



CHENGLO SCHOOL  
AS A WITNESS TO THE LIGHT

# PRIMARY PARENT & STUDENT MANUAL 2024





# CHENGLO SCHOOL

## 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.*

### 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.*

### 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.*

### 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*

### 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.*

### 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!"*

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## **Welcome to Chengelo**

We would like to give you a warm welcome to Chengelo School. We trust that, with parents, pupils and school working together, we will together enable your child to develop physically, emotionally, spiritually and academically.

Chengelo School is a Christian school. It was opened in 1985 by the Mkushi Christian Fellowship and from those small beginnings it has grown to what it is today. We give thanks to God for his wonderful work here.

Chengelo seeks to appoint born-again, committed Christian teachers to its staff and we aim to underpin everything we do in the Christian faith. We recognise that as God is the creator of all things, our work with numbers, language, science, art or whatever it may be is grounded in our understanding of Him.

We encourage the children to develop their understanding of the Christian faith and this happens through times of prayer in class and in the hostel, through Sunday events such as King's Kids, through Religious Education lessons, regular in class devotions and, for older pupils, through discipleship groups. We believe that a person makes their own individual response to the calling of Jesus Christ and it is not the responsibility of anyone at Chengelo to make a pupil into a Christian. However, it is important to realise that even very young children do make their own commitment, even when there is no commitment to the Christian faith at home.

This booklet is written to give you information about how the school works. Should you ever have any questions that are not answered in this booklet, please do come into school and ask or e-mail or phone us.

## **Section A: Immediate Information**

### **Term Dates and Calendar**

The calendar for the academic year is available on our website at [www.chengeloschool.org](http://www.chengeloschool.org).

#### **TERM DATES 2024**

|                          |  |
|--------------------------|--|
| <b>Term 1</b>            | (6 weeks / 6 weeks)                                    |
| Open for Boarding Pupils | Sunday 7th January                                     |
| First Day for all pupils | Monday 8th January                                     |
| Half Term                | Saturday 17th February – Sunday 25th February          |
| Close                    | Thursday 28th March                                    |
| <b>Term 2</b>            | (7 weeks / 5 weeks)                                    |
| Open for Boarding Pupils | Sunday 5th May   |
| First Day for all pupils | Monday 6th May   |
| Half Term                | Saturday 22nd June – Tuesday 2th July (Heroes & Unity) |
| Close                    | Friday 2nd August                                      |
| <b>Term 3</b>            | (7 weeks / 5 weeks)                                    |
| Open for Boarding Pupils | Sunday 8th September                                   |
| First Day for all pupils | Monday 9th September                                   |
| Half Term                | Saturday 19th October - Sunday 27th October            |
| Close                    | Friday 29th November                                   |

### **Beginning of Term and Half-Term**

All boarding pupils should arrive by 16:45 on Sunday as this gives them time to settle into their hostel. Staff will be available to meet children from **08:30 – 16:45** but the first meal is not served until 17:00. At the start of term you must first visit the main school hall to receive your ticket which confirms to House Parents that your child is allocated a place in the hostel and that the fees have been paid. If your child will be returning late please contact the Head Teacher by giving reasons for their absence from school. If a pupil has not returned after two weeks of term and we have not received written notification, their place may be given to the next child on the waiting list.

### **End of Term and Half-Term**

End of term and half term for the whole school is usually on a Saturday. Please check the calendar. Pupils travelling with anyone other than their parents must have an email written by their parents addressed to the Deputy/Head Teacher giving permission for this.

### **Free Weekends**

In the middle of each half-term is a free weekend. Pupils may leave after school on Friday, or at lunchtime if they have a long way to travel. Pupils must return by 16:45 on Sunday, unless they are weekly boarders or day scholars. Children may go to their friends' homes, providing the school has received **written permission in advance** from both sets of parents. Requests must be received by the Wednesday before the free weekend.

### **Normal Weekends**

Termly boarders who stay on site at the weekend have a variety of activities and free time to enable them to enjoy the weekend in a relaxed atmosphere. Children may, as part of our provision, visit the local vicinity within 10km of Chengelo. The locations may include a walk up a local hill, a visit to the local dam, a visit to CTF farm, a visit to Noah's Ark game camp or a visit to a local field. Please inform the school if you do not wish your child to take part in these activities. Parents may take their children out for a weekend at any point during the term or visit their child on site should they wish.

This should be done with permission from the Head Teacher and the school should be contacted by the Wednesday before the weekend.

### **Visiting Staff Homes**

Children may at times be invited to staff houses on site for clubs (e.g. cooking), discipleship group, weekend activities, or sometimes for a break from normal hostel life. This should always be done with the knowledge of the Head Teacher or the House Parent. Please inform the school if you do not wish your child to take part in these activities.

### **Time Off School**

Permission is usually only given for overseas travel, health check-ups, weddings and funerals and must be requested in advance.

### **Communication**

As a rural school we are very aware of the lack of daily contact with parents which most day schools enjoy. Because effective education is a partnership between parent, child and school, it is important that we try to keep in touch. Our Facebook page will help to keep you informed about the activities of the school.

