

# Chace

## Community

### School

Welcome to Chace 2022-2023



Excellence has no limits

## Message from the Headteacher



Dear Parents, Carers and Students

I am delighted to welcome you to Chace Community School. My colleagues and I look forward to working together with parents and carers to ensure that our new year 7 settle in quickly, happily and ready to be excellent learners.

At Chace we believe that all young people can achieve and our aim is to provide an education of excellence. The education students receive at our school is an inclusive, life changing experience that provides them with the academic and pastoral opportunities to become the leaders of tomorrow. We are committed to ensuring every aspect of school activity is of the highest quality and have deeply invested in an ambitious curriculum and exceptional teaching. This focus has led to rapid gains in our students' outcomes. I am proud to lead our school, alongside the Senior Leadership Team, governing body and wider staff in our relentless pursuit for excellence. This commitment is extended to all of you as new students and families.

I look forward to meeting you all soon and working with you and your families over the coming months and years.

Yours sincerely

Ms T Douglas

Headteacher

### School Leadership Team:

**Belonging**

**Responsibility**

**Excellence**



**Ms T Douglas**

Headteacher



**Mr P Vekaria**

Deputy Headteacher - Pastoral & Designated  
Safeguarding Lead



**Ms A Christodoulou**

Acting Deputy Headteacher - Curriculum & Teaching



**Mr A Greig**

Assistant Headteacher - KS4 Raising Standards Leader



**Mr P Jones**

Assistant Headteacher - Assessment, Reporting and  
Data



**Ms J Linney**

Assistant Headteacher - SENCO



**Ms B Terziyski**

Senior Teacher and Chace Lead Teacher



**Ms C Lynch**

Senior Teacher and Head of mathematics



**Ms S Fernandez**

School Business Manager

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## AUTUMN TERM 2022

<b>INSET Day</b>	<b>Thursday 1<sup>st</sup> September</b>
<b>INSET Day</b>	<b>Friday 2<sup>nd</sup> September</b>
<b>Induction Day for Year 7</b>	<b>Monday 5<sup>th</sup> September</b>
<b>Whole school returns</b>	<b>Tuesday 6<sup>th</sup> of September</b>
<b>Half Term</b>	<b>Monday 24<sup>th</sup> - Friday 28<sup>th</sup> October</b>
<b>Last Day of term</b>	<b>Friday 17<sup>th</sup> of December</b>

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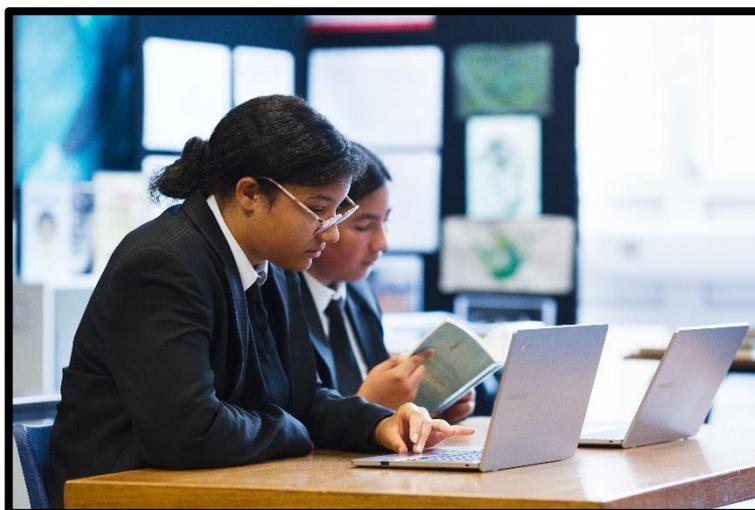
## SPRING TERM 2023

<b>First Day of Term</b>	<b>Tuesday January 3<sup>rd</sup></b>
<b>Half Term</b>	<b>Monday 13<sup>th</sup> - Friday 17<sup>th</sup> February</b>
<b>Last Day of term</b>	<b>Friday 31<sup>st</sup> March</b>
<b>Easter Break</b>	<b>Monday 3<sup>rd</sup>- Friday 14<sup>th</sup> April</b>

