

## **Parent/Carer/Guardian Handbook**

### **Welcome from the Principal**

Dear Parent/Carer,

Welcome to Chilmington Green School. We are very excited to welcome you as part of our second cohort of students. As a new school, you will have the unique opportunity to shape our school and become role models for other year groups.

Within this handbook, you will find key information about life in your new school. If you have any questions, please do refer to our website or contact us directly.

We are committed to meeting our vision of a truly inclusive, comprehensive school in Kent that provides a challenging education for students of all abilities and backgrounds. We thank you for your support and look forward to working in partnership with you to help all our students realise their potential.

Yours sincerely

Jon Rutland  
Principal

## Information for Parents/Carers

Term Dates for 2024-2025 can be found at the below link

<https://chilmingtongreenschool.org.uk/information/term-dates/>

### Timings of the School Day – from September 2024

8.35-9.10 <i>Gate closes at 8:35</i>	Registration and Tutor Time
9.10-10.10	Lesson 1
10.10-10.30	Break
10.30-11.30	Lesson 2
11.30-12:30	Lesson 3
12:30-13:30	Lunch
13:30-14:30	Lesson 4
14:30-15:30	Lesson 5
15:30-16:30	Co-Curricular Activities on Tuesday and Thursday Only.  All students are expected to attend one co-curricular club per week.  Clubs will begin on Tuesday 17 <sup>th</sup> September.  Parents/Carers will receive communication in September about how to sign up to clubs.

### Communication

We see it as essential to maintain close links between home and the school throughout your child's education at Chilmington Green School. Do let us know through your child's tutor of any circumstances, however trivial, which may affect his/her ability to learn, so we can provide support as appropriate. Similarly, we are keen to celebrate all of our students' achievements, so do let us know of their successes outside of the school and any particular talents and skills they have demonstrated. These can earn school values points through our reward system, for a whole range of activities such as sporting and musical success, community and fund-raising activities and success in competitions and events.

We report regularly throughout the year about student progress and also have face-to-face meetings with parents/carers. We pride ourselves on our close contact with parents/carers and how we work collaboratively to manage each child's needs. If you are worried about your child's progress in particular areas or in general, or about any other matter relating to your child, please make contact with your child's tutor. If either we or parents/carers have a particular concern, we have Moving Forward Meetings which are used to address and resolve these. It is important to point out that the move from primary school to secondary school can be a big change for parents/carers who are used to being able to speak to one teacher who knows their child well. In secondary school each child has multiple teachers and parents/carers can no longer just pop in and talk to one person. Please allow at least 48 hours for a reply before you contact again, as almost always the person you contacted will need to ask other staff before they can reply e.g. a tutor will need to ask the subject teacher or duty staff.

We are not complacent and are always looking at ways to improve our performance, so do feel free to provide any feedback which will help us in this regard. We also conduct regular Student and Parents'/Carers' Voice surveys to support us in our self-evaluation and reflection.

## Newsletter

A regular newsletter is sent to all parents/carers electronically (hard copy on request) and is also available on the website. This will be a way of celebrating student success, informing you of news and upcoming events at Chilmington Green School.

All previous newsletters can be accessed at the following link:

[Chilmington Green School - Newsletters](#)

## Email Contact Details

In the interests of sustainability, most of our communication with parents/carers is electronic. It is essential that you provide us with an email address that is accessed regularly, as notices and newsletters are sent by email.

## General Contact Details for Chilmington Green School

T – 01233 438800

E – [info@chilmingtongreenschool.org.uk](mailto:info@chilmingtongreenschool.org.uk)

We will attempt to respond to any communication within 48 hours.

## Attendance

T - 01233 438 774

E - [attendance@chilmingtongreenschool.org.uk](mailto:attendance@chilmingtongreenschool.org.uk)

## Chilmington Green School Uniform

Chilmington Green School uniform is smart and should be worn with pride. Whilst wearing uniform, students are representing the school. It signals very clearly that students have come to learn and to be part of Chilmington Green School community. The way in which students wear their uniform is one way in which the local community makes judgements about the school. The aim of the Uniform Policy is to create a shared understanding amongst staff, students, and parents/carers about the school's uniform.

