

CCGS Form Book Lower School 2025-2026

This online resource includes day to day information to support staff, students and parents/carers.



School Day

Marning hall	9.35
Warning bell	8.35
Registration	8.40
Assembly/Form time	8.45
Period 1	9.00
Movement time	10.00
Period 2	10.05
BREAK	11.05
Warning bell	11.20
Period 3	11.25
Movement time	12.25
Period 4	12.30
LUNCH	13.30
Warning bell	14.10
Period 5	14.15
End of School	15.15

Term Dates 2025-2026

Term 1	1 September-17 th October	
Term 2	27 October-19 th December	
Term 3	5 January-13 February	
Term 4	23 February-2 April	
Term 5	20 April-22 May	
Term 6	1 June-21 July	

Designated Safeguard Leads Lower School Site

Ms L Harris

Mr. T Richford

Lower School Classroom Expectations

Arrive to class on time and be ready to learn.

Get out all necessary equipment at the start of your lesson.

Respond quickly to instructions to support your learning.

Be considerate—do not talk over other people.

Raise your hand to speak

Contribute towards your own learning by showing a high level of engagement and a positive attitude.



How should I present my work?

Different subjects may require different ways to present your work. However, it is important that whatever work you are completing, you work hard to keep your presentation neat and tidy

How can I present my work well?

- Write the date at top right side of starting point
- Clearly write a heading to the work (underline this)
- Written work to be completed in **blue/black ink**
- Drawings and diagrams should be drawn in pencil
- Stick in any worksheets
- Use a ruler for drawing lines
- Do not doodle on your books



Homework

Why do I need to do homework?

Homework can help to check your understanding of what you have learnt in class. It can help to prepare you for what you might be doing in a subsequent lesson.

Competing independent work helps you to develop organsitional skills, work at your own pace and explore ideas and concepts further.

Satchel One

We use Satchel One for setting homework. You receive information electronically which shows what work has been set and details regarding the activity.

This helps you to be organised and aware of the homework you are set.

How can I complete my homework well?

- Find a tidy space to work
- Reduce distractions e.g. phone/TV
- · Check task details before starting
- DO not leave things until day before
- Have regular breaks
- · Use resources to help you

Homework Timetable

	Subject	Subject	Subject
Monday			
Tuesday			
	This	information	is
Wednesday		ne school	
	web	site	
Thursday			
Friday			



Achievement Points

We try to celebrate student progress, learning and endeavour as much as possible. We have a weekly Well Done PPT presentation each week to acknowledge student/class effort.

We also award achievement points. Please see below for details regarding certificates/badges.

RED	10 AP
BLUE	20 AP
GREEN	30 AP
BRONZE	40 AP
SCHOOL BADGE	50 AP
SILVER	60 AP
GOLD	80 AP
PLATINUM & SILVER BADGE	100 AP
GOLD BADGE	100 AP

If you contribute to your house, you may receive a house participation achievement point. At the end of the academic year, students receiving house AP are placed in a draw to attend the school house reward trip.

Who can I talk to?

If you are worried or upset about anything, it is really important to speak to someone. When you are at school, you can speak to lots of different people.

Apart from your friends or a peer mentor, you might want to speak to one of the following:

- Tutor face to face or by email
- · Head of House face to face or by email
- Anti Bullying Ambassadors
- Staff on duty at break and lunch
- Student Referral Form (for self-referral or concerned about a friend) via school intranet



Uniform

When you accepted your place at CCGS, you are required to follow the compulsory uniform regulations. Students not complying with the uniform policy can expect to be sent home to change into correct uniform in the first instance. The school has the right to exclude a student for uniform offences where the breaches of the school uniform policy are defiant and persistent.

Boys Years 7-9

- · Green blazer with CCGS crest
- Black plain tailored trousers
- White shirt long or short sleeved to be tucked in at all times
- School tie. County, Club or Colours etc ties to be worn ONLY with permission from Senior Tutor, Deputy Headteacher or Headteacher
- Black socks
- Black polishable shoes of a conventional and formal style, i.e Brogue, Loafer, Slip-on, Derby. No Leisure shoes, trainers or canvas shoes i.e. Vans, Adidas, Nike etc. Boots are also not permitted

OPTIONAL

 Green jumper or sleeveless jumper with CCGS crest – NO cardigans

Girls Years 7-9

- Green blazer with CCGS crest
- . Green Kelso bottle kilt and/or
- Black plain tailored trousers
- White open-neck blouse (revere collar type). Long or short sleeved and to be tucked in when wearing trousers
- Black plain knit opaque tights or white or black ankle socks.
 No patterned tights.
- Black, low heeled, polishable shoes of a conventional and formal style, i.e Brogue, Loafer, Slip-On T-Bar, Mary Jane. No leisure shoes, trainers or canvas shoes,i.e Vans, Adidas, Nike etc. Dr Martens boots, boots, slingbacks, stilettos or sandals are also not permitted.

