

Carshalton High School for Girls Parent Handbook 2023-24





Dear Parents/Carers,

Welcome to Carshalton High School for Girls.

This booklet is intended to map out for you what school life will look like for your daughter(s) during her time with us. We hope that by reading it, and referring to it throughout the year, you will understand what it is we are trying to achieve for your daughter's education. Any successful education is a partnership between the school, the student and the family of that child. I would encourage you to ask your daughter(s) about what is contained in this booklet throughout this academic year and to engage with the various curriculums that have been meticulously planned by our staff. It is our belief that every student should see their place in our school and its curriculums.

We have a simple but ambitious vision for our school,

'A centre that is fearless in its commitment to excellence. A safe, inclusive learning community where staff and students thrive.'

Therefore, our school motto is, *'Excellence: everywhere, every day.'*

That is what our staff will offer your daughter in her time at our school, and it is what we expect of her throughout her educational journey at CHSG.

Yours faithfully,

Mr Conduit-Smith
Deputy Headteacher



The School Curriculum

School Values

At Carshalton High School for Girls, we believe there are five Keys to Success. By this, we mean that we aspire for our students to develop these five traits to make the most of their time with us at our school. Everything that we do seeks to grow these in our students.



Be your best

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



Be involved

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



Be together

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



Be ambitious

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



Be aware

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

The Five Curriculums

At Carshalton High School for Girls your daughter will study five key curriculums,

1. The Teaching and Learning Curriculum
2. The Careers Curriculum
3. The Leadership Curriculum
4. The Personal Development Curriculum
5. The Literacy Curriculum

Each one of these is elaborated upon in the next sections of the booklet.



Our Teaching and Learning Curriculum

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.

CHSG Curriculum Principles

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



Teaching, Learning and Assessment

Workbooks

Students use workbooks in every subject in Key stages 3 and 4. These bespoke resources have effectively replaced textbooks and exercise books or folders and have fundamentally altered lessons in our school. Workbooks are produced in-house by all subject areas. They contain the essential information that all students need to acquire, tasks that they need to complete and space for them to write in.

Working in workbooks (or booklets as most students call them) aligns with the priorities of the knowledge rich CHSG Curriculum and reflects the strengths and learning needs of our students. We have noticed that using workbooks has resulted in a sharper focus on learning and has made CHSG classrooms more efficient learning environments - time is only spent learning content and doing tasks that teachers have selected and devised at a level that provides appropriate challenge specific to our students.

Students' workbooks help them to remember and use previously learnt material and support effective revision and preparation for examinations and tests. They are more effective resources for study and reference to past lessons than exercise books or ring binders which may contain a jumble of notes, answers and information sheets.

The greater transparency in teachers' work is a positive feature that we welcome, as we love it when parents talk with their daughters about their learning.

No Hands Up Questioning

Our main goal with questioning is that the students will eventually state the right answer. To achieve this at CHSG we use a system on 'No hands Up' questioning, which we also call 'Cold calling'. We no longer ask students to put their hands up if they wish to contribute an answer when a teacher poses a question in a classroom. Instead, there is a culture at CHSG where any student can be asked to give an answer to a question at any point in the lesson. Students can raise their hands if they have a question for the teacher, otherwise, their hands stay down. We insist on this for several reasons,

- We know all students can answer something in every lesson.
- We know it forces students to 'think hard' in every lesson.
- We know it creates an atmosphere where students are concentrating on what is being said for the entire lesson.
- We know it enables the teacher to gauge the extent of the learning for all the pupils in the classroom.
- We know that if we did allow hands to be raised, this simply results in the more confident students becoming more confident, and other students becoming less engaged.

To encourage this, our teaching staff consider and plan what questions they are asking carefully, designing them so that it encourages a culture of success. They will also give students time to carefully consider their answers by waiting, before selecting a student to respond. Lastly, our staff



have been trained to not accept students refusing to answer or who try to answer with 'I don't know' to avoid participating. The only option students have in our classrooms is to 'think hard'.

Assessment

At Carshalton High School for Girls teachers use assessment to understand students' strengths and areas for development. There is a consistent approach to assessment across the school. Teachers use formative assessment (while learning is happening in lessons) and summative assessment (after learning has happened in tests and exams), from which they draw conclusions about their students' learning and inform future lessons.

We use assessments to shape individual student's learning and to identify areas for development with individual students or across classes and year groups. Teachers can isolate specific misconceptions that students have and gaps in knowledge. Our assessments provide opportunities to reflect on students' thinking, strengths, and weaknesses. The assessments give useful insights into learning, adding to the richness of the information that teachers hold about our students. At the beginning of each unit of work students will be set a 'fact-finding' task to see what they might already know about the topic before it is taught to them. These tasks might be in the form of an online quiz, or a short test and they are designed to inform the teacher about what students already know about a topic. Staff do not record these marks but do use the information to inform their teaching. These are formative assessments, therefore.

Assessment is about evidence of progress in the growth of learning. At the end of each term students complete cumulative summative assessments. These assessments check for retention and application of a broader knowledge and skills base throughout courses, sampling all knowledge that has been taught to date, not just one unit of work. Therefore,

- The Autumn term assessment will examine students' knowledge of subject content from September to December.
- The Spring term assessment will examine their knowledge of subject content from September to March.
- The Summer term assessment will examine their knowledge of content from September to July.
- In Years 7, 8, 9 all three of these assessments will take place in classrooms.
- In Year 10 the Autumn and Spring term assessments will take place in classrooms and the Summer term assessment will be in the Sports hall, under public exam conditions.
- In Years 11 – 13 all these assessments will likely take place in the Sports hall, under public exam conditions.

If a student qualifies for Exams Access Arrangements due to a specific learning need or disability, these will be granted for each of these assessments immediately from the start of Year 7.



Reporting

At the end of each term, assessment results are reported as percentages to parents, along with a year group average to give some context to the percentages. Teachers also report on effort in each subject. Student attendance data is also reported.

Parents can expect to receive student reports in December, April and July. Assessment results can be discussed at Parents Consultation events.

