



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L



Admission Induction Booklet

2025-2026

INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

Mr I Turnbull, Headteacher



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Contents

Values

School Terms & Holiday Dates

Timings of the School Day

Uniform & Equipment

Behaviour Expectations

Attendance

CCHS & Technology

Site Maps

Contact Details

Values

INTEGRITY	<i>Doing the right thing, all the time and respecting each other.</i>
TEAMWORK	<i>Working together to improve our collective best, as well as our individual best.</i>
RESPONSIBILITY	<i>Taking responsibility for our actions.</i>
EXCELLENCE	<i>Being the best we can be in all we do.</i>
RESILIENCE	<i>Overcoming challenges, remaining focused and working hard.</i>



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

School Terms & Holiday Dates 2025/2026



AUTUMN TERM 2025

Staff:	Monday 1 September – Friday 24 October
Students:	Wednesday 3 September – Friday 24 October
Holiday:	Monday 27 October – Friday 31 October
Staff & Students:	Monday 3 November – Friday 19 December
Holiday:	Monday 22 December – Friday 2 January

SPRING TERM 2026

Staff & Students:	Monday 5 January – Friday 13 February
Holiday:	Monday 16 February – Friday 20 February
Staff & Students:	Monday 23 February – Friday 27 March
Holiday:	Monday 30 March – Friday 10 April
Easter Sunday:	Sunday 5 April

SUMMER TERM 2026

Staff & Students:	Monday 13 April – Friday 22 May
Bank Holiday:	Monday 4 May
Holiday:	Monday 25 May – Friday 29 May
Staff & Students:	Monday 1 June – Monday 20 July*
Holiday:	Tuesday 21 July – Monday 31 August

Staff Training Days (School closed to students):

Monday 1 and Tuesday 2 September 2025.

Friday 3 July 2026.

*Monday 20 July 2026

Additional Dates to be confirmed.



Timings of the School Day

8.45 – 8.55	Tutor	
8.55 – 9.55	Period 1	
9.55 – 10.55	Period 2	
10.55 – 11.15		<i>Break</i>
11.15 – 12.15	Period 3	
12.15 – 13.15	Period 4	
13.15 – 13.50		<i>Lunch</i>
13.50 – 14.50	Period 5	
14.50 – 15.20	Tutor	Monday – Thursday
15.20 – 16.20	Twilight	Monday – Thursday
<i>14.50 – 15.50</i>	<i>Twilight</i>	<i>Friday</i>





CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Uniform & Equipment

The full Uniform & Equipment Policy is available on the school website.

Blazer	Black with red trim and school badge.
Trousers	Smart, tailored, black trousers, full length, straight legged (<u>leggings, lycra based, Chinos or denim or figure hugging trousers are not acceptable</u>). Tailored black shorts (<u>lycra based, denim and cargo shorts are not acceptable</u>).
Skirt	Plain black pleated skirt worn just above knee level, with no splits (<u>lycra figure hugging skirts are not acceptable</u>).
Shirt	White. Plain, short or long sleeve. Collars to be buttoned and shirts tucked in. <u>Fashion style blouses/shirts without a formal collar are not acceptable.</u>
Sweater	Sweaters are optional but, if worn, should be plain black V neck with no logo.
Tie	Available from school and local retailer.
Shoes	Black formal traditional footwear – leather look <u>ONLY</u> . (Girls: Maximum heel one inch.) (Trainers, canvas pumps/leisure shoes and any form of footwear with a sports label are not acceptable e.g. Converse/Vans/Nike/Lacoste etc). Plain black leather (look) ankle boots can be worn (the trousers must be over the boot).
Socks	Plain dark grey or black (trainer socks are not permitted). (Girls: Tights may be worn, however, these must be plain black/nude with no extreme patterns.)
Coat	Denim or leather is not allowed. Hoodies and tracksuit tops are to be full zip only and worn over blazers.
Jewellery	Students are allowed to wear one small stud in the <u>lower lobe</u> of each ear only. <u>No other form of jewellery</u> is allowed apart from a wrist watch. No other piercings are permitted. Clear retainers are allowed.
Hair	Hairstyles should be neat and presentable and in keeping with the ethos of our community. (An all over Grade 1, or below cut is not permitted and hair should be free from tramlines and other patterns). Hair colour should be of a natural colour only.

