

"Success is an Attitude" We are committed to Keeping Children Safe In Education

Chalfont St Peter Gerrards Cross Buckinghamshire SL9 8TP Tel: 01753 882032 Fax: 01753 890716 Email: info@chalfonts.org www.chalfonts.org

May 2021



WELCOME TO THE CHALFONTS COMMUNITY COLLEGE – YOUR NEW SCHOOL

We would like to welcome you to The Chalfonts Community College and what will be the start of a wonderful period in your lives. Secondary school is incredibly exciting, challenging and rewarding and you will join many thousands of children who have been educated at the school.

The process of preparing for starting at The Chalfonts Community College began at the beginning of May, with Mr Quesnell contacting all feeder schools to gather information on our new Year 7 students.

We look forward to meeting you on Tuesday 6th July at our Induction Day. More information will follow shortly.

All About Me Survey for students to complete: Please complete this important survey, because we will use the information to help construct tutor groups as well as making other important decisions for your start at the school: online survey

Induction Pack: from Friday 28th May 2021. This Induction Pack includes two main items:

- 1. **The Welcome Booklet** (which you keep) features information about a range of items including the timings of the school day, curriculum, clubs and activities, uniform, information about online systems like 'Cashless Catering' and 'ParentPay' as well as useful contacts and dates for your diary.
- 2. The important **Online Documents** pack (which you need to return) contains all the forms that need to be completed, signed and returned by Friday 18th June 2021. These include:
- Registration Form online
- Medical Form online
- Attendance Letter
- Privacy Notice & Data protection
- College Fund Scheme
- Application form for Free School Meals from September 2021

Ideally, we would like you to complete the registration and medical form online at https://www.chalfonts.org/admissions/year-6-7-transition/registration-medical-forms

Also, I would like to direct you to our website: www.chalfonts.org to allow you to access detailed information and online forms for items including Music Tuition. Please note that lockers are allocated on a first-come, first-served basis, so please visit www.ilsschools.co.uk to secure a locker for your child.















Also on our website, you will find a link to a virtual tour of the school, and a message from Mr Quesnell: https://www.chalfonts.org/admissions/year-6-7-transition. You will find a Moving on Reading List and some fun activities which we hope you will engage in. Regular updates will be available at: www.chalfonts.org/admissions.

The most important thing for us is that you have all the information you require to make the transition and that you are well prepared for the move from your junior schools. We are looking forward to meeting you all in September. If you have any queries, please do not hesitate to contact me.

Yours faithfully,

Mrs J Adkins Assistant Principal Tel No: 01753 882032

Email: joannaadkins@chalfonts.org



YEAR 7 TRANSITION INFORMATION WELCOME PACK 2021-22







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WELCOME FROM THE PRINCIPAL

On behalf of the staff, students and Governors, I would like to take this opportunity to welcome you to The Chalfonts Community College. The Chalfonts is an extremely popular school with a very successful track record. This is a happy school; with a great atmosphere, enthusiastic and focused students, who are supported by a team of highly qualified, committed and skilled staff.

We are a dynamic and forward thinking school, whose sole focus is the success of each of our students. My aim is for you to become a fully independent, articulate learner, that through the most appropriate curriculum pathway you will be fully prepared for university and the world of employment. Be prepared to work hard through learning experiences that will be engaging and enjoyable.

As well as academic success, we are also proud of our wide range of extra-curricular clubs and activities that we offer to students. Our Performing Arts productions are renowned for their outstanding quality and our sports teams compete at local, regional and national level. We offer a wide range of trips and visits that will enable you to gain skills and experiences beyond the classroom that will further enrich your learning.

Whilst our approach to teaching is innovative, it is underpinned by an insistence on the traditional values that ensure we have outstanding professional conduct. This includes manners, courtesy towards others, self-respect, discipline and wearing the uniform with pride. As a school, we have agreed on the values that we believe are important to our community and work hard daily to live by these values ensuring we are safe, caring and progressive. I firmly believe that communication is essential in everyone's learning journey and we always will work with parents to ensure that we know our strengths and what to improve.

Our aim is to provide all of our students with an outstanding education and we are extremely proud of what our students achieve. I am honoured and delighted to have been appointed as the new Principal of The Chalfonts Community College from this September. Mr Denial and I have worked closely to ensure continuity of the leadership and values that have made this school so successful. I am really looking forward to meeting you in the new term and welcoming you to our friendly and truly aspirational school.

Mrs. Caroline Whitehead Principal

WELCOME FROM THE LEADER FOR YEAR 7

Starting at a secondary school is an exciting but can also seem daunting. To help support you with this transition we are putting together an engaging and supportive programme just for you. At The Chalfonts Community College, all students will experience an environment in which they not only achieve academic success but also find encouragement to develop moral values, community responsibility, student leadership and enhanced personal and social skills.

I am pleased to be able to lead you through the transition from primary to secondary school, which is such an important time in your life. In joining The Chalfonts Community College, you can feel confident that you are joining a community whereby you will have many different opportunities both inside and outside of the classroom. Please look around the school website and learn more about being in Year 7 and our school community.

On Tuesday 6th July, we will be inviting you in for an Induction Day. This is a great opportunity to experience the secondary school environment, to take part in lessons and meet your tutor. You will also have the chance to meet some of the students joining us in September.

My experienced team of tutors and I will be with you every step of the way ensuring you reach your full potential and experience a happy and stimulating time throughout your first year of secondary education. May I take this opportunity to welcome you in becoming a valued student of our school and part of the Year 7 community.

The following sections in this booklet set out key dates and essential information about the school. Please take your time to read through it carefully.

We are looking forward to meeting you soon. If you have any concerns in the meantime, please do not hesitate to contact me.

