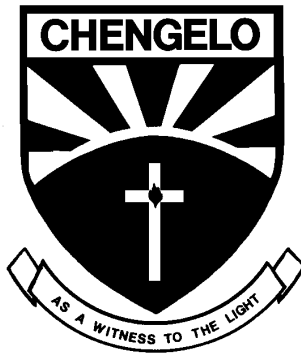


# CHENGELO



# Primary School

## *Pupil & Parent Handbook*

### **Welcome to Chengelo**

I would like to give you a warm welcome to Chengelo School. I trust that, with parent, pupil and school working together, we will together enable your child to develop physically, emotionally, spiritually and academically.

Chengelo School is a Christian school. It was begun in 1985 by the Mkushi Christian Fellowship and from those small beginnings it has grown to what it is today. We give thanks to God for his wonderful work here and you can learn more about this beginning in Section C.

Chengelo seeks to appoint born-again, committed Christian teachers to its staff and we aim to underpin everything we do in the Christian faith. We recognise that as God is the creator of all things, our work with numbers, language, science, art or whatever it may be is grounded in our understanding of Him.

We encourage the children to develop in their understanding of the Christian faith and this happens through times of prayer in class and in the hostel, through Sunday events such as King's Kids, through Religious Education lessons and, for older pupils, through voluntary discipleship classes. We believe that a person makes their own individual response to the calling of Jesus Christ and it is not the responsibility of anyone at Chengelo to make a pupil into a Christian. But it is important to realise that even very young children do make their own commitment, even when there is no commitment to the Christian faith at home.

This booklet is written to give you information about how the school works. The first section deals with information needed immediately, whilst Section B contains information for pupils and Section C gives general details about the running of the school. Should you ever have any questions that are not answered in this booklet, please do come into school and ask.

**Beginning of Term and Half-Term**

Termly boarding pupils should arrive by 17.00 on Sunday as this gives them time to settle into their hostel. Staff will be available to meet children from 13:00 onwards but the first meal is not served until 17:15. At the start of term you must first visit the main Admin building to receive your ticket which confirms to houseparents that your child is allocated a place in the hostel. If your child will be returning late please contact the Headteacher giving reasons for their absence from school. If a pupil has not returned after two weeks of term and we have not received written notification, their place may be given to the next child on the waiting list.

**End of Term and Half-Term**

Pupils may leave from lunchtime onwards on the Friday prior to the holiday. It may be more convenient for pupils to be collected from 07.30 onwards on Saturday. Pupils will only be allowed to board the PTA bus if their names are on the list. Pupils travelling with anyone other than their parent or on the PTA bus must have a letter written by you addressed to the Headteacher.

**Free Weekends**

In the middle of each half-term is a free weekend. Pupils may leave after any special event that has been organised to coincide with the free weekend. These events are normally held from 10:30 – lunchtime and often parents are invited to attend. Pupils must return by 17.00 on Sunday. Children may go to their friends' home, providing the school has received written permission in advance from both sets of parents.

**Normal Weekends**

Termly boarders who stay on site at the weekend have a mix of activities and free time to enable them to enjoy the weekend in a relaxed atmosphere. Parents may take their children out for a weekend at any point during the term or visit your child on site should you wish.

**Time off School**

Permission is usually only given for overseas travel, health check-ups, weddings and funerals and must be requested in advance.

**Communication**

As a rural school we are very aware of the lack of daily contact with parents which most day schools enjoy. Because effective education is a partnership between parent, child and school, it is important that we try to keep in touch.

There are specific occasions for parents to talk to staff and to see your child's work. When you do come to school to see or collect your child, take the opportunity to talk to staff, see your child's classroom and look at their work. This will encourage them significantly. For some children who travel on the PTA bus there is a danger that parents may never visit the school or meet a member of staff. Please encourage your child by visiting the school as often as you are able.

