



## WELCOME TO CHAILEY SCHOOL

We are a small, friendly, vibrant community school whose students are the very essence of a successful future society. Whilst our brochure gives a flavour of the breadth of the education and opportunities at Chailey School, these information pages provide greater details and are updated annually. We also provide a wealth of information on our website, including copies of key documents, letters, the school magazine 'Chailey School News' and school policies.

The best way to get to know us is to visit us. In addition to our annual Open Evening and Open Mornings, prospective parents and their sons and daughters are always welcome to come and look around the school. Please email or telephone for an appointment.

### GCSE RESULTS 2011

Number of students on roll in Year 11 = 184

Number of students in Year 11 not entered for GCSEs = 0

*Percentage of Year 11 students achieving:*

5+ A\*-C = 79%

5+ A\*-C including English and mathematics = 70%

5+ A\*-G = 98%

1+ A\*-C = 92%

1+ A\*-G = 100%

2+ A\*-C in Science = 78%

1+ A\*-C in a Modern Foreign Language = 61%

Achieving the English Baccalaureate = 30%

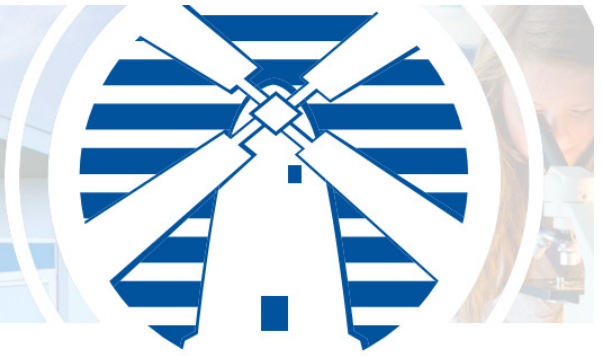
Percentage of Year 11 students achieving A\*/A grades = 31%

Average total points score per student = 453

*Details of the performance of individual subjects are listed separately with Key Stage 3 results*

### LIFE AFTER CHAILEY

Almost all our Year 11 students continue into further education - typically to Central Sussex College, Plumpton College or Sussex Downs College. A few others choose BHASVIC or Varndean. We have good links with all our post-16 partner organisations in order to support students' progression. A very small number each year (typically less than 6 or 7) go straight into employment or training .



**TERM DATES 2011-2012**

***Autumn Term 2011***

Monday 5 September - Friday 16 December  
Half term: Monday 24 - Friday 28 October

***Spring Term 2012***

Tuesday 3 January - Friday 30 March  
Half term: Monday 13 - Friday 17 February

***Summer Term 2012***

Monday 16 April - Friday 20 July  
Half term: Monday 4 - Friday 8 June

***Non-student days***

Friday 2 September 2011  
Monday 21 November 2011  
Tuesday 3 January 2012  
Friday 10 February 2012  
Friday 20 July 2012

**TERM DATES 2012-2013**

***Autumn Term 2012***

Tuesday 4 September - Friday 21 December  
Half term: Monday 29 October - Friday 2 November

***Spring Term 2013***

Tuesday 8 January - Thursday 28 March  
Half term: Monday 18 - Friday 22 February

***Summer Term 2013***

Monday 15 April - Wednesday 24 July  
Half term: Monday 27 - Friday 31 May

***Non-student days***

Tuesday 4 September 2012  
plus four further days to be confirmed

*Please use the school website for up-to-date details of school events and emergency closures*

**THE SCHOOL DAY**

08:40 - 08:45	Registration
08:45 - 09:40	Period 1
09:40 - 10:30	Period 2
10:30 - 11:20	Period 3
11:20 - 11:40	Break
11:40 - 12:30	Period 4
12:30 - 13:15	Period 5
13:15 - 14:00	Lunch
14:00 - 14:15	Registration/Tutorial/Assembly
14:15 - 15:10	Period 6

A warning bell is rung five minutes before the start of registration and at the end of Break and lunchtime in order to encourage a prompt start to lessons.  
Buses leave school by 15:20. Programmed after-school activities finish at approximately 16:40.

