



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

# Admissions Parent Information 2023 - 2024



**#teamchsg**



# Welcome

Welcome to Carshalton High School for Girls. Our aim, like yours, is to help your child to approach the transfer to their new school with confidence and to enjoy the challenge such a change presents. We are a happy, successful, and welcoming School with a thriving Sixth Form. Passionate about girls' education, we are proud of the superb opportunities we offer our girls to develop in a learning environment which fosters resilience, happiness, leadership, and a dedication to the highest educational standards and outcomes. We are as committed to developing our staff as we are to developing our students.

Our mission statement reads as follows:

*A centre that is fearless in its commitment to excellence*

*A safe, inclusive learning community where staff and students thrive*

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](http://www.chsg.org.uk) to get a real flavour of what it is like to be a student at Carshalton High School for Girls.



# Senior Leadership Team



**Mr Devenney**  
Headteacher



**Mr Sambrook**  
Deputy Head



**Mr Conduit-Smith**  
Deputy Head

**Mrs Green**  
Deputy Head



**Mrs Driver**  
Assistant Head



**Mrs Durrett**  
Assistant Head



**Mr James**  
Assistant Head



**Mrs Norman**  
Assistant Head



**Ms Crump**  
Assistant Head

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 child.



# Curriculum Statement

## Carshalton High School for Girls: Curriculum and Purpose

The Carshalton High School for Girls curriculum prioritises embedding aspiration with a culture of learning and provides opportunities to achieve far beyond limitations. Through a carefully selected structure and content students are challenged and supported to be knowledgeable, inquisitive, resilient, and empowered young women. Equity of entitlement to knowledge sits at the heart of our curriculum with its core purpose being the acceleration of social mobility and improvement of life chances for all our students. We provide both an ambitious, challenging programme of study whilst also maintaining an accessible and dynamic course option so that the needs of all students and their careers aspirations are met.

The purpose of our School is revealed by the curriculum we provide. Our curriculum, therefore, is a deliberate and explicit guarantor of both gender and social equity as we work to close the limits to opportunity that exist in society. The inventive design of our curriculum structure, our broadly traditional offer and our high-quality implementation are integral to what we do. We ensure all our students are equipped with powerful knowledge; a broad and deep body of both substantive and disciplinary knowledge regardless of starting points or demographics. All students have equal access to a broad and diverse curriculum and only when students have specific learning needs are necessary beneficial adjustments made to the curriculum offer. Thus, our curriculum advantages the disadvantaged.

The central place of knowledge within our curriculum is explicit. Whilst we, like all schools, want our students to leave our care with excellent academic qualifications, it is equally important to us that our students are culturally literate. Within each subject we prioritise transmitting both the conceptual and substantive knowledge required to think and communicate within the discipline, understanding that the former can never be taught in isolation but rather as an organic product of the latter. Central to this approach is also the understanding that the cultivation of critical thinking is not something that can be taught in isolation. In order to think critically, one must know something to begin with. Inquiry does not drive the curriculum but rather tests its efficacy. To this end, each subject curriculum is designed to ensure that our students have access to a substantive body of knowledge that will allow them to be more successful and might otherwise have been denied.

Whilst we believe in subject domain specificity, we recognise also that language is the principal medium through which knowledge is acquired. An enriched vocabulary enables a better understanding of concepts and ideas, and we facilitate access to knowledge beyond our students' ordinary daily experiences through prioritising the acquisition of vocabulary across the curriculum. We explicitly teach subject and domain specific vocabulary alongside more generalised academic language. This latter vocabulary is the kind of high-frequency academic language that students will encounter across many different subjects, the kind of language an educated adult would use comfortably across different domains and in different contexts. Teaching of vocabulary must be based on pre-planned and rigorous definitions, since it is the accuracy of these definitions that best fertilises conceptual understanding. Where possible, teachers will ensure that these words are heard, spoken, written, and read several times across teaching sequences.

Our Literacy Curriculum is coordinated with each subject curriculum, so students are exposed to a variety of texts both fiction and non-fiction, a wide range of creative arts and thoughtfully planned learning outside the classroom. Our curriculum pivots on WORD (Writing, Oracy, Reading Development), with every teacher dedicated to raising the levels of eloquent, accurate and confident communication of every student.

Our curriculum is crafted to fulfil the demands of the national curriculum and attempts to go beyond this so we can invigorate and enrich the overall student experience, therefore unlocking the potential of all. It builds and develops students' knowledge, skills, and abilities coherently to inspire success and encourage aspiration in preparation for their next stage, regardless of what that might be.





# CHSG Curriculum Principles:

- A. RELEVANCE:** our curriculum provides all our students with content that is relevant, interesting, and intentionally challenging.
- B. COHERENCE:** our curriculum prioritises the building, sequencing and recall of specific knowledge, in a coherent manner for all our students combining both depth and breadth.
- C. COMMUNICATION:** our curriculum develops the ability of all our students to communicate with increasing effectiveness and sophistication.
- D. CONFIDENCE:** our curriculum supports all our students with their development of confidence and self-regulation in facing the challenges of learning and life.
- E. INSPIRATION:** our curriculum inspires all our students to become lifelong learners and active, responsible citizens.





# Equipment Needed

Your child 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 their Wider Reading book to school and take it back home (for reading homework) every day. Books can be borrowed from either the extensive online Wider Reading catalogue or the English class book box (both via English teacher).

