WELCOME TO
EASTBURY COMMUNITY SCHOOL

PARENT/CARER & STUDENT
BOOKLET
2020-21
Further information about Eastbury can be found on our website www.eastbury.bardaglea.co.uk

Getting the best from and for all our learners

“We want everyone to be happy, healthy, safe, well-educated and good citizens”
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Welcome to Eastbury Community School

Eastbury is a wonderful school in which to learn and work. I am proud and privileged to be the Executive Head teacher and work in partnership with enthusiastic pupils, committed staff, supportive governors and parents.

At Eastbury, we want every pupil to be happy and part of our success story. All staff work extremely hard and do their best to ensure that all pupils are healthy, feel safe and are very well educated. We therefore have high expectations and ambitions for every pupil. Our mission statement is ‘Getting the best from and for all our learners’ and this is fast becoming a reality.

In every community there is a need for certain rules, regulations and systems to ensure harmony and effective working. At Eastbury our rules are simple and benefit the school community as well as the individuals within it.

This guide is designed to enable you to understand how our community works and what your role and responsibilities are within it. Clearly, we cannot cover everything in one guide, but if you are true to yourself and you respect those around you, all will be well. Respect and common sense are the foundations of all that we do here at Eastbury, teaching all to ‘treat other as you would like to be treated.’

We want you to enjoy your time here at Eastbury and to thrive and excel. You are joining a strong, supportive and caring community which is often compared to a family. You will make friendships that will last a lifetime and take away memories that you will value over the years ahead.

Eastbury Community became an all-through 3-19 school in September 2015, building on our reputation for excellence as an 11-19 Comprehensive. During the 2017/2018 term we will be completing some further refurbishment in a superb campus for learning.

School is part of your preparation for the future. Our number one aim is to ensure that you are ready for the challenges that lie ahead and well equipped to make a success of your future life. We want you to be independent, have a good career and make a real and positive impact to your local, national and global community.

Every lesson counts here at Eastbury and we expect you to arrive at school and every lesson on time, and be ready and fully prepared to learn. Your exam grades and your participation in school life will impact on the options open to you after school. All our pupils are given the opportunity to achieve the best possible grades so that they can
progress to the university or college of their choice, or move successfully straight into the world of work through an apprenticeship. Just as important as exam grades are the skills, qualities and values which will turn these paper qualifications into success and help to promote happiness in later life.

Academic qualifications will open the next door, but they are no guarantee of success in themselves. It is the skills such as problem-solving, analysis, communication, persuasion, personal organisation and the ability to work with others that will drive success in the wider world. The important qualities of confidence, resilience, self-reliance, perseverance and openness to new ideas, together with a readiness to take the initiative, to innovate and to make things happen will enable you to stand out from the crowd and be the best. Taking part in the wide range of sports and cultural activities at the school can help you to develop these important skills and attributes as well as being highly enjoyable.

The strong British values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs are developed by all at Eastbury. We will not tolerate discrimination or bullying. Everybody has the right to learn and work in a safe and positive environment, free from fear and harassment.

I hope that you will consider your own faith and beliefs as a highly important part of your development. I want all pupils to become actively involved in our school community by becoming leaders, peer mediators, prefects or by joining the school council.

You must always remember that you have a key role in your own success. To make the most of your time at Eastbury you must be ready to seize the many opportunities both in the classroom and in the many clubs we run. You must take responsibility for your own actions and learning. You must be ambitious and develop a clear sense of what you want to achieve and how you will contribute to society.

Finally, we want everybody to be the best they can be in everything they do. Always seek to improve on your personal best. To achieve your best you should always listen, and act on the advice you will be given throughout your schooling.

As Executive Head teacher, I am always ready to listen to the most important people in the school, our pupils. I will meet with you all formally in assemblies and with some of you as part of the school council. I welcome discussions with you as individuals as I walk around the school or in the canteen. I am keen to hear about your ambitions and how you think the school can be improved. My ambition is for Eastbury to become one of the best schools in the world, and together we can achieve this.

David Dickson, Executive Headteacher
SENIOR LEADERSHIP TEAM & YEAR CURRICULUM COORDINATORS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>D Dickson</td>
<td>Executive Headteacher</td>
</tr>
<tr>
<td>A Raymond</td>
<td>Head of Primary</td>
</tr>
<tr>
<td>C Hutchinson-Wright</td>
<td>Deputy Head of Primary</td>
</tr>
<tr>
<td>S Collins</td>
<td>Head of Secondary</td>
</tr>
<tr>
<td>D Simpson</td>
<td>Head of Sixth Form</td>
</tr>
<tr>
<td>K Ward</td>
<td>Deputy Head</td>
</tr>
<tr>
<td>J Goy</td>
<td>Deputy Head</td>
</tr>
<tr>
<td>J Jhita</td>
<td>Senior Assistant Head of Secondary</td>
</tr>
<tr>
<td>R Lastiotis</td>
<td>Assistant Head of Secondary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>J Oberholzer</td>
<td>Transition Co-Ordinator</td>
</tr>
<tr>
<td>C Oberholzer (TBC)</td>
<td>Year 7 YCC</td>
</tr>
<tr>
<td>K Mahmood</td>
<td>Year 8 YCC</td>
</tr>
<tr>
<td>L Wood</td>
<td>Year 9 YCC</td>
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<tr>
<td>M Miller</td>
<td>Year 10 YCC</td>
</tr>
<tr>
<td>M Read</td>
<td>Year 11 YCC</td>
</tr>
<tr>
<td>J Moore / C Alkis</td>
<td>Year 12/13 YCC</td>
</tr>
</tbody>
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ATTENDANCE CONTACT INFORMATION

Attendance Officer (KS3 - Years 7-9): A Dredge (020 8507 4527)
Attendance Officer (KS4 - Years 10-11): Vacant (020 8507 4529)

SAFEGUARDING AT EASTBURY COMMUNITY SCHOOL

At Eastbury Community School, the health, safety and well-being of every student is our paramount concern.

If you have a concern/question regarding your safety and well-being you can speak to the Safeguarding Team:

Mrs R Lastiotis – Main Street
Ms J Higson – 2nd floor Main Street
Ms S Primus – Main Street
Ms J Moore – Sixth Form
Ms A Raymond – Primary Phase
Miss E Paul – Wilmington 1st floor
Mr Jason Reynolds-Blanche – Main Street
Mr S Gander – Library Office
Miss G Gill – Wilmington 1st floor
Mr L Wood – YCC Hub

Eastbury Community School wants everyone to be happy, healthy, safe, well-educated and a good citizen. Our aim is that all students will enjoy their time at school and seek to support this by creating a positive working environment where all can achieve to the best of their ability.

We listen to our students and take what they tell us seriously.