There are specific occasions for parents to talk to staff and to see your child's work. However, when you do come to school to see or collect your child, take the opportunity to talk to staff, see your child's classroom and look at their work. This will encourage them significantly. For some children who travel on the PTA bus, there is a danger that parents may never visit the school or meet a member of staff. Please encourage your child by visiting the school as often as you are able.

If you do want to visit the school to see your child or a member of staff, you can make an appointment to ensure that the member of staff is available and that we are able to accommodate your visit.

### **Contact Details**

|                  |                |                                    |
|------------------|----------------|------------------------------------|
| <u>Telephone</u> | Primary        | Mobile +260-979-999991             |
|                  | Primary        | Mobile +260-762-666661             |
|                  | Zongwe Hostel  | Mobile +260-969-032-243            |
|                  | Zongwe Hostel  | Mobile +260-969-034-507            |
|                  | Zambezi Hostel | Mobile +260-761-551-566            |
|                  | Zambezi Hostel | Mobile +260-765-750-186            |
|                  | Zambezi Hostel | Mobile +260-768-627-257 (WhatsApp) |

|               |                                |
|---------------|--------------------------------|
| <u>E-mail</u> | primary@chengeloschool.org     |
|               | primaryhead@chengeloschool.org |

### **PARENT TEACHER ASSOCIATION (PTA)**

The aim of the Parent Teacher Association is to support the school in the following way:

- to promote understanding and fellowship between School and Home with the aim of sharing responsibilities. The overall aim should be to advance the physical, moral and spiritual well-being of the students.
- to provide opportunities for parents to enter into the activities of the school and to assist in its development
- to give assistance to the school as requested by the Head
- to raise funds for projects approved by the Head.

The PTA is governed by an Executive Committee. An Annual General Meeting of the PTA will be held in term 1 each year.

## **PTA BUS**

The PTA organise a bus at the beginning and end of each term and half-term travelling to and from Lusaka. For more information, please contact the PTA executive group. Pupils will only be allowed to board the buses if their names are on the list.

## **Section B: For The Pupil**

### **Daily Schedule for Monday to Friday**

Our daily programme from Monday to Friday has the following pattern:

|       |  |
|-------|--|
| 06:30 | Rise, wash and hostel duties                           |
| 07:15 | Breakfast  |
| 07:50 | Registration and prayer                                |
| 08:00 | Lessons  |
| 10:00 | Break time   |
| 10:30 | Lessons  |
| 12:00 | Lunch and rest at hostels                              |
| 14:00 | Lessons  |
| 15:00 | After-School programme                                 |
| 15:45 | End of school day (On Wednesday, school ends at 15:00) |
| 16:15 | Shower time for boarders                               |
| 17:00 | Supper for boarders                                    |
| 18:00 | Prep/Discipleship: Grade 5 to 7 (Mon-Thurs)            |
| 19:00 | Hostel evening programme                               |
| 19:30 | Lights out at Zongwe Hostel                            |
| 20:00 | Lights out at Zambezi Hostel                           |

### **Weekend Schedule for Saturday and Sunday**

Our programme for Saturday and Sunday has the following pattern:

|       |                              |
|-------|------------------------------|
| 07:00 | Rise                         |
| 07:30 | Breakfast                    |
| 08:00 | Hostel Duties                |
| 08:30 | Activity 1                   |
| 10:00 | Break time                   |
| 10:30 | Activity 2                   |
| 12:00 | Lunch and rest at hostels    |
| 14:00 | Activity 3                   |
| 15:30 | Break time                   |
| 16:00 | Free time                    |
| 17:00 | Supper                       |
| 17:30 | Shower time                  |
| 18:00 | Evening activity             |
| 19:30 | Lights out at Zongwe Hostel  |
| 20:00 | Lights out at Zambezi Hostel |

### **Specific information for Daily Pupils**

1. School starts at 07:50
2. Daily children will rest/read at the hostel after lunch.
3. Children come to school in their P.E. Kit in the morning or afternoon they have sport.
4. School ends at 15:45, apart from Wednesday when school ends at 15:00. Grade 1 pupils finish school at 15:00 in term 1 and 2.

### **Specific information for Staff Children**

1. Staff children are required to go home and rest/read during lunch.

2. Staff children should do their prep at home, supervised by a parent. Staff children in grade 6 and 7 are welcome to do their prep at school.
3. Primary aged staff children are to be supervised by a responsible adult at all times when using the swimming pool at the weekends.
4. The Primary play parks are open to staff children on the weekends and during holidays, provided they are supervised by a responsible adult.

### **After School Programme**

Our After School Programme includes a variety of activities including sport, tuck time and clubs. These begin at 15:00 and finish at 15:45. Tuck time is held on a Wednesday at 15:00 and children will be dismissed by 15:15. Some team sport practices may be held from 16:00-16:45. Your child's class teacher can advise you when they give out the timetable at the beginning of each term. Please note that in Term 1 and Term 2, Grade 1 children finish school at 15:00. They should be collected directly from the classroom. In Term 3, Grade 1 pupils can opt to join in with the after school programme if they wish, but it is not compulsory.

