



TRIDENT COLLEGE

ENGAGE ENLIGHTEN EMPOWER





Welcome to Trident College, Solwezi in the North-Western part of Zambia; an international boarding school and community where the aspirations and potential of every student are fostered, nurtured, and challenged.

Trident College is dedicated to inspiring within each student the pursuit of knowledge, the love of wisdom, an appreciation for beauty and the development of strong character. These values, coupled with physical activity, artistic endeavours, and service to others are the foundations of the school ethos.

The experience at Trident College is unique. Few other schools are located within a game reserve, with excellent educational facilities and teachers from all over the world.



A Place We Call Home





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1.1 Message from Director of Academics

There are 6 academic reporting points during the academic year at Trident College. Students are assessed in all the subjects in each half term. The teacher will explain what parts of the assessments will contribute towards the end of half-term grades.

The school publishes reports to parents on academic performance at the end of each half term. These reports are published on the Trident College Parent Portal where parents can log on in order to view the reports.



1.2 Message from the Deputy Head, Pastoral



I am both pleased and excited to welcome you to Trident College.

Boarding represents a uniquely rewarding opportunity and experience in a student's educational journey. Boarding brings together students from diverse backgrounds, and those shared experiences not only serve to foster interpersonal understanding, but also help forge long-lasting and lifelong friendships.

Alongside those friendships, students also learn essential life-skills for future success in their educational journeys at university or beyond. These range from simple tasks such as managing laundry to essential skills such as effective time management.

First and foremost, though, boarding at Trident College means being a valued member a vibrant community and having the chance to make a positive contribution to the success of others, whilst being supported to reach your own goals.

I look forward to welcoming you all to Trident College for a successful and enjoyable year.

George Scorgie



2. Our Values

Integrity

“Trident pupils will honour their commitment to live by the values of the College”

1. Respect

“Respect is at the core of who we are. We respect our environment, property and, above all, the people with whom we live and our Creator. We embrace multiple faiths, beliefs, and cultures as we celebrate our diversity and common humanity.”

2. Reflection

“We take time to reflect on our achievements and challenges by thoughtfully considering our experiences and what we have learned. We are resilient as we build on our strengths and use our mistakes as opportunities to learn and improve.”

3. Responsibility

“We are accountable for our actions to each other, to our stakeholders and to our Creator. We are committed to leading a positive lifestyle with a healthy balance between work, family, enjoyment and personal needs. We are trustworthy, empathetic, truthful, loyal and just.”

4. Innovation

“The world is changing exponentially. Individuals who succeed into the future will have a world view; they will be creative, collaborative and have an entrepreneurial attitude to life. At Trident we engender a sense of independent enquiry in an atmosphere where pupils are encouraged to solve problems, resolve conflict and confront challenges as they arise.



3. School Rules

The school rules are centred around our core values. There are different sets of expectations depending on the location (e.g. Classroom, Library, Dining Hall), but they all focus on the ideas of Respect, Reflection, Responsibility and Innovation.

3.1 General rules

- Be on time for the activity you are going to; have respect for those around you and do not have people waiting for you.
- Show respect and courtesy to those around you; be mindful of the feelings of others, and make visitors feel welcome.
- Wear the correct attire for the activity you are doing or the place you are in; have respect for the cultural differences in the school.
- Speak English as the common language within school, being mindful that if you are conversing in a different language, others may not be able to understand you.
- Chewing gum is not allowed at any time.

The other rules are indicated in the various sections of this booklet; Classroom, CCA, Library, Dining Hall.

4. Structure of the school

We have four Academic / Sporting houses which are named after key historical figures: Kofi Annan, Mahatma Gandhi, David Livingstone and Nelson Mandela. Each student is allocated a house when they arrive in the College. Those coming from Trident Prep School remain in their current house unless they have an older sibling in a different house. Siblings will be placed in the same academic / sporting house.

