

Carshalton High School for Girls
CHSG
Excellence: everywhere, every day

Policies and Procedures 2020



#teamchsg

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.

Key Staff



Mr Devenney
Headteacher



Mr Elstone
Deputy Headteacher



Mr Conduit-Smith
Deputy Headteacher



Mr James
Assistant Headteacher
SENDCo & Raising Standards
Coordinator



Mrs Newman
Pastoral Support
Years 7 & 8



Mrs Warren
Pastoral Support
Years 9,10,11

Curriculum Statement

The Carshalton High School for Girls curriculum prioritises a culture of learning with opportunities for your daughter to achieve far beyond any limitations.

We challenge and support your daughter to be a knowledgeable, inquisitive, resilient, and empowered young woman.

We make sure our teaching is effective and consistent while allowing subjects to teach your daughter in the best way to learn in each subject.

Our curriculum builds and develops your daughter's knowledge, skills and abilities coherently to inspire success and encourage you to aspire in preparation for the next stage, regardless of what that might be.

We make sure that our curriculum meets the demands of the national curriculum yet goes far beyond this to invigorate and enrich your daughter's experience, therefore unlocking your potential.

Principles:

RELEVANCE: provides content that is relevant, interesting and appropriately challenging for all our students

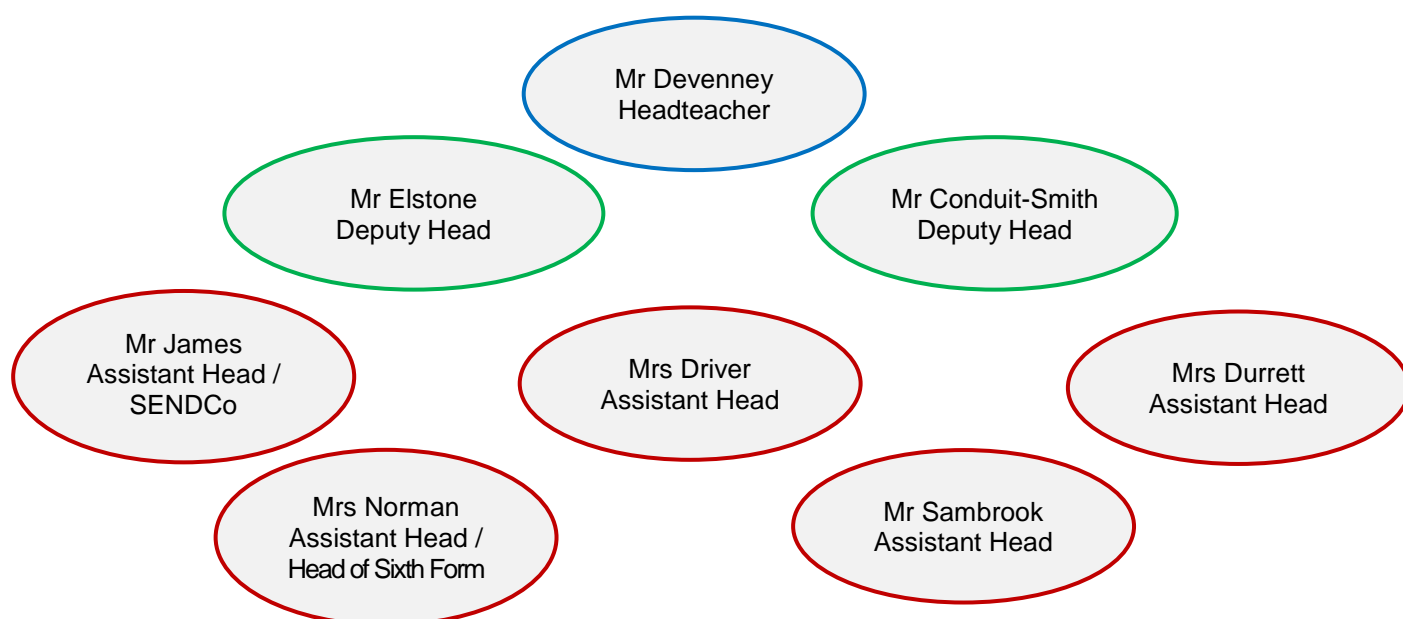
COHERENCE: builds and sequences knowledge, in a coherent manner combining both depth and breadth

COMMUNICATION: develops the ability to communicate with increasing effectiveness and sophistication

CONFIDENCE: supports the development of confidence and self-regulation in facing the challenges of learning and life

INSPIRATION: inspires students to become lifelong learners and active, responsible citizens

Senior Leadership Team



The Senior Leadership Team, led by Mr Devenney, have responsibility for continual development and improvement of our school and the progress, both academically and personally of your daughter. Mr Devenney keeps parents/carers up to date with the school events in a regular newsletter. If parents/carers wish to arrange a meeting with Mr Devenney, Mrs Willard (Headteacher's PA) arranges his appointments.

Subject Teachers

During the course of Year 7 students study: English, Mathematics, Science, History, Geography, a Modern Foreign Language, Art, Drama, Dance, Information Technology, Music, Physical Education, DT, Religious Education and Citizenship. A sample of a Year 7 timetable can be found on page 5.

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.

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, highlighter pens etc. Equipment will be checked every morning by their tutor. **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. Books can be borrowed from our extensive collection within the Learning Resource Centre (LRC).
Mathematics	Protractor, compass and scientific calculator. We strongly recommend the Casio fx-83GTX or Casio fx-85GTX calculator. Prices vary between retailers. The majority of our maths staff and students have this model, or its predecessor. It is very intuitive, easy to use and will, if looked after be used through to Year 11 and beyond. Slightly cheaper calculators are available but the functionality is greatly reduced and they are much less useful, especially in their screen layout and in regards to their use with fractions. Calculators should be labelled with the student's name. Please see our video demonstration of our recommended calculator on our CHSGMaths YouTube channel.
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)

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 contact your daughter's Form Tutor in the first instance.

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 some prior notice.

All students are issued with their own Student Planner. This should be taken to every lesson and used to record homework, targets and attendance. It is an important means of communication between the school and home

Form Tutor

Your daughter's Form Tutor plays a vital role in her time at school. The tutor sees the students every day during registration. Your daughter's planner 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.

