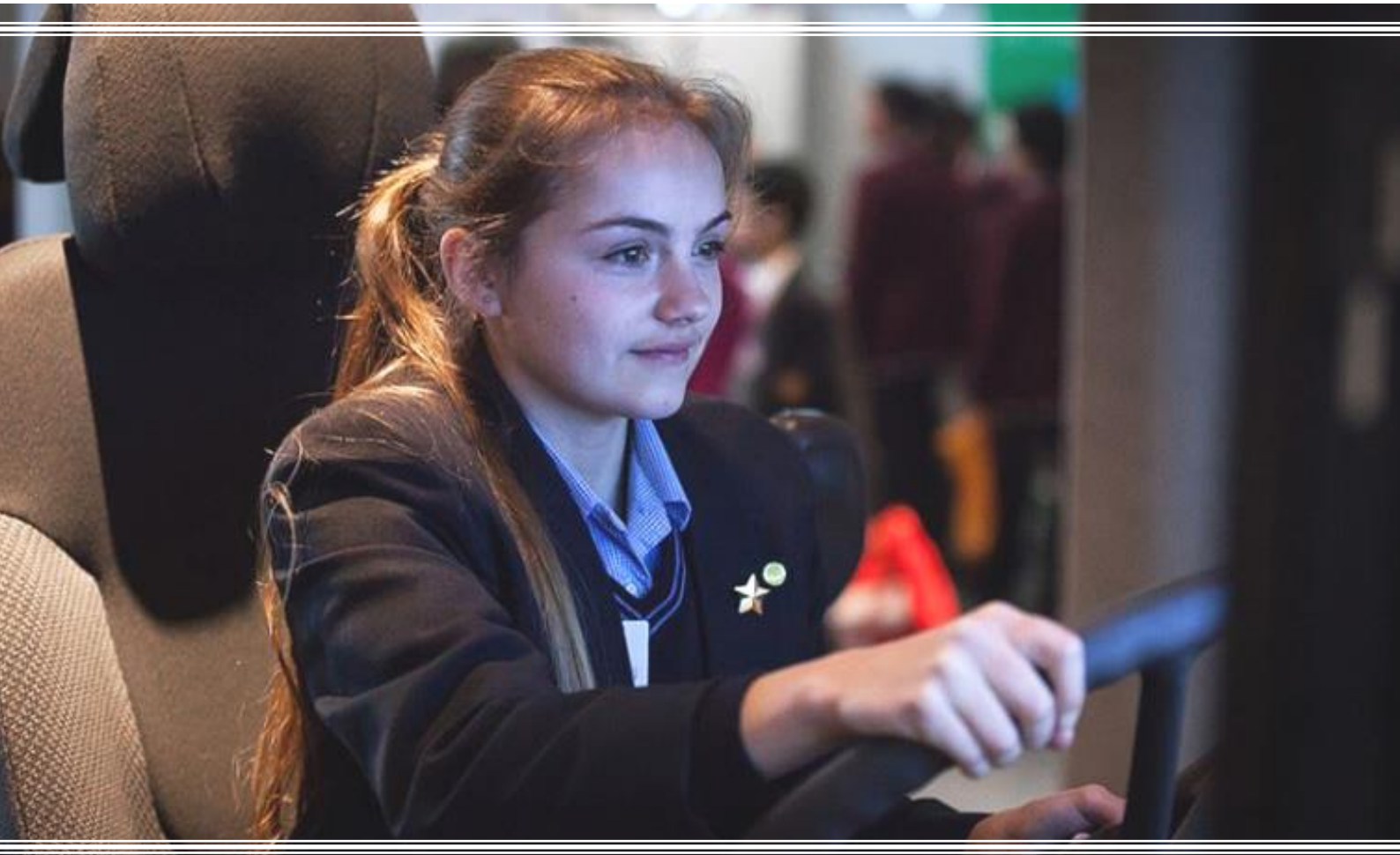


Carshalton High School for Girls

**CHSG**

Community | Harmony | Success | Growth

# **YEAR 7 PARENT PLANNER**



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# Welcome

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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](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.

