

CHENGVELO SECONDARY SCHOOL



Pupil Handbook
2009

SCHOOL RULES

Daily Routine

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

Introduction

Chengelo does not believe in rules for rules sake. Each of the rules below has a reason behind it which is firmly grounded in common sense and the belief that people should have as much freedom as possible within the limits of RESPECT for each other, property and the environment.

General

1. Chengelo does not encourage exclusive relationships. Physical contact between boys and girls is forbidden. Boys and girls must not meet in isolated or hidden places. Students should be socialising in groups of no less than three.
2. The following are forbidden:
harmful drugs, alcohol, inhalants, cigarettes, contraceptives, obscene materials, swearing and obscenities, any music carrying a parental guidance warning, bullying and aggressive behaviour, stealing, wilful damage including graffiti, tampering with fire extinguishers, knives* and weapons*, betting or gambling.
(* authorised use only).
3. You must know and observe bounds.
4. Leaving the Chengelo Site at any time must be authorised.
5. Uniform regulations must be observed. When in uniform, it must be worn correctly.
6. Pupils must be decently dressed at all times, i.e. girls no low-cut, or strappy tops, mini-skirts or revealing garments. Modesty is required at all times.
7. **Mobile phones are not allowed at Chengelo.**

Classwork and Prep

1. Classwork and prep is your responsibility and must be completed on time.
2. Prep is to be done in silence.
3. You must be back in your hostel 10 minutes after prep ends.
4. Credit cards must be carried by all pupils in Forms 1-4 when in uniform and for prep.
5. You must be able to produce your credit cards at all times on request of a member of staff, Monitor or Prefect.

Dining Room

1. You must attend all meals.
2. All food served must be eaten (take what you can eat and eat what you take).

Hostels

1. No boy may enter a girl's hostel and vice versa.
2. All medicines, money, videos and DVD's must be handed in to your houseparent at the beginning of term.
3. Movement out of hostel after returning at the end of prep must be authorised in writing by your houseparent or duty houseparent.

Swimming Pool

1. No swimming without permission from the member of staff on duty.
2. No ducking, pushing, running or horseplay.
3. Racing dives only.
4. School swimming costume / trunks only to be worn.

Ropes Course

You may not use the course unless a Ndubaluba member of Staff is present.

BOUNDS

The following areas are out of bounds unless authorised:

- a. Laboratories, prep and storerooms, computer rooms & library
- b. Kitchen and kitchen yard
- c. Staff houses and vicinity
- d. All school offices and staff room
- e. Sixth Form buildings (for Forms 1-5)
- f. Primary School and Primary Hostels
- g. Buildings under construction
- h. Water towers / treatment plant
- i. Workers' compounds
- j. Vegetable gardens
- k. Farm buildings, pump houses, workshops, generator house
- l. Stables
- m. Fields containing livestock or crops
- n. All vehicles (farm, staff) including motorbikes and bicycles.
- o. Isolation ward in school clinic.

Boys are not allowed closer than the roundabout road to the girls' hostels and vice versa. Boys must also not use the furrow bridge by the Form 5 Girls' Hostel or by the Library.

The School boundary is fenced off. No pupil should be outside the fence.

PROCEDURES**HOSTEL**

1. No running in or around the hostel.
2. You must not enter another wing without permission.
3. You must not enter another dorm unless a member of that dorm is present.
4. Borrowing of clothes is not permitted.
5. Mosquito nets must be used every night, except during the cold season as directed by the houseparent.
6. You must always be in the hostel during duty times. After duties in the evening remain in the hostel or immediate surroundings until the supper bell rings.
7. Rest is taken in the hostel. Forms 1, 2 & 3 take rest on their beds in their own dorms. Forms 4 & 5 may take rest outside but must be in the immediate vicinity of the hostel.