Mr John Quesnell Head of Year 7

E: JohnQuesnell@Chalfonts.org

KEY DATES & TERM DATES

Friday 18th June 2021 Deadline for completing documents online and

returning signed copies

Tuesday 6th July 2021 Induction Day for Year 7 intake

Tuesday 6th July 2021 Induction Evening for Year 7 parents and carers

Thursday 2nd September 2021 Start of term for Year 7

Mon 23rd - Fri 27th August 2021 Year 7 intake Summer Sports Camp

Thursday 16th September 2021 Year 7 Parents Welcome Evening 6pm-8pm

October 2021 Provisional Team Building Trip

TERM DATES 2021-2022*

A snapshot of term dates can be found on our school website: https://www.chalfonts.org/parents/term-dates

^{*} Before booking family holidays – it is essential you check all term dates with the school as they can be subject to change.

THE SCHOOL DAY 2021-2022

From September, you will have 4 x 75 minute lessons each day. Tutor time will be in the morning at 8:45am and you will have a 30 minute break at 10:20am and then a 30 minute lunch starting at 1:20pm. Each week you will also have an assembly as a year group with your Year Leader. You are expected to move from lesson to lesson and you will need to learn to be organised and punctual. Staff and older students are always at hand and happy to help you.

CURRICULUM

Our KS3 curriculum is broad and designed to best meet the needs of all students to help you with your future. Alongside lessons in English, Maths and Science, all students have lessons in Art, Food Technology, Computing, Drama, Geography, History, Music, Religious Education, PE, Design & Technology, and Modern Foreign Languages.

To find out more about the individual subjects you will be studying please go to https://www.chalfonts.org/curriculum/ks3 and take a look at the Curriculum Snapshot on the following page to see what the current Year 7 have been studying.

MODERN FOREIGN LANGUAGES

All children at the beginning of Year 7 are placed into a language group. The majority of students study French. We also offer two classes of Spanish (60 spaces) and two classes of German (60 spaces).

Priority is given to students who have studied a particular language at Junior school. If there is a particular reason why your child should study a certain language, please complete the comments field on the online registration form.

MUSIC TUITION

Our instrumental tuition includes the following:- piano, saxophone, drums, bass guitar, electric guitar, acoustic/classical guitar, ukulele and singing all provided by a variety of expert private instrumental teachers. In most cases, you will need to have your own instrument which you must bring into school for lessons, with the exception of drum kit and piano.

Our team of tutors organise their timetables for lessons themselves. To find out more about the type of lessons that are available and to sign up please go to www.chalfonts.org/music where you will find information on all our peripatetic staff, their contact details and their fees. Please also use our on-line booking form to place your request for lessons, which is on the same page.

For any further questions please contact the Leader for Music at danielmunster@chalfonts.org.

HOMEWORK

We believe that homework is an effective way to help extend your learning and improve your ability to work independently. We also find it is an excellent way to involve your parents in your learning.



Homework is set by teachers using an App called **Show My Homework**. On your first day in September you will be given login details so that you can access Show My Homework.

Parents will also be given login details allowing them to see and monitor the homework that you are being set. You can find out more here: https://chalfonts.showmyhomework.co.uk/

CLUBS AND ACTIVITIES

In addition to lessons you will have the opportunity to take part in a wide range of clubs and teams. We urge all students to make the most out of the opportunities available during their time at the school and achieve the greatest possible benefit from being here. It will be expected that all students in Year 7 attend at least two lunch clubs per week and one extra-curricular club after school.

We also run a number of **lunchtime clubs** including: cricket, computing, singing, netball, badminton, swimming, rounders, boccia, film clubs, craft club, musical theatre, band practice,





After School Clubs include: Athletics, Cricket, Drama, Cheerleading, Rounders, Softball, Tennis, Football, dodgeball, Weight training, Dance and our school production to enrich your child's education.

DINING FACILITIES

BREAK TIME AND LUNCH TIME

Year 7 students have a quad (playground) allocated just for them. While they are allowed and encouraged to mix with students in Years 8-13, it is important for them to have their own space.

At break and lunch time food is available from our two cafeterias: **Café 2000** and **The Chalfonts' Café**. Both cafeterias offer a selection of snacks and drinks.

At lunch time Café 2000 offers hot meals with vegetarian options. The Chalfonts Café continues to offer sandwiches, wraps and jacket potatoes. In addition to this, there is also a hatch at the back of the café where students can purchase food and drinks.

To see example menus and nutrition information please go to<u>www.chalfonts.org/catering</u>. You are welcome to bring in a healthy packed lunch as an alternative.

CASHLESS CATERING

Our Cashless Catering system allows students to pay for their school meals using their fingerprint. Registration for the cashless catering will take place on your first day of school in September.

There are two ways for money to be added to the system:

- ParentPay, a secure, online account this is the preferred method of payment for Cashless Catering accounts, trips and other one-off school related events. During August, we will issue you with a unique username and password and instructions on how to activate your child's online account. Please ensure that money has been uploaded onto your child's ParentPay account before the first day of school in September.
- **2.** At a local PayPoint store the store will scan the barcode issued to you and the payment will be credited to your child's account. Cash and cheques are **not** accepted on the premises. A **daily spend limit** is automatically set to £8.00 a day for all students. This can be amended by sending an email to the School.

For more information about how the system works please go to www.chalfonts.org/catering.

*Students who are eligible for Free School Meals will automatically have £2.50 uploaded to their Cashless Catering account for lunch and an additional £1.10 for breakfast which will be accessible for that day only. Any money not spent from the Free School Meal allowance will be taken off the account at the end of the day. Please ensure that the Free School Meals application form is completed and returned before the start of the academic year.

