We are delighted to welcome your child to Christleton High School, and we trust you are keen to work with us, to ensure the very best for your child.

This handbook has been produced with contributions from Parents/Carers, for which we are most grateful.

This information is divided into three sections:-

- Practical
- Pastoral
- Curriculum

Christleton High School
Village Road
Christleton
Chester
CH3 7AD

01244 335843

Email: enquiries@christletonhigh.co.uk
Website: www.christletonhigh.co.uk

School Motto:
Bringing Aspirations to Life in a Happy, Hardworking and Caring Community

Headteacher: Mr A. D. Stenhouse (until 31st August 2019)
Mr D. P. Jones (from September 2019)
**ABSENCE – Unexpected (see also Attendance, Holidays and Registration)**

On the first day of your child’s absence, no later than **9:00am**, please either email the school at attendance@christletonhigh.co.uk or telephone the school, using the absence option on the menu. Leave details of your child’s name, Form, reason. Please make sure you do this every day your child does not attend school. If you have not emailed, when your child returns, please send a note with them to their Form Tutor, or use their Planner, confirming reason for absence and date, so that we can mark the registers correctly.

If the absence is expected to be long term due to medical reasons you will be required to produce a medical evidence letter. You will need to make an appointment with the Form Tutor, to discuss what can be done to support learning and your child’s return to school. You can access the email via the website/Parents/Absence.

**Authorised & Unauthorised Absence Procedure**

- Report a student illness / medical / dental appointment via email
- Send an email to request authorisation for an absence due to exceptional / emergency circumstances
- Download a hard copy of the Absence Request Form - for exceptional / emergency circumstances
- Download Fixed Penalty Notices for Unauthorised Holidays Letter

Absence due to illness / medical / dental appointments

**ATTENDANCE AND PUNCTUALITY (see also Absences, Holidays and Registration)**

Registers are taken in the morning and afternoon Form period and in every lesson.

The school office checks attendance daily after morning registration or Lesson 1 and will contact parents to advise them of non-attendance.

**BUSES**

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**

Students from Ellesmere Port, Elton, and Mickel Trafford may be able to use buses arranged privately by Ellesmere Port and Neston Community Trust (EPNCT). Please contact them directly on **0151 355 3739**. The EPNCT allocate places, 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. These buses drop off/pick up outside the school.

- A commercial service (no.36 route) currently run by Arrowebrook (01244 382444) serves Guilden Sutton/Hoole/Vicars Cross.
- 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, https://www.traveline.info/ or on the school’s website at www.christletonhigh.co.uk under transport, within both the school information and parents tabs.

COUNCIL CONTRACTED BUSES

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

<table>
<thead>
<tr>
<th>Contract no.</th>
<th>Route</th>
<th>Provider</th>
<th>No. of seats (as of April 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>61208</td>
<td>Farndon, Churton, Aldford, Saighton to Christleton High School</td>
<td>RTS Minibus</td>
<td>13</td>
</tr>
<tr>
<td>61237</td>
<td>Barrow to Christleton High School</td>
<td>Carvers</td>
<td>49</td>
</tr>
<tr>
<td>61240</td>
<td>Tattenhall, Huxley, Hargrave to Christleton High School</td>
<td>Parkers</td>
<td>10</td>
</tr>
<tr>
<td>61243</td>
<td>Littleton, Ashton, Tarvin to Christleton High School</td>
<td>Crown Logistics</td>
<td>8</td>
</tr>
</tbody>
</table>

All seat allocations are arranged by Cheshire West and Chester Council Transport and some parents may be eligible for assistance with transport costs.

For more information, please contact 0300 123 7039 for detailed information, or visit www.cheshirewestandchester.gov.uk/schooltransport

CAR PARKING (see also Dropping off students)

Car parking is at a premium on the school site. There are four visitor parking bays outside Main Reception; alternatively, there may be spaces available in the car park beyond the Sports Centre.

Please do not park on the school site to collect children at the end of the school day. You should not park on yellow lines or do “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.
CYCLING

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

Cyclists have first priority for lockers and any remaining are then allocated to other Year 7 students.

We run a Bike Ability course every year, enabling students to cycle safely to school.

http://www.christletonhigh.co.uk/school-information/transport.php

CALENDAR

Detailed Calendars (monthly events, sports, trips) are available on the school website at https://www.christletonhigh.co.uk/calendar/

CHRISTLETON HIGH SCHOOL ASSOCIATION (CHSA)

Parents/Carers 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.

The CHSA can be contacted via chairofchsa@christletonhigh.co.uk. For more detail, please see the school website at https://www.christletonhigh.co.uk/parents/chsa.php

CONTACTING STAFF

Messages can be left at Reception or the Main Office and these will be emailed to staff regularly throughout the day. 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 email via enquiries@christletonhigh.co.uk. A list of all current staff is available in the ‘Staff list’ section of the website at (www.christletonhigh.co.uk) Contact/Staff list. Please note that due to teaching commitments, staff are not always able to respond immediately, although they will normally make contact within three working days. (72 hours)

The school also uses an email information system for letters, reports etc, so it is important that we have your up-to-date email address.
DROPPING OFF STUDENTS BY CAR (see also Car Parking)

You should always drop your child/children off outside the school site at a convenient and safe place.

We wish to restrict the number of vehicles entering the school site at this busy time so that all our students remain safe. **Please refrain from dropping off or doing a “U” Turn in the entrances.**

All Parents/Carers who routinely transport students to and from school are requested to use 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 Whitchurch) - Quarry Bridge lay-by
  AM & PM (approx. 9 mins walk)

**EMERGENCY CLOSURE**

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

- Heart Radio
- DEE 106.3
- BBC Radio Merseyside

The school telephone system will also provide a message informing callers about closures and the school website will display a “flash” message. The information will also be relayed to parents by email/text message. (See also Home/School Communications)

**END OF TERM**

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. Please do check your letters to confirm this.

Spring Term and Half Terms usually end as a normal day.

**EQUALITY**

The school supports the Equality Act 2010 and we strive to make all our procedures compliant with the Equality Act. Downloads of policies are available from the school website.
FINANCIAL SUPPORT

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 available on the website at [https://cheshirewestandchester.gov.uk/residents/education-and-learning/school-meals.aspx](https://cheshirewestandchester.gov.uk/residents/education-and-learning/school-meals.aspx) or contact the Council on 0300 123 7039.

FIRST AID

If your child becomes ill or is injured during the day, the School Nurse or First Aiders will make a judgement about their condition. A short period of rest may be all that is required. If you have indicated that a paracetamol tablet may be administered, this will be done and you will receive notification via email.

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

**Students should not contact Parents directly and Parents should not come to collect students unless requested to do so by the School.**

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.

Medicines should only be brought into school when essential. Please contact the School Nurse for a form to authorise this.

FOOD AND DRINK (see also Lunch Time)

The school has three dining areas: Main Dining Hall, The Mini C and a Deli Bar for Sixth Form students. A cashless facility is available using the Bio-metric scanning system. The Main Dining Hall will serve breakfast from 8:00am.

Menus are displayed in the dining areas, Form Rooms and often in the Newsletter/Student Weekly Bulletin. A wide selection of choice is available. Students may bring their own packed lunch if they prefer and may eat with students buying a lunch or in an alternative designated area. Drinking water is available in various areas around school. Students should bring their own water bottle.

