



# Chace Community School



## Year 7 Welcome Book 2017

# YEAR 7 WELCOME BOOK 2017 - 2018

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Dear Parents, Carers and new students

I am proud and delighted to welcome you to Chace Community School. My colleagues and I look forward to working together with parents/carers to ensure that students settle in quickly and happily, ready to be successful learners.

At Chace Community School we share a strong commitment to learning. We have high expectations of all our students. We aim to provide a high quality, challenging, broad and balanced education, within a supportive pastoral system. We work in partnership with parents, valuing their support to encourage students to make the most of their educational opportunities at Chace. We believe that all can succeed and improve on present best and are proud to celebrate our students' achievements. We are determined to enable our students to become responsible, independent, thoughtful adults who have the confidence and courage to enjoy the challenges of learning at Chace where everyone is valued equally, and be successful in their future lives.

We look forward to meeting you and working with you as we aim to be the best we can be.

Yours sincerely



DANIEL BRUTON

Headteacher



SCHOOL ADDRESS: CHURCHBURY LANE, ENFIELD, EN1 3HQ

STATUS: MIXED COMPREHENSIVE

TELEPHONE NUMBER: 020 8363 7321

FAX NUMBER: 020 8342 1241

EMAIL: [chace@chace.enfield.sch.uk](mailto:chace@chace.enfield.sch.uk)

WEBSITE: [www.chace.enfield.sch.uk](http://www.chace.enfield.sch.uk)

HEADTEACHER: Mr DANIEL BRUTON



## AUTUMN TERM 2017

Inset Day	Monday 4 <sup>th</sup> September 2017
Induction for Years 7 and 12	Tuesday 5 <sup>th</sup> September
Induction for Year 7 to 13 (lesson 1-4) with normal timetable (lessons 5-6)	Wednesday 6 <sup>th</sup> September 2017
Year 7 Tolmers trip	Friday 15 <sup>th</sup> September 2017 to Saturday 16 <sup>th</sup> September 2017
Presentation Evening	Thursday 21 <sup>st</sup> September 2017
Year 10 & 11 Q&A Evening	Thursday 12 <sup>th</sup> October 2017
Year 7 Tutor Evening	Thursday 12 <sup>th</sup> October 2017
Inset Day	Friday 20 <sup>th</sup> October 2017
Half Term	Monday 23 <sup>rd</sup> October 2017 to Friday 27 <sup>th</sup> October 2017
Post 16 Open Evening	Thursday 9 <sup>th</sup> November 2017
Year 11 Parents Consultation Evening	Thursday 23 <sup>rd</sup> November 2017
Year 12 & 13 Parents Consultation Evening	Thursday 7 <sup>th</sup> December 2017
Last Day of Term	Wednesday 20 <sup>th</sup> December 2017
Inset Day	Thursday 21 <sup>st</sup> December 2017

## SPRING TERM 2018

First Day of Term	Wednesday 3 <sup>rd</sup> January 2018
Year 9 Parents Consultation Evening	Thursday 18 <sup>th</sup> January 2018
Inset Day	Monday 29 <sup>th</sup> January 2018
Half Term	Monday 12 <sup>th</sup> February 2018 to Friday 16 <sup>th</sup> February 2018
Year 10 Parents Consultation Evening	Thursday 22 <sup>nd</sup> February 2018
Year 7 Parents Consultation Evening	Thursday 15 <sup>th</sup> March 2018
Last Day of Term	Thursday 29 <sup>th</sup> March 2018

## SUMMER TERM 2018

First Day of Term	Monday 16 <sup>th</sup> April 2016
Year 8 Parents Consultation Evening	Thursday 19 <sup>th</sup> April 2018
May Day Bank Holiday	Monday 7 <sup>th</sup> May 2018
Half Term	Monday 28 <sup>th</sup> May 2018 to Friday 1 <sup>st</sup> June 2018
Inset Day	Monday 2 <sup>nd</sup> July 2018
Sports Day	Wednesday 11 <sup>th</sup> July 2018
Last Day of Term	Friday 20 <sup>th</sup> July 2018

At Chace, a planned assembly programme provides students assembly each week, based on a weekly reflection theme which underpins our aims and ethos to be a successful inclusive learning community. Assemblies provide opportunities for the school community to come together to listen, share and reflect. The majority of assemblies have a moral, cultural or spiritual dimension as we interpret worship as 'worthship', the celebration of is worthy, so embracing the spirit of collective worship. Staff and students present assemblies which develop spiritual and moral awareness, broaden horizons, raise awareness of local, national and global issues, promote participation and active responsible citizenship, allow space for personal reflection and discovery and celebrate achievement. If parents wish to withdraw their son/daughter from assemblies, they must meet with the Headteacher to discuss their request.

## EXCELLENT ATTENDANCE + EFFORT = SUCCESSFUL LEARNING

We expect excellent attendance for successful learning. Please contact Mrs Morter in STUDENT SERVICES on 020 8352 8217 on the first day of your child's absence. When your child returns to school he/she must bring a note explaining the absence and give it to their Form Tutor, this then authorises the absence. Without a note giving a reason validated by the school, your child's absence would be recorded as unauthorised i.e. truancy. Our automated registration system identifies students who have been away for three days and a letter is sent home regarding this absence.