Retrieval Practice

Retrieval practice is a strategy in which bringing information to mind enhances and boosts learning. Deliberately recalling information forces us to pull our knowledge “out” and examine what we know.

Retrieval practice makes learning effortful and challenging. Because retrieving information requires mental effort, we often think we are doing poorly if we can’t remember something. We may feel like progress is slow, but that’s when our best learning takes place. The more difficult the retrieval practice, the better it is for long-term learning.

At CHSG we have developed our curriculum to enable students to retrieve constantly to lead to long-term learning. We have ‘Do Now’ retrieval activities at the beginning of lessons, retrieval challenges throughout lessons, often using mini whiteboards, and have adopted a revision programme that is shaped around retrieval practice. All students are given a mini whiteboard and are expected to bring this to every lesson.





Rewards

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

Golden Ticket

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

School Values

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

- Be our best
- Be involved
- Be together
- Be ambitious
- Be aware

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

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

House Achievement Points Badges

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



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



House System

The House system is a strong feature of the school, and this facilitates girls mixing across year groups, to foster friendly but fierce competition. We want to inspire our students, highlight potential opportunities, and motivate them to greatness with our termly focus on powerful and influential female role models.

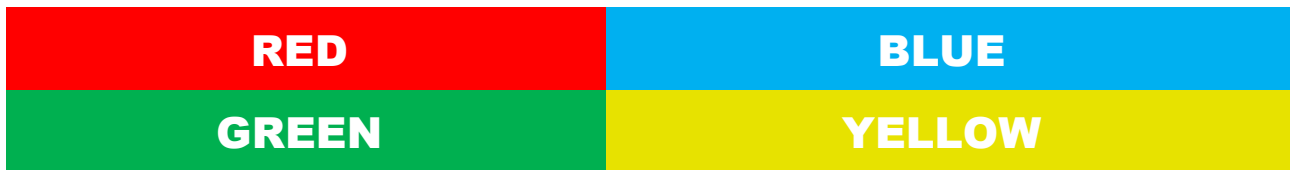
The House system encourages the opportunities for a greater student voice and helps to sustain the culture of kindness and excellence that we strive for at CHSG.

House Objectives

Our aim is to provide every student in the school with the following:

- A sense of belonging within the school community
- Opportunities for leadership
- A chance to develop social and practical skills
- A sense of achievement and competition
- An awareness of individual and collective responsibility

House Names



Meet our House Captains





Metacognition

Building Student Learning Power

Metacognition is an awareness of one's own learning. It entails understanding the goals of the learning process, figuring out the best strategies for learning, and assessing whether the learning goals are being met. We want CHSG students to see themselves as an agent in the learning process and realise that learning is an active, strategic activity. Reflective learners are not only strategic about their own thinking, but they also reflect upon their learning while it is happening, considering the success or failure of their strategies and revising them as appropriate.

To cultivate this disposition in our students we use a series of sessions included as part of the Personal Development Programme where they learn various revision techniques as well as being instructed in the learning process. By the time our students reach Year 11 when they embark upon their GCSE examinations, they will have built up an armoury of practised techniques that will ensure success.

Research argues that metacognition and self-regulation must be explicitly taught and so each year group will focus on one specific area, please see below:

Year	Building Learning Power Focus	Revision Technique
Year 7	How we learn – memory and forgetting	Self-Quizzing
Year 8	How we learn – dual coding	Mind maps / graphic organisers
Year 9	How we learn – memory	Flash cards
Year 10	How we learn – cognitive load	Chunking, SQ3R
Year 11	How we learn – self regulation	FACE*

FACE: Review the **Facts, **A**pply in context, **C**onnect ideas, test in **E**xam conditions,*

Over time, starting from Year 7, students will build their learning power year on year thus impacting positively on their studies and eventual outcomes. We know that retrieval practice is one of the most effective ways of learning that leads to fluency and this programme will embed retrieval and revision practice techniques as students will use them in all their subjects.



Home Learning

Research tells us that the greatest benefits of homework for students are when tasks are associated with the rote learning, practice or rehearsal of substantive (factual) knowledge. Task-orientated homework has higher effects than independent projects that focus on problem solving (Hattie, *Visible Learning*, 2008). The more specific the task, the more likely it is going to benefit all learners, regardless of the time spent on the task. We also know that up to half of what is learned is forgotten within a few days.

Therefore, we refer to homework as Home Learning, as most tasks set will focus on our student's memorising the most important content as decided by our Heads of Departments, our subject experts.

In Years 7 - 9 Home Learning tasks will be based on students memorising a specific section of a Knowledge Organisers using a metacognitive technique (self – quizzing). As a result, Home Learning is also a form of revision.

In Years 10 - 13, Home Learning tasks will be a combination of the accrual of substantive knowledge and opportunities to practice using learned content.

What principles guide our approach to Home Learning?

We have designed our home learning policy with the following principles at the centre,

- Accessibility – we want all students, regardless of ability or circumstance to be able to complete Home Learning successfully.
- Consistency – we want all students to have the same experience of home learning, regardless of the subjects they study or the teachers who teach them.
- Value – we want all home learning tasks to be of value to the students. All tasks are focused on the accrual of substantive knowledge, or, as they mature, extended practice of learned content.
- Predictability - we want home learning to not be a source of anxiety for students. We want them to know exactly what is demanded of them and feel capable of completing all tasks successfully.
- Challenge – learning is hard. We believe the best home learning tasks support this process. When well planned, it gives students the opportunity to build on their lessons, deepen their understanding of key content and consolidate learning.
- Revision – we want students to use metacognitive approaches to revise the key substantive knowledge of the courses they study. Home Learning is therefore a form of revision.
- Checking – to ensure every student has learned effectively, teachers set low-stakes quizzes regularly in every subject. This enables teachers and pupils to see what has been learned and enables them to address any gaps in understanding.



How much Home Learning do we set?

Year 7 - 9

We expect students to complete 1.5 hours of home learning every weekday evening following a schedule that is mapped out for the entire term. In Years 7 - 9 students will spend four 15 minutes blocks learning specific content from a Knowledge Organiser per evening, totalling one hour. For the last 30 minutes, we expect students to read a book.

