



ADDITIONAL INFORMATION FOR APPLICANTS

The information in this booklet is correct as at October 2021, but changes to the organisation and staff of the school may be subsequently necessary as circumstances dictate.

The Chalfonts Community College is committed to the safeguarding of children

WELCOME

It is not possible to cover every aspect of The Chalfonts Community College in the prospectus. With that in mind, we have put together some useful information along with answers to some frequently asked questions to help you with one of the most important decisions you and your child will make this year. In this booklet, you will find answers to the following topics:

- Admissions Policy and How to apply
- Timeline for Entry in September 2022
- The School Day
- Travelling to School
- The Curriculum
- Homework
- Public Examinations
- Special Educational Needs
- Careers Education and Employability
- Student Support
- Attitude to Learning
- Trips and Visits
- Extra-Curricular Activities
- Sport
- Uniform and Equipment
- Dining Facilities
- Term Dates 2022 – 2023
- Exam Results 2021
- Checklist

If you cannot find the answers to your questions in this booklet, please refer to our website: www.chalfonts.org which is up to date with all our policies and you can always email us on: info@chalfonts.org or call: 01753 882032 and someone will get back to you.

MEET THE TEAM

PRINCIPAL

Caroline Whitehead

VICE PRINCIPAL

Victoria Lang

ASSISTANT PRINCIPALS

Joanna Adkins	Curriculum & Transition
Paula Procopi	Teaching Schools
Richard Smith	Curriculum & IT
Imran Vahora	Personal Development
Joanna Weir	Teaching & Learning

KEY CONTACTS

Emma Beck	PA to the Principal
Ryan Blake	Attendance Manager
Howard D'Arcy	Leader for Sport
Carole Fadipe	Catering & Uniform
Sheena Gaunt	Leader for Learning Support
Rachel Gregg	SENCO
Cathy Jones	Physical Disability ARP manager
Daniel Munster	Music Tuition
Sherryl Scott	Medical Administrator
Martyn Way	Head of Sixth Form

ADMISSIONS POLICY

Children will be admitted at age 11 without reference to aptitude or ability. The school's Planned Admission Number (PAN) for each year group is 300.

Where applications for admission exceed the number of places available, the following admissions criteria will be applied in the order set out below, to decide which children to admit.

ADMISSIONS CRITERIA

Once children with an EHCP (Educational Health Care Plan) for special educational needs have been admitted to the school, then places are allocated in accordance with the following oversubscription rules:

CRITERION A

A looked after child (LAC) or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order.

CRITERION B

Those living in The Chalfonts Community College catchment area comprising the civil parishes of: Chalfont St Peter, Chalfont St Giles, Gerrards Cross, The Denhams, Stoke Poges, Iver, Iver Heath and Richings Park. A map of the area is available at the school.

CRITERION C

Siblings of children who will still be at the school, in Years 7 to 11 on the child's date of admission.

A sibling is a brother or sister, which for admissions purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility. A pupil in the School will only count to provide a priority to a sibling if he or she will be attending the School in Year 7 to Year 11 at the time of admission of the sibling.

CRITERION D

Those living outside The Chalfonts Community College catchment area, other than students covered by Criterion C above. In the event of over-subscription, once the admissions criteria have been applied, then any further places will be awarded according to the distance between the family's normal home address and the school's nearest entrance gate: closest first.

The shortest appropriate route will be measured using the Bucks County Council's method. Successful applicants will be required to accept or decline the offer of a place by a specified date. If Parents/Carers fail to respond, it will be assumed that they do not wish to take up the place.

HOW TO APPLY FOR A PLACE

To make an application to the school, you must complete an application. You can apply online or complete a paper application.

TO APPLY ONLINE, GO TO:

<https://www.buckscc.gov.uk/apply-for-a-school-place/>

then click 'make a secondary school application'. You will then be taken to the citizen portal: https://emsonline.buckscc.gov.uk/CitizenPortal_LIVE/en?ReturnUrl=%2FCitizenPortal_LIVE where you start your application.