We ask parents/carers to arrange medical appointments out of school time. However, if your child has to leave school during the day for a medical appointment, please send a letter/appointment card to your child's tutor on the day of the appointment.

Your child must sign out at the Reception office showing the letter or appointment card.

Good punctuality is vital. The school begins at 8.40am when students should be at their form rooms ready for morning registration. If a student arrives after the register closes they will be marked absent through lateness and issued a twenty minute detention that day from 3.10pm. Students who are unavoidably late after 8.50am must report to STUDENT SERVICES to be registered. If they fail to sign in late this will be regarded as an unauthorised absence. If attendance and punctuality concerns persist our Educational Welfare Officer will become involved and it may result in a Penalty Notice being considered and issued. Excellent or improving attendance and punctuality will be rewarded.

Term time holidays disrupt learning and we strongly discourage them and cannot authorise them. If you need to seek permission for time off in term time please contact the Headteacher in writing a month in advance. When authorising absence for holidays the student's attendance record is considered.

Breakfast is available from 8am to 8.40am. At morning break and lunchtime students are not allowed to leave the school premises. Warm food, healthy snacks and drinks are available at break from the Chace Diner. At lunchtime students can buy a nutritionally compliant menu of meals, salads and snacks or bring their own lunch.

## CASHLESS CATERING SYSTEM

We use a cashless catering payment system at Chace so students MUST use their Oyster card to pay for meals at school and the same card is also used as your child's library card for borrowing books and resources from the Learning Resource Centre.

There are a number of benefits for a cashless system including:

- The money you allow your child to have can only be used for meals in school.
- A daily spend limit can be put on your child's account to ensure he/she only spends an appropriate amount each day.
- A considerably quicker service in the Chace Diner, reducing queues.
- If your child is entitled to free school meals, no one is aware of this.

Should your child lose his/her card it can be replaced with no loss of money from the time of the loss being reported.

As most students at Chace already have an Oyster card to travel on local bus routes we are using the Oyster cards for the purposes of cashless catering so that students only need to carry one card.

Funds are to be stored on your child's Oyster card by making payments on-line via ParentPay (see website for link).

A letter will be issued for each student before September 2017 confirming the username and password which will enable you to set-up your account on ParentPay. If you have more than one child at Chace you are able to link them so you only have one account.

PLEASE ENSURE THAT YOUR CHILD HAS AN OYSTER CARD BY SEPTEMBER 2017. This will allow us to register the card on our computer system on their first day, Tuesday 5<sup>th</sup> September 2017. Oyster cards can be ordered on-line from the Transport for London website.

Any funds for school meals made via ParentPay stored against your child's Oyster card will not be transferable to Transport for London fares and vice versa.

# CHARGING POLICY

We are committed to offering students a wide range of extended learning opportunities. Where this involves costs to parents we will endeavour to keep these to a minimum. Where a student would be excluded from an activity because of financial hardship at home, for example, is entitled to free school meals, we will do our utmost to help with some or all of the costs involved. Please contact the school in confidence.

However, because of the costs involved in Design & Technology projects, a charge of £7.50 will be made in Years 7, 8 and 9. This contribution will be collected at the beginning of the school year.

# CHILD PROTECTION

The Local Safeguarding Children's Board has published procedures for Child Protection which gives clear instructions to staff on the safeguarding of students in their care. A referral to the Education Welfare Service and/or Social Services will be made when there is an allegation or suspicion of abuse. It is the staff's duty to follow these instructions. A copy of the Safeguarding and Child Protection Policy is available on request for inspection and on the school website.

# CONFIDENTIALITY

We want Chace to be a place where all children feel safe, are encouraged to share concerns and are always listened to. Our challenge is to be able to balance the rights and needs of the child, the rights of the parent/carer and the physical, social and emotional wellbeing of the child in turbulent times and against a backdrop of challenging expectations and pressures. Complete confidentiality will not be promised to the child in cases of risk/suspicion of harm. Information disclosed may need to be shared with other professionals to help keep the child and perhaps other children safe. It is the school's usual practice whenever possible to work closely with parents/carers on issues concerning the welfare of their children. However, if a teenage child is judged to be "Gillick-competent" i.e. is capable of understanding the decision he/she is making and capable of understanding the likely consequences of making that decision, then information is usually only disclosed to a parent with the child's consent, regardless of parental responsibility.