Year Leader

The Year Leader has overall pastoral responsibility for the year group. She will assist your daughter's Form Tutor in monitoring behaviour, uniform and standards within the tutor group. Each Year Leader will monitor student progress and will work with the Raising Standards Leader to ensure all students are making progress. Any queries or concerns should be addressed to your daughter's Form Tutor in the first instance.

Parents' Evening

We expect parents to attend **Parents' Evenings** where you will have the opportunity to meet the other members of staff who teach your daughter.



The School Day

The school runs an **Early Bird Club** from 8.00am 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	8:55
Period 1	9:00	9:55
Period 2	10:00	10:55
Break	10:55	11:10
Period 3	11:15	12:10
Lunch	12:10	12:45
Period 4	12:50	1:45
Period 5	1:50	2:45
After School Clubs	2:50	4:00

A 5 minute period is allowed for moving from lesson to lesson.

Break Time

During break students are able to access the canteen and use the playgrounds. Student cannot access their form rooms. Food and drink can also be bought from the Snack Shack at break time as well as at lunch.

Lunch

There is a split lunchtime at the school. Students in Years 7 and 8 have lunch first, from 12.10pm to 12.50pm. Students in the older years have lunch from 1.10pm – 1.50pm. Your daughter may bring a packed lunch or purchase lunch, using the **cashless catering system** from the School Canteen. The School Canteen is open before school and at break and lunch time and offers a wide range of reasonably priced and nutritious food with an emphasis on healthy eating.

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 the internet (via ParentPay) 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 available further on in this booklet.

Free School Meals

There is information about Free School Meals on page 15 and for further information, please visit <https://www.chsg.org.uk> and look for Your Child / School Meals / Free School Meals.

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.**

Sample Timetable

	1Mon	1Tue	1Wed	1Thu	1Fri
0				Teacher	
1	Science Miss F Abreu 7SY4/Sc D06	French Mrs M Lane 7RKA/Fr B13	PE Miss J A Marshall 7RD2/Pe Sports Hall	Music Mr R Demianiuk 7RD2/Mu J34	Dance Miss L Bevan 7RD2/Da J27
2	Citizenship Miss E Hocking 7RD2/Cz B02	French Mrs N Devaney 7RKA/Fr B08	English Ms S Ali 7RKA/En A10	French Mrs M Lane 7RKA/Fr B13	Maths Mr V Kumar 7MY1/Ma J44
3	Art Mrs N Patel-Wyeth 7TY3/Ar F02	Design Technology Ms S L Brice 7TY3/Dt F09	History Mrs B M Gill 7RKA/Hi G08	Drama Mr D Rogers 7RD2/Dr J23	Citizenship Miss E Hocking 7RD2/Cz B02
4	Maths Mr V Kumar 7MY1/Ma J44	Science Miss F Abreu 7SY4/Sc D06	Geography Mr D Turner-Browne 7RKA/Gg B01	Computer Science Mr R Demianiuk 7TY3/lc B05 ICT	French Mrs M Lane 7RKA/Fr B13
5	Drama Mr D Rogers 7RD2/Dr J23	Dance Miss K L C Johnson 7RD2/Da E07 Gym	Maths Mr V Kumar 7MY1/Ma J44	Science Miss F Abreu 7SY4/Sc D06	English Ms S Ali 7RKA/En A10
Aft					

	2Mon	2Tue	2Wed	2Thu	2Fri
0				Classroom	
1	Design Technology Ms S L Brice 7TY3/Dt F10	Maths Mr V Kumar 7MY1/Ma J44	Science Ms S Bahk 7SY4/Sc C05	Religion Mr T J Treagust 7RD2/Re D08	Geography Mr D Turner-Browne 7RKA/Gg B01
2	Design Technology Ms S L Brice 7TY3/Dt F10	Science Ms S Bahk 7SY4/Sc C05	PE Miss J A Marshall 7RD2/Pe Sports Hall	English Ms S Ali 7RKA/En A10	Maths Mr V Kumar 7MY1/Ma J44
3	English Ms S Ali 7RKA/En A10	English Ms S Ali 7RKA/En A10	Geography Mr D Turner-Browne 7RKA/Gg B01	English Ms S Ali 7RKA/En A10	Religion Mr T J Treagust 7RD2/Re D08
4	Maths Mr V Kumar 7MY1/Ma J44	Computer Science Mr R Demianiuk 7TY3/lc B19 ICT	History Miss J Lowe 7RKA/Hi G09	Science Ms S Bahk 7SY4/Sc C05	Maths Mr Z Rahman 7MY1/Ma J46
5	Music Mr R Demianiuk 7RD2/Mu J34	Art Mrs N Patel-Wyeth 7TY3/Ar F02	History Mrs B M Gill 7RKA/Hi G08	French Mrs N Devaney 7RKA/Fr B08	English Ms S Ali 7RKA/En A10
Aft					

School Uniform List 2020-2021

As ambassadors for the school students are expected to be in full school uniform during the school day and on their journeys to and from school. Wearing the correct uniform always results in a positive start to the school day for the students when they enter the school gate.

This uniform list has been created in conjunction with students and promotes our school motto

Excellence: Everywhere, every day

Students must wear:

1. A navy blue school blazer with embroidered school emblem on the pocket and House pin.
2. A navy blue 'V' necked knitted jumper with pale blue stripe and school logo. This may be removed during the summer.
3. A plain navy blue box pleat, on-the-knee length skirt (no belts attached; no splits or any other decoration) or,
4. 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.
5. A pale blue and white checked blouse.
6. Sensible outdoor coat in plain black or navy only (parka styles with a fur trim are permitted)
7. Plain black low heeled shoes
8. White, navy or black ankle socks, or,
9. Tights that are plain black or navy (flesh coloured and patterned tights are not permitted).
10. A school rucksack with school logo

Students can wear if they wish:

11. A plain navy or black headscarf for students who need to cover their head on religious grounds
12. A plain black, navy or school scarf may be worn to and from school. No other colours are permitted.

Students must not wear:

13. Hooded tops or baseball caps.
14. Bandanas or multi-coloured headscarves.
15. Additional clothing which is visible under the uniform (e.g. long sleeved or high necked tops or legwarmers).
16. Tights and socks together.
17. Denim, bomber jackets, leather or fur coats/jackets – real or simulated.
18. Trainers, canvas shoes, leather Vans, sandals and boots higher than the ankle, including Dr Marten's.