### **Specific information for Weekly Boarders**

Please note that lessons/activities run as normal on Friday afternoons. Should you wish to take your child out earlier, please talk to the Deputy/Head Teacher or send your request by email.

### **RULES AND GUIDELINES**

Please read the following pages with your child to make sure they understand what is required of them.

In the Primary School we have 'Golden Rules' which are the basis for encouraging positive behaviour. The children are taught these expectations from a Christian perspective throughout the school with an emphasis on rewarding good behaviour rather than only looking at negative actions.

The Golden Rules are: -

- ✓ We pray and care for each other.
- ✓ We concentrate and try hard.
- ✓ We listen carefully.
- ✓ We respect everyone and their property.

Chengelo does not believe in rules for rules' sake. Each of the rules below has a reason behind it, which aims to ensure that the Primary School is a happy and safe environment for everyone.

### **General**

1. The following are forbidden: swearing, insulting language, bullying, aggressive behaviour, stealing, wilful damage including graffiti, knives and weapons.
2. You must know and observe the boundaries which are listed on page 9
3. Leaving the school grounds at any time is not allowed unless you are with a member of staff or your own parent.
4. The correct school uniform must be worn in class.
5. You may only participate in sport if you are wearing the correct clothing.
6. You must be dressed respectfully at all times. Girls are not permitted to wear short tops and short skirts.
7. You are expected to greet all members of staff and adults politely and clearly as you pass them.
8. Only in exceptional circumstances will you be allowed to use the school telephone and only then with the Deputy/Head Teacher's permission. Your parents will then be charged for this call.
9. You are responsible for looking after your own possessions; lending is not permitted.
10. Hats should be taken off indoors.
11. Chewing gum is not allowed.



### **Classwork and Prep**

1. Classwork and prep are your responsibility and must be completed on time.
2. Prep for weekly/termly boarders is to be done quietly in allocated classrooms. Staff children do their prep at home.
3. Uncompleted work must be finished in your own time as directed by your teacher.
4. If you find something difficult, it is important that you ask the staff member on duty for help rather than copy from a friend.

### **Dining Hall**

1. You must attend all meals.
2. All food served must be eaten in the Dining Hall and not taken outside.
3. You must have at least one portion of a vegetable with the main meal.
4. You must sit at allocated tables and not leave until dismissed.
5. You must eat quietly and have good table manners.
6. Tables must be cleared, wiped and chairs left neatly.
7. Plates and cutlery must be put in the correct places at the clearing tables.
8. Please note that table tuck is not allowed at breakfast time and lunch time.

### **Hostels**

1. No boy may enter the girls' dorm and vice versa.
2. All medicines must be handed in to your House Parent. Medicines should be clearly labelled with your name and the dosage.
3. Movement around the school after supper or prep must be authorised in writing by your House Parent.
4. In the hostel it should be relatively quiet and there should be no running in corridors, playing on or with furniture, or playing in the bathrooms.
5. Mosquito nets must be used every night.
6. Lunchtime rest should be taken on your own bed quietly. Day scholars will be allocated bed space if it is available or rest in the common room if not.
7. Electronic devices such as phones, laptops, tablets or iPods should not be brought to school.
8. Pupils must sleep in their own beds.

### **Swimming Pool**

1. No swimming unless a member of staff is on duty.
2. No ducking, pushing, running or horseplay.
3. Racing dives only.
4. You must change into a costume or swimming shorts and not wear P.E. shorts.
5. Staff children may swim in their free time if the pool is not being used as long as they are supervised by a responsible adult and adhere to the rules displayed at the pool.

### **Primary Ropes Course**

Hostel children may use the Primary Ropes Course after school when a House Parent is supervising.

### **Boundaries**

The following areas are out of bounds unless authorised by a member of staff:

- a) Library, music and computer rooms
- b) Kitchen and kitchen yard
- c) Staff houses and gardens
- d) All school offices and staff room
- e) Secondary school classrooms and hostels
- f) 6<sup>th</sup> Form Centre
- g) Buildings under construction
- h) Water towers

- i) Workers' compounds
- j) Vegetable gardens
- k) Farm building, pump houses, workshops and gensets
- l) Fields containing animals or crops
- m) All vehicles (farm, staff) including motorbikes and bicycles
- n) Outside the perimeter fence
- o) Senior Ropes Course
- p) All primary school store rooms e.g. P.E
- q) Swimming pool
- r) Sunshine shop

## **PROCEDURES**

### **Classroom**

1. You should arrive at school on time when the bell is rung in the morning at 7:45 and in the afternoon at 13:55. Do not enter the playground or classroom area before the bell is rung.
2. You should carry any books and equipment needed for the day in a named bag.
3. You should not enter a classroom unless a teacher is present. If a teacher does not arrive please inform the Head Teacher or Secretary.
4. If a visitor enters the classroom you must stand and greet them politely.
5. Exercise books should be kept neat and tidy – do not draw or scribble on the covers or you will be asked to buy a new one.
6. Classrooms should be kept tidy.

