




**Caroline
Chisholm
School**



Ambition Confidence Success
Everyone Every Lesson Every Opportunity

**Secondary Phase
Parent Information Guide**



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Welcome

Welcome to Caroline Chisholm School, a highly successful and popular all-through school for 4 to 19-year-olds with the local community at our heart.

At Caroline Chisholm, our values of ambition, confidence and success underpin all we do. We view all our students as high performers, both in their academic achievements and their personal development.

Our curriculum is challenging, engaging and enriched by an impressive range of extra-curricular opportunities and experiences that equip our students to be responsible citizens in an ever-changing and competitive world.

By choosing Caroline Chisholm School, you can be assured that your child's wellbeing will be our highest priority. Our students receive the pastoral care and guidance they need to thrive and strive in every aspect of their education.

As the country's first purpose-built all-through school for 4 to 19-year-olds, we have created a family feel to our community. Our students seamlessly transition from one stage of their education to the next. Parents and carers can be confident that not only will children starting in Reception get off to a flying start with our outstanding Foundation Stage provision, but that their educational journey will continue to Year 7 and beyond.

We offer an inspirational learning environment with, to mention only a few, a forest school for our primary children, a visual arts gallery, a four-court sports hall, two grass football pitches, a drama studio, IT suites and a full-size athletics track and eight tennis courts.

We want you to be as proud of our school community as we are, and we will seek to build strong, long-lasting relationships with your child and your family.

I warmly invite you to visit us and do not hesitate to ask us if you have any questions or require any further information.

David James
Principal

“ Caroline Chisholm School is a world class school.

· Russel Ellicott, High Performance Learning ”

Secondary Leadership Team



Vice Principal – Mrs Liz Husband



Vice Principal – Mr Gary Wakefield



Assistant Principal –
Mr Adrian Colman
Oversight of KS3



Assistant Principal –
Mrs Kathryn Wittich-Jackson
Oversight of KS4



Assistant Principal –
Miss Lisa West
Oversight of SEND



Assistant Principal – Mrs
Georgina Hodgson
Oversight of Science & STEM



Assistant Principal –
Miss Alessandra Cambio
Oversight of Teaching & Learning



Assistant Principal –
Porsha McTaggart
Oversight of Digital

Performance Leaders

The table below details our Performance Leaders for each year group for 2024/25. In the first instance, please contact your child's form tutor or subject teacher to resolve issues.

| | |
|---------|---------------------------|
| Year 7 | Mrs E Terry |
| Year 8 | Miss E Johnson |
| Year 9 | Miss A Roworth |
| Year 10 | Miss L Briggs |
| Year 11 | Miss E Gee |
| Year 12 | Mr J Jones and Mr W Peter |
| Year 13 | Mrs G Harris |

School attendance

Illness

In the case of a child being absent from school due to illness, parents are expected to inform the school each day of absence and have two options to report their absence:

1. Leave a message on the school's absence line, with details of your child's full name, form, reason for absence and expected date of return. Secondary: **01604 264320**.

Or

2. Report via [Edulink One](#), for absence up to 5 days.

If a message is not received through either of these methods, it will be assumed that your child should be attending school. **Please do not email teachers or form tutors directly.**

Absences should be reported to school on the morning of each day that your child will be away from school. Please note, if your child is suffering from diarrhoea or vomiting, we advise they stay off school for 48 hours until they have not been sick or had diarrhoea for at least 2 days.

Requesting an absence

In accordance with Government legislation, the school is unable to allow absence in term for the purpose of a holiday under any circumstances. The regulations do allow the school to continue to authorise absence in "exceptional circumstances" such as medical appointments, off site examinations, etc.

Please visit our dedicated absence webpage: www.ccs.northants.sch.uk/information/absence for more details and where you can find our request for absence form.

Lateness

As a school, our expectation is that all students Years 7- 11 are in their classrooms, sat down and ready to learn by 08:45am. Where this is not the case and children arrive on-site after the gates close at 08:40am, the student will be expected to sign in at Main Reception and they will then be recorded as late and will be expected to attend a 60-minute after school detention.

Parents and carers will be notified of this late detention via Edulink. If there are extenuating circumstances such as medical appointments or illness, we ask that you ensure communication is sent to the school as early as possible to ensure absences are authorised if appropriate.

