

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 8

As we begin the second year of life at Chatham Grammar for our Year 8 students, I am already impressed at how quickly and positively they have all settled back into academy life since the start of the new term. My role is responsible for overseeing the academic progress of both Year 7 and Year 8, working closely with Miss Kadejoh, our Pastoral Manager, to support students throughout their time with us. 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 back 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 last academic year 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 Ellis/Ms Manivannan
PT2	Ms Cupid
PT3	Ms Donaldson
PT4	Mr Holden
PT5	Mr Holmes/Ms Mabb
PT6	Ms Lee
PT7	Mr Lyons
PT8	Ms Wolfe

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.

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