



Welcome to The Chantry School



**A Guide to Starting Secondary School
2023-2024**

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Introduction

Dear Parents and Carers

First of all, I would like to extend a warm welcome to you and your child to The Chantry School. We are pleased that you have chosen the school for your child's secondary education and we hope that your son/daughter is eager to be joining us soon in what, we hope, will be a wonderful five years.

As a relatively small secondary school, we pride ourselves on knowing our pupils very well indeed. We strive to establish a strong, purposeful and positive partnership with parents and carers, to ensure your child's wellbeing, happiness and success. Underpinning our philosophy is the belief that it is important to develop young people who have a high regard for, and a compassionate understanding and tolerance of, other people's views, cultures, backgrounds and faiths. It is important that we enable all to be proud members of, and positively contribute to, our caring community.

The Chantry School has a team of talented, hardworking and committed teachers and support staff. At the core of our school, is the business of teaching and learning. Excellent teaching leads to memorable learning, and inevitably excellent progress. Lessons at The Chantry School are characterised by a calm, purposeful atmosphere where each pupil is enabled to learn and develop in a supportive environment. Staff have high expectations of the pupils in academic, behaviour and social aspects of school life, and together, as a partnership, we endeavour to make your child's time at The Chantry School memorable.

We know how important it is for your child to settle in quickly, enjoy school and experience success. This booklet explains the ethos, structure and organisation on all essential aspects of school life that you need to know. Please take the time to read through it and retain for future reference. If you have any questions unanswered, please contact the school where you will be pointed towards one of my colleagues who will best be able to help you.

Further useful information can be found on the school website under 'Transition.'

Once again, we are delighted you have chosen The Chantry School; and I wish you a very happy and successful partnership with us, here.

Dr A Dickenson
Headteacher

Term Dates 2023/2024

(Term dates slightly different to those published by the Local Authority)

Autumn Term 2023:

Term starts: **Mon. 4th September 2023 – Prof. Dev. Day (1)*
 Tues. 5th September 2023- Prof. Dev. Day (2)
 Wed. 6th September 2023 – Pupils return

Half-term: *Mon. 30th October – Fri. 3rd November 2023*
 **Mon. 6th November 2023 – Prof. Dev. Day (3)*

Term ends: *Fri. 22nd December 2023*

Spring term 2024:

Term starts: *Mon. 8th January 2024*
 **Fri. 9th February 2024 – Prof. Dev. Day (4)*

Half-term: *Mon. 12th February – Fri. 16th February 2024*

Term ends: *Fri. 22nd March 2024*

Summer term 2024:

Term starts: *Mon. 8th April 2024*

Half-term: *Mon. 27th May – Fri. 31st May 2024*

Term Ends: *Fri. 19th July 2024*
 **Mon. 22nd July 2024 – Prof. Dev. Day (5)*

Other dates:	Good Friday	29 th March 2024
	Easter Monday	Mon. 1 st April 2024
	May Day	Mon.6 th May 2024
	Whitsun Bank holiday	Mon. 27 th May 2024

**Professional Development Days – School closed to pupils*

The School Day

The school operates a two week timetable, so please ensure that you remind yourself if you are on a week one or week two timetable.

Break times and lunchtimes are now split into early or late breaks. Please see times below:

8.45am Bell—Entry to buildings for pupils

	Early			Late
Period 1	8.50		Period 1	8.50
Break	9.50		Period 2	9.50
Period 2	10.10		Break	10.50
Period 3	11.10		Period 3	11.10
Lunch	12.10		Tutor time	12.10
Tutor time	12.50		Lunch	12.40
Period 4	1.20		Period 4	1.20
Period 5	2.20		Period 5	2.20
School ends	3.20		School ends	3.20



- Teachers should release pupils promptly from lessons.
- Pupils should move swiftly to lessons.
- In wet weather pupils will be supervised indoors.

Climate for Learning

The Chantry School's positive behaviour and ethos policy creates the conditions for excellence, and the development of our pupils into happy, healthy and confident individuals. At the heart of the policy is that all members of The Chantry community demonstrate mutual respect, kindness and tolerance as they prepare to engage with the wider community and society.

