2027

SECONDARY STUDENT HANDBOOK

Chengelo

as a witness to the light

WELCOME

Welcome to Chengelo! We are excited to welcome you to our school and hope that you settle in quickly. This handbook is there to help you with all the information you need to know about life at Chengelo.

AIMS and ETHOS

Since its inception in 1988, Chengelo School has built up a reputation for excellence. Our vision remains central:

- To meet an urgent national need for a first-class secondary school
- To be an educational institution for those involved in God's work
- To be an outreach to the community
- To be a landmark for Christ from which future Zambian leaders will emerge.

You will be encouraged to achieve your potential in your academic studies as well as get involved in all that Chengelo offers outside of the classroom from Ndubaluba trips to enrichment activities and performances to name a few.

At Chengelo we live in a community together, therefore, we need to be guided by respect for others and the desire to treat others as you would like to be treated.

We hope you feel welcomed here and enjoy your time at Chengelo.

CORE VALUES

These are the values that are central to who we are at Chengelo and our prayer for you is that you leave here having grown in each of these areas:

FAITH

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

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

SERVANT HEARTED

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

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

CREATIVITY

"***So God created mankind in his own image, in the image of God he created them."***
Genesis 1:27
We are designed to be creative, to show initiative, to be problem solvers.

INTEGRITY

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

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

RESPONSIBILITY

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

Responsibility is taking ownership of your actions in everything you do

PERSERVERANCE

"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

DAILY ROUTINE

Morning
06:00 Rise/Duties
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 W/S Assembly; Tues TT, Wed PSCD; Thurs House Assembly; Fri TT**
11:20 Lesson 4
12:15 Lesson 5

Afternoon
13:05 Lunch (F1-3)
13:25 Lunch (F4-6)
14:10 Lesson 6 (**Lesson 6 Thursday Discipleship and Friday F4-6 PE**)
15:05 Sports/Co-curricular
17:00. 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 (in the classrooms)
20.10 Junior Hostels Prayers
21.00 Junior Hostels Lights Out/Sixth Form back in Hostels(F1-2, are allowed to go to bed at 20:30)
20.45 Senior Hostels Prayers
21.30 Senior Hostels Lights Out
21:15 Form 5 and 6 Prayers
21.45 Form 5 Lights Out (including Monitors in other Hostels)
22:00 Sixth Form all in own rooms and quiet

HOSTELS

During the term, you will be living in a hostel assigned to you when you arrive. You will be sharing a dorm with up to 3 other students in your Form. It is a great opportunity to make new friends! There is a common room in your hostel where you can chill out and relax after a busy day. Your Hostel Parent, who lives at the end of the Hostel, is there to look after you and is available if you need support.

EMAIL/TELEPHONE

We know it can be difficult being away from home and missing your family. We don't allow mobile phones at school, but we have provided several ways you can keep in touch with your family:

- Email: You will be given an email address when you arrive, and you will have the opportunity to email home after school every weekday when there is a member of staff present in the ICT labs.
- Phones: **Note: You may only receive phone calls from parents.** There are phones in your hostel and you can receive calls during the following times: Weekdays: 15:15 – 17:30, After prep up to 5 mins before Prayer Time.
  Weekends: 09:15 – 09:40, 14:30 – 17:30, 20:30 up to 5 mins before Prayer Time.
  Please be mindful that other Students are wanting to use the phone, so please keep your conversations short.

COUNSELLING

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

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

You may speak to your House Parent, tutor or any teacher if you feel you would like to receive counselling.

