



CANNOCK CHASE HIGH SCHOOL

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



Sixth Form Induction Pack

2022-2023

INTEGRITY

TEAMWORK

RESPONSIBILITY

EXCELLENCE

RESILIENCE

Mr I Turnbull, Headteacher



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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>



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School Terms & Holiday Dates 2022/2023



AUTUMN TERM 2022

Staff:	Monday 5 September – Friday 21 October
Students:	Wednesday 7 September – Friday 21 October
Holiday:	Monday 24 October – Friday 28 October
Staff & Students:	Monday 31 October – Friday 16 December
Holiday:	Monday 19 December – Monday 2 January

SPRING TERM 2023

Staff & Students:	Tuesday 3 January – Friday 17 February
Holiday:	Monday 20 February – Friday 24 February
Staff & Students:	Monday 27 February – Friday 31 March
Holiday:	Monday 3 April – Friday 14 April
Easter Sunday:	Sunday 9 April

SUMMER TERM 2023

Staff & Students:	Monday 17 April – Friday 26 May
Bank Holiday:	Monday 1 May
Holiday:	Monday 29 May – Friday 2 June
Staff & Students:	Monday 5 June – Friday 21 July
Holiday:	Monday 24 July – Friday 1 September

Staff Training Days (School closed to students):

Monday 5 September

Tuesday 6 September

Monday 24 July

Tuesday 25 July

Dates subject to change and one date to be confirmed



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Timings of the School Day

8.45 – 8.55	Tutor
8.55 – 9.55	Period 1
9.55 – 10.55	Period 2
10.55 – 11.10	<i>Break</i>
11.10 – 12.10	Period 3
12.10 – 13.10	Period 4
13.10 – 13.50	<i>Lunch</i>
13.50 – 14.50	Period 5
14.50 – 15.20	Tutor Monday – Thursday
14.50	<i>Friday End of School Day (No Tutor)</i>
15.20 – 16.20	Twilight Monday – Thursday
14.50 – 15.50	<i>Twilight Friday</i>





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@cannockchase-high.staffs.sch.uk



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

Assistant Headteacher (Post 16)	Mrs C Mills	Ext 269
Sixth Form Manager	Mrs D Edwards	Ext 213
Assistant SENCo	Mrs H Boulton	Ext 285
Safeguarding	Miss C Worrall	Ext 210
	Mrs C Mills	Ext 269
Finance Office (for Parent Pay)	Mrs J Moore	Ext 260
Health and Medical Enquiries	via Reception	Ext 249
Careers RPA and IAG Manager	Mrs H Allen	Ext 287

Please note, all absences should for the Sixth Form be reported to Mrs Mills/Mrs Edwards, via e-mail or telephone message.

Directors of Learning Communities

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

E-mail addresses for all staff are available on the school website.



Uniform & Equipment

The full Uniform & Equipment Policy is available on the school website (<http://www.cannockchasehigh.com/Sixth-Form>) paper copies are available upon request.

Male Dress Code

- **Shirt with collar.** T-shirts and polo shirts are not acceptable.
- **Tie.** Bow ties are acceptable.
- **Trousers should be tailored.** No jeans, tracksuit bottoms or shorts.
- **Formal shoes,** though not necessarily black. Trainers, pumps, canvas shoes are not acceptable.
- **Smart jacket.** All male students are always expected to have a smart jacket with them. This may be in the form of a suit jacket or a fashion blazer worn with tailored trousers (denim jackets are not acceptable).
- **Smart jumper** (optional).
- Denim clothing in any form is not acceptable.

Subjects with specialist dress codes

If a student studies a subject that requires different dress, including Sport, Drama, Dance, etc, students are expected to change for this lesson when necessary, following the subject-specific policy, and then change back to professional dress.

Hair and Tattoos

Hair should be of a neat, professional style and of a natural colour (dying is acceptable but radical colours are not appropriate). Tattoos must be covered.

Jewellery and Piercings

Small amounts of jewellery are acceptable. Loose items are not appropriate for health and safety reasons. Piercings must be discreet, with no more than one piercing in each ear and no facial/tongue piercings, or ear spacers.

Female Dress Code

- **Skirt, tailored trousers, or formal dress.** Skirts and dresses should be of a suitable length (a minimum length of just above the knee). No jeans, tracksuit bottoms, leggings, or shorts.

