



TOGETHER FOSTERING ACHIEVEMENT

INFORMATION FOR NEW STUDENTS AND THEIR PARENTS AND CARERS

PRINCIPAL: MR W MACKINTOSH

**THE FOREST ACADEMY
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Name: _____ **Tutor Group:** _____

Form Tutor: _____

Head of Year: _____



Welcome

Dear Year 6 pupils and families,

I am delighted to welcome you to The Forest Academy as our new Year 7 cohort for September.

To introduce myself, I am the new Principal of the Forest Academy – starting at the same time as you are at the start of September.

We have really high aspirations for all of our pupils at TFA. We'll provide you with the curriculum, teaching and support that will enable you to make brilliant academic progress and develop your wider understanding of the world. We will support you to learn about the world of work and help you to develop your passions and interests.

The whole time you are at TFA, you will be well supported by kind and caring staff who will do everything that they can to help you.

One of the most important things for great progression in secondary school is being well prepared for learning – and one key part of that is having the correct uniform and equipment to support your learning. I'd strongly suggest you start ordering uniform and resources for September as early as possible.

The Forest Academy is part of Beacon Multi-Academy Trust (BMAT) family of schools, which includes, Beal High School, Beacon Business Innovation Hub, as well as our outstanding teaching school that trains the teachers of the future. We work together sharing resources, good practice and expertise. This includes a guaranteed progression route to the outstanding Beal Sixth Form.

I hope you find the information in this booklet informative, and it should cover everything you need to know in advance of September. Please familiarise yourself with all of the policies and expectations included, and if anything needs clarifying please contact admin@theforestacademy.co.uk.

The transition to secondary school is a really important step in your education journey, and as a school we will do everything we can to support you with this transition. The whole team at TFA are really looking forward to welcoming you in September.

Yours faithfully

Mr Mackintosh
Principal



The School Day

Start of School Day	08:35		
Registration/Assembly	08:40	-	09:00
Period 1	09:00	-	10:00
Period 2	10:00	-	11:00
Break	11:00	-	11:20
Period 3	11:20	-	12:20
Period 4	12:20	-	13:20
Lunch	13:20	-	13:50
Start of Afternoon Session	13:50		
Period 5	13:50	-	14:50



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).



Free School Meals

Are you missing out on Free School Meals?

If you reside in Redbridge you can claim Free School Meals for your child/children if you receive either:

- Income Support/Job Seekers Allowance (income based only) or
- The Guarantee element of State Pension Credit or
- Child Tax Credit, provided you **DO NOT** receive Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and customs) or
- Receive financial assistance under Part VI of the Immigration and Asylum Act 1999.



If you would like to apply for Free School Meals please visit the First Stop Shop in Lynton House with current written evidence of your benefit. If you receive **Income Support, Job Seekers Allowance** (income based) or the guarantee element of **State Pension Credit** you will need to bring with you a letter from your benefits agency dated within the last 6 weeks. If you are receiving **Child Tax Credit**, you will need to bring with you a copy of your current Tax Credit notification from the Inland Revenue.

If you would like more information regarding Free School Meals, please contact the Admissions & Awards section on: 020 8708 3121

To apply online visit:

<https://www.redbridge.gov.uk/schools/free-school-meals/>



Uniform & Equipment

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

UNIFORM LIST	
All Years (7 to 11)	
AVAILABLE FROM OUTFITTERS	
Blazer:	Black blazer with embroidered badge
AVAILABLE FROM SCHOOL RECEPTION AND OUTFITTERS	
School tie	
School badge for blazer	
GENERAL ITEMS AVAILABLE FROM RETAIL STORES	
Skirt:	Plain black (must be pleated)
Trousers:	Plain black (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
Shoes:	Plain black only (no boots)
Hijaab:	Plain black or white
SUMMER UNIFORM	
Blazer	As above
Trousers	As above
Shirt	Grey Polo shirt (with badge)
Footwear	As above
PE KIT	
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 during sporting activities.
- 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
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 – compulsory	Black with embroidered school motif (note: plain blazer can be purchased elsewhere but badge will be needed)	30, 32, 34, 36, 38, 40, 42, 44, 46, 48 (other size available to order)	£32.50
Blazer Badge	Sewn-on embroidered badge	n/a	£4.00
Tie - compulsory	Navy with school design	All one size	£6.00
V-neck Jumper - optional	Plain Black	9-10, 11-12, 13	£13.00
		S, M, L	£16.00
Skirt - optional	Black Box Pleat Skirt	All sizes	£7.00
Trousers - optional	Plain Black (slim fit)	Age 11, 12, 13, 14	£12.00