The colours associated with each house are as follows:

House	Annan	Gandhi	Livingstone	Mandela
Colour	Red	Yellow	Green	Blue

Each academic / sporting house has 4 tutor groups; two male and two female. Trident College runs a system of 'vertical tutor groups' which means that a particular group will contain students from Years 7 to Year 13. The student will remain in that tutor group for their entire time at the College. The tutor usually remains the same from year to year so that good relationships are established.

The tutor should be the first port of call if there is any question about a school issue (e.g. a child needing to be absent for medical appointments, etc) or if the parents wish to query any academic or pastoral issue (e.g. making appointments to meet teachers or alerting the school if you suspect your child is being bullied, etc).

The tutor should be the member of staff who will get to know your child the best, and therefore we encourage very open communication between parent, tutor and student. The tutors write a pastoral report for each of their tutees in each cycle of reports. If there is an event that takes place out of school (e.g. a bereavement in the family) that may affect your child, it is best to alert the tutor so that he or she can support your child emotionally.

Tutors will write to the parents / guardians of all their tutees at the start of the year, or when your child joins the school, so that you have their contact details.



The academic / sporting houses are different to the boarding houses which are named after FQM Mines around the world. This means that each child is associated with both an academic / sporting house and a boarding house, which is where all students register daily after lunch. The boarding houses and their logos are shown below:



Ravensthorpe (named after a mine in Western Australia)

- Senior boys (Years 10, 12 & 13)

"We are one, we stand together, and we are strong."



Kansanshi (named after a mine in North Western Zambia)

- Junior boys (Prep School, and Years 7, 8, 9)
- Year 11 male prefects

"Care, Co-operation and Commitment."



Las Cruces (named after a mine near Seville, Spain)

- Junior girls (Prep School, and Years 7, 8 & 9)
- Year 11 female prefects

"Raise up your hearts and be the best that you can be. "



Moghrein (named after a mine in Mauritania)

- Senior girls (Years 10, 12 & 13).

"To be the best that I can with the talents that I have."

Day Students need permission from the Houseparent to be in the main part of boarding house. An area of each boarding house will be available for day students to get changed for activities.

There should be no juniors visiting students in Moghrein or Ravensthorpe. There are to be no girls in the boys' houses and no boys in the girls' houses.



5. Uniform

Pupils are expected to be neatly dressed at all times, and to wear their uniform with pride.

Please note that, as far as possible, all items should be clearly named to prevent them falling into the wrong hands!

All clothing items below are available in the uniform shop at the College.

The shop is open for a week before the start of the January term, during the first week of term and then once per week during term time.

Parents must email the school to authorize purchases, as the cost is added to their school bill.



5.1 Appearance

We encourage all our students to look smart, whether in uniform or casual clothes. The main issues we have encountered over the past year have been in relation to hair styles; hence the recent addition to the boarding handbook regarding hair styles.

Girls' hair must be tied back for lessons and activities. Girls may wear braids or extensions, but these should not be so long or bulky that they do not fit into a regular swimming cap. Hair colour, including for extensions, should be natural.

Boys' hair must be short, not touching the collar or going above 2cm if worn in an 'afro' style. Boys with 'attention seeking' hairstyles will be asked to cut their hair; this includes styles where the hair has very short or shaved areas on the sides and then much longer hair on the top. Boys should not have any facial hair and those sporting beards or stubble will be asked to shave.

The use of relaxants and hair dyes is not allowed in school for either gender.

Jewellery is not encouraged. If a student must wear a particular item of jewellery (ring or pendant) because it has significant religious or sentimental value, it should be worn on a chain around his or her neck so that it is **not visible**. Girls are permitted to wear one pair of small earrings (studs or hoops); they may be asked to remove them for certain sporting activities.

When students are in their 'home-clothes', they need to be mindful of the cultural sensitivities of others around them; hence we have developed a casual clothing policy (see Appendix) and would appreciate the support of parents in checking the clothing items that their children bring to school. All students must wear shoes when walking around campus. Students may be asked to change clothes if they go against the clothing guidelines.