- **Blouse, shirt, or tailored top.** Tops that reveal the abdomen or chest are not acceptable, nor are strapless or backless tops. Students should have their shoulders covered.
- **Formal shoes or boots** (not above the calf), though not necessarily black. Trainers, pumps, canvas shoes or flip-flops are not acceptable. Doc-Martin style shoes can be worn underneath trousers. Heels should be an appropriate height (maximum of 2.5 inches).
- **Smart jumper, cardigan, or jacket** (optional). This may be in the form of a suit jacket or a fashion blazer worn with tailored trousers.
- Denim clothing in any form is not acceptable.

Subjects with specialist dress codes

If a student studies a subject that requires different dress, including Sport, Drama, Dance, etc, students are expected to change for this lesson when necessary, following the subject-specific policy, and then change back to professional dress.

Hair, Make-up, and Tattoos

Hair should be in a neat, professional style and of a natural colour (dying is acceptable but radical colours are not appropriate). Make-up should be discreet. Tattoos must be covered.

Jewellery and Piercings

Small amounts of jewellery are acceptable, including costume jewellery. Loose items, such as hoop earrings, are not appropriate for health and safety reasons. Piercings must be discreet, with no more than one piercing in each ear and no facial/tongue piercings, or ear spacers.

It remains the right of senior members of staff to determine whether an item of dress is/is not appropriate for Sixth Form. Students who arrive to Sixth Form inappropriately dressed will be sent home to change.



Sixth Form Intervention

The Sixth Form intervention system is used to support students throughout their Post 16 study. It is not intended to be a punishment, and instead ensures that all Sixth Form students are supported academically throughout their time here. Intervention can take the form of extra work, support during study periods, or extra classes and time with Sixth Form teaching staff.

Sixth Form Academic Intervention

Stage 1

Students will be on intervention with their classroom teacher.

Stage 2

Students will be on intervention with their KS5 lead or DOLC.

Stage 3

Students will be on intervention with the Sixth Form Team, with a parental meeting.

Pastoral Warning System

Wave 1:

A Wave 1 warning is issued for small discrepancies, including repeated violations of the Sixth Form dress code or for repeated lateness. An official warning is issued as a last resort once other restorative work has taken place.

Wave 2:

A Wave 2 warning is issued for a failure to act on a Wave 1 warning, or for a serious incident which warrants further sanctions. This can include rudeness and inappropriate behaviour towards staff or other students in school.

Wave 3:

A Wave 3 warning is issued in only the most serious of circumstances. Should a Wave 3 warning be issued and no improvement seen, a student can be asked to leave the Sixth Form.

Sixth Form Centre

The Sixth Form Centre is purely used by Sixth Form students and should be used a productive study area. The following amenities are available for Sixth Form students to use; it is the responsibility of students to ensure that equipment is cleaned thoroughly.

- Kettles
- Fridge
- Microwaves
- Computers
- Vending Machine
- Football Table (to only be used during break and lunchtimes)

Lockers

Sixth Form students can use the lockers provided in the Sixth Form Centre. There is no deposit needed to use the lockers; instead, students should purchase a padlock to use on a locker and log their name with Mrs Mills against their specific locker. Please note, Cannock Chase High School cannot be held responsible for any thefts or missing items from lockers.

Sixth Form Centre Rules

During study periods, the Sixth Form Centre should be a quiet and viable working space. Students should not be socialising with each other during study periods, and chat should be kept to a minimum. The room at the rear of the Sixth Form Centre (including the computers), is a designated silent study area. The Sixth Form Team reserve the right to remove students from the Sixth Form Centre should the noise levels become too high.

Inventory System

All Sixth Form students are always required to wear an official lanyard and ID Badge. Sixth Form students need to scan in or out of the site when they enter or leave the site. Scanning systems are available at Upper School (outside the Sixth Form Centre) and at Lower School (in Reception).

Please note that the terminal **within** the Sixth Form Centre should purely be used for scanning in during study periods. Failure to use the Inventory system is a safeguarding concern.

Mobile Phones

We are acutely aware that as Sixth Form students, should have the freedoms expected of their age group. Therefore, whilst students in Years 7 to 11 are not allowed to use their mobile phones in school, Sixth Form students can use their mobile phones and other electronic devices **within** the Sixth Form Centre. We ask that students do not use their mobile phone when moving around the school site.

We always view our Sixth Form students as role models for the rest of the school and expect students to uphold the values of the school. The Assistant Headteacher (Post 16) withholds the right to issue consequences for poor behaviour which may be like those lower down the school.

We do ask that you familiarise yourself with policies below:

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

These are all available on the school website.

