

CHISLEHURST

School for Girls



NEW YEAR 7

Information for Parents/Carers

September 2023

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Welcome to Chislehurst School for Girls

A very warm welcome to Chislehurst School for Girls. This is a new and exciting chapter in your daughter's education and one where we hope to work closely with you to ensure that she reaches her full academic and personal potential. I am sure that your daughter will be very happy with us and be able to take full advantage of all of the many and varied extra-curricular opportunities as well as making friends for life.



We look forward to getting to know you and your daughter and finding out about her strengths, gifts, talents and any areas of support that she may require. Our unique 'Chislehurst way' is to nurture our young people as individuals and go the extra mile. We are fortunate to have a well - established staff who are experts in their field, loyal and passionate about the school and also experts at educating girls.

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their confidence, our girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become young women of integrity, courage and ambition.

For some of your daughters, it may be appropriate to be considered for the Grammar Stream, which acknowledges the school's history as a grammar school. Further information will be sent to you about this option, and you will be able to discuss this, if this is the right path for your daughter.

Please do visit our website, follow us on twitter or get in contact if you would like to find out more. We have high standards and big plans for the future. We so look forward to getting to know you and your daughter and are confident that in no time at all, she will feel at home here as a Chislehurst Girl!

Yours sincerely,



Mrs French – Headteacher



International Coalition of Girls' Schools
icgs

This certifies that

Chislehurst School for Girls

is a **Founding Member** of the International Coalition of Girls' Schools, a powerful global network that is united in elevating women's leadership worldwide by educating and empowering our students to be ethical, globally minded changemakers. ICGS is the leading advocate for girls' schools, connecting and collaborating globally with individuals, schools, and mission aligned entities dedicated to educating and empowering girls.



Megan K. Murphy
GLOBAL EXECUTIVE DIRECTOR

The School Vision

Developing The Leaders of Tomorrow.

At Chislehurst School for Girls, we are passionate about supporting all of our students to develop their leadership characteristics and experience. Some of our students may go on to lead their own companies, schools, teams and departments, whilst others may lead in their community, and support others at home or around the world. Whatever their path or gifts, all of our young people will be equipped to become resilient leaders of tomorrow, with courage, integrity and ambition.

Chislehurst girls take centre stage, have their voices heard, create a culture of achievement and are empowered to become leaders. They develop greater confidence and are more willing to take risks and aim higher.

School Aims: A Chislehurst Student will become...

Independent:

We value each student as an individual and want them to be equipped with the skills and academic qualifications to support themselves and make their own well-informed and ambitious decisions in life.

A Chislehurst student will learn to be resilient, true to their own personality and able to stand by their own well-informed convictions.

We expect our students to work hard to achieve this and value their learning and the future that this can secure for them.

We celebrate individual gifts and talents and encourage every student to become involved in the extra-curricular life of the school and seek out their own path.

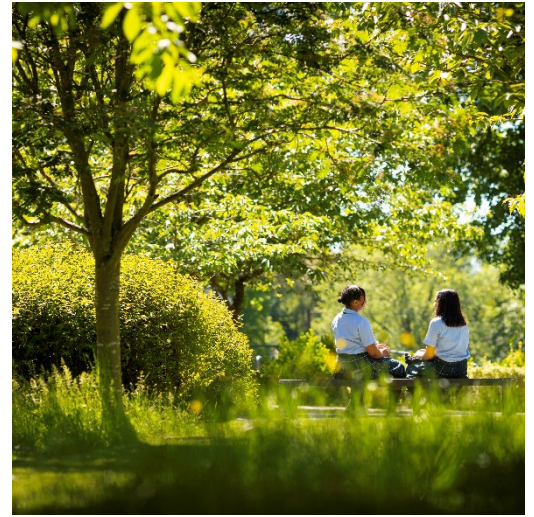
We will lay the foundations for every student to be their own person, to grow in confidence, self-discipline and become the very best version of themselves.

We are experts at educating girls and are proud of our history of being relentlessly aspirational for all of our students to take their place in the world with equality, courage and ambition.



Compassionate:

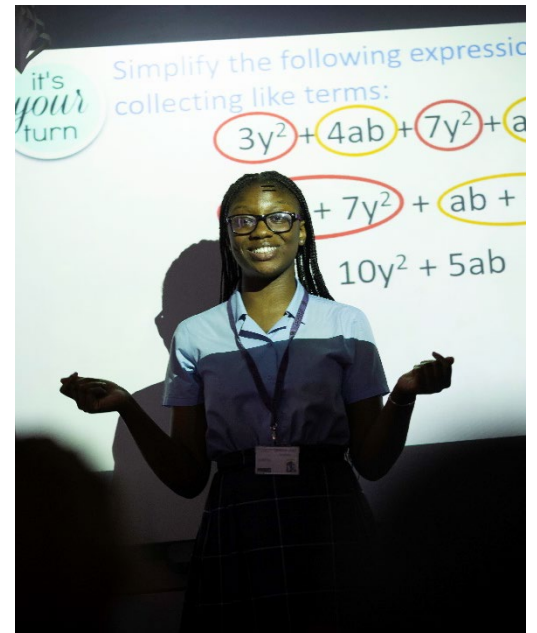
We value compassion and generosity of spirit as characteristics that will support our students to care about the world that they live in and the people around them. We promote a spirit of social justice, charity and community engagement that fosters a genuine care for others and the natural world that we live in. We encourage our students to listen carefully to other peoples' views and seek to understand and respect different lifestyles, cultures, religions, and beliefs. We engender a sense of community responsibility and involvement to change things for the better. We teach our students to look after their mental and physical health and always be mindful to look out for others.



Articulate:

We are passionate about teaching our students the art of public speaking, so that they may speak out with confidence, clarity and poise. A Chislehurst student will be reminded to choose their words carefully, share their ideas, thoughts and beliefs with conviction, challenge wrong and injustice and advocate for themselves and others. We are determined to shine the spotlight on equality, diversity and inclusion and will teach our students the importance of the spoken word to promote a better and fairer society for all. We want our students to be able to cope in any situation in life with calm and self-assuredness.

We encourage our young people to speak out, but also to know when to listen and say nothing at all. We teach our girls and young women to expect to always be listened to equally and respectfully and know and understand the true power of their voice.

