



CHARTERS  
— SCHOOL —



INFORMATION FOR  
YEAR 7  
PARENTS/CARERS  
2021 - 2022

**ADDRESS:** CHARTERS SCHOOL, CHARTERS  
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# A MESSAGE FROM OUR HEADTEACHER

Dear Parent/Carer

A very warm welcome to you and your son/daughter into our community here at Charters.

It has been a very strange year for everyone and one that has seen us change many aspects of the way we have always worked. Here at Charters we have always prided ourselves on the ethos of Unity Respect Excellence. The pandemic has not changed this, we continue to be committed to bring individuals together to work with each other in a manner that enables us all to do the best we possibly can.

When your son/daughter joins us they will be joining a school that believes in individuals' abilities to make a difference to the community in which they live. We encourage all our students to take part in school life in the classroom and outside as we believe it helps them to develop the academic and social skills to do well. So please do encourage them to get involved in sport, drama, music and any of the other activities that we run as a school. Getting involved in the life of the school will really help them settle in, make new friends and enjoy school more.

I look forward to meeting with you all in due course.

Yours faithfully

**MR J FLETCHER**  
Headteacher

## HEADTEACHER'S WEEKLY NEWSLETTER AND SCHOOL BLOG

In order to keep parents/carers up-to-date with what is happening in school and provide other information, there is a [Weekly Newsletter](#) and [School Blog](#) which can be found on the school website. It's a great way to keep up-to-date with school news.

## SOCIAL MEDIA

Our school is so much more than just outstanding exam results. We are proud of our extracurricular clubs, school visits, House competitions, Duke of Edinburgh expeditions....the list goes on!

Why not follow us on Twitter [@ChartersSchool](#) to hear about the depth and breadth of school life as it happens and keep up-to date on all our news.

# OTHER MESSAGES

Hello and welcome to Charters School. As Head of Year 7, I look forward to meeting and working with your child(ren) over the course of their first year with us. My role is centred around the transition from primary to secondary school - one that many young people can find potentially daunting. I wanted to reassure you that we will do everything possible to make that transition as smooth as possible, including visits to our partner schools and transitional day visits for our future students. As a Head of Year, I will be working with your child(ren)'s tutor to offer pastoral support from their very first day and will give them the support they need to thrive across their first year at Charters School.

Yours faithfully

**MR C RODGERS**

**Head of Year 7**

[C.Rodgers@chartersschool.org.uk](mailto:C.Rodgers@chartersschool.org.uk)

I look forward to working with you and your child(ren) over the coming months and years as they go through their journey at Charters School. We are sure a number of you are aware that we usually invite all our new Year 7 students to attend induction days toward the end of the current academic year. If the government roadmap out of lockdown continues to be a success and government guidelines allow, we have set provisional induction dates of Tuesday 29 and Wednesday 30 June 2021, with the new year 7 parents meeting taking place the evening of Wednesday 30 June. In the event that this date does not go ahead, we will run an induction day for all year 7s when they join us in September. Further information on this will be sent to you as and when appropriate. The change from primary to secondary education is a most important one and we wish to do all that we can to make the transition as smooth and easy as possible. To this end, we will be in touch with the primary schools to discuss the students with their primary teachers. These are challenging times, we will do our best to minimise any changes to the admissions process, but ask for your understanding if arrangements have to be amended at relatively short notice. Our admissions process is online. Please complete the required forms online as soon as possible before your child's start date (you will receive an email to give information on how to do this).

Yours faithfully

**MRS R ZELL**

**Assistant Headteacher and Senior Team Link for Year 7**

# OUR SCHOOL VALUES

## UNITY

**Commit, Connect, Communicate. We support each other to become the best we can.**

- Students engage with their peers and their teachers.
- Students prioritise communication in order to reduce the likelihood of misunderstandings.
- Students show a sense of team spirit in all they do, both in and out of the classroom.
- Students support each other in their learning.
- Students commit to tasks in school, both for their own personal benefit and for the common good.
- Students develop a commitment to extra-curricular activities as well as those which take place during the school day.

## RESPECT

**Yourself, Your School, Your Community. We show respect to others and the environment. We listen, cooperate and learn.**

- Students are kind and polite to each other.
- Students respect and encourage people's drive for success in their learning opportunities.
- Students consider the way in which they question decisions that affect them, and think about the right time to do this.
- Students adhere to common gestures of courtesy around the school site.
- Students respect the opinions and beliefs of others without judgement.

## EXCELLENCE

**Make. It. Matter. We work to the best of our ability at all times. Don't miss out – every second counts.**

- Students make the most of the opportunities offered to them within their school life by arriving at lessons ready and equipped to learn.
- Students take advantage of all the opportunities which school offers them.
- Students display an attitude to learning within the classroom that promotes outstanding progress for themselves and their peers.
- Students use their leadership skills to share opportunities and develop their lifelong learning skills.
- Students look for opportunities to further their own learning independently at any given time.

