Chilwell *School*

Welcome to Chilwell *School*

New Starter Information 2025



A Welcome From Sarah York

On behalf of all the staff, students and governors, I would like to take this opportunity to welcome you and your child to the Chilwell learning community.

Your son or daughter will now be embarking on the next stage of their learning journey with us from this September. Chilwell offers a very personalised experience for its students with a positive focus on learning in all its forms: from different bodies of knowledge, to life skills, to personal development.

We appreciate that the move to secondary school is a daunting experience: a mass of strange corridors; unfamiliar faces; lots more movement between classes and a huge site to get to know and negotiate – but we also know that it is an extremely exciting experience as well. All our staff will be very high profile in the first few weeks and on-hand to support your child if needed. Our key priority for the first term is to ensure that students settle positively into their new environment.

We look forward to working with you over the coming years and we hope that this booklet will help support your child's induction into the Chilwell community. Please help us make this transition as smooth as possible by ensuring you complete the forms listed within this booklet. We will do our best to provide your child with the opportunities and challenges they will need to make a success of their lives at Chilwell and in the world of their future. We're here to excite minds for successful futures!

We welcome your future support and if you have questions or concerns which have not been answered please do contact us either by letter, telephone or e-mail. Further information can be found at www.chilwellschool.co.uk

Yours sincerely

Sarah York
Head Teacher



A Community of High Aspirational Learning for All

Chilwell school promotes high quality teaching by working together with students and families to:

- be reflective and understanding of ourselves and others
- develop and challenge ourselves in learning and life
- challenge and motivate each other to flourish
- be flexible and adaptable in an ever-developing community
- be inquisitive and enquiring to extend ourselves

At Chilwell we aim to build upon our important links within the community to help build a culture of trust, mutual respect and collaboration to ensure that all pupils have access to high quality teaching and are able to achieve.

In order to maintain this ethos, all pupils who are part of this community can actively engage in their own progress by:

- **being organised** - you are unable to focus on your own progress if you are not fully equipped to complete all tasks.

- **listening carefully** – listening is a crucial skill. By listening attentively to all information and instructions this enables an environment where high-aspirational learning can take place.

- **supporting others** - by supporting others you support yourself and everyone moves forward in their learning. Being a part of a collaborative community is important and being a key contributor to this culture is critical.

- **being resilient** – never give up! Mistakes and errors are part of learning - problems should be embraced and seen as opportunities to improve.

- **asking questions** – this is a key skill. Use it to make sure you understand when you feel unsure about what you are learning.

- **answering questions** – this can be scary but it's a great way to learn. Don't worry about being wrong. In fact, if you answer a question wrong it means that the teacher can change how they teach or explain something to you so you learn better.

- **avoiding distractions** – you only spend a small proportion of your day in school so you can't afford to be easily distracted! If you are distracted by chat and poor behaviour you will not learn effectively.

ASSEMBLIES

Once a week during registration each year group has an assembly in the school theatre. This is an opportunity for the year group to reflect on any issues that concern them, celebrate their achievements and for students to consider how they might improve.
All other registrations will be spent with tutors in their designated tutor room. During registration students will take part in activities and important notices and information are given out to the tutor group.

MOVEMENT

It is vitally important that students behave sensibly when moving along corridors and around school. When moving around the school sites students need to:

- follow the one-way system
- move sensibly between classes so that they do not disturb other learners
- never run
- line up quietly outside your classroom
- keep moving and avoid standing in groups
- have consideration for others and avoid pushing or jostling

THE CURRICULUM - Key Stage Three

It is our aim to deliver a curriculum which is broad and balanced in order to meet the needs of all students at Chilwell School to help them become successful learners and confident individuals

- The key stage three curriculum is structured to help students to learn successfully at a level and pace with support appropriate to their ability.

- All students follow the core curriculum of English, mathematics and science. The majority of subjects are taught in tutor groups, with some setting in mathematics and science. Sets are initially designed based on students' prior attainment at key stage 2, membership is reviewed frequently and may be adjusted throughout the school year.

