



TRANSITION “HOW TO” BOOKLET

EVERYTHING YOU NEED TO KNOW TO SUPPORT YOUR CHILD’S LEARNING JOURNEY

CHORLTON HIGH SCHOOL 



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HOW TO SUPPORT YOUR CHILD IN GETTING THE FIRST DAY RIGHT

Transitioning to secondary school is an exciting time and there are lots of new experiences to look forward to.

However, we are also aware that for children and parents it is a time of change that can create questions or worries.

The questions and worries can include:

- Will I be able to find my way around?
- How will I get to school and back?
- What homework will I get and will I be able to do it?
- Will I be able to do the work set in class?
- Will I get bullied by the older students?
- What do I do if something happens?
- Will I make friends?
- Will I have the right equipment?
- Who do I go to if I have a problem?
- Will I like my teachers?
- What might I get into trouble for?
- What will I eat on my first day and how does the food work?

None of these things need to be a bigger worry than they already are and this guide is to support you with supporting your child to feel as prepared for their first day as they can and gives you and them some useful knowledge to ensure they can be as confident as possible.

UNIFORM

- School blazer
- School jumper / cardigan
- School skirt
- School tie
- Trousers
- Black or white socks
- White shirt
- Optional - Headscarf (black only)
- PE kit

EQUIPMENT

- Pen
- Pencil
- Ruler
- Pencil case

LOCKERS

Lockers are available for all Year 7 students at the cost of £10, £5 of which is returnable when the child leaves school. Payments can be made via School Gateway and lockers will be issued to students in the first weeks of school.

TRAVELLING TO SCHOOL AND BACK HOME

- Time the journey to school or the bus stop.
- Buy an alarm clock and make sure your child knows how it works.
- Work out with your child what time they will need to get up to get to school on time. You could work backwards from 8:15.
- Agree a routine for the mornings and after school.
- Things to think about include: When will they pack their bag? Who will make a packed lunch if they are having one?



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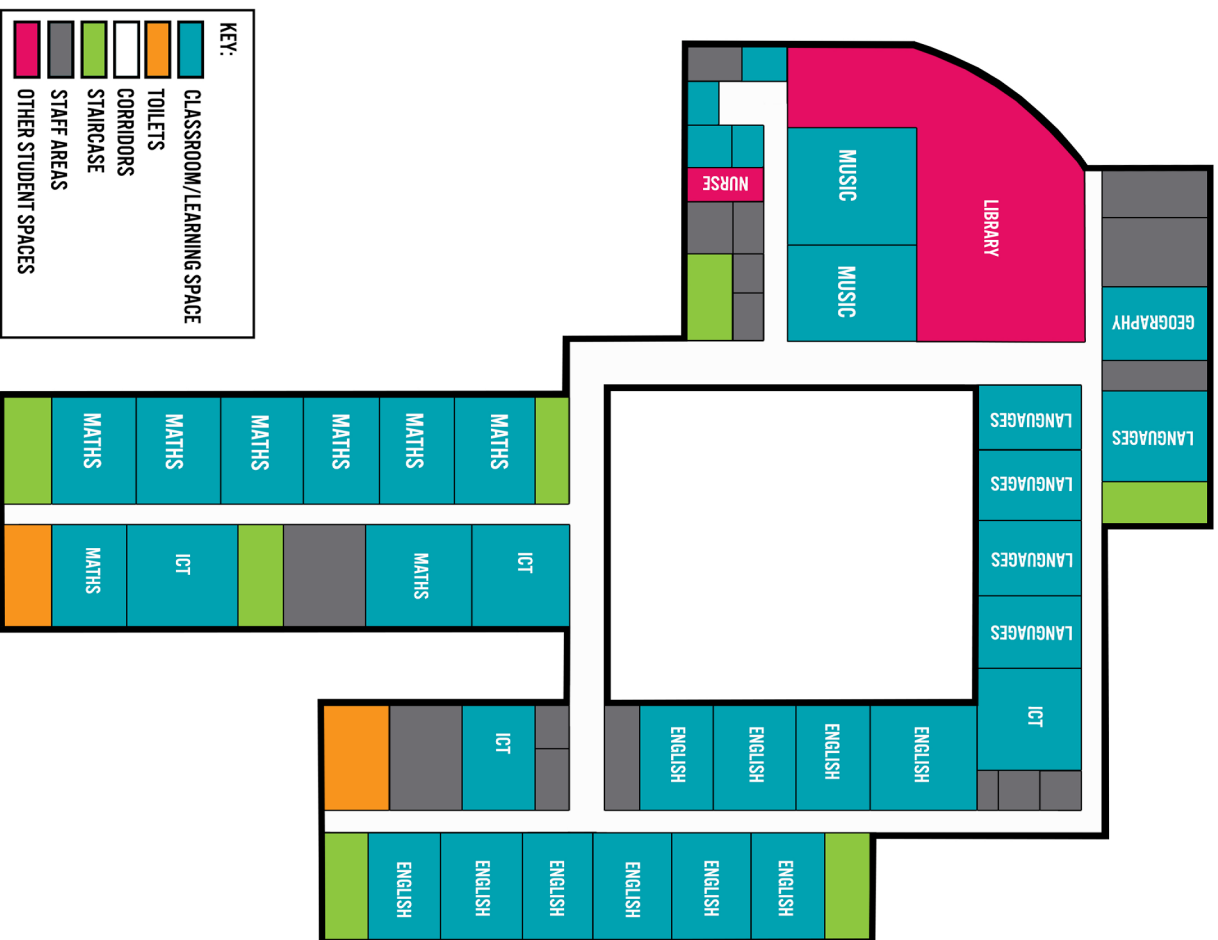


HOW TO SUPPORT YOUR CHILD IN GETTING THE FIRST DAY RIGHT

HELPING YOUR CHILD UNDERSTAND THE LAYOUT OF THE SCHOOL BUILDING:

We have included in this guide a bird's eye view of each floor in the building. It might be nice to go through this with them. You could even play a game with it.

