



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L



# Admission Induction Booklet

## 2023-2024

INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

Mr I Turnbull, Headteacher



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

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## Values

<b>INTEGRITY</b>	<i>Doing the right thing, all the time and respecting each other.</i>
<b>TEAMWORK</b>	<i>Working together to improve our collective best, as well as our individual best.</i>
<b>RESPONSIBILITY</b>	<i>Taking responsibility for our actions.</i>
<b>EXCELLENCE</b>	<i>Being the best we can be in all we do.</i>
<b>RESILIENCE</b>	<i>Overcoming challenges, remaining focused and working hard.</i>



# CANNOCK CHASE HIGH SCHOOL

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## School Terms & Holiday Dates 2023/2024



### AUTUMN TERM 2023

Staff:	Monday 4 September – Friday 27 October
Students:	Wednesday 6 September – Friday 27 October
<b>Holiday:</b>	<b>Monday 30 October – Friday 3 November</b>
Staff & Students:	Monday 6 November – Friday 22 December
<b>Holiday:</b>	<b>Monday 25 December – Friday 5 January</b>

### SPRING TERM 2024

Staff & Students:	Monday 8 January – Friday 9 February
<b>Holiday:</b>	<b>Monday 12 February – Friday 16 February</b>
Staff & Students:	Monday 19 February – Friday 22 March
<b>Holiday:</b>	<b>Monday 25 March – Friday 5 April</b>
<b>Easter Sunday:</b>	<b>Sunday 31 March</b>

### SUMMER TERM 2024

Staff & Students:	Monday 8 April – Friday 24 May
<b>Bank Holiday:</b>	<b>Monday 6 May</b>
<b>Holiday:</b>	<b>Monday 27 May – Friday 31 May</b>
Staff & Students:	Monday 3 June – Monday 22 July
<b>Holiday:</b>	<b>Tuesday 23 July – Friday 30 August</b>

### Staff Training Days (School closed to students):

Monday 4 and Tuesday 5 September 2023.

Friday 6 July 2024.

*Additional Dates to be confirmed.*



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## Timings of the School Day

8.45 – 8.55	Tutor	
8.55 – 9.55	Period 1	
9.55 – 10.55	Period 2	
10.55 – 11.15		<i>Break</i>
11.15 – 12.15	Period 3	
12.15 – 13.15	Period 4	
13.15 – 13.50		<i>Lunch</i>
13.50 – 14.50	Period 5	
14.50 – 15.20	Tutor	Monday – Thursday
15.20 – 16.20	Twilight	Monday – Thursday
<i>14.50 – 15.50</i>	<i>Twilight</i>	<i>Friday</i>





# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## Uniform & Equipment

The full Uniform & Equipment Policy is available on the school website

<b>Blazer</b>	Black with red trim and school badge.
<b>Trousers</b>	Smart, tailored, black trousers, full length, straight legged ( <u>leggings, lycra based, Chinos or denim or figure hugging trousers are not acceptable</u> ). Tailored black shorts ( <u>lycra based, denim and cargo shorts are not acceptable</u> ).
<b>Skirt</b>	Plain black pleated skirt worn just above knee level, with no splits ( <u>lycra figure hugging skirts are not acceptable</u> ).
<b>Shirt</b>	White. Plain, short or long sleeve. Collars to be buttoned and shirts tucked in. <u>Fashion style blouses/shirts without a formal collar are not acceptable</u> .
<b>Sweater</b>	Sweaters are optional but, if worn, should be plain black V neck with no logo.
<b>Tie</b>	Available from school and local retailer.
<b>Shoes</b>	Black formal traditional footwear – leather look <u>ONLY</u> . (Girls: Maximum heel one inch.) <b>(Trainers, canvas pumps/leisure shoes and any form of footwear with a sports label are not acceptable e.g. Converse/Vans/Nike/Lacoste etc). Plain black leather (look) ankle boots can be worn (the trousers must be over the boot).</b>
<b>Socks</b>	Plain dark grey or black (trainer socks are not permitted). (Girls: Tights may be worn, however, these must be plain black/nude with no extreme patterns.)
<b>Coat</b>	Denim or leather is not allowed. Hoodies and tracksuit tops are to be full zip only and worn over blazers.
<b>Jewellery</b>	Students are allowed to wear one small stud in the <u>lower lobe</u> of each ear only. <u>No other form of jewellery</u> is allowed apart from a wrist watch. No other piercings are permitted. Clear retainers are acceptable for a specific time-limited period, but permission must be sought from the pastoral team.
<b>Hair</b>	Hairstyles should be neat and presentable and in keeping with the ethos of our community. (An all over Grade 1, or below cut is not permitted and hair should be free from tramlines and other patterns). Hair colour should be of a natural colour only. Fashion hair accessories and beaded hair are not permitted.



