



**Chesterfield
High School**

For everyone the best

Parents'
Handbook



Welcome to Chesterfield High School



I am delighted to lead a team of exceptional staff, supported by committed governors and to be working in such an energetic environment – a place where the determination of our youngsters to succeed and the passion of our teachers to make a difference makes me proud to be Headteacher.

Kevin Sexton
Executive Headteacher

Chesterfield High School provides a challenging and rewarding environment for all learners - serving Crosby and North Liverpool areas. We offer learning opportunities throughout the day for students aged 11-19. The school has approximately 1350 students and 150 staff.

The school offers:

- a caring and supportive, yet challenging, learning environment
- a commitment to high standards in all we do
- a curriculum which encourages life-long learning
- a state of the art computer network
- good facilities in all curriculum areas
- excellent sports facilities, including a fitness suite, gym and sports hall and our newly installed 3G pitch
- a wide variety of extra-curricular activities including sports, music, science and environmental clubs.
- a wide range of qualifications to match the needs of individual students
- outstanding blended learning curriculum to ensure full access to learning throughout the school year

Getting ready for Chesterfield High School

Getting Started

New Year 7 students should assemble on the Netball Court at the front of school by 8.25 am

In September your son or daughter will begin their time at Chesterfield in a mixed ability tutor group in which they usually remain for the next five years. This system allows the tutor to build up a detailed knowledge of your child and also provides you with a clearly identified point of contact if you have any

concerns, ensuring the continuity and stability we think is so vital for success.

Your child will have a Progress Leader who is responsible for leading form tutors and Pastoral Staff in Year 7. They are also supported by a full time student support manager. Together they work to ensure your son or daughter makes academic progress and feels happy and safe at school.

As well as a Progress Leader, the following staff are available to help you:

SEND Team	Mrs G Rannard, Mr J Duffy
Deputy Headteacher & Designated Safeguarding Lead	Mr B Wetton
Associate Assistant Headteacher – Transition & Wellbeing	Mrs P Allen

Keeping you informed

For your son or daughter to be successful at school it is vital that we all work together. We believe in keeping in contact to share achievements and raise any concerns as soon as they arise. As always, if at any time you feel you need to talk to us about any aspect of your child's progress, please contact the school

Parents' Consultation

During the first term we will be holding a Form Tutor evening for Year 7 parents. This meeting will give you the chance to find out about the key subjects your son or daughter is taking and how you can support your child's progress using the contact us section on the website.

A second Parents Evening will take place later in the academic year where you can discuss their academic progress.

The most important point to remember is that we operate an 'open school' policy. You are welcome to come into school at any time if you have any concerns about your son/daughter - academic or social and the Progress Leader or Director of Student Wellbeing will endeavour to meet with you.

If at all possible however, please try to make an appointment so that we can ensure that you speak with the most appropriate person. Appointments are made by contacting the Year 7 Student Support Manager in the Student Support Office.

Daily requirements

Equipment

It is vital that your son/daughter brings the following items to school every day.

- Pens (3 black/3 green)
- Pencil
- Ruler
- Rubber (not tippex)
- Reading book
- A strong school bag (no handbags)
- Calculator (Scientific)
- Student Planner
- Dictionary (this will be provided by the school)

To help your child get the most from school it is a good idea to check they have these items before setting off each day. We encourage students to pack their bag the night before so that they are organised in the mornings before school.

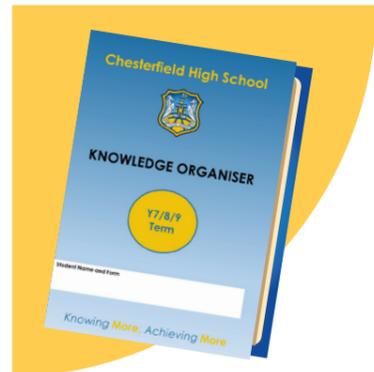
Knowledge Organiser and Homework

This year the Student Planner will be replaced by a Knowledge Organiser for Year 7, 8 and 9. These will be issued termly and contain key knowledge and learning from the core subjects that students are assessed in through Multiple-Choice Question (MCQ) or Pre-Public Examination (PPE) tests at the end of that term.

Knowledge Organisers are part of 100% Classroom, so students will be expected to have them out with the rest of their essential equipment every lesson. As well as being used as a reference point in lessons, students will also take Knowledge Organisers home so that they can be used as a knowledge check and revision tool, alongside the 15-day plans that are provided by subjects to help them prepare for their assessments.

