



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Welcome

Year 7 Transition Pack

In order to facilitate a smooth transition to Cannock Chase High School for your child, we have prepared a Welcome Pack containing the following documents:

Welcome letter;
Biometric/Cashless Catering System Consent Letter;
Summer School Letter;
Ski Trip Letter;
Student Information Sheet;
Photographic Consent Letter and Form.

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

A company limited by guarantee, registered in England and Wales, number 07727974.

Hednesford Road, Cannock, Staffordshire WS11 1JT Tel: (01543) 502450 Fax: (01543) 577528

Website: www.cannockchasehigh.com E-mail: headteacher@cannockchase-high.staffs.sch.uk

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CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: IT/CAG

Your Ref:

Date:

11 April 2019

Dear Parent/Guardian

Welcome

We are delighted that you have chosen Cannock Chase High School for the next stage of your child's educational journey. We know that the next few months can be a nervous time for students (and parents) and, therefore, want to make this process as stress-free as possible. With this in mind, we thought it would be helpful to give you an overview of what the next few months will look like.

New Intake Days

On Wednesday 26 and Thursday 27 June, we would like to invite your child to join us to give them the opportunity to meet staff and students and to familiarise themselves with the school. They will participate in lessons and have the opportunity to get a taster of life at Cannock Chase High School. On these days, we would like all students to meet in the Lower School Hall at 8.40am. Students should wear the clothing they usually wear to attend their current Primary School. They should bring a pencil case, with a minimum of two black pens, one pencil, one ruler, one eraser and one pencil sharpener. They will also need to bring their PE kit and a reading book.

Lunch arrangements for the two days:

- Hot meals will be available to purchase – suggested amount between £2 and £2.50;
- Please feel free to send your child with a packed lunch should you wish;
- Children who are in receipt of Free School Meals will be provided with a lunch.

Students will be fully supervised during the day. There will not be an opportunity for students to leave the school premises until they are dismissed at 3.00pm. If you wish to meet your child, they will be leaving from Lower School Hall. If your child is waiting for an older sibling they will need to wait in the hall until 3.10pm, when the main school is dismissed.

Biometric System

A letter is enclosed regarding "Parent Pay", the cashless catering system that we now use in school. Please return the Biometric consent slip with your reply slip. There will be an opportunity during the transition days for us to register your your child's thumbprint.

New Intake Evening

On Thursday 27 June 2019, we would like to invite you to attend our Parent-Partnership Evening. The evening will be held in **Upper School Hall, off Calving Hill**. The evening will provide you with all the information you need for September, as well as giving you the opportunity to raise any queries or items of concern. The Parent-Partnership evening is for parents and guardians only, we ask that you make alternative arrangements for your

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children on this evening. Please complete the confirmation slip below informing us of your attendance on this evening.

PE kit can be bought from the PE Department on the evening. Purchases from the PE Department will need to be paid for by cheque or cash. A complete PE kit costs around £40. Alternatively PE kit can be ordered online at the following website address <https://www.lisssport.co.uk/cchs> .

Summer School

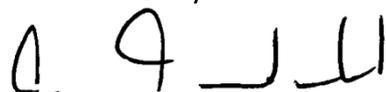
Summer School runs from Tuesday 27 August until Friday 30 August starting at 9.45am and finishing at 2pm. In the meantime, please contact Mrs Fisher, Director of Year 7, for further information (e.fisher@cannockchase-high.staffs.sch.uk) stating your child's name and current primary school. If you would like to reserve a place at our summer school, please complete the attached form and return to Mrs Fisher at Cannock Chase High School.

Transition Evening Timetable

- 6.15pm – Registration and Purchase of PE Kit
- 6.50pm – Upper School Hall
- 7.00pm – Address by Mr Turnbull Headteacher
- 7.30pm – Meet the Tutor talks in class rooms
- 8.30pm – End of the evening

We look forward to meeting you on the 27 June and sharing with you our vision for the future at Cannock Chase High School. In the meantime, please feel free to contact Mrs Fisher with any concerns in the coming weeks and we will do our utmost to answer any difficulties or enquiries.

Yours sincerely



Mr I Turnbull
Headteacher

✂

Confirmation of Attendance to the New Intake Evening - Reply Slip

I/**We*** confirm that we will be attending on Thursday 27 June 2019.

Child's Name		
Signature (Parent/Guardian)		Number attending:

Please return to Mrs Fisher at Cannock Chase High School by Monday 3 June 2019.



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: IT/CAG/Bio

Your Ref:

Date:

11 April 2019

Dear Parent/Guardian

Biometric/Cashless Catering System

We are pleased to inform you that Cannock Chase High School uses a cashless catering system. The system, provided by **'trust e' Nationwide Retail Systems**, allows us to continue with the development of the school meal service, and provides a more efficient, faster and ultimately better quality of service. Some of you will already be familiar with this type of system which is widely in use at a number of other local schools.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day, thus reducing the risk of loss. It is also biometric so there is no need for students to carry a card as the system will recognise the thumb of your child at the tills.