Blazer	Black with School Badge
Skirt	Black, white and red check kilt – knee length with both side buckles visible
Trousers	Black. As an alternative to the kilt - black tailored trousers NOT LEGGINGS, STRETCH MATERIAL OR SKI PANTS & NO HIPSTERS OR DENIM. If a belt is worn, it must be plain and black.
Tie	School tie – plain black with red “Enfield” emblem
Shirt	Plain white shirt type only
Pullover	V-necked with red “Enfield” emblem (optional)
Overcoat	Plain black or dark colour without any decoration. A light weight black cagoule may be worn as an alternative top coat. Hooded and other sweatshirts are strictly forbidden and will be confiscated if worn to school.
Cardigan	Plain black (optional)
Socks	Plain white, black or grey. If tights are worn they should be black, not leggings, and upward of 30 denier.
Shoes	Black leather-look lace-ups or loafers in a traditional style, without decoration. Maximum heel height is 1 inch. <i>Boots (over the ankle), trainers, open back shoes and canvas shoes, whether black or white, are not acceptable and must not be worn to school.</i>
Hair	Hair should be of a natural colour. If hair is tied up or back, this should be with plain black, white or red fastenings. Long hair must be tied up for PE, Science and Technology. If scarves are worn they should be plain black.

**New unisex PE Kit from September 2017.**

This new PE kit will only be compulsory for new year 7 students starting in September 2017. Current kit may continue to be worn until the new kit becomes compulsory for the whole school in September 2018. However, if a student in another year group has grown out of their kit you may purchase the new one from September 2017.



At Chace we celebrate success and achievement by awarding points which contribute to bronze, silver and gold certificates. Certificates are presented to students for their achievement in lessons. A positive letter or a postcard may also be sent home. Other certificates and prizes are awarded at the rewards assemblies held termly for each year group.

At Chace, learning is our priority. By following the school rules, students help to ensure that Chace Community School is a safe, calm, well ordered place where everyone can learn effectively. We expect students to be sensible, responsible and thoughtful, showing consideration and respect for all members of the school community.



## Chace Values

Aiming to be the best we can be



Attendance

### Code of Conduct

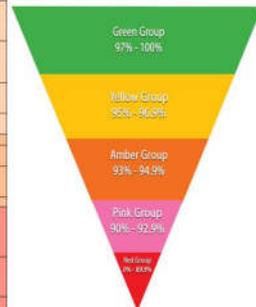
- R** **Respect**
- We respect staff and peers; 'manners matter'
  - We respect our school environment and community
  - We respect ourselves, take responsibility and do not make excuses
  - We respect our uniform and wear it with pride
- E** **Expectations in lesson**
- We challenge ourselves to succeed expectations
  - We take risks in our learning and persevere
  - We are fully equipped, ready to learn
  - We always actively engage in learning
  - We stay focused, track the teacher and follow instructions
- S** **Safety**
- We always move sensibly, calmly and quietly around the building, keeping on the left
  - We keep hands, feet, objects and negative comments to ourselves
- P** **Punctuality and Attendance**
- We are on time to school and to every lesson
  - We move swiftly to our next lesson, so that we are not late
- E** **Expectations outside lessons**
- We hold doors open for each other and we are polite and respectful to other students, staff and visitors
  - We are independent in reviewing our learning and complete homework to the best of our ability
- C** **Community**
- We are part of the wider community and show Chace at its best
  - We put litter in the bins and when asked, pick litter up to make our community a clean and tidy environment
- T** **Teamwork**
- We consider the feelings of others regardless of the method of communication
  - We are in it together

Positive achievement	No. of points	How often?
<b>Positive performance in lessons and term time</b> Students are allocated points for good work, positive contributions in lessons, homework and other achievements	1-3 points	Daily
<b>Making progress</b> Students receive Department and subject awards in the end of term rewards assembly	5	Termly
<b>Positive contribution</b> Students receive Form Tutor awards in the end of term rewards assembly	5	Termly
<b>Positive contribution</b> Students nominate other students in their Form for Student of the Form Award in the end of term rewards assembly	5	Termly
<b>Absenteeism</b> All students with 100% attendance are entered into the end of term raffle and receive certificates	5	Termly
<b>Positive contribution to the Year Group</b> Students receive the 'Big Award' in the end of term rewards assembly	10	Termly
<b>Contribution to Chace</b> One student per year group receives the Headteacher Award in the end of year rewards assembly	10	Annually
<b>Outstanding progress and contribution to Chace</b> Students receive certificates and prizes at the annual Presentation Evening		Annually
<b>Bronze, Silver, Gold and Platinum prizes</b> Awarded to students that gain 50, 100, 150 and 200+ points	Bronze - 50 Silver - 100 Gold - 150 Platinum - 200+	Ongoing
<b>Students that meet the agreed points criteria (by HSA and the school council) can attend the end of term rewards trip and events</b>	Students with the agreed points criteria attend	Ongoing



