Carshalton High School for Girls

NEWSLETTER

FRIDAY 13 NOVEMBER 2026

Mrs Sue Stangroom
Mrs Stangroom, our much loved Head of Geography died this week having bravely fought cancer with her characteristic positivity and grace. Sue was a brilliant and much loved teacher who cared deeply for her students. Sue taught at Carshalton High School for Girls for ten years, in which time she led the Geography department through the pandemic, organised memorable trips and visits, to Iceland in particular, and led the school sustainability and environment group; all things she loved.

We remember Sue with gratitude, affection and respect.

Dates for your diary

Week B

16.11.26 - Year 7, 10 and 12 exams begin
17.11.26 - Year 12 History Trip - Auschwitz, Poland
18.11.26 - Year 13 Film Studies trip
19.11.26 - Meet the tutors evening

Week A

23.11.26 - Year 7, 10 and 12 exams continue
23.11.26 - Year 8 Media Studies trip
27.11.26 - Money Matters trip

Welcome

This week the school marked Armistice Day with an assembly on the theme of Remembrance led by Mr Godman. The students learnt about the stories of individual soldiers killed in the First World War as well as those of local soldiers whose names appear on the Carshalton and Wallington war memorials. The school then took part in the national two-minute silence at 11am on the 11th day of the 11th month.

In other events this week, students have been taking part in several trips and activities. 80 Year 8 and Year 9 students enjoyed a night in the West End watching the musical Hadestown. I had the pleasure of accompanying this trip and a group of American tourists stopped me on our way out of the theatre to tell me how fantastic the girls had been, and indeed they were. There have also been memorable visits to the Goethe Institut with the Philosophy department and the Pineapple Dance Studios with the Dance department.

Three groups of Year 7 students have been taking part in a Samba drumming workshop in school this morning. The incredible noise and rhythms they generated have given us a joyful and uplifting end to this saddest of weeks.

Lastly, I would like to thank everyone who attended our Sixth Form Open Evening this week, and in particular the students and staff who gave up their time to represent the school so positively. The event was a wonderful opportunity to showcase the strength of our Sixth Form community and the breadth of opportunities available to our students. I would encourage all Year 11 students who are considering their next steps to explore what our Sixth Form has to offer. Applications are now open, with further information and the application form available on the school website.

Mr Sambrook
Deputy Headteacher

Notices

Meet the Tutor Evening

We're looking forward to welcoming you to Meet the Tutor Evening on Thursday 19 November. It's been a while since we've held an evening like this, and we're delighted to give families the chance to get to know their child's form tutor. If you haven't met them before, it's a lovely opportunity to put a face to a name and talk about how your child is getting on.

We'd like every family to be part of the evening, so we expect all parents and carers to book an appointment and attend with their child. You can choose a time through the Parents' Evening System.

- Years 7–11: in school, 3.30–6.30pm
- Years 12 and 13: online, 3.30–4.40pm

If you're coming into school, our student ambassadors and staff will be at the Student Entrance to welcome you and help you find your way. If you have a few minutes before or after your appointment, we'd love you to pop into the Careers Centre for a cup of tea or coffee and a chat with members of the Senior Leadership Team.

Year 10 & 11 GCSE Dance – Pineapple Dance Studios!

This week, our Year 10 and 11 GCSE Dance students had the fantastic opportunity to visit the famous Pineapple Dance Studios in London for an exciting and inspiring day of Dance!

Students were lucky enough to take part in two professional workshops: one in contemporary dance and the other in commercial dance, both led by talented choreographers and performers working within the industry. They embraced the challenge of learning new, exciting and demanding repertoire, demonstrating fantastic enthusiasm, determination and creativity throughout both sessions.

As well as developing their technical and performance skills, students gained valuable insight into what it is like to pursue a career in Dance and the realities of working within the professional Dance industry. Both choreographers shared their experiences and offered excellent advice, giving students a clearer understanding of the dedication, commitment and skills needed to succeed in such a competitive and exciting profession.

