

CHENGVELO SCHOOL



*Sixth Form Student
Manual 2008*

Continuity and Fulfilment

We have chosen the above phrase almost as a motto for our Sixth Form. It represents the essence of what we are trying to achieve during your time here. We want you to embrace this statement of intent, believing that your accomplishments will mirror this.

Continuity is a commitment to all that Chengelo has come to stand for as it has built its reputation for excellence over the last 19 years. The fourfold vision for the school as a whole remains central. As a mature young adult, you will have a good idea of what our expectations are, and to that extent, this handbook does not contain all the rules and procedures spelled out; some things go without saying!

Fulfilment is an exciting dimension exclusive to the Sixth Form. The academic programme is demanding and exciting but outside of class, the intention is to offer the widest possible exposure to greater opportunities in outdoor education, leadership training and discipleship.

You can expect to be treated with respect by both the rest of the school and the staff. You will have an increased level of freedom and privilege. In return, you will be expected to assume responsibilities; your standards of conduct and demeanour will be an example to others and you can expect to be told when you are falling short in this area.

We want your time in the Sixth Form to be rewarding. We trust that with your co-operation it will be so.

Academic

Your timetable will have a number of differences to that of a secondary school. However, timetabled lessons are all compulsory.

Lessons - Expect a different style of teaching and learning. Sometimes you will be responsible for preparing the material for the lesson; sometimes you will be conducting individual research or reading.

Private Study / Prep - Staff will be asking you to follow up with notes and assignments. How and when you choose to do this work will, to some extent, be up to you but deadlines must be kept. You should, however, make sure that private study lessons during the day are used for study and not recreation. Equally, you should be disciplined in working during the evenings - you should be doing, as a minimum, 3 hours of prep Monday to Friday.

Reporting and Assessment

During term time, your work will be assessed and graded. For AS and A-level work this will be a letter grade corresponding to grades available in these subjects and will also reflect the predicted result. Progress reports will be prepared each half term to help in assessing performance against set targets or predicted grades. You will receive a full report in terms 1 and 2 for all courses followed. You will also be asked to assess your progress each term

and set targets for the future. In Term 2 there is an Open Day when we hope you and your parents/guardians will be able to come and discuss your progress with staff.

Mock exams are held during the first week of Term 3. Final examination dates are set by the examination boards during October and November. Please note that this may mean you will be expected to write external examinations in school holiday times. The school will make arrangements to accommodate you during these periods. The modular nature of some courses means each student will have a variable pattern of commitments.

Daily programme

Monday – Friday

	Before breakfast – rise, wash, dress and quiet time
0650	Breakfast
0720	Whole school assembly (Monday, Wednesday and Friday), Sixth Form assembly (Tuesday), Tutor-time (Thursday).
0745	Lessons begin
1000	Break
1030	Lessons recommence
1245	Lunch
	After lunch you may rest in the 6 th Form Centre if you prefer not to return to the hostel.
1415	Afternoon school
1545	Lessons end
1730	Supper (with primary school)
1830	Prep
2130	You must be in your hostel by this time. Any change must be authorised by your houseparent.
2200	Quiet in Hostel

Saturday and Sunday - see separate section on weekends

Boundaries and movement

The boundaries of the secondary school apply. You must ask permission to be out of bounds and should always inform your houseparent of your whereabouts. Written permission is required to visit a staff house or other hostel. Movement around the school should show sensitivity to others and your movement or presence should disturb no other school activities. It is important that the Sixth Form do not give an impression of aimless wandering or time killing, as this certainly should not be so.

Around the Sixth Form hostels: Girls must not socialise outside the boys hostel (in particular sitting on the logs near the hostel) and boys must not be at the girls hostel. The tree area in between the hostels is also out of bounds for socialising. Exclusive Boy/Girl relationships are discouraged in the 6th Form.