THE DINING HALL

Our Dining hall is located near the turning circle and is where you will have all your meals. Here are the following time slots for your meals:

Breakfast:	06:45 Form 1-3
	07:00 Form 4-6
Lunch:	13:05 Form 1-3
	13:25 Form 4-6
Supper:	17:30 Form 1-3
	17:50 Form 4-6

Here are a few guidelines to ensure a smooth dining experience:

- When it's time for your meal, wait for the bell on the veranda of the Dining Hall. Join the queue as directed by the DH monitors or staff members on duty.
- Queue up and collect your food from the Kitchen staff, then find a seat. You can choose any available seat that suits you.
- Don't forget to take at least one spoonful of vegetables to maintain a balanced meal.
- All food must be consumed within the Dining Hall. Unfortunately, no outside food is allowed.
- Please refrain from bringing drinks into the Dining Hall. We have beverages available for you inside.
- Once you've found your table, we kindly ask that you avoid wandering around during the meal. Let's keep things orderly.
- Take a moment before each meal to give thanks to God for his provision of food and the kitchen staff who have prepared it. You may wish to say Grace alone or with your friends. We encourage this.
- It's important to maintain good manners while dining. Respectful behaviour is appreciated.
- Once you have finished your meal, take your plate, cutlery and cup to the clearing up area and stack them in the correct place. Remember, cutlery, cups, and plates are not to be borrowed from the DH.
- Before leaving, please clear your table, wipe it down, and neatly tuck in the chairs. Let's leave the place clean and organised.
- After leaving the Dining Hall, please use the exit door and proceed directly to your Hostel, unless you have permission to be elsewhere.
- If you have any reasons for fasting, please consult the School Nurse first.
- No pajamas, caps or other headwear are allowed in the Dining Hall. Also, avoid combing your hair in or near the Dining Hall. Combs should be kept inside the hostels.
- Table Tuck is for personal use only. Please refrain from sharing it with others.
- Special dietary requirements should be supported by a letter from a doctor.

BREAK TIME

Break is at 10:15 am every day and is served from the Dining Hall or hostels during the rainy season and the turning circle in the dry season.

- Please have your break in the designated area. You are not allowed to take food to the hostel.
- It is important to queue in an orderly and respectful manner and listen to the break time supervisors.

CLASSROOM

When you arrive, you will be given a timetable that shows you which class you need to be in when.

- Please arrive on time to your lessons with books and equipment carried in a bag. You must line up outside the classroom quietly until the teacher allows you to enter.
- If a teacher is delayed, please wait five minutes after the bell. After five minutes, one pupil should report to administration, while the other students wait quietly outside the classroom until the teacher arrives.
- You are advised to bring water in a clear bottle with you to class (not juice/ juice boxes). You may also bring tissues or a handkerchief.

PREP

Prep Times are as follows:

Monday-Thursday:

18.40 - 19:55 (girls) 20:00 (boys)	Forms 1-2
18:40 - 20:25 (girls) 20:30 (boys)	Forms 3-5

Saturday morning:

09:30 - 11:00	Forms 1-2
09:30 - 11:00	Forms 3-5

- Please don't arrive for Prep before 18:30 and wait for the duty teacher.
- Prep work must be done independently and completed in silence.
- You will be assigned a classroom to work in. You will need to let a duty staff member know if you have to go to the toilet during this time.
- No food, snacks or juice (juice boxes) are allowed at Prep time.

SATURDAY EVENING ENTERTAINMENT (ENT)

We have different activities planned for you on a Saturday night. You will find the weekend programme posted in your hostel.

- Please arrive promptly at 19:00 until 20:30.
- Remain at your allocated ENT venue until dismissed.
- Please remember to use the toilet in the hostels before activities begin.
- No food or drink to be carried for ENT

LIBRARY

You are welcome to use our Library for books to help you with your studies or to read for fun.