### Chace Consequences

Stage	Behaviour	Consequences
1	<ul style="list-style-type: none"> <li>Off task behaviour</li> <li>Failure to follow instructions</li> <li>Defiance</li> <li>Rudeness</li> <li>Disrupting learning</li> <li>Lateness to lessons</li> <li>Swearing in conversation with students</li> <li>Lateness to school</li> <li>Uniform infringement (missing items) - no note from parent</li> <li>Uniform infringement (prohibited items - hoodies, hats, caps) or other banned items (eg jewellery)</li> <li>Swearing in conversation with staff</li> </ul>	<ul style="list-style-type: none"> <li>No further action for 1 or 2 warnings</li> <li>On third incident student sent to Relocation and 20-minute same-day detention issued and teacher calls home</li> <li>Fresh start from next lesson</li> <li>Students causing disruption on route to relocation receive up to a 60-minute same-day detention</li> <li>Same-day 20-minute detention</li> <li>Same-day 20-minute detention</li> <li>If prohibited items seen, it will be confiscated by the member of staff</li> <li>First offence - confiscated and returned at end of the week</li> <li>Second offence - confiscated and returned at end of term</li> <li>Persistent offences - collected by parent by appointment with HSL</li> <li>Immediate relocation and 20-minute same-day detention issued</li> <li>Students causing disruption on route to relocation receive up to a 60-minute same-day detention</li> </ul>
	<ul style="list-style-type: none"> <li>Failure to complete homework to required standard</li> <li>Persistent lack of equipment</li> <li>Sight of Phones</li> <li>Antisocial behaviour outside school and at the bus stop (bringing the school into disrepute)</li> </ul>	<ul style="list-style-type: none"> <li>With persistent homework issues, teacher liaises with HSL and letter sent home</li> <li>Tutors look at trends across subjects and informs parents</li> <li>Call home</li> <li>Options with HSL for consequences</li> <li>Phone confiscated and returned at end of day</li> <li>Persistent offences - phone collected by parent by appointment with HSL</li> <li>Consequence to be determined by HSL and SLT</li> <li>60-minute detention</li> <li>1 or more days in relocation</li> <li>potential police involvement</li> </ul>
	<ul style="list-style-type: none"> <li>Trespassy</li> </ul>	<ul style="list-style-type: none"> <li>Trespassing a lesson will result in a 40-minute same-day detention</li> <li>Multiple trespassing in one day results in a 60-minute detention</li> <li>Failure to attend detention will result in further consequences</li> <li>Relocation for persistent offenders</li> </ul>
	<ul style="list-style-type: none"> <li>Refused to arrive at Relocation within 2 minutes of failure to work or complete self-reflection sheet in Relocation</li> <li>Refused to hand over phone or prohibited item after 2 requests</li> <li>Sent to relocation twice in 1 day</li> <li>Sent to relocation 3 times in 1 day</li> <li>Failure to attend same day detention</li> <li>Refused to leave lesson when requested</li> </ul>	<ul style="list-style-type: none"> <li>BST to issue Same-day detention extended</li> <li>Immediate relocation for remainder of the day and detention issued</li> <li>HSL follow up for continued defiance</li> <li>40-minute same-day detention</li> <li>Remain in relocation for the rest of the day &amp; HSL follow up</li> <li>Up to 60-minute same-day detention with BST</li> <li>Extended detention the following day</li> <li>Failure to attend 60-minute detention or extended detention results in full-day relocation</li> <li>Full-day relocation and extended detention</li> <li>BST liaise with HSL of HSL (for multiple subjects)</li> <li>Call home or meeting</li> <li>Detention</li> <li>Parent</li> <li>Relocation</li> <li>Target</li> </ul>
	<ul style="list-style-type: none"> <li>Repeated Relocations within same week or same subject</li> <li>Persistently late to lessons</li> <li>Serious incidents inside and outside lessons including smoking or fighting</li> <li>Persistent antisocial behaviour and bringing the school into disrepute</li> <li>Verbal abuse to property</li> <li>Swearing at a member of staff</li> <li>Disruptive behaviour and defiance within relocation</li> <li>Recurrent failure to follow Chace Code of Conduct</li> <li>Persistent or one-off cases of threatening approach to behaviour incidents, others</li> <li>Students causing disruption items or substances being</li> </ul>	<ul style="list-style-type: none"> <li>Member of staff liaises with HSL and informs HSL</li> <li>Call home or meeting</li> <li>Detention</li> <li>Target</li> <li>Relocation to HSL (outside lessons) or HSL (inside lessons) for consequence</li> <li>Consequence depends on severity of incident</li> <li>60-minute detention</li> <li>1 or more days in relocation</li> <li>Disc from exclusion</li> <li>Disc from exclusion</li> <li>Police involvement</li> <li>Immediate relocation and 1 day in relocation in the first instance</li> <li>Full-day relocation the following day (Parental communication before return to normal timetable by BST or Key Worker)</li> <li>1 or more days in relocation</li> <li>Fresh start relocation</li> <li>Disciplinary report sent</li> <li>Disciplinary report sent</li> <li>Parental communication</li> <li>Police involvement</li> </ul>
	<ul style="list-style-type: none"> <li>5</li> <li>6</li> </ul>	<ul style="list-style-type: none"> <li>5</li> <li>6</li> </ul>



Attendance Group	Risk Level
Green	No Risk
Yellow	Risk of underachievement
Amber	Serious risk of underachievement
Pink	Severe risk of underachievement
Red	Extreme risk - Court action

Commitment to Learning High Expectations All Can Succeed Confidence and Courage Everyone Valued Equally

# CONCERNS & COMPLAINTS

If you have concerns about any aspect of school life or your son/daughter's learning, please tell us promptly so we can investigate and respond. Your first contact should be with your child's Form Tutor. Where necessary, the matter will be referred to the Head of Learning or Faculty. In all cases, please phone the relevant teacher to make an appointment to meet and discuss the concern.

