

CHENGVELO SECONDARY SCHOOL



Parents Manual 2009

Subject	Page
A-levels	14
Assisted Places	22
Bereavement	18
Board of Governors	17
Books	21
Bursaries	22
Careers	15
Christian Activities	18
Clubs	19
Complaints	6
Coursework	14
Credits and Debits	16
Curriculum	12
Daily Programme	11
Detention	16
Disciplinary Measures	16
e-mail	6
Equipment	8
Ethos	9
Exam Dates	14
Exam Entries	14
Expeditions	19
Fees	21
Free Weekend	4
Governance & Management	10
Grades: Equivalence to other schools	12
Grades: IGCSE	13
Haircuts	8
Holidays	4
Horse Riding	19
IGCSE	12
International Baccalaureate	13
International Youth Award	19
Malaria Prophylaxis	21
Medical	20
SES	21
Music	21
Nurse	21
Open Day	5
Option Choices	12
Origins	9
Outdoor Education	19
Parent Teacher Association (PTA)	5-7
Pocket Money	7
Prizegiving	5
Reports	15
Rules	15

SAT Tests	13
Sets	12
Sport	19
Suspension	17
Table Tuck	7
Telephone Numbers	6-7
Term Dates	3
Testimonials	15
Time Off School	5
Transferring School	8
Travel	19
Tuck	7
Tutors	7
Uniform	8
University Entrance	13
DVDs	21
Personal visits	5
Leadership Training	20

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Introduction

In order for Chengelo to function effectively there needs to be a sound basis of co-operation between staff, pupils and you as parents. The aim of this manual is to answer the majority of questions, which you might ask about the school. We would encourage you to read it carefully so that you understand how the school functions. This will then enable us to work together more effectively in educating your children.

This Parents' Manual has been divided into two sections; Section A deals with information that you will need straight away, whilst Section B contains much of the background detail of the running of the school

SECTION A

Term 1 (2009) (6 weeks / 6 weeks)

Open	Saturday 10 th January (new pupils) Sunday 11 th January (rest of pupils)
Free Weekend	Friday 30 th January – Sunday 1st February
Half Term	Saturday 21st February – Sunday 1st March
Free Weekend	Friday 20 th March – Sunday 22nd March
Close	Thursday 9th April

Term 2 (7 weeks / 5 weeks)

Open	Sunday 10 th May
Free Weekend	Friday 5th June – Sunday 7 th June
Half Term	Saturday 27 th June – 7 th July (provisional)
Free Weekend	Friday 24 th July – Sunday 26 th July
Close	Friday 7 th August, 1300

Term 3 (5 weeks / 6 weeks)

Open	Sunday 6 th September
Free Weekend	Friday 25 th September – Sunday 27th September
Half Term	Saturday 10 th October – Sunday 18 th October (<i>Provisional</i>)
Free Weekend	Friday 6 th November – Sunday 8 th November
Close	Saturday 28 th November

Public Holidays 2009 (to be confirmed)

1/1	New Year's Day	6/7	Heroes Day
9/3	Youth Day (normal lessons)	7/7	Unity Day
10/4	Good Friday	4/8	farmers Day
13/4	Easter Monday	24/10	Independence Day
1/5	Labour Day (community service)	25/12	Christmas Day
26/5	Africa Freedom Day		

Holidays

- a) **Beginning of Term/Half-Term**
Pupils should arrive by 17.30 on Sunday. Children are expected to return in school uniform. Staff will be available to receive pupils and to meet you from **12.30** onwards. If your child will be returning late please contact the school giving reasons for their absence. If a pupil has not returned after two weeks of term and we have not received written notification, then their place may be given to the next child on the waiting list.

- b) **End of Term/Half-Term**
Pupils are free to be collected from 07.30 onwards on Saturday unless informed to the contrary. The only exception to this is for those families with Primary School children, in which case the whole family may be collected at 13.00 the previous day. Pupils will only be allowed to board the PTA bus if their names are on the list. Pupils travelling with anyone other than you their parent or on the PTA bus must have a letter written by you addressed to the Headteacher. On certain occasions, the school will hold an event supported by the PTA on a Friday preceding a half term or end of term. It will be possible to collect students after this event (usually at lunchtime) on this day. Please see the term calendar and read newsletters carefully for details of this.

- c) **Free Weekends**
Every third weekend of each half-term is usually a free weekend. Pupils may be collected by their own parents at 16.00 (or 13.00 for those travelling long distances) on the Friday and must return by 17.30 on Sunday. Pupils may also go to their friends' home, providing the school has received written permission in advance from both sets of parents. To ensure security of pupils, a pass must be collected from admin prior to departure.

- d) **Normal Weekends**
Parents may take their own children out from 16.00 Friday to 17.30 Sunday, although parents need to be aware that if they do this every weekend their child will miss Saturday clubs and activities, and will take longer to complete the International Youth Award scheme. Any regular arrangement for going home at weekends should be discussed with the Headteacher.

- e) **Time Off School**
Permission for pupils to be taken out of school at any other time must be requested in advance in writing to the Headteacher. Permission is usually only granted for overseas travel, close family weddings and funerals.

Communication

As a rural boarding school we are very aware of the lack of daily contact with parents which day schools enjoy. This is not helped by having a poor postal service and an intermittent and unreliable telephone system. For these reasons it is important that staff and parents make a concerted effort to keep the channels of communication open. The following options are available;

1. Open Days and Prizegiving

Open Days: Forms 1 & 2 Thursday 9th April
Forms 3 & 6 Saturday 27th June
Forms 4 & 5 21st February

Prizegiving: Saturday 10th October
Saturday 28 November 2009 (Primary and Forms 1-4)

Many parents send their children to school on the PTA bus and there is a danger that some parents may never visit the school or meet a member of staff from one year to the next. As a minimum we ask that each family visits the school at least twice each year to attend the functions above (details in the term calendar).

