

Senior School Welcome Handbook

YEARS 7 TO 10

stChris

2019-20



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HEAD

Richard Palmer
head@stchris.co.uk

DEPUTY HEAD

Rich Jones
rich.jones@stchris.co.uk

Main School Switchboard
+44 (0) 1462 650 850

hello@stchris.co.uk

stchris.co.uk

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Welcome to the Senior School

This booklet is designed to answer the questions that new families may have before joining us and during the first weeks and months of starting at St Chris.

If you have any further queries before your start date, please contact the Admissions team. Once your child has started at St Chris, the Company Advisor will be your main point of contact, and there is more information about this further on in the booklet.

OUR AIM

St Chris seeks to be a continuously developing community of children and adults working together to enable all to achieve their best academically and beyond the classroom in an open atmosphere.

All are valued as individuals and encouraged to develop in curiosity, competence, judgement, kindness and courage.

St Chris aims for pupils to become both self-disciplined and self-motivated individuals; independent learners and creative thinkers able to make informed choices in a modern world with a commitment to service, informality, healthy living and self-government.

The School seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat children and young people as individuals and aim for them to develop competence and resourcefulness, social conscience and moral courage, the capacity for friendship and a true zest for life.

SENIOR SCHOOL

When a young person moves forward in their education, everything feels new and different, and it can be a challenge to settle in. We know that students who are joining us need lots of help and guidance, especially in the first few weeks, and we have strong systems in place to provide that support. However, if you have any worries or concerns, please do not hesitate to contact the Company Adviser.

St Chris is a very welcoming school. I am certain that this will be an exciting and fulfilling journey for all of us, and we are looking forward to welcoming you to our community.

GAVIN FRASER-WILLIAMS
DIRECTOR OF PASTORAL CARE

**WELCOME TO YOUR NEW SCHOOL!
FROM ALEX, HEAD GIRL & KADEN, HEAD BOY**

As Head Girl and Head Boy of St Chris, we want to wish you a warm welcome. We thought you might find it useful to know a little bit about our roles and what we do.

At St Chris we have a team of twelve Major Officials (similar to prefects in other schools), who represent the student body and do a wide range of jobs throughout the School:

Head Girl	Alex Maggiolini
Head Boy	Kaden Lambert
Deputy Head Girl	Neve Hunton
Deputy Head Boy	Joshua Kilcoyne
Chair of Events & Fundraising	Bella Shannon
Chair of Be Green	Benji Dorman
Chair of Council	Tom Romain
Treasurer of Council	Rhean Rajgor
Secretary of Council	Luke Stagg
Chair of Human Rights	Eve Durant & Rex Worthington
Chair of Food Committee	Olly Brown
Head Boarder	Rebecca Hank

The School Council is an important feature of our community. It gives the pupils a chance to voice their views and opinions. We have a Council meeting every term where we discuss ideas and motions that pupils have put forward to their Company rep for consideration. Once a motion has been passed through Council it is taken to a whole school meeting, chaired by the Head Girl and Boy, where it is discussed further before taking it to a final vote. Everyone gets a vote at the whole school meeting, including you.

Coming to a new school may feel daunting, but everyone is very supportive and friendly. We were all new to St Chris once (even the teachers!) so please do not hesitate to talk to us about any problems or queries you may have. As Head Girl and Boy we feel a personal responsibility to ensure that you feel comfortable and happy, and we look forward to meeting you soon!

With best wishes,
ALEX AND KADEN

KEY CONTACTS

A full staff list can be found on the website: www.stchris.co.uk/about-us/staff

Before starting with us, your key contacts will be:

Kate Allan Registrar kate.allan@stchris.co.uk	Kate and Sarah remain your main contacts before you start with us.
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Sarah Davis Admissions Assistant sarah.davis@stchris.co.uk	
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Ranjan Parmar Finance Assistant ranjan.parmar@stchris.co.uk	Ranjan is your contact for any queries regarding invoicing or payment of fees & extras (such as school lunch).
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Lucy Coddington Assistant Bursar lucy.coddington@stchris.co.uk	Please contact Lucy with questions about the school bus.
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www.coachhire.com/st-christopher	Please use this website to view bus routes & book journeys. You will be invoiced by Finance at the end of term.
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Term Dates

