



Forest Gate Community School



PARENTS'/CARERS' INFORMATION BOOKLET

Please keep all these letters and information documents which include:

Invitation to Parents' Evening and students invitation to Transition Day

Useful Information and FAQs

Privacy Notice

School Uniform

NEED HELP WITH TRANSLATION?

Please ask a friend or relative to help.

They are also welcome to accompany you and attend the interview.



IMPORTANT DATES FOR YOUR DIARY

Year 6 Parents' Information Evening on Wednesday 27th June 2018 at 6:00pm

This is an important meeting for parents to ensure a smooth transition of Year 6 students who are transferring to Forest Gate Community School. This meeting will allow parents to find out vital information and ask questions. Where possible we ask that students **do not** accompany their parents due to space restrictions. Please enter the school by the main entrance which is in Forest Lane.

Year 6 Transition Day on Thursday 28th June 2018

Your child will be at Forest Gate Community School all day to experience different lessons and get a better understanding of daily life at their new school. Students will need to bring in a **packed lunch** on the day as the school lunch facilities will not be available. Students should wear clothes and trainers suitable for PE, they are not required to wear school uniform.

All students should arrive at the back entrance to the school. The gate will be open from 8:30 until 8:45 am. Students will finish at 3:00pm and can be collected from the front entrance. If you would like to allow your child to return home on their own, the school will need a signed letter, with their name and primary school, giving your child permission to leave and go home alone.

Any queries, please contact the school office (Tel: 0208 534 8666) or email info@forestgatecst.org

First Day of Term on Wednesday 5th September 2018

On Wednesday 5th September, students will arrive at the main entrance (Forest Lane) where members of staff will meet, greet and check students' uniforms before proceeding into the Lower Breakout Space. Parents will be advised to collect their child from the front entrance after school. The start and finish times for the first day are still to be finalised. You will receive a letter in due course to confirm all of the details.

Students will meet their form tutors at a welcome assembly then go to their form class for the morning. During that time they will have their photograph taken and their biometric fingerprint registered.

ADMISSION: FAQs

What does the admission process involve?

- You will receive a welcome letter which will give you a date and time to meet with the transition coordinator.
- In your welcome letter, you will find a link to our online admissions form that must be completed before your interview.
- You will need to bring:
 1. ID of your child (Passport or birth certificate)
 2. Photo ID of the responsible parent(s)/carer(s) - (Passport or driving licence)
 3. Proof of parental responsibility (Full birth certificate of child, HMRC tax credits letter or child benefits letter)
 4. Proof of address (utility bill, driving licence)
 5. Most recent primary school report
 6. Proof of date of entry into the country (if applicable)
 7. Entitlement to free school meals. If this applies to your child, we will need evidence of Income Support/Job Seekers Allowance/National Asylum Support Service (NASS)

What if I don't want the place or I have appealed to find a different school for my child?

What if I am not able to attend on the date offered?

- Please inform us immediately by emailing info@forestgatecst.org or call 020 8534 8666, so we can discuss the best way forward for you and your child.

Who should attend the interview?

The person who has parental responsibility for the child. If you need help with English, please bring a suitable friend or family member to help.

How long will the interview take?

Provided the information on the online admission form is complete and you have all the necessary evidence for us to photocopy, the admission interview will last 10 minutes. There will of course be additional time should you wish to ask further questions about your child's future at FGCS.

Does my child attend this interview?

No your child should not attend. New students will attend a Transition Day on Thursday 28th June after their important SATs tests are complete.

Can my child choose to be in a class with their friends?

A very fair process allows us to ensure parity across all classes taking into consideration gender, ability and behaviour following recommendations made by our primary school colleagues. This process does not consider prior friendships a priority; we encourage all students to make new friends at the outset of their secondary school education.

Is there a summer school?

At present there is no government funding for a summer school.

Where do I get the school uniform from?

Please see the separate information detailing the uniform. The sole uniform supplier for the FGCS blazer, tie, V-neck jumper, and PE kit is: **Fashion Stop**: 138 High Street North, East Ham, E6 2HT. Telephone: 0208 552 3200

Will my child get a free school meal if they have had one at primary school?