**FACTS AND FIGURES**

Number of students on roll (September 2011) .....	739
Number of students with statements of special educational needs .....	22
Number of students with special educational needs but without statements .....	111
Percentage of student attendance achieved 2010-2011 .....	93.3%
Percentage of student sessions (half days) missed through absence 2010-2011 .....	5.9%
Percentage of unauthorised student absence 2010-2011 .....	0.9%
Length of taught week (excluding tutorial time) = 30 x 50 minute lessons = 25 hours	
The published admission limit (PAN) is 162	



**CHAILEY SCHOOL**

A Specialist Language & Humanities College

**GCSE Subject Results 2011**

Subject	No. of entries	% A*-C
Art & Design	47	89%
Biology	30	97%
Business Studies	34	91%
Chemistry	30	97%
Child Development	27	44%
Citizenship	169	70%
Drama	32	66%
Design Technology - Food	22	82%
Design Technology - Resistant Materials	32	100%
English Language	184	84%
English Literature	181	77%
French	63	67%
Geography	60	77%
German	49	67%
History	48	71%
Humanities	26	81%
ICT	26	100%
Italian	24	58%
Mathematics	184	71%
Media, Film and TV Studies	41	93%
Music	17	82%
PE	56	75%
Physics	30	97%
Portuguese	2	100%
RE	169	66%
Science (Core)	153	83%
Science (Additional)	107	94%
Science (Applied)	43	40%
Spanish	42	69%



### Key Stage 3 National Curriculum Assessments 2011

These subjects are assessed by teachers at the end of Year 9, when most students are 14 years old.

The core subjects are: English, mathematics and science

Foundation subjects are:

Design Technology (DT); Geography; History; Information & Communication Technology (ICT);  
Modern Foreign Languages (MFL); Music; Physical Education (PE)

	% of students achieving Level 5 or above						% of students achieving Level 6 or above				
	2007	2008	2009	2010	2011		2007	2008	2009	2010	2011
English	85	80	91	88	90	English	41	48	60	53	59
Maths	90	85	86	95	87	Maths	79	69	71	74	63
Science	82	82	93	93	86	Science	61	57	72	76	65

	Percentage at each level											Students disapplied	Students absent
	W	1	2	3	4	5	6	7	8	EP			
English	0	0	0	2	8	31	46	12	1	0	0	1	
Maths	0	0	0	1	12	24	28	29	6	0	0	1	
Science	0	0	3	1	11	21	42	23	0	0	0	1	
MFL	0	0	0	1	13	31	42	9	2	0	0	0	
DT	0	0	0	2	11	38	33	15	0	0	0	0	
Geography	0	0	0	2	10	45	33	9	0	0	0	0	
History	0	0	0	2	11	34	40	12	0	0	0	0	
ICT	0	0	0	3	12	58	26	0	0	0	0	0	
Art & Design	0	0	1	3	13	37	35	11	1	0	0	0	
Music	0	0	0	0	3	74	21	1	0	0	0	0	
PE	0	0	0	2	19	51	25	1	0	0	0	0	

Figures have been rounded so may not total 100%. 0% represents some students but less than 0.5%

W represents students who are working towards level 1, but have not yet achieved the standards needed for level 1.

EP represents exceptional performance



# CHAILEY SCHOOL

A Specialist Language & Humanities College

## WHO'S WHO

### Governing Body

Mrs C Baker	Community Governor
Mr M Barry	Staff Governor
Mr M Evans	Local Authority Governor
Mrs P Hooton	Community Governor & Vice Chair of Governing Body
Mr D Kenrick	Staff Governor
Mr J Levy	Parent Governor
Mr J Paine	Parent Governor & Chair of Governing Body
Mrs R Segal	Parent Governor
Mrs M Smith	Staff Governor
Mrs S Stillman	Local Authority Governor
Mr J Stone	Parent Governor
Mr R Trussell	Community Governor
Mrs A Willmott	Parent Governor
Mrs L Young	Staff Governor & Headteacher

The Chair and Clerk to the Governors may be contacted at the school address, by telephoning the school on 01273 890407 or via email to [governors@chaileyschool.org](mailto:governors@chaileyschool.org)

