



CHENGELO SCHOOL

AS A WITNESS TO THE LIGHT

# STUDENT HANDBOOK

## SIXTH FORM

# 2024

***This Sixth Form Student Manual functions in addition to the Secondary Student Handbook. You should familiarise yourself with the student handbook, which, unless otherwise stated, still applies to Sixth Form. As a mature young adult, you have a good idea of Chengelo's expectations, so this handbook does not spell out every rule and procedure; some things go without saying!***

## ETHOS

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. To fulfil the latter, we have chosen a motto which embodies what we are trying to achieve during your time in the Sixth Form: *"Continuity and fulfilment"*.

*Continuity* expresses our commitment to take you from IGCSE level, where you are heavily dependent on teachers, and equip you to thrive in the challenging adult world outside Chengelo's gates.

*Fulfilment* is an exciting dimension, exclusive to our Sixth Form. The academic programme is rigorous and exciting, but we also offer the widest possible exposure to opportunities in outdoor education, sport, leadership training and discipleship. Our goal is to identify multifaceted talent and maximise your potential both inside and outside the classroom.

You can expect to be treated with respect by staff and the rest of the school, and you will have an increased level of freedom and privilege. In return, you will be expected to assume responsibilities. Your standards of conduct and your demeanour will be an example for others to follow – expect to be told when you are falling short in this area.

We want your time in the Sixth Form to be enjoyable, fulfilling and rewarding. We trust that with your co-operation this will be so.

## ACADEMIC

While **all timetabled lessons are compulsory**, your timetable will be a little different from the one you had at IGCSE. You should now expect a different style of teaching and learning: sometimes you will have to prepare the material for the lesson, deliver presentations or lead group discussions; sometimes you will conduct individual research or do background reading. A Level courses are a BIG step up from IGCSE – be prepared for it.

### Private Study

Chengelo expects you to do at least 3 hours of private study every day; staff will ask you to follow up with notes, tasks and assignments and you will want to do a lot of independent research and wider reading. To this end, you will have several private study times – when no formal lessons are scheduled. We expect private study lessons to be used for study, not recreation or rest, but how and when you choose to do your work will, to some extent, be up to you. **All deadlines must be kept**; you will need to be highly organised and motivated to work hard, right from the start!

### Sixth Form Prep

To keep up with some of the demands placed on you, you will have two hours of supervised prep, from 18:30 to 20:30, Monday to Thursday and Saturday. On Thursday, prep finishes at 20:00 to allow students to attend discipleship.

**Lower Sixth**

Prep will take place in the designated classrooms/venues and will be supervised by a member of staff.

During prep:

- you must stay in the Library
- you may not use headphones or listen to music
- you may use your laptop for academic work only
- prep work should be independent study only, unless you have received permission to work in pairs or small groups from the Deputy Head (Academic).

**Upper Sixth**

Prep will take place in individual rooms, in respective hostels.

During prep:

- you must be in your own room
- **you must leave your door open**
- you are not permitted to shower, play DVDs or listen to music

You may only leave your prep venue for discipleship groups, prefect duties or any other valid reason. This should be by prior arrangement with the Deputy Head (Academic) and the Pastoral Head of Sixth Form.

Other activities may be carried out before 18:30 hours.

**GENERAL EXPECTATIONS**

Sixth Form Students must:

- be models for lower school pupils to look up to
- put in a daily minimum of 3 hours of independent study
- do assignments well and hand them in on time
- follow all the school rules
- be well organized and good timekeepers

**REPORTING AND ASSESSMENT**

During term time, your work will be assessed. For AS/A Levels, as with IGCSEs, this will be a letter grade corresponding to available grades and will also reflect the predicted result. You will receive a full written report in term 1 which will be published on our parent portal at the end of term. In term 2, at the beginning of the half-term break, there will be a parent/teacher consultation where we hope you, your parent/guardian and your teachers will meet here at Chengelo to discuss your progress. At the end of term 2, a transcript of your Mock examination results will be made available on the parent portal.

Final examination times will be determined by the Cambridge Examination Board. Please note that this may mean you will have to write external examinations during school or public holidays. The school will make arrangements to accommodate you during these periods. The modular nature of courses means that each student will have a variable pattern of commitments – make sure you know yours thoroughly.