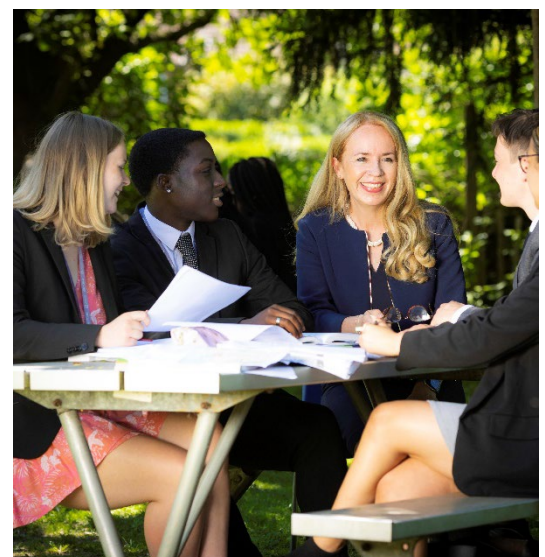


Nurtured:

Our staff go the extra mile, to ensure that we look after all of our students and encourage and challenge them according to their own individual development, growing confidence and needs.

We are approachable, so that all of our students are confident to ask for help, seek reassurance, challenge or advice.

We understand that all of our students can thrive, when we commit to providing a personalised and holistic educational experience in our care. We appreciate the partnership with parents, carers and links with our community to raise our students to achieve their very best. The 'Chislehurst way' is caring, aspirational, warm and relentlessly polite and respectful – built on 125 years' experience of educating girls.





The Curriculum

Academic Intent

- The National Curriculum Programmes of Study are followed, for all subjects, including the locally agreed syllabus for R E (SACRE). English, Maths and Science have adopted the widely respected AQA and Pearsons, 7-11 frameworks.
- R S is studied discreetly by all students, up to Year 11, resulting in a GCSE outcome from the vast majority.
- The knowledge and content to be gained are contained within the individual subjects' curriculum design, detailing their Intent, Implementation and Impact expectations. These have formed the basis of this whole school Statement of Intent.
- Every subject intends to develop deep knowledge, understanding and appreciation, of the core appropriate body of experience in a logical, progressive and inter-leaved way.
- We intend to ensure that literacy and numeracy feature across the whole curriculum, with a particular focus upon reading fiction, for enjoyment as part of every lesson.
- We do not allow social disadvantage to be a barrier to accessing any aspects of the curriculum.
- Limited variation in the core offer occurs where, students with special educational needs or low prior attainment might be put forward to access the Literacy Enhancement Programme, including access to a modern foreign language.
- The EBacc is the heart of our curriculum and is offered to the majority of students in Years 7-11.
- KS4 is further enriched, by the offer of a range of additional stimulating and engaging subjects, which are enjoyed by students such as Sociology; Graphics and Business.
- Our end points are, of course the culmination of the GCSE and A Level PoS, where the depth of knowledge, is assessed through the current GCSE and A Level exams. We are mindful to ensure that all Year 11 students can access the optimum P8 score, whilst this is still the nationally expected performance measure for schools.
- Holistically, we expect all students to achieve the best of which they are capable, whilst staying safe having developed wider cultural and social qualities and skills aligned with our 4 core values, by the age of 16.
- End points for each year group are detailed within individual subjects and guidance curriculum plans.

Social Moral, Spiritual and Cultural (SMSC) and Extended Opportunities

- Core British values and a sharp focus upon SMSC, support for the disadvantaged, SEND and PSHE, are strengths of our cultural and flexible curriculum. These are supported by a rich and varied “extra” and “extended” curriculum, through opportunities such as Enhancement Days, Focus weeks, visits and journeys, clubs and opportunities to participate in leadership groups that will enhance the life of our school.
- We have been accredited with International School status, awarded by the British Council in recognition of our Global work. Our Unique Selling Point is the intent to offer every student the opportunity to deepen their knowledge and experience, in order to become global citizens and world leaders of the future.
- Equality and Diversity are one of the school priorities.



Building an Inclusive Environment

We are an inclusive school and every single individual counts. It is important that everyone feels that they are part of something special. The curriculum has been designed to support understanding and awareness of students of varying backgrounds within the school. Students are inspired by a range of cultural influences expressing themselves in subjects such as Art, Music and Drama. Departments have reviewed their materials and curriculum to include authors from a variety of backgrounds. Diverse role models are promoted in all curriculum areas and the pastoral programme promotes high profile Equality and Diversity themes through ‘Thought for the Week’ and Collective Worship. Events throughout the year such as Black History Month, LGBT History Month, International Women’s Day and Diversity Week celebrate the things that make us unique and give students the confidence to express their true selves.

Involvement of all students in the extra-curricular life of the school, including leadership opportunities, are monitored to ensure equity for all groups regardless of their race, religion, gender, sexuality, economic background or special educational needs. Empowering students to become young leaders of the future is a priority of the school. Students are encouraged to join leadership working parties, such as the Equality and Diversity group, allowing their voices to be heard. Staff are committed to educating themselves about Equality and Diversity and complete regular training in this area. Staff and students are encouraged to read widely around these areas to build a supportive environment of mutual respect and understanding. Students are equipped with positive and open-minded attitudes, which will help them improve relationships, tackle prejudice, and make positive decisions throughout their lives.

Grammar Stream

On entry to Chislehurst School for Girls, and based on high prior academic attainment, some students will be placed in a Grammar Stream. In Years 7-9, Grammar Stream classes are taught in these same group for all of their subjects. This means that teachers of these classes ensure those students are fully challenged academically as they progress through Key Stage 3 and choose their GCSE subjects during Year 9. Educational research has also shown that when students of higher ability are grouped together in a teaching group, coupled with excellent teaching, those students make greater rates of progress than they might have done otherwise.

Should a student not be placed in a grammar stream on entry, but during the year, teachers' assessment of their attainment indicate they would thrive by joining the grammar stream, changes of tutor group can be made.

On choosing GCSE options, Grammar Stream students have a dedicated pathway of options to follow, which includes the opportunity to study all three Sciences and the expectation they will study a Modern Foreign Language as part of an E. Baccalaureate suite of subjects. This is to help prepare those students for studying A Levels at our excellent Sixth Form, where the highest ability students will join our 'Exceptional Scholars' programme. A dedicated member of staff runs this programme, which involves helping prepare students for application and admission to the Russell Group of top Universities in the U.K. The programme includes inspirational speakers from these universities and the opportunities to gain experience of what it is like to study there. In recent years, some students at Chislehurst School for Girls have progressed to studying at both Oxford and Cambridge.