**Additional guidance regarding boys' uniform:** Facial hair should be trimmed and smart.

### **Additional guidance regarding uniform**

- Facial piercings of any sort, along with tongue piercings, are not allowed. Plasters will not be accepted as a way of covering a piercing. Clear retainers are acceptable.
- Tattoos are not acceptable.
- Students in Years 7-8 are not allowed to wear ANY make up. In KS4, students are allowed discreet mascara and natural coloured foundation. Eyebrows should be natural with no makeup products applied under any circumstances. If a student presents themselves as wearing excessive makeup, they will be asked to remove it by the Director of Year.
- Fake nails are not to be worn for health and safety reasons. Students are permitted to wear nail varnish but this must be clear ONLY, students will be asked to remove inappropriate nail varnish.
- Fake eyelashes are not acceptable. No shaven eyebrows or tramlines.
- Blazers must be worn at all times, both in lessons and in corridors. If a student wishes to remove their blazer during the lesson, they are to ask the teaching member of staff politely. The Headteacher will authorise 'no blazer days' in extremes of heat. Outdoor coats must be removed when entering classrooms and assemblies.
- The Headteacher has the final decision in matters relating to uniform and appearance.
- **If a student is not in correct full school uniform they will either be:**
  - Sent home to change if we are able to contact parents/guardians;
  - Able to borrow clean spare uniform from school;
  - Placed in the Reflection Room until their uniform is correct.
- Red Cards will be issued on a daily basis to address minor uniform infringements. When a student is issued with a Red Card they will receive a 10 minute detention at the end of the day with their Form Tutor.

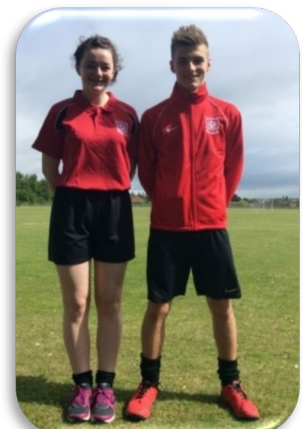
**School uniform can be purchased from either:**

Crested Schoolwear: <https://www.crestedschoolwear.co.uk/>

A&J Designs: <https://www.a4jdesigns.co.uk/>

### **Sports Kit (Boys & Girls)**

- Cannock Chase PE red polo shirt.
- Cannock Chase black shorts.
- Black socks.
- Red Nike jacket.
- Plain black tracksuit bottoms (no logos or stripes) may also be worn.



These items can be purchased from Liss Sport- <https://www.lissport.co.uk/cchs>,  
A&J Designs: <https://www.a4idesigns.co.uk/> or  
Crested Schoolwear: <https://www.crestedschoolwear.co.uk/>

Shin pads and gum shields are needed for activities such as rugby, football, and hockey.

Football boots are needed for football and rugby.

Trainers will be required for all other activities

Watches and earrings must be removed for all sporting activities.

**All PE items need to be labelled with the student's name.**

For any student who forgets their kit, the PE department hold a stock of clean kit that students must wear without argument. If a student is not physically taking part in PE due to injury they are still required to bring and wear their PE kit.

**Equipment**

All students in Years 7-11 will need:

- an age appropriate reading book;
- water bottle;
- pencil case;
- 2 black pens;
- at least one pencil;
- ruler (15cm in length minimum);
- rubber;
- green pen;
- highlighter;
- colouring pencils (years 7 and 8);
- white board and pen;
- calculator (see page 9 for model details).

**School Bags**









All students in Years 7-11 will need to have a suitable school bag with them daily to carry their books and equipment. These bags must be able to accommodate an A4 folder, A4 exercise books and all other equipment.



