

Welcome to  
**Camden School for Girls**



# Key Staff

**Ms Kateryna Law:** Headteacher

**Ms Kathia Derrar:** Deputy Head in charge of main school and Designated Safeguarding Lead

**Ms Deirdre Toman:** Assistant Head of main school

**Ms Conchy Manas:** Head of Year 7

**Ms Pringle:** SENDCo

# Getting to grips with the basics

- First week
- The school day
- Break and Lunch
- Punctuality
- Attendance
- Pastoral team
- If you need to get in touch
- What to bring
- What to wear
- How to behave
- How to support your child at home
- Assessment
- Homework
- Extracurricular activities
- Any questions

# First week in September

## **3 September 2025 - 8.45am - 3.00pm**

Team Building activities

Bring lunch, or a lunch will be provided for students who receive free school meals. Bring a water bottle and wear comfortable clothing & footwear. If the weather is hot, please wear a hat & sunscreen

## **4 September 2025 - 8.45am - 12.30pm**

Bring snacks for break time if you want them

## **5 September 2025 - 8.45am - 3.30pm**

Bring lunch, or a lunch will be provided for students who receive free school meals (students welcome on site from 8:30am)

# The school day

## Registration

Students must be in their form room before **8:45am**  
(students welcome on site from 8:30am)

## School Ends

**3.30pm** - except on a Wednesday when it finishes at **2.50pm**

## Break

11:00 – 11:20am

## Lunch

12:40 – 1:30pm

# Break and Lunch

The school canteen is open both at break and lunch

We are a cashless school and students use a fingerprint scan to pay using their parentpay account

Students can bring a packed lunch

Students will need to bring lunch or have credit on parentpay to buy it on Friday 5 September

# Punctuality

## **Punctuality is important**

Students should aim to be at school for 8.35am

If students arrive after 8.50 they will need to attend a late detention from 1.00 - 1.20pm on the day. Failure to attend they results in 30 min detention after school.

We appreciate your support in encouraging punctuality.

If your child is going to arrive after 8.45am please let us know via a phone call (020 7485 3414) or an email ([absent@csg.school](mailto:absent@csg.school)).

If students are persistently late they are put on late report.

# Attendance

Consistent attendance significantly impacts student progress. Students are expected to be in school every day.

## Reporting Absences:

**Illness:** If a student is unwell and cannot attend school, please notify us by 9:00am via phone (020 7485 3414) or email [absent@csg.school](mailto:absent@csg.school)

**Pre-authorized Absences (1-2 days):** Permission must be requested in advance by emailing [cmanas@csg.school](mailto:cmanas@csg.school)

**Pre-authorized Absences (more than 2 days):** Permission must be requested in advance by emailing [csg@csg.school](mailto:csg@csg.school)

**Holidays During Term Time:** Holidays during term time are not permitted and will not be authorised.

**Attendance Support:** Education and Welfare Officers  
[lcaufield@csg.school](mailto:lcaufield@csg.school) and [fopito@csg.school](mailto:fopito@csg.school)

**Being in school at least 97% of the time (184 to 190 days)  
That is no more than 6 days off per year.**

**365 days in a calendar year**



**Did you know?**  
There are 175 non-term dates in a school year.

**100%**  
attendance

**95%**  
attendance

**90%**  
attendance

**85%**  
attendance

**80%**  
attendance

**75%**  
attendance

**Best chance of success**

**Poor attendance - less chance of success**

**Very poor attendance - serious impact on education**

# The Pastoral Team

Pastoral care at CSG is a priority and a strength. The head of year works closely with a team of tutors.

First point of contact for pastoral concerns is the form tutor - for example friendships issues or family bereavements.

More serious safeguarding concerns can be discussed directly with the head of year.

Please keep the school informed of any important issues that arise for your child - we can take the best care of them if we have a good and clear picture of what is happening.

# How to contact us

You may contact the school via phone or email.

The reception staff can often answer any questions relating to the school day and your child's tutor should be your first point of contact for any pastoral concerns.

For any academic concerns, contact your child's class teacher.

It is important to maintain good communication with the school and we will communicate with you via Parent Connect App. There is also a lot of information available on the school website.

# What to bring

Helping your child pack their bag the evening before will make mornings easier.

- A comfortable bag - a rucksack is best
- Exercise books for lessons if they have been taken home
- A water bottle
- A pencil case
- A calculator (available to purchase from the maths department)

# What to bring

A pencil case:

- Blue or black pens
- A green pen
- A highlighter
- A pencil
- A ruler
- An eraser
- A glue stick
- Scissors
- Pencil sharpener
- Whiteboard pen for planner whiteboard
- Calculator

# What to bring

PE kit on PE day only:

- Black or navy tracksuit bottoms (not leggings) or shorts (not cycling shorts)
- A white T shirt - CSG PE T-shirt is available to buy from school in September
- Trainers with laces that are suitable for sports (not high top, wedge or platform)
- A plain sweatshirt if it is cold
- A hairband to tie back long hair

# What not to bring

Smartphones are banned at CSG. Please do not bring these to school. This includes smartwatches.

