2027

SECONDARY PARENT HANDBOOK

Chengelo

as a witness to the light

INTRODUCTION

Welcome to Chengelo. We are pleased that you and your child have chosen to join our Chengelo family. In order for our school to function effectively there needs to be a sound basis of cooperation between staff, pupils and you as parents. The aim of this manual is to answer the majority of questions, which you might ask about the school. We would encourage you to read it carefully so that you understand how the school functions. This will then enable us to work together more effectively in educating your child.

This Parents' Manual has been divided into two sections; Section A deals with information that you will need straight away, whilst Section B contains much of the background detail of the running of the school.

Please note that this handbook applies to all Secondary Students, from Form 1-6, except where the Form 6 manual explicitly allows otherwise.

SECTION A

TERM DATES 2027

Term 1

Open (new F1 pupils)	Saturday 9th January
Open (rest of pupils)	Sunday 10th January
Half Term	Saturday 20th February – Sunday 28th February
Close	Saturday 10th April

Term 2

Open	Sunday 9th May
Half Term	Saturday 26th June – Tuesday 6th July (Heroes & Unity)
Close	Saturday 7th August

Term 3

Open	Sunday 5th September
Half Term	Saturday 16th October - Sunday 24th October
Close	Saturday 27th November

PICK UP AND DROP OFF

a) Beginning of Term / Half-Term

Pupils can arrive from **08:30 to 17:00** on Sunday. Staff will only be available to meet you during these times. If your child will be returning late, please contact the school giving reasons for their absence. If a pupil has not returned after two weeks of term and we have not received written notification, then their place may be given to the next child on the waiting list.

Children are expected to leave and return in full school uniform.

b) End of Term / Half-Term

You can collect your children from 07:30 am onwards on the dates stated above. We do not permit any child to be collected before the published end of term dates. This is our standard practice and ensures that all academic lessons, end-of-term commitments, and hostel routines can continue smoothly without disruption until our official close. Exceptions will only be granted for medical emergencies, bereavement, or critical family emergencies, and must be approved in advance by the

Headteacher. Therefore, please become familiar with our term dates and schedule any trips and activities in accordance with those dates.

Please also see the term calendar and read school letters carefully for details of any end of term/end of half functions or events such as Parent – Teacher Consultations and Prize-giving.

Annual Prizegiving

The recognition of student effort and achievement is an integral tradition of our school. Attendance by parents or guardians at the annual Form 1–4 Prizegiving ceremony is expected.

Event Date: Thursday, 26th November 2027 (concluding at 9:00 PM)

Student Collection: Following Prizegiving, we request that parents make arrangements to stay overnight in Mkushi and collect their children on Friday Morning. If this is not possible, kindly email at least 3 days prior so a gate pass will be provided for you.

Buses and Planes
The PTA organises a bus at the beginning and end of each term and half-term traveling to and from Lusaka and from the Copperbelt. There is also a chartered plane that flies from Lusaka. For more information, please contact our administration. Pupils will only be allowed to board the buses if their names are on the list.

c) Weekends

As parents of Secondary students, you are free to request weekend leave for your son or daughter, provided it does not clash with scheduled school events (e.g., Sports Day, Rockridge Challenge, etc.). To minimize disruption to learning, students may only leave school on Friday after Lesson 6. You may collect your child either:

- Before lunch: 13:10
- After lunch: 14:00

All students must return to school by Sunday at 17:00. Please note that taking multiple weekends away during a single term can be very unsettling for children; we strongly advise keeping these visits to an absolute minimum.

Request Procedure

- Requests must be sent by email to studentleave@chengeloschool.org no later than the preceding Wednesday.
- Where permission is granted, a Gate Pass will be issued to the student when they sign out.

Guidelines & Expectations

- Weekend leave is primarily intended for vital family events, medical emergencies, or pressing pastoral needs (e.g., family bereavement). Please schedule routine medical checkups and non-essential family gatherings during holiday breaks.
- Permission will not be granted if the student has committed to a pre-arranged school trip, sports fixture, or outdoor expedition.
- Punctuality: Students returned late on Sunday will forfeit weekend leave privileges for the remainder of the current academic year.

d) Time off School

Permission for pupils to be taken out of school at any other time must be requested in advance in writing to the Headteacher. Permission is usually only granted in exceptional circumstances such as close family weddings and funerals. Chengelo Term dates are published well in advance and our request is that parents adhere to those dates – including pick up dates/times at the start of a holiday/half term. Time off school is very disruptive and unsettling for students and staff and it affects academic progress even if only for a short while.

COMMUNICATION

PLEASE NOTE THAT STUDENTS (EXCEPT FORM 6) ARE NOT ALLOWED TO BRING PHONES TO SCHOOL. PLEASE DO YOUR BEST TO CHECK STUDENTS DO NOT BRING PHONES TO SCHOOL. ANY STUDENT FOUND WITH A PHONE WILL HAVE IT CHECKED FOR INAPPROPRIATE CONTENT AND THE PHONE WILL ONLY BE RETURNED 6 MONTHS AFTER GRADUATION.