Leaving the School Site

Sixth Form students are permitted to leave the school site at breaktime, lunchtime, and when they have been granted home study by the Assistant Headteacher (Post 16). Students should ensure that they sign out using the Inventory system and then leave the school site immediately.

Year 12 and Year 13 can apply for home study through the form on FROG, but must wait for approval from Mrs Mills before assuming that this has been agreed. The Sixth Form Team have the right to cancel home study at any time should concerns arise about attainment and progress.





Attendance

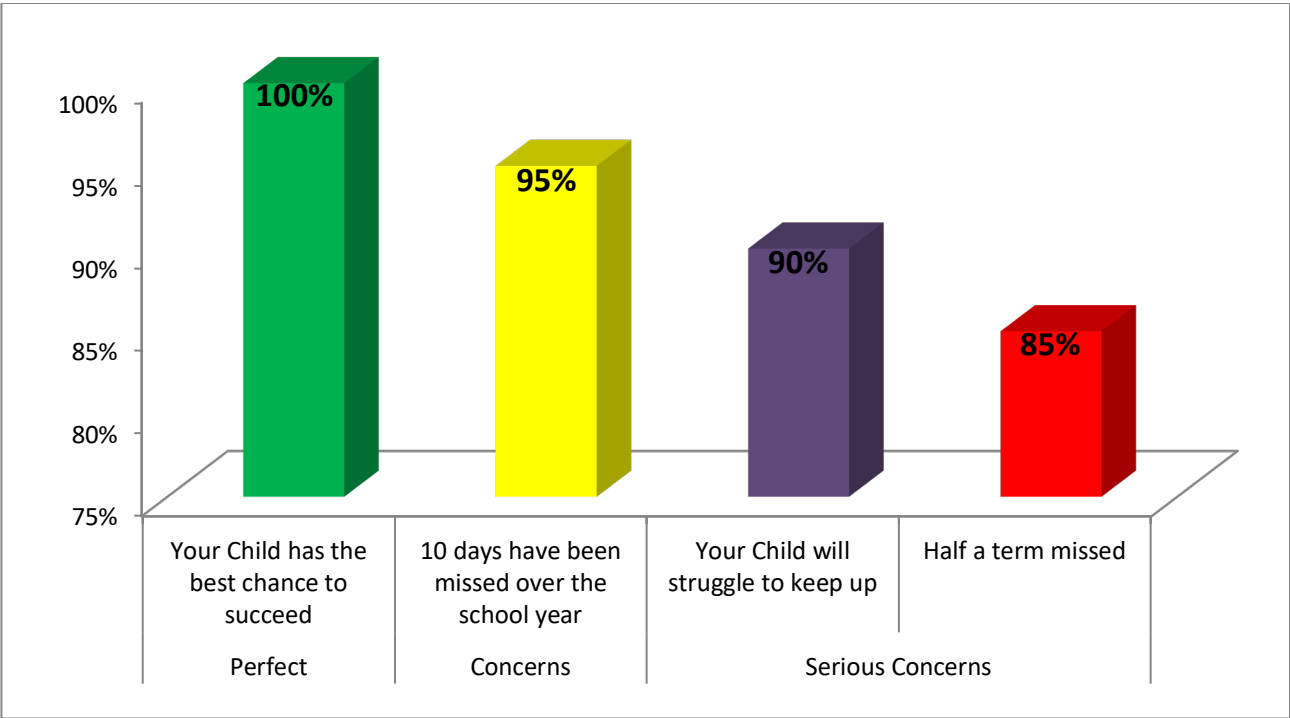
The full Attendance Policy is available on the school website (<http://www.cannockchasehigh.com/School-Policies-and-Reports>). Paper copies are available upon request.

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 who arrive later than 8.55am are expected to sign in using the InVentry system in Reception and then discuss their lateness with Mrs Mills or Mrs Edwards. All attendance and lateness concerns are dealt with by the Sixth Form Team for Sixth Form students.

If students are late to tutor time or lessons, they will be expected to serve a detention with their tutor or the Sixth Form Team. A text message will also be sent home. Should a student receive 5 late marks in a Half Term, they will be issued with a Wave 1 warning.

If a student is required to leave school for any authorised reason (i.e. medical appointment), a form should be completed at least 24 hours before the appointment and left for Mrs Mills to register. Students should avoid taking non-urgent medical appointments during school time. Similarly, students are not allowed to arrange driving lessons during study periods. The only authorised absences for the purposes of driving are when a driving test has been booked. All relevant forms are available from the table upstairs in the Sixth Form Centre.