Additional guidance regarding boys' uniform: Facial hair should be trimmed and smart.

Additional guidance regarding uniform

- Facial piercings of any sort, along with tongue piercings, are not allowed. Plasters will not be accepted as a way of covering a piercing. Clear retainers are allowed.
- Tattoos are not acceptable.
- Students in Years 7-11 are allowed to wear discreet make up. Eyebrows should be natural with no makeup products applied under any circumstances. If a student presents themselves as wearing excessive makeup, they will be asked to remove it by the Director of Year.
- Fake nails are not to be worn for health and safety reasons. Students are permitted to wear nail varnish but this must be clear ONLY, students will be asked to remove inappropriate nail varnish.
- Fake eyelashes are not acceptable. No shaven eyebrows or tramlines.
- Blazers must be worn at all times, both in lessons and in corridors. If a student wishes to remove their blazer during the lesson, they are to ask the teaching member of staff politely. The Headteacher will authorise 'no blazer days' in extremes of heat. Outdoor coats must be removed when entering classrooms and assemblies.
- Hairstyles worn because of cultural, family or social customs, with certain hairstyles adopted for racial or religious grounds are acceptable. This includes hairstyles such as (but not limited to) braids, locks, twists, cornrows, plaits, natural Afro hairstyles and head coverings, including religious based head coverings and African heritage head wraps.
- The Headteacher has the final decision in matters relating to uniform and appearance.
- **If a student is not in correct full school uniform they will either be:**
 - Sent home to change if we are able to contact parents/guardians;
 - Able to borrow clean spare uniform from school;
 - Placed in the Reflection Room until their uniform is correct.
- Red Cards will be issued on a daily basis to address minor uniform infringements. When a student is issued with four red cards within a week, they will be issued with a C3 Red Card detention which will last for forty minutes.

School uniform can be purchased from either:

Crested Schoolwear: <https://www.crestedschoolwear.co.uk/>

A&J Designs: <https://www.a4jdesigns.co.uk/>

Sports Kit (Boys & Girls)

- Cannock Chase PE red polo shirt.
- Cannock Chase black shorts.
- Black socks.
- Red jacket.
- Plain black tracksuit bottoms (no logos or stripes) may also be worn.



- Leggings (black gym leggings).

These items can be purchased from A&J Designs: <https://www.a4idesigns.co.uk/> or Crested Schoolwear: <https://www.crestedschoolwear.co.uk/>

Shin pads and gum shields are needed for activities such as rugby, football, and hockey.

Football boots are needed for football and rugby.

Trainers will be required for all other activities

Watches and earrings must be removed for all sporting activities.

All PE items need to be labelled with the student's name.

For any student who forgets their kit, the PE department hold a stock of clean kit that students must wear without argument. If a student is not physically taking part in PE due to injury they are still required to bring and wear their PE kit.

Equipment

All students in Years 7-11 will need:

- an age appropriate reading book;
- water bottle;
- pencil case;
- 2 black pens;
- at least one pencil;
- ruler (15cm in length minimum);
- rubber;
- green pen;
- highlighter;
- colouring pencils (Years 7 and 8);
- white board and 2 pens;
- calculator (see page 9 for model details).

School Bags








All students in Years 7-11 will need to have a suitable school bag with them daily to carry their books and equipment. These bags must be able to accommodate an A4 folder, A4 exercise books and all other equipment.