## School Uniform

A few key pieces\* will need to be purchased through the official suppliers (Pages\* - please see details below) but we have tried to ensure that other items can be bought anywhere, enabling parents/carers to consider high street alternatives which may be cheaper. All items of uniform should have names clearly labelled.

Students will always wear the correct uniform in the proper way, including journeys between home and school. Blazers must be worn at all times indoors, but can be removed in lessons with permission from the teacher.

### Uniform A

*Compulsory:* Chilmington Green School blazer\*; white shirt; school tie\*; plain charcoal grey trousers; plain grey, navy or black socks.

*Optional:* Plain, navy, V-necked jumper under blazer. Plain white vests/T-shirts can be worn under shirts.

### Uniform B

*Compulsory:* Chilmington Green School blazer \*; white blouse; Chilmington Green School kilt\*, sold with a minimum length of 20"; plain navy or black socks/tights, or natural-coloured tights.

*Optional:* Plain, navy, V-necked jumper under blazer. White shirt and school tie\* can be worn as an alternative to a white blouse. Plain charcoal grey trousers can be worn as alternative to the Chilmington Green School kilt. They should be tailored, school trousers, straight legged in style. Plain white vests/T-shirts can be worn under blouses.

Trousers made from material such as stretch, heavy cotton, black denim, jersey, linen etc. are not acceptable. Skin-tight trousers, ankle length trousers, leggings and footless tights are not permitted.

### **Outer garments**

*Permitted:* Outer garments should be plain in colour with minimal images or logos on them. Shoes should be plain black formal school shoes. Shoes should be plain in style and made of leather, or leather-look.

*Not permitted:* Cardigans, sweatshirts, hoodies, leather, leather-look, denim, sleeveless jackets. Also, boots, platform shoes, trainers, and trainer-type shoes. These items will be confiscated regardless of weather.

The images below detail what the school regards as appropriate footwear. They are examples of traditional black school shoes which can be polished and which align with our smart and professional uniform. Shoes must be plain black with no large badges or logos. Canvas shoes, patent leather shoes, black trainers, branded shoes and boots are not considered acceptable. If in doubt, please do contact the school for further clarification or guidance.



### **Hair and accessories**

Hair styles should be reasonable, appropriate, and neat. Hairstyles must not be worn in a way that is covering the eyes. Extreme, unnatural hair colours or mixture of colours (including dipping and other forms of colouring) and any patterned, shaved hairstyles are not permitted. This includes skin fades/anything below grade 2. Hair bands and headscarves/hair coverings/wraps/beads must be plain grey, brown, navy, or black and have no or minimal patterning/wording.

Make-up, where worn, must be minimal and discreet. We will ask that any excessive make-up is removed. Nail varnish must not be worn and we will ask that it is removed. Nail extensions and fake nails are not permitted as they pose health and safety risks.

Jewellery is not permitted. The only exception is small, plain, silver or gold ear studs, one per ear lobe. No other piercings on the ear, or elsewhere, are permitted. Please contact us if you wish your child to wear an item of jewellery for religious reasons.

### **School PE Kit**

On days where students have PE lessons or co-curricular sport, students must bring in their Chilmington Green School PE kit\*.

**Chilmington Green School PE Kit includes:**

Plain navy sports shorts

Chilmington Green School PE T-Shirt\*

White socks and trainers

Long navy-blue socks are required for students who are participating in football, rugby, and hockey.

Football boots

Gum shield for rugby

Shin Pads for football

**Students may also wear:**

Chilmington Green School PE Jumper\*

Chilmington Green School Sports Jacket\*

Plain, navy, V-necked jumper (as for normal school uniform)

Plain navy blue or black leggings underneath the shorts for warmth or modesty reasons. Students should not wear leggings without shorts.

Plain navy blue or black tracksuit bottoms on top of shorts, which can easily be removed if hot.

For winter, students are permitted to wear plain navy blue or black skins / long sleeved tops underneath their T-Shirt.

