



CHENGELo SCHOOL  
AS A WITNESS TO THE LIGHT

STUDENT HANDBOOK  
SECONDARY SCHOOL  
2023

## AIMS and ETHOS

Welcome to Chengelo!

Since its inception in 1988, Chengelo School has built up a reputation for excellence. The fourfold vision for the school – to meet an urgent National need for a first class secondary school, to be an educational institution for those involved in God’s work, to be an outreach to the community and to be a landmark for Christ from which future Zambian leaders will emerge - remains central.

You will be encouraged to achieve your potential in your academic studies as well as get involved in all that Chengelo offers outside of the classroom from Ndubaluba trips to enrichment activities and performances to name a few. As we live in community together, we need to be guided by respect for others and the desire to ‘do to others as you would have done to yourself’.

## CORE VALUES

### Faith

***Now faith is confidence in what we hope for and assurance about what we do not see. Hebrews 11:1***

*We recognise that to know God and to believe in Him, is to have faith and trust in Him.*

### Servant Hearted

***Whoever wants to become great among you must be your servant Matthew 20: 26***

*The greatest commandment Jesus taught is to Love the Lord your God, and the second, to Love your neighbour as you love yourself.*

### Creativity

***So God created mankind in his own image, in the image of God he created them Genesis 1:27***

*We are designed to be creative, to show initiative, to be problem solvers.*

### Integrity

***Whoever walks in integrity walks securely. Proverbs 10:9***

*To be true to ourselves and true to our God, means to allow the person on the inside to be the same as the person on the outside. This involves honesty, accountability, responsibility, and righteousness.*

### Responsibility

***Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Philippians 4:8***

*Responsibility is taking ownership of your actions in everything you do*

### Perseverance

***Not that I have already obtained all this, or have already arrived at my goal, but I press on to take hold of that for which Christ Jesus took hold of me. Philippians 3:12***

*“Never, never, never, give up!”*

**DAILY ROUTINE**

06:00 Rise, Hostel duties and Quiet time  
 06:30 Breakfast for Form 4-6 (F1-3 devotions)  
 06.45 Breakfast for Form 1-3 (F4-6 Devotions)  
 07:20 LESSON 1 (Monday - Assembly)\*  
 08:05 LESSON 2  
 08:50 Change over time  
 08:55 LESSON 3\*\*  
 09:40 Assembly (Wednesday and Friday)\*\*  
 10:05 Break  
 10:30 LESSON 4 (PSME on Wednesday)\*\*  
 11:15 Change over time  
 11:20 LESSON 5  
 12:05 LESSON 6  
 12:50 Lunch for Form 4-6  
 13:10 Lunch for Form 1-3  
 13:30 Rest in Hostels  
 14.15 LESSON 7  
 15:00 LESSON 8  
 15:45 LESSON 9 & 10 – for some 6<sup>th</sup> Form subjects  
 15:45 Sport/Free Time  
 17:15 All students back in hostels to prepare for supper  
 17:30 Supper for Form 4-6 (F1-3 duties)  
 17:50 Supper for Form 1-3 (F4-6 duties)  
 18:30 Prep Form 6 (ends 20:30)  
 18.40 Prep Forms 1 – 5 (ends 20:00 for Forms 1-2) (ends 20:30 for Forms 3-5)

Thursday prep finishes early for Discipleship Group meetings  
 Juniors finish at 19:15 Seniors finish at 20:00  
 No prep on Friday - students in hostels for light entertainment

20.45 Junior Hostels Prayers  
 21.00 Junior Hostels Lights Out/Sixth Form back in Hostels  
 21.15 Senior Hostels Prayers  
 21.30 Senior Hostels Lights Out  
 21:30 Form 5 and 6 Prayers  
 21.45 Form 5 Lights Out (including Monitors in other Hostels)  
 22:00 Sixth Form all in own rooms and quiet hostel

**\*Monday**

07:20 Whole-School Assembly  
 07:45 LESSON 1  
 08:30 LESSON 2  
 09:15 Change Over  
 09:20 LESSON 3  
 10:05 Break

**\*\*Wednesday**

09:35 Lesson 3 ends  
 10:30 PSME

## INTRODUCTION

The standards outlined below are to ensure that each member of the community feels valued and safe. These standards are important in establishing respect for each other, property and the environment. Please note that this handbook applies to all Secondary Students, from Form 1- 6, except where the Sixth Form Manual explicitly allows otherwise.