This is not automatic. Parents must apply via the London Borough of Newham website. Until you have confirmation in writing, please assume you will have to provide your child with a packed lunch. The canteen uses a cashless system. For the first week of term Y7 students will be able to eat their lunch 20 minutes before any other students to ensure they settle well in this undirected time.

What extracurricular activities are available?

In the morning, students can:

- get help with their homework in the library and use the computers in the upper break out space
- attend breakfast club from 7:45 am onwards.
- attend PE activities in the sports hall

All lunchtime and after school activities are advertised around school and on the school website.

SCHOOL UNIFORM

Important Information for Parents:

Please check the information below and make sure you are buying the correct uniform for your child. Uniform items must be plain, without accessories, logos, decoration or any other colours.

- **Blazer:** Black FGCS blazer with logo
- **Shirt:** Plain white shirt with collar
- **Tie:** FGCS tie, worn to the waist
- **Jumper (optional):** FGCS V-Neck with logo
- **Trousers:** Plain matt black, tailored, regular fit (no denim or coloured pocket zips)
- **Skirt:** Plain matt black, knee-length
- **Socks or tights:** Plain black
- **Shoes:** Plain black leather school shoes, providing adequate protection and support (no casuals, fabric, canvas, trainers, sandals, pumps, 'work' type shoes e.g. Doctor Martens, high heels, boots, coloured laces, coloured stitching)
- **Coat:** Plain black, to be removed in class (no leather, suede, denim, hoody, sweatshirt, sports top, body warmer or gillet)
- **Hijab, Abaya, Prayer Cap, Turban, Patka:** Plain matt black Jewellery

Jewellery, Decoration and other items

- A single necklace or bracelet for religious reasons
- **Hats:** Plain black woollen hat, only to be worn outside the buildings during cold weather (no bobbles, visors)
- **Scarves:** Plain black
- **Hair Fasteners:** Plain black or plain white
- **Earrings:** Small plain studs, matching pair or single
- **Belts:** Plain black, plain buckle (no oversized buckles)
- **Make-up:** To be modest and discreet (no lipstick, false eyelashes, acrylic nails)
- **No body jewellery,** hair dyes, coloured hair extensions, tattoos or visible undergarments

PE Kit: Required items

- **Shirt:** Green FGCS polo shirt with logo
- **Shorts:** Black FGCS football shorts with logo
- **Socks:** Black FGCS football socks PE Kit: Optional Items

PE Kit: Optional items

- **Tracksuit bottoms:** Black FGCS bottoms with logo or plain black bottoms
- **Sweatshirt:** Black FGCS sweatshirt with logo or plain black sweatshirt

SCHOOL UNIFORM: FAQs

Where can I buy uniform from and how much will it cost?

The sole uniform supplier for the FGCS Blazer, tie, V-neck jumper, polo shirt, and PE kit is:

Fashion Stop 138 High Street North, East Ham, E6 2HT Tel: 020 8552 3200 Email: Fashionstop@hotmail.com

Website: <http://fashionstopschoolwear.co.uk>.

Open 7 days a week: Monday–Saturday 9:30am-6:00pm Sunday 11:00am – 4:00pm

What should I do if there is a problem with my child's uniform?

Give your child a signed and dated note to show their student manager before 8:30am.

Your child will be given a uniform pass if appropriate and may be issued temporary uniform items.

What should I do if there is a problem with my child's PE kit?

Give your child a signed and dated note to show their PE teacher.

What will happen if my child is in the wrong uniform?

Your child will be issued with a detention. Non-uniform items will be confiscated and only be returned to the parent/carer. Non-uniform items will be replaced with temporary uniform items as required.

Can my child wear religious dress?

Yes, the following items may be worn:

Hijab, Abaya, Prayer Cap, Turban, Patka: Plain matt black

How can I help my child not to lose any items of their uniform?