It was wonderful to see CHSG students throwing themselves into every opportunity, challenging themselves and representing the school so brilliantly. They also performed their Dance pieces amazingly, showcasing their hard work, confidence and passion for dance.

Overall, it was a fantastic and memorable day. Well done GCSE Dancers!











YEAR 7

Kindness and inclusion
I have received a number of really positive comments about our Year group this past week: from enthusiastic and polite; interested and engaged, as well as 'with it and switched on'. I think for me, though, when I observe the kindness that they show to others, that is the greatest compliment. Please continue to partner with us in helping your daughters to become the best version of themselves and to continue to look out for others. Importantly too, is to understand that friendships are fluid; and, learning to navigate them well – when they begin and when they end if they do – teaches them valuable life lessons about interpersonal relationships later in life, both in the workplace and socially. I am really proud of our Year 7s and they have made a really good start to secondary school.

Examinations
Our examination week begins on Monday and we wish your daughters all the best. They would have received an e-mail sent to you on the 12th October. They have also been given a blank timetable to fill in all their assessments. They would have received information from their teachers regarding what to revise and learn. In addition, I presented an assembly this week on revision tips: I highlighted different learning styles, the importance of sleep (to press the 'save' button on learning for the day), eating properly, and revising little and often. Examinations are important and of course we want students to try their best. Equally, they are not the whole picture of a student and are a snapshot. If things go well, we celebrate. If the results don't turn out as planned, we reflect and we look at how we can close the gap for next time. Please help us to help your daughters to celebrate their successes, as well as the journey of learning, which teaches them so much about themselves – not just the content of the subject. We focus on the learning process as much as the outcome. Your daughters' 'to do lists' are as important as their 'to be list'.

Meet the Tutor information evening
We are pleased with the number of parents who have booked so far to meet the Tutors next Thursday afternoon/evening. Please do book, if you have not yet done so: this is a most valuable opportunity to speak to your daughter's Tutor about a range of things.

Cold weather
There will be some very cold weather next week. Please do remind your daughters to wrap up warmly: gloves, scarves, blazer, jacket, tights. Please do remember that these items need to be the correct school colour. Please advise them to take care on their way to school as pavements and roads could be icy.

Student shout-out
A special congratulations to Lucy B (7S2), who was selected to represent Girlguiding UK at the Remembrance Sunday Cenotaph Parade in London. As part of this prestigious national event, Lucy joined fellow Guides in honouring those who have served their country, speaking with veterans and service personnel and taking part in a memorable day of remembrance and reflection. Her dedication and commitment to service are a credit to both herself and the school.

We wish you all a restful weekend.
Mrs Macallister
Head of Year 7

YEAR 8

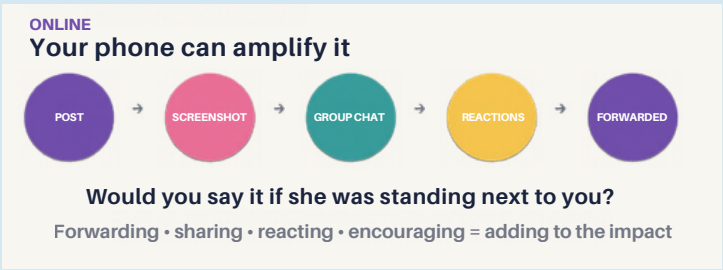
A number of Year 8 students enjoyed a fantastic trip to London's West End this week to see the award-winning musical Hadestown. The students were excellent ambassadors for the school and thoroughly enjoyed the opportunity to experience live theatre and all that the production had to offer.