### 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 reduced, and they are much less useful, especially in their screen layout and in regard 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 CHSG Maths 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

**For Food Technology**, when students have a practical lesson, they will be expected to bring in their ingredients and a suitable container to bring their dishes home in.

### PE

Full indoor and outdoor kits (please refer to the school uniform list)



# Home Computer

At CHSG, we have several online learning platforms in place to support students to complete homework and remote home learning. We understand that when parents/carers look to buy or renew home computers, it is useful to know the specifications required to run these school platforms. The minimum recommendation for home computers is below:

Component	Requirement
Computer and processor	Minimum 1.6 GHz (or higher), 2 core
Memory	4.0 GB RAM
Hard disk	3.0 GB of available disk space – I would recommend the largest size disk space they can afford.
Display	1024 x 768 screen resolution
Graphics hardware	Windows OS: Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update)
Operating system	Windows 10, Windows 10 on ARM,
.NET version	Requires .NET 4.5 CLR or later
Video	USB 2.0 video camera
Devices	Standard laptop camera, microphone, and speakers



# 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 child, please contact your child'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.

## Form Tutor

Your child's Form Tutor plays a vital role in their time at school. The tutor sees the students every day during registration. They will know your child well and will be sympathetic to any worries your child may have.

## Head of Year

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

## Pastoral Support Officer

As well as the Tutors and the Head of Year there is a full time **Pastoral Support Officer (PSO) attached to each year group:** the aim is to ensure that each student has a fulfilling and enjoyable educational experience at Carshalton Girls. The PSOs are trained to support individual or groups of students when students and parents have concerns. This can be a wide variety of concerns and they are there to work with students and parents to resolve issues to ensure that students enjoy their learning and make good progress.

## Parents' Consultation Afternoons

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







# The School Day

The school is open to students from 8.10 am. Students arriving before that time will need to wait off site. All students should arrive by 8.30am to be in their line-up for registration. If your child arrives after 8.30am they will be marked as late.

	7	8	9	10	11	12	13	
8.10 - 8.25	Arrive Line-up Snack Shack				Arrive Line-up Tutor Rooms	Arrive	Arrive	
8.30 - 8.50	Reg	Arrive Line-up Plaza Hall	Arrive Line-up Snack Shack	Arrive Line-up MUGA	Reg	Reg	Reg	
8.50 - 8.55	Travel Time							
8.55 - 9.45	P1	P1	P1	P1	P1	P1	P1	
9.45 - 9.50	Travel Time							
9.50 - 10.15	BREAK	P2a	P2a	P2	P2	BREAK	P2	
10.15 - 10.40	P2	BREAK	BREAK			P2		P2
10.40 - 11.05		P2b	P2b					
11.05 - 11.10	Travel Time							
11.10 - 12.00	P3	P3	P3	P3	P3	P3	P3	
12.00 -12.05	Travel Time							
12.05 - 12.30	LUNCH	P4a	P4a	P4	P4	LUNCH	P4	
12.30 - 12.55	P4	LUNCH	LUNCH			P4		P4
12.55 - 1.20		P4b	P4b					
1.20 - 1.25	Travel Time							
1.25 - 2.15	P5	P5	P5	P5	P5	P5	P5	
2.15 - 2.20	Dismiss 2.15pm	Travel Time						
2.25 - 3.15		Reg Dismiss 2.40pm	Reg Dismiss 2.45pm	Reg Dismiss 2.50pm	Ext Day Dismiss 3.20pm	P6	P6	

A 5-minute period is allowed for moving from lesson to lesson. \*On Fridays there is no afternoon Tutor Time and students leave at 2.40pm.

## Break Time

During break students can access the canteen where they can purchase/eat their snacks or lunch and use the playgrounds. Student cannot access their form rooms during break times.



### Lunch

There is a split lunchtime at the school. Students in Years 7 and 8 have lunch first, from 12.40-1.10 pm. Your child may bring a packed lunch or purchase lunch, using the **cashless catering system** from the School Canteen. The School Canteen is open before school, 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 child and this account can be credited by the internet (via ParentPay). There is more information available further on in this booklet.

### Free School Meals

There is information about Free School Meals on page 24 and for further information, please visit [www.chsg.org.uk](http://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 child 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	<b>Art</b> Mrs M Sypko-Shah 07TX3/Ar A11	<b>French</b> Ms C Stead 07EF1/Fr B08	<b>Science</b> Mr B Lewis 07SX4/Sc D01	<b>French</b> Mrs M Devaney 07EF1/Fr B08	<b>Drama</b> Miss A Williams 07G1/Dr J32
2	<b>Art</b> Mrs M Sypko-Shah 07TX3/Ar A11	<b>Religion</b> Miss E Collins 07G1/Re G03	<b>English</b> Ms H Rassuli 07EF1/En A15	<b>Dance</b> Mrs A Driver 07G1/Da E10 Hall	<b>PE</b> Miss C Bartram 07G1/Pe Sports Hall
3	<b>English</b> Miss S Ahmad 07EF1/En A04	<b>Science</b> Mrs L A Benson 07SX4/Sc A08	<b>Maths</b> Mr Z Rahman 07MX8/Ma J41	<b>Citizenship</b> Mr M Gowar 07G1/Cz G08	<b>History</b> Miss S Matundu 07EF1/Hi G07
4	<b>Science</b> Mr B Lewis 07SX4/Sc D01	<b>Maths</b> Mr M R Alletson 07MX8/Ma J47	<b>PE</b> Ms C Plummer 07G1/Pe Sports Hall	<b>Geography</b> Mrs S Stangroom 07EF1/Gg B03	<b>Computer Science</b> Ms M Morgan 07TX3/Ic B20 ICT
5	<b>Maths</b> Mr Z Rahman 07MX8/Ma J41	<b>English</b> Ms H Rassuli 07EF1/En A15	<b>Music</b> Miss E Gravenor 07G1/Mu J34	<b>Maths</b> Mr Z Rahman 07MX8/Ma J41	<b>Design Technology</b> Miss N Robinson 07TX3/Dt S08
Aft					