If you do want to visit the school to see your child or a member of staff, you can make an appointment to ensure that the member of staff is available and that we are able to accommodate your visit.

**Term Calendar and Newsletter**

The calendar for each term is sent home with the child's report from the previous term. Newsletters are produced twice a term. These will help to keep you informed about the activities of the school.

**Letters**

Termly pupils are encouraged to write to you at least once a fortnight and time is set aside for this at weekends. At the start of term you need to give your child some stamped, addressed envelopes and paper or some local aerogrammes to use when they write. Children also like to receive post and get very disappointed if you don't reply. They often ask, "Have my parents sent a letter for me?" It is important for them to keep in touch with their family. Some parents send their first letter before the end of the school holiday so that their child has a letter waiting for them when they arrive at school. You can also email your child at: [pripupil@chengelo.sch.zm](mailto:pripupil@chengelo.sch.zm)

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### **Telecommunication**

<u>Telephone</u>	Primary	Tel	05-352134
	Secondary	Tel	05-352258
	Secondary	Tel	05-352335
<u>e-mail</u>	primary@chengelo.sch.zm		

Farmers' Radio Messages can be relayed as far as Kapiri. Most other Mkushi farmers will pass messages on to the school.

### **Parent Teacher Association**

The aim is to support the school in the following ways:

- 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 children.
- to provide opportunities for parents to enter into activities of the school and to assist in its development.
- to give assistance to the school requested by the Headteacher.
- to raise funds for projects approved by the Headteacher.

#### **PTA bus**

Lusaka parents organise a bus at the beginning and end of each holiday. Only pupils who have paid in advance may use this transport. Please contact Mr. Paddy Mutwale on Lusaka 233882 or 0097 785 141. He will be assisted by Miss Matipa on Lusaka 254140 or 097 753 719. **Please note that this is organised by the PTA. The school does not take responsibility for children once they have left Chengelo.**

## *Chengelo Primary Pupil & Parent Handbook*

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 the school year.

At present the Executive members are:

Chairman: Mr William Nyirenda, SC	PO Box 22144, Kitwe (02) 224843 / 096 995084 williamn@zamnet.zm
Secretary: Mrs Beatrice Mulamfu	PO Box 50742, Lusaka beta@zamnet.zm
Treasurer: Mr John Silondwa	Kabwe Chapel Phone: 096 769171, 05 223207, 05 222638 E-mail: kbchapel@zamtel.zm

Parent members:  
Michael Mwanza  
51 President Avenue, Chingola  
Tel 097 861047, 01-310980  
e-mail: michael.mwanza@kcm.co.zm

Mrs Chipili L Kapepula  
4 Friday Kakumbi Rd,  
Chilanga Estates, Chilanga, Lusaka  
Phone: 096 438654, 01-278034

Mr Patrick Coleman, PhD  
PO Box 90010, Luanshya  
(02) 510033 / 097 755887 / 096 780113  
E-mail: pcoleman@zamnet.zm

Mr Jacob Chanika  
Phone: 096 847859, 05 224771  
E-mail: jafrahen@zamtel.zm

## ***Chengelo Primary Pupil & Parent Handbook***

Mrs Sarah Kingdom

Mkushi River Ranch  
PO Box 840106  
Mkushi  
Phone: 097 199473  
E-mail: kingdom\_ps@hotmail.com

School Members: Mr Warren Mukuni, Mrs Anita Solomon

### **Tuck**

All pupils are allowed pocket money in the school tuck shop. This is included on your invoice each term. The amount spent is monitored each week and deducted from this amount. Children are allowed to bring one box of cereal each half term and a spread of their choice. Other tuck may be confiscated to ensure that children do not have hugely different amounts. This is to ensure that the distribution of tuck is seen to be fair for all children.