If a student has a medical note for PE they are still expected to bring in their PE kit and take on a leadership role within the lesson. Students must also bring a refillable water bottle to all PE lessons.

**Health and Safety Advice**

- The wearing of personally designed mouthguards is recommended as a valuable means of protection. Care should be taken to ensure they fit properly.
- Studded boots for football, hockey, and rugby in the winter terms; these can be plastic or metal studs.
- Students will need trainers.
- All long hair must be tied back.
- All jewellery must be removed for PE lessons.
- Inhaler- if used- must be brought to every lesson and fixtures.
- Diabetic testing kits should be used prior to and brought to every lesson and fixture. Students should make PE staff aware if they need to sit out to monitor their levels. They should do this in sight of the PE staff.

\*These items of uniform are only available from our uniform supplier, Pages, [www.pages-schoolwear.co.uk](http://www.pages-schoolwear.co.uk). For online orders, Pages offer free delivery to the school. Their Ashford shop is at Unit 13, Ashford Market, Monument Way, Orbital Park, Ashford, TN24 0HB. Tel: 01233 501300. Email: [info@pages-schoolwear.co.uk](mailto:info@pages-schoolwear.co.uk)

**Ensuring Compliance**

Inappropriate items of clothing or jewellery will be removed from the student and can be collected at the end of the school day. Repeat breaches of the rules by any student will be communicated to parents.

Students not wearing full or correct uniform will be challenged and temporary loan stock issued where possible. Should a student refuse the request to change their uniform into an item being loaned from School stock, or refuse to remove any makeup/ or jewellery, this will be addressed as defiance and the student will be withdrawn from their lessons.

Students may be asked to go home briefly to remedy a breach of the school rules on appearance or uniform. This should be no longer than is necessary to remedy the breach. This is not a suspension but will be deemed an authorised absence. If neither of these options are possible, the student will be expected to work separately from other students. Parents will always be contacted prior to a student being sent home to change. If the student continues to breach uniform rules in such a way as to be sent home to avoid school or takes longer than is necessary to effect the change, the student's absence will be counted as unauthorised. If a student's disregard of uniform policy is persistent and defiant, this will be considered a behaviour issue and may lead to suspension. Parents will be asked to resolve any uniform issue promptly.

The Principal, or another member of the senior team in his absence, reserves the right to make a final decision with regards to uniform, jewellery or hairstyles deemed to be unacceptable.

## **Prior/during/after School**

Students are expected to wear correct uniform on journeys to and from Chilmington Green School and throughout the school day. Where incorrect items are being worn, students will be asked to go home to remedy the breach if this is possible. Alternatively, a uniform change will be made by an item being loaned from School stock in exchange for a deposit e.g., bus pass, mobile phone. All staff will check, challenge and correct uniform throughout the school day. Students are to leave School in their uniform (there may be some occasions when PE kit is worn after a sports club/fixture).

## **Confiscated items**

Confiscating students' property is a legitimate sanction if there is a good reason for so doing and that the length of time the article is confiscated is reasonable.

Confiscated items will be labelled to include the student's name, year group, details of the item(s) confiscated, date and the name of the staff member who confiscated the item(s). The item will be held at Student Reception where it will be stored in a safe place.

Items can be collected by the student from Student Reception at the end of the school day. It is the students' responsibility to collect the item at the end of the school day. If the issue is serious enough for a longer period of confiscation, e.g., repeat offences, then parents/carers will be informed and will be requested to collect the item(s) from the school. Property will not be withheld for longer than a half term. At the end of a half term remaining items are handed back to the student, unless they are items that are illegal or age inappropriate, which will be destroyed.

## **Exemptions**

Chilmington Green School recognises that some students may have genuine grounds for requesting an exemption from part of this policy. In such cases contact should be made with the school.

If students or parents/carers are in doubt about an item of uniform, they should contact the school before purchasing if possible. This avoids unnecessary expense in buying items which are unacceptable. Any items purchased from Pages are compatible with our policy requirements. This is our preferred method for purchasing any uniform items.