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## Key Year 7 Staff

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Mr Devenney  
Headteacher



Miss Stanley  
Year Leader 7



Mrs Gill  
Assistant Year  
Leader 7



Mr James  
Assistant  
Headteacher  
Support for Year 7



Mrs Newman  
Pastoral Support

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## Working in Partnership

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### 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.

### 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. Each week the tutor will check your daughter's School Planner. **You are also asked to check this and sign it weekly.** This is a useful way of communicating with the Form Tutor over small, everyday issues. They will know your daughter well and will be sympathetic to any worries your daughter may have.

### 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.

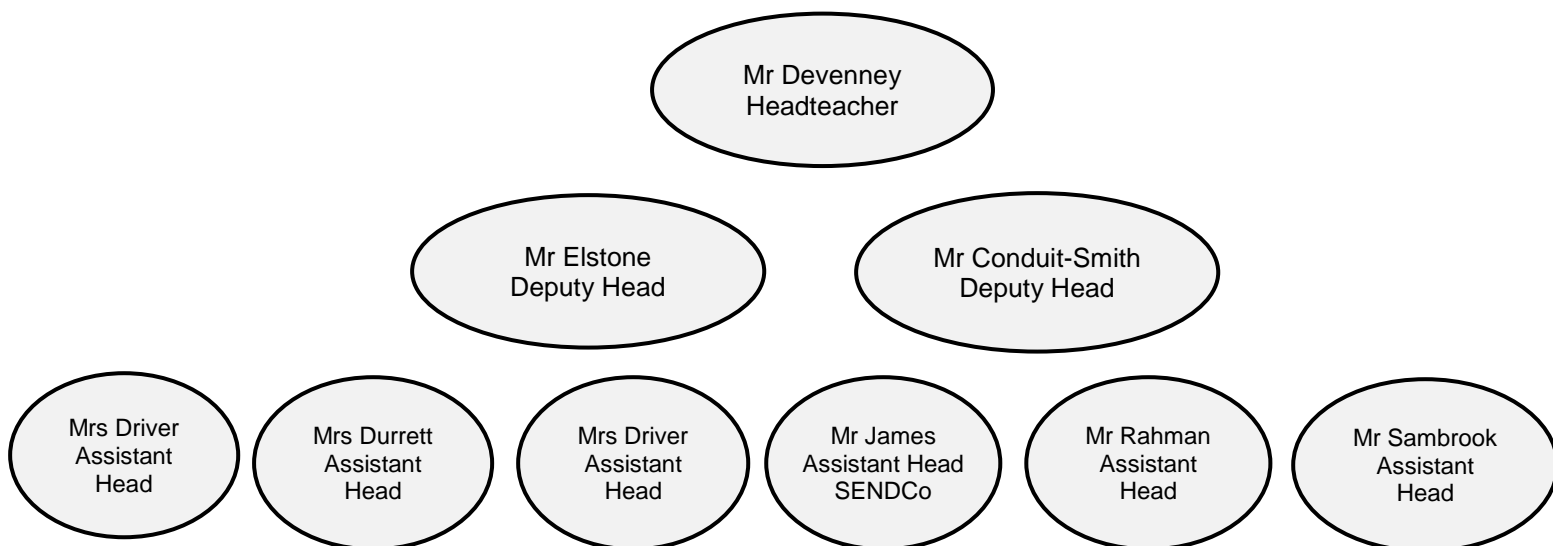
### Parents' Evening

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

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# Senior Leadership Team

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Mr Devenney will keep you up-to-date with the school events in a regular newsletter. If you 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, Food Preparation & Nutrition\*, Information Technology, Music, Physical Education, Design Technology, Religious Education and Citizenship. A sample of a Year 7 timetable is enclosed for your perusal.

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.

\* *There is a charge of £35/annum for students studying Food to pay for ingredients.*

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## Equipment Needed

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

### Individual Subject Requirements

<b>Literacy</b>	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).
<b>Mathematics</b>	A basic calculator, pen, pencil, ruler (every lesson) Compass and protractor (for some lessons)
<b>Technology</b>	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
<b>PE</b>	Full indoor and outdoor kits (please refer to the school uniform list)

### Homework

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

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# The School Day

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

## Break Times

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

## Lunch

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

## Biometric Registration

The school uses biometric technology in the School Canteen. The system captures a digital image of the thumb or finger to create an account for your daughter and this account can be credited either by 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

Please read the accompanying leaflet on applying for Free School Meals and Pupil Premium entitlement. For further information please visit [www.chsg.org.uk](http://www.chsg.org.uk).