We aim to be a thriving learning community whereby **learners, teachers and parents** recognise and celebrate high motivation, high aspiration and high achievement for all. In our pursuit of excellence, we believe all pupils and adults have a right to learn and work in a supportive, calm, secure yet stimulating environment. Everyone is entitled to flourish in an environment that is free from disruption, violence, bullying and any form of harassment. Therefore, exemplary behaviour in all aspects of school life is necessary, so all pupils can be successful and the best they can be.

Aims of Whole School Behaviour Policy:

- To reflect the values expressed in our mission statement and Teaching and Learning Charter;
- To promote excellent relationships whereby we try to be aware of everyone's needs, to listen to and care for each other;
- To develop an ethos of respect and safety where all members of the school community feel valued and supported;
- To ensure good teaching can happen in a climate conducive to good learning;
- To encourage a positive approach to behaviour by acknowledging and praising good behaviour;
- To explain what is acceptable and unacceptable behaviour
- To encourage pupils to take responsibility for their behaviour and self-regulate their responses;
- To ensure that a solution focused approach is utilised when addressing inappropriate behaviours
- To provide a full range of strategies if behaviour does not meet our expectations;
- To promote early intervention.

3Rs: Ready, Responsible and Respectful

We expect all pupils to demonstrate the following to ensure they thrive and become the best they can be.

Ready

- Come to school having had enough sleep.
- Always have the right equipment for the right lesson.
- Arrive at your lessons on time.
- Enter the class room with a positive frame of mind and actively engage in your learning.
- Complete homework on time and finished to the best of your ability.

Respectful

- Be polite and courteous to all demonstrating good manners at all times, including appropriate language.
- Treat others as you would like to be treated.
- Follow instructions from adults without argument.
- Actively listen to others.
- Celebrate diversity and tolerance.
- Look after the school environment and the belongings of others.

Responsible

- Always wear your school uniform correctly.
- Demonstrate resilience and independence in your learning at school and at home.
- Ask for help if you are unsure or unclear.
- Complete all your work to the best of your ability.
- Support the learning of others when appropriate.
- Be accountable for your own actions and take responsibility for their outcomes.
- Be reflective and seek solutions to problems.

Chewing gum is not allowed on the school site. Mobile phones should be switched off once pupils arrive on the school site and should not be turned on until pupils have left the school building at 3.20pm, unless directed by their teacher under our BYOD Policy.

Rewards (subject to change in September 2022)

The school ethos of encouragement to achieve excellence in all is central to the promotion of good behaviour, attendance and success. Pupils respond well to praise, encouragement and positive reinforcement of success through rewards. At The Chantry School we expect praise to be used four times more often than the use of sanctions.

All students are rewarded in lessons for effort and excellence by the award of achievement points by subject teachers. The class teacher records the achievement point on Edulink and parents receive a notification. For “exceptional contribution” such as presentations to the class, “wow moments” or going above and beyond in homework tasks, 3 achievement points are awarded. When 25 achievement points are reached, the pupil can select a prize. Prizes are relevant for each year group for example; “front of the queue pass”, stationary sets, break time snack, headphones or £5.00 Amazon vouchers. Certificates are awarded at merit, bronze, silver, gold and platinum levels during Rewards assemblies in the summer term. Certificates are also issued to reward 100% attendance termly as well as chocolates for the highest attendance in form groups.

All pupils can be nominated by staff for a Head of Year award, this gains them 3 achievement points. The Head of Year will then select from these nominations the “pupil of the week”. They receive 10 achievement points, recognition in assembly and a letter home for this. For representing the school at events, or exceptional contribution outside of school students can also be nominated for a Headteacher Commendation. This is an opportunity to have refreshments with the Headteacher Dr Dickenson. Every week form tutors nominate students for a “tutee of the week” this is a praise postcard for their effort or being the “unsung hero” in tutor time. This also gives them an additional 5 achievement points. Key Stage four pupils can also be nominated for subject commendations in the spring term by teaching staff for excellent effort and achievement. All these awards contribute to their achievement points total, these are shown on your child’s report and can be viewed on Edulink.