Please see Annex 3: Casual Clothing policy & guide for more information.



5.2 Uniform list for both boys and girls

For Boys and Girls	For Girls only	For Boys only
School shirt (white for College, khaki for Prep) x 4	Knee-length khaki school skirt or skort x 2	Khaki school shorts or trousers x 2 pairs
School jumper (blue for College, maroon for Prep) x 1	Blue or khaki ankle socks or beige tights x 4 pairs	Blue or khaki ankle socks x 4 pairs
School shoes (black leather) x 1	White or blue ankle socks for PE x 3 pairs	White or blue ankle socks for PE x 3 pairs
School tracksuit x 1		
PE top x 2		
PE shorts x 2 pairs		
House T-shirt x 1		
School tie x 1		
Blazer x 1 (optional)		

6. Academic Information

We are blessed with an abundance of facilities: 16 classrooms in the main teaching block (named C1 to C16), 4 science laboratories (named L1 to L4), 4 rooms in the Technology centre (named T1 to T4), 2 additional meeting rooms (M1 and M2) and the Music room (called the 'Bakery' which is behind the main Hall on the opposite side of the main field).

Each child will have a timetable which is available on the Parents' Portal and which gives all the information required (subject, teacher and classroom).

The school is structured in the following way:

Cambridge Secondary 1 (Lower Secondary)

This typically has 11 to 14 year old learners. It constitutes Year 7, Year 8, and Year 9. This stage culminates in Cambridge assessments called Checkpoints. These are examined in three subjects only: Mathematics, Science, and English. At this stage of Secondary school, students are taught in mixed ability lessons except in Mathematics and English where they are streamed by ability.

Cambridge Secondary 2 or Cambridge IGCSE

This constitutes Year 10 and Year 11. At the end of Year 9, students will have had a chance to select the subjects that they wish to study at Cambridge IGCSE level. Typically, they are allowed a choice of 8 subjects inclusive of Mathematics and English, which are compulsory. At the end of this stage, the formal Secondary School stage is completed with students having written their final IGCSE Examinations in the third term.

Cambridge Advanced

This is typically for 16 to 19-year-old students. It helps learners to develop deep understanding, independent learning and critical thinking skills, which universities value highly. It builds on the foundations of Cambridge Secondary 2 and leads to entry into universities worldwide.



6.1 Classroom Expectations

- Responsibility: go to lessons ready to learn and with the correct equipment. Line up quietly outside the classroom at the start of each lesson.
- Respect the right of others to learn. This includes general classroom etiquette and moving quietly between classrooms in between lessons so as not to disturb others.
- Be honest and respectful to each other and to the teacher.
- Respect all property and the environment. Tidy up after yourself and switch off fans and lights at the end of the day.
- Reflection and Resilience: accept the consequences if you are in the wrong and learn from mistakes.
- Innovation: show initiative and be creative.

6.2 Classroom Equipment

Suggested classroom equipment to bring to school

Bag / Backpack for carrying books to and from school

Pencil case (will need to be clear plastic for examinations)

Different colour ballpoint pens (black, blue, red and green) and a few coloured highlighters

Pencils and a set of coloured pencils

Eraser and sharpener

Glue stick and small scissors

30cm ruler and Maths set

Scientific calculator

2 x USB sticks (to store IT work, past papers, etc)

Bilingual dictionary in your chosen Modern Foreign Language (MFL). Collins school dictionaries are recommended

A4 lined examination pad, Lever arch file, set dividers (Y10 and above)

Contact paper to cover textbooks and brown or other wrapping paper to cover exercise books (for start of year only)



6.3 Modern Foreign Languages (MFL)

At Trident College, the study of French is compulsory from Year 7 to Year 9. From Year 10, students can opt to continue with French or to drop it completely (but they should be aware of the implications of doing this particularly with regard to certain university entrance requirements). Subject to demand, French is offered at AS and A-level at Trident College.