If you have any safeguarding concerns, please see a member of the Safeguarding Team.
**TERM AND HOLIDAY DATES 2020–2021**

<table>
<thead>
<tr>
<th>Start of School Year</th>
<th>Thursday 7 September 2020 (Training days 3-4 September 2020)</th>
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<tbody>
<tr>
<td>Half Term</td>
<td>October 26 – 31 2020</td>
</tr>
<tr>
<td>Last Day of Autumn Term</td>
<td>Thursday 18 December 2020</td>
</tr>
<tr>
<td>First Day of Spring Term</td>
<td>Monday 4 January 2021</td>
</tr>
<tr>
<td>Half Term</td>
<td>February 15 – 19 2021</td>
</tr>
<tr>
<td>Last day of Spring term*</td>
<td>Thursday 1 April 2021</td>
</tr>
<tr>
<td>First day of summer term*</td>
<td>Monday 19 April 2021</td>
</tr>
<tr>
<td>Half Term</td>
<td>31 May – 4 June 2021</td>
</tr>
<tr>
<td>Last Day of Summer Term</td>
<td>Friday 23 July 2021</td>
</tr>
</tbody>
</table>

**INSET DAYS (TEACHER TRAINING DAYS)**
Professional Development Day – 3\(^{rd}\) & 4\(^{th}\) September 2020

Exact times for the start of term will be published on our website prior to the end of the summer term. Please check the website before the beginning of the autumn term to confirm times students are expected to arrive.
OUR VISION AND VALUES

We want our students to be able to play a full part in society in a period of rapid change. We are committed to providing an excellent all round education leading to the highest possible qualifications.

We recognise that academic qualifications need to be underpinned with the development of self-confidence, resilience, work-place skills and the ability to respond positively to new challenges. To this end we encourage our students to develop self-discipline, independence and responsibility for their own actions and learning; alongside the ability to think, be inquisitive and reflective, communicate and make informed decisions for themselves.

We value all students. Fundamental to the Eastbury ethos is a respect for and an interest in other people, their beliefs, values and welfare. The education we provide reflects the diversity of our society and promotes equality. We are proud of our school community, in which all members have the right to be treated and valued equally.

We expect everybody to accept a system of values that emphasises respect for others and care for the community and environment.

We take this very seriously and will not tolerate discrimination or bullying. Everybody has a right to learn, work and be successful in a safe and positive environment, free from fear and harassment.
Our Aims

Learning - Our core purpose:
We will give everyone access to become resilient, confident, independent and lifelong learners who value learning for its own sake.

We encourage and enable all learners to:

- Strive for excellence, widen their horizons and prepare themselves with the skills needed for active engagement, life and employment in modern Britain, and our rapidly changing world;
- Develop their self-confidence, self-esteem and self-confidence;
- Explore and appreciate their sporting and creative talents and make the best use of them;
- Distinguish right from wrong and to respect the civil and criminal law of England;
- Develop the skills, knowledge and attitudes needed for a healthy, safe and productive lifestyle.

Community

We encourage participation in our local, national and global communities and enable all learners to:

- Be active citizens and contribute positively to our democratic society;
- Develop leadership skills and participate in a well-ordered, secure and stimulating learning environment where all learners enjoy the challenge of achieving the highest possible standards;
- Accept responsibility for their own behaviour and contribute to the development of a safe and caring society, free from discrimination, in which everybody of different faiths or beliefs is mutually respectful and respected;
- Strive for different types of achievement, which are valued, recognised and celebrated;
- Care for the natural environment, using resources wisely and recycling when possible.

Partnership

We will ensure that our school:

- Works with families to support all learners in reaching their true potential;
- Works with local, national and global schools, colleges and universities to share and develop the best practice in education;
- Works with business to develop the skills to succeed in a wide range of employment locally, nationally and globally;
- Works cohesively with outside agencies to keep students safe both in and out of school;
- Supports leadership and staff development at all levels and succession planning.
THE SCHOOL DAY

Registration/tutorial starts promptly at 8:45am and therefore students should be at school by 8:30am so they can be on time for registration/tutorial. Registration/tutorial time is a formal planned time. Each year group has its own scheduled activities to raise academic achievement; these will include activities such as literacy/numeracy exercises, silent reading, spelling tests, debates and learning conversations.

Arrival to School - 08:30am
Arrival to Form Room/Assembly - 08:40am
Registration 08:45 – 09:00 am

Period 1 09:00 – 10:00
Period 2 10:00 – 11:00
Break 11:00 – 11:30
Period 3 11:30 – 12:30
Period 4 12:30 – 13:30
Lunch 13:30 – 14:05
Period 5 14:05 – 15:05

15:05 – 15:15 pm (Tutor time to address any individual learning needs.)

Students leave the premises at 3.05pm, unless they are involved in extra-curricular activities, study support clubs or have a detention. (Please note we have a 45-minute late detention in the same day for any students late to school or to their registration/tutorial.)
ATTENDANCE AND PUNCTUALITY

Help us to Ensure Perfect Punctuality at Eastbury

We are very pleased with the way in which almost all students respond to our expectation of excellent punctuality to school and all lessons. We would like to thank all parents / carers who are ensuring their child is getting to school on time.

All students must arrive to all lessons on time in order to start their learning and get the best from lessons. You can support us by asking your son and/or daughter to refer to the school planner that states ‘What We Expect from Students at Eastbury School’ and ‘Attendance and Punctuality – Essential for Success’.

- All students are expected to be positive members of their class and year group by allowing teaching and learning to begin on time
- Arriving late shows a lack of respect and does not prepare your child for their lessons and future working life.
- Being late and causing the teacher to repeat the start of the lesson does not create a positive learning environment for the class

Guidelines on this matter will be displayed on walls within the school to help remind all students of the importance of being on time. All students have been addressed in assembly, or their year 6 transition presentation, regarding this policy and all mobile phones, listed as contact numbers on the school system, can receive a text notifying them of the relevant information.

In order to support you in ensuring your child gets the very best education, and develops habits needed for successful working life, we are implementing a zero tolerance policy for poor punctuality and time keeping. If your son/daughter fails to meet our high expectations and standards, and is late to school or to their lessons during the day, they will receive a 30-minute after-school detention on that same day. Any student that does not attend this detention will be immediately placed in an hour detention with their Year Curriculum Co-ordinator. Any student late to school is placed on a green weekly punctuality report. On-going punctuality concerns will be referred to our Access and Attendance Team and our Senior Leadership Team.

Please note that the school has been enforcing this procedure since the start of 2011 and I therefore ask for your support in reminding your child of these basic, simple rules, which are easy to follow.

OFSTED commented on the huge improvements at Eastbury in students’ punctuality and recommended all pupils set the standards now that are so important for working life. We are continuing to see an improvement and want to ensure all students are punctual. We strive for a 100% perfect punctuality record at Eastbury.

I am sure you will agree that your son/daughter will be more successful, and will achieve higher grades, if they are in class on time, ready to enjoy their learning. For this reason, we ask that all students arrive to school early and ensure they are ready to enter their registration class by 8:40am. If a student arrives after this time, they will have a learning conversation with a teacher, during first break, to discuss how best to arrive on time.
Our students at Eastbury have made great strides to improve levels of achievement and it is essential that this continues if we are to reach the high standard of learning and progress that we are aiming for. **Perfect punctuality is vital to this.**

I thank you in advance for your cooperation on this very important matter. If you need any advice or support with strategies to ensure your child gets to school on time, please do not hesitate to contact Stavey Primus on 0208 507 4528. I am happy to discuss this strategy with any parent / carer, so please do not hesitate to contact me at the school at jgo@eastbury.bardaglea.org.uk or 020 8507 4508.

**Mr. J. Goy**  
Deputy Headteacher (Whole School Punctuality Co-ordinator)

**The Percentages**
- 100% attendance is expected.
- Any student who goes below 95% will see their levels/grades go down.
- A student whose attendance is below 90% is a serious concern and they are known as persistent absent students.
- A student whose attendance falls below 80% has to be discussed with the Access and Attendance team at Barking & Dagenham Local Authority.