CHORLTON HIGH SCHOOL FIRST FLOOR



HOW TO SUPPORT YOUR CHILD IN GETTING THE FIRST DAY RIGHT



HOW TO SUPPORT YOUR CHILD IN GETTING THE FIRST DAY RIGHT

TALK THROUGH WHAT WILL HAPPEN ON YOUR CHILD'S FIRST DAY

Traditionally, students in Year 7 will be the first to come into school on the first day back after the summer holiday. Students can arrive from 8am onwards and say goodbye to parents outside the school building, then make their way to the dining room where they can enjoy a free breakfast.

The whistle will go at 8:30, when students will be asked to line up outside, in the main playground area, with their forms. (Each form tutor will have a sign to show them where to go). Staff will be available to help them.

After the register has been taken, students will be escorted to their form rooms with their tutors and they will receive all the information they need to support them through their first week.

Students will have a short break in the morning and will take part in other Transition experiences throughout the day.

We are aware that it takes students a while to find their way around. This will be taken into account by ALL teachers, so in the first two weeks, students shouldn't worry if they take a bit longer to move around the building. We appreciate they are finding their way.

Students will have lunch during period 4, and on the first day we allow Year 7 to go to the canteen earlier to get used to the layout and get their lunch. It will really support your child if you have been able to put some money onto their catering account before the first day, using our School Gateway system. Please see the section on how to use School Gateway. You can send your child in with cash to upload onto their account, but the cash machines are very busy on the first day and it will impact on the time they have to enjoy their lunchtime.

At break, Year 7 can spend their time in the Year 7 playground.

WHAT TO DO IF YOUR CHILD IS WORRIED ABOUT ANYTHING OR WANTS TO KNOW WHAT TO DO IF THERE IS A PROBLEM

If your child has any concerns at all, there are a number of staff they can speak to. Any teacher in the school will help support your child at any time. Please just reassure them to ask. Each year group has a Head of Year who will be available during the day.



DISCUSSING WHAT IS EXPECTED OF YOUR CHILD

At Chorlton High, we expect our students to be Ready, Respectful and Safe, we want our students to work hard during lesson times and play outside/sit down in the canteen during social times. Another key quality is that students are on time for lessons (once they know their way around) and are dressed in school uniform.

Due to current circumstances, the setup of the first day may be subject to change.

We will communicate with you, in advance, via the email address you have previously provided.

FREE SCHOOL MEALS

FREE SCHOOL MEALS ARE FOR CHILDREN WHO:

- Live in the City of Manchester (The area covered by Manchester City Council); and
- Go to school (not a day nursery or children's centre) in Greater Manchester (Manchester, Bolton, Bury, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford or Wigan).

FREE SCHOOL MEALS ARE PROVIDED FOR:

- School students up to the age of 16; and
- Students who go to a school sixth form.

If you live outside of the City of Manchester, but your child goes to a Manchester school, please contact your local council.

Free School Meals are not usually available for children who go to independent (private) schools.

WHO CAN GET FREE SCHOOL MEALS?

You can claim Free School Meals for a child who lives with you and who you are responsible for (for example, you receive benefit for them) as long as you get one of these qualifying incomes:

- Income support
- Income based jobseeker's allowance
- Pension credit (Guarantee credit)
- Income related employment and support allowance
- Child tax credit (CTC) as long as you are not getting an amount for childcare paid with your CTC, or getting working tax credit. HM Revenue and Customs must also have worked out your household income as £16,190 a year or less
- A universal credit

HOW TO CLAIM FREE SCHOOL MEALS

Due to the change in the benefit systems, Free School Meals entitlement lists will no longer be issued to school from benefits. The new Free School Meal app is available and it is the parents responsibility to apply online via this app. The information will be checked and verified to confirm that your child is entitled to FSM and school will be notified.

www.cloudforedu.org.uk/ofsm/sims



HOW TO KNOW WHO TO CONTACT

CLASS TEACHERS

You can obtain the names of your child's teachers from their timetable on School Gateway. You can call the main reception to ask to speak to your child's teacher but please bear in mind that they may be teaching at the time and unable to take the call. Therefore the best option is likely to be to email them, providing a brief outline of your query, and requesting they contact you back. Please provide an indication of suitable times to contact you by telephone or if you prefer to receive a reply by email.

To email a member of staff, the standard format is :
firstinitial.surname@chorltonhigh.manchester.sch.uk,
e.g. a.henderson@chorltonhigh.manchester.sch.uk

If you are unsure, please email your query to:
admin@chorltonhigh.manchester.sch.uk
clearly marking who the email is for the attention of.

PASTORAL SUPPORT / YEAR GROUP TEAM

Please refer to our website for details of your child's Year Team and their contact details. You should contact them for any pastoral or general whole school concerns. Contact details for our Heads of Year are available.

If you would like to contact your child's form tutor, please use the School Gateway app to find out their tutor's name and you can email using the following address:
first initial. surname@chorltonhigh.manchester.sch.uk

URGENT QUERIES

If you have any urgent queries or concerns, we would always advise that you call the main school on 0161 8821150. Our reception team will do their best to either respond to the issue or ensure the appropriate person contacts you back as soon as possible.

If you feel that you have not had a response to your query in an appropriate amount of time, please contact the main school either via email or phone, outlining the issue raised, when you raised it, and who it was directed to. Our central admin team will then escalate this to the appropriate Head of Department or Assistant Head.