## SUMMER TERM 2022

<b>First Day of Term</b>	<b>Monday 17<sup>th</sup> April</b>
<b>May Bank Holiday</b>	<b>Monday 1<sup>st</sup> May</b>
<b>Half Term</b>	<b>Monday 29<sup>th</sup> May – Friday 2<sup>nd</sup> June</b>
<b>Last Day of Term</b>	<b>Friday 21<sup>st</sup> July</b>
<b>Summer Break</b>	<b>Monday 24<sup>th</sup> July – Friday 1<sup>st</sup> September</b>

Further information about additional inset days, as well as school trips, events and assessment weeks will always be updated on the school website on the school calendar.



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**Assemblies:** At Chace, a planned assembly programme provides students with an assembly each week, based on a reflection theme which underpins our motto and school values. 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. Staff and students present assemblies which develop spiritual and moral awareness; broaden horizons; raise awareness of local, national and global issues.

**Attendance:** We expect excellent attendance for excellent learning. Should your child be absent please make sure to contact **020 8352 8217** to inform our attendance clerk or organise for your child to bring a note with reason for the absence in order for us to authorise the absence. Without a validated reason, your child's absence will be recorded as unauthorised. 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. In all cases, your child must sign out at the reception office showing the letter or appointment card.

Excellent punctuality is vital. The school gate opens at 8.00am and school line-up begins at **8.38am** (these gates will close at 8.40 as line-up will start at this time). Students who are unavoidably late after 8.40am must report to the attendance office to be registered and go to the main school gates. 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. Please note that Term time holidays disrupt learning and we strongly discourage them and cannot authorise them. If you need to seek permission for time off during term time please email the headteacher. At break and lunchtime students are not allowed to leave the school premises.

Students who are unavoidably late after 8.40am 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.

If your child is unable to come to school because of illness, please contact **020 8352 8217** on the first day of absence. All absences must also be explained in a note brought to school when returning from absence. 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.

If it is necessary for your child to be sent to hospital immediately because of a 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.

**Catering:** Our school catering is provided by Enfield Catering, who provide tasty and nutritious meals. Breakfast is made available daily from **8.00am to 8.30am** in the school Diner. 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 packed lunch. A free item is available for free school meal students daily. We use a cashless catering payment system at Chace so all students **MUST** have their own **Zip Oyster** card to be able to pay for snacks and 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. •
- For those entitled to free school meals, no one is made aware of this.

Should your child lose their 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 **Zip Oyster** card by making payments on-line via **ParentPay** (see website for link). A letter will be issued for each student on their first day 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 onto one account only.

**NOTE: PLEASE ENSURE THAT YOUR CHILD HAS AN OYSTER CARD BEFORE SEPTEMBER.**

Oyster cards can be ordered on-line from the Transport for London website:  
<https://tfl.gov.uk/fares/free-and-discounted-travel/11-15-zip-oyster-photocard>

**Communication:** If you have concerns about any aspect of school life or your child's learning, please do get in contact with us promptly so we can help. Your first contact should be with your child's form tutor. Where necessary, the matter will be referred to the Head of Learning or relevant subject faculty.

In terms of use of mobile phones in school; students wishing to bring a mobile phone or electronic devices to school must do so by following the following rules:

**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 parents being called in for the phone to be returned to them. In these cases the student would then need to hand in their phone everyday.

If you have decided for your child to bring their mobile phone to school for their personal safety; they must have the phone switched off and kept in an inside pocket or school bag at all times during the school day. 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 a member of staff from our student services.

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**Curriculum:** All students meet with their Form Tutors at least once a day at registration time and for some, weekly in their Life Skills lesson. The Chace timetable is made up of thirty 50-minute lessons.

For Year 7 this year lessons will be allocated as follows:

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

The “Life Skills” curriculum is a planned programme of personal, social, health and citizenship education with study and revision skills and careers

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). Details of course outlines for KS3 are available on the Chace website on the curriculum area.

**Data:** 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 update our records. Colleagues 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).