### **Uniform and Equipment**

Please check the lists in this handbook on pages 10 and 11. All clothing and linen must be clearly marked with a sewn in name tag and this will be checked by the hostel parents. Name tags can be ordered from the school but need to be sewn in by parents or pupils. Children may bring in 4 sets of casuals, most of which should be suitable for outside play. Weekly boarders are expected to take laundry home for washing at the weekends.

### **Transferring to other schools**

Very few pupils leave Chengelo. However, we require at least one term's notice or payment of a term's fees in lieu. A leaving certificate will be issued once all school property has been returned and your account is cleared. Most grade 7 pupils transfer to Chengelo Secondary School but please note that this is not automatic as they will be required to sit the entrance test. If for some reason your child's needs cannot be met in the Secondary School we will inform you. When moving on to secondary, parents will be required to pay a 'top up' enrolment fee.

## ***Chengelo Primary Pupil & Parent Handbook***

### **Section B – for the pupil**

Please read the following pages with your child to make sure they understand what is required of them.

In the Primary School we have 'Golden Rules' which are the basis for encouraging positive behaviour. The children are taught these expectations from a Christian perspective throughout the school with an emphasis on rewarding good behaviour rather than only looking at negative actions.

The Golden Rules are:-

- ✓ We pray and care for each other.
- ✓ We concentrate and try hard.
- ✓ We listen carefully.
- ✓ We respect everyone and their property.

Chengelo does not believe in rules for rules' sake. Each of the rules below has a reason behind it, which aims to ensure that the Primary School is a happy and safe environment for everyone.

### **General**

1. The following are forbidden: swearing, insulting language, bullying, aggressive behaviour, stealing, wilful damage including graffiti, knives and weapons.
2. You must know and observe the bounds which are listed on page 9.
3. Leaving the school grounds at any time is not allowed unless you are with a member of staff or your own parent.
4. The correct school uniform must be worn in class.
5. You may only participate in sport if you are wearing the correct clothing.
6. You must be dressed decently at all times. Short tops and skirts are not appropriate for primary children.

**Classwork and Prep**

1. Classwork and prep are your responsibility and must be completed on time.
2. Prep is to be done quietly in allocated classrooms.
3. You must be back in your hostels 10 minutes after prep has ended and staff children must return straight home.
4. Uncompleted work must be finished in your own time as directed by their teacher.
5. If you find something difficult it is important that you ask your teacher for help rather than copy from a friend.

**Dining Room**

1. You must attend all meals. Staff children join with us for lunch.
2. All food served must be eaten in the Dining Room and not taken outside.
3. You must have at least one portion of a vegetable with the main meal.
4. You must sit at allocated tables and not leave until told.
5. You must eat quietly and have good table manners.
6. Tables must be cleared, wiped and chairs left neatly.
7. Plates and cutlery must be put in the correct places at the clearing tables.
8. Hats must not be worn.

**Hostels**

1. No boy may enter the girls' dorm and vice versa.
2. All medicines and money must be handed in to your houseparent.
3. Movement around the school after prep or supper must be authorised in writing by your houseparent.
4. In the hostel it should be relatively quiet and there should be no running in corridors, playing on or with furniture, or playing in the bathrooms.
5. Borrowing of clothes or shoes is not permitted.
6. Mosquito nets must be used every night.
7. Bed rest should be taken on your own bed quietly.
8. Music should not be heard outside the hostel.
9. Walkmans/Discman or CD's should not be brought to school.

**Swimming Pool**

1. No swimming unless a member of staff is on duty.
2. No ducking, pushing, running or horseplay.
3. Racing dives only.
4. You must change into a costume or swimming shorts and not wear long PE shorts.
5. Staff children may swim in their free time if the pool is not being used as long as you are supervised by a responsible adult.

**Junior Ropes Course**

Hostel children may use the primary ropes course after school when a houseparent is on duty. Staff children need to be supervised by a parent.

