



Carshalton High School for Girls

CHSG

Community | Harmony | Success | Growth

Mid Term Admissions

Parents' Information



Welcome

Welcome to Carshalton High School for Girls. Our aim, like yours, is to help your daughter to approach the transfer to her new school with confidence and to enjoy the challenge such a change presents.

This booklet provides answers to many questions that are posed during the first few days in our school. You may also like to visit the School's website, www.chsg.org.uk, to get a real flavour of what it is like to be a student at Carshalton High School for Girls.

Working in Partnership

Communication

It is crucial from the start that we work together in partnership with you. If you have any concerns regarding your daughter please refer to the **Contact Information** sheet and contact the appropriate person.

If you wish to see a member of staff you are asked to telephone or email in advance to make an appointment and they will endeavour to respond within 24 hours. Please do not come into school without first making an appointment as the relevant staff may not be available and we are often unable to deal with an enquiry without out some prior notice.

Form Tutor

Your daughter's Form Tutor plays a vital role in her time at school. S/He is responsible for your daughter's tutor group throughout the year. The tutor sees the students every day during registration. Each week the tutor will check your daughter's School Planner. **You are also asked to check this and sign it weekly.** This is a useful way of communicating with the form tutor over small, everyday issues. They will know your daughter well and will be sympathetic to any worries your daughter may have.

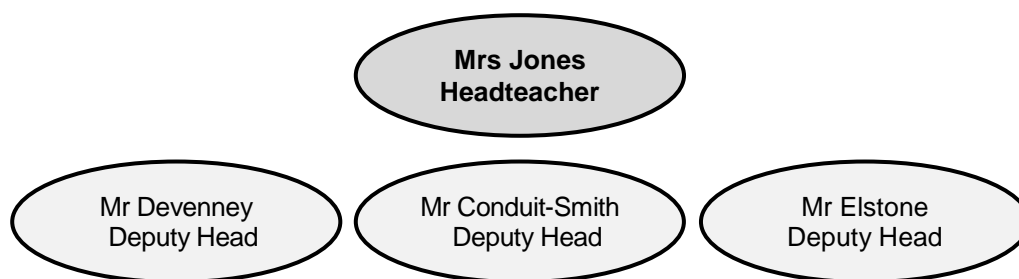
Subject Teachers

In the course of Key Stage 3 students study: English, Mathematics, Science, History, Geography, French, Spanish or German, Art, Drama, Dance, Food Technology, Information Technology, Music, Physical Education, Product Design, Textiles, Religious Education and Citizenship. At the end of Year 8 students make their course choices for GCSE study, starting in Year 9

Your daughter will have a different teacher for each subject. If she has any concerns about a subject and especially about the class work or homework that she does not fully understand, she should ask her teacher about it straight away.

We expect parents to attend **Parents' Evenings** where you may meet the staff who teach your daughter.

Senior Leadership Team



Miss Holland, Assistant Head

Mr Rahman, Assistant Head

Mr Sambrook, Assistant Head

Mrs Durrett, Associate Assistant Head

Mr James, Associate Assistant Head

Miss Petty, Business Manager

Mrs Jones will also keep you up-to-date with the school events in a regular newsletter. If you wish to see Mrs Jones, the Headteacher, Mrs Willard, her PA, arranges all her appointments.

Academic Year 2017/18*

AUTUMN TERM 2017

First Day of Term	Tuesday 5 th September
INSET Day	Wednesday 20 th September – Students do not attend
HALF TERM	Monday 23 rd – Friday 27 th October
Twilight INSET	Thursday 30 th November - Teacher training afternoon – students dismissed at 1.20pm
Last Day of Term	Friday 15 th December (Finish approx @ 12.15pm)
INSET Day	Monday 18 th December
INSET Day	Tuesday 19 th December

SPRING TERM 2018

First Day of Term	Wednesday 3 rd January (Registration @ 11.00am)
HALF TERM	Monday 12 th – Friday 16 th February
Twilight INSET	Tuesday 6 th March Teacher training afternoon – students dismissed at 1.20pm
Last Day of Term	Thursday 29 th March (Finish @ approx 12.15pm)

SUMMER TERM 2018

First Day of Term	Monday 16 th April (Registration @ 11.00am)
HALF TERM	Monday 28 th May – Friday 1 st June
Twilight INSET	Wednesday 13 th June Teacher training afternoon – students dismissed at 1.20pm
Last Day of Term	Friday 20 th July (Finish @ approx 12.15 pm)

The above calendar shows all major holiday dates to assist parents when planning holidays – bearing in mind that students **should not miss any schooling** for family holidays.