Chislehurst School for Girls has put together a KS3 Grammar Stream programme to ensure that our students may flourish and reach their full potential. We call this our 'I CAN Diploma.' It is based on the school's aims - Developing the Leaders of Tomorrow to become **Independent, Compassionate, Articulate and Nurtured.**

This programme is academic, cultural and social. It is set out with the intention of fully stretching and challenging our younger, most able students to reach their potential, preparing them for top grades in GCSEs, A Levels and beyond. The ICAN diploma is launched with 7C and 7E in October/November 2023.

The **ICAN Diploma** is made up of a number of components that must be completed to pass. The diploma takes 3 years to obtain. Each aspect will be graded Pass, Merit or Distinction in order to give an overall Pass, Merit or Distinction for the Diploma. Students will receive overall 'interim' grades at the end of years 7 & 8.

They are drawn from **three areas: Pastoral, Leadership and Academic.** The '**Pastoral**' components are all minimum expectations of Grammar Stream students at the school, or activities that will

help students to settle and develop a sense of belonging. The 'Leadership' section will encourage pupils to get involved in a range of activities and reflect on their experiences. The 'Academic' tasks are all related to curriculum content and are not expected to cause excessive extra work beyond normal levels of homework, assuming the student manages their time effectively. It is expected that all of our Grammar Stream students will pass their Diploma. KS3 Guidance Leaders, Senior Staff and teaching staff will monitor pupil progress carefully throughout KS3, providing support and guidance where needed.

Special Educational Needs and Disability (SEND)

All students with identified SEND have a SEND Pupil Profile, developed with students, parents/carers and incorporating key information from school and external professionals. The Pupil Profile is a way of communicating the individual needs of students to classroom teachers to promote "Quality First Teaching" with a focus on practical strategies to remove or reduce any barriers to learning.

For detailed information about SEND provision, please refer to the School's SEND Information Report and the SEND Policy, available on the website or contact the SEND team via email: send@chsfg.co.uk or follow us on twitter The Lighthouse @lighthouse_send



The School Day

08:45-09:15	Registration	Tutor time/ Assembly/Thought for the Week
09.15-10.15	Lesson 1	60 minutes
10:15-11:15	Lesson 2	60 minutes
11:15-11:35	Break	25 minutes
11:35-12:35	Lesson 3	60minutes
12:35 - 13:15	LUNCH	40 minutes
13:15 -14:15	Lesson 4	60 minutes
14:15-15:15	Lesson 5	60 minutes
15:15-16:00	Lesson 6	(Monday Only) 45 minutes (Y7)

Please note that there will be one PSHE lesson per week.



Important Dates 2023-2024

Term	Dates
Autumn 2023	Friday 1st September – Friday 20th October Yr 7 & 12 only in on Friday 1 st September Monday 4 th September – All Year groups Staff Training Day - Thursday 31 st August
	Half-term Monday 23 rd October – Friday 3 rd November
	Monday 6 th November – Tuesday 19 th December
	Christmas Break
Spring 2024	Thursday 4 th January – Friday 9 th February
	Half-term Monday 12 th February – Friday 16 th February
	Monday 19 th February – Wednesday 27 th March
	(Good Friday 29 th March, Easter Monday 1 st April)
	Easter Break
Summer 2024	Monday 15 th April – Friday 24 th May (Bank holiday 6 th May)
	Half -term Monday 27 th May – Friday 31 st May
	Monday 3 rd June – Thursday 18 th July

Please note that there will be several training days for teachers: these dates will be confirmed at a later date

Reminder: Please **ONLY** book holidays during holiday periods. We strongly recommend that you await confirmation of the students' dates before booking any breaks.



The School Website

The full school calendar is available to view on our website throughout the year, as well as other important information such as parents' evenings and term dates.

The school website is a great resource for finding important information about the school.

We regularly add all school letters for you to download at home and upload newsletters and information about school events throughout the calendar year.

www.chislehurstschoolforgirls.co.uk



You can follow us on Twitter
@ChislehurstSch

School Newsletters are sent out every Friday



Dear parents, carers,
Our A level Geographers are enjoying their field work up in the wonderful County of Yorkshire, some of our **Year 10s** have been to visit Gonville and Caius College, at the University of Cambridge and the sporting life of the school continues to thrive. It was a pleasure to see our **Year 9** parents, carers, in school this week for our Options Evening and we look forward to seeing you again next week for Parents' Evening, where you will be able to gain feedback from individual subject teachers to support option choices.

Uniform

School Supplier:

- Local supplier: J K Clothing SE9 Eltham
- These items are only obtainable from our School Supplier.
- Chislehurst School blazer
- Chislehurst School jumper (NOT a replacement for the blazer)
- Chislehurst School kilt and/or Chislehurst School trousers.
- Two Chislehurst School blue blouses, long or short sleeves.
- Chislehurst School scarf or plain navy or black scarf (football and other coloured scarves are NOT permitted).



Also:

Plain dark navy blue or black overcoat; or plain dark navy blue or black lined raincoat; or plain dark navy blue or black duffle coat; or plain dark navy blue or black anorak. We do **not** permit the wearing of sheepskin, leather, fur fabric, denim, suede, velvet, silk, satin or PVC jackets.

Plain Black shoes with low heels. Heels and toes must be enclosed. **TRAINERS OF ANY COLOUR ARE NOT PERMITTED, NOR ARE BOOTS OR ANY OTHER ARTICLE OF FOOTWEAR HIGHER THAN THE ANKLE.**

Black or neutral tights in a plain design must be worn at all times.

Every girl should have a **large**, waterproof bag, of a **dark** colour, big enough for carrying school books and equipment.

FOR PHYSICAL EDUCATION:

- Navy blue polo type shirt with pale blue panels
- White socks and white sports trainers (no plimsolls, converse, vans or high-tops)
- Navy blue skirt with pale blue panels (for team players, optional for others)
- Navy blue shorts with pale blue panels
- Plain Navy tracksuit trousers
- Sweatshirt with the school logo
- Strong sports bag
- NB All jewellery and watches must be removed for safety reasons in PE lessons.
- **EVERY ITEM MUST BE MARKED WITH THE OWNER'S NAME** (stitched on polo shirts and sweatshirts on the left chest area, on shorts and tracksuit bottoms on the left leg – **JK Clothing** in Eltham provide an embroidery service for CHSFG PE kit).
- During Physical Education lessons, all valuables must be handed to the Physical Education teacher, in a small bag, who will keep them during the lesson. Valuables must only consist of permitted jewellery, keys and a small amount of money. Teachers will **not** accept mobile telephones, iPods and similar devices. Teaching staff will not be responsible for the loss of, or damage to, such items.
- Valuables will be placed in a box. All students will be asked to collect their valuables at the end.