Students are provided with a hard copy of the Knowledge Organiser at the start of term but they will also be available online via the school website. If a student loses, deliberately damages or defaces their Knowledge Organiser then they will be expected to replace it by printing a new one and be issued a consequence.

All homework for each subject over the term will be displayed online via the school website and will largely, but not always, have an online task to complete. Homework will reinforce learning from lessons and provide further preparation for assessments.



Transport

The local authority will provide transport to Chesterfield High School for all pupils who live more than 2 miles from the school. School also provides a private bus service which travels through Litherland and Netherton to and from school. Timetables are enclosed. It must be pointed out that provision of transport is conditional upon reasonable behaviour and this privilege can be withdrawn at any time. If you have any concerns regarding school transport please contact **Mrs Allen**.



The School Day

Students are expected to be in school for 8.30 am each day so they are in their tutor rooms for the start of the day. The morning starts with registration. The rest of the day is divided into five one hour lessons so that all students have 25 hours of teaching each week.

Morning Registration	8.30 to 8.50
Lesson 1	8.50 to 9.50
Morning break	9.50 to 10.10
Lesson 2	10.10 to 11.10
Lesson 3	11.10 to 12.10
Lunch	12.10 to 1.00
Lesson 4	1.00 to 2.00
Lesson 5	2.00 to 3.00

The Canteen is open at morning break and before school

There is a variety of lunchtime and after school activities available as well as access to the Library where homework can be undertaken.

Punctuality

Students who are late to registration without good reason will have to complete a punctuality detention.

Attendance

We expect students to be present every day unless absence is unavoidable. This is usually only because of illness or serious domestic emergencies. Wherever possible medical appointments should take place outside school hours. Where this is not possible we do expect students to come to school before and after appointments wherever practical.

If your son/daughter is absent for any reason we ask you to let the school know before 8.30 am on the first day of absence. Please ring the student absence line on 0151 924 6454. If you do not contact us then we may have to disturb you at work when we carry out our own checks for truancy.

The school places a high value on good attendance for all its learners. We employ our own Education Welfare Officer to ensure that students are attending well. Any student with attendance below 98% is closely monitored.

Families are not allowed to take holidays during term time, as this can have a major impact on your child's progress in school and the government does not allow school to authorise them.

Emergency Contact Numbers

It is essential we have 3 emergency contact numbers for all students, and that all phone numbers are kept up to date. Consent needs to be gained from all individuals who wish to be added as an emergency contact. Parents and Carers will receive a form to gain permission.

Lunchtime Arrangements

Students may purchase a school meal or bring a packed lunch. They are not allowed to use the local shops at lunchtime. A form must be signed by parents giving permission for their son/daughter to go home at lunchtime under exceptional circumstances. This has to be agreed by the Headteacher

School Meals

The school operates Schoolgateway App for communication between school and parents/carers and also for managing students' school meal accounts. When set up the app can be linked to your nominated bank account and allow you to credit your child's account with money, monitor spend and see what your child has eaten. Using the cashless app is the safest way for your child to pay for school meals, cash can get lost, stolen or spent elsewhere. We have one revaluation machine in school to credit accounts using cash but we encourage all parents to use the App.

Paying for meals - Students will use their biometric fingerprint to purchase items from the canteen, their school meal account will be deducted at the time of purchase.

Free School Meals

If you are receiving either Family Income Support or income related employment and support allowance then your son/daughter is entitled to free school meals. They would use their fingerprint just like any other student only they will have £2.45 per day credited to their account. They can add more money to their account at either of the revaluation units. If you feel your son/daughter may be entitled to free school meals you can apply online via the Sefton Council website: <https://forms.sefton.gov.uk/freeschoolmeals>



Rewards

Students value recognition and praise for their efforts and achievements in school. Effort, progress and achievement are celebrated at all levels. These can range from a quiet, private word to the awarding of Achievement Points. Students collect points for working hard, excellent attendance and having the correct uniform/equipment. Students are also entered for a prize draw which takes place at the end of each half term. Recent prizes included I-Pads, tablets, games consoles, and digital cameras

Students with the required number of Achievement Points are also rewarded with a Rewards Trip at the end of the Autumn and Spring terms. Criteria for selection are based on behaviour and attendance.

The routine presentation of rewards throughout the school year culminates in a Key Stage 3 Presentation Assembly in the Summer Term.



