served within two areas: the dining room and the grab & go area. In the dining room students can experience a more traditional meal and in the grab & go area a range of sandwiches, etc. A detailed menu can also be found on our website.

A typical main, nutritionally balanced meal will cost an average of £3. Our caterers operate using a cashless system, which allows students to add money to their accounts either by physically adding money to the loaders, which are situated within the dining room, or by cheque.



The Cashless system is very safe to use, all till points have a biometric finger print device which will read a student's biometric finger print reading and is unique to your child. **Please make sure your child has sufficient credit for their purchase as no credit facility is available.** A daily spending limit may be set on your child's account, should a parent wish to limit the amount of money they spend each day.

If your child does not currently receive free school meals, you may be entitled to claim for these. Please visit the Northamptonshire County Council website via the below URL to obtain details of who is entitled and how to claim:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/Pages/free-school-meals.aspx>



Travelling to school

Our school is within walking or cycling distance for most of our students. We offer bike racks for up to 100 bikes on site, with our main bike park area covered by security cameras. **We do not offer a school bus.** We expect most students to be able to walk or cycle, all students crossing the roads near school must use the pelican and zebra crossings provided.

Our school car park is often extremely busy and we ask **all parents of secondary phase** students to follow the below guidance:

Mornings (8-8:40am)

All parents dropping off their children should use the drop-off point (see page 7) outside the school gates, this drop-off point leads to a broad and safe path into school.

Special arrangements apply for children arriving by taxi or any special form of transport.

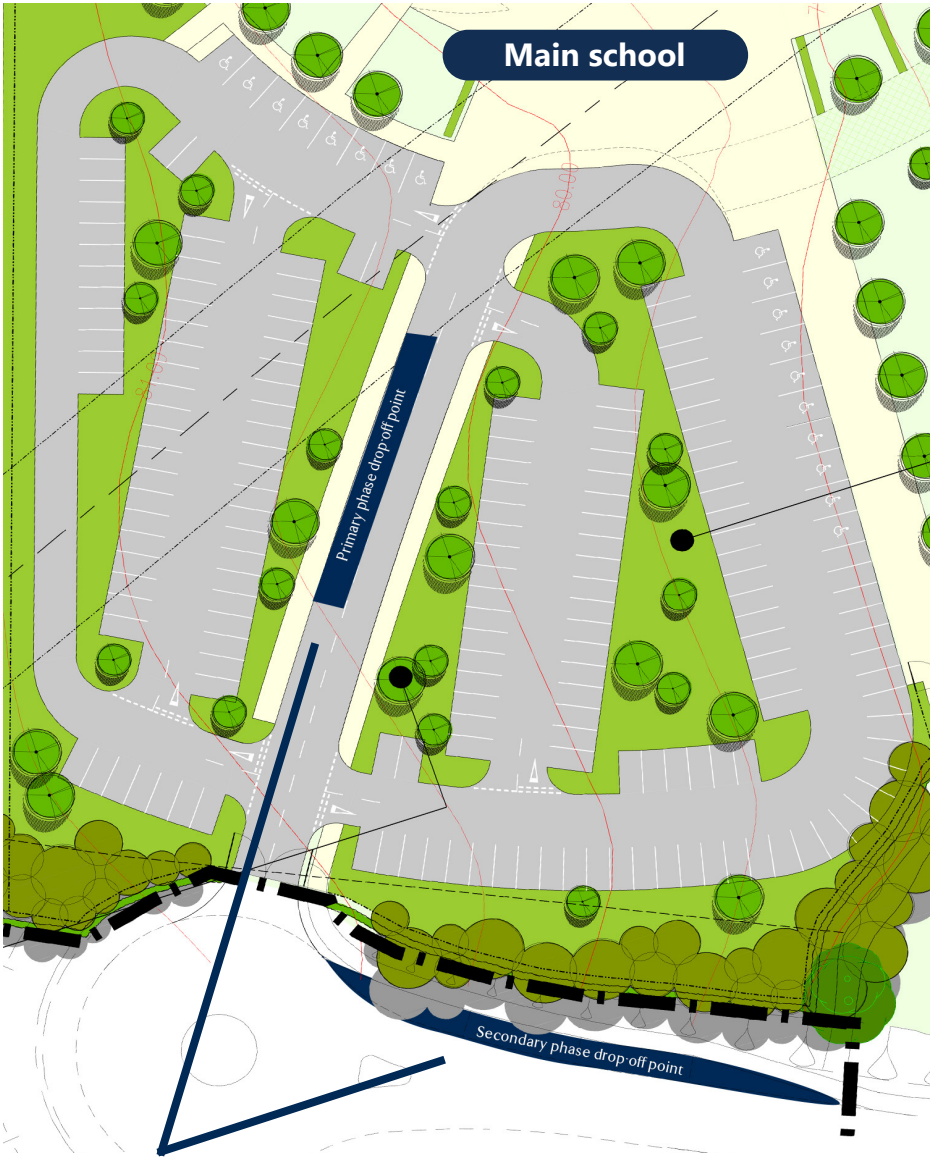
Afternoons (3:15pm onwards)

