



Clapton Girls'
Academy
Est. 1906

Challenge, Wellbeing, Teamwork

Welcome to the Year 7 Parent Information Meeting 13 September 2023

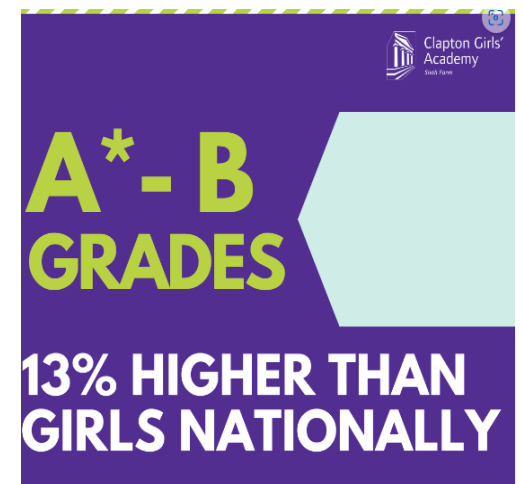
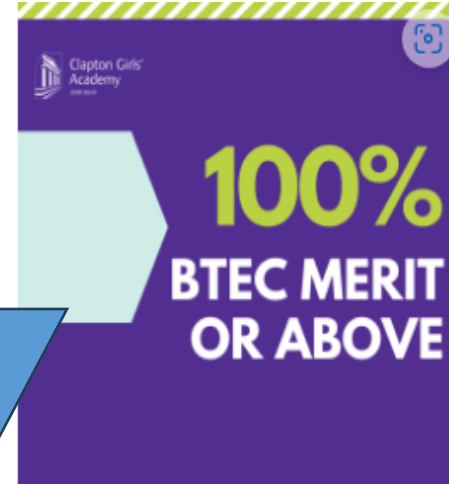


This presentation will be available on the Letters to Parents page of our website from tomorrow.

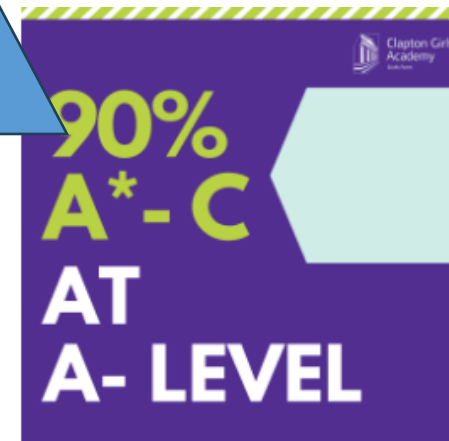
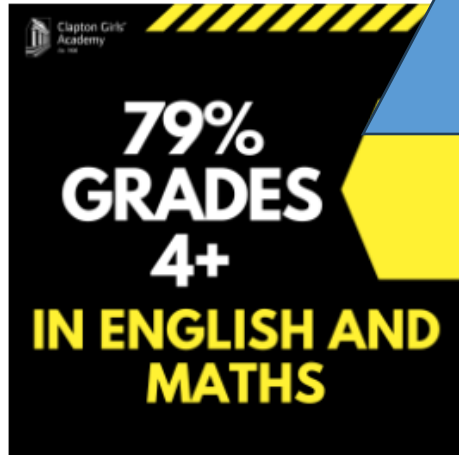


GCSE RESULTS DAY – 2023 – link to results on CGA [website](#)





Top 25%



OUTCOMES - KEY STAGE 4 (Y11) & KEY STAGE 5 (Y13) - 2023



Destinations

- *80% first choice university places**
- *38% to Russell Group universities**
- *Wide range of exciting courses and apprenticeships**
- *CGA students are heading everywhere, including Manchester, Leeds, Scotland**





TARGETS

KS4 Attainment 70% grade 5+ including English & Maths	KS5 A*-B 70% M+ for BTEC 100%	100% of staff have completed a Professional Development Inquiry (PDI)	180 first choices in Year 7 285 in Year 12 & 13	96 - 100% attendance
WS1	WS2	WS3	WS4	WS5



CHALLENGE

Prioritise professional learning with the introduction of Professional Development Inquiries to further develop staff autonomy, mastery and purpose in order to ensure improved progress for all students.	C1
Continue to implement the 'Making Every Lesson Count' strategies across the curriculum so that all students are challenged, with a focus on literacy instruction and adaptive teaching.	C2
Ensure all students receive and act on teacher feedback to increase the impact of our curriculum on student outcomes.	C3



WELLBEING



TEAMWORK

Promote equality and belonging by developing a curriculum and culture that values, celebrates and represents all members of the CGA community.	W1	Improve collaboration between students, staff and parents to build resilience and develop strategies to ensure excellent attendance, punctuality and achievement.	T1
Promote student and staff wellbeing with a focus on encouraging strategies that support positive mental health, self care and resilience.	W2	Create a positive and safe learning environment by ensuring staff and parents work together to support students with meeting the academy's behaviour expectations.	T2



COMPASSION



AMBITION



INTEGRITY



RESILIENCE



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YEAR 7 TEAM



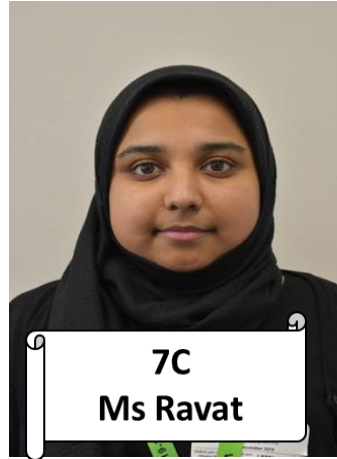
Ms Chambers
Head of Year 7



Ms Taylor
Engagement
Support
Assistant (ESA)