2019–20

AUTUMN TERM 2019

Year 7 & 12 Induction	Wednesday 4 September	9.15am
Start of Term	Thursday 5 September	8.30am
First Half Ends	Friday 25 October	3.55pm
Half Term	Monday 28 October to Friday 1 November	
Second Half Begins	Monday 4 November	8.30am
Term Ends	Friday 13 December	12 Noon

SPRING TERM 2020

Start of Term	Tuesday 7 January	8.30am
First Half Ends	Friday 14 February	3.55pm
Half Term	Monday 17 to Friday 21 February	
Second Half Begins	Monday 24 February	8.30am
Term Ends	Friday 27 March	12 Noon

SUMMER TERM 2020

Start of Term	Monday 20 April	8.30am
Bank Holiday	Monday 4 May	
First Half Ends	Friday 22 May	3.55pm
Half Term	Monday 25 to Friday 29 May	
Second Half Begins	Monday 1 June	8.30am
Summer Fair	Saturday 20 June (Compulsory for Senior School Pupils)	
Senior School finishes for Late Summer Programme	Friday 3 July	12 Noon
Late Summer Programme begins	Saturday 4 July	
Term Ends	Friday 10 July	

REPORTS & PARENT CONSULTATIONS 2019–20

Year 7 (I Group)

Interim Report	Friday 18 October
Parents' Consultation	Tuesday 19 November, 6.00 pm onwards
Full Report	Friday 13 December
Interim Report	Friday 13 March
Parents' Consultation	Saturday 13 June, 9.30 am to 12 Noon
Full Report	Monday 6 July

Year 8 (II Group)

Interim Report	Friday 18 October
Full Report	Friday 13 December
Parents' Consultation	Tuesday 25 February, 6.00 pm onwards
Interim Report	Friday 13 March
Parents' Consultation	Saturday 13 June, 9.30 am to 12 Noon
Full Report	Monday 6 July

Year 9 (III Group)

Interim Report	Friday 18 October
Full Report	Friday 13 December
Parents' Consultation & GCSE Options	Thursday 16 January, 6.00 pm onwards
Interim Report	Friday 13 March
Parents' Consultation	Saturday 13 June, 9.30 am to 12 Noon
Full Report	Monday 6 July

Year 10 (IV Group)

Interim Report	Friday 18 October
Parents' Consultation	Tuesday 5 November, 6.00 pm onwards
Full Report	Friday 13 December
Interim Report	Friday 13 March
Post-Yr 10 Mocks Exam Report	Wednesday 10 June
Parents' Consultation (Exam feedback)	Saturday 13 June, 9.30 am to 12 Noon

THE SENIOR SCHOOL DAY

8.30am	School starts
8.30 to 8.40am	Registration
8.40 to 9.05am	Company Time / Morning Talk
9.10 to 10.10am	Period 1
10.10 to 10.30am	Little Break
10.30 to 11.30am	Period 2
11.40 to 12.40pm	Period 3
12.40 to 1.40pm	Lunch
1.40 to 1.45pm	Registration
1.45 to 2.45pm	Period 4
2.55 to 3.55pm	Period 5
3.55pm	School ends
3.55pm onwards	After School Activities

YEAR GROUPS

Key Stage 3	I Group	Year 7
	II Group	Year 8
	III Group	Year 9
Key Stage 4	IV Group	Year 10
	V Group	Year 11
Sixth Form	Lower Sixth	Year 12
	Upper Sixth	Year 13

A-Z OF SENIOR SCHOOL

ABSENCE

If a pupil is going to be absent from school, parents must contact their Company Adviser by email, or telephone the School and ask to speak to Jenny Palmer in Room 12 **before 9.00 am**, using the main school number: 01462 650850.

If parents would like their child to miss school for any reason other than illness or a medical appointment, they should write to the Head in advance, requesting permission for the absence.

If a pupil has an appointment during the School day, they need to sign out and back in with Jenny Palmer in Room 12.

If a pupil is unable to participate in a PE lesson, parents should inform the Company Adviser by e-mail.

Lateness should be avoided whenever possible; it disrupts a child's learning routine and the school day as a whole. Late arrivals should report to Jenny Palmer in Room 12.