PLEASE NOTE:

- The wearing of any form of body jewellery, i.e. rings, bracelets and necklaces, is **NOT** allowed - with the exception of a **watch (NOT a smart watch) and one pair of very small stud earrings (to be worn in ear lobes only)**. Nose and/or tongue studs or other body piercings, must **NOT** be worn in school.
- Only plain navy blue or pale, plain blue ribbons, slides, or clips are allowed for tying back hair. Hair must be a natural colour.
- The wearing of make-up and nail varnish is **NOT** allowed in KS3 (Y7 to Y9).
- The school recommends that mobile telephones and/or iPods are not brought into school. If a student, **with or without their parents' permission**, chooses to bring them into school, the student is responsible for their safe keeping. The school does **NOT** accept liability for any damage and/or loss of such articles, which **should be covered by suitable insurance taken out by parents/carers**.
- Chewing gum and Tippex are **NOT** allowed in school.

School Uniform



Physical Education Equipment

School Supplier: JK clothing Eltam SE9

FOR PHYSICAL EDUCATION:

- Navy blue polo type shirt with pale blue panels
- White socks and white sports trainers (no plimsolls, converse, vans or high-tops)
- Navy blue skort with pale blue panels (for team players, optional for others)
- Navy blue shorts with pale blue panels
- Plain Navy tracksuit trousers
- Sweatshirt with the school logo
- Strong sports bag

Special advice:

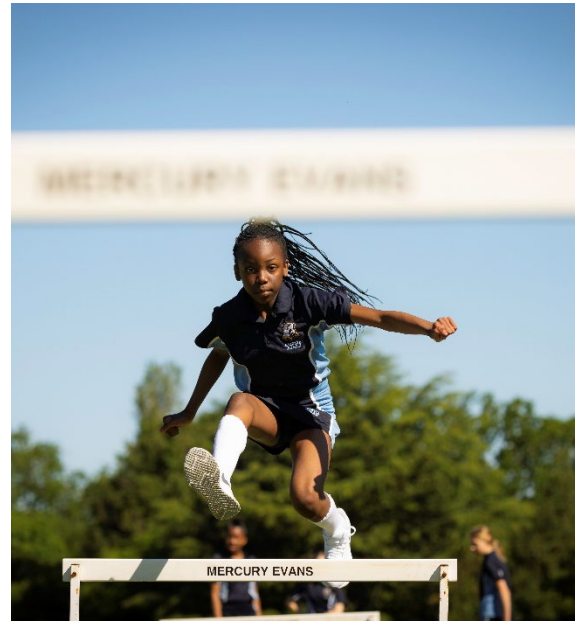
All items of clothing must be clearly named.

Please embroider your daughter's name on the outside of garments (or use a permanent marker pen).

Ironed-on labels are easily removed. Polo shirts/sweatshirts should be named on the top left corner. Tracksuit bottoms/shirts should be named on the left hip.

Safety in Physical Education

Your daughter will be participating in a wide range of sports during her PE lessons. She will, therefore, be required to bring her Physical Education kit to *every* lesson, even if excused (as she will still be undertaking a coaching/officiating/helper role in the lesson). It is vital that she is suitably dressed for these activities in order to minimise the risk of an accident occurring.



Who's Who



Headteacher – Mrs M French

Senior Deputy Headteacher – Mrs C Tipping
Deputy Headteacher – Mrs D Forder

Assistant Headteachers

The six Assistant Headteachers are the other members of the Senior Leadership Team:

Mrs A. Hodgson
Mr G. Rutter
Mrs C. Nicholson
Ms E. Mensah
Miss A. Singer
Ms Buteux

Dedicated Safeguarding Lead: Mrs Buteux

Heads of Faculty

Ms Davis	-	English
Ms Hing Bekoe	-	Mathematics
Mrs Searle	-	Science
Ms Chappells	-	Humanities
Mrs Bilal	-	Social Communications (Languages/Social Studies)
Miss Young	-	Expressive Arts (Art/ Art Textiles/Music Studies/PE/Dance)
Mr Turan	-	Technology (ICT/Design & Technology)

Directors of Study

Mrs Dunkley : Director for KS3 (Years 7,8, and 9)
Mrs McCabe : Director for KS4 (Years 10 and 11)
Ms Robinson: Director for KS5 (Years 12 and 13)

Teachers

There is a long tradition in British schools that teachers have a responsibility for the well-being and personal development of students, as well as for teaching their own particular subject. Therefore, most subject teachers are also Form Tutors.

Support Staff

Schools are very dependent upon non-teaching staff for their effective working. Such staff will include clerical and administrative staff, technical assistants in laboratories and workshops, midday assistants, catering, premises and cleaning staff. All of these staff make a significant contribution to the well-being of students in the school.

Ms Russell - Headteacher's PA

Mrs Marsh - Office Manager

Mrs Lord - Attendance Officer

Ms Taylor - SENCO & SEND department lead

Mrs Brady - Business Manager

Mr Binmore - Premises Manager

School Organisation - The Guidance System

The most immediate day-to-day contact between students and staff involves the Form Tutor and subject teachers.

They are responsible for the general welfare and academic progress of the students in their care.

Additional support is provided by the Year Co-ordinators, Directors of Study and the Heads of Faculty and their deputies.

The Year 7 Co-ordinator, along with the Deputy Headteacher for KS3, is responsible for ensuring that students transfer smoothly from their Primary school to CHSFG and for their welfare throughout their first year at the school.

The Tutor Group

The **Form Tutor** is the first person you should contact about any matter concerning your daughter. More serious matters will be referred to the Year 7 Co-ordinator by the Form Tutor. Problems which cannot be resolved by the Form Tutor or Year 7 Co-ordinator, are referred to the Director of Studies for Years 7 & 8, and then the Assistant Headteacher with responsibility for Guidance. The Deputy Headteacher, Mrs Forder, is responsible for overseeing Years 7, 8 and 9. Mrs Tipping is the Deputy Headteacher in charge of Years 10, 11 and post 16.

If parents need to come to school to see staff, please telephone in the first instance, to arrange a meeting by appointment only. You will appreciate that you will not be able to see a particular member of staff without an appointment.

Medical problems can interfere with learning or happiness at school. It is important that your daughter's Form Tutor should know what the problem is, how it affects your daughter, and what help, if any, is needed from the school. It is particularly important to let the school know if your daughter is following a course of treatment. Prescribed medication should be given to the Office staff to oversee its safe-keeping.