UNDERSTANDING THE SCHOOL DAY

(This timetable reflects a normal day, it is subject to current restrictions)

REGISTRATION:	08:30 - 09:00
PERIOD 1:	09:00 - 10:00
PERIOD 2:	10:00 - 11:15 (including break)
PERIOD 3:	11:15 - 12:15
PERIOD 4:	12:15 - 13:45 (including lunch)
PERIOD 5:	13:45 - 14:45

POWERFUL ROUTINES AND MEANINGFUL MORNINGS

BEFORE SCHOOL ROUTINE AT CHS



PLEASE DO NOT ARRIVE IN SCHOOL BEFORE 7:50AM. BE IN SCHOOL BY 8:25AM AT THE LATEST



TAKE OFF ANY OUTDOOR WEAR AND NON-UNIFORM ITEMS WHEN ENTERING THE BUILDING

MEET FRIENDS IN YOUR ALLOCATED PLAYGROUND, GO TO THE DINING ROOM AND SIT AT A TABLE

TO USE THE LIBRARY LINE UP BY THE DOORS SUPERVISED BY SLT



WHILST IN THE DINING ROOM YOU CAN:

- COLLECT YOUR FREE BREAKFAST BETWEEN 8:00AM - 8:20AM
- PUT YOUR LUNCH MONEY ON YOUR ACCOUNT, IF YOU NEED TO
- USE THE TOILET
- READ
- CATCH UP WITH FRIENDS
- PLAN YOUR DAY



AT 8:25AM PUT YOUR RUBBISH IN THE RECYCLING BINS AND LEAVE THE DINING ROOM

PUT ANY ITEMS YOU DO NOT NEED IN YOUR LOCKER AND MAKE YOUR WAY TO THE PLAYGROUND TO LINE UP

- DURING REGISTRATION
- ASK QUESTIONS
 - CLARIFY CONCERNS
 - READ LISTEN TO KEY MESSAGES
 - WORK WITH YOUR FORM TUTOR



BREAK AND LUNCH ROUTINE AT CHS

GO TO YOUR ALLOCATED AREA

EAT YOUR FOOD FROM HOME OR BUY FOOD TO EAT IN THE DINING ROOM. PLEASE PUT YOUR RUBBISH IN THE RECYCLING BINS



AT BREAK AND LUNCHTIME YOU CAN:

- GO ON SCHOOL YARD
- GO OVER BRIDGE TO PLAY FOOTBALL
- GO TO THE TOILET
- REMAIN SEATED IN THE DINING ROOM
- READ A BOOK
- GO TO STUDENT SERVICES TO HAND
- PLAY TABLE TENNIS
- PLAY CRICKET
- CATCH UP WITH FRIENDS
- ATTEND ANY CLUBS

STUDENTS MUST NOT BE ON THE CORRIDORS OR WALKING AROUND SCHOOL AT BREAK AND LUNCH



THE LIBRARY IS OPEN AT BREAK. AT THE START OF BREAK GO DIRECTLY TO THE LIBRARY. REMAIN THERE UNTIL 3 MINUTES BEFORE THE END OF BREAK

3 MINUTES BEFORE END OF BREAK OR LUNCH AND GO STRAIGHT TO YOUR LINE UP POINT ON THE YARD

AFTER SCHOOL ROUTINE AT CHS

GO TO YOUR LOCKER AND RETRIEVE YOUR BELONGINGS

GO DIRECTLY TO ANY TEACHER YOU WISH TO SPEAK TO, AFTER SCHOOL CLUB, LIBRARY OR GO HOME

STUDENTS MUST NOT BE ON THE CORRIDORS OR WALKING AROUND SCHOOL AT THE END OF THE SCHOOL DAY

IF YOU ARE DOING AN ACTIVITY, YOU SHOULD LEAVE THE BUILDING NO LATER THAN 4.30PM

HOW TO USE SCHOOL GATEWAY

School Gateway is our parent and student communication system. It is important that parents access this system as it will contain important information to enable you to support your child in school. We are also encouraging students to access the app; this requires your approval as their parent, and a form for this can be obtained from the school office.

The system can be accessed either via an app or via a website, simply search for School Gateway either on your internet browser/Google or via your app store. Initial login is via the email address and mobile telephone number that we have on record for you.

In addition to sharing information, we use the system to send text messages and emails out to you with updates and reminders. By downloading the app you will help to save the school money as messages sent through the app are free.

School Gateway currently contains the following information:

- Your child's timetable (including names of teachers)
- Your child's overall attendance (you can also submit absences and explain absences)
- Your contact details (so you can ensure these are up to date and notify us of any changes)
- Assessment information – how your child is doing in lessons
- Behaviour information – whether your child has received any behaviour points, and if so what for
- Payment for school dinners, trips etc. – plus you will be able to see what your child has purchased each day in the school canteen.

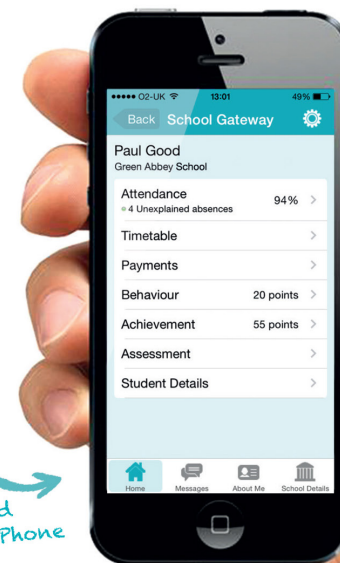
If you have any queries on School Gateway, or have any issues logging in, please contact the school on:
0161 8821150.

Parents, welcome to:
Schoolgateway

Keeping you
informed of
what's going
on at school.



Download
the app *Android
and iPhone*



or visit the website:
www.schoolgateway.com

Activate your account today!

HOW TO CHECK WHAT MY CHILD IS LEARNING EACH HALF TERM

Check out our website: www.chorltonhigh.manchester.sch.uk
Our curriculum for the year is published annually on our website.
If you have any questions about this, please don't hesitate to contact us.