The only exceptions to this are Maths home learning and Reading Progress. For Maths, students will spend one hour per week working on an online programme called SPARX every Tuesday. For the occasional English home learning task, students will be asked to complete a reading progress assessment via MS Teams.

Weekly Schedule – Year 7 + 8

Students will...	Spend 15 minutes learning	Spend another 15 minutes learning	Spend a third 15 minutes learning	Spend a final 15 minutes learning
Monday	English	English	Visual Arts	Music
Tuesday	Maths - SPARX			
Wednesday	Biology	Chemistry	Physics	PE + Dance
Thursday	French or Spanish	Computer Science	History	Drama
Friday	Technology	Religion	Geography	Citizenship

Year 9

Students will...	Spend 15 minutes learning	Spend another 15 minutes learning	Spend a third 15 minutes learning	Spend a final 15 minutes learning
Monday	English	English	Biology	Chemistry
Tuesday	Maths - SPARX			
Wednesday	MFL	MFL	Option 1	Option 1
Thursday	History	History	Option 2	Option 2
Friday	Geography	Geography	Physics	Extended Curriculum

You can find the Home Learning schedule and a copy of the Home Learning booklet on the school website here.



Year 10 + 11

We expect students will complete at least two hours of home learning every evening. These tasks will be set by class teachers via MS Teams and will for the most part provide opportunities for extended practice of the content they have learned in their lessons. For some lessons, where relevant, tasks may be in the form of coursebook or longer exam preparation tasks. As part of students' home learning in Years 10 + 11 are still expected to read for at least 30 minutes per day.

Sixth Form

In Years 12 + 13, home learning and independent projects are set accordingly by class teachers via MS Teams. Students are expected to complete an hour of personal study for every hour they spend in lessons.

How do we check Home Learning tasks have been completed successfully?

Years 7 -9

Students' Home Learning exercise books are checked every morning in the morning line-ups. If a student has not:

- Attempted the home learning tasks from the previous evening
- Filled at least one side of A4 in their books
- Reviewed their work in a different colour

They will be set a centralised detention that evening.

In addition, low-stakes quizzing will be a feature of lessons to gauge the extent students have learned the key content of the subjects they study.

Years 10 – 13

Students in these year groups will be set deadlines for the homework tasks by their class teachers. Class teachers will be responsible for the setting, collecting, marking and giving feedback of these tasks, according to their department's policy.

How can parents/carers support their child's home learning?

- Students should be completing 30 minutes of reading each night. It is important to encourage your child to read challenging books. Their English teacher will be able to support them in this.
- Students in Years 7 – 9 will be revising from their Home Learning workbooks every night or completing SPARX Maths. Every night you can support this by quizzing them on the sections they have been learning. All they need to do is to memorise the named sections for that evening using 'Look, Cover, Write, Check, Review', therefore you do not need any additional knowledge to support them.
- Students need a quiet space, without distraction, in order to complete their Home Learning. If, for whatever reason you cannot provide this encourage your child to attend Home Learning Club at school.



How will the school support your child's home learning?

- In Years 7 – 9 the school will provide all the materials needed to complete Home Learning tasks successfully. These include, a Home Learning workbook, an exercise book and a plastic wallet to keep these items safe.

The school runs Home Learning Clubs for each individual year group. These run for one hour after school so all the Home Learning tasks set for that evening can be completed (apart from 30 minutes of reading or any optional Extended Tasks). They are staffed with Learning Support Assistants, Pastoral Support Officers and, occasionally, some teaching staff.





Literacy Curriculum

Across the school, we are building a disciplinary approach to literacy in which every subject takes responsibility to shape our students into being well read, articulate citizens who know they belong and can be successful in an educated society. Working with the Strategic Leader for Literacy, each Head of Department has compiled rigorous reading material that inspire and challenge students. There will be opportunities once a term to read from these chosen texts as a group and develop more powerful knowledge.

In lessons, students are explicitly instructed by teachers in reading, writing and vocabulary strategies to access and engage with this material. In doing this, we believe that we are sending our students to their aspirational destinations able to know how to read, speak and write like scholars across a range of academic disciplines. They will be able to participate in powerful conversations as lifelong learners.

The Wider Reading Programme

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

Reading Progress

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



Tutor Reads Programme



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

The chosen books will enable the coverage of a wealth of themes and concepts valuable for personal development as well as leading to an ongoing improvement of independent reading skills. Text selection was a thorough and thoughtful process: we have a strong array of female writers, writers from a considerable range of ethnicities, writers of various ages and backgrounds (including children) and disabled authors. Themes offer both cultural touchstones of universal exploration (immigration, family relationships, growing up) but also the opportunity to visit experiences beyond our time and space (classical mythology, living in war times, women's suffrage). Titles have been chosen from contemporary Young Adult (YA) fiction and classics to represent strong females, some of whom have barriers to overcome and others who are simply enjoying life.

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 our Tutor Reads we require students to listen to and enjoy a good story, which will have a significant impact on their overall performance at school and in life.

The books chosen are an interesting, enjoyable and diverse collection of fiction, poetry and non-fiction.



Personal Development Curriculum



Our school's Personal Development curriculum encompasses Personal, Social, Health and Economic Education (PSHEE) and Relationship, Sex and Health Education (RSHE).

The Personal Development curriculum aims to provide our students with opportunities and experiences that help them grow and develop as individuals and as members of families and of social and economic communities whilst catering to the needs of our school and its community. We recognise that this curriculum provides a provision of information and the development of skills and attitudes which enable students to make effective choices and take opportunities which will help them to live happy, healthy, successful lives, now and in the future.

Our Personal Development curriculum is designed to:

- Meet statutory requirements and non-statutory guidance
- Be accessible to all our students
- Show progression through key stages and year groups through a coherent sequenced curriculum
- Engage students in our school values and the teaching and learn styles of our school
- Teach challenging issues in a thoughtful and sensitive manner with all staff having received annual safeguarding training updates
- Use a wide range of suitable, up to date and varied resources
- Have links with outside agencies and service providers
- Include links with our external local community and voluntary groups
- Be integrated with the school's charity and fundraising activities
- Engage with important world calendar dates

All lessons within the Personal Development curriculum will engage with our school values.