## GENERAL

1. Chengelo does not allow exclusive relationships at school, this includes written correspondence, e.g. notes and online. Physical contact between boys and girls is forbidden. Boys and girls must not meet in isolated or hidden places. We encourage students to socialise in mixed groups of three or more. Girls and boys should maintain a respectable distance between each other.
2. The following are forbidden:
  - harmful drugs, alcohol, inhalants, cigarettes, vaping devices, contraceptives, obscene or anti-social materials, swearing and obscenities, any music and movies containing swearing, sexual references, violence or a parental guidance warning, bullying, cyber bullying and aggressive behaviour, stealing, wilful damage including graffiti, tampering with fire extinguishers, knives and weapons, matches, lighters and flammable liquids, betting or gambling.
3. You must know and observe bounds (see below).
4. Leaving the property at any time is not allowed unless authorised by the Deputy Head or Headteacher.
5. Uniform regulations must be observed at all times.
6. All pupils must be respectfully dressed at all times. The following are considered inappropriate:
  - a) Low-cut or strappy tops
  - b) Short skirts/dresses
  - c) Shorts which are too high above the knee and too tight.
  - d) Clothing which is revealing (e.g. tight fitting garments, torn clothes etc).

Modesty is required at all times, including special events e.g. Variety Shows, Sports Festivals, and Formal Leavers' Dinners. Chitenges and sleeveless tops are only allowed in the hostel. ***Pastoral Heads will decide on the suitability of students' dress.***

7. **INTERNET-CAPABLE DEVICES ARE NOT ALLOWED AT CHENGELO (please leave them at home)**  
Any student found with a mobile phone, tablet, iPod touch or any other internet-capable device will have it confiscated. Phones will be checked for inappropriate content and will not be returned until 6 months after graduation. **Please see the parental contract.**

## CLASSWORK AND PREP

1. Classwork and prep is your responsibility and must be completed on time.
2. Prep is to be done in silence and on your own.
3. You must be back in your hostel 10 minutes after prep ends.

## DINING HALL

1. You must attend all meals on time.
2. All food served must be eaten in the Dining Hall (take what you can eat and eat what you take).
3. You must be familiar with, and observe, dining hall rules (displayed in the Dining Hall and in Hostels).
4. You must adhere to the allocated times for all meals.

## HOSTELS

1. No boy may enter a girl's hostel and vice versa.
2. All medicines and money must be handed in to your houseparent at the beginning of term.
3. Movement out of the hostel at rest and after returning at the end of prep must be authorised by a Visiting Slip.

## COUNSELLING ROOM

There is the opportunity for students to receive additional pastoral support in the form of counselling. Sometimes this will be suggested to you, however you may request counselling if you feel that you would like to talk with an adult. Typical reasons why a person might ask for counselling include, but are not limited to:

- Relational issues e.g. a family member is sick
- Bereavement
- Anxiety about exams or health
- Self-esteem issues

Please ask any teacher and they will refer you to the Counselling Coordinator.

### SWIMMING POOL

1. No swimming without permission, and supervision, from the member of staff.
2. DO NOT ask grounds-staff to supervise swimming
3. No ducking, pushing, running or horseplay.
4. Shallow racing dives only.
5. School swimming costumes/trunks are to be worn.
6. Adhere to signs around the pool

### ROPES COURSE

You may only use the ropes course if a member of staff from Ndubaluba is present.

