

Chapel-en-le-Frith High School
Information for Parents
2021 – 2022



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1 Term Dates for Students 2021-22

Autumn Term 1

Tuesday 7 or Wednesday 8 September 2021 to Friday 22 October 2021 (see parental e-mails for start date)

Autumn Term 2

Tuesday 2 November 2021 to Thursday 23 December 2021

Spring Term 1

Monday 10 January 2022 to Friday 18 February 2022

Spring Term 2

Tuesday 29 February 2022 to Friday 8 April 2022

Summer Term 1

Monday 25 April 2022 to Friday 27 May 2022

Summer Term 2

Monday 6 June 2022 to Friday 22 July 2022

INSET Days

Thursday and Friday 2 and 3 September 2021 (disaggregated)

Monday 6 September 2021

Monday 1 November 2021

Monday 28 February 2022

Bank holidays in term time

Monday 29 November 2021 (day off for schools in lieu of Queen's jubilee bank holiday).

Monday 2 May 2022

The first day of school for students in year 7 will be **Tuesday 7 September 2021**. School will begin at the usual time of 8.45 a.m. on that day. Year 7 students will be directed to venues for registration.

2 Timings of the day

Time	Period
08.45 - 09.00	Registration
09.00 - 10.00	Period 1
10.00 - 11.00	Period 2
11.00 - 11.20	Break
11.20 - 12.20	Period 3
12.20 - 1.00	Lunch
1.00 - 2.00	Period 4
2.00 - 3.00	Period 5

3 Uniform

We believe that our uniform is reasonably priced, easy to obtain and does not discriminate against any group or individual. All students should therefore be able to wear the uniform in full.

The school is sensitive to parents' financial circumstances and we take a reasonable approach where parents have short-term difficulties in ensuring that their child is in full uniform, balancing this with the need to promote high standards.

Please refer to our Uniform Leaflet before purchasing new items.

Uniform rules

Coats

We have very limited space in classrooms and common areas. Coats and outdoor clothing must be removed on arrival and stored in lockers or bags. Students may not, as a general rule, carry coats around with them. Students may retrieve coats from lockers if they wish to go outside at break or lunch.

Sweatshirts - winter and spring Terms

All students should wear the sweatshirt as part of the full uniform as a matter of course. They may remove the sweatshirt if they are warm, but must have it with them as they will be required to go outside at break or lunchtime once they have finished eating. All students must wear the sweatshirt for assemblies and school events. T-shirts may not be worn under the polo shirt – students should wear the sweatshirt if they are cold.

Sweatshirts - Summer Term

Students do not have to bring the sweatshirt to school, but no other jumper or cardigan may be worn.

Shoes

Must be plain black with no coloured fastenings, logos or flashes. We recommend a plain black leather shoe. These provide proper support and are weatherproof. No boots are to be worn. We accept a plain, trainer style shoe, but these must be **entirely** black.

Skirts

Short skirts are not allowed in school. Skirts must be knee length and of a 'school uniform' style -these can be purchased from Headmasters in New Mills and Finesse in Macclesfield. If your child chooses to wear a skirt to school, please ensure that it meets the school uniform guidelines. Plain black opaque tights or white or black socks (no frills) must be worn with a skirt.

Trousers

The following styles of trousers are **not allowed** in school: Jeans (no rivets or external patch pockets); canvas/combat/chino; tight/skinny fashion trousers; leggings; cropped or Capri style trousers. Trousers must be plain black.

Jewellery

Only a watch and one small sleeper or stud per ear lobe may be worn and these must be removed for PE lessons. Jewellery such as spacers, spikes or stretchers are not to be worn in ears. No tragus or top cartilage piercings are allowed. Items of jewellery that are not permitted and are worn in school may be confiscated for up to one week in line with our procedures.

Piercings

Any new piercings should be carried out at the beginning of the long summer holidays to allow healing to take place so that jewellery can be removed in accordance with our rules. No facial or body piercings are allowed in school and if these cannot be removed on site, students will be sent home to remove the items before returning.

Please be aware that students may be sent home to change if they arrive incorrectly dressed for school.

Nails

Acrylic and long gel nails are not allowed in school. Only pale pink or nude nail varnish is allowed to be worn and students will be asked to remove nails and nail varnish that are unacceptable.

Financial support

We have large quantities of perfectly serviceable donated uniform and unnamed lost property. We are happy to give this away free of charge. The school office is open after school and during holidays and families in need are more than welcome to come and choose items that may be suitable for their child.

