



TOGETHER FOSTERING ACHIEVEMENT

## INFORMATION FOR NEW STUDENTS AND THEIR PARENTS AND CARERS

THE FOREST ACADEMY  
HARBOURER ROAD  
HAINAULT  
ILFORD  
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Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

Form Tutor: \_\_\_\_\_

Head of Year: \_\_\_\_\_



## Welcome

Dear Year 6 pupils and families,

**We are delighted to welcome you to The Forest Academy.**

We are a diverse, inclusive, community-centred school, who are deeply committed to supporting all of our students throughout their education.

***Our vision is that we want our students to be:***

- *Successful learners who enjoy learning, make progress and achieve their full potential.*
- *Confident individuals who are able to lead safe, healthy and fulfilling lives*
- *Responsible citizens who make a positive contribution to society*

There is a lot of information on our website, but the key things we think all our families should be aware of are:

- **Broad curriculum** – our students study the whole range of national curriculum subjects from Y7-9 before specialising and choosing options for Y10 and Y11. You can read more about our curriculum [here](#).
- **Excellent teaching** – As a school we focus on making sure all of our staff are brilliant teachers and are able to do their jobs to a high standard. This means that all lessons are calm and purposeful, and the school is a positive, safe and happy place to learn.
- **100% progression** – We are committed to ensuring that all of our students go on to high quality destinations when they leave education, whether that is university, further study or apprenticeships and work. To find out more about our careers programme, you [can read here](#).
- **Clubs and extra-curricular** – We have a huge range of clubs across TFA, and the timetable is attached for your interest. All students are able to come to our **free breakfast** club every day. Our students have a broad range of trips and visitors, to ensure they understand the world outside school and can make informed decisions about their futures. You can read more about [them here](#). Our sports teams play in regular fixtures against local schools.
- **Outstanding 6<sup>th</sup> form** – TFA students are guaranteed progression in to the 'Outstanding' Beal 6<sup>th</sup> form – which has two campuses, one at TFA and one at Beal High School. We provide 3 pathways to success, through our 3 year pathway, BTEC pathway and A-level provision.
- **Brilliant student support** – We recognise that across their time at school, students will have a number of challenges. We provide individualised support, whether through 'information, advice and guidance' sessions, mentoring, counselling and bespoke support programmes. We are proud recipients of the Carnegie Mental Health at School Silver award, and are applying for Gold status this year.  
Students who join us with English as an additional language have additional tailored support programmes.

Hopefully this has given you an insight in to The Forest Academy, and we look forward to working in partnership with you over the coming years. Our website should give you lots of useful information, but please do send any questions through to [admin@theforestacademy.co.uk](mailto:admin@theforestacademy.co.uk) and we will get back to you.

I hope to see you soon.

Kind regards,

Mr Mackintosh  
Principal



### The School Day

Free Breakfast Club (Optional)	08:00	-	08:30
<b>Start of School Day</b>	<b>08:30</b>		
Registration/Assembly	08:30	-	09:00
Period 1	09:00	-	10:00
Period 2	10:00	-	11:00
<b>Break</b>	<b>11:00</b>	-	<b>11:20</b>
Period 3	11:20	-	12:20
Period 4	12:20	-	13:20
<b>Lunch</b>	<b>13:20</b>	-	<b>14:00</b>
<b>Start of Afternoon Session</b>	<b>14:00</b>		
Period 5	14:00	-	15:00



### Cashless Catering System



The Forest Academy is a cashless school. On your child's first day at the Forest Academy they will be given an **'Account Activation letter'** to bring home providing you with a personal user number and password that allows you to access the Parent Pay system. There will be three methods of payment:

- Online via the secure Parent Pay website (*recommended*) – <https://www.parentpay.com/> (minimum payment is £5.00)
- Using a smart phone if you do not have computer access in your home or workplace.
- In cash at a local store where you see the PayPoint logo. Minimum payment is £5.00. (*Should you prefer to go this final route you will need to ask the school to order a PayPoint card for you*).

If you already have a child at the Forest Academy, or at another school that uses Parent Pay, you can link the accounts together, rather than having two accounts, as follows:

- Go into the Parent Pay account of the sibling at the Forest Academy or at another school;
- Put in this student's Username and Password to access the account;
- Once logged into your account go to **ADD A CHILD**;
- Put in Username and Password for additional child (Username and Password will be given to you on the first day of school);
- Search for this child;
- It will bring up the name of the User for the account - put in new student's name;
- Check it is the correct student;
- If yes, then select **ADD TO MY ACCOUNT**;
- There will then be a **TAB** for **BOTH STUDENTS** under the one Username and Password (*original student's*).

Parent Pay will allow you to pay for Items such as School Meals, Photocopying/Printing, Educational Visits, School Shows/Events, school equipment etc. The Parent Pay system is also used to send home letters, invitations and school notices.

All Parent Pay enquiries should be directed to the Parent Pay Administrator  
(email: [d.ewers@theforestacademy.co.uk](mailto:d.ewers@theforestacademy.co.uk)).



**Free School Meals**

**Free School Meals – Extended Eligibility**

Dear parents/carers,

We are writing to you as more of our school community have become eligible for Free School Meals recently and the government have extended eligibility to new categories. Free school meals means your child is provided with a free school lunch every day.

Please ignore this if your child already receives Free School Meals.

There are 2 ways of being eligible – either through Benefits or No Recourse to Public Funds (NRPF).