**Bounds**

The following areas are out of bounds unless authorised by a member of staff:

- a) Library and computer room
- b) Kitchen and kitchen yard
- c) Staff houses and gardens
- d) All school offices and staff room
- e) Secondary school classrooms and hostels
- f) Buildings under construction
- g) Water towers
- h) Workers' compounds
- i) Vegetable gardens
- j) Farm building, pump houses, workshops, stables
- k) Fields containing animals or crops
- l) All vehicles (farm, staff) including motor-bikes and bicycles
- m) Outside the perimeter fence
- n) Senior ropes course

You may go to the Library to change your books after school as long as you let your houseparents know where you are going.

**PROCEDURES**

**Classroom**

1. You must arrive on time with books and equipment carried in a bag.
2. Children in grades 3-7 should have your own pencil case containing pencils, crayons, rubber, sharpener, ruler and glue stick.
3. You should arrive at school 5 minutes before the start of lessons in the morning and afternoon. Do not arrive too early.
4. You should not enter a classroom unless a teacher is present. If a teacher does not arrive please inform the Headteacher or secretary .
5. If a visitor enters the classroom you must stand and greet them politely.
6. Exercise books should be kept neat and tidy – do not draw or scribble on the covers or you will be asked to buy a new one.
7. Classrooms should be kept tidy.

**Break Time**

1. You must wash hands before queuing for break.
2. You must not be inside a classroom at break unless permission has been given by a teacher, or it is raining.
3. Grade 7 monitors are responsible for breaktime equipment which should be returned to them when the first bell goes.
4. The first bell means stop playing and get ready to line up. The second bell means line up in silence with the class and remain there until the duty teacher tells you where to go.

**Library**

1. You may use both the main school library and the smaller Primary Library. The library opening times are written on the doors.
2. Books borrowed must be looked after carefully and not left on the ground or anywhere outdoors.
3. If you misplace a book you will be charged for it.

**UNIFORM**

**Girls**

Blue/white checked dress of knee length.  
White socks (white or blue tights are permitted during the cold season)  
Black low heeled shoes  
School sweatshirt  
Blue school bush hat  
Black trousers and a white shirt may be worn in the cold season (Term 2) at the discretion of the Headteacher

**Boys**

White short sleeved shirt  
Grey shorts (Grade 7 boys may wear trousers throughout the year and other boys may wear grey trousers in the cold season during Term 2 at the discretion of the Headteacher)  
Grey or black socks  
Black shoes, not boots  
Blue school bush hat or cap  
School sweatshirt

**Sportswear for boys and girls.**

Chengelo T-shirt, or plain white polo shirt with collar  
Navy blue shorts  
White socks  
Sports shoes (bare feet are not permitted for sports activities)  
Swimsuit or swimming shorts (these should be above the knee)  
Swimming towel

In the cold season pupils may wear navy blue or black track suit trousers or joggers for sport. All children need wellington boots in the rainy season and an umbrella or thin waterproof coat with a hood.

**General Clothing Rules**

1. Jackets are not to be worn in the classroom over uniform unless given permission by the teacher.
2. Sports shirts are not to be worn under school shirts.
3. Hostel children should bring no more than 4 sets of casual clothing.
4. Jumpers should not be worn in the hot season after break.
5. You should look smart in uniform.
6. Clothing with undesirable logos may be confiscated.
7. In the cold season, a plain white t-shirt may be worn under the normal shirt.

**Jewellery**

1. Girls may wear studs or sleepers - one in each ear in the traditional position.
2. **No other jewellery** should be worn or brought to school (this will be confiscated)

**Hair**

1. Dyed or tinted hair and dyed or tinted braids are not allowed. Braids must be no longer than shoulder length.
2. Hair or braids must be off the face, in a neat style that can be maintained by the pupil herself. Long hair must be tied back for school with a blue, black or white hairband.
3. For boys, only conventional hairstyles are permitted – no extreme steps, shaved sides, long hair or dyed hair.

**Make-up and nail varnish**

These are not allowed and will be confiscated if found in the hostels.

