

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

Parent Information 2021



#teamchsg

Welcome

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

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

Key Year 7 Staff



Miss Stanley
Head of Year 7



Miss Williams
Assistant Head of Year



Mrs Watkins
Pastoral Support



Mr Devenney
Headteacher



Mr Elstone
Deputy Headteacher
Curriculum Lead



Mr James
Assistant Headteacher
SENDCo & Raising Standards
Leader

Curriculum Statement

The Carshalton High School for Girls curriculum prioritises embedding a culture of learning with opportunities to achieve far beyond limitations. We teach carefully considered curricula, curated by subject experts, to expose students to material which is beyond their day-to-day experience. Through carefully selected content students are challenged and supported to be knowledgeable, inquisitive, resilient, and empowered young women.

At Carshalton High School for Girls we do not want students to 'forget' what they have been taught. To help students learn the curriculum, consolidation and recall activities are frequently included in lesson sequences. Consolidation activities also offer an opportunity for teachers to formatively assess the starting points of their students and adjust their instruction accordingly. They also prime prior knowledge that will be needed in the next sequence of learning. In this way lessons are taught responsively and sympathetically to students' cognitive architecture.

Our curriculum provides parameters for effective and consistent pedagogy while promoting autonomy for each individual component subject's unique demands; we are attuned to subject distinctiveness driving teaching and learning in each subject. Our Trust-wide subject communities ensure that research can be viewed through a subject lens, so that a subject domain-specific pedagogical approach can be adopted by teachers.

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

Principles:

RELEVANCE:	provides content that is relevant, interesting and appropriately challenging for all our students
COHERENCE:	builds and sequences knowledge, in a coherent manner combining both depth and breadth
COMMUNICATION:	develops the ability to communicate with increasing effectiveness and sophistication
CONFIDENCE:	supports the development of confidence and self-regulation in facing the challenges of learning and life
INSPIRATION:	inspires students to become lifelong learners and active, responsible citizens



Senior Leadership Team



Mr Devenney
Headteacher



Mr Elstone
Deputy Head



Mr Conduit-Smith
Deputy Head



Mr James
Assistant Head / SENDCo



Mrs Driver
Assistant Head



Mrs Durrett
Assistant Head



Mrs Norman
Assistant Head / Head of Sixth Form



Mr Sambrook
Assistant Head

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

Subject Teachers

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

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

Equipment Needed

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

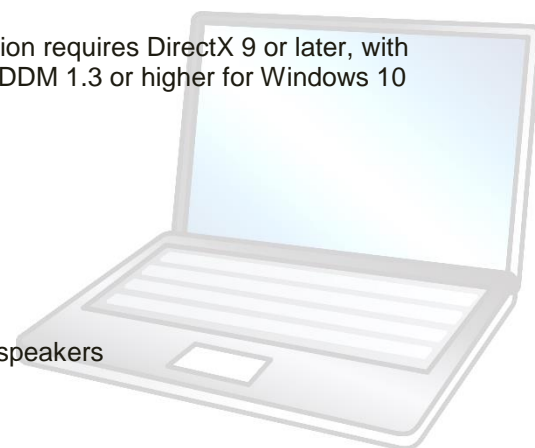
Individual Subject Requirements

Literacy	Reading Book – as part of our literacy campaign students are expected to bring a book that they are reading to school every day. Books can be borrowed from our extensive collection within the Learning Resource Centre (LRC).
Mathematics	Protractor, compass and scientific calculator. We strongly recommend the Casio fx-83GTX or Casio fx-85GTX calculator. Prices vary between retailers. The majority of our maths staff and students have this model, or its predecessor. It is very intuitive, easy to use and will, if looked after, be used through to Year 11 and beyond. Slightly cheaper calculators are available but the functionality is greatly reduced and they are much less useful, especially in their screen layout and in regards to their use with fractions. Calculators should be labelled with the student's name. Please see our video demonstration of our recommended calculator on our CHSGMaths YouTube channel.
Technology	For each lesson students will need the following equipment: Essential: pencil, pen, 30 cm ruler, coloured pencils (not felt tips) Helpful: Black fine line pen, set square, compass, rubber, sharpener
PE	Full indoor and outdoor kits (please refer to the school uniform list)

Home Computer

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

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



Working in Partnership

Communication

It is crucial from the start that we work together in partnership with you. If you have any concerns regarding your daughter please contact your daughter's Form Tutor in the first instance.

