



— Christleton —  
Sixth Form

# **A to Z Guide**

**September 2017**

# Introduction

We believe that students get the best out of their time with us, if we can establish an effective three-way partnership between students, school and parents. We find that most parents share this belief, but are not always sure how they can best be involved.

Your sons and daughters are no longer in compulsory schooling and we must try to treat them as young adults, preparing them for greater freedom in the world of work, college or university. Nevertheless, it is still important to maintain regular communication between school and home.

The better the information you receive and the more information you can share with the school, the better you can support your son or daughter's learning – and so can the school, helping your son or daughter to feel confident, happy, and so improving their chance of success.

This handbook has been produced with contributions from parents for which we are most grateful. Please let us know if you have any questions or think that there are areas that we have missed.

It is divided into three sections: **Practical Information, Pastoral Information and Curriculum Information**



**Mr M Cosstick**  
**Head of Sixth Form**

Christleton High School  
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Christleton  
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01244 335843  
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## Practical Information

### **ABSENCE – Unexpected**

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On the first day of absence, please telephone the school, using the absence option on the menu. Leave details of your son / daughter's name, form, reason for absence and expected duration. When he /she returns, please send a note with them addressed to Mrs Brown, Sixth Form Administrator, or use their Planner, confirming reason for absence and date, so that we can mark the registers correctly.

If an illness lasts longer than a week, students should bring in a medical certificate on their return. This is especially important if students are absent before or during examinations. If an absence is long-term, you will need to contact the Form Tutor to discuss what can be done to support learning and your son / daughter's return to school.

Only urgent medical, dental and other appointments should be made during school hours, preferably out of lesson time. If a student knows in advance that he/she is going to be absent, then permission should be obtained by completing an Absence Request Form available from Mrs. Brown.

Driving lessons should not be arranged in lesson times. Students may take a driving lesson during period 3 or period 5 if they have a study period and this has been arranged in advance with Mrs Brown. If a student receives notification of a scheduled driving test and finds that it clashes with timetabled lessons, they should request permission for the time off from Mrs Brown.

### **ATTENDANCE**

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Registers are taken in timetabled lessons and with form tutors at morning and afternoon registration. As a matter of courtesy, students are expected to be punctual for all registration periods, assemblies and lessons.

Students who travel on a school bus which arrives after Registration should mark themselves in the Late Book at Student Reception and the registers will be amended to show normal attendance.

All students who miss registration must sign in the late book prior to going to lessons and they will receive a late mark.

Students should be on school premises for the whole of the day, unless they have been granted permission to be absent from a member of the Sixth Form Leadership Team. Parents will be contacted if attendance becomes a concern.

Please Note: Attendance and punctuality records are always commented upon in UCAS, college and employment references.

## BUSES

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A number of buses are available to bring students to and from school. These buses are a combination of private hire, commercial routes or council contracted.

### PRIVATE HIRE

Children from Ellesmere Port, Elton, and Mickle Trafford may be able to use buses arranged privately by Ellesmere Port and Neston Community Trust (EPNCT).

Please contact them direct on **0151 355 3739**. Places are allocated by them, based on seat capacity and they operate a waiting list.

All financial transactions are between EPNCT and parents.

### COMMERCIAL

There are two commercial routes serving the village of Christleton.

A commercial service (no. 36 route) run by Arrowebrook serves Guilden Sutton/Hoole/Vicars Cross and there is also a service bus (no. 41B route) serving Chester/Huntington/Christleton. Other variances on the 41 route are also available.

The timetables and routes are readily available from **Traveline 0871 200 2233**, [www.travelineinfo.co.uk](http://www.travelineinfo.co.uk) or on the school's website [www.christletonhigh.co.uk](http://www.christletonhigh.co.uk) under transport

These buses drop off / pick up outside the school.

### COUNCIL CONTRACTED BUSES

Three other bus routes are contracted by the Cheshire West and Chester Council Transport. They are:

Contract No. 61215	Farndon/Churton/Aldford/Saighton – Christleton High & Bishops Blue Coat	GHA coaches	29 seater
Contract No 61237	Barrow – Christleton High School	Carver Coaches	57 seater
Contract No 61240	Tattenhall/Gatesheath/Huxley/Hargrave – Christleton High School	GHA Coaches	28 seater

All seat allocations are arranged by Cheshire West and Chester Council Transport.

For more information, please contact **0300 123 7039** for detailed information, or visit [www.cheshirewestandchester.gov.uk/schooltransport](http://www.cheshirewestandchester.gov.uk/schooltransport)

## **CAR PARKING (see also Dropping off Students)**

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**Visitors:** Car parking is at a premium on the campus. There are four visitor parking bays outside the main Reception; otherwise there may be spaces available in the car park beyond the Sports Centre.