## BOUNDS

The following areas are **out of bounds** unless authorised:

- a. Science laboratories, prep rooms, storerooms and offices, computer labs & library
- b. Kitchen and kitchen yard
- c. Staff houses, gardens and vicinity
- d. All school offices and staff room
- e. Sixth Form buildings (for Forms 1-5)
- f. Primary School and Primary Hostels
- g. Buildings under construction
- h. Water towers and rubbish pits
- i. Workers' compounds
- j. Vegetable gardens
- k. Farm buildings, pump houses, water filters, workshops and generator house
- l. Fields containing livestock or crops
- m. All vehicles including motor-bikes and other peoples bicycles. **No student is allowed to drive on site, with or without a licence.**
- n. Isolation ward in school clinic or covid-19 Isolation units.
- o. Art and DT rooms and outside area.
- p. The Swimming Pool
- q. The Sports Field/Courts/Grandstand **if no members of staff are present.**
- r. Ropes course
- s. School Hall

Boys are not allowed closer than the turning circle road to the girls' hostels and vice versa. Boys must not use the furrow bridge by the Form 5 Girls' Hostel or by the Library. Students are not allowed to walk through the visitors' car park behind the admin.

The School boundary is fenced off. No pupil should be outside the fence.

## PROCEDURES

### HOSTEL

1. No running in or around the hostel.
2. You must not enter another wing without permission, unless using the laundry facilities.
3. You must not enter another dorm unless a member of that dorm is present.
4. Borrowing of clothes is not permitted.

5. Mosquito nets must be used every night.
6. You must always be in the hostel during duty times. After duties in the evening, remain in the hostel or immediate surroundings until the supper bell rings.
7. Rest is taken in the hostel. Forms 1, 2 & 3 take rest on their beds in their own dorms. Forms 4 & 5 may take rest outside but must be in the immediate vicinity of the hostel.
8. Pupils must remain in the Hostels until the rising bell.
9. Quiet time is for reading your Bible, praying, writing a daily journal or thinking. No other activity should take place during that time.
10. Forms 3-5 may listen to music on their portable music player through headphones, in their dormitories or the common room. No portable music players are allowed out of the hostel. Pupils can listen to music during free time, but not during duty quiet time or after lights out.
11. Table Tuck must be stored in a locked box with maximum dimensions of L65CM x H30CM x W40CM. No additional tuck is allowed to be brought from outside Chengelo.
12. You may only enter another hostel with prior permission from houseparents or duty houseparents.
13. Pupils must sleep in their own beds.
14. No furniture or cushions are to be taken outside.

### **MUSIC, CAMERAS AND MOVIES**

1. Music players may only be used with headphones, not through speakers.
2. Form 3-6 students are allowed Kindles, iPods (no iPod Touch devices) and other similar MP3 players for use within the hostels. These devices must not have a camera or an internet connection. They must not contain materials with obscene, sexually explicit, or violent lyrics. Anything with a parental warning is not allowed.
3. Devices which can connect to the internet and can take pictures and play movies are forbidden. Unwholesome pictures must be removed.
4. Smart watches are not allowed.
5. Music for entertainment, socials etc will be provided by the school.
6. The school does not accept responsibility for the loss or damage of any valuable items. It is recommended that these are left at home. If brought to school they are the responsibility of the student.

Any equipment that does not comply with the above rules will be confiscated for up to a year, and in some circumstances will only be returned to your parents. ***Any member of staff may check the content of these devices at any time.***

### **DINING HALL**

1. All meals are cafeteria style. When it is time for your sitting, wait for the bell on the veranda of the Dining Hall. Join the queue as directed by the DH monitors or staff members on duty. You may choose to sit anywhere.
2. All food taken **must** be eaten in the Dining Hall.
3. You must take at least one spoonful of one vegetable.
4. Students are not permitted to take drinks into the Dining Hall.
5. You should stay at your own table and may not wander around during the meal.
6. Good manners should be maintained.
7. Tables must be cleared, wiped and chairs left neatly tucked in.
8. Utensils must be put in the correct places at the clearing tables. Cutlery, cups and plates may not be borrowed from DH.
9. On leaving the Dining Hall you must use the exit door and move immediately to your Hostel unless authorised.
10. If there are any reasons you wish to fast you must see the School Nurse in the first instance.
11. All caps or any other form of head dress are not allowed and combing hair is not allowed in or near the Dining Hall. Combs must not be seen out of the hostels.
12. Table Tuck is for personal use and should not be shared.