The curriculum follows three overarching themes **Health and Well-being, Relationships and Living in the Wider World**. Within these themes students will explore:



Health and Wellbeing

Self-concept, mental health and emotional wellbeing, healthy lifestyles, drugs, alcohol and tobacco, managing risk and personal safety, puberty and sexual health.

Relationships

Positive relationships, relationship values, forming and maintaining respectful relationships, consent, contraception and parenthood, bullying, abuse and discrimination, social influences.

Living in the Wider World

Learning skills, metacognition, choices and pathways, the importance of charity, world events, employment rights and responsibilities, financial choices, media literacy and digital resilience.

How is the Personal Development curriculum delivered?

Our Personal Development is delivered to KS3, KS4 and KS5 students during tutor time sessions and during five calendared drop-down days throughout the school year. Sessions are predominately delivered by tutors in the pastoral team for each year group. The curriculum is also enriched by external organisations that provide workshops on specific topics.

Use of workbooks in Personal Development lessons ensures there is a sharper focus on learning and all students have individual access to important information, including signing posting to helpful resources, which they can take home with them. Workbooks also provide spaces for students to complete various activities, opportunities to reflect on their learning and to complete self-assessments.

How can parents/carers support their child's learning in Personal Development?

The partnership of home and school is vital in providing context to the Personal Development curriculum. We regularly write to parents to keep them informed of the teaching and learning taking place during specialist Personal Development days and an overview of our Personal Development curriculum can be found on our school website. Parents are encouraged to engage in discussion with students at home to further their learning outside of school. Personal Development workbooks allow parents to see the learning students are involved in; the workbooks also include pages which signpost additional information and help, with useful websites which parents and students can explore together at home.

How does our Personal Development curriculum respond our students' diverse learning needs?

Our Personal Development curriculum values the different backgrounds of all the students in school and, in acknowledging and exploring different views and beliefs, seeks to promote respect and understanding. We recognise that content within the Personal Development curriculum must be taught sensitively and inclusively, with respect to the backgrounds and beliefs while always with the aim of providing students with the knowledge they need of the law.



Student Mental Wellbeing

All our students have access to the wellbeing room, which is in S17. In there they can talk to Mental Wellbeing Champions and Girls on Board Ambassadors, who are trained to listen, support and guide our younger students. We have allocated times during breaks and lunch for drop-ins and workshops and our LGBTQ+ Society regularly meets there. Throughout the year we will acknowledge various national events, as outlined below. We always seek suggestions and feedback from our Student Leadership Team about how we should acknowledge and celebrate events and how we can widen our offer for student wellbeing. Our students said they wanted more opportunities to come together as a community and so we now have three fun #teamCHSG events throughout the year.

Outside all toilets are our 'What if...' leaflets, which detail advice and signpost support offered from external agencies. We have everything from advice on e-safety, feeling sad, self-harm and feeling safe. Please do ask your daughter about what she has talked about in her day and enable her to share her thoughts on areas of wellbeing and mental health and please encourage her to bring some leaflets home.

October

- World Mental Health Day
- Black History Month

November

- National Stress Awareness Day
- Anti-bullying Week

February

- Time to Talk Day
- Children's Mental Wellbeing Week

April

- Stress Awareness Month

May

- Mental Wellbeing Awareness Week

June

- Pride Month



Student Leadership

At Carshalton High School for Girls, we strongly believe Student Leadership is one of the essential strands of personal development. We encourage all students to take on leadership roles in our CHSG community and believe this is vital to developing our values and vision. The development of leadership provides opportunities for students to develop the characteristics of a successful person and improves academic success, opening doors in the future.

Aims of Our Student Leadership Programme

- To provide opportunities for students to develop leadership skills through a variety of inspiring, challenging initiatives which impact positively on learning, teaching and well-being for both students and staff.
- To empower students to work in partnership with staff towards our shared vision.
- To prepare students for Higher Education and for achieving personal and professional excellence in life after formal education.

We have many students who are keen to be involved in the Student Leadership Programme and who wear their own specific-coloured badges with pride which identifies them to all students in school.

As part of our leadership curriculum, each year group has a specific focus, providing them with the opportunities to develop a range of skills from Year 7-13. A number of the initiatives chosen are part of the Jack Petchey Programme. All students.

All students follow the Student Leadership Accreditation (SLA). This is an innovative way of recognising students' leadership skills and the impact that they have in the classroom, across the school, and in the wider community. Students work towards bronze, silver and gold accreditation.

As well as the prestige of accreditation, the process that students go through in becoming accredited is of great benefit. This process encourages students to:

- Critically self-reflect on their own skills as leaders,
- Work collaboratively to plan how they will meet the criteria and evidence it,
- Organise and structure their evidence,
- Peer assess others' work against criteria,
- Aspire to take on increasingly challenging leadership responsibilities.

Student Leadership Team

At CHSG we believe that our students should be given extensive opportunities to develop their leadership. Our Sixth Form Senior Leadership Team (SLT) and Year 11 Head Girls and deputies hold positions of responsibility in the Sixth Form and the whole school.



Student Voice

Each year group has its own Student Voice which is overseen by the Head of Year. Staff and Student Voice representatives in each year meet regularly to discuss matters of interest. This provides the girls with opportunities to debate initiatives and to take responsibility. Recommendations are shared with the School Council representatives to discuss at School Council meetings.

Student Council

The Student Council is elected from Years 7-13 and is made up of two students from each year group. The Student Council supports the student leadership team and works with students and staff across a range of different areas including Diversity and Wellbeing, Teaching and Learning, supporting our community and charity work. The student council is student-centred allowing students to learn to work together to play a positive role within our CHSG community. A number of the Council's recommendations have been adopted, such as improving the school's rewards system and the restructure of the House system, with a focus on an inspiring female role model each term. The Student Council influences some staff appointments as student council members always involved in the interview process.





