2027

SIXTH FORM STUDENT HANDBOOK

Chengelo

as a witness to the light

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

ETHOS

Since its inception in 1988, Chengelo School has built up a reputation for excellence. The fourfold vision for the school – to meet an urgent National need for a first class secondary school, to be an educational institution for those involved in God's work, to be an outreach to the community and to be a landmark for Christ from which future Zambian leaders will emerge - remains central. To fulfil the latter, we have chosen a motto which embodies what we are trying to achieve during your time in the Sixth Form: "*Continuity and fulfilment*".

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

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

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

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

ACADEMIC

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

Private Study

Chengelo expects you to do at least 3 hours of private study every day; staff will ask you to follow up with notes, tasks and assignments and you will want to do a lot of independent research and wider reading. To this end, you will have several private study times – when no formal lessons are scheduled. We expect private study lessons to be used for study, not recreation or rest, but how and when you

choose to do your work will, to some extent, be up to you. All deadlines must be kept; you will need to be highly organised and motivated to work hard, right from the start!

Sixth Form Prep
To keep up with some of the demands placed on you, you will have two hours of supervised prep, from 18:30 to 20:30, Monday to Thursday and on Saturday morning from 09:30 to 11:00.

Lower Sixth Prep
Prep will take place in the Sixth Form Centre and will be supervised by a member of staff. Lower sixth students must be at the centre by 1830hrs for a prompt start to prep.

During prep:
- you must stay at the Sixth Form Centre
- you may use your laptop for academic work only
- prep work should be independent study only, unless you have received written permission to work in pairs or small groups from your subject teacher.

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

During prep:
- you must be in your own room
- you must leave your door open
- you are not permitted to shower, play video games, watch movies or engage in activities that are entertainment in nature

GENERAL EXPECTATIONS

Sixth Form Students must:

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

REPORTING AND ASSESSMENT

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

portal. At the end of term 2, a transcript of your Mock examination results will be made available on the parent portal.

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

DAILY PROGRAMME

Monday – Friday

Morning
06:15 Rise
07:00 Breakfast
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
13:25 Lunch
14:15 Lesson 6 (Thurs Discipleship)
15:05 Lessons end Sports/Extracurricular begin
17:50 F4-6 Supper (F1-3 Duties)

Evening
18:30 – 20:30 Prep
20:30 – 21:00 Devotion/Free study/Down time in hostel or F6 Centre
For Saturday and Sunday - see separate section at weekends

BOUNDARIES AND MOVEMENT

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

Girls
When walking down towards the furrow and DH from the hostel, and when returning, do not walk on the footpath or on the grass near the boys' hostel. At no point should you be in the area between the boys' hostel and the hedge/trees. Please ensure that you stay in the open grass area between the classrooms and the hedge/trees.

Around the Sixth Form hostels
Girls must not socialise outside the boys' hostel (sitting near the boys' hostel) and boys must not be at the girls' hostel. The tree area between the hostels is also out of bounds. Exclusive boy/girl relationships are strongly discouraged at Chengelo, particularly in the Sixth Form *(see Secondary Student Handbook).*

Student exercise times and leaving school premises
If you wish to exercise out of the school grounds, you must apply for a Gate Pass. Gate passes will be issued to those who need to experience conditions which can be found only out of school and whose parents have consented. The passes must be handed in to the gate guard on departure and collected on return. Those going out of school must be in groups of three or more, unless specifically agreed with the Head of Sixth Form, and should be of the same gender.

Groups should:
- **inform their Houseparent and a duty staff member** that they are going out
- supply a written list of who is going
- leave a written description of the route they will be taking with the gate guards (who will note in their pass book the date, time and names of students as they leave and return)
- be back in school half an hour before it gets dark
- not be out during a church service or whole school event

Swimming
1. No swimming without the presence of a member of staff.
2. Any swimming must be done with someone sitting out for safety at all times.
3. No ducking, pushing, running or horseplay.
4. Shallow racing dives only.
5. School swimming costumes/trunks are to be worn

SIXTH FORM STANDARDS OF DRESS

In general - smart, modest office wear is the aim.

The following standards must be met:

Boys
Everyday:
- Plain, black or dark blue trousers
- Plain, black shoes
- A plain, monochromatic, collared formal shirt, which must be tucked in

- A matching tie with no inappropriate designs
- A plain, dark, monochromatic V-neck jumper, jersey or cardigan for cold weather (no hoodies or sweatshirts)
- Gum boots and an umbrella for the wet season
- Trainers and Football boots for sport

Formal occasions:
As above with
- A monochromatic white, collared shirt, which must be tucked in
- Tie
- Blazer
- Trousers - not too baggy and not too tight - just right!

Embellishments
No visible jewellery, wristbands or body piercings are allowed at any time.
For Hair – see Secondary Student Handbook

Girls
"And I want women to be modest in their appearance." 1 Tim 2:9
"Modesty isn't about covering up our bodies because they are bad, modesty isn't about hiding ourselves ... it's about revealing our dignity." Jessica Rey

Everyday:
Girls' clothes should not be too tight or figure hugging.
- A plain, black or dark blue, A-line or straight skirt, which must be knee length or longer (no slits longer than 8 cm, no frills, pockets or patterned sewing)
- A **modestly cut,** plain, monochromatic collared blouse with sleeves, which must be buttoned above the cleavage and not belted
- Smart, plain black shoes/sandals (not flip flops) with black soles and heels not exceeding 5cm.
- Black boots are permitted as long as they are smart, flat and not exceeding 5cm.
- A plain, dark, monochromatic jumper, jersey or cardigan for cold weather (no hoodies or sweatshirts)
- A thin, plain, navy or black belt with a small buckle
- Gum boots and an umbrella for the wet season
- Trainers for sport *(see Secondary Student Handbook: Uniform – Sportswear)*
- Football/ hockey boots where necessary *(see Secondary Student Handbook: Uniform – Sportswear)*

Formal occasions:
As above with
- A plain, white blouse
- Smart, plain black shoes (not sandals, sneakers or crocs)
- School Tie
- School Blazer

Embellishments

- Girls' jewelry must be minimal and discreet.
- Body piercing is restricted to **one stud or <u>small</u> earring in each ear lobe**. No other piercings of any kind are permitted.
- Only **clear nail varnish** is allowed.
- Powder/foundation is permitted as long as it is minimal, natural looking and discreet.