**Medical Appointments**
Please book visits to the doctor or dentist after school, at the weekend or during holidays.

**Holiday Requests**
To raise academic achievement we will not be authorising holiday requests during school terms. Should you have a special request for extended leave of absence for your child, then please contact the attendance team.

**Sleep Deprivation**
Several parents and carers have spoken to us about the difficulties they have getting their child up for school each day because they are playing computer games into the early hours of the morning. This is obviously not only affecting the child’s punctuality and attendance record but, if left, it may have a negative impact on their mental and physical health. If this is a concern of yours or if you have other concerns we have a Parent Support Advisor who you can speak to. You can contact Stavey Primus directly on: 0208 507 4528.

**Punctuality**
Students who are late to school are met at the school gate and are asked to provide an explanation for their lateness. Students who do not have a legitimate explanation are issued with a late detention for 30 minutes the same evening.

**Persistent Student Lateness**
The number of students late to school is small. However, we do have concerns over the small number of students who are consistently late. Fixed penalty notices of £50 are issued to those parents/carers who are not ensuring that their child arrives to school on time. This penalty notice increases to £100 if not paid within 28 days of being issued.
**UNIFORM MATTERS!**

**School Uniform at Eastbury**

We expect students to be in full school uniform at all times.

All uniform items are available from
- W Cawthorne & Son Ltd: [www.cawthornes.co.uk](http://www.cawthornes.co.uk)
- Premier Schoolwear: [www.premierschoolwear.co.uk](http://www.premierschoolwear.co.uk)
- Uniform 7: [www.uniform7.co.uk](http://www.uniform7.co.uk)

At Eastbury we want all students to take pride in their appearance and be proud of the Eastbury emblem.

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**UNIFORM:**

**School tie for all students**

**No top coats or equivalent to be worn inside the school building**

<table>
<thead>
<tr>
<th>Trousers:</th>
<th>Black, traditionally tailored. (No jeans, cords or ‘jean-type’ material. No jean pockets, no leggings.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirt:</td>
<td>Black, <strong>knee length</strong>, flared or pleated. (Not above the knee.)</td>
</tr>
<tr>
<td>Shirt:</td>
<td>White, plain (tucked in) with no motifs of any kind, that buttons to the top.</td>
</tr>
<tr>
<td>Blazer:</td>
<td>Traditional black blazer with the school badge. (No substitute jacket to be worn.)</td>
</tr>
<tr>
<td>Jumper:</td>
<td>Black ‘V’ neck jumper with school logo.</td>
</tr>
<tr>
<td>Shoes:</td>
<td>Black, sensible &amp; traditional style leather looking footwear. (No boots / trainers / canvas type shoes such as Vans.)</td>
</tr>
<tr>
<td>Socks:</td>
<td>Plain white or black.</td>
</tr>
<tr>
<td>Tights:</td>
<td>Plain black tights. No footless leggings with socks over the top.</td>
</tr>
<tr>
<td>Headwear:</td>
<td>Plain black or white headscarf or headbands (no bandanas or equivalent).</td>
</tr>
<tr>
<td>Jacket/Coat:</td>
<td>Outside coats and jackets should be appropriate dark colours. (No hooded jackets, coats or caps are permitted.)</td>
</tr>
</tbody>
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Most items are readily available at high street retailers and supermarkets.

No piercings. **Piercings of any kind are strongly discouraged.** Should your child have their ears pierced it is advised that they do this at the beginning of the summer to ensure that piercings can be removed when attending school.
SUMMER TERM UNIFORM

As above, or pupils may replace shirts with polo shirts, and maintaining the following standards:

- Polo shirts with Eastbury logo only to be worn, tucked into trousers or skirts
- School tie need not be worn with the Polo shirt

Pupils not wishing to wear the summer uniform should remain in normal school uniform, i.e. blazer, shirt and tie.

P.E. Kit

- White EASTBURY PE polo shirt with embroidered PE logo and printed back (available from Premier School Wear).
- Navy blue EASTBURY PE shorts with Eastbury PE logo (available from Premier School Wear) or plain navy blue tracksuit or jogging bottoms (no sports logos or stripes please)
- Plain white socks or Eastbury PE socks.
- Eastbury rugby top - navy with red stripe, reversible (available from Premier School Wear). Optional.
- A plain, navy blue sweatshirt (no hooded tops) may be worn over the white collared t-shirt when outside.
- Students may also wear a sports base layer underneath their white polo when outside.
- Trainers with non-marking soles. (Plimsolls, Vans, Converse, etc. are not appropriate footwear).

** Prices do vary with regards to sizing so please contact Premier Schoolwear.

- All boys must have football boots and it is strongly recommended that they have shin pads for football and a mouth guard for rugby. It would be beneficial if girls have football boots for their outside games activities.

Every pupil is expected to bring their full PE kit to every lesson, and change into it, even if they are unable to take part in the physical education lesson for any reason. Pupils may still be able to take on a range of roles such as coach, official or perform peer analysis in performance.

All Pupils:

For health and safety reasons jewellery should not to be worn, unless religious/medical item (to be worn under clothing.) Parents/carers to provide a signed letter. Any piercings should be undertaken during the six week holiday period to allow for items to be removed during term time.
TIPS FOR PARENTS

Before your child starts secondary school:

- Buy the school uniform, including PE kit.
- Label everything, including shoes and trainers, coat, and all books, with your child’s name (and form class once you know it).
- Have spare equipment at home.
- Time the journey to the bus stop/school.
- Be sure your child is clear about what time they are expected to be home and what to do if they are held up for any reason.
- Be sure they know/have your contact numbers.
- Buy an alarm clock and make sure your child knows how it works.
- Work out with your child what time they will need to get up to get to school on time.
- Help them get their bag ready the night before.
- Agree a bedtime for school days.
- Have a few practice runs of getting ready and travelling to school on time.

If you drive your child/ren to school you must drop them off at least a ½ mile from the entrance of the school. Dropping your child/ren off at the school gates is dangerous. Should you be found dropping them off at the school gates you will be invited to a meeting to discuss these hazards with our on-site police officer.
USEFUL WEBSITES TO HELP WITH LEARNING

www.mymaths.co.uk
This is an on-line resource that can be used throughout KS3 and KS4. It allows students to revise areas that they need to develop, as well as completing tasks set by the teacher.

How to log on to MyMaths:
• Step 1 – log on to www.mymaths.co.uk
• Step 2 – Log in is using in the Log in ‘eastbury’ and the password ‘proof’. From here you can then access the resources that are available through the various topic tabs.
NB. All students have been given or will receive their own log in and passwords in order to access specific tasks.

www.gcsepod.com
GCSEPod is a unique service, designed to tap into the learning potential of smart phones and handheld devices through a combination of clever technology and award-winning content, to ensure equality of access, high usage and the best possible impact on GCSE results.
• Students access GCSEPod content via a link on your school VLE or website, or on our GCSEPod app. Each podcast provides students with relevant, easy-to-digest information in a tiny file format, meaning that students can add learning content onto their mobile devices while still leaving room for their own media.
• To login to GCSEpod go to the homepage, press the pink Login button, then press the green New Here? Button, and then follow the instructions. The information that you need is your full name, as it appears on the school register, your date of birth and then select Eastbury Community.

www.samlearning.com
Enter the Centre ID, which is IG11EC for Eastbury Community School.
You then have to provide the user ID and password - for students, this is their date of birth followed by their initials. So for a student born on the 30th November 1992 called John Evans their User ID and Password would be 301192JE (unless changed by the student).

www.showmyhomework.co.uk
This is an on-line electronic diary that will allow all students to locate and track homework that has been set, along with downloading any additional resources teachers have added to support learning.