As a rural boarding school we are very aware of the lack of daily contact with parents which day schools enjoy. For this reason, it is important that staff and parents make a concerted effort to keep the channels of communication open. Please, therefore, ensure that the school always has your **up to date phone number and email address**.

1. Parent Teacher Consultations (PTC)

2027 Consultation Days:	Forms 5 & 6	Saturday 20th February
	Forms 2 & 4	Saturday 10th April
	Forms 3	Saturday 26th June
	Forms 1	Saturday 7th August

Parent-Teacher Consultations are an essential part of our partnership with families. They provide valuable opportunities for parents to meet with teachers to discuss their child's academic progress, personal development, and overall wellbeing. These meetings help ensure that home and school work together to support each student's success. We strongly encourage all parents to attend, as consistent communication and shared understanding between teachers and families are key to helping students reach their full potential.

2. Personal Visits

You are more than welcome to visit the school at any time to see your child or a member of staff. We ask that you make an appointment **at least 48 hours in advance** to ensure that the member of staff is available. Should this notice not be provided, your child may not be granted permission to leave.

On most occasions your usual point of contact should be the House Parents or one of the school's Heads of House. These staff will have an overview of your child's academic progress, pastoral needs and discipline at the school, and work closely with the tutor.

3. Term Calendar

The calendar is published on the school website. Please read these publications carefully so that you are kept informed about what is happening in the school. The school also emails parents to remind them of important forthcoming events.

5. Contacting us:

Telephone: Secondary Admin: Tel: 0762-666 662
Secondary Admin: Tel: 0215-352 258
Secondary Admin: Cell: 0979-999 992
Primary Admin: Cell: 0762-666 661
Primary Admin: Cell: 0979-999 991
Outside Work Hours and Weekends Cell: 0762-666 663
Our e-mail address is: chengelo@chengeloschool.org

6. Contacting your Children:

Email:

Pupils will be given an email address when they first arrive. They can email you in their free time. Please take time to reply to emails from your children.

Hostel Phones

In order to ease communication with your children all our hostels have phones on which you can call to speak with your son or daughter. Students are only allowed to receive incoming calls and text messages. The times you can phone to speak to your children are:

Mondays- Fridays (Weekdays)
15:15- 17:30 hrs. (All hostels)
20:00-20:30 hrs. (Junior Boys' and Junior Girls' hostels)
20:35-21:15 hrs. (Seniors Boys' and Senior Girls' hostels)
20:35- 21:30 hrs. (All Form 5 hostels)
Outside these hours the phones will be switched off.

The numbers for the different hostels are:

Hostel	Phone Numbers		
Kafue (F1 B)	0969 329699	0969 329692	0967 934088
Kabompo (F2/3 B)	0760 779264	0766 247780	0760 779298
Kasanka (F4 B)	0763351751	0966 697520	0965 026598
Kalungwishi (F5 B)	0966 678271	0766 406655	
Lusenga (F1 G)	0761591583	0761591022	0761592795
Luapula (F2/3 G)	0761591358	0761591460	0761591951
Luangwa (F4 G)	0761591465	0761591451	0761591944
Lukusuzi (F5 G)	0761591596	0761590911	0761591432
F6 Boys	0964 617264		
F6 Girls	0964 617265		

8. Clinic Phones

The numbers for the wards are:

- Boys' ward 0966511595
- Girls' ward 0966511595

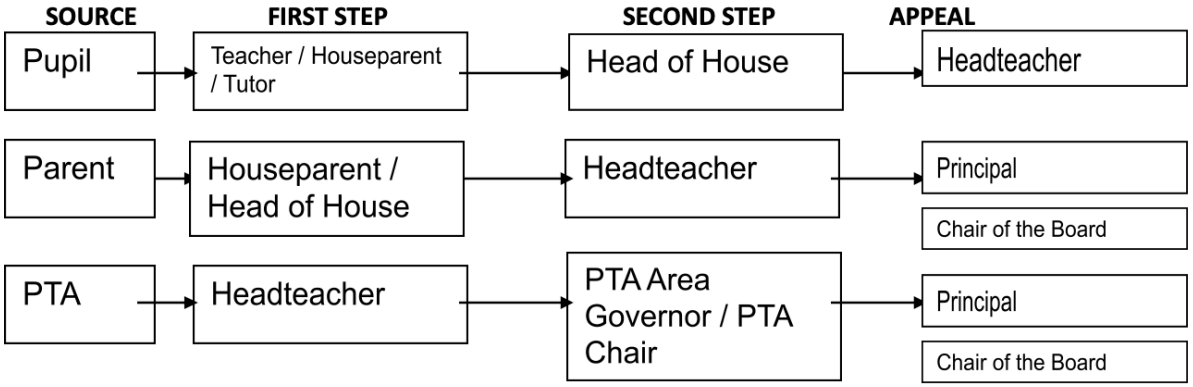
*Please note that the phones in the clinic will only be made available when a child is admitted and may be used from 07:00-08:00 am and 19:00-20:00.