All students will be shown how to use the system.

Any amount of money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis.

We have two payment options available to you:

- 1 **Online payments through 'Parent Pay';**
- 2 **Payments through 'PayPoint' in local shops.**

A daily 'spend limit' of **£5** will be programmed into the system. This can be changed for an individual student by making a written request to the school Finance Office.

To comply with current legislation we will be operating an 'Opt In' policy and, therefore, require you to complete the attached form. If you choose not to have your child registered on the Biometric System, a 4-digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

PTO

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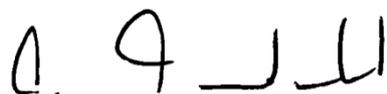
RESILIENCE

We require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm (a sequence of numbers derived from the original thumb image) and not an actual finger print. Could you please sign and return the permission form below to school before the evening of the 27 June.

If you have any questions about this system, there is a 'Cashless Catering FAQ' sheet available on the school's website or in paper copy from the school Reception (students may collect a copy to take home if they wish).

You will shortly receive guidance about how to register for ParentPay, which will enable you to pay online or through PayPoint in local shops. Not only will this allow you to check your child's balance at any time and top up the account, it will also allow you to pay directly for school trips and music tuition if you wish. Each letter will have your individual username and password on it, and instructions on how to register on their website.

Yours sincerely



Mr I Turnbull
Headteacher

Biometric Cashless Catering System -Reply Slip

To: Cannock Chase High School.

I/We* confirm that we wish our child **TO BE*/NOT TO BE*** (*please delete where applicable*) registered on the school's Biometric Cashless Catering System with immediate effect. I understand that I/we* may withdraw my child's registration at any time in writing.

Child's Name	
Tutor Group (<i>if known</i>)	
Name of Parent/Guardian (<i>delete as applicable</i>)	
Relationship to Child	
Signature (<i>Parent/Guardian</i>)	Date:

Please return to Mrs Fisher at Cannock Chase High School by Monday 3 June 2019.



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: EF/CAG

Your Ref:

Date:

11 April 2019

Dear Parent/Guardian

Summer School

Thank you for choosing Cannock Chase High School for your child, we very much look forward to welcoming them into school during their transition days on the **26 and 27 June**. The New Inset Evening on **Thursday 27 June** will provide you with the opportunity to ask questions and meet your child's tutor.

At Cannock Chase High School we understand that the transition from primary to secondary school is a crucial time in your child's development and we want to assist you in helping your child feel happy and confident when they join us in September. In order to assist with this process, we would like to invite your child to attend our **Summer School**, which will run free of charge during the final week of the summer holiday, from **Tuesday 27 August until Friday 30 August starting at 9.45am and finishing at 2pm** each day.

Summer School has been extremely successful in recent years and students who attend are often more confident and settled when they start in September, knowing that they have already made new friends and can find their way around the school. Our school Prefects, who work closely within Year 7, will also be on hand during Summer School to offer advice and answer any questions that our new students may have.

During Summer School your child will take part in team building activities to encourage new friendships. They will also carry out a number of fun activities that our students have loved in the past, including crafts, science and sports. On reflection, our students speak highly of their time at Summer School. *"Summer School helped me to find my way around and I met lots of new friends. Although I was nervous before, I was fine when I got there and everyone was very kind. I definitely recommend Summer School."* Current Year 11 student.

We hope that all of our new Year 7 students will take up this fantastic opportunity. If you would like to enrol your child for Summer School, please complete the slip below and return by **Monday 3 June** to Mrs E Fisher, Director of Year 7 at the school address below. Alternatively you could e-mail e.fisher@cannockchase_high.staffs.sch.uk stating your child's name and their current primary school.

If you have any further questions, please do not hesitate to contact us. We very much look forward to meeting both yourselves and your child in the upcoming months.

Yours sincerely

Mrs E Fisher
Director of Year 7



Summer School 2019 (27 August to 30 August 2019) - Reply Slip

Student's name: _____

Current Primary School:

I would like my child to take part in Summer School.

Signed (Parent/Guardian): Date:

Emergency Contact Name & Number (please print):

Name: Number:

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: TW/CAG

Your Ref:

Date:

11 April 2019

Dear Year 6 Parent/Guardian

Ski Trip

We are very excited that you have chosen Cannock Chase High School for the next phase of your education. Every year we try to run a ski trip for our students to Austria. Next year's ski party will travel in February 2020 at the point where your child will be with us.