Benefits
• Students – it will allow them to access their homework from both school and home, and will mean never missing a homework deadline again.
• Teachers – it will allow teachers to add additional resources to support independent study, not only worksheets, but video clips, website addresses and exam papers.
• Parents/Carers – it will allow parents/carers to access homework that has been set in order to help and support their children with their homework.
• Environment – it will mean using less paper and ink.

How to access ShowmyHomework
• Go to www.showmyhomework.co.uk/Eastbury
• This will take you to Eastbury’s Showmyhomework homepage.
• Once you are on the homepage you can access the homework that has been by selecting teacher/subject and year group.
HOW TO HELP YOUR CHILD SUCCEED

- Make sure your child has a good breakfast every morning before he/she comes to school.

- Give your child a bottle of water to bring to school every day. Students can drink water in their lessons.

- Make sure your child wears the correct uniform every day. If an item of uniform is missing, write a note to the tutor to explain.

- If your child has school lunches, make sure he/she has his/her Street Base Connect card at school every day and that the card is topped-up with enough money to pay for meals.

- Talk to your child about his/her day at school. Ask them:
  - What lessons did you have today?
  - What did you learn today?
  - What was good about school today?

- Every evening, check your child’s planner for homework, merits and detentions, and sign it weekly.

- You must sign to say you have seen that your child has a detention.

- Ask your child every evening if he/she has brought any letters home.

- Look at your child’s timetable in his/her planner every night.

- Help them to pack their school bag for the next day with the correct equipment, lesson books and PE uniform. Students do not need all their lesson books every day.

- If your child is absent from school, for any reason, you must contact the school to inform them and provide a reason for absence.

**Basic School Editing Code**

<table>
<thead>
<tr>
<th>Mark</th>
<th>Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sp</td>
<td>Spelling mistake - Try the spelling again</td>
</tr>
<tr>
<td>CL</td>
<td>Capital letter - Find the missing or misplaced capital letter</td>
</tr>
<tr>
<td>P</td>
<td>Punctuation - Put in the missing punctuation or change wrongly used punctuation</td>
</tr>
<tr>
<td>///</td>
<td>New paragraph</td>
</tr>
<tr>
<td>^</td>
<td>This sentence or passage does not make sense, write it again</td>
</tr>
<tr>
<td>^</td>
<td>Add to this/something’s missing</td>
</tr>
</tbody>
</table>

**Where is the mark?**

In the margin = means you can find the mistake somewhere in that line. In the margin, with a part of the work underlined = means the mistake is in the underlined part. In the margin, next to a pen line = means you can find it in this section.

At the end of the piece of work = means this is a problem all the way through the writing.
HOW TO HELP YOUR CHILD WITH THEIR HOMEWORK

Agree a routine for homework with your child.

A good time for doing homework is after a short break when your child returns from school.
Agree with your child that TV, phone calls and other activities will only be possible once homework is completed.

Ensure that your child has a suitable place to do their homework, with as few distractions as possible.

Help your child with homework but do not do it for him/her.

You can check the homework your child has been set by visiting
www.showmyhomework.com/eastbury/

OTHER WAYS TO HELP YOUR CHILD

- Take your child to places of interest to bring school learning to life, such as museums, art galleries, cinema, theatre and the local library.
- Choose educational television programmes and watch them with your child, such as documentaries.
- Play educational games with your child, such as board games and games on the internet.
- Use the internet with your child to support his/her learning. Research subjects your child is studying at school.
- Encourage your child to read for at least 20mins per day fiction and non-fiction.
EQUIPMENT LIST FOR LEARNING

Every student should have the following:

- 5 black pens
- 5 green pens
- 5 pencils
- Highlighter pen
- Rubber
- Ruler
- Compass
- Protractor/angle measure
- Calculator
- Coloured pencils (not felt pens)
- Glue stick
- School planner – this will be given to the student
- Dictionary
- Reading book
- Correct exercise books
- PE kit (on the day needed)

We also recommend that every student has a USB memory stick and a clear pencil case.

If you find it difficult to ensure that your child has the correct equipment please contact Ms Primus at sprimus@eastbury.bardaglea.org.uk or Mrs Oberholzer at jpt@eastbury.bardaglea.org.uk.
THE ORGANISATION OF SECONDARY SCHOOL

Each year group at Eastbury is divided into ten tutor groups. The names of the tutor forms spell out the words STUDY and LEARN. (7S, 7T, 7U, 7D, 7Y and so on).

Your child will be placed in a mixed ability tutor form of approximately 30 students. These class groups will be carefully organised to ensure that each has children of all abilities and from a variety of different backgrounds and cultures.

Your child’s tutor is your first point of contact if you have any concerns about your child’s achievement or welfare.

- They will see your child each day for morning registration.
- Your child will remain in the same tutor group as he/she moves up the school, unless considered otherwise by the Year Curriculum Co-ordinator.
- You can contact the tutor by:
  a) Phoning the school and leaving a message for the tutor to contact you, or
  b) Writing a message in your child’s planner and asking your child to show this to their tutor as soon as possible.

Special Educational Needs
The other person you may need to make contact with, if your child has special needs of any sort, are the Special Educational Needs Co-ordinator (SENCO). Contact Miss Higson (020 8507 4513).

English as an Additional Language (EAL)
If English is not your child’s first language and they need support with English language then contact the EAL department or Mr S Smith.

Steve Smith - Head of EAL: 020 8507 4577
CHILD PROTECTION AND SAFEGUARDING

At Eastbury we want all of our students to be safe. All of the staff will receive child protection and safeguarding training, and we have a dedicated child protection team. Our child protection team has a duty of care to the young person. There are different types of abuse which can place a child at risk:

- Physical abuse such as punching, hitting or burning
- Sexual abuse such as forcing a child to take part in any sexual activity
- Emotional harm such as making a child feel unloved or useless or constantly putting them down
- Neglect means not providing a child with enough for their basic needs e.g. enough food, clothes, medical care.

If at any time you have concerns whether for yourself and your child or for any other young person please contact the child protection team, or you can contact Barking & Dagenham Children’s services on 020 8227 3811.

CHILD EXPLOITATION & ONLINE PROTECTION CENTRE

CEOP, Think you know- https://www.ceop.police.uk/

This is an online resource which has been set up by the national crime agency to provide the latest information on being on-line, and updates in new technology. The information covers different age groups from 5-14+, and there is a parent/carer area. As well as advice and information there is a red report abuse button which you can use, if you fell worried or uncomfortable about any one on line.
ANTI-RADICALISATION & ANTI-EXTREMISM

Part of safeguarding is to ensure that our students do not get drawn into radicalisation/extremist groups. We know that this can also be a concern for parents.

On our website we have a direct link to advice for parents/carers to help protect your child from possible radicalisation. If you have any concerns for your child or any young person you can contact the child protection team or if you prefer the local police on 101, or independent charity Crimestoppers 0800 555 111.

CHILD SEXUAL EXPLOITATION

This occurs when a young person receives something (for example food, accommodation, drugs, alcohol, gifts, money or affection), as a reward for taking part in sexual activities. Exploitation occurs when there is a power imbalance and the person feels intimidated, and pressurised to have sex. It can include sexual bullying, cyberbullying and grooming. Please contact our CP team if you have any concerns.