	2Mon	2Tue	2Wed	2Thu	2Fri
0				Classroom	
1	<b>Dance</b> Mrs A Driver 07G1/Da E07 Gym	<b>English</b> Ms H Rassuli 07EF1/En A15	<b>Design Technology</b> Miss N Robinson 07TX3/Dt S08	<b>Maths</b> Mr V Sandhu 07MX8/Ma B19 ICT	<b>English</b> Ms H Rassuli 07EF1/En A15
2	<b>Geography</b> Mrs S Stangroom 07EF1/Gg B03	<b>Computer Science</b> Ms M Morgan 07TX3/Ic B20 ICT	<b>Design Technology</b> Miss N Robinson 07TX3/Dt S08	<b>Religion</b> Miss E Collins 07G1/Re A10	<b>French</b> Ms C Stead 07EF1/Fr B08
3	<b>Geography</b> Mrs S Stangroom 07EF1/Gg B03	<b>Science</b> Mrs L A Benson 07SX4/Sc B07	<b>French</b> Mrs N Devaney 07EF1/Fr B08	<b>Science</b> Ms A Wyness 07SX4/Sc C09	<b>Music</b> Miss E Gravenor 07G1/Mu J34
4	<b>Maths</b> Mr Z Rahman 07MX8/Ma J43	<b>English</b> Ms H Rassuli 07EF1/En A15	<b>French</b> Mrs N Devaney 07EF1/Fr B08	<b>English</b> Ms H Rassuli 07EF1/En A15	<b>Drama</b> Miss A Williams 07G1/Dr J32
5	<b>Citizenship</b> Mr M Gowar 07G1/Cz G09	<b>Science</b> Mr B Lewis 07SX4/Sc D01	<b>History</b> Miss S Matundu 07EF1/Hi G08	<b>Maths</b> Mr Z Rahman 07MX8/Ma J41	<b>History</b> Miss C Bartram 07EF1/Hi G08
Aft		Period		Class Name	



# School Uniform List 2023-24

As ambassadors for the school students are expected to be in full school uniform and wearing their lanyards 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.
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. Plain white, navy, or black ankle socks (knee length socks are not permitted), or,
9. Tights that are plain black or navy (flesh coloured and patterned tights are not permitted).
10. A school rucksack with school logo
11. A lanyard denoting which year group a student is in (this is provided by the school).

Students can wear if they wish:

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

Students must not wear:

14. Hooded tops or baseball caps.
15. Bandanas or multi-coloured headscarves.
16. Additional clothing which is visible under the uniform (e.g., leggings, long sleeved or high-necked tops or legwarmers).
17. Tights and socks must not be worn together
18. Denim, bomber jackets, leather, or fur coats/jackets – real or simulated.
19. 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 or branding)
- Short sleeved navy with cyclone blue polo top (School logo)
- Jazz shoes or bare feet

### For PE

- Short sleeved navy with relevant house colour stripe polo top (School logo)
- Navy 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

### For GCSE PE

- Navy GCSE PE ¼ zip tracksuit top (Optional)
- Navy GCSE PE polo top (Optional)
- Plain black shorts if wearing GCSE PE tops.
- White or navy sports socks if wearing GCSE PE tops.
- Plain black leggings if wearing GCSE PE tops.
- Trainers

## Jewellery

### Students can wear:

1. A wristwatch (we would discourage the wearing of smart watches).
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, which are hidden).





## 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. Wear coloured/patterned contact lenses should not be worn.
6. Dip dye or partially dye their hair.

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.

**For students in Year 7-11**, the school bag, with embroidered school logo, is **compulsory** and it can be purchased from our school uniform supplier.

In addition, students must use their blue drawstring PE bag to bring their PE kit into school, this is provided by the school in the September of Year 7. No other types of school bag are permitted. Replacement PE bags can be purchased via ParentPay for £1.



# School Uniform List

Compulsory navy-blue school blazer with embroidered school logo on the pocket.

*The blazer is compulsory and must be worn at*

Navy blue 'V' necked knitted jumper with pale blue stripe and school logo.

A plain navy or black headscarf, optional on religious grounds.

Compulsory pale blue and white checked blouse.