* The school reserves the right to amend calendar dates slightly should the need arise, pending final publication of the school calendar in the Summer Term. The school calendar of events is available on the school website **www.chsg.org.uk**.

Any emergency notices will be posted on the website, e.g. unexpected school closures.

The School Day

The school runs an **Early Bird Club** from 7.30am onwards in the Learning Resource Centre (LRC) where students can complete homework. Unless attending the Early Bird Club, or any other club activity before school or having breakfast in the School Canteen, there is no access to the majority of the school before 8.15am.

Activity	Start time	Finish time
Registration/Assembly	8.35	9.00
Period 1	9.00	10.00
Period 2	10.00	11.00
Break	11.00	11.20
Period 3	11.20	12.20
Period 4	12.20	1.20
Lunch	1.20	2.00
Period 5	2.00	3.00
After School Clubs	3.00	4.00

Break Times

During break students are given access to their form rooms where they may eat cold food. It is the students' responsibility to leave their form rooms clean and tidy at the end of breaks. Students can also use the playgrounds and canteen areas during this time. Food and drink can be bought from the Snack Shack at break time as well as at lunch.

Lunch

Your daughter may bring a packed lunch or purchase lunch from the School Canteen. The School Canteen is open before school and at break and lunch time and offers a good range of reasonably priced and nutritious food with an emphasis on healthy eating. Our catering company is Harrison Catering and they operate a cashless catering system.

Biometric Registration

The school uses biometric technology in the School Canteen. The system captures a digital image of the thumb or finger to create an account for your daughter and this account can be credited either by cheques, the internet (via sQuid) or by topping up with cash at the cash revaluers located within the school. The same system is used for the Learning Resource Centre to borrow books and other items. There is more information about this system on page 11.

Free School Meals

Please read the accompanying information on applying for Free School Meals and Pupil Premium entitlement. For further information please visit www.chsg.org.uk.

Water

Students are permitted to drink water in lessons. However, bottles brought into school should be plastic with a sports cap to prevent spillages. Please discourage your daughter from bringing fizzy drinks, only water is permitted in lessons. Energy drinks and high caffeine drinks are not allowed in school.

School Uniform List 2017 - 2018

School Uniform

- * Compulsory navy blue school blazer with embroidered school emblem on the pocket and House pin
- * Compulsory navy blue 'V' necked knitted jumper with pale blue stripe and school logo. This may be removed during the summer.
- * A plain navy blue box pleat, on-the-knee length skirt (no belts attached; no splits or any other decoration) or navy blue trousers. These must be tailored business style and full length. They should not be hipsters, combat style, skin-tight or wide leg, have belts attached or any other decoration
- * Pale blue and white checked blouse
- * Sensible outdoor coat in plain black or navy, (denim, bomber jackets, leather or fur coats/jackets – real or simulated – **must not be worn**).
- * Hooded tops or baseball caps are not acceptable.
- * Bandanas or multicoloured headscarves are not allowed.
- * Plain black low heeled shoes (trainers, canvas shoes, leather Vans, sandals and boots higher than the ankle, including Dr Marten's, are **not permitted**)
- * White, navy or black ankle socks. Tights must be plain black or navy (flesh coloured and patterned tights are not permitted). Students **may not** wear legwarmers. Tights and socks **may not** be worn together
- * A plain navy or black headscarf for students who need to cover their head on religious grounds
- * In the winter only a plain black, navy or school scarf may be worn to and from school. No other colours are permitted.
- * A suitable school bag that is large enough for A4 size books

For Dance

- * Black leggings/black tracksuit bottoms (no stripes)
- * Short sleeved Navy with Cyclone blue polo top (School logo)
- * Jazz shoes or bare feet

For PE

- * Short sleeved with Cyclone blue polo top (School logo)
- * Navy with Cyclone blue shorts
- * Trainers
- * Navy socks
- * Shin pads and football boots for football and hockey would be preferable but not compulsory.
- * **Optional** item for cold weather – Rain Jacket with School logo
- * **Optional** item for cold weather – Tracksuit bottoms with School logo

Belly button piercings **MUST** be removed or covered for practical PE lessons.

