



Clacton County High School

NAME:

NEW INTAKE 2023

Student Guide



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

The school day:

Tutor time starts at 8.45am. Lessons begin at 9.05am and end at 3.05pm for Year 7 and Year 8. It is essential that you are punctual. Therefore, you should aim to arrive no earlier than 8.15am and no later than 8.40am.

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.

Bag:

You need a bag BIG enough to fit everything in, although you will be able to get a locker when you arrive. Please put your name on all your belongings.

The things that you need to carry include:

- Water bottle
- Independent Learning Folder – [you will be given this in September](#)
- A pencil case which must include: black or blue pens, a green pen, pencils, highlighters, a rubber, a ruler and a sharpener
- Scientific Calculator (Casio FX83 GTX, for example)
- Maths equipment (compass and protractor)
- 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.

Who's Who?



**Executive Headteacher
Mr Gallagher**



**Head of School
Mr Taylor**



**Deputy
Headteacher
Mrs Tate**



**Deputy
Headteacher
Mr Kidd**



**Deputy
Headteacher
Miss Loosley**



**Assistant
Headteacher
Miss Brown**



**Assistant
Headteacher
Mr Graves**



**Assistant
Headteacher
Mr Lawrie**



**Assistant
Headteacher/SENDCo
Mrs Bartrum**



**Deputy
SENDCo
Mrs Barker**



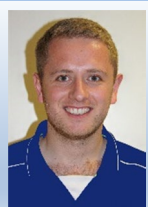
**Deputy
SENDCo
Mrs Mills**

Who's Who?

THE CCHS PASTORAL TEAM



**Pastoral
Leader
Mr Blanes**



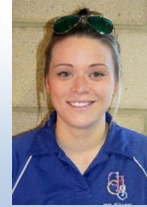
**Pastoral
Leader
Mr Devaux**



**Pastoral
Leader
Miss Dominey**



**Pastoral
Leader
Mrs Fattore**



**Pastoral
Leader
Miss Townsend**



**Year
Manager
Mrs Chapman**



**Year
Manager
Mrs Granger**



**Year
Manager
Mrs Silk-
Green**



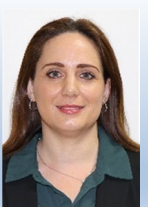
**Year
Manager
Mrs
Hutchinson**



**Year
Manager
Mrs Quiruga**



**Pastoral
Manager
Mrs Aldis**



**Assistant Year
Manager
Ms Clark**



**Assistant Year
Manager
Mrs Tulip**



**Transition
Mentor
Mrs Bracey**



**Attendance
Officer
Miss Clay**

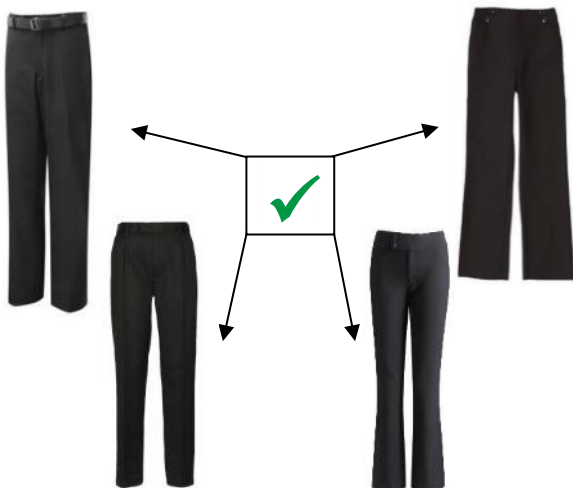
School Uniform

Years 7 – 11

- School tie (The Year 7 cohort of 2023 will need a purple striped tie).
- Blazer with school badge.
- Shirt - plain white with top button, short or long sleeved, **suitable for wearing with a tie.**
- Navy blue school cardigan or navy blue knitted style v - necked jumper.
- Black full-length school trousers.
- **NB. No skinny trousers, no jeans, no trousers with patch pockets (see below)**
- OPTIONAL - royal blue **pleated** skirt.
Only plain black tights or plain black or white ankle or below-knee socks are to be worn with skirts (as shown in the photograph above); leggings are not acceptable.
- Plain black 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**

Physical Education

Key Stage 3 (Years 7 & 8)

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.



Students 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 students are permitted to wear tracksuit bottoms and sports undershirts.

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

If a student is unable to physically participate in PE or Dance then they 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 a student being withdrawn from lessons.