Creativity



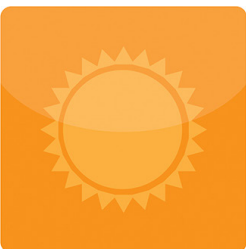
Curiosity



Empathy



Motivation



Optimism



Practice



Reflection



Resiliency



Responsibility

HOW TO SUPPORT HOME LEARNING

Please see our user guides on the website to support your child with completing their home learning tasks.

Microsoft Teams is our online teaching and learning resources that will allow students to access at home all of their home learning tasks and where they can find all of their class files, such as lesson PowerPoints.

This will help students to recap key topics from lessons for their progress checkpoints too.

In Microsoft teams the 'Assignments' tabs in each of their class teams will show what home learning is due as well as instructions on how to complete it. Once students have completed their home learning they should submit this to their teachers by clicking on the 'Turn in' button.

Your child will be given their Microsoft Office log in details in school. They can use this to access not just Microsoft Teams but they will also have full access to the Office.com online suite (Microsoft word, Microsoft PowerPoint, Microsoft Excel etc.).

Students can also access Microsoft teams by downloading the app to their PC or home computer, as well as a Phone or Tablet.

Student usernames are set up as follows: 21XX01@prospere.org.uk

(Year students start Chorlton High School, followed by their first and last initial, followed by a number)

Students will be encouraged to reset their passwords in school, but should they forget their from tutors and heads of year can also reset these if needed.



For more information on Microsoft Teams please see the school website.

HOW TO UNDERSTAND HOW MY CHILD IS ASSESSED

YEARS 7-9

At Chorlton High School we recognise that students have different starting points and are different types of learners. All students in Years 7 to 9 are assigned a **LEARNING PATHWAY** based on their starting points (Key Stage 2 performance). All learning pathways will enable all students to follow the same learning journey, however they may travel at different speeds and face different challenges. All students in Years 7 to 9 will be assigned to their coloured Learning Pathway based on their KS2 attainment. The details of these are outlined below.

LEARNING PATHWAY	STARTING POINT OF THE STUDENT AT THE START OF YEAR 7	IF A STUDENT MAKES EXPECTED PROGRESS THROUGHOUT EACH YEAR THEY WILL BE ON TRACK
BLUE	Will have been working at greater depth than the expected standard at the end of KS2.	If they make expected progress each year they will be on track for a new GCSE Numerical Grade of 6-9 (similar to the 'old' GCSE grade B-A*).
GREEN	Will have been working at the expected standard at the end of KS2.	If they make expected progress each year they will be on track for a new GCSE Numerical Grade of 4-6 (similar to the 'old' GCSE grade C-B).
YELLOW	Will have been working towards the expected standard at the end of KS2.	If they make expected progress each year they will be on track for a new GCSE Numerical Grade of 1-4 (similar to the 'old' GCSE grade G-C).

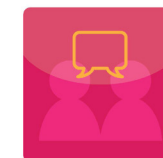
It is possible that a student could be on more than one pathway due to different results in the English and Maths Key Stage 2 assessment. At Chorlton High School we have always endeavoured to ensure that our students make the most progress possible, regardless of their starting point. To do this successfully we have to have an assessment system that is easy to understand, clearly demonstrates progress and is suitably robust and relevant.

Towards the end of each term students will sit Progress Checkpoints in each of their subjects. Following this they will receive a raw score from their class teacher and feedback on their performance in the exam. This enables students to identify their strengths and focus on the areas of learning that will move them forward.

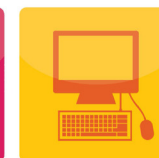
In our termly reports to parents, we will report if students are making:

- 'below expected progress'
- 'expected progress',
- 'above expected progress'.
- We will also be reporting on classroom effort and home learning effort. This is a key indicator for how your child is doing.

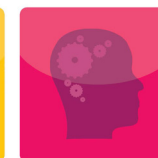
These statements will be based on their performance in the progress test compared with other learners in their year group with similar KS2 starting points. Students will either be on the Blue, Green or Yellow pathways based on these starting points.



Ask a friend



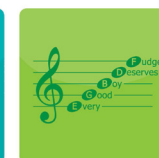
LOL



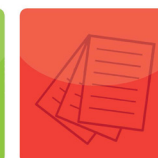
Memorising



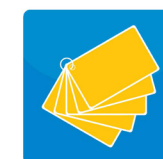
Mind Mapping



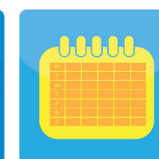
Mnemonics & Rhymes



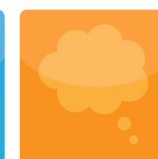
Past Papers



Revision Cards



Revision Plan



Visualisation



HOW TO UNDERSTAND OUR CODE OF CONDUCT

At Chorlton High, we have three school rules which every student follows:

1. Be ready
2. Be respectful
3. Be safe

These clear and simple rules reflect our expectations of how our students conduct themselves throughout the school day and in the local community.

We expect all of our students to:

- Help and respect everyone in the school and treat others as we would wish to be treated.
- Wear full school uniform at all times.
- Walk along corridors sensibly keeping to the left hand side.
- Report any incidents of bullying. Following our Anti-Bullying charter.
- Take personal responsibility for actions and conduct.
- Attend all lessons and arrive on time.
- Have all the required books and equipment.
- Listen silently when others are speaking.
- Refrain from chewing, eating or drinking in classrooms.
- Have a strong work ethic and work hard.
- Respect and look after all school and personal property.
- Keep mobile phones switched off at all times during the school day.
- Put litter in the bins provided.
- Leave valuable items at home.
- Behave in a way that will make people glad that Chorlton High School is part of their community both in term times and school holidays.