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Uniform Guide

 <p>Black Blazer with red trim and CCHS school logo</p>	 <p>Black Trousers</p> <p>(Smart, tailored, full length, straight legged. Leggings, chinos or denim are not permitted.)</p>	 <p>Black Skirt</p> <p>Pleated (Worn just above knee level with no splits. Lycra figure hugging skirts are not permitted)</p>	 <p>White Shirt</p> <p>Plain short or long sleeve.</p>
 <p>Red and Black School Tie</p>	 <p>Socks</p> <p>(Plain dark grey or black)</p>	 <p>Black Shoes</p> <p>(Formal traditional leather, maximum one inch heel. Trainers, canvas pumps and any other footwear with a sports label are not permitted. Ankle boots can be worn with trousers over the boot)</p>	 <p>Jewellery/other</p> <p>Wrist watch and 1 stud per ear permitted.</p> <p>No other jewellery is permitted.</p> <p>Facial piercings are not permitted.</p> <p>Fake nails/gel/polish is not permitted.</p> <p>Hair- natural colour only/grade 1 all over is not permitted.</p>

Please see the school uniform policy for more information (available on school website)



Student Equipment List



Reading Book



Water Bottle



Whiteboard,
pen and rubber

Calculator



Casio FX-83GTCW
Casio FX-85GTCW



Pencil Case



Ruler (15cm)



Green Pen



Rubber



Colouring Pencils (Yr7/8)



1 Pencil



2 Black Pens





Highlighter Pen



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

PE Uniform Guide

 <p>Red zippered top with CCHS school logo</p>	 <p>Black Tracksuit Bottoms/ Leggings</p> <p>(Full length, plain with <u>no stripes or logos</u>)</p>	 <p>Black Shorts</p> <p>(Plain with no stripes/logos. Lycra figure hugging shorts are not permitted)</p>	 <p>White Shirt</p> <p>Red T-shirt with CCHS logo or personalised GCSE T-shirt.</p>
 <p>Trainers</p> <p>Any brand or colour</p>	 <p>Socks</p> <p>(Plain black football/ankle)</p>	 <p>PE kit with CCHS logos can be purchased from: A&J Designs: https://www.a4jdesigns.co.uk/ Crested Schoolwear: https://www.crestedschoolwear.co.uk/</p> <p>Items without the CCHS logo can be purchased from other retail outlets. Polo: https://www.firelabel.co.uk/childrens/polo-shirts/jc040b-awdis-kids-just-cool-polo-shirt.html Hoody: https://www.firelabel.co.uk/childrens/hoodies/jh001b-awdis-just-hoods-kids-hoodie.html</p>	

Please see the school uniform policy for more information (available on school website)



Behaviour Expectations

The full Behaviour Policy is available on the school website

Rewards

AP3	3 Achievement points for: Attitude to Learning/Effort/Excellence/Extra-Curricular/Helpful/Homework/Improvement/Integrity/Positive Behaviour/Reading/Recommended Reading List/Report/Resilience/Responsibility/Teamwork.
AP5	5 Achievement points for: Attitude to Learning/Effort/Excellence/Extra-Curricular/Helpful/Homework/Improvement/Integrity/Positive Behaviour/Reading/Recommended Reading List/Report/Resilience/Responsibility/Teamwork.
AP10	10 Achievement points for Teaching and Learning outside of the school – AP10 to be awarded for an excellent piece of homework or coursework or as a reward for an individual effort as an independent learner.
AP20	20 Achievement points - To be awarded by Directors of Year/Directors of Learning Community/Leadership use ONLY. For exceptional behaviour, attendance, achievement in progress check assessments and commitment to the life of Cannock Chase High School and the wider community.

Sanctions

Verbal Warning	– The teacher indicates to the student that their behaviour is unacceptable and must be altered and corrected straightaway.
C1	– Should a student fail to respond to the verbal warning and clear instructions given by staff a C1 will be issued.
C2	- Should a student still continue to not respond to staff instructions and persist in having a negative impact on the learning environment a C2 will be issued. This will mean that a 10-minute detention will be served that day with a member of staff.
C3	Detention – Should a student continue to persist with negative behaviours that continue to have a negative impact on the learning environment a 40-minute detention will be issued.
C4	– Full day in the Reflection Room plus a 60-minute detention. A C4 is one of our most serious consequences in our behaviour system. The student will be required to work in isolation and complete work that has been set by subject staff.
C5	– Fixed term in isolation at another school.