Co-Curriculum



Carshalton High School for Girls has a strong tradition of offering high quality co-curriculum opportunities and activities in addition to the curriculum. These activities are an important and exciting feature of school life and contribute enormously to our students' social, moral, spiritual, and academic development.

There is an extensive range of extra-curricular activities and enrichment opportunities on offer including the arts and sporting provision with opportunities to take part in workshops, field trips and research.

We offer students the chance to immerse themselves in different cultures and experiences through several national and international trips and visits. Students also have the opportunity to participate in our House competitions which include debating, sporting, design and chess challenges.

Theatre trips, visits to exhibitions and museums plus excursions to local colleges and universities also occur regularly and provide further opportunities for students to enrich and extend their learning beyond the classroom.

In September, students will be given the co-curriculum timetable with all the activities on offer and are encouraged to get involved in a number of exciting opportunities. Our CO-curricular programme will run on Monday's / Tuesday's / Wednesday's



Careers Curriculum

At Carshalton High School for Girls, Careers Education is of high importance, we pride ourselves in providing students with an extensive Careers programme ensuring our students have the knowledge, experience and understanding to make informed choices about their future.

We want to encourage the girls to be aware of life beyond CHSG and the opportunities that are available to them. Students have fortnightly careers lessons, in line with the rest of the school they work from booklets that are tailored to each year group. Lessons are planned using the latest Careers Development framework and mapped against the Gatsby Benchmarks.

A number of Careers days throughout the year give Higher and Further Education providers the opportunity to have access to our students enabling them the chance to learn more about technical and vocational routes and explore all the pathways that are available to them.

As Careers Manager, Mrs. Phelps-Gardiner will be working closely with the students and is available via email if you would like further information or have any questions.

dphelps-gardiner@carshaltongirls.org.uk

An example of some of the activities that are included in the Year 7-13 careers programme

- Year 7 visit to Kidzania (September 2022)
- A full introduction to CHSG careers, a brief overview of options After My GCSEs, challenging stereotypes in the workplace, skills that switch.
- External employers into school (via year assemblies and workshops)
- Involvement in National Apprenticeship week (February 2023)
- Involvement in National Careers week (6th-11th March 2023)
- Year 8 options workshop hosted by a local college
- Careers evenings, to explore subject pathways and what they can lead to.
- STEM (Science, Technology, Engineering and Maths) roadshows and other activities.
- Aspirational speaker visits.
- University outreach activities.
- Higher and Further Education Exhibitions such as the UCAS convention.
- Year 10/12 Work Experience
- National Apprenticeship Show visit.
- Whole school Careers Fair
- Mock interviews with local employers
- Enterprise days
- Access to our Careers Centre for any careers related support or guidance.



Behaviour

In our school, good behaviour is everyone's responsibility. To ensure your daughter makes good progress we must have a calm and purposeful learning environment and students must all behave appropriately to ensure this happens. 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 PSHE (Personal, Social, Health and Economic) programme 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.

Your daughter has one choice, to either be in class working hard and progressing with her learning or not. If your daughter disrupts learning, they will be placed in our Academic Reintegration Centre (ARC), and she will access her normal lessons through Microsoft Teams whilst in the ARC. The member of staff who removed her from the lesson will have a restorative conversation with your daughter and you will be contacted as part of the reintegration process.

We operate a 3-level system for behaviour (more details can be found in the behaviour policy on the school website):

Level 1

The sanction is a 30-minute centralised detention served that day.

- Late to school
- Late to lesson
- No homework
- Lack of Equipment
- Uniform Infringement
- Littering
- Shouting and running in the corridor
- Eating and drinking in the corridor
- Chewing gum
- Out of bounds
- Inappropriate language or comments
- Unkindness

Level 2

These are our Red Lines. They are behaviours that have no place in our school. The sanction is a fixed period suspension.

- Explicit swearing at staff
- Violent conduct/fighting
- Inciting violence or hatred
- Bullying
- Persistent oppositional defiance or extreme incidents of defiance



- Failing on behaviour report
- Bringing drugs and/ or alcohol or being under the influence of drugs and/or alcohol
- Smoking/vaping on the school site
- Racism/Homophobia
- Truancy
- Breach of health and safety
- Bringing a weapon into school
- Filming or photographing a teacher or student against their will
- Bringing the school into disrepute, including on-line communications
- Failure to go to the ARC when instructed to do so
- Failure to attend a centralised detention

Level 3

The sanction is **permanent exclusion**. This is an indicative but not exhaustive list:

- Persistent breaches of the School Good Behaviour Policy
- Trafficking of drugs in school
- Physical assault on a member of staff
- Deliberately setting off the fire alarm
- Serious breach of health and safety
- Using a weapon in school

Please also be aware that **there is a ban on students using mobile phone and headphones** on the school site. If students are seen or heard with a mobile phone and/or headphones whilst on the school site, they will be sanctioned with a day in the ARC.

Our aim as a school is to give your daughter an excellent education. We believe that some of the most effective ways to provide this is to ensure we have disruption free classrooms and a safe school. All the negative behaviours listed above prevent this in some way and therefore they are not acceptable in our school.





School Uniform List 2023-24

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

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

Excellence: Everywhere, every day

Students must wear:

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

Students can wear if they wish:

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

Students must not wear:

14. Hooded tops or baseball caps.
15. Bandanas or multi-coloured headscarves.
16. Additional clothing which is visible under the uniform (e.g., leggings, long sleeved or high-necked tops or legwarmers).
17. Tights and socks must not be worn together
18. Denim, bomber jackets, leather, or fur coats/jackets – real or simulated.
19. Trainers, canvas shoes, leather Vans, sandals, and boots higher than the ankle, including Dr Marten's.



For Dance

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

For PE

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

For GCSE PE

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

Jewellery

Students can wear:

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

Students must not:

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



Make Up and Hairstyles

Students can have:

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

Students must not:

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

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

School Bag



All students must have a sturdy, practical **rucksack** to be able to keep their books and equipment safe as they travel to, from and around the school site.