FEMALE GENITAL MUTILATION

Female genital mutilation (FGM) is illegal. If staff know that a young person has experienced FGM they have a statutory duty to report it to the police. If they suspect it may happen staff must report it to children’s services. Please contact our CP team if you have any concerns.

Child Protection – Mrs Rebecca Lastiotis (rla@eastbury.bardaglea.org.uk, 020 8507 4550)
COMMUNITY COHESION AND EQUAL OPPORTUNITIES

Being Different  Eastbury School  Belonging Together

Eastbury is proud to be a diverse multicultural school, with students and staff from all of the main religions and with over 63 community languages spoken in the school. Our theme for community cohesion is ‘Being Different, Belonging Together’, as we believe that this recognises and celebrates what makes us unique and different, yet also acknowledges that we are all part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen. We believe everyone should be treated with respect and no one should be discriminated against because of their:

- Gender
- Ethnic Group
- Nationality
- Educational needs
- Gender identity
- Religion
- Marital status
- Race
- Colour
- National Origin
- Disability
- Sexual orientation
- Beliefs
- And maternity/parental status.

You are welcome to read our Community Cohesion and Equal Opportunity policy, which formally sets out in more detail our rationale and aims.

“The school represents a harmonious community where students feel safe. Students are proud of their school and speak about how pleased they are that everyone gets on and different groups mix together well.” (OFSTED 2013)

ANTI-BULLYING – Positive Relations in School

At Eastbury we have a very strong anti-bullying policy. Pupils are taught through PSHE and their pastoral programme the importance of having respect for each other. They are taught how to deal with situations, when and if they arise. There are links on the school website and designated anti-bullying members of staff to help with such incidents.

Bullying of any kind is not tolerated at Eastbury.

“Students are clear that bullying is not tolerated and say that it is dealt with firmly on the rare occasions it happens. Inappropriate behaviour such as racism and homophobia are challenged and thus hardly ever happen.” (OFSTED 2013)
CLUBS AND EXTRA-CURRICULAR ACTIVITIES

The school organises a wide range of clubs and extra-curricular activities and your children are welcome to join as many as they would like. These range from the various sports and PE clubs to Computers, Drama, Art and Music – to name a few.

TRIPS

During the course of the year we try to organise several social events, including discos, ice-skating, and sometimes trips to Chessington World of Adventures, Thorpe Park or similar. Residential trips to Spain and France are also arranged by some Departments.
HOME-SCHOOL PARTNERSHIP AGREEMENT

School’s Commitment
Eastbury School commits itself to:
1. provide a safe, well-ordered, and caring environment where pupils are free from fear and discrimination
2. ensure that all pupils are given support and guidance, and feel valued as individuals
3. reward pupils for their academic, sporting and social achievements
4. deal swiftly with any incidents or concerns relating to our pupils
5. provide different curriculum pathways to meet the needs and aspirations of all our pupils
6. have clear aims, targets and expectations for all pupils
7. provide opportunities for parents/carers to discuss their child’s learning, and give an annual written report of their child’s progress
8. ensure that all alleged incidents of bullying and acts of discrimination are fully investigated and dealt with according to the agreed policies laid down by the school
9. offer pupils (through the student council) and parents/carers the opportunity to express their views on school issues.

Mr D Dickson – Executive Headteacher

Parent’s/Carer’s Commitment
I/We agree to:
1. ensure my/our child attends in full school uniform together with a school bag containing the correct equipment for learning
2. encourage high standards of attendance and punctuality, and not take holidays during term time
3. in the case of absence, inform the school immediately, and provide a note explaining the reason for absence upon return
4. maintain close contact with the school regarding any concerns or problems which may affect learning or behaviour
5. regularly discuss learning and progress, and congratulate my child when they receive a reward from school
6. attend all parents’/carers’ evenings for discussions about pupil progress
7. support the school’s behaviour policy, e-safety guidelines, anti-bullying policy and all other school policies
8. establish with my child good study habits, and support with homework and revision, use the range of e-resources provided by the school to support and guide my child, thereby supporting the school’s e-safety policy
9. monitor my/our child/’s appropriate use of the internet and social media
10. make sure I inform the school of any change in my/our contact details (in line with GDPR as outlined on the school’s website

Signed:..
**Pupil's Commitment**

I commit myself to:

1. take pride in my own appearance by wearing full school uniform and bringing to school the correct equipment for learning
2. have a positive attitude towards school, keep to the school rules, follow all of the school guidance on safety and behave in a way which helps everybody to learn
3. full attendance and outstanding punctuality to school and lessons
4. work to the best of my ability in school and at home, respond to teachers’ marking and feedback, and use standard English in all lessons
5. respect everybody within the school and local community, their property, privacy and family life so as not to hurt or offend them or bring the school in to disrepute
6. share responsibility for the school environment by looking after school property, books and materials, and helping our school to remain free from litter
7. tell an adult in school about any concerns, or bullying including cyberbullying
8. becoming involved in other activities outside of lesson times and developing my character.
9. act as an ambassador for the school at all times, not using language or actions that discriminate against any other person or groups of people
10. not bring into school any substance or implement which could cause harm to myself or others.

Pupil’s signature:

The full school rules, anti-bullying, behaviour, GDPR and our other policies can be found on the school website [www.eastburyschool.co.uk](http://www.eastburyschool.co.uk)

Pupils can be kept behind at the end of the school day by staff for poor behaviour or to catch up on missed or incomplete work.

**COMPLAINTS PROCEDURE**

In the rare event that parents have a concern about any aspect of their child’s education and general welfare, communication with the school at the earliest opportunity is encouraged to resolve it.

Parents are asked to contact the appropriate Year Curriculum Co-ordinator, Assistant Headteacher, Deputy Headteacher, or for more serious concerns, the Head Teacher directly. Governors and Parent-Governors in particular, are also available to parents if they wish to consult them.
THE BRILLIANT CLUB SCHOLARS PROGRAMME

Students from across the three Key Stages have the opportunity to take part in the Brilliant Club Scholars Programme, which is specifically designed to stretch and challenge our more able. Participating students embark on a programme that begins with a launch trip to a Russell Group university such as Oxford and Cambridge, but also more modern top performing higher education institutions such as King’s College London. Here, students meet their Brilliant Club tutor, who will be either working towards completing a PhD in a particular field of their expertise or may be undertaking post-doctoral research at a leading UK university. This provides our students with the unique opportunity to see how a university works, such as its research facilities and degree courses, as well as exploring practical aspects of living as an undergraduate student.

Following the launch trip, participants engage with a series of university-style tutorials, which are held in our school and within the normal school day, for a period of four to five weeks. During these tutorials, participants experience what it is like to be a university student, with a focus on independent research and discussion around an area of study that is outside the normal school curriculum. For example, in the 2016-17 academic year, our Year 7s and 8s studied a key philosophy question: What do you understand by the term ‘Paternalism’? Do you think that it is ever justifiable for someone to make our life choices for us? What (if any) restrictions would you place on individuals making choices for themselves? Our Year 9s and 10s studied three distinct areas of academic research including: 1) Invented Traditions: Is there an alternative to nation states? 2) To what extent has the United Nations contributed to or hindered peace and security? and 3) Victorian Law and Photography. The Year 12s are studying The role of ideology in 19th and 20th century Russia.