2. Personal Visits

You are more than welcome to visit the school at any time to see your child or a member of staff. If possible you should make an appointment to ensure that the member of staff is available.

On most occasions your usual point of contact should be one of the school's Pastoral Heads. These staff will have an overview of your child's academic progress, pastoral needs and discipline at the school, and work closely with the tutor and houseparents.

3. Parent Teacher Association

If you do not want to raise issues directly with the school you may contact the PTA Chairman or Vice-Chairman who will raise these on your behalf.

4. Term Calendar and Newsletter

The calendar for each term is sent home to parents with the child's report from the previous term. Newsletters are also produced each term. Please read these publications carefully so that you are kept informed about what is happening in the school. The school also emails parents to remind them of important forthcoming events.

5. Letters

All pupils should write or email home to you at least once every week. Many of the pupils get disappointed if you don't reply. Please write to your child - even if you have to send the first letter two weeks before the end of the holiday! The school always posts its mail in Lusaka or the Copperbelt.

6. Telecommunication

<u>Telephone</u>	Secondary	Tel	0215-352258
	Secondary	Tel	0215-352335
	Primary	Tel	0215-352134

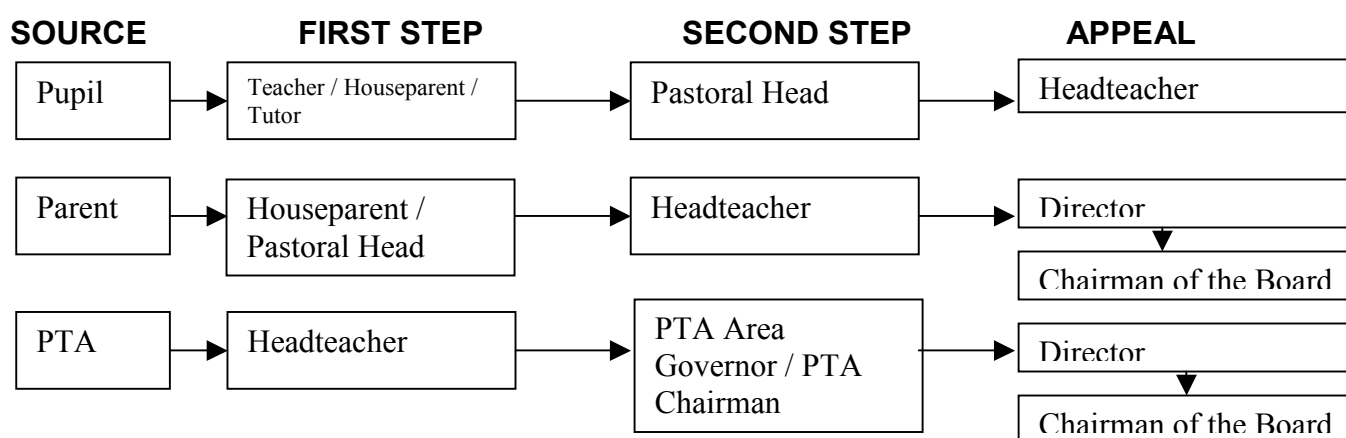
e-mail Our address is : chengelo@chengelo.sch.zm

Pupils will let you know their email address soon after their arrival at school.

Complaints

Very occasionally you or your child may need to make a complaint to the school authorities. We always welcome open communication and would prefer to discuss problems as they arise rather than let small issues develop into big ones.

The following table shows the lines of communication that the Board of Governors would like you to use in such cases. The first thing that you should do is to contact the person listed under 'First Step' below. This will ensure the complaint is dealt with quickly and appropriately. If the complaint is a serious one the staff involved will refer the matter on. If you are not satisfied with the school's response you should then proceed to step two. In the rare event that you are still not satisfied you may then make a formal appeal in writing to the Chairman of the Governors. The Board will then consider your complaint in detail. Their decision on the matter will be final.



* Please note that in reviewing a complaint at each stage, consultation will take place. Teachers, Houseparents and Tutors will where appropriate consult with each other. Pastoral Heads will consult with Houseparents and the Headteacher. The Headteacher will consult where appropriate with the Director, other Heads and Senior Managers. The Chairman of the Board will consult with other Board members. The responsibility for dealing with the complaint, however, lies with the named person/s at each stage. To ensure the most effective handling of complaints you are asked to follow the above procedures.

Parent Teacher Association

The aim of the Parent Teacher Association is to support the school in the following way:

- to promote understanding and fellowship between School and Home with the aim of sharing responsibilities. The overall aim should be to advance the physical, moral and spiritual well being of the scholars.
- to provide opportunities for parents to enter into the activities of the school and to assist in its development
- to give assistance to the school as requested by the Head
- to raise funds for projects approved by the Head.

The PTA is governed by an Executive Committee. An Annual General Meeting of the PTA is held each year before Prizegiving at the end of Term 3.

PTA BUS

Lusaka parents organise a bus at the beginning and end of each term and half-term. Only pupils who have paid in advance may use the bus. This is coordinated through the ZNFU office in the Showgrounds Lusaka. Phone 097843409 / 0211 255770 / 0211 252649. Monday to Friday or contact Mr Paddy Mutwale on Lusaka 0211 213882 and 0977 785 141.

