

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



Mr James  
Assistant Headteacher  
SENDCo



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.

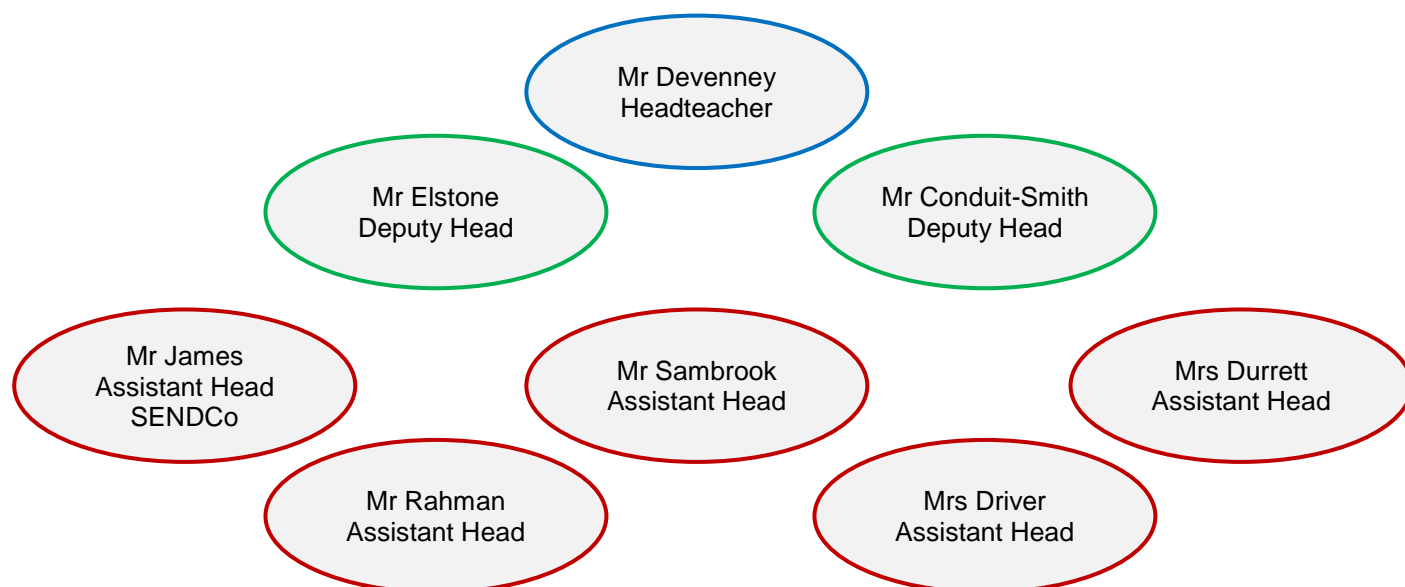
### Parents' Evening

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.

# The School Day

The school runs an **Early Bird Club** from 8.00am onwards in the Learning Resource Centre (LRC) where students can complete homework. Unless attending the Early Bird Club, or any other club activity before school or having breakfast in the School Canteen, there is no access to the majority of the school before 8.15am.

Activity	Start time	Finish time
Registration/Assembly	8:35	8:55
Period 1	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, using the **cashless catering system** from the School Canteen. The School Canteen is open before school and at break and lunch time and offers a wide range of reasonably priced and nutritious food with an emphasis on healthy eating.

## Biometric Registration

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

## Free School Meals

There is information about Free School Meals on page 14 and for further information, please visit <https://www.chsg.org.uk> and look for Your Child / School Meals / Free School Meals.

