



Forest Gate Community School

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Headteacher: Simon Elliott

December 2014

Dear Parents and Carers

Key Information for Parents - Spring One

It is hard to believe that another year is over. December is always busy with assessments, mock exams and controlled assessments taking place. Our students are working hard and continue to be focused up until the end of the term when there will be a variety of celebrations and fundraising events taking place. Please see our school website for information.

Key Dates for Spring Term 1

Monday 5 th January	All years return to school normal time
Wednesday 7 th January	Year 10 Immunisations
Monday 12 th -16 th January	Year 10 Work Experience
Friday 23 rd January	Year 11 Art research trip
Monday 26 th January	Year 8 Geography Field Trip River Thames, London Eye and St Katherine's Dock.
Wednesday 28 th January	Year 11 Parents' Evening (4.30-7:00pm)
Tuesday 10 th February	Safer Internet Day
Wednesday 11 th February	Year 10 Parents' Evening (4:30-7:00pm)
Monday 16 th February – Friday 20 th February	Half Term

Dentist and Doctors' Appointments

Unless your child's appointment is **before 10.20am**, students should come to school for registration then be collected by an adult to enable them to leave school, attend the appointment and return afterwards. No child will be permitted to leave school without being collected by a parent or carer.

Attendance

If your child is unwell please call **each and every day** that they are absent. The telephone number is 020-8534-8666 extension: 1.

This procedure applies at all times, unless we are provided with a medical letter for a period of longer than one day due to hospitalisation.

Punctuality

If your child is late to school after 8:40am, they will receive an automatic detention that evening for 30 minutes after school. Please make sure your child attends on time.

Supervised Study Before and After School

We are pleased to announce that we are now able to offer additional **supervised study facilities** before and after school.

Morning Study: Monday – Friday 7:30 - 8:30am – Top breakout space

Afternoon Study: Monday – Thursday 3:30 - 5:30pm – Top breakout space

This will offer our students the opportunity to do homework and extended study. Students are required to work quietly and independently. Any student who does not adhere to the rules will be asked to leave.

Students are expected to inform their parents *in advance*, if they are staying back after school hours.

Road Safety

Please be aware there is nowhere safe to drop students off at the front of the school. The small side road by the school off Forest Lane (Kuhne Way) has double yellow lines and the area is not suitable for turning around without mounting the pavement, causing considerable safety concerns for pedestrians who are in the main our students.

We encourage students to walk to school or to use public transport. If you must give your child a lift to school, please drop them safely at the back of the school in Station Road, so they can complete the short walk to the front of the school.

Charity Events

As a part of our SMSC program, each year group has been fundraising for a charity of their choice. On 23rd January during mentoring time, all Year 8 students will be entering a writing competition. Students will be requested to write about either the violence, disease, hunger, war or other disaster that is happening around the world and affecting children. They will investigate what UNICEF are doing to support the children and what we as individuals can do to support them. Students can write a poem, a descriptive piece, or a creative piece. Please support your child as they consider the plight of other children around the world.

Work Experience

All Year 10 students will be going to their work experience placement from 12th - 16th January 2015. If your child is unwell you must call the school and your child must call their placement. If a student does not attend their placement and does not make the school aware, their attendance will be marked as unauthorised. The Work Experience Coordinator for the school is Mrs Alexander and she can be contacted on **020 8534 8666** ext **120** if you have any queries. We wish all our Year 10s the best of luck with their placements.

Uniform

Please remember school shoes should be smart, leather and waterproof. Trainers are not permitted. Please do not allow your child to have acrylic or long gel nails for school. This is a health and safety concern and we will ask them to remove them.

Students that choose to wear religious items of clothing in accordance with our school uniform policy are reminded that they should be **black**. No other colour is permitted. Thanks for your cooperation.

Please remember all students are required to be in the new school uniform by September 2015.

Website

Did you know all key information is on our website? It has had a bit of a make-over recently. Please make it your first port of call if you have any queries.

May I take this opportunity to wish you a 'Merry Christmas' and a 'Happy New Year'.

A handwritten signature in cursive script that reads "Charlotte Whelan".

Charlotte Whelan (Mrs)
Deputy Head teacher