

Chace Community School

A Specialist Technology College

Headteacher: Daniel Bruton BA (Hons) NPQH

Churchbury Lane
Enfield Middlesex
EN1 3HQ

Telephone: 020 8363 7321
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@chacecommunity
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March 2020

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 and by clicking on the link for **ABOUT US → Admissions and Transition → Transition September 2020**.

The following forms need to be completed on-line by 20th April 2020:

1. Admission Form
2. Ethnicity Form
3. Permission slip for the Induction Morning on 3rd July
4. Cashless Catering – daily spend limit

Please do not send ANY completed forms to either your child's primary school or Enfield Civic Centre as you will have to complete them again. If you require a hard copy of the information please contact 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 / <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.

Please note: Should any information given in these documents change before your child starts at school, please inform Mrs Young either by email on young@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 18th and 19th September. The cost of the trip is £55.00 (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, 25th 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 Friday, 3rd 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 Monday, 7th 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 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 24th August 2020. 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 2020** for guidance on the process.

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

SEND	Change of details	Medical	Transition to Tolmers
Ms Linney, ext 374	Mrs Young, ext 323	Ms Molden, ext 340	Ms Sterry, ext 319

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

We look forward to seeing you at the meeting on Thursday 25th June and to meeting your child at their induction morning on Friday, 3rd July.

Yours sincerely



Mr D Bruton
Headteacher



Mr F Baurain-Levi (ext 301)
Assistant Headteacher