Please note that parents will receive communication from a member of staff alongside communication via Class Charts of a C3 detention or Headteacher's detention. Parental consent is not required for detentions, however, we encourage parents/carers to communicate with the school should there be a legitimate reason as to why the detention cannot be sat at a particular time.

Corridor Charter

In order to keep our corridors a safe and pleasant environment, we all agree to the following:

- Walk on the left hand side of the corridor and stairs (when possible);
- Do not eat, drink or drop litter;
- Do not to use mobile phones at any time;
- Behave in an appropriate and safe manner at all times (keeping our voices to a minimum, never shouting or being loud or acting in a way that may hurt ourselves or others);
- Respect school buildings and equipment.

Mobile Phones

Students are able to bring mobile phones with them to school, but they must be switched off and placed in their bag when entering the school gates. Students are then allowed to switch their phones back on at 3:20pm, once they have been dismissed from afternoon tutor time and are outside the building.

If a mobile is seen/used in class without permission, the member of staff will issue an automatic C3 (40 minutes after-school detention) and the phone confiscated.

If a phone is confiscated on more than two occasions, a Parent or Guardian must collect it from Reception.

The school reserves the right to issue further sanctions dependent on levels of mis-use.

If students choose to bring a phone into school, the school cannot accept any responsibility for it if it is lost, damaged or stolen.

Mis-use of social media outside of school remains the parents' responsibility.



The full Policy gives more detail on the above and also includes:

- Expectations;
- Classroom Conduct and Behaviour;
- Classroom Pledge;
- Attendance and Punctuality;
- Movement around the school building;
- Safety;
- Expectations and Behaviour Outside of School;
- Environment Code;
- Personal Property;
- Uniform Code;
- Failure to Attend Detentions;
- Monitoring of Achievement/Behaviour Points;
- Other Related Policies.

The Behaviour Expectations are to be read in conjunction with the following Documents.

- | | |
|-------------------------|----------------------------|
| • Behaviour Policy | • E-Safety Policy |
| • Anti- Bullying Policy | • Health and Safety Policy |
| • Attendance Policy | • Home School Agreement |
| • Drugs Policy | • Safeguarding Policy |

These are all available on the school website.



Attendance

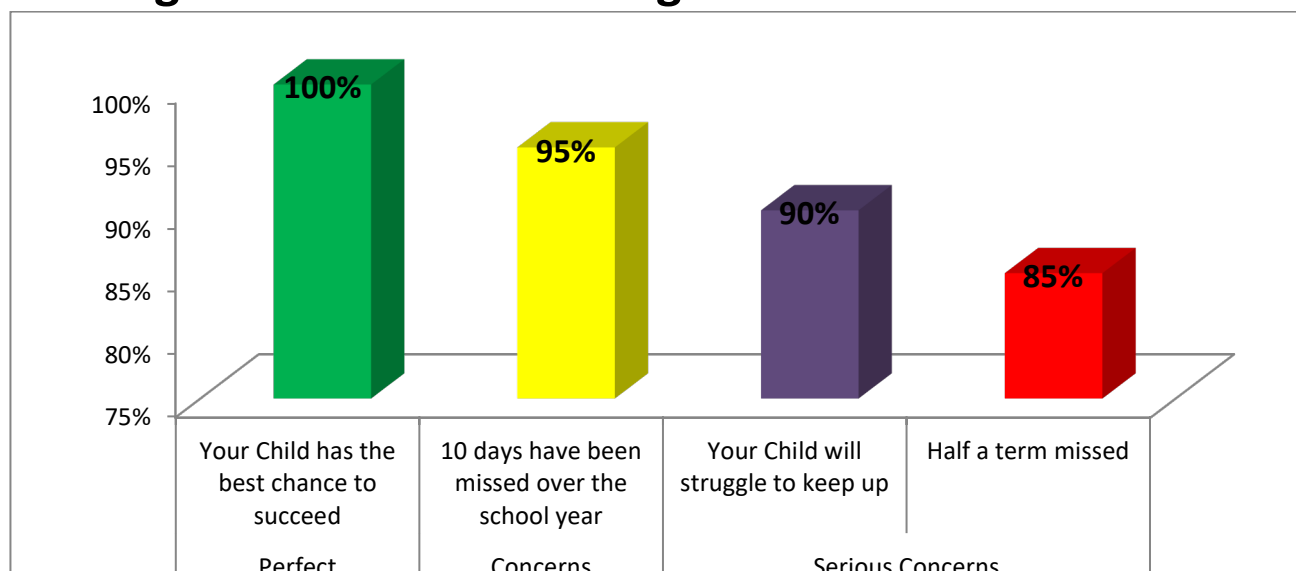
The full Attendance Policy is available on the school website