Jewellery

The only items permitted are as follows:

- * A wrist watch
- * One small pair of plain gold or silver studs no more than 5mm in diameter (one in each ear). Decorative earrings (costume earrings), sleepers or hooped earrings of any type are not allowed. Year 11 students **ONLY** may wear the pair in the same ear.
- * A religious necklace which must be worn inside the blouse or sweatshirt
- * Rings, bracelets, bangles or necklaces (other than those for religious purposes) are **not permitted**.

No forms of facial jewellery or tongue piercings are permitted.

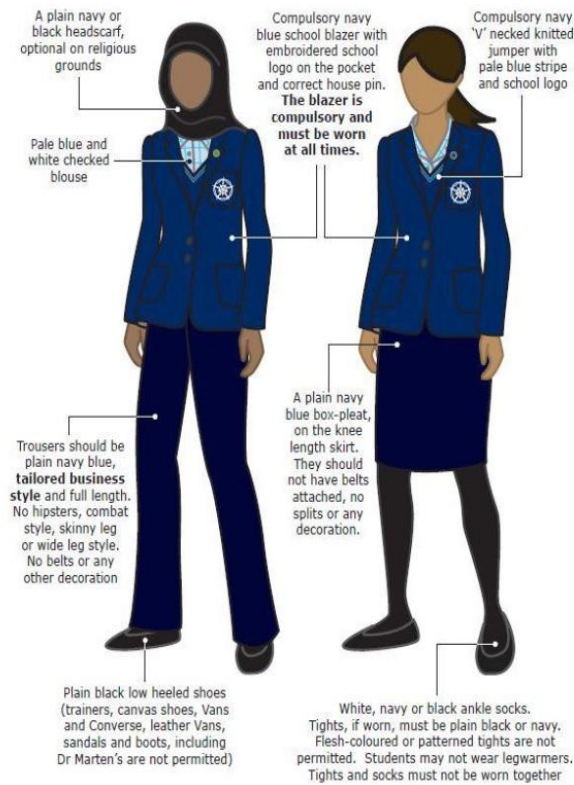
Covering such jewellery with a plaster or replacing it with a plastic stud is NOT permitted.

Make Up and Hairstyles

- * Conventional hairstyles and natural colours **only** are acceptable. Any hair ornaments must be navy blue, black or white (single colour only) and must be no wider than 10cm.
- * Year 7 students should not wear any makeup. Coloured/patterned contact lenses should not be worn
- * Coloured nail varnish & false nails are not allowed, students **MUST NOT** bring false nails & glue to school.
- * False eyelashes are **not permitted**.

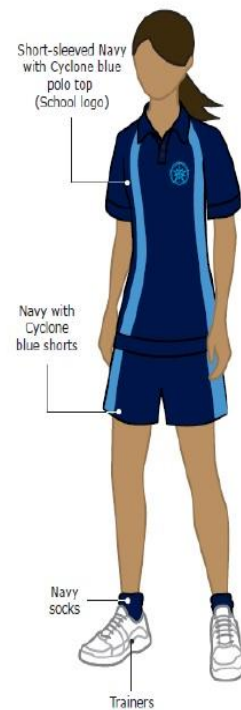
School Uniform List 2017 - 2018

School Uniform



Sensible outdoor coat in plain black or navy, no hooded tops are acceptable. Denim, Leather or Fur jackets (real or simulated) must not be worn.
In the winter a plain black or school scarf may be worn to and from school.

PE: Compulsory items



Dance: Compulsory items



Shin-pads and football boots for football and hockey would be preferable but not compulsory.

Optional items:

Rain jacket with school logo and tracksuit bottoms with school logo. Only school logo tracksuit bottoms will be accepted.

Uniform Policy

We place enormous significance on the wearing of uniform correctly. If students are not compliant with the uniform requirements sanctions will be set in accordance with our School Uniform Policy which can be found on our School website.

Ultimately, students may be internally isolated or sent home to change until the issue is resolved.

The school outfitters:

Trutex provide the whole range of uniform items at competitive prices, enabling everything to be bought in one visit. They also have an online shopping facility that can be accessed via their web site.

Trutex - 140 Central Road, Worcester Park, KT4 8HH, tel: 020 8337 6230, www.casualschoolwear.co.uk.