**CLINIC**

If you feel unwell before school you must report to your houseparent. You must not attend clinic unless referred by the houseparent or with a note from the teacher. If you are not well enough for school the houseparents will take you to the clinic at 09.00. If you feel unwell during lessons you must have a note from your teacher to leave class and see the secretary or Headteacher who will decide if you need to go to clinic.

**CLINIC TIMES**

Monday to Friday

<b>Morning</b>	09.00	Pupils in bed
	09.30	Primary Pupils
<b>Evening</b>	17.15	Primary Pupils

Saturday

Pupils refer to the duty houseparent or teacher.

Sunday

Pupils refer to the duty houseparent or teacher.  
There is no clinic.  
(Clinic visiting hours for pupils 16.15 - 17.00)

Staff children should be taken to clinic by their own parents and not sent to school with a note asking someone else to take them. On Monday mornings the clinic is open earlier so that parents may take weekly boarders if needed.

**Visiting Staff Homes**

Children may at times be invited to staff houses on site for clubs (e.g. cooking), discipleship group, or sometimes for a break from normal hostel life. This should always be done with the knowledge of the Headteacher and / or the houseparent. There is a form where parents can indicate if they do not wish their child to take part in these activities.

**GENERAL RULES**

1. You are expected to greet all members of staff and adults politely and clearly as you pass them. You should also remove your hat when talking to an adult or member of staff.
2. Only in exceptional circumstances will you be allowed to use the school telephone and only then with the Headteacher's permission. You will then be charged for this call.
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. Hats should be taken off indoors.
6. Chewing gum is not allowed.

**Lost Property**

It is your responsibility to make sure that all your possessions are clearly labelled and are not left unattended. If you lose something you should first look for it and then report it to a member of staff. You need to check your classroom, Primary admin, grandstand, stables, library, computer room, hostel, dining room and anywhere else you have been. Lost property is taken to the secretary who you should see immediately if something is lost.

**Rewards and Consequences**

Our policy is to be positive wherever possible. When children are doing the right thing they will receive such rewards as:

- ✓ Being told you have done well
- ✓ Receiving good comments in books
- ✓ Stickers and stamps
- ✓ Certificates
- ✓ Work shown to another teacher, parent, or Headteacher
- ✓ Work shown in Celebration Assembly
- ✓ Golden Time
- ✓ Letter to parents
- ✓ Extra break
- ✓ Prize-giving

When the rules are broken, there are inevitable consequences:

- Spoken to by the teacher
- Name written down on Pink Card
- Moved to sit by yourself
- Work in another class for 10 minutes
- Miss break
- Miss a club (Detention)
- See the Headteacher
- Contact parents (Gating)
- Suspension
- Suspension pending a Board decision (Exclusion)

### **Gating**

This means the withdrawal of privileges, the restriction of the pupil to their hostel during free time and they will be required to wear school uniform at all times. The pupil may also be placed on a report card to monitor progress. A letter is sent to the parents or legal guardian and a copy is left on the pupil file.

### **Suspension**

The pupil is sent home for up to two weeks. The parents or legal guardians will be required to attend an interview with the Headteacher prior to re-admission. A letter is sent home warning that this is the pupil's last chance and a copy is put in the pupil's file. The Board of Governors will be informed.

A pupil may be suspended for any repeat offence or deteriorating behaviour. Suspension will also be used for serious offences such as wilful damage to property or a serious case of bullying or aggressive behaviour or other serious inappropriate behaviour.

### **Suspension pending a Board Decision**

The Headteacher suspends a pupil who will be sent home until the Board meets to discuss the case. Parents have the option of removing the pupil from the school. The Board may decide to reinstate or they may decide to exclude the child. Parents have the right to appeal their case in writing to the Board at the point of suspension before the Board meets to discuss the case. Once the Board has made its decision this will be considered final.

Some serious offences lead to automatic suspension pending a Board decision. Examples of this would include a student found in possession of drugs or inappropriate sexual behaviour.