Principles

Non-attendance at school is one of the single biggest blocks to achievement. Whether absence is due to illness, term-time holidays, other condoned absences, or truancy, not being at school disadvantages children.

Setting good patterns of attendance is vital. An attendance rate of 90% may sound impressive in the first instance, but it actually means that a student only attends school for 4.5 days out of every 5. This, over a five year span, equates to a child missing out on an entire half a year of their education. Promoting excellent attendance is the responsibility of the whole school community. All students should be in school, on time, every day that school is open unless the reason for absence is unavoidable.

Missing School Means Missing Out



Lateness and Authorised Absences within the School Day

Students are expected to be in school in their tutor room for 8:45 am. Students who arrive later than 8.55 am are expected to sign in using the InVentry system in Reception, giving reasons for their lateness. A Pastoral Manager is based in

Reception each morning to ensure that students are spoken to regarding a reason for their lateness, with home contacted on a regular basis regarding lateness.

If a student is late to school due to an authorised reason (i.e. medical appointment), students are expected to sign in using the InVentry system in Reception giving a reason for their lateness.

If a student is required to leave school for any authorised reason (i.e. medical appointment) the parent/carer must provide a note from home/medical evidence to the Attendance Officer (through the Class Charts App) and sign out at Reception using the InVentry System at the relevant time. Students will not be allowed to leave the site without prior notification from the parent/carer.

If students arrive after 8:55am then the register will be marked with a U code (late after the register has closed). If there are 10 or more U codes in any 10-week period, then a Penalty Notice for unauthorised lates will be issued.

The school day finishes at 3:20pm (2:50pm on a Friday), except in circumstances where a student has an after-school detention. Detentions on a Monday, Tuesday and Thursday finishing at 3:40pm or 4:00pm depending on the detention type. Detentions on a Friday finish at 3:50pm.

Reporting Student Absence

If your child will be absent for any reason, either through illness or an appointment, please reporting this via the Classcharts App in the first instance.



Please only telephone if this method is not available to you.
Attendance Officer - 01543 502450 Extension 212

Leave of Absence

Parents/guardians must complete and return a Leave of Absence Form for any period of planned absence from school. This can be obtained from the Headteacher.

The full Policy gives more detail on the above and also includes:

- Expectations;
- Procedures;
- Dealing with Non-attendance;
- Dealing with Persistent Absence and Promoting Good Attendance;
- Children Missing in Education;
- The Importance of Good Attendance and its Link to Attainment.



CCHS & Technology


Home Learning

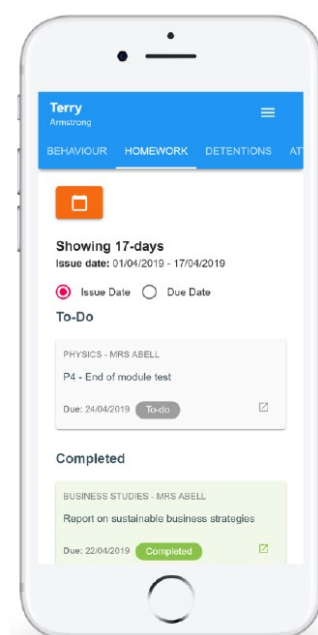
Homework will be set weekly for most subjects on the Class Charts app. Students will be given a **minimum of one week** to complete homework. The expectation is that homework is completed on time and to the best of a child's ability. Any issues with homework should be raised with your child's tutor or teacher.

