



Clacton County High School

NAME:

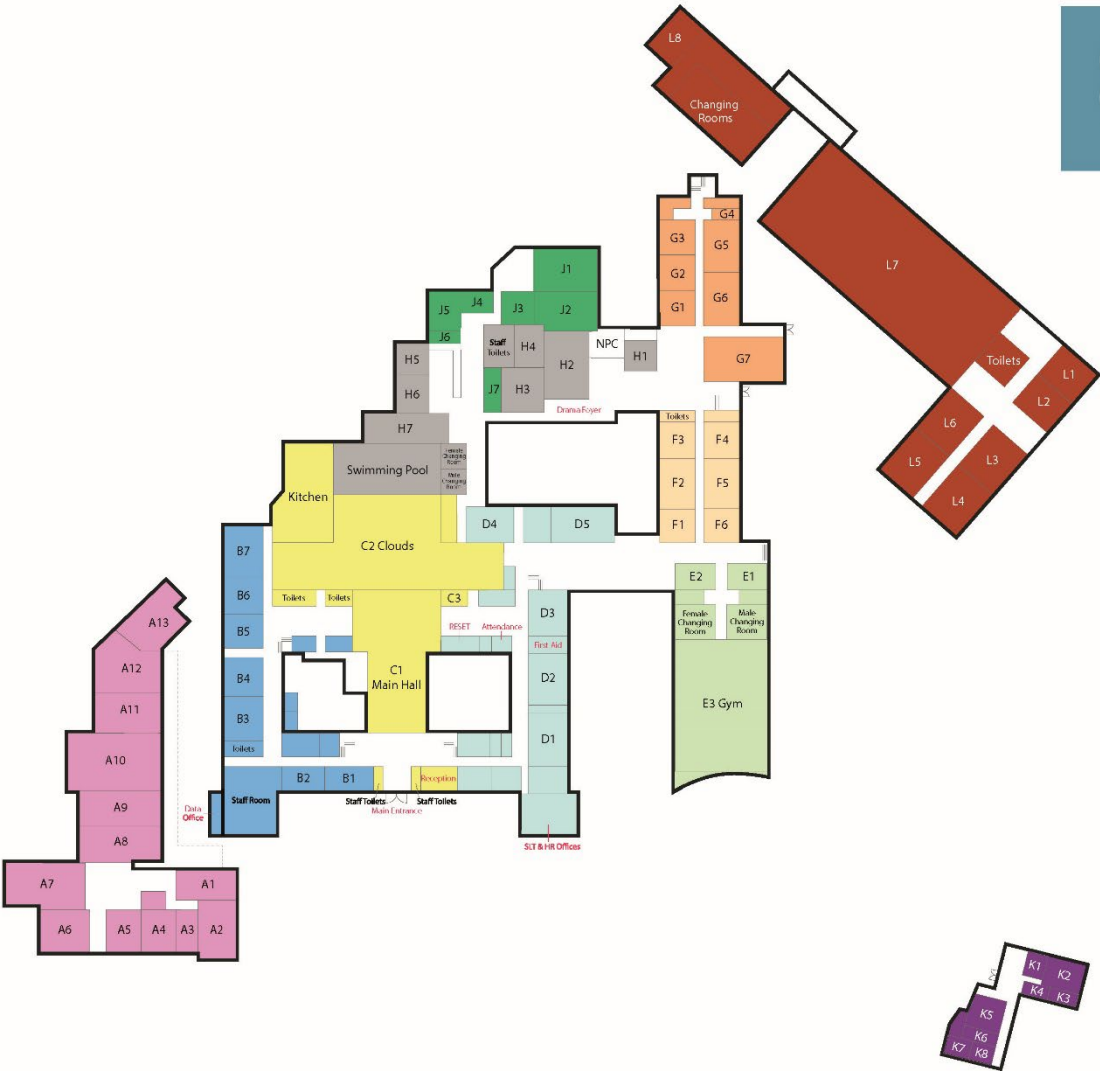
Joining Year 7 2025

Student Guide



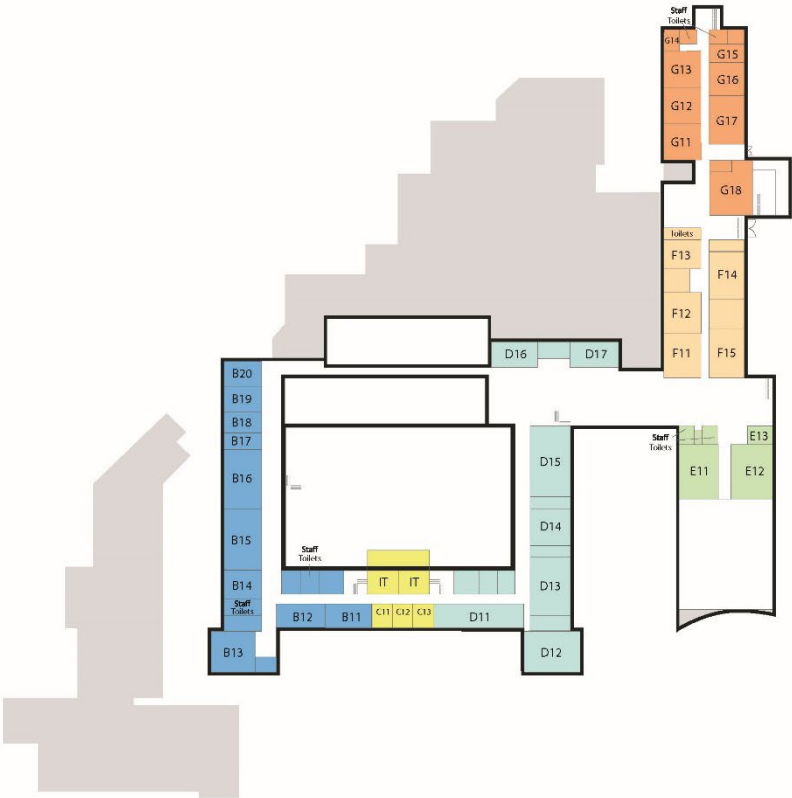
GROUND FLOOR

- Block A
- Block B
- Block C
- Block D
- Block E
- Block F
- Block G
- Block H
- Block J
- Block K
- Block L



FIRST FLOOR

- Block B
- Block C
- Block D
- Block E
- Block F
- Block G



What time do I need to arrive at school and what do I need to bring?

My First Day at CCHS: Tuesday 2nd September 2025

The school gates are open from 8:15 am. I can arrive at school by either the front or the back school entrances.

I need to arrive at school by 8:40am and meet at the CCHS basketball courts, ready for 8:45am start.

If I am cycling to school I need to bring in a sturdy bike lock and know how to use this myself.

I need to be wearing my uniform correctly

I will need to bring my school bag and daily equipment.

I won't need to bring my PE Kit in for the first day.

The school day will finish at 3:10pm and I can leave school by either the front or the back gate.

The school day at CCHS:

Tutor time starts at 8.45am. Lessons begin at 9.05am and end at 3.15pm.

Year 7 and Year 8 students can be dismissed from 3.10pm at their teacher's discretion.

It is essential that you are punctual. Therefore, you should aim to arrive no earlier than 8.15am and no later than 8.40am each day.

The day is divided into four, 1 hour 15-minute lessons, with a morning break and a lunch break.