NB. In order to book a suitable sized bus these bookings must be made at least two weeks in advance.

Tuck

All pupils are allowed pocket money to spend in the school tuck shop once a week. This is included on your invoice each term. The allowance will be K120,000 per term or K10,000 per week. Each child has an account at the tuck shop which starts in credit at the beginning of term and any purchases are deducted from this amount.

Pupils are allowed to bring 'table tuck' to school. This may include pepper, spices, sauces, pickles or spreads, cereals and drinks such as tea, coffee, milo or squash. These can be brought to main meals.

Supplementary foods, meal replacements and tinned foods are not allowed.

Students may not bring personal tuck from home. No sweets, crisps, biscuits, etc will be allowed.

To store table tuck, students bring a tuck box to school. The maximum dimensions are 60cm x 30cm x 30cm. This box should be lockable and is a storage space for personal possessions as well as any table tuck the students may have. The school will inspect the boxes at the start of each term and ensure that students do not bring unwanted items into school. **Any such items found will be confiscated. Food items confiscated will not be returned.**

Haircuts

Boys must have reasonably short hair without multiple layers, stepped sides, 'shades' or shaved sides. They may not return to school with recently shaved heads. Girls' hair must be tied back if it is long and they may not have braids longer than shoulder length. Bleached, streaked, dyed (hair or braids) or beads are not allowed. The school would be grateful if you could ensure that your child returns to school with a hairstyle that complies with the above regulations.

Uniform and Equipment

Each pupil is required to have all the items indicated on the clothing and equipment list issued at the beginning of the year. Some items of school uniform (sports shirts, yellow socks, jerseys) can be purchased from the school and are invoiced to you at the beginning of the next term. All clothing and linen must be clearly marked and this will be checked by the houseparents, as unmarked laundry is one of our biggest headaches. Girls' skirts must be knee length; short skirts are not permitted. Casual clothes must be decent: no

low-cut garments, thin strappy tops or very short skirts/dresses. Please supply your child with a school bag for the safety and care of their books/equipment.

Pupils should **not bring expensive items** of equipment to school, e.g. Cameras, computers, video CD players, etc. We would also like to remind you that jewellery is not permitted at the school and we would be grateful if you would ensure that your child does not return with any in their possession.

Please Note: **Students are not permitted mobile phones at Chengelo School**

Transferring to Other Schools.

We are always sad when pupils have to leave the school. We would be grateful if you could give us as much advance notice as possible. A leaving certificate will be issued once all school property has been returned and your account is cleared. Please note that we require at least one term's notice or payment of a term's fees in lieu.

SECTION B

School Philosophy: The Origin and Ethos of Chengelo School

In October 1985, during a church retreat, the Mkushi Christian Fellowship was presented with the challenge of starting a secondary school. The urgent need for such a facility was based upon the fact that there had been a general decline in educational standards and key people in rural areas particularly did not have easy access to secondary education. The cost of education overseas or in neighbouring countries was prohibitive and led to many leaving the country when their children reached secondary school age.

After much prayer and careful consideration, the leaders of Mkushi Christian Fellowship responded by deciding to establish a secondary boarding school rooted firmly on Christian principles in the Mkushi district. It should provide education particularly for children of farmers and people actively involved in Christian work and be an outreach into the community, training potential church and national leaders.

The school should have high academic standards and give the opportunity for young people to develop their full God-given abilities in all spheres by including a range of practical and outdoor activities. It was emphasised that the school should provide neither a 'veneer' of Christianity nor be a 'spiritual hothouse'. However, it should give a positive exposure to Christianity, which will equip for life in modern society.

At the beginning of 1986 a farmhouse and outbuildings with 200 hectares of land was donated for the school. A Trust was established and after recruiting sufficient staff and acquiring temporary classrooms, the doors were opened in 1988 with an initial intake of 50 children. On the advice of an educationalist from Durham University in England, it was agreed that there should be two classes in each year in order to cover a range of subjects for the Cambridge IGCSE in the fifth year. It was anticipated that the school would have 250 pupils by January 1994.

The school is governed by a Board with representatives from a broad spectrum of Christian leadership in Zambia. Its function is to co-ordinate the provision of material and

human resources and oversee the direction and development of the school. A fundamental policy is that the school should be a 'non-profit' organisation and fees should only cover running expenses, not capital costs.

The Board decided to call the school 'Chengelo' from a Bemba word which means 'light'. Its motto is "As a witness to the light". The Christian ethos of the school is based on the following principles:

- God is acknowledged and taught as being the Creator and Sustainer of all things.
- Knowledge of the triune God and biblical truth is considered essential for balanced physical, mental and social development.
- Each individual person is seen as having a specific value in the eyes of God and, therefore, all types of gifts, abilities and personalities are given equal opportunity.
- Biblical moral standards are taught as unchanging.
- All teaching and administrative staff are committed Christians.

Teachers come from a wide range of countries and cultures. They are well qualified in their respective fields and feel called by God to serve in the school. Thus they are highly motivated to give of their best. They are expected to foster the principles outlined above enthusiastically.

While the Christian foundation is trans-denominational, it is recognised that a variety of Christian traditions are represented in the school, both at staff and pupil level. For this reason, denominational aspects of the Christian faith are approached in such a way as not to unnecessarily offend or cause disunity. Rather, a balanced approach, respectful of the opinions of others, is encouraged.

