Sixth Form Welcome Handbook

2021-22

ST. CHRISTOPHER SCHOOL
LETCHWORTH GARDEN CITY

Sixth Form Welcome Handbook

2021–22

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Welcome to Sixth Form

The next two years are a really important time in your lives, and we hope that you will thrive during these final two years at school.

Joining the Sixth Form can be a time of uncertainty and the transition from GCSE to A Levels can feel a little daunting.

Students usually find that within a few weeks, they start to feel at home in the Sixth Form Centre, as they find their feet with their coursework, teachers and the wider changes in their school life.

However, if you do need some reassurance or support, then you are encouraged to speak to your Personal Tutor, the Deputy Head or Head of Sixth Form, at any time.

The Sixth Form at St Chris offers many opportunities for students, and aside from your academic studies, you will be involved in community service and roles of responsibility within the School, as well as a range of extra-curricular activities.

Perhaps the most significant opportunity in the Sixth Form is the Major Official elections, giving those who are successful a more active part to play in the self-government system of the School.

Each year the School's Major Officials are elected from members of the Lower Sixth (Year 12) by the Senior School pupils, and we encourage those who are interested to stand in these elections.

Ultimately, our role is to prepare you for future opportunities. The vast majority of our A Level students go on to university or choose an Art Foundation Course before progressing to specialist degree programmes in their chosen discipline. In recent years, there has also been an increased interest in apprenticeships.

This is a time in your life when great opportunities are opening up to you; it is up to you to seize them.

We look forward to welcoming you to the Sixth Form in September.

Welcome to the Sixth Form

MESSAGE FOR PUPILS FROM AMY, HEAD GIRL & DREYFUS, 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 ..... Amy Bloomfield
Head Boy ..... Dreyfus Southall
Deputy Head Girl ..... Lydia Siegert
Deputy Head Boy ..... Alfie Scott Davison
Chair of Events & Fundraising ..... Patrick Jenkins
Chair of Be Green ..... Thomas Hannan
Chair of Council ..... Luca Vignali
Treasurer of Council ..... Monty Fraser-Williams
Chair of Human Rights ..... Abi Godbert
Chair of Food Committee ..... Immy Fraser-Williams

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,
AMY & DREYFUS

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 **Sarah Davis** Admissions Assistant sarah.davis@stchris.co.uk	Kate and Sarah remain your main contacts before you start with us. After joining, your main contact will be your Personal Tutor.
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).
Gwyneth Reeder Deputy Bursar gwyneth.reeder@stchris.co.uk	Please contact Gwyneth with questions about the school bus.
https://ridekura.com/st-christopher/	Please use this website to view bus routes & book journeys. You will be invoiced by Finance at the end of term.

Term Dates 2021–22

Staff Conference Days	Tuesday 31 August to Wednesday 1 September
Induction Day for all new pupils in the Junior and Senior School. Includes all Year 7 (I Grp) pupils	Thursday 2 September
Year 12 Conference Day	Thursday 2 September
Start of Term	Friday 3 September
First Half Ends	Friday 22 October
Half Term	**Monday 25 October to Friday 5 November (2 weeks)**
Second Half Begins	Monday 8 November
Term Ends	Friday 17 December (12:00 Noon)

SPRING TERM 2022

Staff Conference Day	Friday 7 January
Start of Term	Monday 10 January
First Half Ends	Friday 11 February
Half Term	**Monday 14 February to Friday 18 February**
Second Half Begins	Monday 21 February
Term Ends	Friday 1 April (12:00 Noon)

SUMMER TERM 2022

Staff Conference Day	Tuesday 19 April
Start of Term	Wednesday 20 April
Bank Holiday	Monday 2 May
First Half Ends	Friday 27 May
Half Term	**Monday 30 May to Friday 3 June**
Second Half Begins	Monday 6 June
Summer Celebration	Saturday 25 June Compulsory for Senior School pupils
Term Ends for LSP (Senior School only)	Friday 1 July (12:00 Noon)
Term Ends	Friday 8 July (12:00 Noon)

SIXTH FORM INDUCTION

Our Sixth Form Induction Programme is compulsory for all students joining Year 12 and includes several events:

SIXTH FORM CONFERENCE

Thursday 2 September 2021, 8.30am to 3.30pm

Please note this is the day before the Autumn Term begins. Please come to the Theatre at 8.30am to start promptly.