# CANNOCK CHASE HIGH SCHOOL

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## Uniform Guide

 <p><b>Black Blazer with red trim and CCHS school logo</b></p>	 <p><b>Black Trousers</b> (Smart, tailored, full length, straight legged. Leggings, chinos or denim are not permitted.)</p>	 <p><b>Black Skirt</b> Pleated (Worn just above knee level with no splits. Lycra figure hugging skirts are not permitted)</p>	 <p><b>White Shirt</b> Plain short or long sleeve.</p>
 <p><b>Red and Black School Tie</b></p>	 <p><b>Socks</b> (Plain dark grey or black)</p>	 <p><b>Black Shoes</b> (Formal traditional leather, maximum one inch heel. Trainers, canvas pumps and any other footwear with a sports label are not permitted. Ankle boots can be worn with trousers over the boot)</p>	 <p><b>Jewellery/other</b> Wrist watch and 1 stud per ear permitted. No other jewellery is permitted. Facial piercings are not permitted. Fake nails/gel/polish is not permitted. Hair- natural colour only/grade 1 all over is not permitted.</p>

Please see the school uniform policy for more information (available on school website)





## Student Equipment List



Reading Book



Water Bottle



Whiteboard,  
pen and rubber

Calculator



(Casio fx-83GTX or  
Casio fx-85GTX)



Pencil Case



Ruler (15cm)



Green Pen



Rubber



Colouring Pencils (Yr7/8)



1 Pencil



2 Black Pens










Highlighter Pen



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## PE Uniform Guide

 <p><b>Red zippered top with CCHS school logo</b></p>	 <p><b>Black Tracksuit Bottoms</b> (Full length, plain with <u>no stripes or logos</u>. Leggings including Lycra based ones are not permitted).</p>	 <p><b>Black Shorts</b> (Plain with no stripes/logos. Lycra figure hugging shorts are not permitted)</p>	 <p><b>White Shirt</b> Red T-shirt with CCHS logo or personalised GCSE T-shirt.</p>
 <p><b>Trainers</b> Any brand or colour</p>	 <p><b>Socks</b> (Plain black football/ankle)</p>	 <p>PE kit with CCHS logos can be purchased from: Liss Sport: <a href="http://www.lissport.co.uk">www.lissport.co.uk</a> A&amp;J Designs: <a href="https://www.a4jdesigns.co.uk/">https://www.a4jdesigns.co.uk/</a> Crested Schoolwear: <a href="https://www.crestedschoolwear.co.uk/">https://www.crestedschoolwear.co.uk/</a></p> <p>Items without the CCHS logo can be purchased from other retail outlets. Polo: <a href="https://www.firelabel.co.uk/childrens/polo-shirts/jc040b-awdis-kids-just-cool-polo-shirt.html">https://www.firelabel.co.uk/childrens/polo-shirts/jc040b-awdis-kids-just-cool-polo-shirt.html</a> Hoody: <a href="https://www.firelabel.co.uk/childrens/hoodies/jh001b-awdis-just-hoods-kids-hoodie.html">https://www.firelabel.co.uk/childrens/hoodies/jh001b-awdis-just-hoods-kids-hoodie.html</a></p>	

Please see the school uniform policy for more information (available on school website)



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## Behaviour Expectations

The full Behaviour Policy is available on the school website

### Rewards

- |             |   |
|-------------|---|
| <b>AP3</b>  | 3 Achievement points for: Three positive connections in a lesson.   |
| <b>AP5</b>  | 5 Achievement points for: Attitude to Learning/Effort/Excellence/Extra-Curricular/Helpful/Homework/ Improvement/Integrity/Positive Behaviour/ Reading/Recommended Reading List/Report/Resilience/Responsibility/Teamwork.   |
| <b>AP10</b> | 10 Achievement points for learning <b>outside</b> of the school: AP10 to be awarded for an excellent piece of homework or coursework or as a reward for an individual effort as an independent learner.   |
| <b>AP20</b> | 20 Achievement points: To be awarded by <b>Directors of Year/Directors of Learning Community/Leadership</b> use ONLY. For exceptional behaviour, attendance, achievement in progress check assessments and commitment to the life of Cannock Chase High School and the wider community. |

### Sanctions

**Verbal Warning:** The teacher indicates to you that your behaviour/s are unacceptable and must be altered and corrected straightaway. Your name is placed on the VW section of the whiteboard.

**Red Card:** (10 minute detention)

If you receive a red card during the day you will be kept for 10 minutes by your tutor after school.