Please do not park on campus to collect children at the end of the school day. You should not park on yellow lines or make “U” turns in the entrances; please park considerately in the village and do not obstruct residents’ access to their property. The police frequently patrol the village.

**Students:** For reasons of health and safety, we need to regulate the use of cars and motorbikes by our students. Students may bring vehicles onto the premises if they have first obtained permission.

Permission will normally be granted on production of a completed application form, available from Mrs Brown, signed by a parent and a photocopy of the relevant car insurance. We cannot, however, be responsible for any loss or damage caused whilst the vehicle is on the campus. Staff cars must take priority, when space is limited.

Failure to comply with requirements may result in students being banned from bringing their vehicles onto the school campus.

## **CYCLING**

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The school actively encourages cycling and provides covered bicycle storage and a limited number of helmet lockers.

## **CALENDAR**

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Detailed Calendars (monthly events, sports, trips) are available on the school website. (<http://www.christletonhigh.co.uk/Calendar> )

## **CHRISTLETON HIGH SCHOOL ASSOCIATION (CHSA)**

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Parents/Guardians are automatically members of Christleton High School Association and involvement is welcomed. The Association runs a number of fund raising and social activities throughout the year and have been very successful in providing many resources over the years. For more detail please see the school website (<http://www.christletonhigh.co.uk/chsa> )

They can be contacted through the school office.

## CONTACTING STAFF

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Messages can be left at Reception or the Office and these will be distributed to staff trays regularly throughout the day. Staff will normally check their trays daily. In case of emergency the relevant person will be contacted immediately. Most staff have a voicemail facility and the switchboard will direct you to this, if required.

All staff can be contacted by e-mail via the School website directly. A list of all current staff is available in the 'Staff list' section of the Web (<http://www.christletonhigh.co.uk>)

Please note that due to teaching commitments, staff are not always able to respond immediately, although they will normally make contact within 48 hours.

The school also uses an e-mail information system for letters, reports etc, so it is important that we have your up to date email address.

## DRESS CODE

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All Students should be clean, smart and dressed appropriately for an educational and work environment.

	Permitted	Prohibited
<b>Head, Face &amp; Hair</b>	Clean, smart, and smiling!	Hats/baseball caps. Facial piercing. Outrageous hairstyles.
<b>All Clothing</b>	Clean, smart, and tidy clothes.	Sportswear, camouflage, combat gear, and tracksuit tops. Frays, rips & graffiti. Outrageous clothing.
<b>Tops</b>	Full-length tops that cover the shoulders. Shirts for males should have a collar.	Exposed chest, shoulders, and midriff. Denim jackets & tops. Large logos or slogans (including 'offensive' anagrams).
<b>Trousers &amp; Skirts</b>	Plain, full-length trousers. Reasonable length skirts. Clean, smart denim.	Shorts, cropped trousers, tracksuit & jogging bottoms. Very short skirts.
<b>Footwear</b>	Plain, smart, & unobtrusive.	Anything inappropriate to conditions (e.g. sandals/high heels in laboratories).

Students should be seen as clean and smart so that the right standards are set for the rest of the school.

In areas of potential uncertainty (e.g. what constitutes 'outrageous' clothing or hairstyle) students should check beforehand. Ultimately, the decision of the school is final.

## **DROPPING OFF STUDENTS BY CAR (see also Car Parking)**

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You should always drop your child(ren) off outside the campus at a convenient and safe place. We wish to restrict the number of vehicles entering the campus at this busy time so that all our students remain safe. Please refrain from dropping off or making a “U” turn in the entrances.

All Parents/Guardians who routinely transport students to and from school are requested to use the designated drop-off and pick-up points located away from the centre of the village and in safe locations within walking distance of the school.

### **DROP-OFF & PICK-UP POINTS**

Plough Lane – Plough Inn  
AM & PM (approx. 7 mins walk)

A41 (towards Whitchurch) – Cheshire Cat Pub  
AM & PM (approx. 7 mins walk)

Little Heath Play Area – Car Park  
AM & PM (approx. 7 mins walk)

A41 (towards Chester) – Quarry Bridge Lay-by  
AM (approx. 9 mins walk)

### **EMERGENCY CLOSURE**

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In the unlikely event of school closure due to heavy snowfall or some other unforeseen occurrence, it will be announced on:

- Heart Radio
- Real and Smooth Radio
- DEE 106.3
- BBC Radio Merseyside

The school telephone will also have a message informing callers about closures and the school website will display a “flash” message.