### Teaching Staff

<b>Mrs L Young*</b>	<b>Headteacher</b>
Mr B Austin	Faculty Team Leader: PE/PCE
Mr J Bamford	English
Mrs L Barringer	Curriculum Leader: Music
Mr M Barry	Faculty Team Leader: Arts & Technology & Induction Tutor
Mr I Browne	Faculty Team Leader: Science
Ms K Burke	KS3 English Co-ordinator
Mrs R Cowell	KS2 Modern Foreign Languages Co-ordinator
Mrs J Dale	Curriculum Leader: Media Studies
<b>Mr J Dale*</b>	<b>Deputy Headteacher (Student Support &amp; Development)</b>
Mr J Deacon	Curriculum Leader: Design Technology
Mrs A Fenn-Tye	Mathematics
Mr S Fenn-Tye	Curriculum Leader: ICT
Ms I Garcia-Cuesta	Modern Foreign Languages
Ms B Hall	KS4 English Co-ordinator
Ms G Harfleet	KS4 Modern Foreign Languages Co-ordinator
Mr A Harris**	Key Stage 3 Director
Mrs M Hemsworth	Mathematics/1:1 Tuition
Mr S Higazi	KS3 Mathematics Co-ordinator
Mr I Hopwood	Faculty Team Leader: Mathematics
Ms E Hutton	Curriculum Leader: Drama
Mrs D Johnson	Curriculum Leader: Art
Ms A Jones	Faculty Team Leader: Humanities & Director of Humanities College
Ms S Jones	KS3 Humanities Co-ordinator
<b>Mr D Kenrick*</b>	<b>Deputy Headteacher (Teaching &amp; Learning)</b>
Ms M Kinsella	Student Support Co-ordinator
Ms T Long	Science
Mrs S Marshallsay	Learning Development Co-ordinator
Ms J Maynard	Curriculum Leader: PE
Ms F Morrow	Faculty Team Leader: Modern Foreign Languages & Director of Language College
Mrs J Murphy	KS4 Humanities Co-ordinator



# CHAILEY SCHOOL

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Mrs C Nyren	Modern Foreign Languages/1:1 Tuition
Miss C Palmer	Advanced Skills Teacher and KS4 Maths Co-ordinator
Mrs B Payne	Curriculum Leader: Food Technology
<b>Mrs V Pinfield*</b>	<b>Assistant Headteacher (Inclusion) and SENCO</b>
<b>Miss L Poole*</b>	<b>Assistant Headteacher (Standards)</b>
Ms J Potton	Modern Foreign Languages
Mr M Richards	Art
Mrs C Scott-Smith	Science
Mr D Simmonds**	Key Stage 4 Director
Miss R Sinclair	Humanities
Mr I Smith	English
Miss L Thompson	Curriculum Leader: PCE and SSCO
Miss D Turner	KS3 Science Co-ordinator
Mrs J Turner	KS3 Modern Foreign Languages Co-ordinator
Ms R Turner	Faculty Team Leader: English & Media
Miss E Watford	KS4 Science Co-ordinator

## Support Staff

**Mrs A C Jones\*** Director of Finance & Resources

### Administrative Team

Mrs J Bennett	Headteacher's P.A.
Ms D Ellis	Personnel Assistant
Mrs S Flint	Student Services Receptionist
Mrs C Holden	Work-Related Learning Administrator
Mrs S Lewis	Student Services Receptionist
Mrs C Lewis-Irlam	Office, Data & Cover Manager
Mrs C Muschamp	Cover Supervisor
Mrs L Skelton	Finance Assistant
Mrs C Thompson	Exams Officer & Cover Supervisor
Ms K Young	Attendance Officer

### Teaching Assistants

Mr S Barker
Mrs J Cook
Mr M Craig
Dr R Fuhrmann
Mrs R Hancock (SEND Manager)
Mrs E Hills (HLTA)
Mrs K McBride
Ms D Sison (HLTA)
Mrs M Smith (HLTA)
Ms J Wright

### Student Support Team

Mrs J Hickman	Student Support & Transition Manager (Year 7)
Mrs L Hutchinson	Student Support Manager (Years 8 & 9)
Mrs F Kinderman	Student Support Manager (Years 10 & 11)
Mrs L Rickman	Educational Visits Co-ordinator/D of E Scheme Co-ordinator

### Learning Resources Team

Mr A Barnard	ICT Technician
Mrs A Dempster	Reprographics Technician
Mrs H Duck	Library Manager
Mrs S Durrant	Senior ICT Technician
Mr R Hawkes	Learning Resources Manager
Mr M Tyrie	AVA Technician