**C1:** (3 Negative Behaviour Points)

Should you fail to respond to the verbal warning and clear instructions given by staff a C1 will be issued. The teacher will write your name on the C1 section of the whiteboard.

**C2:** (5 Negative Behaviour Points and 10 minute detention)

Should you fail to respond to staff instructions and persist in having a negative impact on the learning environment the teacher will write your name on the C2 section of the whiteboard. A 10 minute detention is issued by the teacher to be completed with the tutor at the end of the day.

**Should you fail to attend this set detention, the tutor will record this on SIMS by amending a C2 detention to C2F – 30 minute whole school detention worth 10 Behaviour Points.**

**C2F:** (10 Negative Behaviour Points and a 20 minute detention)

Should you fail to attend your 10 minute detention with your tutor, a C2F detention will be set for after school.

**C3:** (15 Negative Behaviour Points and 40 minute detention)

Should you continue to persist with behaviours that continue to have a negative impact on the learning environment, your name will be written on the C3 section of the whiteboard. As a result of this a C3 detention is issued by the member of staff.

**Headteacher's Detention:** (20 Negative Behaviour Points and 60 minute detention)

Should a student fail to attend a C3 detention they will automatically receive a Headteacher's detention the following day.

This sanction can also be issues for extreme behaviours and truancy.

**C4:** Full Day in the Reflection Room. A C4 is one of our most serious consequences in our behaviour system. The student will be required to work in isolation and complete work that has been set by subject staff.

**C5:** Fixed term in isolation at another school.

Please note that parents will receive communication from the school if their child has been placed in a C2F/C3 or Headteachers detention. These detentions will be set for the following day.

## Corridor Charter

In order to keep our corridors a safe and pleasant environment, we all agree to the following:

- Walk on the left hand side of the corridor and stairs (when possible);
- Do not eat, drink or drop litter;
- Do not to use mobile phones at any time;
- Behave in an appropriate and safe manner at all times (keeping our voices to a minimum, never shouting or being loud or acting in a way that may hurt ourselves or others);
- Respect school buildings and equipment.

## Mobile Phones

Mobile phones cannot be seen or used on school site at any time, it should be switched off and placed out of site in the students' school bag. If a mobile is seen/used in class without permission, the member of staff will issue an automatic C3 (40 minutes after-school detention) and the phone confiscated.



If your phone is confiscated on more than two occasions, a Parent or Guardian must collect it from Reception.

The school reserves the right to issue further sanctions dependent on levels of misuse.

If students choose to bring a phone into school, the school cannot accept any responsibility for it if it is lost, damaged or stolen.

Mis-use of social media outside of school remains the parents' responsibility.

The full Policy gives more detail on the above and also includes:

- Expectations;
- Classroom Conduct and Behaviour;
- Classroom Pledge;
- Attendance and Punctuality;
- Movement around the school building;
- Safety;
- Expectations and Behaviour Outside of School;
- Environment Code;
- Personal Property;
- Uniform Code;
- Failure to Attend Detentions;
- Monitoring of Achievement/Behaviour Points;
- Other Related Policies.

The Behaviour Expectations are to be read in conjunction with the following Documents.

- Behaviour Policy
- Anti- Bullying Policy
- Attendance Policy
- Drugs Policy
- E-Safety Policy
- Health and Safety Policy
- Home School Agreement
- Safeguarding Policy