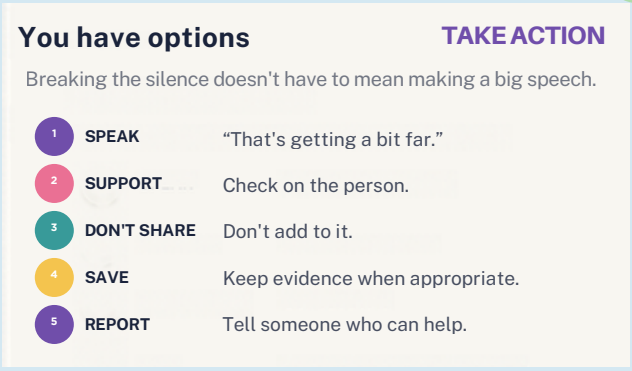
A reminder to Year 8 parents and carers to sign up for our forthcoming Meet the Tutor appointments. These meetings provide a valuable opportunity to discuss how your child has settled into the academic year, celebrate successes, and address any questions you may have. We look forward to seeing you there.
Ms Brice
Head of Year 8

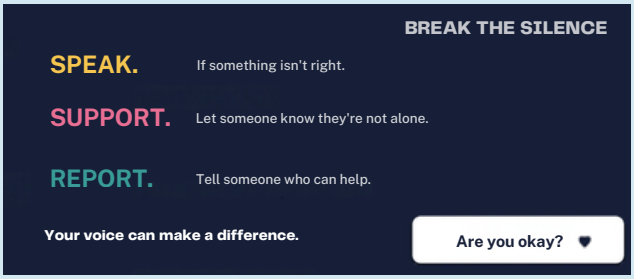
YEAR 9

Anti Bullying week
This week the students were reminded of the negative impact that bullying can have. The theme this year from the Anti Bullying Alliance is "Break the silence" and students have been urged to call out and report any bullying to a member of staff. Students are not expected to confront bullies ever and speaking up takes courage but in order to have a safe and bullying free community it is essential that all incidents are reported so that they can be challenged. Incidents of bullying can be reported to any adult in school.

Students were also reminded that they should think twice before posting anything hurtful online and to think twice before sending any post online that may cause harm.







Anti-bullying House Competition
Well done to the following students for winning the house competitions; they will receive Amazon vouchers from Miss Jones

Heela S 9H2
Riya B 9S2
Mekavi M 9H2

Click on their names above to see their excellent work

Meet the Tutor Evening
Please remember to book your appointment to have face to face time with your daughter's Form Tutor on Thursday 19th November. This is an excellent opportunity to discuss any concerns that you may have. You can book an appointment here: Carshalton High School for Girls - Parents' Evening

Student shout out
Congratulations to Emily B (9S3), who represented Girlguiding UK at the Remembrance Sunday Cenotaph Parade in London. Selected by her Guides unit for this honour, Emily joined other Guides in commemorating those who have served and sacrificed, with opportunities to meet veterans and service personnel and take part in this prestigious national event.



We are incredibly proud of Emily for her commitment, service and excellent representation of both Girlguiding and the school.

Mrs N Devaney
Head of Year 9

YEAR 10

It has been another positive and productive period for Year 10, with pupils continuing to engage in a range of opportunities to develop their confidence, take on responsibility and contribute positively to our school community.

Student Parliament
Our first Year 10 Student Parliament meeting took place on Monday 9th and was a great success. It was fantastic to see pupils engaging in discussions, sharing their ideas and putting forward suggestions on behalf of their peers. The meeting provided a valuable opportunity for pupils to have their voices heard and contribute towards shaping positive changes within our school community. We look forward to seeing how these ideas develop and the impact they will have moving forward.

Upcoming Exams and Revision
A reminder that Year 10 examinations begin on Monday 16th November. Pupils should now be making revision a regular part of their weekly routine to ensure they feel confident and well prepared. We encourage pupils to revisit their class notes, knowledge organisers and revision materials, as well as practise answering exam-style questions. Short, focused revision sessions throughout the week can be particularly effective.

It is equally important that pupils look after their wellbeing during the examination period. Getting enough good-quality sleep each night is essential for concentration, memory and learning, while eating regular, nutritious meals will help pupils maintain their energy levels and focus throughout the school day. We encourage pupils to establish a healthy balance between revision, rest and their usual activities so that they feel prepared and ready to perform to the best of their ability. We appreciate parents' support in helping pupils establish positive routines during this important period.

Meet the Tutor Evening
A reminder that Meet the Tutor Evening will take place on Thursday 19th November. We'd like every family to be part of the evening, so we expect all parents and carers to book an appointment and attend with their child. You can choose a time through the Parents' Evening System.

Central Film School Presentation
Students interested in film, television and the creative industries are invited to attend a presentation from Central Film School, a specialist film school based in Clapham.

The presentation will take place on Tuesday 17th November from 8.40am to 9.10am in the Library and will provide an introduction to the courses offered by Central Film School, as well as the wide range of careers that these courses can lead to, including opportunities in film production, screenwriting, directing, cinematography, editing and other creative industries.

This is an excellent opportunity for students considering a future in film, media or the wider creative sector to learn more about higher education pathways and career opportunities in this exciting field.
Students who would like to attend should register their interest by giving their names to their form tutor in advance. Places may be limited, so early registration is recommended.

Have a great weekend.

Mr Osborne
Head of Year 10

Miss Cardoso
Assistant Head of Year 10

YEAR 11

It has been great to see Year 11 return to their normal lesson routines following their mock examinations, making the most of the opportunity to refocus on their learning and continue working towards their upcoming GCSEs. Our teachers are currently working hard to mark the mock examinations and provide students with valuable feedback to help them identify their strengths and areas for development. We appreciate that students are keen to receive their results however, marking a full set of examinations takes time, so we kindly ask for your patience. We will endeavour to return papers and results as soon as possible.

On Tuesday morning, Year 11 took part in two informative careers talks designed to broaden their understanding of the opportunities available to them beyond GCSEs. Our first speaker represented Ada, the National College for Digital Skills, and introduced students to a range of digital and technology-related qualifications and careers. With the world of work constantly evolving, developing skills in the digital and technology sectors is becoming increasingly valuable. Gaining experience and qualifications in these areas can open up a wealth of opportunities and provide students with skills that are highly sought after by employers. There was also a speaker from South Thames College Group who provided a comprehensive overview of the vocational and academic pathways available at Key Stage 5. The talk focused particularly on introducing students to Level 3 T-Levels and BTECs, alongside apprenticeship opportunities. These sessions were a valuable reminder of the many different routes available to students after Year 11. As students begin to make decisions about their next steps, it is important that they feel informed about the variety of opportunities open to them and can make choices that best suit their interests.

This week, we also came together for a particularly touching Remembrance Assembly. The assembly provided a valuable opportunity for our students to reflect on the importance of remembrance, gratitude and respect. It was lovely to see so many students wearing poppies and showing their support.

On Wednesday, we also had our sixth form Open Evening. It was absolutely brilliant to see so many of our Year 11 students attend. We hope this was an insightful evening that has helped guide your post-16 options.

With Anti-Bullying week approaching, we would like to remind students of the significant and lasting impact that bullying can have on individuals and the importance of creating a safe, supportive and respectful school community. This year's Anti-Bullying Week, led by the Anti-Bullying Alliance, is 'Break the Silence'. Students have been encouraged to speak up, challenge bullying behaviours and report any concerns to a member of staff. Please remind your child that any incident of bullying can be reported to any adult in school. By working together, we can ensure that our school remains a community where everyone feels valued, respected and safe.

On Tuesday 17th November from 8.40am to 9.10am, there will be a presentation by the Central Film School. If this is something that interests you, please inform your form tutors.

Finally, if you haven't done so already, please ensure you have signed up to the 'Meet the Tutor Evening'. This is a great opportunity to speak to form tutors about how your daughter is getting on outside of the regular classroom. The library will also be open for you to talk to members of SLT.

Thank you for your continued support. As we move further into this important year, we encourage Year 11 to maintain their focus, make the most of every lesson and continue to approach the challenges ahead with resilience.

Mrs Pearce and the Year 11 team

YEAR 12

As Year 12 prepare for examinations starting from next week, this week's tutor time has been spent on recapping and actively engaging with revision strategies, including how to organise and prioritise tasks through the Pending, Doing, Done table that was explained in Academic Catch-Up on Thursday.

Students are also encouraged to keep getting involved in club/events, as well as suggesting initiatives to run.

Sixth Form Meet the Tutor Evening is an online event running from 4.00-5.30pm on Thursday 19th November. This is a good opportunity to get an update about how students are doing and to ask about any further support that home can offer.

Miss Ishola
Head of Year 12

YEAR 13

Year 13 UCAS applications continue to be submitted, and it has been wonderful to see so many university offers beginning to come through. We are incredibly excited for our students and look forward to hearing more positive news as the application process progresses.

A huge thank you to our Sixth Form volunteers who were fantastic ambassadors for CHSG during this week's Open Evening. They represented the school brilliantly, speaking confidently with prospective students and their families and sharing their experiences of Sixth Form life. A special mention goes to our Senior Head Girls, Isla, Daisy and Chloe, who delivered an excellent speech.

Finally, I would like to remind families that high attendance in Year 13 is essential. With final examinations and important assessments approaching next term, it is vital that students are in school and in front of their teachers as consistently as possible. Every lesson matters, and regular attendance gives students the best opportunity to consolidate their learning, address misconceptions and access the support they need. Please continue to encourage your daughter with this.

Thank you, as always, for your continued support.
Miss Robinson
Head of Year 13

Carshalton Girls Achieves Prestigious BTEC Gold ALPS Award

We are proud to have achieved the BTEC Gold ALPS Award, recognising the outstanding progress and achievement of our students in vocational qualifications.

This award reflects the hard work, commitment and dedication of our students and staff, and highlights the excellent outcomes being achieved across our BTEC courses.





CHSG CAREERS NEWS

Zopa Bank trip

Seven budding bankers from Year 12 joined me on Monday 9th November for an interactive workshop at the online bank Zopa, in Canary Wharf. The whole day workshop was called: A Real-Life Business Challenge, “Get Hired – What Recruiters actually notice” Workshop, Networking Lunch and Panel Session.

They were introduced to the various roles within a bank by having to guess who, from the panel, matched the skill-set. The students engaged in an activity where they worked in teams with colleges' 6th formers, to devise a new feature for the Zopa Banking app. They considered ways for clients to remember to pay subscriptions, avoid having debit cards declined and, to future-proof by 'Going Green' with apps. The students named their app, explored options, discussed and presented to the room. Finally, there were two bonus presentations. The first by an established Job recruiter, who shared lots of tips, in order to be a successful applicant. The second was by an IT expert who gave an insightful talk entitled " Your future at Work: Humans, AI and the Jobs of 2030" which reminded us of the need to be adaptable and creative; skills that AI does not have.

The students were great company and were happy to develop a wide range of soft, employability skills, but also found time to have a break during lunch to play the on-site piano, table football, pool and even table tennis.













Curriculum Focus: English



The Autumn term in the English Department always begins with a sense of anticipation and possibility. While it marks the start of a new academic year, it also represents the culmination of learning from the previous one as students build on established knowledge and skills.

Year 13 students have begun work on their Independent Critical Study coursework, with Frankenstein serving as their core text alongside a self-selected companion text that they research independently. This unit showcases the breadth and depth of their development as literary scholars, requiring them to engage with academic lectures, explore Georgian attitudes towards science, and investigate the conventions of the Gothic genre. Combined with preparation for their first mock examinations, it has made for a demanding and rewarding term.

Year 7 students have embarked on their secondary school journey through a creative writing unit inspired by the much-loved play War Horse. Drawing on themes of friendship between humans and animals, students have crafted their own narratives while developing an understanding of story structure, including building tension towards a climax and creating satisfying resolutions. They have also explored the use of figurative language and vivid imagery to bring their writing to life.

In Year 8, students have been studying poetry centred on the theme of power. Through a diverse range of poems, they have examined ideas including the power of storytelling, language, the mind, nature, powerlessness, and the misuse of power. Alongside these thematic explorations, students have deepened their understanding of poetic methods such as symbolism, motifs, stanza structure, and rhyme, strengthening their ability to write analytical responses.

The Year 9 Autumn curriculum focuses on a rich selection of non-fiction texts written by authors from a range of backgrounds. Timely and relevant, the unit complements students' learning about Black and minority ethnic history while further developing the analytical reading skills and understanding of rhetoric introduced in earlier years. These skills are then applied through the production of a journalistic article modelled on a GCSE-style examination task.

