

20th July 2016

Dear Parent(s),

End of term arrangements

We will finish at midday on Thursday 21st July. It will be a non-uniform day. We are asking that pupils pay £1 for the privilege of not wearing uniform. The student charity commission has decided that the money we collect will be donated to the National Autistic Society.

We will be saying goodbye to the following members of staff:

- Mr S Noorgat
- Ms S Sanal
- Mr M Parr
- Ms K Lewis
- Mr M Prince
- Ms C Till
- Mr C Varsani
- Ms S Hankin
- Mr S Evans
- Mr J Garcia
- Ms J Wallace-Dowse

All have served the school well and we wish them all the best for the future. Staff and pupils will miss them.

Term dates for next year

The term and holiday dates for next year (2016-2017) are attached.

School will start for pupils on Thursday 1st September 2016 at each of our buildings. Pupils should come into school through the Cheshunt Road entrance at the Grosvenor Road site and through the Upton Lane entrance at the Upton Lane site.

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|----------|---|
| 10:40 am | Year 7 arrive for an 11am start |
| 1:00 pm | Years 8, 9, 10 & 11 arrive for a 1:15 start. There will be no lunch break for these Year Groups. <ul style="list-style-type: none">• 1:15 pm – 2:00 pm will be tutor time• 2:00 pm – 3:00 pm will be a normal lesson |
| 3:00 pm | Pupils will be dismissed. |

Friday 2nd September will be a normal day and school will start at 8.40am. Pupils should arrive no later than 8.35am ready to be admitted for registration. They will be dismissed at 3.00pm.

GCSE results

Results Day for Year 11 (and for any Year 10s who took Core Science this year) will be on Thursday 25th August. Results will be available in the canteen at the Upton Lane site from 10:00am for Year 11 and from 11:00am for Year 10.

Open Evenings

Our Open Evenings will be on Monday September 19th 2016 at Upton Lane and Tuesday September 27th at Grosvenor Road and they will run from 4.30 – 7.30 pm. These are events for parents of pupils in years 5 and 6 who are thinking of sending their children to us. If you know any such parents please pass the dates onto them.

Other dates for next term

Monday 24th October 2015 – Friday 28th October 2016 Half Term
Tuesday 20th December 2016 End of Term

Uniform

The School PE kit and all other uniform items are available from our uniform outfitters:

Fashion Shop	Lucilla Limited	Ian Howard
138 High Street North	177-181 Cranbrook Road	409 Barking Road
East Ham E6 2HT	Ilford	East Ham
Tel: 020 8552 3200	Essex	London E6 2JT
	IG1 4JA	Tel: 020 8472 1729
	Tel: 020 8554 5133	

Your child must also have a sturdy school bag which is big enough to carry an A4 folder.

Teacher Planning Sessions

On WEDNESDAYS ONLY pupils should arrive between 9.40-9.50am ready to start their first lesson at 10am. They will be dismissed at 4pm. The late start is to teachers to work together to plan what they teach and to practice new teaching techniques.

This will be different for Year 10 and 11 pupils because their PE lessons will be on Wednesdays at the following times:

Year 10 Wednesday mornings – 9 till 11am
Year 11 Wednesday afternoons – 3 till 4.30pm

The School Day

We are changing from 6 lessons to 5 lessons a day. These are the new times:

Monday, Tuesday, Thursday, Friday

8.40-9.00	9.00-10.00	10.00-11.00	11.00-11.20	11.20-12.20	12.20-13.20	13.20-14.00	14.00-15.00
Reg	lesson 1	lesson 2	Break	Lesson 3	lesson 4	Lunch	lesson 5

Wednesday

10.00-11.00	11.00-11.20	11.20-12.20	12.20-13.20	13.20-14.00	14.00-15.00	15.00-16.00
lesson 1	Break	Lesson 2	lesson 3	Lunch	lesson 4	lesson 5

Attendance & Punctuality

If your child is sick or has an appointment, you must let us know before 8:30am. If possible please make appointments outside of schools hours.

We will send you a text message if your child is late or is absent without us knowing why.

Cashless System in School - ParentPay

We have a cashless system that pupils use to pay for their food. We give every pupil a card and parents need to keep it topped up with credit. Parents can do this online or by giving their children cash which they put in a cash machine at school. The machines sometimes break down and sometimes pupils spend the money their parents have given them instead of putting it on their cards. So it is much better if parents pay online.

We have sent all parents an activation letter explaining how to use ParentPay online. The letter contained your username and password. If you have lost your username and password please telephone Ms Kaur, Pastoral Assistant, on 0208 586 8759 at the school who will be able to help.

Free School Meals

If you think you might be eligible for free school meals we would like you to apply - even if your children go home for lunch or have packed lunch every day. We want you to do this because for every child who is eligible for free school meals, we get an extra £935 from the Government. This is called the Pupil Premium.

If you are not sure if you can apply, please ring Jill Westwood, Office Manager, on 0208 586 8700 who can help.

To apply for free school meals (FSM), please ask the school reception for a Babcock FSM form, and complete and return to school as soon as possible.

Headteacher's Surgery

The Headteachers Surgery runs weekly on Thursday mornings from 7.45am to 9.00am. This runs on a drop-in basis, parents can just turn up.

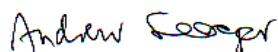
We think we deal with most problems promptly and efficiently but also know that from time to time some of you have a problem that just doesn't seem to get sorted out.

The surgery is an opportunity for you to bring to my attention these difficult to sort out problems. I don't expect to sort them out myself but will make sure that somebody in the school does.

But, if at all possible, please use the usual routes to raise your concerns. In most cases I am confident this will be quickest and most efficient way to get things done.

And finally, I hope that you all have a lovely summer.

Yours sincerely



Andrew Seager
Headteacher

Term and Holiday Dates 2016 – 2017

SCHOOL TERMS	PUPIL HOLIDAYS
<p>Autumn Thursday 1 September 2016 to Friday 21 October 2016</p>	<p>Half Term Monday 24 October 2016 to Friday 28 October 2016</p>
<p>Autumn Monday 31 October 2016 to Tuesday 20 December 2016</p>	<p>Christmas Break Wednesday 21 December 2016 to Tuesday 3 January 2017</p> <p>Christmas Day and New Year's Day fall within the Christmas Break</p>
<p>Spring Wednesday 4 January 2017 to Friday 10 February 2017</p>	<p>Half Term Monday 13 February 2017 to Friday 17 February 2017</p>
<p>Spring Monday 20 February 2017 to Friday 31 March 2017</p>	<p>Spring Break Monday 3 April 2017 to Monday 17 April 2017</p> <p>The Easter religious festival falls within the spring break</p>
<p>Summer Tuesday 18 April 2017 to Friday 26 May 2017</p>	<p>Half Term Monday 29 May 2017 to Friday 2 June 2017</p> <p>May Day Monday 1 May 2017</p>
<p>Summer Monday 5 June 2017 to Friday 21st July 2017</p>	<p>Summer Break Monday 24th July 2017 to <i>To be advised</i></p>