Parents who need to pick up children by car can use the car park **after 3:40pm** when it has largely cleared of pedestrians. Should you need to pick up your child earlier than 3:40pm, you should arrange to meet your child at a safe location away from the school.

We all have a responsibility for safety on the roads - we ask all parents and children to be observant and act safely in our busy environment.

More information on our car parking policy and can be found on page 8.

Car park drop-off point



Please see highlighted above our drop-off points for Primary and Secondary phase.

Car parking

Our car park is maintained by MITIE PFI Ltd, all users are asked to **park in marked bays only**. If there is no marked bay available, please park on Wooldale Road.

Individuals parking inappropriately will have their vehicle details taken and on the third occasion will be barred from entering the site.

'Inappropriate' use of the car park includes, but is not restricted to:

- Not parking in a designated parking bay
- Parking with one or more wheels on a grassed or bedded area
- Parking in a disabled bay without showing a disabled badge
- Parking in a way that obstructs access, a designated bay or another vehicle
- Parking for more than 10 minutes at drop-off and pick up times within our drop-off bays
- Parking on double yellow lines
- Stopping on the yellow cross-hatched areas

Any aggressive, violent or threatening behaviour towards staff **will not** be tolerated. Individuals behaving violently towards staff will be reported to the police.

As with all schools, one must expect that the car park and traffic in the surrounding areas will be very busy at drop off and pick up times and we appreciate your co-operation on this matter.

Use of the car park is at the drivers own risk.



Reporting an absence

Wherever possible, please avoid taking your child out of school in between morning registration: 8:45-9:05am and afternoon registration: 1:35pm, as this will affect your child's statutory attendance.

It is preferred that any medical appointments are made outside of schools hours, however, we appreciate that this is sometimes difficult and if students need to leave school early for any medical appointments parents should text **01604 420132** or call **01604 699200** to advise on the time and date of the appointment.

In the case of a child being absent from school due to illness, parents have three options to report their absence:

1. Text **01604 420132** with details of your child's full name, form, reason for absence and expected date of return
2. Leave a message on the school's absence line, Primary **01604 669210** / Secondary **01604 669200**
3. Email SC9284005a@Schoolcomms.com **each** morning of the absence.

Please note, if your child is suffering from diarrhoea or vomiting, they **must** stay off school for 48 hours until they have not been sick or had diarrhoea for at least 2 days.

Absences are closely monitored, therefore it is essential for parents to provide our attendance officer with medical evidence i.e. a doctor's, consultant or hospital appointment/ letter for any absences more than 5 consecutive days.

For planned absences for one day or more, you must complete a Leave of Absence form. These can be found on our website or you can collect a copy from secondary reception.