The Sixth Form Conference is an introduction to studying in the Sixth Form; a meeting with your Personal Tutor and the rest of your tutor group; activities to help you develop good friendships across the year group and prepare for your A Level studies, and also a presentation on Safeguarding by St Chris Deputy Head, Rich Jones.

INDUCTION FORTNIGHT

Monday 6 – Friday 17 September 2021

Following the Conference, the first two weeks of term include a range of opportunities to help you get to know your whole year group both inside and outside of school.

During these two weeks you will also be able to try out the academic subjects that you are interested in pursuing. If you decide that a particular subject is not for you, this is the time to change it, as far as the constraints of the timetable allow. Staff will be available to discuss your choices to ensure that you are happy and confident in the decisions you have made.

SIXTH FORM RESIDENTIAL TRIP

Although our students pursue a range of diverse courses, we value the community dimension of our Sixth Form, and aim to develop this through an overnight residential trip to East Anglia. The trip enables students to get to know each other outside of School, and enjoy shared interests.

We are currently monitoring the wider situation in regards to national restrictions as to whether or not this trip will run, and will confirm at the start of term.

INTRODUCTION TO THE SIXTH FORM

Our Community

Lower and Upper Sixth (Year 12 and Year 13) students are part of the Sixth Form community at St Chris and are based in the Sixth Form Centre.

The following facilities are available to students:

- The Library – open from 8.00am to 9.00pm
- IT areas (the Sixth Form Centre has Wi-Fi access)
- Common rooms
- Study rooms
- Photocopying
- Kitchen and coffee/tea making facilities
- Sixth Form garden
- Sixth Form art area
- Sports and fitness facilities including the Swimming Pool

The Wider School Community

We encourage members of the Sixth Form to get involved in the many different areas of School life.

Sixth Form students play a vital role in the School, as Major Officials, as role models, and as participants in the different committees and activities within St Chris. We believe that you, both collectively and individually, are a key part of the School community and will also gain personally from your involvement, so...

- Get involved in the self-government system as a member of Council or as a Major Official
- Become active in the various School Committees for example Be Green, or the Fundraising and Events Committee
- Get involved in charity work
- Become a Peer Mentor (Lower Sixth students are invited to volunteer for these roles, and are provided with training)
- Join a music group
- Take part in a school play
- Join a sports team

We ask Sixth Formers to help organise and oversee lunch clearing for the younger years. This is done on a rota system and involves the whole Sixth Form – you can expect to do one lunch duty each half-term for approximately 30 minutes.

You will also provide important support at the Summer Fair, when Sixth Formers take on a variety of roles, such as helping out with the bouncy castle to selling bottled water to serving tea, coffee and cakes in the Tuck Shop, as well as at our Open Days.

Sixth Formers are expected to set a good example in their behaviour and attitude to other students in the School. You should be polite and courteous to all other members of the School community, giving and earning respect by displaying mature behaviour.

The Sixth Form Day

8.30am to 9.10am	Registration
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

Registration
Registration for Sixth Formers takes place in the Sixth Form Centre at the following times:

Mornings
All Year 12 students must be in to register at the following times:

Monday: By 8.40am (followed by Whole School Morning Talk)

Tuesday: By 9.10am

Wednesday: By 9.10am

Thursday: By 8.40am (followed by Sixth Form Morning Talk)

Friday: By 9.10am

Afternoons
Registration takes place between 1.40pm and 1.45pm.