1) Benefits based eligibility	
You must receive one of the following benefits	<ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Jobseeker’s Allowance</li> <li>• Income-related Employment and Support Allowance</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> <li>• The guarantee element of Pension Credit</li> <li>• Child Tax Credit</li> <li>• Working Tax Credit run-on</li> <li>• Universal Credit</li> </ul>
To find out more	<a href="https://www.redbridge.gov.uk/schools/free-school-meals/">https://www.redbridge.gov.uk/schools/free-school-meals/</a>
To apply	<a href="https://fiso.redbridge.gov.uk/Synergy/Core_Live/SynergyWeb/Parents/default.aspx">https://fiso.redbridge.gov.uk/Synergy/Core_Live/SynergyWeb/Parents/default.aspx</a>
For support	Email <a href="mailto:admin@theforestacademy.co.uk">admin@theforestacademy.co.uk</a>
Barking and Dagenham	If you are a Barking and Dagenham resident, follow this link: <a href="https://www.lbbd.gov.uk/free-school-meals-pupil-premium">https://www.lbbd.gov.uk/free-school-meals-pupil-premium</a>

2) No Recourse to Public Funds (NRPF)	
Those with <b>No Recourse to Public Funds (NRPF)</b> can now apply for Free School Meals. You are eligible if you meet the <b>income and caring</b> criteria.	
<b>Income Criteria</b>	
Family income – one child	family income of less than £31,200 with one child
Family income – more than one child	Family income of less than £34,800 with 2 or more children



Free School Meals

<b>Caring Criteria</b>	
Visa status	Spousal visa holders <u>or</u> Work visa holders <u>or</u> Student visa holders <u>or</u> Those with no immigration status
Zambrano carers	An adult from a non-European Economic Area country whose presence in the UK is required to be the sole-carer for a British child to live in the UK
Right to remain	Families with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights
Children Act – Section 17	Families receiving support under Section 17 of the Children Act 1989 who are <b>also</b> subject to a no recourse to public funds restriction
Failed asylum seeker	Failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999
Chen carer	Chen carers are those who are primary carers of self-sufficient children from European Economic Area who have the right to remain in the UK
British National Overseas passport	Families holding a British National Overseas passport
<b>To apply</b>	Complete the attached application form (either paper form or electronically) and return it to the school office by Friday 1 <sup>st</sup> July.
<b>For support</b>	If you require support with this application form, require a paper copy, or would like to discuss it, please contact the school on 0208 500 4266 or <a href="mailto:admin@theforestacademy.co.uk">admin@theforestacademy.co.uk</a>
<b>If you have NRPF please contact the school who can provide you with an application form.</b>	



**Uniform & Equipment**

<b>UNIFORM OUTFITTERS</b>	
<b>THE FOREST ACADEMY</b> Harbourn Road, Hainault, Ilford Essex IG6 3TN <b>Telephone:</b> 020 8500 4266	<b>SCHOOL UNIFORMS DIRECT</b> Telephone: 01992 763679, Mobile: 07880 838732 Email: info@schooluniformdirect.org.uk  <b>In school every Monday from 12:15 p.m. to 2 p.m. (Term time only)</b>

<b>UNIFORM LIST</b>	
All Years (7 to 11)	
<b>AVAILABLE FROM OUTFITTERS</b>	
Blazer:	Black blazer with embroidered badge
<b>AVAILABLE FROM SCHOOL RECEPTION AND OUTFITTERS</b>	
School tie	
School badge for blazer	
<b>GENERAL ITEMS AVAILABLE FROM RETAIL STORES</b>	
Skirt:	Plain <b>black</b> (must be pleated) knee length
Trousers:	Plain <b>black</b> (tailored, school pattern, full length - no jeans, leggings or combats)
Shirt:	White with collar
Jumper (optional):	Plain black v-neck (no cardigans or hoodies)
Tights:	If wearing a skirt must have black tights on if not knee length
Shoes:	Plain black only (no boots)
Hijaab:	Plain black or white
<b>SUMMER UNIFORM</b>	
Blazer	As above
Trousers	As above
Shirt	Grey Polo shirt (with badge)
Footwear	As above
<b>PE KIT</b>	
Blue round neck shirt, collar, short sleeved* Blue shorts* Blue socks Blue Zip-Up Training Top (no hood) Blue tracksuit trousers/Sport leggings Trainers/Plimsolls/Football boots  Black lycra Hijaab (scarves are not permitted as they are a hazard and may cause injury) * recommended that students have two sets	



## Uniform & Equipment

### ALL STUDENTS - IMPORTANT - PLEASE NOTE

- No hooded tops
- No cardigans
- No prominent logos to be worn.
- No jewellery to be worn at any time.
- Hats may be worn in the cold weather but are not permitted in the school buildings.
- No items shall obscure the face e.g. hoods, handkerchiefs or hair.
- Electrical equipment should not be visible around the school e.g. on corridors etc.
- Correct PE kit must be worn at all times.
- Name of student to be put on all uniform.
- Name of student may be printed on PE kit.