ACADEMIC PLANNING

On the first day, all students are issued with their weekly timetable and access details for the "Show My Homework" website. Names of teachers are given on timetables and everyone is called by their first name - staff and students alike.

AFTER SCHOOL CLUBS

There are lots of lunchtime and after school clubs at St Chris, some of which are for specific year groups but many of which are open to all.

With the exception of specialised provision (for example scuba diving or

horse riding), all lunchtime and after school clubs are included in the fees. A list of current clubs is available on the board outside Room 12 and pupils can just go along if they are interested.

If you have any questions about clubs, please contact Byron Lewis, Director of Activities: byron.lewis@stchris.co.uk. Please note that there are no clubs during the first week of each term.

BANK DETAILS

The bank details are the same for all payments to the School, so it is important that parents use a reference for each, e.g. **SURNAME FEES** or **SURNAME TRIP**.

Account Name

St Christopher School
(Letchworth) Limited

Account Number 90800643

Sort Code 20-41-38

BEFORE & AFTER SCHOOL CARE

Pupils can stay on after the end of the school day at 3:55 pm to take part in clubs or work in the Library, which is staffed until 5:00pm.

For parents needing before and/or after school care beyond the normal school day, we offer Day Boarding. Please refer to our website for costs <https://www.stchris.co.uk/admissions/fees/>

If parents have children in both the Junior and Senior School, there is provision which dovetails the end of the school day. Please contact the Junior School Office via junior.school@stchris.co.uk for details of the Sibling Club for Junior School pupils, which is free of charge.

BOARDING: “FLEXI” OR “OCCASIONAL”

Flexi or occasional boarding of up to two nights per week is very popular at St Chris, particularly amongst students who travel some distance to school each day. If you would like to book regular dates, it is a good idea to do this at the beginning of each term, although we do offer booking at 24 hours’ notice, subject to availability.

To book up to two nights per week, please contact the boarding Houseparents: cecilia.drayton@stchris.co.uk and chris.drayton@stchris.co.uk

BONDING TRIPS

New students joining Year 7 and Year 12 go on a bonding trip in September, to get to know their peers and key staff. You will receive a letter in the Welcome Pack about these trips.

BREAKS

There are two breaks during the school day: Little Break from 10.10 to 10.30 and Lunch Break from 12.40 to 13.40. There is a Tuck Shop open at Little Break and students are also welcome to bring their own snacks. During Lunch Break, students can go to clubs or play outside.

BUDDIES

All new students at St Chris are allocated a buddy who looks after them for the first few days.

BUS ROUTES & BOOKING

St Chris has a partnership with a bus company so that students can travel from a number of areas directly to St Chris.

For more information about bus routes and prices, or to book a space on the bus, please visit the website of our school transport provider:

www.coachhire.com/st-christopher

If you have specific questions about this service, please contact Lucy Coddington, Assistant Bursar: lucy.coddington@stchris.co.uk

After school, coaches leave from the swimming pool car park and there are staff on hand to ensure students are on the correct bus.

CAREERS & WORK EXPERIENCE

St Chris has a dedicated careers programme embedded in our PSHE curriculum, with lessons focussed on careers for all year groups in the Senior School and Sixth Form.

These lessons run in conjunction with our bespoke Pathways Careers Programme which includes work experience; careers advice and tracking; careers fairs and events; and access to apprenticeship opportunities.

In Year 10 (IV Group) and again in Year 12 (Lower Sixth) pupils take part in work experience in the summer term. Work experience provides a first taste of adult working life and begins to prepare pupils for the world of work. It provides an opportunity to test out skills that pupils have learnt at St Chris, helping to develop social skills and broadening career plans for the future.

For more information visit our website: <https://www.stchris.co.uk/senior-school/careers/>

CLOTHING

Everyday Clothing

There is no uniform at St Christopher School, but clothes must be appropriate for a school environment, clean and mended. Camouflage and military-type clothing are not allowed. Please name all clothing, including coats and shoes, using a laundry pen or labels.

Other Equipment

Pupils need to bring a book bag, pencil case and water bottle to school every day. Please ensure the school bag is of a reasonable size as the lockers have limited space. There are water fountains around the campus where bottles can be re-filled.

