

15th September 2021

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Academy Principal

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A University of Kent Academies Trust School

Dear Parents/Carers

Welcome to Year 7

As well as having the pleasure of meeting many of the students and you the families at the summer school, since the start of term, I have now had the opportunity to meet all the students. I am impressed at how quickly and positively they have all settled into secondary school life and the beginning of their seven years at Chatham Grammar. I am responsible for overseeing the academic progress of Year 7 and Year 8, working closely with Miss Kadejoh, our Pastoral Manager. If you have any concerns or information, you feel we may need to know our Pastoral Team can be contacted on refernowcg@universityofkentacademiestrust.org.uk. I wanted to share some key points that may be helpful to yourselves and students as you all settle into life at CG.

ParentPay

ParentPay is our online payment and consent platform and is used for a wide variety of purchases ranging from school trips to school meals. You should have received your login for the platform during the past week and can use this to top up your child's breakfast, break and lunch account online. If you experience any issues with using the platform, please contact our Main Office who will be able to support.

Canteen menus

The Academy's catering is provided by Caterlink who offer a before school breakfast service (served from 7.30am - 8:35am), a break service and a lunchtime service in the Lime Lounge. We have also just launched our new catering pod which serves food and drink options for students during the times above. Copies of the main menu can be found online by clicking the following link: <https://caterlinkltd.co.uk/wp-content/uploads/2021/07/Kent-Medway-AutumnWinter-2021.pdf>

Initial queries or concerns

If your child has any worries or concerns their first port of call is their subject teacher or Personal Tutor as listed below:

PT1 Ms Odigie
PT2 Ms Sanger/Ms Payne
PT3 Ms Shergold
PT4 Mr Placson
PT5 Mr Prescott
PT6 Ms Wakeman/Mr Thompson
PT7 Ms Vine

PT8 Ms Mason

There is an opportunity to meet your child's Personal Tutor on 30th September, using our online parent/carer platform SchoolCloud. More details will follow shortly.

Houses

As well as Personal Tutor your child will have been allocated to one of our houses; Angelou, Kahlo, Seacole or Sharman. Through the house system they will be involved in many projects, competitions and events. The leadership points they earn will contribute towards their house as well as individual rewards as Ms Durber's letter explained.

Homework setting

Homework is issued once per week per subject (except PE) and students have had this shared with them by their Personal Tutor. For any queries relating to homework setting, please contact your child's subject teacher in the first instance.

Attendance

I also wanted to include a brief reminder regarding attendance. I am sure you can appreciate why we need to be updated swiftly if there are changes in the health of your child. Should your child be absent for any reason, please contact the school by 8.30am for each day of absence. You can call the main school number 01634 851262, selecting option 1 for attendance or email attendancecg@universityofkentacademiestrust.org.uk. Please give a brief explanation for the reason for absence. Please keep the academy updated with any changes. Should we need to discuss this further, you may be contacted by the Attendance Team.

If you have any other queries or questions then please do not hesitate to contact us.

Yours sincerely,

Mark Cawthorne
Assistant Principal

OUR COMMITMENT TO YOUR PRIVACY

From time to time we may use your personal information to communicate newsletters or marketing information about events, products and services offered by the school which we feel are relevant to you. We will communicate marketing information to you on the basis of "legitimate interest" due to your current relationship with the school. You will find further information about how we use your personal information in our Data Privacy Notice by visiting <http://www.chathamgirlsgrammar.medway.sch.uk/privacy-parents/>. Should you wish to opt out of receiving these communications at any time you can do so by contacting the school office via email: officeCG@universityofkentacademiestrust.org.uk