SCHOOL UNIFORM

Uniform should be purchased in advance through our external supplier School Days Direct and our own School Shop.

School Days Direct for School Blazers and Kilts

www.schooldaysdirect.co.uk

You will be given the option to collect from the store or delivery to home (£5.50 delivery charge).

The Chalfonts Community College Shop for school ties, jumpers and PE Kit www.chalfonts.org/uniform and use the links to the 'Online' College Shop.

Orders can be collected from the school by appointment (see below) or during the summer holidays. Our school shop will email you when your order is ready for collection.

Click and Collect Service (including the exchange of sizes if required)

Date	Student Surname Alphabetical Order	Times (Hall)
Wednesday 7 th July	A-D	11am - 1pm 2:30 - 4:30pm
Thursday 8 th July	E-I	11am - 1pm 2:30 - 4:30pm
Monday 12 th July	J-O	11am – 1pm 2:30 – 4:30pm
Tuesday 13 th July	P-Z	11am – 1pm 2:30 – 4:30pm
Wednesday 14 th July	For exchanges	11am – 1pm

- * School Blazer (supplier School Days Direct)
- * Blue jumper (optional from the School Shop)
- * Clip on School tie (School Shop)
- * Shirt (plain white with collar, not a polo-shirt)
- B/G Black trousers black tailored (not skinny, slim, Jeans or Chino styled trousers)
- G Tartan Kilt (kilt supplier School Days Direct)
- B/G Socks black, white or grey
- G Tights black (must be plain)
- B/G School Shoes plain black, leather with a heel (trainers, plimsolls, canvas shoes, boots and any branded footwear, e.g. Converse are not acceptable, even if they are leather).

MAKE UP AND JEWELLERY POLICY

Make-up is not permitted; natural nails only; hair should be of a single, natural colour with no extreme hairstyles; no jewellery or facial piercings are permitted except for one pair of stud earrings.

Please make sure that every piece of clothing is clearly marked with your name (including your shoes and training shoes) - https://www.wovenlabelsuk.com/school-labels/wl-js.html provide affordable 'just-stick' clothing labels that stick to clothes/hats/bags/shoes!

PE KIT

BOYS	GIRLS
Chalfonts Polo Shirt (navy/white)	Chalfonts Polo Shirt (navy/white)
Chalfonts PE Sweatshirt (navy blue)	Chalfonts PE Sweatshirt (navy blue)
Chalfonts Shorts (navy with Chalfonts logo)	Chalfonts Skorts (navy with Chalfonts logo)
Chalfonts Joggers (navy)	Chalfonts leggings
Hockey/Football Socks (long navy)	Hockey/Football Socks (long navy)
Gum shields for rugby and hockey	Gum shields for rugby and hockey
Ankle Socks (white)	Ankle Socks (white)
Training shoes (white soles)	Training shoes (white soles)
Hockey/football boots and shin pads	Hockey/football boots and shin pads
PE Bag	PE Bag

OTHER EQUIPMENT

In addition to uniform, this year we are supplying essential equipment to aid learning at a very special price of £25.00 and includes a 4GB USB Twister Drive Memory Stick.

It comprises:

- Plastic folder with clip fastener
- 2 pencils
- sharpener
- pair of compasses
- small Pritt stick
- scientific calculator suitable up to A level
- eraser
- 2 biros

- 30cm ruler
- protractor
- 12 colouring pencils
- Thesaurus & English Dictionary
- 4gb memory stick
- 1 roll sticky-backed plastic
- 4 highlighters (including green)
- green biro

This equipment pack can be purchased from the online school shop.

SCHOOL TRANSPORT

If you live in the school catchment area and live three miles or more from the school, the Local Authority will contact you directly to explain if you have to pay and how much.

If you live outside the school's catchment area, your offer of a place is conditional upon your parents accepting full responsibility for all travel arrangements and costs.

All enquiries about transport should be directed to Buckinghamshire County Council:

Tel: 01296 387439 or Email: admissions@buckscc.gov.uk for more information please go to: http://www.buckscc.gov.uk/services/education/school-transport/

If you do use school transport we have high expectations of your behaviour whilst travelling to and from the school. Poor behaviour will result in you being banned from using the coaches for a period of time or even permanently. To view our behaviour policy on the school buses please go to http://www.chalfonts.org/bustravel

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GENERAL DATA PROTECTION REGULATIONS (GDPR)

You may be aware that current data protection regulations were changed on 25th May 2018. The GDPR is a piece of EU-wide legislation which determines how people's personal data is processed and kept safe and the legal rights individuals have in relation to their own data. The GDPR is similar to the Data Protection Act 1998 which schools already comply with but strengthens many of its principles. More information can be found at:

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/



PARENTAL AND STUDENT PORTAL: Arbor

In September, you will be provided with a parent login to Arbor. Arbor provides parents/guardians with the opportunity to receive up-to-date information on their child, including achievement and behaviour points, reports, attendance information, push notifications and much more. Students will be provided with a student login. This will allow them to see their timetable.

SPORTS CAMP 2021

The Chalfonts Community College PE department are planning to run a Summer Sports Camp during the last week of the Summer Holidays, from Monday 23rd August to Friday 27th August 2021. More details can be found on our website (www.chalfonts.org/admissions/year-6-7-transition/summer-sports-camp).

TEAM BUILDING TRIP OCTOBER 2021

We are currently looking at booking a team building day in October to allow the students time to spend a day in their tutor groups doing various physical and problem solving activities.

With a big emphasis on teamwork and inter-form competitions that will start in September, this is a great opportunity for tutees to get to know one another.