### EQUIPMENT

The following items are essential for school work:

#### **Suitable school bag – bring this to school every day**

Pencil case  
Ball-point pens  
30cm ruler  
Pencils  
Rubber  
Pencil sharpener  
Set square  
Calculator (preferably a 'scientific' one)  
Geometry compass  
Dictionary  
Reading Book





Uniform Supplier Price List

The Forest Academy - School Wear Price List

	Colour/Description	Sizes	Price
Blazer – <b>compulsory</b>	Black with embroidered school motif (note: plain blazer can be purchased elsewhere but badge will be needed)	30, 32, 34, 36, 38,	£32.50
		40, 42, 44, 46, 48  (other size available to order)	£35.00
Blazer Badge	Sewn-on embroidered badge	n/a	£4.00
Tie - <b>compulsory</b>	Navy with school design	All one size	£6.50
V-neck Jumper - <b>optional</b>	Plain Black	9-10, 11-12, 13	£15.00
		S, M, L	£20.00
Skirt - <b>optional</b>	Black Box Pleat Skirt	All sizes	£8.00
Trousers - <b>optional</b>	Plain Black (slim fit)	Age 11, 12, 13, 14	£12.50
Summer Polo – <b>optional</b> (summer term only)	Marl Grey with school motif (emb)	9-10,11-13	£8.00
		XS, S, M, L, XL	£9.00
Summer Polo – LONG SLEEVE optional	Marl Grey with school motif (emb)	XS, S, M, L, XL	£9.50
Backpack - <b>Optional</b>	Plain Black Backpack	N/A	£19.00
PE T-Shirt - <b>compulsory</b>	Navy/White, school motif (emb)	9-10, 30-32, 32-34, 34-36	£10.00
		38-40, 42-44	£12.50
PE Training Top - <b>compulsory</b>	Navy/White, school motif (emb)	30-32, 32-34, 34-36	£16.50
		38-40, 42-44	£21.50
PE Leggings – <b>compulsory</b> <b>OR</b>	Navy/Silver, school motif (emb)	22-24, 26-28	£13.50
		30-32,34-36,38-40,42-44	£16.00
PE Track Bottoms - <b>compulsory</b>	Navy/Silver, school motif (emb)	9-10, 11-13	£15.00
		28-30, 30-32, 34-36, 38-40, 42-44	£18.50
Pe Rain Jacket - <b>optional</b>	Navy, school motif (emb)	30-32, 32-34, 34-36	£24.00
		38-40, 42-44	£30.00
PE Shorts - <b>optional</b>	Plain Navy	22-24, 26-28	£5.00
		28-30,30-32,34-36,38-40	£6.00
PE Socks - <b>optional</b>	Plain Navy	1-5	£4.00
		6-11	£5.00



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Or order online:- [www.schooluniformdirect.org.uk](http://www.schooluniformdirect.org.uk)

Payment: Dr/Cr Card, Cash Or Order On-line:-

[www.schooluniformdirect.org.uk](http://www.schooluniformdirect.org.uk)

For information or questions please contact School Uniform Direct on:

Email: [info@schooluniformdirect.org.uk](mailto:info@schooluniformdirect.org.uk) Buy online at: [www.schooluniformdirect.org.uk](http://www.schooluniformdirect.org.uk)

Free delivery for on-line orders over £80



## Attendance and Punctuality

### Introduction

The school places great emphasis on good attendance and punctuality. Persistent lateness to school disrupts the learning process. Frequent absence prevents any learning taking place at all.

### Promoting Good Attendance and Punctuality

Form tutors check attendance, punctuality, uniform and equipment. They reward good performance with commendations.

### Punctuality

Students should be in their form room by 8.30 a.m. in the morning and in their subject room by 2 p.m. in the afternoon. Students who arrive after the gates have closed at 8:25am in the morning and after 2 p.m. in the afternoon must report to the school office and sign in.

The school operates a late detention system for students who persist in arriving late to school. This is held for up to one hour and you will be notified in advance. **Where students are regularly late, the school will ask Redbridge Council to issue a Penalty Notice (fine) to parents or carers. This is currently £120 reduced to £60 if paid promptly.**

Parents and carers can help by encouraging their children to get enough sleep and to allow themselves adequate time to get to school.

### Recording Attendance

We also expect students to arrive promptly to lessons. An attendance register is taken at the start of each teaching period.

Regular attendance is essential if students are to benefit fully from the teaching and learning opportunities and to achieve their potential. Their attendance and punctuality record throughout secondary school will be entered in references which will be seen by colleges and prospective employers.

The law requires that all children of compulsory school ages (between 5 and 16) receive full-time education. This requires regular, full-time attendance. The school has a legal duty to record the attendance of every student and to show who is absent or late. Registers also have to specify the reason for absence.



## Attendance and Punctuality

### Absence

There are two types of absence. Those authorised by the school and those not authorised by the school. An example of an authorised absence would be a medical appointment and an example of an unauthorised absence would be "going shopping" during school time. It is for the school to decide whether an absence can be authorised and an acceptable explanation is always needed.

If your son or daughter is absent from school please ring the school on the first morning of absence giving a reason for the absence and when you expect him or her to return. Please provide a written note of explanation on their return. The school will be in touch if we don't hear from you. It is helpful if you notify your child's form tutor in advance of a medical appointment.

### Leave of Absence

Family holidays and other trips abroad during term time are not permitted and such absences will not be authorised. **Where students go absent without leave, the school will ask Redbridge Council to issue a Penalty Notice (fine) to parents or carers. This is currently £120 reduced to £60 if paid promptly.**

Parents/carers are asked to address any request for absence from school in writing, well in advance, to the Principal, who will consider all details carefully before deciding whether the school will authorise the absence. Failure of students to return on the agreed date may result in them losing their school place and having to reapply for admission to the school which cannot be guaranteed.