Similarly, the captive audience of the classroom should not be used to proselytise pupils nor to promote particular doctrinal emphases. However, there will be ample opportunity given to pupils to explore the claims of Christ. There is a pastoral counselling system to meet the pupils' needs and voluntary discipleship groups and church services are held regularly.

In these matters, due regard will be given to the sentiments of the parents or guardians of the children. It is recognised that teenagers are particularly susceptible to religious emotion and, therefore, consideration is given to a balanced and reasoned approach to the Christian faith.

Governance and Management

The school is owned by the Mkushi Christian Fellowship Trust. The Trust is registered with the Registrar of Companies as a Trust Company and has been given charitable status by the Zambia Revenue Authority. The school is overseen by a Board of Governors with the following members;

Mr B Bentley (chairman)	aakitwe@actionauto.co.zm	0212 226192
Mr. H Rea (Director)	director@chengelo.sch.zm	0215-352258
Ms C Kateka	ckateka@zamnet.zm	0211-224665
Mr D I Moffat	moffatdc@iwayafrica.com	0215-362318
Mr F Muchimba	glozam@zamtel.zm	0212-616124
Mrs G Mutungu	gkmutungu@yahoo.com	0211-227554
Mr P Mutwale	mutwalepc@yahoo.co.uk	0211-213882
Dr A Patching	patch@zamtel.zm	0212-680978
Mr P Pedersen	pp@apostolic.dk	0212-621425
Mr A W Siddle	lintonmi5@yahoo.co.uk	0215 351956
Mr N B Young	youngnbyt@zamtel.zm	0215-354747
Dr. I Parsons	matobo@zamnet.zm	02132 235685
Mr Charles Alford (ex-officio)	headteacher@chengelo.sch.zm	0215-352258
Mr Warren Mukuni (ex-officio)	deputyhead_primary@chengelo.sch.zm	352134
Mr Martin Solomon (ex-officio)	headbusiness@chengelo.sch.zm	0215-352258
Mrs C Moffat (Secretary)	moffatdc@iwayafrica.com	0215-352318

Governors are nominated and elected by the Board and membership is open to committed Christians who have a general interest in education and a specific interest in the Lord's work at Chengelo. Some have children or grandchildren at the school and so are able to represent your views as parents. The Board generally meets on the second Saturday of each term.

The School is managed by Harold Rea (Director), Charles Alford (Secondary Headteacher) Martin Solomon (Administrator) and Warren Mukuni (Acting Head of Primary). Many responsibilities are delegated to the rest of the teaching staff and these are detailed on the staff list, which is published at the beginning of each year. Mr Richard Thompson is in charge of Ndubaluba, Chengelo's outdoor centre.

All questions, queries or comments relating to the running of the school should be directed either to the member of staff concerned or to the Headmaster. The Board of Governors request that you only refer matters to them if you feel that you have not received a satisfactory reply from the school management.

Academic

The school's academic year runs from January to December. Our daily programme from Monday to Friday has the following pattern:

06.00	Rise
06.15	Hostel Duties
06.30	Quiet Time
06.45	Breakfast
07:20	Assembly / Tutor Time
07.45	LESSON 1
08.30	LESSON 2
09.15	LESSON 3
10:00	Break
10.30	LESSON 4
11.15	LESSON 5
12:00	LESSON 6
12.45	Lunch + Rest
14.15	LESSON 7
15:00	LESSON 8
15:45	Sport / Free Time
17:40	Hostel Duties
17:55	Supper
18.40	Prep Forms 1 - 5 (ends 20:00 for 1-2) (ends 20:30 for 3-5)
20.45	Form 1 Lights Out
21.00	Form 2 Lights Out
21.15	Form 3 Lights Out
21.30	Form 4 Lights Out
21.45	Form 5 Lights Out

The Secondary School is divided into five year groups or Forms which correspond to the Zambian Grades 8-12. The following table shows how these Forms compare to other international systems.

Chengelo	Zambia	UK	South Africa	USA
Form 1	Grade 8	Year 7	Standard 5	Grade 7
Form 2	Grade 9	Year 8	Standard 6	Grade 8
Form 3	Grade 10	Year 9	Standard 7	Grade 9
Form 4	Grade 11	Year 10	Standard 8	Grade 10
Form 5	Grade 12	Year 11	Standard 9	Grade 11
L6	(University)	Y12	Standard 10	Grade 12
U6		Y13 (University)	(University)	(University)

Your child will follow a broad curriculum in Forms 1-3 including the subjects shown on the list below. The syllabuses studied are designed to prepare the pupils for the IGCSE courses offered in Forms 4 and 5 and therefore students are not entered for the Zambian Grade 9 examinations. In general the pupils are taught in mixed-ability classes with the exception of Mathematics. Pupils will be placed in sets for these subjects based on their academic performance and the sets will be reviewed periodically.

Forms 1 & 2

English
Mathematics
Science
Agriculture
Art
Design Technology
French
Geography
History
Religious Studies
ICT
Physical Education
Personal, Social & Moral Education
Textiles
Horse Riding & Stable Management

Form 3

English
Mathematics
Biology
Chemistry
Physics
Agriculture
Art
Design Technology
French
Geography
History
Religious Studies
ICT
Physical Education
Personal, Moral & Social Education

During Form 3 the pupils are given a choice of which subjects they would like to continue studying in Forms 4 and 5. The subjects and number of courses taken will depend on their academic ability, aptitude, career aspirations and the demand for each subject offered. Before making a final choice they will be given extensive careers guidance and there will be opportunity for discussion between pupil, staff and yourself. Once this choice has been made pupils may only change subjects with your agreement and that of the staff. As an indication of the range of choice given, the options for 2008 were:

1. Compulsory: IGCSE First Language English and Literature in English
IGCSE Mathematics
Clait ICT Skills
(At least two IGCSE Science subjects)

2. Six Subjects from: IGCSE History
GCSE Religious Studies
IGCSE Agriculture
GCSE French
IGCSE Business Studies
IGCSE Computer Studies
IGCSE Geography
IGCSE Art
IGCSE Design & Technology
IGCSE Chemistry
IGCSE Physics
IGCSE Development Studies
IGCSE Biology

3. Non-Examination Subjects: Physical Education
Personal, Social & Moral Education

NB.