### **CLASSROOM**

1. You must arrive on time with books and equipment carried in a bag. You must line up outside the classroom quietly until the teacher arrives.
2. If a teacher is delayed, wait 5 minutes after the bell. If no teacher arrives, one pupil should report to administration. Do not enter the classroom until a teacher arrives – wait quietly outside.

3. You are advised to bring water in a clear bottle with you to class (but not juice). You may also bring tissues or a handkerchief.

### **BREAK TIME**

1. Food and drink may only be consumed where it is served.
2. Queue properly and obey break time supervisors.
3. During the dry season, break will be served at the turning circle. Break will be served from the DH during rainy season.

### **PREP**

1. Prep Times (Monday-Thursday):
 

18:40 - 19:55 (girls)	20:00 (boys)	Forms 1-2
18:40 - 20:25 (girls)	20:30 (boys)	Forms 3-5
2. Prep Times (Saturday morning)
 

09:30 - 11:00	Forms 1-2
09:30 - 11:15	Forms 3-5
3. Pupils (including monitors) must not cross the furrow for Prep before 18:30 and they must wait for the duty teacher.
4. All prep must be independent work and completed in silence on your own (no group work).
5. Prep will take place in assigned classrooms. Pupils should not need to leave prep to use the toilets. In an emergency the monitors will seek permission from duty staff.
6. Any variation on the above needs the permission of the duty teacher.
7. No food allowed.

### **LIBRARY**

1. Opening times are published in the Library.
2. Library Monitors are there to help and their instructions must be followed.
3. Damaged or lost books will be charged to the student's accounts.

### **NDUBALUBA**

1. Extra old activity clothes and shoes must be brought to school and kept in the storeroom for Ndubaluba Trips. All activity clothing should be modest – E.g. No short shorts or revealing tops.
2. The Chengelo rules and standards of behaviour and conduct are expected on **ALL** Ndubaluba Trips, Including inappropriate contact between boys and girls.
3. Pupils that sign up for (commit to) extra trips (Rumdoodle/DofE) must attend those trips.
4. All Outdoor trips are indicated on the School Calendar.
5. Information will be communicated to you through assembly announcements and trips lists will be posted on the Ndubaluba Board in the DH – please check it.
6. The Ndubaluba kit list should be followed when packing for Ndubaluba trips.

### **REWARDS AND SANCTIONS**

#### Credits (F1-6)

Credits are the primary way we reward hard work, positive attitude, responsibility and respect. They can be given by any member of staff for things like producing an excellent piece of work, going out of the way to help someone or picking up litter without being asked. Credits will be recorded by the awarding teacher in student planners and on Engage.

1. 10 credits BRONZE certificate
2. 25 credits SILVER certificate and email home from form tutor
3. 50 credits GOLD certificate and email home from Pastoral Head. In addition, a 3-day skip the queue card will be issued.
4. 75 credits DIAMOND certificate and email home from Deputy Head. In addition, a 3-day skip the queue card will be issued with a voucher for the tuck shop.
5. 100 credits PLATINUM certificate and email home from Headmaster. In addition, students achieving platinum will be awarded a 3-day skip the queue card, a voucher for the tuck shop and their story on the school website (if they wish).

**Detentions**

Detentions are centralised and take place every week on **Monday** and **Thursday** in rooms A & B from 16:00-17:00. During detention, students carry out silent work and are not allowed to leave the room, unless in an emergency. Failing to turn up for a detention, or being late for a detention will result in the discipline measures being escalated and could result in gating.

**Gating**

Gatings are issued by the Deputy Head or Headteacher. This would be an appropriate sanction when a student is causing concern and regularly failing to meet expectations, or a student has committed a level 4 offence (see discipline guide).

Gating lasts for 1 week and means that the student must always wear uniform and will be confined to his/her dormitory except for lessons, meals, Saturday prep, Church and Fusion. The following privileges will also be removed:

- Weekly visit to the tuck shop
- Use of common room
- Saturday Entertainment
- Sport

Parents will be informed about the gating through a letter from the student's relevant Pastoral Head. If a student receives 2 gating offences in a term, we will request a parent interview to discuss the next stage of discipline.