The information will also be relayed to parents using the SchoolComms system by email/text message. (see also Home/School Communications)

### **END OF TERM**

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The school normally closes around lunchtime on the last day of the Christmas Term, following a whole school assembly and also on the last day of the Summer Term following a Charity Activity Morning of Activities. Please do check your letters to confirm this. Spring Term and all Half-Terms usually end as a normal day.

## **FINANCIAL SUPPORT**

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Students may qualify for the 16-19 Bursary Fund or EMA Wales to enable them to continue in full-time education. Further information is available on the school website or from Mrs Brown.

If you are in receipt of Income Support or certain other allowances, there may be an entitlement to free school meals, travel etc. Current guidelines are on

[http://www.cheshirewestandchester.gov.uk/residents/education\\_and\\_learning/information\\_for\\_parents/school\\_meals.aspx](http://www.cheshirewestandchester.gov.uk/residents/education_and_learning/information_for_parents/school_meals.aspx) or contact the council on 0300 123 7039

## **FIRST AID**

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If your child becomes ill or is injured during the day, the school First Aider will make a judgement about their condition. A short period of rest may be all that is required.

If you have indicated that paracetamol may be administered, this will be done and your child will be told to inform you.

If it is considered necessary to send your child home you will be asked to arrange collection.

The same consideration applies to injuries, except that if an ambulance has to be called, a member of staff will accompany your child until you arrive.

## **FOOD AND DRINK**

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The Deli Bar is available for the Sixth Form from the start of the school day until 1300.

Menus are displayed in the dining areas. A wide selection of choice is available. Chilled drinking water is available in various areas around school. Students should bring their own water-bottles.

## **GOVERNORS**

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The school is supported by an active Governing Body, made up of parents, staff and members of the local community, who hold regular General and Committee meetings. Committees are Curriculum and Achievement, Finance and Audit, Staffing, Pastoral and Community and Partnerships.

Please see the website ([www.christletonhigh.co.uk/Governors](http://www.christletonhigh.co.uk/Governors)) under Governors' section or contact the Clerk to the Governors, Mr N Folloos, at the school for more information.

## **HOLIDAYS / AUTHORISED ABSENCES**

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Parents/guardians have no entitlement to remove students from school for any leisure activities or holidays during any part of the school term.

If you need to take your child out of school for a special event (e.g. Wedding) please request in writing, using the form available from Student Reception, Mrs Brown, or on the website, well in advance.

**Please return to Student Reception for consideration by Mr Cosstick, Assistant Headteacher in charge of Sixth Form.**

## **HOME SCHOOL COMMUNICATION**

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The school's preferred method of communication is via "SchoolComms" which means we can send an email or text message to you informing you of letters being distributed, forthcoming events or important details. It is most important therefore, that we have both parental email and mobile phone numbers.

School letters are usually sent home by "SchoolComms". Occasionally, letters are sent home by "student post".

Copies of letters sent to all parents, specific Year groups or regarding trips are also posted on the school website (<http://www.christletonhigh.co.uk/parents/letters>)  
The school will only send a letter via the youngest sibling in cases of a "whole school" letter.

## **LOST PROPERTY**

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Property that is identifiable will be returned to the student. Valuable/small items are stored in Student Reception. Students will be asked for proof of ownership prior to the item being returned.

All other items are stored in a box near Student Reception.

## **MEDICAL/DENTAL APPOINTMENTS ETC**

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Students must sign in/out for appointments in the book at Student Reception.  
All such appointments must be advised in advance by a parent.

## **ONLINE PAYMENTS**

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The school has an online payment system for Trips/Books etc which enables you to pay for these items via a secure website. Purchased goods will be available for your child to collect on the next school day (or when the item is in stock).

## QUESTIONS

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Knowing who to talk to is often a problem.

If it is an “admin” type query:

Please contact Mrs J Brown, Sixth Form Administrator, or the Main School Reception who will often deal with it or pass you on to the most suitable person.

If it concerns your child’s **learning** then either:

The specific Subject Teacher or the Form Tutor  
and/or

Following this, the Head of Year or Head of Department may be involved. (See the website for staff names).

Telephone contact can be made at any time but please be aware that due to teaching timetables, it may not always be possible for you to speak to the teacher immediately. Reception may ask if you wish to leave a voicemail message.

The school also has a Complaints’ Policy ([www.christletonhigh.co.uk/parents/complaints](http://www.christletonhigh.co.uk/parents/complaints)) The Deputy Headteacher, Mr D Jones, is the Complaints’ Co-ordinator.