## **Section C**

### **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 decided 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.

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.

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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 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.

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### **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 R J Wyatt (Chairman)	PO Box 840127 Mkushi 05-362307
Mr T Hartman	PO Box 80949 Kabwe 05-222710
Mr D I Moffat	PO Box 840132 Mkushi 05-362318
Mr M Mutala	PO Box 31316 Lusaka 01-22958/291475
Mrs G Mutungu	PO Box 250092 Ndola 02-610169
Mr P Mutwale	PO Box 33375 Lusaka flm@zamtel.zm
Dr A Patching	PO Box 240524 Ndola 02-680978
Mr H Rea	PO Box 22415 Kitwe 02-220743
Mr N B Young	PO Box 840068 Mkushi 05-362248/362202

Mr. A Cowling ( <i>ex-officio</i> )	Chengelo
Mr. J Zanbagwa ( <i>ex-officio</i> )	Chengelo
Mr. S Jordan ( <i>ex-officio</i> )	Chengelo
Mr. M Solomon ( <i>ex-officio</i> )	Chengelo
Mrs C Moffat (Secretary)	PO Box 840132 Mkushi 05-362318

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. Many also have had children or grandchildren at the school and so are able to represent your views as parents. The Board meets at least once a term.

The School is managed by a team of people. Steve Jordan is the Primary Head, Andrew Cowling is Head of Secondary, Jani Zabangwa is Head of Staff Development and Martin Solomon is Head of Business Management.

**Academic.**

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

06.30	Rise, wash and Hostel Duties
07.15	Breakfast
08.00	Lessons start
10.00	Playtime
10.30	Lessons
11.45	Assembly
12.25	Lunch + Rest
14:00	Lessons begin
15:15	Lessons end
15.45	Clubs
17.15	Supper
18.00	Prep Grade 5 to 7 (also Grade 4 on Monday and Thursday)
19.30	Lights out Zongwe hostel
20:15	Lights out Zambezi Hostel

The Primary School is divided into seven Grades, which correspond to Zambian Grades 1 – 7, UK years R to 6. There is also a pre-school for local pupils. The curriculum followed is that of the UK but adapted where appropriate to fit into a Zambian context. Pupils are taught the following subjects;-

Literacy, Numeracy, Science, Social Studies, Religious Education, Physical Education, Art and Design, Information and Communications Technology, Music and Personal and Social Education. French (Grade 6/7) is taught when the school has appropriate specialist teachers available.

Computers are available for use for all pupils both in the primary school and in the main school computer room.

**Pupils take the Chengelo Secondary School Entrance Examination and so are not entered or prepared for the Zambian Grade 7 examination.**

At the end of each term you will receive a report. We encourage you to discuss the report with your child and to contact the school if you have any queries about your child's performance.

**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 are high, yet at the same time we are able to maintain a 'family' atmosphere where relationships between pupils and staff are good. We hope that our rules are clear, fair and logical and we always attempt to apply them consistently. Please make sure that you have read through Section B with your child.

**Christian Activities**

Christianity at Chengelo is not seen as something separate from other subjects but permeates through the whole curriculum and is hopefully reflected in all we do both in the classrooms and hostels.

All pupils attend assembly and Religious Education lessons. Termly Boarders and most day pupils also go to Kings' Kids (Sunday School) and many of the Grade 7 pupils attend "Fusion" on Sunday evenings with secondary pupils. Prayers are conducted in the classroom and hostels (either in dormitory areas or collectively by the Houseparents). Older pupils can also attend a Weekly Discipleship Class which staff organise.

All staff of the school are committed Christians who come from many different denominational backgrounds. In our teaching we would teach the basics of the Christian faith without taking a particular denominational line. We do not follow a programme of pressurised evangelism and allow children to make their own spiritual choices. 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 increased interest in

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becoming a Christian. Please contact the Headteacher if you have questions or queries relating to the spiritual life of the school.