- For some students we offer additional support in literacy and numeracy as well as additional learning skills. Further support for students with learning, physical or behavioural difficulties is organised by learning support. Our English as a second language students also receive bespoke support where required.

- ICT, art, drama, geography, history, music, PE, technology and religious education are taught in mixed ability groups – mainly in tutor groups. In languages setting begins in year seven.

- Personal, social, health and citizenship education is delivered through tutor time, a timetabled session once per week and discovery days.



HOME LEARNING

Home learning is designed to support and enhance the standard school curriculum. Every student has access to materials from their lessons via Google Classroom and all homework is also recorded on this platform. Staff will set relevant homework tasks but it is also important that students commit themselves to their own home-learning.

In addition to specific homework tasks set by teachers our expectation is that Year 7 students will:

- read for 20 minutes every evening
- log on to 'MyMaths' once a week and complete relevant tasks
- revisit lessons via Google Classroom and apply the revision techniques being taught and developed during lesson time to enhance memory and retrieval skills
- learn 10 French words every week

This is always best done with parental support, which has a profound impact on progress.

EQUIPMENT

All students are expected to bring the following items of equipment to school:

Essential Items

- sturdy school bag to carry books to and from school
- pencil case, black pen, green pen, pencil, ruler
- a calculator, we recommend a specific model which can be purchased on transition evening for £5.
- notebook for class notes. Notebooks will be provided by class teachers

Desirable Items

- rubber, compass, practractor, glue stick, highlighter, colouring pencils

Students will be able to buy calculators, dictionaries, pencils and other equipment through the school. Equipment can also be bought from the school library, student services and year leaders.

Mobile phones are not classed as equipment and should not be used in school. All phones, if brought in, must be turned off before entering the site. Anyone seen with a mobile phone during the school day will have it confiscated until collected by a parent from the main reception and a 30 minute (C3) detention will be issued for the same day. We take no responsibility for loss or theft of any item brought into school outside of the school rules.



SCHOOL UNIFORM

School uniform promotes a good working atmosphere, equality and community identity:

- it encourages students to 'dress for success', to feel pride in the school and feel part of the school community
- it reduces the scope for competitive dressing which can be a source of much unhappiness for students and promotes equality
- it is practical and relatively inexpensive

Chilwell School is your place of work and you should look smart and business-like at all times. You are representing the school whenever you are out in the community, on public transport or walking along the street. The full correct uniform is available from Morleys in Chilwell or TGR Embroidery. Other shops may sell fashion variations which will not be acceptable if they are not closely modelled on the official uniform. The school's decision is final in determining appropriateness.

If you're eligible for free school meals, we're happy to offer any pre-loved items we currently have in stock. Please follow the link for further information and support in receiving these items.

A full list of uniform can be found on the school website:
https://www.chilwellschool.co.uk/parents/uniform-equipment-and-transport/school-uniform/





VALUABLES AND LOST PROPERTY

Students should not bring to school valuable items or money in excess of what they need for the day. Such items or amounts of money should be left at the School Office for safe-keeping. We take no responsibility for loss or theft of any item brought into school outside of the school rules.

For PE lessons valuables and money should be handed in for safe-keeping, although we strongly recommend that no jewellery is worn on the day when PE is on the timetable. In no circumstances should valuables or money be left in changing rooms.

If property has been lost or stolen this should be reported in the first instance to a teacher. Lost property, when handed in, is kept in Student Services. Students can make enquiries there before or after school, at breaks and at lunchtimes.
Please ensure all students' property is named.

WHAT NOT TO BRING TO SCHOOL

- Pills and medication unless vital, in which case they should be left at the Student Services Reception. They must be clearly named and labelled and give appropriate instructions regarding their use along with completed permission form.
- Valuables and money – please let your child bring only what is necessary. If, for some reason, your child needs to bring valuables or large sums of money these should be left in the safe keeping of the School Office. During PE lessons valuables should be given to the PE teacher. We take no responsibility for loss of any item brought into school outside of the school rules
- A more detailed list of prohibited items is in the behaviour policy.