It is important that your daughter's Form Tutor is kept informed about any changes in family circumstances, addresses and telephone numbers. We do require emergency telephone numbers for every student, including mobile telephone numbers. **This is a legal requirement.** In addition, we request email addresses.

House System

We have four Houses at Chislehurst, and your daughter will be encouraged to take part in the house competitions and the collections for charity. She will be allocated to a house when she starts in September. The activities for next year are currently under review.

The School Governors

Chair of Trustees: Mr J Mehta

Appointed Trustees: Mr L Picknett
Mr J Ward
Mr P Frampton

Co-opted Trustees Mrs J Montegard

Staff Trustees: Mrs M. French
Miss E Mensah

Parent Trustees: Mrs R Lawson
Mrs D Wakefield

Governance professional: Ms J Harding



A Parent's Guide to Attendance

As a school, we are always seeking ways in which to improve attendance and punctuality and will be working with our Education Welfare Service reinforcing existing policies and practices, as well as implementing new ones.

It is important that you take note of the following guidance on attendance and punctuality so that any possible misunderstandings do not occur.

If your child is absent you MUST systematically:

- Telephone the school, before 8:30 a.m. and advise us of your daughter's absence, for each day of absence.

Returning to School after an Absence

- When your child returns to school after an absence, **you must send a signed note addressed to the Form Tutor, giving the reason(s)**. This must be done for all absences, even though you will have previously rung and spoken to a member of staff in the office, or left a message;
- **Any absence that is not explained with a note will be classed as unauthorised until a note is received.** If there are more than three unauthorised absences, you will be asked to attend an interview at the school to explain the reason for the absence;
- If your child is ill for a period of five days, we would expect them to have seen a doctor. For illness of this length we will ask to see medical evidence, either in the form of a certificate or a photocopy of the prescription, a note from your GP confirming that your child has been to see them, and the reason and length of absence, or a signed medical appointment card.

Medical Appointments

If your child has a medical appointment of any kind (i.e. Doctor, Dentist, Hospital or Optician) please provide either the appointment card or letter to confirm this. For morning or afternoon appointments we expect the child to be in school for the other half of the day. If you need to take your child out of school to accompany you to an appointment, this will be an unauthorised absence.

Holidays

- The school will not authorise holidays during term time. Leave of absence will only be considered in exceptionally circumstances. If this is not approved and the student does not attend during the stated period, a Fixed Penalty Notice will be issued.

Late Marks

- Our school day starts at 8.45 a.m. If a child arrives after this time, it is marked as an unauthorised absence (U code). Where a medical appointment is the cause of lateness, evidence of this **MUST BE SEEN**.

Fixed Penalty Notices

- We now issue Fixed Penalty Notices as a measure for poor attendance if your daughter has 10% or more per term unauthorised absences, takes an unauthorised holiday or if your child is persistently late (after the close of registers) .This is a fine of £60 per parent per child if paid within 21 days. You have 21 days to pay this, if it is not paid within the 21 days it rises to £120.
- Where a child's absence does cause concern, our Attendance Team will expect to meet with the family/guardians to resolve attendance issues.
- Whilst 90% attendance each school year may sound good, this represents half a day of absence a week and over a five-year period, will mean that half a year of education has been missed, and your child's future prospects are more likely to be adversely affected.
- We would not expect less than 96% attendance.
- We will continue to reward not just good individual and class attendance in school, but also much improved attendance for students.

Other useful information:

What if my child wants to get a job when she is still at school?

- Students must be 13 years old and have a work permit. They are not allowed to miss school. For further information contact the Year Co-ordinator.

How do I find out about my child's school attendance?

- You can check weekly attendance records on Talaxy or contact Mrs Lord, Inclusion Officer;
- Each Assessment Report (three times a year) contains school records on attendance for your child;
- You can check with the Form Tutor by contacting school.

Does my child have to catch up on the work missed due to absence?

- Yes, students should always make up missed work;
- Students should find out which work they have missed from their subject teachers;
- In the case of 'long-term' illness, the Form Tutor should be contacted by the parents/carers. Arrangements will then be made to help students keep up-to-date with school work.

What does the school do about attendance at lessons?

- Subject staff register girls electronically at the start of each lesson. Mrs Lord, Inclusion Officer, will contact parents when girls are absent, if the school has not already been contacted;
- Year Co-ordinator and Form Tutors regularly check attendance at lessons;
- Students who truant lessons will be placed in an after-school Amber detention for each lesson missed;
- Students who are repeatedly late to lessons will serve a sanction and parents/carers will be informed of this

What should I do if I am worried about my child?

- Contact the Form Tutor or Year Co-ordinator as quickly as possible;
- The School will do its best to return any telephone calls within 24 hours.

What does the Attendance team do?

- Checks attendance at school. This includes lateness as well as absence;
- Checks attendance to lessons;
- Contact parents when their daughter's attendance is a cause for concern;
- Is available to see students, staff and parents by appointment;
- Can visit students and parents in their homes;
- Can take parents to court if their child fails to attend school regularly, where each parent may be fined up to a maximum of £2,500. The first case of imprisonment of a parent occurred in May 2002 for failure to ensure that their child attended school.

Qualification for Free School Meals & Pupil Premium

For Your Urgent Attention

We are anxious to ascertain qualification for free school meals so that we can fully support your daughter throughout the day.

This information is also used by the DfE and Ofsted, to create a picture of our school population, and this in turn affects their judgement of our results and our effectiveness.

Please help us to update our statistics so that they are a true reflection of the families making up our school. I am aware that we may be being penalised, as some of you do not claim, even though you have every right to do so.

The free school meal grant is enough to buy a hot meal and drink or a salad, or a snack to supplement something brought in from home. All students use cards in the school Dining Hall. If a student is eligible for a free school meal, this will automatically come up on their card, on the system, and the student will be anonymous. You will receive a letter regarding free school meals. Please return this so that we can support your daughter

The Learning Resource Centre (School Library or LRC)

Chislehurst School Library (Learning Resources Centre) is a friendly, bright and welcoming environment open to all students for study or reading for pleasure every day throughout the day from 8:00 a.m. until 4:00 p.m.

Your daughter will be able to use the Library (LRC) before and after school, at break and at lunchtimes throughout the week.

After school on Monday-Thursday, there is a Homework Club in the Library (LRC) offering an excellent opportunity for completing homework with help and guidance from our librarian and a team of senior students, with full use of all the library resources.