**Please keep us informed of any up-to-date home and emergency contact numbers and emails for our communication with you & if your circumstances are changing.**

**Our Equality policy** reflects our commitment to raising the achievement of all. Excellence 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 multicultural 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. To this effect our anti-racism working group “ARW” group meets regularly to promote Race Equity and

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contribute in building an Anti-Racist school. We also have an active LGBTQI group that works together to build tolerance and acceptance for students and staff no matter their sexual orientation or gender identity.

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 and Home Learning:** The following equipment is needed for school. A sturdy school bag, a back-pack type is recommended for a healthy posture, big enough to carry A4 exercise books, scientific calculator, pencil case containing blue or black and green pens, protractor, compass, pencils (lead and coloured) eraser, pencil sharpener, 30 cm ruler, water based felt tip pens, glue stick, a reading book and an English dictionary. For Art: A4 size sketch pad, 2B and 4B pencils, size 6 paintbrush, small scissors (blunt edged).

Home Learning & Extended Learning tasks complement learning in school. One hour of home learning every night for five years equals an extra year of schooling. Home Learning 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.

Home Learning 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.

We have adopted and embedded **Google Classroom**, a streamlined, easy to use tool to engage and manage online learning. All home learning and assignments are set via Google Classroom. 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 smartphone. This also enables parents/carers access and monitoring of all the tasks and home learning set for their children and allows for support to be offered more easily.

We ask parents/carers to ensure that home learning is completed to the an excellent standard 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 Home Learning. In order to catch-up, on return from an absence your child should note and complete the home learning missed.

All students are given access to the internet in school to support and extend their learning and research. Both parents/carers and students must sign the ACCEPTABLE NETWORK USE agreement. 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 the internet and social networking sites responsibly and safely.

**Extended Learning:** 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. collected at the beginning of the school year.

**Fire drill:** At the beginning of each term, students are reminded of the Fire Drill arrangements. Within the first few weeks of term, the whole school has 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 with their form group where a register will be taken.

**Free School Meals:** To apply, download and complete an application form from [new.enfield.gov.uk](http://new.enfield.gov.uk) and email [freeschoolmeals@enfield.gov.uk](mailto:freeschoolmeals@enfield.gov.uk). You can also post to : ESAS & Free School Meals D Block - Civic Centre - Silver Street , Enfield EN1 3XQ You do not need to provide evidence of your benefit when you submit your form, however we may write to you for further information or to request certain evidence. For information and to obtain an application form please contact the Civic Centre on **020 8379 3744**.

**Our Governing Body** keeps the work of the school under review and supports and challenges the Headteacher and staff as they strive to achieve our motto of “Excellence has no limits!”. 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.

**Instrumental sessions:** 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, 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 our Head of Music, Mr Carmichael. Students who wish to play sitar, tabla or bouzouki can learn at the Enfield Music Service centre.

**The Library** is at the heart of the school supporting 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 support and guide students in their use of the library/resources. The Library is open daily from **8.00am until 4.15pm** 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 the Prefect Lockers company. 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 directly from Prefect Lockers. Lockers are placed in corridors at various points around the school on A and B floors.

**PTA:** 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 parent meetings and school events. Chace Association is keen to welcome Year 7 parents/carers to join the committee or to support our social events

**Read to succeed:** A book in every bag! We expect all students to have a reading book with them daily. Research in the UK has shown that students need a reading age 15+ to be able to fully access GCSE papers. However because many students do not read sufficiently during their secondary school years the average reading age is around 13 or below. Therefore we carry out benchmark assessment for all students using the “accelerated reader” package. Results are shared with parents via student reports. In year 7, students have a dedicated weekly library lesson as part of their English curriculum.



**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.

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.

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**Reports:** During each school year parents receive two or three reports (depending on the Year group) which outline student academic progress, rewards they have received, their attendance and any behaviour concerns. We ask parents to help us monitor progress throughout the year. We invite parents to an annual consultation evening to discuss progress with subject teachers.

**Rewards:** we celebrate success and achievement by awarding reward points daily which contribute to the allocation of bronze, silver, gold and platinum certificates and awards. Certificates are presented to students for their achievement in lessons. Other certificates and prizes are awarded in end of term assemblies. Positive praise letters and postcards are also regularly emailed home.