Once we have confirmed a venue, date and costs, a letter will be sent out with details on how to pay via your ParentPay account at the start of the term.

USEFUL CONTACTS

GENERAL ENQUIRIES

The Chalfonts Community School Narcot Lane, Chalfonts St. Peter, SL9 8TP

T: 01753 882032 E: info@chalfonts.org W: www.chalfonts.org

LEADER FOR YEAR 7

Mr John Ouesnell T: 01753 881606

E: johnquesnell@chalfonts.org

MEDICAL ENQUIRIES/CARE

Miss Sherryl Scott T: 01753 882032

E: sherrylscott@chalfonts.org

SCHOOL TRANSPORT TEAM

T: 01296 387439

Mon – Fri: 8am – 5pm W: http://www.buckscc.gov.uk/services/educatio

n/school-transport/

TRANSITION ADMINISTRATOR

Miss Emma McCarthy T: 01753 881763

E: emmamccarthy@chalfonts.org

CASHLESS CATERING / PARENTPAY

Mrs Rachel MacKeith T: 01753 881607

E: rachelmackeith@chalfonts.org

SENCO & LEARNING SUPPORT

Mrs R Grega T: 01753 882032

E: rachelgregg@chalfonts.org

UNIFORM

Mrs Carole Fadipe

E: carolefadipe@chalfonts.org

W: https://www.chalfonts.org/uniform

PASTORAL SUPPORT

Mrs Val Pieri T: 01753 882032

E: valpieri@chalfonts.org

MUSIC TUITION

Mr D Munster

E: danielmunster@chalfonts.org

FOLLOW US ON TWITTER

@CCChalfonts @CCC6thform

IMPORTANT DOCUMENTS ENCLOSED TO SIGN & RETURN



FULL NAME OF CHILD:

Carefully read all the forms in this pack and then complete, sign and return all the necessary forms to the school ASAP.

We would prefer you to complete the Registration/Medical Form please click here.

Alternatively, you can simply take a photo of this QR Code on your smartphone or tablet and it will take you straight to the application form:



CHECKLIST WHAT YOU NEED TO DO:

Registration/Medical Form/Language Choice	☐ (complete online)
Attendance Letter	\square (for you to read only)
Home/School Agreement*	☐ (sign & return to the school)
Privacy Notice	☐ (for you to read only)
College Fund Scheme*	☐ (sign & return to the school)
Gift Aid*	☐ (sign & return to the school)
Free School Meals Application *	\Box (sign & return to the school if applicable)

*Please return these forms to the school in person or by post **FAO:** Mrs C Dancer
The Chalfonts Community College
Narcot Lane
Chalfont St Peter, SL9 8TP

THE CHALFONTS COMMUNITY COLLEGE





Please complete this form: If you cannot complete it online, please fill in **both** sides of this form in BLOCK CAPITALS and return to: Mrs J Adkins, The Chalfonts Community College, Narcot Lane, SL9 8TP. (For a copy of this form in large text or Braille contact Marian Biggs on 01753 881691 or E-mail marianbiggs @chalfonts.org

Child's Name in full
Address
Home Telephone Number: (Day Time Yes/No)
Gender
Date of Birth:
Full Name of Mother/Guardian/Carer* – Mrs/Miss/Ms/Dr
Address (if different from above)
Work Telephone No
Email Address:
Full Name of Father/Guardian/Carer* – Mr/Dr:
Address if different from above:
Work Telephone No Mobile
Email Address:
Name of person we can contact in case of an emergency
Relationship to student
Names of any brother/sisters at The College
Name of your child's last/present school
Address
Telephone No.
*If LAC please complete details of Social Worker in the final section

Your child's Ethnic Origin (please tick one)

White	Mixed	Black or Black	Asian or Asian British	Other
☐ British	☐ White & Black	British	☐ Indian	☐ Chinese
☐ Irish	Caribbean	□ Caribbean	☐ Pakistani	☐ Any other ethnic group
☐ Traveller of Irish Heritage	☐ White & Black African	☐ African	☐ Bangladeshi	☐ I do not wish an ethnic
☐ Gypsy/Roma	☐ White & Asian	☐ Any other	Any other Asian	background category to be recorded
☐ Any other white	Any other mixed background	Black background	background	recorded
background	Dackground	basing carra		
Religion:				
Is English your child's	first language? YES	□ NO If not,	, please state their f	irst language:
Parental permission re	quests - please answer	the following qu	estions to give conse	ent:
	ravelling, under College	e supervision, to	and from a differe	a sports team fixture which nt venue. Do you agree to
Permission to use the l				
A fingerprint system is used for the "Cashless Catering" system to pay for school meals. The system uses biometric fingerprint recognition and no actual fingerprint image is stored. This data is encrypted for further security and cannot be used in any other database. Please refer to the Cashless Catering booklet for more information. Please tick to give permission for your son/daughter to use the biometric fingerprint system for "Cashless Catering". Yes, I agree No, I do not agree				
Photograph consent:				
-			and to be seed in the	
	•	• .		e school brochure, on the
school website or in vario	•	. •		
I do not wish my child	to be photographed at	school. This incl	ludes any photograph	is by visiting media.
School Attendance Letter: I confirm that I have read and accepted the School Attendance Policy (enclosed in this Information Booklet) Tyes No				
Out-of-county information name of the authority recountry			e County Council ta	x payer, please give the
Which is the main form of			aval to and from scho	ool (tick one)
		_		
☐ Public Bus ☐ So	chool Bus	☐ Cycle	□Car □ Ca	r Share 🗖 Taxi
Does your child have an	y special Educational Ne	eeds?	□Yes	□ No
Youth Support Services			V 11 0 10 :	
information and advice se	•		• •	es (this is the Local Authority's illed in our Privacy Notice.
The data about your child	that we have to provide is	S:		
Your child's name and address,				
The name and address of both parent(s),				
Your child's date of birth.				
The above details are sta	tutory; we are obliged to	provide them to	the Department of Ed	ducation as part of the school
census.				