## Water

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

# Sample Timetable

	1Mon	1Tue	1Wed	1Thu	1Fri
1	<b>Desian Techn</b> Ms S L Brice 7TX5/Dt F11	<b>PSHE</b> Miss J Henry 7EC/Ps C10	<b>Geograhv</b> Mr R Barnor 7EH3/Gg A15	<b>Spanish</b> Mr J L Castro 7TX5/Sp B07	<b>ICT</b> Mr S Ahmad 7TX5/It B19 ICT
2	<b>Desian Techn</b> Ms S L Brice 7TX5/Dt F11	<b>Geograhv</b> Miss R Golightly 7EH3/Gg A16 Engl	<b>Science</b> Mr A Gustaw 7SX2/Sc D06	<b>History</b> Miss J L Craft 7EH3/Hi G03	<b>PSHE</b> Miss J Henry 7EC/Ps C10
3	<b>Science</b> Mr A Gustaw 7SX2/Sc D06	<b>Art</b> Miss H S Holmes 7TX5/Ar F06	<b>Enalish</b> Mrs T R Capisani 7EH3/En A08	<b>Maths</b> Miss P J Wheeler 7MX1/Ma B06	<b>Maths</b> Miss P J Wheeler 7MX1/Ma B06
4	<b>Enalish</b> Mrs T R Capisani 7EH3/En A08	<b>Spanish</b> Mr J L Castro 7TX5/Sp B07	<b>Drama</b> Mr R J Wells 7EC/Dr E22 Clou	<b>Science</b> Mrs H M Khan 7SX2/Sc C05	<b>Enalish</b> Mrs T R Capisani 7EH3/En A08
Lun				<b>Teacher</b>	
5	<b>Maths</b> Mrs C Hopwood 7MX1/Ma D09	<b>Music</b> Ms T Monaghan 7EC/Mu G23	<b>History</b> Miss J L Craft 7EH3/Hi G03	<b>Dance</b> Mrs K L Whitcomb 7EC/Da G14	<b>Music</b> Ms T Monaghan 7EC/Mu G23
Aft					

Subject

Classroom

Class Name

	2Mon	2Tue	2Wed	2Thu	2Fri
1	<b>Science</b> Mrs H M Khan 7SX2/Sc C05	<b>Drama</b> Mr D Rogers 7EC/Dr E22 Clou	<b>Enalish</b> Ms R Barnes 7EH3/En A03	<b>Reliaion E</b> Mrs C Elliott 7EC/Re G27	<b>Spanish</b> Mr J L Castro 7TX5/Sp B07
2	<b>Maths</b> Mrs C Hopwood 7MX1/Ma D09	<b>Maths</b> Mrs C Hopwood 7MX1/Ma D09	<b>Enalish</b> Mrs T R Capisani 7EH3/En A08	<b>PE</b> Miss K L C Johnson 7EC/Pe E07 Gyr	<b>History</b> Mrs P Durrett 7EH3/Hi G30
3	<b>Desian Techn</b> Mrs B J Pearce 7TX5/Dt F09	<b>PE</b> Miss R Golightly 7EC/Pe G31 Nett	<b>Science</b> Mr A Gustaw 7SX2/Sc D06	<b>Geograhv</b> Mr R Barnor 7EH3/Gg A15	<b>Art</b> Miss H S Holmes 7TX5/Ar F06
4	<b>Enalish</b> Mrs T R Capisani 7EH3/En A08	<b>Enalish</b> Mrs A Davis 7EH3/En S10	<b>Dance</b> Mrs K L Whitcomb 7EC/Da E10 Hall	<b>Spanish</b> Mr J L Castro 7TX5/Sp B07	<b>Reliaion E</b> Mrs C Elliott 7EC/Re G27
Lun					
5	<b>Spanish</b> Mr J L Castro 7TX5/Sp B07	<b>ICT</b> Mr D E Waterman 7TX5/It B20 ICT	<b>Maths</b> Mrs C Hopwood 7MX1/Ma D09	<b>Maths</b> Miss P J Wheeler 7MX1/Ma B06	<b>Science</b> Mr A Gustaw 7SX2/Sc D06
Aft					