When you arrive in September, you will receive a timetable, which will inform you which lessons you need to attend and where those lessons will take place.

School Bag and Daily Equipment:

There are a number of items that you must have with you for each day at school

Please put your name on all your belongings.

- School bag (minimum A4 size but large enough to fit all of your equipment)
- Water bottle – we have water coolers around school where you can fill your bottle during the day
- Pencil case (which must include: black, blue and green pens, pencils, highlighters, rubber, ruler and sharpener, compass and protractor)
- Scientific Calculator
(Casio FX83 GTX or Logik LK83XP for example available to purchase on Arbor)
- Reading Book





Mobile phones: mobile phones are allowed to be brought into school, but must be **switched off** and out of sight once you are on the school site, in lessons, during social times (break and lunch) and when moving about school. This includes earphones and ear buds.

Remember:

If you bring a mobile phone or money to school, these are your responsibility.

My Checklist. To help you get ready for school, use the checklist below and tick the items that you have. You could add some ideas of your own to help you feel school ready. Remember to clearly label all of your belongings with your name.

	Got it!
School bag – clearly labelled	
Water bottle – clearly labelled	
Pencil Case	
Black, blue and green pen	
Pencil	
Highlighters	
Rubber	
Ruler	
Pencil sharpener	
Compass and Protractor	
Scientific Calculator	
Reading Book	

Who's Who?