**The vending machines in the Sports Centre and the Sixth Form Deli Bar are out of bounds to all students in Years 7 – 11 during the school day.**

FREE SCHOOL MEALS

Free school meals are available for children if their parent/carer receives certain benefits. In addition, the school receives Pupil Premium funding each year for each student, who is entitled to free school meals; this funding continues for up to six years after the free school meals claim ends. This means that even if you only expect to claim for a short period of time, the Pupil Premium funding will continue to support your child’s education for the long term.
Free school meals are not only beneficial to parents/carers, but funding could be used to provide additional support for your child. The school would encourage those entitled to claim for Free school meals. If your child prefers to bring a packed lunch, you will still need to register for free school meals for our school to receive the Pupil Premium funding.

Please make sure you contact the County Council to ensure your child’s entitlement is carried forward to the next academic year. Please contact: 0300 123 7039

GOVERNORS

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 at https://www.christletonhigh.co.uk/governance/ or contact Mrs S. Wong, Clerk to the Governors, at the school for more information.

HOLIDAYS / AUTHORISED ABSENCES

We would like to explain to all parents, the law regarding absences during term time.

Unless there are exceptional circumstances, requests cannot be authorised. If parents still decide to take their child out of school, then school will mark the absence as unauthorised, which may lead to the involvement of the Education Welfare Service and the issuing of a Fixed Penalty Notice. The cost of Fixed Penalties are £60 if paid within 21 days or £120 if paid within 28 days.

If the Fixed Penalty Notice is not paid, the Local Authority will take legal action. These Fixed Penalty Notices have been introduced as part of the government’s drive to improve attendance.

If you need to take your child out of school for a special event (e.g. Family Wedding) please request by email using the Absence Request Form well in advance. The form is available from the website at https://www.christletonhigh.co.uk/parents/absence.php

You can also download a hard copy, complete and return to Student Reception.

All absence requests will be sent to the relevant member of staff for consideration. Parents will be notified of the outcome by email.
HOME SCHOOL COMMUNICATION

The school uses “Schoolcomms”, to send emails/text messages to parents/carers. It is most important therefore, that we have both parental email and mobile phone numbers on our records.

The school’s usual method of sending letters home is by “Schoolcomms”. Copies of letters sent to all parents, specific Year groups or regarding trips are also posted on the school website at https://www.christletonhigh.co.uk/parents/trips.php

The school will only send a communication via the youngest sibling in cases of “whole school” correspondence. Occasionally, letters are sent via ‘student post’. Please ask your child frequently if they have any letters or search their school bag!

LOCKERS

Student Reception will allocate a locker to all Year 7 students. Students must provide their own lock. The cash office have padlocks for sale. Any cyclists in other Year Groups who need a locker for storage of helmets can go to the Student Reception when they will be allocated a locker.

All lockers will be cleared during the summer holiday, so it is important that they are emptied by students at the end of the academic year.

LOST PROPERTY

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

Please make sure that all uniform, coats, pencil cases, water bottle etc are labelled.

LUNCH TIME (see also Food and Drink)

The school operates a “must remain on site all day” policy and students will only be allowed to return home for lunch if requested by a parent in writing, to the relevant Year Head. A pass system is in place for this. Students must sign in/out at Student Reception.

MEDICAL/DENTAL APPOINTMENTS

Students must sign in/out for appointments at Student Reception. The school must be made aware of such appointments in advance, via the Attendance Officer at attendance@christletonhigh.co.uk or contact the Student Reception.
MEDICINES

Please notify the school if your child has to regularly take medication, when procedures will be followed. Administration of painkillers (Paracetamol tablet) – you will be asked for permission for the school to administer paracetamol to your child as stated on the Admission form, given to all parents. The school will not give Paracetamol if you have not consented.

MOBILE PHONES AND MUSIC PLAYERS

Students are allowed to use mobile phones (or similar devices) outside the school buildings during break and lunchtimes. If used during lessons, (without the express permission of teachers), they will be confiscated and sent to Student Reception where they can be collected at the end of the school day.

ONLINE PAYMENTS

The school has an online payment system for Trips/Books etc, which enables you to pay for these items via a secure website. Please see website at https://www.christletonhigh.co.uk/ and access Pay Online.

An introduction to our Online Payment service

What does ParentPay do?

- Enables you to pay for School Visits, School meals and other items such as maths equipment
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows you to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?

- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
You will never need to miss a payment, or have insufficient credit, with automated email/SMS alerts (activated by you).

ParentPay is quick and easy to use.

More information can be found on the School website following the Pay Online link, alternatively contact cashoffice@christletonhigh.co.uk

ParentPay FAQs

When can I log in to my account?
This pack includes a letter with your login details that will allow you to activate your account and start making payments.

Which cards can I use?
ParentPay accepts MasterCard, Visa credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa debit cards.

Is it safe to make payments on the internet?
Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.

How can I check that it’s secure?
Standard website addresses begin with http: the address for a secure site will always begin with https. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any webpage whose address does not start https.

What about our personal information?
ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account however; ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection regulations.

ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820.

I do not have a home PC so how can I use ParentPay?
Why not visit your local library, internet café or see if you can get access to a computer at work.

For more information please visit www.parentpay.com
OPENING HOURS

The school is open to students to work with staff by invitation or in the i-Research Centre (IRC) from 08:00 to 17:00. Students are allowed to remain in the i-Research Centre for study from the end of lessons until 17:00 on Monday to Thursday and 16:00 on Fridays.

No student should be in any other part of the school unless supervised by a teacher.

PE AND SPORTS KIT

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Polo Shirt*</td>
<td>Blue Polo Shirt*</td>
</tr>
<tr>
<td>Blue Shorts*</td>
<td>Gym Shorts*</td>
</tr>
<tr>
<td>White Socks#</td>
<td>White Socks#</td>
</tr>
<tr>
<td>Running Trainers</td>
<td>Running Trainers</td>
</tr>
<tr>
<td>Reversible Sports Shirt*</td>
<td>Blue/White Socks*</td>
</tr>
<tr>
<td>Blue/White Socks*</td>
<td>Track Pants*#</td>
</tr>
<tr>
<td>Football Boots</td>
<td>Sky Blue Sweatshirts*</td>
</tr>
<tr>
<td>Shin Pads</td>
<td>Football Boots</td>
</tr>
<tr>
<td>Gum Shield</td>
<td>Shin Pads</td>
</tr>
</tbody>
</table>

* Available from Sportswear International. See the School Website for details  # Optional

PUPIL PREMIUM

Pupil Premium is available for Schools and Academies to provide additional support for students who have received free school meals at any point in the last six years, looked-after children, children adopted from care and children of service personnel.

Your child may be identified as a Pupil Premium student, for one of the reasons given above. Christleton High School has a number of different initiatives in place to further support the learning of Pupil Premium students.
QUESTIONS

Knowing who to talk to is often a problem.

If you have an “admin” type query:

School Reception will often deal with it or pass you on to the most suitable person.

If your query concerns your child’s learning then either:

The specific Subject teacher or the Form Tutor

and/or

Following this, the Year Head, Head of Department, or Senior Leadership Team may become 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 on the website at http://www.christletonhigh.co.uk/school-information/policies-and-documents.php

The Deputy Headteacher, is the Complaints’ Co-ordinator. parentalcomplaints@christletonhigh.co.uk

RECEPTION (see also Student Reception)

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

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

REGISTRATION (see also Absences, Attendance and Holidays)

Students are legally required to register in the morning and afternoon. It is the responsibility of students who are late to school to sign in at Student Reception. If students need to leave for a medical appointment, they must sign out at Student Reception.