You should write your child's name clearly in black permanent pen or use labels on every item of their uniform, including their PE kit.

Can my child wear jewellery?

The wearing of jewellery is limited to the following items:

- A single necklace or bracelet for established religious reasons*
- Earrings: Small plain studs, matching pair or single

*Please contact the school if you would like clarification on the established religious reasons.

Can my child wear makeup?

Any makeup worn must be modest and discreet.

Lipstick, false eyelashes and acrylic nails are not allowed.

What happens in hot weather with blazers?

All students will be expected to wear their blazers to and from school. Jumpers should not be worn instead of blazers. Classroom teachers will decide whether students can remove their blazers inside the classroom.

USEFUL INFORMATION FOR STUDENTS

Appointments

All appointments should be made out of school time. If you have an unavoidable appointment such as at the hospital, you must bring in a note from a parent and a copy of the medical letter. All notes must be signed by your Head of Learning first thing in the morning before school. Students must sign out of school at reception. A parent or carer must collect you from school and sign you out. You are expected to be in school before and after the appointment, allowing for travelling time.

Attendance

You are expected to be present in school every day. You should only be off school if you are very ill. A cough or cold is not a reason to not attend school. If you are ill, it should be a rare occurrence. Anyone who takes a lot of time off school misses out on learning and it affects their grades and life chances. Phone calls must be made to the absence line each and every day you are absent from school. A parent who does not make sure their child has good attendance is referred to the Local Authority and faces fines and can possibly be taken to court. Holidays are not permitted in school time.

Astroturf

The astroturf is a place for 'sportsmanship'. Students who use the astroturf are agreeing to play sport with fairness, ethics and respect. The astroturf is supervised by members of staff at break and lunchtime and they are there to make sure that rules are followed and it is a safe environment for all. There are usually at least four games of football as well as cricket. Students are not allowed to eat, drink or loiter on the astroturf. They should take away all litter and belongings.

Assemblies

Assemblies take place once a week. The whole year group gets together and focuses on our key value and 'The Big question'. Assemblies are delivered by the Head of Learning, a member of Leadership Group or another member of staff. Students are often asked to participate. Students arrive at the assembly and sit with their form class. This is a quiet time for reflection and participation.

Behaviour expectations

It is expected that you follow our behaviour code. We expect our students to: arrive on time to school and lessons; be in correct uniform; follow reasonable instructions; engage in lessons fully; try hard to complete classwork, homework and coursework; treat other students and all of the school community with respect ; follow instructions first time ; be helpful, polite and honest ; show care and compassion to others.

The following are some examples of what we consider to be unacceptable behaviour: swearing; violence or threatening behaviour; damage to property ; being in possession of a weapon ; rudeness; not following teacher instructions; distracting others; not completing class work or homework ; bullying; discriminatory language such as homophobia; lateness to school or lessons; truancy from school or lessons; abuse of the school email or ICT network. This applies in lessons, around the school and when you are outside of school.

These are the strategies we will use to deal with students who behave unacceptably: Recording a demerit on the school information system; removal from class by our on call system; sending students home to change their uniform; asking students to make up for lost time; a reminder of expected behaviour in and around school; letter or phone call to parents; parental meeting; withdrawal from lessons on

a temporary basis; confiscation of items; teacher, department and school detentions; removal of privileges; Internal Exclusion; Fixed Term Exclusion; Permanent Exclusion

Banned items

The following items are banned in school:

- Mobile phones and other electronic devices
- Headphones
- Chewing gum
- Non-standard uniform items
- Energy and high sugar drinks
- Large sharing bags of crisps, chocolate and other unhealthy food items

Items will be confiscated and will either be disposed of or given to your Student Manager who will log the item and then return to a parent or carer at a time convenient to the school.

The following items are prohibited in school:

- Offensive weapons such as knives and anything which is intended to cause harm to someone else.
- Drugs and alcohol
- Fireworks, lighters, matches
- Tobacco products including E- Cigarettes
- Stolen Items
- Pornographic images

Items such as these will be reported to the police. The headteacher may add to the list of banned or prohibited items as appropriate.