BULLYING AND CONSEQUENCES

Chilwell School does not tolerate any kind of bullying. We believe that everyone has the right to feel safe and free from threatening or prejudicial behaviour. Bullying will be sanctioned and is likely to lead to exclusion. Any student who bullies another will be placed on our Bullying Register until such time as we feel they have changed their behaviour.
At Chilwell School we believe that behaviour is a choice. By joining Chilwell School, we expect students and parents to support the school's ethos and values and follow the school rules. If a student chooses to not comply with the school rules, they will be given appropriate sanctions.

Please see our Behaviour policy for full details on bullying and consequences.

ATTENDANCE

Regular attendance at school gives your child the best chance at academic success and the opportunity to participate in wider school life. As a parent you are legally required to ensure your child is in school and report to the school when and why if they aren't.

Students arriving after 8.40am will receive a 30 minute (C3) detention on the same day.

- Inform us each day of your child's absence. This can be done via Arbor or absence phone line
- Informing us of the absence does not automatically authorise the absence
- Provide evidence of absences where possible e.g. appointment, photo of prescription. This can be uploaded on Arbor.
- Inform us in as much advance as possible of any absences
- Your child can have up to three authorised absences per full term without providing evidence of illness
- Any queries regarding attendance please contact attendance@chilwellschool.co.uk

Please read our Attendance policy on our website for full details.



IF YOU MOVE HOUSE/ CHANGE DETAILS

It is imperative that you keep the school informed of any changes to the details you complete on the confidential form such as address, changes in telephone numbers, especially emergency telephone numbers. It is a requirement for the school to have the up to date contact information for at least two adults for each child. You can update Arbor at any time which will send a notification to school.

STUDENT MEDICAL DIETS AND FOOD ALLERGEN LABELLING GUIDANCE

From April 2014, in order to comply with Food Standards Agency guidance and new forthcoming European government legislation, which will commence in December 2014, all menus require Allergen Foods to be 'visibly, clearly and legibly displayed'.

These 14 Allergen foods are: Peanuts, Nuts, Milk, Soya, Mustard, Lupin, Eggs, Fish, Shellfish, Molluscs, Cereals Containing Gluten, Sesame, Celery, and Sulphur Dioxide. This will give parents/carers more information about recipes on our menus.

Our School Chefs/Chef Managers will be trained to support students with their intolerance/allergen food needs. Each special dietary request made by parents/carers on behalf of their child should be made on the dietary request form attached and be returned to student services. It is recommended that parents/carers supply a medical/dieticians' letter to support the special diet requirements.

PLEASE DETAIL ON THE DIETARY / ALLERGIES FORM IF APPLICABLE

ARBOR – PARENT INFORMATION APP

Arbor is our school system which teachers use to track achievement and behaviour throughout the school day. We believe in working closely with parents and guardians. One of the key benefits of using Arbor is that we are able to securely share your child(s) achievements with you and to keep you up to date in real-time.

You will receive a welcome email with your login details so that you can access Arbor. The link below is how you can access arbor through the parent portal

https://chilwell-school.uk.arbor.sc/

You can also download the parent app via google play and the app store





SCHOOL TRIPS AND LUNCH ACCOUNTS

Online payments

Get started with
iPayimpact today





Register to iPayimpact

1. Parents can register by visiting **www.ipayimpact.co.uk** and clicking 'register'.

2. Create your online payment account using your account reference number from your registration letter.

3. Follow the instructions in the activation email to complete the registration.

All school purchases in one place

1. Once registered, parents & guardians can start managing all school purchases in one place.

2. Easily access iPayimpact through desktop, tablet or mobile phone.

3. Parents can top up accounts anytime, anywhere.





Secure cashless payments

1. Pre-order school meals via iPayimpact - payments are automatically deducted from the pupils' account.

2. School meals, trips, clubs, events, tickets, school shop items and more can be purchased through iPayimpact.

Download on the App Store

GET IT ON Google Play

Information about school catering can be found on the school website:
https://www.chilwellschool.co.uk/catering





MUSIC LESSONS

Your son or daughter might wish to receive instrumental lessons at Chilwell School. We currently have instrumental self-employed peripatetic teachers who cater for woodwind, guitar, keyboard, piano, singing and drums. The cost of tuition on instruments is from £10.00 per 20 minute individual lessons and from £15.00 per 30 minute individual lessons, payable during the first week of each term, directly to the appropriate instrumental teacher (the price depends on the instrument taught). For further information and to complete an expression of interest form please follow the link below.