COMPLAINTS

Very occasionally you or your child may need to make a complaint to the school authorities. We always welcome open communication and would prefer to discuss problems as they arise rather than let small issues develop into big ones.

The following table shows the lines of communication that the Board of Governors would like you to use in such cases. The first step you should take is to contact the person listed under 'First Step' below. This will ensure the complaint is dealt with quickly and appropriately. If the complaint is of a more serious nature, the staff involved will refer the matter on.

If you are not satisfied with the school's response you should then proceed to step two. In the rare event that you are still not satisfied, you may then make a formal appeal in writing to the Board of the Governors Chair. The Board will then consider your complaint in detail. Their decision on the matter will be final.



*Please note that in reviewing a complaint at each stage, consultation will take place. Teachers, Houseparents and Tutors will, where appropriate, consult with each other. Heads of House will consult with Houseparents and the Headteacher. The Headteacher will consult, where appropriate, with the Principal, other Heads and Senior Managers. The Chair of the Board will consult with other Board members. The responsibility for dealing with the complaint, however, lies with the named person/s at each stage. To ensure the most effective handling of complaints you are asked to follow the above procedures.

PARENT CODE OF CONDUCT

1. Purpose and Scope

At Chengelo School, we believe that a strong and respectful partnership between parents and the school is vital for the holistic development of our students. This Code of Conduct outlines the expectations for parents, guardians, and visitors to help foster a positive, safe, and supportive school community.

2. Our Expectations of Parents and Carers

We encourage all parents and carers to:

• Support the School's Ethos and Values – Uphold and respect Chengelo School's Christian ethos and values, reinforcing them at home.

• Communicate Respectfully – Engage with teachers, staff, and other parents in a courteous and constructive manner.

• Model Positive Behaviour – Demonstrate kindness, patience, and respect when interacting with students, staff, and other members of the school community.
• Follow Proper Channels – Address concerns by speaking to the appropriate school personnel, following the school's communication procedures.
• Uphold School Policies – Familiarise yourself with and adhere to school policies on attendance, discipline, dress code, and other areas.
• Encourage Student Responsibility – Support your child in understanding and respecting school rules and Expectations.

3. Unacceptable Conduct

To maintain a positive and safe school environment, the following behaviours are considered inappropriate and unacceptable:

- Disruptive Conduct – Engaging in behaviour that interferes with school operations or threatens the well-being of students, staff, or parents.
- Abusive or Aggressive Language – Using offensive, aggressive, or intimidating language, including shouting or displaying temper toward any member of the school community.
- Physical Aggression – Any form of physical intimidation, threats, or assault.
- Inappropriate Use of Social Media – Posting defamatory, offensive, or false statements about the school, staff, students, or other parents online.
- Unauthorised Access – Entering school premises without proper authorization or outside of designated visiting hours.
- Substance Use – Smoking, consuming alcohol, or using illegal substances on school grounds.

4. Addressing Breaches of the Code

- If a parent or visitor breaches this Code of Conduct, the school will take appropriate steps, which may include:
- Informal Discussion – A conversation with the parent to clarify expectations and resolve concerns.
- Formal Warning – A written notice outlining the breach and expected future behaviour.
- Restricted Access – Limited attendance at school events or on-site visits.
- Mediation Meeting – A facilitated discussion to resolve ongoing concerns.
- Legal Action – In cases of serious or illegal behaviour, the school may involve law enforcement or take legal steps.

5. Commitment to Partnership

By enrolling your child at Chengelo School, you agree to this Parent Code of Conduct and commit to fostering a respectful and collaborative relationship with the school. Together, we can create a nurturing and effective learning environment for all students.

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 Principal and Heads of School.

- to raise funds for projects approved by the Head.

The PTA is governed by an Executive Committee.

TUCK SHOP
All pupils have a tuck allowance to spend in the school tuck shop once a week. This is included on your invoice each term. The allowance is K1,200.00 per term. Each child has an account at the tuck shop, which starts in credit at the beginning of term, and any purchases are deducted from this amount. Any credit remaining at the end of the term will be credited to your account.

Sweets, fizzy drinks, chocolate and yoghurt are all available in the Tuck Shop.

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

TABLE TUCK
Pupils ***are*** allowed to bring 'table tuck' to school. This may include pepper, spices, sauces, pickles or spreads, cereals and drinks such as tea, coffee, milo or squash (no fizzy drinks). These can be brought to main meals.

NO OTHER FOOD IS ALLOWED. This includes supplementary food such as tinned food, tuna, perishable food, pizzas, Hungry Lion packs, take-away food etc. These are not allowed and must NOT BE BROUGHT/SENT TO SCHOOL AT ANY TIME.