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 navy with cyclone blue polo top (School logo)
- Navy with cyclone blue shorts
- Trainers
- Navy long socks
- Shin pads and football boots for football would be preferable but not compulsory.
- Optional item for cold weather – PE hooded top with School logo
- Optional item for cold weather – Tracksuit bottoms with School logo *non-school tracksuit bottoms will not be accepted
- Belly button piercings **MUST** be removed or covered for practical PE lessons

Jewellery

Students can wear:

1. A wrist watch.
2. One small pair of **plain** gold or silver studs no more than 5mm in diameter (one in the lobe of each ear only).
3. A religious necklace which must be worn out of sight inside the blouse or jumper.

Students must not:

1. Wear the same pair of earrings in the same ear or have more than one earring in their ear
2. Wear decorative earrings (costume earrings), sleepers or hooped earrings of any type
3. Have any facial jewellery or tongue piercings. Covering such jewellery with a plaster or replacing it with a plastic stud is not permitted. The school accepts no responsibility for any financial issues or risk of infection that arises when students are asked to remove piercings.
4. Wear rings, bracelets, bangles or necklaces (other than those for religious purposes).

Make Up and Hairstyles

Students can have:

1. Conventional hairstyles
2. Dyed hair, but natural colours (i.e. a colour a person could grow naturally) **only** are acceptable.
3. Braided hair, but natural colours (i.e. a colour a person could grow naturally) **only** are acceptable.
4. Any hair ornaments must be navy blue, black or white (single colour only) and must be no wider than 10cm.
5. Some make-up in Years 9 – 11. Make-up should be kept to a minimum and not obvious.

Students must not:

1. Wear coloured nail varnish
2. Shave part of their heads
3. Wear false nails or bring false nails & glue to school.
4. Wear false eyelashes.
5. Coloured/patterned contact lenses should not be worn.

Students in Year 7 & 8 should not wear make-up of any sort.

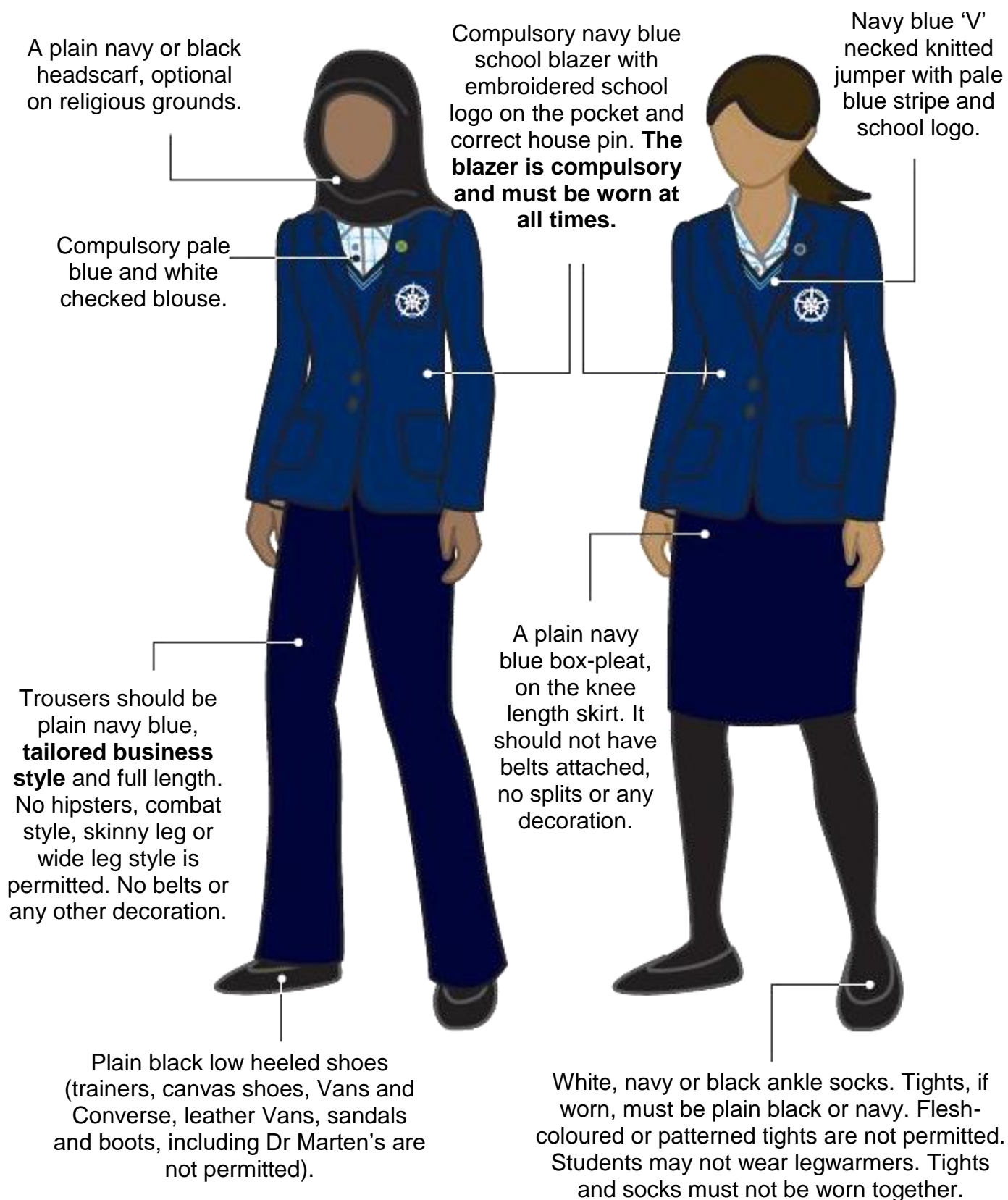
School Bag

All students must have a sturdy, practical **rucksack** to be able to keep their books and equipment safe as they travel to, from and around the school site. These rucksacks should be black only. No other types of bag are permitted.

For students in Year 7, the school bag, with embroidered school logo, is compulsory and it can be purchased from our school uniform supplier (Trutex). Students in other year groups are free to purchase the school bag if they wish, **but it is not yet compulsory** for them to have it.