Girls – when you are walking down towards the furrow and DH and coming back up to the hostel from that area, you must not walk on the footpath or grass near the boys hostel. At no point should you be in the area between the boys hostel and the hedge/trees. Please make sure that you stay in the open grass area between the classrooms and the hedge/trees.

Sixth Form Standards of Dress Code

Boys (Everyday standards)

Black trousers

Black shoes

Formal shirt (Any plain colour, coloured shirt)

Tie (Must go with the shirt and have no cartoon designs)

Boys (Formal occasions standards)

As above with

White Shirt

Uniform Tie

Girls (Everyday standards)

Black skirts (A-Line or Pencil-Line / Straight, below the knee in length. They must be plain with no frills, no pockets, no large belts, no patterned sewing)

Plain coloured blouse, must have collar and modest cut

Black shoes / smart sandals – not flip-flops

Girls' shoes should not have a heel exceeding 5cm

Girls (Formal occasions standards)

As above - with White blouse. Black shoes (not sandals)

NB. Girls' clothes should not be tight or figure hugging.

Jewellery

Girls jewellery must be discreet.

Body piercing is restricted to one earring in each ear for girls.

Boys are not allowed body piercing.

Discipline

As a member of the school community you are bound by its rules and regulations. In fact, you are expected to uphold them yourself and through your example ensure that standards are maintained consistently. Breaches of rules will be subject to the removal of privileges usually in consultation with the Head of Sixth. Consistent or serious breaches of rules are subject to the same regulations as the secondary school and sanctions will be administered through the Head teacher and Senior Staff.

Sixth Form Centre

Most of your classes will take place in the Sixth Form Centre. The Centre is primarily for studying but it also provides a venue for relaxing and socialising after the day's work has been completed. Music should not be played in the Centre except at agreed social events. In the common room, limited kitchen

facilities are provided for the preparation of light snacks and drinks. Cooking is only allowed at the weekends. There is also a fridge / freezer for you to use so that you can safely store perishable food.

All meals must be eaten in the DH. Food must not be taken out of the DH and eaten in the 6th Form Centre.

There are computers in the Centre, which are linked up to the Internet during the day. Please note that you are ONLY allowed to use the school email system – no other addresses are permitted. In addition you must NOT load any software or games and music must not be played (either CDs or MP3s). You must not try to reconfigure or change settings in any way. A full Computer Policy will be given to you at the start of the year and it is your responsibility to be familiar with this and to follow it at all times.

In the Hostel

Your supervision in the hostel is the responsibility of the houseparent. They may make any reasonable request of you and this should be complied with immediately. You have not been allocated any specific hostel duty times, it is expected that you will maintain high standards of cleanliness and tidiness and if appropriate, rotas for specific tasks should be drawn up and followed.

In particular, the following guidelines need to be stressed:

Medical and clinic referral is the same as in the secondary school (see Pupil Handbook 2008)

Know and follow the fire-drill. Regular practices are held

Laundry arrangements are as indicated by the houseparent

The playing of music at all times needs to be sensitive to others. Music is allowed in the common room at break, after school and in the evening. You may play music in your bedroom but it must not be able to be heard outside.

The TV and video may be watched and games played on the computer during the evening once prep has been finished at the discretion of the Head of Sixth. During the school day you must not watch videos or play computer games. You may bring suitable videotapes from home but must not load any games onto the computers. All students will be expected to exercise self-control in the amount of viewing and discernment in respect of material watched. This is a contentious area. The arbiter in these matters will be the Head of Sixth.

Sixth Form students are allowed cell phones, which can only be used between 2130 hours to 0700 hours from within the hostel. At all other times cell phones must be handed to Houseparent for safekeeping.

The keeping of valuables in the hostel is discouraged. You should make arrangements with your houseparent to hand in anything of this nature at the beginning of term. Any money exceeding 70 000 Kwacha

(tuck shop allowance) must be handed in to Houseparent for safekeeping. You should be aware of security risks and make provision accordingly. Lockable wardrobes should be used.