### Addressing Poor Attendance

The school monitors attendance closely and contacts parents by text or letter where standards are not satisfactory or more information is required. The school works closely with our own link Education Welfare Officer who reviews registers and attendance and follows up on poor or irregular attendance or punctuality. If your child is experiencing any difficulty or worries in school which are affecting their attendance, we will try to work together to sort matters out and help you to meet your responsibilities. However, you do need to be aware that, in extreme cases of irregular attendance, Redbridge Children's Services Authority may take legal action. This can result in parents being fined up to £1,000 per child if convicted in a Magistrates' court.



## Student Welfare

### **Year and Tutor Groups**

Pastoral care of students is provided through a form tutor who is responsible for a form group of approximately 25 students. This form group will register together in the morning registration period at 8:30 am.

Every form has a Head of Year who is responsible for supporting tutors in their pastoral role. Each subject is led by a Head of Department who is responsible for the standards in that subject. Tutors see students once each day and therefore have an opportunity to get to know them really well. They are responsible for monitoring students' attendance and academic progress and offering support and guidance.

The Head of Year work closely with their team of tutors in ensuring that every student has the opportunity to achieve their potential. The intention is that tutors and Heads of Year remain with their groups throughout the school. As tutors and Heads of Year have a general overview of students in their care, they will probably be the two staff at the school that you will have the most contact with.

Additional support is provided by the Senior Leadership Team. The school has an Inclusion Team who work in partnership with a variety of agencies in order to support students who have additional educational needs.

### **Medical Facilities**

The school has limited facilities for dealing with students who are ill. We make every effort to contact parents/carers as soon as possible to inform them of any issues concerning their child. For this reason it is of vital importance that we have up-to-date home, work and emergency telephone numbers for each student. We will ask you to update these on a termly basis.

No tablets or medicines may be given by school staff without parents/carers' written permission and students following a course of treatment should leave their medicine in the care of the school office staff. However, asthma pumps should be carried at all times. We do need to know of any medical condition that your child has so that we can take appropriate action in emergencies. We will make every effort to contact you immediately if an accident occurs.



## Student Welfare

### Safeguarding

*'Safeguarding is everyone's business: it's up to all of us to keep children safe.'*

#### INTENT

TFA is committed to safeguarding and promoting the welfare of children and young people. We place high expectations on all staff and volunteers to share in this commitment.

The School aims to:

- Provide staff with a framework to promote and safeguard the wellbeing of children and young people and ensure that they comply with their statutory responsibilities.
- Ensure consistent practice across the school.
- Provide a caring, positive, safe and stimulating environment that promotes social, physical and moral development.
- Identify concerns swiftly and prevent them from escalating.
- Ensure that children who have unmet needs are supported appropriately by the Student Services and Pastoral teams.
- Raise student awareness of child protection issues and equip pupils with the skills they need to remain safe.
- Provide an environment in which pupils feel safe, and in which bullying, discrimination and peer-on-peer abuse – online or offline– are not accepted and are dealt with quickly.

We have policies and procedures in place that contribute to our safeguarding commitment, including our Child Protection Policy. The Safeguarding and Child Protection policy is available on the BMAT website

**The Designated Teacher / Person responsible for Child Protection at The Forest Academy is Mr Macleod**



## Student Welfare

### Care Plans

Care Plans, and the accompanying medication, are a statutory requirement for students who have a medical condition which may require emergency medication during the school day i.e. Anaphylaxis, Diabetes, Epilepsy etc.

Please ensure that, on the first day of term, you send your child into school with a copy of their current Care Plan and the medication that is needed to be kept on-site in case of emergencies. This should be given to the person in charge of the Medical Room. A meeting will be arranged, with our School Nurse, to review and update the Care Plan as soon as possible.

Parents are responsible for:

- updating the School if there are any changes to their child's medication;
- updating the School if there any changes to be made to the Protocol in the Care Plan following medical appointments;
- ensuring that all medication is in date. Please make a note of the expiry date of any medication before you send it in to school.

**IMPORTANT:** If you child uses an Epipen then it is ESSENTIAL that, in addition to providing an Epipen to the Medical Officer at the Forest Academy, your child also carries an additional Epipen with them at all times.

### Detentions

We run two centralised detention systems at the end of every day.

There is a whole school 20 minute detention system in the main hall staffed by middle leaders and a 40 minute detention staffed by SLT. A students name will appear red on the register with a D next to it if they have a detention that evening.

If a student is put in for a 20 minute detention and does not attend it will carry over for 40 minutes the next day and parents will be informed via a text message. If a student fails to attend a 40 minute detention then they will be put into a 1 hour detention on the nearest Friday and parents will be informed. If a student fails to attend the 1 hour detention then they will receive a day in Respite and Reintegration (R and R) the following week. We do not inform parents of a 20 minute same day detention.

Students will receive a 20 minute detention the same day if they are late for school (arriving after 8.35am). The office will monitor and issue detentions.



## Student Welfare

### **Respite and Reintegration (R and R)**

The R&R zone is located in the inclusion zone on the ground floor and is managed by our Behaviour Support Lead in close partnership with the Assistant Principal and Head of Behaviour. It opens Wednesday to Friday, between 9am and 3.20pm.