Ms Evans
Assistant
Headteacher



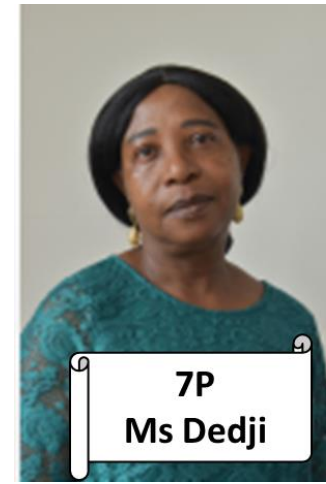
7C
Ms Ravat



7L
Ms Ugbomah



7A
Ms Omazic



7P
Ms Dedji



7T
Ms Dawes

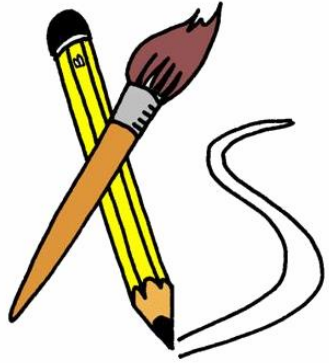


7N
Mr Hood



1. Challenge

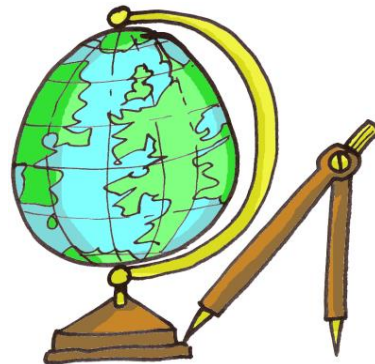
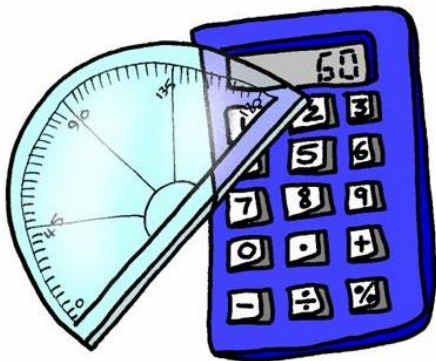
for all



What will my child study?

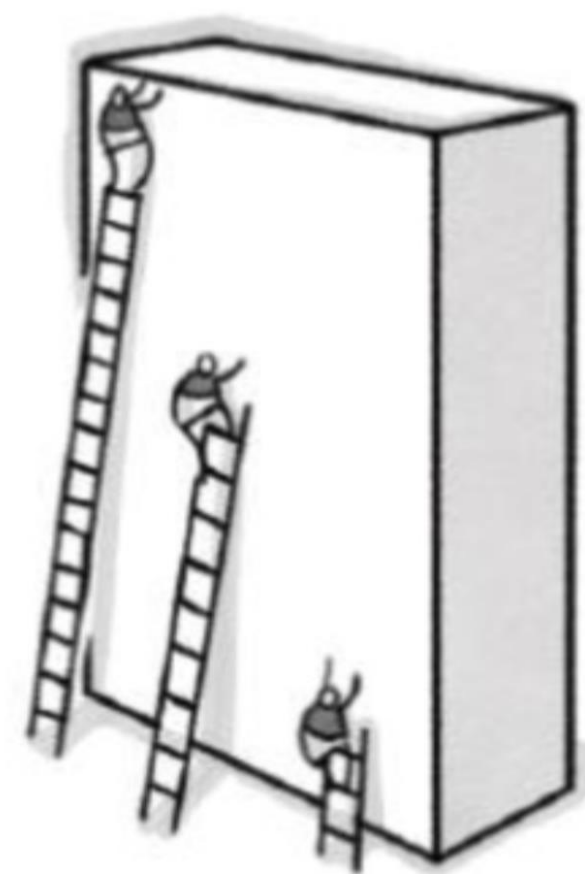
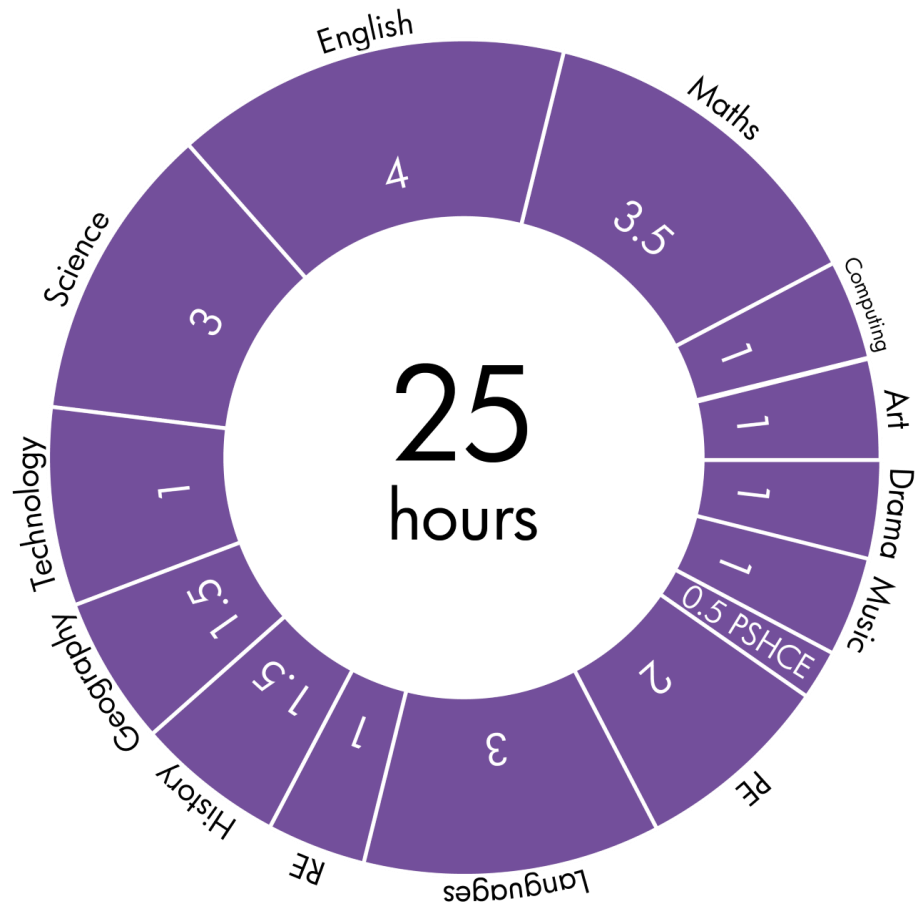


In year 7, all classes are in mixed ability groups.
Students will move into sets in Maths by October.





Key Stage 3 Curriculum





KS3 Curriculum and Assessment

- At KS3 (Years 7 to 9), students follow a **broad curriculum** that prepares them to start GCSE in Year 10.
- Parents will receive **three reports during the school year**. These will explain:
 - how well students are **learning**
 - how well students are **behaving**
 - how much **progress** a student is making
- At **Parents Evening, on Thursday 23 November** there will be an opportunity to discuss your child's learning with their teachers.
- Our parents evening will be in-person, on the academy site.