When students leave The Chantry School they are invited back for an evening to celebrate their GCSE successes with a full range of subject and school based awards presented.

The reward system at The Chantry School is there to support staff to take every opportunity to reward effort, success and excellence.

Tutor Groups and the House System

At The Chantry School, we have tutor groups in each year: **Ankerdine, Bredon, Cotswold, Kinver, Malvern, Woodbury** and each tutor group in each year group is allocated to a house by the same name. Our Tutor Groups and Houses have been named after local hills from the surrounding areas and counties near us.

Our House system enables us to have a merit scheme whereby students earn achievement points for participation and success with PE.

The Consequence System

At The Chantry School we all follow the 3Rs, we are Ready to learn, we treat other people with Respect and we behave Responsibly. On occasion, pupils make poor choices and do not meet our expectations, and we have to use the consequence system as a last resort.

How do we manage pupils who do not behave in a way in which we would like?

Step 1

Communicate clearly with pupils what the expectation is. For example “Put your hand up if you can tell me...”

Positive reinforcement when conforming behaviour occurs. For example “Thank you for putting your hand up, I liked your answer because...”

Polite reminders when pupils get it wrong. For example, “Thank you for your answer, hand up next time”.

Step 2

Redirection – The teacher may notice a pupil is too talkative or talking over the teacher, they may redirect by bringing the pupil into the discussion with a targeted question. A teacher may choose to move a pupil to sit on their own, or they may be given a job to do before being re-focused.

Step 3

Direct Instruction- When proactive and positive reminders do not work – If a pupil fails to respond to a group expectation or polite reminder – they will receive a direct instruction on what behaviour is needed to avoid a consequence. For example ‘You need to stop talking over me, as it is disturbing the learning of other pupils, if you carry on you will receive a C3 detention’

Step 4

A Consequence is issued when the pupil fails to respond to the direct instruction and correct their behaviour – this becomes defiance and a detention logged. The pupil is told that because they chose not to stop talking when asked to they have been given a C3 lunch time detention.

Step 5

Removal – if the pupil argues with the teacher about the consequence or continues with the same behaviour despite being told they have a detention, an ‘on-call’ member of staff will come to the class room and remove the pupil to allow the teacher to focus on teaching and the rest of the class can learn without interruption. A removal will usually lead to an after school detention and a conversation between Head of Year and Parents.

More serious behavioural concerns will be dealt with more swiftly and may not progress through the steps before a removal.

The Consequence System (pt 2)

Offence	Consequence
Late to lesson	Make up the time with the class teacher Head of Year monitor– if persistent consider daily punctuality report with total time late made up in Detention
Essential equipment / lack of kit / ingredients etc. needed for that lesson.	Head of Year monitor for organisation intervention.
Incorrect uniform	Refusal will lead to the pupil being kept in the BSU and sanction.
Failure to complete work set	Log C3 school lunch time detention for 20 minutes
Homework not completed	Log C3 school lunch time detention for 20 minutes
Ongoing disturbing the learning of others	Log C3 school lunch time detention for 20 minutes
Continuing to disturb the learning of others despite the C3 being issued. Plus any of... dangerous behaviour, aggressive behaviour, abusive behaviour, use of bad language, homophobic language racist language, swearing at pupils or staff.	Depending on the individual circumstances and the details given by the teacher, the consequence will be determined by a Head of Year or member of Leadership team.

The school may use one or more of the following sanctions in response to misbehaviour:

- A verbal reprimand
- Advise the pupil on how to behave correctly
- Expecting work to be completed at home, or at break or lunchtime
- Detention at break or lunchtime, or after school
- Referring the pupil to your Head of Department or their Head of Year
- Letters or phone calls home to parents
- Agreeing a behaviour contract
- Putting a pupil 'on report' – there are various stages depending on concerns

School uniform

Uniform Policy

The Chantry School is very proud of the standard it maintains with uniform, achieved through a partnership between home and school. The uniform is unambiguous and provides pupils with a sense of identity and a sense of belonging whilst being practical and smart. As well as helping encourage a good working environment, we believe that our uniform promotes greater social inclusion and a sense of school community. Consequently all pupils are required to wear school uniform on the way to school, during the school day and on the way home.