The purpose of the R&R is to avoid external exclusion by giving students the opportunity to re-evaluate their behaviour away from the classroom environment, whilst receiving support from the Behaviour Support Lead to identify the issues that have led to the exclusion in the first instance. The Behaviour Support Lead will work with the child to focus on positive strategies to move forward with their learning as well as ensuring their specific personal, social and academic needs are properly identified and met, to help overcome any barriers to their attainment.

Students will also be expected to complete their class work during their stay in R & R.

Our aims are:

- To secure a successful future for the students who may, as a result of social and emotional difficulties, require a short period of time away from the mainstream environment.
- To ensure the specific personal, social and academic needs of pupils are properly identified and met to help them overcome barriers to attainment.
- To improve pupil motivation and self-confidence, attendance and engagement with their own learning.
- To hold clearly defined objectives, including the next steps following the placement such as reintegration into mainstream education, further education, training or employment.

### **Report Cards**

Persistent poor behaviour may lead to a student being placed on a report card. There are several stages to the report card system. Parents will be informed and must sign the report every evening. Their name will appear in red on the register with an R next to it.

There is an escalation for failing the report card:

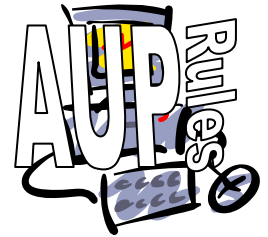
1. Self-monitoring
2. Form Tutor
3. Head of Year
4. Assistant Principal
5. Vice Principal
6. Principal



Acceptable Use of ICT Resources

Using Information and Communication Technology (ICT) in School

When in school and using ICT resources, defined as **any** device or process that can be used for communication, you **must** agree to follow these guidelines. They have been designed to encourage you to continue to be a safe and wise user of ICT and help protect you, your data files and the school network.



When using ICT always remember...

☺	Positive Uses		The Hazards	☹
Discover	<ul style="list-style-type: none"> <li>Use ICT to discover virtually anything online.</li> <li>When in school, only use ICT to support your studies and homework.</li> </ul>	but	Make sure you check the information you find; not all websites tell the truth! Tell an adult if you come across anything inappropriate.	check it
Create	<ul style="list-style-type: none"> <li>Use ICT to create and publish your own material or files.</li> <li>Create <b>original</b> work, be it text, music, images or video.</li> </ul>	but	Keep your passwords secret; even from your closest friends! Never share yours and your friends' personal details, pictures or videos.	keep private
Connect	<ul style="list-style-type: none"> <li>Use ICT to communicate with known friends and trustworthy people.</li> <li>Develop ideas worldwide via the Internet.</li> </ul>	but	Block and report contact with inappropriate people and people you do not know. Check your work carefully before you upload it; the world could be watching!	be careful
Research	Use ICT to learn and develop your understanding. Use an array of ICT sources to research topics from experts around the world.	but	Do not copy, download or share <b>ANY</b> copyrighted files. Make sure you do not breach <b>Copyright</b> or <b>plagiarism</b> Laws by trying to pass others' work off as your own.	Do not "Rip-""
Enjoy	Use ICT resources to match your learning style. Be creative and be entertained!	but	Do not use sexist, racist or bad language, or try to offend others. Do not "cyber-bully", threaten, insult or post nasty messages about others.	Do not abuse



### Points to Remember

- ❖ ICT resources are defined as any device or process that can be used to communicate with others; including, but not restricted to, computers, mobile telephones, the Internet, etc.
- ❖ Any incident that breaches the **Acceptable Use Policy** guidelines should be reported immediately to a member of staff.
- ❖ There will be a full set of rules in each ICT computer room.
- ❖ The computer network is remotely monitored. ICT staff may view and audit the work that you do and take action if your work or behaviour is judged to be **"inappropriate"**.

"Inappropriate" work or behaviour can include ...

... content

*EG: details that are hateful, sexual, racists, etc.*

... contact

*EG: gathering personal information, meeting strangers, etc.*

... conduct

*EG: illegal downloading, hacking, cyber-bulling, etc.*

- ❖ You could put yourself or others in danger, so think carefully about what you do. **Do not** allow others to use your **User Area**, as you will be responsible for whatever they do!
- ❖ You could give yourself and the school a bad name.

**If you fail to follow the guidelines the following will happen:**

- a) You will be barred from using the Computer Network and the Internet for a period of time.
- b) Contact may be made to your home informing your parent/guardian of your breach of the rules.

**If you do not understand any part of these guidelines, you MUST speak to an ICT teacher.**



## Social Networking Advice for Parents

### WHAT ARE THE ISSUES?

The internet – on the whole an inspiring and positive place. The internet is an amazing resource which enables children and young people to connect, communicate and be creative in a number of different ways, on a range of devices. However, the internet is always changing, and being able to keep up to date with your children's use of technology can be a challenge. You may sometimes feel that your children have better technical skills than you do, however children and young people still need advice and protection when it comes to managing their lives online. Issues that your child may encounter on the internet will vary depending on their age and online activities. We have grouped potential online risks into these 4 categories:

**Conduct:** Children may be at risk because of their own behaviour, for example, by sharing too much information.

Children need to be aware of the impact that their online activity can have on both themselves and other people, and the digital footprint that they create on the internet. It's easy to feel anonymous online and it's important that children are aware of who is able to view, and potentially share, the information that they may have posted. When using the internet, it's important to keep personal information safe and not share it with strangers. Discuss with your child the importance of reporting inappropriate conversations, messages, images and behaviours and how this can be done.