The governors have agreed to process applications for admission to The Chalfonts Community College according to the Co-ordinated Admissions Scheme managed by Buckinghamshire County Council Education Authority.

All unsuccessful applicants will have the right of appeal to an independent appeal panel. The independent appeal panel can instruct the School to offer more places than the school's Planned Admission Number of 300. The decision of the independent panel is binding on the school and the parent.

HOW TO APPLY FOR A PLACE (CONTINUED)

If your child currently attends a Buckinghamshire County Council primary school you should return your completed paper forms to your child's current school.

If you are applying for a place out of the normal admissions' timetable, then you should return your forms directly to the Bucks CC admissions team at:

Buckinghamshire County Council
Admissions and Transport
Web: www.buckscc.gov.uk/
Telephone: 0300 1316000

If your child is attending a school that is not a Buckinghamshire County Council school, then you should return your forms directly to *your own* Local Education Authority (LEA).

IN-YEAR ADMISSIONS FOR YEARS 7 TO 11

In-Year admissions refer to applications made after the normal admission time to Year 7. The Chalfonts Community College manages its own in-year Admissions.

To apply for a place under the inter-year admissions process you will need to complete our in-year application form, which is available by contacting Mrs J Adkins via E-mail: joannaadkins@chalfonts.org or by telephone: 01753 882032

Please return completed in-year applications to:

Mrs Joanna Adkins
The Chalfonts Community College
Narcot Lane, Chalfont St Peter
SL9 8TP

TIMELINE FOR ENTRY TO YEAR 7 IN SEPTEMBER 2022

8th September 2021	Applications Open
9th September 2021	Secondary Transfer Test
13th October 2021	The Chalfonts Community College Open Evening 6-9pm
14th October 2021	The Chalfonts Community College Open Morning 9-11am
15th October 2021	Parents receive their child's Transfer Test results
21st October 2021	Apply online by this date to give BCC time to acknowledge that they have received your application.
22nd October 2021	Deadline for paper applications. This is the latest date for parents of children who go to a Buckinghamshire LA primary school to hand their paper form into their child's current school.
31st October 2021	Deadline for all applications Secondary school applications close at midnight
1st March 2022	National Offer Day Parents who applied online will be able to log in and view their offer. They will also be sent an email. Letters are posted to parents who applied on paper
5th July 2022	Year 6 Transition day Year 6 children spend a day at their new secondary school.
5th September 2022	Start of the new school year Children attend their new school.

THE CLOSING DATE FOR ALL YEAR 7 APPLICATIONS IS 31ST OCTOBER 2021

THE SCHOOL DAY*

The School operates a two-week timetable of five 60 minute periods a day. During a school week there are 25 hours of teaching time as well as tutor time and assemblies

From	To	Session
8:45	9:10	Registration
9:10	10:10	Period 1
10:10	11:10	Period 2
11:10	11:40	Break
11:40	12:40	Period 3
12:40	1:40	Period 4
1:40	2:10	Lunch
2:10	3:10	Period 5
3:10	Home time	

*subject to change

TRAVELLING TO SCHOOL

WALKING

Wherever possible, students are encouraged to walk to school. This is to reduce traffic congestion as well as provide a little light exercise for your child.

BUS

Roughly half of our students travel to school by bus. Students living within the school reserved area but more than 3 miles from the school are entitled to free transport to and from school. The organisation and arrangements for this are made by the LEA's Transport Office who can be reached via telephone on: 01296 383956.

CYCLING

Students who wish to cycle are able to secure their bikes in the staff car park. Students are asked to cycle with care, wear a helmet and not listen to music whilst cycling for their safety.

DRIVING

Many of our sixth form students drive to school and we provide them with designated parking spaces in the Leisure Centre car park. Students that drive are encouraged to car-share to reduce traffic congestion and pollution.

THE CURRICULUM

The curriculum is designed to meet the needs of all students and promote access to further education and employability.

KEY STAGE 3: YEARS 7 - 9

All students follow a common and balanced curriculum at KS3.

KEY STAGE 4: YEARS 10 & 11

Students follow GCSE and Vocational qualifications at KS4. Students select their options following a series of events to support them in making informed choices.

PERSONAL, SOCIAL, HEALTH & CITIZENSHIP EDUCATION (PSHCE) & RELATIONSHIPS & SEX EDUCATION (RSE)

Throughout Years 7-11, the PSHCE & RSE curriculum is delivered during tutor time and through targeted lessons delivered in the curriculum with specialist teachers to ensure that key aspects are delivered effectively. The topics include: Sex, Relationships, Drugs, Alcohol, Drugs, Internet Safety, and Employability and Careers education

PHYSICAL EDUCATION

All students are required to take PE each week to promote good health and wellbeing.

KEY STAGE 5: YEAR 12 & 13

The Sixth Form offers Level 3 courses in A Level & BTEC qualifications and one Level 2 course. Students have 7 lessons over 2 weeks for all Level 3 subjects. In addition, all sixth form students are supported by a tutor in their personal development and progression (including guidance in completing applications for UCAS and employment).

LITERACY AND NUMERACY

Any student who does not achieve a grade 4 in GCSE English and/or GCSE Maths and wishes to continue into KS5 will be supported in re-sitting the qualification during Years 12 & 13.

ASSEMBLIES

Each year group has a weekly assembly to keep up to date with world affairs as well as events and festivals taking place in and out of school. Students are given the opportunity to perform their own assemblies either on their own or as part of a group.

THE CURRICULUM AT A GLANCE

SUBJECT	KEY STAGE 3 YEARS 7 - 9	KEY STAGE 4 YEARS 10 - 11	KEY STAGE 5 YEARS 12 - 13
English	•		
English Literature		•	•
English Language		•	
Mathematics	•	•	•
Further Mathematics			•
Level 2 Further Mathematics		•	
Art	•	•	•
Digital Art		•	•
Business Studies		•	•
Economics			•
Dance		•	
Drama	•	•	•
Performing Arts			•
Geography	•	•	•
History	•	•	•
Computing	•	•	•
ICT BTEC		•	•
Media Studies		•	•
French	•	•	•
German	•	•	
Spanish	•	•	•
Music	•	•	•
PE	•	•	•
Religious Studies	•	•	
Philosophy, Religion & Ethics			•
Science	•	•	
Environmental Science			•
Biology		•	•
Chemistry		•	•
Physics		•	•
Product Design	•	•	•
Food Technology	•	•	
Textiles	•		
Home Language		•	
Engineering		•	
Engineering GCSE		•	
BTEC Cooking		•	
Hair & Beauty		•	
NVQ Levels 2&3 in Beauty Therapy			•
Psychology			•
BTEC Level 3 PE			•
BTEC Business		•	•
Photography & Visual Arts			•
Law			•

HOMEWORK

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

Homework is set by teachers using an App called Show My Homework. All parents will be given login details allowing them to see and monitor the homework that is being set.

The exact amount and nature of the homework will vary according to Key Stage and the course being followed. Parents are expected to take an interest in homework and to support the student by providing a time for study each evening. If this cannot be provided in the home, the school provides study facilities during the lunch break, before and after school in our Learning Resource Centre (LRC).

You can find out more about homework at <https://chalfonts.showmyhomework.co.uk/>

PUBLIC EXAMINATIONS

All students will be entered for examinations in the subjects they are studying. The type and level of examination entry will be determined by the subject teachers based on an individual's level of attainment. Students and parents are consulted in the decision making process. Each year we also enter students for additional exams including the UKMT Maths challenge as well university entrance tests.

EXAMINATION RESULTS

The most recent GCSE, A level and vocational examination results are published on our school website:
<https://www.chalfonts.org/academic/exam-results>

SPECIAL EDUCATIONAL NEEDS &/OR DISABILITIES

The Chalfonts Community College has an excellent reputation for its provision for Special Educational Needs. The school also has an Additionally Resourced Provision (ARP) for students with physical disabilities (PD) and is regarded as a centre of excellence.

We operate a policy of integration of all students into mainstream classes, with the provision of an additional teacher or classroom assistance where appropriate.

The Learning Support Department has a well equipped base that includes teaching rooms, a physio room and a therapy room. The special facilities for our PD students include six accessible toilets, a wet room, ramps to external doors, 4 lifts, classrooms with adjustable tables and automatic doors in the corridors and school entrances. We also have a minibus with wheelchair access.

Our SEND policy and admissions policy are available to view on our website and if you need further details contact our SENCO, Rachel Gregg, rachelgregg@chalfonts.org

CAREERS EDUCATION AND EMPLOYABILITY

In order to prepare our students for their future success, we offer an extensive careers and employability programme to enhance their personal development. All students are offered advice and guidance about careers, employment and the varying routes they may take, and they are given independent advice by 'Adviza'. We offer activities across all Year groups, some of which include: university visits, work experience, trips to apprenticeship shows, experience of assessment centres, interview practice, talks and careers fairs. Students are offered the chance to gain experiences of the workplace and encounters with employers and employees as opportunities arise throughout the academic year. We actively promote discussion within the curriculum about the world of work and we are always looking for parents to get involved and speak to the children. If you would like to get involved, email: christinesanders@chalfonts.org

STUDENT SUPPORT

Each student belongs to a tutor group. They stay in this group with the same tutor until Year 11. The tutor is the main link between home and school and it is the tutor that parents should contact in the first instance if they have any concerns or issues they want to discuss.

Tutors will also contact parents if there appear to be any problems with a student relating to attendance, attitude to learning or progress.

Each tutor team is overseen by a Year Leader who remains with the students throughout their time at the school and parents are encouraged to contact the Year Leader if they have any serious concerns. Email addresses of staff can be found on our website.

The school has a full time Medical Administrator, Mrs Scott, who will deal with first aid and illness. Whilst positive attendance is encouraged students should not be sent to school if they are ill. If students become genuinely ill during the day the Medical Administrator will contact parents and ask them to come and collect their child. No-one at the school is allowed to administer medicines or drugs without notification from parents. If your child requires medication please notify Miss Scott in writing.

Students that are struggling with the demands of school life or feel overwhelmed can always find a helping hand or listening ear. We have places where students can talk in confidence or share their worries or concerns with older students and the pastoral team who are trained by the school counsellor in offering advice, support and guidance.

In addition, our dedicated pastoral team also work alongside external agencies so that students' needs are met effectively.

ATTITUDE TO LEARNING

Our aim is to encourage excellence and individual achievement in all students. We do this by an extensive programme of rewards and individual encouragement. The school has developed a reward policy to ensure that all learners can achieve positive points. Merits are given in addition to this for those who go 'above and beyond' our expectations which link to half-termly and annual rewards and are given for effort, attainment, progress and attendance. Our rewards include: merits, certificates, vouchers, adventure days out (such as The Wave in Bristol), pizza parties as well as Afternoon Tea with the Principal!

Great emphasis is placed upon the display of students' work. We also believe that students are only able to work and learn successfully in an orderly and disciplined environment. Our rules are few in number and sensible in nature and all aim to develop a safe and happy working environment. Sanctions are used when all other forms of correction have failed and normally take the form of detention or, in severe circumstances, suspension from the school. Parents are involved in discussion about poor attitudes to learning at an early stage so as to prevent further escalation.

ARBOR & THE ARBOR APP FOR PARENTS

Our school Management Information System (MIS) is called Arbor. All parents will be given login details to access the 'Parent Portal' on Arbor. On this portal, there will be a dashboard that will allow you access to your child's: daily timetable, behaviour points, meals, notices, current attendance and their progress reports.

The Arbor App is the mobile version of the Arbor Parent Portal, for use on mobile devices such as smart phones and tablets.

TRIPS AND VISITS

We believe that a child's education is greatly enhanced by enrichment activities and trips. Each year we organise trips and visits including overseas and residential which extend the academic curriculum to help students have a culturally rich, memorable and lasting education. The following is a list of what our students have been involved in:

ART: Amsterdam, Berlin, Madrid, Central St. Martins, The Tate Modern, Body Worlds

BUSINESS & LAW: City of London, Cadbury's World, The Bank Of England and Barcelona

DANCE & DRAMA: The Wycombe Swan, The Globe & Stratford-Upon-Avon, The Royal Opera House (backstage tour), The V&A, the West-End and Off-West End Venues.

DUKE OF EDINBURGH: The Chilterns, New Forest, Peak District, Poland & Slovakia

EMPLOYABILITY AND CAREERS: University visits to: Brunel, Bucks New and Reading University and The East Berkshire College taster day;

ENGLISH : The Somme - Battlefields residential and various theatre productions

GEOGRAPHY: Iceland and residential visits to Swanage and Dorset as well as a seminar on 'Tectonics'

HISTORY: Trips to the Battlefields in Belgium, Black Country Museum, Natural History Museum, Hughendon Manor and the Jack the Ripper tour in Whitechapel

LANGUAGES: France, Germany, Spain, China and visits to Arsenal F.C.

MUSIC: Philharmonic Orchestra at the Royal Albert Hall, Recording studios, Star Wars concert with the Philharmonic Orchestra

PERSONAL DEVELOPMENT: University, of Oxford, Chesham Foodbank, Liquid Leisure, The Wave as well as in-school activity days

RELIGIOUS EDUCATION: Krakow, Auschwitz, The Vatican City & Rome

SPORTS TRIPS: HOAC, The Body Worlds Exhibition, Sports Tours to South Africa, Spain and Ski Trips to Italy and Canada

WORLD CHALLENGE: Madagascar, Zambia, Croatia, Iceland, Nicaragua, Costa Rica, Swaziland & Mozambique

EXTRA-CURRICULAR ACTIVITIES

We offer an extensive range of lunchtime, before school and after school activities. These include a diverse range of sports clubs and teams including: netball, basketball, football, rugby, gymnastics, cricket and athletics. There are also more academic clubs with computing and programming, leadership groups, business and enterprise, homework club and many others. Finally, we are well known for the quality of arts produced within the school. Every year our Drama, Music and Art students put on our School production, perform in a range of plays and music gigs, and produce outstanding exhibitions.

SPORT

Sport is an important feature of school life. In Year 7, 8 and 9 students have 1 lesson of PE per week and in Years 10-11, students have 1 lesson per fortnight. In these lessons students learn and compete in a range of different team and individual sports and activities, while still developing the "whole learner". There is also an extensive "sport for all" extra-curricular programme with over 20 clubs running throughout the year. Students also have the chance to play in school teams and our students regularly achieve success at regional, county, national and international levels in a variety of sports and activities.

We also offer numerous leadership and coaching opportunities for students from year 9-13. Students are often invited to lead on our Sports Festivals which are run for local primary school students in years 2, 5 and 6, or they are able to visit these schools to help improve the delivery of PE in the community. Our sports facilities at Chalfonts are excellent and include a multi-use Astroturf, a 25 station fitness suite, a large sports hall and swimming pool, an indoor gymnasium, tennis and netball courts and extensive playing fields both on the school and Narcot Lane sites.

SCHOOL UNIFORM

All students are expected to wear uniform throughout their time with us and the co-operation of parents is expected. The wearing of uniform is strongly enforced.