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

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



School Uniform List

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

Compulsory navy-blue school blazer with embroidered school logo on the pocket.
The blazer is compulsory and must be worn at all times.

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

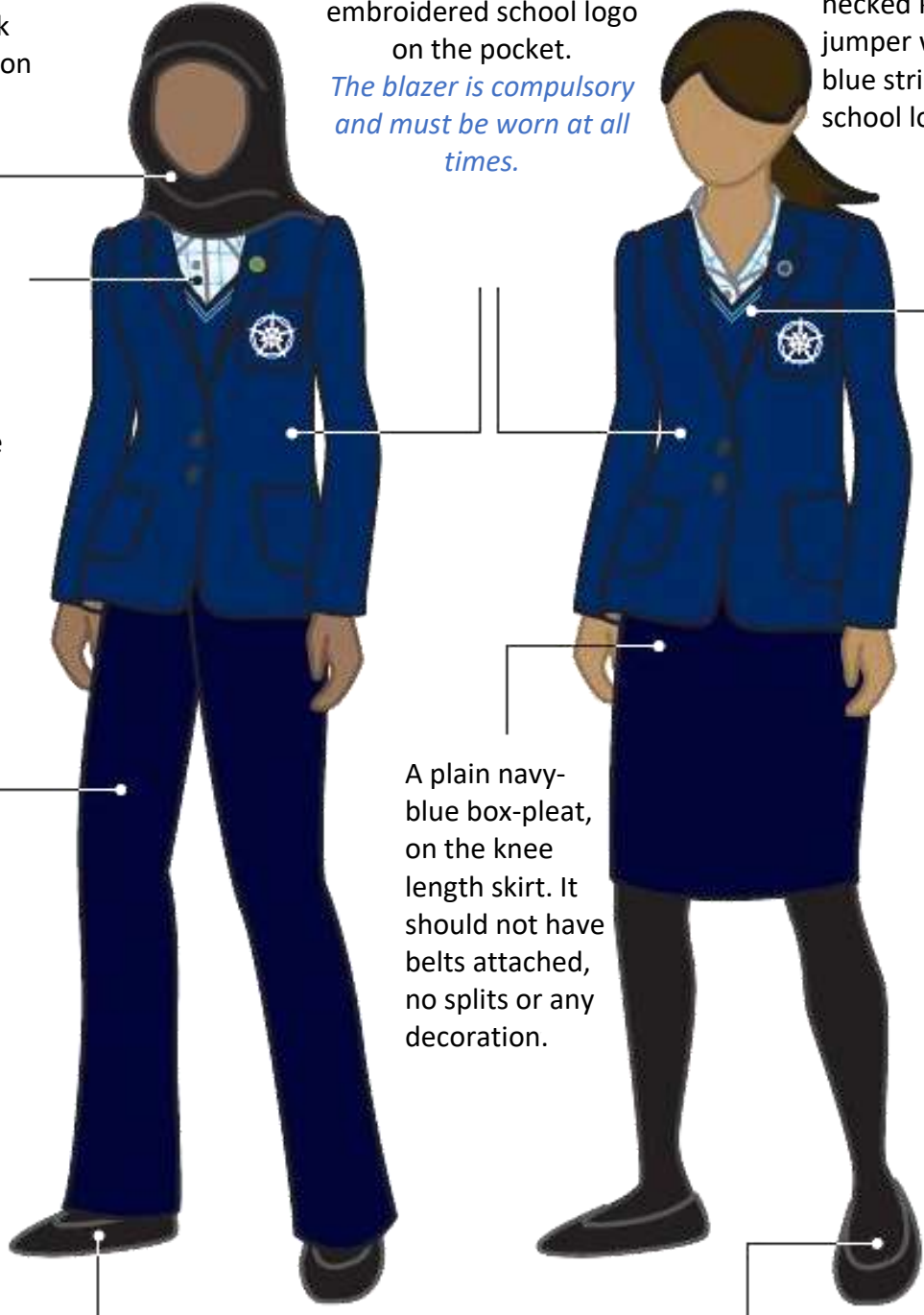
Compulsory pale blue and white checked blouse.

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

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

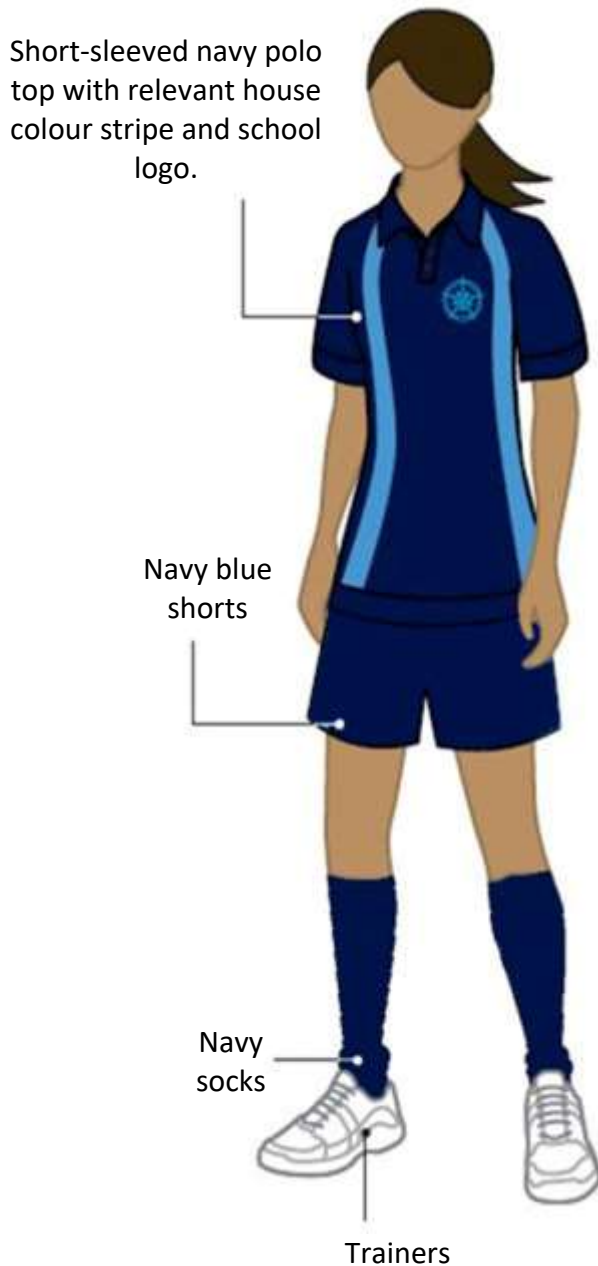
Plain black low-heeled shoes (trainers, canvas shoes, Vans and Converse, leather Vans, sandals and boots, including Dr Martens are not permitted).