**Content:** Age-inappropriate or unreliable content can be available to children.

Some online content is not suitable for children and may be hurtful or harmful. This is true for content accessed and viewed via social networks, online games, blogs and websites. It's important for children to consider the reliability of online material and be aware that it might not be true or written with a bias. Children may need your help as they begin to assess content in this way. There can be legal consequences for using or downloading copyrighted content, without seeking the author's permission.

**Contact:** Children can be contacted by bullies or people who groom or seek to abuse them.

It is important for children to realise that new friends made online may not be who they say they are and that once a friend is added to an online account, you may be sharing your personal information with them. Regularly reviewing friends' lists and removing unwanted contacts is a useful step. Privacy settings online may also allow you to customise the information that each friend is able to access. If you have concerns that your child is, or has been, the subject of inappropriate sexual contact or approach by another person, it's vital that you report it to the police via the Child Exploitation and Online Protection Centre ([www.ceop.police.uk](http://www.ceop.police.uk)). If your child is the victim of cyber-bullying, this can also be reported online and offline. Reinforce with your child the importance of telling a trusted adult straight away if someone is bullying them or making them feel uncomfortable, or if one of their friends is being bullied online.



## Social Networking Advice for Parents

**Commercialism:** young people can be unaware of hidden costs and advertising in apps, games and websites.

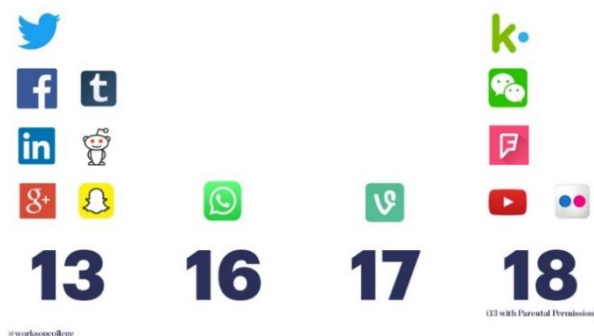
Young people's privacy and enjoyment online can sometimes be affected by advertising and marketing schemes, which can also mean inadvertently spending money online, for example within applications. Encourage your children to keep their personal information private, learn how to block both pop ups and spam emails, turn off in-app purchasing on devices where possible, and use a family email address when filling in online forms.

It is really important to chat with your children on an ongoing basis about staying safe online. Not sure where to begin? These conversation starter suggestions can help.

1. Ask your children to tell you about the sites they like to visit and what they enjoy doing online.
2. Ask them about how they stay safe online. What tips do they have for you, and where did they learn them? What is OK and not OK to share?
3. Ask them if they know where to go for help, where to find the safety advice, privacy settings and how to report or block on the services they use.
4. Encourage them to help someone! Perhaps they can show you how to do something better online or they might have a friend who would benefit from their help and support.
5. Think about how you each use the internet. What more could you do to use the internet together? Are there activities that you could enjoy as a family?

## Social Media Age Restrictions

(Ages researched in 2017)





## Mobile Phone Policy

### Acceptable use policy for mobile phones

#### 1. Purpose

##### 1.1

The widespread ownership of mobile phones among young people requires that teachers, students, parents and carers take steps to ensure that mobile phones are used responsibly at schools. The acceptable use policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

The Forest Academy has established the following Acceptable use policy for mobile phones that provides teachers, students, parents and carers guidelines and instructions for the appropriate use of mobile phones during school hours.

##### 1.2

Students, their parents or carers must read, sign and understand the acceptable use policy before students are given permission to bring phones to school.

##### 1.3

The acceptable use policy for mobile phones also applies to students during school excursions, camps and extra-curricular activities.

#### 2. Rationale

##### 2.1

The Forest Academy accepts that parents/carers give their children mobile phones to protect them from every day risks involving personal safety and security. There is also increased concern about children travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurances that they can contact their child if they need to speak to them urgently.

#### 3. Responsibility

##### 3.1

It is the responsibility of students who bring mobile phones into school to abide by the guidelines in this document.

##### 3.2

The decision to provide a mobile phone to their children should be made by the parents or carer.

##### 3.3

Parents/carers should be aware if their child takes a mobile phone to school.



## Mobile Phone Policy

### 3.4

Permission to have a mobile phone at school while under the schools supervision is contingent on parents/guardian permission in the form of their current mobile phone number.

### 3.5

Pupils are responsible for keeping the school informed of their current mobile phone number.

## 4. Acceptable Uses

### 4.1

Mobile phones should be switched off and kept out of sight at all times. **Parents and carers are reminded that in cases of an emergency, the school office remains a vital point of contact and can ensure that your child is reached quickly and assisted in any appropriate way.**

### 4.2

While on school premises, students should use soundless features such as text messaging, answering services, call diversions and vibration alerts to receive important calls.

### 4.3

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school or disturbs the learning of others.

### 4.4

Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect student's numbers from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

### 4.5

The academy recognises the importance of emerging technologies present in modern mobiles phones e.g. camera and video recording, internet access, MP3 and MP4 play back, blogging etc. Teaching staff may wish students to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions pupils may use their mobile phones in the classroom when express permission has been given by the teacher.



## Mobile Phone Policy

### 5. Unacceptable Uses

#### 5.1

Unless express permission is granted mobile phones should not be used to make calls, send SMS messages, use internet functions, take photos or use any other application during school lessons and other educational activities. Mobile phones should only be used in the event of an emergency and with permission from a member of staff.

#### 5.2

The Bluetooth function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile devices.