### **Break Time**

1. You must wash your hands before queuing for break.
2. You must not be inside a classroom at break unless permission has been given by a teacher, or it is raining.
3. Grade 7 monitors are responsible for break time equipment, which should be returned to them when the bell goes.
4. You should use the toilet and drink water during break time.
5. When the bell rings, you should stop playing and line up in silence with your class and remain there until the duty teacher tells you where to go.

### **Library**

1. You may use the Primary School Library during designated class times and break time.
2. Books borrowed must be looked after carefully and not left on the ground or anywhere outdoors.
3. If you misplace or damage a book you will be charged for it.

### **Tuck**

Tuck is delivered to school on Wednesdays at 1500 and usually includes a packet of crisps, a chocolate bar and a small drink. Each term, parents will be asked to confirm whether they require tuck for their children. This will be included on your invoice each term. The amount spent is monitored each week and deducted from this amount.

Termly boarders also visit the school tuck shop on Saturdays.

For boarders, please do not bring juices, sweets, crisps, biscuits etc. to consume throughout the half term as these are available at the tuck shop or provided by school. The school also provides a snack and a drink twice daily.

### **Table Tuck**

Boarding children are allowed to bring the following tuck to last a term:

- Two 500ml jars of spread. E.g. peanut butter, Nutella or jam.

- Two 500ml bottles of sauce. Eg tomato ketchup or barbecue sauce
- One 500g container of hot chocolate or Milo etc.

Children are not permitted to bring seasoning such as salt or Aromat seasoning. Any excess tuck may be confiscated to ensure that the distribution of tuck is seen to be fair for all children and that they are not consuming an unhealthy amount.

### **PASTORAL CARE AND DISCIPLINE**

We believe that pastoral care and discipline go hand in hand and our aim is to mould the character of the pupils by disciplining in love. Standards of discipline are high, yet at the same time we are able to maintain a 'family' atmosphere where relationships between pupils and staff are excellent. We hope that our rules are clear, fair and logical and we always attempt to apply them consistently.

### **Rewards and Consequences**

Our policy is to be positive wherever possible. When children are doing the right thing they will receive rewards such as:

- ✓ Verbal praise
- ✓ Positive comments in books
- ✓ Stickers
- ✓ Core Value Points via Class Dojo
- ✓ Credits related to learning
- ✓ Certificates linked to credits
- ✓ Shining Star of the Week Certificate
- ✓ Work shown to another teacher, parent, or Deputy/Head Teacher
- ✓ Work shown in Celebration Assembly
- ✓ Class rewards like extra break or an in class treat
- ✓ Prize Giving awards

When the rules are broken, there are inevitable consequences which may include:

- Being spoken to by the teacher
- Moved to sit by yourself
- Work in another class
- Missed break
- Missed tuck
- A behaviour slip
- A debit and parents contacted
- Gating
- Out of school suspension
- Suspension pending a Board decision (Exclusion)

Pupil behaviour in the Primary School will be managed through the credit and debit system.

### **Credit and Debit System**

We actively encourage and nurture positive behaviour and hard work through our Credit System. This rewards children for displaying positive learning attributes *such as* good manners, taking a risk, independence, problem solving, rising to challenge/challenging self, collaboration, producing a particularly good piece of work and observing the Golden Rules or theme of the week.

If a child has produced good handwriting, for example, they will receive a credit. If a child gains 10 credits, they receive a Bronze Award. If they acquire 20 credits, they receive the Silver Award. If they acquire 40 credits, they receive the Gold Award. If they acquire 60 credits, they are awarded the highest award - the Platinum Award.

### **Debits**

If a child is demonstrating incorrect behaviour, they will be given a warning. If this behaviour is repeated, they will be issued a behaviour slip to reflect on their choices. If a child receives 3 behaviour slips, the Deputy Head will give them a debit. Some behaviour choices will be deemed immediately unacceptable and therefore result in a debit. Once issued a debit, the child will complete a 'debit report' with the Deputy Head to reflect on their choices and pray; this report will be filed. The child will then be given appropriate consequences for their actions. If a child continues to offend, this will lead to gating, then out of school suspension. Parents will be contacted if pupils are issued with a debit.

### **Gating**

This means the withdrawal of privileges, the restriction of the pupil to their hostel during free time and they will be required to wear school uniform at all times. The pupil may also be placed on a report card to monitor progress. A letter is sent to the parents or legal guardian and a copy is left on the pupil's file.

### **Suspension**

The pupil is sent home for up to two weeks. The parents or legal guardians will be required to attend an interview with the Head Teacher prior to re-admission. A letter is sent home warning that this is the pupil's final warning and a copy is put in the pupil's file. The Board of Governors will be informed.

A pupil may be suspended for any repeat offence or deteriorating behaviour. Suspension will also be used for serious offences such as wilful damage to property or a serious case of bullying or aggressive behaviour or other serious inappropriate behaviour.