School organisation

Lesson structure

Please see below our structure of the school day:

| | | | | | | | | | |
|------------|----------|----------|-------|----------|----------|-------|----------|----------|-------|
| 08:45 | 09:05 | 09:55 | 10:45 | 11:00 | 11:50 | 12:40 | 13:40 | 14:30 | 15:20 |
| Tutor time | Lesson 1 | Lesson 2 | Break | Lesson 3 | Lesson 4 | Lunch | Lesson 5 | Lesson 6 | |

Canteen service

Students can purchase food at break and lunchtime from our school canteen, or via the Grab 'N Go in A block. All food is prepared fresh on-site by Chartwells Catering. Please note that Chartwells Money use a cashless systems and money can be added to students' accounts to purchase food via the following methods:

- Parents and carers can load money on to their child's account via a Chartwells ParentPay account. This service is separate from the CCS ParentPay account you use to pay for trips and other school services. The Chartwells ParentPay account is solely to load funds for your child to purchase food from our canteen. This service means students can get served faster by not having to handle or load cash, and parents can view online the purchases being made on the account. If for any reason you have not received your login details for this account, please contact Clare, Chartwells Catering Manager via u96254@compass-group.co.uk.
- Students can physically add money to their account using the loaders which are situated within the dining room.

Our Secondary Phase lunch menu is available to access via Chartwells Catering's webpage on our school website: www.ccs.northants.sch.uk/information/chartwells-catering

Equipment

We ask all students in Year 7 – 11 to be equipped with the following items for the start of the new school year:

- Black pens
- Green pen
- Colouring pencils
- Calculator
- Rubber
- Pencil sharpener
- Glue stick
- Small ruler
- Highlighters
- Compass
- Protractor



Car park arrangements

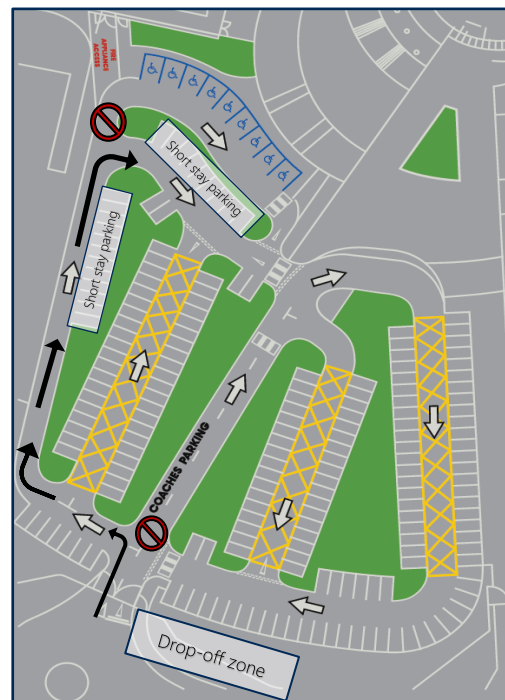
Our drop-off system remains in operation outside of the main school gates, this leads to a broad and safe walking path into school. We also offer a walking bus service for children in Years 1-4.

Please note that at drop-off times, the school car park should only be used by:

- Parents of children in Bright Horizons Nursery and the Foundation / Reception years (short-stay bays)
- Blue badge holders (accessible bays)
- Parents of students with an Educational & Healthcare Plan (EHCP) who are not blue badge holders (who should only use the short stay bays)
- Sixth Form students who meet the criteria for a car park permit
- Staff

Years 5 – 13

Students in Year 5 and above can walk to the building unaccompanied. Students should use the main pedestrian gate (illustrated below as blue circle) as this provides access to the building without having to use zebra crossings inside the car park. This means the students stay safe and short-stay parkers can leave the car park quickly.



Car parking zones from September 2021.
© Signs Express

Sixth Form drivers

Sixth Form students who have a full driving license can only access the car park if they do not live within walking distance of the school (e.g. more than four miles from the school site). Please contact sixthformteam@ccs.northants.sch.uk to request a permit. Students will need to display a CCS student permit to be permitted through by the car park attendant.