PE Kit

Please note that sports clothing and shoes should not be the same as those worn for school. Please also ensure that clothing and PE kit is named, and brought to school in a named PE bag.

The compulsory PE Kit listed below can be ordered online using the following link: www.swidtp.co.uk

All students need to purchase the following kit:

Girls

- 2 x polo shirts
- 1 x tracksuit top OR rugby top
- 1 x tracksuit bottoms OR leggings
- 1 x pair of shorts OR skort
- 1 x pair of football socks
- 1 x swimsuit

Boys

- 2 x polo shirts
- 1 x rugby top OR tracksuit top

- 1 x tracksuit bottoms
- 1 x pair of shorts
- x pair of football socks
- 1 x pair of swim shorts

All students also need the following:

- Appropriate sports footwear which offers adequate traction and support including:
 - A pair of trainers
 - A pair of football boots
- Shin pads
- Gum shield
- A swimming hat and towel (goggles are optional)

Should you be unable to order kit before the start of term or if it doesn’t arrive in time, we recommend that pupils wear clothing that blends in with St Chris’ PE colours: navy blue tracksuit bottoms or shorts, white polo shirt or T-shirt and a blue sweatshirt.

COMMON PROBLEMS

Friendships

Most friendship patterns sort themselves out naturally without adults getting involved, and children form lasting, happy relationships. However, parents should contact the Company Adviser if their child becomes unhappy or withdrawn, or if they are struggling to settle in, and pupils should also feel free to speak to their Adviser at any time. Parents should also contact the Company Adviser if they suspect that behaviour towards their child may be deliberately unkind.

Getting Organised

Some pupils have genuine organisational difficulties, and if, after the first few weeks, things have not improved, parents can contact the Company Adviser for support.

Lost Belongings

Belongings do get mislaid but using the student lockers and ensuring everything is named helps prevent problems. Lost property is handed in to Room 12.

Social Media

As children begin to explore the use of social media outside school, it is really important that parents support and guide them through this.

Maintaining access and involvement in your child's online life will help to avoid problems happening "below the radar" which can then spill over into school.

Children need space to learn and make mistakes, but please discreetly monitor your child's activity and the length of time spent on their mobile phone or computer. Ideally you should be open and trusting with your child, so they know that you may occasionally have a look at their online activities.

Sleep

Children need time to switch off (literally!) and recharge after a long day. We strongly recommend that your child does not have their mobile phone, laptop, tablet or other such device in their bedroom overnight. Setting this up as an expectation from the outset will ensure that excessive screen time does not become a problem later on.

COMMUNICATION

Effective communication between home and school is essential in supporting children's social, emotional and academic progress. To aid this, please ensure that we have up-to-date contact details.

An up-to-date list of all St Chris staff can be found on our website www.stchris.co.uk/staff

All staff can be reached by email using the format:

firstname.surname@stchris.co.uk

The Company Adviser

The Company Adviser is the "first port of call" for both parents and pupils for all day-to-day issues or questions, such as absence, late arrival or even lost PE kit.

Head of Year

Each year group has a single Head of Year. Parents are always welcome to contact the Head of Year to discuss more serious matters, or even to request help with an issue that may need additional support beyond the day-to-day provision of the Company Adviser.

Room 12

The pastoral area at St Chris is known as Room 12 and is situated in the Courtyard. This is where the Pastoral Assistant is based during the school day, and the Heads of Year have an office next door. During the first few weeks (or months!) at St Chris, Room 12 is a good place to go for help with everyday issues outside of company time.

Parent Portal

We use an online parent portal (and App) to communicate with parents. Prior to starting at St Chris, the Admissions team will send you further information and your log in details.

Once you start at St Chris, you will receive a weekly school mailing through the portal on a Friday with updates on upcoming events and activities.

You will also be available to view your child's timetable, messages for your year group, the weekly menu and your child's school reports on the portal.

School Activities & Events

Details of events can be found on the School's online calendar at <https://www.stchris.co.uk/news/calendar/>

COMPLAINTS

The open climate of St Chris encourages parents, along with children and staff, to voice their concerns. Usually discussion of the matter allays or removes the worry without the need for formal procedures.