### **Suspension Pending a Board Decision**

The Head Teacher suspends a pupil who will be sent home until the Disciplinary Committee meets to discuss the case. The Disciplinary Committee is chaired by the Principal with at least two other board members. Parents have the option of removing the pupil from the school. The Disciplinary Committee may decide to reinstate or they may permanently exclude. If they feel they do not have sufficient information to make a final decision they may conduct a follow-up interview with parents, pupils or staff to further investigate the case before making a decision. They may reinstate the child if given appropriate assurances. Pupils will have submitted a written statement of the incident.

Following the Disciplinary Committee's decision, parents have the right to appeal their case in writing to the Chairman of the Board. An appeals committee, chaired by the Chairman of the Board, who will brief all Board members on the case, will review the decision made. Once the Board has made its decision this will be considered a final decision.

Some serious offences lead to automatic suspension pending a Board decision. Examples of this would include a student found in possession of drugs or inappropriate sexual behaviour.

### **ACADEMICS**

The school's academic year runs from January to December. The Primary School is divided into seven Grades, which correspond with Zambian Grades 1 – 7 and UK years Reception to Year 6. There is also a Preschool for local pupils. The curriculum followed is broadly that of the UK but adapted where appropriate to fit into a Zambian context.

Pupils are taught the following subjects:

- English;
- Maths;
- Science;
- Religious education;
- Physical education;
- Music;

- Social studies which includes art and design, geography, history and Computing;
- Personal, Social and Moral Education; and
- IciBemba

Computers are available for use for all pupils both in the Primary and Secondary School computer room.

**Grade 7 pupils take the Entrance Examination for Chengelo Secondary School and so are not entered or prepared for the Zambian Grade 7 examination.**

At the end of each term you will receive a report. We encourage you to discuss the report with your child and to contact the school if you have any queries about your child's performance. You will also be invited to a Parent Teacher Consultation in term 2 to discuss your child's progress.

### **CHRISTIAN ACTIVITIES**

Christianity at Chengelo is not seen as something separate from other subjects but permeates through the whole curriculum and is hopefully reflected in all we do in the classrooms, on the sports fields and in the hostels.

All pupils attend assemblies and religious education lessons. Termly boarders also go to King's Kids on Sunday morning. Prayer times and devotion times are conducted in the classroom and hostels. Grade 5 - 7 pupils also attend a weekly Discipleship Group which staff organise.

### **PRIMARY ADVENTURE EDUCATION**

Our School hosts a unique Primary Adventure Education Curriculum, at Ndubaluba Outdoor Centre, aimed at Christian character growth and leadership. The curriculum is highly experiential and progressive in nature, spanning from Preschool to Grade 7. It involves real life character building experiences, including activities such as canoeing, climbing, abseiling, adventure racing, bush craft, environmental activities and night walks. Your children will often be put into situations where they have to explore, search, dig deep, trust and reflect. Caring for the environment is also an important theme.

Our Curriculum is made up of compulsory class camps (Grade 1-7) as well as an optional adventure programmes for those wanting more action! They can take on further Ndubaluba Adventure days or sign up for the amazing 'Rumdoodle Award'. In order to gain this prestigious award, students need to complete a number of different challenges whilst in Grades 5-7.

### **What to bring on outdoor trips**

Parents and House Parents will receive an information letter before each class trip. This will include general camp information as well as 'a what to bring list'.

### **Further information**

Phone Ndubaluba office on:

Landline +260)-215-352259 or Mobile +260-968-575-269

Email [ndubaluba@chengeloschool.org](mailto:ndubaluba@chengeloschool.org)

### **SPORT**

Your child's physical fitness and development are an important part of their education whilst at school. All pupils take part in regular sports sessions as part of their weekly routine unless they have a medical problem supported by a recent letter from their doctor. Sports may include: soccer, tag rugby, athletics, netball, volleyball, tennis, hockey, cricket, rounders, cycling, cross-country running and swimming. The Primary P.E. curriculum aims to teach skills which are required for sport so the main emphasis is on this in early years.

### **EXTRA CURRICULAR ACTIVITIES**

These are provided throughout the week so that weekly boarders and local day pupils can take part. The activities offered each term reflect the interests of the pupils and staff. At different times the following activities may take place: sewing, cycling, ballet, chess and draughts, debate, drama, Chongololo club, science club, football, dance, recorders for beginners and advanced, orienteering, choir, cooking, gardening, art and craft, computers and many other academic and skill-based clubs.

A club timetable will be sent to you each term. Please go through this with your child and help them choose the club they would like to attend. Many pupils also have additional optional music lessons which are available at a charge and with the parents' written consent. If you would like your child to have such lessons, please contact the school.

### MUSIC, DVDS AND BOOKS

As a Christian school we acknowledge the fact that music, DVDs and books can have a profound effect on a child's behaviour and attitude towards others and themselves. We try to educate the pupils to be able to discern for themselves what types of music are good and which are unhelpful. Pupils are not allowed to bring CDs, books or DVDs to school which contain explicit sex, foul language or rebellious or satanic messages. We would appreciate it if you would support the school by not sending your child to us with such material in their possession. Any inappropriate material will be confiscated. Appropriate CD's/DVD's will be provided by the House Parents for hostel activities.