Blue badge holders

Blue badge bays are positioned in the front row of the school car park for ease of access (illustrated right). Please ensure your blue badge is clearly displayed so our staff know not to ask.



Other key points

- Blue badge bays - the school has encountered persistent issues in the past with misuse of designated blue bays and we welcome your support keeping the blue bays available for those who need them.
- Temporary access - if you have any particular mobility issues, such as a broken limb or other injury/illness that requires temporary access to the car park drop off zones, please contact office@ccs.northants.sch.uk to request a temporary parent parking permit.
- Taxi service - students who travel to school by arrangement of a Local Authority taxi service, will also be able to access the car park and normal drop off area by the barrier.
- Cars are not permitted to park anywhere along the access road where the external drop off zone is situated or on the roundabout to ensure the road is free-flowing for the drop-off zone to operate as safely and smoothly as possible.



Digital device strategy

Students in Years 7-11 are provided with refurbished WinBooks to use during lessons. Primary Phase pupils also have access to these devices, with each year group sharing a class allocation of WinBooks. Additionally, when students join us in Year 7, parents have the option to purchase a brand-new WinBook through a one-time payment or a 12-month instalment plan.

Students are responsible for properly caring for their loaned digital devices. They must collect their devices from their lockers at the start of lessons and return them when not in use, such as during breaks, lunch, or PE lessons. Each Secondary Phase student is assigned a locker key, which they must bring daily to avoid disrupting lessons. Replacement keys are available at a fixed cost if lost.



Mobile phone policy

Students are discouraged from bringing mobile phones to school. If a phone is brought, it must be switched off and stored out of sight in the student's bag throughout the school day, including break and lunchtime. Our "See it, Hear it, Take it" rule strictly applies: phones must not be used for any purpose, including calls, texts, browsing, checking the time, or using any apps.

Mobile phones and other personal items remain the responsibility of the student and their family.

Students will be reminded to store their phones as soon as they enter the school grounds. It's important to note that possession of a mobile phone during public exams, such as GCSEs or A-Levels, results in automatic disqualification from the exam.

During PE lessons, we recommend students place valuables in their lockers or hand them to a PE staff member for secure storage in a valuables box. **The school cannot be held responsible for any items left unattended in pockets or elsewhere on school grounds.**

Term Dates - Academic Year 2024/25

| | | |
|----------------------------|------------------------|-----------------------------------|
| Term 1 [38 days] | Training day 1 | Monday 2 September 2024 |
| | Training day 2 | Tuesday 3 September 2024 |
| | School re-opens | Wednesday 4 September 2024 |
| | School closes | Friday 25 October 2024 |
| Term 2 [35 days] | School re-opens | Monday 4 November 2024 |
| | School closes | Friday 20 December 2024 |
| Term 3 [29 days] | Training day 3 | Monday 6 January 2025 |
| | School re-opens | Tuesday 7 January 2025 |
| | School closes | Friday 14 February 2025 |
| Term 4 [30 days] | School re-opens | Monday 24 February 2025 |
| | School closes | Friday 4 April 2025 |
| Term 5 [23 days] | Bank holiday | Monday 21 April 2025 |
| | School re-opens | Tuesday 22 April 2025 |
| | School closes | Friday 2 May 2025 |
| | Bank Holiday | Monday 5 May 2025 |
| | School closes | Friday 23 May 2025 |
| Term 6 [35 days] | School re-opens | Monday 2 June 2025 |
| | School closes | Friday 18 July 2025 |
| | Training Day 4 | Monday 21 July 2024 |
| | Training Day 5 | Tuesday 22 July 2025 |

Term Dates - Academic Year 2025/26

| | | |
|----------------------------|------------------------|-----------------------------------|
| Term 1 [38 days] | Training day 1 | Monday 1 September 2025 |
| | Training day 2 | Tuesday 2 September 2025 |
| | School re-opens | Wednesday 3 September 2025 |
| | School closes | Friday 24 October 2025 |
| Term 2 [35 days] | School re-opens | Monday 3 November 2025 |
| | School closes | Friday 19 December 2025 |
| Term 3 [29 days] | Training day 3 | Monday 5 January 2026 |
| | School re-opens | Tuesday 6 January 2026 |
| | School closes | Friday 13 February 2026 |
| Term 4 [25 days] | School re-opens | Monday 23 February 2026 |
| | School closes | Friday 27 March 2026 |
| Term 5 [28 days] | Training day 4 | Monday 13 April 2026 |
| | School re-opens | Tuesday 14 April 2026 |
| | Bank holiday | Monday 4 May 2025 |
| Term 6 [35 days] | School closes | Friday 22 May 2026 |
| | School re-opens | Monday 1 June 2026 |
| | School closes | Friday 17 July 2026 |
| | Training Day 5 | Monday 20 July 2026 |

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 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. 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.