- Pupils normally take 9 subjects at IGCSE level.

In the senior school pupils are prepared for the Cambridge University International General Certificate of Secondary Education (IGCSE) examinations. The IGCSE is directly equivalent to the GCSE examinations in England and Wales and the Zambian O-level. Pupils who expect to achieve high grades and wish to apply to the local universities (UNZA and CBU) can do so, with the school taking responsibility for ensuring that entries are received and processed. Alternatively, pupils with good IGCSE grades can choose to remain in the Sixth Form at Chengelo (separate leaflet available) or transfer to other schools or colleges offering A-levels or the International Baccalaureate.

During Form 4 pupils have the option to sit the American P-SAT tests. This serves as a practice for the SAT examinations which can be taken in Form 5 and are used as the basis for direct entry to American Colleges and Universities.

The IGCSE is graded on a seven point scale of A to G with an A* being awarded for outstanding performance in that subject. These grades compare with the O-level system as follows:

<u>IGCSE</u>	<u>O-level</u>
A	1 or 2 Distinction
B	3 or 4 Merit
C	5 or 6 Credit
D	7 Satisfactory
E	8

In some subjects the IGCSE syllabus content is divided into 'core' and 'supplement' material. Pupils will be set according to their ability by the relevant subject teachers. Pupils following the core syllabus are entered for the core level examinations and may achieve grades C-G. More able pupils take the core and supplement syllabus and sit the extended level papers aiming for Grades A-E. Grades C, D and E at core or extended level are equivalent and the final statement of results does not mention which level the pupil was entered at. The final IGCSE examinations are sat in November and the school retains the right to decide which level the pupil is entered for with the aim of them achieving the highest grade possible.

Coursework is an important part of several of these IGCSE courses. The staff are qualified to assess this work with the marks counting towards the pupil's final grade. We ask that you help your child to study at home by providing them with a quiet area and encouraging them to adopt a disciplined study routine, particularly as they revise for their final exams in Form 5.

In order to progress to higher education or further training, students need to study further after secondary school. This is the post-compulsory sector. There is now a greater flexibility available to students studying in this sector. At Chengelo, we will be offering a curriculum of AS (Advanced Subsidiary) and A (Advanced) levels through Cambridge International Examinations (CIE), the same awarding body as for the IGCSE's.

AS and A levels will be available in the following areas to viable class sizes from January 2009:

Art & Design	Biology	Business Studies	Chemistry
Computer Studies	English Literature	Religious Studies	Geography
History	Mathematics	Physics	

Most students will select 4 of the above subjects to study initially. The normal length of the AS course is 1 year. AS levels are graded on an A-E scale. Each AS is valued at half a full A level. Normally, only 3 subjects will be taken at the full A level in the Upper Six. AS and A2 exams are sat in October/November.

All post-compulsory qualifications carry a points value which is used by higher education to assess the level of entry of the student and to accredit them against certain course requirements (exemptions). There is therefore much to be gained from your studies at this level.

In order to be considered for the AS and A level course at Chengelo, students will need to meet the following entry requirements:

- 5 IGCSE passes at grades A* - C, including English and Mathematics.
- Grades A*, A or B in the subjects selected for AS or A level

At the end of each term you will receive an assessment summary with grades for each subject given on an A-G scale. In addition, a mark for effort and motivation is given on a 1-5 scale (1=Excellent, 2=Good, 3=Satisfactory, 4=Poor, 5=Very Poor). At least once a year each pupil will receive a full written report covering each subject and comments from their houseparent, tutor and the Headmaster. We encourage you to discuss the report with your child and to contact the school if you have any queries related to their performance. At the end of Form 5 pupils receive an open testimonial for use in applying for employment or further studies. Our calendar for assessment and reporting is as follows:

Term 1

End of Term	Form 1 Forms 2,3,4,5 Sixth Form	Tutor summary Assessment Summary Sheet (Full report French/RSt. <u>Form 5</u>) Full reports
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Term 2

May/June	Form 5 French / Form 6 AS level	Religious Studies GCSE Resit Exams
June	Forms 1,2,3,4	Mid-Year Exams
June	Form 5	'Mock' IGCSE Exams
End of Term	Forms 3,5 Forms 1,2,4 Sixth Form	Full Report Assessment Summary Sheet Full reports

Term 3

September	Sixth Form	'Mock' AS/A2 examinations
October	Forms 1,2,3,4	End of Year Exams
November	Form 5	IGCSE Exams,
	Sixth Form	AS/A2 Exams
End of Term	Forms 1,2,4	Full Report
	Form 3	Assessment Summary Sheet
	Form 5	Testimonial
	Form 6 Leavers	Testimonial

Each pupil can expect to receive individual careers guidance whilst at the school. This begins with aptitude testing in Form 3 in preparation for making subject option choices and progresses with help in preparing a curriculum vitae and submitting application for employment or further studies in Form 5 and Sixth Form.