However, we may also be asked to provide further information about your child that we hold in our database to the Youth Support Services that is relevant to their work. Under the General Data Protection Regulation (GDPR) that came into

force in May of this year, you have the right to choose whether or not you would be happy for us to release further information about your child beyond the statutory information outlined above.
Please note that you may change your mind at any time by emailing our Data Protection Officer at info@chalfonts.org or in writing to the school address
Having read the information above, please tick one of the boxes below to indicate your preference.
☐ I consent to the Youth Support Services receiving information about my child that is relevant to their work beyond the statutory information outlined above.
☐ I would like the Youth Support Services to receive only the statutory information about my child.
Are you or your partner a serving member of the Armed Forces or a Crown Servant? If you are being posted to the area, please provide a quarters address if available and if this is not yet available the unit postal address including postcode
Additional Information: Please give any extra information you feel may be important to help us understand your child (e.g. any areas of concern, any specific abilities, gifts or talents or what their Special Educational Needs might be or in the case of LAC, details of any external agencies) – continue on a separate piece of paper if necessary
I wish to accept the place offered to my son/daughter as a student at The Chalfonts Community College

Name of Parent/Guardian/Carer (Please print)

Date

Signed

MEDICAL RECORDS FORM

Name of Student:



Date of Birth: /..... /.....

If you are completing the Registration Form online then this Medical form is for your information only. If you are choosing to complete all forms by hand then please complete ALL sections of <u>this</u> form fully by writing clearly.

If a student is prescribed an inhaler or an Epipen/Jext they must carry it with them at all times.

Does your child have any medical conditions, including asthma? If YES please give details, continue overleaf if necessary	YES / NO
Does your child have any allergies e.g. foods, medication, plasters etc.? If YES please give details, continue overleaf if necessary	YES / NO
Is any regular medication taken? If YES please give details, overleaf if necessary	YES / NO
Students may not carry any medication around with them except an Adre anaphylaxis and inhalers for asthma. It is highly recommended that 'spar room. We will administer medication prescribed by a Doctor, or bought 'o accompanied by written instructions which are signed by a parent/carer.	es' are kept in the medical
I consent to my child being given: Paracetamol / Ibuprofen / Piritailments: YES / NO *delete as appropriate	iton for minor
For further information see college website: https://www.chalfonts.org/pa Please notify the College Medical Administrator, Miss Scott on 01753 8816 sherrylscott@chalfonts.org of any significant changes in your child's health	27 or via email
CHILD'S DOCTOR'S DETAILS	
Doctor's Name:	
Surgery / Medical Centre:	
Surgery Address:	
Post C	ode:
Your Doctors Phone No:	
Signature of Parent/Guardian/Carer:	Oate:

Request for School to Administer Medication

Name of Medication
Time and Frequency to be administered
Dosage
Expiry Date:
Name giving consent:
Date:
Adrenaline Auto-Injector Consent Form
Allergy:
- 3,
Brand of Adrenaline Auto-injector:
Expiry Date of Auto-injector:

Language Choice - Year 7s only

All children at the beginning of Year 7 are placed into a language group. The majority of students study French Please select a first and second choice and enter an explanation of your choice e.g. native speaker/studied at Junior School etc. (Priority will be given to students who have selected Tutor Group based on Language rather than a friend)

We will also ask you if your child would like to be placed in Tutor Group with a specific friend.

Lang	guage First Choice
	French
	Spanish
	German
	se explain why you have chosen this language as first choice
	guage Second Choice
	French
	Spanish
	German
Nam	ne of Friend 1 (please enter Forename and Surname)
Nam	ne of Friend 2 (please enter Forename and Surname)
	se specify whether you would prefer your child to placed in a Tutor Group based on guage OR Friend
[□ Language
[□ Friend
[□ Don't mind

All About Me Survey - Year 7s only Please <u>click here</u> to complete this online

Dear Student,

Please complete this form as honestly and in full. It will help the tutor team and me to get to know you better and to help with our preparations.

The state of the properties of the state of
Thank you.
Mr Quesnell
What is your full name?
Please state the Primary/Junior School you are currently attending
List three interests/ activities or proudest achievements e.g a sport your enjoy, an instrument you plag language you speak, awards you have won
1
2
3
Do you have any concerns about starting at the The Chalfonts Community College?
What would you like your new Head of Year and tutor to know about you?
Which TWO friends would you like to join you in your tutor? 1
2



"Success is an Attitude" We are committed to Keeping Children Safe In Education

Narcot Lane
Chalfont St Peter
Gerrards Cross
Buckinghamshire
SL9 8TP
Tel: 01753 882032
Fax: 01753 890716
Email: info@chalfonts.org
www.chalfonts.org

May 2021



ATTENDANCE LETTER TO READ

Dear Parents & Carers,

Students should attend school **every** school day. Regular attendance is vital for your child's educational progress. The Local Authority expects that all Parents/Carers ensure their children attend school. Absence during term time is largely prohibited by regulation and hinders academic progress and, as such, we aim for all students to have 100% attendance with a minimum of 98% as we believe that students who attend regularly have the best chance of achieving their full potential.

In the rare event where your child is too ill to attend school, you must telephone the College by 8.30am on telephone number 01753 882032 and press 2 when prompted. Please leave full details including your child's name, tutor group and reason for absence. These calls need to continue each day throughout the period of illness so that the College is fully aware of the situation. Should the absence continue for more than 3 days, we will require medical evidence in order to authorise the absences.