TUCK BOXES
To store table tuck and items brought from the Tuck Shop, students must bring a tuck box to school. The maximum dimensions should be L65cm x H30cm x W40cm. This box should be lockable and is a storage space for personal possessions as well. The school will inspect the boxes at the start of each term and ensure that students do not bring prohibited items to school. **Any such items found will be confiscated. Food items confiscated will not be returned.**

HAIRCUTS
Boys return at the start of each half of term with short smart hair. Boys' hair must be **without** - multiple layers, stepped sides, flat/table tops, 'shades' or shaved sides – only conventional styles are permitted. They may not return to school with completely shaved heads.

Girls' hair must be tied back if it is long and they may not have braids or natural hair longer than mid-back length. Bleached, streaked, dyed (hair or braids) or beads are not allowed. Only black wigs are allowed. The school would be grateful if you could ensure that your child returns to school with a hairstyle that complies with the above regulations. Heads of House will decide on the suitability of students' hair. Please see the Pupil Handbook.

UNIFORM AND EQUIPMENT
Each pupil is required to have all the items indicated on the clothing and equipment list issued at the beginning of the year. Items of school uniform can be purchased from the school and are invoiced to you at the beginning of the next term. All clothing and linen must be clearly labeled on the **inside** of the garment and this will be checked by the house-parents. Girls' skirts must be knee length; short skirts are not permitted. Casual clothes must be decent: no low-cut garments, thin strappy tops or very short skirts/dresses. Please supply your child with a school bag for the safety and care of their books/equipment.

Pupils should **not bring expensive items** of equipment to school, e.g. Cameras, computers, video, iPods, etc. We would also like to remind you that the only item of jewelry which is allowed is one thin, discreet necklace or chain which must only be worn on weekends under clothes. No other Jewelry is permitted at the

school and we would be grateful if you would ensure that your child does not return with any in their possession.

Any device that can take photographs or that can connect wirelessly to the Internet should **NOT** be brought to school.

Please Note: **F1-5 STUDENTS ARE NOT PERMITTED MOBILE PHONES AT CHENGELO SCHOOL.** Please ensure your child leaves their mobile phone at home with you. If you live outside of Zambia, your child may bring a phone to school for travelling purposes **only**, but must surrender the phone to their houseparent immediately as they arrive in school. They may only collect their phone at the end of term on departure. If a child is found in possession of a mobile phone, our policy states that they will not receive the phone until 6 months after graduation.

TRANSFERRING TO OTHER SCHOOLS

We are always sad when pupils have to leave the school. We would be grateful if you could give us as much advance notice as possible. A leaving certificate will be issued once all school property has been returned and your account is cleared. **Please note that we require at least one term's notice or payment of a term's fees in lieu in accordance with our Conditions of enrollment.**

SECTION B

SCHOOL PHILOSOPHY: THE 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 key people in rural areas particularly did not have easy access to secondary education. The cost of education overseas or in neighboring 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 responded by deciding 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.

The school should have high academic standards and give the opportunity for young people to develop fully their God-given abilities in all spheres by including a range of practical and outdoor activities. It was emphasised that the school should provide neither a 'veneer' of Christianity nor be a 'spiritual hothouse'. However, it should give a positive exposure to Christianity, which will equip them for life in modern society.

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.

The school is governed by a Board with representatives from a broad spectrum of Christian leadership in Zambia. Its function is to co-ordinate 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.

Similarly, the captive audience of the classroom should not be used to proselytise pupils nor to promote particular doctrinal emphasis. However, there will be ample opportunity given to pupils to explore the claims of Christ. There is a pastoral counselling system to meet the pupils' needs and voluntary discipleship groups and church services are held regularly.

In these matters, due regard will be given to the sentiments of the parents or guardians of the children. It is recognised that teenagers are particularly susceptible to religious emotion and, therefore, consideration is given to a balanced and reasoned approach to the Christian faith.

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 and the Trustees with the following members:

Governors:

Mrs Helen Banda (Chairperson)
Mr Richard Thompson (Vice-Chairperson)
Dr Felix Muchimba
Dr Antoinette Phiri
Mrs Linda Siddle
Mr Patrick Coleman
Mr Peter de Wet
Mrs Kim de Wet
Mrs Ruth Chanda
Mr Jeremy Colvin
Principal (ex-officio)
Head of Secondary (ex-officio)
Head of Primary (ex-officio)
Head of Ndubaluba (ex-officio)

Trustees:

Dr Felix Muchimba Mrs Linda Siddle Mrs Cathy Moffat Mr. Harold Rea

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. Some have children or grandchildren at the school and so are able to represent your views as parents.
The School is managed by the Principal, Secondary Headteacher, Head of Primary and Head of Ndubaluba. Many responsibilities are delegated to the rest of the teaching staff and these are detailed on the staff list, which is published at the beginning of each year.