HOW TO UNDERSTAND HOW REWARDS AND UNACCEPTABLE BEHAVIOUR IS DEALT WITH

REWARDS

Here at Chorlton High School, we celebrate success through our Rewards culture. We recognise students who go above and beyond every day with Achievement Points and 'Stars of the Lesson' that are relayed to you via School Gateway. We also send positive letters home, make positive phone calls, run 'Fantastic Fridays' and much more. All to encourage our wonderful students to work hard and excel in our school community.

BEHAVIOUR

Behaviour is excellent at Chorlton High School and standards are high, however when students do not show the conduct that is expected we use a consequence system (The C system).

Students receive a C1 and C2 in class that both act as a warning for students to amend their behaviour if it has been deemed unacceptable.

If this behaviour continues then a student will be given a C3 which will mean that a sanction will be put in place by the teacher, this could be a phonecall home or a detention.

If a student's behaviour still does not improve, a student will be given a C3 Buddy which means that they will be 'buddied' out of the lesson they are in and asked to complete their learning in a different lesson that is in the same curriculum area.

A C4 is a Head of Year sanction and could include going on report or arranging a parent/ carer meeting.

A C5 is an SLT sanction. This will be given if a student's conduct is deemed unsafe or escalating. This will be sanctioned with an SLT hour detention. Parents will be informed in advance about this.

At times, a student's misconduct can result in more serious sanctions where an internal exclusion or external exclusion will take place. This is rare and will be fully discussed with a parent or carer.

 <p>I am always in the correct uniform and wear it with pride</p>	 <p>I am always fully equipped for school</p>
<p>I always say please and thank you</p> <p>PLEASE THANK YOU</p>	<p>I respect my own and others' property</p>
<p>I always put my litter in the bin</p>	
<p>I treat others with empathy and go out of my way to help others</p>	<p>I show a respectful and positive attitude to others</p>
	
<h2>OUTSTANDING STUDENT CONDUCT</h2> 	
<p>I take full responsibility for everything I do</p>	<p>I always walk around the building sensibly</p>
	<p>I am always on time to lessons</p>
	<p>I am proud of my school and am an active member of the school community</p>
<p>If I make a mistake I own up to it, apologise and learn from it</p>	
	

HOW TO SUPPORT YOUR CHILD'S ATTENDANCE AND PUNCTUALITY

If your child is not in school, learning is not taking place. If your child is absent we ask you to telephone the attendance line before 8:30 am on every day of absence.

ATTENDANCE LINE: 0161 882 1182

At Chorlton High School, we have a dedicated Attendance Team to ensure that poor attendance is not allowed to develop. We want all pupils to strive for 100% attendance. Rates of attendance at Chorlton High School are good. We are proud of our consistently improving attendance. Currently we are achieving 95% attendance which is above local averages. We are pleased with our achievement in this area but are committed to improving attendance levels even further.

Chorlton High School follows Manchester's Local Authority Attendance Strategy in order to reduce absence.

If there is something we need to know regarding your child's health which may impact on their attendance, please speak to the attendance team.

We ask you to make every attempt to book non-urgent medical appointments after school or during the school holidays. Students with unavoidable medical and dental appointments during the school day are asked to bring in the appointment card in order to sign out of school at the appropriate time.

If you have concerns about your child's attendance, you can contact the Attendance Team or your child's Head of Year.

- Ms J. Blackham (Attendance Officer)
- Mr C. Mike (Attendance Officer)

If we are concerned about a child's attendance the following steps may be taken:

- **Pre-Warn Letter:** This will be sent out if we see frequent and/or irregular patterns of absence. This is our way of alerting you to the fact that your child's attendance is starting to become a concern. We may stop authorising your child's absence without medical evidence.
- **Home Visit:** Attendance staff, Mentors or Heads of Year will visit pupils at home when there is a concern for a child's attendance, or if no contact has been made to state why the child is absent from school. These can be announced.
- **Attendance Panel:** You and your child may be invited to a Governor's Attendance Panel, to discuss reasons for absence, the impact of poor attendance on attainment and ways to move forward and support your child to improving their attendance and attainment.
- **Penalty Warning Letter:** This will be sent out when a child has unauthorised absences. Once this letter has been sent, absences cannot be authorised without a doctor's note to state that your child is unfit for school. If your child is absent for a medical appointment we require the letter or appointment card in order to authorise this absence.
- **Early Help Assessment (EHA):** We may offer to support your child's attendance by putting an EHA into place, this allows us to draw in other agency support should we need it.
- **Penalty Notice/Prosecution:** If your child's attendance does not improve following any or all of the above interventions, the Local Authority may choose to issue parents with a Penalty Notice or prosecute for their children's non-attendance at school.

HOW TO SUPPORT YOUR CHILD'S ATTENDANCE AND PUNCTUALITY

LATENESS

What happens when students are late?

- Students sign in at student services or with attendance staff, they are given a behaviour point and may be given a detention by their Head of Year.
- Persistent lateness will be followed up by the Pastoral staff and the Attendance Team.
- Students may also be invited to attend a Punctuality Panel.

ARRIVALS FOR YEAR 7-9 AFTER 9:00AM / YEAR 10-11 AFTER 9:30AM

Students arriving after this time are given a 'U' mark on the register. A U mark is an unauthorised absence for the morning period. For repeated late arrivals parents could receive a Penalty Warning Letter or a Penalty Notice from the Local Authority. Please contact the Attendance Team or your child's Head of Year if you are concerned about your child's punctuality

IMPACT OF MEDICAL APPOINTMENTS ON PUPIL'S ATTENDANCE

A number of parents have contacted us recently concerned that their child's attendance at medical appointments has a negative impact on their attendance. Even when a student's absence is authorised, this is still an absence and must be recorded as such. Where it is possible, we ask that non-urgent appointments are made out of school hours. If a student has a morning appointment they should attend school as soon as possible and receive their afternoon mark. If a student has a mid-morning appointment, they should come into school for registration, sign out in time for their appointment and then come back for the rest of the school day.