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

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

Form Tutor

Your daughter's Form Tutor plays a vital role in her time at school. The tutor sees the students every day during registration. Your daughter's planner is a useful way of communicating with the Form Tutor over small, everyday issues. They will know your daughter well and will be sympathetic to any worries your daughter may have.

Head of Year

The Head of Year 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 Head of Year 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' Consultation Afternoons

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



The School Day

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

Activity	Start	Finish
Arrive at school	8.10am	8.30am
Registration	8.30am	8.35am
Tutor Reads	8.35am	8.50am
Travel	8.50am	8.55am
Period 1	8.55am	9.50am
Break	9.50am	10.10am
Period 2	10.10am	11.05am
Travel	11.05am	11.10am
Period 3	11.10am	12.05pm
Lunch	12.05pm	12.40pm
Period 4	12.40pm	1.35pm
Travel	1.35pm	1.40pm
Period 5	1.40pm	2.35pm
Travel	2.35pm	2.40pm
Tutor Time	2.40pm	3.00pm

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

Break Time

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

Lunch

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

Biometric Registration

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

Free School Meals

There is information about Free School Meals on page 20 and for further information, please visit <https://www.chsg.org.uk> and look for Your Child / School Meals / Free School Meals.

Water

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

Sample Timetable

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

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

School Uniform List 2021-2022

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

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

Excellence: Everywhere, every day

Students must wear:

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

Students can wear if they wish:

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

Students must not wear:

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

For Dance

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

For PE

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

Jewellery

Students can wear:

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

Students must not:

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

Make Up and Hairstyles

Students can have:

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

Students must not:

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

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

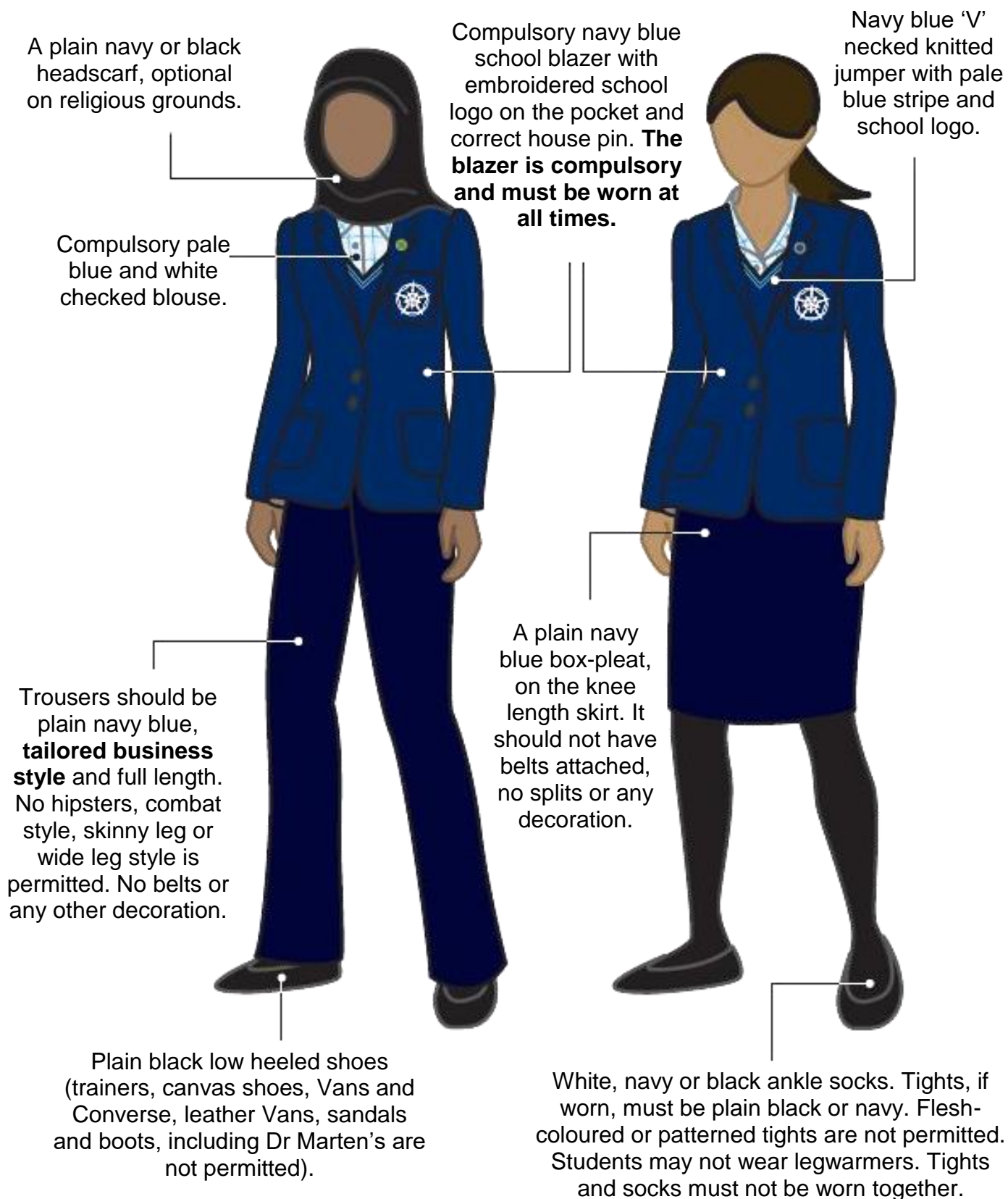
School Bag

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

For students in Years 7-10, the school bag, with embroidered school logo, is compulsory and it can purchased from our school uniform supplier (Trutex). Students in Year 11 are free to purchase the school bag if they wish, **but it is not yet compulsory** for them to have it.



School Uniform List 2021-2022



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

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

PE:

Compulsory items

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

Navy with cyclone blue shorts

Navy socks

Trainers



Dance:

Compulsory items

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

Black leggings (no stripes)

Jazz shoes (optional) or bare feet



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

Optional Items:

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

Uniform Policy

If students are not compliant with the uniform requirements, sanctions will be set in accordance with our School Uniform Policy which can be found on our School website.

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

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

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

Important Information

Attendance and Punctuality

It is imperative that students regularly attend school and arrive on time. In the event of absence you should phone our Attendance Line (**020 8647 8294 - Option 1**) on the **first day of absence and every subsequent day until your daughter returns to school**. If you wish to discuss your daughter's attendance at any time please contact Mrs Mellish, the Attendance Officer. There is further information about the importance of your daughter attending school regularly in the Carshalton High School for Girls Attendance policies and procedures further on in this booklet. If you want to communicate about a known upcoming appointment, please make a note in the student planner for the attention of the Form Tutor and Attendance Officer.

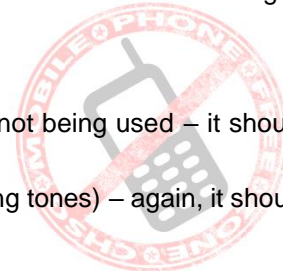
Illness in School

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

Mobile Telephones

Mobile Telephones and related devices **are not allowed** to be used on school premises. If one is brought to school it should be turned off at the school gate. A student will be placed in internal isolation in the Academic Reintegration Centre (ARC) for the following reasons,

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



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

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

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

Banned Items

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

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

Student Support Department

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

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

Pastoral Support

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

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

The Welfare Assistant in the main office can also answer general student queries.