## **Seasonal Variations**

Winter coats and jackets should be plain in colour with minimal images or logos on them. Outdoor garments must be removed when indoors.

During the summer we may experience hot weather. During this time, we decide daily if it is a 'non-blazer' day. Students are expected to continue to wear their blazer to school, as we have formal events during the day when their blazer must be worn.

During the Summer Term only, so from Easter: plain, charcoal grey, tailored shorts with black socks are permitted in place of trousers for Uniform A.

## **School Trips**

If students are participating in a school trip, the trip leader will state if uniform is to be worn or not. When uniform is worn on school trips it is worn to the same standards as it would be in school. If it is a non-uniform trip then the clothing should be suitable and practical to the event being attended, without excessive make-up or jewellery. The presentation of students on school trips is one way the community makes judgements about Chilmington Green School.

## **Non-uniform Events**

For any non-uniform events in Chilmington Green School, students are expected to wear sensible clothing; no offensive pictures/logos or outfits which display midriffs or underwear should be worn. Students not meeting the criteria will be expected to wear an item from our loan stock or will be sent home to change.

## **Basic Equipment**

It is vital that each student comes to school every day with the basic equipment needed for learning. All students will need a clear pencil case containing the following items:

- Black, blue, and green pens (a multi-pen can be purchased)
- Clear pencil case
- Pencils, pencil sharpener and eraser
- Ruler, 30cm
- Coloured pencils
- Highlighter pens
- Glue stick
- Scientific Calculator (Casio-FX-83gt-cw will be suitable throughout Years 7-11).
- Whiteboard/drywipe marker pens.

Mathematics sets and calculators will be needed. Students need a scientific calculator, and we recommend the Casio 83GTX. Mathematics sets will need to include a protractor and compasses. Pencil cases and calculators should be clearly marked with your child's name.

## **Home Learning – Year 7 and 8**

Students in Years 7 and 8 will be set compulsory homework each week in English, Maths and Languages. Additional non-compulsory homework is set each week for Science, Geography and History. Students will receive School Values points for completion of non-compulsory homework.

Home learning will be set at the start of each term and will detail the tasks to be completed each week. The termly planner will be shared with both students and parents/carers. A combination of online learning and written tasks will be set.

Once per term, students will be required to complete a series of tasks with a careers focus as part of our Education with Character offer. These tasks will be provided in the form of a booklet and will be sent home with students to complete. Students will have one week to complete this.

## **Student Groupings**

Students are organised in many ways in order to meet their academic and social needs. We use information from primary feeder schools to create:

- Tutor groups
- Ability groups for English, Mathematics, Sciences and selected other subjects, depending on timetable.
- Mixed ability groups for other foundation subjects
- We will send a form to all parents/carers requesting your what language your child would prefer to study. We will take this preference into consideration when forming groups but it is possible that not all preferences will be met. The languages currently taught at Chilmington Green School are French and Spanish.

## **Ability Sets for Core Subjects**

On arrival at Chilmington Green School, we will carry out internal testing and consider information passed to us by previous schools to establish an initial setting system for core subjects. Reading tests are conducted in the first term, as well as baseline assessments in the core subjects. These are used to finalise ability groups and identify highly able students and students who may need literacy /numeracy support. Groups are confirmed in Term 2 with some ongoing changes likely.

As part of United Learning, we will also be conducting regular subject assessments throughout the year which will enable us to compare the progress of your child against thousands of others. Set changes may occur over time as a result of assessment data or other circumstances.

## **Tutor Groups**

We value the friendship bonds that our students bring from their feeder schools, and we work with the people who know them well to group students so they can support each other during this transition. Where parents/carers have requests for their child to be with/not be with named children, they can notify us directly, with reasons for the request and we will do our best to accommodate. Each tutor group will comprise students from our main feeder schools and students who may come from a school with few other children, which optimises their chances of forming friendships. The groups are mixed ability and are each part of a house group, and the houses compete regularly in a range of inter-house challenges.