**ENRICHMENT**

1. Enrichment activities run on Friday afternoons from 14:15 - 15:45
2. Sign up for enrichment happens via Parent Portal. This should happen before the first week of term.
3. Students remain in their chosen activity for the term.
4. You may not change your activity without consulting the Deputy Head (Pastoral) or Senior Teacher (Pastoral).
5. Students doing enrichment that count towards DofE must obtain relevant documentation from the Ndubaluba office of Senior Teacher (Pastoral).

**SATURDAY EVENING ACTIVITIES**

Arrive promptly at 19:00 and remain at your activity until 20:30.

Students should use the toilet in the hostels before activities begin.

**EMAIL/TELEPHONE**

1. Opportunities to email home will be available after school every weekday when there is a member of staff present in the ICT labs.
2. Only in exceptional circumstances will you be allowed to use the school telephone and only then with the Headteacher's or Deputy Head's permission.
3. Students may receive calls on the Hostel Phones during the following times:  
Weekdays: 16:00 – 17:30, after prep up to 5 mins before Prayer Time.  
Weekends: 09:15 – 09:40, 14:30 – 17:30, 20:30 up to 5 mins before Prayer Time.  
Long conversations are discouraged. Students need to be mindful of others wanting to use the phone.



## CHRISTIAN ACTIVITIES

What?	When?	Who?
<b>Sunday Chapel Service</b>	09:15 – 10:15	F1-3 Compulsory F4 Strongly encouraged to attend F5-6 Optional
<b>North Church</b>	10:00 – 12:00	F5-6 Optional
<b>Fusion</b>	18:45 – 20:00	F1-6 Optional
<b>CIA</b>	Various times (Sat, Sun, Tues)	F3-6 Optional
<b>Discipleship</b>	18:30 – 20:00	F1 – 2 Compulsory F4 – 6 Optional
<b>Hostel Devotion</b>	Evenings	Compulsory
<b>Personal Devotion</b>	Mornings	F1-6 Optional
<b>Students Prayer Meeting</b>	Wednesday - School Hall (13:30-14:10)	F1-6 - Optional

## UNIFORM

To check what clothing and equipment is required, please refer to our Uniform and Equipment list available on our website Documents & Downloads page.

Equipment to be provided by pupils: Bible, school bag or small rucksack, scientific calculator\* (Forms 3-6), mathematical set\*, pens, pencils, colours, ruler\* (30 cm), eraser and pencil case. Additional items may be required for particular subjects.

Chengelo hoodie for casual wear only\*.

**\* - indicates item is available from the school uniform store**

- In the cold season, once the Headteacher has given permission, the following items may be worn **with** school uniform:
  - Jacket or fleece only to be worn **over a school jersey** and must not be worn in the classroom unless the teacher gives permission. The colour must be **plain** black, navy, or grey. No hoods are allowed.
  - Scarf, gloves, woollen hats/head socks - **plain** black, grey or navy blue.  
**Scarves, gloves and hats must be removed before going indoors**
  - Plain - navy or black tights for girls.
- Girls' skirts must extend to the knee.
- A plain white T-shirt may be worn as a vest under school uniform (no writing/patterns).
- Clothing must be kept in a good state of repair.
- All items of clothing should be clearly named on the inside of the garment. Permanent pen on the **outside of any garment is not allowed**.
- Maximum of 4 pairs of casual shoes allowed. This includes slippers and wellington boots.

### School trips

Full uniform should be worn unless a member of staff informs the pupils.

Students **must not** return to school with extra items of tuck or food from home.

### Jewellery

- A small, discreet necklace/chain is permitted on weekends and must remain under clothing.
- All other Jewellery is not allowed (including bracelets, ankle chains, beads, bands, rings & friendship bracelets).
- Girls may wear discreet gold or silver ear studs (no stones) or small sleepers (round in shape) - one in each ear **in the traditional position**. Pastoral Heads will decide what is acceptable. Boys are not allowed piercings.
- Only plain wrist watches are permitted.