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

Learning Support - SEND

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

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

Literacy and Numeracy Groups: Some students may require help to improve their literacy and numeracy skills. A number of girls in Years 7 and 8 will be invited to this intervention throughout the academic year. The students that are chosen for this will be flagged by the school's Accelerated Reader programme, information from primary schools and subject teachers assessments.

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

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

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

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

Behaviour for Learning

Home School Agreement

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

Behaviour for Learning

High standards of behaviour are expected at all times, both in school and on the way to and from school. The school has a Good Behaviour Policy and both parents and students are expected to support this. Our vision for behaviour is 'disruption free classrooms' this means teachers have the right to teach in disruption free classrooms and students have the right to learn in disruption free classrooms.

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

Rewards

We have a new rewards system to recognise student effort and achievements and have consistency across the school. Our focus is rewarding every lesson, every week, every term.

Praise, encouragement and rewards are central to the ethos of our school, we want to get the best out of all of our students. We give rewards for effort and participation to motivate and inspire. There is the opportunity in every lesson for students to be rewarded. In 2020, we introduced the Golden Ticket.

Each member of staff is able to award *ONE* Golden Ticket each lesson. This can be for excellent work, effort or attitude to learning or improvement in class. The tickets are rewarded at the end of the lesson and the reward celebrated. The students are able to then keep the Golden Tickets in their lanyards.

House Achievement Points (HAPs) can also be awarded. Students are awarded 1 HAP for effort and attainment, 2 HAPs for going above and beyond and 3 for a Golden Ticket.

We have also introduced our Recognition letters- "Every Day Stars". These are sent out every half term to students in all year groups. It is a chance for us to shine a light on what students have been doing really well.

Our parent/carers are informed and encouraged to celebrate the effort, participation, behaviour and achievement of their child throughout the year. Staff regularly inform parents of any such success through phone calls, postcards, letters, certificates, invitations to events and lunches with the Head teacher, celebration evenings and using COMS to see their child's rewards and House achievement points.



Travelling to School

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

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

The Wrythe Green area is very busy in the morning and students needing to cross the road should only do so at the pelican crossing. If you do need to drive your 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.

Tutor Reads

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

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

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

The books on offer for Year 7 are an interesting and enjoyable collection of fiction, poetry and non-fiction, please see below for the list:

Windrush Child
Benjamin Zephaniah

Old Possum's Book of Practical Cats
T. S. Eliot

Can you See Me?
Libby Scott and Rebecca Westcott

Letters from the Lighthouse
Emma Carroll

Becoming Jo
Sophie McKenzie

The Firework-Maker's Daughter
Philip Pullman

The Boy at the Back of the Class
Onjali Q. Raúf

Alice's Adventures in Wonderland
Lewis Carroll

The House with Chicken Legs
Sophie Anderson

Gods, Heroes and Monsters
Bernard Evslin

I am Malala
Christina Lamb and Malala Yousafzai

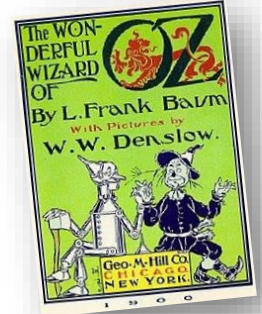
Excellent Readers: Recommended Reading List

The following is a list of books that we recommend you 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:

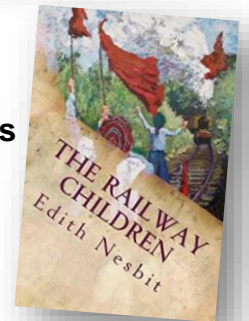
Frances Hodgson-Burnett
Rudyard Kipling
Frank Baum