### DAILY PROGRAMME

Monday – Friday

*Before breakfast – rise, wash, dress and have a quiet time*

- 06:45 Breakfast
- 07:20 Assembly/Tutor Time
- 07:45 Lesson 1/Private Study
- 08:30 Lesson 2/Private Study
- 09:15 Change over time
- 09:20 Lesson 3/Private Study
- 10:05 Break in the Sixth Form Centre
- 10:30 Lessons/Private Study recommences
- 12:30 Lunch for students on Private Study/ lesson 6 continues
- 12:50 Lunch followed by rest in your hostel
- 14:15 Afternoon lessons/Private Study begin
- 15:45 Normal lessons end
- 15:45 Lesson 9 & 10 for some students
- 16:00 Sports practice/Physical activity encouraged
- 17:30 Supper in Dining Hall
- 18:30 Prep starts
- 20:30 Prep ends – return immediately to hostels.  
Prep on Tuesday will finish at 20:00 for discipleship groups.
- 21:15 Prayer with House Parents in the hostel common room.
- 22:00 You must be in your room and the hostel must be quiet.

*For Saturday and Sunday - see separate section on weekends*

### BOUNDARIES AND MOVEMENT

The boundaries of the Secondary School apply. (see *Pupil Handbook, page 4-5: Boundaries*) You must ask permission to go out of bounds and, if granted, you must inform your Houseparent of your whereabouts. Students who are invited to a staff house must have a written invitation, and be given written permission from their Hostel Parent. Movement around the school should show sensitivity to others and your movement or presence should not disturb any other school activities. It is important that Sixth Form do not give an impression of aimless wandering or time killing.

#### **The Sixth Form hostels**

Girls must not walk on the footpath or on the grass near the boys' hostel. At no point should they be in the area between the boys' hostel and the hedge/trees or socialising outside the boys' hostel (in particular sitting on the logs near the hostel). Boys must also not be at the girls' hostel or its surroundings. When walking/socialising near the hostels, all students are encouraged to stay in the open grass area between the classrooms and the hedge/trees. The tree area between the hostels is also out of bounds for socialising.



### Student exercise and leaving school premises

If you wish to exercise out of the school grounds or leave the school grounds, you must apply for a Gate Pass from the admin office. Gate passes will be issued to those who provide a valid reason (decided by the staff member issuing the gate pass) for being out of school and whose parents have consented. The passes must be handed in to the gate guard on departure and collected on return. Those going out of school must be in groups of three or more, unless specifically agreed with the Deputy Head (Pastoral/Academic), and should be of the same gender.

Groups should:

- Follow the procedures for obtaining a Gate Pass from administration.
- inform their **Houseparent, Pastoral Head** and a **duty staff member** that they are going out.
- supply a written list of who is going
- leave a written description of the route they will be taking with the gate guards (who will note in their pass book the date, time and names of students as they leave and return)
- be back in school half an hour before supper
- not be out during lesson time, church service or other whole school event

### Swimming

1. No swimming without permission and supervision from a member of staff.
2. No ducking, pushing, running or horseplay.
3. Shallow racing dives only.
4. School swimming costumes/trunks are to be worn

## EXCLUSIVE RELATIONSHIPS

Chengelo does not allow exclusive boy/girl relationships (see *Secondary Student Handbook: General*).

## SIXTH FORM STANDARDS OF DRESS

*Proverbs 22:6 "Train up a child in the way he should go; even when he is old he will not depart from it."*

In general - **smart, modest office** wear is the aim. ***The following standards must be met:***

### Boys

#### Everyday:

- Plain, black or dark blue trousers
- Plain, black shoes
- A plain, collared formal shirt, which must be tucked in
- A thin, plain, navy or black belt with a small buckle
- A matching tie (optional)
- A plain, V-neck jumper, jersey or cardigan for cold weather (no hoodies or sweatshirts)
- Gum boots and an umbrella for the wet season
- Trainers and Football boots for sport (see *Pupil Handbook, page 8: Uniform – Sportswear*)

#### Formal occasions:

As above with

- A plain white, collared shirt, which must be tucked in
- Sixth Form Tie (NOT optional)

### Embellishments

Small discreet and thin necklace/chain is permitted but must not be visible. No other jewelry is allowed. Wristbands or body piercings are not allowed at any time.