Trousers should be plain navy blue, **tailored business style** and full length. No hipsters, combat style, skinny leg or wide leg style is permitted. No belts or

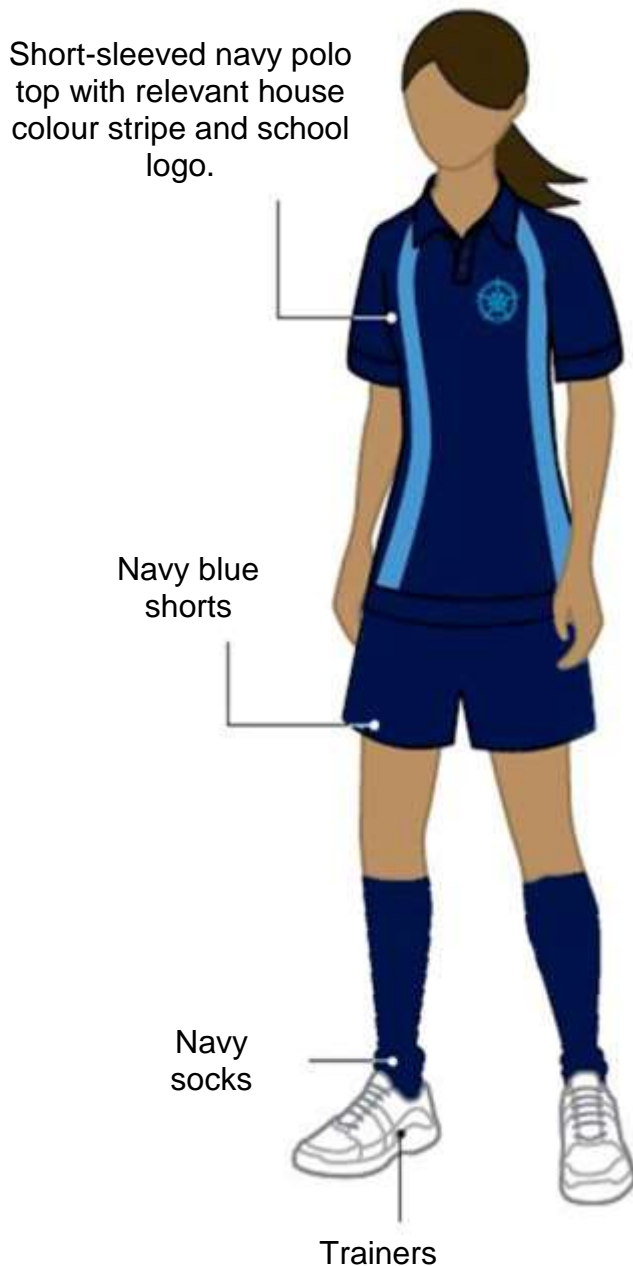
A plain navy-blue box-pleat, on the knee length skirt. It should not have belts attached, no splits or any decoration.

Plain black low-heeled shoes (trainers, canvas shoes, Vans and Converse, leather Vans, sandals and boots, including Dr Martens are not permitted).

White, navy or black ankle socks. Tights, if worn, must be plain black or navy. Flesh-coloured or patterned tights are not permitted. Students may not wear legwarmers. Tights and socks must not be worn together.



## PE: Compulsory items



## Dance: Compulsory items



### 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 Good Behaviour Policy which can be found on our School website. This means that,

Trainers can only be worn to School if accompanied by a medical note. In this instance, the trainers must be black.



If students do wear trainers to school, they will be offered a pair of school shoes, provided by their Head of Year. If they refuse these, students will be internally isolated.

Items will be confiscated and/or students will be internally isolated or may be sent home to change or until the issue is resolved. Confiscated items will be returned to students at the end of the term.

### Purchasing Uniform

Our uniform suppliers are: Schoolwear Inc

Address: 192 – 202 Cheam Common Road, Worcester Park, KT4 8QJ

Telephone: 020 3051 7488

Website: [www.schoolwearinc.co.uk](http://www.schoolwearinc.co.uk)



Schoolwear Inc. will be attending the New Intake Evening on Monday 3 July 2023 with sample sizes and information on how to order, pay and deliver options.

Schoolwear Inc. offer an appointment system from Saturday 1 July for the purchase of uniform, however, parents may choose to purchase before that date to avoid queues. Delivery of uniform purchases should be to home address or store collection.

Students' houses will be confirmed in July, please do not order the PE tops before you know the house colour.

Details about second hand uniform can be found on our website [Uniform \(chsg.org.uk\)](http://Uniform(chsg.org.uk))



**Find Us**

Visit us in person at our Worcester Park shop  
192 - 202 Cheam Common Road,  
Worcester Park, KT4 8QJ

**Online**

Or you can shop online at  
[www.schoolwearinc.co.uk](http://www.schoolwearinc.co.uk)  
and say hi via email  
[sales@schoolwaerinc.co.uk](mailto:sales@schoolwaerinc.co.uk)






### HOW TO ORDER SCHOOL UNIFORM

Welcome to Schoolwear Inc!

Below is a guide on how to order your child's school uniform.  
If you have any queries, please don't hesitate to get in touch.

**STEP 1. FIND YOUR SCHOOL ON OUR WEBSITE - [www.schoolwearinc.co.uk](http://www.schoolwearinc.co.uk)**

**STEP 2. PLACE YOUR ORDER:**

-  Add products to your basket (a size guide is available on the website)
-  Select a delivery method (see step 3 below)
-  Make payment (orders being collected from our Shop can be paid for on collection; all other orders can be paid for online)

The price list includes compulsory and non-compulsory items available from Schoolwear Inc.