Chace has adopted the Local Authority's complaints policy, available on request. We take all complaints seriously, follow them up promptly to resolve them and aim to learn from them. The relevant Head of Faculty or Learning will usually deal with concerns but if discussions do not resolve the problem, these and other serious issues are investigated by the Headteacher. A formal complaint should be made in writing to the Headteacher in the first instance.

# COMMUNICATION WITH PARENTS

Our school website provides a "blog" of learning successes, celebrates events and contains details of Chace policies, information about learning and extra-curricular activities.

In the event of a school closure in an emergency we would update the website regarding the closure and then confirm the time of re-opening. Text messages, letters and emails (via ParentPay) are also sent as reminders of key events or in emergencies.

# CHACE BULLETIN

We keep parents informed of activities in school through the Chace Bulletin which is emailed home to parents half-termly on Fridays. These are also available to view on the Chace website.



# CURRICULUM AT KEY STAGE 3

## (YEARS 7 - 9)

Chace is a mixed inclusive comprehensive school with approximately two hundred and twenty students in each year group arranged into eight mixed ability tutor groups. All students meet with their Form Tutors at least once a day at registration time and weekly in their Life Skills lesson.

At Chace, we aim to provide opportunities for all students to learn and achieve through a broad balanced curriculum which is challenging, accessible and encourages students to develop as independent learners. The Chace timetable is made up of thirty 50 minute lessons. In year 7 lessons are currently allocated as follows:

ART	2	MATHEMATICS	4
DRAMA	2	MUSIC	2
ENGLISH	4	PHYSICAL EDUCATION	2
FRENCH OR SPANISH	3	RELIGIOUS EDUCATION	1
GEOGRAPHY	2	SCIENCE	3
HISTORY	2	TECHNOLOGY	2
LIFE SKILLS	1	(Food, Textiles, Resistant Materials, Computing & Graphics)	

Life Skills is a planned programme of personal, social, health and citizenship education with study and revision skills, careers education and Social Emotional Aspects of Learning (SEAL), building resilience, confidence, independence and helping students to work together developing teamwork skills.

Students use ICT across the curriculum. At the end of Key Stage 3, Year 9 students are guided to make informed option choices of subjects to study at Key Stage 4 (Year 10 and 11) to GCSE exam level and BTEC level 1 & 2. Details of course outlines for KS3 are available on the Chace website in the Key Stage 3 Curriculum Booklet.

## DATA PROTECTION & STUDENT COMPUTER RECORDS

At Chace we comply with the Data Protection Act and store essential educational information about students on a central computer. We need to enter data for new students and ask all entrants to complete the Admissions Form so that we can up-date our records. Mrs Young in STUDENT SERVICES will be pleased to help with completion of the Admissions Form. (Please see ICT and Data Protection policy on the Chace website).

# DETENTIONS

Your child may be kept in detention after school for up to 60 minutes without prior notice. If your child is given a detention that will last more than 20 minutes, you will receive a text message. Detentions may also be given at lunchtime and break without prior notice. If a student is late for school they will receive a twenty minute detention the same day.

# EMERGENCIES

Please keep us informed of up-to-date home and emergency telephone numbers for contact, especially if you move or change jobs.

If it is necessary for your child to visit hospital immediately because of sudden serious illness or an accident at school an ambulance will be called. A member of staff will accompany the child until a parent/carer arrives at the hospital. In certain circumstances a member of staff may use their own car and drive a student to the hospital.

# EQUALITY

At Chace our Equality policy reflects our commitment to raising the achievement of all students and valuing everyone equally, underpins our work to ensure that all members of the school community can achieve in a purposeful, well-ordered learning environment, with discipline based on mutual respect, tolerance and consideration for others. Within our community as an inclusive multi-cultural school we are committed to creating a learning environment in which all staff and students have equal opportunities to work and succeed together regardless of ability, disability, class, age, race, religion, gender or sexual orientation. Any unacceptable behaviour in breach of this policy is dealt with promptly and recorded. Parents are informed and involved. A range of sanctions are taken as appropriate. The policy is monitored and reviewed by the School Leadership Team and governors to ensure we put our principle of 'everyone valued equally' into practice.