*These are all available on the school website.*



## Attendance

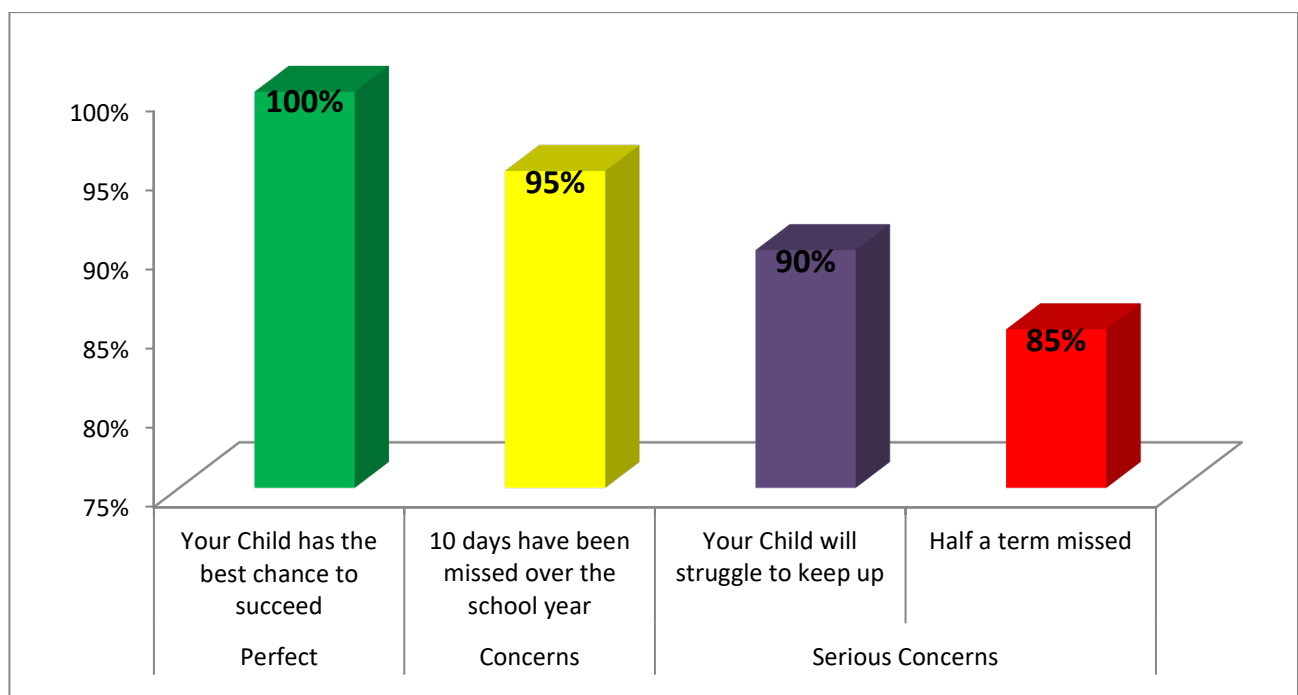
The full Attendance Policy is available on the school website

### Principles

Non-attendance at school is one of the single biggest blocks to achievement. Whether absence is due to illness, term-time holidays, other condoned absences, or truancy, not being at school disadvantages children.

Setting good patterns of attendance is vital. An attendance rate of 90% may sound impressive in the first instance, but it actually means that a student only attends school for 4.5 days out of every 5. This, over a five year span, equates to a child missing out on an entire half a year of their education. Promoting excellent attendance is the responsibility of the whole school community. All students should be in school, on time, every day that school is open unless the reason for absence is unavoidable.

### Missing School Means Missing Out





# Lateness and Authorised Absences within the School Day

Students who arrive later than 8.55am are expected to sign in using the InVentry system in Reception then to go to the Attendance Officer giving reasons for their lateness.

If a student accumulates 3 unauthorised lates then they will be issued with a C3L (40 minute after school detention) and parents/carers will be notified.

If a student is required to leave school for any authorised reason (i.e. medical appointment) the student must present a note from home to the Attendance Officer and sign out at Reception using the InVentry System at the relevant time.

If students arrive after 9.15am then the register will be marked with a U code (late after the register has closed). If there are 10 or more U codes in any 12 week period then a Penalty Notice for unauthorised lates will be issued.

## Reporting Student Absence

If your child will be absent for any reason, either through illness or an appointment, please reporting this via the Classcharts App in the first instance.



Please only use email or telephone if this method is not available to you.

Attendance Officer - 01543 502450 Extension 212

[attendance@cannockchase-high.staffs.sch.uk](mailto:attendance@cannockchase-high.staffs.sch.uk)

## Leave of Absence

Parents/guardians must complete and return a Leave of Absence Form for any period of planned absence from school. This can be obtained from the Headteacher.

The full Policy gives more detail on the above and also includes:

- Expectations;
- Procedures;
- Dealing with Non-attendance;
- Dealing with Persistent Absence and Promoting Good Attendance;
- Children Missing in Education;
- The Importance of Good Attendance and its Link to Attainment.



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## CCHS & Technology

### Virtual Learning

Please download the following in preparation for your child's start at Cannock Chase High School.

#### FROG

This app is for our students. All homework will be set through this and students can access lesson resources through this.