If a doctors/dentist appointment is needed, every possible effort must be made to attend this outside of school hours. Should an appointment be unavoidable, then students should be returned to school in the shortest possible time, so that learning can continue.

If there are any issues that you feel may affect attendance, and therefore achievement, please contact Miss Lang on 01753 882032.

Please make sure that you have ticked the YES box on the Registration form (online or hard-copy) that you have read and agree to the School Attendance Policy.

Yours faithfully,

Miss V Lang

Vice Principal
The Chalfonts Community College













THE CHALFONTS COMMUNITY COLLEGE

HOME-SCHOOL AGREEMENT



TO SIGN & RETURN

We have read and agree to support the Home-School Agreement

Signed:	(Student)	Tutor Group (if known):
Signed:	(Parent/Guardian/Carer)	Date
STUDENT'S FULL NAME (BLC	,	

THE CHALFONTS COMMUNITY COLLEGE

HOME - SCHOOL AGREEMENT (PARENTS' COPY - PLEASE DETACH)

Our Ethos: "Chalfonts students are positive, respectful and aspirational. They are role models who work hard to ensure their community is a safe, happy and successful place where everyone can thrive and achieve." Success is an Attitude.

THE STUDENT WILL:

- 1. Do their best in lessons, have the correct equipment and ensure their conduct helps learning.
- 2. Act on teachers' feedback and work hard to achieve their targets and potential grades.
- 3. Attend school every day (unless ill) and be on time for registration and all lessons.
- 4. Wear full school uniform as outlined by The College and provided by their parents.
- 5. Be familiar with the contents of the Student Planner and complete all homework set on Show My Homework.
- 6. Treat all members of The College community with respect.
- 7. Maintain a high level of professional conduct whilst at The College.
- 8. Meet the school's policy around the use of social media.

THE PARENTS/CARERS WILL:

Being more involved shows children that their parents/carers are interested in what the school is doing, allows them to see that their learning is valued, gives them a sense of security and helps them to learn about good citizenship, from examples set by parents/carers.

- 1. Ensure that their child attends school every day, on time and in full school uniform.
- 2. Take a positive interest in their child's education and attend events such as Parent Consultation Day/Evenings to discuss their child's progress.
- 3. Encourage their child to achieve their personal best at all times.
- 4. Promptly inform The College of reasons for any absence giving the expected date of return.
- 5. Avoid unnecessary absences by making Doctor and Dentist appointments outside of school hours and avoid taking holidays during term time.
- 6. Fully support The College's Positive Ethos and Behaviour for Learning policy, so promoting outstanding behaviour.
- 7. Let The College know of any concerns or problems which may affect the child's learning.
- 8. Read all communication from The College and notice its content.
- 9. Check Show My Homework daily and support their child in completing tasks set.
- 10. Oversee their child's social media use.
- 11. Treat all members of The College community with respect.

THE COLLEGE WILL:

- 1. Provide clear and accessible guidance to help parents support their children's learning and development.
- 2. Take steps to ensure that The College is a welcoming, communicative and friendly place for parents.
- 3. Ensure that teaching is of the highest possible standard and encourage students to do their best at all times.
- 4. Contact parents if there is a problem with attendance, punctuality, uniform, behaviour, or if there is a concern about their child's safety.
- 5. Maintain an open door policy and respond to parents' enquiries as soon as possible (normally within 48hrs).
- 6. Send home reports showing the student's progress, achievements, attendance and attitude to learning.
- 7. Set homework on Show My Homework and mark homework accordingly.
- 8. Arrange Parent Consultation meetings during which progress will be discussed.
- 9. Distribute any letters/notices/information that links to The College or their child's learning.



"Success is an Attitude" We are committed to Keeping Children Safe In Education

Narcot Lane Chalfont St Peter Gerrards Cross Buckinghamshire SL9 8TP Tel: 01753 882032 Fax: 01753 890716 Email: info@chalfonts.org www.chalfonts.org

May 2021





Dear Parents & Carers,

Privacy Notice - Data Protection Act 2018

The Chalfonts Community College is a data controller for the purposes of the General Data Protection Regulation. We collect personal information from you about your child and may receive information about your child from their previous school and the Learning Records Service. The school holds this personal data and uses it to:

- Support its pupils' teaching and learning;
- Monitor and report on their progress;
- Provide appropriate pastoral care, and
- Assess how well the school is doing.

This information includes children's contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information. If your child is enrolling for post-14 qualifications we will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications they have undertaken.

We will not give information about your child to anyone outside the school without your consent unless the law and our policies allow us to.

We are required by law to pass some information about your child to the Department for Education (DfE) and, in turn, this will be available for the use of the Local Authority. If you want to see a copy of the information that we hold or share about your child, please contact Marian Biggs (Marian Biggs @Chalfonts.org).

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

LA: www.buckscc.gov.uk/privacynotice

DfE: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you are unable to access these websites, please contact the LA or DfE as follows: LA: schoolsweb@buckscc.gov.uk

DfE: Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT













Website: https://www.gov.uk/government/organisations/department-for-education email:

http://www.education.gov.uk/help/contactus

Telephone: 0370 000 2288

A Careers Counsellor attends the College and students in Years 8 to 13 can receive careers guidance if required.

Yours faithfully,

Mrs J Adkins

Assistant Principal Tel No: 01753 881686

Email: joannaadkins@chalfonts.org



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May 2021





Dear Parents & Carers,

Our School Fund Scheme

Contributions to the School Fund will support The Chalfonts Community College in further developing our larger projects that we receive limited external funding for. The School Fund projects impact on every student in the College, ensuring they have the very best facilities and resources to enrich their learning experiences.