No prior knowledge of French is required when joining in Year 7, but students starting in Years 8 or 9 will need to take time to catch up on basic vocabulary if they have not studied French previously.

6.4 Library

The library is situated in the Technology centre and is an area of silence. The borrowing period for books is 3 weeks, after which lists will go up in the library to warn students that they face a fine for late return. There will be a charge for books which are damaged or not returned at the end of term. There will be librarians on duty at break-time so that students can return and exchange books.

6.4.1 Library expectations

- Responsibility: ensure that you sign books in and out correctly and return books to the correct shelves. Leave the library tidy by clearing belongings away and by pushing in chairs.
- Treat the resources with respect. This includes the computers and the books. Report any vandalism to the librarian or to a teacher immediately.
- Respect others using the library. This means no talking, no using phones or head-phones and no bringing of food or drinks into the library.
- The borrowing period is 3 weeks, after which a fine will be imposed.





7. Co-Curricular Activities (CCAs)

Our timetable has 1 hour and 40 minutes of Co-Curricular time allocated each day (Monday – Thursday) and this allows students to pursue sporting, cultural and service activities. The schedule changes each cycle so that our sporting teams have sufficient time to prepare for the upcoming ISAZ sports fixtures and it takes into account our annual calendar events (e.g. Eistedfodd).

The Co-Curricular programme runs as follows:

Term	Term 1		Term 2		Term 3	
Cycle	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5	Cycle 6
Core Sports	Football	Athletics	Athletics	Basketball	Basketball	Basketball
	MTB	Football	Hockey	Cricket	Cricket	Cricket
	Netball	Hockey	MTB	Hockey	MTB	Football
	Rugby	MTB	Swimming	MTB	Swimming	MTB
	Swimming	Netball	Tennis	Swimming	Tennis	Netball
	Tennis	Swimming	Tennis	Tennis	Volleyball	Rugby
						Swimming
						Tennis
						Volleyball
Culture	House plays Instrumental music Choir Orchestra		Group house singing Choir Orchestra	Art & DT Choir Orchestra	Singing Public Speaking Choir Orchestra	Valediction Christmas Carols Choir Orchestra
Service	Cheshire homes St Mary's School					



7.1 Sports field expectations

- Responsibility: be in the correct Trident-branded sports kit (including sun hat and water bottle).
- Treat one another with respect (whether it be your teammate or the opposition). This includes ensuring you are conversing in English, not playing music that may offend or disturb others, and not using any foul language.
- Reflection: celebrate each other's success and work as a team.
- Respect school property: use equipment carefully, put it away afterwards and report any breakages.

7.2 Sporting Equipment

Students are encouraged to bring any personal sporting equipment (e.g. cricket bats, squash and tennis racquets, hockey sticks, mountain bikes with accompanying helmet, fishing rods) for sports that they are likely to pursue.

Suggested sporting equipment

Sports shoes / trainers

Wellington boots and/or walking boots

Navy blue swimming costume and goggles (if needed)

School swimming cap (required for girls with long hair)

Khaki hat for hot weather

Navy rain jacket

Water bottle (at least one litre volume)

Tog / sports bag





8. Outdoor Education

Outdoor education at Trident embraces the three pillars of Leadership, Environmental Awareness and Active Sustainable Living thorough pioneering projects in the local and national environment. Each year group has an opportunity to experience our unique setting in compulsory year group camps. As each student progresses through the school, their focus develops from Tribal Identity, Physical Challenge, Personal Mastery, Future Thinking and finally to Leadership. Each student grows to be an active global citizen, developing his or her understanding of the inter-connectedness of self, nature and humanity.