Our School Uniform Supplier - (Available online or in-store):

Stevensons – Northampton

40 – 42 Abington Square, Northampton, NN1 4AA

Opening hours 9 am – 5 pm Mon to Sat (closed on
Wednesdays)

Telephone: 01604 635828

<https://www.stevensons.co.uk/>

Secondary Phase Uniform Requirements

In line with the Department for Education's guidance to reduce the cost of school uniforms and allow parents to shop at different suppliers, we changed some aspects of our Uniform Policy in September 2023, including minimising the number of logo'd items.

Our Year 7 cohort for September 2024 will need to purchase as per the uniform policy below.

Blazers:

- Black school blazer with school logo (purchased separately from Stevensons), either embroidered, sewn on or ironed on.
- 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.
- Rolling-up of the blazer sleeves is not permitted.

Polos: (Optional Item)

- During Terms 5 and 6 students will be able to wear a plain white polo shirt
- 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.
- All students are to wear collared shirts which are long enough to tuck into trousers or skirts.
- All shirts and blouses are to be tucked in.
- Coloured t-shirts which can be seen under the shirt are not permitted.
- Shirts made of sheer material are not permitted.

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.
- Skinny style of trousers, chinos, trousers of any denim material, and trousers which are 'stuck to' the leg, are not permitted.
- Trousers rolled up is not permitted.

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

Ties:

- Optional official school tie can 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.
- Students are to wear black socks only.
- Footless tights, leggings/Jeggings or white or coloured socks are not permitted.

Jewellery:

- **All jewellery must be removed for PE lessons.**
- One pair stud earring (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 permitted (If a student comes to school with a visible facial/body piercing, they will be asked to remove the piercing)
- Bracelets not permitted.
- Necklaces not permitted.
- 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)
- Charity bracelets which are sold through the school may be worn during the designated week for that specific charity.

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.
- Canvas shoes; trainers; or any shoes with coloured logos, edging, or different coloured soles are not permitted.
- Shoes that resemble trainers, sandals, boots (please see above), or open-toed shoes, including Nike Air Force 1, are not permitted.

Make-Up:

- Only lightly applied natural-looking makeup is allowed.
- It is up to the tutor and Performance Leader to define the terms 'lightly applied' and 'natural looking'. If the tutor and Performance Leader 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.
- Lipstick or lip gloss of any colour, coloured nail varnish, false eyelashes, false or acrylic nails are not permitted.

Hair:

- Hair should be tidy and of reasonable appearance.
- All hair colours 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.
- Patterns or logos shaved into the hair, and no unnatural hair colours- purples, greens, blues, etc are permitted.
- No coloured hair accessories are to be worn unless they are navy blue or black permitted.

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.
- 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 to and from school, they must be removed before AM Registration. (Hoodies being worn during the school day will be confiscated)

Pullover Jumpers (Optional Item):

- Plain unbranded black V neck jumper only.
- Black jumpers do not take the place of a school blazer.

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.
- Small bags that are unable to contain appropriate equipment are not permitted.

PE Uniform

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

- Black Logoed Polo Shirt (two fits available)
- Plain unbranded black fleece - zip or ¼ zip
- Plain unbranded black opaque leggings
- Plain unbranded black shorts
- Plain unbranded black joggers
- Plain black socks
- Base Layer of any colour for extra warmth
- Trainers
- Football boots (optional)

Logo'd items under our school uniform policy can be ordered from the following supplier:

Stevensons Northampton

40 – 42 Abington Square, Northampton, NN1 4AA

Opening hours 9am – 5.30pm Mon to Sat (closed on Wednesday).

Telephone: 01604 635828

www.stevensons.co.uk