Outdoor coats should provide warmth and keep pupils dry; therefore hoodies, tracksuit tops and denim are NOT allowed.

Please note: Any pupils who do not meet the uniform standard may be provided with spare uniform to borrow until the correct uniform is worn or pupils may lose their free time until they are wearing the correct uniform.

School Uniform

Black blazer with Chantry School badge

Formal white collared school shirt with top button fastened, only plain white t-shirts or other undergarments may be worn beneath the school shirt. **Shirts will be tucked in at all times.**

Chantry School red tie – worn at full length to cover all of the shirt buttons.

Formal black school trousers (no chinos, jeans or other material), or

Formal black pencil skirt, long enough to be **worn on the knee**

Plain black socks or tights

Formal plain black, flat and substantive school shoes, not pumps, trainers, cross-over, soft slipper, canvas or any other style of shoes.

Black V-neck jumper with Chantry School breast logo (optional and only in addition to a blazer **NOT** instead of a blazer).

Jewellery is not allowed apart from one small pair of stud earrings – one in each ear. No other piercings are allowed. Pupils may wear a wristwatch.

Make-up is not allowed unless in Year 11 and then only discreet or subtle make-up is acceptable.

Nail varnish, or false nails are not allowed in school. Pupils will have to remove make-up, piercings, nail varnish and false nails or have their free time removed until such a time their uniform is correct.

Hairstyles should be appropriate for a business like work environment – no extreme styles, no skin fades or unnatural colours. Hair essentials should only be in school uniform colours, black, red, grey, or white. We do not allow shaved patterns or lines in hair, we do not allow tipped hair colours or shaved eyebrows. **We reserve the right to decide on the appropriateness of hairstyles.**

School uniform: Year 7

- Black blazer with Chantry School badge
- **Formal** white collared school shirt with top button
- Chantry School red tie
- Formal black school trousers (no chinos / jeans or other material)
- **Formal** black pencil skirt, **worn on the knee**
- Plain black socks or tights
- **Formal** plain black substantive school shoes, not pumps, trainers, cross-over, soft slipper, canvas or any other style of shoes.
- Black V-neck jumper with Chantry school breast logo (optional and only in addition to a blazer NOT instead of a blazer).



Uniform suppliers:

Marks & Spencer / other school wear providers

- Black regular leg school trousers (Product code T764623)
 - Black long pencil school skirts (Product code T760193 on the knee)
 - School shirts– regular fit (Product code T765779/T765719)
 - School blouses– regular fit (Product code T766023 / T766025)
- marksandspencer.com

Monkhouse Schoolwear Specialists and Kidz & Kitz:

Chantry School tie
Chantry School blazer
Chantry School black Jumper
PE kit
Chantry approved school trousers
Chantry approved school skirt

Monkhouse schoolwear:

31 New Street, Worcester WR1 2DP
Tel: 01905 679938 / www.monkhouse.com

Kidz & Kitz:

128a Worcester Road
Malvern Link, Worcs WR14 1SS
01684 892439 / www.kitzuk.co.uk

Style of shoes that are **NOT** acceptable:



Physical Education Kit items

Please note: All pupils must bring in and wear PE kit even when they are not physically able to take part. They will be expected to be in the lesson and doing a non-participating role e.g. coaching, time-keeping, refereeing, etc.

The reversible top is compulsory, but hoodies are not. The hoody is an optional extra that must only be worn over a reversible.

Compulsory items from School Togs of Worcester and Kidz and Kitz of Malvern

Red/Black Reversible top (Boys/Girls) with The Chantry School name

Black/Red Shorts (Boys) (Girls optional)

Black Skort (Girls only)

Black Socks (Boys/Girls)

Other compulsory items available from School Togs or other suppliers:

White Polo Shirt (Boys/Girls) plain or with crest from School Togs

● Plain White Shorts (Boys indoor) (Compulsory)

● White Socks (Boys/Girls)

● Trainers (Boys/Girls)

Football Boots (Boys/Girls)

Shin Guards/Gum Shield (Boys/Girls)

Optional Kit Items – from School Togs:

Sports Bag with logo and initials

Baseball Cap with logo

Track Bottoms with logo

Black Lycra Shorts (Boys only)

Hoody - varsity design. This can only be worn over a reversible for extra warmth and not instead of.