# SCHOOL LIFE

School timetable periods are as follows:

Period	Time
Registration	8.30 am to 8.45 am
Period 1	8.50 am to 9.50 am
Period 2	9.55 am to 10.55 am
Period 3a	11 am to 11.28 am
Period 3b	11.30 am to 11.58 am
Period 3c	12 noon to 12.28 pm
Period 4	12.30 pm to 1.28 pm
Second Break	1.30 pm to 1.58 pm
Period 5	2 pm to 3 pm

Please note:

- Lessons finish at 3 pm every Friday.
- Students must not be dropped off at school before 8 am.
- All students receive a first break at some point during period 3.

## EXTRA CURRICULAR ACTIVITIES

There are a range of activities on offer for students during second break time and after school (most finishing at 4:15). These activities help enrich students' classroom learning and provide additional opportunities depending on their interests. From sports clubs including hockey, netball, football and rugby to a range of music clubs featuring orchestras, bands and an array of choirs with everything else in between (book club, robotics club, even Japanese club). Not only does the school provide these opportunities for students but also there are opportunities to engage with external providers who teach at the school and regular events such as school productions and showcases.

Information about these clubs can be found on the school website at the link below (although days and times will update in September) and all students will be given the opportunity to attend a 'Fresher's Fair' and find out more about these in their first few weeks in school.

[Clubs/Enrichment - Charters School](#)

# SCHOOL LIFE

## THE HOUSE SYSTEM

### “Being part of the House system means being part of the community”

In Year 7 you will join a tutor group that will belong to one of the 3 houses. Each house has 3 tutor groups from every year group from Year 7 all the way up to Year 13. Your tutor will be in the same house as you, helping your house to reach the top! You will remain in this house for your time at Charters. Each house has a nominated charity. Fundraising events are organised throughout the year. As a school we often raise about £1500 per house charity per academic year.

There will be lots of opportunities to throughout the year – tutor group activities, whole school events, competitions and weekly quizzes. Highlights from previous years include; the Hour Challenge, the Valentine’s Day bake sale, Sports Day and, of course, the Staff Christmas Karaoke! Classwork and homework give all students the opportunity to collect achievement points. These are totalled up to contribute to the house scores every term.

Which House will you be in when you join in September? Will you be in the winning house at the end of Year 7 in July 2022?

## THE SAFEGUARDING SYSTEM

Charters School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safeguarding goes beyond the contributions made to child protection in relation to individual children. Our objective is to provide a safe environment for all young people to learn and reach their full potential. There are many support avenues available at Charters from tutor support to a school counsellor and lots in between including working with a range of local external agencies. If you require further emotional or pastoral support for your child, then don’t hesitate to contact their Head of Year or one of the safeguarding team. More information can be found on the school website: [Safeguarding - Charters School](#)

## MENTAL WELLBEING

Charters School is committed to promoting and supporting good mental health and wellbeing for all students and staff. Our aim is for each member of the school to be able to play a positive part in the school community, meeting challenges with resilience and working towards reaching their own potential. To facilitate this, we offer a range of support, education and opportunities.

- **Support:** The pastoral team (including tutors, heads of year, special educational needs department, ELSA, counselling, safeguarding team). Information clearly displayed around the school about how to access both school based and external support.
- **Education:** Raising awareness events such as World Mental Health Day. Staff training on mental health and wellbeing. Regular feature of work done in PSHE and tutor time.
- **Opportunities:** Students are encouraged to apply for national mental health programmes such as the Young Health Champions. We hope to explore peer education projects in the future.

# SCHOOL UNIFORM

At Charters School we believe in high standards of school uniform, and that our belief in a common and consistent identity is a strength of the school. Our policy for school uniform is that a school crest must be visible all year round on either a blazer, jumper, blouse or polo shirt for both boys and girls.

We strongly believe that we all share a responsibility to ensure that:

- Students wear their uniform correctly, and with pride
- Staff have high expectations of student school uniform, and that they are consistent in how they support students ensure the uniform policy is consistently adopted
- Parents have similarly high expectations in how their children are dressed for school, and consistently support/reinforce school policy with regards to uniform

School uniform must be worn from when students leave home in the morning until they return home in the evening. Any requests for modifying the school uniform for religious reasons must be made in writing to the Headteacher.