Description	Colour	Size	Schoolwear Inc Price	Previous Supplier Price
Girls Blazer with logo	Navy	28, 30, 32 34, 36, 38 40, 42, 44, 46	£33.99 - £40.99	£40.00 - £45.00
Check Revere Blouse	Blue Check	28, 30, 32 34, 36, 38 40, 42, 44	£29.99 - £33.99	£35.00 - £40.00
Knitted V-neck Jumper (50/50 Blend) with logo	Navy with twin sky trim	28, 30, 32 34, 36, 38 40, 42, 44	£24.99 - £30.99	£25.00 - £32.00
Box Pleat Skirt	Navy	9-10, 11-12 13-14, 15-16 17-18	£7.99 - £10.99	£15.00 - £25.00
Rucksack with logo	Black	Junior	£24.99	£28.00

Sports Hoodie with logo	Navy/Cyclone	XXS, XS S, M L, XL	£27.99 - £28.99	£30.00
Sports Polo with logo	Navy/Cyclone Navy/Scarlet Navy/Emerald Navy/Yellow	XXS, XS S, M L, XL	£21.99 - £23.99	£22.00 - £24.00
Sports Shorts	Navy	XXS, XS S, M L, XL	£13.99 - £14.99	£18.00 - £20.00
Sports Trackpant with logo	Navy/Cyclone	XXS, XS S, M L, XL	£21.99 - £23.99	£25.00
Sports Socks	Navy	S, M, L	£5.99	£7.50



# Important Information

## 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 our 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 3:30pm.

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 child must ensure they do 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

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.

Student support encompasses both learning support and pastoral support. Student support is a team of staff dedicated to ensuring that all students have support throughout their time at CHSG if it is required. 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 they are able to achieve their potential. We provide an environment in which students feel safe, supported, and valued. The Heads of Year and their team 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 wellbeing and social issues in a constructive manner.

As well as the Tutors and the Head of Year there is a full time Pastoral Support Officer (PSO) attached to each year group. The aim is to ensure that each student has a fulfilling and enjoyable educational experience at Carshalton Girls. The PSOs are trained to support individual or groups of students when students and parents have concerns. This can be a wide variety of concerns and they are there to work with students and parents to resolve issues to ensure that students enjoy their learning and make good progress.

We have a dedicated full-time Attendance Officer who is focused on ensuring student attendance is a key priority. Good attendance is a key driver in your child's success at Carshalton Girls.

## Learning Support - SEND

The Learning Support Department seeks to ensure all students with Special Educational Needs and 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 the Educational Psychologist and/or 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.

**Literacy and Numeracy Groups:** Some students may require help to improve their literacy and numeracy skills. A number of girls in Years 7 and 8 will be invited to this intervention throughout the academic year.



The students that are chosen for this will be flagged by information from primary schools and subject teachers' assessments.

**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 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 which 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. Our vision for behaviour is 'disruption free classrooms' this means teachers have the right to teach in disruption free classrooms and students have the right to learn in disruption free classrooms.

Behaviour is everyone's responsibility. To ensure your child makes good progress we must have a calm and purposeful learning environment and they must all behave appropriately to ensure this happens. We have simple behaviour systems to make sure staff have the time to plan and deliver effective lessons, which means students make good progress. We will be teaching your child about behaviour as part of our Pastoral Development Programme (PDP) because we feel it is important that they know what good behaviour looks like and how it contributes to their learning. Behaviour is their responsibility; they must work just as hard on their behaviour as they do on their schoolwork. Having good learning attitudes will equip them for the future and help them build positive relationships.



# Travelling to School

Starting secondary school is often the first time that children travel alone. We recommend that you talk to your child about their 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 always expects good behaviour from its students, and this is the case on public transport as well.

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 child 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.**





# Literacy

## The Wider Reading Programme

For one English lesson a fortnight, students will be learning how to become independent, critical readers. Students may select from a range of titles in classroom book boxes or from our wonderfully curated Wider Reading catalogues available online. These catalogues have titles that will not only enrich your child's study of the English curriculum but also their study of all subjects across the curriculum. For example, if your child has enjoyed reading *Wonder* for the Identity novel and loves their History lessons, they can choose *White Bird* by the same author from the catalogue which picks up a minor character from *Wonder*, telling the tale of his grandmother, a young Jewish girl in occupied France during WW2. Students can borrow these books to take home. The expectation is to read from them for 20 minutes each day. During Wider Reading lessons, students can exchange books, read to their teacher, and complete reading projects independently.

## Reading Progress

We want students to become fluent, confident, and expressive readers, whatever their starting point. To that end, students are set fortnightly homework, using a Microsoft Teams programme called 'Reading Progress'. Students are assigned a short passage to read aloud and record using devices they have at home. They have unlimited time and attempts to produce their best effort. The programme sends their teacher progress data on pronunciation, self-correction, omission, and general accuracy. It has been pleasing to see student progress develop exponentially and their keenness to read in class grow.

# Tutor Reads

Through our 'Tutor Reads' programme all students will have regular access to a teacher reading aloud, modelling fluency, explaining vocabulary, and sharing in a passion for reading. This will be a shared social experience that will build a sense of community and belonging as well as increase the students' exposure to countless words and phrases not found in everyday dialogue.

The chosen books will enable the coverage of a wealth of themes and concepts valuable for personal development as well as leading to an ongoing improvement of independent reading skills.