The camps run as follows:

Year group	Date	Duration
Year 7	Term 1	1 night / 2 days
Year 8	Term 2	2 nights / 3 days
Year 9	Term 3	2 nights / 3 days
Year 10	Term 2	3 nights / 4 days
Year 11	Term 3	One week
Sixth Form	Term 1	2 nights / 3 days

Students need to think ahead as to what they need to bring to school for their Year Group camp. We do have a limited supply of kit that can be rented out, but would prefer that each student is able to bring the following:

Key equipment	Personal items	Miscellaneous	Crockery
Sleeping bag	Wash kit	Torch	Plate
Sleeping mat	Sun cream	Swimwear	Mug
Pillow	Insect repellent	Water bottle	Knife
Rucksack		Towel	Fork
Walking shoes		Sun hat	Spoon
Waterproof jacket		Warm hat	

Once students reach the age of 14 years they may sign up for the Duke of Edinburgh (DOE) Award Scheme. This is an internationally recognised award in which the student chooses a Service, Physical and a Skills activity and goes on an adventurous journey / expedition. More details will be sent out to those parents whose children express an interest in the DOE scheme.







9. General timings of school day

The College runs a timetable of 8 academic classes (each of 40 minutes duration) in the morning, followed by co-curricular activities in the afternoon (Monday – Thursday). The general timings are as follows:

Time	Activity
05.45	Dining Hall opens for Breakfast
06.55	All students expected to be on campus
7.00	Morning activity
7.40 – 10.20	Lessons 1 – 4
10.20 – 10.45	Break time
10.45 -12.45	Lessons 5 - 8
12.45 – 13.15	Early lunch
13.25-14.00	Normal Lunch time
14.30 -16.20	Afternoon CCAs
16.30	Day scholar bus departs for KGE

9.1 Morning activity

The morning activity slot is a vital part of the school day. On Monday and Friday, this is a time for the tutor groups to get together, although occasionally these slots may be used for full House meetings (particularly if an Inter-House event is coming up and the House Captains need to choose their teams). The morning activity on a Tuesday morning is a whole-school assembly, on Wednesday it is Prefects Assembly and on Thursday it is used for Chapel. From time to time, teachers may use the Monday and Friday slots for any extra academic classes; for example if we are missing a lesson due to early closure for a school break, we may schedule the lessons that will be missed during that slot.

9.2 Break and Lunch times

At breaktime all students may get a drink and snack (sandwich, muffin, etc) from the Dining Hall. Lunch is also served for all students. The issue of 'early' and 'normal' lunch slots arises due to the limited seating capacity of the dining hall. Particular year groups (often the juniors) will be allocated to 'early lunch' on certain days, based on the academic timetable, and they will have their lunch break between Lessons 7 and 8. There is no early lunch on a Friday, so all students are free to leave for the weekend at 13.30.

Day scholars may wish to bring their own snacks to eat at school but need to be mindful that certain foods and drinks are not allowed in school (this includes energy drinks containing caffeine, and chewing gum) and that no eating is allowed in classrooms. The school tuck-shop is also open at break and lunch-time for students to buy snacks.



9.3 Dining Hall Expectations

- Responsibility: line up in orderly queues for food and take only the food that you intend to eat.
- Respect the kitchen staff: say please and thank you, scrape and stack your plate after eating and return all cutlery and crockery.
- Wear the correct attire for the Dining Hall. You must wear shoes, you may not wear hats or hoodies with the hood up and you may not wear vests or be bare chested.
- Phones may not be used in the dining hall. Use the mealtime as an opportunity to talk to your friends face-to-face.
- Responsibility for your health and well being: eat a balanced diet, making sure to eat some vegetables and salad.





10. Accident and Illness

Where possible the student's first port of call for any accident or illness is the school nurse who is in school from 07.00 - 19.00 hrs on Monday to Friday and from 08.00 - 16.00 on weekends. The main surgery times will be outside of lesson times, i.e. before 7.40 am, at breaktime and lunchtime, and at the end of afternoon activities. Students will need a note from class teachers if they need to see the nurse during lesson hours. The nurse will liaise with the Matron and notify the Deputy Head, Pastoral and relevant Houseparent (of boarders) who have visited the San during the day.