Period

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# School Uniform List

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## School Uniform

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

## For Dance

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

## For PE

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

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

## Jewellery

The only items permitted are as follows:

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

**No forms of facial jewellery or tongue piercings are permitted.**

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

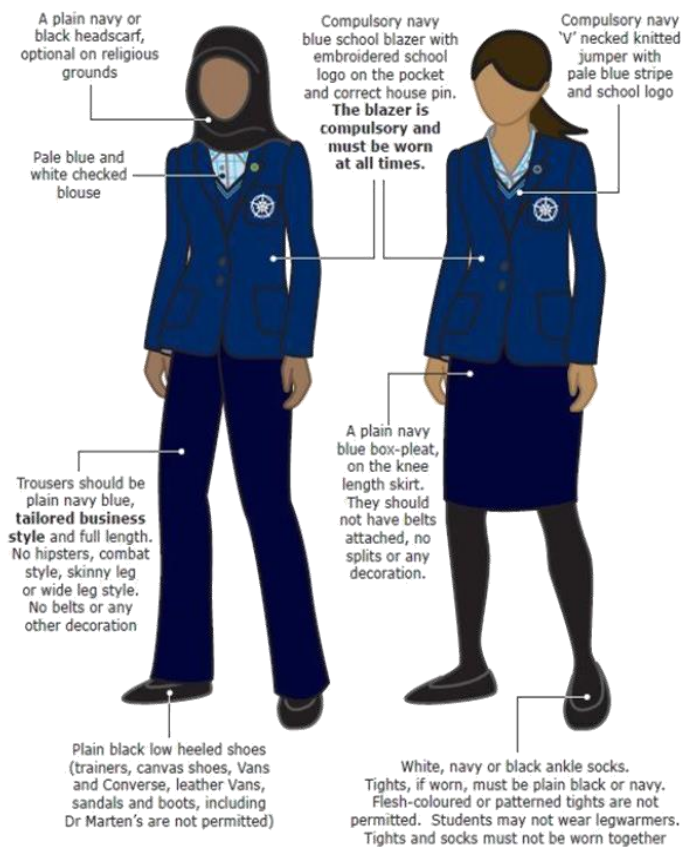
## Make Up and Hairstyles

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



# School Uniform List

## School Uniform



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

## PE: Compulsory items

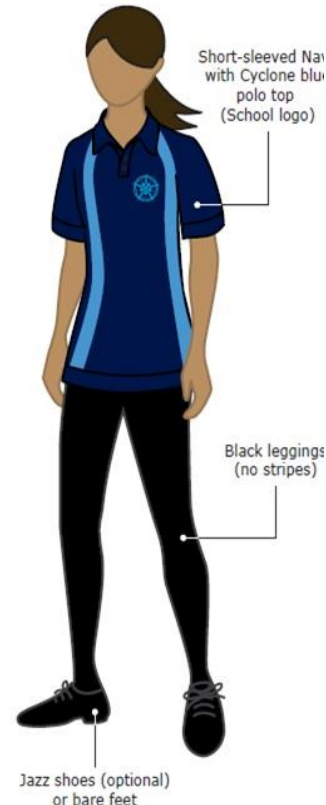


Shin-pads and football boots for football and hockey would be preferable but not compulsory.

### Optional items:

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

## Dance: Compulsory items



## Uniform Policy

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

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

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

### The School Outfitters:

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

**Trutex** - 140 Central Road, Worcester Park, KT4 8HH, tel: 020 8337 6230, [www.casualschoolwear.co.uk](http://www.casualschoolwear.co.uk).

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# Important Information

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## Student Planners

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

## Attendance and Punctuality

It is imperative that students regularly attend school and arrive on time. In the event of absence you should phone our Attendance Line (**020 8647 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 and the Carshalton High School for Girls Attendance policies and procedures, in the leaflet included in the induction pack. 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.

## Safety of Possessions in School

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

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

## Mobile Telephones

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

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

## Banned Items

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

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



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# Provision

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## 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 SuttonLibraries App. This free facility is available to all students who register with the library.