School Uniform List 2020-2021



Sensible outdoor coat in plain black or navy, no hooded tops are acceptable. Denim, leather or fur jackets (real or simulated) cannot be worn.

In the winter a plain black or school scarf may be worn to and from school.

PE:

Compulsory items

Short-sleeved navy with cyclone blue polo top (School logo)

Navy with cyclone blue shorts

Navy socks

Trainers



Dance:

Compulsory items

Short-sleeved navy with cyclone blue polo top (School logo)

Black leggings (no stripes)

Jazz shoes (optional) or bare feet



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

Optional Items:

PE hooded top with the school logo and tracksuit bottoms with the school logo. Only school logo tracksuit bottoms will be accepted.

Uniform Policy

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.

Trainers must not be worn to School unless accompanied by a medical note. In this instance, the trainers must be black.

Ultimately, items may be confiscated and/or students will be internally isolated or may be sent home to change or until the issue is resolved.

The school outfitters are **Trutex**, there are more details on page 24.

Important Information

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 8294 - Option 1**) 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 in the Carshalton High School for Girls Attendance policies and procedures further on in this booklet. If you want to communicate about a known upcoming appointment, please make a note in the student planner for the attention of the Form Tutor and Attendance Officer.

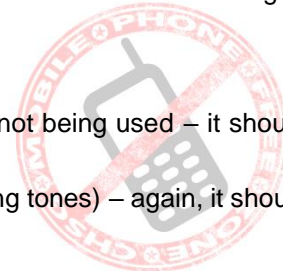
Illness in School

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.

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. A student will be placed in internal isolation in the Academic Reintegration Centre (ARC) for the following reasons,

- If they are seen using a phone in school for any reason
- If the phone is visible to any member of staff during the school day, even if it is not being used – it should be switched off and in a blazer pocket or bag
- If the phone is heard during the school day (including alarms, notifications, and ring tones) – again, it should be switched off and in a blazer pocket or bag



Students in the ARC are not permitted to leave School until 3:45pm.

Students should never take photographs or film in school, in or out of classrooms, and such circumstances will be dealt with in line with the school's behaviour policy.

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

Student Support Department

The safety, health and wellbeing 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 Pastoral Support 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.

Pastoral Support

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. They are responsible for their year group and alongside their team of tutors are the main contact for students and parents. 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 at break time and lunch time. 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 Welfare Assistant in the main office can also answer general student queries.

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

Learning Support - SEND

The Learning Support Department seeks to ensure all students with Special Educational Needs and/or Disabilities make progress whilst at Carshalton High School Girls. The department is based in the C- block and is staffed by the SENDCo, Deputy SENDCo, the Learning Support Assistants and the English as an Additional Language (EAL) support. We provide support to those who have SEND needs so that they can access the learning in a mainstream environment and thrive educationally. We recognize that all students have strengths and seek to find and promote those, removing all barriers to learning in the process. The SENDCo will develop strong relationships with parents, students and teaching staff to deliver interventions, assessment and plans based on the advice of external agencies and experts to maximize the achievement of those with SEND at the school. Some of the support we provide includes:

Speech and Language Groups: Where Educational Psychologist and Speech & Language teacher reports highlight a need for specific speech and language programme, students are withdrawn from some lessons for a specific period of time.

Reading Groups: Some students may require help to improve their ability to read. A number of girls in Years 7 and 8 will be given reading support before school. The students that are chosen for this will be flagged by the school's Accelerated Reader programme.

Precision Teaching: Students with specific needs may be offered 1:1 support in the form of precision teaching with a Learning Support Assistant.

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 about 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. This is signed and agreed to by parents and students in the transition form.

Behaviour for Learning

High standards of behaviour are expected at all times, both in school and on the way to and from school. The school has a Good Behaviour Policy and both parents and students are expected to support this.

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 three 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.

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 trial 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 minibus 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 it to the school.

Payments

Making payments to school

All payments to the school must be made via the online payment system ParentPay. Further instructions and your individual details will be sent out soon.

<https://www.parentpay.com/parents/>.



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 £2.15 which will enable them to purchase the hot meal deal of a main course with dessert) remains completely confidential. They can 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).

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 'Online Payments' link at the bottom of the Home Page to link you to the payments site www.parentpay.com. If you are unable to pay online, please contact Finance 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.

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 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 Aspens Services are completely separate from any payments to Carshalton High School for Girls. All queries regarding payments should be referred to the Catering Manager, Aspens Services email: catering@carshaltongirls.org.uk.

Free School Meals

Free School Meals (FSM)

The Free School Meals and Pupil Premium funding is essentially additional money awarded to schools by the government to support children and families across the country, who are most in need. Checking your eligibility could save your family hundreds of pounds whilst helping raise money for the school.

Currently CHSG offers a free school meal to the value of £2.30, together with an additional £1.00 for breakfast club, for each student. Research shows that benefiting from a healthy breakfast and lunch can improve students' diet and also improves concentration, alertness, comprehension, memory and learning. (Family Action, 2019)

If eligible, your registration for Free School Meals will also gain additional funding the school known as Pupil Premium. From April 2020 schools will receive £955 for each secondary school student. This additional money can be used on resources such as extra staff, academic support, books or school trips.

If you qualify for Pupil Premium funding you are not obliged to accept the FSM for your daughter if you wish to make other arrangements, but we do want to encourage applications as the additional funding gained would still benefit the educational provision at the school and resources provided to your daughter.

In order to check your eligibility you need to provide some essential details online using the Capita SIMS Free School Meals Form:

<https://www.cloudforedu.org.uk/ofsm/sims>

The quick and easy application process links to the Department for Education system and gives an immediate 'yes' or 'no' response, and will notify the school.

Eligibility Criteria

If you receive any of the following benefits your daughter may eligible for free school meals:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you require it, detailed step by step guidance can be found on the school website at www.chsg.org.uk.

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, play a game, colour or do a puzzle with friends.

CHSG, with help from Sutton Library, encourages the use of eBooks, electronic reading and listening to audio books using the Sutton Libraries App Solus. This facility is free and available to all students who register with the library whether they live within Sutton or not.