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 & Through the Looking Glass
The Happy Prince and other stories
The Wind in the Willows
The Railway Children and Five Children and It



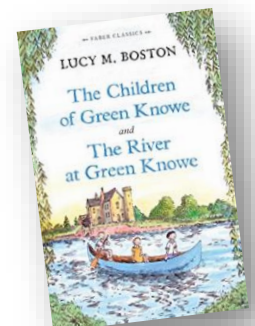
James Barrie
Michelle Magorian
CS Lewis

Peter Pan
Pan in Scarlet
The Lion, The Witch and The Wardrobe
and the Narnia series



Louisa M Alcott
Susan Coolidge
Anna Sewell
Mary Norton
L M Montgomery

Little Women
What Katy Did
Black Beauty
The Borrowers
Anne of Green Gables



L M Boston

Children of Green Knowe

Books we have enjoyed recently:

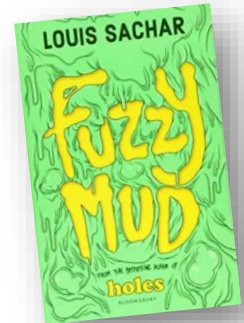
Eoin Colfer
Ursula le Guin
Rick Riordan

Artemis Fowl
Wizard of Earthsea
Percy Jackson and the Lightning Thief



Kevin Crossley-Holland
Jenny Nimmo
Lemony Snicket
Sarah Crossan
Philip Reeve
Michael Morpurgo
Essa Curtis
Darren Shan
Louis Sachar

Arthur and the Seeing Stone
A Midnight for Charlie Bone
A Series of Unfortunate Events
One
Mortal Engines
Private Peaceful
The Earth is Singing
The Vampire's Assistant
Fuzzy Mud



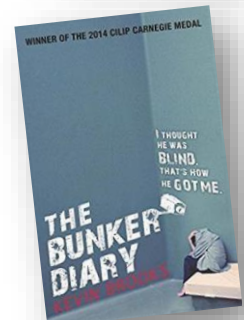
Marcus Sedgwick
Patrick Ness
Malorie Blackman
Morris Gleitzman

My Sword Hand is Singing
The Ask and the Answer
Noughts and Crosses
Once (followed by Then and Now)



Frank Cottrell Boyce
Eva Ibbotson
Julia Bertagna
Tanya Landman
Kevin Brooks

Millions
Journey to the River Sea
Exodus
Apache
The Bunker Diary*



Laurie Halse Anderson
Berlie Doherty
Anne Fine
Andy Mulligan
Gillian Cross
Marcus Zusak

Chains
Dear Nobody
Flour Babies
Trash
Wolf
The Book Thief



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

Finance

School Fund

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

All parents are asked to make an annual donation at the beginning of September. The recommended donation is £30 per student which equates to 15p per school day. School Fund has taken on even more importance given the current economic climate. The contributions are entirely voluntary, but we do hope that all of you will wish to make an annual donation so that all students in the school at one time or another may benefit.

We would encourage you to contribute something even if it is less than the recommended £30. We ask you to help us to reach our Year 7 target of £3000 by signing a **Gift Aid Declaration**, then donating at least £30 per year, per student, for the period of your daughter's compulsory schooling (until end of Year 11). The declaration costs nothing extra but the school can claim back the income tax that parents have already paid from the Inland Revenue.

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

Payments

Making payments to school

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

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



Cashless Catering System

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

- * A faster more efficient service that reduces queuing time.
- * Parents can 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 £2.50 which will enable them to purchase the hot meal deal of a main course with dessert) remains completely confidential. They can add funds to their account if they wish.
- * The system will limit the daily spend for each student to £5, although on request this can be adjusted for individual students.