GOOGLE CLASSROOM

All students will be given a Chilwell school google account. This will give them access to their own school email, google office suite and google classroom. All resources of the lesson are shared with students via google classroom and staff will set some homework via this platform. You will also receive details for a parent account so you are able to monitor the completion of your child's work on google classroom.

PHOTOGRAPHS AND FILMING

To comply with the Data Protection Act 1988, we need to make you aware that from time to time we may photograph or film your child undertaking school activities. We may use the photographs or films either within or outside Chilwell School. Students will be made aware and will be given the opportunity to object if photographs or filming takes place. Images may be used in displays, presentations, publications and for monitoring or educational uses. Full names of students will not be disclosed without good reason and consent will be obtained.

PLEASE OPT OUT ON ARBOR IF YOU DISAGREE.



BIKES

Students must not bring bicycles to school until a completed bicycle permission form has been completed, which must be signed by the parent/carer. Please ensure that the bike is in a roadworthy condition. We have lockers prioritized for any student who rides a bike to school for storing cycle helmets etc. These can be hired for a very small fee from reception. Students should ensure they have a lock to secure their bike at school. A D-lock is the preferred choice as recommended by the Police.

As many students choose to cycle to school, it is very important that students and their parents ensure that they do so in a safe manner.

All bicycles should be in a roadworthy condition. If students intend to ride during the hours of darkness i.e. in the winter months, bicycles should have good working front and rear lights.

Where possible students should use the cycle routes to and from school. At all times students should ride in single file. Whilst cycling on the road, students should ride on the left-hand side; these rules also apply to the school drive.

We recommend the wearing of a cycle helmet. Whilst it is not law to wear a cycle helmet when riding a bicycle, it is very important to encourage young people to wear a safety helmet and where possible light or reflective colours. It is important to be safe and be seen!! A limited number of lockers are available for cycle helmets. Contact the school office about this.

It is also important to have a secure locking device for the bicycle and ensure that it is covered by an insurance policy for theft and damage. We highly recommend a D-lock for best security.

Students must not ride their bicycles to school until a bicycle permission form has been completed, signed by a parent/carer and returned to the school office.

SCHOOL BUSES

Information regarding travel to school can be found on the Nottinghamshire County Council web site

https://www.nottinghamshire.gov.uk/media/1741142/525-chilwell-school-timetable.pdf

TIMETABLE

8.40am - Registration
9.02am - Period 1
9.52am - Period 2
10.40am - Break (20mins)
11.00am - Period 3
11.52am - Period 4
12.40pm - Lunch (50mins)
13.30pm - Period 5
14.22pm - Period 6
15.10pm - End of the Day
15.20pm - Cygnus (Mon - Weds)