Important Information

Student Planners

All students are issued with their own Student Planner. These should be taken to every lesson and used to record homework, targets, attendance and should also be a means of communication between the school and home. Parents and tutors sign them every week and parents can use them to send notes in to school when required.

Attendance and Punctuality

It is imperative that students regularly attend school and arrive on time. In the event of absence you should phone our Attendance Line (**020 8647 9422**) on the **first day of absence and every subsequent day until your daughter returns to school**. If you wish to discuss your daughter's attendance at any time please contact Mrs Mellish, the Attendance Officer. There is further information about the importance of your daughter attending school regularly, and the Carshalton High School for Girls Attendance policies and procedures, in the leaflet included in the induction pack.

Illness in School

We find that minor illnesses, for example headaches and stomach aches, often pass as girls become involved in their school activities. However, if your daughter reports to the office unwell she will be assessed by the Principal First Aider; in the event of her being too unwell to stay in school you will be contacted. You, or another adult nominated by you, will be asked to come to school to collect her. Please ensure we have up-to-date contact telephone numbers at all times.

Safety of Possessions in School

Your daughter will be allocated a locker by her Form Tutor. You will, however, need to provide a padlock for your daughter's locker. We recommend that your daughter uses a combination padlock with the code written down at home in case the combination is forgotten. If a padlock is purchased we recommend that a duplicate key is given to her tutor in case the original is forgotten or lost.

Please ensure your daughter's possessions and clothes are clearly named. If she loses anything she should check lost property in Reprographics. We dispose of all lost property after three weeks. Jewellery or substantial sums of money should not be brought to school. The school is not responsible for these items.

Mobile Telephones

Mobile Telephones and related devices **are not allowed** to be used on school premises. If one is brought to school it should be turned off at the school gate. If a student is seen using a phone, even just as a music player, it will result in internal isolation in the Exclusion Unit.

Students should never take photographs or film in school, in or out of classrooms, and such circumstances will be dealt with severely.

Students are not required to have a mobile phone in school and we support parents who make the decision that this is not necessary by ensuring that students are able to use school landlines to contact parents in an emergency. Parents can, of course, contact the school via the landline. This policy does, however, recognise that the majority of our students do own a mobile phone. Any student who brings a mobile phone into school does so at **their own risk** and the school will not be held responsible for any loss or damage at any time or during any lesson.

Banned Items

The following is a list of banned items that your daughter must ensure she does not bring to school:

- | | |
|---|---|
| Chewing gum | Nail varnish remover/Nail adhesive |
| Tippex/correction fluid | Aerosol sprays (roll on deodorants are permitted) |
| Any item that could be used as a weapon | Illegal substances e.g. tobacco, alcohol, drugs |
| Energy drinks or high caffeine drinks | |

Provision

Learning Resource Centre (LRC)

The role of the Learning Resource Centre (LRC) is to encourage reading for pleasure and nurture a love of learning, but also to raise literacy levels and improve access to knowledge.

The LRC has resources for students and staff. There are fiction and non-fiction books, newspapers, magazines, DVDs, computers and printers. We cater for all types of reader ranging from confident to the most reluctant and have fiction in languages other than English. The 'comfy corner' is a great place to relax and read a book.

CHSG, with help from Sutton Library, encourages the use of eBooks, electronic reading and listening to audio books through the Overdrive App. This free facility is available to all students who register with the library.

The LRC Catalogue (OLIVER) can be accessed from any school computer, as well as from home. Students can search the resources held in the LRC, see what books they have out, renew loans and reserve books. The LRC is involved with activities throughout the year such as World Book Day, National Storytelling Week, author visits, competitions, etc.

The room is staffed from 7:30am until 4pm every day. Before and after school, the LRC provides a quiet space and resources for independent study, homework and silent reading. LRC staff are available if needed.

The room is used during the day for research lessons, independent study, support work and reading.

Accelerated Reader

Each student participates in the Accelerated Reader™ (AR) program. AR is a computer program that helps English Teachers and Librarians manage and monitor children's independent reading practice. This program has been specifically designed to improve students' reading ability and to encourage and nurture a love of reading that will continue into adulthood. Your daughter will pick a book at her own level and read it at her own pace. When finished, she will take a short quiz on the computer. Passing the quiz is an indication that she has understood what was read. AR gives children, teachers, and librarians feedback based on the quiz results, which CHSG staff will then use to help your daughter set goals and direct ongoing reading practice.