All complaints are carefully considered and it is usually helpful for there to be a discussion at an early stage about the issue, the procedures and the possible outcomes. In the first instance, please contact Richard Palmer, the Head: head@stchris.co.uk

A copy of our Complaints Policy can be found on our website. <https://www.stchris.co.uk/about-us/policies/>

CONTACTING THE GOVERNORS

The Chair of the Governors may be contacted in confidence by email at bertie.leigh@stchris.co.uk or c/o the main school address:

Chair of Governors, St Christopher School, Letchworth Garden City, Hertfordshire SG6 3JZ.

CURRICULUM QUESTIONS

Queries around curriculum matters should be sent to the subject teacher or Head of Department. When this is not appropriate, please contact Andy Selkirk, Second Deputy and Academic Director: andy.selkirk@stchris.co.uk

COUNSELLING

We offer a counselling service for students at St Chris, which is scheduled during the school day. If you would like to discuss this with a member of staff, please get in touch with the Head of Year or Gavin Fraser-Williams, Director of Pastoral Care: gavin.fraser-williams@stchris.co.uk

DOGS

Other than guide or hearing dogs, dogs are not allowed in the School buildings. Please keep dogs on a lead at all times and under your direct control.

DROP OFF & COLLECTION

All pupils need to be in school by 8.30am for registration. There are a number of entrances for Senior School pupils which all have a key pad, and from there students should make their way to their Company room. After school, collection can be made from outside the Theatre area, and Senior School pupils can of course travel home on their own.

DUKE OF EDINBURGH

Students in Year 10 (IV Group) onwards can sign up for the Silver Duke of Edinburgh Award, which runs during Options on a Thursday with additional training and expeditions at separate times. The cost for this is £350 and includes all training and expeditions.

EQUAL OPPORTUNITIES

St Chris prides itself in providing equal opportunities for all children regardless of ability, religion, sex, culture, ethnic origin or class. We ensure that discrimination in any form is treated as unacceptable and will not be tolerated. We respond positively to difference and ensure that all members of the School community are valued and encouraged to develop their potential.

FOOD

School Lunch

We enjoy fresh, tasty vegetarian food. Every day there are two hot choices, a salad bar and bread and fillings to make sandwiches. There is also a pudding and fruit. Weekly menus can be found on the parent portal.

Students in different year groups take it in turns to go into lunch first; the order can be checked on a list outside Room 12.

Please note that we are not a nut-free school, and need to be aware of any allergies or intolerances that your child may have to nuts or other ingredients.

Pupils eat lunch together in the Dining Hall, known as the IG (because many years ago it was used as an Indoor Gym!) You might also want to be aware that during lunch, a bell is rung to signal a moment of silence.

Packed Lunch

Students are welcome to bring a vegetarian packed lunch, which is eaten alongside students having school food. Parents should email the Finance Office before the start of each term to let us know if a student does not require school lunches as these are billed for in advance each term: finance@stchris.co.uk.

GREEN SLIPS

These are commendations given by staff to students for a kind act, good piece of work, etc. They are put into the student's register for distribution by the Company Adviser.

HEALTH

The School has two School Nurses. It is very important that the School Nurse has updated medical information for every student; please ensure that any changes are communicated directly to them.

If a child becomes ill while at school, we will contact their parents to collect them. If a child has suffered from vomiting or diarrhoea, parents are asked not to let them return to School until they have been clear of the symptoms for 48 hours.

Prescribed medicines are administered at the request of a child's parent or guardian and with the consent of the School Nurse. Medication is kept in the School's surgery and administered by the School Nurse, who keeps details of its administration.

The School Nurse can administer non-prescription medicines in accordance with a child's completed medical forms. Please contact the School Nurse to arrange this, rather than sending non-prescription medicines into school.

Staff are trained as appropriate in the health conditions of pupils (e.g. asthma, anaphylaxis, diabetes, epilepsy) and the administration of medicines.

HOMEWORK

Pupils at St Chris are given regular homework and this plays an important role in developing study skills and reinforcing learning. In addition, better time-management, sensible patterns of working and independent learning become well-established and the norm.