Hair

1. Girls' hair should not extend beyond the shoulder blade. Hair must be tidy and natural looking. Beads in the hair are not allowed. Neither dyed or tinted hair nor dyed or tinted braids are allowed. Braids can only be black or off black.
2. Hair must be off the face and girls' hair must be tied back properly with plain navy blue, black or white fasteners. Scarves are not allowed.
3. For boys, **only conventional hairstyles are permitted** - no steps, flat tops/cushion tops/quiffs with shaved sides or long hair over the ears, eyebrows or collar. Boys may not dye or relax their hair. **Your hair must be smart and short at the start of each half of term.**
4. Students are not allowed to shave/cut their eyebrows.
5. Students are not allowed to cut each other's hair.
6. All boys must be clean shaven and must not share razors.
7. If a boy returns with dyed hair, his hair will be cut immediately. Girls who return with dyed hair will be sent back home to correct it.
8. Appropriate hair style and length for girls and boys will be at the discretion of the Pastoral Heads and will be cut if deemed too long.

Make-up and nail varnish

1. Make-up is not allowed at any time.
2. Pupils must not use nail varnish or false nails. Nails must be kept short.
3. Coloured contact lenses are not permitted at any time.

Hats and Caps

No hats or caps are allowed to be worn indoors. Only Chengelo caps may be worn as part of school uniform or PE kit. No other caps are allowed. When in casuals any cap or hat may be worn (but not indoors!). Do-rags are only permitted in the hostels.

**CLINIC**Before Lesson 1

If you feel unwell, you must report to your houseparent immediately, and certainly before breakfast.

You may only lie in bed in the hostel with permission from your houseparent (before 09:00). You must then go to the clinic at 09:00.

If you are very unwell (e.g. temperature of 37.5+), your houseparent will send you to the clinic with a responsible escort/member of staff at 07:00 hrs. **You must not remain in the hostel or attend clinic unless instructed to by your houseparent.**

During Lessons (including break)

If you feel unwell during lessons you must get written permission from your teacher to go to the school office. The secretary keeps a supply of paracetamol and Ibuprofen. She will consult with the nurses whether to refer you to the clinic or send you back to your class.

Clinic Times

Monday to Friday:

Morning	09:00	Pupils in bed
	10:00	Secondary pupils go to the clinic if their name is in the Hostel Clinic file. Serious cases only at this time (non-serious cases go to Evening Clinic).
Evening	16:30	Secondary pupils - who must be referred by houseparents

If you feel unwell during prep, the teacher on duty will not refer you to the clinic unless it is an emergency. If there is an emergency, one member of prep duty staff will escort you to the clinic.

Prefects are not allowed to refer anyone to the clinic. House parents should not be disturbed during Prep time with medical issues.

Saturday Pupils refer to the duty houseparent.  
Pupils in bed come to the clinic at 09.30.

Sunday Pupils refer to the duty houseparent.  
There is only an emergency clinic.

Clinic visiting hours for pupils: 16.15 - 17.00 at discretion of clinic staff. Permission to visit must be granted by both the House parent/Duty House parent and the Nurse on duty.  
Boys may not enter the Girls' ward and *vice versa*. Visiting is not allowed at any other times.

#### Isolation Ward/Isolation Units

Students in this ward are not to leave without permission from the nurses. No visiting in this ward.

#### Meal Arrangements for Sick Pupils

Clinic monitors are responsible for collecting meals if students are sick and Clinic staff have given permission for them to stay in the hostels.

If the pupil is in the Clinic, meals will be collected by the Clinic maids. On Sundays all meals, including lunch, need to be collected from the Dining Hall by clinic monitors.

#### Off-Sports Notes

These can only be issued by clinic staff (or by house parents before clinic time - if students are going to clinic).

### **LEAVING SCHOOL PREMISES**

Whenever you leave the premises, the school secretary must sign you out in the exeat log book in Admin.