Behaviour and Discipline



We have embedded a consequence strategy into the school to ensure high standards of behaviour and modify unacceptable behaviour.

The main principles of this strategy are:

- That consequences will be most effective if fair, staged, consistent and systematically recorded.
- Consequences should always be used in conjunction with positive strategies – well planned lessons which are inclusive, differentiated and challenging: praise: Rewards, and celebration of achievement – to promote good behaviour.
- Students should always be encouraged to learn from their mistakes and to reflect on how to avoid unacceptable behaviour

Sanctions

A wide range of sanctions are used for reinforcing our high expectations. These include the quiet, private word, extra work, lunchtime and after school detentions, the involvement of a Progress Leader and Directors of Learning or placing students on report. In extreme cases we may exclude a student from lessons or from the school. The aim at all times is to work with students and parents to ensure appropriate behaviour and attitudes to work are developed. As with all areas of school policy we believe it is vital to keep parents informed at all stages. We have a system of Consequences which include, C3: one hour detention after school; C4 1 ½ hour detention after school and a C5 a 2 hour detention after school.

School Council

Representatives of each year group sit on the School Council. This is made up of representatives from each Year Group Council. Any student who wishes to make suggestions for improving the school may do so through their year representative to the School Council who may then pass the matter to the school's senior leadership team and governors for consideration.

Home School Contract

As part of our commitment to partnership with parents we have put in place a Home School Contract. This sets out what you can expect from the school in terms of work etc. and what we expect of students and yourselves in working together to ensure success.

The safety and well-being of our students is of paramount importance. Consequently, the use of mobile phones and other electronic devices will not be permitted on site at Chesterfield High School. This is necessary to protect students from cyber bullying. Further to our concerns around safeguarding, it is also apparent that the misuse of such devices can cause disruption during lessons and can distract students from their learning.

Students will be permitted to carry mobile phones on their person to help to ensure their safety en route to and from school but they must be switched off when on site. Students will not be allowed to use these devices or indeed have them visible at any point during the school day, including break time and lunch time. Mobile Phones will be confiscated and an after school detention will be completed.

Bullying

The issue of bullying in any school is a cause of concern for parents, students and staff. We have put in place clear policies and guidelines for dealing with incidents as they arise. We encourage all students to tell members of staff if they are bullied or are aware of bullying taking place. **Mrs Allen** is our Director of Student Well-being. She is available in school every day to support with any issues of bullying. We also have peer-supporters available every lunchtime to offer support and advice. Incidents are then handled sensitively, but firm action results. We believe that every student has the right to attend school without fear of being bullied either physically or through verbal comments. Parents are welcome to discuss this subject in school at any time.

Classroom Expectations

Classrooms are places of work. Just as in any factory or office, there needs to be clear rules and expectations so that everyone can work, safely and successfully.

Start of the Lesson	Arrive on time. Enter room sensibly. Take off coats, get planner, books, pens and other equipment out. Sit in silence so that the lesson can start.
During Lessons	Follow your teacher's instructions. Expect to work hard. Work sensibly without distracting or annoying other people. Do not eat or chew.
End of Lesson	Only start to pack away when told to do so. When dismissed, stand up and push in or put up your chairs.
Finally, but most importantly	There is no excuse for rudeness, disrespect or insolence towards staff. Any reasonable request from a member of staff must be carried out at once without argument. Breaking either of these basic rules will be treated as a VERY serious matter.

Special Educational Needs

We aim to provide the best educational experience for all learners. This means ensuring all students have equal access to the curriculum. For some students extra support may be required to allow them to achieve their best, for others this may mean extending learning activities to make them more challenging. The school has regular contact with outside agencies. We work closely with them to ensure individual needs of students are met.

Close links with parents are seen as essential and they are regularly consulted and informed of progress. If you have any concerns that your child may need additional support please contact Mrs Williamson our SENDCO.

More Able and Talented

According to National guidelines Gifted and Talented students are those who achieve, or have the ability to achieve, at a level significantly in advance of the average for their year group.

We use a range of strategies to identify more able and very able children at Chesterfield High School. This may include:

- Information from Parents/ Guardians and Carers
- Information from previous teacher/school
- Discussion with students
- Identification by staff using professional judgements, class work and test and assessment results.

A student who has been identified will be put on the school more able and talented 'register'. The register will be reviewed regularly to ensure that more able and talented students maximise their full potential.