### Technician Team

Mrs S Barnard (Food Technology)
Ms S Colledge (Art)
Mrs K Dansey (Science)
Mr R Martinez (Science)
Mr M Sanford (Science)
Mr S Ziegler (DT)

### Site Team

Mr D Eyre	Site Manager
Ms J Pattenden	
Mrs J Streeter	Assistant Site Manager

\* Senior Leadership Team

\*\* Extended Leadership Team



## UNIFORM

### Compulsory

\*School Blazer with School badge

Plain pale blue tailored shirt/blouse - school style (Years 7-10)

Plain white tailored shirt/blouse - school style (Year 11 only)

\*School striped clip-on tie for boys

Plain navy blue trousers - school style - not cropped or 'skinny' style

\*Plain navy blue skirt - 20" length, 'Charleston' style

Plain tights for girls - navy blue or black

(plain neutral tights or white knee high/ankle socks are optional from May half-term-July)

Plain navy or black socks for boys

Shoes - plain black, waterproof material - not trainers

### Optional

\*School navy blue V neck jumper with School badge

*\* Only available from our suppliers (Broadbridge's in Haywards Heath; Intersport in Lewes)*

The Chailey blazer is compulsory at all times in school. The school jumper may be added for extra warmth, but may not be worn instead of the blazer.

Trousers and skirts purchased from other suppliers must match the items available from our approved suppliers.

Fashion items in colours, fabrics or styles noticeably different from the items from our suppliers are not acceptable school uniform. Please do not allow your child to convince you otherwise. If in doubt please contact your child's Student Support Manager. The prescribed skirt length ensures that for almost all students, their skirt will be knee length or slightly below, i.e. an appropriate length for school.

Trainers are not school uniform - even black ones. Plain, black school shoes are required. If in doubt, look when shopping for the distinguishing marks of training shoes - logos, multiple lacing holes, soles that "wrap up" onto the upper, the lack of a distinct heel, and raised Achilles tendon guards at the back of the shoe. If footwear has some or all of these features we are likely to view them as training shoes. Shoes must be well fitted and have enclosed heels and toes. High heels and platform soles are not safe in school. Metal toe caps and ankle boots are not allowed.

If you decide to allow your child to be pierced (beyond a single pair of ear studs) please note that they are not allowed to wear anything in that piercing at any time during the school day. This applies at all times, including the "healing" period.

No jewellery other than a watch, one pair of plain gold/silver studs, one in each ear, and one chain necklace with a religious symbol, if part of your faith, may be worn.

Make up should be discreet. Exaggerated hair styles or multi-colours are not allowed.



## P.E. KIT & EQUIPMENT

### PE kit

Plain navy polo shirt  
Plain navy tracksuit/jogging bottoms  
Plain navy shorts or skirt  
Navy football socks  
Short white socks  
Trainers  
\*Navy/sky blue reversible rugby shirt  
Shin pads  
Football boots for extra-curricular football

*\* Only available from our suppliers (Broadbridge's in Haywards Heath; Intersport in Lewes)*

### Equipment

Pencils  
Ruler  
Pen/biro  
Eraser  
Set of colouring pencils  
Glue stick (Pritt stick or similar)  
Calculator  
Protractor  
Pair of compasses  
Dictionary  
Rough notebook  
Sketchbook

Please note that correction fluid, e.g. Tippex is not allowed

A full and detailed uniform list is available to download from the School website.

### Uniform stockists

Broadbridge's Ltd  
2 Sussex Road  
Haywards Heath  
RH16 4EA

Intersport of Lewes  
53 Cliffe High Street  
Lewes  
BN7 2AN

Tel: 01444 413466  
[www.broadbridges.co.uk](http://www.broadbridges.co.uk)

01273 475235  
[www.gameforlife.co.uk](http://www.gameforlife.co.uk)



## THE CURRICULUM

### ***Keeping parents informed***

Throughout a student's time at Chailey the school maintains close contact with parents in order that each individual student's potential and progress is monitored and maximised.

Every student has three reports sent home each academic year - two progress reports and one full academic review. These are supported by three opportunities during the year for parents/carers to meet with form tutors and/or subject staff. The partnership between home and school is crucial to ensure the best chances for academic and pastoral success for each student.