It is for these reasons that I ask you to support the scheme. We are asking for a contribution to the School Fund of £75 per academic year, or £25 per term. This is much less than some other schools in Buckinghamshire where expected contributions are £300 per year.

Payment Options

Standing Order (Form attached) via ParentPay

Gift Aid Declaration

Regardless of payment method if you are currently paying tax, please complete the enclosed Gift Aid Declaration form, which will enable the College to reclaim the tax on your donation, ensuring additional funds for equipment.

Your help in the support of our ambitious plans would be greatly appreciated. Thank you in advance for your support and generosity. Together we can make a difference!

Yours faithfully,

Mr. Peter Merrison

P. Merrin

Business Manager 01753 882032

petermerrison@chalfonts.org













NOTE: THE COLLEGE WILL SEND THIS DIRECTLY TO YOUR BANK PLEASE RETURN IT WITH ALL OTHER FORMS

BANKER'S ORDER

To the Manager	 Bank Plc
	 Branch Title
	Branch Address

Please pay to **The Chalfonts Community College** Account No. **15712360** relating to a Fund at **Lloyds TSB Bank, 33 Packhorse Road Branch, Gerrards Cross, Bucks, Sort Code 30-13-30**, the sum

PLEASE DELETE AS APPROPRIATE

YEARLY of £75 Amount: Seventy Five Pounds on the(date) and on the same day in each succeeding year.	TERMLY of £25 Amount: Twenty Five Pounds on the first day of October 2021, January 2022 & April 2022 and on the same day in each succeeding year.
Sort Code Account Number Payment Reference Account Holder's Name (please print)	Account Number
Date: Signature: Address: Tel:	Date: Signature: Address: Tel:

PLEASE COMPLETE AND RETURN

If you are currently paying income tax, please complete this form for a standing order payment, so that The College may reclaim the tax paid.

GIFT AID DECLARATION

The Chalfonts Community College (Charitable Status)

Please complete below in blocked capitals

Title:	
Full Forename:	Surname:
Address:	
	<u> </u>
	<u> </u>
Postcode:	
	this charity to be considered as Gift Aid I will notify the charity if I no longer ve been deducted on my donation.
Signature:	Date:
Student's Full Name:	Tutor Group (if known)
Thank you	
FAO: Finance Department	

FAO: Finance Department
The Chalfonts Community College
Narcot Lane
Chalfont St. Peter
Gerrards Cross
Buckinghamshire SL9 8TP

Buckinghamshire County Council

FREE SCHOOL MEAL & PUPIL PREMIUM APPLICATION FORM

CHILDREN WHOSE PARENTS/CARERS RECEIVE ONE OF THE FOLLOWING BENEFITS ARE ENTITLED TO FREE SCHOOL MEALS AND WILL GENERATE PUPIL PREMIUM FOR THEIR SCHOOL:

- ✓ Income Support (IS)
- ✓ Income-based (not contribution-based) Job Seeker's Allowance (IBJSA)
- ✓ The guaranteed element of the State Pension Credit.
- Income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

- ✓ Universal Credit
- ✓ Child Tax Credit except if you meet ANY of the following criteria
 - i) entitled to working tax credit (regardless of income)
 - ii) have an annual income in excess of £16,190 (Please note that this figure is for April 2017 and that it can change each year).

Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals

Administration for the provision of free school meals is undertaken by Buckinghamshire County Council for those pupils attending an education establishment within Buckinghamshire. This form should be completed and returned to your child's school.

I. DETAILS OF PARENT/CARER WITH QUALIFYING BENEFIT - COMPLETE IN BLOCK LETTERS

SURNAME/FAMILY NAME as it appears on your benefit letter: FORENAME: TITLE: DATE OF BIRTH: dd/mm/yyyy NATIONAL INSURANCE NUMBER OR NATIONAL ASYLUM SEEKER NUMBER ADDRESS POST CODE DAYTIME TEL. NO(s)

2. DETAILS OF THE CHILD/CHILDREN

Surname/Family Name	Forename	Date of Birth	Name of School	

3. DECLARATION

I declare that the information given on this form is true and complete and I undertake to inform the school if my entitlement to one of the qualifying benefits is terminated. I understand that the results of any free school meal eligibility check may also be used to assess my entitlement to other support/benefits, including free travel to school. The remainder of this declaration does not apply to pupils in Reception, Year 1 or Year 2 - I agree that you will use the information I have provided to process my claim for free school meals and will contact other sources as allowed by law to verify my initial, and ongoing, entitlement to free school meals. I understand that I may be liable for any costs incurred in providing free school meals for my child(ren), should I fail to inform the school of the termination of my benefit.

I have read and I understand the above declaration.

SIGNATURE	(Parent/Carer) DATE
-----------	---------------------

s I I O of The Education Act 2005 requires that data is only used for its intended purpose, i.e. to determine eligibility for free school meals and that improper use of information is an offence. All LA users are required to sign a declaration to confirm that they will only use data for its intended purpose.



Dear Parent

ILS provides lockers for Chalfonts Community College students.

The lockers are owned by ILS and are available for students to rent on an annual basis. Rental costs are £25 per year allowing use from September through to July. Please note all bookings terminate at the end of the school year in July. We apologise but there is no discount for lockers booked late in the year.

The locker size is as follows:

Height: 595mm Width: 300mm Depth: 450mm

To guarantee a locker please book online at our website www.ilsschools.co.uk

Lockers for September 2021 – July 2022 will be available online from **June 11th.** Lockers are subject to availability please book early to avoid disappointment. All available lockers are shown online.