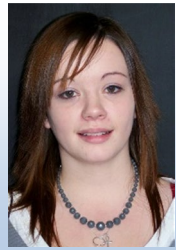
These are just some of the people who will be working with you this year.



**Executive Headteacher
Mr Gallagher**



**Head of School
Mr Taylor**



**Assistant
Headteacher
Mrs Austin**



**Assistant
Headteacher/SENDCo
Mrs Bartrum**



**Deputy SENDCo
Mrs Bracey**



**Pastoral Leader
Mrs Fattore**



**Year Manager
Mrs Granger**



**Assistant Year
Manager
Mrs Preston**

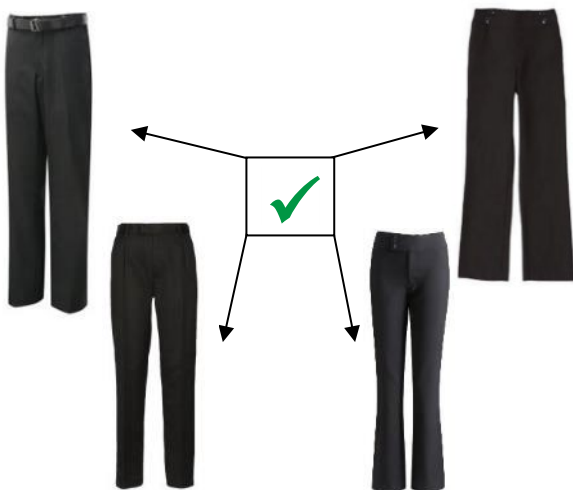
School Uniform

Years 7 – 11

- School tie (The Year 7 cohort of 2025 will need a green striped tie).
- Blazer with school badge.
- Shirt - plain white with top button, short or long sleeved, **suitable for wearing with a tie.**
- Black full-length school trousers.
NB. No skinny trousers, leggings, jeans or trousers with patch pockets (see below)
- OPTIONAL - royal blue **pleated** skirt, not rolled at the waist.
- OPTIONAL - navy blue school jumper or cardigan, or plain navy-blue V-necked jumper.
- Only plain black tights, plain black socks or white ankle socks
- Shoes - these should be **low-heeled plain black FULL office style shoes that can be polished.**
NB. No boots, trainers, or canvas style shoes (see below).



Some examples of suitable trousers



Some examples of trousers that are **NOT** suitable for CCHS



Some examples of suitable school shoes that are plain black, low-heeled (flat), office style



Some examples of footwear that are **NOT** suitable for CCHS - NO boots, trainers, suede, canvas or casual styles (e.g. leather Converse or Vans)



School Uniform - continued

Years 7 – 11

- **Jewellery** can only be worn if it is discreet and appropriate for school; there may be some jewellery that is accepted under religious grounds.
- **Piercings:** one pair of stud earrings are allowed. Facial piercings, such as nose studs, are **not** acceptable and students are not allowed them in school.
- **Hair** is to be of a natural colour.
- **False eyelashes are not permitted.**
- **Fingernails** must be an acceptable length and a natural colour, and appropriate for practical lessons and PE. **False nails are not permitted.**
- **Students who wear make-up** must ensure that it is discreet and appropriate for the school environment.
- **Outside garments** which are not part of school uniform, should not be worn when inside the school building under any circumstance. On entering the school building following social times, these garments should be removed straight away.
No hoodies are permitted inside or outside school

Physical Education

Key Stage 3 (Years 7, 8 and 9)

Compulsory unless stated

- Navy/black shorts.
- Navy skorts (optional).
- Navy Blue polo shirt.
- Royal blue football socks.
- Trainers/football boots.
- CCHS rugby shirt (boys).
- CCHS PE sweatshirt (girls).
- Plain navy or black jogging bottoms (optional).
- Swimming – appropriate swimwear i.e. shorts, trunks, one-piece costume.



You are required to bring indoor kit when on swimming lessons, in case the pool is out of action and this will allow an alternative activity to be planned.

In the colder weather you are permitted to wear tracksuit bottoms and sports undershirts/base layers.

During the winter months, long-sleeved tops (as detailed above) and football boots are compulsory for activities on the field.

If you are unable to physically participate in PE or Dance then you should always bring and change into their PE/Dance kit and help officiate or coach.

All uniform and belongings should be clearly marked with the student's name, so that items can easily be returned if lost.