If a day scholar is unwell, the nurse will assess the situation and decide whether the student needs to be taken to the clinic or go home to rest. She will communicate directly with the parent or school receptionist to let them know and will organise the 'pink slip' for the child to be signed out of school.

There are first aid kits in the boarding houses in the care of the Houseparent, House Tutor and Matron, and additional First Aid kits in the classroom area, Science Labs and sickbay.

All students MUST have medical insurance as there is NONE provided by the school.



11. Weekends & Signing out procedures

11.1 Saturday School

Some Saturdays are allocated for either normal school lessons or as compulsory days for inter-house activities. These are marked on the calendar well in advance and all students (years 7-13) are expected to be in school. The lesson timings are the same as a normal school day, but students will start the day 30 minutes later as there will be no morning activity aside from a 10 minute registration slot. There are no regular co-curricular activities on these days. Saturday school days normally fall on the first and last weekends of term and those on either side of half-term.



11.2 Signing In / Out Procedures – Day scholars

If a student arrives at school late and therefore misses the morning registration period, he or she needs to sign in with the Receptionist. The same applies if he or she has gone off campus for an appointment and is returning later in the day.

If a student is going home outside of normal hours (e.g. for a medical appointment), the following procedure must be followed:

- An email should be sent to the Deputy Head, Pastoral, the Receptionist and the student's Tutor to inform them of the student's need to take time away from school.
- The student should go to the Receptionist to ask to be issued with a 'pink slip' to exit the gate. This slip needs to be authorised by the Tutor, hence the need for prior communication.

12. Visits to the Game Park and Cycling on campus

Students are only allowed to visit the Game Park when on an organised school activity (e.g. nature walk, field work, cycling or cross-country activity).

Students MUST wear a cycling helmet whenever riding their bicycle. Failure to do this will result in them being asked to walk. A second offence will result in the confiscation of the bicycle.

Students may ride parts of the School Series route (within the school boundary) but may not do so on their own (i.e. they need to be riding with at least two other people).

Students may ride outside of the school boundary only when accompanied by an adult as part of a cycling CCA.





13. Religious Observances and Youth Services

Trident College has been founded on Christian principles and the pupils attend two compulsory services per week; on a Sunday afternoon for boarders and on a Wednesday morning for the entire school.



Students in Year 8 and above are welcome to attend Christian Youth Fellowship which normally happens at Kansansi Golf Estate on a Friday afternoon / evening. Although this is organised by individuals not directly involved with the College, we have close communication with the organisers regarding what activity is scheduled each week (e.g. games, night walks, prayer meetings and movies). We also send through lists of boarding children signed up for Youth, who will travel on the school bus and be met by the Youth organisers. Parents must fill in the indemnity form for this activity, which is available as an appendix to this handbook.



14. Rewards and Sanctions

14.1 Rewards

House points are awarded by teachers for good academic work and a positive attitude (e.g. being helpful). Commendations may be awarded for excellent pieces of work. These are logged onto the ISAMs system by teachers and contribute to the overall House Points. Students also gain House Points for participating in the Inter-House events. The number of points awarded is determined by how well the team does.

14.2 Sanctions

If a student's academic work displays little effort, then teachers will ask the pupil to redo his or her work to an acceptable standard and may also place the student in academic detention.

If a student has misbehaved or has not respected the College values, he or she may be placed in a behavioural detention.

These detentions run on a Thursday afternoon (from 16.15 to 17.15) and involve constructive manual labour which benefits the wider community (e.g. digging the conservation plot, cleaning off graffiti, picking up litter) and serves as a deterrent. Day scholar parents will be given 24 hours' notice of such a detention, as they will need to organise to collect their child after the detention.