- The opening times are published in the library.
- Library Monitors are there to help you. Please listen to their instructions
- Please look after the books you use. Damaged or lost books will be charged to your student account.
- Only use it for reading, idle standing is not allowed

NDUBALUBA

We have an outdoor centre down the road from the school. Trips to Ndubaluba are part of our curriculum. It's a great opportunity to learn, enjoy nature and deepen your friendships. Here are a few guidelines for your trips to Ndubaluba:

- All Outdoor trips are indicated on the school Calendar. Information will be communicated to you through assembly announcements and trip lists will be posted on the Ndubaluba Board in the DH – please check the board to avoid missing your trip. Pupils that sign up and commit to extra trips (Rumdoodle/DofE) must attend those trips.
- You will be given an Ndubaluba kit list to follow when packing for your trip. You will need to bring extra old clothes and shoes as your activities will be outside. These can be kept in your hostel storeroom until you need them. Please make sure your activity wear is modest – E.g. No short shorts or revealing tops.
- The Chengelo rules and standards of behaviour and conduct are expected on your Ndubaluba Trips, including inappropriate contact between boys and girls.

CHRISTIAN ACTIVITIES

Our prayer for you while you are at Chengelo is that you grow in your relationship with Jesus. We have several different activities that provide this opportunity.

Hostel Devotions:

- Every morning there is some time set aside for you to spend praying and reading your bible.
- Every evening after Prep your Hostel Parent will share a devotion with the Hostel…a great way to end your busy day!

Student Prayer Meetings: F1-6 are invited to join their fellow students for a time of prayer.
Discipleship: Thursday 14:10 – 15:05. This is a chance for you to meet in your Tutor groups with your Tutor. You will learn about God together and have a chance to ask questions and discuss different faith-based topics. Discipleship is compulsory for all F1-5 students; for F6, it is optional but strongly encouraged.

Chapel Service: Sunday 10:00-11:00. We have a Sunday Church service specially for our students. If you are in Form 1-4, this is a compulsory event. F5-6 it's optional but strongly encouraged to attend.

North Church: Sunday 10:00- 12:00. F4-6 have an option to join Staff at the local Church for the Sunday service.

Fusion: Sunday 18:45-20:00. Fusion is our evening Church service and is optional for all.

Christians in Action (CIA): Tuesday, Saturday and Sunday at various times. Christians In Action is a student led dance and drama group that performs great events with a strong Christian message. You are welcome to join the group if you would like to.

CLINIC

We have a clinic onsite. This is what you need to do if you feel unwell during the following times:

Before Lesson 1

If you feel unwell, please tell your houseparent straight away before breakfast. If your house parent agrees, you can lie in bed in the hostel and then go to the clinic at 09:00 am.
If you are very unwell (e.g. temperature of 37.5+), your houseparent will send you to the clinic with a responsible escort/member of staff at 07:00 hrs. You must not remain in the hostel or attend clinic unless instructed to by your houseparent.

During Lessons (including break)

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

During Prep: If you feel unwell during prep, the teacher on duty will escort you to the clinic.
Prefects are not allowed to refer anyone to the clinic, so please make sure you speak to the Staff member on duty.

Clinic Times

Monday to Friday:

Morning
09:00 Pupils in bed
10:15 Secondary pupils go to the clinic if their name is in the Hostel Clinic file. Serious cases only at this time (non-serious cases go to Evening Clinic).

After school
15:15 Secondary pupils (must be referred by houseparents)

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

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

Clinic visiting hours for pupils:

15:15 – 16:15

You are welcome to visit your friends and family that are in the clinic at the discretion of clinic staff. You can get permission to visit from both the House parent/Duty House parent and the Nurse on duty. Please stick to these visiting times.
Boys can’t visit the Girls' ward and vice versa.

Isolation Ward

Students in this ward must stay in the ward unless permitted by the nurses. Unfortunately, you can't visit people who are in this ward.

Meal Arrangements for Sick Pupils

If you are sick but staying in the Hostel, the Houseparent will assign someone to collect meals for you from the DH. If you are sick and staying in the Clinic, your meals will be brought to you by the Clinic maids, except on a Sunday when the clinic monitors will step in.

Off-Sports Notes

If you have an injury or are too unwell to take part in sports activities, the clinic staff will issue you with a note that you can take to your sports Teacher.

If you get injured on the sports field during the week, please inform your P.E. teacher so they can refer you to the clinic. For any injuries over the weekend, reach out to the staff on duty at the field for a clinic referral.