To access Frog, students will need their **username** which begins with CCHS and ends with a **number (example: cchs1234)**. They will also need their **password**. The username and password are exactly the same as what they use to log in to the school computers.

There are 3 ways to access Frog.

- **'My Frog' app** (on your phone). Download the app and enter your username and password. The app might ask for a URL address. This is: **frog.cannockchasehigh.com**.
- Go to the **school website**: [www.cannockchasehigh.com](http://www.cannockchasehigh.com). Then on the top right of the screen click on 'Frog VLE' and enter your username and password.
- Go to our **school's Frog address**: [frog.cannockchasehigh.com](http://frog.cannockchasehigh.com).

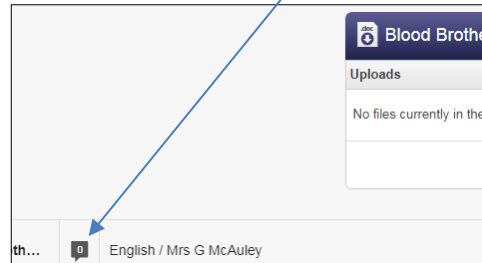
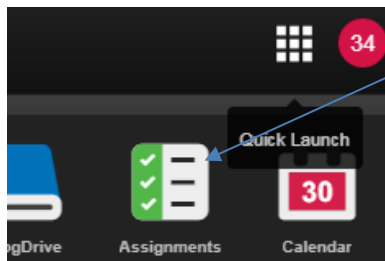
The screenshot shows a login interface for the Frog app. At the top center is a blue frog icon. Below it are two input fields: 'Username' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom left, it says 'Earhart v18.0.48' and at the bottom right, there is a link that says 'Forgot password?'.

#### Top Tips

- Make sure you keep your Frog username and password in a safe place.
- You can change your password on a school computer or by e-mailing: [g.mcauley@cannockchase-high.staffs.sch.uk](mailto:g.mcauley@cannockchase-high.staffs.sch.uk).
- Use a good web browser when opening Frog (not Internet Explorer).
- Your **school e-mail address** is similar to your Frog log in. It is your Frog

username followed by @cannockchase-high.staffs.sch.uk with the Frog password as the password for this e-mail address.

- To **'upload' homework** from your device, you scroll to the bottom of the homework and click on the **'upload' button**. You then upload the homework. When it appears in the upload box, it will go automatically to your teacher.
- To view messages from your teacher, go to the **'assignment' button** or click on a homework and scroll to the bottom until you see the **little message speech box**:



## Class Charts

At Cannock Chase High School, we use Class Charts to track our rewards and sanctions, as well as share important messages from school. Absences can also be reported using Class Charts.

When your child arrives in September, you will receive an individual Class Charts parent access code to access Class Charts. You can then visit the Class Charts website: <https://www.classcharts.com>.

Alternatively, Class Charts has also produced an App which can be downloaded onto your mobile phone. The Class Charts App is available via the App Store on an Apple iPhone or via the Play Store on Android.