#### 5.3

Mobile phones must not disrupt classroom lessons with music, ringtones or message alerts.

#### 5.4

Using mobile devices to bully or threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

#### 5.5

It is forbidden for students to use mobile phones to video and/or take pictures of other students or upload videos and/or photos to any website for public viewing. This also includes the use of mobile devices to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

#### 5.6

Mobile phones are not to be taken into changing rooms or toilets or used in situations that may cause embarrassment or discomfort to their fellow students, staff or visitors to the academy.

#### 5.7

Should there be repeated disruption to lessons caused by a mobile phone, the student responsible may face disciplinary actions as sanctioned by the head of year or member of the senior leadership team.

### 6. Theft or damage

#### 6.1

Students should mark their mobile phones clearly with their names.



## Mobile Phone Policy

### 6.2

Students who bring mobile phones into school should leave it locked away in their locker or bag when they arrive. To reduce the risk of theft during school hours, students who carry mobile phones are advised to keep them well concealed.

### 6.3

Mobile phones that are found in school should be handed into the school office.

### 6.4

**The Forest Academy accepts no responsibility for replacing lost, stolen or damaged mobile phones.**

### 6.5

The Forest Academy accepts no responsibility for students who lose or have their mobile phone stolen while travelling to and from school.

### 6.6

It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones. Students should keep their password/pin numbers confidential.

## 7. Inappropriate conduct

### 7.1

Any student caught using their mobile phones in exams or assessments will face disciplinary action.

### 7.2

Any student who uses vulgar, derogatory or obscene language while using a mobile phone will face disciplinary action.

### 7.3

Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students will face disciplinary action.

*(It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Principal is deemed ineffective, the academy may consider it appropriate to involve the police.)*





## Mobile Phone Policy

### 8. Sanctions

#### 8.1

Students who infringe the rules set out in this document will face having their mobile phones confiscated.

#### 8.2

On the first infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the school office. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident.

#### 8.3

On the second infringement the mobile phone will be confiscated and taken to a secure place in the school office. Parents will be notified and pupils will not be able to collect their phones until the end of the week and without parent/career consent. This incident will be recorded.

#### 8.4

Failure to follow these expectations may lead to a student receiving further sanctions for non-compliance such as the removal from lesson, detentions or exclusions. Serious infringements may be referred to the police for investigation. In such cases the parents/carers will be notified immediately.

#### 8.5

Failure to hand over a mobile phone to a member of staff on request will result in a member of on call staff being contacted. Mobile phone confiscated and a senior leadership team detention being set.



## Other Information

### Damage to school property

Damage to school property of any sort must be reported to the teacher taking your lesson or your Form Tutor. In this way we will help to look after the school and ensure it is a high quality learning environment. The school will expect students to pay for any damage they cause.

### Lost Property

If you find that you have lost a piece of personal equipment, or school property, report it to your Form Tutor. If you find property, you should hand it to a member of staff. Items which have been found are available for inspection at the Main School Office.

### Security

All valuable property should be left at home. **The school does not accept responsibility for lost or stolen items.** This includes ipods/ipads , mobile phones, computer games and jewellery.

**Hand money in at Reception for safe keeping if it is necessary to bring it to school on occasions.**

Skateboards, scooters and skates should not be brought to school.

### Library

We have a flourishing library, which is a valuable resource for your studies. It is well equipped with fiction, non-fiction and reference books. It will be open under the supervision of the librarian during the school day and at lunchtime and has computers to make learning even more fun.

### Record of Progress

During each year all parents/carers will receive Interim Reports, and have an opportunity to meet members of staff at a parents' evening. Students will formally meet with their tutor to review progress once a term; this meeting will take place on a Monday from 3:05 p.m. to 3:35 p.m. by appointment.

### Educational Visits

During your school life there will be opportunities to go on many educational visits, and we encourage everyone to go on at least one of these. For example, there might be a day in France as part of your French studies, fieldwork in Geography and visits to museums.



## Other Information

### Musical/Drama Activities

There are a wide range of musical activities, including a choir. We also have peripatetic teachers who come to teach guitar, woodwind, brass, violin, piano, percussion and singing. We also have an annual Concert and Drama presentation.

### Sports

We hope that many of you will represent the school at sport or some other event, all abilities are welcome. You will need to wear the correct PE kit for the activity. You will have the chance to take part in various sporting activities, training and matches and you will be notified if these are to take place after school finishes, so that you can let your family know about arriving home later than usual. We have matches against other schools and enter all borough competitions covering a wide range of sports. Towards the end of the school year we have a Sports Day where everybody takes part.

### Clubs and Activities

There will be opportunities to take part in various activities at lunchtime and at the end of the school day.

### Homework

At the Forest Academy, we encourage our students to work independently and develop their time-management and organisational skills by using **'Satchel One'**, an online tool that allows them to access their homework from home. It also reminds students of deadlines and allows parents and carers to view the homework set for their child each day and monitor its quality and completion.

#### **Satchel One will allow you to:**

- ✓ Have 24/7 access
- ✓ View the quality and quantity of homework
- ✓ Translate into over 50 languages
- ✓ Download free apps available for iPhone, iPad, iPod Touch, and Android devices
- ✓ Receive automated notifications before homework is due

If you or your child have any problems with accessing the service, please do not hesitate to get in touch with the team at 'Satchel One', who are always happy to help. Just call 0207 197 9550 or visit the Satchel One help centre at [help.satchelone.com](http://help.satchelone.com)

Homework is an essential tool to reinforce and extend classroom learning and we hope this service will help us to work in close partnership with parents and carers to maximise students' progression in school.