Class Charts

This app is for our parents and students as mentioned previously. All homework will be also be set through this by teachers and students can upload their homework here also.

Accessing Homework on Class Charts

- You will see the **Homework tab** on the app.
- Selecting this tab will display a list of **homework tasks** which your child has been assigned to.
- To change the date range for displayed homework tasks, click on the **Date button** to select from the available presets or create your **own custom date range**.
- To display tasks in the order they were set, click on the **Issue Date button**
- To display tasks in the order they are expected to be handed in, click on the **Due date button**.
- To view a homework task in **more detail**, click on the **expand icon** in the bottom right hand corner of the homework tile. 
- A **popup** will appear that contains a description of the homework task, the estimated completion time and any **links or attachments** that may have been included.



Homework status categories

To-Do: These are homework tasks that have not been ticked as completed by your child and have not been marked by their teacher.

PHYSICS - MRS ABELL

P4 - End of module test

Due: 24/04/2019

To-do



Completed: These are homework tasks that have been ticked as completed by your child but have not been marked by their teacher.

PHYSICS - MRS ABELL

P4 - End of module test

Due: 24/04/2019

Completed



Late: These are homework tasks that have been handed in past the deadline.

PHYSICS - MRS ABELL

P4 - End of module test

Due: 24/04/2019

Late



Not submitted: These are homework tasks that were not handed in on time.

PHYSICS - MRS ABELL

P4 - End of module test

Due: 24/04/2019

Not submitted



Submitted: These are homework tasks that have been handed in on time.