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

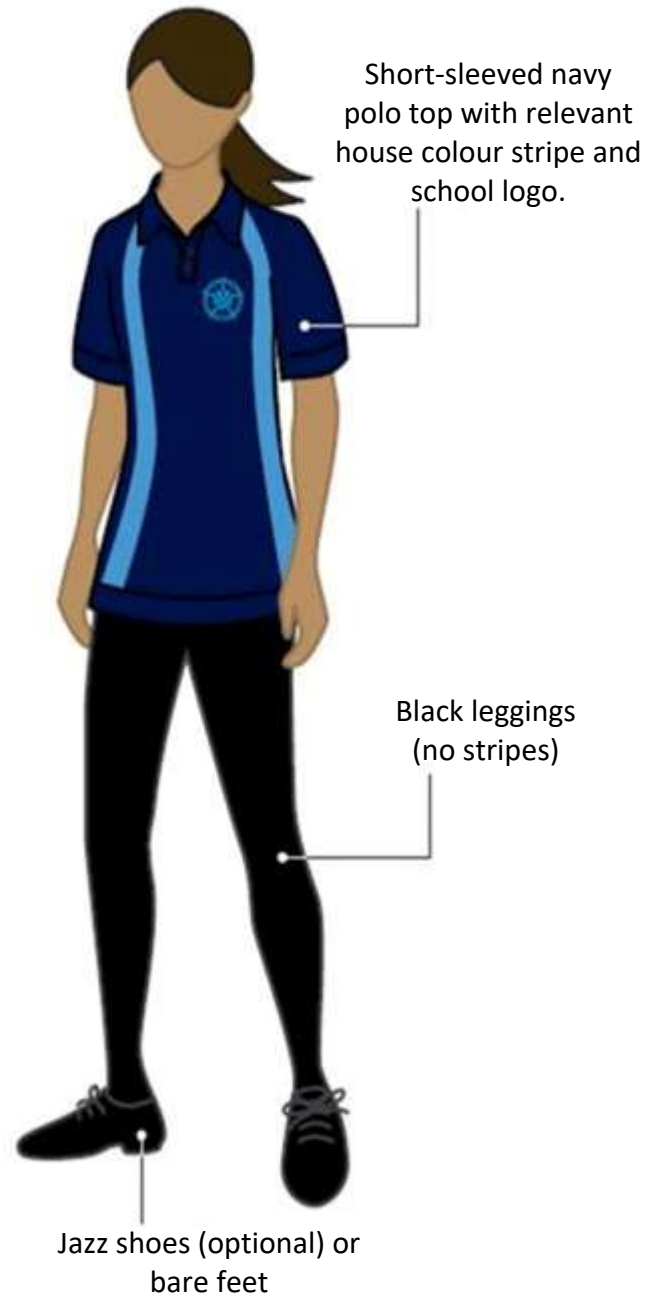




PE: Compulsory items



Dance: Compulsory items



Uniform Policy

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

Trainers can only be worn to School if accompanied by a medical note. In this instance, the trainers must be black. If students do wear trainers to school, they will be offered a pair of school shoes, provided by their Head of Year. If they refuse these, students will be internally isolated.

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



Equipment List

Your daughter will need a fully stocked pencil case including blue and black writing pens, 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 being 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 regard to their use with fractions.

Calculators should be labelled with the student's name. Please see our video demonstration of our recommended calculator on our [CHSGMaths YouTube channel](#).

Technology

For each lesson students will need the following equipment:

Essential: pencil, pen, 30 cm ruler, coloured pencils (not felt tips), scissors and glue stick

Helpful: Black fine line pen, set square, compass, rubber, sharpener.

Visual Arts

2b & 4b pencils, colouring pencils, rubber, sharpener, scissors and glue. The Visual Arts department offer 2 pencils (2b & 4b) and 2 brushes for £2.50.

PE

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



Home Computer/Laptop

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 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 & 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





Communication with the School

At CHSG we want to communicate with you as effectively as possible, hence this booklet. For further information the school website is the main source of information about the school. We will also produce fortnightly newsletters from the Heads of Year and from Heads of Department to keep you up to date about school life. For further information about communication please see the section on School Gateway.

Your daughter's Form Tutor and/or the School Office are the first point of contact for you if there is a pastoral matter, we need to be aware of. For example, if your daughter has a medical appointment you would need to,

- Write a note explaining what the appointment is (the GP, the Dentist etc.) so your daughter's Form Tutor can sign it
- and,
- Contact the School Office via email on office@chsg.org.uk or by calling 020 8647 8294.

If there is a matter you wish to discuss with a subject teacher, then you can either leave a message for them to contact you back via the School Office or email them directly. Staff emails can be found on the school website.

Please do not come to the school without an appointment and expect to see a member of staff. Meetings need to be arranged in advanced as we cannot guarantee the person you wish to speak to is available that day.

School Gateway

Our ability to communicate with parents and share the wonderful things that happen here is very important to us.

All school related communication, newsletters, reports, timetables and attendance figures will go through School Gateway.

We use School Gateway to send out Progress Reviews and Reports.

To download the app for free search your App store for **School Gateway** and download.

Apple iPhone users, download the app by clicking [here](#).
Android phone users, download the app by clicking [here](#).

Click here for guidance on how to get started. Your login details will be automatically generated using the contact information we already have on our system, so **please make sure the details we hold for you are up to date**. You can check and change these details by responding via the app.