## UNIFORM REQUIREMENTS FOR GIRLS (\*Optional)

- Black blazer with school crest (sold at school shop)
- Plain dark grey box-pleated skirt (sold at school shop)
- Plain white long or short-sleeved reverse collar blouse **or** White short-sleeved reverse collar crested blouse (only available from school shop)
- White, black or grey ankle socks or skin coloured, grey or black tights (plain, not patterned). Please note knee length socks are not permitted, and socks may not be worn in addition to tights
- Black shoes that can take polish (any laces should be black)
- Harrow grey trousers\*
- Years 7 & 8: V-neck royal blue jumper with embroidered school crest (only available from school shop)\*
- Years 9, 10, 11: V-neck navy blue jumper with embroidered school crest (only available from school shop)\*

## UNIFORM REQUIREMENTS FOR BOYS (\*Optional)

- Black blazer with school crest (sold at school shop)
- Charcoal grey trousers
- White school shirt
- School tie (only available from school shop)
- Black shoes that can take polish (any laces should be black)
- Black or dark grey socks
- White crested polo shirt (only available from school shop) summer term only\*

### **Please note:**

*From start of Term 1 (September 2021) to end of Term 4 (April 2022) Winter uniform must be worn: • Girls: Blazer, plain white long or short-sleeved reverse collar blouse or white short-sleeved reverse collared blouse, skirt or trousers, school crested jumper (optional). • Boys: Blazer, plain white long or short sleeved shirt, tie, trousers. From the start of the Summer Term (April 2022): • Boys may wear the white crested polo shirt. For both girls and boys blazers are optional. Parents are free to buy uniform from any supplier, but the school shop does stock most items and some items can only be bought from the shop. We would always encourage all school clothing and kit to be marked and have name tapes sewn in or ironed on, or indelibly marked with the student's full name.*

# SCHOOL UNIFORM

**Skirts:** For students in Years 7-11 skirts must be on the knee or longer. Shorter skirts are not permitted. Jumpers must not be tucked into skirts and skirt waistbands must not be rolled over.

**Coats:** Coats should only ever be worn over blazers, and not as an alternative. Students should remove coats on entering a lesson, assembly or in the dining hall. Students are permitted to wear a dark, plain coat, jacket, anorak, or rain jacket. Brightly coloured coats, denim jackets and jackets with slogans are not allowed. Fluorescent safety bands are acceptable in winter. Hooded sweatshirts or zip up tracksuit tops (with or without a hood) are not acceptable as outdoor coats, or in any other circumstances.

**Footwear:** Shoes should afford protection and be suitable for wearing in a formal situation. Training shoes, boots of any kind, or footwear without heel support are not permitted as school shoes. High heels or platforms are also unsuitable. Shoes should be black and able to take polish. We advise parents to check with school if a particular type of shoe is permitted, as shops have given misleading information in the past.

**Trousers:** Trousers should be in the school style and colour and not be in denim or corduroy materials. Jeans or jeans-style trousers are not allowed. They should also be worn waist high, and not show underwear.

**Jewellery:** Jewellery is inappropriate at school and may not be worn. Pierced ears may be protected by the wearing of a single small plain stud (not jewelled). No other earring may be worn and no other body piercings eg nose studs etc are allowed. Hair fastenings should be small and either black, white or navy. Please note all jewellery should be removed for PE (including watches). If unable to remove studs, they should be covered with suitable tape provided by the parent/carer.

**Hairstyles:** In general, extremes of fashion in hairstyle are felt to be inappropriate to school life and not permitted. This includes, but is not limited to: • 'Stepped or undercut' haircut resulting from the back of their head being shaved using the 1, 2 or 3 graded clippers or equivalent • A shaved head with an exaggerated fringe • Excessively long hair for boys (below the collar) • Hair dyed in an excessive and unnatural colour. This includes dyed stripes in the hair and hair extensions of a different colour

**Make-up:** Make-up is not allowed in Years 7-9. Girls in Years 10 and 11 may wear light make-up. No nail varnish should be worn in any Year group.

**Scarves:** Any scarves must be plain and dark in colour with no logos or motifs. They are only to be worn outside school buildings during cold weather.

# SCHOOL PE KIT

## Girls' PE Requirements (Kit requirements for specific activities determined by the PE Team)

- Navy/royal polo shirt with school crest (only available from school shop)
- Navy shorts with school crest **or** navy stretch fitness shorts with school crest (both only available from school shop)
- Navy skort for games with school crest (only available from school shop)
- Training shoes (non-marking soles) suitable for all sports activities
- White socks
- Navy hockey socks (only available from school shop)
- Hockey/football boots suitable for field activities
- Shin pads (sold at school shop)
- Gum shield **strongly recommended** for activities such as rugby and hockey (sold at school shop)