Owing to changes in government legislation, schools are no longer able to authorise absence for family holidays from 1 September 2013.

Extra-curricular activities

Extra-curricular activities are an important feature of school life and we hope that students will make the most of the opportunities available to them during their time at our school. We envisage every student taking part in at least one of the wide range of sporting activities on offer, thus promoting healthy living which is an important part of our school ethos.

We also have activities in music, drama, dance and art. There is tuition available for strings, brass, woodwind, percussion, piano, keyboard and vocals. Other activities include outdoor activities, climbing, discussion groups and ICT. We also offer a wide variety of STEAM (Science, Technology, Engineering, Arts and Maths) activities throughout the year.

Computers are available in the LRC to students who want to carry on working at school rather than taking work home. Normal finishing time for activities is between 4:30pm and 5pm.

Important things to remember when staying after school:

- Students must tell parents if they are staying after school
- Students must listen to daily bulletin announcements in case an activity time changes
- Parents should make clear arrangements for picking up students at the end of an activity.



Lockers and valuables

Students who would like to have a locker in school can put their names down for one at the beginning of term. There is a £3 charge for lockers in case the key is lost. Please note, bike riders have priority for lockers. Parents should note that we do not have enough lockers for every single student and there may be a waiting list. We advise students to not normally bring any valuable items to school. If they do bring something valuable, they should keep it locked inside a locker or hand it into the administration office for safe keeping. The music area has space to store musical instruments, should you require.

Items such as mobile phones are easily lost or damaged in school and there is always a risk that they may be stolen. **Mobile phones and other personal items are entirely the responsibility of the child and family member who brings them to school.** We will ask all students to put their mobile phones away as soon as they come through the school gates.

Students and parents should also be aware that being found with a mobile phone in a public exam (GCSEs, AS and A Levels) leads to automatic disqualification for the exam. During P.E. lessons, we strongly advise students to put valuable items in lockers or hand them to a member of the P.E. department who will put them in the valuables box which is locked.

We cannot be responsible for valuables left unattended in pockets or elsewhere around school.

Contact details

In order to ensure proper safeguarding and well-being of all our students, it is important that contact details we hold for you are kept up to date. If you need to inform school of any change of address, names or contact details for your child/ren please can we remind you to ensure you let us know in writing so that our systems can be kept up to date. Please send these in to office@ccs.northants.sch.uk

Mobile phone usage

Students are discouraged from bringing mobile phones to school. If phones are brought into school, they must be switched off and must be out of view during school hours (this includes break and lunchtime). Phones **must not be used** for any purpose throughout the school day, including making calls, sending texts, surfing the internet, checking the time, taking photos and/or videos, using any other inbuilt application, unless express permission is given by the teacher.

As a school, we recognise the importance of emerging technologies present in mobile phones, e.g. camera and video recording, internet access, blogging and more. Teachers may wish to utilise these functions to aid teaching and learning, so students may have the opportunity to use their mobile phones in the classroom, however this is only at the teachers digression.

Contact between school & home

Students in Years 7 - 10 receive regular assessments during the year. These are reported online to parents using an online system called Insight. This system also allows you to check your child/ren's timetable, attendance, exam timetables, homework and also book appointments for upcoming Parents' Evenings. We offer one parents' evening each year for each year group.

One of the assessments also includes the annual report with detailed comments on every subject. Please inform administration office if you do not have access to the internet and will require a hard copy of your child's reports.

The first point of contact for parents is your child's form tutor. The easiest way to contact their form tutor is by phone. The school office, **01604 669200**, will pass on any messages you have to the form tutor who will aim to return your call by the end of the next working day.

Schoolcomms

Our school runs a system using texts and emails delivered through Schoolcomms to contact parents more effectively than by conventional letter or phone call, this is to remind them of events, such as staff training days and parents' evenings and to inform them of emergency events, such as cancellation of school clubs or school days.