Discipline and Pastoral Care

We believe that discipline and pastoral care go hand in hand and our aim is to mould the character of the pupils by disciplining in love. Standards of discipline at the school are high, yet at the same time we are able to maintain a 'family' atmosphere where relationships between pupils and staff are good and a bond of love holds the school together. We hope that our school rules are clear, fair and logical and we always attempt to apply them consistently. The Pupil Handbook contains our rules and school procedures. We encourage you to read this with your child and ask that you sign the 'Rules Consent Form' when they enter the school to acknowledge that you agree with and support our standards.

Pupils in Form 1-4 carry a 'credit card' with them around the school. This is used to record 'credits' for good work and behaviour, or 'debits' if they misbehave. Each week the pupils with the highest number of credits in each Form receive an award and a special treat. Debits are converted into detentions of varying lengths. The total number of credits and debits received each term is recorded on the pupil's report so that you can monitor their behaviour.

When things go wrong we deal with pupils on an individual basis and attempt to apply disciplinary measures that will be redemptive, restoring the pupil to right relationships and right behaviour. As a guideline the school currently uses the following hierarchy of punishments;

1. Verbal Warning from staff/Prefects
2. Debit (15 minutes) from Staff/Prefect/Form Five Monitors.
This is recorded in their credit card but they do not receive a detention so long as they receive no further debits that week.
3. Hostel & Academic or School Detention (30/45/60 minutes) from Staff/Prefect/Form Five monitors.
Recorded in the credit card and marked as either 'H' (Hostel debit with detention organised by the houseparent) or 'A' (Academic detention organised within departments) depending on whether the misdemeanour was in the classroom or hostel. An 'S' for school detention will be organised by the Pastoral Head for occasions when school rules are broken outside the

classroom or hostel. School detentions may also be given when a student has accumulated warning debits in more than one area (ie Hostel and Academic). Detention punishments are intended to be positive, constructive, appropriate and applicable to the offence committed. They should not be unduly demeaning or degrading. Staff may sometimes wish to give an immediate punishment themselves rather than a debit. This should not be the norm and staff should follow the same guidelines as for detentions. Hostel and academic punishments should not be more severe than those given for Pastoral Heads. Staff may also consider removing some privileges if appropriate. They will consult with the Deputy-Head/Pastoral Head on such issues. A record stating the reason for the punishment and when it was given is to be kept by the Pastoral Heads.

4. Pastoral Heads Detention (30/45/60 minutes) from staff/prefect.
Recorded in the pupil's credit card. A more serious punishment given for breaking school rules. This may mean the pupil has broken a more serious rule such as insubordination to a member of staff, or has accumulated debits in a variety of areas. It will also be used where the student has previously been disciplined for a similar offence. Administered by the Pastoral-Heads. A record slip stating the reason for the punishment and when it was given is to be placed on the pupils file.
5. Gating/Detention from Head/Deputies/Report Card
Serious offences reported to the Headmaster or Deputy. This may involve the direct breaking of school rules (as outlined in the pupil handbook), it may involve a student who has already received a Pastoral Heads Detention and who repeats a similar offence. Gating will mean the loss of all privileges (see Pupil Handbook), the restriction of pupil to their hostel during free time and they will be required to wear school uniform at all times. A letter will be sent to parents/legal guardian and a copy left on the pupil's file. A daily report card will be checked by the Deputy Head or Head at the end of each school day. Where appropriate, a combination of these may be used, eg. A pupil on daily report may also be given detention.
6. Suspension by Head
Pupil will be sent home for up to two weeks. Parents/Legal guardians will be required to attend an interview with the Headteacher prior to re-admission. This is only given by the Headteacher in consultation with appropriate staff. A letter is sent home warning that this is the pupil's last chance and a copy put in the student's file. The Board of Governors will be informed.
A pupil may be suspended for any repeat offence or deteriorating behaviour after they have already been punished to Stage 5 (gating, report card or detention by Head or Deputies).
Suspension will also be used for serious offences such as smoking, alcohol, wilful damage to property or a serious case of bullying or aggressive behaviour (see pupil handbook).
7. Suspension pending Board Decision.
The Headteacher suspends a pupil who will be sent home until the Disciplinary Committee meets to discuss the case. (The Disciplinary Committee is chaired by the Director with at least two other Board members involved.) Parents are given the option to remove the pupil from school. The Disciplinary Committee may decide to reinstate or they may expel. If they feel they do not have sufficient information to make a final decision they may

conduct a follow up interview with parents, pupils or staff to further investigate the case before making a decision. They may reinstate if given appropriate assurances. Pupils will have submitted a written statement of the incident.

Following the Disciplinary Committee's decision, parents have the right to appeal their case in writing to the Chairman of the Board. An appeals committee, chaired by the Chairman of the Board, who will brief all Board members on the case will review the decision made. Once the Board has made its decision this will be considered a final decision.

Some serious offences lead to automatic suspension pending a Board decision. Examples of this would include a student found in the possession of drugs or a boy or girl found in each other's room.

You should note that the punishments become more severe the further one goes down the list. This is deliberate, and serves as an indication to you and your child of how serious their offence has been. A more detailed account of the school's discipline policy is available on request.

It must be stressed that there is no obligation on the part of the school to proceed through all seven stages in order. It is permissible to use the maximum punishment at the first instance depending on the circumstances. For example a student found in possession of drugs will automatically be suspended until board decision. Pupils who show a persistent disregard for school rules or deteriorating behaviour will be dealt with severely and where previous punishments have shown no change in a pupil's behaviour, a student may be suspended and even expelled for such persistent poor behaviour.