Registering for Cashless Catering

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

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

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

Payment for Cashless Catering

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

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

The cashless payments to Aspens Services are separate from any payments to Carshalton High School for Girls. All queries regarding payments should be referred to the Catering Manager, Aspens Services email: carshalton@aspens-services.com.

Free School Meals

Free School Meals (FSM)

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

Currently CHSG offers a free school meal to the value of £2.50, together with an additional £1.00 for breakfast club, for each student. Research shows that benefiting from a healthy breakfast and lunch can improve students' diet and also improves concentration, alertness, comprehension, memory and learning. (Family Action, 2019)

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

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

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

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

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

Eligibility Criteria

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

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

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

Provision

Learning Resource Centre (LRC)

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

The LRC has resources for students and staff. There are Fiction and Non-Fiction books, magazines, 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. This facility is free and available to all students who register with the library whether they live within Sutton or not.

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

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

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

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

Accelerated Reader

Each student in Years 7, 8 and 9 participates in the Accelerated Reader™ (AR) program. AR is a computer program that helps English Teachers and Librarians manage and monitor a student's independent reading practice. This program has been specifically designed to improve students' reading ability and to encourage and nurture a love of reading that will continue into adulthood.



Your daughter will pick a book at her own level and read it at her own pace. When finished, she will take a short quiz on the computer. Passing the quiz is an indication that she has understood what was read. AR gives children, teachers, and librarians feedback based on the quiz results, which CHSG staff will then use to help your daughter set goals and direct ongoing reading practice.

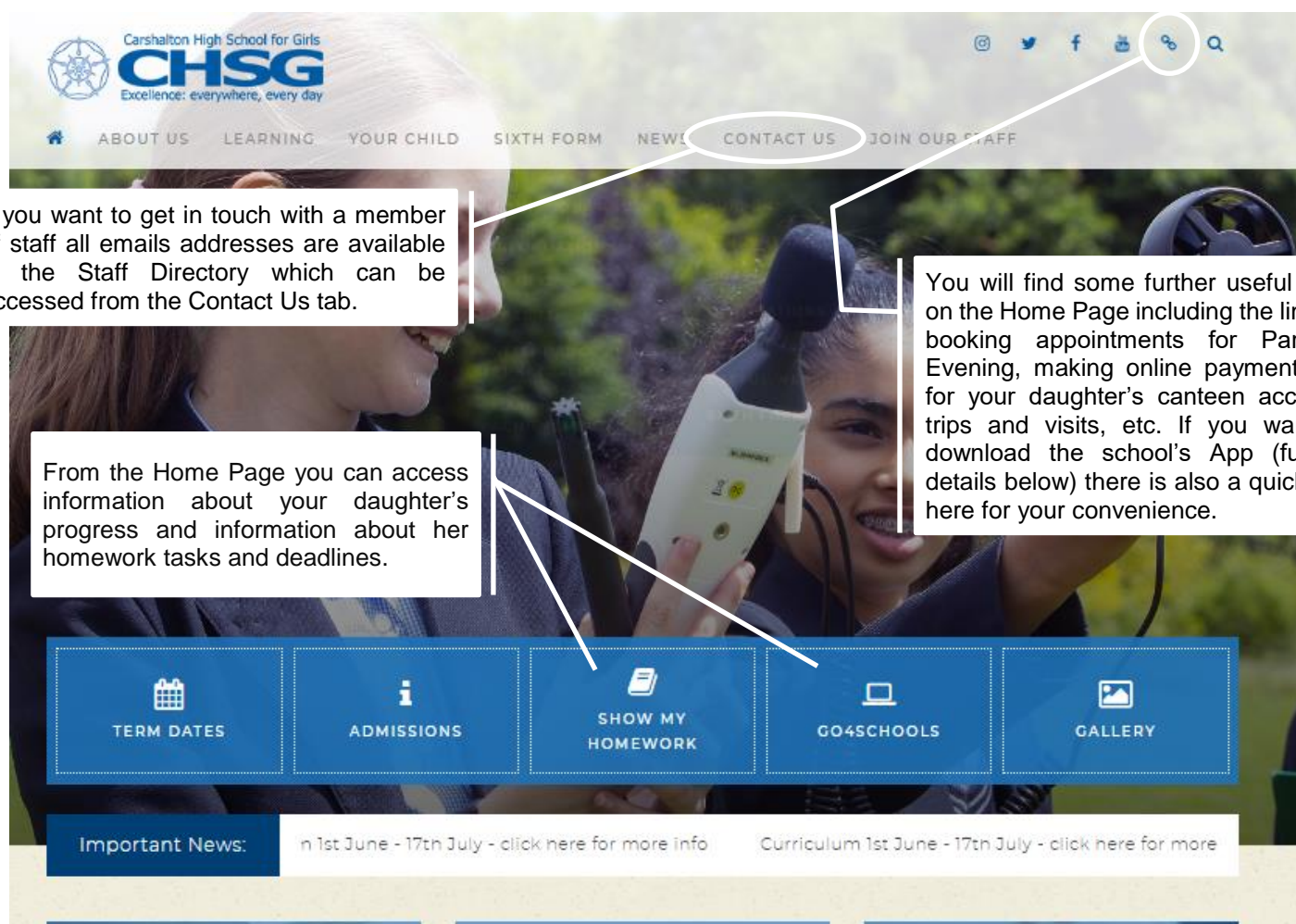
In addition, three times a year, at the start of every term, students sit a STAR reading test giving them a reading age score. Most students score a reading age that is in line with their chronological age. For those that require intervention as their reading age is below their chronological age, the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