Failure to adhere to the school's uniform requirements will result in you being withdrawn from lessons, and supervised for independent work, until their uniform is corrected.

Main Uniform Supplier

Anglia Sports and Schoolwear Ltd

Website: www.yourschoolwear.co.uk

PROUD

CLACTON COUNTY HIGH SCHOOL

At Clacton County High School, we teach you to be PROUD of what you do and how to achieve the success that you rightly deserve, both at school and in your life as a whole. Having pride in what you do and how you present yourself will enable you to increase your self-esteem; this in turn will help you realise your dreams.

Our PROUD values support our culture of 'Higher Expectations, Raising Aspirations, Transforming Lives' by promoting a positive attitude to learning and doing well. Being a student at CCHS is more than just about academic results: we want you and all students at CCHS to be part of the broader community, to have kindness, compassion and empathy for others, and to become good citizens with an understanding of the importance of modern British values - democracy, rule of law, individual liberty and mutual respect, and understanding of those with different faiths or beliefs.

Our PROUD values focus on **Perseverance, Responsibility, Opportunity, Unity** and **Diversity** and encourage you to look beyond school and exceed your own personal expectations.

Visible Kindness

Kindness is an integral part of the culture at CCHS and is vital to a happy and successful time at school. It is important that you are kind to yourself and your peers. We do not tolerate any behaviour that makes others feel hurt, threatened or uncomfortable. However, if you do feel sad or upset during your time at CCHS, it is important that you report it to your form tutor, the pastoral team or any member of CCHS staff.



Rewards

We have a number of ways in which we reward students at CCHS, but on a daily basis, you will be awarded PROUD points for attending school, ensuring that you arrive at your lessons on time and have all the necessary equipment with you.

Additional PROUD points can be awarded to students for going 'over and above' and this could be as simple as an excellent piece of work in lesson time or it could be linked to extra-curricular work or even community-based activities that you take part in outside of school.



Perseverance **R**esponsibility **O**ppportunity **U**nity **D**iversity

Clacton County High School aims to provide a caring environment where you will develop to your full potential and where your achievements are celebrated. Throughout the term, you will be able to exchange your PROUD points for prizes from our school shop. Your Form Tutor will give you more information about this when you start in September.

We also celebrate and reward excellent attendance and behaviour throughout the school year. There are weekly rewards, half-term form group awards, as well as our termly Reward Trip that is often decided upon by the students through a survey.

Attendance Matters

Attendance is important at CCHS and vital to achieving success.

Every day that school is open: you are expected to attend.

We celebrate and reward excellent attendance in the following ways:

- Those with 100% attendance and the highest Proud points (Top 10) in each year group have the chance to win the 'Golden Ticket' each week, whereby you are able to 'jump the queue' to go to the front, in Clouds restaurant on a day of your choice.
- Those with 100% attendance and the greatest number of PROUD points each week (top ten in each year group) will also be nominated in assemblies and have the chance to win the weekly prize.
- The tutor group within each year group, with the highest number of students with 100% attendance for each half-term will receive a breakfast reward.
- The attendance team will present weekly attendance percentages for each tutor group and publish league tables.

School Culture and School Rules

At CCHS, we're all about helping you be your best – not just as a student, but as a person. We want to get to know you, support you, and help you grow into someone you're truly proud of. Our school culture is built to give you the tools, confidence, and space to achieve amazing things. Every day, we encourage you to bring your best self, work hard, and live by our **PROUD** values as we strive together towards our shared vision.

Higher Expectations, Raising Aspirations, Transforming Lives

To support our culture, we have three simple school rules:

- **READY**
- **RESPECTFUL**
- **SAFE**

At our school, we have three simple rules that help make sure everyone feels safe, happy, and ready to succeed: **Be Ready, Be Respectful, Be Safe**. These, along with a great attitude to learning, are the heart of our school culture.

Here's what they mean:

Be READY – This means showing up prepared every day. That includes wearing your full uniform, bringing the right equipment, arriving on time, and being in school every day. It also means coming into lessons ready to learn, give your best effort, and make the most of every opportunity.

Be RESPECTFUL – We treat everyone with kindness and respect. That means using polite language, listening to others, looking after our school environment, and helping to make sure everyone feels included and valued.

Be SAFE – We move calmly through the school, keep to the left in corridors, and follow expectations in and out of the classroom. Looking out for your own safety and the safety of others is something we all take seriously.

When we all stick to these rules and bring a positive attitude, we create a school where everyone can thrive.