Teachers will add homework tasks to Show My Homework, which all students are given a log-in for. Parents can also sign up for the app, allowing them to receive homework alerts!

Show My Homework can be accessed here: <https://stchristopherschool.showmyhomework.co.uk>

INSTRUMENTAL & VOCAL LESSONS

There are a wide variety of instrumental and vocal music lessons available at St Chris run by a range of external teachers.

Please visit our website to find out more about which instruments are taught and to download the booking form: <https://www.stchris.co.uk/senior-school/senior-activities/music/>

LAMDA

We offer LAMDA (London Academy of Music & Dramatic Art) lessons which are scheduled during the school day. If you would like to know more, or wish to book LAMDA lessons, please go to the following page on our website: <https://www.stchris.co.uk/senior-school/senior-activities/drama/>

LIBRARY

The Library – in the main Courtyard – is open from 8:00am to 9:00pm for students to use to do homework, read, etc. It is also staffed from 8:30am to 5:00pm by a trained librarian.

LATE SUMMER PROGRAMME (LSP)

The LSP is a trip that takes place during the last week of the Summer Term each year. The whole year group in Years 7 to 9 (I-III Group) go away together, usually to an outward-bound themed holiday to take part in activities that help to bond the students together, as well as it being an opportunity to get to know staff better.

MORNING TALKS

Pupils in the Senior School have three Morning Talks a week, two whole school and one with their own year group. These are our version of assemblies and can be led by staff and students alike.

OPEN MORNINGS

We ask all students to come in and support the two Open Mornings that we run every year, taking part in activities or running tours. Students are asked to give up three hours of their day – from 9.00am to 12 Noon – and their ongoing commitment to these events makes a huge difference.

OPTIONS

The Options programme at St Chris is an integral part of the curriculum which takes place every Thursday for all students in Years 7 to 12.

The aim of Options is to give students an opportunity to expand their horizons, learn and develop new skills and to discover opportunities.

Pupils are able to select from a broad range of topics – creative, physical, community/social awareness and academic.

PARENTS' CIRCLE

All parents and guardians are members of the Parents' Circle. Newsletters are sent out to inform parents of meetings and events. All are warmly welcomed.

Each class has its own Parents' Circle Rep who makes contact with parents of children in their class to organise events, such as quiz nights. If you are happy to share your contact details with your Class Rep please contact the Parents' Circle via email: mail@stchrispc.co.uk.

We would also encourage you to sign up for ClassList which is the main communication tool for the Parents' Circle at: www.Schoolclasslist.com

PARKING

Parking is available in the car parks by: the Junior School playground; the swimming pool; the mini-roundabout. We request that parents park in the bays provided and not on yellow lines or in the disabled bays unless a blue badge is displayed.

PEER MENTORS

Peer Mentors are Sixth Form students who act as mentors to younger students in the Senior School.

Mentors offer a wide range of support – it can be anything from helping new pupils to settle in, or spending time with a younger student to help with a particular academic or social issue that they may have.

Pupils volunteer to be a Peer Mentor at the start of Year 12 and this continues throughout their time in Sixth Form. They receive training from the Director of Pastoral Care.

The programme is a particularly popular way for students to commit to helping the whole school community and both Peer Mentors, and those that they work with, find that it's a very rewarding role.

PE & GAMES

The St Chris PE Department aims to give every child the chance to enjoy a carousel of sporting, creative and fitness activities.

There is a focus on inclusivity and fitness, and the benefits of sport's wider impact on a child's development in terms of team work, resilience, well-being and leadership.

St Chris pupils regularly achieve excellent results in individual and team competitions with regular stand out performances in athletics, cross-country, swimming, basketball and netball.

Teaching ensures students are teamed with other similarly experienced students; they are also all taught in mixed gender groups so that they have access to a broad range of sports, and are not funnelled based on gender.

In lessons, a year group will develop performances in team sports such as tag rugby, football and netball as well as improving in racket sports, aesthetic activities (dance, gymnastics) and experiencing different methods to improve fitness. Pupils also take part in associated fixtures.

In Year 7 (I Group), children take part in two PE/games lessons per week and one of swimming. In Years 8 to 11 (II to V Group), swimming is part of the PE/Games rotation (and starts to focus more on aquatic activities); so pupils have half a term of swimming, amongst the other sports offered.