Canteen

The canteen offers healthy and nutritious hot and cold food. We advise all students to eat a delicious freshly cooked meal from our school canteen or food van. If you are worried about queuing, we have timed the queues and the longest wait was only nine minutes! Your parents or carers should top up your lunch money using SQUID pay. If you think you may be entitled to free school meals, ask your parent to apply online. You are encouraged to eat your food in the canteen with staff and students. All students and staff clear their own plates, making a friendly and clean environment for everyone. If you have comments or suggestions about how to improve the canteen, please email the Student Council.

Careers

Do you know what you want to do when you leave school? Most people need help and guidance with this and thankfully we have a member of staff on hand to help. You will receive information and advice about colleges, university and jobs when all students receive a careers interview and have the opportunity to do careers activities and workshops.

Classrooms

A wise person once said, 'If you can change a classroom, you can change a community'. Think about how your classroom looks and feels. How are you contributing to it? Students should make sure classrooms and learning spaces are orderly and tidy. If you would like to change something about the classroom, please email the student council. If you would like to change something about learning, talk to your teacher.

Computers

All students have a computer account and access to computers. Students using the computers agree to abide by the ICT and Safe Computer User Agreement. Never share your password with someone or leave your computer logged on. If you do so you will be responsible for any activity on your account including any emails that are sent.

Corridors

Students move around the corridors quietly and without fuss. They follow corridor rules. Please have a look at the signs on the wall. They tell you the unacceptable behaviours. These are:

No littering; No mobile phones or headphones; No physical contact; No shouting or inappropriate language
No running; No lingering; Uniform infringement

On the rare occasion students decide not to follow safe corridor rules, they will receive a slip which gives notice of a detention. Thank you for holding doors open, letting people through and picking up litter. It really makes for a pleasant environment.

Detentions

Sometimes students are given detentions. They are obligatory to attend. If you have been given a detention, make sure you make a note of the date, time and location and inform your parent/carer so they know where you are after school hours. It is your responsibility to be present on time. The school has the power to set detentions for up to one hour after school and parents can't object. It is the law!

Equipment

Successful students come to school ready to learn. It is expected that you bring the following with you:

- Bag
- Pencil case
- Blue or black pen
- Your own green pen would be useful for peer-marking and redrafting
- Pencil
- Ruler
- Maths set
- Small dictionary
- You should have your student planner with you and all books for the subjects you have that day.
- All students must have a reading book at all times.
- Don't forget your PE kit on PE days!

Family Support Worker

Our Family Support Worker is in G13. If you or your parents need help with a matter at home, she is on hand to help you. You can also pop along at lunchtime if you just need a chat.

Fitness Suite

We are very fortunate to have a well-equipped fitness suite. Students can use it at lunchtimes and after school. Please go along to the fitness suite to find out more.

Form Tutors

Your form tutor is there to help you with day to day problems and to listen to you. You will see them at least three times a week and you must find them if you need to tell them something. They would love to hear your good news too.

Homework

Homework is set using the DPR. Students will have their own log on and can check their progress on it too.

Intervention

All students will receive some form of extra intervention during their time at school. Sometimes it is during the school day and often it is after school. When you are in Year 11 you will be expected to attend after school most evenings for targeted support with your work. This is a privilege and something that would cost a lot of money if you had a private tutor. It will help you get a better job in the future. Thankfully in school it is free. It is your responsibility to make sure you arrive on time and prepared. Make sure you have reminded everyone at home where you will be and what time you will be finished.

Lunchtime clubs and activities

At lunchtime we have a range of clubs and activities for you to get involved in, including the fitness suite. Check out our club's board for more information. We also have designated areas for private study, including the library.

Letters to and from home

Letters are sent home using email. Please make sure we have your parents' email address. Remind them to check it regularly.

Learning

This is the reason why we are here. If there is anything that is affecting your learning, please speak to your Form Tutor, Student Manager or Head of Learning.