If you have any questions or would like some more information, please see the School Gateway site.



Assemblies 2023-2024

Autumn		Spring		Summer	
4th Sept	No Assemblies this week	8th Jan	House Assembly	15th Apr	Introduction to the Spring Term
11th Sept	Introduction to the year	15th Jan	Introduction to the Spring Term	22nd Apr	Student Leadership
18th Sept	School Values	22nd Jan	Holocaust Memorial Day	29th Apr	House Assembly
25th Sept	House Assemblies	29th Jan	Wellbeing Week / Children's Mental Health Week	6th May	Teaching and Learning
2nd Oct	Cultural Awareness: Black History Month	5th Feb	Rewards	13th May	Wellbeing / Safeguarding (Mental Health Awareness Week)
9th Oct	World Mental Health Day			20th May	Rewards
17th Oct	Rewards				
Half Term					
6th Nov	Sixth Form / Destinations	19th Feb	International Women's Day (Female role models)	3rd Jun	Cultural Awareness: LGBT Pride Month
13th Nov	Anti-Bullying Week	26th Feb	World Book Day	10th Jun	Exam Preparation – Revision / Mental Health
20th Nov	Student Leadership Week	4th Mar	British Science Week (STEM: Science and Technology)	17th Jun	Teaching and Learning
27th Nov	Wellbeing / Safeguarding	11th Mar	British Science Week (STEM: Engineering and Maths)	24th Jun	Resilience
4th Dec	Teaching and Learning	18th Mar	Cultural Awareness: SEND	1st Jul	Transition to Year 8/9/10/11
11th Dec	International Human Rights Day (10th Dec)	25th Mar	Rewards	8th Jul	Rewards
18th Dec	Rewards			15th Jul	No Assemblies this week

Key Dates

Autumn Term 2023

4th September	INSET Day
5th September	Start of Autumn Term Years 7 & 12 – register 8.30am
6th September	Years 8, 9, 10, 11 & 13 – register 8.30am
11th September	Year 7 Parent Information Evening
12th September	Year 11 Parent Information Evening
13th September	Year 10 and Year 12 Parent Information Evening
14th September	Year 9 Parent Information Evening School photographs
22nd September	INSET day
26th September	Year 8 and Year 13 Parent Information Evening
6th October	Year 7 Culture and Values Day
13th October	Year 10 Careers Day

Half term 23rd October to 3rd November 2023

6th – 10th November	Year 11 English/Maths/Science Exams Year 13 Exams
9th November	Personal Development Day 1 Year 7 Teacher Consultation Day
15th November	Sixth Form Open Evening
16th November	Late start for students – 9.35am
20th – 24th November	Autumn Exams Week Years 9 & 10
22nd November	Year 11 Careers Day
27th November – 1st December	Autumn Exams Week Years 7, 8 & 12
7th December	Year 7 Careers Day
12th December	Winter Concert
20th December	Year 7 Christmas Fair Christmas Lunch
21st December	End of Autumn Term

Spring Term 2024

8 th January	Start of Term – 11am start for students
18 th January	Year 12 & 13 Parents' Consultation Evening
19 th January	Late start for students – 8.50am
25 th January	Personal Development Day 2 Year 9 and Year 11 Teacher Consultation Day Year 11 Exam Preparation Evening for Parents Year 13 Exam Preparation and UCAS Finance Evening for Parents
1 st February	Year 8 Parents' Consultation Evening
2 nd February	Late start for students – 8.50am
7 th February	Year 10 Careers Day
8 th February	Dance Show

Half term 12th February to 16th February 2024

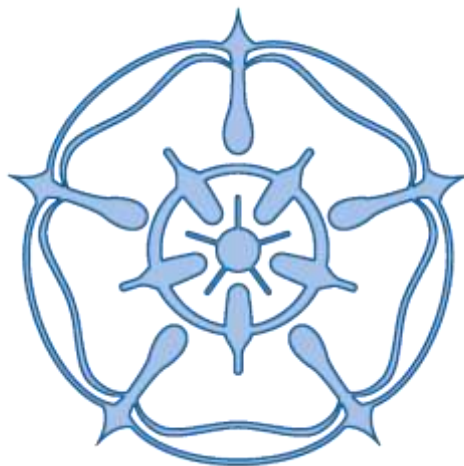
19 th February	INSET Day
20 th February – 1 st March	Year 11 & 13 Exams
4 th – 8 th March	Spring Exams Week Year 9, 10 & 12
6 th March	Year 11 Careers Day
11 th – 14 th March	Spring Exams Week Years 7 & 8
12 th – 14 th March	School Musical
13 th March	Year 9 Careers Day
15 th March	INSET Day
21 st March	Personal Development Day 3 Year 8, 10 & 12 Teacher Consultation Day Year 11 Parents' Consultation Evening
22 nd March	Late start for students – 8.50am
26 th March	Year 8 Careers Day
27 th March	Year 8 Options Assembly
28 th March	End of Spring Term

Summer Term 2024

15th April	Start of Term – 11am start for students
18th April	Year 8 Options Evening
2nd May	Year 7 Parents' Consultation Evening
3rd May	Late start for students – 8.50am
6th May	Bank Holiday
7th – 10th May	Year 10 Work Experience
16th May	Year 9 Parents' Consultation Evening
17th May	Late start for students – 8.50am
23rd May	Personal Development Day 4

Half term 27th May to 31st May 2024

17th – 21st June	Summer Exams Years 9
24th – 28th June	Summer Exams Week Year 10 & 12
1st – 5th July	Summer Exams Week Years 7 & 8
4th July	Year 10 Parents' Consultation Evening
5th July	Year 9 Careers Day
8th July	Late start for students – 8.50am
11th July	Summer Concert
12th July	Sports Day
17th July	Sports Awards Evening
19th July	End of Summer Term



Carshalton High School for Girls

Excellence: everywhere, every day.

West Street, Carshalton, Surrey SM5 2QX

t: 020 8647 8294 - f: 020 8773 8931

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

part of the  Girls' Learning Trust