PERSONAL BELONGINGS

Please ensure that all belongings are named, including shoes, coats and PE kit. Lost property is handed in to Room 12.

Lockers

Each child is given a locker to store their books, bags and personal belongings. They will need a small padlock for securing this, and spare keys can be kept in the Room 12 Pastoral Office for emergencies. Please name all belongings!

Mobile Phones

In Year 7 (I Group) each student is provided with a mobile phone locker that they must use while at school. To encourage our Year 7 students to play and socialise, they are not permitted to carry their phones with them at all during the school day. If they need to contact home, or parents need to contact them, this can be arranged via Room 12. From the end of Year 7 onwards, students are given the responsibility of looking after and using their phones independently,

but the School policy is that all mobile phones must be switched off and stored out of sight during lessons unless specific permission has been given by the teacher for educational purposes.

PARENT CONSULTATIONS

Consultations are essentially Parents' Evenings, during which parents and pupils can meet with the Company Adviser, subject teachers and Head of Year. Pupils book the appointments with teachers using a sheet that is distributed a couple of weeks before the Consultation.

POLICIES & PROCEDURES

A comprehensive list of our policies and procedures can be found on the school website: www.stchris.co.uk/aboutus/policies

SAFEGUARDING & CHILD PROTECTION

At St Chris, safeguarding is everyone's responsibility. The Designated Safeguarding Lead is the person appointed to take central responsibility for child protection issues and safeguarding concerns in the School.

The St Chris community shares the goal of helping to keep children safe by contributing to a safe environment for all through communication, vigilance and taking appropriate action.

For a student or a parent, the best person to approach with any concerns in the first instance is the Company Adviser or Head of Year (or both). However, if it is felt that this is not appropriate in the circumstances, other members of staff may also be approached, including the Head.

Designated Safeguarding Lead

Rich Jones
rich.jones@stchris.co.uk

Deputy-Safeguarding Lead

Gavin Fraser Williams
gavin.fraser-williams@stchris.co.uk

REPORTS

Reports are sent to parents via the parent portal.

Interim Reports

Interim Reports are used to supplement the more comprehensive Full Reports, and are designed to provide a brief 'snapshot' midway through the term of how pupils are progressing.

Full Reports

Full Reports are sent at the end of the Autumn and Summer Term and give a comprehensive picture both of the subjects being studied and the progress being made. The Company Adviser also includes a pastoral report, highlighting extra-curricular activities and involvement in the wider life of St Chris.

SCHOOL COUNCIL

The School Council was founded in 1919, and our self-government system is still an important part of St Chris, empowering pupils to play an active role in school life and giving them an early taste of democracy in action.

The system is run by a group of elected Major Officials. These are students who are elected in Year 12 to run the various school committees including Be Green (our environmental committee); the human rights committee and the events and fundraising committee.

The Council is made up of one Councillor from each Company (tutor group). Anyone may attend Council meetings and put forward motions for discussion, but only Councillors may vote.

Proposals passed by Council are then discussed at a meeting of the entire Senior School chaired by the Head Boy and Head Girl. These take place twice per term.

A vote is taken and it is the responsibility of the Major Officials to ensure that resolutions passed in a School meeting are enacted.

While the Head does have a power of veto, it has only been used five times in the past 30 years.

Recent initiatives that have been proposed, passed and enacted by Council include the redevelopment of the School's cookery classrooms (the 'Vege Centre'), the introduction of a skate park and the development of a Zen garden.

SECURITY

Entrance and Exit

Senior School students can enter the buildings via several entrances. Certain buildings (for example the Theatre) have an entrance code which we ask students to keep confidential.

Visitors

All visitors (including parents) must report to the Senior School Reception on arrival at the School, where they will be given an identity badge and made aware of our Safeguarding and fire procedures. Parents of boarders are not allowed into the boarding house with students unless they are accompanied by a Houseparent.

SNACKS

There is a "tuck shop" in the Senior School called the Coffee Shop, situated in the main Courtyard. Students are also welcome to bring in their own snacks.

SWIMMING

Pupils in Year 7 have a weekly swimming lesson which is led by experienced and qualified instructors. Pupils in Year 8 to Year 11 have swimming once a week for one term per year.