Library

The library opening hours for next year will be, Monday to Thursday 8:00 am - 4:30 pm and on Fridays 8:00 am - 4:00 pm. Students are allowed to borrow four books for two weeks but can renew them at any time. If the student is an avid reader, they can borrow up to six books.

Lost property

Lost property should be taken to the front office where it will be logged and returned to its rightful owner. If you have lost anything, please go to the front office first. To avoid misplacing items, please make sure all uniform has been marked with your name. All unclaimed lost property will be displayed at the end of each term. Any items remaining by the holidays will be donated to charity.

Marking

Your books will be marked regularly by your teacher. After your work has been marked, you will be invited to improve it using a green pen. Make sure you read your teacher's comments for improvement and follow their

advice. Often you will be required to peer assess someone else's work. Think carefully about your feedback and the important role you have in helping them improve.

Medical

If you have medical needs, please make sure your parents or carers have informed the school. Any medication that you have to take during the school day should be given to the Welfare Assistant, in a sealed named bag. This will be discussed with your parents and a care plan will be put in place. If you hurt yourself or fall ill during the school day, you can go to the medical room. You must have a note from your teacher or you won't be seen. Most of the time the ailment can be treated in school and you can carry on with learning. If you are really hurt or ill, your parents or carers may be called to accompany you home. Please make sure all phone numbers on the school system are up to date and there are at least two contacts available.

Mentoring

There is a mentoring period three times a week with your form tutor. During this time you will have assemblies, citizenship and literacy activities, including silent reading. Please make sure you have a reading book with you at all times.

Merits

Merits are awarded for effort and achievement. You may also get a merit, if you are helpful or contribute to wider school life. When you have a certain number of merits, you receive a lapel pin and a letter home. Use the page in your planner to keep track of your merits and rewards.

Mobile phones

Mobile phones are not permitted to be seen in school. If a member of staff sees a mobile phone at any time on the school premises, it will be confiscated and you will receive a detention. Your phone will only be returned to a parent or carer and this will be done at a time convenient for the school.

Presentation of work

Neat work is really important. It shows that you have taken care and given the right amount of attention. It also helps your teacher read what you have written! Please make sure you have a black pen, pencil and ruler and that you follow the school's presentation policy. You can find an example page to help with your presentation in this planner.

Punctuality

You must be in school by 8:40am. If you arrive after this time, you will be marked as late. This will have an effect on your learning and will result in a detention for you. Be on time!

Sports

At Forest Gate we offer sport as part of the curriculum and a range of clubs before school, at lunchtime and after school. For more information, see our clubs noticeboard, ask your PE teacher or check on the website.

School trips

School trips happen throughout the year. At the end of the year there is an educational trip day that all students attend. Have a look at the school calendar on the website for planned trips for your year group. You must make sure you bring in the permission slip and any money required in plenty of time.

Saturday school

The school is sometimes open on Saturdays for students to do quiet study and exam intervention. We also run Headteacher's detention between 9:00 and 10:30am. If you are in school on a Saturday, you must enter via the back gate and sign in.

Uniform

Personal presentation is important in the world of work and we want to make sure that you develop a sense of pride in how you look. Research suggests students behave better in school uniform and therefore your learning will benefit. Remember you are ambassadors for Forest Gate Community School and your behaviour when in uniform, including going to and from school, reflects on the school. Uniform items must be plain, without accessories, logos, decoration or any other colours.

PRIVACY NOTICE

Data Protection Act 1998

We, (Forest Gate Community School) are compliant with the Data Protection Act 1998. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. All information is confidential but can be required in law by the Local Authority or the DfE. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell the Office Manager if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

If you want to receive a copy of the information about you that we hold or share, please contact the Office Manager.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

www.newham.gov.uk <http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- London Borough of Newham
Information Governance
Second Floor Westside
Newham Dockside
1000 Dockside Road
London, E16 2QU

Website: www.newham.gov.uk

Email: Information.Governance@newham.gov.uk

Telephone: 020 8430 2000

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: www.education.gov.uk

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288