It will also be our preferred first point of contact for parents to contact school to inform us of student illness or likely late arrival. This system is used only for formal email communication between school and home. Other essential contact with parents requiring person to person conversation will be communicated in the usual way.

Schoolcomms links with our own database in order to contact you, confidential details are not shared with any other third party and are stored and sent securely. All emails will arrive with the school's name attached for easy recognition and parents can save the SMS number for mobile texts in their contact list in the normal way.

Email: SC9284005a@Schoolcomms.com or Mobile: **01604 420132** (text only)

School homework policy

Homework is an important part of our work. The key elements of our homework policy are as follows:

- Meaningful homework will be set according to the timetable
- On many occasions, this will mean written tasks which support or extend work done in lessons, but may also be more practical activities such as web-based research, preparation of IT-based presentations or materials for practical lessons, or watching news programmes of events related to current lesson topics.
- Where possible, students will be given more than one evening to complete and submit homework, although this may not always be the case where lessons take place on consecutive days.

Mainly for students:

Student services

If you need to leave school for an appointment, arrive late or miss registration, students **must** come to the Student Services office, located behind reception, to sign in. This is very important because we will need to know where you are in case of a fire.

If you are unwell and are not coming to school, please ask your parent to use the Schoolcomms system by texting 01604 420132 to report your absence before 9am so that your tutor is informed.

Planning your work

Students will be given their timetable at the beginning of term. Your teachers will record homework on Insight to help you plan your work in advance for different subjects.

Students must arrive to lessons fully equipped, this means having a pencil case with: a black pen, pencil, colour pencils, pencil sharpener, highlighter pens, ruler, rubber, scientific calculator, protractor and compass.

Illness and accidents

If you are ill or have an accident during lesson time, you should tell your teacher who will press medical on-call and a first aider will come to you. If necessary, a member of your family will be contacted and be asked to collect you. You **must not** make your own arrangements to be collected - our school staff will do it for you, if required.

If you need to take medicine during the school day, this should be kept in its original box, with a letter from your parent giving instructions and permission for the medicine to be administered. The only medicine that should be carried round school by students is an EpiPen.

Term dates

Academic year 2020-2021

Term 1 [37]	Training day 1 Training day 2 School re-opens School closes	Tuesday 1 September 2020 Wednesday 2 September 2020 Thursday 3 September 2020 Friday 23 October 2020
Term 2 [34]	Training day 3 School re-opens School closes	Monday 2 November 2020 Tuesday 3 November 2020 Friday 18 December 2020
Term 3 [29]	Training day 4 School re-opens School closes	Monday 4 January 2021 Tuesday 5 January 2021 Friday 12 February 2021
Term 4 [25]	School re-opens School closes	Monday 22 February 2021 Friday 26 March 2021
Term 5 [33]	Training day 5 School re-opens Bank Holiday School re-opens School closes	Monday 12 April 2021 Tuesday 13 April 2021 Monday 3 May 2021 Tuesday 4 May 2021 Friday 28 May 2021
Term 6 [32] [190]	School re-opens School closes	Monday 7 June 2021 Tuesday 20 July 2021

Please note that the above term dates are different from the 2020-21 term dates published by the local authority on the NCC Website.

The above term dates have been co-ordinated across the Caroline Chisholm cluster of schools to meet statutory requirements and to ensure the best possible educational outcomes for all learners. The five teacher training days are strategically placed to facilitate timely school development and improvement opportunities, together with the most sensible balance achievable between the length of each working term and related holiday period.

By adopting a fully co-ordinated approach across the cluster we aim to strengthen our working partnership and promote both family and community cohesion.

Uniform requirements

School uniform identifies our students as belonging to our school community. It helps instil a sense of belonging and should be worn with significant pride. School uniform allows students to see themselves as equals and reduces overall costs to parents. The school uniform requirements cover students whilst they are on-site, on journeys to and from school and when students are representing the school in an off-site activity. We would ask for parents to support our standards of uniform to and from school.