It should be noted that when examples are given, they are not an exhaustive list and the school reserves the right to review individual cases and the right to define serious offences.

Tutor groups

On joining the school each pupil is assigned to a tutor along with 10-15 other pupils in the same Form. This 'tutor group' will meet with their tutor at least once each week and the tutor is responsible for monitoring their progress, discipline and well-being. The work of the tutors is overseen by the Pastoral Heads. If you wish to discuss any concerns relating to your child's happiness or welfare you should contact the relevant Pastoral Head in the first instance.

Bereavement

From time to time, children may experience a death in the family. When you inform the school, we will either inform the pupil ourselves or leave the child in class until you arrive to inform them yourselves. We encourage you to talk to your children about what has happened. It is our usual school policy to encourage pupils who have recently experienced the death of a close relative, to talk with a member of staff about their grief. Experience has shown us that this is helpful for the child's long-term well-being. If you

have any queries about this, feel free to discuss it with the Headteacher when the child returns to school.

Christian Activities

As a Christian school we organise a wide range of Christian activities as part of our school programme. There is a mixture of compulsory and voluntary activities so that pupils are not placed under pressure but receive a basic level of input with the freedom to make a personal response and find out more about the Christian faith if they want to. These activities include:

Compulsory

Quiet Time (06.30-06.45)
Assembly (07:20)
Religious Studies Lesson (F1-3)
PSME Lessons

Voluntary

'Fusion' - Sundays (19.00-20.15)
Prayer Meetings
Discipleship Group - Tuesdays
Weekend Seminars
New Christians Group
Baptismal Classes
Christians in Action (CIA)
Sunday Church Service (10.00-12.00)

The staff of the school are all committed Christians who come from many different denominational backgrounds. In our compulsory and large voluntary meetings we teach the basics of the Christian faith without taking a particular denominational line and in taking your child into the school we assume that you would be happy for them to attend such gatherings. Staff may run smaller groups, which touch on subjects which are controversial to some Christians, e.g. baptism in the Holy Spirit, but these are always optional and we do not put pressure on pupils to change their beliefs or act against your wishes.

We do not follow a programme of pressurised evangelism and prefer children to make their own spiritual choices, influenced by what they see in our lives and the lives of the pupils who are Christians. Staff speak freely of their own personal relationship with God but do not take advantage of 'captive audiences' in the classroom or assembly. One of our primary aims in having this school is to share the light of Jesus. Families who are not practising Christians need to accept that their child may show an increasing interest in becoming a Christian. Our policy is to inform you of any significant steps your child may wish to take in their spiritual life.

Please contact the Headmaster if you have questions or queries relating to the spiritual life of the school.

Sport and Travel

Your child's physical fitness and development are an important part of their education whilst at school. All pupils take part in regular sports sessions as part of their weekly routine unless they have a medical problem supported by a recent letter from their doctor. Sports available include; Soccer, Rugby, Athletics, Basketball, Netball, Volleyball, Tennis, Badminton, Hockey, Cricket, Softball, Rounders, Cross-country Running and Swimming. Many pupils also join a school team and we endeavour to arrange frequent fixtures with

other schools. These events are shown on the school calendar and you are encouraged to attend and support these fixtures, particularly if your child is taking part.

During Form 1 each child will complete an introductory six-week course in Horse Riding and Stable Management. Horse riding lessons are also available. If you would like your child to learn to ride you should sign a permission form available from the school office and you will be invoiced for the lessons at the end of each term. If your child owns their own horse, you might like to consider having it stabled at the school during term-time. Please contact the School if you are interested.

During each term we organise a large number of educational and sport trips, together with a variety of outdoor activities such as rock climbing, hiking and camping. We assume that the consent and indemnity form, which you signed when your child joined the school gives permission for your child to take part in all these activities. We will only contact you asking for your specific permission for a trip if a) it involves travel outside the country, b) you will be expected to contribute towards the cost or c) in the opinion of the Headmaster it involves more than the reasonable degree of risk than is normally experienced at the school.

Extra-Curricular Activities

Each Saturday the pupils have the opportunity to take part in a selection of clubs and activities which may include: badminton, art, Bible study, car mechanics, chess, choir, cookery, crafts, circus skills, drama, First Aid, fishing, music, photography, baseball, squash, tennis, community service and expedition training.

Pupils may also register for the International Youth Award (Duke of Edinburgh Award) using the experience they gain in their extra-curricular activities to qualify for a Bronze, Silver or Gold Award. They have to show progression and commitment in four areas: Community Service, Sport, Skill and Expedition. The award is recognised internationally and is a useful addition to their curriculum vitae.

At least once during the year each pupil will take part in an outdoor activity. The aim of this outdoor emphasis is *"to provide a programme of safe, but challenging out-door activities which are available and appealing to as many Chengelo pupils as possible"*. The emphasis is on safety, which results from careful planning. This includes pre-expedition reconnaissance, consultation and advice from experts, adequate knowledge and training of leaders, equipment which is appropriate to the terrain, activity and season, and well thought out contingency and emergency plans.

The outdoor programme is co-ordinated by Mr Thompson who is based at the Ndubaluba Outdoor Centre. Details of trips are published each term in the calendar.

In addition there will be regular one-day trips for other outdoor pursuits such as rock climbing, abseiling, canoeing etc.