KS3 Assessment and wellbeing

- Our assessment model focusses on holistic student progress and **avoid high-stakes testing**.
- Our priority is on teachers providing students with **feedback to help them improve their work and make progress**.
- To support KS3 students **familiarise themselves with the routine of revising for and sitting exams** at KS4 and KS5, we have end of year exams in May.





Curriculum vision:

Arrive with a dream, leave with a future



Please visit the 'Curriculum' tab on the CGA website for lots more information on our 'Curriculum Vision'.

[Curriculum Intent — Clapton Girls' Academy \(claptongirlsacademy.com\)](https://www.claptongirlsacademy.com)



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KEY STAGE 3 CURRICULUM INFORMATION

Arrive with a dream, leave with a future.

Learning statements

Mastering (8+)

Extending

Securing (5+)

Approaching

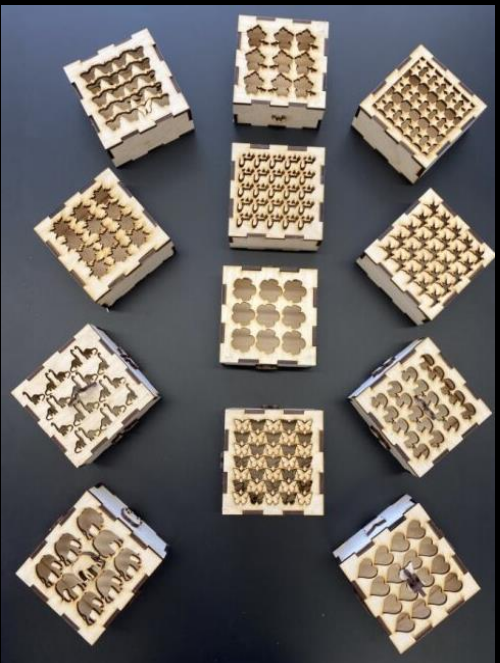
Developing

Key Stage 3

KS3 CURRICULUM GUIDE

CLICK button to find out more about our KS3 curriculum*

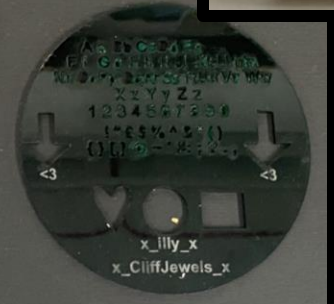
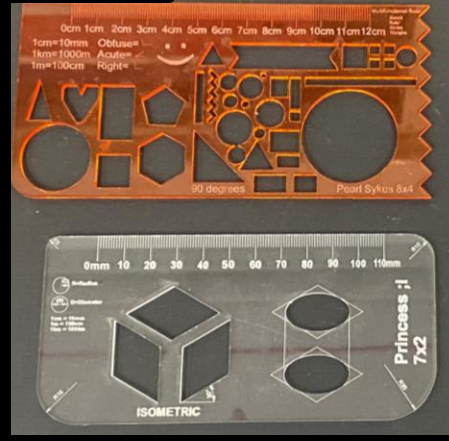
Please find lots more information on CGA 'Curriculum and Assessment', including understanding KS3 'learning statements', by visiting the [CGA website](#) & downloading the KS3 Curriculum Information booklet.



The **ADT (Art, Design and Technology)** faculty have been working hard to overcome the many challenges of the rising cost of materials to ensure that your child can experience **as many practical lessons as possible**. This is a vital part of their education here at Clapton Girls' Academy and we are proud to offer a broad range of exciting Art disciplines and Design & Technology subjects that include **Art, Product Design, Textiles, Computer Aided Design and Manufacture & Food and Nutrition**.

To date we have ensured all resources for practical ADT lessons were fully funded by the faculty. However, with ongoing and considerably rising material costs this is becoming increasingly difficult.

We are therefore asking, where possible, that parents contribute **£10 per academic year** to help fund basic items and materials that support these lessons. We would also gratefully receive any further donations that could be used to support the cost of materials for other students.



Parents can log into ParentPay to make their £10 contribution.
We would ask that all contributions are made by Friday 15 September 2023.



Y7 PSHCE/RSE Overview Autumn 2023

PSHCE = Personal, Social,
Health & Citizenship Education

RSE = Relationships and Sex
Education

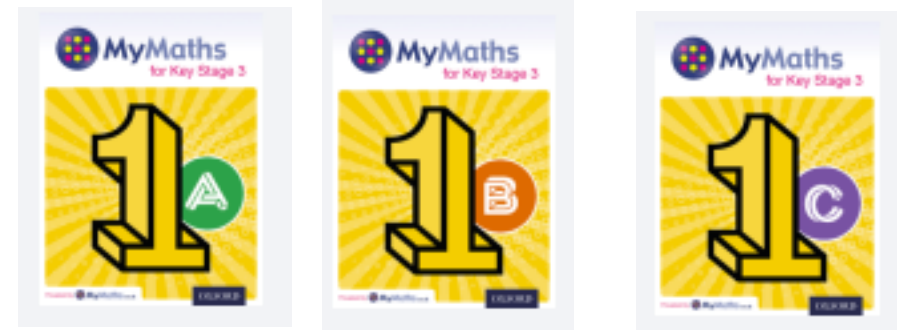
(subject to minor changes)

WEEK	FOCUS
1	Big Hair Day
2	Friendships
3	Self-Esteem/Self-Image
4	My Body
5	Cyberbullying
6	Forming positive relationships
7	Celebration Assemblies/End of term

Maths curriculum in year 7

- Scheme of Work is closely linked to MyMaths textbooks. Online versions can be found at www.Kerboodle.com
- Students learn a mix of number, geometry, statistics, probability and ratio & proportion over the year.
- Students have 2 learning checks per half term and 1 assessment each term.
- Students are put into groups in the first month of school to help them make the most progress possible.