DIARY DATES

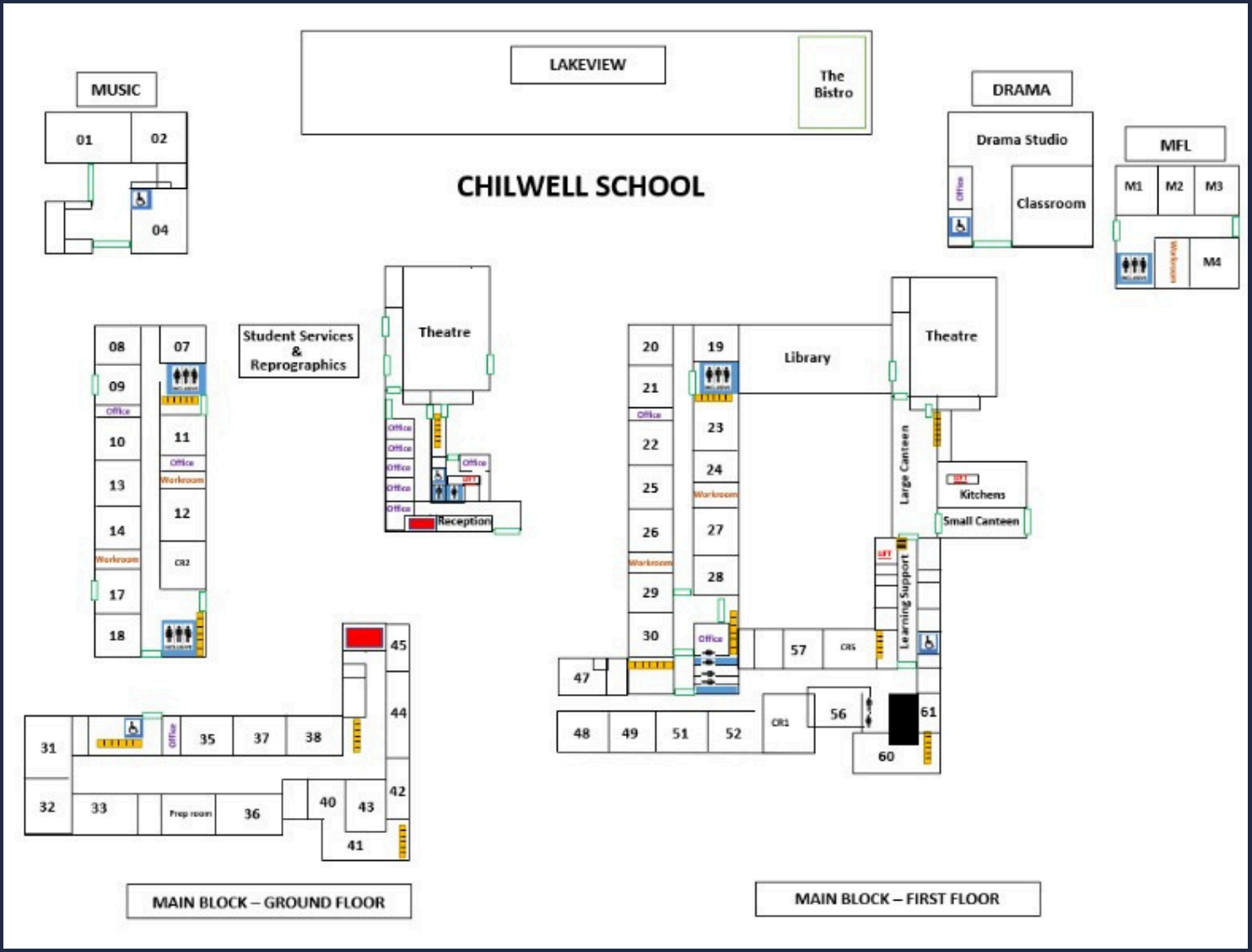
Autumn Term begins:
Wednesday 3rd September 2025 (Y7 and Y12)
Autumn Term begins:
Thursday 4th September 2025 (Y8, Y9, Y10, Y11 and Y13)
Half Term:
Monday 20th October – Friday 31st October 2025
Autumn Term ends:
Friday 19th December 2025
Spring Term begins:
Tuesday 6th January 2026
Half Term:
Monday 16th – Friday 20th February 2026
Spring Term ends:
Friday 27th March 2026
Summer Term begins:
Monday 13th April 2026
May Day bank holiday:
Monday 4th May 2026
Half Term:
Monday 25th May to Friday 29th May 2026
Summer Term ends:
Friday 24th July 2026
INSET Days
Monday 1st September, Tuesday 2nd September, Monday 5th January, Friday 13th February and Monday 27th July

FORMS TO COMPLETE…

(select from the list below to complete the linked google forms)

- **Student Confidential Information form (mandatory via Arbor)**
- SEND Parental Information form (optional)
- Pupil Premium / Free School Meals information - additional support in funding (optional)
- Medicine permissions form - prescribed and non-prescribed (optional)
- Dietary / Allergies form (optional)
- Music lessons - Expression of interest form (optional)
- Bike permissions (optional)

MAP OF THE SCHOOL





Who do I contact if I have concerns regarding my child's welfare?
Every child has a designated form tutor, who should be contacted in the first instance. When the tutor is unavailable, or where the issues are more serious, the appropriate Year Leader should be contacted.