Unavoidable afternoon appointments should be made for after 2pm where possible. Appointment cards or letters should be shown to the school for all medical appointments. If you have any questions/concerns about medical appointments, please contact the Attendance Team or your child's Head of Year.

LEAVE OF ABSENCE

The Department for Education regulations state that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. If exceptional circumstances arise you must take the following steps:

- Apply in writing as soon as possible to the Headteacher, stating the reason for absence and the duration of leave requested.
- The Headteacher will respond in writing to your request.
- Must be done in advance of the leave of absence.

If leave of absence is denied and you take your child/children out of school, the absence will be unauthorised. This may result in the following legal action being taken against you - under the Anti-Social Behaviour Act 2003 an authorised officer of the City Council has the power to issue each parent/carer with a Penalty Notice for each of their children who fail to attend school regularly.

Penalty Notices issued for unauthorised absences on or after 1st September 2013 incur a fine of £120 to be paid within 28 days, which is reduced to £60 if paid within 21 day of the notice being served. Failure to pay a Penalty Notice may result in a prosecution.

It is widely recognised that the educational outcomes and future life chances of children and young people can be significantly impacted upon by periods of absence. We thank you for supporting us in ensuring that your son/daughter attends school, on time, every day.

ABSENCE FOR RELIGIOUS OBSERVANCE

Please note, we will only ever authorise 1 days absence for religious observance during term time.

HOW TO SUPPORT YOUR CHILD'S DEVELOPMENT IN READING

Please see our reading booklet that can be found on our website to support your child with developing reading at home.

Reading is crucial to the success of all students. We want to encourage all students to read regularly at home. We ask all students to read for 20 minutes daily to 'Develop the Reading Habit'.



HOW TO SUPPORT YOUR CHILD WITH ANY SPECIAL EDUCATIONAL NEEDS

Contact our Access and Achievement department for any questions relating to SEND.

Contacts to be aware of:

Sarah Wickstead – Assistant Headteacher
Shelley Stapely – SENCO
Anna Dawson – Assistant Curriculum Leader
Kevin Pilling – Curriculum support
Damian Van Alderwagan – SPLD specialist teacher



UNIFORM INFORMATION

School uniform plays a valuable role in contributing to the ethos of Chorlton High School. Our uniform identifies students as part of our Chorlton High School community and instils pride in it. Being appropriately dressed helps students to develop a positive mind set for learning and supports them in being successful, creative and happy.

CHORLTON HIGH SCHOOL UNIFORM

White button neck shirt/blouse. Should be tucked into trousers/skirt at all times
Black, traditional school trousers. Full length. No chinos, jeans or 'jean like' trousers.
No skinny jeans or leggings.
Plain black school shoes or all black trainers. No white or coloured soles/rim/logos
Plain black socks or plain black/opaque tights. Patterned tights are not permitted.



Blazer with embroidered logo.
Compulsory for Years 7,8 and 9 and optional for Years 10 and 11.



Knitted jumper or cardigan.
Black v neck knitted jumper or cardigan with embroidered logo.
Optional for Years 7, 8 and 9.
Compulsory for Years 10 and 11 if they are not wearing a blazer.



CHS skirt.
Black traditional style material and regular length. Two styles available to choose from.
Skirts are branded with a small black version of the school logo.



School tie.
To be worn up to the top button and tied correctly. Five stripes should be shown.
Year 7 ties will be changing this year and these will be supplied to students.

CHORLTON HIGH SCHOOL PE KIT

We are currently redesigning our school PE kit! These exciting new updates will be available soon and we look forward to providing further information to our parents once we have confirmed production details.

**SUCCESSFUL
CREATIVE
HAPPY**

ADDITIONAL UNIFORM REGULATIONS AND GUIDANCE

THE FOLLOWING ITEMS ARE NOT ALLOWED IN SCHOOL

- Boots/fashion footwear above the ankle
- Non-black trainers or sports/casual shoes
- Hats or caps
- Jeans & 'jean like' trousers, leggings or shorts
- Hooded tops/sweat-tops/non-uniform cardigans

ADDITIONAL EXPECTATIONS

Hair

- No extreme hair styles are allowed. Hair must be of a natural colour.

Jewellery

- A wristwatch only is allowed.
- One pair of small stud earrings in the lower ear.
Large hooped or dangling earrings must not be worn for health and safety reasons.
- No facial, tongue or body piercings.

Make Up is not allowed. This includes:

- Coloured nail varnish.
- False/acrylic nails.
- False eyelashes.

External coats/jackets are not to be worn inside the school building.

Where a headscarf is worn for religious reasons it must be plain black with no decorations or tassels.

All items of uniform should be labelled with the student's name. Students who lose items of uniform/equipment should contact Student Services where lost property is stored.

Students should bring a bag suitable to carry their books (A4 size), writing equipment and sports kit for every lesson. All students are expected to take responsibility for their books and equipment. Lockers are available for students to hire and can be arranged.

FAILURE TO WEAR SCHOOL UNIFORM

All students are expected to attend school in full school uniform. Parent/carer cooperation in this respect is required. Only regulation uniform should be worn. Items that do not meet the school's policy will need to be removed or replaced.

Students who arrive at school without correct uniform will be sent to the uniform store to ensure they are wearing correct uniform. They will be expected to wear the uniform provided, which will be collected from them at the end of the day.

If appropriate spare uniform is not available in school, parents will be contacted and the student sent home to change.

Persistent poor uniform will result in the school's behaviour consequence system being used.

IN ALL ASPECTS OF UNIFORM, SCHOOL WILL MAKE THE FINAL DECISION ABOUT WHAT IS ACCEPTABLE.

UNIFORM SUPPLIERS

School suppliers for the forthcoming academic year will be:

- John McHugh www.johnmchughschoolwear.co.uk
Stretford Arndale Shopping Centre. Tel: 0161 865 3142

If parents and carers are experiencing difficulty in purchasing school uniform then please contact your child's Head of Year for support.