The LRC Catalogue (OLIVER) can be accessed from any school computer, as well as from home and mobile devices. Students can search the resources held in the LRC, write reviews, see what books they have out, renew loans and reserve resources.

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 8:00am until 3:45pm 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 in Years 7 and 8 participates in the Accelerated Reader™ (AR) program. AR is a computer program that helps English Teachers and Librarians manage and monitor a student'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.

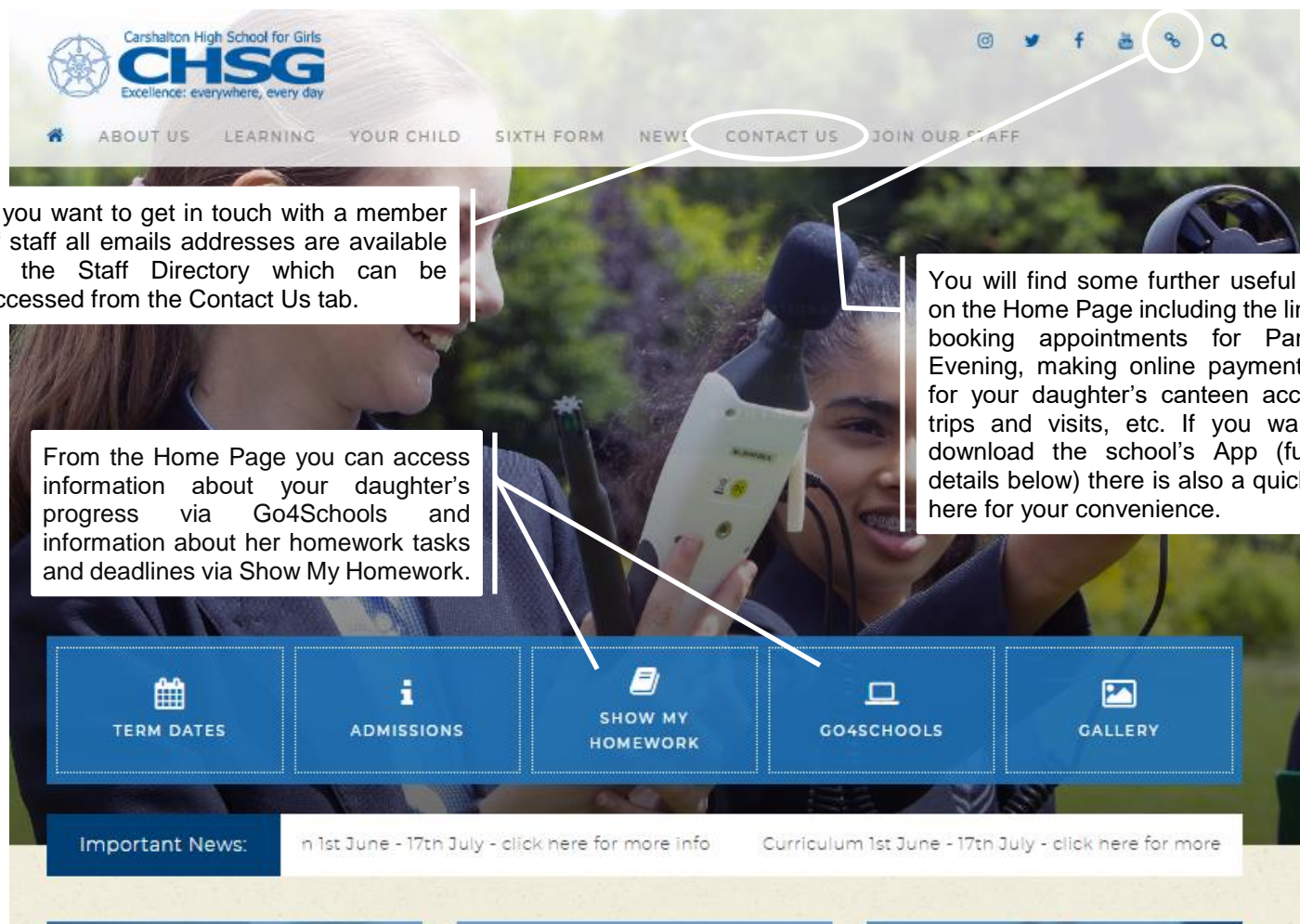
In addition, three times a year, at the start of every term, students sit a STAR reading test giving them a reading age score. The vast majority of students score a reading age that is in line with their chronological age. For those that require intervention as their reading age is below their chronological age, the English Department teaching staff and the Learning Support Department provide this.

Keeping In Touch

Student Planner

If your daughter has an appointment or absence known in advance, please make a note in her student planner which can be shared with her tutor, attendance officer and any other relevant staff.

The School Website www.chsg.org.uk



The school website provides information about all aspects of the school including our ethos, policies, systems and structures, as well as aiming to give you a flavour of the daily life of the school. News and important information is posted on the Home Page for easy access.

In Touch Email Messaging

We regularly send out messages to parents via email. It is important that you keep us updated with your email address so you do not miss out on any of these messages. If your email address does change please contact Mrs Wynn, Office Manager, so it can be updated on our records.

Social Media

Stay in touch with our teaching and learning with posts on our social media sites of what happens in the classrooms! We also post about news, events, trips and visits, etc, so much to browse through on any of our accounts.



@carshaltonhighschoolforgirls



@CarshaltonHigh



@CarshaltonHigh



@CarshaltonGirls

Music Lessons

Welcome to the Music Department at Carshalton High School for Girls. We are a lively department and we believe that Music is a vital part of life and education where students can gain their own identity. Therefore, we would encourage your daughter to become actively involved in the music department and to make the most of the many opportunities offered. There is a whole school choir who practice weekly from 3pm-4pm one afternoon, keyboard club, ukulele club, music technology club, along with a many more extra-curricular activities each week.

Next academic year, we are also hoping to start DJ club (on a sign-up basis). The days and times of each activity will be confirmed in September. We also encourage all students to take advantage of the equipment in the department including iMacs, practice rooms and instruments. In conjunction with the Drama Department, the Music Department also hosts a special KS3 only musical production, and a whole school musical, which we will be starting work on in September (pending confirmation). Your daughter does not need to have had any previous experience to take part, and we encourage everyone to sign up in September.