Main Uniform Supplier

Anglia Sports and Schoolwear Ltd

Website: www.yourschoolwear.co.uk

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? You will use a fingerprint recognition system, together with a ParentPay account run by your parents, to pay for your food. If you have any issues with the fingerprint scanner or with ParentPay, you should see one of the pastoral team.

What should I do if I am late? It is important that you sign in at the attendance office if you are late arriving to school, or sign out, if you need to leave school for an appointment.

If you are ill, get your parent/carer to phone in to the Attendance Office to inform the school (01255 424266, option 1). Or email: absence@cchs.school. You will need to hand in a sick note on your return.

What should I do if I hurt myself? If you are ill or you have an accident at school you MUST always go to the first aider. Do not call home yourself; the first aider will do this for you. If you are in a lesson and feel unwell or you think you need first aid, inform your teacher and they will contact the first aider for support.

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.

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.

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.

Attendance

Attendance is important at CCHS and vital to achieving success. Every day that school is open: you are expected to attend, and we celebrate and reward excellent attendance.

You will not be allowed to take holidays during school time, unless for exceptional circumstances agreed in advance.

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 can be awarded PROUD points.

PROUD + points are given in line with our PROUD values. Please see the PROUD section of this booklet.

PROUD + points will be awarded for the '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.



PROUD+ points will be awarded to you, if and when you demonstrate any element of our PROUD ethos:

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. If you earn the greatest number of PROUD points (this excludes PROUD+ points), you will be eligible for our end of term 'reward'. This is often decided by students, through a school survey. The termly reward will be announced at the beginning of each term in an assembly or through form time.

You will be recognised for your wonderful achievements through our PROUD badges. You will earn a PROUD badge for:

- PROUD Ambassador – if you have volunteered to work on school projects and community projects, you will be awarded a PROUD Ambassador Badge.
- PROUD Pastoral– you will receive a bronze PROUD badge at the end of the year if you manage to achieve 100% attendance and have 0 behaviour points across the year. You will continue to earn a silver badge, should you do this for a second year, and finally a gold badge for a third year.
- PROUD Ethos– if you demonstrate any element of our PROUD ethos and are nominated by a teacher, you could be awarded a badge for that specific element of PROUD.
- PROUD ATL – if you demonstrate exceptional Attitude to Learning (ATL)



We believe attendance is particularly important to your development, which is why the expectation is that you attend every day when school is open. In order to celebrate this we will reward you 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.

Our School Culture

We want to bring out the best in you. We aim to know and support you. We want to help you grow into a great person. Our school culture aims to create the right circumstances where you will be capable of extraordinary things.

We encourage everyone to bring the best version of themselves to school, to work hard, and to live up to our PROUD values and our vision:

Higher Expectations, Raising Aspirations, Transforming Lives

To support our culture of the possible, our three school rules are:

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

These three rules, together with an excellent attitude to learning, form the foundation of our school culture to enable everybody to be safe, happy and successful.

- Being **READY** means having all the correct equipment, full uniform, excellent attendance and punctuality. It also means being ready to learn when you go into each of your lessons and ready to always do your best, for example.
- Being **RESPECTFUL** means that you are polite, courteous and considerate to everyone in the school, that you use appropriate language and attitude, that we look after each other, the school and our environment, for example.
- Being **SAFE** means that we move around quietly and calmly and on the left-hand side of the corridors, that we follow all the classroom expectations – particularly active classes like PE or Science or Food Technology, that we follow the student expectations all the time, for example.

Student Expectations and Routines

We want students to feel safe, comfortable and confident enough to take responsibility for their learning. This means that we have certain expectations of them during lessons, outside the classroom and in the community.