Contents	
1	Whole numbers and decimals
Introduction	2
1a	Place value
4	
1b	Ordering whole numbers
6	
1c	Place value and decimals
8	
1d	Decimals and money
10	
1e	Adding decimals
12	
1f	Temperature
14	
1g	Rounding and estimating
16	
1h	Order of operations
18	
MySummary/MyReview	20
MyPractice	22
2	Measures, perimeter and area
Introduction	24
2a	Measuring lines
26	
2b	Reading scales
28	
2c	Time
30	
2d	Shapes
32	
2e	Perimeter
34	
2f	Area
36	
2g	Metric units
38	
MySummary/MyReview	40
MyPractice	42
3	Expressions and formulae
Introduction	44
3a	Using letters 1
46	
3b	Using letters 2
48	
3c	Adding with symbols
50	
3d	Simplifying expressions
52	
3e	Substitution
54	
3f	Creating a formula
56	
MySummary/MyReview	58
MyPractice	60
Case study 1: Dairy farm	62
4	Fractions, decimals and percentages
Introduction	64
4a	Writing fractions
66	
4b	Equivalent fractions
68	
4c	Improper fractions
70	
4d	Fractions of an amount 1
72	
4e	Fractions of an amount 2
74	
4f	Percentages
76	
4g	Finding percentages
78	
4h	Fractions, decimals and percentages
80	
MySummary/MyReview	82
MyPractice	84
MyAssessment 1	86
5	Angles and 2D shapes
Introduction	88
5a	Angles
90	
5b	Adding angles
92	
5c	Measuring angles
94	
5d	Finding angles at a point
96	
5e	Calculating angles
98	
5f	Properties of triangles
100	
5g	Angles in a triangle
102	
5h	Compass turns
104	
MySummary/MyReview	106
MyPractice	108
6	Graphs
Introduction	110
6a	Coordinates
112	
6b	Coordinates with negative numbers
114	
6c	Reading graphs
116	
6d	Line graphs 1
118	
6e	Line graphs 2
120	
MySummary/MyReview	122
MyPractice	124
Case study 2: Recycling and energy	126
7	Adding and subtracting
Introduction	128
7a	Mental methods of addition
130	
7b	Mental methods of subtraction
132	
7c	Written addition and subtraction 1
134	
7d	Written addition and subtraction 2
136	
MySummary/MyReview	138
MyPractice	140
8	Statistics
Introduction	142
8a	Planning and collecting data
144	
8b	Organising data
146	
8c	Reading lists and tables
148	
8d	Reading and drawing pictograms
150	
8e	Reading and drawing bar charts
152	
8f	Reading pie charts
154	
8g	Reading diagrams
156	
8h	Averages - the mode
158	
8i	Averages - the median
160	
8j	Comparing data - range and average
162	
MySummary/MyReview	164
MyPractice	166
MyAssessment 2	168





Maths Homework: Sparx Maths

- ❖ Personalised maths homework, proven to boost student grades.
- ❖ Students using Sparx Maths Homework made **83% more progress with just 15 minutes** of practice every week (in comparison to those who did no homework).
- ❖ Supports metacognitive learning
- ❖ Provides parents with a weekly email on how their child is doing.
- ❖ Excellent revision tool and can be used for independent learning.



Math's weekly homework routines

- 1** Your child will be set one homework a week by their teacher, on Sparxs via Satchel One.
- 2** Your child's homework will be based on the learning that took place two weeks ago, alongside questions that addresses their misconception from previous homework.
- 3** Your child should spend at least **30 minutes** on their homework as this shows effort and commitment and will ensure that they do quality homework.
- 4** Your child will always be expected to complete their homework in their **orange** homework books.
The expectations are:
 - To watch the video + take notes;
 - To write down the answers from the quiz, workings neatly; alongside the codes provided
 - mark their own work using a **green** pen, make corrections and write down their score at the end.
- 5** Homework will be checked by your child's teacher in class once a week. Your child will be expected to bring their homework book to class for their teacher to view against the criteria 4 i), ii) and iii) above.



Extra-curricular maths

- Count on Us



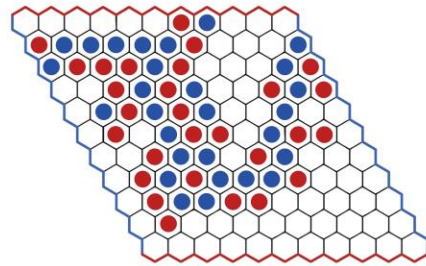
United Kingdom
Mathematics Trust

- UK Maths Challenge
(Junior challenge)

The 2022 award thresholds were:

Gold 84+, Silver 66+, Bronze 52+, Junior Kangaroo 92+ (UK only)

Junior Mathematical Olympiad 120+





KS3 English: Year 7

Curriculum

Laying foundations:

This year is about engaging with a wide variety of texts from different periods; encouraging students to think of themselves as readers and writers, and understand the impact of context.

Term 1	Term 2	Term 3
<p>Welcome to English: prose, poetry and non-fiction</p> <p>High challenge reading: <i>A Christmas Carol</i> by Charles Dickens</p>	<p>Novel study: <i>The Outsiders</i> by S.E. Hinton</p>	<p>Comparing Poems: Analytical reading and comparison</p> <p>Gods and Monsters: classical mythology</p>

Assessment

Each unit of work has at least one formative assessment and a summative assessment. After all assessments, students are given feedback by their class teacher and an opportunity to reflect on and improve their work.

Home Learning

All home learning is set via Satchel:one and will range from creative or factual written tasks to reading; research, spelling tests and quizzes. Year 7 will have one home learning task per week.

Reading routines at CGA

A reading book is part of school equipment. Every student should have one in their bag, or let their tutor know if they need one.

We have 20 minutes quiet reading every Thursday in collective time.

- 'Read together' bookmarks will be given to students to support their independent reading.
- Year 7 students take part in Accelerated Reader programme.
- LRC lessons will be used with Years 7, 8 and 9

How you can support your child's reading:

- Encourage them to join Hackney Libraries for free and loan physical, audio & e-books.
- Encourage them to make a reading book a part of their daily equipment
- Encourage your child to read 30 minutes a day and have discussions about what they are reading.

PiXL Reading



**Reading for
Pleasure**

HOW YOU CAN HELP
YOUR CHILD



Morning and after school clubs (including Greenhouse Sports)

All clubs will start on Monday 18 September. All clubs are free.

The clubs list will go out in the Headteacher's letter to parents on Friday 15th September.

Students sign up on the list by the door of the classroom where the club is held e.g. sports clubs sign-up sheets are by the PE changing rooms.

Parents write a note on page 38 of your child's planner giving permission for them to attend clubs.

Students do not have to sign up in advance if they want to try a club that starts early next week.

If a club is cancelled, parents will get a message via our MyEd app.

Students leave clubs at 4pm or 4.30pm (depending on the club) from the gate nearest the club e.g. Laura Place or Almack Rd.