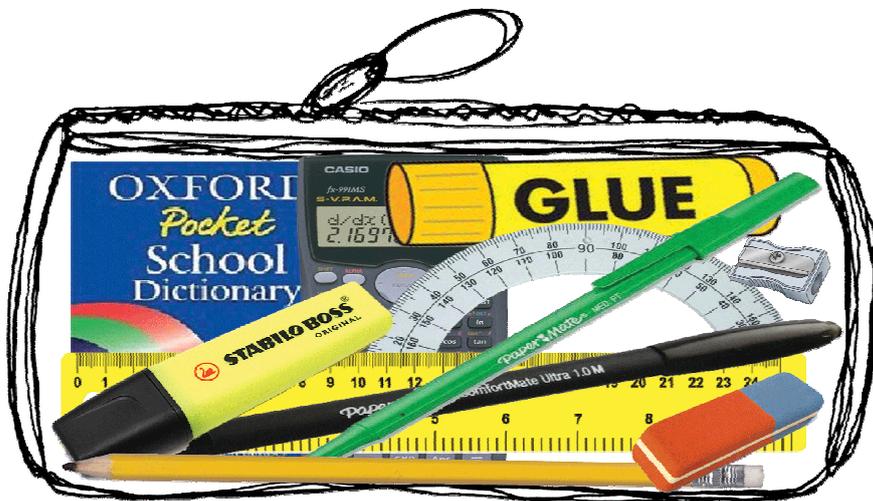
# EQUIPMENT

**GENERAL** – A sturdy School Bag (A back-pack type is recommended for a healthy posture, but is not obligatory) big enough to carry a rough note book, scientific calculator, pencil case containing two blue or black pens, protractor, compass, pencils (lead and coloured) eraser, pencil sharpener, 30 cm ruler, water based felt tip pens, glue stick, a current reading book and an English dictionary.

**ART** – An apron or old shirt, A4 size sketch pad, 2B and 4B pencils, size 6 paintbrush, small scissors (blunt edged).

**MODERN LANGUAGES** - A dictionary in the target language either French or Spanish.

**TECHNOLOGY** - An apron.



# FIRE DRILLS

At the beginning of each term, students are reminded of the Fire Drill arrangements. Within the first few weeks of term, the whole school have a full drill and are shown their positions on the school field. Students **MUST** leave the building quickly, sensibly, quietly and line-up in silence

# FREE SCHOOL DINNER

For information and to obtain an application form please contact the Civic Centre on 020 8379 3744.

# GOVERNORS

Our Governing Body keeps the work of the school under review and supports and challenges the Headteacher and staff as they strive to achieve the Chace aims – to be the best we can be. There are seven elected parent governors whose term of office is four years. When a vacancy arises it is advertised in the Chace Bulletin and an email is sent home via ParentPay.



Homework / Extended Learning tasks complement learning in school. One hour of homework every night for five years equals an extra year of schooling. Homework provides additional meaningful learning opportunities to reinforce, extend and enhance class work. We want our students to take responsibility for their learning, increasing their knowledge, developing and extending their learning outside school. Homework helps young people to:

- Work, think and learn independently.
- Be self-motivated and well organised.
- Develop writing, research and organising skills.
- Extend and consolidate work being done in class.
- Develop the habit of reading for information.
- Establish good working routines in readiness for later examination courses and lifelong learning.

At Chace, homework is set via our online homework tool called 'Show My Homework'. This online tool can be accessed 24 hours a day, 365 days per year, in school and at home, through a lap-top, tablet, pc or smart phone. It is used by teachers to set homework, the deadlines and share homework resources with students. It is used by students to access all information about their homework (by class, teacher and subject), with homework resources and deadlines in one place ensuring that students can prioritise and organise their time more effectively. It allows parents/carers improved access and monitoring of all the homework set for their children and support them more easily, as they will have their own unique login identity and password.

We ask parents/carers to ensure that homework is successfully completed or inform the school if there is a good reason for it not being done. Teachers will inform parents/carers if a student fails to complete homework.

In order to catch-up, on return from an absence your child should note and complete the homework missed. Please check 'Show My Homework' and telephone the Form Tutor if homework does not appear to cover absences. We recommend that parents/carers help with homework by taking an interest in the tasks set and discussing the work with the student.

Homework clubs and the Learning Resources Centre support extended learning and homework completion. The Chace website lists the homework timetable, clubs and activities available to students outside school hours.

## ILLNESS

If your child is unable to come to school because of illness, please contact Mrs Morter on 020 8352 8217 on the first day of absence (answerphone during out of school hours). All absences must also be explained in a note. Where a child is ill at school, we shall contact the parents/carers and ask for him/her to be taken home if the situation warrants this action. If your child is in school, we would expect full participation in Physical Education as required by the National Curriculum. Exceptions will only be made if your child provides the teacher with a dated medical certificate.

## INSTRUMENTAL LESSONS

The work of the Music Department at Chace is supported by peripatetic instrumental tutors. We currently offer tuition in the following areas: Electric guitar/bass, Strings, Flute, Drum Kit, Voice, Keyboard, Acoustic Guitar, Brass, Piano, Saxophone and Clarinet.