We feel that the form tutor is a key person for our students. Each individual student will be mentored regularly by their form tutor. Learning how to study and take responsibility for their own learning is also an important part of our students' education. We aim to develop these skills in a strong moral, spiritual and cultural environment. Assemblies are an important part of this development and the themes explored during assemblies are aimed at deepening students' skills and understanding.

### ***Key Stage 3 - Years 7, 8 and 9***

Subject classes are organised either as mixed ability groupings or into sets organised according to the students' ability. We pay close attention to Key Stage 2 results and regular reviews of progress by subject and tutorial staff. Moves between sets are made as and when required and we are always sensitive to the requirements of individual students.

We believe in the importance of a broad education for our students in skills of languages and literature, science and mathematics, information and communication technology, cultural and spiritual awareness, artistic expression, physical activity and self-confidence. It is our aim to develop the whole person through varied and stimulating programmes of work, with personal and social education, citizenship, learning and thinking skills at the heart of our curriculum.

In Years 7, 8 and 9 students follow a common curriculum:

English	Geography	Art
Mathematics	History	Drama
Science	Religious Education	Music
Design Technology	French	Physical Education
ICT	German or Italian or Spanish	Personal & Citizenship Education

In addition, Year 7 students follow a 'Learning to Learn' programme of study to equip them with the necessary transferable skills to form the bedrock of successful study throughout their schooling.

During Year 9, students will choose some of the subjects they wish to study during Key Stage 4. We recommend that they keep as wide a choice as possible and specific guidance will be given by tutors, the Key Stage 3 Director, supported by members of the Senior Leadership Team. A specific information evening for Year 9 parents/carers is arranged prior to GCSE course decisions being finalised.



### **Key Stage 4 - Years 10 and 11**

In Key Stage 4 students follow courses leading to the GCSE qualification. All courses are designed not only as useful qualifications in themselves but also as good preparation for future study.

We offer a wide range of opportunities for our students, making sure that they have the best possible career options open to them. We want all students to make the most of these opportunities and achieve the best that they can; progress is closely monitored and individual students are given clear targets for attainment. Individualised support and intervention are carefully targeted so that they can realise their full potential in public examinations.

All students at Chailey study the following subjects:

- English Language
- English Literature
- Mathematics
- Science - either Triple (three separate sciences of Biology, Chemistry and Physics) or Dual (Core and Additional Science)
- A Modern Foreign Language
- Physical Education
- Religious Education
- Personal & Citizenship Education

A range of additional GCSE course choices are offered from:

- A second Modern Foreign Language
- Art
- Business Studies
- Drama
- Food Technology
- Geography
- Graphics
- History
- ICT
- Media Studies
- Music
- PE
- Resistant Materials

A few students each year also follow alternative curriculum provision provided in partnership with local colleges.



## INCLUSION

All students follow the National Curriculum and have equal access to all subjects. We value all students equally and aim to encourage respect for oneself and for others.

Not only do we recognise that all students are entitled to the maximum possible access to a broad and balanced curriculum, we also ensure that consideration for students with additional needs crosses all curriculum areas and all aspects of teaching and learning. We have high expectations of all students, whatever their abilities.

We assess every student during the first few weeks at Chailey, enabling us to put additional programmes in place where necessary. Students who are identified as Gifted and Talented are provided with additional challenge, extension and opportunities and students who require additional or alternative support or provision are also catered for.

Every teacher is made aware of each individual student's needs and student progress is monitored regularly.

We strongly believe that the home-school partnership has a major role to play in helping all students overcome any difficulties in their school work.

Does a student need help with homework or access to specialist facilities? Homework Club runs from 3.15-4.15pm on Monday, Tuesday, Wednesday and Thursday. Attendance is voluntary, but strongly recommended for those who find studying difficult - or simply like to work in a congenial, supportive atmosphere. There is always help on hand and plenty of computer space. (Not to mention some refreshments to keep concentration levels up at the end of the school day!)

Chailey School has worked hard in recent years to improve and increase access for disabled students to all parts of the school premises. Recent developments include wheelchair ramps, a levelling of school entrances and the installation of three lifts.

*At Chailey School we are committed to ensuring equal access to high quality education for all children and young people, including those with special educational needs and disabilities. We promote the five outcomes of the Every Child Matters agenda which seeks to improve the access, participation, achievements and life chances for all.*

For full details of our provision for students with additional needs, please ask for a copy of our Inclusion Policy - which is also available to download from the School website.