All Year 7 classes have an initial library skills induction where they learn library and reading skills, to aid and develop independent study. They will receive all the information they need to know about how to use the Library (LRC).

Your daughter will be able to access the Library (LRC) online, via Office 365, at school or from home. Students will be able to manage their own account, search the catalogue for resources including websites, view a summary and picture of each book, read and write reviews and view the Library's news pages.

Your daughter is encouraged to use the school Library (LRC) regularly. She will find all the latest fiction books and a wealth of information and resources to help her with her homework and further study throughout the school. As well as providing support for school work, it is a place of enjoyment, for private reading and browsing, a key source of information and a place to develop individual interests.

Our Librarian is available throughout the day to provide guidance and assistance to students with their work and reading choices, and after school until 4:00 p.m. Monday-Thursday for homework help.

School Procedures

Lateness

The School places great importance on punctuality. If students arrive after 8:45 a.m., they should report to our Inclusion Officer, Mrs Lord, in her office, to collect their late mark.

Leaving the Premises

No girl is allowed to leave the school premises during school hours without permission unless they are in our post 16 provision. If they have to leave school for an appointment or for any other reason with permission, they should bring a note from a parent/carer to their Form Tutor and then report to the school office who sign them out under the correct procedure, before they leave.

Medical Room

The medical room is only available to girls who have been sent there by their Director of Studies/Year Co-ordinator, and who are authorised to go home. In the event of your daughter feeling unwell or having an accident in school, she should tell her Form Tutor, or the teacher in whose lesson she should be, or her Director of Studies/Year Co-ordinator. Permission to go home will *only* be given by the Year Co-ordinator, Director of Studies or a Senior Teacher. Parents will be contacted.

School Visits and Journeys to Foreign Countries

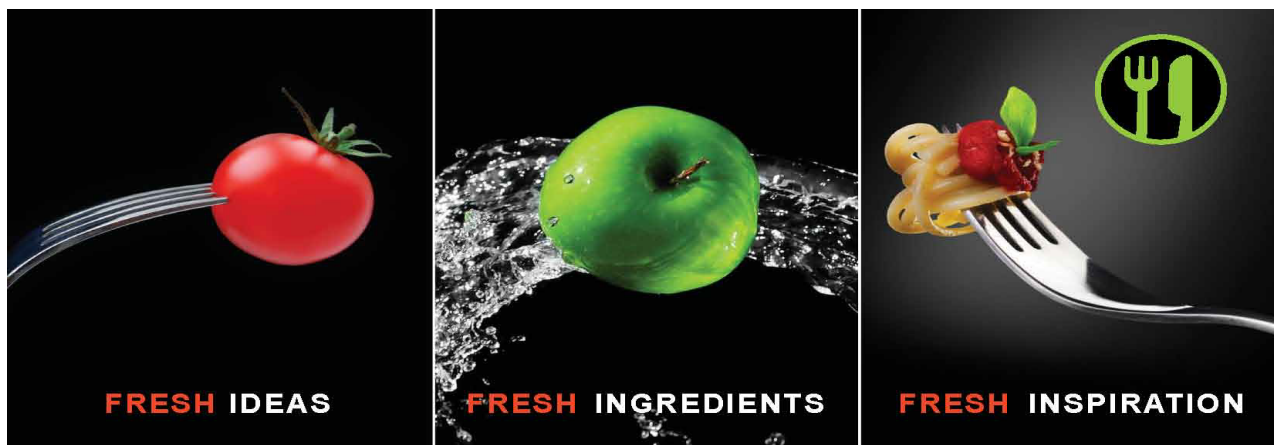
Please note that your daughter will need her own passport when travelling abroad with the School.

Lunch-time Arrangements

Our catering contractor is *Independent Catering*. They provide an excellent choice of high-quality food. We use a 'cashless' system whereby students have cards to purchase food. School lunches are served on the cafeteria system with a large choice of hot and cold food with the emphasis on healthy

eating. Cold snacks and salads are also available. There is also an opportunity to purchase food in the Dining Hall, during break.

Independent Catering



INDEPENDENT CATERING IS OUR FRESH FOOD CATERER

Independent Catering is the FRESH FOOD caterer at your school offering varied menus using fresh U.K. meats, fresh salads and vegetables every day from our local suppliers. A cashless payment system is operated reducing the problems of cash in the school and encouraging healthy eating.

Payment is made online using a debit or credit card. This credit balance is debited each time a pupil purchases food items from the cafeteria at breakfast, mid morning break and lunch. A maximum daily spend limit of £5.00 is

set (please email us at info@independentcatering.co.uk, should you wish to have a different daily limit) however an average daily spend is estimated at £3.00 per day. A main meal and dessert is £2.20

Breakfast: Yoghurts, cereals, hot breakfast rolls, fresh fruit, toast, hot & cold drinks.

Morning Break: Freshly made sandwiches & rolls, hot filled breakfast muffins and toasties, hot filled panini breads, fresh fruit, hot & cold drinks.

SAMPLE LUNCH MENU

	MAIN DISH OF THE DAY	VEGETARIAN DISH OF THE DAY	DESSERT OF THE DAY
MONDAY	British Beef Lasagne, Fresh Salad or Green Beans and Garlic Bread	Moroccan Style Vegetable Couscous, Fresh Salad and Coleslaw	Apple & Blackberry Pie with Custard
TUESDAY	Balsamic Beef Casserole with Kentish New Potatoes, Spring Greens & Sweetcorn	Vegetable Fajitas (Corn Tortilla and Cheese) with Fresh Salad and Garlic Bread	Home Made Creamy Rice Pudding & Mixed Fruit Jam
WEDNESDAY	Roast British Gammon with Parsley Sauce, served with Roast Potatoes & Fresh Vegetables	Creamy Spring Vegetable Pie with Roast Potatoes & Fresh Vegetables	Spotted Dick with Custard
THURSDAY	Sweet & Sour Chicken with Rice served with Fresh Salad & Prawn Crackers	Cheese, Potato & Onion Dijon Bake served with Fresh Salad & Garlic Bread	Plum Crumble & Custard
FRIDAY	Traditional Fish & Chips served with Fresh Salad & Garden Peas	Home Made Margarita Pizza & Chips	Home Made Cheese Cake with Cream
AVAILABLE EVERY DAY			
Pasta/Noodle/Rice Dish of the Day - Filled Hot Panini Breads - Soup of the Day Filled Jacket Potatoes - Freshly Made Sandwiches - Filled Rolls - Wraps - Potted Salads Fruit Salads - Biscuit - Cakes - Hot/Cold Drinks - Fresh Selection from the Self Help Salad Bar			



WWW.INDEPENDENTCATERING.CO.UK



Independent Learning Programme : Satchel One (Show my Homework)

Homework enables students to learn, think and work for themselves. Homework is set via “Satchel One” a downloadable application. Parents will be able to see what homework has been set and when it is due.