'Skins' full length leggings and full length top in black (any brand with limited logos) Boys/Girls

Curriculum

All pupils at The Chantry receive a broad, balanced and accessible curriculum throughout their time with us. We currently run a two week timetable which has 50 hours of teaching over the fortnight, 25 hours per week.

	Key	Stage 3			Key Stage 4
Subject	Year 7	Year 8	Year 9		Year 10 and 11
English	6	6	6		8
Mathematics	6	6	7		7
Science	6	6	7		9
Religious Education	2	2	2		1
Computing	2	2	2		-
PSHE	1	1	1		1
Physical Education	4	4	4		4
History	3	3	3		5 periods of any 4 of the following; Art, Business studies, RE, Triple Science, Computer Science, Design Technology, Drama, Food, French, Geography, History, German, Health and Social Care, Music, PE, Sports science
Geography	3	3	3		
Music	2	2	2		
Drama	2	2	2		
Art & Textiles	2	2	2		
Design Technology	4	4	4		
M.F.L	5	6	5		
Personal Development	2	1	0		
Total hours	50	50	50		50

Table shows number of hours per 2 weeks for each subject

We provide a good, strong foundation of vital skills, knowledge and understanding at Key Stage 3 which is then fully developed at Key Stage 4.

Pupils are predominantly taught in mixed ability groupings in lower school. However, there is setting in Mathematics and English throughout the school from Year 7. Modern Foreign Languages set from Year 8.

Curriculum

Homework

We offer the following guidelines for the amount and frequency of homework set. However, as teachers need to be flexible in responding to the needs of their classes, it should be seen as a guideline and not a mandate. In addition, the amount of homework set depends upon the age of the pupil. At Key Stage 3, it is reasonable to expect students to spend 20-30 minutes on each homework task. In Key Stage 3 we have a mixture of extended learning tasks and more regular homework, in order to complement the pupils' curriculum design and regular lessons.

Weekly homeworks: English, Maths, Science, MFL, Geography, History, RE, ICT

At regular intervals to suit topic: Art & DT

Drama may set homeworks such as learning lines and creative writing tasks, in preparation for performance.

Similarly, on occasion Music may set homeworks to complement the lessons such as learning terminology or listening homeworks.

● **Response time:** Within the next lesson if it forms part of the learning experience or in line with the school's/department's feedback policy. NB: Some homework tasks will be acknowledged within the lesson rather than explicitly marked in the exercise books.

● Reporting Progress

The progress of each pupil is reviewed regularly and parents and carers are kept informed on a regular basis via short 'Progress Reports' and one longer written report per year. Parents will also have an opportunity to discuss progress at Parents' Evenings.

Towards the end of Key Stage 3, pupils and parents receive a great deal of information, advice and guidance about their Key Stage 4 options. We always advise and guide our pupils so they undertake the right path for them and this is reflected in our outstanding GCSE results.

EduLink

Pupils and parents will be able to check EduLink to see what homework has been set and when it is due. Parents and pupils will also be able to use EduLink to check pupil timetables and any achievement points (or behaviour points) pupils have been given. School reports are also available to view using EduLink.

Special Educational Needs and Disability Provision

At The Chantry School we have a team of dedicated **Teaching Assistants** who work closely with the pupils. They support in lessons, deliver intervention and contribute generously to the wider school by running homework clubs, supporting with the school productions, supporting pupils on trips etc.

We run a number of **interventions** for differing areas of need such as: Talk-About Programme, Social Stories, Narrative Intervention, Spelling Support, Rapid Reader Plus, Numeracy Support, Touch Typing, Handwriting and Homework Support.

In lessons, those pupils we identify as needing **access arrangements** (e.g. extra time in tests) are provided with a small card that they can show to remind their teacher. Teachers then pass the work back to the SEN department so extra time can be arranged during a form time session. Other arrangements are put in place ahead of assessments such as readers and scribes.