Students work towards writing a 2,000-word essay, which is a university style piece of academic research. This requires students to fully reference their essay and provide a full bibliography of all works cited. The essays are marked, moderated and graded as university pieces of work, with First Class for top examples, descending to Upper Second, Lower Second, and Third Class. Our school has seen two of our students have their essays published in the Scholars Magazine. This means they have published academic work at school age, which normally only happens for post-graduates. Successful participants attend the graduation trip, which is to another Russell Group university, but deliberately a different kind to the one visited on the programme’s launch. This gives our students the chance to experience a very different university – from ancient institutions like Oxford and Cambridge to the more modern like Sussex University.

The Brilliant Club Programme is a strong academic programme, providing places for twenty-four students across Years 7 and 8, forty-eight places for students across 9 and 10, and eight places for Year 12 students. We have many students wanting to do the programme for a second or even third time, such is the Scholars Programme’s popularity. The course teaches our students what academic excellence is and how to become a life-long resilient learner, who will not give up simply because something might be difficult – because our philosophy is that ‘difficult is good’.
PUPILS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

Definition of SEN
- A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

(Special educational needs and disability code of practice: 0 to 25 years, pages 14 -15)

There are four areas of special educational need
1. Communication and interaction
2. Cognition and learning
3. Social, emotional and mental health difficulties
4. Sensory and/or physical needs

(Special educational needs and disability code of practice: 0 to 25 years, pages 86 - 87)

Life at school for your child with Special Educational Needs and Disability (SEND)
At Eastbury we support pupils with all of the above needs within a mainstream setting. Inclusion in all curriculum areas is imperative. School life is planned and changes are implemented in order to meet the needs of pupils with special needs and disabilities. Every teacher is a teacher of SEN.

Keyworkers
Every pupil with SEND will have a keyworker. The keyworker will liaise with parents and school staff, they will speak to the pupil and will make phone calls home to pass on information, positive as well as areas to be worked on.

Every parent will receive a phone call from their keyworker; they will be able to use the keyworker as their first point of contact for anything regarding special educational needs. It may be that the keyworker needs support from the class teachers or SENCo, and if needed that support will be provided.

Further information is available on our school’s website.
ADDITIONAL RESOURCE PROVISION FOR DEAF STUDENTS

Our Aims

The Additional Resource Provision (ARP) has twelve places for KS3 and KS4 students. We aim to meet children ‘where they are at’ and support them to close the gap and achieve or exceed their potential. We offer a sign language inclusive environment to support students to develop their communication skills and progress in their learning. We want to give our students the specialist support they need to grow into independent, confident deaf young people able to interact and thrive in both the deaf and hearing worlds.

Our expectations of our deaf young people

We have high expectations of our pupils who all have aspirational targets which aim to close the gap with their hearing peers. Expectations are achieved by offering the following specialist programmes and services:

- A personalised curriculum built around each pupil’s individual needs and abilities.
- Daily interventions in literacy, numeracy, language and social development; and guided reading.
- Access to specialist subject knowledge through inclusion in mainstream class with support.
- Weekly Speech and Language Therapy sessions (as required).
- A weekly bilingual ARP assembly.
- A personalised deaf curriculum is offered to each pupil which includes BSL, deaf studies, audiology and personal safety as required by students taught by a deaf end user.
- Daily audiology checks and maintenance of hearing technology (hearings aids and cochlear implants) and termly support visits from an audiologist.
- Access to a multi-agency support framework including: educational psychologist, Connexions, audiology advisory staff, CAHMS.
- Strong home-school links with an open dialogue between parents and ARP staff.
- A programme of Deaf Awareness for staff and students across the school.
- Access to a wide range of extra-curricular activities including trampolining, football- deaf and hearing teams, art and textiles clubs, a deaf drumming group and a signing choir.
- Regular trips and visits to support curriculum development and develop life skills.

For further information please contact the Lead Teacher of the Deaf Helen Devereux Murray: 02085074556.
SUPPORT AT EASTBURY

At Eastbury our aim is to ensure that students exceed both their academic and personal targets. To help them achieve their goals and ambitions the following people are available to assist:

- Peer Mediators
- Youth Workers
- Learning Mentors
- Literacy Support Tutors
- Sixth Form Mentors and Buddies
- Progress Reports
- Form Tutors
- Head of Year
- Parent & Family Support Services
- Careers Library
- Subject Teachers

OUR PEER MEDIATORS EXPLAIN PEER MEDIATION AT EASTBURY

**Who are we:** We are ambassadors of peace and community cohesion within our school and local community. As role models we are leadership students that promote positive attitudes and values.

We are part of a youth national conflict resolution society known as [Peer link](#).

We have completed a conflict resolution training programme, which has taught us how to mediate safely and successfully.

**Eastbury School has zero tolerance to bullying.**

Peer Mediators have ‘office hours’ during 1st and 2nd break, every day, based in the Learning Support Unit.

We have an open door policy which gives students the freedom to come and speak to us should they be dealing with conflict, or need support in any other way.

We engage with students to promote positive values with a variety of activities and literacy tasks during form class. We present assemblies to all year groups dealing with important themes that challenge the safety and wellbeing of young people, and which promote motivation and aspirations. We coordinate a variety of fundraising events throughout the year.

**What is Peer Mediation?**

- Peer Mediation is the process of allowing two parties (two sides of an argument) to solve their own conflicts.
- We, as Peer Mediators, help the two parties without giving them the solution.
- The end result is a ‘win-win’ situation.
- We do not force you to come to mediation; it is your own decision.
PARENT SUPPORT ADVISOR – STAVEY PRIMUS

How Can I help?
I provide support, advice and help around a range of issues including:

- Support with attendance, managing behaviour and developing positive family relationships.
- Support for when a young person moves from one learning environment to another.
- Signposting or accompanying to other support services in the local area.
- Helping parents in finding training opportunities.
- Supporting parents and families who are coping with substance misuse or domestic violence issues.
- I organise themed parents’ & carers’ coffee mornings (please check the school website and newsletter for latest details).

How do I work?
- I offer confidential one-to-one support sessions to parents, families and young people.
- For convenience, I can meet with parents in their own home, out in the community, or at the school.

Making Contact
You can find me in the Attendance Office at the school. Parents can self-refer and contact me direct by phone: 020 8507 4528 or by email: spr@eastbury.bargadlea.org.uk to talk about any issues.

Eastbury Community School working in partnership with shs: www.schoolhomesupport.org.uk

The school demonstrates a strong commitment to students’ well-being. They are effectively cared for by their teachers and other support workers.’ (OFSTED 2013)
SPORTS EXCELLENCE

The Sports Excellence Programme is a project run for Gifted & Talented PE students from Year 7 - 13.

Students are selected for the programme from PE lessons, after school clubs and school teams. You do not have to be the best sports boy/girl to be part of Sports Excellence but the right kind of individual in relation to attitude, effort, commitment and desire shown in PE as a subject.

You will have the opportunity to become a Sports Leader and take part in many of our projects with partners such as Barking & Dagenham Sports Development Team, The Football Association, Essex FA, Youth Sports Trust, London a Youth Games, West Ham United FC and the University of East London.

You will gain valuable experience in Leadership skills and earning Bronze, Silver and Gold Awards as well as have an opportunity to become a Team Leader, Event Leader and Sports Mentor whilst on the programme.

Sports Excellence students often get many opportunities during the year that non-members do not get such as UEL Sports Taster sessions, primary school visits, Thorpe Park trip, Thierry Henry Masterclass, Sky Sports Game Changers session as well as many other opportunities.
SCHOOL RULES AND CLASSROOM CONDUCT

Thank You for following our Classroom Code: Every Lesson Counts

Be Prompt
• Arrive on time, ready to learn.
• Enter the classroom calmly and sensibly.
• Start your learning as you enter the room.

