

Eating at Chepstow School

Chepstow School offers a wide range of delicious and healthy meal options. £2 is sufficient to purchase a meal in the school canteen.

Breakfast items are available between 8:15 - 8:45 and healthy snacks during break and lunch.

The following is a typical menu:

	Monday	Tuesday	Wednesday	Thursday	Friday
Main Meal	Chilli Con Carne, the finest mince beef with kidney beans in a rich tomato sauce	Gammon steak served with grilled Pineapple	Chicken Tagine, A really flavoursome Moroccan dish	Roast Chicken served with sage & onion stuffing	Deep Fried Fish in Batter served with tartare sauce
Vegetarian	Tempura vegetables with a sweet dipping sauce	Quorn & vegetable, cobbler, cooked in a rich sauce topped with cheese & chive scones	Vegetable Stroganoff, sautéed vegetables cooked in a tomato and paprika creamy sauce	Quorn Cottage Pie. Quorn mince topped with a really cheese mash	Vegetable Lasagne, layered pasta dish cooked through the oven
Hot 'Lite Bites' All served with salad	Pizza, Jacket Potatoes, Assorted Filled Paninis				
Cold 'Lite Bites'	Assorted, sandwiches, baguettes and deli rolls				
Starchy Choice	Fluffy Brown Rice Garlic Bread	Fluffy Brown Rice Boiled New Potatoes	Green Beans & Carrots Mixed Salad	Champ	Chips
Vegetables/ Salad	Sauté cabbage Mixed Salad	Sautéed root vegetables Mixed Salad	Sauté cabbage Mixed Salad	Cauliflower & Broccoli Mixed Salad	Peas & Sweetcorn Mixed Salad
Traditional Puddings	Cocoa Crispy Crunch	Butterscotch Tart	Apple Crumble	Sticky Toffee pudding with Toffee Sauce	Cocoa & Orange Bread & Butter Pudding
Additional Desserts and Drinks	Fresh Fruit Pots, Fresh Fruit, Fruit Yoghurt, Milk Drink, Water, Aqua Juice, Fruit Juice				

Chepstow School
Inspiring Learning



Ysgol Cas-gwent
Ysbrydoli Dysgu

Joining Chepstow School

Everything you need to know

Academic Year 2018-19



Chepstow School
Ysgol Cas~gwent



Chepstow School - Inspiring Learning

Chepstow School is a vibrant and exciting place to be. We nurture confident learners, who are caring and supportive young citizens. We are proud to be a school at the heart of our community, and foster partnership work and student leadership.

When your child joins Chepstow School they will be assigned to one of 3 Houses, Severn, Usk or Wye.

School starts promptly at 8:45 each day when students are required to register in their form groups. Any student who is more than 10 minutes late **must** report to the main reception and sign in. If your child is unable to attend school then please contact the attendance officer on 01291 635788 as soon as possible. If your child has to leave school during the day e.g. a hospital appointment, then the school must be notified beforehand and again the student **must** sign out at reception. Absences can also be reported via the website.

Our catering facilities are available from 8:15 each morning in addition to break and lunch times. Water fountains are located around the school to enable students to fill their own drink bottles.

We recommend that items of school uniform are clearly labelled, however if they are mislaid all lost property is held at the main reception. We strongly advise that you do not bring any valuable items into school and we cannot accept any responsibility if such items are brought in.

Qualified first aiders are on site at all times during school hours and if your child needs to keep medication in school then please contact the school nurse at gillneil@chepstowschool.net.

At the end of the school day, the area immediately surrounding the school is very busy. Staff oversee the safe departure of students onto school transport, however if you are picking students up please arrange to collect them in the Leisure Centre car park. If you have any questions regarding school transport provided by Monmouthshire local authority please contact the Passenger Transport Unit on 01633 644644.

Students will be able to participate in various extra-curricular clubs and activities ranging from traditional sports such as rugby and netball to drama and language clubs. We also have numerous opportunities for your child to participate in performance activities such as Steel pans, folk and jazz groups and each year we stage a whole school production.

School reception is open from 7:45— 4:30, Monday to Thursday and 7:45—4pm on a Friday. To contact Chepstow School please ring reception on 01291 635777, or email info@chepstowschool.net. Alternatively you can check our website at www.chepstowschool.net.

Attendance

At Chepstow School the Governors and Staff are committed to providing a full and effective education for all our students. We believe attending school on a regular basis helps children take an important step towards reaching their full potential and gives them the greatest opportunity to learn new things and develop their skills.

Chepstow School is committed to promoting inclusive education alongside local authorities and other organisations.

Expectations

We expect that all students will:

- Attend school regularly
- Arrive on time, appropriately dressed in school uniform and prepared for the school day
- Through our effective pastoral system, tell a member of staff about any problem which is making it hard for them to attend school regularly

We expect that all parents/carers will:

- Encourage their son/daughter to attend school every day and on time
- Ensure that they contact the school as soon as possible i.e. on the first day of absence before 8.45am whenever their child is unable to attend school
- Ensure that their children arrive in school appropriately dressed and fully prepared for the school day
- Provide the school with up to date home, work and emergency telephone numbers and home address details
- Not arrange family holidays to take place during the school term
- Inform the school in confidence about any problem which might affect their son/daughter's attendance or behaviour.

Parents/carers can expect that the school will:

- Provide a good quality education
- Record their son/daughters attendance regularly (every lesson), accurately and efficiently; this will be done via electronic registration
- On the first day of absence make every reasonable effort to contact the parent when their child fails to attend school without good reason
- Deal discretely and properly with any problem notified to the school by the parent/carer.

Homework

In key stage 3 this should consist of 30 minutes core once a week and 30 minutes for all other subjects once a fortnight. In key stage 4 this should consist of 1 hour for core subjects and 30 minutes for options.

Homework set should always be recorded in the students' planners. Planners are issued at the start of the academic year. Parents are asked to sign the planners weekly and alert the form tutor should they have any concerns about the amount or nature of homework set. Depending on the type of task, students should usually be given a minimum of 1 week to complete the homework.

Students must:

- Always have their planner and place it on the desk at the start of the lesson to record homework and completion date.
- Use the planner to record homework and ensure the task set is understood.
- Demonstrate a commitment to learning by spending sufficient time to complete the task to the best of their ability.
- Hand the work in on time.

Parents should:

- Provide a reasonably quiet, suitable place for the completion of homework.
- Encourage their child to complete homework, praising them when it is done well.
- Be aware of deadlines and checking that work is on target to be completed.
- Sign the planner weekly.

The main purpose of homework is to support and encourage students to develop independent study skills, organisational skills, time management and self-discipline. In addition homework should help

- to raise levels of attainment.
- to provide an opportunity for students to work uninterrupted for extended periods of time.
- to make use of resources outside school.
- to supplement and enhance class work.
- to encourage good work habits.
- to help students to organise and plan use of their time wisely.
- to encourage self-reliance and give students an opportunity to demonstrate what they can do independently.
- to give parents opportunities to share and participate in their child's learning.

As a guideline there is an expectation that all key stage 3 students should receive up to 1 hour's worth of home work each night and students in key stage 4 a minimum of 90 minutes, which should consist of 1 hour per week per subject.

School Schedules

Times of the Day

	Year 7,8 & 9		Year 10,11,12,13
Form Time	8.45-9.15	Form Time	8.45-9.15
Period 1	9.15-10.15	Period 1	9.15-10.15
Period 2	10.15-11.15	Period 2	10.15-11.15
Break	11.15-11.35	Break	11.15-11.35
Period 3	11.35-12.35	Period 3	11.35-12.35
Lunch	12.35-1.15	Period 4	12.35-1.35
Period 4	1.15-2.15	Lunch	1.35-2.15
Period 5	2.15-3.15	Period 5	2.15-3.15

Important Dates;

Confirmed Inset days-

Monday 3rd September
Friday 26th October
Thursday 20th December
Friday 21st December
Monday 22nd July

The School Year 2018-19

Autumn Term	Term begins 04/09/18	Half term begins 25/10/18	Half term ends 02/11/18	Term ends 19/12/18
Spring Term	Term begins 07/01/19	Half term begins 25/02/19	Half term ends 01/03/19	Term ends 12/04/19
Summer Term	Term begins 29/04/19	Half term begins 27/05/19	Half term ends 31/05/19	Term ends 19/07/19

Chepstow School does not authorise any holidays during term time.

Safeguarding Students at Chepstow School

Keeping all students safe is extremely important at Chepstow School and all staff and governors recognise the responsibility they have to ensure the safeguarding policy and procedures are followed fully. All children have a right to be protected from all forms of abuse and discrimination and to be treated equally regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity.

Chepstow School is on the border of Wales and England. Therefore, as some students will be coming from across the border, agencies in both countries will be involved in communication.

Lead Safeguarding Officer: Emma Mellen
emmamellen@chepstowschool.net

KS3 Safeguarding Officer: Nicky Back
nickyback@chepstowschool.net
01291 635778

KS4 Safeguarding Officer: John Robson
johnrobson@chepstowschool.net
01291 635793

At Chepstow School we aim:

- To ensure that we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- To raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- To develop and then implement procedures for identifying and reporting cases, or suspected cases of abuse.
- To support students who have been abused in accordance with his/her agreed child protection plan.
- To establish a safe environment in which children can learn and develop.
- To recognise that because of the day to day contact with children, school staff are well placed to observe the signs of potential abuse.
- To establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- To ensure that children know that there are adults in the school whom they could approach if they are worried.
- To include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

School Uniform

Correct school uniform helps to nurture a sense of pride and belonging within the school community, in addition, students in our school uniform represent the school in and around Chepstow. Students are expected to dress appropriately for school.

- Light blue shirts – worn smartly, buttoned at the neck
- Black trousers or skirts, trousers should not be 'skinny' style, no denim jeans style trousers. Skirts should be knee length and not tight. Trousers and skirts should not be made from 'stretchy' or 'lycra' material
- **Plain** black shoes (low sensible heels for girls, no logos), trainers are not allowed
- School House tie, properly fastened.
- School Blazer.
- An apron for Technology lessons

Items of clothing that are not acceptable are hoodies, hats, fashion scarves, jeans, denim look trousers, jeggings, skin tight trousers/skirts, leggings and any footwear that is not plain black, trainers

Jewellery should be restricted to a small metal stud earring in each ear and **no** facial piercings. All piercings **must** be removed for PE and games.

Hair should **not be coloured bright, 'unnatural' shades**, hair should **not be cut into extreme styles**, e.g. shaved any shape such as a 'V', Mohican style or tramlines. **The final decision is at the discretion of the school.**

PE Kit

School black t-shirt

Black shorts

School rugby shirt and red socks

White ankle socks

Football/rugby boots

Appropriate swimming trunks

Black sports leggings

Black skort (combined shorts and skirt), shorts or skirt

Training shoes

White ankle socks & black hockey socks

One piece swimsuit

To help when you are buying uniform there are photographs on our website of styles of trousers and skirts that are acceptable and those that are not.

Compulsory items of school uniform are available from

Initially Yours

Details can be found on our website www.chepstowschool.net

Staff roles

Heads of Year

Each year group will have a head of year. They are there to support students in every aspect of school life and will monitor wellbeing, behavior, attendance, progress and achievements.

Head of Year 7 – Ms Shanta Miller
Head of Year 8 – Mrs Nicky Back
Head of Year 9 – Mrs Becky Urch
Head of Year 10- Mr John Robson
Head of Year 11 – Mrs Emma Mellen
Assistant Head of Year 11 – Miss Laura Bridgeman

House Champions

The role of the House Champion includes promoting a positive house ethos and communicating with staff and parents in regard to pupils academic achievement and emotional well-being. They are an important link between curriculum areas and form tutors.

They monitor the rewards system and encourage and celebrate success with pupils.

Form Tutor

Each student will have a form tutor; their role is an important one. They are the first member of staff our students meet when they arrive for induction in Year 6; they are the first to greet the students in the morning and get their day off to a good start and they are the first point of contact for parents.

The primary responsibility of a Form Tutor is to build positive relationships and to model behaviour that promotes respect, responsibility and resilience. During registration the form tutor will check uniform and lead PSHE sessions. They will also track behaviour, rewards and your child's progress.

You will have the opportunity to meet form tutors during Student Progress Day which is held twice a year. During these meetings you will discuss your child's progress in all of their subject areas and set targets for their improvement.

You will also receive three reports during the school year which will inform you of your child's attitude to learning, their progress in lessons and a target on how they can achieve their next level of progress.

Progress Leader

The Progress Leaders support the year Leaders and House Champions in all aspects and play an important role in supporting students both pastorally and with their academic progress. They are an important link between parents, staff and students, and play a vital role in ensuring students are happy, well-balanced and progressing in their learning.

Achievement for All

As a school, we closely monitor and track the progress of individual students. Information is collected for all students every 6 weeks. This allows us to celebrate achievement and highlight any concerns that may arise. Provision is planned and tailored to the individual. This may include your child spending some time with our learning coach and developing specific skills needed for the classroom.

We work within the Achievement for All framework. This works in partnership with parents to make sure that your child achieves their best. This relationship starts with the 'Your Views' booklets that are completed at primary school ready for transition. This enables us to have a really good idea about your child's strengths and aspirations.

Your Views booklets are completed before Student Progress day, when parents, carers and students are invited into school to have a structured conversation to discuss your child's progress at school and to set learning targets for the following term.

For more information about Achievement for All, please contact:

ALNCO

Mrs Natalie Holder
nataliejones@chepstowschool.net

Assistant ALNCO

Mrs Miranda Doorman
mirandadoorman@chepstowschool.net

AfA Coach & Year 11 Assistant Head of Year

Miss Laura Bridgeman
laurabridgeman@chepstowschool.net

What should my child do if they:

- **Miss the bus?**

Make arrangements with your child about what to do if they miss the bus. Parents should phone the school and tell us what is happening.

- **Is late arriving to school?**

Go to reception and sign in, this means that we know they are on site. They will be directed to the lesson you should be in.

- **Forgets their homework?**

Your child should see the teacher at the start of the lesson and explain. Your child can bring it in the next day.

- **Is worried about something.**

Your child's tutor is the first person to talk to. We have a large pastoral support team, who will be able to help. Your child's tutor will make sure that you see the most appropriate person.

- **Has lost their timetable?**

Reception will be able to print a timetable if your child has forgotten to bring their planner in.

- **Is lost?**

All staff or students will help. Your child can always go to reception and a student receptionist will help them find their way to where they should be.

- **Has forgotten their PE Kit?**

Explain to the PE teacher at the start of the lesson.

- **Has got an item of incorrect uniform for the day?**

Please provide a note explaining the issue. We would expect your child to be in the right uniform after one day.

- **Is feeling ill?**

If you are feeling so ill you need medical help, ask your teacher if you can go to see the school nurse.

- **Is being upset or bullied by other children?**

Speak to your child's form tutor who will be able to help

- **Has good news to share?**

Share the news with your child's form tutor, year leader and let them know!

- **Needs help with their homework?**

We have a homework club each Wednesday after school in the Learning Zone. Students are welcome to bring their homework there for help. The Learning Zone is also open at break and lunch and students can get help with their homework then too.

Home- school contact

We encourage home – school communication, and would prefer to deal with issues before they become problems.

Your child's tutor is the most significant teacher for your child. They will see your child every morning for half an hour and will have a complete overview of your child's progress, attendance, participation in school life, behaviour and rewards. The form tutor is usually the first contact for parents and they will liaise with other staff if they are not able to resolve your question themselves.

Sometimes you will want to speak to your child's teacher in a particular subject. All staff email addresses are on the school website and we would ask you to email the teacher who will respond to you as quickly as possible. This will normally be within a week of your email.

At key stage 3, we build upon your child's relationship with their tutor to support progress. We hold Student Progress meetings with you, your child and your child's tutor twice a year where you will have an in-depth discussion about your child's progress and targets for the coming term. You will receive a report on these occasions.

If there are issues that are not able to be resolved through the usual channels, please email your child's Head of Year who will be able to help.

Contacts

Heads of Year

Year 7: Shanta Miller
shantamiller@chepstowschool.net

Year 8: Nicky Back
nickyback@chepstowschool.net

Year 9: Becky Urch
Beckyurch@chepstowschool.net

Year 10: John Robson
johnrobson@chepstowschool.net

Year 11: Emma Mellen
emmamellen@chepstowschool.net

Deputy Head of Year 11
laurabridgeman@chepstowschool.net

Head of Sixth Form: Tony Price
tonyprice@chepstowschool.net

Deputy Head of Sixth Form
heathergosling@chepstowschool.net

Year 7 Form Tutors

7U1: David Cole
davidcole@chepstowschool.net

7U2: Andrew Bringhurst
andrewbringhurst@chepstowschool.net

7S1: Sian Melbourne
sianmelbourne@chepstowschool.net

7S2: Gemma James
gemmajames@chepstowschool.net

7W1: Victoria Glover
victoriaglover@chepstowschool.net

Contacts

Reception 01291 635777

Head's PA 01291 635627

Attendance 01291 635788

Contact details for all staff can be found at:
www.chepstowschool.net/about-us/whos-who

Who do I contact if.....?

My child is ill or I have an attendance issue?
Attendance Officer, Karen Oliver 635788

I have an issue regarding school transport
Claire Jones – 635763

I have a problem with homework?
Your child's Form Tutor or relevant teacher

I have a problem with school uniform?
Your child's Form Tutor

I think my child is being bullied?
Your child's Form Tutor

I need to discuss payment for a school trip, the private bus
Claire Jones - 635763

My child is unhappy in school?
Your child's Form Tutor

I am concerned about my child's progress in school?
Your child's Form Tutor or subject teacher

My child has medication to take?
School Nurse, Mrs Gill Neil 635480

More information can be found on our website:

<http://www.chepstowschool.net/students/fags-0>

<http://www.chepstowschool.net/about-us/whos-who>

Notes

At Chepstow School we follow the ethos of Ready, Respect Safe.

Here are the key elements that we expect students to follow.

READY

- *Attend on time, with all equipment including school planner.

- *Full school uniform, worn properly.

- *All headphones, phones and other electronic equipment out of sight and off.

- * No gum or food, or fluid other than water.

RESPECT

- * Do as you are asked by all members of staff.

- * Listen to others, use appropriate language and a polite tone.

- * Look after each other, the building, displays and equipment.

- * Complete all work set to the very best of your ability.

SAFE

- * Follow rules for health and safety.

- * Keep hands, feet, objects and personal comments to yourself.

- * Be in the right place at the right time, and not in unsupervised areas.

- * Leave valuables at home, the school is not responsible for them.