If they have a study period in Period 3, Sixth Formers can go to lunch on-site in the IG (Dining Hall) slightly earlier than the rest of the Senior School, from 12.30pm.

Members of the Lower Sixth (Year 12) are allowed off-site during the lunch hour (12.40pm-1.40pm). If you go off-site, it is essential that you sign out and then back in again with the Pastoral Assistant, in Room 12 (situated in the main school courtyard).

Members of the Lower Sixth are allowed to leave at the end of Period 4 (2.45pm) if they have no lesson in Period 5, again remembering to sign out with Room 12.

Morning Talks

Morning Talks, the St Chris name for an Assembly, take place three times a week for Sixth Form. They are for the whole school on a Monday and Friday, with a dedicated Sixth Form Morning Talk each Thursday.

Attendance at Morning Talks on Monday and Thursday is compulsory.

Morning Talks take place in the School Theatre and are an opportunity to come together as a community. There is a rolling programme of visiting speakers and they also provide an excellent opportunity for music and performance – both as a collective and in smaller groups. Morning Talks also include a period of silence, a tradition which has long been held at the School, which gives pupils and staff alike the time and space to think about what they have heard in the context of their own life and that of the wider community.

You will be asked to participate in Sixth Form Morning Talks and have input into the subjects covered. In the past, students have delivered Morning Talks both in groups and individually – to the great benefit of all.

You should also look at the list of topics for Friday Morning Talks and feel free to attend any that you would like to.

LEARNING IN THE SIXTH FORM

For most Sixth Form students at St Chris, their study programme will comprise:

- Three A Level courses (The opportunity to consider four A Level subjects will be offered to some particularly well-qualified applicants, however it is not necessary for university entrance)
- An additional A Level Extended Project Qualification (EPQ)
- Tutorial programme
- Study periods for independent learning
- PSHE, careers and higher education programme
- Options programme, every Thursday afternoon

The type of studying and learning that you will encounter in the Sixth Form is different to studying and learning at GCSE. You will be expected to take much more responsibility for your own learning, and teachers will expect different things from you. It is important that you develop the skills of independence because doing so will have a direct impact on your success, both at A Level and in the future.

The School has the following expectations of all Sixth Form pupils:

- Attend all timetabled lessons
- Be on time for all lessons
- Be prepared with the relevant equipment and materials
- Work to your best ability
- Meet deadlines for the completion and submission of assignments
- Use your study periods effectively
- Ask for support or guidance if you need it

Study Periods

The school day is constructed of five one-hour lesson periods. As a general rule, each subject you take will have five one-hour lessons per week. The number of study periods on your timetable depends on the number of A Levels that you are studying.

In order to achieve your potential, you will be required to put in a minimum of three to four additional study hours per subject, outside of lessons, per week.

What should you do in your study periods?

Study periods are not "frees"; they are allocated time slots for you to continue studying, but independently. You can:

- Write-up and re-read lesson notes
- Research background information and read around the subject, making further notes as necessary
- Prepare essays
- Complete homework
- Practice essential exam skills for your particular subjects

Your teachers will be more than happy to support you in your learning. If you have an issue or need help with your A Levels, your first port of call should be your subject teacher.

The jump from GCSE to A Level is considerable; subject teachers aim to make the transition as easy and gradual as is feasible, but you will help yourself if you keep up with the work you are given, review work you have already done, and speak to your subject teachers if you find something difficult.

PSHE

Personal, social, and health education (PSHE) is delivered to Lower Sixth students. The curriculum is delivered by personal tutors through tutor group sessions, and through a programme of visiting speakers, and covers issues as diverse as driving safety, mental wellbeing, criminal law and cooking skills for independent living.

Careers and higher education guidance also form an important part of the PSHE programme.

Careers and Higher Education Programme

St Chris provides comprehensive guidance and support to help students formulate their plans following Sixth Form through the PSHE curriculum. This includes study skills training and talks by visiting speakers, as well as visits to UCAS exhibitions.

