



March 2022

Dear Parent/Carer

We are looking forward to welcoming you and your child to Chace Community School. In order for this to be a smooth and successful transition, this letter includes some important key information and actions for you to take over the coming weeks.

Transition Documents and on-line forms

Transition documents and online forms are now available on the Chace website for you to view and complete. You can access them via www.chace.enfield.sch.uk and by clicking on the link **About Us → Admissions and Transition → Year 6 Transition**. This is located at the bottom of the page.

The following forms need to be completed online by 29th April 2022:

1. Online Students Admissions Form
2. Ethnicity Form
3. Permission slip for the Induction Morning
4. Cashless Catering – daily spend limit

Should you feel you require support and guidance completing the forms or you require a hard copy of the forms, please call our reception on 0208 363 7321 who will arrange for one of our members of staff to help you.

If any information you have provided on these online forms changes before your child starts at Chace, please inform our student services department either by email on studentservices@chace.enfield.sch.uk or telephone 020 8352 8259 immediately. It is particularly important that we have an accurate email address as this is our main channel of communication.

Documents enclosed with this letter

Alongside this letter, you will find the following documents enclosed:

1. Cashless Catering letter
2. Uniform list - uniform can be obtained from school suppliers
www.uniform4kids.com and www.smithsschoolwear.co.uk
3. Checklist for forms to be completed on-line

Oyster Card and Free School Meals

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. The Chace Diner is managed by Enfield Catering, so it is very important that you have made arrangements for their lunch before attending, whether this will be a packed lunch, Free School Meals or paid lunch in the Diner.



Your Free School Meals Application Form can be downloaded from <https://www.enfield.gov.uk/services/children-and-education/school-welfare-and-information/school-meals>

Dates for your diary

Year 7 Induction for Parents on Monday 4th July 2022 at 5:30-7pm

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 7th July 2022 at 8:40 am-12noon

Please bring your child to the main school entrance and return at 12noon 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 online permission slip. We expect you to collect your child at 12noon if we have not been informed of any other arrangement.

Start of term for Year 7 students Monday 5th September 2022 at 8:30 am

Year 7 students will have an induction and familiarisation day before the rest of the school return at the start of the academic year. Lessons will start from Tuesday 6th September 2022 at 8:30. However, our school gates will be open from 8am.

School Lockers

We have installed new lockers throughout the school to help your child stay organised and keep their valuables safe and secure. Students will be able to rent a locker for the school year by visiting www.locker.rentals. The cost per school year is £18.00 made directly to Prefect Lockers using 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 Monday, 4th April 2022. 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 → Year 6 Transition** for guidance on the process.

Contacts

Should you have any queries please ring 0208 363 7321 and dial the relevant extension number for the member of staff below.

<i>SEND</i>	<i>Change of details</i>	<i>Medical</i>
Ms Linney, ext 374	Student Services, ext 323	Ms Molden, ext 340

We look forward to seeing you at the meeting on 4th July and to meeting your child at their induction morning on 7th July 2022.

Yours sincerely



Ms T Douglas
Headteacher