OPTIONAL

 Green jumper or sleeveless jumper with CCGS crest – NO cardigans

Uniform

Security passes and lanyards – these are issued by the school and to be worn at all times as they form part of the uniform. Lanyards will be the issued House colour and no other.

Food Technology – a clean, plain WHITE apron to be provided and worn at each Food Technology lesson.

Science – a white lab coat or overall may be provided and worn, but it is <u>not</u> essential. Should one be provided it is advisable to wash it on a regular basis, preferably once a week, and more importantly it is washed separately from all other clothing.

Safety glasses <u>must be worn</u> for practical science. Safety glasses are provided from the Science Department.

Outdoor Coat – leather, plastic/PVC or denim jackets are not allowed. Coats, hats, scarves and gloves should not be worn in school. 'Hoodies'/sweatshirts of any description do not qualify as a coat and will be confiscated.

Trousers – drill cotton, jeans style, combat trousers or lycra material is not permitted. Students are not to wear decorative belts. The leg of the trouser must not be too wide or too narrow and should come down to the ankle. Cropped trousers and shorts are not permitted.

Skirts—the skirt should **not** be rolled over at the top to make it shorter, nor should the length compromise decency; persistent rolling of the skirt will lead to a sanction. If a skirt has been permanently altered to make it shorter, the school reserves the right to send a student home to change. Skirts should be knee length.

Shirts - must be tucked in trousers

Blouses – must be tucked in when wearing trousers

Cardigans – Years 7-9 are **NOT** permitted to wear cardigans of ANY colour/description with or without CCGS crest.

Shoes – low/no heeled black **forma**l shoes which can be polished, ie. Brogue, Loafer, Slip-On, Derby, T-Bar Mary Jane. **NO** Leisure shoes, trainers or canvas shoes i.e Vans, Adidas, Nike etc. Dr Martens boots, boots, sling-backs, stilettos or sandals are also **not** permitted.

Make-up - should be subtle – students will be asked to remove excessive make-up. **NO** false eyelashes.

Uniform

Nail varnish - is not permitted - NO false nails

Hair – a student's haircut is a very important part of their presentation. The school will usually not accept students having extreme haircuts. The school respects the fact that children of certain religious faiths might wear their hair in accordance with the requirements of their faith.

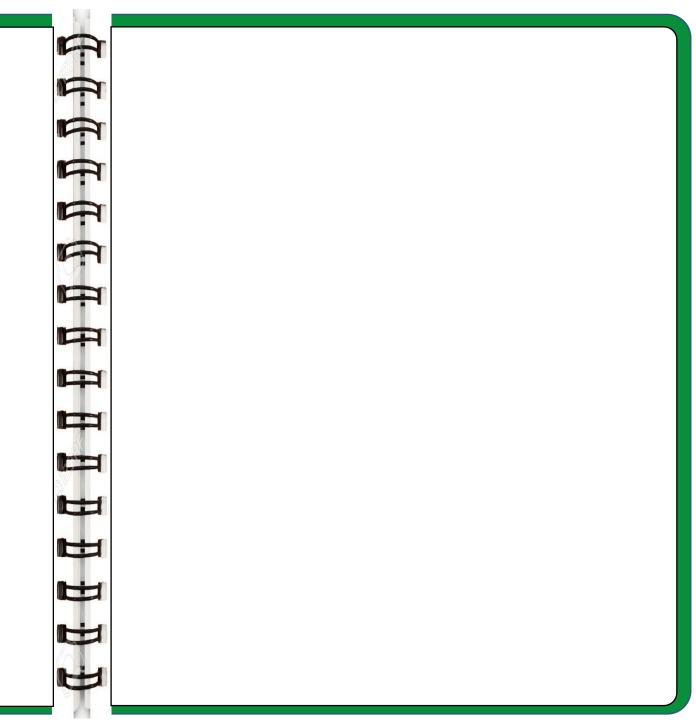
Hair should be a colour which is naturally occurring. Students should not have unnatural hair colours e.g., blue, green, red, purple, pink. Hair should **not** be two-tone and colour change should appear natural. Shoulder length hair should be tied back for practical lessons. Under normal circumstances hair should be off the face. The school reserves the right to send students with extreme hair-styles or extreme hair colour home until the hair is an acceptable style/colour. Hairbands/ribbons should be **plain** black, green or white. **NO** adornments