Extra-Curricular Activities

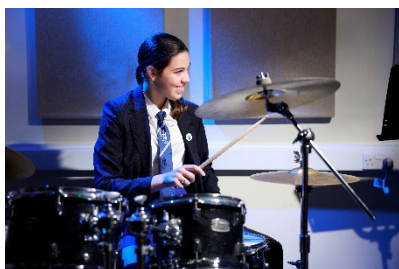


At CCHS, you will have the opportunity to take part in a number of new subjects as part of the main curriculum. However, we are also proud of the wide and varied choice of activities and clubs that you can participate in, both at lunchtime and after school. We would encourage you to make the most of these clubs and activities as they provide opportunities to learn additional skills, develop your knowledge, as well as giving you the chance to make new friends.

There is a club or activity to suit everyone. If you love sport then there are a number of activities you can take part in, such as: swimming, basketball, climbing, athletics, rounders, rugby, football, cricket, netball and many more. If you practice and work hard, there may also be an opportunity to play for the school and take part in inter-school competitions.



As well as sporting activities, there are a number of other clubs you can attend, including: STEM (Science, Technology, Engineering & Maths), dance, drama, music and many more. You may even get the opportunity to audition for one of the school's drama productions.



Independent Learning (Homework)

Key Stage 3 (Years 7, 8 and 9)

At Clacton County High School, we use an online platform called **Sparx** as our one place for all independent learning. Your teachers will set **30 minutes of Sparx homework each week**, and it's really important that you complete it by the following week.



How Sparx Helps You Learn:

Sparx Maths & Science: Sparx gives you questions based on what you're learning in class, and also includes some from previous topics to help you remember important knowledge. Every question is **personalised to your level**, and you'll get **instant feedback** so you know straight away how you're doing. Need help? Sparx includes short **teaching videos** to guide you through tricky topics.

Sparx Reader: Reading is super important for building your vocabulary, confidence, and stamina. Sparx Reader helps you do **meaningful reading every week**, choosing books and texts that suit your level while helping you get better and better over time.

Why it matters:

- It helps you become a more **independent learner**
- It boosts your **confidence** and helps you **remember more**
- It prepares you for **success in class** and in your future learning

Your effort each week really does make a difference!

Your **teachers will regularly check your Sparx homework** to see how you're doing, and your **parents can also track your progress** each week using the **Parent Portal** (linked in Sparx Maths emails). This means we can all support you and celebrate your effort and success.

Completing your Sparx tasks each week helps you stay on top of your learning and shows you're ready to do your best!

Frequently Asked Questions

Below is information you may find helpful for your time at CCHS. You will be shown all the important places and offices during your first week of school. We will explain to you our routines and expectations that form The CCHS Way as part of your induction.

What should I do when I arrive? After the first morning, you will know where to enter school and this is the way you will come into school each morning when you arrive, ready for a prompt 8.45am start.

If your parents or carers have an appointment to see a member of staff, it is important that they sign-in and wait at reception.

What should I do if I need help? If you need help or support with any aspect of school, then speak to your form tutor or a member of the pastoral team.

Where should I go for my lunch? Clouds, our restaurant, and other eating areas, located round the school. Please only eat in the designated areas. You can carry your food to other eating areas but please don't eat or drink in the corridors.

How do I buy my food at lunch and break? CCHS is a cashless school. You will be given a card on your first day in September that links to your Arbor account. Your parent/carer will add money to your Arbor Dinner Account for you. If you have a problem with insufficient money on your Arbor Dinner account, you should see our Finance Assistant in the school office or visit Student Services in Clouds Restaurant.

What should I do if I am late? It is important that you arrive to school and to lessons on time. If you are late arriving to school and it is still form time, you should go straight to form and your form tutor will sign you in. If you are late after 9:15am you need to sign in at the attendance office. If you need to leave school for an appointment you also need to sign out at the attendance office. If you are over 5 minutes late to a lesson, you will be expected to attend an afterschool catch-up conversation.

What should I do if I hurt myself? If you are ill or you have an accident at school you MUST tell your classroom teacher who will contact the first aid team. You are not allowed to go to the first aid room during lessons. You are allowed to go to the first aid room during your break and lunchtime. If you are unwell, do not call home yourself; the first aider will do this for you.