You can expect homework to take many forms. Sometimes work started in class has to be completed. Other tasks will involve finding information, reading, recalling or investigating.

Establishing a regular time which sets homework in the context of hobbies and meal times will ensure that homework is done effectively.

Parents are encouraged to take an active interest in their daughter’s homework by checking the App regularly. Take the time to look at presentation, handwriting and spelling. A student often finds it helpful to have someone to test what has been learned, to listen to her reading what she has written or explaining what has been studied.

In addition parents can make sure that the correct equipment for school including PE Kit, are packed at night and not left to the morning rush.

Behaviour

Chislehurst School expects a high standard of work and behaviour from every student. We believe that girls should have respect and thought for the people and property within the school community and a Partnership Agreement is required to be signed every year. If students continually fail to co-operate, parents are informed. In addition, we operate a positive behaviour for learning system where students are awarded Achievement Points. These can be viewed through the Parent Portal. Consequences for incorrect types of behaviour will be given out.

Parents’ Evening

A Parents’ Evening is held during each school year, when parents, accompanied by students, may consult the staff who teach their daughters; your attendance at these meetings will be most valuable to us, to you and to the students. Parents are individually contacted if a student’s work is giving cause for concern.

Year 7 will have two Parents’ Evenings throughout the academic year. Parents Evening appointments are booked electronically through the Talaxy Portal.

Collective Worship

All students take part in a regular cycle of whole school, Year group and House assemblies. Tutor groups are encouraged to lead an assembly once, in the year. All assemblies follow organised themes.

Visitors to the School

Any visitors should go to Reception which is inside the centre doors of the main school building.

The School Health Service

The School Health Service provides:

- Immunisation programmes within the school day
- With consent, the students' medical details will be shared through the school medical alert handbook.
- The support of a nurse once a fortnight

Educational Psychologist

Girls may be referred to the Educational Psychologist attached to this school, if they experience learning or behaviour problems. Parents' permission is requested before a referral is made and in some cases parents may be invited in to school to discuss their daughter with the Educational Psychologist. Home visits may also be arranged if appropriate.

Personal Possessions

Money must be kept on the person, **preferably in a purse** and it is the girl's own responsibility. Articles of any value should *not* be brought into school as we can accept no liability should losses occur. All property belonging to your daughter must be named, including watches and pens.

No-one should bring large amounts of money to school and with our cashless system, parents are encouraged to use cheques or pay for lunches online. We suggest you check your household insurance with regard to cover for loss of items at school. Some parents may wish to investigate a separate insurance covering injury. Bicycles are locked away but, having made reasonable efforts to protect girls' property, the school cannot accept responsibility if they are stolen.

Following our New Technologies Policy (available to read on the School's website), mobile devices, including accessories such as headphones, must be turned off and out of sight at all times on school premises.

During Physical Education lessons, all valuables must be handed to the Physical Education teacher, who will keep them in a secure bag during the lesson. Valuables must only consist of permitted jewellery, keys and a small amount of money. **Teachers will not accept mobile telephones, iPods and similar devices.** Teaching staff will not be responsible for the loss of, or damage to, such items.

Equipment List

Students are encouraged to take a pride in their work and it helps if they have their own equipment. There are a number of essential items of equipment your daughter will need to provide for herself and to bring to school on a daily basis:

1. Pens
2. Pencils
3. Pencil sharpener
4. Eraser
5. Ruler
6. Calculator
7. Colouring pencils
8. Pair of compasses
9. Headphones for practical Music lessons
10. A protractor
11. Strong pencil case
12. A small stick or tube of glue



We do **NOT** allow Tippex to be used in school, and this item will be confiscated if found in your daughter's possession.

Her school bag (blue or black mainly) should be able to hold A4 size books.

Music Tuition

Our peripatetic instrumental teachers currently teach approximately 100 students throughout the school who are learning the following instruments.

Flute	Piano	Keyboard
Singing	Violin/Viola	Drum kit
Clarinet	Cello	Saxophone
Trumpet	Guitar	



If your daughter is interested in another instrument we will do our best to provide a teacher.

A separate letter will be sent out to you regarding Music Tuition in more detail.

Physical Education

In the first two years at school, the students will follow a varied programme to develop their skills

All students are encouraged to join in lunchtime and after school activities in all aspects of the curriculum, plus Trampolining and Badminton etc. as available. Competition is run at inter-form and inter-school level. We consider it an honour for students to be chosen to represent school and hope that some will go on to be selected for Area, County and National competitions. We welcome parental support at fixtures and publish practice and fixture lists termly, so that students can make a note of commitments and let us know as soon as possible if they are not available for matches.



Each student will need a sports bag or other suitable holdall in which to keep her kit in school. All items of clothing and footwear should be labelled clearly with marking ink. **Students must have their names embroidered or written on the front of their PE shirts, sweatshirts, shorts and tracksuit bottoms.** Found, named kit can easily be returned to its owner. We ask that all kit is taken home at half-term and end-of-term for washing and re-naming if necessary. Clean school kit is available for emergencies.

All students are expected to take part in all lessons to the best of their ability. If a student is physically injured and unable to take part we ask for a note or doctor's note stating injury and expected duration of non-participation. Obviously, when recovering from an illness, care and tolerance are needed and if after trying an activity a student finds it impossible to continue, she should inform the staff in charge who will be sympathetic and understanding. Students not taking part will be employed to help with the lesson by umpiring, coaching or recording.

All students must therefore bring kit to every lesson, even if they have a note. After physical injuries it is possible that staff could help with rehabilitation exercises in lessons. Please do not hesitate to ask.

All sports equipment should be named. During Physical Education lessons, all valuables must be handed to the Physical Education teacher, who will keep them in a secure bag during the lesson. Valuables must only consist of permitted jewellery, keys and a small amount of money. **Teachers will not accept mobile telephones, iPods and similar devices.** Teaching staff will not be responsible for the loss of, or damage to, such items. **Items must be clearly marked.** For safety reasons, jewellery **must** be removed. It is a good idea to leave all valuables at home on PE days. Hair which is of a length that can be, must be tied back away from the face. It is the students' responsibility to bring suitable items for this (i.e. hairbands).