Year 10 students have made an exciting start to both their English Language and English Literature GCSE courses.

In Language lessons, they have been developing strategies for analysing unseen fiction texts and building a strong analytical toolkit in preparation for Paper 1. In Literature, students have begun their study of An Inspector Calls, exploring Priestley's presentation of character, themes, and dramatic techniques while gaining an introduction to modern drama.

With November mock examinations approaching, Year 11 students started the academic year with a focused programme of preparation and revision. Through retrieval practice, timed examination questions, and targeted live feedback, students have revisited key content and refined their exam technique. Structured revision tasks completed at home have further supported their progress and confidence.

To mark National Poetry Day, students in Years 7-11 took part in a whole-school poetry competition based on the theme "Wonder Where You Are – Look Again: Poetry from Our Community," celebrating the people, places and stories of Carshalton. Students produced a wide range of imaginative and thoughtful poems inspired by local landmarks, green spaces and personal experiences, demonstrating both their creativity and appreciation of the community around them. The winning and shortlisted entries have been compiled into a beautifully illustrated virtual anthology which can be found on the school website, showcasing the diverse voices of our students and the power of poetry to uncover wonder in familiar places.

In addition, for Black History Month, we ran a whole-school book review competition, inviting students to review a book written by their favourite black author. There was one winner from each class, and the winning reviews will contribute to a student-led CHSG reading list in the library, which will be created in collaboration with the CORE team.

CHSG SAFEGUARDING

Understanding Kinship Care and Private Fostering

Not all children and young people live with their parents. Sometimes, family circumstances mean that they are cared for by grandparents, other relatives, family friends or adults they know and trust.

Kinship care is when a child is cared for by a relative or someone with whom they already have a close relationship because their parents are unable to care for them. These arrangements can be informal or supported through legal arrangements, such as a Special Guardianship Order.

Private fostering is slightly different. This is when a child under 16 (or under 18 if disabled) lives with someone who is not their parent or close relative for 28 days or more. For example, a child staying long-term with a family friend may be privately fostered. By law, these arrangements must be reported to the local authority so that appropriate checks and support can be provided.

Support for families
Cognus, Sutton's education services provider, offers advice and support to families and carers, including those caring for children through kinship arrangements. Support may include guidance around education, school attendance, wellbeing and accessing appropriate services. **Kinship – Cognus**

If your child is living with someone other than their parent, or you are caring for a child who is not your own, please speak to our safeguarding team. We can help you understand what support may be available and whether any arrangements need to be formally notified to the local authority.

Our priority is to ensure every young person feels safe, supported and secure, whatever their family circumstances.

CHSG WINTER CONCERT 2026

Tuesday 8th December 2026
6.30pm
CHSG School Hall

Tickets available on Arbor or on the door for £4

Come and join us for a fantstic evening of music to kickstart the festive season

Cognus
No Limits on Learning

CHILD EMPLOYMENT

A guide for parents and carers

Sutton

If your child is thinking about doing paid or voluntary work, it's important to understand the rules that protect them.

KEY THINGS PARENTS AND CARERS NEED TO KNOW

MINIMUM AGE

The youngest age a child can work is 13.

No one under 13 may be employed.

WORK PERMIT REQUIRED

If your child is between 13 years and school leaving age (the last Friday in June, in year 11), by law, their employer must have a work permit.

WORKING HOURS AND CONDITIONS

There are strict rules about the number of hours, times of day and type of work children can do.

These rules protect your child's education, health, safety and well-being.

CHILDREN IN ENTERTAINMENT

If your child is working in television, theatre, modelling or similar entertainment, they need a Child Performance Licence instead.

PENALTIES APPLY

Employers who do not have a permit may be fined up to £1,000 per child.

Cognus acts on behalf of the London Borough of Sutton in issuing child employment permits.

THE PERMIT PROCESS – HOW IT WORKS

1 APPLICATION

The employer applies online via the Cognus website no later than 7 days after your child starts work.

