

A green spiral-bound notebook with a white metal spiral binding on the left side. The cover is a solid green color with rounded corners. A white rectangular box is centered on the cover, containing the title text in white. The text is arranged in three lines: 'CCGS Form Book' on the top line, 'Upper School' on the middle line, and '2023-2024' on the bottom line.

**CCGS Form Book  
Upper School  
2023-2024**

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



## School Day

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

## Term Dates 2023—2024

Term 1	1 Sept – 20 Oct 2023
Term 2	30 Oct – 19 Dec 2023
Term 3	4 Jan – 9 Feb 2024
Term 4	19 Feb – 28 March 2024
Term 5	15 April – 24 May
Term 6	3 June – 23 July

## Designated Safeguard Leads

### Upper School Site

Ms L Clements

Mr. T Richford

## Upper 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 complete homework?

Homework helps to check you understand what you have covered in class. It can help to prepare you for what you might be doing in a subsequent lesson.

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

## How can I complete my homework well?

- Find a tidy space to work
- Reduce distractions—turn TV off etc.
- Put away your phone
- Check the details of the work set.
- Do not leave things until the night before.
- Have regular breaks
- Plan when you need to complete work around other things
- Use resources to help you—family, books, internet

**Check your Satchel One Show My Homework account for any homework tasks.**

# Homework Timetable

	Subject	Subject	Subject
Monday	This information is on the school website.		
Tuesday			
Wednesday			
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.

<b>RED</b>	<b>10 AP</b>
<b>BLUE</b>	<b>20 AP</b>
<b>GREEN</b>	<b>30 AP</b>
<b>BRONZE</b>	<b>40 AP</b>
<b>SCHOOL BADGE</b>	<b>50 AP</b>
<b>SILVER</b>	<b>60 AP</b>
<b>GOLD</b>	<b>80 AP</b>
<b>PLATINUM &amp; SILVER BADGE</b>	<b>100 AP</b>
<b>GOLD BADGE</b>	<b>100 AP</b> (IN TWO YEARS ACROSS KS3)

If you contribute to your house, you may receive a house participation achievement point.

## 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

Upper School Boys

## Compulsory

- Black fitted jacket with CCGS crest
- Black plain tailored trousers
- White Shirt - long or short sleeved (to be tucked in at all times)
- School tie\*
- Black Socks
- Black **polishable** shoes of a **conventional** and **formal** style
- Security pass and lanyard

*\*County, Club or Colours etc ties to be worn ONLY with permission*

## Optional

- Black jumper or sleeveless jumper with CCGS crest

## Not Permitted

- 'Hoodies'/sweatshirts of any description do not qualify as a coat and will be confiscated.



# Uniform

Upper School Girls

## Compulsory

- Black fitted jacket with CCGS crest
- Bottle Kelso Tartan Kilt *or*
- Black plain tailored trousers
- White open neck blouse - long or short sleeved (*to be tucked 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
- Security pass and lanyard

## Optional

- Black jumper or sleeveless jumper with CCGS crest
- One pair of stud earrings (*one in each lobe*)

## Not Permitted

- The school kilt should **NOT** be altered in length, in any way.
- Any inappropriate jewellery will be confiscated and returned at the **end of Period 6.**





# 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 **always** takes precedence over a jumper or cardigan. Under **NO** circumstances should non uniform items (i.e. hoodies) be worn in place of the blazer.

If there is an issue with your uniform, make sure you have a note from home to explain.

This is the same if you cannot take part in a lesson such as PE!



# HELP YOURSELF

## KEEP HYDRATED!

You can only drink water in lessons

Water carries helpful nutrients and oxygen to your entire body.

Reaching your daily water intake will improve your circulation and have a positive impact on your overall health.

Drinking enough water helps fight off illness.

Drinking enough water can help prevent certain medical conditions.



## GET ENOUGH SLEEP!

Have a regular bedtime routine.

Make sure any devices such as mobile phones are off at least an hour before going to sleep

Good quality sleep is essential for your learning and development.

Good quality sleep helps you concentrate, manage your emotions and remember things.



## BE ORGANISED!

At CCGS, like most secondary schools, you will need to develop your organisational skills (we will help!). Good organisation will allow you to have the correct school equipment with you at school, not lose things as you move from class to class and make sure you do not forget to complete tasks such as homework.

Check your timetable each evening so you know what you need in your school bag for the following day.

Check your Show My Homework account so you do not miss any homework tasks – ideally complete these tasks on the night it is set.

Make sure you have all your uniform, equipment and PE kit clearly labelled. This will make it much easier to find if you lose it.

Let your tutor know if you are struggling to keep organised – it may be that having a school locker might help. Tutors may also be able to support you to become more organised and independent.

Try to keep your schoolbooks, equipment etc neat and tidy. It makes it easier to find things!





## Period 6

### No Warning Required

- Inappropriate conduct around school
- Inappropriate language overheard by a member of staff
- Missing a deadline
- Misuse of school equipment
- Plagiarism / Copying
- Using a mobile phone without authorisation
- Uniform Warning - 2 or more in a day
- 3 x Lates

### Warning Required

- Not responding to a reminder to stay on task - *individual warning*
- Repeatedly not having equipment to stay on task - *initial warning*