Students wishing to receive tuition in September should apply to Enfield Music Service (EMS) through the Music Co-ordinator at their current primary school. There is a chance to apply for lessons throughout the year once you are at Chace and details can be obtained from the Head of Music, Ms Davies. Students who wish to play sitar, tabla or bouzouki can learn at the Enfield Music Service centre

## INTERNET ACCESS

All students are given access to the internet to support and extend their learning and research providing parents/carers and student sign the ACCEPTABLE NETWORK USE statement which will be given to your child by their Form Tutor. In the case of misuse, the school reserves the right to ban a student from accessing the internet for a duration determined by the offence. Parents would be informed in writing.

We urge all parents to ensure that their son/daughter is e-safe by checking regularly that they are using their access to internet and social networking sites responsibly.

## JEWELLERY & MAKE UP

Only one small plain gold or silver stud is allowed in each ear and a watch may be worn. A small, safe religious symbol/artefact may be worn underneath the school shirt but should not be visible. No other jewellery or body adornment (piercing) is allowed and will be confiscated. Confiscated items will be returned only on the last day of each term. Nail varnish and make-up are not considered appropriate for school and students will be asked to remove it.

# LATENESS

We expect all students to arrive at both morning and afternoon registrations on time, ready and prepared for learning. Students who are unavoidably late after 8.50am must report to STUDENT SERVICES and get themselves registered. If they fail to sign-in late this will be regarded as an unauthorised absence. Persistent latecomers will be referred to the Education Welfare Officer to discuss concerns. Excellent or improving attendance and punctuality will be rewarded.

# LEARNING RESOURCES CENTRE (LRC)

The Learning Resource Centre is at the heart of the school supporting students' independent learning and gives them access to a wealth of information. Students are able to access the internet for research, borrow books to read for pleasure and read newspapers and magazines linked to the curriculum. In addition, LRC staff advise on careers and support students in their use of the careers library/resources. The Learning Resource Centre is open from 8.00am until 4.30pm Monday – Friday during term time and runs a stationery shop where students are able to buy equipment for their lessons.

# LOCKERS

We will be installing new vandal resistant lockers throughout the school in time for the start of September 2017. The lockers will be provided by Prefect Lockers without any cost to the school. Students will be able to rent a locker for the school year by visiting [www.locker.rentals](http://www.locker.rentals) from any device connected to the internet. The cost per school year is £18.00. Payment is made direct to Prefect Lockers by Paypal, Debit / Credit Card. On receipt of payment the code for the combination lock will be sent to you via text or email direct from Prefect Lockers. Lockers will no longer be in classrooms but placed in corridors at various points around the school.

# LOST PROPERTY

The school cannot accept liability for lost property so all items of school uniform should be labelled clearly. All students are offered the use of a secure locker to store their coats and books. Please note that the lost property room is emptied at the end of each term and unclaimed items disposed of.

All Chace parents/carers are automatically members of our PTA, Chace Association, which aims to:

- Support the work of the school and forge good links between staff, parents, students and the local community.
- Raise funds for the school through a range of social fund raising activities including Quiz Nights.
- Work in partnership to increase links with parents/carers to promote successful learning.

PTA meetings are friendly and informal with the minutes displayed on the Chace website. Chace Association provides refreshments at parents' meetings and school events. Chace Association is keen to welcome Year 7 parents/carers to join the committee or to support our social events

## RELIGIOUS EDUCATION

In religious education lessons students follow the agreed syllabus as advised by Enfield Standing Advisory Council for Religious Education (SACRE). We value the cultural and religious diversity of our school community and through RE we aim to give students a broad understanding of the six major religions and their influences in the world. RE also aims to encourage students to explore issues of ultimate concern and develop empathy

## REPORTING HOME

During each school year parents receive two or three reports (depending on the Year group) which describe students' academic progress, rewards they have received, their attendance and any behaviour concerns. In addition, learning targets are recorded in students' books. We ask parents to help us monitor progress towards targets. We invite parents to an annual consultation evening to discuss progress with subject teachers. You will also be informed should your child be identified as a more able student with guidance as to how best to support his/her learning.

## SAFETY

To maintain a safe, secure learning environment for students and staff, we ask all visitors, including parents, to report to the Reception office to obtain and wear a visitor's badge. At Chace learning is our priority and all staff have teaching commitments so we ask parents, before visiting Chace, to phone and make an appointment to see a member of staff

The school operates a thirty period week, each of fifty minutes –

	Key Stage 3 & Key Stage 5	Key Stage 4
8.40am - 8.50am	Registration	Registration
8.50am - 9.40am	Lesson 1	Lesson 1
9.40am - 10.30am	Lesson 2	Lesson 2
10.30am - 10.50am	Break	Break
10.50am - 11.40am	Lesson 3	Lesson 3
11.40am - 12.30pm	Lesson 4	Lesson 4
12.30pm - 12.50pm	Lunch	Registration & Assemblies
12.50pm - 1.10pm		Lunch
1.10pm - 1.30pm	Registration & Assemblies	
1.30pm - 2.20pm	Lesson 5	Lesson 5
2.20pm - 3.10pm	Lesson 6	Lesson 6



# SCHOOL FUND

We appreciate the generous contributions of Chace parents who always support our work. At the start of the academic year we ask all Chace parents/carers to make a contribution of £20 per child or £30 per family (or more if you wish!) towards additional resources/facilities to benefit students directly. As a result of government legislation on Gift Aid, we can claim back from the Inland Revenue an extra 25% on the money you pay for your child's school fund. Student Council consults with all students about how School Fund should be allocated.