Extra Curricular Activities

The school runs a full programme of extracurricular activities that includes a number of sports, ICT, Dance, Drama, Music, Art and Crafts. We hope all students will choose to participate in at least one of these. A copy of the programme for Autumn 2016 has been enclosed to give you an idea of the clubs that are on offer. Details are issued termly, and can be found on the school website. As part of the induction process, we will be holding a 'Fresher's Fair' where students must sign up to at least one club. This event also gives information about the many clubs on offer.

More Able and Gifted & Talented

From mid way through Year 7 students identified as More Able are placed on a register which is updated annually. The school arranges activities for students on the register both during and after school. Upon identification we will write to the parents of the students on this register to ensure they are aware of the activities that will be provided.

Student Support Department

The safety, health and well being of students is of paramount importance at Carshalton High School for Girls and the school has a range of support structures and policies in place to ensure the highest standards of care and guidance.

The school has a Student Support Department which encompasses both Learning Support and Learning Inclusion departments. Student Support has a skilled team of staff dedicated to ensuring that all students have support throughout their time at CHSG if it is required. The team has two distinct areas: Wellbeing and Learning. Support is available for any student who may for a variety of reasons, need support on a short, medium or long-term basis

Student Support Wellbeing

Pastoral care is one of our top priorities at Carshalton Girls and we aim to focus on each individual learner to ensure that she is able to achieve her potential. We provide an environment in which students feel safe, supported and valued. The Year Leaders aim to foster positive and close working relationships with parents in order to remove any barriers to learning, and the Form Tutor teams help to deliver a specially designed tutor time learning plan which covers a wide spectrum of teenage and social issues in a constructive manner.

As well as the Tutors and the Year Leaders there is a full time **Pastoral Support Team** that aim to ensure that each student has a fulfilling and enjoyable educational experience at Carshalton Girls. Situated on the first floor of the main school building in the Student Support Centre, they have an open door policy where, without any referral, students can go and discuss any situation that they are finding stressful. These can range from forgetting a book to an upsetting friendship issue. The team will help resolve any concerns that new secondary school students might have even if all that is involved is lending a sympathetic ear.

The Student Support Centre also houses the school's full time Attendance Officer and is linked to the Careers & Work Related Learning Manager.

Student Support Learning

The Student Support Team – Learning is led by Mr Keane. He runs a team of staff who specialise in supporting students within the curriculum. You can contact members of this team via the school web page or via e-mail (lkeane4@suttonmail.org), if you have any questions or concerns.

What sort of help is available?

Speech and Language Groups: Where Educational Psychologist and Speech & Language teacher reports highlight a need for specific speech and language programmes, girls are withdrawn for a specific period of time.

Literacy Groups: Some of the students require help with basic skills. A number of girls have specific lessons to help boost their literacy skills. In addition, we operate a paired reading scheme with Year 10 students.

Personal Development: The students with social communication and emotional issues may be provided with support on an individual basis.

In-class Support: Much of the work takes place within the mainstream classroom, where the department aims to give the girls access to the curriculum, by working closely with subject teachers.

Where possible, the department aims to work collaboratively with classroom teachers. This collaboration may involve joint planning of lessons, shared preparation of differentiated materials or co-operative, or partnership teaching.

For more information about the support network at CHSG go to the Pastoral section of the School web page where there are details the department, staff and the provision available.

Behaviour for Learning

Home School Agreement

The school has a home-school agreement. It clearly outlines the responsibilities of the school, parents and carers, and students. It is the case, year on year, that where all three parties work closely together students achieve their full potential and often beyond their expectations.

Behaviour for Learning Code

High standards of behaviour are expected at all times, both in school and on the way to and from school. The school has a **Behaviour for Learning Code (COMMUNITY)** which can be found at the back of this booklet.

The Edge

Carshalton High School for Girls is committed to ensuring the holistic development of each individual. The Edge is an award scheme that encourages personal development; specifically the skills associated with Leadership, Organisation, Resilience, Initiative and Communication (LORIC). Students record the activities and opportunities that they take part in and aim to be accredited at Apprenticeship and Graduate Level. Further information about the system will be given at the Year 7 Parent Information evening in September.