### UNIFORM & EQUIPMENT

#### Uniform

##### Girls

Blue and white checked dress\*  
White ankle socks\*  
Chengelo blue jersey\*  
Black school shoes  
Chengelo Primary blue hat\*

##### Boys

White short sleeved shirt\*  
Grey trousers or shorts\*  
Chengelo blue jersey\*  
Grey socks\*  
Black school shoes  
Chengelo Primary blue hat\*

##### Sportswear – all pupils

Chengelo PE T-shirt\*  
Navy blue shorts\*  
Chengelo swimming costume\*  
Chengelo house T-shirt\*  
Trainers  
Swimming cap/goggles\*

\* **Indicated items that can be purchased from the school uniform store.** The Chengelo hoodie is for casual wear only.

In the cold season, once the Headteacher has given permission, the following items may be worn **as part of the** school uniform:

- Girls may wear plain navy or black tights with their dresses or black or grey trousers with a white shirt.
- The Chengelo navy fleece can be worn **over a school jersey**.
- Jackets, scarves, gloves, woollen hats/head socks should be plain black, grey or navy blue. **Jackets, scarves, gloves and hats must be removed before going indoors**

All clothing and linen must be clearly named and this will be checked by the hostel parents. Iron on name tags can be purchased at the school uniform store. Weekly boarders are expected to take laundry home for washing on the weekends, although on parents' requests, washing can be done at school during the school week.

### Equipment

All children should bring a Bible.

Stationary is provided by the school, however children may bring their own pencil case containing pencils, crayons, rubber, sharpener, ruler, glue stick.

### General Clothing Rules

1. Jackets are not to be worn in the classroom over uniform unless given permission by the teacher.
2. Sports shirts are not to be worn under school shirts.



3. Hostel children should bring no more than four sets of casual clothing, mainly suitable for outdoor play.
4. Jumpers should not be worn in the hot season after break.
5. You should look smart in uniform.
6. Clothing with undesirable logos may be confiscated.
7. In the cold season, a plain white t-shirt may be worn under the normal shirt.
8. All children need wellington boots in the rainy season and an umbrella or thin waterproof coat with a hood.

### **Jewellery**

1. Girls may wear small plain gold or silver studs or sleepers - one in each ear in the traditional position.
2. **No other jewellery** should be worn or brought to school. This will be confiscated.

### **Hair**

1. For girls, natural hair or braids must be off the face, in a neat style that can be easily maintained by the pupil herself and fit under a school hat or in a swimming cap. Longer hair must be tied back for school with a blue, black or white hairband. The hair colour should be natural (including braids) with no beads. **Braids should be no longer than shoulder blade length.**
2. For boys, hair should be short and off the face, in a neat style. The hair colour and texture should be natural. Hairstyles such as mohawks, quiffs with shaved sides, steps, flat tops/cushion tops and excessively long hair over the ears, eyebrows or collar are **not permitted**.
3. If hairstyles are not in line with school expectations, parents will be informed. The hair will then need to be cut or changed.

### **Make-up and Nail Varnish**

These are not allowed and will be confiscated if found in the hostels.

### **Lost Property**

It is your responsibility to make sure that all your possessions are clearly labelled and are not left unattended. If you lose something you should first look for it and then report it to a member of staff. You need to check your classroom, Primary admin, grandstand, library, computer room, hostel, dining room and anywhere else you have been. Lost property left out overnight is taken to the secretary. At the end of the year any unclaimed lost property will be given out.

### **MEDICAL CARE**

If you feel unwell before school, you must report to your House Parent. You must not attend clinic unless referred by the House Parent or with a note from the teacher. If you are not well enough for school, the House Parent will take you to the clinic at 09:00. If you feel unwell during lessons, you must have a note from your teacher to leave class and see the secretary or Deputy/Head Teacher who will decide if you need to go to clinic.

### **CLINIC TIMES**

#### Monday to Friday

|         |               |                |
|---------|---------------|----------------|
| Morning | 09.00 – 10.00 | Primary Pupils |
| Evening | 16:00 – 17.00 | Primary Pupils |

#### Weekends

Pupils refer to the duty House Parent or teacher who will liaise with the clinic as necessary. There are no set clinic times but the clinic staff are available in case of emergencies.

Staff children should be taken to clinic by their own parents and not sent to school with a note asking someone else to take them.

### **Accidents**

All accidents involving children must be logged by the staff member on duty. For most things the clinic will contact you directly but major accidents will be communicated to parents by the school management.

### **Medical**

There are school nurses on site all the time and a clinic is run as above. The clinic staff will inform you in writing each time your child visits the clinic. If treatment is given, you will be charged accordingly on your next invoice. In the case of serious or long-term illness the school will contact you and ask you to collect your child and take over the responsibilities for arranging treatment. We also try to inform parents where possible if a primary child needs to stay in clinic.

The school also uses the services of a doctor at Tusekelemo Clinic in Mkushi who is able to provide a laboratory service and perform operations.