*For Hair – see Pupil Handbook*

### Girls

#### Everyday:

- A plain, black or dark blue, A-line or straight skirt, which must be knee length or longer (no slits longer than 8 cm)
- Plain, black or dark blue ladies' formal pants
- A **modestly cut**, plain, collared blouse with sleeves, which must be buttoned above the cleavage and tucked in.
- Smart, plain black shoes/sandals (not flip flops) with heels not exceeding 5cm.
- Black boots are permitted as long as they are smart, flat and not exceeding 5cm.
- A plain, V-neck jumper, jersey or cardigan for cold weather (no hoodies or sweatshirts)
- If a belt is worn, it must be a thin, plain, navy or black belt with a small buckle
- Gum boots and an umbrella for the wet season
- Trainers for sport (*see Pupil Handbook, Uniform – Sportswear*)
- Football/hockey boots where necessary (*see Pupil Handbook, Uniform – Sportswear*)

#### Formal occasions:

As above with

- A plain, white blouse/shirt
- Smart, plain black shoes (not sandals)
- Sixth Form Tie (if wearing a shirt)

### Embellishments

- Jewellery must be minimal and discreet.
- Body piercing is restricted to **two studs or small earrings in each ear lobe**. No other piercings of any kind are permitted.
- Only **clear or nude nail varnish** is allowed.
- Powder/foundation is permitted as long as it is minimal, natural looking and discreet.

### Hair

Hair dyes and tints are to be in shades of black or brown only. No other colours are permitted. Hair length should be no longer than the **middle of the back**.

*Students must conform to all other regulations stated in the Pupil Handbook.*

## DISCIPLINE

As a member of the school community you are bound by its rules and regulations. In fact, you are expected to uphold them yourself and through your example ensure that standards are consistently maintained. Breaches of rules will be subject to the removal of privileges, usually in consultation with the Pastoral Head of Sixth Form. Consistent or serious breaches of rules are subject to the same regulations as the secondary school and sanctions will be administered through Senior Staff and the Head teacher.

## SIXTH FORM CENTRE

Your classes will take place in classrooms, the Sixth Form Centre, Science Laboratories or Art and DT rooms. The centre lounge and café can be used for work, however these areas are

primarily meant for leisure purposes. Therefore, it is highly recommended that students choose one of the classrooms to work in during study periods. Music should not be played loudly anywhere in the centre during class time, however, very low level, background music may be played in the lounge area as long as it is appropriate and not disturbing students. Always be respectful and think of others.

In the cafe, limited kitchen facilities are provided for the preparation of **light snacks and drinks**. A fridge/freezer is provided so that you can safely store perishable food. Cooking of heavier meals is only allowed on Saturday up to 21:00 and before 10am on Sunday. Cooking is permitted after rest on Sunday up to Fusion. **Kitchen facilities must be left clean and tidy**. Braaing is only permitted when stated on the entertainment programme or by prior arrangement with the Pastoral Head of Sixth Form.

**Meals must be eaten in the DH at the times stated on page 4.** Morning break time is not a substitute for Breakfast.

**Food must not be taken out of the DH.**

Students are permitted to use their laptops during the day to access the Internet. You are not permitted to upload any software or games, or to try to reconfigure or change settings in any way. A full **ICT User Policy** will be given to you to sign at the start of the year - it is your responsibility to be familiar with this and to follow it at all times.

Non-Sixth Form students are not permitted inside/ around the Sixth Form Centre without permission.

### IN THE HOSTEL

Your supervision in the hostel is the responsibility of your Houseparent. They may make any reasonable request of you and this should be complied with immediately. You have not been allocated any specific hostel duty times; it is expected that you will maintain high standards of cleanliness and tidiness. If deemed appropriate, rotas for specific tasks will be drawn up by your Head/Deputy Head Prefect(s).

In particular, the following guidelines need to be stressed.

- You must bring and use your own **mosquito net**
- Medical and **clinic referral** is the same as in the Secondary School (see *Pupil Handbook, page 10: Clinic*)
- Know and follow the **fire-drill** - regular practices will be held
- **Laundry** arrangements are as indicated by the Houseparent
- Students are **only** permitted to buy tuck/ refreshments etc from the tuck shop.
- You are not allowed to bring **cooking implements** to school (hot plates/ mini cookers), as they constitute a fire hazard. Kettles, however, are permitted. Please clarify any specific issues with the Pastoral Head of Sixth Form or your Houseparent.

### Valuables

You are discouraged from keeping any valuables in the hostel. Hand in everything of this nature, including money which exceeds ZMK 350, to your Houseparent at the beginning of term. Be aware of security risks and make provisions accordingly. Lockable wardrobes are provided and should be used. If you bring in valuables from home, they are your responsibility. Be aware that accidents can happen. Chengelo School will not be held responsible for any accidental damage to any valuables you bring from home.