The school uniform policy adheres to the 2012 guidance on school uniform published by the Department for Education.

It is the expectation that students adhere rigidly to the uniform requirements. We value the support of parents and carers assisting the school in ensuring that students comply with our uniform requirements at all times. The uniform is designed to be smart, practical, economical and hard wearing.

Blazers:

- Official school blazer with school logo embroidered.
- Blazers must be worn at all times in and around the school unless permission has been granted by a senior member of staff. In lessons students may remove their blazer when permitted by the class teacher.
- Students must have the coloured strip that identifies them as a member of a specific house. This strip should be attached to their blazer top pocket

Not Acceptable:

- Rolling-up of the blazer sleeves

Polos: (Optional Item)

- During Terms 5 and 6 students will be able to wear the school polo.
- Official school polo with school logo embroidered (white) purchased from the Schoolwear Shop.
- A school blazer should be worn to and from school with the polo top. The blazer may be removed once in lessons when granted permission by the teacher.
- Polos are to be tucked in.

Shirts:

- All shirts must be white and professional looking.
- Boys are to wear collared shirts which are long enough to tuck into trousers. The top button of the shirt must be buttoned.
- Girls are to wear a reverse collar blouse.
- All shirts and blouses are to be tucked in.

Not Acceptable:

- Coloured t-shirts which can be seen under the shirt
- Shirts/blouses made of sheer material

Trousers:

- Trousers should be black in colour, look professional and are acceptable when the material consists of a polyester blend.
- All trousers are to be ankle length or longer.

Not Acceptable

- Skinny style of trousers, chinos, trousers of any denim material, and trousers which are 'stuck to' the leg. No trousers are to be rolled up

Skirts:

- Black skirts only. Length requirement: when the student places their hands down to the side of their thigh, the skirt must be 5cm below the middle fingertip

Not Acceptable:

- Skirts made of jersey or stretchy material
- Skirts which do not meet the length requirement, or are ankle length

Uniform requirements - continued...

Ties:

- Official school tie to be purchased from the school's uniform supplier

Tights and Socks:

- Black tights only are to be worn. Socks or tights may be worn with skirts. Not both. Boys and girls are to wear black socks only.

Not Acceptable

- Footless tights, leggings/Jeggings or white or coloured socks

Jewellery:

The following items are allowed to be worn:

- One pair stud earrings (one in each ear – worn on the ear lobe only) and no bigger than 5mm
- One ring
- One watch (the watch should be discreet and not a fashion item)

No facial/body/tongue piercings are allowed. If a student comes to school with a visible facial/body piercing, they will be asked to remove the piercing. As this was stated in the Uniform Requirements for 2014-2015, no student should have facial/body piercings.

If a student wants to get a piercing, it needs to be done earlier enough in the summer holidays so that it may be removed during school hours. The piercing must be removed during term time.

Not Acceptable

- Bracelets, necklaces, facial piercings. Charity bracelets which are sold through the school, may be worn during the designated week for that specific charity.

All jewellery must be removed for PE lessons.

Shoes:

- Formal school shoes and laces must be black- discreet buckles or fastening on school shoes will be accepted.
- Boots may only be worn for safety reasons when there is extreme weather and only when parents have been notified in writing/email/text message by the school.

Not Acceptable

- Canvas shoes; trainers; or any shoes with coloured logos, edging, or different coloured soles
- Shoes that resemble trainers; sandals; boots (please see above), or open-toed shoes. This includes black Nike Air Force 1.
- Any shoes worn with logos will be 'blacked-out'.

Make-Up:

- Only lightly applied natural-looking makeup is allowed.
- It is up to the tutor and Head of Year to define the terms 'lightly applied' and 'natural looking'. If the tutor and Head of Year believe it not to be, the student will be asked to remove the makeup in school.
- Clear lip gloss and clear lip balm is allowed.