Reading allows students to peer into a world removed from their own and opens countless possibilities for students. When students say they do not like reading, this is understandable as this is effortful and we, as humans, tend to shy away from activities that require effort. However, everyone loves a story and through the Tutor Reads we require students to listen and enjoy a good story, which will have a powerful effect on their overall performance at school and in life.

The books on offer for Year 7 are an interesting and enjoyable collection of fiction, poetry, and non-fiction.



# Rewards

Praise, encouragement, and rewards are central to the ethos of our school. We believe that we get the best out of our students through recognising what they do well and working hard. We give rewards for effort and participation to motivate and inspire. There is the opportunity in every lesson for students to be rewarded.

## Golden Tickets

Teacher's award ONE Golden Ticket each lesson. This can be for excellent work, effort, attitude to learning or improvement in class. The Golden tickets are rewarded at the end of the lesson and the reward celebrated. These are the equivalent to three House Achievement Points for their House.



## House Achievement Points

Each term, we give out certificates and badges for students who have received their Bronze, Silver, and Gold Star awards in recognition for the number of House Achievement Points they have gained. Stars are awarded to students at the end of each term.

## Every day star

Each term teachers identify students who deserve special recognition. This may be due to commitment to schoolwork or because students have impressed staff in some other way. These students are a positive example to those around them and they all receive individual recognition letters.



## School Values

At CHSG there are five school values. We believe that these values contribute to 'Cultural Capital' that will equip our students to become future citizens of the community. They will enable the students to champion change in society and be guided by a strong sense of discipline and moral purpose.





**Be our best**

- To put all the effort possible into achieving your goals.
- To display exemplary behaviour.
- To be sincere and honourable.



**Be involved**

- To participate in lessons, school life and our community.
- To be motivated.
- To embrace opportunities.



**Be together**

- To support each other every day.
- To unite as a team.
- To work cooperatively.



**Be ambitious**

- To be prepared for what is ahead.
- To set high expectations for ourselves.
- To be determined, enthusiastic and resourceful.



**Be aware**

- To keep safe.
- To be knowledgeable about ourselves and the world around us.
- To be mindful of and considerate to others.

Similarly, to Golden Tickets students are rewarded with House Achievement Points reflecting when they particularly display any of the School Values.

As with other achievements these are totalled up at the end of term and certificates are given to students who have excelled.



# Excellent Readers

## Recommended Reading List

The following is a list of books that we recommend you read during Year 7. They have been chosen as both students and staff have found them enjoyable, making a start over the summer holidays would be beneficial.

### Classics of children's literature:

*Frances Hodgson-Burnett*

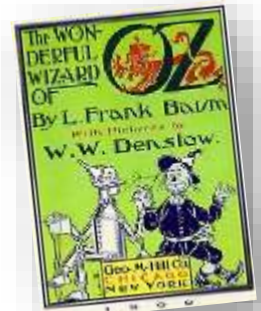
*Rudyard Kipling*

*Frank Baum*

**The Secret Garden and The Little Princess**

**The Jungle Books (1 and 2)**

**The Wonderful Wizard of Oz**



*Charles Kingsley*

*Lewis Carroll*

*Oscar Wilde*

*Kenneth Grahame*

*E Nesbit*

**The Waterbabies**

**Alice in Wonderland & Through the Looking Glass**

**The Happy Prince and other stories**

**The Wind in the Willows**

**The Railway Children and Five Children and It**



*James Barrie*

*Michelle Magorian*

*CS Lewis*

**Peter Pan**

**Pan in Scarlet**

**The Lion, The Witch and The Wardrobe  
and the Narnia series**



*Louisa M Alcott*

*Susan Coolidge*

*Anna Sewell*

*Mary Norton*

*L M Montgomery*

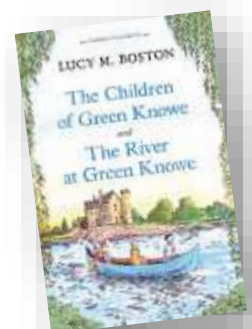
**Little Women**

**What Katy Did**

**Black Beauty**

**The Borrowers**

**Anne of Green Gables**



*L M Boston*

**Children of Green Knowe**



## Books we have enjoyed recently:

*Eoin Colfer*

*Ursula Le Guin*

*Rick Riordan*

**Artemis Fowl**

**Wizard of Earthsea**

**Percy Jackson and the Lightning Thief**



*Kevin Crossley-Holland*

*Jenny Nimmo*

*Lemony Snicket*

*Sarah Crossan*

*Philip Reeve*

*Michael Morpurgo*

*Essa Curtis*

*Darren Shan*

*Louis Sachar*

**Arthur and the Seeing Stone**

**A Midnight for Charlie Bone**

**A Series of Unfortunate Events**

**One**

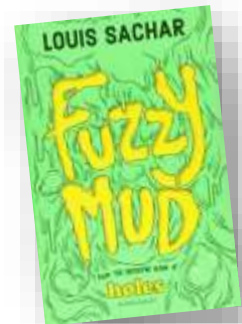
**Mortal Engines**

**Private Peaceful**

**The Earth is Singing**

**The Vampire's Assistant**

**Fuzzy Mud**



*Marcus Sedgwick*

*Patrick Ness*

*Malorie Blackman*

*Morris Gleitzman*

**My Sword Hand is Singing**

**The Ask and the Answer**

**Noughts and Crosses**

**Once (followed by Then and Now)**



*Frank Cottrell Boyce*

*Eva Ibbotson*

*Julia Bertagna*

*Tanya Landman*

*Kevin Brooks*

**Millions**

**Journey to the River Sea**

**Exodus**

**Apache**

**The Bunker Diary\***



*Laurie Halse Anderson*

*Berlie Doherty*

*Anne Fine*

*Andy Mulligan*

*Gillian Cross*

*Marcus Zusak*

**Chains**

**Dear Nobody**

**Flour Babies**

**Trash**

**Wolf**

**The Book Thief**



*\*The Bunker Diary by Kevin Brooks does deal with some themes parents may wish their child not to read at this age. We would encourage parents to investigate this for themselves before their child decides to read the book.*