Keeping In Touch

Student Planner

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

The School Website www.chsg.org.uk



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

School Gateway & 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.

On School Gateway you will be able to let us know if your daughter is absent, see her latest report and progress, updated rewards as well as any behaviour and detentions.

Social Media

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



@carshaltonhighschoolforgirls



@CarshaltonHigh



@CarshaltonHigh



@CarshaltonGirls

Music Lessons

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 students can gain their own identity. Therefore, we would encourage your daughter to become actively involved in the music department and to make the most of the many opportunities offered. There is a whole school choir who practice weekly from 3pm-4pm one afternoon, keyboard club, ukulele club, music technology club, along with a many more extra-curricular activities each week.

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

Peripatetic Private Lessons

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

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

Attendance

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

Fees

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

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

Stopping Lessons

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

DJ Lessons

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

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

Yours faithfully

Miss Ogden
Subject Leader for Music

Student Privacy Notice

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

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

This Privacy Notice covers these requirements and should be read in conjunction with the 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 do we collect and use student information?

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

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

What student information is collected?

The data held includes:

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

How is student information used?

The data may be given to:

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

Why is this collection lawful?

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

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

How is confidentiality managed?

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

How are complaints/objections handled?

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

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

Absences & Lateness

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 1.40pm (students should be in their period 5 lesson). School finishes at 3.00pm apart from Fridays. You should check the dates of school holidays and teacher training days in the school calendar. This information is also available on the school website: www.chsg.org.uk.

Taking the Register

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

Getting To School on Time

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

Absence From School

By law, schools must record absences and the reason given. You are therefore requested to contact school on the first and every subsequent day of your daughter's absence by telephoning Mrs Mellish, School Attendance Officer, on the school telephone number, 020 8647 8294 and selecting Option 1, before 10.00am. You can also inform us of an absence using School Gateway. 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, repairs, etc
- * Meeting relatives from/taking relatives to the airport

School Calendar *

AUTUMN TERM 2021

Friday 3 rd September	INSET Days - <i>Students do not attend</i>
Monday 6 th September	First Day of Term
Monday 25 th October Friday 5 th November	HALF TERM
Friday 17 th December	Last Day of Term

SPRING TERM 2022

Tuesday 4 th January	First Day of Term
Monday 14 th February Friday 18 st February	HALF TERM
Friday 1 st April	Last Day of Term

SUMMER TERM 2022

Tuesday 19 th April	First Day of Term
Monday 30 th May Friday 3 rd June	HALF TERM
Friday 22 nd July	Last Day of Term

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

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

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

School Uniform Suppliers

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

Dear Parent

We are your school uniform stockist and look forward to seeing you over the next few months to help you purchase your daughters' uniform. Regular updates will be on our website. Our store is now open for purchases and no appointment is necessary before the 16th July.