Not Acceptable

- Lipstick or lip gloss of any colour, coloured nail varnish, false eyelashes, false or acrylic nails.

Hair:

- Hair should be tidy and of reasonable appearance. All hair colour should be natural-looking. All hair bands and hair accessories worn should be plain and navy blue or black. Any clip used to fasten hair should be small and unobtrusive in colour and style.

Not Acceptable

- Patterns or logos shaved into the hair, and no unnatural hair colours- purples, greens, blues, etc...
- No coloured hair accessories are to be worn unless they are navy blue or black.

Uniform requirements - continued...

Hats, Gloves and Scarves:

- Hats, gloves and scarves may be worn to and from school.
- All items are to be removed once entering the school premises for AM Registration and lessons.
- Hats, gloves and scarves may be worn during Break and Lunch when weather appropriate.
- Head scarves may be worn for religious reasons.

Not Acceptable

- Hats, gloves and scarves are not to be worn while in lessons.

Coats, Jackets and Hoodies:

- Coats and jackets may be worn to and from school.
- All items must be removed by AM registration.
- Coats and jackets may not be worn during lessons; however, coats and jackets may be worn during Break and Lunch when weather appropriate. Hoodies are not an acceptable item in school. If worn as a coat to and from school, they must be removed in AM Registration. Hoodies worn throughout the school day will be confiscated.

Not Acceptable

- Hoodies worn throughout the school day

Pullover Jumpers (Optional Item):

- All black pullover jumpers must be the official school logo jumper. This is to be purchased from the Schoolwear Shop.
- Pullover jumpers are not required. They are an optional item.
- Pullover jumpers do not take the place of a school blazer.

Official school logo sleeveless slip-overs are also available from the school uniform suppliers.

Not Acceptable

Any plain black jumper

Bags:

- Students should use a bag for school that is big enough to transport all their equipment for school without damage to this equipment – such as exercise books/ A4 folders.
- Students require sufficient space to bring in a fully equipped pencil case so that they are fully prepared for the school day.

Not Acceptable

Small bags that are unable to contain appropriate equipment. Please refer to the school website for examples of acceptable and non-acceptable items.

Our school uniform supplier is:

The Schoolwear Shop Ltd - Northampton
40-42 Abington Square, Northampton, NN1 4AA

Their opening hours are: 9am-5:30pm Monday - Saturday.

Telephone: **01604 635828** Fax: **01604 636828**

www.TheSchoolwearShop.net

Enforcement of uniform

The vast majority of students value the uniform and wear it with significant pride. It is the responsibility of all staff to work together to ensure that the uniform is consistently worn to the requirements specified in this document.

A student's failure to adhere to the school uniform policy is a clear breach of the school behaviour code. Persistent failure to adhere to the uniform guidance will be seen as persistent poor behaviour and will result in a substantial consequence that may include a fixed term exclusion from the school. Other consequences that may be applied include isolation from normal classes until the uniform issues are rectified. We will stock a supply of uniform items at school which the students will be asked to change into if not wearing proper uniform.

The school also reserves the right to ask students who are not wearing proper school uniform to go home and change. In this instance, parents will be contacted prior to any student leaving the school premises.

Approval for any student not to wear full uniform must be sought, by parents, in writing, directly to the Principal or in his absence, one of the Vice Principals. This will only be accepted when there is an exceptional justification for the student not to wear uniform. If a decision is made to not accept the parental explanation, parents will be contacted directly to help them find an alternative.

In situations where, for whatever reason, there are financial issues which are hindering a parent's ability to provide school uniform, parents are advised to contact the Principal's office directly. Any assistance that the school may be able to provide will be at the discretion of the school. All enquiries regarding financial support will be dealt with sensitively and confidentially and will not be shared with classroom staff or form tutors.

Caroline Chisholm School



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