4 Travel and Transport

Timetables for the school buses are on the school website, rather than printed here. This means that they can always be kept up to date.

Please be aware that transport arrangements are entirely out of the school's hands and administered solely by Derbyshire County Council and local private bus companies.

If your child is entitled to a bus pass, you should have been contacted by DCC. If you have not heard from them, please use the Call Derbyshire number for further advice. Further information on Derbyshire County Council's school transport policy is available at www.derbyshire.gov.uk/get2school or you can ring Call Derbyshire on 01629 533190.

Students must show their bus pass before boarding the bus and the bus companies can refuse to transport students if they are not able to produce a pass. You should also be aware that the Local Authority can refuse to allow your child to travel on school contract buses following incidents of poor behaviour.

If your child loses his or her pass during the day, they should come to Student Reception to make alternative arrangements.

If your child travels to school on a public service bus, please refer to the bus company website for the latest times and fares.

5 Our Pastoral System

Pastoral Care

We operate a vertical tutoring system. This means that your child will join a group comprised of students from years 7 to 10 for registration and tutor time activities.

Your child will also be in a mixed ability teaching class for most subjects in year 7. Our teaching classes in Year 7 are named 7C, E, L, F, H and S after Chapel-en-le-Frith High School. We organise our teaching classes in a manner which supports effective teaching and learning and we will move children between groups should we feel the need to do so.

The House System

Each tutor group belongs to a house and is led by a Pastoral Leader with the support of a member of the Leadership Group. Our Houses are: Bowden (Mrs Webb), Combs (Mrs Johnson), Hollins (Mr Wightman) and Kinder (Mrs Louis).

Rewards

We acknowledge and celebrate students' achievements through our REAL rewards system, which recognises respect, engagement, aspiration, learning and general involvement in school life. REAL points are awarded in all lessons. Prizes are awarded to students gaining the highest points scores at the annual Prize Giving event and there are whole school awards that recognize outstanding achievements, effort and contribution to the life of the school.

Curriculum areas also reward work in a variety of ways from praise postcards to stickers and prizes. There are inter house competitions and regular prizes for class groups who participate in extra-enrichment events. Each House has two House Captains who represent their House and organise House events.

6 Supporting Learning

Equipment

Students need to bring the following basic equipment every day in suitable schoolbag.

Reading book, exercise books, personal diary, black or blue pens, green pen (for peer marking), pencils, rubber, ruler, pencil sharpener and a scientific calculator.

For maths lessons children will need a protractor and a pair of compasses. A glue stick, coloured pencils and pair of scissors (round ends and plastic handles please) are also useful. Please encourage your child to be organised and only bring what is required for the day to avoid carrying heavy loads.

Homework

Homework is set every week in English, maths, science and modern languages. All other subjects set extended project based homeworks. In years 10 and 11, given the demands of the reformed GCSEs, there is greater emphasis on private independent study, preparation for terminal exams and ongoing revision and therefore homework set in years 7-9 will often reflect this approach. Please see the teaching and learning pages of the website for further details.

Go4Schools

Go4Schools is an online tool that enables us to set homework and communicate with you. You and your child will be given login details in September, or when your child joins the school.

You will be able to see the homework set for your child and view your child's timetable, attendance, reward and behaviour points. It is essential that your child can access their Go4Schools account. Inevitably, there will be teething problems when students first start to use this new system. We understand this. Please reassure your child that they will not be in trouble if they are struggling to access the system but please do contact Mrs Davies; sdavies@chapelhigh.org.uk so that we can sort the problem out. Your child can email teachers at any time from their school email account.

Library

Our library is open every day, from 8.15am and at lunch and break times to enable students to borrow books, complete homework tasks, enjoy reading and participate in activities such as the Carnegie Award and chess competitions. The library plays a core and active part in supporting learning. Please see the library page of the school website for further details.

ICT use in school

ICT rooms are available every lunchtime staffed by prefects who are more than happy to help students with their work.

Instrumental teaching

The music department aims to encourage all students to participate in events and extra- enrichment activities. We offer a wide range of instrumental tuition and aim to offer something for everyone. Please contact Miss K. Wood for further details.

Extra-curricular activities

Please encourage your child to participate in the many extra-enrichment activities on offer, either at lunchtimes or after school. We publish these on our website and through tutor time. In addition, there are subject specific trips and languages trips throughout the year. There is support for essential curriculum activities for students entitled to the pupil premium. Please see the Charging and Remissions policy on the website for further details.