## RECEPTION (see also Student Reception)

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To comply with our routines for the safeguarding of children, all parents and visitors to the school must sign in at the Main Reception. They will then be issued with a badge, met and escorted by the member of staff they are meeting.

The School reserves the right to challenge any visitor when on campus and to refuse entry to any individual without having to provide a reason.

## REGISTRATION (see also Absences, Attendance and Holidays)

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Students are required to be registered in the morning (0845) and afternoon (1210 or 1300 dependent upon year).

## SCHOOL OFFICE

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The main school office is open from 0800 to 16300 during term time and 0900 to 1200 during holiday periods, except for Christmas when the school is closed.

## SCHOOL DAY TIMINGS

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The school operates a 5 x 60 minute lesson day on Monday, Tuesday, Thursday and Friday. On Wednesday, there will be 4 x 60 minute lessons.

Time	Duration (minutes)	Event
08:45 – 08:50	5	Registration
08:50 – 09:50	60	Period 1
09:50 – 09:55	5	Walking time
09:55 – 10:55	60	Period 2
10:55 – 11:15	20	Break
11:15 – 12:15	60	Period 3
12:15 – 12:30	15	Registration for Years 9, 10, 11, 13.
12:30 – 13:20	50	Lunch time for Years 9, 10, 11, 13
12:15 – 13:05	50	Lunch time for Years 7, 8, 12
13:05 – 13:20	15	Registration for Years 7, 8, 12
13:20 – 14:20	60	Period 4
14:20 – 14:25	5	Walking time
14:25 – 15:25	60	Period 5

On Wednesdays, formal lessons will end at 1420 to allow time for staff development, extra-curricular sport, music, support lessons and extension work.

We operate a split lunch between 1210 and 1320. Staff and students have a lunchtime break of 50 minutes and Tutor time of 15 minutes split over year groups as shown above.

## SLG (Sims Learning Gateway)

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SIMS Learning Gateway is a web-based system enabling you to access your child's data, via the internet.

The data available includes information about:

- basic student record
- attendance
- assessment
- last three reports
- timetable
- Homework Tracker

As the system continues to develop, we plan to add new features, providing you with more information about your child's education. You will be sent separate information about this including log on details and an information booklet. If you need any assistance with this procedure please email [slg@christletonhigh.co.uk](mailto:slg@christletonhigh.co.uk)

## **SMOKING**

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Christleton High School is a non-smoking campus. Sixth Formers are role models and are expected to set a good example to younger students. You will be informed by letter, if your child breaks this rule.

## **SPORTS CENTRE AND POOL**

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This is run jointly by the school and Brio Leisure on behalf of the Council. The school has use of the facilities during the school day and then it is available for Community use thereafter. See the link on the school website at [www.christletonhigh.co.uk/school](http://www.christletonhigh.co.uk/school) information/facilities or phone 01244 336664 for Brio Leisure.

## **STUDENT INFORMATION SHEET**

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This contains Notices, Room Changes, Thought for the Week etc. and is read out every week by Form Tutors, posted in Form Rooms and a copy is available on the school website.  
[www.christletonhigh.co.uk/parents/weeklynewsheet](http://www.christletonhigh.co.uk/parents/weeklynewsheet)

## **STUDENT RECEPTION / CASH OFFICE**

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These offices are situated at the front of the main building in the Covered Way, for students to buy books, pay money for school trips, signing in and out etc. It is open every weekday. See [www.christletonhigh.co.uk/home](http://www.christletonhigh.co.uk/home) and access pay online.

## **WEBSITE**

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The school website is [www.christletonhigh.co.uk](http://www.christletonhigh.co.uk)

## **YOUR CONTACT DATA**

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Please keep the school office informed of changes to personal data – address, phone contacts, email, doctors, medical conditions etc.

## Pastoral Information

### BULLYING

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The school has an Anti-Bullying Policy ([www.christletonhigh.co.uk/parents](http://www.christletonhigh.co.uk/parents)) and does not condone any form of bullying. If you suspect your child is being bullied, please contact the Form Tutor for an initial confidential discussion.

### COMPUTERS

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It is not necessary to purchase a computer for use by your child at home. If research is necessary, there are many computers that can be used in school. We have over 600 networked computers available for student use during lessons, situated in 4 ICT rooms and 5 Departmental ICT rooms. In addition, the Maths department has a bank of 32 laptops, which can be moved to their classrooms as required. A number of iPads and Android tablets are also available.

An ICT Club is available at lunchtime when students can use the computers to carry out research and complete homework.

Computers are also available in the iResearch Centre, which is open until 17:00.