# 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 several important benefits that include:

- A faster more efficient service that reduces queuing time.
- Parents can pay online for their child'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 £2.50 meal and £1 breakfast) which will enable them to purchase the hot meal deal of a main course with dessert. This remains completely confidential to the student. 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. Email [carshalton@aspens-services.com](mailto:carshalton@aspens-services.com)

## Registering for Cashless Catering

Biometric registration of your child will take place on the Induction Day or the 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 child has a packed lunch, they will still be able to purchase items from the canteen should they need to do so (e.g., if they have forgotten their 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 child 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](http://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](http://www.parentpay.com). If you are unable to pay online, please contact Finance [finance@girlslearningtrust.org](mailto:finance@girlslearningtrust.org) so that a unique Payment Barcode can be issued for you to pay cash at a local PayPoint ([www.paypoint.com](http://www.paypoint.com)). Please note that the school will not be held accountable for any misuse of your child's account because of this.

## Payments

All payments to the school must be made via the online payment system ParentPay, this will include the biometric fingerprint system for cashless catering and payment for trips.

A letter with the ParentPay activation code will be sent out in the summer holidays to enable the parent to register and create an online account by accessing web page [www.parentpay.com](http://www.parentpay.com). Once the account is set up you will be able to manage your meal account online.



# 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 £2.50, 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 for the school known as Pupil Premium. From April 2022 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 child 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 child.

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.

Further information regarding free school meals is available on the school website: <https://www.chsg.org.uk/freeschoolmeals>

## Eligibility Criteria

You may be eligible to receive Free School Meals and funding for your child's school through the Pupil Premium, if you receive of one of the following benefits:

- 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 are 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)

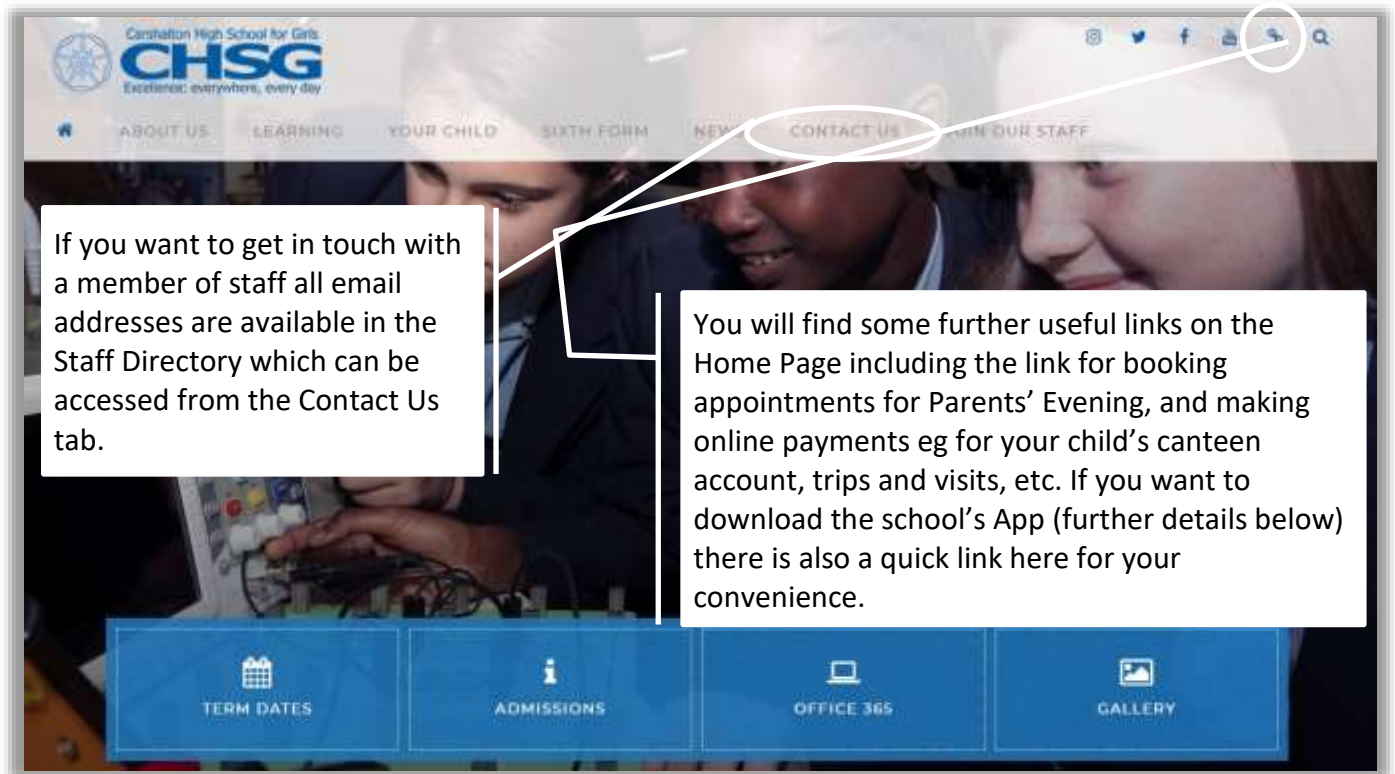
If you require it, detailed step by step guidance can be found on the school website at [www.chsg.org.uk](http://www.chsg.org.uk).