8. Quiet time is for reading your Bible, praying, writing a daily journal or thinking. No other activity should take place during that time.
9. Forms 3-5 may listen to music on their discman/iPod in their dormitories or the common room. No discman/iPods are allowed out of the hostel.
10. Discmans/iPods may only be used with headphones, not speakers.
11. You may bring a maximum of 10 CDs to school which must be clearly labelled and handed in to your houseparent for checking at the beginning of term. No music containing a parental guidance warning may be brought to school. Houseparents may do spot-checks on the contents of iPods. All videos/movies must be deleted from iPods before bringing them to school.
12. Table Tuck must be stored in a lockable box with maximum dimensions of 60cm x 30cm x 30cm. No other tuck is allowed. Students are not allowed to receive any extra food or drinks at any time during the term.
13. You may only enter another hostel with permission from the houseparent or duty houseparent.
14. Pupils must sleep in their own beds.

DINING HALL

1. For breakfast and lunch a cafeteria style of service is used. When it is time for your sitting, wait on the veranda of the Dining Hall. Join the servery queue as directed by the DH monitors. You may choose to sit anywhere.
2. At supper you should proceed to the Dining Hall as soon as the bell rings. Enter the Dining Hall in silence and stand behind your chair. Collect your food (firsts and seconds) in rotation of tables. All food taken should be eaten in the Dining Hall.
3. You must take at least one spoonful of one vegetable.
4. You should stay at your own table and may not wander around during the meal.
5. Good manners should be maintained.
6. Tables must be cleared, wiped and chairs left neatly.
7. Utensils must be put in the correct places at the clearing tables. Cutlery may not be borrowed from DH.
8. On leaving the Dining Hall you must move directly to Hostels unless authorised.
9. If you wish to fast you must see the School Nurse in the first instance.

CLASSROOM

1. You must arrive on time with books and equipment carried in a bag.
2. If a teacher is delayed, wait 5 minutes after the bell, enter the classroom (but not a laboratory), take out books and work. One pupil should report to administration.

BREAK TIME

1. Food and drink may only be consumed where served and not taken to hostels.
2. Queue properly and obey break time monitors.

PREP

1. Prep Times:

18.40 – 20:00	Forms 1-2
18:40 - 20:30	Forms 3-5

2. Students should not arrive at prep before 18:30.
3. All prep must be done in silence.
4. Prep for Forms 1-5 takes place in the classrooms. Pupils should only leave the classroom to use the toilets with permission from duty staff.
5. Any variation on the above needs the permission of the duty teacher.

DISCIPLESHIP GROUPS

All students are encouraged to sign up for, and attend, discipleship groups on Tuesdays after Prep:

19:30 – 20:15	Forms 1-2
20:00 – 21:15	Forms 3-6

Students not attending discipleship groups must be in their own hostel during these times.

LIBRARY

1. The library opening times are published and announced.
2. Librarians are to be obeyed.
3. Students who do not return library books on time will be fined Kw 300 per day from their tuck money.

DETENTION

1. School detention is organised by Pastoral Heads and/or the Deputy Head, academic detention by the subject teacher, and hostel detention by the houseparent
2. If a credit card is lost you must report this to your tutor immediately.

SATURDAY CLUBS

1. Clubs run on Saturday mornings from 10:00 – 12:00 (break 11:00 – 11:30)
2. You may not change clubs without consulting the Clubs Co-ordinator.
3. If you do not attend a Saturday Morning Club you must remain below furrow in the FREE ZONE. This is the area bounded by Luangwa, Lusenga, the Dining Hall, Kasanka and Kafue. Only Form 5 boys may be in or around Kalungwishi. Only Form 5 girls may be in or around Lukusuzi. You may spend free time in your hostel listening to music etc.
4. If you are participating in the International Youth Award (IYA) scheme, take your record card to all Skill, Community Service, Expedition and Physical Recreation sessions.
5. Home fixtures may only be attended with permission from your club organiser.

SATURDAY EVENING ACTIVITIES

Arrive promptly and remain at your activity throughout its duration.

LETTER WRITING / EMAIL

1. Opportunities to email home will be available after School (except Tuesday).
2. If students would like to write a letter home this may be handed in at main Admin for posting.