## **Houses & Interhouse Competitions**

All tutor groups will belong to one of our five houses. These are named Red, Blue, Green, Yellow and Purple. The house structure will offer opportunities for the year group to develop house loyalty and show commitment and leadership. Several inter-house competitions and challenges take place during the year in our House Champion Programme. Each house nominates a charity for which they will raise money for the academic year. Each tutor group has two house captains, chosen by their peers to represent the views of students at the School Council. Other student roles and responsibilities will be available such as sports captains, ECO representatives and whole school captains.

## **School Values & Rewards**

We place great emphasis on personal and character development to ensure that students leave us as rounded young adults who are well positioned to succeed in life. To facilitate this, we have three core values that underpin our approach to personal and character development: **Ambition, Respect, and Determination**. Students are rewarded through a points system used in each lesson of every day for demonstrating these character values; these points are used to acknowledge and celebrate student success. The number of points achieved will be shared with you through student reports, our in school Rewards Board and will be available on the Arbor App.

At the end of each term, we will celebrate student success with an awards assembly. We will also run rewards trips throughout the academic year. As individuals' students will have the opportunity to earn individual school value points and these will accumulate and allow students to work towards specific rewards badges.

## **Extra-Curricular Programme – Tuesdays and Thursdays**

We offer a broad range of activities for students to choose from both onsite and at Ashford School. To ensure that students access a broad education and access opportunities beyond the classroom, it is compulsory for your child to attend at least one club per week.



Activity times differ depending on the option and we will communicate these with you once you have made your selection.

As an idea of activities offered, please see below:

Onsite – art club, music club, creative writing club, science club, gardening club, ICT club, netball, football, basketball, rounders and athletics club

Offsite – swimming club, orchestra club, archery club, bushcraft club and dance club

### **Additional Support for Students**

All our schemes of work are planned to allow us to differentiate for children of different abilities, even when children are in an ability set, as the needs of all learners vary. All children need additional support at some time and in some subject areas, and our staff are willing to offer individual support where it might be needed. At Chilmington Green School we have formal assessments twice a year in most subjects, and we rigorously track and review progress, so we are well-placed to put additional support into place if we notice that there is a 'dip' in performance. Depending on the need, intervention will be provided by the subject teacher, tutor, or the SEN department if appropriate.

There are students whom we consider 'vulnerable' either because of complex Special Educational Needs and Disability [SEND] needs or family circumstances. Other students may become vulnerable due to temporary mental health issues or other circumstances. These students will be offered a range of support, from in-house mentoring and support to external agency intervention. The Designated Safeguarding Lead (DSL) and SENCo will oversee this support.

### **Learning Support**

Extra support is available for students with SEND. These students may have been identified in their primary school, in which case there will have been contact with our staff before your child starts Chilmington Green School. Some students will need an organised programme of support, which could include additional support within or out of the classroom and this provision will be overseen by our SENCo. The mapping of provision to meet needs will be done in coordination with parents/carers and students, and students will have a say in decisions about the support they will be given. Where appropriate, this provision will include input from external agencies and experts in particular learning needs.

Each SEND student will be tracked individually. All provision is recorded and the impact of this on their performance is reviewed at least termly. More details of how SEND provision is organised is in our SEND Policy, which can be located on our school website. [SEN Policy](#)

We liaise with all feeder primary schools, in order to get a full academic and social profile of our students but understand that some SEN students may be particularly vulnerable during transition. Our SEN team work with the feeder schools and other support workers in organising bespoke transition to meet these individuals' needs. Sometimes the files from primary school arrive after the student, so, if you feel there is an SEN need that we need to know from day one, please feel free to email details in so we can ensure the SEN department are aware.

### **Literacy and Numeracy Development**

It is essential that all students develop strong skills in literacy and numeracy to be successful in all areas of the curriculum. All subjects will actively promote these skills and, for students who are identified as needing support in these areas, we offer a range of interventions, from reading groups to literacy software packages to numeracy support groups. We prioritise in class support as removing students from lessons means they fall behind the rest of the class. All tutor groups take part in our Guided Reading programme throughout tutor time.