However, if we wait until September for you to join us before offering places, it really doesn't leave you much time to pay for the trip and indeed leave us time to get all of the details organised with our tour operator. As it is also quite an expensive trip, many of our parents like to spread the payments over a longer period of time so we felt it only fair to contact you now.

The information in italics in the below, is the letter that has gone out to our current parents. Obviously, some of the payment dates have now passed, but if you are interested in sending your child on this trip and would like to discuss the options in more detail, please feel free to contact me at either t.white@cannockchase-high.staffs.sch.uk or 01543 502450 ext 231.

The school is planning a ski trip to Salzburg in Austria during February 2020. This trip is open to all students in the school. Places are limited to 40, so a quick response will reserve your place.

In previous trips we have visited the resort of Saalbach. However, as we often get students wanting to repeat their skiing experience, we have opted to change resorts next year and ski in the region of Wagrain. The skiing is suitable for all abilities and the resort has excellent après ski facilities such as swimming, bowling and ice skating which are ideally suited to ski groups. This will be our 10th trip to Austria with PGL tour operators and they have always proven to be well organised and of a high standard.

*The group will travel by luxury coach leaving school on **Friday 14 February 2020** arriving at the resort the following day. The accommodation is situated close to the town and to the lifts and local attractions. The coach will return to school on **Saturday 22 February 2020**.*

It will be compulsory for all students to participate in 2 hours of dry slope lessons before we go in order to build up vital skills and maximise their time on the slopes. The costs of these lessons are included in the overall price.

The cost of the trip also includes:

- *Travel by luxury coach*
- *Ferry from Dover-Calais*
- *Full board accommodation (breakfast/lunch and evening meal)*
- *Insurance*

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- Lift pass
- Ski, boot hire and helmet hire
- Ski lessons (4/5 hours per day)
- A personalised hoodie
- Evening Activities (ice skating, pizza, Bowling etc.)

*In recent years we have opted to travel during Easter. As this is often the end of the ski season and the snow can be a little sparse by the end of the week, for this next trip we have decided to travel during February half term to ensure a full week of good weather conditions. The full cost of the trip is **£1,100 per person** and will remain at this cost if we get 40 students on the trip.*

*If you would like your son/daughter to take part in this exciting trip, please complete the slip at the bottom of this letter and return it to the Finance Office with a deposit of £100 at the earliest opportunity and no later than Monday 28 January 2019. **Places will be allocated on a first come first serve basis.** If parents wish to bring in the payments in personally, please call 01543 502450 ext 283 to arrange a convenient time. The deposit, once forwarded to the travel company, is non-refundable unless a replacement person is found.*

*Further payments are to be made by enclosing 5 post-dated cheques of £200 for the months of March/May/July/September/November. **Please enclose these with your deposit.** Cheques should be made payable to Cannock Chase High School and the student's name and tutor group should be written on the reverse.*

We will obviously expect the highest standards of conduct from our students and if a student is demonstrating poor behaviour in school, their place on the trip will be forfeited.

Yours sincerely



Mrs T White
Assistant Headteacher

Ski Trip 2020 Deposit and Payments

Student's name: _____

Tutor Group:

I would like my child to take part in the 2020 ski trip.

I have enclosed a deposit of £100

I have enclosed 5 post-dated cheques

Cheques should be made payable to Cannock Chase High School and the student's name and tutor group should be written on the reverse.

Signed:
(Parent/Guardian)

Date:



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Student Information Sheet

Dear Parent/Guardian

To fulfil our duties and responsibilities with regard to safeguarding, we need to hold correct and complete information concerning your child (including details of any second parent). This form is an essential record relating to your child and the support given in school. Please carefully check the information given and write in any alterations as necessary. The sections in red* require completion.

It is your responsibility to inform us, at the earliest opportunity, of any changes to this information.

As a reminder to current parents, and information to new parents, our **Privacy Notice** can be found on the school website (<http://www.cannockchasehigh.com/GDPR>) which gives details on why we hold this information and how it is used.

STUDENT INFORMATION			
Legal Surname:		Legal Forename(s):	
Preferred Surname:		Preferred Forename:	
Date of Birth:		Male/Female:	TG:
Home Address:			
Home Telephone:		Mobile Telephone:	
Parental E-mail Address:		Internet access at home?* Yes / No	
Brothers and/or Sisters in School*:			

Previous School*:

PARENT/GUARDIAN INFORMATION	
Full name of first parent/guardian at home address:	
Full name of second parent/guardian at home address:	
If the second parent lives at a different address please give details*:	Name:
	Address:
	Telephone Number(s):
If you require information (eg reports, Parents' Evening letters) for the "second" parent via the Children's Act please tick*:	

EMERGENCY CONTACT INFORMATION			
It is a requirement to have a minimum of two contacts.			
(To be used in the event of a problem occurring in school)			
	1 st Contact	2 nd Contact	3 rd Contact
Name:			
Relationship#:			
Priority:			
Address:			
Landline:			
Mobile:			
E-Mail:			

relationship ie mother, father, grandparent, neighbour etc.