2 INFORMATION REQUIRED

The employer provides:

- Duties & hours
- Parental medical declaration
- Child-specific risk assessment

The child's school may also be contacted.

3 CHECKS

We check the information and consider your child's education, health and welfare.

4 DECISION

We aim to make a decision within 31 days of receiving a complete application.

5 PERMIT ISSUED

If approved, a work permit is issued.

A copy will be sent to you to share with your child and also to the employer.

IMPORTANT

Your child cannot continue to work while the application is being processed unless we identify serious concerns.

If a permit is refused or later withdrawn, your child must stop work immediately.

MORE INFORMATION

Find out more about child employment, working hours, types of work and legal responsibilities at:

www.gov.uk/child-employment

WORKING HOURS AND CONDITIONS

All work must be outside school hours and must not affect your child's education.
Children cannot work before 7am or after 7pm, or for more than one hour before school.

	Ages 13 – 14	Ages 15 – 16
During term time (max per week)	12 hours	12 hours
On a school day	Max 2 hours between 7–8am or 3–7pm (after school)	Max 2 hours between 7–8am or 3–7pm (after school)
Saturdays & school holidays (max per week)	25 hours	35 hours
Max per day during school holidays	**5 hours** between 7am and 7pm	**8 hours** between 7am and 7pm
Sundays	Max 2 hours between 7am and 7pm	Max 2 hours between 7am and 7pm

REST BREAKS

If your child works more than 4 hours in a day, they must have a rest break of at least 1 hour.

SCHOOL HOLIDAYS

Your child must have at least 2 consecutive weeks without employment each year.

EXAMPLES OF WORK CHILDREN CAN DO

(Subject to age, hours and other rules)

- Deliver newspapers and leaflets
- Work in a shop (e.g. stacking shelves, serving customers)
- Office or administrative tasks
- Hairdressing (non-chemical tasks, e.g. sweeping up, hospitality duties, reception work)
- Work in cafés and restaurants (front of house only)
- Hotels and other accommodation (front of house roles)
- Light agricultural or gardening work (no machinery)
- Car washing and valeting
- Pet care and animal care (non-veterinary)
- Helping at a family business (light duties only)
- Sports club or leisure centre assistant roles

This list is not exhaustive. If you are unsure whether a type of work is suitable or permitted, please contact us.

EXAMPLES OF WORK CHILDREN CANNOT DO

(Not permitted at any time)

- Work in a cinema, theatre, nightclub, pub or adult entertainment
- Work in construction or with dangerous or heavy machinery
- Sell or deliver alcohol, fuel, e-cigarettes or tobacco
- Work in a commercial kitchen or do food preparation
- Collect or sort refuse, or work with waste
- Work 3 metres or more above ground or in confined spaces
- Work with harmful physical, biological or chemical agents
- Door-to-door selling, money collecting or street trading
- Work with adult material or in adult-oriented establishments
- Telephone sales or telesales
- Work in a slaughterhouse, butcher's shop or fish processing
- Assist at fairgrounds, amusement parks or arcades
- Work in bingo halls or any place used for licenced gambling
- Work in residential care or nursing homes
- Work at a racetrack

These roles are prohibited because they are harmful to children's health, safety, education or development.

YOUR ROLE AS A PARENT OR CARER

- Make sure the work is safe, suitable and appropriate for your child's age and ability.
- Read and understand the risk assessment and the safeguarding arrangements provided by the employer.
- Ensure the work does not affect your child's education, health or well-being.
- Keep us informed of any changes to the employment (e.g. hours, location or duties).
- Speak to us if you have any concerns about the work or your child's experience.

FREQUENTLY ASKED QUESTIONS

Q: Is the work permit free?
A: Yes, there is no charge for a work permit.

Q: How long do employers have to apply for a permit?
A: Employers must apply for a work permit no later than 7 days after your child starts work.

Q: What happens if the permit is refused or withdrawn?
A: Your child must stop working immediately.

Q: My child has a part-time job for the holidays – do they still need a permit?
A: Yes, if they are compulsory school age.