### **Anti-Bullying Policy**

We know that children sometimes experience anxiety about going to 'big school' and meeting a lot of different children from many different primaries. There are many reasons why some children may be anxious at this time of transition about bullying as they are moving from a 'known' secure environment to a place of some uncertainty.

At Chilmington Green School we have a clear anti-bullying policy which identifies types of bullying behaviour and how we deal with instances. We make a clear distinction between bullying and falling out with friends or anti-social behaviours. Our anti-bullying policy can be located on our school website. [Anti-Bullying Policy](#)

We tell all our students:

- a) Everyone has a right to be safe and feel safe.
- b) No one needs to 'put up' with being bullied.
- c) It is not your fault if you are bullied.
- d) Ask for help.
- e) Never give up – if the bullying does not stop, continue to get help and support.

Key to our anti bullying policy is our culture of trust where students feel able to tell us when incidents have occurred. Our Anti-Bullying Policy can be accessed on our website and covers cyber-bullying via mobile phone or chat rooms or social networking sites. Many of these are not meant to be used by children under the age of 13 and this is useful for parents/carers to remember. We regularly offer advice and guidance to parents/carers on this and other e-safety matters, to help you safeguard your child. We do expect parents/carers to work in partnership with us and set boundaries at home regarding use and put in place the privacy and safeguarding measures we recommend.

The move from primary to secondary school coincides with puberty for most students and is a time when it is normal to explore social boundaries and to argue more with friends than when younger. Parents/carers can sometimes struggle to support their children with this normal social development and misidentify friendship issues as bullying. Part of our roles as a school and as parents/carers is to help our students/children reflect on social fall outs from both sides and to help them build resilience and resolve issues themselves. Tutors are the best people to support students with this from the school side, and we strongly encourage you to have an open regular dialogue with your child's tutor.

### **Safeguarding, Care and Guidance**

There are lots of issues which can cause anxiety for a student beginning a new school. If a student has a problem, their tutor should be the first person they go to. They will have an opportunity to see their tutor each day. Alternatively, they can seek help from Ms Schwartz, Pastoral and Inclusion Officer or Miss Wood, Assistant Principal. Students can see their tutor for a range of issues, such as:

- They need another copy of a letter/medical form
- They feel unwell
- They need to use the telephone in an emergency
- They have lost their bus pass
- They have any uniform issues
- They have issues with homework
- They have lost their timetable
- They need to find or hand in lost property
- They need to find the premises officer (caretaker)
- They need to find a member of staff

If they cannot find their tutor they can go and ask Reception for help.

Our safeguarding policy can be found on our school website - [Safeguarding Policy](#)

### **School Meals and Payment**

Our school meals are supplied by Ashford School and are freshly cooked and delivered to our site with a choice of meat and vegetarian dishes daily. Students may choose to have a packed lunch should they prefer. We have a cashless payment system (sQuid) which makes it easier for parents/carers to pay and to create anonymity for those having free school meals.

We hope all our students will take up the chance to have a healthy school meal which they can eat with their peers and staff. Please note that the free school meal allowance is for main meal and pudding only and does not include drinks, snacks or other retail items. A water fountain for re-filling bottles is available in the dining and playground areas. This payment system is also used for all school trips and activities, so it is essential that everyone is registered, even if their child has packed lunches.

Payment for hot school meals is made termly in advance via sQuid.

### **Transport Arrangements**

Wherever possible we want our students to become independent and to travel to school on foot or by public transport. You can buy a 'Young Person's Travel Pass' which allows students in Year 7 unlimited weekday travel between 06:00 & 19:00 at a cost for a year, with reductions for those who have free school meals and free for Young Carer and Looked after Children. To apply for a 'Young Person's Travel Pass', please go to <http://www.kent.gov.uk/roads-and-travel/school-transport/young-persons-travel-pass>

We are very conscious of both the environment and the already congested road system, and we would ask you to avoid driving your children to school if possible. If travel by car is essential, please consider our neighbours during drop off and pickup times.