SCHOOL OFFICE

The school office opens at 08:00 and closes at 16:00, Monday to Friday, term time only.
**SCHOOL DAY TIMINGS**

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Duration (minutes)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 08:40</td>
<td>5</td>
<td>Students should be on site</td>
</tr>
<tr>
<td>08:45 - 08:50</td>
<td>5</td>
<td>Registration</td>
</tr>
<tr>
<td>08:50 - 09:50</td>
<td>60</td>
<td><strong>Period 1</strong></td>
</tr>
<tr>
<td>09:55 - 10:55</td>
<td>60</td>
<td><strong>Period 2</strong></td>
</tr>
<tr>
<td>10:55 - 11:15</td>
<td>20</td>
<td>Break</td>
</tr>
<tr>
<td>11:15 - 12:15</td>
<td>60</td>
<td><strong>Period 3</strong></td>
</tr>
<tr>
<td>12:15 - 12:30</td>
<td>15</td>
<td>Registration for Years 9, 10, 11, 13</td>
</tr>
<tr>
<td>12:30 - 13:20</td>
<td>50</td>
<td>Lunch time for Years 9, 10, 11, 13</td>
</tr>
<tr>
<td>12:15 - 13:05</td>
<td>50</td>
<td>Lunch time for Years 7, 8, 12</td>
</tr>
<tr>
<td>13:05 - 13:20</td>
<td>15</td>
<td>Registration for Years 7, 8, 12</td>
</tr>
<tr>
<td>13:20 - 14:20</td>
<td>60</td>
<td><strong>Period 4</strong></td>
</tr>
<tr>
<td>14:25 - 15:25</td>
<td>60</td>
<td><strong>Period 5</strong></td>
</tr>
</tbody>
</table>

**On Wednesdays, formal lessons will end at 14:20 to allow time for staff development, extra-curricular sport, music, support lessons and extension work**

**SMOKING**

The school buildings and grounds are non-smoking areas.

**SPORTS CENTRE, POOL, AND ALL WEATHER PITCH**

The school and Brio Leisure on behalf of the Council run this jointly.

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 [https://www.christletonhigh.co.uk/school-information/facilities-all-weather-pitch.php](https://www.christletonhigh.co.uk/school-information/facilities-all-weather-pitch.php) or telephone 01244 336664 for Brio Leisure contact.
STUDENT RECEPTION / CASH OFFICE

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 and is open every week day.

See the link on the school website at https://www.christletonhigh.co.uk/ and access Pay Online.

NEWSLETTER/STUDENT WEEKLY BULLETIN

This contains weekly 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 at https://www.christletonhigh.co.uk/parents/student-bulletin.php

THE SWAN – (SCHOOL MAGAZINE)

The Swan is our full-colour glossy magazine which is published twice a year. A complimentary copy is supplied to every family and can be downloaded from the school website.
http://www.christletonhigh.co.uk/school-information/swan-newsletter.php

TRACK MY CHILD - SLG (SIMS LEARNING GATEWAY)

SIMS Learning Gateway is a web-based system enabling you to access your child’s data, via the internet. The data available will include information about:

- basic student record
- attendance
- assessment
- last 3 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 given separate information about this including log on details and an information booklet by the end of September.

If you need any assistance with this procedure, please email slg@christletonhigh.co.uk.

TRANSPORT - see Buses
A high standard of personal appearance is expected of all students. Anyone arriving at school in non-uniform clothing may be sent home to get changed or put in isolation. Inappropriate items may be confiscated. We advise students not to bring valuables to school, as we cannot take responsibility for their safekeeping. All clothing must be named.

The following table outlines the required uniform and the school’s expectations.

<table>
<thead>
<tr>
<th><strong>Trousers</strong></th>
<th>Smart, tailored, plain black school trousers of waist height and ankle length. (no jeans, chinos, hipsters, tracksuit bottoms, skinny-fit, leg pockets).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skirts</strong></td>
<td>Smart, plain black skirt of knee length – no more than 2 inches above or below the knee. Should be worn with black opaque tights or plain black or white socks. (no splits, tiered or tight/bodycon skirts).</td>
</tr>
<tr>
<td><strong>Shirts</strong></td>
<td>White, stiff-collared shirt buttoned up, that can be tucked in. Should always be worn with the school clip-on tie (no tightly fitting blouses). School-crested polo shirt during the summer term. (Students should not wear coloured or lettered undergarments, which may be visible through their collared or polo shirts.)</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>All black footwear with a sensible heel, with no logos or white stripes (no boots, flipflops, sandals).</td>
</tr>
<tr>
<td><strong>Jumpers</strong></td>
<td>School-crested navy blue jumper. (no cardigans, hooded sweatshirts or tops of sweatshirt material).</td>
</tr>
<tr>
<td><strong>Make-up</strong></td>
<td>Make-up/nail polish should not be worn by students in Years 7-9. Light make-up/nail polish may be worn in Years 10-11. (Students wearing excessively heavy make-up or brightly coloured nail-varnish will be asked to remove it).</td>
</tr>
<tr>
<td><strong>Jewellery</strong></td>
<td>On the grounds of health and safety, we do not allow students to wear jewellery, with the exception of plain ear-studs/sleepers and a wristwatch.</td>
</tr>
<tr>
<td><strong>Bags</strong></td>
<td>Bags should be large enough to hold files, textbooks and equipment.</td>
</tr>
<tr>
<td><strong>Hair</strong></td>
<td>Hair should be of natural colouring. ‘Extreme’ styles should be avoided.</td>
</tr>
</tbody>
</table>

**WEBSITE**

The school website is - www.christletonhigh.co.uk

**YOUR CONTACT DATA**

Please keep the school office informed of changes to personal data – address, phone contacts, email, doctors, medical conditions etc. You can do this via Track my Child Sims Learning Gateway or call the Main Office.
**BULLYING**

The school has an Anti-Bullying Policy 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. See the link on the school website at

http://www.christletonhigh.co.uk/school-information/policies-and-documents.php

**COMPUTERS**

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 four ICT rooms and five 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.

Computers are also available in the iResearch Centre, which is open until 17:00 on Monday to Thursday, and 16:00 on Friday.

**DISCIPLINE**

The school has a system of Rewards and Consequences. We use the Lesson Monitor system, details of which are displayed in every Form Room as well as your child’s Planner and the Home School Agreement.

Please see for behaviour policies https://www.christletonhigh.co.uk/school-information/policies-and-documents.php

**OTHER USEFUL INFORMATION**

Letting your Form Tutor know about what your child is doing out of school can be helpful. Teachers will be able to build on your child’s experiences and skills when at school e.g. hobbies and sports, achievements, unexpected changes, illness or bereavement.
PARENTS’ EVENINGS

These events provide a good opportunity to find out how your child is settling in and to ask teachers what you can do to help.

Parents’ Evenings are held once a year for every Year group in the school, when all subject teachers for that particular Year group should be present.

We do recommend that you bring your child in school uniform with you; indeed some subject teachers will be keen to involve them in the discussion about their progress. If you have young children, you may bring them along too, although you will need to be responsible for them.

We use an online booking system for parents to book appointments with teachers and dates can be found on the school calendar on our website. You will be notified by email only.

The school playgrounds are open for additional parking on Parents’ Evenings. Please be mindful of residents nearby when leaving the car park at night.

SCHOOL COUNSELLOR

Practitioners from CAMHS (Children and Adolescence Mental Health Services) work in school one afternoon per week to provide a well-being service to support students’ emotional health. This is operated via a referral system to student support.