The LRC Catalogue (OLIVER) can be accessed from any school computer, as well as from home. Students can search the resources held in the LRC, 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 7:30am until 4pm every day. Before and after school, the LRC provides a quiet space and resources for independent study, homework and silent reading. LRC staff are available if needed.

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

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## Accelerated Reader

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Each student 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.

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## Extra Curricular Activities

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

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## High Ability Students

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

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# Student Support Department

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

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

## Student Support Wellbeing

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

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

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

## Student Support Learning

The Student Support Team – Learning is led by Mr James. He runs a team of staff who specialise in supporting students within the curriculum. You can contact members of this team via the school web page or via email ([cjames27@suttonmail.org](mailto:cjames27@suttonmail.org)), if you have any questions or concerns.

## What sort of help is available?

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

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

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

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

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

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

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# Behaviour for Learning

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## Home School Agreement

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

## Behaviour for Learning Code

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

## The Edge PLEdge

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

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## 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.

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## Travelling to School

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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.

# 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.

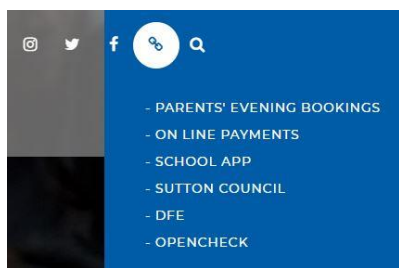
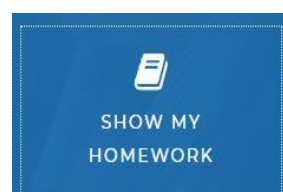
## School Website [www.chsg.org.uk](http://www.chsg.org.uk)

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 is posted on the Home Page for easy access.

Here are a few useful tips on where to find information on the website:



From the Home Page you can access information about your daughter's progress via Go4Schools and information about her homework tasks and deadlines via Show My Homework.



You will find some further useful links on the Home Page including the link for booking appointments for Parents' Evening, making online payments eg for your daughter's canteen account, trips and visits, etc. If you want to download the school's App (further details below) there is also a quick link here for your convenience.

If you want to get in touch with a member of staff all emails addresses are available in the Staff Directory which can be accessed from the Contact Us tab.

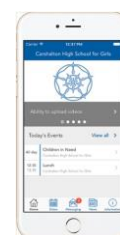


## In Touch Email Messaging

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.

## CHSG School App

Get all the latest CHSG announcements on your mobile devices with the CHSG News App. Notifications include messages about news, events and important or urgent notices.



## 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



Carshalton High



@CarshaltonHigh



CarshaltonGirls

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# Year 7 Recommended Reading List

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The following is a list of books that we recommend students to read during Year 7. They have been chosen as both students and staff have found them enjoyable. There is a mixture of texts on this list that will offer challenge to every student.

## Classics of children's literature:

<i>Frances Hodgson-Burnett</i>	<b>The Secret Garden and The Little Princess</b>
<i>Rudyard Kipling</i>	<b>The Jungle Books (1 and 2)</b>
<i>Frank Baum</i>	<b>The Wonderful Wizard of Oz</b>
<i>Charles Kingsley</i>	<b>The Waterbabies</b>
<i>Lewis Carroll</i>	<b>Alice in Wonderland and Through the Looking Glass</b>
<i>Oscar Wilde</i>	<b>The Happy Prince and other stories</b>
<i>Kenneth Grahame</i>	<b>The Wind in the Willows</b>
<i>E Nesbit</i>	<b>The Railway Children and Five Children and It</b>
<i>James Barrie</i>	<b>Peter Pan</b>
<i>Michelle Magorian</i>	<b>Pan in Scarlet</b>
<i>CS Lewis</i>	<b>The Lion, The Witch and The Wardrobe and the Narnia series</b>
<i>Louisa M Alcott</i>	<b>Little Women</b>
<i>Susan Coolidge</i>	<b>What Katy Did</b>
<i>Anna Sewell</i>	<b>Black Beauty</b>
<i>Mary Norton</i>	<b>The Borrowers</b>
<i>L M Montgomery</i>	<b>Anne of Green Gables</b>
<i>L M Boston</i>	<b>Children of Green Knowe</b>