If a teacher sees a student with their smartphone or smartwatch, they will confiscate it and it will be left in reception to be collected at the end of the day by a parent/carer.

If this happens again the student will be internally excluded for a day, and then an external exclusion will subsequently be issued.

Try and avoid sending students to school with any high value items (such as headphones or jewellery) or money as these can be lost around school.

# What to wear

We are proud of our students and respect their individuality and originality.

Students' clothing needs to be practical for a working school day and reflect the environment of the school.

Students wearing clothes which are not appropriate or restrict communication might be asked to go home and change or asked to wear alternative clothing provided by the school.

# Mobile Phones

Smartphones are banned at CSG. Please do not bring these to school. This includes smartwatches.

Basic phones or 'brick' phones are allowed and must remain inside students bags and switched off at all times.

Airtags or equivalent are also allowed.

If you require a smartphone for exceptional medical purposes, please inform your Head of Year.

# School planner

Week Beginning

	Subject	Homework Details	Date Due	Time Spent
Monday				
Tuesday				
Wednesday				
Thursday				

Friday

Attendance Record									
	Mon	Tue	Wed	Thu	Fri	Example		Totals	
am						P	P	Present	
pm						A	A	Absent	
						L	L	Late	

Signed (Parent/Guardian): \_\_\_\_\_

Signed (Tutor): \_\_\_\_\_

Homework - extra information, messages from tutors, things to remember.

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Parent/guardian to sign here every week

Space for your child to write in her homework

Space for notes to teachers/tutor

# How to behave

The behaviour of students at CSG is outstanding and we have high expectations of the way students conduct themselves. The full behavior policy is available on the school website.

In Year 7 each form have a daily report that students fill in. The report highlight lateness, missed homework, missed equipment and poor behaviour in the classroom. This is dealt with by tutors the next morning and any ongoing poor behaviour will be escalated to the head of year.

Students with consistent behavioural issues will be put onto behaviour report. Students who behave poorly in lessons may be sent to patrol, which is an internal exclusion.

Good behaviour is rewarded in assemblies, Friday News and through commendations from class teachers and the head teacher.

# How to support your child at home

- Having open discussions around issues in and outside of school
- Discussing topics such as social media, homework, mental health, sexual development and health, motivation, exercise and targets for the future
- Stay in contact with the school, inform us of any issues that might affect your child, or any changes in circumstances.

# Assessment

There are 6 academic stages in Year 7:

- Foundation
- Beginning
- Developing
- Secure In (the expected level for most students by the end of Y7)
- Extending
- Excelling

Students are expected to make two stages of progress in each academic year. For example, if they start the year on beginning then they should progress to secure in.

# Homework

Students can expect approximately 30 minutes of homework per subject per week, though this may follow a two-week schedule.

Homework tasks vary and can include reading, writing, research, questions, making, or filming.

Please regularly check your child's planner for homework assignments. Most lessons utilise Google Classroom.

Departments offer homework clubs to assist students with completing their assignments.

# Extracurricular activities

CSG has an amazing range of extracurricular activities and trips available. Some popular clubs from this year include feminist society, music bands and ensembles, choirs, a wide range of sports clubs, chess club and magazine club. The clubs list will be finalised and added to the school website in September.

Peripatetic music lessons are also available and students will receive information about this in September.

# Example of extracurricular timetable

Monday		Tuesday			Wednesday		Thursday		Friday	
Lunch 12.45-13.15	After school 15.30-16.10	Before School 8.00-8.40	Lunch 12.45-13.15	After school 15.30 -16.10	Lunch 12.45-13.15	After school 15.30-16.10	Lunch 12.45-13.15	After school 15.30-16.10	Lunch 12.45-13.15	After school 15.30-16.10
Trampolineing All Years	Year 10 Greek GCSE	Year 10 Further Maths	Art History Club Year 10	DT - Experienced makers Year 8-10	DT Club Year 7	Football: Arsenal All Years	Art History Club All Years	Netball All Years	History Club Year 7-9	Big Band
Choir Year 7	Advanced Maths Masterclasses Year 9-10	Junior String	Choir	Handball All Years	Basketball All Years	Duke of Edinburgh Bronze/ Silver award Year 9-10	Save the Planet Club All Years	Y10 Greek GCSE	Creative Writing Year 7-9	Movie Club All years
Introduction to Ancient Greek Year 7-9	Boxing All years		<u>Hard</u> Maths for Year 8-9	Symphony Orchestra All Years	Magazine Club All Years		Junior Choir Year 7- 8 1pm	Debating Club All Years	LGBTQ+ Society All Years	
Gardening club			Current Affairs Club All Years	Model UN All years	Gardening club		Bridge Club All years + 6th form	Year 10 Further Maths	STEM Club Year 9-10	
			Wind Group				Band Workshop	Choir	Podcast Club All Years	
			Brass Group						Feminist Society All years	
			Model UN						Podcast Club C23	