For further information about CAMHS, please visit http://www.mymind.org.uk

SCHOOL TRIPS

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 our website at http://www.christletonhigh.co.uk/parents/trip-letters-and-information.php

SETTLING IN

During the first weeks of term, your child will get to know their Form Tutor, whom they should see in the first instance with any concerns or worries.

Staff will be available in the school yard and on corridors during the first weeks of term to help with any problems such as finding their way around school. Students can also call at Student Services for help and advice.

You can help your child settle in quickly by talking to them about school and by checking their Planner every day. This will assist them in organising themselves fully for each school day.
SPORT AFTER SCHOOL

The school produces a fixture list, which is displayed on the PE Notice Board and is also included in the Newsletter/Student Weekly Bulletin. Students will be informed of any cancellation.

Reception will be notified if there is a delay in returning and the estimated time of arrival back in school.

The teacher in charge will ensure that all students have arranged a lift home and students may stay in the Main Reception area until collected.

TRUANCY

Students are obliged by law to attend school for 190 school days per year.

Any parent who does not see that this obligation is fulfilled can ultimately be taken to court for the omission.

The school plays its part in seeing that the law is obeyed by having a structured system of registration at both morning and afternoon school to check on attendance.

In addition, all subject teachers keep a class register to double-check that students remain on campus throughout each half-day session.

Please see website at http://www.christletonhigh.co.uk/school-information/policies-and-documents.php
CURRICULUM

Through following the national curriculum for England, we offer a curriculum that:

- is broad and balanced
- Provides enjoyment, boosts self-esteem and raises aspirations creating a culture of students who want to learn
- Promotes spiritual, moral, social and cultural development
- Encompasses the acquisition of a growth mind-set
- Emphasises the importance of Literacy and Numeracy
- Prepares our students for a successful future
- Equips students with the knowledge, skills, and understanding to achieve as highly as possible at Key Stage 4 and beyond.
- The curriculum is delivered through a two-week timetable of 24 lessons per week, each lesson lasting for one hour.

HOMEWORK (see also Planners)

Homework to be completed is recorded in Student Planners (Year 7, 8 and 9) and online.

Marks can be seen in books and some pieces of work may be retained for assessment.

Homework can also be viewed via Track my Child, Sims Learning Gateway. The full policy is on the website at [http://www.christletonhigh.co.uk/pdf/parents/chs-home-learning-policy.pdf](http://www.christletonhigh.co.uk/pdf/parents/chs-home-learning-policy.pdf)

Students can download the Homework app on their mobile phones. Information will be given out to students in September by ICT Support team.

LESSON MONITOR

Subject teachers will give every student a score between 1 and 5 for each lesson to indicate attitude to learning.

Attitude to Learning guide

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excellent</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
</tr>
<tr>
<td>3</td>
<td>Passive/Inconsistent</td>
</tr>
<tr>
<td>4</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>5</td>
<td>Unacceptable</td>
</tr>
</tbody>
</table>

A more detailed explanation of the scores can be found in the Home School Agreement Booklet. Parents can access these scores through Track my Child, Sims Learning Gateway (SLG). All User Names and Passwords will be issued to new parents by the end of September.
<table>
<thead>
<tr>
<th><strong>Attitude to Learning Criteria</strong></th>
<th><strong>Example behaviour</strong></th>
<th><strong>Resulting action</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 - EXCELLENT</strong></td>
<td></td>
<td><strong>Examples may include:</strong></td>
</tr>
<tr>
<td>You are hard-working, highly motivated and contribute fully to learning.</td>
<td>Worked independently to complete tasks to the best of your ability.</td>
<td>Praise in lesson.</td>
</tr>
<tr>
<td>You are enthusiastic and co-operative with staff and collaborate very effectively.</td>
<td>Assisted with the learning of other students.</td>
<td>Positive comment on SIMS/Behavioural point.</td>
</tr>
<tr>
<td>You take full responsibility for your own learning, show perseverance, meet all deadlines and complete work to the very best of your ability.</td>
<td>Used own initiative to complete tasks to the best of your ability.</td>
<td>E cards/email home.</td>
</tr>
<tr>
<td>You complete research, preparation and home learning thoroughly and are fully equipped for lessons.</td>
<td>Worked collaboratively with other students during lesson activities (practical/discussion).</td>
<td>Inform FT/HoY/HoD.</td>
</tr>
<tr>
<td><strong>2 - GOOD</strong></td>
<td></td>
<td><strong>Not always necessary; examples may include:</strong></td>
</tr>
<tr>
<td>You work hard and present a positive attitude to learning.</td>
<td>Work completed to a good standard for individual student.</td>
<td>Positive comment on SIMS/Behavioural point.</td>
</tr>
<tr>
<td>You are willing, co-operative with staff and collaborative with others.</td>
<td>Contributions made to lesson activities.</td>
<td>E cards/email home.</td>
</tr>
<tr>
<td>You complete work to a good standard.</td>
<td></td>
<td>Verbal praise.</td>
</tr>
<tr>
<td>You are well-prepared and fully equipped for lessons with home learning completed appropriately.</td>
<td></td>
<td>Inform FT/HoY/HoD.</td>
</tr>
<tr>
<td><strong>3 – PASSIVE/INCONSISTENT</strong></td>
<td></td>
<td><strong>Not always necessary, but if a cause for concern:</strong></td>
</tr>
<tr>
<td>You are not working to the best of your ability and need encouragement to stay on task and think for yourself.</td>
<td>Satisfactory work but easily off task.</td>
<td>Student moved in class.</td>
</tr>
<tr>
<td>You are coasting and putting in variable effort.</td>
<td>Needed to be reminded more than once to complete a task.</td>
<td>Discussion after lesson.</td>
</tr>
<tr>
<td>You are not fully prepared for this lesson, you do not have all the required equipment and home learning is not completed or shows minimal effort.</td>
<td>Talked at inappropriate times after a warning.</td>
<td>Comment on SIMS.</td>
</tr>
<tr>
<td></td>
<td>No evidence of home learning.</td>
<td>Home learning to be complete.</td>
</tr>
<tr>
<td><strong>4 - UNSATISFACTORY</strong></td>
<td></td>
<td><strong>At least one consequence MUST be issued:</strong></td>
</tr>
<tr>
<td>You need frequent reminders to stay on task.</td>
<td>Needed to be reminded three or more times to stay on task.</td>
<td>Permanent movement in lesson.</td>
</tr>
<tr>
<td>You do not meet the expected standards of behaviour or effort.</td>
<td>Did not use school equipment correctly, e.g. seen using the incorrect website.</td>
<td>Detention.</td>
</tr>
<tr>
<td>You are not prepared for lessons and need to accept more responsibility for your learning.</td>
<td>Distracted others by repeatedly talking at the wrong times.</td>
<td>Email/call home.</td>
</tr>
<tr>
<td>Your lack of effort and focus has a negative impact on your learning and sometimes that of others.</td>
<td>Sent out of the lesson and allowed back in.</td>
<td>Communication with FT.</td>
</tr>
<tr>
<td><strong>Passive/inconsistent behaviour in addition to no home learning.</strong></td>
<td>Used inappropriate/insulting language during the lesson.</td>
<td>Subject Report (if consistently receiving 4s).</td>
</tr>
<tr>
<td><strong>5 – UNACCEPTABLE</strong></td>
<td></td>
<td><strong>At least one consequence MUST be issued:</strong></td>
</tr>
<tr>
<td>You do not involve yourself in the learning process without frequent prompting.</td>
<td>Refused to follow instructions.</td>
<td>Detention.</td>
</tr>
<tr>
<td>You seem unprepared to learn and also often stop others learning.</td>
<td>Rudeness shown towards a member of staff.</td>
<td>Lesson isolation e.g. working with a Sixth Form group/another teacher (if consistently receiving 4s).</td>
</tr>
<tr>
<td>You do not meet the expectations regarding behaviour and your response to correction is negative.</td>
<td>Argumentative/aggressive.</td>
<td>Referral to FT/HoY/HoD.</td>
</tr>
<tr>
<td></td>
<td>Sent out of the lesson more than once.</td>
<td>Subject Report.</td>
</tr>
<tr>
<td></td>
<td>Used inappropriate/insulting language during the lesson directed in a malicious manner.</td>
<td>Senior staff call out.</td>
</tr>
</tbody>
</table>
MUSIC INSTRUMENTAL/SINGING LESSONS

One-to-one singing or tuition on a range of musical instruments can be organised, and is partially subsidised by the school. Tuition takes place before, during and after the school day and is bookable and chargeable one term in advance, to allow the school to employ staff to provide consistent long-term teaching.