## School E-mail

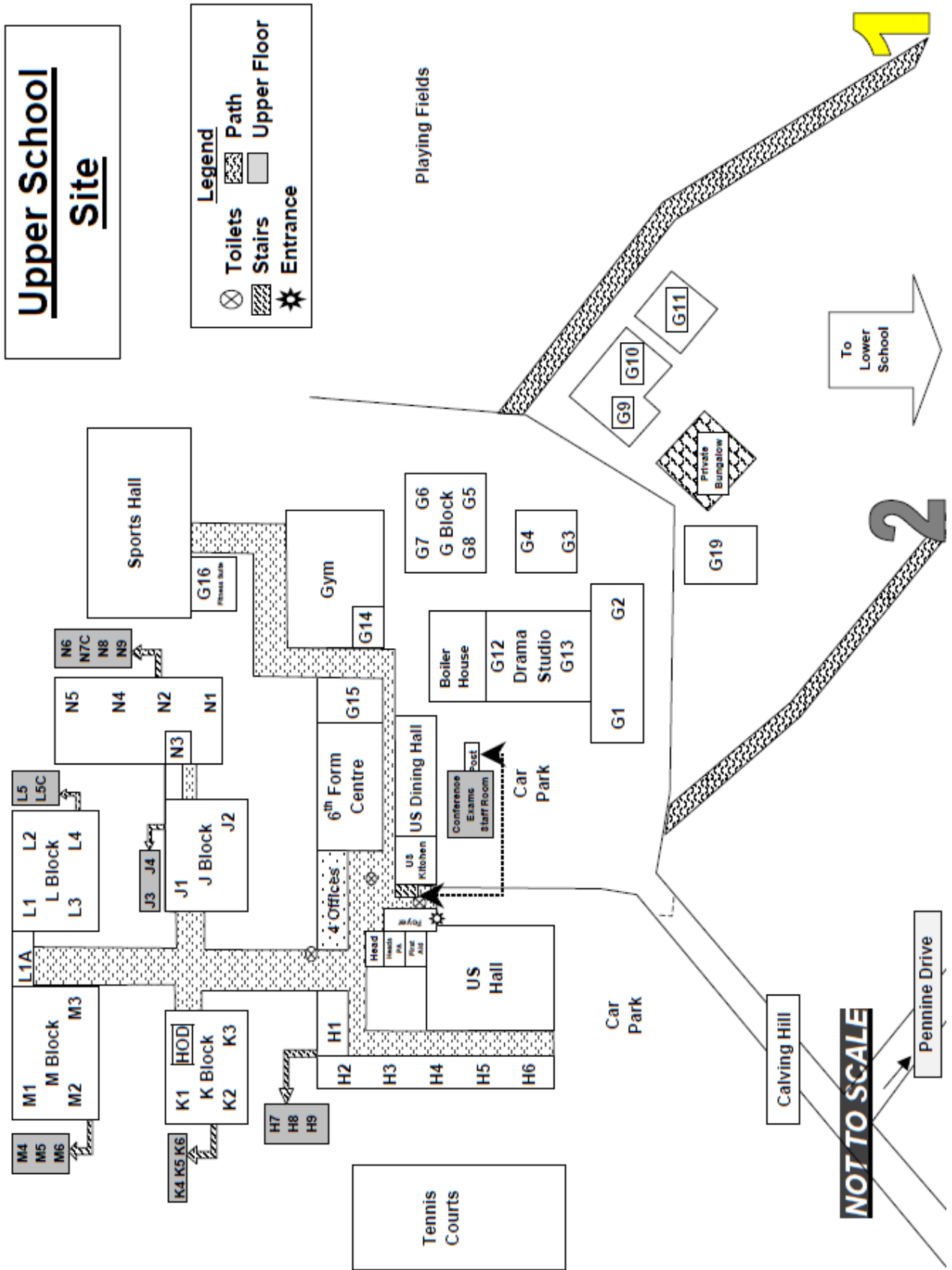
Students can access their school e-mail address from our school homepage.