#### **Students must arrive and depart in full school uniform.**

A Gate Pass will be issued from Admin. You have to submit this to the Gate Guards as you leave.

You will not be allowed to leave the school premises for training or exercise unless you have permission from a senior member of staff.

### **WEEKENDS**

If you wish to go home for a weekend you need to have a written arrangement made between your parents/guardians and the Headteacher/Deputy Head. A written request must be made by parents/guardians no later than the Wednesday before the weekend. If permission is granted, the school secretary will fill in the details in the exeat log book and issue a pink Gate Pass from Administration. This will only be given to you if the school has received the necessary details from your parents. If your parents are sending a driver, your parents must email the school with the driver's details. You may only leave after enrichment at 15.45 on Friday and **must return** by 17:00 hours on Sunday. Any requests outside these times must be granted by the Headteacher/Deputy Head.

When you are picked up or dropped off you must report to your Houseparent/Duty Houseparent and sign in at the hostel. Your Houseparent/Duty Houseparent will check your luggage on your return.

**You will not be allowed to leave the school premises without a pink gate pass obtainable from admin.**

### **VISITING ON SITE**

1. Hostel monitors must seek permission from their own house parents as well as the houseparents from the hostel they are visiting.
2. Any student visiting a member of Staff at any other time must obtain a Visiting Slip and carry it with them.

### **GENERAL**

1. Chewing gum and lollipops are forbidden.
2. Correction fluid is not allowed.
3. Sprays (deodorants etc) are to be used with caution and for their intended purpose only.
4. You are responsible for labelling and looking after your own possessions; lending/borrowing is not permitted.
5. You are expected to greet all members of staff, visitors and adults politely and clearly as you pass them.

**LOST PROPERTY**

It is your responsibility to make sure that all your possessions are clearly labelled and are not left unattended. If you do lose something you should first look for it and then report it to a house parent or Tutor. If it is still not found, report to the school office where lost property is kept. At the end of the school year any unclaimed lost property will be given away.

Name labels are available in school at a fee.

**FORM PRIVILEGES****Form 1**

- May use tuck shop K750.00 allowance per term
- 5 sets of casual clothes and 1 set of formal clothes for special occasions.
- Use of Common Room
- Attend Saturday evening activity
- Move out of hostel in free time up to 17:15
- Lights out 21:00
- Allowed table tuck - sauces & cereals

**Form 2 (in addition)**

- Supervised evening swim by staff

**Form 4 (in addition)**

- Saturday evening coffee
- May take rest in the immediate vicinity of the hostel
- 7 sets of casual clothes and 1 set of formal clothes for special occasions.
- May shower after prep

**Form 3 (in addition)**

- Lights out 21:30
- Allowed a Kindle, MP3 player/iPod but must be with headphones.
- May bring your own bicycle and cycle in free time during daylight hours after school (no cycling after supper). Helmets are advised for safety.
- May take Quiet Time in the immediate vicinity of the hostel
- 6 sets of casual clothes and 1 set of formal clothes for special occasions.

**Form 5 (in addition)**

- Lights out 21:45
- 8 sets of casual clothes and 1 set of formal clothes for special occasions.
- Supervised Sport after prep by staff (by arrangement with hostel parents or Tutors)
- Saturday and Sunday evening coffee
- Friday evening video
- 2-person dormitory
- May shower at any reasonable time by arrangement with the House parent

**TUCK**

Sweets, fizzy drinks, chocolate, basic stationery and toiletries are all available via the Tuck Shop.

**Students must not bring tuck from home: e.g. sweets, crisps, biscuits, fizzy drinks, noodles.**

**TABLE TUCK/TUCK**

Pupils are allowed to bring 'table tuck' to school. This may include pepper, spices, sauces, pickles or spreads. They may also bring cereals, crackers and drinks such as tea, coffee, milo or squash etc. (no fizzy drinks) for consumption in the hostels.

**NO OTHER FOOD IS ALLOWED.**

This includes supplementary food such as sugar, noodles, tinned food, tuna, perishable food, pizzas, Hungry Lion packs, takeaway food etc. These are not allowed and must not be brought/sent to school at any time.