Each pupil also has a programme of one-to-one meetings with a dedicated Higher Education Adviser, who provides higher education application guidance and support.

The above career and higher education guidance runs in conjunction with our bespoke Pathways Career Programme which consists of four elements: work experience; five year tracking; careers fairs and apprenticeship opportunities.

For further information about our Pathways Career Programme visit our website: https://www.stchris.co.uk/senior-school/careers/

Options Programme

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 discover opportunities.

Sixth Form students participate in the Options programme for the first four Options blocks in the year and are able to select from a broad range of topics – creative, physical, community/social awareness and academic.

PASTORAL SUPPORT SYSTEM

Personal Tutor

When students join the Sixth Form they are allocated a Personal Tutor, and the partnership between tutor and student forms a central part of the support offered to pupils.

Tutor groups are arranged vertically, with a mix of Lower and Upper Sixth students. This enables the two year groups to mix socially and in extra-curricular activities, and Upper Sixth students help to mentor Lower Sixth students and provide informal advice and support.

The role of the Personal Tutor is to guide, advise, mentor, and act as a critical friend. This is a very important relationship, and you will meet with your Personal Tutor both in groups and in one-to-one tutorials during your two years in the Sixth Form.

Tutorials are arranged on a fortnightly basis. Students need to be proactive in arranging to meet with their tutors and discussions can cover work progress, problems that have arisen, successes and future plans, amongst many other things. Tutorials generally last between 15 and 30 minutes.

All Personal Tutors keep a close eye on the well-being of the students in their care. They help pupils settle into Sixth Form, encourage them to become responsible independent learners and to participate in the wide range of opportunities available outside of the classroom.

REPORTING & MENTORING

The dedicated Sixth Form team at St Chris are there to support pupils every step of the way to ensure that their transition is a successful one.

Throughout your time in the Sixth Form you receive regular feedback and guidance about your progress from your subject teachers and from your Personal Tutor. This is to enable you to stay on track and have a clear view of how far you have progressed.

Each year your parents also receive, via our parent portal, two Interim Reports and two Full Reports. There are also two Parents' Consultations each year when they can come in to discuss your progress in one-to-one meetings with your subject teachers and Personal Tutor. You are encouraged to attend these meetings with them.

The dates for parents' consultations and reports are available on the St Chris website: https://www.stchris.co.uk/news/calendar/

All departments and subjects offer opportunities to support and extend pupil's learning beyond the classroom. These are often at lunchtime or after school, and in some cases, such as for A Level 3D Design, at weekends.

Personal Tutors, the Deputy Head of Year and the Head of Year are all available to support students who may be experiencing problems, alongside school counsellors if appropriate. Any issues or concerns are sensitively and thoroughly discussed with students and parents. Student support is on-going and comprehensive.

EXTRA-CURRICULAR ACTIVITIES

In Sixth Form at St Chris pupils have access to an extensive programme of extra-curricular activities.

We strongly encourage all Sixth Form students to fully engage with the life of the School and the opportunities available to them.

Extra-curricular activities encourage personal development outside of those skills learnt in the classroom; we also fundamentally believe that they are an end to themselves, and a means of having fun and maintaining good mental and physical health at a time when study and academic requirements increase.

The wide range of activities on offer at St Chris include:

- Drama – There are two major whole school productions a year, but there are also opportunities to get involved in smaller productions or by joining our Theatre tech crew (The Wombles!)
- Music – There are several different bands and musical ensembles, or you could set up your own! Music practice rooms are available for Sixth Form students to use by arrangement with the Music department. One of the two major drama productions each year is a musical (most recently Sweeney Todd, Legally Blonde and Grease.)
- Art & Design – There are a wide range of creative clubs on offer as well as the chance to get involved with our annual Recycled Fashion Show.
- Science Hub
- Sixth Form Committee
- Various sports teams including football, rugby, cricket, tennis, basketball and netball
- Use of the Swimming Pool at set times
- Use of the Fitness Centre
- Access to the school tennis and basketball courts; use of the school field for fun games of football
- Table tennis and table football
- Chess
- Peer Mentoring
- Major Officials
- Trips and visits

A timetable of extra-curricular clubs and activities is made available at the beginning of each term.

