

# Chace Community School

*A Specialist Technology College*

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Headteacher: Daniel Bruton BA (Hons) NPQH



March 2019

Dear Parent/Carer

We are looking forward to welcoming you and your child to Chace Community School.

Transition documents and on-line forms are available on the Chace website for you to download or complete. You can access them via [www.chace.enfield.sch.uk](http://www.chace.enfield.sch.uk) and by clicking on the link for **ABOUT US → Admissions and Transition → Transition September 2019**.

**The following forms need to be completed on-line by 26th April 2019:**

1. Admission Form
2. Ethnicity Form
3. Permission slip for the Induction Morning on 4<sup>th</sup> July
4. Cashless Catering – daily spend limit

**Please do not send ANY completed forms to either your child's primary school or Enfield's Civic Centre as you will have to complete them again.** If you require a hard copy of the information please email Mrs Young. *Should you feel you require support and guidance completing the forms please call 0208 363 7321 to arrange for one of our support staff to help you.*

**Enclosed for information:**

1. Tolmers Transition Trip letter
2. Cashless Catering letter
3. Uniform list
4. Checklist for forms to be completed on-line
5. Leaflets from uniform suppliers ([www.uniform4kids.com](http://www.uniform4kids.com) / <https://smithsschoolwear.co.uk>)

**Please organise for your child to have an Oyster card prior to starting at Chace even if they are entitled to Free School Meals as it will be required for access to our cashless catering system.**

**Your Free School Meals Application Form can be downloaded from [www.enfield.gov.uk](http://www.enfield.gov.uk).**

Please note: Should any information given in these documents change before your child starts at school, please inform Mrs Young either by email on [lyoung@chace.enfield.sch.uk](mailto:lyoung@chace.enfield.sch.uk) or telephone 020 8352 8259 immediately. It is particularly important that we have an accurate email address as we move towards more electronic communication.

Our successful Year 7 Transition Camping Trip will take place at Tolmers on 13<sup>th</sup> and 14<sup>th</sup> September. The cost of the trip is £50.00 (free for students currently in receipt of free school meals or any point in the last 6 years). We hope all students can attend the trip which is an excellent opportunity for staff and students to get to know each other and learn new skills.

We will be offering after school clubs after May half-term. Details of this will be available on the Chace website.

**Continued**



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**DATES FOR YOUR DIARY:**

**Parents only Induction on Thursday, 27<sup>th</sup> June at 6:00pm**

This will be an opportunity for you to meet your child's form tutor and to be given further information about your child's start at Chace.

**Induction Morning for students on Thursday, 4<sup>th</sup> July (9am – 12:15pm)**

Please bring your child to the main school entrance and return at 12:15pm to collect them. Primary school uniform should be worn. If you give permission for your child to make his/her own way back to primary school at the end of the morning, this must be indicated on the on-line permission slip. We expect you to collect your child at 12:15pm if we have not been informed of any other arrangement.

**Start of term for Year 7 students 4<sup>th</sup> September at 8:30am**

We have installed new vandal resistant lockers throughout the school on A and B floor. The lockers are provided by Prefect Lockers without any cost to the school. This will allow the school to use our limited resources for other important items and ensure that the students have a state of the art, vandal resistant locker to keep their valuables safe and secure. 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 and can be made by Paypal, Debit or Credit Card. On receipt of payment the code for the combination lock is sent to you via text or email from Prefect Lockers. Lockers will be available to book from 9am on 27th August 2019. Please do not try and book a locker before this time as they will not yet be on their locker rentals system. Please see the 'How to rent your locker' on our website **ABOUT US → Admissions and Transition → Transition September 2019** for guidance on the process.

Should you have any queries please ring **020 8363 7321** and dial the relevant extension number:

<b>SEND</b>	<b>Ms Linney, ext 368</b>	<b>Medical</b>	<b>Ms Molden, ext 340</b>
<b>Change of details</b>	<b>Mrs Young, ext 323</b>	<b>Transition to Tolmers</b>	<b>Ms Sterry, ext 319</b>

We need all relevant paperwork returned prior to your child starting at Chace.

We look forward to seeing you at the meeting on Thursday 27<sup>th</sup> June and to meeting your child at their induction morning on Thursday, 4<sup>th</sup> July.

Yours sincerely



**Mr D Bruton**  
Headteacher



**Mr F Baurain-Levi**  
Assistant Headteacher