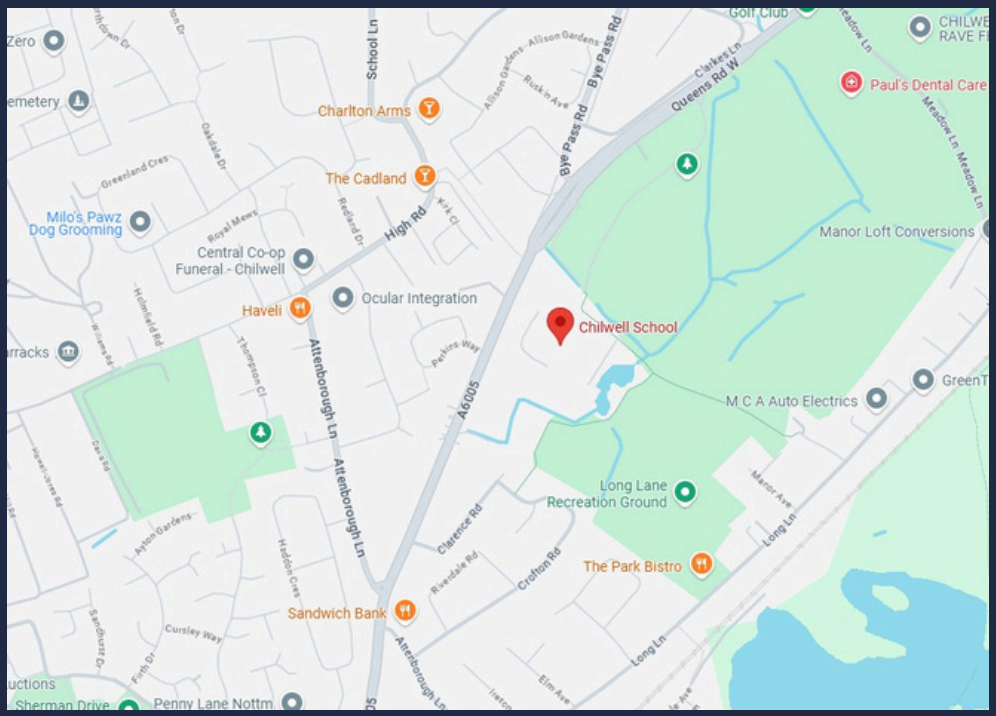
Who will my child be with?
Your child will be allocated to a tutor group. Each tutor group has approximately 25-30 students within it who come from a variety of junior schools. Tutor groups are of mixed gender and ability. Students meet in their tutor groups once a day for registration. Students starting Chilwell will be placed, where possible, with one nominated friend.

What are the arrangements for Year 7 on the first day of the Autumn Term?
Chilwell operates a "staggered start", with only Year 7 students returning on the first day of term. Students will need to wear full school uniform and bring their pencil cases and a school bag. PE kit will not be needed. Students should not arrive at school before 8.30 am. When the bell goes at 8.40 am, they will need to line up in their registration groups outside in the quad. During the day students will receive their timetables and be involved in activities that familiarise them with the rules and routines of the school, the geography of the buildings and allow them to integrate with all members of their new tutor group. Any outstanding paperwork that should have been returned to school must be brought on that day.

Are mobile phones allowed in school?
Yes, but they should be turned off and unseen at ALL TIMES whilst students are on the school site. If seen they will be confiscated and parents will need to collect them from reception and on the day after school detention will be issued. Parents will receive a text informing them of this.

The school does not bear liability for any equipment brought into school including mobile phones. These are brought in at the students and parents' own risk.

Chilwell *School*



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