UNIFORM

You will need to wear your uniform or PE kit during school hours and then you can change into your casual clothes after that.

Please check our uniform and equipment list available on our website (Admissions/Student Info Pack). This will give you a full list of what you need to bring with you to school. Alternatively, you can ask your House Parent who will be happy to help.

Here are a few things to note about your uniform:

- Please keep your uniform in a good state of repair.
- Girls' skirts must be A-line and extend to the knee.
- All items of clothing should be clearly named on the inside of the garment. Permanent marker pen on the outside of any garment is not allowed.
- Trousers should not be tight-fitting or too baggy. Girls and boys trousers should be navy blue and must be purchased from the Chengelo uniform store.

When you feel cold:

A blazer with a jumper is often sufficient. In very cold weather a jacket may be worn. If you would prefer to wear a jacket, note that the colour must be plain black, navy, or grey. Hoods are not allowed.

Additionally, you may wear the following:

- Scarf, gloves, woollen hats/head socks - plain black, grey or navy blue. Please remove these before going inside any classrooms and the dining hall.
- A plain white T-shirt may be worn as a vest under school uniform
- Plain - navy or black tights for girls.

Haircuts

Boys return at the start of each half of term with short smart hair (Size 3). The hair must be **without** - multiple layers, stepped sides, flat/table tops, 'shades' or shaved sides – only conventional styles are permitted. You may not return to school with completely shaved heads.

Girls' hair must be tied back if it is long and you 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.

First and Last day of Term

You must arrive and leave on the first and last day of term in your full uniform. This includes your school shoes. No crocs!

School trips

If you are travelling off site for a school trip you will need to wear full uniform unless a member of staff informs you otherwise.

LEAVING SCHOOL PREMISES

Whenever you leave the premises, Ms. Angela will provide you with a gate pass. You are responsible for collecting the gate pass. You need to present it to the Gate Guards as you leave. They won't let you pass if you don't have one!

Weekends

If you wish to go home for a weekend, your parents/guardians will need to email the studentleave@chengeloschool.org no later than the Wednesday before the weekend. If permission is granted, Ms. Angela will issue a Gate Pass. You won't be able to leave school premises without your parents emailing the school in advance. If your parents are sending a driver, they must email the school with the driver's details and vehicle registration number. You may only leave after lesson 6 on Friday and must return by 17:00 hours on Sunday. Any requests outside these times must be granted by the Headteacher/Deputy Headteacher.

When you are picked up or dropped off, please report to your Houseparent/Duty Houseparent. They will check your luggage on your return.

VISITING ON SITE

- You are welcome to visit your friends in another hostel as long as it's of the same gender. Please get permission from your own house parents as well as the houseparents from the hostel you are visiting.

- Students are not permitted to visit a staff member's home unless invited to do so as part of a formalised group activity authourised by the Headteacher.

LOST PROPERTY

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

REWARDS AND SANCTIONS

Credits (F1-5)

Credits are the primary way we reward hard work, positive attitude, responsibility and respect. They can be given by any member of staff for things like producing an excellent piece of work, going out of the way to help someone or picking up litter without being asked. Credits will be recorded by the awarding teacher in student planners. You need to present your planner to your tutor during tutor time and they will record them onto our management system.

1. 10 credits = BRONZE certificate
2. 25 credits = SILVER certificate and an email home from your Form Tutor
3. 50 credits = GOLD certificate and an email home from your Head of House. In addition, a 3-day skip the tuck queue card.
4. 75 credits = DIAMOND certificate and an email home from the Senior Teacher Pastoral. In addition, a 3-day skip the tuck queue card with a K50 voucher for the tuck shop.
5. 100 credits = PLATINUM certificate and an email home from the Head of Pastoral. In addition, students achieving platinum will be awarded a 3-day skip the tuck queue card, a K100 voucher for the tuck shop and their story on the school social media.

Merits (Form 3 - 6)

In addition to credits (above), students in F3-F6 may be awarded Merits. Merits are more challenging to achieve, but the intrinsic reward is greater! Merits can be awarded for the following:

- Consistently working very hard across all subjects regardless of achievement.
- Consistently demonstrating good character and displaying any of the core values.
- Being in the top 3 for academic performance in Form (based on annual examination performance).
- Outstanding achievement in sports or co-curricular endeavours e.g., drama, music, chess etc.
- Achieving the Platinum Certificate (See credits above).
- Exceeding academic expectations in examinations (measured against indicator grades).
- Demonstrating outstanding leadership (e.g., prefects/monitor roles).

Students achieve Merits based on staff recommendations only. For each merit achieved, students receive recognition in the form of a bronze merit badge (1st merit), Silver merit badge (2nd Merit)

and a Gold Merit badge for achieving 3 merits. F4-6 Students who achieve more than 3 merits, will be awarded the commendation medal (see below).
One bronze merit = 30 house points towards the House Cup.
One Silver merit = 35 house points
One Silver merit = 40 house points

Commendations (F4 - F6)
Commendations are one of the highest accolades achievable in Chengelo School. They will be documented on your record and included on your F5 Testimonials and/or University/College reference. In addition, you will be presented with the commendation medal during one of our whole-school assemblies or our annual Prize-giving ceremony (F4) or Graduation (F5 and F6).

Commendations can be awarded for the following:

- Achieving 4 or more Merits
- Reaching a high level of attainment in sport, e.g., Nationals or Captaining a winning ISAZ team.
- Achieving the highest academic performance in Form (based on annual examination performance).
- Reaching a high level of accomplishment in co-curricular activities e.g., drama, music, art etc.

One commendation = 50 House Points towards the House Cup.

The Headteacher's Commendation (All forms)
Our highest form of recognition, the Headteacher's Commendation, is given only in exceptional circumstances. Students can achieve this award for the following:

- Achieving 2 commendations automatically qualifies a student for the Headteachers Commendation.
- Demonstrating sustained strength of character, (particularly perseverance through significant trials).
- Making a significant and sustained contribution to the school/community.

The Headteacher may seek the advice of members of the Senior Management Team, Heads of House or Heads of Department, but it is ultimately the decision of the Headteacher.

This achievement will be documented on your record and included in your report, testimonial (F5s) or University references (F5/ 6). In addition, you will be acknowledged during either the F5 and F6 Graduation Ceremony or F1-4 Prizegiving, where the student will be presented with a trophy and a letter from the Headteacher.
A student achieving the Headteacher's Commendation will achieve 70 points towards the House Cup.

Debits

Debits are given to students who don't follow the rules and guidelines of the school. If you receive a certain number of debits, you could be given detention (see our Regulations and Guidelines manual).

Gating

A gating is issued by any member of the senior management team. This sanction is given when a student is causing concern or regularly failing to meet the standards and expectations we have set. You will automatically receive a gating if you have committed a 'level 4' offence (see discipline guide).

TUCK

We have a Tuck shop on site offering sweets, biscuits, drinks, chocolate, basic stationery and toiletries. You will be able to buy your tuck once a week at an assigned time. An account will be set up for you at the shop and you will be given an allowance of K1200 per term (K600 each half-term). Please do not bring tuck from home: e.g. sweets, crisps, cakes, biscuits, fizzy drinks, noodles.

TABLE TUCK

You are able to bring 'table tuck' to school that you will keep in a locked tuck box in your dorm. You can bring things like: pepper, spices, sauces, pickles or spreads. You may also bring cereals, crackers and drinks such as tea, coffee, milo or squash etc. (no fizzy drinks) for consumption in the hostels.

For health and hygiene reasons we do not allow you to bring sugar, sweets, crisps, biscuits, noodles, tinned food like tuna, perishable food including biltong, take-away food like pizza or Hungry Lion. Unfortunately, if you bring these kinds of food into school they will be confiscated.