At the start of the school day	Between lessons
<p>We would like students to:</p> <ul style="list-style-type: none"> • Be dressed in full school uniform, including correct school shoes and any non-uniform items removed, including coats, scarves, hats and sweatshirts. • Ensure mobile phones are switched off and any headphones and earbuds are removed upon entering the school site. These items must be placed out of sight for the duration of the school day. • Make sure they have all the equipment and other materials needed for the day. • Complete all independent learning tasks set to the best of their ability and bring to school before the deadline. 	<p>We would like students to:</p> <ul style="list-style-type: none"> • Move directly to the next lesson and not use it as a time to meet friends; there is no excuse for lateness.
At the start of the lesson	Around the school
<p>We would like students to:</p> <ul style="list-style-type: none"> • Arrive at the classroom on time. • Line up quietly in single file and wait to be let in. • Enter the room calmly, sit where the teacher directs and get out all the equipment needed for the lesson. • Write and underline the date before then starting the retrieval exercise. 	<p>We would like students to:</p> <ul style="list-style-type: none"> • Take responsibility for keeping the school clean, safe and tidy. • Think carefully about their actions, to avoid accidental damage or injury. • Be kind and courteous to others. • Follow instructions given to them by all staff. • Remove non-uniform items when re-entering the school building after break and lunchtime, including coats, scarves, hats and sweatshirts. • Not swear or use abusive or derogatory language. • Remember unacceptable behaviour towards others will not be tolerated. • Walk on the left in the corridors and stairways.
During the lesson	In the community
<p>We would like students to:</p> <ul style="list-style-type: none"> • Get involved and make the most of their learning. • Follow the instructions given by staff. • Treat the learning environment and everyone in it with respect. • Complete the tasks to the best of their ability. • Make sure they ask the teacher for help, if they are not sure what to do. 	<p>We would like students to:</p> <ul style="list-style-type: none"> • Remember that whilst they are in uniform they are representing the school. • Ensure that their actions do not bring the school into disrepute. • Be kind, courteous and polite to everyone in the community at all times.
At the end of the lesson	Cycling to school
<p>We would like students to:</p> <ul style="list-style-type: none"> • Make sure they know what to do for independent learning tasks. • Clear away any rubbish and leave their area tidy. • Reflect on what they have learned during the lesson. • Leave the lesson when dismissed in an orderly manner. • Move around the school in a safe and calm manner, following the appropriate directional signage. 	<p>We would like students to:</p> <ul style="list-style-type: none"> • Ensure their bike/scooter is maintained in line with school expectations. • Cycle in a sensible and safe manner at all times with an awareness and respect of pedestrians and other road users. • Ensure bikes/scooters are secured in the designated place. • Take responsibility to ensure equipment is roadworthy and securely locked when left unattended.

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.



Information for Parents/Carers

Thursday 6th July 2022

Induction Day Arrangements

Students should meet at our Sports Hall at **8.45am**.

Staff will be available to direct students

Students need to be collected at **2.50pm** at the front of the school.

Induction Evening Arrangements

Parents/Carers will be sent an invitation to attend a presentation in the school hall with their child. Doors open at 4.45pm and the first presentation will commence at 5.00pm.

Monday 4th September 2023

Year 7 First Day Arrangements

Students should meet in the Sports Hall at 8.45am promptly.

We will take formal photographs on the first day.

Year 7 will be the only year group present in school on this day.

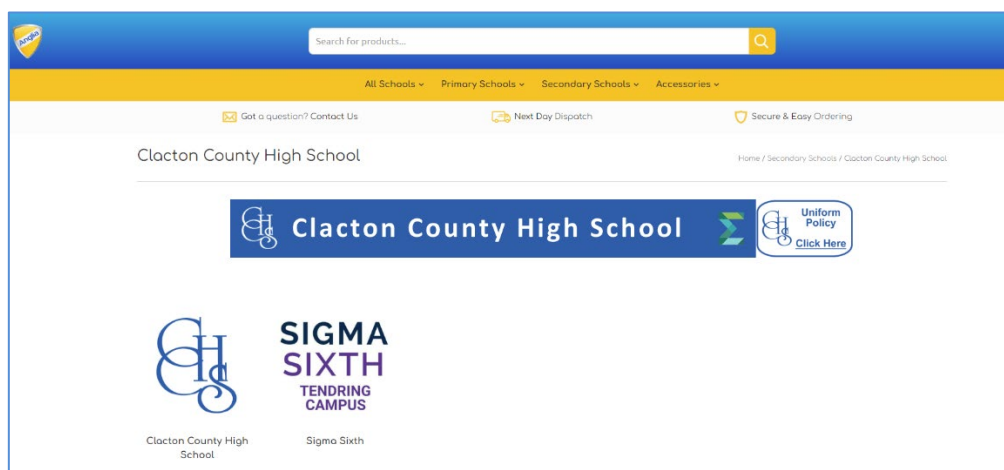
In the interest of safeguarding, parents are not permitted to escort children into the school building. Parents/carers can, however, escort and pick them up from the school gate or flagpole for the first day only. Staff will be present to direct students if needed.

CCHS Uniform

All uniform can be purchased from Anglia Sports and Schoolwear Ltd.