Go4Schools

The Go4Schools system is used for reporting student progress to parents. It is an online system that allows access to live data on your daughter's progress. Through it you can see targets, current levels and marks for individual topics. It is also possible to see information about behaviour and attendance via Go4Schools.

It is extremely important that you access Go4Schools frequently so you are kept up to date with your daughter's markbook in each subject. This will detail whether your daughter is making progress in each subject as well as information regarding her end of year exams.

We will complete 3 reports per year with an additional report specifically for English, Maths and Science. The information in these reports is vital in developing communication between parents and school, therefore we do ask that you read these carefully when they are completed and discuss any issues or information with your daughter.

More information about the system will be given at the Year 7 Information evening in September.

In-Touch Messaging

We regularly send out messages to parents via email. It is important that you keep us updated with your e-mail address so you do not miss out on any of these messages. If your email address does change please contact the school reception so it can be updated on our records.

Travelling to School

Starting secondary school is often the first time that children travel alone. We recommend that you talk to your daughter about her journey to school and if possible have a dry run over the summer. Students like to meet up with friends on the way and we recommend travelling in groups if possible.

The buses that stop near the school are the **127** (covering Tooting, Purley, Selsdon), **151** (Wallington, Morden) and **157** (Crystal Palace, Croydon, Morden). Carshalton station is a few minutes' walk from the school. The school expects good behaviour from its students at all times and this is definitely the case on public transport.

The Wrythe Green area is very busy in the morning and students needing to cross the road should only do so at the pelican crossing. If you do need to drive your daughter to school there is not a dropping off point directly outside the school. If you park in one of the adjacent streets please be considerate of our neighbours. There is no on-site parking.

Finance

School Fund

School fund exists to enhance the facilities and to enrich the experiences of the students at Carshalton High School for Girls. We value very highly the parental contributions without which this fund would not exist. This valuable extra income is used to enhance your daughter's experience while at school. In the past, funding has been used towards the cost of picnic benches, subsidising school trips, running the minibuses and school prizes.

All parents are asked to make an annual donation at the beginning of September. The recommended donation is £30 per student which equates to 15p per school day. School Fund has taken on even more importance given the current economic climate. The contributions are entirely voluntary but we do hope that all of you will wish to make an annual donation so that all students in the school at one time or another may benefit. We would encourage you to contribute something even if it is less than the recommended £30. We ask you to help us to reach our Year 7 target of £3000 by signing a **Gift Aid Declaration**, then donating at least £30 per year, per student, for the period of your daughter's compulsory schooling (until end of Year 11). The declaration costs nothing extra but the school can claim back the income tax that parents have already paid from the Inland Revenue.

You can make your donation via the online payment system in September or complete the **Standing Order Form**. Please ensure you complete the **Gift Aid Declaration Form** included with this booklet and return to the school.

Payments

Making payments to school

All payments to the school must be made via the online payment system.

We are currently in the process of updating our provider for online payments. More details will be given during the Year 7 Induction evening.



Cashless Catering System

At Carshalton High School for Girls we operate a biometric cashless catering system on behalf of our caterers for purchasing food and drinks at morning break and lunchtime, which brings a number of important benefits that include:

- * A faster more efficient service that reduces queuing time.
- * Parents are able to pay by cheque or on-line for their daughter's meal avoiding the need for students to carry cash.
- * Parents can be assured that dinner money is being used for its intended purpose.
- * Students entitled to free school meals will have their accounts automatically credited with their daily allowance so that their entitlement (currently £2 which will enable them to purchase the hot meal deal of a main course with dessert) remains completely confidential. They can of course add funds to their account if they wish.
- * The system will limit the daily spend for each student to £5, although on request this can be adjusted for individual students.

Registering for Cashless Catering

Biometric registration of your daughter will take place on the Induction Day or her first day at school. Students and Parents can rest assured that the biometric fingerprint images **cannot** be used by any other external source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint, only the numbers remain and these cannot be reinterpreted back into a fingerprint image.

Every student will be given access to the system with a biometric image so that even if your daughter has a packed lunch she will still be able to purchase items from the canteen should she need to do so (e.g. if she has forgotten her packed lunch and needs to purchase a school meal).