All questions, queries or comments relating to the running of the school should be directed either to the member of staff concerned or to the Headteacher. The Board of Governors request that you only refer matters to them if you feel that you have not received a satisfactory reply from the school management. Please use the email address secretarytogovernors@chengeloschool.org to contact the Board of Governors.

ACADEMIC

The school's academic year runs from January to December. Our daily programme from Monday to Friday has the following pattern:

DAILY ROUTINE

Morning
06:00 Rise/Tidy dorm
06:45 F1-3 Breakfast (F4-6 Devotion)
07:00 F4-6 Breakfast (F1-3 Devotion)
07:35 Lesson 1
08:30 Lesson 2
09:25 Lesson 3
10:15 Break
10:45 Mon Whole-School Assembly; Tues Tutor Time, Wed PSCD; Thurs House Assembly; Fri Tutor time
11:20 Lesson 4
12:15 Lesson 5

Afternoon
13:05 Lunch (F1-3)
13:25 Lunch (F4-6)
14:15 Lesson 6 (Thurs Discipleship)
15:05 Lessons end Sports/Extracurricular begin
17:05. All students below furrow (Within the hostel environment)
17:30 F1-3 Supper (F4-6 Duties)
17:50 F4-6 Supper (F1-3 Duties)

Evening
18:30 Prep
20:00 Hostel devotion (F1 and 2)
20:30 Hostel devotion(F4-6)
21:00 Lights out F1 and 2
21:30 Lights out F3 and 4
21:45 Lights out F5
22:00 Lights out F6

The Secondary School is divided into five-year groups or Forms which correspond to the Zambian Grades 8-12. The following table shows how these Forms compare to other international systems.

Chengelo	Zambia	UK	RSA	USA
Form 1	Grade 8	Year 7	Grade 8	Grade 7
Form 2	Grade 9	Year 8	Grade 9	Grade 8
Form 3	Grade 10	Year 9	Grade 10	Grade 9
Form 4	Grade 11	Year 10	Grade 11	Grade 10
Form 5	Grade 12	Year 11	Grade 12	Grade 11
Lower 6th	(University)	Year 12	(University)	Grade 12
Upper 6th		Year 13		(University)
(University)		(University)		

Your child will follow a broad curriculum in Forms 1-3 including the subjects shown on the list below. The syllabuses studied are designed to prepare the pupils for the IGCSE courses offered in Forms 4 and 5 and therefore students are not entered for the Zambian Grade 9 examinations. In general, the pupils are taught in mixed-ability classes with the exception of English and Mathematics. Pupils will be placed in sets for these subjects based on their academic performance and the sets will be reviewed periodically.

Forms 1 & 2
English
Mathematics
Science
Agriculture

Design & Technology
Music
French
Geography
History
Religious Studies
ICT
Physical Education
Personal, Social & Character Development

Form 3
English
Mathematics
Biology
Chemistry
Physics
Agriculture
Music
French
Design & Technology
Geography
History
Religious Studies
ICT
Physical Education
Personal, Social & Character Development

During Form 3 the pupils are given a choice of which subjects they would like to continue studying in Forms 4 and 5. The subjects and number of courses taken will depend on their academic ability, aptitude, career aspirations and the demand for each subject offered. Before making a final choice they will be given some careers guidance and there will be opportunity for discussion between pupil, staff and yourself. Once this choice has been made pupils may only change subjects with your agreement and that of the staff. As an indication of the range of choice given, the options for 2023 Form 4 are:

1. Compulsory:
   IGCSE First Language English
   IGCSE Literature in English
   IGCSE Mathematics (Core or Extended)
   IGCSE Coordinated Science (Double Award)
   OR
   IGCSE Biology, Chemistry and Physics.

2.	3 Subjects from:	IGCSE Agriculture IGCSE Art and Design IGCSE Business Studies IGCSE Computer Science IGCSE Design & Technology IGCSE Economics IGCSE French IGCSE Geography IGCSE History IGCSE Music IGCSE Physical Education IGCSE Religious Studies
3.	Non-Examination Subjects (compulsory):	Personal, Social & Character Development Physical Education

In the senior school, pupils are prepared for the Cambridge Assessment International General Certificate of Secondary Education (IGCSE) examinations. The IGCSE is directly equivalent to the GCSE examinations in England and Wales and the Zambian O-level. Pupils who expect to achieve high grades can choose to remain in the Sixth Form at Chengelo or transfer to other schools or colleges offering A Levels or the International Baccalaureate. Alternatively, pupils with good IGCSE grades who wish to apply to the local universities (UNZA and CBU) can do so.

IMPORTANT
We encourage all our students to complete the full Cambridge A-Level course all the way to A2 level. Past experience tells us that students with good A-Level examination results have a better chance of securing a place at a good or outstanding University.

The IGCSE is graded on a seven-point scale of A* to G with an A* being awarded for outstanding performance in that subject. These grades compare with the O-level system as follows:

IGCSE	O-level	
A-A*	1 or 2	Distinction
B-C	3 or 4	Merit
D-E	5 or 6	Credit
F-G	7 or 8	Satisfactory

In some subjects the IGCSE syllabus content is divided into 'core' and 'extended' material. Pupils will be set according to their ability by the relevant subject teachers. Pupils following the core syllabus are entered for the core level examinations and may achieve grades C-G. More able pupils study the extended syllabus and sit the extended level papers aiming for Grades A*-B. Grades C, D and E at core or extended level are equivalent and the final statement of results does not mention which level the pupil was entered at. The final IGCSE examinations are sat in October/November and the school retains the right to decide which level the pupil is entered for with the aim of them achieving the highest grade they are capable of achieving.

Coursework is an important part of several of these IGCSE courses. The staff are qualified to assess this work with the marks counting towards the pupil's final grade.

We ask that you help your child to study at home by providing them with a quiet area and encouraging them to adopt a disciplined study routine, particularly as they revise for their final exams in Form 5.

In order to progress to higher education or further training, students need to study further after secondary school. This is the post-compulsory sector. There is now a greater flexibility available to students studying in this sector. At Chengelo, we offer a curriculum of AS (Advanced Subsidiary) and AL (Advanced Level) subjects through Cambridge Assessment International Examinations (CAIE), the same awarding body as for the IGCSEs. We also offer the Cambridge International Project Qualification (IPQ). For more information, please refer to the Sixth form course guide or speak to the Head of Sixth Form.

AS and A-Levels are offered in the following areas to viable class sizes from January 2023:

Biology	Business	Chemistry	Art & Design
Computer Science	Literature in English	Geography	
History	Mathematics	Physics	
Design & Technology	Psychology	English Language (AS only)	

Some students will select 4 of the above subjects to study initially. The normal length of the AS course is 1 year. AS levels are graded on an A-E scale. Each AS is valued at half a full A Level (AL). Students who achieve high AS grades usually complete all 4 subjects to full A Levels. Alternatively, students may choose to pursue their best 3 subjects in the Upper 6th. AS and AL exams are taken in October/November. A Levels are graded on an A* - E scale.

All post-compulsory qualifications carry a point value, which is used by higher education to assess the level of entry of the student and to accredit them against certain course requirements. There is therefore much to be gained from your studies at this level.

In order to be considered for the AS and A Level course at Chengelo, students will need to meet the following entry requirements:

1. 5 IGCSE passes at grades A* - C, including English and Mathematics.
2. Grades A*, A or B in the subjects selected for AS or A Level

At the end of each term, you will receive an assessment summary with grades for each subject given on an A-E scale. In addition, a mark for attitude to learning is given on a 1-5 scale (1=Excellent, 2=Good, 3=Generally satisfactory, 4= Frequently unsatisfactory, 5= Very uncooperative). At least once a year each pupil will receive a full report covering each subject and comments from their houseparent and tutor. We encourage you to discuss the report with your child and to contact the school if you have any queries related to their performance. At the end of Form 5 and when they leave in Form 6 pupils receive an open testimonial for use in applying for employment or further studies. Our calendar for assessment and reporting is as follows:

TERM 1

End of Term	Form 1, 2, 4, 5	Assessment Grade Sheet
	Forms 3 and 6	Full Report

TERM 2

June	Form 3	Internal Exams
July	Form 5	Mock IGCSE Exams
July	Form 6	Mock AS and A Level Exams
End of Term	Form 5 & 6	Full Reports

	Forms 1, 2, 3, 4	Assessment Grade Sheet

TERM 3

October	Form 1, 2, 4	Internal Exams
Oct/Nov	Form 5	IGCSE Exams,
	Form 6	AS/AL Exams
End of Term	Forms 1, 2, 4	Full Reports
	Form 3	Assessment Grade Sheet
	Form 5	Testimonial
	Form 6	Leavers Testimonial

Each pupil can expect to receive individual careers guidance whilst at the school. This begins with aptitude testing in Form 3 in preparation for making subject option choices and progresses with help in preparing a curriculum vitae and submitting application for employment or further studies in Form 5 and Sixth Form.

DISCIPLINE AND PASTORAL CARE

We believe that discipline and pastoral care go hand in hand and our aim is to mould the character of the pupils by disciplining in love. Standards of discipline at the school are high, yet at the same time we are able to maintain a 'family' atmosphere where relationships between pupils and staff are good and a bond of love holds the school together. We hope that our school rules are clear, fair and logical and we always attempt to apply them consistently. The Pupil Handbook contains our rules and school procedures. We encourage you to read this with your child and ask that you sign the 'Rules Consent Form' when they enter the school to acknowledge that you agree with and support our standards.

Pupils in Form 1-5 carry a 'credit card' with them around the school. This is used to record 'credits' for good work. If they misbehave a debit will be entered on a referral slip. Each term the pupils with 10 credits receive a bronze certificate, 20 credits a silver certificate, 35 a gold certificate with platinum being awarded for 50 credits and a letter will be sent to parents. Debits are converted into detentions of varying lengths. The total number of credits and debits received each term is recorded on the pupil's report so that you can monitor their behaviour.

When things go wrong we deal with pupils on an individual basis and attempt to apply disciplinary measures that will be redemptive, restoring the pupil to right relationships and right behaviour. As a guideline the school currently uses the following hierarchy of punishments;

Level 1/Level 2
1st offence: Verbal Warning
2nd offence: Debits
3rd offense: Detention

Level 3
1st offense: Detention, email home to parents and 5 debits on record
2nd offense: Detention, email home and 15 debits on record
3rd offense: Gating sanction, letter home to parents and 15 debits

Level 4
1st offense: Gating sanction, detention and letter home to parents and 15 debits
2nd offence: Refer to Headteacher

Level 5

1st offence: Refer to Headteacher

1. Suspension by Head
   Suspensions are only given by the Headteacher in consultation with the Principal. When suspended, pupils will be sent home (or remain home) for up to two weeks. Parents/Legal guardians will be required to attend an interview with the Headteacher prior to re-admission. A letter is sent home and a copy put in the student's file. The Board of Governors will be informed.

   A pupil may be suspended for any repeat offence or deteriorating behaviour after they have already been gated. Typically, a student may be considered for suspension if they have been gated 3 times in a year. Suspension will also be used for serious offences such as smoking, alcohol, wilful damage to property including graffiti or a serious case of bullying or aggressive behaviour.

2. Suspension pending Board Decision.
   If a pupil is suspended for a Level 5 consequence, such as Bullying or sexual contact with another student, he/she 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 involved.) Parents are given the option to remove the pupil from school. The Disciplinary Committee may decide to reinstate or they may expel. 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 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 Chair of the Board. An appeals committee, chaired by the Chair of the Board, will brief all Board members on the case and 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 the possession of drugs or a boy or girl found in each other's dorms.

   You should note that the punishments become more severe the further one goes down the list. This is deliberate, and serves as an indication to you and your child of how serious their offence has been. A more detailed account of the school's discipline policy is available on request.

It must be stressed that there is no obligation on the part of the school to proceed through all five stages in order. It is permissible to use the maximum punishment at the first instance depending on the circumstances. For example, a student found in possession of drugs will automatically be suspended until a board decision. Pupils who show a persistent disregard for school rules or deteriorating behaviour will be dealt with appropriately and where previous punishments have shown no change in a pupil's behaviour, a student may be suspended or even expelled for such persistent poor behaviour.

It should be noted that when examples are given, they are **not an exhaustive list** and the school reserves the right to review individual cases and the right to define serious offences.

TUTOR GROUPS

On joining the school each pupil is assigned to a tutor along with about 10-15 other pupils of the same sex, in the same Form. This 'tutor group' will meet with their tutor on three separate occasions each week and the tutor is responsible for monitoring their progress, discipline and well-being. The work of the tutors is overseen by the Heads of House If you wish to discuss any concerns relating to your child's happiness or welfare you should contact the relevant House Parent or Head of House in the first instance.

BEREAVEMENT

From time to time, children may experience a death in the family. When you inform the school, we will either inform the pupil ourselves or leave the child in class until you arrive to inform them yourselves. We encourage you to talk to your children about what has happened. It is our usual school policy to encourage pupils who have recently experienced the death of a close relative, to talk with a member of staff about their grief. Experience has shown us that this is helpful for the child's long-term well-being. If you have any queries about this, feel free to discuss it with the Headteacher when the child returns to school.

CHRISTIAN ACTIVITIES

As a Christian school we organise a range of Christian activities as part of our school programme. There is a mixture of compulsory and voluntary activities so that pupils are not placed under pressure but receive a basic level of input with the freedom to make a personal response and find out more about the Christian faith if they want to. These activities include:

Compulsory	**Voluntary**
Quiet Time	'Fusion' - Sunday evening service
Assembly	Prayer Meetings - regular throughout the term
Religious Studies Lesson (F1-3)	Baptismal Classes
PSCD Lessons	Christians in Action (CIA) (Form 3-6)
Discipleship Group	North Church (F5-6)
Chapel (F1-4)	

The staff of the school are all committed Christians who come from many different denominational backgrounds. In our compulsory and large voluntary meetings we teach the basics of the Christian faith without taking a particular denominational line and in taking your child into the school we assume that you would be happy for them to attend such gatherings. Staff may run smaller groups, which touch on subjects which are controversial to some Christians, e.g. baptism in the Holy Spirit, but these are always optional and we do not put pressure on pupils to change their beliefs or act against your wishes.

We do not follow a programme of pressurised evangelism and prefer children to make their own spiritual choices, influenced by what they see in our lives and the lives of the pupils who are Christians. Staff speak freely of their own personal relationship with God but do not take advantage of 'captive audiences' in the classroom or assembly. One of our primary aims in having this school is to share the light of Jesus. Families who are not practising Christians need to accept that their child may show an increasing interest in becoming a Christian. Our policy is to inform you of any significant steps your child may wish to take in their spiritual life.

Please contact the Chaplain if you have questions or queries relating to the spiritual life of the school: chaplain@chengeloschool.org

SPORT AND TRAVEL

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 available include; Soccer, Rugby, Athletics, Basketball, Netball, Volleyball, Swimming, Tennis, Badminton, Hockey, Cricket, Softball, Rounders and Cross-country. Many pupils also join a school team and we endeavor to arrange frequent fixtures with other schools. These events are shown on the school calendar and you are encouraged to attend and support these fixtures, particularly if your child is taking part.

During each term we organise a large number of educational and sport trips, together with a variety of outdoor activities such as rock climbing, hiking and camping. We take it that the consent and indemnity form, which you signed when your child joined the school, gives permission for your child to take part in all these activities. We will only contact you asking for your specific permission for a trip if a) your child will be accommodated by the family of another student, b) it involves travel outside the country, c) you will be expected to contribute towards the cost or d) in the opinion of the Headteacher it involves more than the reasonable degree of risk than is normally experienced at the school.

EXTRA-CURRICULAR ACTIVITIES

Pupils have the opportunity to take part in a selection of enrichment activities which may include: drama, debating, environment club, crafts, chess, cooking, baking, car mechanics, cycling, community service, to name a few.

Pupils may also register for the Duke of Edinburgh Award using the experience they gain in their extracurricular activities to qualify for a Bronze, Silver or Gold Award. They have to show progression and commitment in four areas: Community Service, Sport, Skill and Expedition. The award is recognised internationally and is a useful addition to their curriculum vitae.

At least once during the year each pupil will take part in an outdoor activity. The aim of this outdoor emphasis is *"to provide a programme of safe, but challenging outdoor activities which are available and appealing to as many Chengelo pupils as possible"*. The emphasis is on safety, which results from careful planning. This includes pre-expedition reconnaissance, consultation and advice from experts, adequate knowledge and training of leaders, equipment which is appropriate to the terrain, activity and season, and well thought out contingency and emergency plans.

The outdoor programme is coordinated by the Head of Ndubaluba Outdoor Centre. Details of trips are published each term in the calendar.

In addition, there will be regular voluntary one-day trips for other outdoor pursuits such as rock climbing, abseiling, canoeing etc.

LEADERSHIP TRAINING

We hope that many of our pupils will one day go on to become future leaders in business, politics and the Church, and therefore we see leadership training as an important part of school life. Leadership is actively encouraged throughout. This involves seminars, role plays, group work and outdoor activities to find out more about themselves and their leadership potential. Once they are appointed in a leadership role, their performance is reviewed regularly and they are debriefed by their tutor and relevant staff members. Sixth form students are eligible to be nominated by staff and sixth form students, for the role of Prefects, Head Boy and Head Girl. Tutors, house-parents and senior staff review the nominations, and interview a short list of candidates. The Headteacher then appoints these students chosen to represent the school in these important leadership roles. A specific leadership training program will then help prepare these students for the responsibility of senior leadership.

MEDICAL

A clinic is run twice a day for pupils in the morning and evening. If your child is admitted to the clinic for any reason the School nurse will contact you that day to let you know, and will keep you informed of progress. We will inform you in writing at the end of each term and half-term of any illness your child has had whilst at school (except minor problems) and the treatment given, and 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 responsibility for arranging their treatment.

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

We 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. We also ask that you do not send your child back to school if they are already sick or if they require further medical tests. If they are on any medication this should be handed in to the houseparent 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 two options available are a) Deltaprim (weekly - no charge), b) Doxycycline (daily – no charge). If your child takes prophylactics at school, please ensure that they continue the treatment during the holidays. It is our advice that any pupil who has not previously taken prophylaxis should not begin to take it. Each pupil is also given deworming treatment 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 evacuating 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. SES) you should send copies of your membership documents to the school and in an emergency we would contact the organisation immediately.

MUSIC, DVDS AND BOOKS

As a Christian school we acknowledge the fact that music and media 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. We also have the following rules to help us ensure that the pupils only have a positive influence in this area.

Having an MP3 player or iPod is a privilege for Forms 3-5. DVDs and any video material must also be handed in to the houseparent at the beginning of term and will only be shown by a member of staff. No music bearing a parental guidance warning is allowed at school. Staff may check the contents of iPods etc when appropriate.

Pupils are not allowed to bring any material to school that contains 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.

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 Head of Secondary 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!