### Music and media

When playing music and other media, you need to be sensitive to others at all times. Music is allowed in the Hostel Common Room at break, after school and after prep in the evening. You may play music in your room, but it must be considerate and respectful and should not be audible outside your hostel.

After the school day (**Prep is considered part of the school day**) you may watch Series/Movies etc or play computer games in the evening **once prep has finished**, at the discretion of the Houseparent. You may bring suitable movies/music/console games from home, but all students will be expected to be discerning of what they watch and listen to and to be self-controlled in how much they watch. This is a contentious area. The arbiter in these matters will be your Houseparents and the Pastoral Head of Sixth Form.

### Mobile phones

A privilege of Sixth Form at Chengelo is that you are entitled to bring a mobile phone to school. We appreciate this is an important element of people's lives in the modern age and can play a positive role in learning when used appropriately.

We know you will understand your responsibility as a role model to younger students who do not have this privilege and accept the policy outlined below:

- Mobile phones may only be used in the Sixth Form Centre and the 6th Form Hostels.
- If you are seen using your phone by a member of staff outside the clearly designated areas, the phone will be confiscated and should be collected from the Deputy Head seven days from the date of confiscation. Repeat offenders of this rule risk having their phones confiscated for a longer period including/up to the end of the term or year.
- Refusal to hand over your phone to any member of staff will be considered a Serious Incident and sanctioned in accordance with the School's Behaviour Policy.

### Usage

**Monday-Thursday:** Students may have their phones from 15:45 and must hand in their phones/tablets by 07:00 the following morning.

**Fridays** and going into the weekend: 15:45 - 18:00 AND 20:30 on Friday until 07:00 on Monday.

### Laptops

Laptops are permitted in the Sixth Form for personal use only. We strongly advise that you buy and consistently use a lightning/surge protector. **All computers must be used in line with the School's ICT Policy.** If these rules are ignored or abused, students will lose the privilege of having a laptop at school. **Students are not allowed to view or download any unsuitable or illegal material.**

IPods and earphones are only to be used **in the hostel** and in the Sixth Form Centre - nowhere else. **Earphones are not to be worn around school.**

### Visiting other hostels

If you wish to visit students in other hostels you must have written permission from your own Houseparent and you must request permission to enter other hostels from the duty Houseparent in the hostel you are visiting, at the time of your visit.

If you are unsure of anything, **consult first**, either your houseparent or the Pastoral Head of Sixth Form. In this way, all confusion should be avoided. If you feel the need to address an issue, the



preferred route is to see the individual concerned. Matters of general concern can be raised with one of the representatives of the Planning Group (see *below*), your Houseparent, tutor, the Pastoral Head of Sixth Form, the Deputy Head Pastoral (Pastoral issues) or The Deputy Head Academics (Academic issues) respectively.

### **PLANNING GROUP**

The purpose of the Planning Group is to raise day-to-day issues concerning the Sixth Form with the Pastoral Head of Sixth Form in the first instance or relevant staff members in a formal framework and to work with the entertainment prefects to plan the Sixth Form weekend entertainment programme. The group consists of 2 Upper Sixth and 2 Lower Sixth students who meet every half term. To be elected, you should be able to discuss issues with staff, weigh up replies and then report back to the group in an accurate, objective manner. You will need to be approachable, so that your peers feel comfortable when asking you to address issues, able to think logically and creatively and able to express ideas and information effectively. Further, you should have a clear desire to see the Sixth Form operating in a way which most benefits Sixth Form students and the school at large. You may be called upon to represent the school at formal occasions. In the interest of exposing ALL sixth form students to leadership opportunities a member of the Planning Group can not come from the Prefects' team.

### **RESPONSIBILITIES**

You will be expected to assist staff in the running of the school by taking on several responsibilities, as required. These responsibilities will expose you to public view and junior students will mirror your example. Strive for consistency and fairness. Sixth Form students are encouraged to be involved in and run clubs, entertainment and other enrichment activities as and when they happen. Sixth form students will be required to be a big brother/sister to form 1 pupils throughout the year.

### **DISCIPLESHIP**

Secondary Discipleship Groups run on Tuesdays from 20:00 hours. Sixth Form students are encouraged to remain in or join their respective sixth form Discipleship groups, but it is entirely voluntary. You may expect to assume some form of leadership role alongside staff members in these groups, if you feel comfortable doing so. Those who do not attend Discipleship meetings are expected to remain in their hostels.