OPENING TIMES: MONDAY-SATURDAY 9.30am-5.30pm (Closed 1.30-2pm)

When visiting our store,

1. *Face masks are to be worn by all visitors and social distancing will be adhered to. Hand sanitising will also be available*
2. *Only one adult and one child will be admitted per visit*
3. *No appointment is necessary until the 16th July*
4. *After the 17th July, we will be reverting back to appointments only*
5. *Bookings can be made via our website and the booking system will go live from the 24th June (A £5 holding fee will be taken when booking an appointment and will deducted from your uniform purchase*
6. *The booking fee is non-refundable if you fail to cancel within 48 hours of the appointment / fail to show for the appointment.*
7. *Instore payments can be made using cash, credit or debit card*

Online Orders,

1. Early bird discount – from the 1st May – 30th June we will be offering free delivery to your home (normal price is £10) and orders over £100 will receive a £20 voucher*

**to be spent in store between the 1st October 2021 – 28th February 2022 when you order over £50 worth of uniform*

2. Mail Order (£10 postage)
3. Click and Collect
4. Free School delivery on a Monday once your child starts at Carshalton high School for Girls in September 2021 (minimum £25 spend)

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 free in package deal)	£35-£40
4. Pins x 3 in house colour	£6
*5. Box pleat skirt / or trousers navy	£15-25
*6. Tights black /or short socks black	£8
7. Compulsory embroidered school bag	£25

DANCE/PE KIT

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

* these items available in other outlets

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.

Could You Help The School With Work Related Learning?

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

Could you contribute?

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

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

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

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



CARSHALTON HIGH SCHOOL FOR GIRLS SCHOOL FUND

**SCHOOL FUND – For the attention of
the School Finance Office**

School Fund - Bankers Standing Order Form

To:	(name of your Bank / Building Society)	
Address: (of your Bank / Building Society)	Postcode:	
Sort Code:		
Account Name:		
Account No.:		
Reference:	(to be completed by school)	
Please pay to Lloyds Bank plc, 49/53 High Street, Sutton, Surrey, SM1 1DT, Sort Code 30-98-36 for the credit of the account of Carshalton High School for Girls School Fund Account, Account Number: 40840860		
Amount:	£ (amount for each instalment in figures and words)	
On the same date	Monthly / Quarterly / Annually.	
Commencing on:	(date of first instalment)	
and thereafter for 5/7* years , and debit my account accordingly		*please delete as necessary
Signature:		Date:
Your Name:		
Student's Name:		
Your Address:	Postcode:	



GIFT AID DECLARATION FORM – SCHOOL FUND

GIFT AID DECLARATION – FOR THE ATTENTION OF THE SCHOOL FINANCE OFFICE

BOOST YOUR DONATION BY 25P OF GIFT AID FOR EVERY £1.00 YOU DONATE

In order to Gift Aid your donation you must tick the box below:

☐ I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to Carshalton High School for Girls

I am a UK tax payer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that year it is my responsibility to pay any difference

Donor Title: Mr/ Mrs/ Miss/ Other

Donor Full
Forenames:

Donor Surname:

Donor Address:

Postcode:

Student's Name:

Please notify the charity if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay income tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HMRC to adjust your tax code.

Donor Signature:

Date:

Thank you



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SM5 2QX

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www.chsg.org.uk



Girls' Learning Trust