Peripatetic Private Lessons

We are very fortunate to have the services of skilled instrumental teachers of piano, voice, violin, flute, clarinet, recorder, saxophone, drum kit, trumpet, trombone and guitar. If your daughter wishes to learn another instrument, I will source a teacher for her. Lessons take place during the school day and are arranged on a rota basis to avoid missing too much of one specific subject.

The school has a limited number of instruments available to borrow for a short period, and there are instruments available to rent privately from the Sutton Music Service (020 8640 8781) at a competitive rate. If you wish to take part please return the Surrey Sound of Music Contract to Miss Ogden.

Attendance

Peripatetic teachers are not employed by the school so future liaison should be directly between you and them. You will receive further details when your daughter starts her lessons. However, I would ask you to contact the Surrey Sound of Music School if your daughter is absent on the day of her lesson. Please also encourage her to practice regularly at home and to join at least one extracurricular music club. You will still be charged for lessons that your child misses by being in school and forgetting. Students should become independent during their time at high school and remember the importance of these lessons.

Fees

Lessons taught in school are offered at a special rate of £14 per lesson, with alternative fees for shared between two students. Each lesson is an individual 30 minute lesson, so this represents excellent value for money. Please pay as soon as you receive an invoice from the teacher, as this is often their main source of income.

For more details about learning a musical instrument at Carshalton High School for Girls please contact the Surrey Sound of Music School at 020 8669 0214 or info@thesurreysoundofmusic.co.uk.

Stopping Lessons

Should your daughter decide that she wishes to discontinue her lessons **half a term's notice** must be given **in writing** or you will be charged.

DJ Lessons

Before Covid-19, we were in the process of starting DJ lessons though Future DJs, who's terms of business and pricing are slightly different to these stated above as they are a separate company. If you think this would be of interest to your child, please do get in touch with Miss Ogden and she can give you more information.

If you would like your daughter to take advantage of this scheme and to develop her music skills, please complete the slip overleaf and return it to me as soon as possible, for me to pass onto the Surrey Sound of Music team.

Miss Ogden
Subject Leader for Music

Student Privacy Notice

Carshalton High School for Girls is part of a multi-academy trust called Girls' Learning Trust (the "Trust"). The Trust is the organisation which is in charge of student personal information under the General Data Protection Regulations ("GDPR") and is called the Data Controller in this document.

The Trust is required to inform students about how personal data is used across the Trust and how the Data Protection Officer can be contacted if needed.

This Privacy Notice covers these requirements and should be read in conjunction with the Trust Data Protection and Freedom of Information Policy, the Trust Photograph and Media Policy and the Trust Records Retention Policy. All of these policies can be found on the Trust and school websites.

Contact Details

The **Data Protection Officer** is:

Ms Jennifer Smith
Chief Executive Officer
Girls' Learning Trust

Email (preferred): dataprotection@girlslearningtrust.org

Post: Girls' Learning Trust
Ewell Road
Cheam
SM3 8AB

Why we collect and use student information

The Trust collects and holds personal data relating to all students. This personal data is used to:

- * support teaching and learning
- * monitor and report on student progress
- * provide appropriate care for students
- * assess the quality of the Trust's services, teaching & educational provision
- * to keep children safe (food allergies or emergency contact details)
- * to comply with the statutory duties placed on us

What student information is collected

The data held includes:

- * Personal information and contact details (such as name, unique pupil number, date of birth, contact details and address).
- * National Curriculum assessment results & examination results (including admissions tests).
- * Attendance information.
- * Destination data (and any previous schools attended).
- * Personal characteristic (such as your ethnicity, language and free school meal eligibility).
- * Special Education Needs.
- * Medical and administrative information (such as doctors information, health care plans, allergies, medication and dietary requirements).
- * Child Protection and Safeguarding information (e.g. court orders, professional involvement).
- * Behavioural information (such as exclusions & any relevant alternative provision put in place).
- * Information about free school meals, pupil premium and bursary applications.
- * Photographs and media footage (in line with the Photograph and Media Policy).
- * Biometric information and other information relating to catering management (such as whether you have school dinners).
- * Information from the Learner Records Service for students taking post-14 qualifications. More detail on this can be found at www.gov.uk/government/collections/learning-records-service.

How student information is used

The data may be given to:

- * Parents/Carers e.g. for reporting academic progress through student reports.
- * The Department for Education (DfE). More information on this can be found at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- * London Borough of Sutton. Once students reach the age of 13, the law requires certain information to be passed to the Local Authority, which in the case of the Trust is the London Borough of Sutton. A parent / guardian can request that only their child's name, address and date of birth be passed to the London Borough Of Sutton by informing the Data Protection Officer. This right is transferred to the student once she reaches the age 16. For more information about services for young people, please go to the local authority website www.sutton.gov.uk.
- * Post-16 education and training providers in order to secure appropriate services for students.
- * [Another school if a student moves schools at any point.](#)
- * Professionals connected with Special Educational Needs (SEN) support – e.g. psychologists, psychiatrists and qualified assessors.
- * School Nursing Service.
- * School Counsellor or equivalent.
- * CAMHS (Child and Adolescent Mental Health Service).
- * Any school approved third party educational service providers, including examination boards, in accordance with the Trust Data Protection and Freedom of Information Policy.

Why this collection is lawful

The collection and disclosure of information for these purposes is lawful for the following reasons:

- * The Trust is under a legal obligation to collect and disclose the information and/or the information is necessary to meet legal requirements such as the duty to safeguard students.
- * It is necessary to hold and use student information for the purposes of providing an education, caring for and safeguarding students. These are functions in the public interest.

How confidentiality is managed

- * The confidentiality of student information is managed through the Trust Data Protection and Freedom of Information Policy.
- * Student information is kept for the length of time detailed in the Trust Records Retention Policy.

How complaints/objections are handled

If a complaint or objection needs to be made about the collection and/or disclosure of student information, then this can be done by writing to the Data Protection Officer (DPO) using the contact details on the previous page of this document.

**More information can be found in the Trust Data
Protection and Freedom of Information Policy
(published on the Trust's and School's websites).**

Absences & Lateness

020 8647 8294

Being At School

Being at school is a very important part of any young person's life. It enables them to learn, to make friends, to gain important qualifications and to develop a variety of skills which will prepare them for adult life. School and parents are partners in making this a success. As parents or guardians, it is your responsibility to make sure that your daughter makes the most of this opportunity by attending regularly.