ADDITIONAL INFORMATION	
First Language (if not English state which)*:	Office Use only: EAL Y / N
Is your child currently eligible for Pupil Premium?* (please tick all that apply)	
Free School Meals: <input type="checkbox"/>	EVER 6 (ie was your child registered for FSM in Year 6?): <input type="checkbox"/>
Looked After Child: <input type="checkbox"/>	Armed Forces: <input type="checkbox"/>
Does your child have a Health Care Plan?*	YES/NO *
Is your child receiving learning support?*	SEN Support <input type="checkbox"/> EHCP <input type="checkbox"/>
Are there any external agencies currently working with your family, ie CAMHS, LST?*	
Parent/Guardian: Please give details of any additional needs you may have when visiting school (ie wheelchair access, large print, Braille etc):	

IMPORTANT INFORMATION																																																													
The school must comply with the DfE regulations relating to ethnicity.																																																													
If this is incorrect*, please complete the following section. Please study the list below and tick ONE BOX ONLY to indicate the ethnic background of the student named on this form.																																																													
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NOT TO BE ASKED/COMPLETED IN THE PRESENCE OF THE CHILD (If Yes to any of the questions below, and you do not wish your child to know, we suggest you return this form in a sealed envelope.)	
Has your child been looked after for 1 day or more?	YES/NO *
Has your child been adopted from care? (Please indicate if you wish this information to be withheld from the child. Yes/No)	YES/NO *
Has your child left care under a special guardianship child arrangements order or residence order?	YES/NO *

For Office Use Only:

In order to safeguard your child during transition, please return this form by Monday 3 June 2019 to Cannock Chase High School for the attention of Mrs E Fisher.



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

My Ref: IT/CAG

Your Ref:

Date:

11 April 2019

Dear Parents/Guardian

Important Information Regarding Data Protection/Photographs

You will already be aware that the law regarding the collecting and processing of personal data has changed. These changes apply to us as a school as well as other organisations you may have already heard from.

Our legal basis for processing information about you and your child is to “*exercise the official authority vested in us*” for the statutory purposes of education. This also includes being able to contact you by e-mail, letter, phone or text in relation to their education and wellbeing.

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis, and for this we require your consent. We ask for this at the beginning of Year 7, so it is important that the following consent form is returned to us.

The new Privacy Notice is available by following the data protection link (on the About Us page) on the school website. If anyone would like a hard copy please contact Reception and we will ensure a copy is posted home. A student-friendly version of the Privacy Notice will also be available on the website in the near future.

We recommend that you read this form through with your child so they are aware of the changes and the consent being given and/or withheld. Please then return the form, signed and dated, by Monday 3 July 2019.

If at any time you wish to amend this consent please do not hesitate to contact me in writing or by e-mail DPO@cannockchase-high.staffs.sch.uk. In any case, at the beginning of each academic year we will send out a text reminder that you have the right to change your choices.

Yours sincerely

Miss C Galpin
Data Protection Officer
PA to Headteacher

Headteacher: Mr I Turnbull, BEd(Hons), NPQH

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A C H I E V E M E N T F O R A L L

Data Processing/Photograph Consent Form

Child's Name: _____

Tutor Group: _____

Cannock Chase High School stores and uses personal information in order to educate and care for students. We require consent to process the following personal information. This consent is applicable throughout your child's time at CCHS and for three years after they leave.

You have the right to change your preferences at any time by contacting the DPO in writing or by e-mail (DPO@cannockchase-high.staffs.sch.uk).

Photographs	The school will take, or arrange to be taken, photographs for use in school to enable staff to identify students e.g. on class registers, seating plans etc. This is part of our role in educating and caring for students. The school currently uses Braiswick Photographers.	Consent not required				
	The school will also take, or arrange to be taken, photographs/videos of your child for their exam submissions.					
	The school takes, or arranges to take, photographs/ video images that will be used for:	Consent to processing required (<i>please tick</i>)				
	Internal and external documentation, e.g. the school prospectus, newsletters and noticeboards	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO				
<input type="checkbox"/>	<input type="checkbox"/>					
The school website	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
Social media (Facebook and/or Twitter)	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
Teacher training recordings	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					
Biometrics	Our school catering system uses biometric finger scans to identify students paying for their lunch in the school canteen. Finger scans are carried out and recorded by the school catering company who provide the cashless catering system on our behalf.	<table border="1"><tr><td>YES</td><td>NO</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>
YES	NO					
<input type="checkbox"/>	<input type="checkbox"/>					

Parent/Carer signature:

Please print:

Date:

Please return by 3 July 2019.

Office use only: