



Chace Community School

Year 7 Welcome Book

2019 - 2020



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 and 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 and carers, 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.

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

A handwritten signature in black ink that reads "Daniel Bruton". The signature is written in a cursive, flowing style.

DANIEL BRUTON

Headteacher

Key Staff: School Leadership Team

Mr Vekaria—Deputy Headteacher (Pastoral and Designated Safeguarding Lead)

Ms Douglas—Deputy Headteacher (Teaching and Learning)

Mr Levi—Assistant Headteacher and KS3 Raising Standards Leader

Mr Greig—Assistant Headteacher and KS4 Raising Standards Leader

Ms Christodoulou—Assistant Headteacher and KS5 Raising Standards Leader and Head of Sixth Form

Mr Jones—Assistant Headteacher, (Assessment, Reporting and Data)

Ms Linney—Assistant Headteacher and SENCO

Mr Maunder—Assistant Headteacher (Operations)

Ms Terziyski—Senior Teacher and Chace Lead Teacher

Ms Fernandez—School Business Manager

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

WEBSITE: www.chace.enfield.sch.uk

HEADTEACHER: DANIEL BRUTON



AUTUMN TERM 2019

INSET Day	Monday 2nd September 2019
INSET Day	Tuesday 3rd September 2019
Induction for Years 7 and 12	Wednesday 4th September 2019
Induction for Years 7-13 (lessons 1 to 4) with normal timetable lessons 5 and 6	Thursday 5th September 2019
Year 7 Tolmers Trip	Friday 13th Sept & Saturday 14th Sept 2019
Half Term	Mon 21st Oct 2019 — Fri 25th Oct 2019
Last Day of Term	Friday 20th December 2019

SPRING TERM 2020

INSET Day	Monday 6th January 2020
First Day of Term	Tuesday 7th January 2020
Half Term	Monday 17th Feb to Friday 21st Feb 2020
Year 7 Parents' Consultation Evening	Thursday 12th March 2020
Last Day of Term	Friday 3rd April 2020
Easter Holidays	Monday 6th April to Friday 17th April 2020

SUMMER TERM 2020

First Day of Term	Monday 20th April 2020
May Day Bank Holiday	Friday 8th May 2020
Half Term	Monday 25th May to Friday 29th May 2020
Last Day of Term	Friday 17th July 2020
INSET Day	Monday 20th July 2020
INSET Day	Tuesday 21st July 2020

Link to school calendar online:

<http://www.chace.enfield.sch.uk/ccs/events/>

At Chace, a planned assembly programme provides students with an 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 all that 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 the ATTENDANCE OFFICE on 020 8352 8217 on the first day of your child's absence. When your child returns to school, following an absence, he/she must bring a note explaining the absence and give it to his/her Form Tutor, to authorise the absence. Without a note giving a reason validated by the school, your child's absence will be recorded as unauthorised or 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 students arrive after the register closes they will be marked absent through lateness and issued a twenty minute detention that day. Students who are unavoidably late after 8.50am must report to the ATTENDANCE OFFICE 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.

Breakfast is available from 8am to 8.40am in the school Diner. 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.

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.

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.

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

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 2019 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 BEFORE SEPTEMBER 2019. This will enable us to register the card on our computer system on their first day, Wednesday 4th September 2019. 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 or 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 if this applies to you.

However, because of the costs involved in Design & Technology projects, a charge of £8.00 will be made in Years 7, 8 & 9 and £10 in Years 10 & 11. 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 give 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. 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	Compulsory— Black with School Badge
Skirt	Black, white and red check kilt – below the knee length.
Trousers	Full length 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.
Black Tailored Smart Shorts	Black tailored shorts in a trouser material, knee length can be worn in the Summer term only.
Tie	School tie – For Year 7 starting in September 2019 a yellow stripe will be below the 'Enfield' emblem.
Shirt	Plain white shirt type only
Jumper	Black v-neck with red "Enfield" emblem. Hooded and other sweatshirts are strictly forbidden and will be confiscated if worn to school.
Cardigan	Plain black
Socks & Tights	Plain white or black. If tights are worn they should be black, not leggings, and 30 denier or above.
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 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 head-scarves are worn they should be plain black, red or white.



At Chace we celebrate success and achievement by awarding reward points which contribute to bronze, silver, gold and platinum certificates and awards. 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.