SUNDAY SERVICES**(10:00 hours MCC Service, 19:00 hours ' Fusion')**

1. Any student may attend the MCC Service at 10:00hrs.
2. After Supper Forms 1-3 must remain in hostels until Fusion begins.
3. Remain at the location throughout the service.
4. If you do not attend you must remain quietly in your own hostel.
5. No videos/DVD's are to be watched on Sundays.

UNIFORMGirls

White short sleeved shirt*
 Navy blue skirt*
 White ankle socks*
 Black school shoes
 Chengelo jersey*
 Changes of underwear
 School tie*
 Navy blue or black tights
 for WINTER only

Boys

White short sleeved shirt*
 Grey trousers or shorts
 Grey socks*
 Black school shoes (not boots)
 Chengelo jersey*
 Black/brown belt
 Changes of underwear
 School tie*

Sportswear

Chengelo t-shirt*
 Navy blue shorts*
 White socks (girls only)
 Sports shoes
 Rugby Jersey*
 House T-Shirt*
 Swimming costume/trunks*
 Long games socks*
 (yellow, official school)
 Shin pads (boys only)

Equipment: School bag or small rucksack, calculator for maths, mathematical set, pens, pencils, ruler and rubber.

* Available from the school uniform store

1. In the cold season plain dark coloured jackets are only to be worn over a school jersey and must not be worn in the classroom unless the teacher gives permission.
2. During the wet season raincoats, umbrellas and Wellington boots should be used.
3. Girls' skirts must be knee length.
4. A plain white T-shirt may be worn as a vest under school uniform (no writing/patterns).
5. Clothing must be kept in a good state of repair.
6. All items of clothing should be clearly named.
7. Maximum of 6 pairs of shoes allowed. This includes school shoes and sports shoes but does not include Wellington boots.

School trips

Full uniform should be worn unless a member of staff informs the pupils.

Jewellery

1. Jewellery (including bracelets, necklaces, ankle chains, rings & friendship bracelets) is not allowed.
2. Girls may wear plain studs (no stones) or small sleepers - one in each ear in the traditional position.

Hair

1. Neither dyed or tinted hair nor dyed or tinted braids are allowed. Braids must be no longer than shoulder length. Beads in the hair are not allowed.
2. Hair must be off the face and girls' hair must be tied back properly with plain blue, black or white fasteners. Scarves are not allowed.
3. For boys, only conventional hairstyles are permitted - no extreme steps, shaved sides or long hair. Boys may not dye their hair.
4. You must obtain permission from your houseparent before another pupil cuts your hair.
5. Boys must be clean-shaven.
6. If a boy returns with dyed hair, his hair will be cut immediately.

Make-up and nail varnish

1. Make-up is not allowed.
2. Pupils must not use coloured nail varnish or false nails

CLINICBefore Lesson 1

If you feel unwell you must report to your houseparent/duty houseparent.
 If you are sent to bed by the houseparent you must go to the clinic at 09.00.
 You must not attend clinic unless referred by the houseparent.

During Lessons (including break)

If you feel unwell during lessons you must get written permission from your teacher to go to the school office.
 The secretary keeps a supply of paracetamol and Ibuprofen. She will decide whether to refer you to the clinic or send you back to your class.
 You may only lie in bed in the hostel with permission from your houseparent (before 9am).

Clinic Times

Monday to Friday:

Morning	09.00	Pupils in bed
	10.00	Secondary pupils in clinic in files referred by houseparent.
Evening	16.30	Secondary pupils - who must be referred by houseparents (NB Tuesdays 17.00, not 16.30)

If you feel unwell during prep, the teacher on duty will not refer you to clinic unless it is an emergency.

Saturday

Pupils refer to the duty houseparent.
 Pupils in bed come to the clinic at 9.30.

Sunday

Pupils refer to the duty houseparent.
 There is no clinic.

Clinic visiting hours for pupils: 16.15 - 17.00 at discretion of clinic staff.
Boys may not enter the Girls' ward and *vice versa*.

Isolation Ward

Students in this ward are not to leave without permission from the nurses.