Morning and after school clubs (including Greenhouse Sports)

Breakfast club (free toast and porridge) 8.15am in the Dining Pavilion every day.

The LRC is open from 8.15-8.35am for reading, borrowing books and doing homework.

Homework club runs in the LRC - Monday to Friday 2.50pm - 4.30pm

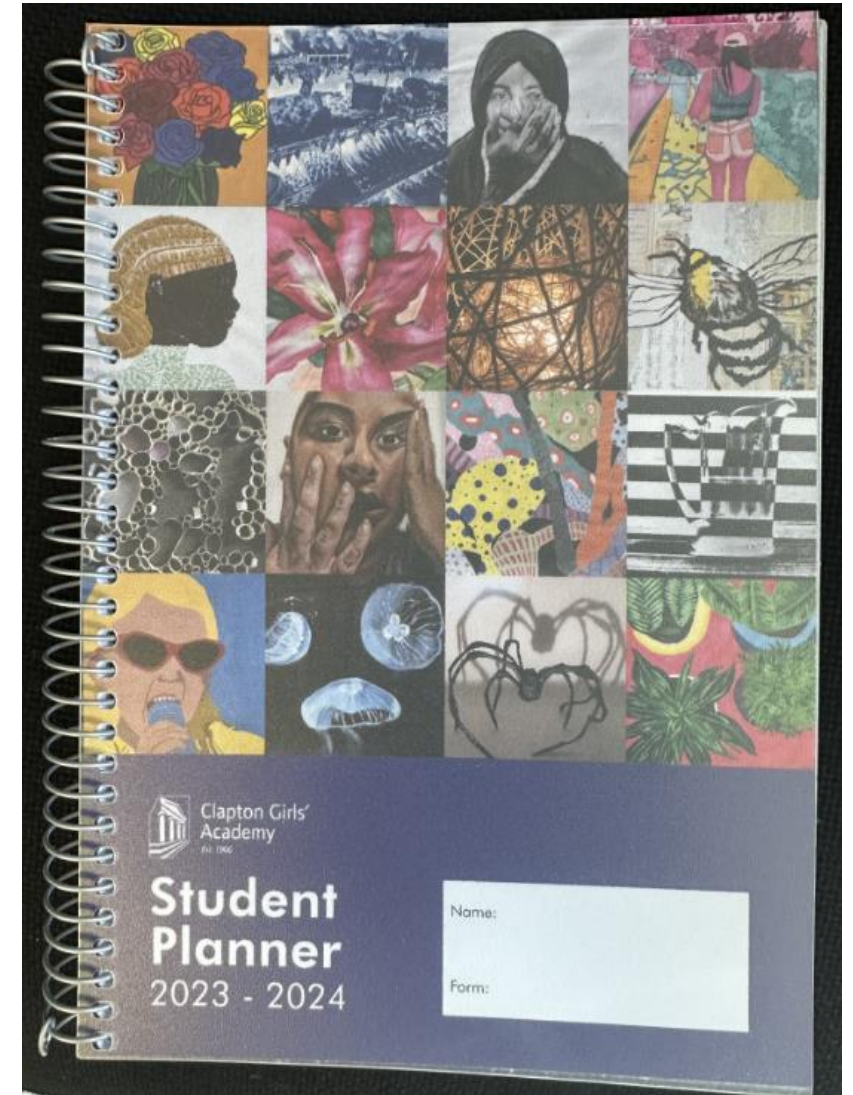




Planners

Needs 100% buy-in from students
and parents

Parents should be checking
the planner weekly for
messages from teachers.





Year 7 lockers are in the Rosa Parks building

Students will get their lockers this week.

Space for coat and PE Kit

No food please!

No deposit or padlock needed!





We have a new designated prayer room in C06.

It is open during lunch time only.

See this Friday's headteacher letter for how to request a prayer room pass for your child.





2. Wellbeing for all



3. Teamwork for all

"support the school":

Attendance;

Punctuality;

Behaviour;

Uniform;

TOGETHER 
towards
SUCCESS





Challenge, Wellbeing, Teamwork

All family holidays must be taken during allocated holiday dates. The academy cannot authorise holidays taken during term time. Your child may lose their place at the academy and you may be fined. All term time and holiday dates are inclusive of the dates stipulated.



AUTUMN TERM

Monday 4th September - Wednesday 20th December
Monday 4th & Tuesday 5th September - Professional Learning Days
Wednesday 6th September - Induction Day for Year 7 & 12
Thursday 7th September - all other students return to school



SPRING TERM

Friday 5th January - Thursday 28th March
Monday 8th January - first day back for students
Wednesday 27th March last day of term for students



SUMMER TERM

Monday 15th April - Wednesday 24th July
Tuesday 16th April - first day back for students

23 - 27 OCT	Autumn half term holiday	28 MARCH	Professional Learning Day: school closed to students
30 OCT	Professional Learning Day: school closed to students	15 APRIL	Professional Learning Day: school closed to students
21 DEC - 7 JAN	Winter holiday	6 MAY	Bank holiday
5 JAN	Professional Learning Day: school closed to students	27 - 31 MAY	Summer half term holiday
12 - 16 FEB	Spring half term holiday	21 JUNE	Professional Learning Day: school closed to students
28 MARCH - 15 APRIL	Spring holiday	25 JULY	Start of summer holiday

Term & holiday dates- Students must be in school every day during term time. We want all students to attend every day to ensure that they have all the opportunities to achieve their best.

Do you know what your **attendance** is?



You should be aiming to have **minimum attendance of 96%**

We want **all students** to be **at school every day** to ensure that you have all of the opportunities to achieve your very best.



You can support this by:

- Not taking holidays during term time (these cannot be authorised)
- Arranging medical/dental appointments outside of school time
- If an appointment is absolutely necessary students are expected in school either before or after their appointment.
- Ensuring that we are aware of any medical needs

Our academy attendance target for every student is 96% - 100% attendance for the whole academic year.





Support your child's attendance and achievement:

Average Progress 8 score by % absence in Year 10 and 11
Pupils in 2022 Key Stage 4 performance tables



On average – at the end of their Year 11 exams (GCSEs) - if your child is absent for less than 9 days of the school year, they will achieve grades **WELL ABOVE** the national average.

On average – at the end of their Year 11 exams (GCSEs) - if your child is absent for 40 days across the school year (fewer than 7 days each half term) they will achieve grades **WELL BELOW** the national average.