## The following PE items are optional for girls:

- Moulded sole boots suitable for artificial turf pitch\*
- Cold weather skins for wear under PE kit\*
- Navy sweatshirt with school crest (only available from school shop)\*
- Navy fleece top with school crest (only available from school shop)\*
- Navy tracksuit bottoms with school crest (only available from school shop)\*
- Navy sports base-leggings\*

## Boys' PE Requirements (Kit requirements for specific activities determined by the PE Team)

- Navy polo shirt with school crest (only available from school shop)
- Navy shorts with school crest (only available from school shop)
- Training shoes (non-marking soles) suitable for all sports activities
- White socks
- Navy/royal blue panelled rugby shirt with school crest (only available from school shop)
- Navy football socks (only available from school shop)
- Rugby or soccer boots suitable for field activities
- Shin pads (sold at school shop)
- Gum shield **strongly recommended** for activities such as rugby and hockey (sold at school shop)

## The following PE items are optional for boys:

- Moulded sole boots suitable for artificial turf pitch\*
- Navy cold weather skins for wear under PE kit\*
- Navy fleece top with school crest (only available from school shop)\*
- Navy tracksuit bottoms with school crest (only available from school shop)\*
- Navy sports base-leggings\*
- Navy stretch fitness shorts with school crest (only available from school shop)\*

# OTHER INFORMATION

## ATTENDANCE

If your child is absent you must contact the school on the first day of absence by 8.30 am and every other subsequent morning of absence. For full details of our attendance policy please see the school website.

The following is the contact information that you will require in order to report your child as absent:

- Phone 01344 298712
- Text 07860 095303
- Email [attendance@charterschool.org.uk](mailto:attendance@charterschool.org.uk)

## TEACHING AND LEARNING

The aim of Charters School is to provide all children with the right to educational excellence through the provision of high-quality teaching. To achieve this, we have built our pedagogical model around seven core principles which form the basis of all Teaching and Learning across the curriculum. The following outline provides you with a summary of how Charters School delivers learning for your child 'every lesson, every day':

**CHALLENGE** - Having high expectations of the standards all students should reach, with learning objectives that explore all possible opportunities for taking a more challenging path.

**EXPLANATION** - Enabling students to develop their knowledge and understanding of concepts, skills and processes as well as the ability to apply their learning to a range of situations.

**MODELLING** - Making implicit decision-making explicit, by showing students how to do things, highlighting key procedures and the thinking that underpins them.

**QUESTIONING** - Asking questions that check for learning in such a way that it allows for a capacity to adjust explanations and tasks according to how well students are doing in making sense of the material.

**PRACTICE** - Providing students with the opportunity to improve their confidence and fluency with a wide range of skills and knowledge so as to eventually become more independent in their learning.

**FEEDBACK** - Providing regular, targeted feedback that helps all students to move forward, deepening their understanding or gaining fluency.

**REVIEW** - Allowing for the opportunity to review what students learn to build long-term memory and a higher level of fluency recall.

# OTHER INFORMATION

## CURRICULUM

Across a 2 week timetable students will study a range of lessons which may include: Maths, English, Science, PE, Geography, History, French, Spanish, DT, Food Technology, Computing, Art, Drama, Music, PSHE amongst others. If you want to know more about the Charters curriculum model you can find out more here: [Curriculum Overview - Charters School](#)

## SCHOOL SHOP

The on-site school uniform shop will be closing permanently at the end of Spring Term 2021. All uniform should be purchased online from Direct Clothing and your order will be delivered by post: <https://www.thedirectclothing.co.uk/school/charters-school/>. Please allow plenty of time for orders, especially during the holidays, as they can be busy, the warehouse is still practising social distancing measures and postal delays are inevitable at this time.

For Year 7 admissions starting September 2021, please state on your order that it is for a new Year 7 student, and place your order by **Friday 2 July 2021**.

If you have any queries please refer to the Direct Clothing website for information, or alternatively email them direct.

Online link: <https://www.thedirectclothing.co.uk/school/charters-school/>  
Email: [warehouse@thedirectclothing.co.uk](mailto:warehouse@thedirectclothing.co.uk)

## LOST PROPERTY

Please name every item of uniform including footwear and coats. We dispose of hundreds of pounds worth of unclaimed items each year as they cannot be reunited with their owners. Where a student has lost an item it is the responsibility of the student to look for the item. If a lost item is labelled it will be returned to the student as soon as possible. If it is not labelled it will be sent to the lost property cupboard which is looked after by the school shop. It is school policy to dispose of lost property at the end of each term, so please encourage your child to look for lost items as soon as possible.

## TEXT BOOKS

All text books allocated to students remain the property of Charters School and they must be returned on request or when the student leaves, otherwise a replacement charge will apply.