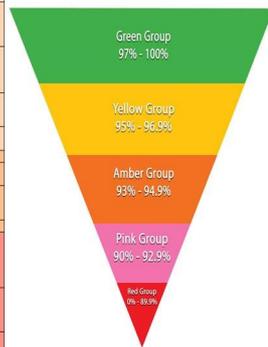


Chace Values

Aiming to be the best we can be



Attendance



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

Chace Rewards

Positive achievement	No. of points	How often?
Positive performance in lessons and form time Students are allocated points for good work, positive contributions in lessons, teamwork and other achievements	1-3 points	Daily
Making progress Students receive department and subject awards in the end of term rewards assembly	5	Termly
Positive contribution Students receive Form Tutor awards in the end of term rewards assembly	5	Termly
Positive contribution Students nominate other students in their form for Student of the Form award in the end of term rewards assembly	5	Termly
Attendance All students with 100% attendance are entered into the end of term raffle and receive certificates	5	Termly
Positive contribution to the Year Group Students receive the HoL award in the end of term rewards assembly	10	Termly
Commitment to Chace One student per year group receives the Headteacher Award in the end of year rewards assembly	15	Annually
Outstanding progress and contribution to Chace Students receive certificates and prizes at the annual Presentation Evening		Annually
Bronze, Silver, Gold and Platinum prizes Awarded to students that gain 50, 100, 150 and 200+ points	Bronze – 50 Silver – 100 Gold – 150 Platinum – 200+	Ongoing
Students that meet the agreed points criteria (by HoLs and the school council) can attend the end of term/year rewards trip and events.	Students with the agreed points criteria participate	Ongoing

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 exceed 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



Chace Consequences

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

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 and can be accessed on the school's website. 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. Parents/carers can also keep up with what is going on by following us on twitter, facebook or instagram

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

CHACE BULLETIN

We keep parents informed of activities in school through the Chace Bulletin which is emailed home to parents half-termly. 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. The Chace timetable is made up of thirty 50 minute lessons. In Year 7 lessons are currently allocated as follows:

ART	2	LIFE SKILLS	1
DRAMA	2	MATHEMATICS	4
ENGLISH	4	MUSIC	2
ENRICHMENT	1	PHYSICAL EDUCATION	2
FRENCH OR SPANISH	3	RELIGIOUS EDUCATION	1
GEOGRAPHY	2	SCIENCE	3
HISTORY	2	TECHNOLOGY	2

In year 7, all students will receive an extra 50 minute lesson (lesson 7) every Monday. This is an enrichment lesson aiming to extend and deepen learning. The lesson will be broken down into themed activities to keep students engaged, focused, motivated and include our accelerated reader programme. Time in these lessons will also be used to provide targeted group work and interventions. The extended day will provide an extra structured layer for students to learn from each other and practise and consolidate their learning habits.

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 General Data Protection Regulation 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. However, 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, or is in incorrect uniform, they will receive a twenty minute detention on 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. It 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 and 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.



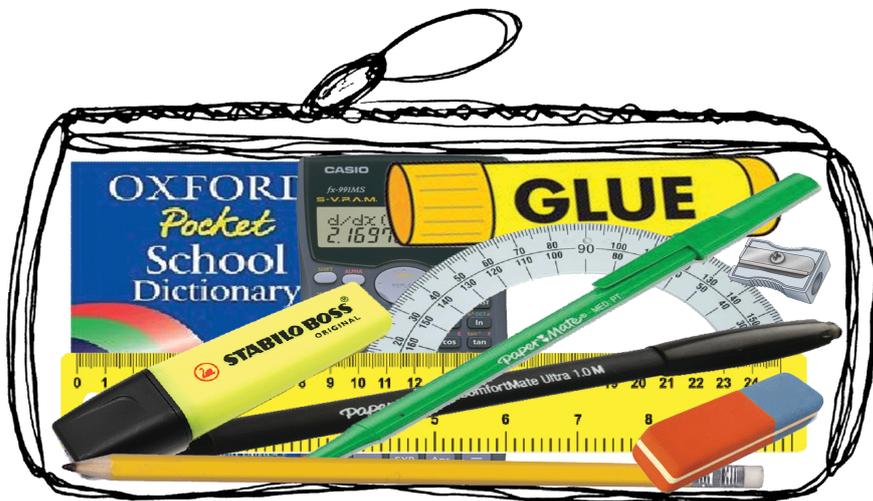
EQUIPMENT

GENERAL – A sturdy school bag (a back-pack type is recommended for a healthy posture, but is not obligatory) big enough to carry A4 exercise books, 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 MEALS

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 a number of 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. The Chair of Governors is Mrs Tracey Jenkins and she can be contacted via the school.