Be Prepared
• Wear your uniform with pride.
• Bring the correct equipment and books for learning.
• Sit in your designated seat and store bags safely.

Be Positive
• Act in a way which helps everybody to learn.
• Listen and follow all instructions first time.

Be Productive
• Complete your work to the best of your ability and meet deadlines.
• Ensure you know your targets and what you need to do to improve.
• Respond to all marking and feedback.

Be Polite
• Treat others in a way you would like to be treated yourself.
• Speak politely in standard English and listen quietly.
• No bullying of others.

The full school rules can be found on the school website (http://eastburyschool.com/School-Rules) and in the display on Main Street.
MEDICAL PROVISION AT EASTBURY

- The school needs to be aware of any medical issues that your child may have. **Parents and carers have a responsibility to inform the school immediately of any change in medical condition/s and circumstances.**

- If your child is on long-term medication please complete the medical form and ensure that the medical office has a supply should it need to be administered at school.

- If your child feels unwell at any time during the school day she/he must obtain a note from the form tutor/subject teacher before reporting to the Reception Office.

- If your child needs to come home, we will contact you.

- Parents should note that the person responsible for medical welfare is not allowed to administer any oral medication (such as paracetamol) and is only qualified to deal with very minor injuries.

- If your child needs to go to hospital, in non-emergency situations you will be contacted and asked to collect your child.

- In the case of an emergency, we will call an ambulance and contact you. If you are unable to get to the school in time, you will be asked to attend the appropriate hospital **as soon as possible.**

- We will make sure a member of staff goes with your child to the hospital and waits with them for you to arrive.

- Please refer to our policies for sore students with medical needs
BREAKFAST, BREAK AND LUNCHTIME

- Cooked breakfasts are available from the canteen each morning from 8am.
- At break and lunchtime the school canteen offers a wide variety of healthy options ranging from salads, pasta and jacket potatoes.
- Every day there is a choice of two main meals, one meat and one vegetarian plus a dessert. We also offer healthy baguettes and sandwiches, a selection of salads, fresh fruit and yoghurts. (Halal options are available)
- Drinks that are available are all non-carbonated.
- Students who are eligible for free school meals can use their Street Base Connect Card to purchase food up to the value of £2.30 from first break. This will entitle them to a hot meal; however, they are not allowed to purchase confectionary with their allowance.
- If your child is not currently receiving free school meals but you believe they may be entitled to FSM, please visit www.lbbd.gov.uk.
- Students may also bring a packed lunch from home to eat in the school canteen.
AN INTRODUCTION TO OUR ONLINE PAYMENT SERVICE

www.parentpay.com

What does ParentPay do?
- Enables you to pay for School Meals and Trips
- Offers a highly secure payment site
- Gives you a history of all the payments you have made
- Allows to create a single account login across all your children that attend a ParentPay school
- Shows you all items available for payment relevant to each of your children
- Emails a receipt of your payment to the email address you register
- Offers you the ability to set automated email/SMS payment reminders.

How does ParentPay help you?
- Gives you the freedom to make payments to school whenever and wherever you like
- Stops you having to write cheques or search for cash to send to school
- Gives you peace of mind that your payment has been made safely and securely
- Helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- Payments for many of the larger trips can be made by instalments up to the due date
- You never need miss a payment or have insufficient credit with automated email/SMS alerts
- ParentPay is quick and easy to use.

How does ParentPay help our school?
- Reduces the administrative time spent on banking procedures
- Keeps accurate records of payments made to every service for every student
- Payments do not bounce
- Reduces paper ‘waste’
- Allows for easy and quick refunds to be made back to the payment card
- Improves communication between the school and parents concerning payments
- Offers a more efficient payment collection process, reducing the amount of money held on school premises
- Helps us improve school-home communication with its integrated email/SMS messaging centre.

Why do I need an account and how do I get started?
We are a cashless school and therefore under no circumstances do we accept cash or cheque payments for food purchased in the school canteen or for school trips. We will send you an activation letter containing your activation username and password to enable you to setup your ParentPay account. During the activation process you will be guided through changing your username and password to something more memorable; if you have more than one child at a ParentPay school/s you can also add children to a single account providing one login for all children at ParentPay schools.
IS YOUR CHILD ENTITLED TO FREE SCHOOL MEALS?

If you are on a low income or receive Child Benefit and any of the following benefits, you could claim free school meals for your child:

- Income Support.
- Income-based Jobseekers' Allowance.
- Child Tax Credit.
- Pension Credit (guaranteed credit).
- Employment and Support Allowance.

Who may qualify for free school meals?

- Children of parents whose only or main income is one of the benefits listed over the page.
- Children of parents whose combined income from work is £16,190 or less a year.
- Children of asylum seekers.
- Children who live outside Barking and Dagenham but who meet the previous criteria and are attending a school in the borough.

Who is unlikely to qualify for free school meals?

- Children of parents whose combined income from work is more than £16,190 a year.
- Children of parents who receive Working Tax Credit.
- Children who live in Barking and Dagenham but attend a school outside the borough (you would need to claim from the local authority the school is in).

It's easy to apply for free school meals.

Follow the link below now and complete and submit the online application form. It will only take a couple of minutes.

Have your National Insurance and Child Benefit number to hand.

All schools have been asked to treat the application and award of free school meals sensitively.

Complete an Application form. The form explains who is eligible and who may not be eligible.

Further help

If your child is not currently receiving free school meals but you believe they may be entitled to FSM, please visit www.lbdd.gov.uk for further information. You can also speak to Stavey Primus, our Parents Support Advisor on 0208 507 4528.
STUDENTS’ VALUABLES

- The school cannot accept responsibility for students’ valuables.
- Expensive items should be left at home.
- Personal stereos or computer games should not be brought into school; if they are seen they may be confiscated.
- Payment for school trips is through ParentPay.

Mobile Phones & MP3 Players

Mobile phones are not to be seen or heard on the school premises. Emergency calls can be made from a school phone with the permission of a member of staff.

The school will not be held responsible or investigate the loss of mobile phones or mp3 players in school.

We hope that such steps will improve the security and safety of all students at Eastbury and ask for your support in implementing the ban of the use of mobile phones and mp3 players in school.
How do you travel?
We encourage everyone to cycle or walk for at least part of the journey to school.

Why?

Walking and cycling help to keep us fit and healthy.
Cycling and walking burn calories, exercise the leg muscles and improve heart and lung health.

Freedom!
We believe cycling is a life skill that everyone should be able to gain
Owning a bike and being able to cycle safely means you are independent. You don’t need to wait for your mum to give you a lift or stand at the bus stop with everyone else – you can be on your way!

Cycling helps keep our air clean, and our local streets free from congestion.
London exceeded permitted levels of some pollutants (called PM10s) on 36 days in six months during 2010. The European Commission’s air quality standards only allow us to go over those levels for 35 days during an entire year.

We want you to develop and learn to the best of your ability and do well in your exams.
Walking gets results. Studies at the University of Essex showed that exercise helped 10 and 11-year-olds do better in exams.