## Water

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



# Sample Timetable

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

Class Name

Classroom

	2Mon	2Tue	2Wed	2Thu	2Fri
0				Classroom	
1	<b>Design Technology</b> Ms S L Brice 7TY3/Dt F10	<b>Maths</b> Mr V Kumar 7MY1/Ma J44	<b>Science</b> Ms S Bahk 7SY4/Sc C05	<b>Religion</b> Mr T J Treagust 7RD2/Re D08	<b>Geography</b> Mr D Turner-Browne 7RKA/Gg B01
2	<b>Design Technology</b> Ms S L Brice 7TY3/Dt F10	<b>Science</b> Ms S Bahk 7SY4/Sc C05	<b>PE</b> Miss J A Marshall 7RD2/Pe Sports Hall	<b>English</b> Ms S Ali 7RKA/En A10	<b>Maths</b> Mr V Kumar 7MY1/Ma J44
3	<b>English</b> Ms S Ali 7RKA/En A10	<b>English</b> Ms S Ali 7RKA/En A10	<b>Geography</b> Mr D Turner-Browne 7RKA/Gg B01	<b>English</b> Ms S Ali 7RKA/En A10	<b>Religion</b> Mr T J Treagust 7RD2/Re D08
4	<b>Maths</b> Mr V Kumar 7MY1/Ma J44	<b>Computer Science</b> Mr R Demianiuk 7TY3/lc B19 ICT	<b>History</b> Miss J Lowe 7RKA/Hi G09	<b>Science</b> Ms S Bahk 7SY4/Sc C05	<b>Maths</b> Mr Z Rahman 7MY1/Ma J46
5	<b>Music</b> Mr R Demianiuk 7RD2/Mu J34	<b>Art</b> Mrs N Patel-Wyeth 7TY3/Ar F02	<b>History</b> Mrs B M Gill 7RKA/Hi G08	<b>French</b> Mrs N Devaney 7RKA/Fr B08	<b>English</b> Ms S Ali 7RKA/En A10
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# School Uniform List 2019 - 2020

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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**.

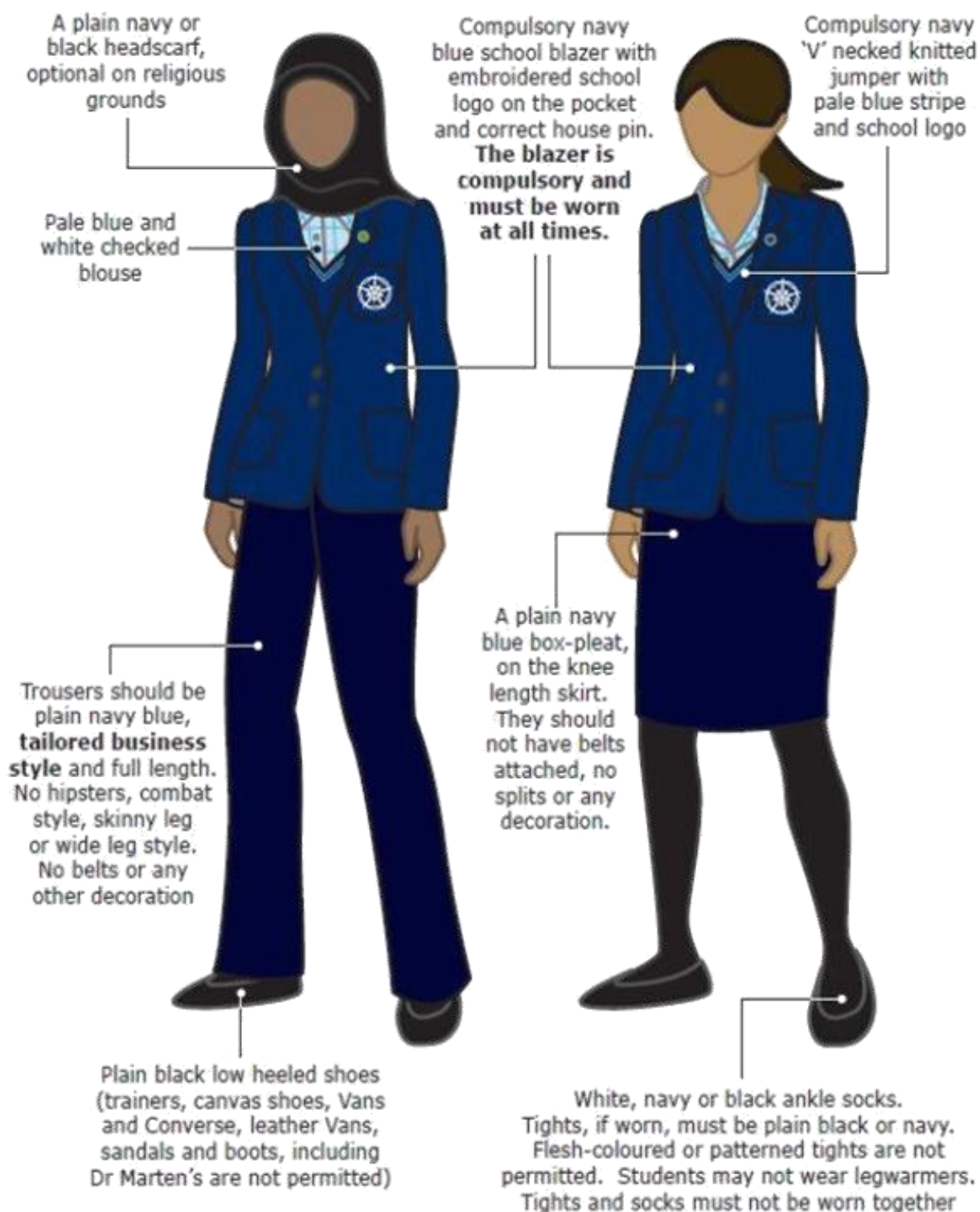
**No forms of facial jewellery or tongue piercings are permitted.**