Full participation at all levels is encouraged and we hope that through determined effort all students will enjoy and gain benefit from a wide variety of sports. Whilst clubs and practices are open to all we attempt to identify special talent early and encourage girls to attend further training with your support once we have informed you. Practices and clubs normally finish at 4:00 p.m. Matches can finish between 5:00-6:00 p.m. depending on the venue.

Office 365 – Student Advantage

Chislehurst School for Girls is part of the Microsoft Office Student Advantage Programme. We offer this to all of our students.



Your daughter will be eligible to download and install a full version of Microsoft Office 365 Pro applications on up to 5 devices (PC, MAC, Tablet and/or mobile device). This includes full Office 2019 (Word, Powerpoint, Excel and other Office programs.)

How do I get Student Advantage?

Every student licence is entitled to a copy of the software. please read the 'how to' guide on our website <https://www.chislehurstschoolforgirls.co.uk/539/office-365-student-advantage> to guide you through installation, or speak to one of the IT Team at the school by emailing: support@chsfg.co.uk.



☎ 0844 356 0000 @ info@parentmail.co.uk

Home/ School Communication & Payments

As you will know, we try very hard to improve the service that we deliver to you and to your children, by communicating as frequently as possible so that everyone is kept informed.

We currently use a service called ParentMail®, which enables schools to send their letters direct to parents, by email and over the ParentMail App. We do **not** send paper copies of letters unless there are extenuating circumstances. These letters sent by ParentMail®, are also posted on our Website.

To use ParentMail®, we need to collect email addresses, and therefore ask you all to complete, sign and return the form in the *Compulsory Forms* section, supplied with this pack. Please be assured that the ParentMail® service is registered with the Data Protection Registrar and *guarantees* that all information supplied will be kept completely private, and will not sell on, rent or provide access to your details under any circumstances. There is also *no* advertising associated with the scheme.

To make things even easier, you can download the **free ParentMail App** from both the Google and Apple store, to receive the messages direct to your mobile.

We currently use **IRIS Parentmail PMX** service which is on the ParentMail app, to pay for any trips or visits.

Our school reports are sent out via Talaxy, which you will receive log in details during the first few weeks of the Autumn term.

Talaxy Parent Portal

Chislehurst School for Girls uses an online system to provide you with the ability to see live data about your child whilst they are at school on a day-to-day basis.

TALAXY is our Parent Portal system; it offers parents and carers access to information about their child from the school management information system.

You can view information about attendance, timetable, school reports and book Parents' Evening time slots.

If you had not received a login once your daughter had started in September 22, you can request one from our Office Team: office@chsfg.co.uk

Talaxy is available via this link: <https://chsfg.talaxy.app/>



Duke of Edinburgh expedition

Ethnicity

Please read the following information, and complete the enclosed short form about the ethnic background of your child. All schools are required to collect this information by the Department for Education (DfE). Please note the information and the description of “ethnic background” then tick the appropriate box on the form. The *Information Commissioner* (formerly the *Data Protection Registrar*) has advised that students aged 11-15 are considered capable of deciding their own ethnic identity. The DfE recommends that this decision be made with the support and knowledge of the parent or guardian. Students aged 16 and over are recommended to make their own decision.

The information you provide will be used to compile statistics on the school careers and experiences of children from different backgrounds, to help ensure that all children have the opportunity to fulfil their potential. These statistics will not allow individual children to be identified publicly, and the information will not be used for any other purpose. From time to time this information will be passed to the Local Education Authority and the DfE to contribute to local and national statistics.

Information about your child’s ethnic background will be passed on to any other school to which your child transfers to save you having to be asked for it again. You can ask to check your child’s information at any time, and, if you wish, have the ethnic background changed or removed.

If you have not returned your completed form within four weeks, then the school may use its best judgement to assess the ethnic background of your child, noting that the information has been arrived at in this way, rather than provided by you. The school will let you know this decision and you can ask to have this decision altered or removed, if you wish.

Why are schools collecting this information?

Schools have collected information on the ethnic background of their students since 1990. This is one element of data that schools must report as a statutory requirement to the Department for Education (DfE). This is reported through the Student Level Annual Schools’ Census (PLASC) each January.

Careers Education and Guidance

Student Entitlement to Careers Education and Guidance

Aims

All students in Years 7-13 are provided with a Careers Education and Guidance Programme that is planned, progressive and structured.

In order to become effective planners and managers of your own pathways through learning and work, in a world that is changing rapidly, you are provided with opportunities to:

- understand yourselves and use this knowledge when making career decisions
- develop your capabilities and skills for learning and work
- investigate opportunities in learning and work
- make realistic but ambitious career decisions
- manage career transitions



How will this be delivered?

You will develop the knowledge, self-reliance, resilience, key skills and other capabilities required for learning and work through:

- Structured and progressive Guidance programmes
- Opportunities to experience the world of work in Work Experience Placements in Year 11 and Work Shadowing in Years 12 and 13
- Working closely with Careers
- Access to careers related computer software packages
- Access to careers literature
- Individual mentoring programme/interviews

Who will deliver this?

- Form Tutors, Year Co-ordinators, Directors of Study
- All teaching staff
- Outside agencies
- Employers
- Parents
- Senior Leadership Team
- Careers education led by Mr. Viljoen

School Fund

We request annually, a contribution from each family to our School Fund by way of ParentMail PMX online payment or cheque. We shall be grateful if you will consider contributing to the Fund this year, and we also take this opportunity to tell you of some of the expenses it helps to cover:

- The costs associated with running, and maintaining, the school mini-bus;
- Payments of annual subscriptions to sporting bodies, both local and national, so that students are properly affiliated, and entered in duly accredited and organised competitions;
- Enabling students to attend curriculum-based visits when financial hardship might otherwise prevent them from doing so;
- Maintaining ICT resources in the Learning Resource Centre for use by all students;
- A contribution to the improved seating areas for all students.

To continue our high level of commitment to these areas, we do need your support.

We realise that there are pressures on income, and appreciate the difficulty that some families face. Please let us know if you are unable to pay, or if you are only able to manage a reduced contribution, by completing the compulsory form located in your welcome pack. Suggested donation is £30 per year.

We are grateful for your support, as we strive to give added value to student life at Chislehurst School for Girls.



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Chislehurst
Kent BR7 6HE
020 8300 3156

www.chislehurstschoolforgirls.co.uk