Challenge, Wellbeing, Teamwork



- Students must aim to be in school by 8:30am and be inside their year group gate by 8:40am **at the very latest** to allow time to go to their locker without being late for morning line-up.
- If students are late to school, they must come via Laura Place & will complete a 30-minute detention after school on the same day.
- Student lateness is only excused under exceptional circumstances. Please 'support the school' and encourage your child to be in on-time.



Behaviour Code

3 Golden Rules



At home please reinforce our 3 GOLDEN RULES of behaviour ('support the school').

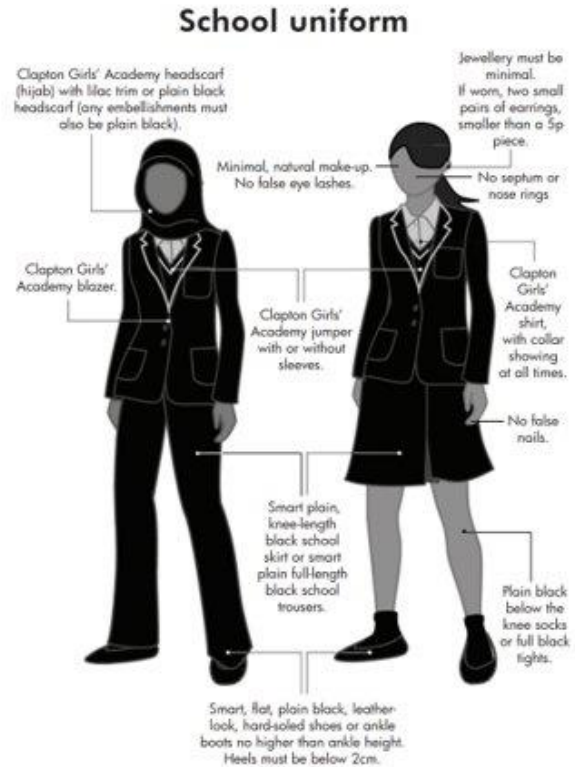
Serious misbehaviour may result in students being out of normal lessons.

This can have a negative impact on learning outcomes.



Uniform policy

- Smart, flat plain black leather look, hard soled shoes or ankle boots no higher than ankle height. **Students are not allowed to wear trainers.**
- If you would like to access uniform from our second hand uniform shop, please email friendscga@gmail.com.



Students in the wrong uniform may have to be out of normal lessons. This may have a negative impact on learning outcomes.



Mobile phones and ear pods seen/used/heard in lessons or around the school will be confiscated. This will result in a same day 30-minute afterschool detention.

If you need to contact your child urgently, please call main reception. If students need to call home, they must inform their HOY or ESA.

Confiscated phones will only be returned to a parent/guardian.





Mobile phones - healthy use



- Avoid exposure to screens for 1 hour before agreed bedtime.
- No phones in bedrooms.
- Engage in activities that promote wellbeing e.g. sports, reading and talking with each other

Take the mobile phone at certain times



PLEASE MAKE SURE YOU HAVE ACCESSED & ARE USING 3 KEY ONLINE RESOURCES:

- MyEd
- Satchel One
- ParentPay

NEW FOR PARENTS




Connecting parents, students and schools



Download our school app NOW



SCAN ME



Together through education

Login [Forgot password?](#)

Staff **Parent** Student

I already have an account

I don't have an account yet

Log in

Quicklinks

Click for:




HOLIDAY & TERM DATES


CONTACT US

WORK WITH US

PARENTPAY

SATCHELONE


The ParentPay Group: 



Services Who we help About Resources **For Parents**

Totally Cashless Income Collection

Collect payments for meals, clubs, trips, uniform and more.



Collect & manage payments



Importance of parents using MyEd?

Parents can go to www.myedschoolapp.com to see a short video about the app.

To download the app parents need to:

Step 1 - Go to your App Store ([Apple iOS App](#) or [Google Android App](#))

Step 2 - Search for MyEd by Iris

Step 3 - Download the free app

Once installed and opened **MyEd**, search for **Clapton Girls' Academy** and follow the simple instructions to set up your account and link yourself to your child/children to allow you to view the following 3 key areas:

My School

Allows you to view information and keep up to date with what's going on in the academy. Uploaded to this page are things like key dates, contacts, news, link to parent pay and Satchel:One and other key academy information.

My Students

Allows you to view key information about your child's school activity including attendance, absence, timetable, achievements and behaviour.

Messaging

Parents can send and receive free messages to and from the academy via their mobile device.

Communication

Read weekly Headteacher letters to parents (emailed every Friday morning)

Read emails

Contact CGA as soon as you have any concern / issue.

Share feedback via surveys.

Please contact the school and speak to Student Reception if you have any issues with MyEd



My Ed parent app – download it now!

In September 2020 the academy made a full switch to the MyEd parent app “In App” only function. This means that **we will no longer be sending paid for text messages to parents** but instead all text communications will go out via the free “In App” function available on MyEd.