There are various musical ensembles for students to join including smaller groups catering for String/Guitar/Brass/Flute/Clarinet/Saxophone players, the School Choir and the School Concert Band. These groups all perform at our twice yearly concerts, Spring and Christmas, as well as for various ad hoc performances throughout the academic year as required, sometimes outside of school.

Further information about any aspect of extra-curricular music, or other matters relating to Performing Arts at Christleton High School, is available from Mr S Phillips, Head of Performing Arts. Email: phillipss@christletonhigh.co.uk

PLANNERS

These are used at KS3 (Year 7, 8 & 9) for communication between school and home:

- Students record homework/attendance and punctuality details.
- Teachers add comments of concern or notes of praise/good work.
- Parents are encouraged to write comments/concerns and to sign the Planner weekly.

REPORTS

There are two different types of written feedback to parents/carers:

- “Interim Assessments” which are normally issued once a year for students in Years 7-11.
- A more detailed “Annual Report” which includes written comments from Form Tutor and attainment grades from all subject teachers. This is issued annually to all students in Years 7 to 11.
- These will then be uploaded to Track my Child, Sims Learning Gateway (SLG).

Please feel free to discuss any issues arising from reports with the relevant member of staff. See Calendar for dates.

ADDITIONAL EDUCATIONAL NEEDS (SEN) STUDENT SERVICES

For support in this area, you are advised to speak to Miss Jennifer Edwards, SENCO edwardsj@christletonhigh.co.uk at the earliest opportunity and in full confidence. Student Services will also be available at every Parents’ Evening.

TESTS

Subject Teachers will normally inform students in advance of any tests. Revision preparation is normally given as a homework task, which students should record in their Planners.
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
Appendices

- Home School Agreement
- Taking Holiday during term time
- School Uniform
- Free school meals
- Extra-Curricular Instrumental & Singing Lessons
- School map
CHRISTLETON HIGH SCHOOL

‘HOME SCHOOL AGREEMENT’

‘Bringing Aspirations to Life in a Happy, Hardworking and Caring Community’

SCHOOL ETHOS

We will enable all students to recognise and achieve their full potential in life. As a supportive and stimulating community, we will encourage individual self-development and independence. We will foster high personal and moral values and concern for others.

To help us achieve this object we will:
- Develop students’ independent learning skills.
- Encourage teamwork where individual contributions are valued.
- Work collaboratively with parents.
- Recognise our role in the community by continued development of our links with local residents, charities, businesses, local councils, government agencies and other educational establishments.
- Work to an annual development plan, which sets targets, allocates resources and monitors progress.
SCHOOL AGREEMENT

As a school we will do our best to:

- Provide a safe, well-ordered and caring environment.
- Value and respect your child as an individual.
- Record and reward good performance, effort and progress.
- Ensure that your child achieves his/her full potential as a valued member of the school community.
- Provide a balanced and challenging curriculum, which meets the individual needs of your child and encourages high aspirations for the future. (see Information Guide for Parents for more information).
- Encourage high standards of work and behaviour through building good relationships and developing a sense of responsibility.
- Provide induction support when your child joins the school and continuing Form Tutor support and advice throughout your child’s education at the school.
- Keep you informed about general school matters.
- Keep you informed of your child's progress via their planner and assessment grades and comments on work. We offer communication systems such as School Comms and SIMs Learning Gateway.
- Provide interim assessments and one Parents’ Evening per year.
- Be open and welcoming and offer opportunities for parents to become involved in the life of the school.

Signature:

[Signature]

Assistant Headteacher: Achievement, Care and Transition
As a Parent/Carer I will do my best to:

- See that my child attends school regularly, punctually, properly equipped and in full school uniform.
- Encourage my child to have a positive attitude towards school.
- Support my child in the completion of homework and revision.
- Make my child’s Form Tutor aware of any concerns or problems that might affect my child’s learning or behaviour.
- Support the school’s policies and guidelines as fully as possible. (This may require arranging alternative transport if an after-school detention is given.)
- Attend Parents’ Evenings.
- Ensure that my child keeps an up-to-date and tidy planner.
- Support the school in its aim to be a Happy, Hardworking and Courteous community.

We ask that you also:

- **Keep us informed of changes to personal details, in particular emergency telephone numbers and email addresses.**
- Telephone the school on the first day of any unexpected absence your child may have and follow this up with a note on the first day he/she returns.
- Ensure that all school documents are returned promptly.
- Refrain from taking holidays during term time, as all absence from school has a detrimental effect on my child’s learning.
- Make use of Lesson Monitor and School Comms information to help monitor and support your child.
STUDENT AGREEMENT

CODE OF CONDUCT

Treat students, members of staff and visitors in a polite and respectful way

Take responsibility for your learning, behaviour and actions

Be punctual, fully equipped and prepared to learn

Co-operate fully with all members of staff

Always speak in a respectful manner

Take care of the school environment

Be attentive and walk quietly on the left in corridors and on the stairs

Phone/tablet use is permitted inside school, only with the permission of staff

Students should be outside or engaged in supervised activities during break times (unless the wet weather bell rings)

Fill water bottles and visit the toilet during break and lunch times

Food and drink must be consumed only in approved areas

Place all litter in bins provided
Taking Holiday in term time

Dear Parent/Carer

I am writing to you to remind you of the regulations regarding student absences during term time. The regulations are clear, both on our role as a school and regarding parental responsibility to ensure their children’s attendance at school.

The Government discourages the taking of holidays in term time and schools must adhere to their guidelines as follows:

“As of September 2013, the law has restricted a Headteacher’s ability to authorise holidays during term time. Headteachers are now only empowered to approve a leave of absence when it is requested in advance by the parent or carer with whom the child resides and when circumstances of the requested leave are ‘exceptional’. Following the decision of the Supreme Court on the matter of ‘regular attendance’ in the case of Isle of Wight v Platt, if a parent or carer chooses to take their child out of school during term time when the circumstances are not ‘exceptional’, from September 2017, the Local Authority will be informed as this will constitute an unauthorised absence. A Fixed Penalty Notice will then be issued in accordance with Section 444 of the Education Act 1996.

The law stipulates that the current penalties payable by parents/carers are £60 when the penalty is paid within 21 days and £120 when the penalty is paid within 28 days. This penalty is per parent/carer per child.

Failure to pay the penalty could lead to the parent/carer being prosecuted in the Magistrates’ Court.