HOW TO APPLY

Employers must apply online via the Cognus website no later than 7 days after your child starts work.

www.cognus.org.uk/services/child-employment/child-employment-work-permit-application-form/

NEED MORE INFORMATION?

Child Employment Team
Cognus (working on behalf of the London Borough of Sutton)
Cantium House, Railway Approach,
Wallington SM6 0DZ

Tel: 020 823 0461
Email: childemployment@cognus.org.uk

Sutton

Join other young people from Sutton to explore your future, discover new opportunities and have fun!

Sutton Youth Summit

FUTURE READY

Ages 11-25
Free event!

FREE food, drink, amazing goody bag, performances, career inspiration and more!

Thursday 19th November 2026

3.30pm - 6pm

Sutton Library, Gallery Space, Second Floor

Register now on Eventbrite!

bit.ly/Sutton-youth-summit-future-ready

Event sponsors

Sutton LSCP Local Safeguarding Children Partnership

Meeting Place

Sutton College

maps Mentoring, Advocacy & Peer Support

Volunteer Centre Sutton

Building better lives through volunteering

Registered charity 1048978

Is my child too ill for school?

UK Government NHS

Does your child have a high temperature (38°C or more)?

YES Keep them off school until it goes away.

NO Follow the guidance below.

Yourchild can usuallygo to schoolwith a mildcoughorcoldiftheyareotherwisewell.Ifyoudokeepyourchild at home, it's importanttophone the school or nursery on the first day and give them the reason.

Should go in	Should go in (let the school know)	Seek treatment before returning to school	Keep them off (at first)
A cough, cold or sore throat Fine with slight cough or common cold symptoms, such as a runny nose, sore throat or headache, as long as they're otherwise well and do not have a high temperature.	**Cold sores** Encourage them not to touch the blister or kiss anyone while theyhave thecold sore, or to share things like cups and towels.	**Impetigo** They'll need treatment from a pharmacist or GP, often with antibiotics. Keep them off school until all the sores have crusted over and healed, or for 48 hours after they start antibiotic treatment. Encourage your child to wash their hands regularly and not to share things like towels and cups with other children at school.	**Ear infection** Ifyour child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better or their high temperature goes away.
Threadworms Speakto yourpharmacist, who can recommend a treatment.	**Conjunctivitis** Fine unless they arefeeling very unwell. Seek advice from your pharmacist. Encourage your child not to rub their eyes and to wash their hands regularly.	**Ringworm** See your pharmacist unless it's on their scalp, in which case you should see a GP. It's fine for your child to go toschool oncethey have started treatment.	**Measles** They'll need to see a GP. Call the GP surgery before you go in, as measles can spread to others easily. Keep your child off school for at least 4 days from when the rash first appears. They should also avoid close contact with babies and anyone who is pregnant or has a weakened immune system.
	Head lice & nits Youcantreatheadliceandnitswithoutseeing a GP.	**Scarlet fever** They'll need treatment with antibiotics from a GP. Otherwise they'll be infectious for 2 to 3 weeks. Your child cango back toschool 24 hours after starting antibiotics.	**Vomiting & diarrhoea** Stay away from school until they have not been sick or had diarrhoea due to illness for at least 12 days (2(448 hhoouurrss))..
	Hand, foot & mouth disease Ifthey seemwell enough to go to school,there's no need to keep them off. Encourage your child to throw away any used tissues straight awayand to wash their hands regularly.	**Chickenpox** Keep them offschool until all the spots have crusted over. This is usually about 5 days after the spots first appeared.	
	Slapped cheek syndrome Once the rashappears, they're no longer infectious. Let the school or teacher know if you think your child has slapped cheek syndrome.		

Feeling worried or anxious: It's normal for any of us to feel worried sometimes. We may get a tummy ache or headache, or have problems eating or sleeping. Avoiding school can sometimes make a child's worries about going to school worse. If your child is struggling, please speak to school as soon as possible to explore available help. If your child is still struggling and it's affecting their everyday life, you should contact GP or school nurse.

To find out more, search www.NHS.uk for the specific illness or infection, or 'Is my child too ill for school?'