**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 2018 - 2019



Sensible outdoor coat in plain black or navy, no hooded tops are acceptable. Denim, Leather or Fur jackets (real or simulated) must not be worn.

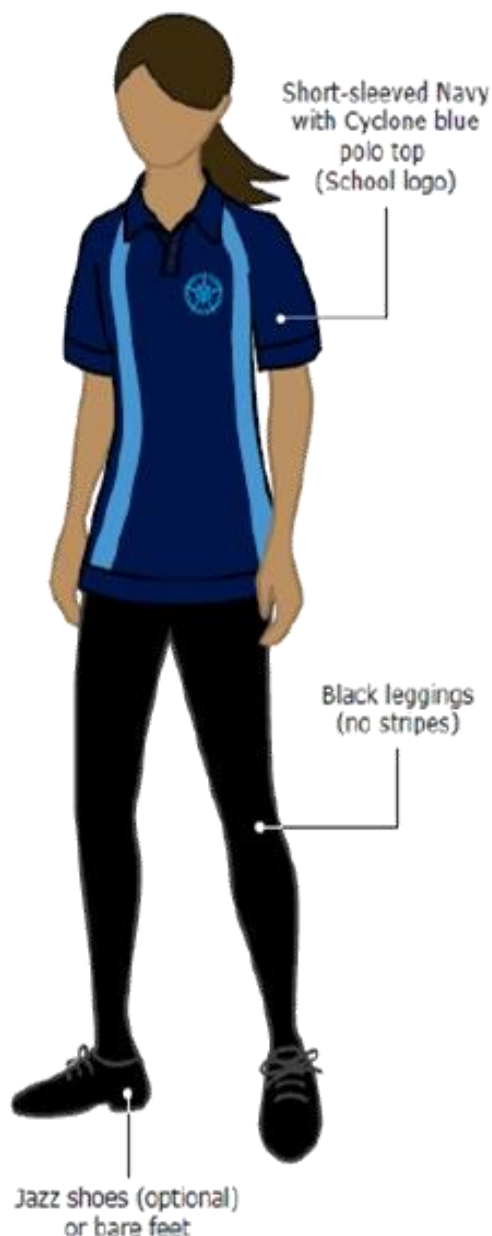
In the winter a plain black or school scarf may be worn to and from school.



## PE: Compulsory items



## Dance: Compulsory items



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

### Optional Items:

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

For cold weather there is an optional PE Hoodie with the school logo.

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

## Illness in School

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

## 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 key 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 six months. 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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# 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 Welfare Assistant in the main office can also answer general student queries.

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

## Student Support Learning - SEND

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

## 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.

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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.

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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 minibuses and school prizes.

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

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

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# Free School Meals

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CHSG is partnered with the London Grid for Learning (LGfL) to allow parents/carers to quickly and easily check eligibility for Free School Meals (FSM).

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

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

## How do I Apply?

1. It is really important that you have a mobile phone and that the phone number is recorded in the school's SIMs database as the LGfL uses this to verify and authenticate your application and will text a pin number and a password to your mobile.
2. You will need to have your National Insurance Number to hand.
3. Visit the LGfL website at [www.fsm.lgfl.net](http://www.fsm.lgfl.net).
4. Follow the instructions on the screen.

After entering essential details into the website, the online application process links to the Department for Education system for checking eligibility, gives an immediate 'yes' or 'no' response and will notify the school.

If your application is successful and your daughter is registered for a FSM you will have a legal responsibility to inform us should your circumstances change and your daughter is no longer entitled to receive a FSM. Please note in this event you will become liable for all meals provided from the date your eligibility ceases.

**The school is not able to automatically transfer your daughter's FSM entitlement from her primary school.**

**You will therefore still need to apply via the LGfL link to ensure she can continue to receive her entitlement when she joins us in September.**

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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 Sutton Libraries App Solus. This facility is free and available to all students who register with the library whether they live within Sutton or not.