Homework support is available in the library Monday to Friday 3pm – 4pm.



## Other Information

### **Morning Break**

Snacks are available in the dining hall at break.

### **Lunch Time**

Lunches are served cafeteria style and a list of items sold and prices are available in the canteen. Food must be eaten in the canteen. Facilities for packed lunches are provided in the dining hall, the main hall or on the patio area (weather permitting). All students must stay on the premises at lunchtime.

### **Free School Meals**

Parents/carers wishing to claim free school meals for their children should contact the London Borough of Redbridge Admissions and Awards Section on 020 8708 3121.

To apply online visit: <https://www.redbridge.gov.uk/schools/free-school-meals/>

### **Litter**

There are bins placed in the school buildings and in the play areas. Please help to keep our school tidy by using them. Minor misdemeanors incur a penalty of Community Service which may include picking up litter (gloves and picker provided).

### **Food and Drink**

Drinking water is available from the canteen at break and lunchtime and the water fountains outside the sports hall and room 24 at other times. No eating and drinking is permitted during lessons, except for water. Hot food must not be taken out of the canteen.

### **Toilets**

The toilets will be locked to students during lesson times. If a child has a toilet pass or you deem it is an emergency, then they should present to reception where they will be allowed to use the toilet.

### **School Travel**

We encourage students to travel to school by bus, by bicycle and on foot rather than by car. There is a secure bike shed with lockers for storage of helmets and high visibility clothing.



## Other Information

### **Behaviour for Learning policy**

Full document available on school website

### **The Forest Academy Learning Code:**

At The Forest Academy we believe that everyone has an equal right to learn, be happy and achieve success.

We, the staff and students of the Academy, agree that students must:

- Be on time to learn.
- Respect other students right to learn.
- Be on task in your lessons and do your best.
- Look after your learning environment.
- Listen carefully and follow instructions.

*The Learning Code enables us to create a safe, positive environment where all our students can learn and achieve their potential.*

### **Corridor Conduct**

At The Forest Academy we believe that everyone has an equal right to learn, be happy and achieve success.

We, the staff and students of the Academy, agree that:

- We move around the Academy in a safe and sensible manner and we follow instructions from teachers and staff.
- We take extra care on stairways and when the corridors are crowded.
- We take pride in our school and we do our part to maintain the Academy as a clean and vibrant learning environment.
- We respect each other. We do not bully, verbally or physically, nor discriminate against others.

*This Code of Conduct enables us to create safe and vibrant corridors. Our shared spaces reflect the activities and learning that take place in the Academy.*



## Other Information

### **Canteen Conduct**

At The Forest Academy we believe that everyone has an equal right to learn, be happy and achieve success.

We, the staff and students of the Academy, agree that:

- We eat and drink only in the Canteen and outside the school buildings.
- We queue for our food quietly and calmly.
- We sit down to eat.
- We speak to each other politely.
- We clear away our trays and put our litter in the bin.
- We take pride in the Academy and do our part to maintain the Canteen as a clean and calm environment.
- We respect each other. We do not bully, verbally or physically, nor discriminate against others.

*This Code of Conduct enables us to create a safe and pleasant eating area where we can all enjoy our food and the company of others.*

### **Conduct in Outside Spaces**

At The Forest Academy we believe that everyone has an equal right to learn, be happy and achieve success.

We, the staff and students of the Academy, agree that:

- Outside we move around and play sensibly and safely.
- We respect each other. We do not bully, verbally or physically, nor discriminate against others.
- We follow instructions from teachers and staff.
- We take pride in our school and do our part to maintain the Academy as a clean and positive environment.
- At the end of break-time and lunchtime we make sure, we are ready to learn.
- We follow the Academy rules regarding mobile phones.

*This Code of Conduct enables us to create safe and positive playgrounds and shared spaces that we can all use and enjoy.*



## Other Information

**Rewards and Sanctions:** NB: These lists are not exhaustive.

### Examples of behaviour that will merit a reward

- Consistent hard work and effort in class and extra-curricular activities
- Encouraging and supporting fellow students
- Consistent helpfulness
- Taking part in charitable activities or those which benefit the school and/or local community

### Types of reward

- Oral and Written Praise
- Credits
- Phone call home to parents
- 'Congratulations' and 'good news' postcards home
- Personalised letters to parents
- Half termly tutor awards
- Termly subject awards
- Reward trips
- Reward afternoons in school
- Certificates which recognise positive contributions to the school community
- Termly Bronze, Silver, Gold and Platinum awards
- Presentation Evening Prizes

### Examples of behaviour that will attract a sanction

- Physical violence towards another student, member of staff or other adult
- Bullying or harassment
- Failing to complete required homework/course work
- Verbal abuse
- Failure to wear correct uniform
- Failure to follow instructions
- Damage to property or equipment
- Negative use of social media regarding the school, students or members of staff (see e-safety policy)

### Types of sanction

- Oral reprimand
- Repeat inadequate work
- Departmental detention
- A phone call home to parents
- Withdrawal of student privileges such as attendance at after school clubs or school trips
- Detention after school
- For more serious incidents, internal exclusion (R and R), fixed term exclusions, short stay placements at other schools, managed moves or permanent exclusions
- Confiscations