WORK EXPERIENCE

You are encouraged to arrange to go on work-shadowing or work experience visits. We encourage you to be pro-active in arranging these visits, although we can provide some support. Some students also opt to take part in short university-based courses in their chosen career area.

LATE SUMMER PROGRAMME (LSP)

Year 12 pupils take part in the St Chris Late Summer Programme (LSP), which takes place in the last week of the Summer Term.

Pupils take part in a variety of activities – some aimed at the Sixth Form – but many also accompany LSP trips in the lower years of the Senior School to provide support for younger students and gain experience in helping to plan and run a trip.

There is also the opportunity this week to undertake work experience or further education courses. Recent trips and activities in LSP week have included:

- A Level Art and History trip to Berlin or Paris
- A Level Biology and Geography trip to Madagascar
- Year 9 LSP to Saas Fee, Switzerland
- STEM Headstart course
- Work Experience

COMMUNITY SERVICE

All members of Lower Sixth take part in the St Chris Community Service Programme from January each year. This involves a commitment of at least 10 hours where students undertake volunteer work at a variety of local charities and organisations. Further details will be given to you when you start with us in September.

A-Z OF SIXTH FORM

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 Room 12 **before 9.00am**, 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 Room 12.

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 Room 12.

ACADEMIC PLANNING

On the first day, all students are issued with their weekly timetable, school email and computer network account, and access details for the Satchel One (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. Our Late Bus can be booked from 5.30pm for students wanting transport to the train station or back into London. With the exception of specialised provision, all lunchtime and after school clubs are included in the fees.

A list of current clubs will be sent to pupils at the start of term and is available on the board outside Room 12. Pupils will be able to book clubs through our online system, "MyEvolve". You will be sent further information about setting up an account for MyEvolve at the start of the school year.

Pupils can also stay on after the end of the school day at 3.55pm to work in the Library or Sixth Form Centre.

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

BOARDING: "FLEXI" BOARDING"

Flexi 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 Houseparents via **cecilia.drayton@stchris.co.uk**.

BREAKS

There are two breaks during the school day: Little Break from 10.10 to 10.30am and Lunch Break from 12.40 to 1.40pm. There is a Tuck Shop open at Little Break and students are also welcome to bring their own snacks.

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.ridekura.com/st-christopher/

If you have specific questions about this service, please contact Gwyneth Reeder, Deputy Bursar:
gwyneth.reeder@stchris.co.uk

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 school 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.

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 Personal Tutor

In the Sixth Form, the Personal Tutor is the "first port of call" for both parents and pupils for all day-to-day issues or questions or issues.

Head of Year

Nat Baker is the Head of Sixth Form and Jenny Savage the Deputy Head. Parents are welcome to contact either Nat or Jenny 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 Personal Tutor.

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. Parents and pupils can contact Room 12 if they need advice about most day to day issues.

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 able 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 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 the Head of Sixth Form.

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.

DUKE OF EDINBURGH'S AWARD

Sixth Form pupils can sign up for the Duke of Edinburgh's Award, which runs during Options on a Thursday with additional training and expeditions at separate times.

EQUAL OPPORUNITIES

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 website.

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 need to be made 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.

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.

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.

OPEN DAYS

St Chris runs regular Open Days for prospective families. Pupils are asked to support these events by giving tours of the School or by taking part in performances and activities. Open Days are an enjoyable way for our pupils to showcase what they have been working on and to practice their conversational and presentation skills. Information about these events are communicated in advance to parents and pupils.

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 for parents is available in the car parks by: the Junior School playground, the swimming pool and 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.

Please be considerate of local residents when parking on nearby streets.