# OTHER INFORMATION

## PARKING, DROP-OFF AND PICK-UP ZONES

Parking is limited on site. There are drop-off and pick-up areas by the tennis courts and in the Leisure Centre car park. These areas get very congested each day and it is essential to keep the flow of cars moving. Please try to avoid arriving too early for the end of the school day and parking up in these areas until school ends, which unfortunately very quickly causes increased congestion. The detached car park across Charters Road and other parking areas on site are not to be used as drop-off and pick-up areas.

If parents/carers are visiting the school during the day the preferred parking place should be the detached car park across Charters Road, or in the main car park at the front of the school. However please be aware if you park in the main car park the school buses arrive early in the afternoon and your car may be blocked in until the buses leave at 3.15 pm.

The Charters Leisure Centre car-park cannot be used for parent parking. If you park on local roads please be aware of relevant parking restrictions and courtesy to our neighbours. The two on-site parking areas accessed on Devenish Road (by the Music Department and by the Leisure Centre) have gates which are locked from 8.30 am until 2.45 pm. Please do not park in these areas if you will need to use your car between these hours. For some after-school events the tennis courts adjacent to the bungalow may be used for parking as well as the car park across Charters Road. Staff and students may sometimes act as parking marshals. Courteous cooperation with the marshals ensures fair and orderly parking for all.

If you require special access or parking arrangements when visiting Charters School, please inform the main school office in advance.

## SAFETY ON LOCAL ROADS

The pavements around the school are exceptionally narrow and extra care and attention should be made when passing by the school entrance and along Charters Road. Several incidents of dangerous driving have been brought to our attention and we want to express to parents/carers that it is easy to misjudge how narrow the pavements are for the children that walk. Sadly, incidents of reckless driving are becoming all too common with impatient drivers. We continue to work closely with RBWM to reduce traffic congestion and improve safety. We will keep parents/carers informed of progress.

## SCHOOL TRANSPORT

Please note that applications for school transport are not dealt with by Charters School. You should check your eligibility with your local authority and request the relevant transport application forms from them. Telephone numbers can be found on our website under School Life/Bus Services.

# OTHER INFORMATION

## TUTOR REPS

It can be difficult for parents/carers to meet each other once their children are at senior school. To create a closer community, we ask prospective parents if any would be willing to act as a Tutor Rep for their child's Tutor Group. The role involves creating a contact list for those who would like to share their information and organising a few opportunities for parents/carers within their Tutor Group to meet. This could be arranging to meet for a coffee during the day, or a drink in a bar one evening. You may even want to arrange a time during the summer holidays where families can meet in the park so that friendships can be forged. The school will occasionally ask the reps to let other parents in their Tutor Group know when an event is happening, like a quiz night or Gala Dinner. We want parents to feel that they can attend an event because they know someone else, and that if their child is invited home by another student, there is a contact number at hand.

## LOCKERS

Lockers are owned and provided by ILS (Independent Locker Solutions Ltd) 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. Locker size is: Height 595 mm, width 300 mm, depth 450 mm.

Lockers for September 2021– July 2022 will be available to book online from 1 August at: [www.ilschools.co.uk](http://www.ilschools.co.uk). Lockers are subject to availability, please book early to avoid disappointment. All available lockers are shown online.

All rentals are subject to ILS terms and conditions which are available during the booking process. Please note ILS are a separate entity from the school and all dealings should be direct with ILS.

## BRING YOUR OWN DEVICE (BYOD)

BYOD operates in school based on the following principle: "Devices are to be used for educational purposes at school and not for pleasure." It is only in recent years, that we have allowed students to bring in and use in school their own technology device, mainly mobile phones, in lessons. Our rationale is that evidence suggests that learning in lessons can be enriched and enhanced by allowing students, with their teachers' direction and permission, to use their own devices.

# OTHER INFORMATION

## CLASSCHARTS

ClassCharts is an online application (Apps can also be downloaded onto Android and iOS), which allows both students and parents/carers to access a behaviour log and home learning tasks. Whilst the primary purpose of the application is to identify and recognise achievement, ClassCharts will also give you further detail on any incidents that may have taken place along with any sanction incurred.

Parents/carers and students have separate log-in details. Parents/carers will receive an invite code for each student they have at school and will be able to access the system by registering their email address and setting a password. Students are issued with a fixed code that they use to access their account.

The school will email you if your son/daughter has acquired an after-school detention. You will be able to access details of this detention via ClassCharts.

## PARENT PAY

The School is cashless, so where payment is required we use ParentPay, a secure e- payment system. You will receive your ParentPay log-in details by separate notification.

## DINING HALL

We operate a cashless dining hall. Parents/carers top up a child's dinner money account via [www.parentpay.com](http://www.parentpay.com) and students purchase lunch using their fingerprint as their ID.