We appreciate the financial difficulties faced when booking a vacation during school holidays; however, there is an expectation that all schools in Cheshire West and Chester are guided by firm policies and carry out stringent checks to ensure that the number of absences during term time is kept to a minimum. We would like to take this opportunity to thank you for your full support in this matter by not taking your child out of school during term time. Further information can be obtained from www.dfe.gov.uk”

The school understands there will be family circumstances and emergency cases which require exception and the school and its governors have sympathy and understanding when these arise. As a general rule, however, students will not be granted authorised absence unless there are exceptional circumstances. It is our clear understanding that it is in our remit to serve the education of your children to the best of our ability. To do this, we need them to be in school.

The Attendance Policy is available on the school’s website and this notification is to remind you of this and our intention to pursue unauthorised absences, if necessary, to the level of prosecution, from September 2017. I trust you will understand this is for positive educational reasons and that you will respect this before submitting any request for exceptional authorised absence.

Yours sincerely

D P Jones
Headteacher
How to Purchase Your School Uniform

You can purchase your uniform from either:

Our shop, which is based at 22 – 26 Handbridge, Chester, CH4 7JE

The uniform will be stocked at the shop all year round, embroidered and ready for you to take away as and when you call.

Our opening times are:

- 8.30am to 4.45pm on Monday to Thursday
- 8.30am to 4.15pm on Friday
- We will also be open on the following Saturdays during the Summer holidays: 3rd, 10th, 17th, 24th & 31st August 2019. Opening hours will be 9am to 4pm.

Should you find that you are unable to make any of these opening times, you can order online.

Below is a simple guide to using our website:

1. Visit www.uniformityschools.com
2. Select the Online Shop located just underneath our logo.
3. Pick Christleton High School from the list of schools shown or click on the School’s logo.
4. Click on either Schoolwear or PE Kit, depending on the uniform you require.
   This will bring the options as per the school policy.
5. Once one of the above is selected, the system will bring up the available garments to buy, choose the relevant items you wish to purchase, then select the size required and quantity and add to the Cart.
6. To view your cart, select this, which can be found in the banner header at the top right of the page in the opposite corner to our telephone number.
7. Then choose a shipping option (located on the right-hand side of the screen) either collect from school (term time only), collect from the shop or deliver to the home address.
8. When your order is complete, click on the bar ‘proceed to checkout’
9. At check out, if a returning customer, simply login using user name and password. If you are not an existing customer, you can continue as a new customer
10. Then proceed to Checkout where you will need to complete all the required details and the payment information. Please ensure the child’s full name is given.
11. Once you have pressed submit, a confirmation email will be sent to the address provided.
Delivery Options

The following options are available:

- **Collect from the shop** – When collecting from our shop, please allow 2 working days. You will then receive a phone call to confirm that your order is ready for collection.
- **Delivery to the home address (a small charge will be applied)** – please allow at least 3 working days.
- **Delivery to school** – Orders are delivered to school every Tuesday **(term time only)** – please make sure you place your order by noon the previous Friday for the following weeks delivery.

Returns Policy

All goods can be refunded or exchanged provided they have not been worn, washed or the tags removed. We will issue a full refund or exchange the garment once we have received the garments back and they have been inspected.

Contacting us

To contact our shop:  
Phone  01244 566486

Email  shop@uniformityclothing.co.uk

Fax  01244 680797

We look forward to seeing you soon

Terry Pace  
Managing Director  
Uniformity Clothing Ltd
### Christleton High School Uniform & PE Kit 2019
Available from Uniformity Clothing Ltd

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Quantity</th>
<th>£</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt with Logo - White (CHRA111138)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 / 24</td>
<td>0</td>
<td>11.00</td>
<td>0.00</td>
</tr>
<tr>
<td>26 / 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 / 32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 / 33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 / 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 / 40</td>
<td>0</td>
<td>13.00</td>
<td>0.00</td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 / 48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 / 52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>V-Neck Sweatshirt with Logo - Navy (CHRA111030)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 / 24</td>
<td>0</td>
<td>14.00</td>
<td>0.00</td>
</tr>
<tr>
<td>26 / 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 / 32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 / 33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 / 36</td>
<td>0</td>
<td>16.50</td>
<td>0.00</td>
</tr>
<tr>
<td>38 / 40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 / 48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 / 52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clip-On School Striped Tie - Navy/Gold (CHRA111717)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16&quot;</td>
<td>0</td>
<td>6.00</td>
<td>0.00</td>
</tr>
<tr>
<td>18&quot;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys Christleton Multi-Sport Shirt with Logo - Navy/Sky (CHRA111550)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 / 24</td>
<td>0</td>
<td>18.00</td>
<td>0.00</td>
</tr>
<tr>
<td>26 / 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 / 32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 / 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 / 40</td>
<td>0</td>
<td>20.50</td>
<td>0.00</td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 / 48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 / 52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys Vapour Polo Shirt with Logo - Navy / Sky (CHRA111680)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 / 28</td>
<td>0</td>
<td>15.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30 / 32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 / 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 / 40</td>
<td>0</td>
<td>17.00</td>
<td>0.00</td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 / 48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 / 52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milan Football Shorts with Logo - Navy/White (CHRA111489)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 / 20</td>
<td>0</td>
<td>11.00</td>
<td>0.00</td>
</tr>
<tr>
<td>22 / 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 / 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 / 32</td>
<td>0</td>
<td>12.00</td>
<td>0.00</td>
</tr>
<tr>
<td>34 / 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 / 40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Socks with Turnover &amp; Lettering - Navy/White (CHRA111042)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-3</td>
<td>0</td>
<td>5.00</td>
<td>0.00</td>
</tr>
<tr>
<td>3-6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-11</td>
<td>0</td>
<td>6.00</td>
<td>0.00</td>
</tr>
<tr>
<td>12-13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Mercury Polo Shirt with Logo - Sky/White (CHRA111416)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 / 28</td>
<td>0</td>
<td>15.00</td>
<td>0.00</td>
</tr>
<tr>
<td>30 / 32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 / 34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 / 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 / 40</td>
<td>0</td>
<td>17.00</td>
<td>0.00</td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 / 48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 / 52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Cuatro Fleece with Logo - Navy/Sky (CHRA111687)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22 / 24</td>
<td>0</td>
<td>18.00</td>
<td>0.00</td>
</tr>
<tr>
<td>26 / 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 / 32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32 / 33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34 / 36</td>
<td>0</td>
<td>20.00</td>
<td>0.00</td>
</tr>
<tr>
<td>38 / 40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46 / 48</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 / 52</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Response Shorts with Logo - Navy/White (CHRA111415)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18 / 20</td>
<td>0</td>
<td>11.50</td>
<td>0.00</td>
</tr>
<tr>
<td>22 / 24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26 / 28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 / 32</td>
<td>0</td>
<td>12.50</td>
<td>0.00</td>
</tr>
<tr>
<td>34 / 36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38 / 40</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42 / 44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item Name</td>
<td>Code</td>
<td>Quantity</td>
<td>£</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------</td>
<td>------------------</td>
<td>----</td>
</tr>
<tr>
<td><strong>APTUS Girls Leggings - Navy/Silver</strong> (AAAA111888)</td>
<td></td>
<td>22 / 24 26 / 28</td>
<td>14.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 / 32 34 / 36 38 / 40</td>
<td>17.50</td>
</tr>
<tr>
<td><strong>Netburn Skort with Logo - Navy/White</strong> (CHRA111494)</td>
<td></td>
<td>18 / 20 22 / 24 26 / 28</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 / 32 34 / 36 38 / 40</td>
<td>17.50</td>
</tr>
<tr>
<td><strong>Boys Falmouth Trousers - Black</strong> (1KA BK)</td>
<td></td>
<td>24 / 24 26 / 28</td>
<td>14.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 / 29 30 / 32 34 / 36 38 / 40</td>
<td>17.00</td>
</tr>
<tr>
<td><strong>Boys Slimbridge Trousers - Black</strong> (1KA BK)</td>
<td></td>
<td>24 / 24 26 / 28 27 / 29 28 / 30 28 / 32</td>
<td>14.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 / 29 30 / 32 36 / 38 40 / 42</td>
<td>17.00</td>
</tr>
<tr>
<td><strong>Luton Straight Skirt - Black</strong> (913598A BK)</td>
<td></td>
<td>22 / 18 22 / 20</td>
<td>13.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 / 20 32 / 22 34 / 24 36 / 26</td>
<td>16.00</td>
</tr>
<tr>
<td><strong>Boys Slimbridge Trousers - Black</strong> (1KA BK)</td>
<td></td>
<td>24 / 24 26 / 28 27 / 29 28 / 30 28 / 32</td>
<td>14.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 / 29 30 / 32 36 / 38 40 / 42</td>
<td>17.00</td>
</tr>
<tr>
<td><strong>Trinity Track Pants - Navy/White</strong> (AAAA111414)</td>
<td></td>
<td>22 24 26 28 30 32 34</td>
<td>15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 32 34 36 38 40 42 44</td>
<td>18.00</td>
</tr>
<tr>
<td><strong>Luton Straight Skirt - Black</strong> (913598A BK)</td>
<td></td>
<td>22 / 18 22 / 20</td>
<td>13.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 / 20 32 / 22 34 / 24 36 / 26</td>
<td>16.00</td>
</tr>
<tr>
<td><strong>APTUS Girls Leggings - Navy/Silver</strong> (AAAA111888)</td>
<td></td>
<td>22 / 24 26 / 28</td>
<td>14.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30 / 32 34 / 36 38 / 40 42 / 44</td>
<td>16.50</td>
</tr>
</tbody>
</table>