The School follows all statutory guidance and the Local Authority's policies in relation to equal opportunities, race relations, disability and sex discrimination and copies of these are available on request.



**CHAILEY SCHOOL**  
A Specialist Language & Humanities College

## EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to become involved with a wide range of clubs, which meet at lunchtimes and after school; some activities may also involve taking part at weekends or during school holidays. The following list of activities takes place regularly during each school year and we are also happy to organise a club or activity if students come to us with an idea or suggestion. All opportunities to extend the life of the school beyond the classroom are vital to an enriching education and also allow students and staff to get to know each other in a more informal environment.

### Clubs and activities

Art	Duke of Edinburgh Award Scheme	Music Lessons (Instrumental & Voice)
Athletics	Eco Committee	Netball
Badminton	Foreign Film Club	Orchestra
Basketball	German	Public Speaking
Boxing (Girls and Boys Clubs)	Gardening Club	Rounders & Stoolball
Cheerleading	Girls' Football	Rugby
Chess	Homework Club	School Productions
Chinese	ICT	Science
Choir	Indoor Football	Spanish
Cricket	Inter-form Competitions	Street Dance
Design Technology	Mandarin	Trampolining
Dodgeball	Miniature Railway Club	UK Maths Challenge competitions
Drama	Model Castle Club	Warhammer/Yugioh

### Trips and Visits

Throughout the year staff will organise social and educational events for students. There are visits to support studies to theatres, museums, galleries and sights of interest - not to mention ten-pin bowling or the pantomime! There are also activity trips to 'Treejumpers', Wales Camp and skiing. Exchanges, day trips and residential visits to Europe develop skills in Modern Foreign Languages and extend the History curriculum; field and study trips in England are part of the Geography and Science curriculum. The School also welcomes many visitors during the year - from our close links with our primary schools to partner schools in China, France, Germany, India, Italy, China, Nepal and Nigeria, and our annual visit from the USA students as part of their 'People to People' programme.

### Sports and the Arts at Chailey

We believe that healthy competition, skills building and teamwork are integral to a good education. All interested individuals have the opportunity to join clubs and to compete in school teams or for fun. There are a range of sports teams which enjoy great success - we were the Ouse Valley Champions from 2007-2010 and have many students who compete at County and National level. We take part each year in the English Speaking Union, Southern Schools' Book Award, Rotary Creative Writing and Shakespeare Schools' Festival, achieving success and recognition from the organisers.

Alongside these clubs and activities we run a programme of revision classes, support sessions and - for those students who prefer quieter activities at lunchtime - the Learning Support Unit and the Library are open for them to use.



## **GENERAL INFORMATION**

### **ADMISSIONS POLICY**

The arrangements for the admission of children to Chailey School at age 11+ are made by East Sussex County Council who follow the Government's statutory Admissions Code. A detailed description of the arrangements is contained in their booklet 'Applying for a school for your child', obtainable from School Admissions at County Hall in Lewes (Tel: 01273 481000) or available to be downloaded from the County Council's website.

### **ATTENDANCE POLICY**

Good attendance and high achievement go together. Poor attendance leads to disjointed learning and disappointing results - the worst possible start to adult life. If a child is unable to attend school parents are asked to let us know at once, preferably by telephoning the dedicated student absence line (01273 890407 option 1) or by emailing [absence@chaileyschool.org](mailto:absence@chaileyschool.org). We always check any unexplained absence on the first day by contacting parent/carers. On their return to school we ask for a note to the form tutor to confirm a telephone message - a letter is not necessary if we have been informed of the absence by email.

The Local Authority sets clear guidelines for Headteachers regarding the circumstances in which absence may be authorised. Headteachers are only allowed to authorise absence from school during term time in "exceptional circumstances" and even then consideration must be given to other factors such as the student's attendance record, clashes with examinations etc. Authorised absence will rarely be given for students in Year 11 or if, in any year group, a public examination would be missed by the student concerned. For absence due to exceptional circumstances, the maximum period that can be authorised is 10 days in an academic year. It is no longer possible to authorise term-time absence for a family holiday. Requests for authorised absence must be made directly to the Headteacher using the form provided by the Local Authority for this purpose (which is available to download from the School website or from Student Services). The School's Attendance Policy is available for download from our website or on request.