### **Attendance and Illness: A Brief Guide**

#### **1. When does my child need to be in school?**

Your child should be in school at 8.35am (at the latest), in time for morning line up.

#### **2. What happens if my child is late?**

If your child is late, s/he should go to Reception where s/he will be registered. If you know your child is going to be late, please contact the school in advance so we are aware. Unless there are exceptional circumstances, lateness will result in a late detention at lunchtime.

#### **3. Does the school need letters explaining my child's absence, or will a phone call do?**

We would expect parents/carers to telephone 01233 438 774 or email the school at [attendance@chilmingtongreenschool.org.uk](mailto:attendance@chilmingtongreenschool.org.uk) on the morning of every absence. If you do not phone us, we will contact you to enquire about the absence. We would be grateful if medical evidence could be provided for appointments.

#### **4. What reasons will the school accept for absence?**

- Illness
- Emergency dental/medical appointments (make routine appointments after school or during the holidays)
- Day of religious observance
- Family bereavement
- Attending an interview for a job, college, university

Except in cases of illness, you should ask for permission for your child to miss school well in advance, giving full details. In cases of recurring absences for illness you may be asked to produce medical evidence.

You will be aware that the law regarding leave of absence in term time was tightened considerably in September 2015, and this has led to a huge increase nationally in fines from the local authority for unauthorised absence. Please note that, in accordance with this, Chilmington Green School will only grant permission for absence under exceptional

circumstances and never when the absence would make your child's attendance figure fall below 90%, making him/her a persistent absentee.

### **Illness during the School Day**

If a student feels unwell during the day, he/she will be taken or sent to Reception and seen by a qualified first aider. The student may be placed in our medical room and monitored. The school will take a view on whether the student is well enough to return to lessons or should go home. *Parents/carers must ensure that we have up to date emergency telephone numbers* on which they or another responsible adult can be contacted. Any accident or emergency will be dealt with by an appointed first aider in the customary way. If an ambulance is needed, every effort will be made to contact parents/carers immediately but, failing this, a first aider or member of staff will accompany the student.

If your child needs to take prescription medication regularly or when he/she experiences symptoms of an illness, please ask us for an administration of medicines form. The completed form, the clearly labelled medication, and instructions on how and when the medication should be administered can then be left with Reception. Under no circumstances will medication be given without the authority of parents/carers.

Students are allowed to carry over the counter products such as paracetamol and throat lozenges themselves and can self-medicate if you are happy for them to do so.

Please see our Supporting Students with Medical Conditions Policy on our website - [Supporting-Students-with-Medical-Conditions-Policy\\_1.1-2022.docx \(live.com\)](#)

Mobile phone use is not allowed during the school day, and this includes students calling parents if they feel unwell. We would ask parents not to respond to such calls or texts by coming to school but instead to let reception know who will assess the health of the student and let parents know if they need picking up.

### **Mobile Phones and other electronic devices including electronic watches**

We have a 'not seen, not heard policy' regarding use of mobile phones, smart watches, and other electronic devices (tablets, headphones, tablets etc.). Once students arrive on site, electronic devices, if seen or heard will be confiscated. Students are permitted to use electronic devices once dismissed from their final lesson of the day. There may also be exceptional reasons where a member of staff permits the use of a personal electronic device. This is at the discretion of the member of staff and explicit permission will be given.

If an electronic device is confiscated, it will be handed to Reception until the end of the day, when it can be collected by the student. Repeated breaches may result in the confiscation period being extended. We will notify parents in this instance. Any exemptions must be agreed with the school, please contact your child's Head of Year.

### **How to get more involved with Chilmington Green School**

If you wish to get more involved in the life of Chilmington Green School, there are a number of ways you can do so:

#### **Chilmington Green School PTFA**

Further information about our founding PTFA will be released in due course.

#### **Fundraising**

We will be fundraising throughout the academic year to raise funds for our nominated House Charities and any support with these events would be greatly appreciated from parents/carers.