UNWANTED AND REUSABLE UNIFORM

Do you have any unwanted and reusable CHS uniform?

Please label any uniform donations to Mandy Roberts and hand in at the main reception.

MOBILE PHONES / DEVICES

Phones should not be used by students. We understand some parents may want their children to have a mobile phone, however, they must be switched off and kept out of site in their bag or locker during the school day.

HOW TO FIND OUT ABOUT EXTRA-CURRICULAR OPPORTUNITIES

There is a wealth of extra-curricular provision. All of them are free of charge and start at 2:45pm. There is a booklet that each child receives every term and they are also on the website.

For your child to take part in our exciting Extra-Curricular activities, you will need to sign up via our School Gateway App to reserve a place.

We have an extensive range of clubs on offer from football, drama club and steel pans to debate club, history and STEM clubs.



HOW TO PAY FOR SCHOOL LUNCHES, SCHOOL TRIPS AND OTHER ACTIVITIES

To help reduce our administration, and to minimise the amount of cash carried by students in school, we request that payments are made electronically via School Gateway. Students will then use our cashless system to purchase their food via a card or biometric scan.

Parents, welcome to:

Schoolgateway

Keeping you informed of what's going on at school.



Download the app Android and iPhone



or visit the website:
www.schoolgateway.com

Activate your account today!

HOW TO GET THE BEST VALUE FOR MONEY FROM THE SCHOOL CANTEEN

We provide a wide range of different options through our extensive school catering service. The aim is to give students a wide variety of choice and to cater for different dietary needs.

If you want to get the best value for money spent in the canteen, we have the following initiatives to help:

- Free breakfast provided from 8am each day to all students
- Free porridge served at break-time
- Slim egg mayonnaise sandwich available for 50p, or a soup and a sandwich deal for £1
- Meal deal costing £2.40 served on our hot meal counter, which includes the hot meal of the day, a drink and a biscuit/cake

Don't forget that by accessing School Gateway you can see what your child has bought to eat and drink each day.

Starlight Cafe
at Chorlton High School



GROUPINGS AT CHORLTON HIGH SCHOOL

When our new students arrive in Year 7 they will be placed in groups for registration, and then in groups for their lessons.

TUTOR & TEACHING GROUPS AT CHS

Students will be placed in mixed ability tutor groups, which will meet at the start of each day for the registration period. This enables them to make friends across the year group, and to maintain positive friendship groups from primary school; bonding Year 7 together as a whole. In order to ensure a challenging, yet supportive learning environment for all our students, children are placed in teaching groups that reflect their ability and allow teachers to meet individual student's needs. By allowing departments to have the autonomy to group students in a way that best suits their subject, we believe that teachers can focus more clearly on engaging individuals in a dynamic and personalised curriculum which will encourage each student to reach their potential.

WHAT EVIDENCE IS USED TO GROUP STUDENTS?

Initial groupings will be based on primary school teacher assessment together with KS2 scores.

MOVEMENT BETWEEN GROUPS

Groupings are regularly reassessed to ensure students' progression. Our curriculum structure allows for greater flexibility in groupings and ensures that, where students are grouped by ability, they can easily move up or down to teaching sets where they can best be challenged and supported to achieve their target grades. Curriculum Leaders are likely to review groupings at least once every term, although some Curriculum Areas may reassess groups every half term. Changes to student groupings will be informed by class work, teacher assessments, home learning and, where applicable, Progress Checkpoints.



CURRICULUM AT CHORLTON HIGH SCHOOL

As a High Performing Specialist school in the Arts, we pride ourselves on providing a varied, personalised and challenging curriculum for all of our students.

CURRICULUM CONTENT

At the core of the curriculum are Maths, English and Science. Most students will receive 10 lessons per fortnight in English, 8 in Maths and 6 lessons of Science. Throughout Year 7 the students follow a curriculum which aims to build the foundations for lifelong learning. Subjects include: Modern Foreign Languages, Computing, Humanities, a range of Technology subjects, Art, Drama, Dance, Music and PE. Students in Year 8 build on the secure foundations that they have laid in Year 7 by continuing their studies in all subject areas and they also begin the process of selecting subject areas to study in more depth as part of the Pathways process. In Year 9, students start on their chosen pathway which will result in them completing a GCSE or Technical Award in Years 10 and 11. Many courses have assessed work that can be completed at any time, together with terminal examinations at the end of Year 11.

PERIPATETIC MUSIC LESSONS

Chorlton High School offers a range of additional peripatetic instrumental lessons. These lessons offer small group and individual tuition from specialist teachers. (There are additional costs for these lessons).

If students have peripatetic lessons we ask that they regularly participate in at least one music group each week. If students are interested in peripatetic music lessons, they should ask their Music teacher for an information sheet. Students who have requested lessons will be given a timetable and pass in September and need to remember to attend the lesson each week.



PARENTS AT CHORLTON HIGH SCHOOL

As a school, we maintain high levels of contact with parents. Members of staff will often write to parents, contact them by telephone or invite them in to discuss issues of importance about their child's welfare and progress. Likewise, we encourage parents to contact us if they have any concerns they would like to discuss.

We aim to keep you informed of what is happening at the school both with regard to your child's progress and the development of the school. We do this by providing:

- A fortnightly update letter.
- A fortnightly email newsletter - Chorlton Connection - which celebrates recent events, and provides future event and key date information. It is sent to parents who have provided us with an email address.
- A termly magazine - In The Spotlight - which celebrates the successes and achievements of our students.
- The school website - www.chorltonhigh.manchester.sch.uk
- Two progress reports and one academic report and a tutor report each academic year.
- An initial Form Tutor based Parents' Evening in the first half-term for Year 7, followed by a full Parents' Evening later in the year.
- An active Governing Body.