### **Sport**

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 may include:- Soccer, Rugby, Athletics, Netball, Volleyball, Tennis, Hockey, Cricket, Rounders, Cross-country Running and Swimming. The primary PE curriculum aims to teach skills which are required for sport so the main emphasis is on this in early years.

### **Extra-Curricular Activities**

These are provided throughout the week so that weekly boarders and local day pupils can take part. The activities offered each term reflect the interests of the pupils and staff. At different times the following activities may take place:-

Sewing, swimming, chess and draughts, Chongololo Club, Science club, discipleship group, football, dance, recorders for beginners and advanced, orienteering, choir, Around the World Club, cooking, netball, craft and computers. Many pupils also have optional music or riding lessons which are available at a small charge and with the parents' written consent. If you would like your child to have such lessons please contact the school.

### **Medical**

There are school nurses on site all the time and 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 whilst at school (except for 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 the responsibilities for arranging treatment. We also try to inform parents where possible if a primary child needs to stay in clinic.

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The school also uses the services of Dr Andre Hattingh 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 medical tests. If they are on 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 you do not express a preference your child will be given maloprim. If your child takes prophylactics at school please ensure that they continue the treatment during the holidays.

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 taking 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 (eg MRI) you should send copies of your membership documents to the school** and in an emergency we would contact the organisation immediately.

### **Music, Videos and Books**

As a Christian school we acknowledge the fact that music, video and books 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. Pupils are not allowed to bring tapes, CDs, computer games, books or videos to school which contain 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. Primary

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pupils should not bring CD's to school as these will be provided by their houseparents. Any inappropriate material will be confiscated.

### **Complaints**

As a school it is essential that we work together with parents for the benefit of the children since education begins at home as well as at school. Parents are encouraged to attend events and local parents may be able to help in practical ways within the classrooms and hostels. We hope you find us approachable, as it is important that any concerns you have are discussed. We always welcome open communication and would much prefer to discuss problems as they arise rather than let small issues develop into big ones.

Very occasionally you or your child may need to make a complaint to the school authorities. The table below shows the lines of communication that the Board of Governors would like you to use in such cases. First contact the person listed under '1st Step'. This will ensure that your complaint is dealt with quickly and appropriately. If you are not satisfied with the school's initial response you should proceed to '2nd Step'. In the rare event that you are still not satisfied you may then make a formal appeal to the Chairman of Governors. The board will then consider your complaint and their decision on the matter will be final.

<i>Source</i>	<i>1<sup>st</sup> step</i>	<i>2<sup>nd</sup> step</i>	<i>Appeal</i>
Pupil	Teacher/ Hostel parent	Head/Parent	
Parent	Teacher/ Hostel parent	Head	Chairman/Board
PTA	Head	Chairman	Board

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### **Fees**

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

Term fees are invoiced in Kwacha and are sent out to parents at the end of the previous term and must be paid in **by the first day of term**. A separate Kwacha invoice will be issued for incidentals (pocket money, uniform, medical, breakages, interest, arrears, etc). Payment may be made in Kwacha or Forex as follows:-

**Kwacha** This may be paid by bank guaranteed cheque or by deposit into our **Stanbic Bank account (a/c no. 014002000800)**. Copies of paying-in slips must be produced when your child registers at the beginning of term.

**Forex** The figure invoiced may be paid in forex at the prevailing bank selling rate in cash, travellers cheques or deposited directly into our **forex account at Stanbic Bank (Chengelo Forex account: 024/00/200008/01)**. 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 have been paid.

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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. 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 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.

### **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 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 for further details.

I would like to conclude by wishing you and your child many good years at Chengelo as together we go through the learning process. For learning is not just something children do at school but it is a life-long path for all of us. We pray that we may all develop in our knowledge of the world around us and of the Creator who has given us this wonderful world to care for and to enjoy.