We do request that you inform us in writing at the end of each holiday of any illness which your child may have had or come into contact with, along with any doctor's letters, notes or advice. We also ask that you do not send your child back to school if they are already sick or if they require medical tests. If they are on medication this should be handed in to the House Parent on arrival together with specific instructions on when it is to be taken. Pupils are not allowed to have any medicines in their possession. You are also asked to inform the school of the preference for malaria prophylaxis for your child. The three options available are:

- a) Deltaprim
- b) Paludrine
- c) No treatment.

If your child takes prophylactics at school, please ensure that they continue the treatment during the holidays.

Each pupil is also treated with vermoz twice a year.

In the case of an emergency, the school's responsibility is to get your child to the nearest medical centre that can deal with the situation. In practice this would mean taking your child to Tusekelemo Clinic. The school cannot take responsibility for organising medical treatment outside the country. However, **if you are members of a medical evacuation scheme (e.g. MRI) you should send copies of your membership documents to the school** and in an emergency we would contact the organisation immediately.

## **Section C: General Details**

### **SCHOOL PHILOSOPHY: Origin and Ethos of Chengelo School**

In October 1985, during a church retreat, the Mkushi Christian Fellowship was presented with the challenge of starting a secondary school. The urgent need for such a facility was based upon the fact

that there had been a general decline in educational standards and people in rural areas particularly did not have easy access to secondary education. The cost of education overseas or in neighbouring countries was prohibitive and led to many leaving the country when their children reached secondary school age.

After much prayer and careful consideration, the leaders of Mkushi Christian Fellowship decided to establish a secondary boarding school rooted firmly on Christian principles in the Mkushi district. It should provide education particularly for children of farmers and people actively involved in Christian work and be an outreach into the community, training potential church and national leaders.

At the beginning of 1986 a farmhouse and outbuildings with 200 hectares of land was donated for the school. A Trust was established and after recruiting sufficient staff and acquiring temporary classrooms, the doors were opened in 1988 with an initial intake of 50 children. On the advice of an educationalist from Durham University in England, it was agreed that there should be two classes in each year in order to cover a range of subjects for the Cambridge IGCSE in the fifth year. It was anticipated that the school would have 250 pupils by January 1994.

In September 2018 Chengelo celebrated its 30<sup>th</sup> anniversary. It now has a Pre-School, a Primary School, a Sixth Form and an Outdoor Centre. We thank God for his provision. The students are achieving excellent results at IGCSE and A-level allowing them the option of attending international universities. It has been wonderful to see ex-students coming back both as volunteers and members of staff.

The school is governed by a Board with representatives from a broad spectrum of Christian leadership in Zambia. Its function is to coordinate the provision of material and human resources and oversee the direction and development of the school. A fundamental policy is that the school should be a 'non-profit' organisation and fees should only cover running expenses, not capital costs.

The Board decided to call the school 'Chengelo' from a Bemba word which means 'light'. Its motto is "As a witness to the light". The Christian ethos of the school is based on the following principles: -

- God is acknowledged and taught as being the creator and sustainer of all things;
- Knowledge of the triune God and Biblical truth is considered essential for balanced physical, mental and social development;
- Each individual person is seen as having a specific value in the eyes of God and, therefore, all types of gifts, abilities and personalities are given equal opportunity;
- Biblical moral standards are taught as unchanging;
- All teaching and administrative staff are committed Christians.

Teachers come from a wide range of countries and cultures. They are well qualified in their respective fields and feel called by God to serve in the school. Thus they are highly motivated to give their best. They are expected to foster the principles outlined above enthusiastically.

While the Christian foundation is trans-denominational, it is recognised that a variety of Christian traditions are represented in the school, both at staff and pupil level. For this reason, denominational aspects of the Christian faith are approached in such a way as not to unnecessarily offend or cause disunity. Rather, a balanced approach, respectful of the opinions of others, is encouraged.

## **GOVERNANCE AND MANAGEMENT**

The school is owned by the Mkushi Christian Fellowship Trust. The Trust is registered with the Registrar of Companies as a Trust Company and has been given charitable status by the Zambia Revenue Authority. The school is overseen by a Board of Governors.

Governors are nominated and elected by the Board and membership is open to committed Christians who have a general interest in education and a specific interest in the Lord's work at Chengelo. Many also have had children or grandchildren at the school and so are able to represent your views as parents. The Board meets at least once a term.

The School is managed by a team of people:

|                  |                                 |
|------------------|---------------------------------|
| Paul Vines       | Principal and Head of Secondary |
| Clyde Moodley    | Head of Primary                 |
| Alan Champkins   | Head of Ndubaluba               |
| Chimwa Mutambo   | Business Manager                |
| Erasmus Mutoloki | Human Resource Manager          |
| Esther Mbewe     | Financial Manager               |

#### The Primary School Management Team is as follows:

|               |                     |
|---------------|---------------------|
| Clyde Moodley | Head of Primary     |
| Fraser Swan   | Primary Deputy Head |

#### Primary House Parents:

|               |                                  |
|---------------|----------------------------------|
| Sharon Mwansa | Zongwe Hostel for Grade 3 - 5    |
| David Tembo   | Zambezi Hostel for Grade 6 and 7 |

#### COMPLAINTS PROCEDURE

As a school it is essential that we work together with parents for the benefit of the children since education begins at home as well as at school. Parents are encouraged to attend events and local parents may be able to help in practical ways within the classrooms and hostels. We hope you find us approachable, as it is important that any concerns you have are discussed. We always welcome open communication and would much prefer to discuss problems as they arise rather than let small issues develop into big ones.