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, with deadlines ensuring that students can prioritise and organise their time more effectively. It enables 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 completed to the best of the student's ability 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 Library 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 in school to support and extend their learning and research providing parents/carers and student sign the ACCEPTABLE NETWORK USE agreement 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 stud in each ear is allowed. One small nose stud is permitted. All piercings will need to be fully healed by the first day of school in September enabling studs to be removed for PE or for any other activity when asked by a member of staff. Refusal or excuses including that it has not healed will result in a consequence being implemented. All other body adornments (piercings) are not allowed. A small, safe religious symbol / artefact may be worn underneath the school shirt but should not be visible. No other jewellery is allowed and will be confiscated if worn to school.

Students should NOT wear make-up, nail varnish, acrylic or gel nails to school. Students will be told to remove obvious make-up and nail varnish. Students wearing acrylic or gel nails will be asked to remove them for health & safety reasons.

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 the ATTENDANCE OFFICE 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.

LIBRARY

The Library 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, Library staff advise and support students in their use of the library/resources. The Library is open from 8.00am until 4.10pm Monday – Friday during term time and runs a stationery shop where students are able to buy equipment for their lessons.

LOCKERS

We have lockers throughout the school provided by Prefect Lockers. Students will be able to rent a locker for the school year by visiting 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 are placed in corridors at various points around the school on A and B floor.

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.

PTA - CHACE ASSOCIATION

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 world religions and their influences in the world. RE also aims to encourage students to explore issues of ultimate concern and develop empathy and ability to reflect on their own beliefs about truth, right and wrong.



REPORTING HOME

During each school year parents receive two or three reports (depending on the Year group) which outline 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 5
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 5	Lesson 6
3.10pm – 4.00pm	Year 7 Enrichment Lesson (Monday only)	



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 £25 per child or £40 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.

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 work together to improve life and learning at Chace. By listening and learning together staff and students at Chace 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 targets, reminders about school activities and notes to and from school and home.

Parents/carers 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 Additional Resource Curriculum (ARC). As well as a range of lunchtime and after school clubs, the Library 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 and counsellors 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 Police 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 permission from the teacher. Where there is a medical concern, this can be discussed by writing to our Senior Welfare Assistant.

TUTOR GROUPS

Chace is a mixed comprehensive school with approximately two hundred and twenty five 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 complete an electronic 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 should this be the case.



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:

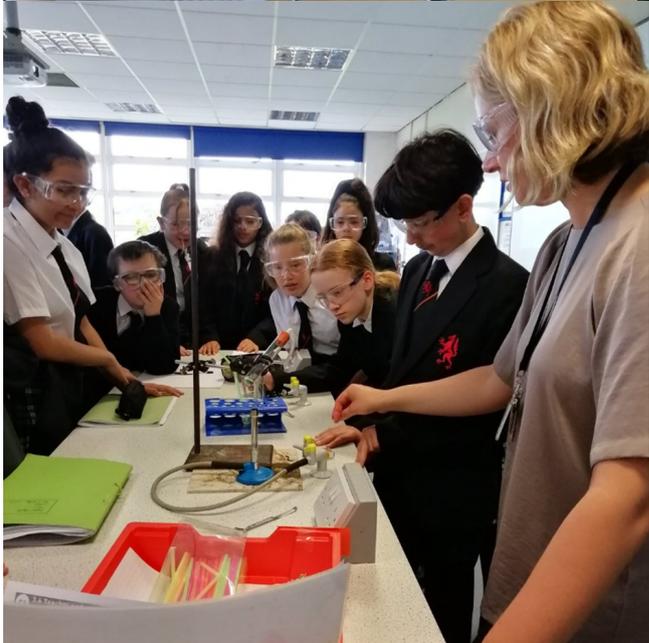
MOBILE PHONES, ELECTRONIC DEVICES and HEADPHONES are not to be used by students on the school site unless given permission by a member of staff. Phones seen or heard on the school site will be confiscated and returned at 3.10pm. Persistent confiscations will result in consequences and the need to hand the item in at the beginning of the day and collect after any detentions have been served at the end of the 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.









Twitter: @chacecommunity



Instagram: chace_community



Facebook: chace_community

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Email: chace@chace.enfield.sch.uk
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Headteacher: Daniel Bruton BA (Hons) NPQH