I would also like to point out that whilst it is preferred that parents opt for the biometric option to access the cashless catering there is also a card facility should you prefer. There is a £3 charge for your daughter having a card facility. Should the card become lost or damaged there will be a further charge of £3 for each subsequent replacement card. Please make your non refundable payment online via the link on the School's website www.chsg.org.uk by clicking on the large gold sign on the Home Page to link you to the payments site www.parentpay.com .. If you are unable to pay online, please contact the Finance Office so that a unique Payment Barcode can be issued for you to pay cash at a local Paypoint (www.paypoint.com). Please note that the school will not be held accountable for any misuse of your daughter's account as a result of this.

Registering and Payment for Cashless Catering

Once a student is on roll at Carshalton High School for Girls, they will be able to access their account using the biometric fingerprint recognition system or a lunch card.

- * A letter with the Parentpay activation code will be issued by Harrison Catering Services to enable the parent to register and create an online account by accessing web page www.parentpay.com . Once the account is set up you will be able to manage your meal account online.
- * **Cash Payments**
Cash can be credited using either of the two Revaluer Machines located in school. The smallest denomination the machine allows is 10p.

The cashless payments to Harrison Catering Services are completely separate from any payments to Carshalton High School for Girls All queries regarding payments should be referred to the Catering Manager, Harrison Catering, on 07825 621056, email: carshalton@harrisoncatering.co.uk.

Equipment Needed

Your daughter will need a fully stocked pencil case including: blue and black writing pens, a green biro, pencils, ruler, rubber, pencil sharpener, coloured pencils, scissors, glue, compass, etc. **Tippex should not be brought to school.**

Individual Subject Requirements

Literacy	Reading Book – as part of our literacy campaign students are expected to bring a book that they are reading to school every day.
Mathematics	A basic calculator, pen, pencil, ruler (every lesson) Compass and protractor (for some lessons)
Technology	For each lesson students will need the following equipment: Essential: pencil, pen, 30 cm ruler, coloured pencils (not felt tips) Helpful: Black fine line pen, set square, compass, rubber, sharpener
PE	Full indoor and outdoor kits (please refer to the school uniform list)

Homework

Homework helps to develop good study habits, which are essential for life-long learning. It helps students to become independent learners, extends and develops the work done in school and encourages research and experimentation. It can make use of resources which are not normally available in the classroom. This might include school and public libraries, computers (both in school and at home), the local environment and community, books and other materials at home and, of course, the knowledge and experience of parents. Students have a homework timetable and should spend **45-90 minutes** per day completing homework.

OUR SCHOOL ETHOS

- C**onsiderate of your own and others' learning in school
- O**rganise yourself and your equipment
- M**ake a focused effort
- M**eet all deadlines
- U**se appropriate language
- N**ever give up – be resilient!
- I**nvolve yourself in the full life of the school
- T**olerant of other views and opinions
- Y**ou are responsible for your actions



Privacy Notice - Data Protection Act 1998

We at Carshalton High School for Girls are the Data Controller for the purposes of the Data Protection Act.

Carshalton High School for Girls collects and uses personal information about staff, students, parents and other individuals who come into contact with the school. This information is gathered in order to enable the school to provide education and other associated functions. In addition, there is a legal requirement to collect and use certain information to ensure that the school complies with its statutory obligations.

The Data Protection Act controls how personal information is used by organisations, businesses or the government. As a school, we have a responsibility to ensure that we keep personal data in line with the 'data protection principles'. We must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

We are required by law to pass some information about students to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority. If you want to see a copy of the information that we hold about your daughter that might be shared, please contact Mr J Brittain.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

www.sutton.gov.uk/info/200130/education_schools_and_nurseries/1402/privacy_notices

www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- | | |
|---|---|
| <ul style="list-style-type: none">• Chris Lyons
Senior Data Analyst
London Borough of Sutton
Stonecourt
Carshalton
Surrey
SM5 2HU
website: www.sutton.gov.uk
email: educationdata@sutton.gov.uk | <ul style="list-style-type: none">• Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
website: www.education.gov.uk
email: www.education.gov.uk/help/contactus
tel: 0370 000 2288 |
|---|---|

The school has a privacy notice for its workforce and the students, both of which can be found on the school website at www.chsg.org.uk alongside the whole school Data Protection Policy.



Carshalton High School for Girls
West Street, Carshalton
Surrey SM5 2QX

t: 020 8647 8294 - f: 020 8773 8931
office@chsg.org - www.chsg.org