All rentals are subject to our terms and conditions which are available during the booking process.

Please note we are a separate entity from the school and all dealings will be directly with ourselves.

Yours sincerely

Paul Nugent

Facilities Manager





Summer 2021 Sports Camp Monday 23rd August – Friday 27th August 2021 £150 per week or £35 a day

The Chalfonts Community College PE Department are running a Summer Sports Camp in the last full week of the summer holidays, from Monday 23rd August to Friday 27th August 20201

The camp is for The Chalfonts Community College's new Year 7 September 2021 intake students (2021-22) and open to future intake from current Year 5s.

Activities on offer include netball, football, rounders, cricket, badminton, athletics, hockey, softball, orienteering, dodgeball and many more.

Your sporting ability is not important. It is about participation and making new friends.

Low uptake may lead to cancellation of the Sports Camp. Payment will not be taken in this instance **daily walk-ons will be charged at a rate of £35 per day**

Important Information

• £35 per day or £150 for the week

Drop off time: 9.00amPick Up Time: 3.00pm

- To drop-off your child, you have to use the Chalfont Leisure Centre car park and come around the back gates and enter the school by the gates nearest the MUGA (all-weather pitch).
- Participants will also need a packed lunch each day
- Participants should wear their own sports clothes and bring suitable trainers for sport
- A tuck shop will be available so students can buy refreshments each day.

To secure your place please go to our website:

https://www.chalfonts.org/admissions/ year-6-7-transition/summer-sports-camp

and complete the application form

Don't forget to pay in advance using our School Online Shop facility:

http://www.chalfonts.org/schoolshop *

* Click on ParentPay shop link and select Sports Camp option

School Contact

Mr Ben Peden

Email: BenPeden@Chalfonts.org









The Chalfonts
Community
College
Blazers and Kilts
available from
School Days
Direct,
Maidenhead

2021 PRICES

Black Blazers

(embroidered with School Badge) Sizes 28" to 36" = £27.50 Each Sizes 38" to 46" = £33.00 Each

'Kelso' Tartan Kilt Royal Blue

Sizes 24" to 26" = £19.50 Each Sizes 28" to 38" = £25.50 Each

STORE OPENING HOURS

Monday to Friday 8:00am to 5:00pm

Saturday 9:00am to 5.00pm

Returns/Exchanges

For information regarding any returns/exchanges, please contact School Days Direct Ltd

How to Purchase

Purchases can be made in store from School Days Direct or online at

www.schooldaysdirect.co.uk

SCHOOL DAYS DIRECT LTD.

20A Buckingham Avenue, Slough Trading Estate, Slough, Berkshire, SL1 4QA

Tel: 01628 665353

Email: info@schooldaysdirect.co.uk



GIRLS - UNIFORM

Purchase online via www.chalfonts.org (PARENTS/UNIFORM/Online Shop)

Item Description		Size	Price
College Jumper	Optional The College	28", 30"	£21.75
	Shop only	32", 34", 36", 38"	£22.95
		40", 42", 44", 46"	£24.50
College Tie	Compulsory The College Shop only	Clip on Tie	£8.00
College polo shirt	Compulsory The College	30/32", 34/36"	£19.25
	Shop only	38/40", 42/44", 46/48"	£20.00
College PE Sweatshirt	Compulsory <i>The College</i>	11/12 (32"), 13 (34")	£14.20
	Shop only	S(36"), M(39"), L(43"), XL	£16.00
College Skorts	Compulsory	22/24", 24/26", 26/28", 28/30",	£18.50
	The College Shop only	30/32", 32/34", 34/36", 38/40"	£18.50
College Leggings	Compulsory <i>The College</i>	22/24" 24/26", 26/28" 28/30"	£22.75
	Shop only	30/32"(8-10), 34/36" (12), 38/40" (14)	£24.75
White socks	Compulsory Any shop	Shoe size - 4-6; 7-11	£5.30
Gum shield	Optional Any shop	Junior, Adult	£2.50
PE bag	Optional Any shop	n/a	£7.50
College Snood	Optional The College Shop only	n/a	£6.50

Our College Shop is open from 2pm to 3pm daily, or by appointment (01753 881681 / 01753 881718)
Purchase online via www.chalfonts.org (PARENTS/UNIFORM/Online Shop)



BOYS - UNIFORM

Purchase online via www.chalfonts.org (PARENTS/UNIFORM/Online Shop)

Item Description		Size	Price
College Jumper	Optional The College	28", 30"	£21.75
	Shop only	32", 34", 36", 38"	£22.95
		40", 42", 44", 46"	£24.50
College Tie	Compulsory The College Shop only	Clip on Tie	£8.00
College polo shirt	Compulsory The College	30/32", 34/36"	£19.25
	Shop only	38/40", 42/44", 46/48"	£20.00
College PE Sweatshirt	Compulsory The College	11/12 (32"), 13 (34")	£14.20
	Shop only	S(36"), M(39"), L(43"), XL	£16.00
College Shorts	Compulsory	26/28"	£13.50
-	The College Shop only	30/32", 34/36", 38/40", 42/44"	£15.50
College jogging bottoms (New style - skinny leg)	Compulsory The College	26/28", 28/30", 30/32"(S), 32/34" M)	£20.75
, , ,	Shop only	36/38" (L), 40" (XL)	£22.25
White socks	Compulsory Any shop	Shoe size - 4-6; 7-11	£5.30
Football Socks	Compulsory Any shop	Shoe size: 4-6, 7-11	£5.30
Gum shield	Optional Any shop	Junior, Adult	£2.50
PE bag	Optional Any shop	n/a	£7.50
College Snood	Optional The College Shop only	n/a	£6.50

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