# SEX & RELATIONSHIP EDUCATION

Our sex education programme is taught sensitively and with due regard to the age and stage of development of the students. The programme is planned and taught to all students and provides opportunities to learn basic facts and discuss social, emotional, moral and legal aspects of the issue, helping students to make informed decisions about lifestyles which will enable them to prioritise their own health and self-esteem.

# START OF THE SCHOOL DAY

Students should arrive at school by 8.35am to be punctual for registration which takes place at 8.40am each day. We cannot accept legal responsibility for your child before 8.00am when the student gates and Chace Diner are open, or students are supervised while studying from 8.00am in the Learning Resource Centre.

# STUDENT COUNCIL

The Student Council at Chace enables students to be actively involved in the life of the school. It is made up of student representatives from each tutor group, members of the School Leadership Team and is chaired by the Head Students. Students meet regularly in cabinet groups to discuss and address issues and concerns and to work together to improve life and learning at Chace. By listening and learning together staff and students at Chace can make a difference to school life and to learning.

# STUDENT PLANNER

Homework is now recorded via 'Show My Homework' but the student planner remains an important link between home and school and is issued to each student to keep a record of outcomes of learning conversation targets, reminders about school activities and notes to and from school and home. Parents are asked to check this regularly.

Many students, at some time in their school life, may need extra support:

- In lessons, to help them understand new ideas.
- With their reading and writing.
- To help to settle in at Chace.
- To talk through a concern which is worrying them in school.
- To increase their confidence.
- To adjust to secondary school.

Members of the Student Progress Faculty support learners by providing specific intervention to identified groups of students for a determined period of time, working alongside subject teachers to offer support in the classroom or support students outside lesson time with extra help with homework, coursework or class work.

Other arrangements will also be made available to support students' learning including the additional support offered in our Student Support Centre. As well as a range of lunchtime and after school clubs, the Learning Resource Centre provides facilities where students can study independently at lunchtime and after school.

Several colleagues provide valuable support to ensure that students' needs are met:

- The Education Welfare Officer monitors attendance and follows up concerns, making home visits to discuss student absence from school.
- The Educational Psychologist follows a schedule of visits organised by the school via our SENCO and works with targeted students and their parents as appropriate.
- Our School Counsellor and a team of student social workers provide confidential counselling services for students and advice/support to families.
- The School Nurse visits regularly and works with students on health related issues with our Senior Welfare Assistant.
- Outside agencies (CAMHS/YOS) also operate through referrals made through our inclusive Learning Group weekly meetings.
- Our Parents' Support Advisor and our Safer Schools Officer provide support, guidance and advice to students and their families.

# TOILETS

Students should not go to the toilet during lesson times other than in exceptional circumstances with signed permission from the teacher. Where there is a medical concern, a toilet pass can be obtained by writing to our Senior Welfare Assistant.

# TRANSLATORS

Requests for a translator to support non-English speaking parents/carers at Parents' Evenings or any other appointment at the school can be organised by contacting Mrs S. Pearce on 020 8379 8206.

# TUTOR GROUPS

Chace is a mixed comprehensive school with two hundred and twenty four students in each year group arranged into eight mixed ability tutor groups. All students have the opportunity of meeting with their Form Tutor twice a day at registration time.

# VISITS / TRIPS

Visits are arranged locally and further afield. They provide valuable learning opportunities in many subjects. Parents/carers are advised about visits/trips by letter and are asked to sign a consent form prior to a visit with students expected to follow the Code of Conduct for all visits. Rigorous risk assessments are undertaken prior to all visits. A student's poor behaviour may prevent him/her attending a trip for which he/she may have enrolled. Parents would be informed.

When necessary parents/carers will be asked to give consent for images/film to be taken of students and used for non-commercial purposes.

# VALUABLE ITEMS

We cannot be held responsible for any loss or damage to valuable items brought to school. We cannot invest time in investigating incidents related to loss or damage to valuable items.

PLEASE NOTE OUR MOBILE PHONE AND ELECTRONIC DEVICE POLICY BELOW. STUDENTS WISHING TO BRING A MOBILE PHONE OR ELECTRONIC DEVICE TO SCHOOL MUST ABIDE BY THE FOLLOWING RULES:

MOBILE PHONES and ELECTRONIC DEVICES are not to be used by students on the school site during the working day.

If you want your child to bring a MOBILE PHONE to school for his/her personal safety to and from school, they must have the phone switched off and kept in an inside pocket or school bag.

If you need to contact your child during the day, please telephone the school reception. If a student needs to contact home during the day they should ask for support from staff in the school offices.

**NO FIRST WARNING – JUST CONFISCATED IF SEEN OR HEARD**