### **HOUSES**

Sixth Form students will remain members of the school's House System and any new students will join one of the existing houses. You will be expected to join in activities and encourage participation and support for your House. Attending House assemblies will be compulsory, as it is in the lower school.

### **WEEKEND PROGRAMME**

The Planning Group, in consultation with the entertainment prefects and duty staff, agrees the details of each weekend programme. Weekend meal times are the same as for staff and the Primary School. Breakfast is at 07:45 hours, lunch at 12:30 and Supper at 17:30. Attendance at breakfast on the weekends is optional. Please be out of the Dining Hall at 13:00 hours, as weekend meals are formal.

At weekends, there is a wide variety of activities for you to get involved in, and you can tailor your programme to suit your own interests and enhance your CV. A few of the opportunities available are listed below.

You may:

- Participate in the DofE, up to Gold level. This opportunity allows personal development in the areas of service, skill, recreation and exploration/expedition, which build character and are integral to Chengelo. It is a prestigious award which higher education institutions and employers value as it provides evidence of well-rounded students who are capable of setting and meeting targets and overcoming challenges.
- Assist or run clubs and Booster classes in the Secondary School or King's Kids and Creche on Sunday. These require commitment, leadership, enthusiasm and management skills.
- Assist in Christian leadership/ Community Service/ Local church projects, which shows compassion and an active role in the community.
- Assist with sports practices and fixtures – encouraging attendance, training teams, travelling with them and helping to organise and officiate at matches. This demonstrates management, specific knowledge and coaching and tactical skill.

On Saturday evenings, entertainment is organised through the Planning Group and entertainment prefects. Sixth form braais and socials will take place at the Sixth form Centre, while sporting events will be held at the Grandstand/tennis courts. Other locations may be used for whole school functions during the term. These events are **compulsory for all students**. You may be asked to help organise whole school entertainment from time to time.

Sunday should remain a day set aside for rest. This is an important biblical principle and students should aim as far as possible not to engage in academic work on Sunday. All Sixth Formers are encouraged to attend the church service of the Mkushi Christian Community (10:00hrs) and 'Fusion' (18:45hrs). Opportunities to participate in both of these will be made available for interested students during each term. Where you have a specific testimony, you may be encouraged to share this publicly.

## VEHICLES

If you hold a valid driving license under the Laws of Zambia then you may, with **written parental permission**, drive yourself to and from school. Once on the property, your vehicle is to remain parked at the workshop. You may **not** use the vehicle at any time. If you wish to use a vehicle off campus e.g. to drive home, permission must be requested from the Head of Secondary.

If you are to carry any passengers to or from school, then **prior written permission** must be obtained from **both** sets of parents. In both cases, the school accepts no responsibility for the safety of drivers and/or passengers during journeys.

## YOUR FUTURE

Our Sixth Form at Chengelo is now well established. However, we are always looking for ways to enhance and improve the Sixth Form, for you and future Sixth Form students. You have a valuable and unique position in being able to help shape the ethos and running of the Sixth Form, and to contribute to setting high standards for others to follow.

We all recognise that a 'good school' is not simply because of the buildings, equipment and facilities, but it comes from the people who are there – you! The quality of Chengelo's Sixth Form will therefore largely be determined by you.

Our experience so far is that Sixth Form students have a special relationship with each other and with staff and that the right attitude and spirit has enabled them to keep everything in perspective. We trust you will be able to emulate this and that your time in the Sixth Form will be one that you treasure now and in the years to come.

### **PHOTOGRAPHY CONSENT – PARENTS**

Over the years we have enjoyed strong parental support for using photographs of activities at Chengelo on our website and social media to share the many wonderful success stories of the school. However, we never take this for granted.

Chengelo is committed to protecting the children in our care and photography or filming only takes place with the permission of the Principal, and under appropriate supervision. When filming or photography is carried out by the news media, children will only be named if there is a particular reason to do so (e.g. they have won a prize), and home addresses will never be given out. No further information shall be included that identifies the child unless specific parental permission is obtained.

Images that might cause embarrassment or distress will not be used nor will images that may be associated with issues that are sensitive. In addition, we will only use images of pupils who are suitably dressed. We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons. If at any time you see a specific image of your child that you would prefer not be used, just contact us and we will ensure it is removed.

If, for any reason, you do not want us to use images of your son/daughter, please write to the Principal directly detailing the specific scenarios where you would prefer your child not be photographed.

The school will therefore utilise photographs of our students in promotional materials under the guidelines above unless we have specifically heard from you to the contrary.

We thank you for your continued support!