PE T-Shirt - compulsory	Navy/White, school motif (emb)	30-32, 32-34, 34-36	£14.00
PE Training Top - compulsory	Navy/White, school motif (emb)	38-40, 42-44	£16.00
		30-32, 32-34, 34-36	£20.00
PE Leggings – compulsory OR	Navy/Silver, school motif (emb)	38-40, 42-44	£22.00
		22-24, 26-28	£17.00
PE Track Bottoms - compulsory	Navy/Silver, school motif (emb)	30-32,34-36,38-40,42-44	£19.00
		22-24, 26-28	£21.00
		28-30, 30-32, 34-36, 38-40, 42-44	£22.00
PE Shorts - optional	Plain Navy	22-24, 26-28	£5.00
		28-30,30-32,34-36,38-40	£6.00
PE Socks - optional	Plain Navy	1-5, 6-11	£4.00
PE Rain Jacket - optional	Navy, school motif (emb)		£23.00



Uniform Suppliers will be in school on the following dates and times:

Thursday, 29th July 2021 – 11am to 3pm

Wednesday, 4th August 2021– 11am to 3pm

Friday, 13st August 2020 – 11am to 3pm

OR

**Every Monday from 12:15pm to 2pm
During Term Time**

Or order online:- www.schooluniformdirect.org.uk

Payment: Dr/Cr Card, Cash Or Order On-line:- www.schooluniformdirect.org.uk
For information or questions please contact School Uniform Direct on: Telephone: 01992 763679 or email: info@schooluniformdirect.org.uk



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 8.45 a.m. in the morning and in their subject room by 2.05 p.m. in the afternoon. Students who arrive after the gates have closed in the morning and after 2.05 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 proper 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 8:45am.

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 very 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 W Mackintosh.



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.

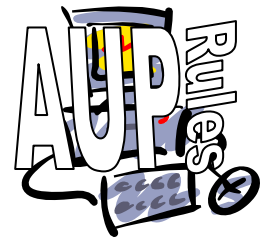
IMPORTANT: If you child uses an EpiPen then it is ESSENTIAL that, in addition to providing an EpiPen to the Medical Officer at the Forest Academy, your child also carries an additional EpiPen with them at all times.



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">Use ICT to discover virtually anything online.When in school, only use ICT to support your studies and homework.	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">Use ICT to create and publish your own material or files.Create original work, be it text, music, images or video.	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">Use ICT to communicate with known friends and trustworthy people.Develop ideas worldwide via the Internet.	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	<ul style="list-style-type: none">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 ANY copyrighted files. Make sure you do not breach Copyright or plagiarism Laws by trying to pass others' work off as your own.	Do not "Rip-off"
Enjoy	<ul style="list-style-type: none">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

Developed from Childnet International - "Keep in Control" - www.childnet.com

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). 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.

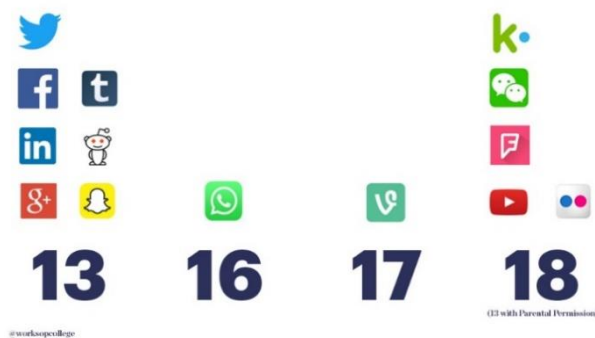
Young people's privacy and enjoyment online can sometimes be affected by advertising and marketing schemes, which can also mean inadvertently spending money online, for example within applications. Encourage your children to keep their personal information private, learn how to block both pop ups and 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 except for at break and lunch in the canteen. **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. Mobile phones should only be used during social times in the canteen. **This does not include tutor time or movement between lessons.**

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.

Mobile Phones

Anywhere but the canteen at break and lunch are no go areas for mobile phones and headphones. Phones and headphones will be confiscated if seen.



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 '**Show My Homework**', 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.

SMHW 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 'Show My Homework', who are always happy to help. Just call 0207 197 9550 or email help@showmyhomework.co.uk.

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 2.50pm– 3.50pm.



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. Requests for permission to leave at lunchtime must be made to the Principal and will be granted in exceptional circumstances **only**.

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 sportshall 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.

Toilet Facilities

The facilities are available in the form of two toilet blocks. Students should not expect to leave classes to go to the toilet except in an emergency.

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.



Lockers

A limited number of lockers are available outside the staffroom. These are available on a first come first served basis. Padlocks are not provided by the school and should be purchased at your own expense. Please contact one of the schools' site managers for advice on the correct type of padlock required.