School Times

The sessions at Carshalton High School for Girls begin at 8.30am (students should be in their registration room) and at 1.45pm (students should be in their period 5 lesson). School finishes at 2.45pm. You should check the dates of school holidays and teacher training days in the school calendar and the back page of this leaflet. This information is also available on the school website: www.chsg.org.uk.

Taking the Register

Schools have a legal duty to record the attendance of every student who is absent or late. The register is called at the beginning of the morning session and attendance is also monitored at each lesson. If a student has to leave school for any reason during the school day **she must have a note from you**. This should be shown to and signed by her tutor during registration and then taken to the Student Support Centre where she will be asked to sign out. If she returns to school she must sign back in. Students will not be allowed home because of illness unless you can be contacted and are able to collect your daughter.

Getting To School On Time

When the entire class arrives on time and registration can take place smoothly then the day starts off much better. Although it is better for students to be late than not to be in school at all, when they do arrive late they miss out on an important part of the school day. Any student arriving late **must** follow the school's late procedures by signing in at the Late Room or Student Support Centre. **Students who are late to school without parental explanation will automatically receive a 30 minute detention that afternoon.** Persistent lateness will result in a referral to the Schools Attendance and Punctuality Officer and further sanctions applied including a student being placed on Punctuality report.

Absence From School

By law, schools must record absences and the reason given. You are therefore requested to contact school on the first and every subsequent day of your daughter's absence by telephoning Mrs Mellish, School Attendance Officer, on the school telephone number, 020 8647 8294 and selecting Option 1, before 10.00am. On your daughter's return to school you must then send a note explaining the absence. Tutors should be informed in writing of absences known in advance, such as orthodontist appointments. **This can be done by adding a note in the Student Planner on the date concerned.**

If the school does not receive a message from you giving a reason for a student's absence, the Attendance Officer will initiate an automated message service which will advise parents of the absence. This could be a call to the landline/mobile phone or an email or a text message to the mobile phone. Parents are then required to respond to the message.

Penalty Notices

Under Section 23 of the Anti Social Behaviour Act 2003, parents/carers commit an offence if a child fails to attend school regularly and the absences are classed as unauthorised (those for which the school cannot or has not given permission). Depending on circumstances, such cases will result in prosecution under Section 444 of the Education Act 1996. A Penalty Notice is an alternative to prosecution, which does not require an appearance in Court, whilst still seeking to secure an improvement in a student's attendance. Should your daughter reach an unacceptable number of unauthorised absences a penalty notice will be issued. Further information is available from the Education Welfare Service on 020 8770 6605.

Should a parent not respond, an hour later (s)he will be called again; then repeatedly until the parent responds up until approximately 8 pm. (Text messages will be sent once only)

There are two types of absence: those authorised by school and those that are not authorised. An example of an authorised absence would be a doctor's appointment and an example of an unauthorised absence would be going shopping or going on holiday during school time. The final decision whether an absence is authorised or not lies with the school and an acceptable explanation is always needed regardless.

Holidays

Family holidays should never be taken during school terms. From September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006 come into force, which make it clear that Headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Where there are extenuating circumstances, parents must complete a leave of absence request form, available on the school website, and forward this to the Headteacher. This must comply with the Leave of Absence Policy.

Why Is Good Attendance Important?

Good attendance at school is vital for students to achieve their full education potential. Students with good attendance records benefit in the following ways:-

- * Continuity of learning which makes progress and retention easier
- * Enhanced performance in examinations
- * Continuity of relationships and friendships
- * Good references for further education or employment
- * Good habits are formed for later life

What Constitutes Good Attendance?

Attendance percentages are not like examination results: an attendance percentage needs to be in the high nineties before it can be considered good.

Consider the following examples:

- * An attendance record of 90% might seem good but is equal to one day missed per fortnight. If this continues from Year 7 to 11, a total of six month's education will be lost
- * An attendance record of 80% might seem acceptable but is equal to one day missed per week. If this continues from Years 7 to 11, a total of one year's education will be lost

What Is An Unauthorised Absence?

Only the school can authorise an absence. An explanation given by a parent is not necessarily sufficient or acceptable for the school to deem an absence as authorised. The final decision whether an absence is authorised or not lies with the school and an acceptable explanation is always needed regardless.

According to guidelines to schools from the Department for Education, an absence may only be authorised if the absence is due to:

- * Student illness
- * "Leave" given by the school (this commonly includes medical appointments, interviews, and other similar special circumstances)
- * The student being unable to attend due to unavoidable causes
- * Religious observance where applicable

Absences which the school is not able to authorise include:

- * Looking after a relative, pet, etc
- * A shopping trip, even if this is for uniform
- * Day trips
- * Lateness after the register has closed i.e. after 10.00 am
- * Being unable to participate in a school activity e.g. school trip, activity days, sports day
- * Remaining at home to wait for deliveries, repairmen, etc
- * Meeting relatives from/taking relatives to the airport

School Calendar *

AUTUMN TERM 2020

Tuesday 1 st September	INSET Day - <i>Students do not attend</i>
Wednesday 2 nd September	First Day of Term
Friday 20 th September	Late Start - <i>Students register at 9:35am. Lessons start at 10:00am tbc</i>
Thursday 24 th September	Year 7 Parents Information Evening/Meet the Tutor
Monday 19 th October Friday 30 th October	HALF TERM (2 weeks)
Friday 18 th December	Last Day of Term

SPRING TERM 2021

Monday 4 th January	First Day of Term
Monday 15 th February Friday 19 st February	HALF TERM
Monday 22 nd February	INSET Day - <i>Students do not attend</i>
Thursday 1 st April	Last Day of Term

SUMMER TERM 2021

Monday 19 th April	First Day of Term
Monday 31 st May Friday 4 th June	HALF TERM
Friday 16 th July	Last Day of Term

The above calendar shows all major holiday dates to assist parents when planning holidays – bearing in mind 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 or unexpected school closures
will be posted on the website**

School Uniform Suppliers

Trutex of Worcester Park
140 Central Road
Worcester Park
Kt4 8hh
Tel 0208 337 6230
worcesterpark@trutex.com
www.casualschoolwear.co.uk

Dear Parent

We would like to introduce ourselves we are your stockist of your school uniform and have done so for over twenty-five years. We are a family run business and pride ourselves on our service and quality of our uniforms. We offer a bespoke service for students that require sizes not readily available, please contact us as soon as possible so we can order these.