**OPTIONAL**

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Code</th>
<th>Quantity</th>
<th>£</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boys Falmouth Trousers - Black</strong> (1KA BK)</td>
<td></td>
<td>24 / 24 25 / 26 26 / 26 26 / 28 27 / 27 27 / 29 28 / 28 28 / 30 28 / 32</td>
<td>15.50</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 / 29 30 / 32 30 / 30 30 / 32 30 / 34 32 / 30 32 / 32 32 / 34 34 / 30</td>
<td>17.50</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Long Sleeve Shirts - 2 Pack - White</strong></td>
<td></td>
<td>11 11.5 12 12.5 13 13.5 14</td>
<td>13.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 15.5 16 16.5 17 17.5</td>
<td>16.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Long Sleeve Blouse - 2 Pack - White</strong></td>
<td></td>
<td>22 24 26 28 30 32 34</td>
<td>13.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>36 38 40 42 44 46 48</td>
<td>16.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**RECOMMENDED**

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Code</th>
<th>Quantity</th>
<th>£</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Boys Falmouth Trousers - Black</strong> (1KA BK)</td>
<td></td>
<td>24 / 24 25 / 26 26 / 26 26 / 28 27 / 27 27 / 29 28 / 28 28 / 30 28 / 32</td>
<td>15.50</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>29 / 29 30 / 32 30 / 30 30 / 32 30 / 34 32 / 30 32 / 32 32 / 34 34 / 30</td>
<td>17.50</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Long Sleeve Shirts - 2 Pack - White</strong></td>
<td></td>
<td>11 11.5 12 12.5 13 13.5 14</td>
<td>13.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15 15.5 16 16.5 17 17.5</td>
<td>16.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Long Sleeve Blouse - 2 Pack - White</strong></td>
<td></td>
<td>22 24 26 28 30 32 34</td>
<td>13.00</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>36 38 40 42 44 46 48</td>
<td>16.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Garment</td>
<td>Code</td>
<td>Colour</td>
<td>Junior Sizes</td>
<td>Senior Sizes</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
<td>-------------------------</td>
<td>-----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Girls Mercury Polo Shirt</td>
<td>AAA111416</td>
<td>Sky/White</td>
<td>26/28, 30/34, 36</td>
<td>40/44, 42, 44</td>
</tr>
<tr>
<td>Girls Cuatro Fleece</td>
<td>CHRA111687</td>
<td>Navy/Sky</td>
<td>22/24, 30/34, 36</td>
<td>40/44, 42, 44</td>
</tr>
<tr>
<td>Girls Response Shorts</td>
<td>CHRA111415</td>
<td>Navy/White</td>
<td>18/20, 30/34, 36</td>
<td>40/44, 42, 44</td>
</tr>
<tr>
<td>Netburn Skort</td>
<td>CHRA111494</td>
<td>Navy/White</td>
<td>18/20, 30/34, 36</td>
<td>40/44, 42, 44</td>
</tr>
<tr>
<td>Triton Track Pants</td>
<td>AAA111414</td>
<td>Navy/White</td>
<td>22, 30/34, 36, 40/44</td>
<td>42, 44</td>
</tr>
<tr>
<td>Girls Leggings</td>
<td>AAA111888</td>
<td>Navy/Silver</td>
<td>22/24, 30/34, 36</td>
<td>40/44, 42, 44</td>
</tr>
<tr>
<td>Sports Socks</td>
<td>CHRA111042</td>
<td>Navy/White</td>
<td>12-3, 3-6</td>
<td>6-11, 12-13</td>
</tr>
</tbody>
</table>

**Placing Your Order**

**Online:** Visit our website at [www.uniformityschools.com](http://www.uniformityschools.com) and order the required items. You will be able to create an account or log into your existing account at check out.

**By Phone:** Call our team on 01244 566486.

**By Fax:** Complete the order form then fax to us on: 01244 680797

**By Post:** Send your completed order form to: Uniformity Clothing Ltd 22 - 26 Handbridge Chester CH4 7JE.
HOW TO SIZE YOUR CHILD

Our uniform and sportswear garments are generally designed for the best fit, the sizes given opposite are for chest sizes in the tops and waist sizes for the trousers and shorts, in inches.

For example, if your child measures 28 inches across the chest or waist, then that is the size that we recommend that you buy. If your child is between sizes, then we recommend that you buy the next size up.

Measurements such as height are a better guide than age in choosing the correct size, so if your child is taller than average, it is advisable to order the next size up on tops or trousers.

**Height:** Without shoes, stand with feet together flat on the ground and measure from the floor to the top of the head.