**Safeguarding:** 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.

**Sanctions:** Your child may be kept in detention after school for up to 120 minutes. Should your child be given a detention lasting more than 20 minutes, you will be informed via 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 automatically be kept after school for a 30 minute detention on the same day.

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. Students will go immediately to relocation for any uniform breaches from the morning registration line-up.

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 with medical evidence.

**School Day:** Registration 8.38 am – 8.45 am. All students in KS3 and 4 will line up on tennis courts and hard ground areas outside Technology in their forms in alphabetical order for a standards and uniform check. Any students without correct uniform will immediately go to relocation unless a valid and acceptable reason can be given with a note from home to support. In addition, any poor conduct in line-up will result in a same day 30min detention, with higher level consequences for persistent and more severe behaviour.

Gates Open	8:00	Breakfast in the Diner or Study in LRC
Line Up	8:39-8:45	Check-in and Announcements
Period 1	8:45-9:35	
Period 2	9:35-10:25	
Break	10:25-10:40	
Period 3	10:40-11:30	
Period 4	11:30-12:20	
Lunch	12:20-1:00	
Registration	1:00-1:20	Assemblies and Enrichment
Period 5	1:20-2:10	
Period 6	2:10-3:00	
Registration	3:00-3:10	Reading for all
Extra Curricular	3:10-4:15	

**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 £35 per child or £50 per family (or more if you can or wish to do so) 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.

**School Information:** access to our school website will allow you to find details of up to date learning successes, key events, policies, and 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 and reading our fortnightly parent bulletin.

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. Information is also shared with you via text messages, and emails.

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**The Student Council:** Our student council 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 small groups to discuss and address issues and concerns and work together to improve life and learning at Chace.

**Student Support:** Many students, at some time in their school life, may require some extra support, in lessons to help them understand new concepts, with their reading and writing, to help with learning routines, to talk through a concern which is worrying them in school or to adjust to secondary school and to settle in at Chace. Your child's form tutor will be the first port of call.

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.

Several colleagues also provide valuable support to ensure that student 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.
- The 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.

**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 behaviour may prevent him/her attending a trip for which s/he may have enrolled. Parents would be informed should this be the case. All contributions are made via Parents Pay.

If you need financial support for your child to attend a trip, please contact their form tutor.

**Uniform:**

Blazer	Black with School Badge
Skirt	Black, white and red check kilt – below the knee length.

Trousers	Full length black tailored trousers <b>NOT</b> Leggings, tight hipsters or denim If a belt is worn, it must be plain and black.
Tie	For Year 7 starting in September 2021 the tie has a <b>green stripe</b> 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 (optional)
Socks & Tights	Plain white or black. If tights are worn they should be black, not leggings, and 30 denier or above.
Shoes	<b>Black leather school shoes</b> , lace-ups or loafers in a traditional style, NOT trainers looking and without brand 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. We welcome students that wear a headscarf for religious purposes to choose and appropriate head covering.
Jewellery Make-up	Only one small stud is permitted in each ear and one small nose stud. No other piercings are permitted. Piercings must be healed before returning or starting school. If studs are not removable for lessons such as PE/Drama the student will be placed in relocation until the piercings have healed.

**Uniform suppliers:**

**SMITHS Schoolwear** - 155-57 Lancaster road, EN2 0JN Tel: 020 8363 2424 [www.smithsschoolwear.co.uk](http://www.smithsschoolwear.co.uk)

**LYONS school shop** - 242 Hertford road, EN3 5 BL Tel: 020 8804 3627 [www.uniform4kids.com](http://www.uniform4kids.com)



**Please note that the school cannot accept liability for lost property so all items of school uniform including ties should be labelled clearly with your child's name**

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## **Chace Community School**

**Address:** Churchbury Lane , Enfield, EN1 3HQ

**Tel:** 020 8363 7321

**Fax:** 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 :** Tanya Douglas



**Twitter:** @chacecommunity



**Instagram:** chace\_community



**Facebook:**chace\_community

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