#### **Parental/Carer Feedback**

Our approach to engagement is founded on our desire for inclusion. We want all parents/carers to have the opportunity to contribute positively to the future success of the school. Please feel free to let us know when things go well, or not so well, from your point of view as feedback is always noted and useful for us.

## **Chilmington Green School Home-School Agreement**

By enrolling your son/daughter at Chilmington Green School, you are agreeing to:

### **As a parent I will:**

- Support Chilmington Green School's behaviour policy and system.
- Be responsible for my child's behaviour in and outside of school.
- Work with the school to support my child.
- Ensure my child comes to school with the correct uniform and equipment for learning.
- Treat all members of the school community with tolerance, understanding and respect in any written or verbal communications.
- Contact my child's Form Tutor/ Head of Year whenever necessary (e.g. any worries, change of address etc.).
- Attending parents' evenings and information evenings.
- Ensure my child attends school regularly and punctually.
- Email or telephone school as soon as possible before school starts on each day of absence.
- Not take my child on holidays in school term time.

### **As a student I will:**

- Try my hardest to achieve the best I can at everything I do in order to fulfil my potential.
- Be kind and thoughtful towards other students and staff every day.
- Be honest.
- Try new things.
- Have good attendance and pay attention in my lessons.
- Take on board the advice given to me about my work to help me improve.
- Be polite and respectful to other people in school and in the community.
- Wear my uniform with pride and represent my school positively.
- Always follow the requests of a teacher or other member of staff in any educational context whether on the school site or on a school external activity.
- Behave well at all times and not act in any way which will distract others from learning.
- Always arrive on time to school, lessons, and assemblies.
- Come to lessons with the correct equipment.
- Remain on the school site as required.

## **Chilmington Green School Internet and Email Use Agreement**

(Note: All Internet and email activity is subject to monitoring)

The Internet in school is a vital part of the education of your son/daughter. Our school makes extensive use of the Internet to enhance their learning and provide facilities for research, collaboration, and communication.

You will be aware that the Internet is host to a great many illegal and inappropriate websites, and as such we will ensure as far as possible that your child is unable to access such sites. We can do this using advanced software known as an Internet filter. This filter categorizes websites in accordance with their content; the school allows or denies these categories dependent upon the age of the child.

The software also allows us to monitor Internet use; the Internet filter keeps logs of which user has accessed what Internet sites, and when. Security and safeguarding of your child are of the utmost importance in our school; in order to ensure that there have been no attempts of inappropriate Internet activity we may occasionally monitor these logs. If we believe there has been questionable activity involving your child, we will inform you of the circumstances.

At the beginning of each school year, we explain the importance of internet filtering to your child. Furthermore, we explain that there has to be a balance of privacy and safety; we also inform them that we can monitor their activity. All children are given the opportunity to ask questions and give their viewpoint.

**By enrolling your son/daughter at Chilmington Green School, you are agreeing that:**

I have read the above and understand that my child's Internet access could be monitored to ensure that there is no illegal or inappropriate activity by any user of the school network. I acknowledge that this has been explained to my child and that he/she has had the opportunity to voice their opinion, and to ask questions.

**As a student I will:**

- . I Promise – to only use the school ICT for schoolwork that the teacher has asked me to do.
- . I Promise – not to look for or show other people things that may be upsetting.
- . I Promise – to show respect for the work that other people have done.
- . I will not – use other people's work or pictures without permission to do so.
- . I will not – damage the ICT equipment; if I accidentally damage something, I will tell my teacher.
- . I will not – share my password with anybody. If I forget my password, I will let my teacher know.
- . I will not – use other people's usernames or passwords.
- . I will not – share personal information online with anyone.
- . I will not – download anything from the Internet unless my teacher has asked me to.
- . I will – let my teacher know if anybody asks me for personal information.
- . I will – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.
- . I will – be respectful to everybody online; I will treat everybody the way that I want to be treated.
- . I understand – that some people on the Internet are not who they say they are, and some people can be unpleasant.
- . I will tell my teacher if I am ever concerned in school, or my parents if I am at home.
- . I understand – if I break the rules in this charter there will be consequences of my actions and my parents will be told.