Parents can also book additional swimming lessons through Swim School; these take place after school hours and at the weekend. You can find further information on our website: <https://www.stchris.co.uk/school-life/swim-school/>

TOURS

Families joining St Chris will have had a private tour with current students, and when new pupils join us we ask pupils to take part in this important aspect of our admissions process.

Tours are run by the Admissions department in partnership with Heads of Year, and students may be asked to 2-3 per year on a rota basis. We do not "prep" students but ask them to be themselves - they are our best ambassadors!

TRIPS

There are a range of trips throughout the academic year, including compulsory curriculum day trips (for example to an art gallery), but also optional "extra" trips, some of which take place each year and some of which alternate annually.

Trips may be offered to the whole school or to specific year groups. Recent trips have included visits to Iceland and Borneo, and also activity holidays to ski, kayak, climb, play netball and tennis. Parents will receive letters from the subject teacher regarding curriculum trips (including the cost which is added to the next invoice), and from the School via the Friday newsletter regarding bigger, whole school trips.

ST CHRIS GLOSSARY

Over the past 100 years St Chris has developed a lexicon all its own, so here is a list of the most common words and phrases that you might need to know about.

Arundale	The boarding house for pupils from Year 7 to Year 11 (I Group to V Group.) It is on the first floor in the central part of the School and is out of bounds to day pupils.
Arunfield	This is the home of our Head, Richard Palmer, and is also a meeting place and venue for some School events.
Arunside	The Sixth Form boarding house. Located on the far side of the School field, through the gate and along Muddy Lane.
Arunwood	The big white house at the top end of Muddy Lane, which now houses the Early Years Centre – and the St Chris bee hives.
Cells	The rooms painted white on the outside down the left hand side of the Courtyard, opposite the Library.
Coffee Shop	The St Chris Tuck Shop which can be found in the Cells opposite the Library. Doesn't sell coffee but does sell snacks at Little Break for around 50 pence.
Company	Your Form or Tutor Group
Company Adviser	Your Form tutor/teacher. Your Adviser is the best person to help with anything and everything!
IG	Indoor Gym. But it's no longer a gym! It's now the Dining or Lunch Hall (or Cafeteria!) and is off the main corridor.
Little Break	The first break in the day. From 10.10 to 10.30.
LSP	Late Summer Programme. The various residential trips we take at the end of the summer term.
Lunch & Theatre Clearing	Each Company takes it in turn, once a term, to help with moving the chairs and tidying the Theatre and Dining Hall (IG) after Morning Talks and lunch.
Major Officials (MO's)	Sixth Form students who have been elected by the pupils to various posts of responsibility.
Morning Talk	Our name for Assembly. Monday: Whole School, Tuesday: Years 7 to 9 (I to III Group), Wednesday: Years 10 and 11 (IV and V Group), Thursday: Years 12 and 13 (Sixth Form), Friday: Whole School
Notices	Announcements and messages that are made at the end of Morning Talk, telling everyone what's happening. These are also give to each Company and shown on the screen outside Room 12 in case you miss anything.
OG	Outdoor Gym. This is a gym and can be found near to the School Field and minibus parking area.
Options	Every week on a Thursday, the last lesson is open for you to choose what you would like to do, from a long list of Options – at the beginning of term you will be given a list of possible activities to choose from.
Peer Mentors	Year 12 pupils, led by the Deputy Head Boy and Girl, who are available to talk through issues and support you. Please ask your Company Adviser for more information.
Room 12	Heads of Year and Jenny Palmer (our Pastoral Assistant) are based there. It is in the central courtyard area.
School Council	The pupils' representative body, made up of children from all years.
School Meeting	A gathering of the whole School to discuss Council matters. Normally follows the week after a Council Meeting.
Silence	Taking time for a Silence has always been an important part of the School – when everything stops for a few seconds so that people can quietly compose their thoughts and get ready for the rest of the day. We hold a Silence during Morning Talks.
Social Library	Not a library but a meeting place/social venue. It is opposite the IG on the main corridor.
Wombles	Students who choose to help out in the Theatre, perhaps operating the equipment behind the scenes or moving the stage set around in the dark!