### EMPLOYMENT

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Whilst some research shows that students who work for up to ten hours per week can sometimes achieve better results, past experience shows that anything more than this can have a detrimental effect on a student's attendance, concentration, results and ultimately their well-being.

Students should see their studying as their full-time job and should therefore not be in paid employment during school hours. We recommend that students do not engage in paid employment work for more than 8 hours per week.

### SCHOOL COUNSELLOR

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The school employs a fully trained Relate counsellor, who is in school on one morning each week, to support any students who are struggling emotionally in or out of school. Students can request an appointment by asking their Form Tutor or Head of Year. Alternatively, they may use the 'drop-in' facility during break time.

All requests for appointments and all discussions are confidential.

For enquiries about the full Cheshire West and Chester local offer and entitlement, please visit <http://www.westcheshirelocaloffer.co.uk/kb5/cheshirewestandchester/directory/home.page>

### SCHOOL TRIPS

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The school recognises the importance of these events whether curriculum related or not. A variety of trips are organised each year and information regarding each one is sent home individually. Details are also on the web ([www.christletonhigh.co.uk/parents](http://www.christletonhigh.co.uk/parents))

# Curriculum Information

## CURRICULUM

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Sixth Form course information can be found on the website [www.christletonhigh.co.uk/sixth-form/courses.php](http://www.christletonhigh.co.uk/sixth-form/courses.php)

Due to the changing nature of Post-16 provision and the introduction of linear A Levels we expect most students to opt for three subjects in Year 12. These courses will run for two years, with all external examinations taking place at the end of Year 13. BTEC courses are also linear in nature and will be studied for the whole two year period.\*

*\*Some students will be given the opportunity to study a 4 A Level/BTEC programme. This will be designed on an individual basis depending on GCSE results and interviews with the relevant Heads of Department.*

Each subject is usually taught over 9 hours per fortnight. As a general rule, we expect students to spend a further nine hours per fortnight on each of their subjects at school. In order to develop independent study skills, study periods in school should be spent in the iResearch Centre or in one of the Sixth Form study areas.

The work required takes two forms:

- Homework assignments for which a deadline is set
- On-going note-taking, research, problem solving re-reading and revising key terms, concepts, ideas and knowledge.

All Sixth Form students have external examinations and may have elements of internal assessment. Students should be prepared therefore, for regular assessment and revision. Mock Examinations will take place at the following times:

- Year 12 and 13: January
- Year 12: June

All external examinations take place between May-June in the summer term.

In order to proceed to Year 13, students must be working to target. Progression into Year 13 is not automatic. Reasons for a student failing to make the transition to Year 13 could be as follows:

- Attendance and punctuality
- Consistently failing to reach target grades in examinations
- Lesson Monitor scores
- A failure to abide by school rules and regulations.

For a student to be classified as being in full-time education, it is normal to have at least 12 hours of lessons per week.

Student timetables are issued on the first day of term in September, and any alterations after this can only be made after this by following a formal procedure. Students cannot “drop” or take up a subject without discussing the implications with the relevant subject teachers, Heads of Department and Sixth Form Leadership Team.

## **PARENTS' EVENINGS**

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Parents' Evenings are held once a year and provide a good opportunity to find out how your child is settling into the Sixth Form and to ask teachers what you can do to help. We do recommend that your child accompanies you so that all parties may contribute to discussions.

If you are unable to attend, please contact Mr Rose (Yr 12) or Mrs Mothersdale (Yr13) to discuss alternative arrangements. You are, of course, welcome to discuss things at any time during the year and should contact us by email or by telephone, whenever you feel it is appropriate

## **PLANNERS**

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These are used for communication between school and home:

- Students – to record homework/attendance and punctuality details.
- Teachers and Parents – to pass comment on progress or concerns.

## **REPORTS**

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There are two different types of written feedback each term to parents: -

- "Interim Assessments" which give information and feedback on attendance, effort, achievement and homework in every subject. These are normally issued once a term.
- A more detailed "Main Report" which includes written comments and grades from all subject teachers. This is issued in the Autumn term of Year 13 and is used for writing references for university, college or employment.

## **ADDITIONAL EDUCATIONAL NEEDS (AEN)/STUDENT SERVICES**

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The school has a range of support available, if required, and you are advised to speak to the Head of Student Services, at the earliest opportunity and in full confidence.

The Head of Student Services is also available at every Parents' Evening.

## **IN CONCLUSION**

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Thank you for taking the time to read through this booklet. Please do let us know if there is anything you feel we have missed, or if anything needs more careful explanation.

Email to [enquiries@christletonhigh.co.uk](mailto:enquiries@christletonhigh.co.uk)