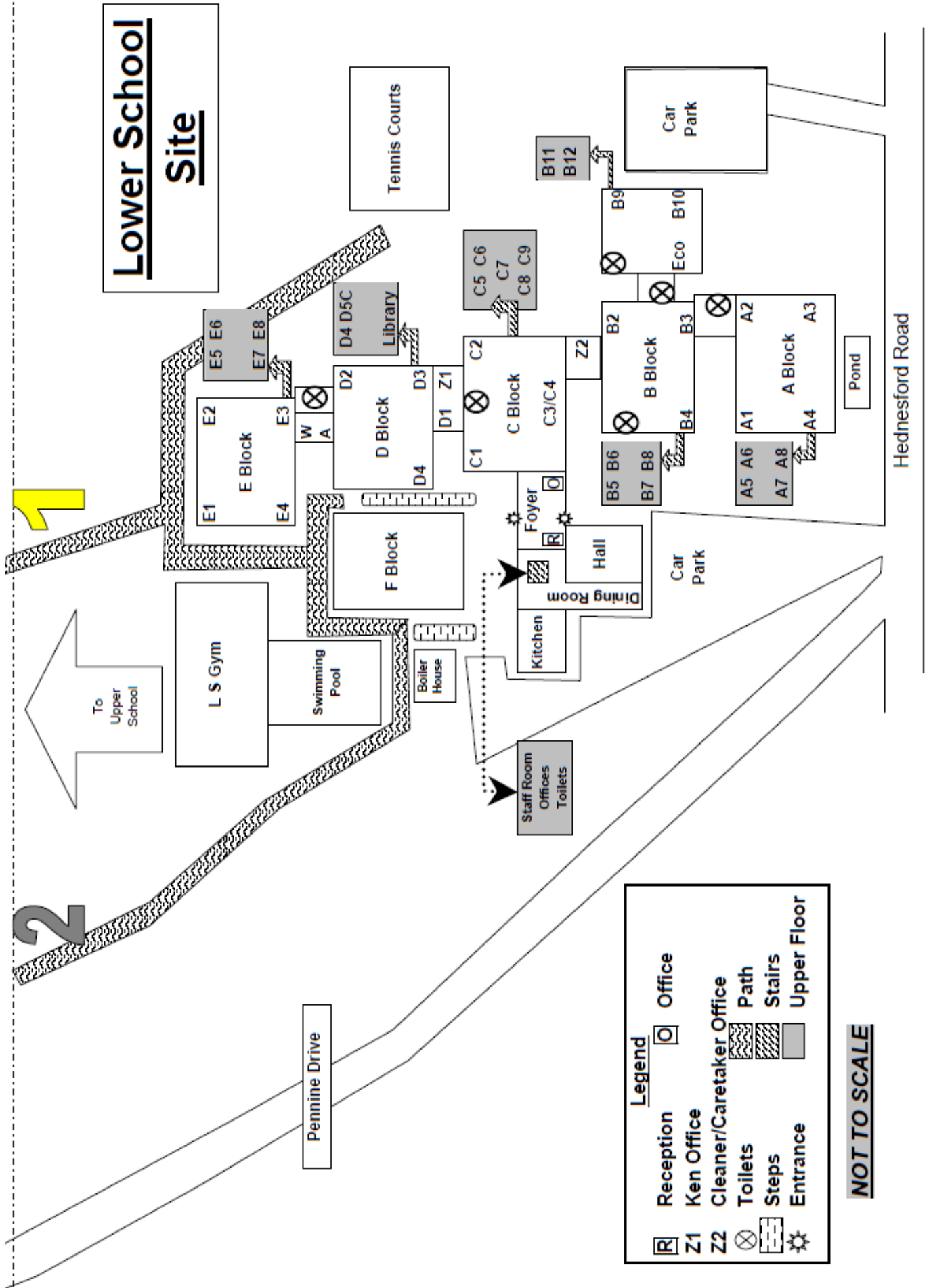
1. Click on school e-mail tab.
2. E-mail is cchs(followed by student's unique 4 digit number)@cannockchase-high.staffs.sch.uk.
3. Password is the same as on the school computer and FROG account.





# Site Maps







# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

## Contact Details



Reception: 01543 502450



E-mail: [office@cannockchase-high.staffs.sch.uk](mailto:office@cannockchase-high.staffs.sch.uk)



Cannock Chase High School, Hednesford Road, Cannock WS11 1JT

DJT Admissions/Inclusion	Mrs Simpson	Ext 248
Assistant SENCo	Mrs H Boulton	Ext 285
Safeguarding	Miss C Worrall	Ext 210
AHT Pastoral	Mrs C Mills	Ext 231
Attendance Officer	Mrs D Elsworth	Ext 212
Finance Office (for Parent Pay)	Mrs J Moore	Ext 260
Health and Medical Enquiries	via Reception	Ext 249

### Directors of Year

Year 7	Mrs E Fisher	Ext 255
Year 8	Mrs L Sieradzki	Ext 264
Year 9	Mrs E Hale	Ext 253
Year 10:	Mrs R Nolan	Ext 216
Year 11	Miss Z White	Ext 209

### Directors of Learning Communities

English	Miss E Carter	Ext 288
Mathematics	Mr K Sandbrook	Ext 252
Science	Mrs S Platts	Ext 236
Creative	Mr C Stormont	Ext 263
<i>Art, Drama, Graphics, Music, Product Design.</i>		
Global	Mrs J Lucas	Ext 286
<i>French, Geography, History.</i>		
Social & Enterprise	Ms L Dale	Ext 259
<i>Business Studies, Computer Science, Creative iMedia, Law, Psychology, RE, Sociology.</i>		
Sport & Healthy Lifestyles	Mrs K Pearson	Ext 271
<i>Child Development, Food Technology, Health &amp; Social Care, PE.</i>		

E-mail addresses for all staff are available on the school website. They follow the format of the staff member's initial followed by their surname, i.e.:

*j.bloggs@cannockchase-high.staffs.sch.uk.*