Between 5% and 10% of each year group are identified as Gifted and Talented students



Education for Life

Careers Guidance and Work Experience

All students at Chesterfield High School follow a carefully constructed Careers Education Programme. This has been planned in close co-operation with the Careers Connect Service. It is aimed at helping them with option choices for GCSE and with the important task of selecting the correct option at the end of Year 11 and preparing them for Post 16 options.

Personal and Social Health Citizenship Education

All students follow a course in Personal and Social Health Education. This covers topics such as Health Education, improving study skills, citizenship and decision making. In doing so they consider the many moral and social issues facing teenagers. The students complete PSHCE challenges on collapsed days using a range of specialist external agencies.

Relationships and Sex Education

This is taught through our PSHCE programme. It is taught within the context of moral considerations and the value of family life. Parents now have the right to withdraw their child from all or part of the sex education provided, except for those elements which are a statutory requirement of the National Curriculum Science orders.

Religious Education

The Religious Education programme, whilst basically Christian, includes a study of other religions such as Islam, Judaism and Hinduism. Parents may withdraw their child from RE or collective worship. If you wish to do so please contact the Head teacher.

Extra Curricular Activities

We offer a wide range of extra curricular activities. These include clubs and musical activities as well as a large range of trips and residential courses both in this country and abroad. Additional music lessons are provided for students who demonstrate musical aptitude. Other varied ensembles are formed, dependent on demand, e.g. rock band. We have a choir and we have two school productions a year and regular concerts. There are also a number of PE activities to get involved in, these include: girls and boys football, netball, athletics, basketball, tennis, cross country, table tennis, badminton, zumba, and aerobics.

The school also operates many out of hours clubs. Visits to the theatre, concerts and places of cultural and historic interest are major features of school life. In addition the school organises a Curriculum Day in the summer term. This provides students with opportunities to take part in a wide range of enrichment activities.

Child Protection

Our first concern is your son/daughter's welfare and therefore there may be occasions when we have to contact other agencies even before we contact you. Parents should be aware that the school will take any reasonable action to ensure the safety of its students. In cases where the school has reason to be concerned that a child has been, or may be, subjected to ill-treatment, neglect or other forms of abuse, the school staff are instructed to follow Sefton Area Child Protection procedures. If you wish to know more about these procedures, please contact the school.

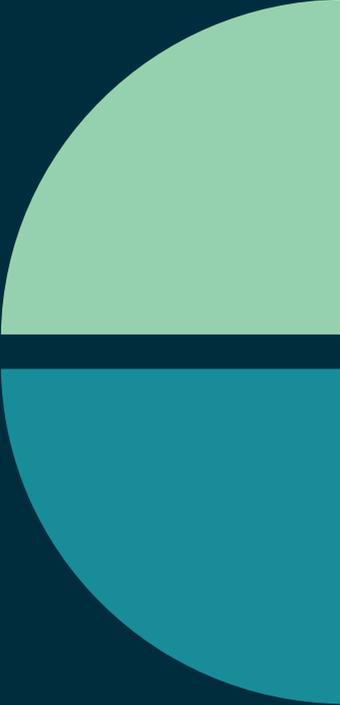
Designated School Lead Safeguarding Officer:
Mr Wetton (Deputy Headteacher)
Designated School Safeguarding Officer:
Mrs Murphy-Worrell (Assistant Headteacher)
Designated School Safeguarding Officer:
Mr Duffy (Assistant Headteacher)
Designated School Safeguarding Officer:
Mrs Howe (Safeguarding Manager)
Designated School Safeguarding Officer:
Mrs Ellis-Jones (Safeguarding Manager)
Designated School Safeguarding Officer:
Mrs Allen (Associate Assistant Headteacher)
Designated School Safeguarding Officer:
Ms Bowers (Associate Assistant Headteacher)

Charging Policy

The school has adopted the LA policy on charges which can/should be levied for school visits/educational visits, etc. This covers activities such as visits to the theatre, study visits abroad, outdoor activities courses, end of year educational outings and field trips. Full details will be given to parents at relevant times. Parents will not be expected to pay for any activity which is deemed to be an essential part of the curriculum, although some visits which are desirable can only take place with some financial support from parents of participating students.



'Chesterfield PRIDE'



We expect Chesterfield High School
Students to have PRIDE in themselves
and their school

Presentation of the highest standard

Respect to the greatest level

Inspired to learn and to inspire others

Dedicated to achieve

Exemplary attitudes and behaviour



Make your mark. At Chesterfield.

Chesterfield High School

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