PARENTS' EVENINGS

The key dates are available through the school calendar published on the website. Each year group has one Parents' Evening per year, which allows parents to see the subject teachers of their child. Parents' Evenings are always busy, and we encourage parents to bring their children with them to listen to their teachers' comments. This may also take place virtually.



ACCEPTABLE USE OF DIGITAL TECHNOLOGY FOR STUDENTS

Please read the below acceptable use policy and in particular note that access to, and use of, school digital resources is for educational purposes only. We also request that as parents you report to the school immediately any potential misuse of the system to the school.

Your child will be asked to confirm that they have read and agree to this policy the first time that they log onto our computer systems in school at the start of each academic year (please see declaration at the end of this policy). Please therefore discuss this policy with your child in the period leading up to them joining our school.

We encourage you to explore the statements further with your child and discuss how they can ensure that they adhere to the principles in the policy.

1 INTRODUCTION

- 1.1 We want every student to benefit from the use of the resources provided by our school's ICT network and digital systems. In allowing students such freedom to access digital resources comes the responsibility of using them safely and securely. Students are responsible for their own behaviour and conduct when using our resources in the same way as they are responsible for their own behaviour around school. We expect all students to adhere to the basic rules in this document and honour the agreement that they have signed.
- 1.2 An Acceptable Use Policy is about ensuring that you, as a student at Chorlton High School can use the internet, email and other technologies available at the school in a safe and secure way. The policy also extends to out of school facilities, e.g. our virtual learning environments (e.g. Doodle), Internet, email, websites and mobile phones.

2 AS A STUDENT AT CHORLTON HIGH SCHOOL, I AGREE THAT I WILL:

- 2.1 Use all digital equipment and resources responsibly and safely.
- 2.2 Report damage to equipment or the network immediately to a member of staff.
- 2.3 Use only my own user-name and login to access the school network. I will be responsible for this user-name and password. I will ensure the strength of my password and not give it to anybody else.
- 2.4 Only visit resources or websites which are appropriate to my work at the time.
- 2.5 Only use school resources to help me with my schoolwork.
- 2.6 Report any misuse of the resources, including the internet, immediately to a member of staff.
- 2.7 Only copy pictures or text into my area on the network. I will not download any other type of file. For example; software, games, screen savers etc.
- 2.8 Ask a teacher before I print out any information from my area or the internet.
- 2.9 Follow the 10 Golden Rules in ICT when learning in all ICT lessons – which focus on respect for each other and the equipment.
- 2.10 Follow the health and safety guidelines for working with computers displayed in ICT rooms.
- 2.11 Communicate safely through any virtual learning environments for school related issues only.
- 2.12 Respect other people's views and beliefs.
- 2.13 Only post comments or messages which are appropriate to that discussion in online forum or discussion groups.
- 2.14 Use school E-mail for school use only. No inappropriate content should be included in email.
- 2.15 Be polite – never send or encourage others to send abusive messages.
- 2.16 Report any breach (deliberate or accidental) of this policy to a teacher immediately.
- 2.17 Report if I am sent inappropriate material, e.g. images, videos etc immediately to a member of staff within the school.

ACCEPTABLE USE OF DIGITAL TECHNOLOGY FOR STUDENTS

3 AS A STUDENT AT CHORLTON HIGH SCHOOL, I AGREE THAT I WILL NOT:

- 3.1 Attempt to log on using another person's user-name and password or access another person's files.
- 3.2 Attempt to gain access to any part of the school network that is not available through my personal login.
- 3.3 Attempt to use or load programmes, files, tools or shortcuts to gain access to the internet or any other part of the network.
- 3.4 Visit websites or resources that contain unsuitable material. If I am unsure if a site is suitable, I will ask a member of staff.
- 3.5 Take information from the internet and pass it off as my own work. Plagiarised work is unacceptable.
- 3.6 Retrieve, send, copy, display or post anything abusive, obscene, offensive or otherwise illegal.
- 3.7 Post any personal or private information on myself or any other individual.
- 3.8 Copy or forward messages without permission.
- 3.9 Use or include any material which is confidential or copyrighted unless you have first obtained permission.
- 3.10 Post any advertising or promotional material.
- 3.11 Behave in an impolite or offensive manner.
- 3.12 Take photographs, videos or other images/recordings of staff or students at school.
- 3.13 Post or download material which contains viruses or other programs which may disrupt the school's systems.
- 3.14 Use the school system's in such a way that disrupts the use of the systems by other users.
- 3.15 Use digital technology (including my mobile phone) in a manner that is likely to bring the school into disrepute or risk the welfare of another young person.
- 3.16 Use my mobile phone (or other mobile technologies) within school except at permitted breaks during the school day.
- 3.17 Download software or other files without permission.
- 3.18 Communicate to others any information which may result in the loss or damage to anyone else's work.

4 MOBILE TECHNOLOGIES:

- 4.1 The development of mobile technology is such that mobile phones and other similar devices connected to ICT networks means that they can often include access to the internet, include picture messaging, enable downloading of material and allow unregulated communication with others. The same guidance about use of the school's resources therefore applies to students' personal equipment within school.
- 4.2 Any breach of these conditions will lead to students having their equipment confiscated by a senior member of staff.
- 4.3 This policy may be updated or modified at any time should the school deem it necessary.
- 4.4 The school reserves the right to administer these rules in a fair and unbiased way, which may result in a student's access to digital resources being removed or other appropriate sanctions being taken.

5 STUDENT DECLARATION:

I understand and agree to the conditions of this agreement. I understand that any breach of these conditions may result in disciplinary action and the removal of my privileges to access school resources. I also agree to report any misuse of the system to a staff member and I understand that misuse may come in many forms including viewing and sending any messages that are likely to cause offence.



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CHORLTON HIGH SCHOOL 

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