Website: www.yourschoolwear.co.uk

Email: customersupport@angliasportsandschoolwear.co.uk



There will be an opportunity to size up and/or purchase uniforms from Anglia Sports and Schoolwear Ltd at Clacton County High School on **Thursday, 3rd August, between 10.30am – 2.00pm.**

Please note that the Year 7 tie will have a purple stripe for this year group.

Communication

Address:

Clacton County High School
Walton Road
Essex C015 6DZ

Reception: 01255 424266 (Option 0)

Student Sick-line: 01255 424266 (Option 1)

Absence Reporting Email: absence@cchs.school

Email: admin@cchs.school

Website: www.countyhigh.org.uk

Should you need to speak to a member of staff, please email admin@cchs.school or complete the **contact form** on our website and a member of staff will get back to you as soon as possible. If you are unable to email please call the main school switchboard on 01255 424266. We do not recommend that you arrive at the school without a pre- arranged appointment in order to avoid disappointment.

There is a lot of important and useful information that can be found on the school website, including information about: uniform, attendance, behaviour, clubs and activities, school visits, the Head of School's blog, weekly mailing and weekly news, plus other relevant information.

September 2023					October 2023					November 2023					December 2023							
		A	B	A	B		A	B	A		B	B	A	B	A	B		A	B	A		
M		4	11	18	25		2	9	16	23	30		6	13	20	27		4	11	18	25	
T		5	12	19	26		3	10	17	24	31		7	14	21	28		5	12	19	26	
W		6	13	20	27		4	11	18	25		1	8	15	22	29		6	13	20	27	
Th		7	14	21	28		5	12	19	26		2	9	16	23	30		7	14	21	28	
F	1	8	15	22	29		6	13	20	27		3	10	17	24			1	8	15	22	29
Sa	2	9	16	23	30		7	14	21	28		4	11	18	25			2	9	16	23	30
Su	3	10	17	24		1	8	15	22	29		5	12	19	26			3	10	17	24	31

January 2024					February 2024					March 2024					April 2024							
		B	A	B	A	A	B	A		B		B	A	B	A	B			A	B	A	
M	1	8	15	22	29		5	12	19	26			4	11	18	25		1	8	15	22	29
T	2	9	16	23	30		6	13	20	27			5	12	19	26		2	9	16	23	30
W	3	10	17	24	31		7	14	21	28			6	13	20	27		3	10	17	24	
Th	4	11	18	25		1	8	15	22	29			7	14	21	28		4	11	18	25	
F	5	12	19	26		2	9	16	23				1	8	15	22	29		5	12	19	26
Sa	6	13	20	27		3	10	17	24				2	9	16	23	30		6	13	20	27
Su	7	14	21	28		4	11	18	25				3	10	17	24	31		7	14	21	28

May 2024					June 2024					July 2024					August 2024							
	A	B	A	B			A	B	A	B		A	B	A								
M		6	13	20	27		3	10	17	24		1	8	15	22	29		5	12	19	26	
T		7	14	21	28		4	11	18	25		2	9	16	23	30		6	13	20	27	
W	1	8	15	22	29		5	12	19	26		3	10	17	24	31		7	14	21	28	
Th	2	9	16	23	30		6	13	20	27		4	11	18	25			1	8	15	22	29
F	3	10	17	24	31		7	14	21	28		5	12	19	26			2	9	16	23	30
Sa	4	11	18	25		1	8	15	22	29		6	13	20	27			3	10	17	24	31
Su	5	12	19	26		2	9	16	23	30		7	14	21	28			4	11	18	25	

Non Pupil DayWeekend/HolidayBank Holiday

AUTUMN TERM 2023

Term begins:

Friday 1 September (Non-Pupil Day)

Monday 4 September (**Year 7 & Sixth Form only**)

Tuesday 5 September (**Whole School in**)

Thursday 21 September (**School will close at lunch ahead of Open Evening**)

HALF TERM

Monday 23 October - Friday 27 October

Friday 24 & Monday 27 November (**Non-Pupil Days**)

Term ends:

Friday 22 December

SPRING TERM 2024

Term begins:

Monday 8 January 2024

HALF TERM

Monday 19 February - Friday 23 February

Monday 26 February (**Non-Pupil Day**)

Term ends:

Thursday 28 March

SUMMER TERM 2024

Term begins:

Monday 15 April

Bank Holiday

Monday 6 May

HALF TERM

Monday 27 May - Friday 31 May

Term ends:

Friday 19 July

Non-Pupil Days: 5

Autumn Term:

1 September

24 November

27 November

Spring Term:

26 February

Summer Term:

22 July

Any change to term dates and non-pupil days will be notified to parents via the Weekly News