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

The LRC is involved with activities throughout the year such as World Book Day, National Storytelling Week, author visits, competitions, etc.

The room is staffed from 8:00am until 3:45pm every day. Before and after school, the LRC provides a quiet space and resources for independent study, homework and silent reading. LRC staff are available if needed.

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

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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 for Autumn 2018 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.

# Extracurricular Activities

Below are the details of the extracurricular program that took place in the **Autumn Term 2018**. This will give you an example of the sort of activities you will have the opportunity to be involved in.

<b>MONDAY</b>				
<b>ACTIVITY</b>	<b>TEACHER</b>	<b>TIME</b>	<b>PLACE</b>	<b>OPEN TO</b>
Homework Club	Miss Jackson	8.00am-8.25am	LRC	All year groups
Netball Team Only W2	Miss Golightly	Lunchtime		Y9 & 10
Homework Club	Mrs Young & LSA's	2.45pm-4.00pm	LRC	All year groups
Elite Seniors	Miss Johnson	2.50pm-4.00pm	Studio	Invited Students
Citizenship KS4 C1 W1	Ms Hocking	3.00pm-3.30pm	B02	KS4
Citizenship KS4 Bo2 W2	Mr Stockwell	3.00pm-3.30pm	LRC	KS4
Citizenship Debate Club	Miss Henry	3.00pm-3.30pm	A03	All year groups
Football	Miss Bromfield	2.45pm-4.00pm	MUGA	All year groups
Netball	Miss Golightly	2.45pm-4.00pm	Sports Hall	Y7 & 8

<b>TUESDAY</b>				
Homework Club	Miss Jackson	8.00am-8.25am	LRC	All year groups
Keyboard	Mr Demianiuk	12.15pm-12.45pm	J44	Y7 & 8
Netball Team Only W2	Miss Golightly	Lunchtime		Y7 & 8
Orchestra	Ms Hayden	2.45pm	J33	All year groups
Homework Club	Mrs Young & LSA's	2.45pm-4.00pm	LRC	All year groups
Elite Juniors	Miss Johnson	2.50pm-4.00pm	Studio	Invited Students
Citizenship KS4 C2 W2	Miss Lagess	3.00pm-3.30pm	B04	KS4
Trampoline Squad	Miss Marshall	2.45pm-4.00pm		
Gymnastics	Miss Golightly	2.45pm-4.00pm	Hall	All year groups
HIIT Club	Miss Bevan	2.45pm-4.00pm	Sports Hall	All year groups

<b>WEDNESDAY</b>				
Homework Club	Miss Jackson	8.00am-8.25am	LRC	All year groups
Global Citizens	Ms Hocking	12.15pm-12.45pm		D07
Step into Dance	RAD	2.50pm-4.00pm		Dance Studio
Citizenship Booster 1	Miss Henry	3.00pm-3.30pm	A03	KS4 Week 1 Only
Trampolining Club	Mr Conduit-Smith	2.45pm-4.00pm		Y9/Y10 & Y11
Handball	Miss Golightly	2.45pm-4.00pm	Sports Hall	All year groups
Homework Club	Mrs Young & LSA's	2.45pm-3.45pm	LRC	All year groups
Count on Us Maths Ch	Miss Sabulal	2.45pm-3.30pm	J45	Y7/8 & 9

<b>THURSDAY</b>				
Homework Club	Miss Jackson	8.00am-8.25am	LRC	All year groups
Netball	Miss Golightly	2.45pm-4.00pm	Sports Hall	Y9 & 10
Trampolining Club	Miss Marshall	2.45pm-4.00pm		Y7 & 8
Ultimate Dance Co	Sixth Form	2.45pm-4.00pm	Dance Studio	Y7-9
GCSE RS Help	Mr Treagust	2.50pm-3.20pm	D08	Week 2 only
Science Club	Miss Bahk	2.45pm-3.30pm		All year groups
Homework Club	Mrs Young & LSA's	2.45pm-3.45pm	LRC	All year groups

<b>FRIDAY</b>				
Homework Club	Miss Jackson	8.00am-8.25am	LRC	All year groups
Homework Club	Mrs Young & LSA's	2.45pm-4.00pm	LRC	All year groups
Choir	Ms Boxhall	2.45pm	Hall	All year groups

Various different specialist rooms (Art, Music, ICT ....) will also be available after school to work on homework, projects etc.