Monday 6th July

Due to government guidelines to maintain social distancing we will be operating an appointment only system
www.casualschoolwear.co.uk

1. Appointments are only available to book via our website
2. Click on the appropriate button for your school or requirements
3. A list of times and dates will show availability
4. Follow the prompts to make your appointment
5. Make sure you arrive on time as lateness could lose your time slot
6. We are only allowing one adult one child in at any time per appointment this will be strictly adhered to
7. Hand sanitisers are available for customer use we advise you to provide and wear your own face mask
8. All staff will be wearing face masks and gloves and practicing safe distancing
9. Although the government are advising against changing rooms ours will be open for customer use at your own discretion
10. We will be implementing sanitising and cleaning after each customer visit all clothes that are tried on and not purchased will be sanitised and steam cleaned before being offered for sale again
11. We will be implementing sanitising and cleaning after each customer visit all clothes that are tried on and not purchased will be sanitised and steam cleaned before being offered for sale again

New options we are introducing on ordering from our website while we are closed are:

- Early bird discount from 1st May – 30th June
- Free delivery to your home
- Orders over £100 will receive a £20 voucher
- To spend in store from 1st October - 28th February (spend over £50)

I have included a full list of the uniform requirements so you can plan ahead any questions you have please email me, Lynn, at worcesterpark@trutex.com and I will try to help.

Ordering will still be available on our website including

- Mail order postage applicable
- Click and collect from trutex collection by appointment only
- Exchanges by appointment only both bookable on our website
- School delivery will be on advisement from the school

BUY ITEMS 1-11 AND THE BLOUSES ARE FREE in PACKAGE

UNIFORM LIST

1. Navy embroidered blazer	£35-£45
2. Jumper V neck navy logo	£24-£32
3. Blouse blue check twin pack free in package deal	£35-£40
4. Pins x 3 house colour	£6
*5. Box pleat skirt / or trousers navy	£15-25
*6. Tights black /or short socks black	£8

£23

DANCE/PE KIT

7. Akoa polo top navy/ cyclone blue with house colour logo	£18-£24
8. Akoa shorts navy/cyclone blue	£16-£19
9. Navy-cyclone hooded top with logo	£26-£30
10. Navy trousers with logo optional	£25
*11. Navy long socks	£6.50

Items 9/10 if purchased together £45 (full price in pakage)

School scarf	£12
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* these items available in other outlets

PE Kit: The PE kit has a coloured star reflecting the House that your daughter is a member of. All students will find out their House on the Induction evening and so I would advise that you wait until then to purchase the PE top.

Could You Help The School With Work Related Learning?

Carshalton High School for Girls has a comprehensive careers and work related learning programme.
We recently achieved reaccreditation of the Award of Investor in Careers.

Daughter's Name:			Tutor Group:	
------------------	--	--	--------------	--

Your name Employment status e.g. employed/unemployed If employed Have you completed a university degree? undergraduate or post graduate (please tick)	Parent/guardian 1	Parent/guardian 2
	Job Title _____	Job Title _____
	Business/Employer name & nature _____	Business/Employer name & nature _____
	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes – please give details Institution _____ Subject _____ Type of Award (eg Ba/MSc) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes –please give details Institution _____ Subject _____ Type of Award (eg Ba/MSc) _____

Could you contribute?

We are not looking for a huge commitment. We are trying to build up a contact file of parents to enhance our work related curriculum.

Offering Work Experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Being part of mock interviews	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describing your job to a student	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Careers Fair or visits by a small group	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

THANK YOU ~ Mrs Phelps-Gardiner, Careers & Work Related Learning Co-ordinator

The above information will be treated as confidential and we will only use this for statistical purposes.
It will not affect your child other than potentially bringing further opportunities their way and possibly enhance chances of obtaining additional funds and grants.



STANDING ORDER FORM – SCHOOL FUND

The Manager

(Bank)

(Branch)

(Address)

On the thirtieth day of September 20.....* and thereafter annually until the thirtieth day of September 20.....*

*Please insert date

PLEASE PAY THE SUM OF (in words)

£

TO: Lloyds Bank
Sutton Branch
49-53 High Street
Sutton
Surrey SM1 1DT

for the credit of Girls' Learning Trust t/a Carshalton High School for Girls (Account number: 57969868, Sort code 30-98-36)

Bank Statement Ref:

(please use your daughter's name)

and debit my / our account

Name:

A/c No:

Sort Code:

Signature:

Date:

Print Name:

FOR SCHOOL USE

Daughter's Name:

Tutor Group:

ON COMPLETION, PLEASE RETURN THIS FORM TO THE CHSG FINANCE OFFICE, WHO WILL TAKE A COPY FOR SCHOOL RECORDS AND THEN FORWARD IT ON TO YOUR BANK.



GIFT AID DECLARATION FORM – SCHOOL FUND

The recommended donation is **£30** each year payable at the beginning of September via the schools online payment system.

Please complete and return.

Daughter's
Name:

Tutor Group:

If you are a Tax payer and would like to gift aid your donation please complete the declaration below. You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year (currently 28p for each £1 you give).

Name of Charity: <u>Girls' Learning Trust t/a Carshalton High School for Girls</u>	
Details Of Donor:	
Title:
Forename(s):
Surname:
Home address:

	Post Code:
I would like Girls' Learning Trust t/a Carshalton High School for Girls to treat all donations I have made for the six years prior to this year and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid Donations	

Signature: Date:

Notes:

1. You can cancel this Declaration at any time by notifying the school.
2. If in the future your circumstances change and you no longer pay tax on your income and capital gains equal to the tax that the charity reclaims, you can cancel your declaration.
3. If you pay tax at the higher rate you can claim further tax relief in your Self Assessment tax return.
4. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the school. Or, refer to HMRC guidance on donations by individuals.
5. Please notify the school if you change your name or address.



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

020 8647 8294
www.chsg.org.uk



Girls' Learning Trust