Students with Additional Needs

The Learning Support Department aims to meet individual needs in a variety of ways. These include small group teaching for students with moderate or severe learning difficulties, in-class support, group work and individual support. Intervention programmes are targeted towards identified students throughout years 7 to 9 and in years 10 and 11 we have alternative programmes available as part of the options system. If you feel your child is in need of additional support, please contact Mrs Robinson, SENCo, jrobinson@chapelhigh.org.uk, to discuss this.

The Learning Centre

On occasions, some students will experience difficulties in school, either in particular subjects or across the curriculum. Some students may experience emotional or medical difficulties which prevent them from attending school full-time. The Learning Centre provides a supportive base for students who are unable to access a full curriculum and curriculum intervention work for identified individuals or small groups also takes place in The Learning Centre.

7 Day to Day issues

Please note that we use the term 'parent' to address all those who have primary care of a child.

Mobile phones

We recognise that some parents want their children to carry mobile phones to school. The school rules state that **phones should not be seen or used in school**. Students should switch off their phones before entering the school building and these should remain switched off during school hours. All phones must be kept out of sight in bags or lockers, students are not allowed to carry phones in pockets or on their person. All students may use the phone in the office at break, lunch or after school to make essential calls.

If a mobile phone is seen or used in school, it may be **confiscated for a period of five days**. We will return confiscated items to parents if they come to the office to collect them before the end of the week. Please support the school by emphasising this to your child.

Valuables

The school cannot take responsibility for loss of or damage to students' personal belongings and valuables. This includes mobile phones.

Lockers

All new students are issued with a locker and key free of charge. However, if the key is lost and needs to be replaced, there will be a charge to cover that cost. Students have access to their lockers at any time outside of lesson time. Students retain their lockers until the end of year 11.

Lunchtime arrangements

All of our students remain in school at lunchtime.

Food in school

The building operators employ an external catering company. All food sold in school meets the national food standards. They do not sell fizzy drinks, chocolate, sweets or crisps and fried foods are restricted.

Our restaurant works on a cafeteria basis with both snacks and full meals available. Most students spend around £3.00 daily for a full lunch. The restaurant operates a cash free system; parents are able to pay online via ParentPay and students use fingerprint activation or PIN codes to pay in the restaurant.

The Catering Manager can provide you with a printout of the items that your child purchases so that you can check that he or she is eating properly. He can be contacted on 01298 814677. Year 7 students will have their fingerprints taken and be shown how to use the system during their first day in school. Parents of new year 7s may wish to provide their child with a packed lunch initially if they are anxious about this. Breakfast is also available in the

restaurant before school and snacks and sandwiches are sold at break.

The restaurant will cater for students with specific dietary needs. Please contact the Catering Manager to discuss your child's needs.

Packed lunches

Packed lunches may be eaten in the Restaurant, Dining Social Area or outside.

Students should not bring fizzy drinks and sweets to school. Consumption often results in poor behaviour and has longer-term health consequences. They also create additional litter. So-called energy drinks with high caffeine content are not allowed in school. Staff will remove such drinks and dispose of them.

Free School Meals

Students who are entitled to a free school meal can choose to spend up to £2.50 each day. This money is automatically loaded onto the accounts for students to spend at lunchtimes. Details of how to apply are available from Mrs Bagshaw mbagshaw@chapelhigh.org.uk in the school office. If you are eligible, we urge you to take up your entitlement.

Water in lessons

Students are encouraged to bring a water bottle to school. They may drink water during lessons. Please ensure only water is brought to school. There is a water fountain in the restaurant.

Lost property

Lost property should be handed in at Student Reception. **Any named items will be returned directly to students, so please do make sure all of your child's clothing is labelled.**

Payments for school trips and events

All payments should be made via ParentPay or by PayPoint card. We do not routinely accept any cash payments apart from small equipment purchases from Pupil Reception or for the occasional pay on the door event. Please contact Mrs Emsley jemsley@chapelhigh.org.uk if you have any queries.

8 Attendance and Punctuality

Registration and tutor time start at 8.45 am. Students must be in tutor rooms by this time.

Absence during term time

In order to maximise individual achievement parents should avoid taking students out of school during term time. With the demands of the GCSE syllabuses, some topics are only taught once and therefore, if absent, your child may miss essential elements of their learning programme. The school is only able to authorise an absence during term in exceptional circumstances. Please note that guidance makes clear that all holiday taken in term time will be treated as an unauthorised absence and may result in a penalty fine.