**Chest:** Place the tape underneath the arms and measure loosely around the chest at the widest point.

**Waist:** Measure around the natural waistline.

**Inside Leg:** Measure from the crotch to where the trouser is normally worn on the shoe.

---

### Summer Polo Shirt
- **Code:** CHRA11138
- **Colour:** White
- **Junior:** 22/24, 26/28, 30/32, 32/33, 34/36
- **Senior:** 38/40, 42/44, 46/48, 50/52

### V-Neck Sweatshirt
- **Code:** CHRA11030
- **Colour:** Navy
- **Junior:** 22/24, 26/28, 30/32, 32/33
- **Senior:** 34/36, 38/40, 42/44, 46/48, 50/52

### School Striped Tie
- **Code:** CHRA111717
- **Colour:** Navy/Gold/Red
- *Tie Length in Inches: 16” or 18”

### L/S Shirts (2 Pack)
- **Code:** TPS203
- **Colour:** White
- **Junior:** 11, 11.5, 12, 12.5, 13, 13.5, 14
- **Senior:** 14.5, 15, 15.5, 16, 16.5, 17, 17.5

### Boys Slimbridge Trousers
- **Code:** 1KA BK
- **Colour:** Black
- **Junior:** 24/24, 26/28, 27/29, 28/30, 28/32
- **Senior:** 29/29, 29/31, 29/32, 30/30, 30/32, 30/34, 32/32, 32/34, 34/32, 34/34, 36/32, 36/34, 38/32, 38/34, 40/32, 40/34, 42/32, 42/34, 44/32, 46/32, 48/32

### L/S Blouses (2 Pack)
- **Code:** TPB405
- **Colour:** White
- **Junior:** 22, 24, 26, 28, 30, 32, 34
- **Senior:** 36, 38, 40, 42, 44, 46, 48

### Charleston Pleated Skirt
- **Code:** 1IS BK
- **Colour:** Black
- **Junior:** 22/18, 22/20, 24/18, 24/20, 26/18, 26/20, 28/18, 28/20
- **Senior:** 30/18, 30/20, 32/18, 32/20, 34/18, 34/20, 36/18, 36/20, 38/20, 40/20

### Luton Straight Skirt
- **Code:** 913598
- **Colour:** Black
- **Junior:** 22/18, 22/20, 24/18, 24/20, 26/18, 26/20, 28/18, 28/20
- **Senior:** 30/18, 30/20, 32/18, 32/20, 34/18, 34/20, 36/18, 36/20, 38/20, 40/20

### Boys Multi-Sport Shirt
- **Code:** CHRA111550
- **Colour:** Navy/Sky
- **Junior:** 22/24, 26/28, 30/32, 34/36
- **Senior:** 38/40, 42/44, 46/48, 50/52

### Boys Vapour Polo Shirt
- **Code:** CHRA11680
- **Colour:** Navy/Sky
- **Junior:** 26/28, 30/32, 32/33, 34/36
- **Senior:** 38/40, 42/44, 46/48, 50/52
Could YOUR CHILD be entitled to Free School Meals?

A lot more families qualify for Free School Meals than you might think!

The main advantage is that students are credited with £11.50 a week to spend in the School Dining Hall on whatever they choose; this is the equivalent of £2.30 a day, which adds up to over £430 a year...or over £2000 over the course of five years at school. Think what that money could be spent on instead!

Students receiving free school meals can choose whatever they wish up to the value of £2.30 a day.

Our ‘cashless catering’ fingerprint-scanners mean that no other students or catering staff are aware of who receives free school meals, and who does not. This reduces any possible chance of your child being treated differently; very often a reason why some parents do not wish to register.

For each day’s credit students can choose from:

- Grab Bags of Sandwiches or Pasta Pots with a drink and snack
- Breakfast Baps, Wraps, and Fruit Pots
- Baked Jacket Potato with Filling
- Daily Selection of Paninis, Pizzas and Hot Pasta Pots
- A Two-course meal, including a hot main course

In a typical month here is a Top Twenty Main Meals that students can enjoy if they choose:

<table>
<thead>
<tr>
<th>Top Twenty Tasty Meals:</th>
<th>Top Twenty Tasty Meals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Stir Fry Beef with Hoi Sin Sauce</td>
<td>11. Firecracker Chicken</td>
</tr>
<tr>
<td>3. Chicken &amp; Spinach Balti</td>
<td>13. Roast Turkey</td>
</tr>
<tr>
<td>5. Tomato &amp; Lentil Lasagne</td>
<td>15. Mixed Bean Goulash</td>
</tr>
<tr>
<td>7. Roasted Vegetable Roulade</td>
<td>17. Vegetable Cottage Pie</td>
</tr>
<tr>
<td>8. Stilton, Leek &amp; Potato bake</td>
<td>18. Tomato &amp; Aubergine Layer</td>
</tr>
</tbody>
</table>
How Do I Register?

The Cheshire West and Chester website gives you all the details. The registration process is not visible to anyone at the school; we are only given an updated list of names, with no details or any criteria provided to us.

Cheshire West and Cheshire: Free School Meals


If your child goes to school within the Cheshire West and Chester area, is up to the age of 16 or goes to a school sixth form, you may be able to claim free schools meals for them.

Do I qualify for free school meals?

You may qualify if you are a parent, guardian or carer and receive one of the following:

1. Income Support (IS) or you are a pupil receiving the benefit in your own right
2. Income Based Jobseekers Allowance (IBJSA)
3. Income-related Employment and Support Allowance
4. Support under part VI of the Immigration and Asylum Act 1999
5. Child Tax Credit (but not Working Tax Credit) and have an annual income (as assessed by Her Majesty’s Revenue and Customs) that does not exceed £16,190
6. The Guarantee element of State Pension Credit
7. Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
8. Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
9. Children who get any of the above benefits in their own right (ie they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

How you and the school will be notified that you are entitled:

If successful, your claim should be processed the same day. A letter of entitlement will be issued to you. The school will be notified of each child on the morning following the day the claim was processed. Claims cannot be backdated. Your claim will be renewed automatically, as they are periodically reviewed.

Claim free school meals online: https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-meals.aspx

Where else to find help:

- Email: Benefits@cheshirewestandchester.gov.uk
- Telephone: 0300 123 7021, Monday to Friday 8am to 7pm
- By post: Revenues and Benefits Department, PO Box 187, Ellesmere Port, Cheshire, CH34 9DB

Collect or hand in forms or documents:

At most of the Cheshire West and Chester offices you do not need an appointment to hand in forms. Staff will check and copy your documents and return them to you straight away. You don't need an appointment to collect a form.
Extra-Curricular Instrumental & Singing Lessons

I am proud to be able to tell you that we enjoy a thriving Performing Arts department at Christleton High School. It is my pleasure to manage all extra-curricular musical activities at the school; this includes the provision of music instrumental lessons.

If you would like your child to have lessons on a musical instrument, or singing lessons, please complete the Instrumental/Singing Lessons in the Admission Form. I will contact you over the summer term with more details and if you accept the place, to finalise the arrangements.

The cost of lessons for 2019-20 will be £110 per term for a weekly one-to-one lesson with an expert teacher. This works out to be less than £10.00 per lesson. Payment is required in advance of each term. The charge per lesson represents fantastic value as the school currently subsidises the actual cost of providing the tuition.

There is a further discount available for children who learn more than one instrument and families where siblings undertake lessons; please feel free to speak to me about this. Sessions are 25 minutes long and all sessions, at all levels, are taught on a one-to-one basis. We also have schemes in place for you to hire or buy instruments.

If your son or daughter currently has lessons in one of our feeder schools, please do not assume that I will already know about them or that they will automatically be put on the timetable to continue at High School - you still need to complete the section in the Admission Form. If your son or daughter does not currently play an instrument but would like to, then now is an excellent time to start. The way in which we run the scheme makes it very affordable to have a trial term and see how things go!

Finally, if you would like your child(ren) to take up lessons in school but financial constraints make it impossible or if your child is identified as a Pupil Premium Student you can apply for further assistance towards the cost from the school. Whilst we cannot promise that all such requests can be accommodated, please contact me by letter/email about this in the first instance. I look forward to hearing from you.

Simon Phillips
Head of Performing Arts
Christleton High School
01244 335843 (x3080)
phillipss@christletonhigh.co.uk