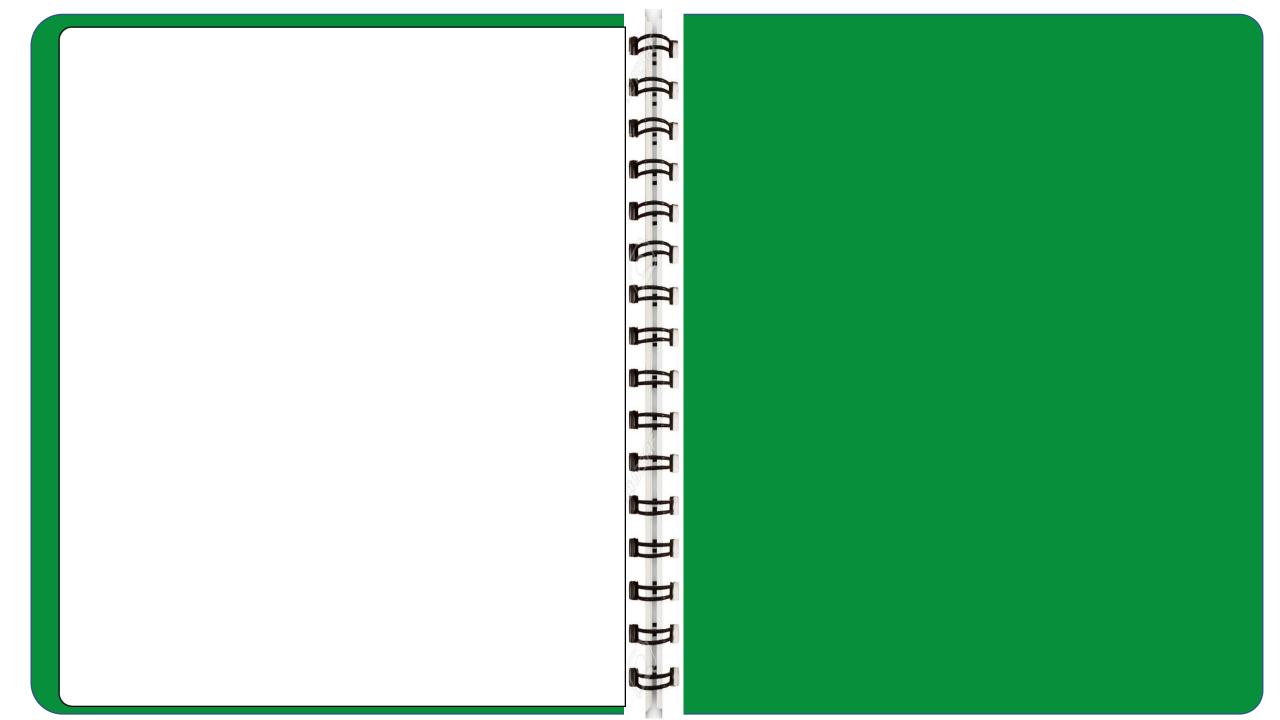
Religious Headwear - headwear will only be allowed on religious and cultural grounds and should be plain black, green or white.

Jewellery & Piercings -

Students may wear a wristwatch. Students may wear one pair of stud earrings, (one in each ear lobe) but NOT ear stretchers. The only other jewellery allowed is one of a religious symbol worn as a sign of faith, and/or a 'medic-alert' piece of jewellery but neither must be visible. All jewellery must be removed for PE. Any inappropriate jewellery will be confiscated and handed into the Head of House at the Lower School and reception at the Upper School and its return negotiated with Head of House or Senior Tutor. Students are not allowed any form of facial or body piercing with the exception of a pair of stud earrings but NOT ear stretchers. Plastic retainers are only allowed at the discretion of the Headteacher and only for a limited period of time. Students who violate these rules can expect to be sent home until the piercing is removed and the school reserve the right to exclude.

Summer Uniform - during the very hot weather the Headteacher or Deputy Headteacher may allow summer uniform to be worn. This means that whilst in school, boys may have the top button of their shirt undone, wear no tie and wear a short sleeved shirt. The short sleeved shirt must have a firm collar, which takes a tie when needed, i.e. it should not be a polo shirt. Shirts must be tucked in. NB if the weather is not considered warm enough for just the summer uniform then FULL uniform is to be worn. The blazer <u>always</u> takes precedence over a jumper or cardigan. Under NO circumstances should non uniform items (i.e. hoodies) be worn in place of the blazer.







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