**For Year 7 students joining in September:** Fingerprints are scanned into the database on their Induction Day, where parental consent has been received.

Parents/carers will be sent ParentPay login details by post soon after 31 May 2021, as long as they have completed the online Admission process.

**For students joining mid-year:** Fingerprints are scanned into the database on your interview day with your Head of Year once parental consent has been received.

ParentPay login details will be produced and emailed to parents/carers once your child has started school so please ensure you provide a packed lunch for the first few days.

Please see link in Policies section for more information on Biometrics.

# OTHER INFORMATION

## PHOTOGRAPHY, VIDEO AND VOICE CONSENT

Charters School supports the objectives of the GDPR Regulations. The School is registered as a data controller to process data. Any information you provide will be treated with the strictest confidence and will only be used for school purposes. Use of video and voice recording as part of day to day curriculum activities for teaching purposes generally do not need permission from parents.

Charters School confirms that it shall only use photographic/video images of young people in line with the Information Commissioner's Office Code of Practice to demonstrate or promote activities and events relating to schools and curricular provision. A copy of the Code of Practice can be obtained from ICO—[www.ico.gov.uk](http://www.ico.gov.uk)

Charters School requests the consent of parents on joining the school to use images and videos audio of their child for a variety of different purposes. The Consent will be valid for the **duration the child is on roll at the School**, unless the student's circumstances change and the school is advised. Without your consent, the school will not use images and videos including audio of your child. Similarly, if there are only certain conditions under which you would like images and videos of your child to be used, the school will abide by the conditions you outline in this form.

We use images and videos of students as part of school displays to celebrate school life and students' achievements; to promote the school on social media and on the school's website; and for other publicity purposes in printed publications, such as newspapers. In addition we may use images of individual students and groups of students to use on social media, the school website, in-school prospectuses, other printed publications and wider marketing materials. Where the school uses images of individual students, the full name of the student **will not** be disclosed.

Local media and press may visit the school and take images or videos of school events. Students will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites. The following organisations may use images or video of your child:

Ascot/Bracknell News, The Villager, Windsor Eton and Ascot Express, Wokingham  
Times/Bracknell Standard, Living Within, Ascot Matters, Find It In

Other organisations similar to the above may be used in future in the same way as described above. Where any organisations other than those outlined in our Photography and Video Policy intend to use images or videos of your child, **additional consent** will be sought before any image or video is used.

# SUMMER SCHOOL

Every year before Year 7s start in September we run a summer school for our students transitioning from Year 6 to Year 7. The aims of our summer school are simple:

- To get to know the school (and some members of staff) better so that our new students feel comfortable in their surroundings.
- To get to know other students better and socialise with students not only from their primary school but also others that they will start their Year 7 journey with.
- To have fun!

This year, our summer school will run on: Wednesday 25 August / Thursday 26 August / Friday 27 August It starts at 9.15 and finishes at 2.15. It is priced at £25 per day per child and your child will need to bring in their own lunch.

During the students' transition days which we hope will go ahead on 29 and 30 June, the focus is on experiencing a day in the life of a secondary school student with a range of different lessons across the two days. The summer school however is not based on academic subjects but rather on the development of personal, learning and thinking skills through a range of extra curricular type activities. Beneath is a sample daily programme (each day will be a different programme for those students that attend all 3 but there will always be some kind of team activity, 1 sports activity and 1 creative active).

Time	Activity
9:15-9:25	Register in the main hall, students will meet the other people in their group
9:25-10:35	Teamwork Challenges
10:40-10:55	Break
11:00-12:15	Food Technology
12:20-12:50	Lunch
12:55-2:00	Sports Group Game <i>e.g. Rounders, Handball etc.</i>
2:15	Collection

If your child would like to attend summer school then log on to your ParentPay account and select the days you would like them to attend, paying the £25 per day fee. ParentPay logins should be sent to parents/carers by week commencing 14 June, please book your Summer School places by Monday 5 July. Places are limited and we cannot guarantee a place for every student that wishes to attend. We therefore recommend you book early to avoid disappointment. You will receive further information in due course if you sign up.

*We are so looking forward to the summer school and hope to be able to run it as above. However if due to Government restrictions or insufficient interest we are unable to run it, we will be in touch and you will receive a full refund.*

# FREE SCHOOL MEALS

**Applying for free school meals is fast and easy – all you need is access to a computer and the internet.\***

We would like make it easier for you to apply for your child to have a free school meal and for the school to receive funding which will provide additional educational support. If you qualify and register for free school meals but don't want your child to have the meal they can continue as normal, but the school still qualifies for this additional funding.