Hair
Hair dyes and tints are to be in clear shades of black or brown only. No other colours are permitted. All hair extensions are to be level with the waistline.

Students must conform to all other regulations stated in the Secondary Student Handbook.

DISCIPLINE

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

SIXTH FORM CENTRE

Your classes will take place in classrooms, the Sixth Form Centre, Science Laboratories, Computer rooms or Art and DT rooms. The center lounge and café can be used for work; however, these areas are primarily meant for leisure purposes. Therefore, it is highly recommended that students choose one of the classrooms to work in during study periods. Music should not be played loudly anywhere in the centre during class time, however, very low level, background music may be played in the lounge area as long as it is appropriate and not disturbing students. Always be respectful and think of others.

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

Meals must be eaten in the DH at the times stated on page 4 (and page 10 for weekends). Morning break time is not a substitute for breakfast.
Food must not be taken out of the DH.

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

Non-Sixth Form students are not permitted inside/around the Sixth Form Centre.

IN THE HOSTEL

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

In particular, the following guidelines need to be stressed.

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

Valuables

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

Music and media

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

During the school day (including Prep) you may not watch movies/series etc. or play computer games. However, you may watch movies and play games on laptops in the evening once prep has finished, at the discretion of the

Houseparent or Head of Sixth Form. You may bring suitable movies/music/console games from home. All students will be expected to be discerning of what they watch and listen to and be self-controlled in how much they watch. This is a contentious area. The arbiter in these matters will be the Head of Sixth Form.

Mobile phones

A privilege of Sixth Form at Chengelo is that you are entitled to bring a mobile phone to school. We appreciate that phones are an important element of people's lives in the modern age and can play a positive role in learning when used appropriately. Your phone can be carried around anywhere in school but only visible at the 6th Form centre and the hostel. All students in sixth form must sign the Phone Use Policy and be familiar with expectations set out in this document. Talk-time can be purchased from Miss Angela at Reception. The school is not responsible for any accidental damage to your mobile phone. The best way to keep your phone safe and free from any damage and scratches is to leave it at home.

Laptops

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

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

Visiting other hostels

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

If you are unsure of anything, consult first, either your houseparent or the Head of Sixth Form. In this way, all confusion should be avoided. If you feel the need to address an issue, the preferred route is to see the individual concerned. Matters of general concern can be raised with one of the representatives of the Planning Group (*see below*), your Houseparent, tutor or the Head of Sixth Form respectively.

PLANNING GROUP

The purpose of the Planning Group is to raise day-to-day issues concerning the Sixth Form with the Tutors or relevant staff members in a formal framework. The group consists of 2 Upper Sixth and 2 Lower Sixth students who meet every half term. This group of students are known as Floor Representatives and are elected at the start of Term 1. You will need to be approachable, so that your peers feel

comfortable when asking you to address issues, able to think logically and creatively and able to express ideas and information effectively. Further, you should have a clear desire to see the Sixth Form operating in a way which most benefits Sixth Form students and the school at large. You may be called upon to represent the school at formal occasions.

RESPONSIBILITIES

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

Discipleship

Secondary Discipleship Groups run on Thursdays from 14:10 to 15:05 hours. Sixth Form students are encouraged to remain in or join Discipleship groups of students in lower forms, with prior arrangements with their leaders. You may expect to assume some form of leadership role alongside staff members in these groups, if you feel comfortable doing so.

Houses

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

Weekend Programme

The Planning Group, in consultation with the entertainment prefects and duty staff, agrees the details of each weekend programme.

Weekend mealtimes are set as follows. Breakfast is at 07:45 hours, lunch at 12:30 and Supper at 17:45. Attendance at breakfast on the weekends is optional.

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

You may:

- Participate in the DofE, up to Gold level. This opportunity allows personal development in the areas of service, skill, recreation and exploration/expedition, which build character and are integral to Chengelo. It is a prestigious award which higher education institutions and employers value as it provides evidence of well-rounded students who are capable of setting and meeting targets and overcoming challenges.

- Assist, initiate and run clubs, help run clubs and Booster classes in the Secondary School or Sunday School and Crèche on Sunday at North Church. These require commitment, organisation, leadership, enthusiasm and management skills.
- Assist in Christian leadership/Community Service/Local church projects, which shows compassion and an active role in the community.
- Assist with sports practices and fixtures; encouraging attendance, training teams, traveling with them and helping to organise and officiate at matches. This requires organisation skills and sometimes specific knowledge, coaching and interest. A basic coaching certification will be awarded at the end.

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

Sunday should remain a day set aside for rest. This is an important biblical principle and students should aim as far as possible not to engage in academic work on Sunday. All Sixth Formers are encouraged to attend the church service of the Mkushi Christian Community (10:00hrs), Chapel for students in the Founders Hall (09:30) and ‘Fusion,’ youth service (18:45hrs). Opportunities to participate in any of these will be made available for interested students during the term. Where you have a specific testimony, you may be encouraged to share this publicly.

VEHICLES

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

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

YOUR FUTURE

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

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

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