PHYSICS - MRS ABELL

P4 - End of module test

Due: 24/04/2019

Submitted



School E-mail

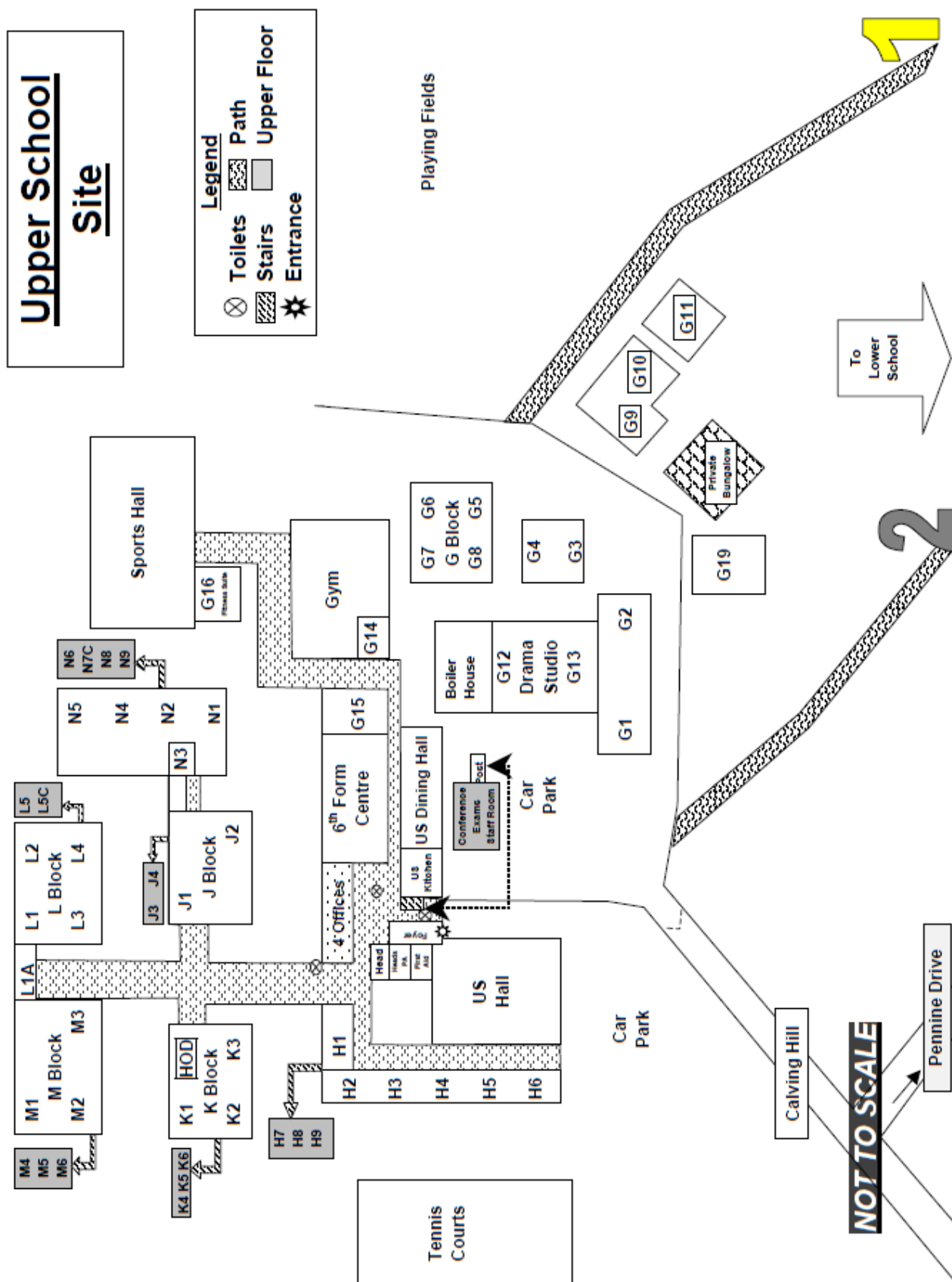
Students can access their school e-mail address from our school homepage.