If you are unsure of something, consult **first**, either your houseparent or the Head of Sixth and in this way any confusion should be avoided.

If you feel the need to address an issue, the preferred route is to see the individual concerned. Matters of general concern can be raised with one of the representatives of the Planning Group.

Planning Group

The purpose of this group is to raise day-to-day concerns of the 6th form with the Head of Sixth or relevant staff members in a formal framework. The group consists of 2 Upper 6th and 2 Lower 6th students and they will meet every 2 or 3 weeks. Those elected to this group should be willing to discuss issues with staff and to be able to weigh up replies and then report back to the group in an accurate way; approachable to peers so that they feel comfortable in asking them to raise issues; able to think in creative way and express these ideas; wanting to see the 6th form operating within the school to the maximum benefit for both the 6th form students and the school; able to ensure efficient communication of information on a regular basis between staff and pupils. In addition members may be called upon to represent the school at some formal occasions

Responsibilities

You will be expected to assist staff in the running of the school by taking on responsibilities as required throughout the school. This position exposes you to public view and junior students will mirror your example. Strive for consistency and fairness. All 6th Form students are involved in running clubs on Saturday morning for secondary students.

Discipleship

Sixth Form students are encouraged to remain or join in the cell group structure operating in the Senior School. This is a voluntary activity. You may expect to assume some form of leadership alongside the staff members in these groups if you feel comfortable in this role.

Houses

Sixth Form students will remain members of the schoolhouse system and any new students will join one of the existing houses. You will be expected to join in activities where appropriate and attending house assemblies will be compulsory as in the lower school.

Weekend Programme

The Planning Group in consultation with duty staff agrees the details of each weekend programme. Meal times are the same as for staff and primary school (1230 – 1300. Please be out of the Dining Hall at 1300 as weekend meals are formal meals.)

There are a wide variety of opportunities and individual students can tailor the programme to suit their interests. Each term, some events will be organised for the whole group. It is important to stress that the responsibility for the organisation of the programme rests with you as the students. It is certainly possible to:

Participate in the IYA (International Youth Award) scheme up to Gold level - we hope many of you will as this allows personal development in the areas of service, skill, recreation and exploration / expedition that are integral to Chengelo. It is a prestigious award and is valued by higher education and employers alike as evidence of a rounded personality, capable of setting and meeting targets and facing challenges.

Assist/run Saturday clubs in the secondary school or Kings Kids (Sunday)

Assist in Christian leadership / Community Service/ Local church projects

Assist with sports fixtures - train teams, travel with them and help to organise and officiate at matches

Sunday should remain a day set aside for rest. This is an important biblical principle and students should aim as far as possible not to engage in academic work on Sunday. The TV / video must **not** be watched on a Sunday. All Sixth Formers are welcome and encouraged to attend the church service of the Mkushi Christian Community (1000hrs) and 'Fusion' (1900hrs) Opportunities to participate in both of these will be made available to interested students during each term. Where you have a specific testimony, you will be encouraged to share this publicly.

Vehicles

If you hold a valid driving licence under the Laws of Zambia then you may, with written parental permission drive yourself to and from school. Once on the property the vehicle is to remain parked at the workshop. You may not use the vehicle on or off campus during term time.

If any passengers are to be carried to and from school by you, then prior written permission must be obtained from both sets of parents.

In both these cases above the school accepts no responsibility for the safety of driver and/or passengers during journeys.

Your future

Chengelo Sixth Form is 6 years old and the early stages of any development brings with it advantages and disadvantages. The advantages lie in your unique position to shape the ethos and running of the Sixth Form and to contribute to setting standards for others to follow. The disadvantages are that some things you will experience will be due to this still being in its early years

- there will be problems to overcome. What is crucial here is your attitude. Our experience so far is that Sixth Form students have had a special relationship with each other and with staff and that the right spirit has enabled them to keep everything in perspective. We trust you will be able to emulate this and that your time in the Sixth Form will be one that you treasure now and in the years to come.