## Books we have enjoyed recently:

<i>Eoin Colfer</i>	<b>Artemis Fowl</b>
<i>Ursula le Guin</i>	<b>Wizard of Earthsea</b>
<i>Rick Riordan</i>	<b>Percy Jackson and the Lightning Thief</b>
<i>Kevin Crossley-Holland</i>	<b>Arthur and the Seeing Stone</b>
<i>Jenny Nimmo</i>	<b>A Midnight for Charlie Bone</b>
<i>Lemony Snicket</i>	<b>A Series of Unfortunate Events</b>
<i>Sarah Crossan</i>	<b>One</b>
<i>Philip Reeve</i>	<b>Mortal Engines</b>
<i>Michael Morpurgo</i>	<b>Private Peaceful</b>
<i>Essa Curtis</i>	<b>The Earth is Singing</b>
<i>Roald Dahl</i>	<b>Boy</b>
<i>Darren Shan</i>	<b>The Vampire's Assistant</b>
<i>Louis Sachar</i>	<b>Fuzzy Mud</b>
<i>Marcus Sedgwick</i>	<b>My Sword Hand is Singing</b>
<i>Patrick Ness</i>	<b>A Monster Calls and The Ask and the Answer</b>
<i>Malorie Blackman</i>	<b>Noughts and Crosses</b>
<i>Morris Gleitzman</i>	<b>Once (followed by Then and Now)</b>
<i>Frank Cottrell Boyce</i>	<b>Millions</b>
<i>Eva Ibbotson</i>	<b>Journey to the River Sea</b>
<i>Julia Bertagna</i>	<b>Exodus</b>
<i>Tanya Landman</i>	<b>Apache</b>
<i>Kevin Brooks</i>	<b>The Bunker Diaries</b>
<i>Laurie Halse Anderson</i>	<b>Chains</b>
<i>Berlie Doherty</i>	<b>Dear Nobody</b>
<i>Anne Fine</i>	<b>Flour Babies</b>
<i>Andy Mulligan</i>	<b>Trash</b>
<i>Gillian Cross</i>	<b>Wolf</b>
<i>Marcus Zusak</i>	<b>The Book Thief</b>

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# Music Lessons

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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. 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 a week with a vocal coach from the Sutton Music Service. In conjunction with the Drama Department, the Music Department also hosts a special KS3 only musical production every Winter, and a whole school musical every Spring. Your daughter does not need to have had any previous experience to take part, and we encourage her to sign up in September. The CHSG Orchestra practices once a week and we encourage any student that plays an orchestral instrument (all but piano and guitar) to participate in this fun club!

## 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 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 lesson time.

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 Ms Monaghan.

## 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.

## 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 CHSG please contact the Surrey Sound of Music School at 02086690214 or [info@thesurreysoundofmusic.co.uk](mailto:info@thesurreysoundofmusic.co.uk).

## Stopping Lessons

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

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, Music Department**



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# Finance

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## 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/>.



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# Cashless Catering System

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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](http://www.chsg.org.uk) by clicking on the large gold sign on the Home Page to link you to the payments site [www.parentpay.com](http://www.parentpay.com). If you are unable to pay online, please contact the Finance Office so that a unique Payment Barcode can be issued for you to pay cash at a local Paypoint ([www.paypoint.com](http://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 by Harrison Catering Services 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.
- \* **Cash Payments**  
Cash can be credited using either of the two Revaluer Machines located in school. The smallest denomination the machine allows is 10p.

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

# OUR SCHOOL ETHOS

**C**onsiderate of your own and others' learning in school

**O**rganise yourself and your equipment

**M**ake a focused effort

**M**eet all deadlines

**U**se appropriate language

**N**ever give up – be resilient!

**I**nvolve yourself in the full life of the school

**T**olerant of other views and opinions

**Y**ou are responsible for your actions





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# Student Privacy Notice

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**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:

	Chief Executive Officer Girls' Learning Trust
<b>Email (preferred):</b>	dataprotection@girlslearningtrust.org
<b>Post:</b>	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, contract 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 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](http://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 on the school website.**



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

t: 020 8647 8294 - f: 020 8773 8931

office@chsg.org.uk - www.chsg.org

part of the  Girls' Learning Trust

The logo for Girls' Learning Trust consists of four interlocking shapes in blue and green, forming a central square-like pattern.