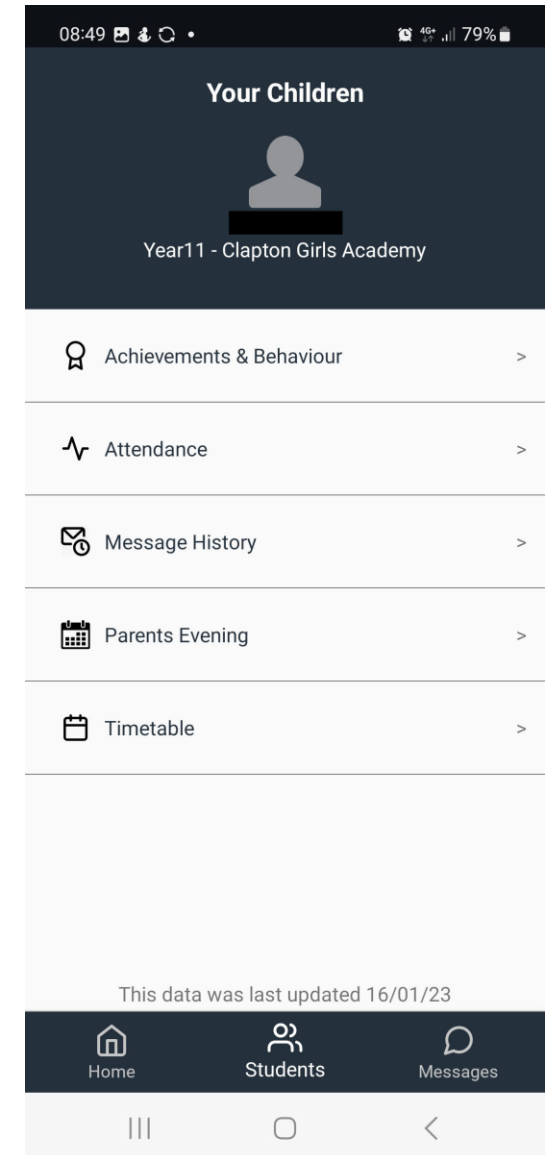
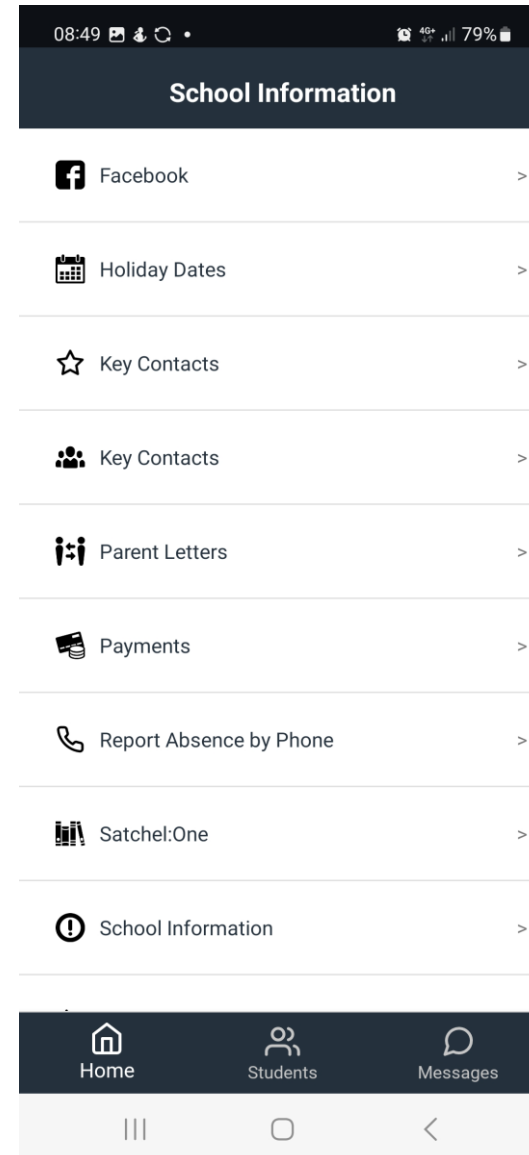
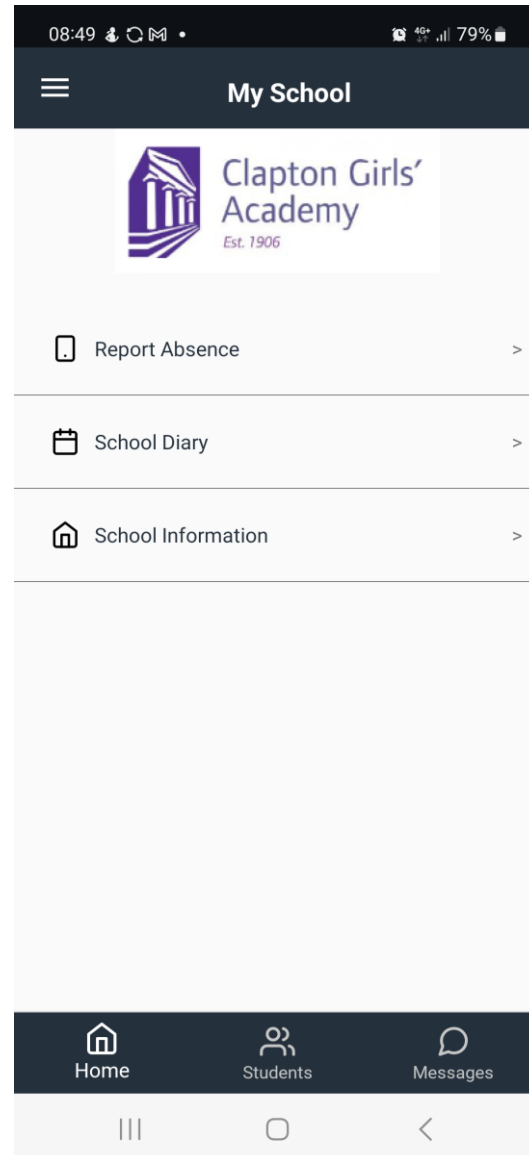
It is really important that **ALL** parents/persons with parental responsibility download the app from their app store. Aside from saving the academy money, other advantages to the app are that it is a one stop shop where you get up to date information about all aspects of your child’s school life including attendance, achievements, behaviour, holiday dates and other key academy dates. The app also allows you to link directly to Satchel:One and Parent Pay.

<https://www.myedschoolapp.com/>

My Ed – connecting parents, students and schools



***Sample of what you see on the app**





How to Install MyEd parent app

- ✓ Search MyEd in app store
- ✓ Install app
- ✓ Open app
- ✓ Search school by name or postcode
- ✓ Select desired school
- ✓ Input your details:
 - ✓ Full name
 - ✓ Mobile number (this must match what we have on SIMS)
 - ✓ Email address (this must match what we have on SIMS)
- ✓ Click “Link account”
- ✓ A page opens up for you to input a security code the MyEd will text to you (this is to verify that the mobile number you have provided works and belongs to you)
- ✓ Click create account



Challenge, Wellbeing, Teamwork

Satchel:one – the CGA homework platform

[Satchel One | Login](#)

Letters were given to Year 7 students with details of how to set up an account. They will be using ICT lessons to access their link

Parents can have their own Satchel:one account. (This is separate from the student account)

Questions about Satchel:one? Please email JBradbury@clapton.hackney.sch.uk

satchel:one

Together through education

Login

[Forgot password?](#)

Staff

Parent

Student

I already have an account

I don't have an account yet

Search school

Enter email address or username

Enter password



Log in

Need help?

[Logging in](#)

[Sign up](#)

To create an account
You will need:

[Forgot password?](#)

[Reset your password](#)

[Email not working?](#)

[Correct a mistake](#)
not able to log in?