The allowance for FSM covers 2 items a day i.e. main course and dessert at Main Lunch Break. Water is always available but buying a drink would count as one item. Your child can have free school meals if you claim from the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit Parents receiving working tax credit are not eligible.

**Apply now using the following link: <https://www.cloudforedu.org.uk/ofsm/mwschools/>**

\*If you don't have access to a computer, with your permission we can complete the application on your behalf. Please have your National Insurance Number to hand and contact Mrs Whittow on 01344 298731 or email at [L.Whittow@charterschool.org](mailto:L.Whittow@charterschool.org)

# COURSEWORK AND RECORD BOOK COSTS

In their DT lessons (Food, Textiles and Resistant Materials) students in Years 7-9 make a range of products using materials which include woods, metals, plastics, electronic components, velcro, fabric, dyes, transfer prints, salt, seasonings, oil and yeast. We do not ask you to provide these materials but instead take advantage of bulk buying which allows us to purchase them at the best available price. We do however ask you to make a contribution towards the cost of work produced over the three years and we hope you will feel able to support your child's education in this way. Students will still be expected to provide the ingredients for recipes they make in their food lessons and take home but this contribution will cover the cost of incidentals, tastings and experimental work.

Similarly we take advantage of bulk buying to purchase art sketchbooks, brushes and pencils which become the individual property of the student.

Music Workshops are run annually in Years 7-9 to support students' study of World Music. These sessions are run by a music education company who demonstrate the techniques before giving students the opportunity to perform on authentic instruments. The workshops are of great benefit to students, helping them with their performance, listening and compositional skills; they are also great fun! Although these workshops are a necessary part of the curriculum, a voluntary donation is requested towards the overall cost.

To help you budget towards these costs we thought it might be helpful to let you know now, so that payment can be made and the items secured for your child's arrival at Charters School in September. **All these items are listed on your child's ParentPay account for your convenience.**

Thank you for your support which helps us to provide a high quality of education for your child.

Subject	Amount £
Resistant Materials cost for 3 years	15.00
Food Technology cost for 3 years	5.00
Textiles Technology cost for 3 years	10.00
Music workshops for 3 years: African Drumming; Gamelan percussion; Samba	10.00
Art and Design cost for 3 years	18.00
Student Record Book: one-off contribution depending on start date (£5 if starting in year 7)	5.00

An optional 5-day outward-bound course will be offered during Year 7 costing circa £360. An indication of optional trips will be added to the school website when circumstances permit.

# HOME SCHOOL AGREEMENT

At Charters School, we aim to offer the best opportunities for your child to progress both in their education and their personal, learning and thinking skills. Our Home-School Agreement is designed to outline the school's aims and our responsibilities in helping your child to achieve this. As part of that strategy, we believe that it is imperative to create a partnership between parents/carers and the school so that there is a clear understanding of what we expect from our students, how you can support them and the high standards that we set.

## STUDENTS WILL:

UNITY	RESPECT	EXCELLENCE
<ul style="list-style-type: none"> <li>Follow the school uniform requirements.</li> <li>Look after the school environment, including keeping the school free from litter.</li> <li>Take responsibility for my own and others' safety.</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and helpful to others.</li> <li>Behave sensibly and treat all members of the school community with respect when in school, when travelling to and from school or when representing the school.</li> <li>Follow the school rules</li> </ul>	<ul style="list-style-type: none"> <li>Do my school work to the best of my ability.</li> <li>Attend school regularly and be punctual at all times.</li> <li>Be prepared and organised for the day.</li> <li>Always complete home-learning set.</li> </ul>

## PARENTS / CARERS WILL:

UNITY	RESPECT	EXCELLENCE
<ul style="list-style-type: none"> <li>Encourage my child to participate in the life of the school.</li> <li>Attend parents' evenings and discussions on my child's progress.</li> <li>Regularly check ClassCharts.</li> <li>Update the school on essential data and information.</li> <li>Contact the school whenever important issues concerning my child arise.</li> </ul>	<ul style="list-style-type: none"> <li>Support the school's Behaviour Policy               <ul style="list-style-type: none"> <li>Value the rewards system</li> <li>Support sanctions set</li> <li>Support the Uniform Policy</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Ensure that students attend regularly and on time.</li> <li>Ensure that my child is properly equipped for school.</li> <li>Support my child with his/her home-learning.</li> </ul>

# HOME SCHOOL AGREEMENT

## CHARTERS SCHOOL WILL:

UNITY	RESPECT	EXCELLENCE
<ul style="list-style-type: none"><li>• Care for the well-being and safety of students.</li><li>• Build good relationships and treat all students fairly.</li><li>• Offer opportunities for enrichment through a wide range of extra-curricular activities.</li></ul>	<ul style="list-style-type: none"><li>• Be open, welcoming and offer parents opportunities to be involved in the life of the school.</li><li>• Value all students equally.</li><li>• Care for the well-being and safety of all students.</li></ul>	<ul style="list-style-type: none"><li>• Provide well-qualified teachers and the best resources for learning that the budget will allow.</li><li>• Offer a broad and balanced curriculum to meet students' individual needs.</li><li>• Ensure that each student achieves his/her full potential.</li></ul>

# SCHOOL POLICIES

All of the school policies can be found on our school website for your information:

[Charters School Policies](#)

We would like to draw your attention to the following policies which may be of particular interest and can all be found via the link above.

Admissions

Attendance

Behaviour (including BYOD)

Covid 19 Behaviour Policy

Biometrics

Child protection and Safeguarding

Off Site Visits

Privacy Notice

Learning and Teaching

Working with Separated Parents

There are additional policies and agreements you need to agree to as part of your online admissions process, as follows:

Behaviour Management during  
Coronavirus

Participation in Educational Offsite

Visits/Activities Parental Code of Conduct

IT Student Acceptable Use Agreement

It is important that you are aware of the content of the above policies and agreements in order to support your child to fulfil their potential at Charters School.

# FUND THE FUTURE



The effect of the pandemic has been difficult for everyone, with periods of lockdown and home schooling adding an extra layer of anxiety for many families. We are fortunate that the commitment to support Charters remains as strong as ever and as we look to the future we are asking for your help.

We are inviting parents and carers to make a regular financial contribution to enhance student learning in each year of their child's time at Charters School. Any contribution is entirely voluntary and there is no set amount. Even £5 per month, which is around the price of a cup of coffee from many outlets, would make a huge difference.

If 270 families donated £5 a month, in a year we could raise £20,250 (with Gift Aid) to replace an IT suite.

If 200 families donated £10 a month, in a year we could raise £30,000 (with Gift Aid) and could update the drama studios.

If 270 families donated £10 a month, in a year we could raise £40,500 (with Gift Aid) and start to improve our Main Hall's infrastructure. And if these families continued to donate throughout the seven years that their child attended Charters School, it would raise an astonishing £283,500.

We fully appreciate that there are many financial burdens associated with family life, and that's why we are seeking a small donation from all those who can *afford* to contribute. The impact of a large number of small donations can be transformative for our school and would allow us to provide increased opportunities for every student.

The easiest way to donate is by following [this link](#) to our CAF Donate page. If you are a UK taxpayer, please tick the Gift Aid box. This will allow us to claim an additional 25p for each £1 donated and won't cost you anything extra; in fact, higher and additional rate taxpayers can claim a tax reduction on their donation.

We know many of our existing parents and carers already give generously and support the school in a number of ways. We want the best for our students and are extremely grateful to all those who are helping to Fund the Future.



# CHARTERS SCHOOL

## TERM DATES

### AUTUMN TERM 2021

INSET DAY (Students not in school on this day)	Wednesday 1 September
INSET DAY (Students not in school on this day)	Thursday 2 September
Term 1 starts at 8.30 am for Year 7 only	Friday 3 September
Term 1 starts for all year groups	Monday 6 September
Term 1 ends at 3.00 pm	Friday 22 October
October/November Holiday	Monday 25 October – Friday 5 November
Term 2 starts for all year groups	Monday 8 November
Term 2 ends at 1.30 pm	Friday 17 December
Christmas Holiday	Monday 20 December - Monday 3 January

### SPRING TERM 2022

INSET DAY (Students not in school on this day)	Tuesday 4 January
Term 3 starts all year groups	Wednesday 5 January
Term 3 ends at 3.00 pm	Friday 18 February
February Holiday	Monday 21 – Friday 25 February
Term 4 starts all year groups	Monday 28 February
Term 4 ends at 1.30 pm	Friday 8 April
Spring Holiday (Note: Good Friday 2 April, Easter Monday 5 April)	Friday 2 – Friday 16 April

### SUMMER TERM 2022

Term 5 starts all year groups	Monday 25 April
May Bank Holiday	Monday 2 May
Term 5 ends at 3.00 pm	Friday 27 May
May Holiday (Note: Spring Bank Holiday Thursday 2 June, Platinum Jubilee Holiday Friday 3 June)	Monday 30 May – Friday 3 June
Term 6 starts all year groups	Monday 6 June
Term 6 ends at 1.30 pm	Friday 22 July

**ON THE LAST DAY OF TERMS 2, 4 AND 6 SCHOOL ENDS AT 1.30 PM. THERE IS NO LATE BUS FACILITY, ALL STUDENTS MUST LEAVE THE SCHOOL SITE AT 1.30 PM**