Leave of Absence

Should Sixth Form students request holiday during term time, this will be authorised on a case by case basis by Mrs Mills (Assistant Headteacher – Post 16). The forms are available upstairs in the Sixth Form Centre.

Useful Contacts

Mrs C Mills (Ext: 269)

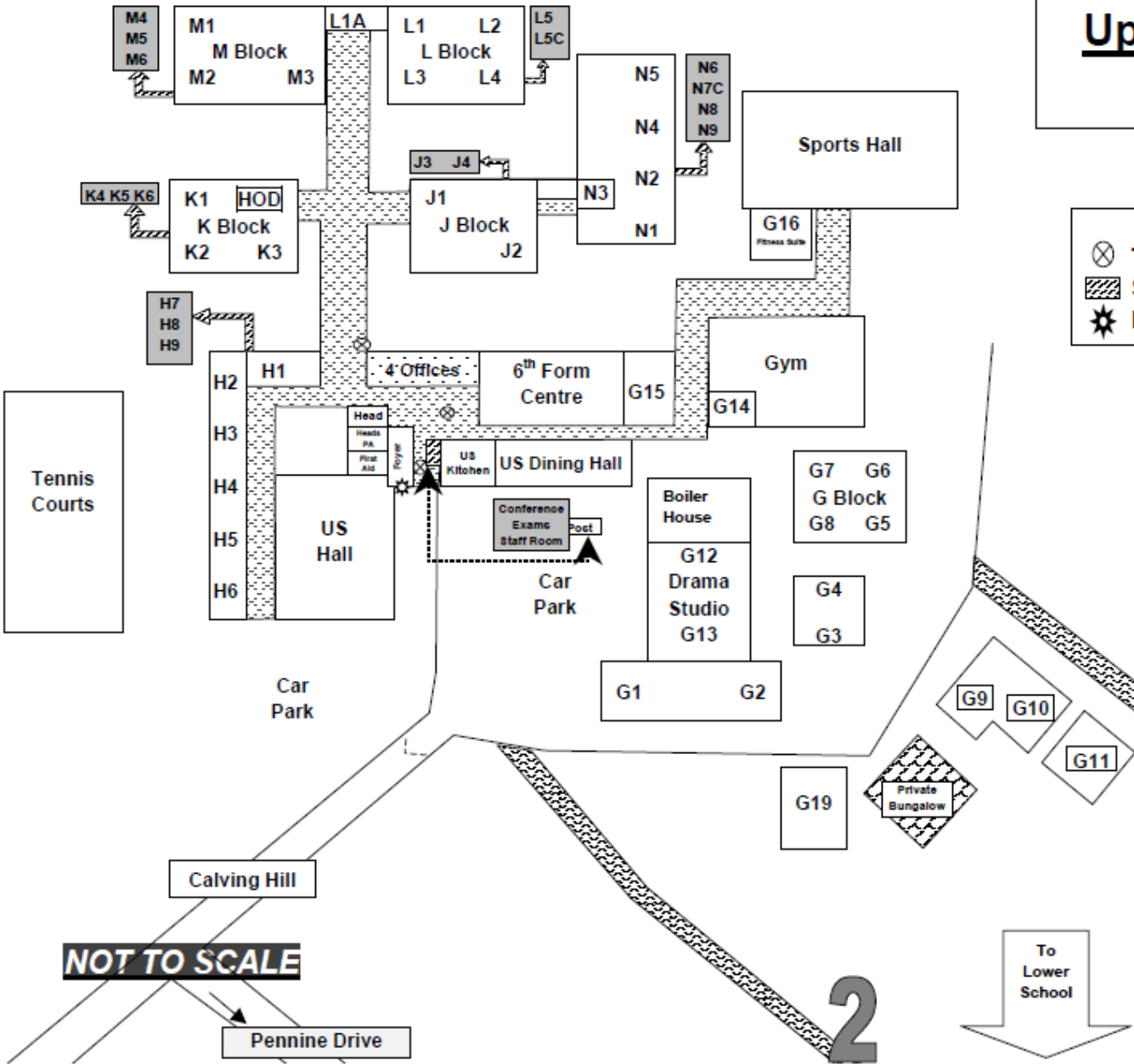
c.mills@cannockchase-high.staffs.sch.uk

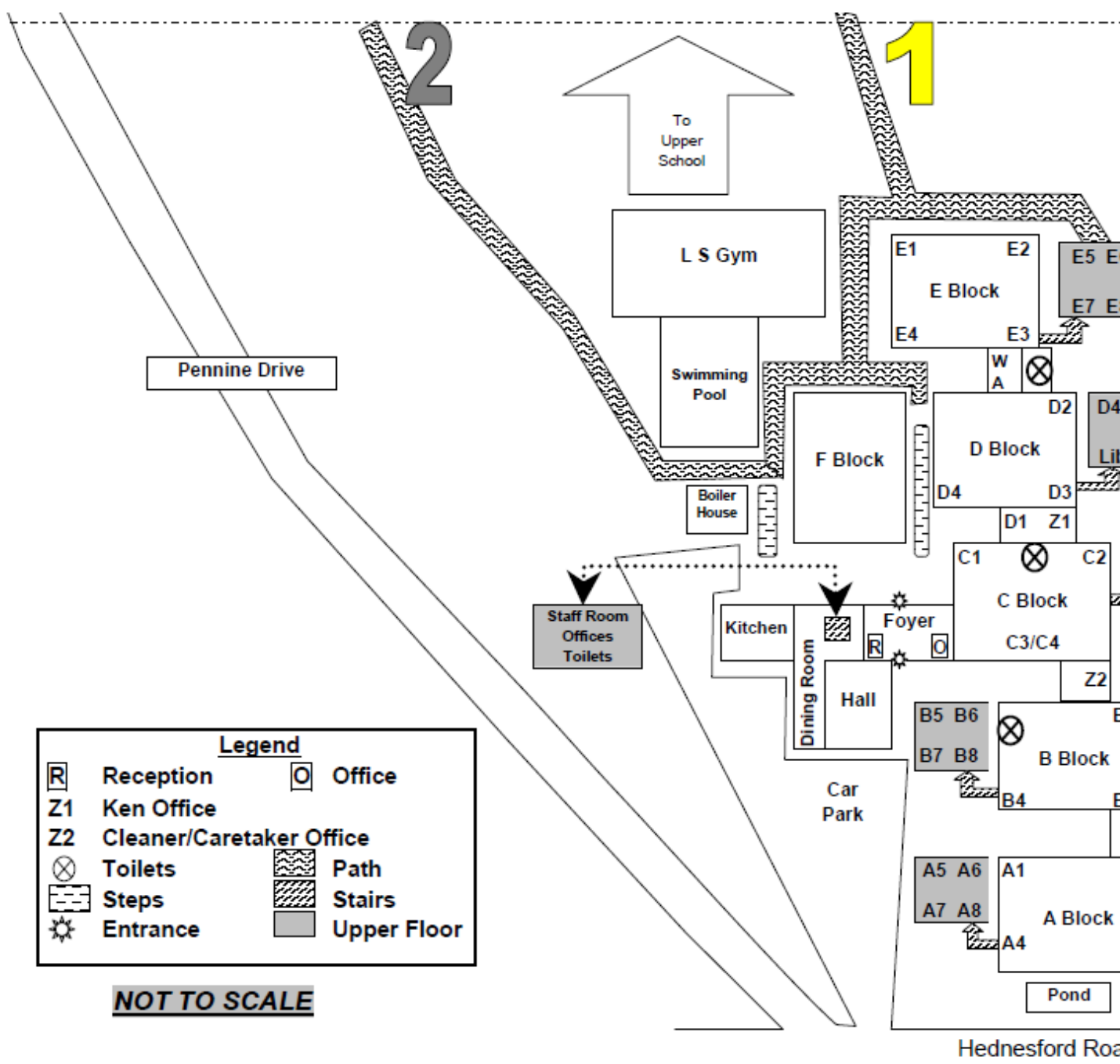
Mrs D Edwards (Ext: 213)

d.edwards@cannockchase-high.staffs.sch.uk

Local Area Support Team – 01543 512333

Site Maps







CANNOCK CHASE HIGH SCHOOL

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

CCHS & Technology

Virtual Learning

There are a few apps that you can download in preparation for your child's start at Cannock Chase High School.

Sims Parent App

You will be sent an invitation by email. This app allows you to access your child's daily school data, displaying achievement and behaviour points. This is also where your child's reports will be sent to.



FROG

This app is for our students. Their username is the same user name (CCHS1234) and password that they use to get onto the school computers.



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)@cannockchase-high.staffs.sch.uk.
3. Password is the same as on the school computer and FROG account.

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