ICT Logins



- Year 7s will have dedicated ICT lessons to get started
- Logins shared via lessons and personalised sticker
- Login detail for Microsoft 365 – access to read only email where Satchel link is found
- Google login for Chromebook use in school

EXAMPLE:

Rosa Parks

AD Name: 23r.parks

Email address:

23r.parks@clapton.hackney.sch.uk

Password: Kuku9400

Google Login:

23r.parks@clapton.hackney.sch.uk

Password: Kuku9400

Any issues please email cga@clapton.hackney.sch.uk



Totally Cashless Income Collection

Collect payments for meals, clubs, trips, uniform and more.

Quicklinks

Click for:



HOLIDAY & TERM DATES

CONTACT US

WORK WITH US

PARENTPAY

SATCHELONE

Please ensure you have set up a PARENTPAY account.

Parents can access on our 'Quicklinks' page on the CGA website.

ALL STUDENTS need a ParentPay account (even if they are packed lunch). CGA uses ParentPay for ALL PAYMENTS such as visits and curriculum contributions.





Lunch

All lunch money is to be deposited onto Parentpay. Letters were posted in July. If you did not receive your letter, please email finance@clapton.hackney.sch.uk

- Meal deal lunch (meal and drink) can be purchased for £2.85
 - Snacks are additional cost (prices will be on website next week)
 - A limit can be placed on your child's account
- Email finance@clapton.hackney.sch.uk





Trips this term

Museum of London – Wednesday 8 November
(no cost – your child will need their Zip card)



Aladdin at the Hackney Empire – Tuesday 19 December
£11 per child

We will email you more information and to get consent for the trips nearer the time.

Safeguarding



Mr Gall
Assistant Headteacher
SENDCO & Inclusion



Ms Garvin
Safeguarding Lead
Assistant Headteacher



Ms Bergame
DDSL* &
Behaviour Lead
Assistant Headteacher



Ms Chambers
Head of Year 7 &
Transition



Ms Samuel
Head of Year 8



Ms Bennett
Head of Year 9



Ms Greenles
Head of Year 10



Ms Onasanwo
Head of Year 11



Ms Begum
Head of Year 12



Ms Baker
Head of Year 13



Ms Begum
Engagement
Intervention Lead /
DDSL*



Ms Bangura
DDSL* &
Inclusion & Engagement
Deputy Headteacher



Mr Norrington
DDSL*



Ms Anokye
Student Support Centre
Manager &
Home School Liaison
Worker

* Deputy Designated Safeguarding Lead

Our safeguarding team is in place to support your child. If you're child, or someone else is, at immediate risk of harm, students can approach any member of staff in the safeguarding team or any adult in school.

If you know of any student that could be at risk of harm, please contact the academy at cga@clapton.hackney.sch.uk



Clapton Girls'
Academy

Est. 1906

OUR ACADEMY

PARENTS

CURRICULUM

HOME LEARNING

WELLBEING

THE YEAR 7 SPACE

RECRUITMENT

MENTAL WELLBEING

PARENT WELLBEING

PHYSICAL WELLBEING

STAYING SAFE ONLINE

ASSEMBLIES

MENTAL WELLBEING

Remember – there are also lots of resources and links to reliable websites and sources of support on the Mental Wellbeing page of our academy website.



Parent groups

- **Clapton Girls' Academy** is honoured to have two dedicated parent groups, both working tirelessly to better the outcomes for all of our students.
- Our groups are **The Friends of CGA** and the **Global Majority Parents Group**.
- **Global Majority Group meeting Wed 11 Oct 5:30 – 6:30pm in LRC**
- **Friends of CGA meeting Monday 9 Oct 5:30 – 6:30pm in LRC**
- Representatives of both groups are here to speak with you this evening. Pass over your contact details after this presentation if you want to get involved.
- Being an active parent in your child's school life will better their outcomes, so sign up today!





Parent Trustee election:

A letter will be sent to you this Friday asking if anyone would be interested in becoming a Parent Trustee at CGA.

- The letter explained what skills are needed to become a Trustee and what the responsibilities will be. You do not have to be an expert in education – just a strong commitment and willingness to undertake training on effective governance.
- We particularly welcome applications from groups who are under-represented on the Board of Trustees.
- If you are interested in this opportunity, please read the letter or speak to a member of staff tonight.



Home School Communication Policy

Coordinator	Anna Feltham
Review Frequency	Annually
Policy First Issued	July 2023

<https://www.claptongirlsacademy.com/policies>



Guidance for Parents Policy

Coordinator	Anna Feltham
Review Frequency	Annually
Policy First Issued	July 2023

Home School Communication:

- Positive impact on student learning;
- Sets standards & expectations;
- Help parents reach the member of academy staff who is BEST placed to address query;
- Please ensure we have MOST UP-TO-DATE contact details;

Guidance for parents Policy

- Create a safe, respectful and inclusive environment for students, staff and parents;
- Work together in the best interest of our students;



Home School Communication Policy

Coordinator	Anna Feltham
Review Frequency	Annually
Policy First Issued	July 2023



<https://www.claptongirlsacademy.com/policies>

Who should I contact?

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email or call the academy main reception on cga@clapton.hackney.sch.uk or 0208 985 6641.
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line for any emails.
- The reception team will forward your request to the relevant member of staff.

Please remember to check our website first, much of the information you need is posted there. We try to respond to all emails within two working days.

I HAVE A QUESTION ABOUT...	WEBSITE/EMAIL LINKS
My child's learning/class activities/lessons/homework	The Head of Faculty or Subject for the relevant subject Send a MyEd message or email cga@clapton.hackney.sch.uk
My child's wellbeing/behaviour/pastoral support	Head of Year Send a MyEd message or email cga@clapton.hackney.sch.uk
Payments	Email finance@clapton.hackney.sch.uk
Trips and visit	This will vary depending on the trip. Please email CGA@clapton.hackney.sch.uk or call main reception.
Uniform/lost and found	sreception@clapton.hackney.sch.uk



Don't forget:

- 1) Check we have correct contact details for you
- 2) Download the MyEd app
- 3) Log in to Satchel:one using the instructions on your child's letter
- 4) Log in to Parentpay
- 5) Contact our **main reception on 020 8985 6641** or by emailing **CGA@clapton.hackney.sch.uk**
- 6) Contact cgall@clapton.hackney.sch.uk Mr Gall (SEND/CO) if your child has medical or special educational needs that we are not aware of