### **ABSENCE DURING THE SCHOOL DAY**

Students, other than those who by prior arrangement with the School go home for lunch, are not allowed to leave the site without permission from their Student Support Manager. The School should be informed in writing in advance if a student has to leave school during the day, e.g. for a dentist/medical appointment - although parents/carers are encouraged to do their very best to make such appointments outside of the school day. All correspondence concerning such absence should be addressed to the Form Tutor.

### **ILLNESS OR INJURY**

We have several qualified first aiders to deal with minor accidents and illnesses but we ask parents/carers to keep sick children at home. If a student becomes ill at school he or she can receive basic treatment in the medical room. If necessary, a student's parent/carer will be contacted to take their child home. The School must have an emergency contact telephone number, a reserve number and all relevant medical information regarding current medication or allergies. Students' medical records are updated regularly. Parents/carers should inform us of any changes in their child's health. Staff may not administer medicines, other than those medically prescribed.



## **GENERAL INFORMATION**

### **BEHAVIOUR AND DISCIPLINE**

Chailey students are noted for their excellent behaviour - our aim is to nurture self-discipline and we have high expectations in this regard. We expect students to dress correctly and smartly and to be truthful, honest and polite. We regard these qualities as essential in any civilised community.

We prefer to encourage and recognise good behaviour and effort and have a system of rewards such as merits, commendation certificates, postcards and letters home. Staff always look to praise good work and behaviour.

However, to ensure the maintenance of high standards of behaviour and discipline, the School has a simple and clear Code of Conduct which is supported by a range of sanctions. The Code comprises five rules which are displayed in every room in the school:

- (1) Do as you are asked when you are asked
- (2) Listen in silence
- (3) Put up your hand to speak
- (4) Arrive on time to lessons
- (5) Keep hands, feet, objects and comments to yourself

For persistently unacceptable behaviour, sanctions such as detention may be imposed. The School has a legal right to detain a child provided parents/carers are given 24 hours' notice so that they may make alternative travel arrangements for their child. In extreme cases a student may be excluded, in accordance with statutory guidance. In such cases parents/carers are always asked to come to school in order to work with us to avoid a repetition of such an unhappy occurrence. Very rarely a student may be permanently excluded. The School's behaviour policy is available to download from our website or on request.

### **CARE OF BOOKS, EQUIPMENT AND PROPERTY**

Chailey School takes all reasonable care to safeguard students' property but cannot accept responsibility for any loss. All students' property should be clearly marked with their name. Neither valuable items nor large amounts of money should be brought to school.

There is no charge for exercise or text books, which remain school property. We reserve the right to make a charge towards replacing lost or damaged books or for library books which are lost or not returned. Very occasionally school property may be damaged through thoughtless, careless or, very rarely, malicious behaviour. In such an event we reserve the right to charge for the cost of repairs or replacement.

### **CHARGING FOR SCHOOL ACTIVITIES**

From time to time extra expenses may be incurred when offering educational experiences beyond the classroom. The School adheres to statutory guidance that no compulsory charges may be made for activities and visits that take place during school hours. The law does allow schools to ask parents/carers for voluntary contributions when a trip is planned. However, if insufficient contributions are received the proposed trip may have to be cancelled. Parents/carers who are unable to contribute are asked to contact Mrs A C Jones, Director of Finance & Resources at the School in confidence.



## **GENERAL INFORMATION**

### **COMPLAINTS PROCEDURE**

Most complaints are dealt with at an early stage through discussion with staff and an amicable solution reached. In the rare event of a complaint not being easily settled, Government legislation and Local Authority guidance outlines the procedure to be followed. This can be downloaded from our website.

### **'FRIENDS OF CHAILEY SCHOOL'**

The School receives valuable support through the activities of the Friends, who raise much-needed funds for the school and provide refreshments at school events during the year. All parents of students at Chailey School are automatically members and are welcome to come to the Annual General Meeting in the Autumn Term or any meeting during the year to find out more and to meet other parents.