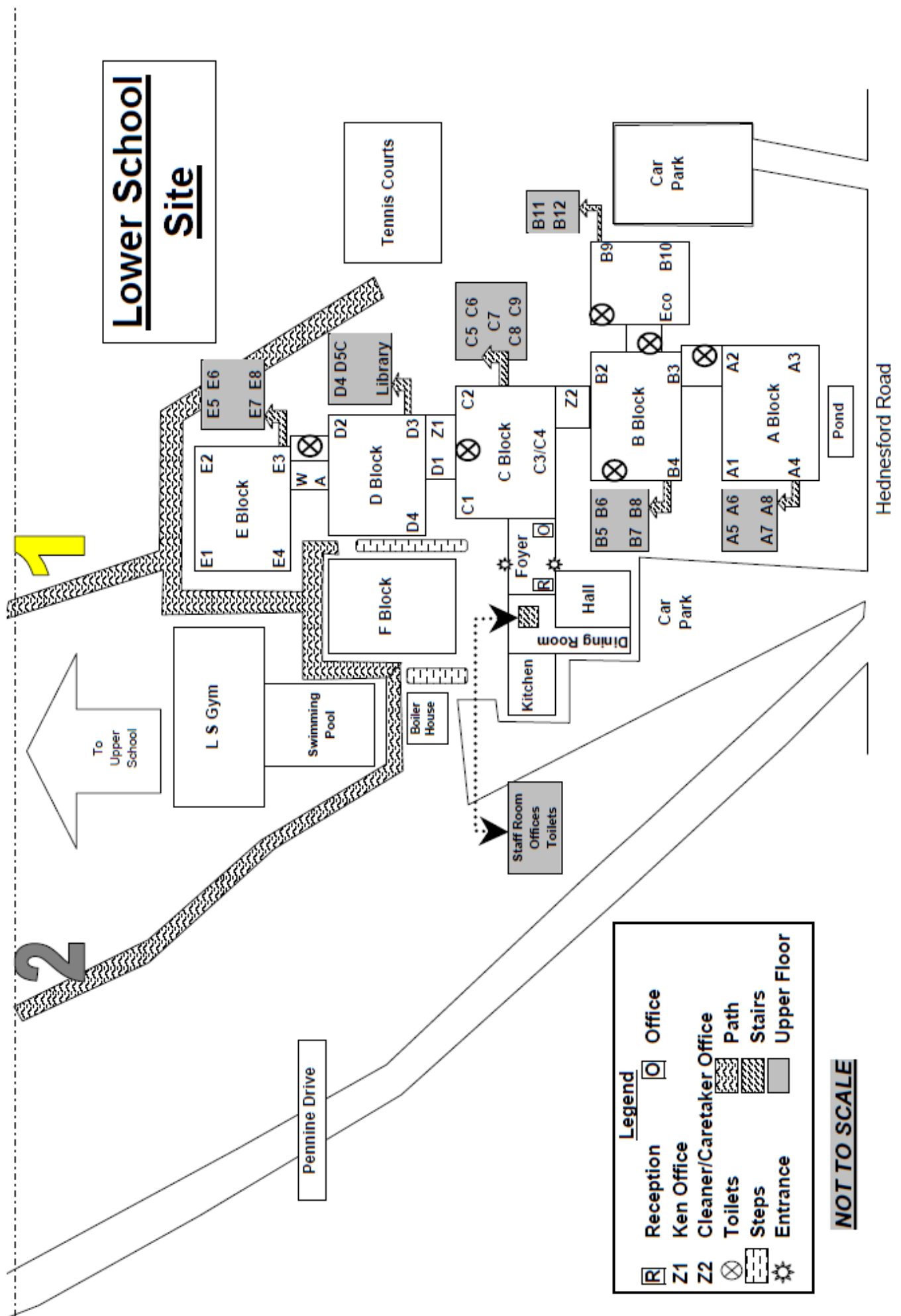
1. Click on school e-mail tab.
2. E-mail is cchs(followed by student's unique 4 digit number)@cannockchasehigh.com.





Site Maps







CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Contact Details



Reception: 01543 502450



E-mail: office@cannockchasehigh.com



Cannock Chase High School, Hednesford Road, Cannock WS11 1JT

DHT Admissions/Inclusion	Miss J Simpson	Ext 248
Assistant SENDCo	Mrs L Handley	Ext 285
Safeguarding	Miss J Simpson	Ext 248
AHT Pastoral	Mrs C Mills	Ext 231
Attendance Officer	Mrs D Newell-Wright	Ext 212
Finance Office (for Parent Pay)	Mrs J Moore	Ext 260
Health and Medical Enquiries	via Reception	Ext 249

Directors of Year

Year 7	Mr D Higgs	Ext 255
Year 8	Miss C-L Sutton	Ext 334
Year 9	Mr D Hewitt	Ext 253
Year 10:	Mrs L Sieradzki	Ext 264
Year 11	Mrs R Nolan	Ext 216
Sixth Form	Mrs E Fisher	Ext 269

Directors of Learning Communities

English	Miss E Carter	Ext 288
Mathematics	Mrs D Vijayan	Ext 252
Science	Mrs S Platts	Ext 236
Creative <i>Art, Drama, Graphics, Music, Product Design.</i>	Mr C Stormont	Ext 263
Global <i>French, Geography, History.</i>	Mrs J Lucas	Ext 286
Enterprise <i>Business Studies, Computer Science, Creative iMedia.</i>	Ms L Dale	Ext 259
Social <i>Law, Psychology, RE, Sociology.</i>	Mrs K Ward	
Sport & Healthy Lifestyles <i>Child Development, Food Technology, Health & Social Care, PE.</i>	Mrs K Pearson	Ext 271

E-mail addresses for all staff are available on the school website. They follow the format of the staff member's initial followed by their surname, i.e.:
j.bloggs@cannockchasehigh.com.