Very occasionally you or your child may need to make a complaint to the school authorities. The table below shows the lines of communication that the Board of Governors would like you to use in such cases. First contact the person listed under '1st Step'. This will ensure that your complaint is dealt with quickly and appropriately. If you are not satisfied with the school's initial response you should proceed to '2nd Step'. In the rare event that you are still not satisfied you may then make a formal appeal to the Chairman of Governors. The board will then consider your complaint and their decision on the matter will be final.

| Source | 1 <sup>st</sup> step  | 2 <sup>nd</sup> step | Appeal             |
|--------|-----------------------|----------------------|--------------------|
| Pupil  | Teacher/ House Parent | Deputy Head          | Head Teacher       |
| Parent | Teacher/ House Parent | Head Teacher         | Principal<br>↓     |
|        |                       |                      | Chair of the Board |
| PTA    | PTA Chair             | Head Teacher         | Principal<br>↓     |
|        |                       |                      | Chair of the Board |

## FEES

Chengelo is a non-profit making organisation. The term fees go towards the running costs of the school. Term fees are invoiced in Kwacha and are sent out to parents at the end of the previous term and must be paid in full by the first day of term. Fees are reviewed on a regular basis and are subject to change. Parents should expect an annual fee increase of no less than the published inflation rate. Separate Kwacha invoices will be issued for incidentals including uniform, medical, breakages, interest etc.

Certain discounts apply in the following situations:

- Where the full year's fees are paid in advance of Term 1 the student will receive a discount of 5%.
- Where more than one family member attends the school, a 5% reduction in fees is given to the second child and 10% to any subsequent children.

For those in examination classes, exam fees will be invoiced at the end of Term 2 and must be settled before the examinations are sat. Students in exam classes must have all their fees cleared in full before they are admitted in school for term three. There are no payment plans available in term three

## HOW TO PAY

Fees must be paid in full before the start of each term, unless prior agreement has been given from the Finance Manager. Payment should be made by bank transfer or by deposit into the following accounts. We will not accept cash payments.

- FNB Kwacha account no. 62537542012, sort code 262319
- FNB Dollar account no. 62537543234, sort code 262319
- Stanbic Kwacha account no 9130002723046, sort code 042308
- UK Barclays Bank Pounds Sterling account 10251917, sort code 201334

Payments made in foreign currencies will be converted to the Kwacha Equivalent on the date of receipt under bank details.

A card machine is available for visa or mastercard payments.

## Payment Plans

We appreciate that some of you make incredible sacrifices in order to send your children to Chengelo. We are prepared to allow parents in this situation to pay the school fees by installments but this must be requested well in advance to the Finance Manager [financemanager@chengeloschool.org](mailto:financemanager@chengeloschool.org).

1. Payment plan applications must be received by the Monday a week before the start of term. Any applications received after this date will not be considered.
2. All outstanding fees must be cleared before the beginning of the next term. Pupils will only be admitted to the school if a minimum of 30% of the current term's fees have been paid.
3. There is a 5% interest charge for any agreed payment date or post-dated cheque which is deferred.
4. Parents who default on their payment commitment for two consecutive terms will no longer be eligible for payment plans. They can be reconsidered after a complete year of solid payment record.

5. Any outstanding amounts on the first day of term without agreement from the Finance Manager will attract 5% interest .

Interest only applies to payment for school fees, not incidentals which have been built up during the term.

If these conditions are not met, we are left with no option but to send the child home. We do not like having to do this but we are sometimes forced into such a situation by parents who send their child back to school with an unpaid account, no money, and often without even a letter of explanation. Please avoid doing this to your child by contacting the school at the earliest opportunity to discuss your situation with Mrs. Mbewe, our Finance Manager. If you are in any doubt as to whether they will be admitted, please accompany them back to school so that you can sort things out personally.

### **Assisted Places and Bursaries**

The school sets aside a portion of its budget to fund Assisted Places at the school. This is normally used to reduce the fees of existing pupils whose parents are experiencing temporary financial hardship. Application forms for an assisted place are available from Mrs. Mbewe or Mr. Banda and these awards are reviewed on an annual basis. In addition, we have a limited number of bursaries funded by businesses, individuals and groups, both from within Zambia and overseas. These are allocated by the school on a discretionary basis. It should be noted that priority is given to full time Christian workers and farmers.

### **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!

**We would like to conclude by wishing you and your child many good years at Chengelo as together we go through the learning process. For learning is not just something children do at school but it is a life-long path for all of us. We pray that we may all develop in our knowledge of the world around us and of the Creator who has given us this wonderful world to care for and to enjoy.**