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# 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. Maybe you have read some of them already.

## Classics of children's literature:

*Frances Hodgson-Burnett*

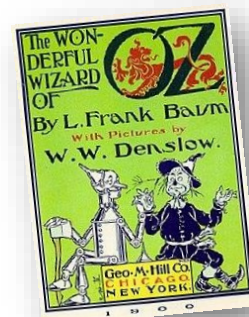
*Rudyard Kipling*

*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*

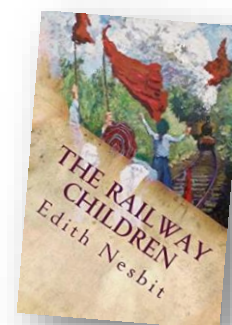
**The Waterbabies**

**Alice in Wonderland and 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**

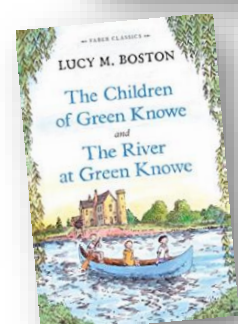
**The Borrowers**

**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**

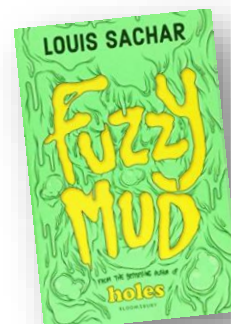
**Mortal Engines**

**Private Peaceful**

**The Earth is Singing**

**The Vampire's Assistant**

**Fuzzy Mud**



*Marcus Sedgwick*

*Patrick Ness*

*Malorie Blackman*

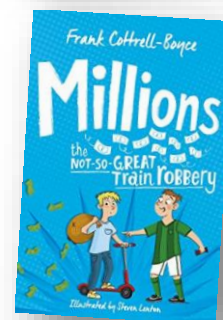
*Morris Gleitzman*

**My Sword Hand is Singing**

**A Monster Calls and 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 Diaries**



*Laurie Halse Anderson*

*Berlie Doherty*

*Anne Fine*

*Andy Mulligan*

*Gillian Cross*

*Marcus Zusak*

**Chains**

**Dear Nobody**

**Flour Babies**

**Trash**

**Wolf**

**The Book Thief**



# 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.

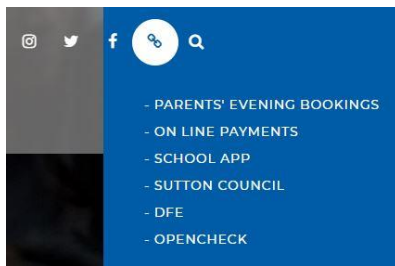
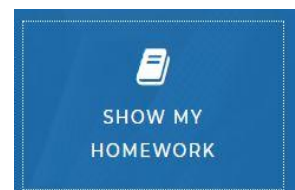
## School Website [www.chsg.org.uk](http://www.chsg.org.uk)

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:

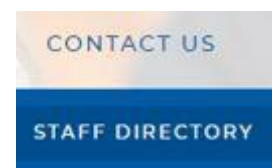


From the Home Page you can access information about your daughter's progress via Go4Schools and information about her homework tasks and deadlines via Show My Homework.



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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# Music Lessons

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Dear Parent(s)/Guardian(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 pupils can gain their own identity. Therefore, we would encourage your daughter to become actively involved in the music department and to make the most of the many opportunities offered. There is a whole school choir who practice weekly from 3pm-4pm one afternoon, along with a full range of extra-curricular activities available each week. The days and times of each activity will be confirmed in September. We also encourage all pupils to take advantage of the equipment in the department including iMacs, practice rooms and instruments. In conjunction with the Drama Department, the Music Department also hosts a special KS3 only musical production, and a whole school musical, which we will be starting work on in September. Your daughter does not need to have had any previous experience to take part, and we encourage everyone to sign up in September.

## Peripatetic Private Lessons

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

## Attendance

Peripatetic teachers are **not** employed by the school so future liaison should be directly between you and them. You will receive further details when your daughter starts her lessons. However, I would ask you to contact the Surrey Sound of Music School if your daughter is absent on the day of her lesson. Please also encourage her to practice regularly at home and to join at least one extracurricular music club.

## 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 020 8669 0214 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.