Can I go to the toilet between lessons? Try to go to the toilet at break, lunchtime and in between lessons, because teachers will not let you leave lessons to go to the toilet. If you have a medical reason that means you need to go to the toilet during a lesson, your parent/carer will need to contact the school and you may be provided with a toilet pass.

Can I bring my bike/scooter to school? There are bike sheds where you can store your bike/scooter. You must bring a good quality lock with you and make sure you lock your bike/scooter each time. Make sure you ride responsibly and carefully; if you do not ride responsibly the privilege of using the bike sheds within school will be removed. We also have a Bicycle policy, which requires you to ride responsibly and make sure your bike is road worthy. Bikes/scooters are left at the owner's risk and the school cannot replace or repair bikes.
E-Scooters are strictly forbidden on the school site

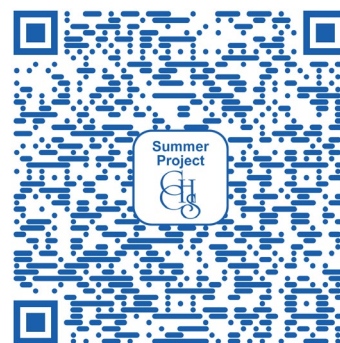
What should I do if I hear the fire bell? You will need to make your way, in silence please, to the Year 7 designated area. Staff will direct you to where you need to go.

My Questions

Use this space to write down any questions you still have, and then ask either one of your students leaders or a teacher to see if they can answer it for you.

Year 6 Summer Project 2025!

Why not get involved in our CCHS Summer Project? If you look on our website, you can find out about lots of free activities taking place in the local area.



Attitude to Learning Statements

Ambitious Learner	Engaged Learner	Passive Learner	Disengaged Learner	Disruptive Learner
I am always ready, respectful and safe.	I am always ready, respectful and safe.	I am usually ready, respectful and safe.	I am not always ready, respectful and safe.	I am often not ready, respectful and safe.
I am always on time, in correct uniform and have the correct equipment.	I am always on time, in correct uniform and have the correct equipment.	I am usually on time, in correct uniform and have the correct equipment.	I am often late or do not have the correct uniform or the correct equipment.	I am usually late or do not have the correct uniform or the correct equipment.
I always settle to work quickly, am fully engaged in all lessons and actively listen at all times.	I usually settle to work quickly, am engaged in all lessons and actively listen at all times.	I can be slow to begin work and am sometimes disengaged in lessons but do try to listen actively most of the time.	I am usually slow to begin work, am regularly disengaged and often do not try to listen actively.	I am always slow to begin work, am regularly disengaged and rarely try to listen actively.
I always complete all of my work to an exceptional standard.	I always complete my work to a good standard.	I sometimes produce work to a good standard but my standards often slip.	I am often off task or produce work of a poor standard.	I do not focus in lessons, am often off task and produce work of a poor standard.
I am always looking for ways to improve my work, listening to teacher feedback and applying improvements independently and to a high standard.	I want to improve my work, and will listen to teacher feedback and make improvements when prompted.	When prompted by the teacher I will respond to feedback but this may not be in as much detail as I am capable of.	The teacher has to regularly prompt me to improve my work. I often don't listen to and respond to feedback.	The teacher has to continually prompt me to improve my work and I rarely respond to feedback.
I always have a positive attitude in lessons and am determined to try the most challenging tasks.	I usually have a positive attitude in lessons and am determined even when tasks get challenging.	I sometimes give up when tasks get hard or I get stuck and I can show a lack of effort.	I often give up if I find a task hard or I get stuck.	I regularly give up if I find a task hard or I get stuck.
I have a positive influence on the learning of others, engaging in discussion and showing empathy to others.	I am enthusiastic most of the time. I engage in discussion and usually show empathy to others.	I can be polite and engage in discussion if prompted.	I sometimes have a negative impact on the learning of others and do not follow the school's BFL (Behaviour for Learning) policy.	I regularly have a negative impact on the learning of others as I rarely follow the school's BFL (Behaviour for Learning) policy and am often removed from my lessons.
I always follow the school's BFL (Behaviour for Learning) policy.	I try my best to follow the school's BFL (Behaviour for Learning) policy and respond quickly if I am not.	I try to follow the school's BFL (Behaviour for Learning) policy but sometimes have to be reminded about my behaviour or have to be asked to reflect on my behaviour.	I often have to be asked to reflect on my behaviour and sometimes have to be removed from my lessons.	