Meal Arrangements for Sick Pupils

Clinic monitors are responsible for patients' meals, either personally or by delegating to one of the patient's friends. If the pupil is in the Clinic, trays must be fetched from the Clinic kitchen before collecting breakfast and supper (not lunch) from the Dining Hall. On Sundays all meals, including lunch, need to be collected from the Dining Hall. The dishes must then be washed in the Clinic kitchen.

WEEKEND EXEATS

Free Weekends

If you are going home with your parents for a free weekend you must fill in details in the exeat book in your hostel and obtain a pink card from Administration. This will only be given to you if the school has received the necessary details from your parents. If your parents are sending a driver, the school must have details from your parents in writing. If you are going with your parents, they must contact the school beforehand. You may leave at 13.00 on Friday if you have a long way to travel, otherwise you must stay until 16.00 and must return by 17.00 hours on Sunday.

Other Weekends

If you wish to go home for other weekends you need to have a written arrangement made between your parents and the Headteacher.

If a written arrangement has been made you must then fill in the details in the exeat book in your hostel.

Visiting a Friend's Home or Taking Friends Home

This should only happen on free weekends and the school administration must have written permission from your parents and the parents of your friend you wish to visit or take home. If a written arrangement has been made you must then fill in the details in the exeat book in your hostel. Signing the book should be completed before rest on Friday at the latest.

A pink pass must be obtained from Admin prior to leaving before 13:00 and this must be handed in to the security guard at the main gate on leaving the school premises.

VISITING ON SITE AFTER SUPPER

1. **Hostel monitors** can move between hostels (boys between boys' hostels and girls between girls' hostels). They do not need a note from houseparents, but they should ask permission first and are expected to report back to their houseparent when they return. They need a note if they are going to and from a staff house etc. Clinic Monitors need a note to go to and from clinic.

2. **Form 5s** can move about the site unsupervised but need to carry a note signed by the houseparent and the member of staff they are visiting.
3. **Forms 1-4** (and mixed groups of Form 5s) must be escorted around the site by a member of staff at all times after supper.

GENERAL

1. Gum is not allowed.
2. Only in exceptional circumstances will you be allowed to use the school telephone and only then with the Headteacher's or Deputy Head's written permission.
3. You are responsible for looking after your own possessions; lending is not permitted.
4. You may not swim in any dam or river unless a member of staff is present and has authorised it.
5. Students must show respect to all members of staff and other adults. You are expected to greet them politely and clearly as you pass them. When you speak to a member of staff or an adult you must not have your hands in your pockets and you should remove your hat / cap if you are wearing one. You should also remove your hat / cap when inside a building.

LOST PROPERTY

It is your responsibility to make sure that all your possessions are clearly labelled and are not left unattended. If you do lose something you should first look for it and then report it to a member of staff. If it is still not found, report to the school office where lost property is kept.

FORM PRIVILEGES**Form 1**

- May use tuck shop K120,000 allowance per term (K 10,000 per week)
- 4 sets of casual clothes
- Use of Common Room
- Out for free weekends
- Attend Saturday evening activity
- Move out of hostel in free time
- Lights out 20.45
- Allowed table tuck-condiments & cereals for breakfast

Form 2 (in addition)

- Lights out 21:00
- Supervised evening swim

Form 3 (in addition)

- Lights out 21:15
- Allowed a Discman/iPod & headphones
- May bring own bicycle and cycle in free time
- May take Quiet Time in the immediate vicinity of the hostel
- Allowed outside bounds with permission from senior staff
- 6 sets casual clothes

Form 4 (in addition)

- Lights out 21:30
- Saturday evening coffee
- May take rest in the immediate vicinity of the hostel
- May shower after prep
- May socialise in DH after supper on weekends (18:30 - 18:55)

Form 5 (in addition)

- Lights out 21:45
- 8 sets of casual clothes
- Sport after prep (by arrangement)
- Saturday and Sunday evening coffee
- Friday evening video
- 2-person dormitory
- Does not carry credit card
- May shower at any reasonable time by arrangement