Sixth Form day students are allowed to bring a car into school but there is a process to apply for a permit. Please contact Toni Warner, the Head's PA, in order to discuss further: toni.warner@stchris.co.uk

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.

PERSONAL BELONGINGS

Please ensure that all belongings are named, including shoes and coats. Lost items are handed in to Room 12.

Mobile Phones

Mobile phones are allowed in school 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.

PARENTS' CONSULTATIONS

Consultations are essentially Parents' Evenings, during which parents and pupils can meet with the Personal Tutor, subject teachers and Head of Year. Parents book the appointments online and you will receive an email confirming your bookings.

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 Personal Tutor 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 posted home 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.

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.

SILENCE

The Silence is a tradition at St Chris where the staff and students take a moment together to pause, think and listen. It's an important part of our Morning Talks, school meetings and many lessons.

SNACKS

There is a student run "tuck shop" in the Senior School called the Coffee Shop, situated in the main Courtyard. Profits from the Coffee Shop go directly to a charity chosen by the Sixth Form Major Officials. Students are also welcome to bring in their own snacks.

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.

SIXTH FORM FAQS

What do I do if I want to change one of my A Level subjects?
Your parents, Personal Tutor and subject teachers are the best people to talk to initially. After you have considered your options fully you will need to talk to your Head of Year, Andy Selkirk, before a change of subject can be made officially.

What if I don't know what to do after my A Levels?
If you are thinking about going to college or university, you can talk to one of our UCAS Advisers. You will also receive guidance on possible careers, and we encourage students to consider all pathways, including Gap Years, apprenticeships and management training schemes.

Who can I talk to about an issue I have?
You should speak to your Personal Tutor in the first instance, or alternatively a member of staff with whom you feel comfortable. For medical issues there is the School Nurse, and we also have a school counselling service.

I've lost something! Where might it be?
Try the lost property cupboard - the key is held by the Pastoral Assistant in Room 12. Valuables left in the changing rooms will be kept by the PE staff.

I'm behind with my work. What shall I do?
Talk to your subject teacher, Houseparents if you are a boarder, and to your Personal Tutor. They may be able to offer solutions or assistance to you.

I need to miss school for some reason. Is that okay?
Your parents/guardians will need to email school for authorisation beforehand.

I want to bring my car to school. Can I?
In some instances, day pupils are permitted to drive to school but the Head has to give written permission for this. Boarders are not permitted to have cars at school. Car parking spaces (in limited numbers) are available close to the School.

Where can I work during my study periods?
The Library (open from 8.00am to 9.00pm) which has photocopying facilities; the Sixth Form study areas; the IT open access area, and the Study Room in the Art Block.

I would like to do some work experience. How do I arrange it?
See your Personal Tutor and Head of Year for advice. In addition, the Head is always very happy to meet with students to discuss ideas or any issues.

My school bag is pretty heavy with my books and folders... what can I do?
There are lockers available in the Sixth Form Centre. Please see Jenny Savage to organise.

What about internal exams?
There are internal exams in January of the Lower Sixth (Year 12), and September of the Upper Sixth (Year 13). Mock A Level exams are held in the January of the Upper Sixth.

Are there any particular subjects I should study that will help with my future plans?
This is something you need to think about. For many university degrees, the A Level subjects you follow can be wide-ranging, but there are some courses where you must have specific subjects, for example to study Medicine you must have Chemistry A Level. If in doubt about your choices talk to the Head of Sixth Form.

What if I want to use the computers?
All students are issued with an ID and a password for the School system on the Conference Day. You will be required to sign a Use of IT Agreement.

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	Our school boarding house. 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 the Head, and is also a meeting place and venue for some School events.
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.
Company	Your Form or Tutor Group
Company Adviser	Form tutor/teacher for Years 7 to 11. Sixth Form pupils have a Personal Tutor.
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 10.30am.
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 after Morning Talks and the Dining Hall (IG) after 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 the 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!

stChris

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