Partnership Agreement between Clacton County High School, Students and Parents/Carers

At CCHS we agree to:	As a CCHS student I agree to:	As a CCHS Parent/Carer I agree to:
Promote an environment that is Safe and where individuals are Kind, Respectful and Ready to learn .	Promote an environment that is Safe and where individuals are Kind, Respectful and Ready to learn .	Work in partnership with staff to create an ethos for all students to be Kind, Safe, Respectful and Ready to Learn .
Kind: Be respectful and kind, responding appropriately to any problem, concern or complaint raised by a parent/carer or student, working in partnership with them and with other agencies should the need arise.	Kind: I will help to promote a caring environment where all students are welcomed, respected and valued, with kindness as the core value.	Kind: Be respectful and kind to all students and staff, within our diverse community. Refrain from using social networking sites to discuss sensitive issues relating to the school.
Safe: Strive to provide a safe and welcoming environment where all individuals are supported, respected and valued. They will report any safeguarding bullying concerns.	Safe: I will be safe in school and on the way to and from school. I will be mindful of my actions outside of school. I will be safe online, by carrying out appropriate searches, never sharing my password or leaving my computer unattended.	Safe: Let the school know of any concerns, problems, or changes of circumstances which may affect my child's work, behaviour or well-being. This includes any changes of my address or telephone number, even if temporary.
Ready to learn: We endeavor to know our students well and create lessons that are inclusive, provide challenge and curiosity. Support with homework tasks to meet the needs of our students. Offer a range of exciting extra-curricular clubs, trips and memorable experiences. We will use the school's behaviour policy to issue rewards for positive choices or consequences for poor behaviour choices.	Ready to learn: In class I will respect the one voice rule, always trying my best in lessons and with homework tasks. I will support the use of the school's behaviour policy to praise me for positive choices or respect the consequences for poor behaviour choices including detentions.	Ready to learn: Encourage my child to always do their best in school and provide the support at home to promote successful completion of homework. I will support the use of the school's behaviour policy to issue rewards for positive choices or consequences for poor behaviour choices including detentions.
Respectful: Establish high expectations of behaviour via school policies. Promoting the need for students to be safe and kind, with appropriate challenges and education for those who are not respectful to others.	Respectful: I will follow the school's ethos, turn off my mobile phone or electronic device and place it in my bag/out of sight during the school day or accept that my phone will be confiscated.	Respectful: Work in partnership with staff to encourage my child to behave positively by supporting the policies and any sanctions given. Only contacting students in an emergency via the school reception and not via their mobile phones, which should be out of sight.
Kind: Keep parents/carers informed about events and achievements through the newsletter and website, plus more personalised forms of celebration.	Safe: I will speak to a member of staff, prefect, tutor, or my parent/carer if I have a problem or concern. I will not use social networking sites to discuss sensitive issues related to the school or treat others unkindly.	Kind: Maintain open communication and engagement with the school at all times and celebrate achievements both inside and outside of school.
Ready to learn: Contact parents/carers if there are concerns about a student's attendance, punctuality, behaviour or progress at the earliest opportunity	Ready to learn: I will be resilient to attend school every day on time , unless I am unwell, ensuring that I am on time for registration and lessons. I take responsibility to know my timetable.	Ready to learn: Ensure my child is punctual and attends school every day, unless unwell. Inform the school on the first day of my child's absence and each subsequent day of illness. Avoid taking my child on holiday during term time.
Respectful: Assess and report regularly on the progress, effort, attainment and behaviour of students and provide opportunities to discuss student progress with parents/carers.	Respectful: I will take personal pride to ensure I do not damage resources, the school environment or others' property. I will report any damage to staff to maintain a positive school environment.	Respectful: Read and respond to the reports on my child's progress and attainment and attend parent/carer consultation evenings and any other meetings set up to discuss my child's progress.
Ready to learn: Promote high standards of uniform and inform parents of the correct equipment needed for lessons to promote the need to be ready to learn.	Ready to learn: I will wear the full school uniform correctly each day and bring in the necessary equipment for every lesson. If I am missing a uniform item, it's my responsibility to go to the uniform hub to borrow the missing item or get a uniform card if the item is not available or there is a medical reason.	Ready to learn: Ensure that my child attends school wearing the full school uniform correctly each day and is fully equipped for every lesson. Ensure that my child adheres to the school's mobile phone policy.

By attending Clacton County High School and being part of our community, we are all committed to meeting the above expectations.