We provide a **breakfast club** for a small amount of pupils. We have found it can give pupils structure/routine in the morning, ensure they are fuelled for the day, create good working relationships with support staff and reduce anxiety in the morning through solution finding with staff. Due to most pupils arriving by bus it just runs from 8.20am-8.45am.

The SEN department work closely with the pastoral team to provide additional support such as **key adults, mentors** and **peer support**.

We work with a range of **external services**, including:

- Chadsgrove Learning Support Team
- Autism/Complex Communication Team
- Child and Adolescent Mental Health Service (CAMHS)
- CAMHS CAST
- Visual Impairment Team
- Hearing Impairment Team
- Educational Psychologists (EPs)
- Speech and Language Therapists
- Occupational Health
- Early Help

More detailed information can be found in the SEND Information Report and SEN Policy, found on the school website and by using the QR code here.



Instrumental Tuition

Instrumental tuition:

We are able to offer instrumental tuition from visiting tutors in guitar, bass guitar, drum kit, vocals, piano, flute, clarinet, saxophone, violin, cello and all brass instruments.

Lessons take place during the school day and are usually 30 minutes in duration. Most of our lessons are individual, however, it may be possible to teach students in pairs depending on ability. We operate a rotation timetable to avoid students missing subject lessons repeatedly. Instruments can be stored in our music room during the day of the lesson.

- Under normal circumstances lessons take place in practise rooms in the music block, currently many of our instrumental tutors are able to offer online tuition.

- **To set up instrument lessons please contact the Head of Music:**

Mrs Masters at: mmasters@chantryschool.com. You will then be contacted by the instrument tutor to discuss lesson arrangements and fees.

Contacts

Please use the School Office telephone number 01886 887100, you will be directed to the relevant person.

Email: office@chantryschool.com

Headteacher	Dr A Dickenson	head@chantryschool.com
Deputy Headteacher	Mrs N Clear	nclear@chantryschool.com
Assistant Headteacher	Mr M Lake	mlake@chantryschool.com
Assistant Headteacher	Miss M Palmer	mpalmer@chantryschool.com
Assistant Headteacher	Mr D Findlay	dfindlay@chantryschool.com
Attendance	Mrs A Pearce	attendance@chantryschool.com
Business Manager	Mr D Darling	ddarling@chantryschool.com
Head of Year 7	Mr J Hill	jhill@chantryschool.com
Head of Year 8		
Head of Year 9		
Head of Year 10		
Head of Year 11		
Safeguarding Lead	Mr M Lake	mlake@chantryschool.com
Safeguarding	Mr J Hill	jhill@chantryschool.com
Safeguarding	Miss M Palmer	mpalmer@chantryschool.com
SEN Department	Miss R Robinson	rrobinson@chantryschool.com
Finance Officer	Mrs S Kinsey	skinsey@chantryschool.com
Head of Art	Ms S Williams	swilliams@chantryschool.com
Head of Business	Mrs H Watkins	hwatkins@chantryschool.com
Head of Computing	Mr O Hutton	ohutton@chantryschool.com
Head of DT	Mr P Taylor	ptaylor@chantryschool.com
Head of Drama	Ms J Poulter	jpoulter@chantryschool.com
Head of English	Ms A Bates	abates@chantryschool.com
Head of Geography	Mrs C Rudall	crudall@chantryschool.com
Head of History	Miss F Hamer	fhamer@chantryschool.com
Head of Maths	Mrs L Judge	ljjudge@chantryschool.com
Head of MFL	Mr A De Santis	adesantis@chantryschool.com
Head of Music	Mrs M Masters	mmasters@chantryschool.com
Head of Boys' PE	Mr S Golding	sgolding@chantryschool.com
Head of Girls' PE(on maternity leave)	Mrs K Wilson	kwilson@chantryschool.com
Head of RE	Ms K Davies	kdavies@chantryschool.com
Head of Science	Mrs J Wallis	jwallis@chantryschool.com

The Chantry School



The Chantry School

Martley
Worcester
WR6 6QA



01886 887100



office@chantryschool.com



twitter



<http://www.chantryschool.com>