Unavoidable appointments in school time

We accept that it is sometimes necessary to make medical appointments for students in school time. You do not need to complete a request for absence form for medical appointments that cannot be made outside of term time or school hours but we will need a note from a parent. Your child will need to show the note to their tutor at registration and again to their subject teacher, giving details of the appointment time so that the teacher can release the student from class.

Illness

If your child is ill or unable to attend school for any reason, please contact us using our 24 hour dedicated student absence line on 01298 811878 or email us: attendance@chapelhigh.org.uk. Prompt notification of absences helps us

to detect any incidents of truancy at the earliest possible stage and we would be grateful for your support in this.

If your child is ill at school, we will follow the most appropriate course of action. We will contact you and, if necessary, call an ambulance.

Temporary Medication

Students may not carry medication with them in school. If you need us to administer medication during the school day, please contact the office to arrange to drop off the medication and complete the relevant form. You should note that your son/daughter will be responsible for ensuring they remember to come to Student Reception for their medication at the appropriate time.

Long-term conditions

If your child has a chronic or acute medical condition, which perhaps requires ongoing medication or emergency care, you should enquire in the office about completing a Health Care Plan, specifying what your child's needs are and what the school should try to do in an emergency. Please be aware that the school is not obliged to administer medication, nor do we provide a medical service beyond basic first aid treatment, but we will do our best to assist, where possible.

Students with asthma

Please ensure that your child carries their inhaler with them at all times. Some students will have an individual asthma plan. Please ensure that your child is familiar with their plan and provide us with a copy if this is the case. Please provide us with a spare inhaler if possible.

Injuries and PE

If your child has an illness or injury that prevents him or her from taking part in PE or in certain activities, you should inform the PE staff at school in a note or by email. Children should still bring PE kit, as it is often possible to arrange for them to take part in alternative activities such as timekeeping or refereeing.

If students are not taking part in PE for a longer period, we may need a medical note.

Fractures

We would still encourage students to attend school with a fracture and we can arrange to accommodate this. However, the Local Authority advises that a full risk assessment and emergency evacuation procedure should be in place before a child returns to school. Please contact either the office or your child's Pastoral Leader as far in advance as possible to arrange for your child's return.

9 Communication

Contacting us

You can contact us by:

Phone:

General enquiries 01298 813118

Absence line 01298 811878

Email:

General: enquiries@chapelhigh.org.uk and the office will forward to the most appropriate person.

Directly to staff: usually first initial and surname: e.g.: sgrieves@chapelhigh.org.uk

Website

We post urgent messages on the front page of the website. The website holds up to date on all aspects of school life: www.chapelhigh.org.uk.

Emergency closure

Poor weather can cause us to close school although we try very hard to avoid this. If we cannot open, we will post a

message on the front page of the website and send a text. It is very unusual for us to close the school early once we have taken the decision to open. We issue further advice to parents in the autumn term so that you can consider what plans you may need to make during periods of severe weather.

Visiting School

We are very happy to meet parents by appointment. Please contact the office by email or phone or contact the member of staff you wish to see directly via email. Clearly, in an emergency, meetings can be arranged quickly but it is not always possible to meet parents at short notice, due to teaching commitments.

10 Legislation

Legal names

Please note that your child will be on the school register by his or her surname **as registered at birth** even though s/he might be known by a different surname. Please contact Mrs Griffiths if you have any concerns about this. We can amend our systems to show your child's preferred name but all official documents such as exam entry documentation will be in your child's legal name. There are some exemptions to this, but these would need to be discussed in advance with your child's Pastoral Leader and Mrs Griffiths.

Legal orders

If there is a legal order in relation to your child, please give details to Mrs Griffiths in writing. This will ensure that the basic information is recorded on our database but the detail will remain confidential.

Parental Responsibility

We recognise that there are sometimes difficult relationships between parents who have separated. However, all parents who have parental responsibility are entitled to reports and other information held by the school and will be given access to Go4Schools, if we have been given contact details.

For practical reasons we would generally only seek parental permission for school trips etc. from the person with whom the child normally resides. Parents are expected to communicate with each other over routine matters. If there is an ongoing dispute, we would ask that your solicitor provide us with further guidance.

School complies with Derbyshire's Separated Parents Policy.

Data Protection

Our data protection policy and privacy notices are on the policy area of the website. Please take the time to read these carefully. If you have any queries, please contact the school's Data Protection Officer, through the school office.