Leadership Training

We hope that many of our pupils will one day go on to become future leaders in business, politics and the Church, and therefore we see leadership training as an important part of school life. Leadership is actively encouraged throughout. This involves seminars, role plays, group work and outdoor activities to find out more about themselves and their leadership potential. Once they are appointed in a leadership role their performance is reviewed regularly and they are debriefed by their tutor and relevant staff members. Sixth form students are eligible to be nominated by staff and sixth form students, for the role of Prefects, Head boy and Head Girl. Tutors, houseparents and senior staff review the nominations, and interview a short list of candidates. The Headteacher then appoints these students chosen to represent the school in these important leadership roles. A specific leadership training program will then help prepare these students for the responsibility of senior leadership.

Medical

A clinic is run twice a day for pupils in the morning and evening. We will inform you in writing at the end of each term and half-term of any illness your child has had whilst at school (except minor problems) and the treatment given, and you will be charged accordingly on your next invoice. In the case of serious or long-term illness the school will contact you and ask you to collect your child and take over responsibility for arranging their treatment.

The school also uses the services of the Doctor at Tusekelemo Clinic in Mkushi who is able to provide a laboratory service and perform operations.

We do request that you inform us in writing at the end of each holiday of any illness, which your child may have had or come into contact with. We also ask that you do not send your child back to school if they are already sick or if they require further medical tests. If they are on any medication this should be handed in to the houseparent on arrival together with specific instructions on when it is to be taken. Pupils are not allowed to have any medicines in their possession. You are also asked to inform the school of the preference for malaria prophylaxis for your child. The three options available are a) maloprim (weekly - no charge), b) paludrine (daily - charged at cost), c) no treatment. If your child takes prophylactics at school please ensure that they continue the treatment during the holidays. It is our advice that any pupil who has not previously taken prophylaxis should not begin to take it. Each pupil is also treated with vermoz twice a year.

In the case of emergency the school's responsibility is to get your child to the nearest medical centre that can deal with the situation. In practice this would mean evacuating your child to Tusekelemo Clinic. The school cannot take responsibility for organising medical treatment outside the country. However, if you are members of a medical evacuation scheme (e.g.SES) you should send copies of your membership documents to the school and in an emergency we would contact the organisation immediately.

Music, DVDs and Books

As a Christian school we acknowledge the fact that music can have a profound effect on a child's behaviour and attitude towards others and themselves. We try to educate the pupils to be able to discern for themselves what types of music are good and which are unhelpful. We also have the following rules to help us ensure that the pupils only have a positive influence in this area.

Having a discman MP3 player or ipod is a privilege for Forms 3--5. DVDs must also be handed in to the houseparent at the beginning of term and will only be shown by a member of staff. No music bearing a parental guidance warning is allowed at school. Staff may check the contents of ipods etc when appropriate.

Pupils are not allowed to bring any material to school, which contains explicit sex, foul language or rebellious or satanic messages. We would appreciate it if you would support the school by not sending your child to us with such material in their possession. Any inappropriate material will be confiscated and may be destroyed.

*** Please note the rules on equipment on page 8.**

Fees

Chengelo is a non-profit making organisation with charitable status. The term fees go solely towards the running costs of the school. All development work is funded by donation and the enrolment fees.

Term fees are invoiced in Kwacha and are sent out to parents at the end of the previous term and must be paid in full by the first day of term. A separate Kwacha invoice will be issued for incidentals for Term 1 only (pocket money, uniform, medical, breakages, interest, arrears, etc.), whilst Term 2 and 3 fees and incidentals will be issued on one invoice respectively. Fees can also be paid in either US Dollars or British Pound Sterling at an exchange rate to be given by the school. Payment may be made by cash, bank certified cheque or by deposit into the following accounts:

Stanbic Bank Kwacha account no. 014 0020000800
Stanbic Bank Dollar account no. 024 002000801
or in our UK Barclays Bank Pounds Sterling account 20-13-34-10251917

Once term has started, the accrued amount will attract a 5% interest per month.

We appreciate that some of you make incredible sacrifices in order to send your children to Chengelo. We are prepared to allow parents in this situation to pay the school fees by instalments but this must be requested well in advance and interest will be charged on outstanding accounts. All outstanding fees must be cleared before the beginning of the next term. Pupils will only be admitted to the school if a significant proportion of the current term's fees has been paid.

If these conditions are not met we are left with no option but to send the child home. We do not like having to do this but we are sometimes forced into such a situation by parents who send their child back to school with an unpaid account, no money, and often without even a letter of explanation. Please avoid doing this to your child by contacting the school

at the earliest opportunity to discuss your situation with Mr Solomon, our Administrator. If you are in any doubt as to whether they will be admitted, please accompany them back to school so that you can sort things out personally.

The school sets aside 10% of its budget to fund Assisted Places at the school. This is normally used to reduce the fees of existing pupils whose parents are experiencing temporary financial hardship. Application forms for an assisted place are available from Mr Solomon or Mr Alford and these awards are reviewed on an annual basis. In addition, we have a limited number of bursaries funded by businesses, individuals and groups, both from within Zambia and overseas. These are allocated by the school on a discretionary basis. It should be noted that priority is given to full time Christian workers and farmers.

Discounts

The school offers a 5% discount on term fees only for the second and subsequent child in each family provided their accounts are cleared before or on the first day of term. Parents will be invoiced in full and the discount will be credited to the following term's fees.

We are also able to offer a 10% discount to parents who pay one year's school fees in advance. Please contact Martin Solomon–Administrator, for further details.

www.chengelo.sch.zm

Copies of this booklet can be downloaded from the 'Parent Information' section of our website.