# Keeping In Touch

The school website [www.chsg.org.uk](http://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 are posted on the Home Page for easy access.

## School Gateway App & SchoolComms 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 any of these messages. If your email address does change, please contact the school office, [office@chsg.org.uk](mailto:office@chsg.org.uk) so it can be updated on our records.

The School Gateway App will allow you to report your child's absence, see their latest report and progress, view their timetable, book school clubs, as well as rewards, any behaviour issues, and detentions.

## Social Media

Stay in touch with our teaching and learning with posts on our social media sites. 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

Dear Parent(s)/Carer(s)

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 child 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-3:45pm one afternoon, keyboard club, ukulele club, music technology club, composition club, year group choirs along with a many more extra-curricular activities each week.

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 computer suites, practice rooms and instruments. In conjunction with the Drama Department, the Music Department also hosts a special whole school musical, which we will be starting work on in September (pending confirmation). Your child 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 child wishes to learn another instrument, I will source a teacher for them. 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 child starts lessons. However, I would ask you to contact the Surrey Sound of Music if your child is absent on the day of their lesson. Please also encourage them 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 £15 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](mailto:info@thesurreysoundofmusic.co.uk).

## Stopping Lessons

Should your child decide that they do not want to continue lessons **half a term's notice** must be given in **writing** or you will be charged.

If you would like your child to take advantage of this scheme and to develop their music skills, please contact Miss Ogden on [sogden@carshaltongirls.org.uk](mailto:sogden@carshaltongirls.org.uk) for more details. We will then be able to pass you onto the Surrey Sound of Music team.

Yours faithfully

**Miss Ogden**  
**Head of 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 oversees 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 GLT Data Protection and Freedom of Information Policy, the GLT Photograph and Media Policy and the GLT Records Retention Policy. All 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](mailto:dataprotection@girlslearningtrust.org)

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

## Why do 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](http://www.gov.uk/government/collections/learning-records-service).

### How is student information 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 they reach the age 16. For more information about services for young people, please go to the local authority website [www.sutton.gov.uk](http://www.sutton.gov.uk).
- Post-16 education and training providers 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 is this collection 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 is confidentiality 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 are complaints/objections 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

Attendance Line: 020 8647 8294 - Option 1

### 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 child makes the most of this opportunity by attending regularly.

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 child returns to school. If you wish to discuss your child's attendance at any time please contact Mrs Mellish, the Attendance Officer. There is further information about the importance of your child 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 write a note for your child or email the school office [office@chsg.org.uk](mailto:office@chsg.org.uk)

### 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 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.



### 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 must leave school for any reason during the school day, they must have a note from you. This should be shown to and signed by their tutor during registration and then taken to the Student Support Centre where they will be asked to sign out. If they return to school, they must sign back in. Students will not be allowed home because of illness unless you can be contacted and are able to collect your child.

### 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 child's absence by telephoning Mrs Mellish, School Attendance Officer, on the school telephone number, 020 8647 8294 and selecting Option 1, before 10.00am. You can also inform us of an absence using School Gateway. On your child'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.

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 child 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, repairs, etc
- Meeting relatives from/taking relatives to the airport



# School Calendar \*

AUTUMN TERM 2023	
Monday 4 <sup>th</sup> September	First Day of Term
Monday 23 <sup>rd</sup> October Friday 3 <sup>rd</sup> November	HALF TERM
Friday 21 <sup>st</sup> December	Last Day of Term
SPRING TERM 2024	
Tuesday 8 <sup>th</sup> January	First Day of Term
Monday 12 <sup>th</sup> February Friday 16 <sup>th</sup> February	HALF TERM
Friday 28 <sup>th</sup> March	Last Day of Term
SUMMER TERM 2024	
Monday 15 <sup>th</sup> April	First Day of Term
Monday 27 <sup>th</sup> May Friday 31 <sup>st</sup> May	HALF TERM
Friday 19 <sup>th</sup> July	Last Day of Term

INSET days to be confirmed.

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](http://www.chsg.org.uk)

Any emergency notices or unexpected school closures will be posted on the website



# Could You Help the School with Work Related Learning?

Carshalton High School for Girls has a comprehensive career and work-related learning programme.

We recently achieved reaccreditation of the Award of Investor in Careers.

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





## 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

☐ Yes ☐ No

☐ Yes ☐ No

Being part of mock  
interviews

☐ Yes ☐ No

☐ Yes ☐ No

Describing your job  
to a student

☐ Yes ☐ No

☐ Yes ☐ No

Careers Fair or visits  
by a small group

☐ Yes ☐ No

☐ Yes ☐ No

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.



**Carshalton High School for Girls**

Excellence: everywhere, every day.

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