Yours faithfully

**Miss Ogden**  
**Subject Leader for Music**

# 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:

**Ms Jennifer Smith**  
Chief Executive Officer  
Girls' Learning Trust

**Email (preferred):** dataprotection@girlslearningtrust.org

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

## Why we collect and use student information

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

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

## What student information is collected

The data held includes:

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

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## Absences & Lateness

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# 020 8647 8294

### Being At School

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

### School Times

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

### Taking the Register

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

### Getting To School On Time

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

### Absence From School

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

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

### Penalty Notices

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

daughter reach an unacceptable number of unauthorised absences a penalty notice will be issued. Further information is available from the Education Welfare Service on 020 8770 6605.

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

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

## Holidays

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

## Why Is Good Attendance Important?

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

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

## What Constitutes Good Attendance?

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

Consider the following examples:

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

## What Is An Unauthorised Absence?

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

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

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

Absences which the school is not able to authorise include:

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

# School Calendar\*

## AUTUMN TERM 2019

Monday 2 <sup>nd</sup> September Tuesday 3 <sup>rd</sup> September	INSET Days - <i>Students do not attend</i>
Wednesday 4 <sup>th</sup> September	First Day of Term - <i>8.35am registration for Year 7 students</i>
Friday 20 <sup>th</sup> September	Late Start - <i>Students register at 9:35am. Lessons start at 10:00am</i>
Thursday 26 <sup>th</sup> September	Year 7 Parents Information Evening/Meet the Tutor
Monday 21 <sup>st</sup> October Friday 25 <sup>th</sup> October	HALF TERM
Wednesday 18 <sup>th</sup> December	Last Day of Term

## SPRING TERM 2020

Monday 6 <sup>th</sup> January	First Day of Term
Monday 17 <sup>th</sup> February Friday 21 <sup>st</sup> February	HALF TERM
Monday 24 <sup>th</sup> February	INSET Day - <i>Students do not attend</i>
Friday 3 <sup>rd</sup> April	Last Day of Term

## SUMMER TERM 2020

Tuesday 20 <sup>th</sup> April	First Day of Term
Monday 25 <sup>th</sup> May Friday 29 <sup>th</sup> May	HALF TERM
Thursday 16 <sup>th</sup> July	Last Day of Term

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

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

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

# School Uniform Suppliers

Trutex of Worcester Park  
140 Central Road  
Worcester Park  
Kt4 8hh  
Tel 0208 337 6230  
[worcesterpark@trutex.com](mailto:worcesterpark@trutex.com)  
[www.casualschoolwear.co.uk](http://www.casualschoolwear.co.uk)

Dear Parent

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

You can purchase your uniform in many different ways

Visit us in our shop      Monday – Saturday 9.30 - 5.30  
August bank holiday Monday 11.00 - 3.00  
order online from our website  
free weekly delivery to the school  
click and collect from the store  
mail order to home or work

**Cut off date for purchase to ensure delivery for September**

**Saturday 17<sup>th</sup> August**

**CHECK OUT OUR PACKAGE DEAL**

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

## **CARSHALTON HIGH SCHOOL FOR GIRLS** **UNIFORM LIST**

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

### **DANCE/PE KIT**

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

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

School scarf	£12
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**\* these items available in other outlets**

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



# Could You Help The School With Work Related Learning?

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

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

## Could you contribute?

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

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

THANK YOU ~ Mrs Greenland, Careers & Work Related Learning Manager

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



## STANDING ORDER FORM – SCHOOL FUND

The Manager

(Bank)

(Branch)

(Address)

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

\*Please insert date

PLEASE PAY THE SUM OF (in words)

£

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

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

Bank Statement Ref:

(please use your daughter's name)

and debit my / our account - Name:

A/c No:

Sort Code:

Signature:

Date:

Print Name:

FOR SCHOOL USE

Daughter's Name:

Tutor Group:

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

# GIFT AID DECLARATION FORM – SCHOOL FUND

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

Please complete and return.

Daughter's Name: ..... Tutor Group: .....

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

Name of Charity: <b><u>Girls' Learning Trust t/a Carshalton High School for Girls</u></b>	
<b>Details Of Donor:</b>	
Title:	.....
Forename(s):	.....
Surname:	.....
Home address:	.....
	.....
	.....
	Post Code: .....
I would like <b>Girls' Learning Trust t/a Carshalton High School for Girls</b> to treat all donations I have made for the six years prior to this year and all donations I make from the date of this declaration until I notify you otherwise, as Gift Aid Donations	

Signature: ..... Date: .....

## Notes:

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