



# Forest Gate Community School

Forest Lane  
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Associate Headteacher: Charlotte Whelan  
Executive Headteacher: Simon Elliott

5<sup>th</sup> September 2017

Ref: SS/CW

Dear Parent/Carer

**Re: First Day Back**

The new term for all students will start on Wednesday 6<sup>th</sup> September. Year 7 will start at 8:45am. They should arrive at 8:30am by the back gate on Forest Street where they will be greeted by the Year 7 team and their form tutors. If parents have any queries they should contact the front office, entrance via Forest Lane.

All other years should arrive in school by 10:40am when school will begin. The playground will be open from 10:00am. Students will be ready for collection from the front entrance of the school (Forest Lane) at 3:30pm. Normal school hours will resume on Thursday 7<sup>th</sup> September, please see below for details:

- On Mondays, Wednesdays and Thursdays school finishes at 3.40pm.
- On Tuesdays and Fridays, school finishes at 2.50pm.

Please be reminded that students will need to bring in a packed lunch or already have an activated 'Squid' account (please see <http://www.forestgatecst.org/parents/school-meals> for details.)

Students should attend in full and appropriate school uniform. Failure to do so could result in a sanction.

Yours sincerely

Samantha Stevens  
Office Manager and PA to Headteacher