Kilts and trousers can be purchased through the school supplier, 'School Days Direct'. Full details of the uniform are available from Mrs Fadipe at the school or here: <https://www.chalfonts.org/uniform>

Our school shop sells most of the items below at very reasonable prices. Price lists and order forms are available on the School website <https://www.chalfonts.org/uniform>

- * School Blazer (supplier -School Days Direct)
- College jumper (optional - School Shop)
- * Clip-on school tie (School Shop)
- * Shirt (plain white with collar, not polo-shirt)
- Black trousers - black tailored (not skinny, slim, Jeans or Chino styled trousers)
- Tartan Kilt – (supplier: School Days Direct)
- Socks – black, white or grey
- Tights - black (must be plain)
- 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).

Key: * = Compulsory

MAKE UP AND JEWELLERY

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

Parents who decide to send their children to the school are agreeing to these uniform requirements.

PE KIT

The PE kit comprises of the following items:

- College Polo Shirt (navy/white)
- College PE Sweatshirt (navy blue)
- College Rugby top (navy and white reversible)
- College Shorts (navy with logo)
- College Skorts (navy with logo)
- College Joggers (navy) or College leggings
- College Joggers (navy)
- Hockey/Football Socks (long navy)
- Ankle Socks (white)
- Gum shields for rugby and hockey
- Training shoes (white soles)
- Hockey/football boots and shin pads
- Towel
- PE Bag

OTHER EQUIPMENT

In addition to uniform we are also supplying an essential kit to aid learning at a cost effective price which includes:

- Plastic folder with clip fastener
- 2 pencils
- 1 sharpener
- Pair of compasses
- 1 Pritt stick
- 1 scientific calculator
- 1 eraser
- 2 biros
- 30 cm ruler
- 1 protractor
- 12 colouring pencils
- 1 Art sketch book
- 1 Dictionary & Thesaurus
- 1 roll of sticky-backed plastic
- 4 highlighters
- 1 x USB

DINING FACILITIES FOR STUDENTS

At break time and lunch time food is available from our cafeterias. All cafeterias offer a selection of snacks and drinks. We ask parents not to give their children fizzy drinks, chocolates or foods containing nuts to bring to School. Furthermore, we operate a cashless catering system operated by a fingerprint or a card.

We have several places where students can buy refreshments, namely:

- **The Chalfonts Café** - opens for breakfast at 8:15am and serves hot and cold meals throughout the school day
- **Café 2000** - opens for breakfast at 8:15am and serves a wide range of hot and cold meals and drinks.
- **Java Bar** - serves a small range of bites, snacks and drinks.
- **Potato Hatch** - serves a large range of hot meals, snacks and drinks.
- **Vending machines** - are located in all cafes

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 the first day of school in September.

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 to: rachelmackeith@chalfonts.org

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 valid until 9:15 am 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.

PROVISIONAL TERM DATES* 2022 – 2023

AUTUMN TERM 2022

5th September – 20th December

SPRING TERM 2023

4th January – 31st March

SUMMER TERM 2023

17th April – 21st July

* Confirmed term dates will be available on the school website

~ For a copy of a Bucks approved calendar, visit: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/>

^ There will be five INSET days throughout the academic year and a transition day for all Year 6 children on Tuesday 5th July 2022

NB: You are advised to check and confirm term dates with the school & the school website as well as the Foreign Office travel advice service before booking holidays.

COME AND VISIT US

Call 01753 882032 to get in touch for more details or visit our website www.chalfonts.org/openday for full details about the Open Evening and tours.

To get a true sense of our vibrant and warm school community, you are encouraged to visit the school to meet and talk to our staff and students where you will be made most welcome.

In the meantime, why not take a 'virtual' peak around the school and look inside the classrooms and at the facilities we have to offer: www.chalfonts.org/admissions/year-6-7-transition/virtual-tour-of-the-college

www.chalfonts.org