Students who accumulate detentions in a half-term or who are involved in more serious matters (such as bullying, lying, theft, smoking, drinking, fighting, absenteeism and inappropriate physical relationships), may be asked to serve a Headmaster's Detention which takes place on a Friday afternoon.

Please refer to Annex 4: Code of Conduct for more detail on these and other issues.





15. Phones, Music Devices, Laptops and Other Valuables

15.1 Phones

Phones and personal stereos are not allowed to be used at school during the academic day. The use of electronic music devices is strictly regulated. They can be used during free time only, i.e. not during school time, mealtimes and not while walking to and from the dining hall and school. Headphones are not to be used during prep or study time.

Any student may have his or her phone confiscated or have added restrictions put in place, if the phone is misused. A first offence results in confiscation for one week. A second offence results in confiscation for six teaching weeks and a third offence will result in a ban on the phone for the following term. Random checks may be done whereby students will be requested to let their Tutor or Houseparent (in the case of boarders) view the activity logged on their phones (e.g. calls, WhatsApp messages, images, web browser history).

Years 12 and 13 students will be allowed to use cell phones responsibly in designated sixth form areas. Any misuse will be dealt with accordingly.

15.2 Internet and Laptops

The wireless internet network is continually being expanded and extended throughout the boarding houses and school. Access to the internet is restricted in terms of open sites and the amount of data that is available to each student. Bandwidth is a scarce and expensive resource, so it must be used with consideration.

The network has been installed as an educational tool to enhance the process of learning and teaching. Since cell phones are seldom used for learning and teaching, these devices will not be given access to the wireless network.

Students studying ICT in Years 10 and 11 and Computer Studies in years 12 and 13, are required to have their own laptops. Although not policy at this stage, in due course all pupils will be required to bring a laptop to school. They are particularly useful for seniors for research, downloading past papers and for homework tasks such as PowerPoint presentations.

Laptops will be given access to the network both in the boarding houses and at school. If you do buy your child a laptop, consider price (inexpensive models are more sensible), weight (light) and battery life (long) as the three critical factors. The most important factor is price. These devices are easily damaged and are targeted by thieves. We do not recommend tablets as they are ineffective when it comes to detailed research and essay writing. The inappropriate use of devices and cyberbullying will be dealt with in the strongest possible terms.

16. Damage to property

If a student damages property in the boarding house, he or she will be expected to report what has happened to the teacher on duty. A charge will be added to the student's school account to cover repair or replacement costs.

17. Grievance procedure

If at any time a student has a problem with any aspect of College life, they should **first** approach the teacher on duty who will contact the appropriate person to deal with the issue. If a student phones or messages home with any complaint, parents are asked to remind them to alert staff in the first instance. If a parent wishes to query anything, they may email, or call Reception and the message will be passed on to the



correct person. Academic issues are dealt with by Mr. Chumpuka and any pastoral and behaviour issues are addressed by Mr. Scorgie

18. Contacts

RESPONSIBILITY	NAME	EMAIL	MOBILE
Headmaster	Austin Clarke	austin.clarke@trident-college.com	0964 176 168
Director of Academics	Mwenda Chumpuka	mwenda.chumpuka@trident-college.com	0969 458 925
Deputy Head Pastoral	George Scorgie	George.scorgie@trident-college.com	0965 083 394
Director of CCA	Oane Visser	sports@trident-college.com	0967 310 167
Receptionist	Eunice Mbazima	eunice.mbazima@trident-college.com	0962 555 363
Nurse for Trident		nurse@trident-college.com	0962 555 361

19. Additional information

Annex 1: Authorisation to release medical information

Annex 1. [Click HERE for Medical Permission Form](#)

Annex 2: Indemnity and Medical Form – add new form onto it.

Annex 3: Casual clothes guidelines

Annex4. Christian Youth Fellowship Indemnity form. – add

Annex 4: Code of Conduct