### **HOMEWORK**

All students are expected to do homework. The amount and difficulty of homework will vary according to a student's age and ability. Each student receives a planner at the start of each academic year. Form tutors check the planner regularly and we also ask parents/carers to check the planner, sign it and, if they wish, make comments on their child's work. The planner is also a useful and quick form of communication between home and school for messages to be sent into form tutors and subject staff.

### **LUNCH**

Chartwell's is the school's catering providers and a choice of food, including vegetarian choices, is available in the Dining Hall. The menu is varied and meets the Government's Healthy Eating guidelines. Students may also bring packed lunches. Year 11 students have their own Common Room and dining facility. The School operates a successful and easy to use cashless catering system which parents/carers can add funds to via the Internet or a Pay Point in post offices etc. Cheque payments can also be handed in to Student Services to credit a student's account or, as a less secure method, students can bring cash into school and add funds themselves via the revaluation machines provided. Students who are entitled to free school meals will automatically have funds credited to their account on a daily basis and parents/carers who wish to apply for this benefit for their child should contact Student Services at the School.

### **PEER MENTORS & PREFECTS**

At the end of Year 10, students are selected to serve as Peer Mentors or Prefects during their final year at Chailey. This provides a rewarding and valuable experience to the students and parents, carers and staff value their work extremely highly. The Peer Mentor team receives special training for their role and lead a younger team of Year 8 'buddies' and Year 9 mentors. Thus a framework of support for the students by the students ensures that there is always someone to listen and advise alongside the staff support structures.

Prefects' responsibilities include helping with tutorial time, acting as ambassadors for the school, taking a leading role at public events such as Open Evening, Open Mornings and New Parents' Evening, supervising during wet weather in classrooms and corridors, supervising on school buses and coaches, helping staff and setting a good example to their peers and younger students. Prefects are chosen through a formal application, selection and interview process involving the outgoing Head Boy and Head Girl, senior staff and the Headteacher. In addition to the Head Boy and Head Girl and their Deputies, there are a team of Senior Prefects, Subject Prefects and Prefects with specific roles, for example, working within our Learning Support Unit or Library.



## **GENERAL INFORMATION**

### **PERSONAL AND CITIZENSHIP EDUCATION (PCE)**

The PCE curriculum includes physical/emotional health, sex education, drugs/alcohol, careers and individual responsibilities. The full policy regarding these is available to download from our website or on request.

### **RELIGIOUS EDUCATION**

All students receive religious education in accordance with the East Sussex Agreed Syllabus 2011. We recognise that nurture in a religious faith is the responsibility of home and church. While parents/carers have the right to withdraw their child from RE lessons we believe that this diminishes the wholeness of a student's education and development of knowledge, understanding and tolerance. A full statement of our policy is available on request.

### **SCHOOL FUND: ANNUAL PARENT/CARER DONATION**

The School Fund is made up solely of voluntary contributions or from fundraising. It is used for the benefit of all Chailey School students in providing resources beyond the scope of the School's income from the Local Authority.

### **SEX EDUCATION**

Sex education is included in PE, Science, RE and Personal and Citizenship education. We aim to prepare students carefully and sensitively for adult life and their responsibilities in personal relationships, promoting the regard for moral considerations and family life. We teach: sexual responsibility, including contraception; law relating to sexual activity; effects of promiscuous sexual behaviour; sexual abuse; how AIDS and other sexually transmitted diseases are spread. A full statement of the School's policy is available to download from our website.

### **SPECIAL EDUCATIONAL NEEDS**

In accordance with Government legislation and Local Authority policy we recognise that many children have special needs, physical, emotional or education, during part or their entire school career. Our trained Special Needs Co-ordinator (SENCO) supports all staff in implementing a whole school policy, liaises with primary schools and works with the children themselves. We have a number of teaching assistants who support children in and out of lessons. Full details of our Inclusion policy are available to download from our website or on request.

### **STUDENT RECORDS**

These are kept securely within the School. They are available for parents/carers to see, on receipt of a written request to the Headteacher.

### **TRANSPORT**

Transport is free for students who (a) attend the appropriate school; (b) live more than three miles from that school. Parents/carers receive the necessary application form from their child's primary school or the Local Authority. The Local Authority's Transport Department issues bus passes. Drivers may not carry students without a pass as such students would be uninsured. Should a student misbehave on a coach/bus (a rare occurrence) then they may have their pass withdrawn by the school for a short period of time.