Ask yourself: Do you want to live in a place where everyone drives?
Currently in London fewer than 50 per cent of households own a car. Imagine the congestion and pollution if 100 per cent of households drove.
How we travel matters

What we do:

- All local school trips are made by public transport where possible, or on foot if the destination is close by.
- Encourage all members of our school community to walk or cycle for at least part of the school journey, even if they have to come by bus or car.
- Provide cycling maps of the local area – ask at reception.
- As part of our School Travel Plan we carry out regular consultations to ensure we know what prevents more active travel and what we can do to remove barriers.

What our pupils do:

Walk or cycle to school whenever possible.

Get dropped off away from the school
When a car must be used, ask your parents to drive only part of the way and drop you off a few streets/half a mile away from the school. This helps build exercise into your daily routine and contributes to the hour a day of physical exercise that everyone should get.

If you don’t know how far away from school you live, look at the Transport for London journey planner website. It’s probably not as far as you think! www.tfl.gov.uk/journeyplanner

Walk once a Week
Walk the whole journey to school or park away from the school and walk as far as possible one day a week.

Behave responsibly and respectfully
Whenever you travel on public transport we ask you to be mindful of others, to treat others as you expect to be treated, and represent the school and yourself in an adult and responsible manner.

No matter where you go there will be younger children who will look up to you – be a good role model!

What would encourage you to walk or cycle more? We want to hear about it, Speak to your school council representative
Some tips to help you get to school for free, on time and in one piece!

Park and walk

Get active! If you get a lift to school because you live far away, ask to be dropped off a few streets away from the school and walk the last 10-15 minutes.

Walk together

Walk with your mates – it’s an opportunity to catch up on the gossip and get some exercise at the same time. Much better than paying money to go to a gym!

Mobile phones

They may help make us feel safer, but using mobile phones while walking can actually make it more likely that an accident will happen – they distract us and mean we don’t concentrate on what we’re doing or on the road ahead.

iPods/MP3 players

If you’re by yourself when walking you should be able to hear what’s going on behind you. Listening to an iPod means you are ‘blind’ to everything except what’s right in front of you. This puts you in a very vulnerable position on London’s streets. Think before you start listening to your iPod.

Zip Oyster card

11 to 15-year-olds can travel for free on buses and trams, and at the child rate on the Tube, Docklands Light Railway, London Overground and most National Rail services with a Zip Oyster photocard.

Get an application form for a 11-15 Zip Oyster photocard from your local Post Office or by calling the Oyster helpline on 0845 330 9876. You can also request one online at www.tfl.gov.uk/zip

Once you have completed the application form, you’ll need to apply at the Post Office. Along with an application form, they will need:

- A full-face, passport-sized photo
- £10 for the non-refundable administration fee
- Proof of age.

Cycle training

Coming soon to Eastbury Community School!

Even if you don’t want to cycle to school, it’s a skill everyone should have.

Bikeless?

If you’ve lost your bike or never had a bike, try joining your local Freegle or Freecycle group (online) and ask if any members have a bike they no longer use. http://ilovefreegle.org/

Too far to walk?

Find out how far you actually live from school by going to www.walkit.com

Be able to plan the best routes, and find out what’s a 15-minute walking distance from wherever you may be. Download the www.walkit.com app for your iPhone.
Our school is a healthy school which supports its pupils to become independent, capable members of the community with the skills to constructively participate and make a positive contribution to the place where we live.

Did you know..?

- Active travel is one of the easiest and cheapest ways to build exercise into your daily routine.
- Physical activity can boost mental wellbeing and help with anxiety and depression. There’s also evidence to suggest it can prevent it occurring in the first place.
- Walking one mile in 15 minutes burns about the same number of calories as running a mile in eight and a half minutes.

Address: Eastbury Community School, Hulse Avenue, Barking, Essex, IG11 9UW

How to find us:

Walking to Eastbury is approx. 15 mins from Barking Station and 11 mins from Upney Station. Cycling - Eastbury has a sheltered bike shed for those that wish to ride their bikes to our site. Buses - The 5, 62 and 387 pass along Longbridge Road at the bottom of Hulse Avenue where the school is located. Buses normally frequent the bus stop every 5-13 mins. Tube & Trains - The District and Hammersmith & City Line, London Underground and C2C trains stop at Barking Station. The District Line also stops at Upney Station.

School travel, and changing the way we travel generally, is important because as well as caring for our own health we care about our environment and the wellbeing of others.
EASTBURY SCHOOL TRAVEL POLICY

Our school is a healthy school which supports its pupils to become independent, capable members of the community with the skills to constructively participate and make a positive contribution to the place where we live.

Walking and cycling:

- keeps us fit and healthy
- helps our pupils develop road safety skills which will keep them safe as they travel further afield and more independently
- helps keep our local air clean, and our streets free from congestion
- is a life skill that everyone should be able to benefit from.

We recognise that young teenagers in London are more likely to be involved in a road collision than any other age group. Accidents can happen because it’s the first time that they’ve travelled to school independently, are distracted by friends or electronic devices, or simply by misjudging traffic speeds.

What we do:

- We promote safe and active travel as much as possible by using our noticeboard, displays, newsletter and website
- We encourage all members of our school community to walk, cycle or travel by public transport for the journey to school
- Where a car must be used we ask pupils to ask their parents to drive only part of the way, and drop them off away from the school so that some of the journey can be walked
- We ask everyone who travels by bus to consider whether they could actually walk instead, and if they can’t walk all the way to get off the bus at least two stops early and walk the last part of the journey
- All local school trips are made by public transport where possible, or on foot if the destination is close by
- We let all new pupils and their parents/carers know that we are an active travel school before the child starts at our school
- We ask families driving to school and parking or stopping and dropping in the near vicinity to do so legally, safely and with respect for our neighbours and local residents.

It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any length of time

If you drive your child/ren to school you must drop them off at least a ½ mile from the entrance of the school (equivalent to a 5-10 minute walk). Dropping your child/ren off at the school gates is dangerous. Should you be found dropping them off at the school gates you will be invited to a meeting to discuss these hazards.
# ACTIVE TRAVEL PLEDGE

## Eastbury community school

## ACTIVE TRAVEL PLEDGE

As part of this active, independent community, I pledge to:

<table>
<thead>
<tr>
<th>WHO?</th>
<th>ACTION</th>
<th>WHY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone</td>
<td>Walk or cycle the whole distance to school whenever possible</td>
<td>... to contribute to my hour of physical exercise a day and to keep me fit and healthy</td>
</tr>
<tr>
<td>People who live within 1.5 miles of school</td>
<td>Walk to school whenever possible</td>
<td>... to get some exercise and make time to talk to my friends</td>
</tr>
<tr>
<td>People who live further than 1.5 miles away from school</td>
<td>Get off the bus at least two stops early and walk</td>
<td>... to help build exercise into my everyday routine and wake me up before I get to school</td>
</tr>
<tr>
<td>Pupils whose parents bring them by car</td>
<td>Ask my parents to drop me off at least two streets/half a mile away from school</td>
<td>... to make sure I'm not adding to local area congestion and pollution</td>
</tr>
<tr>
<td>Everyone</td>
<td>Take care of myself and my mates when travelling to and from school</td>
<td>... to avoid accidents (most accidents involving young people happen to 11 and 12-year-olds on the way home from school)</td>
</tr>
<tr>
<td>Everyone</td>
<td>Always behave respectfully and treat others the way I would like them to treat me</td>
<td>... to demonstrate that I am kind and intelligent</td>
</tr>
</tbody>
</table>

Pupils name: __________________________________________________________________________

Pupils signature: ______________________________________________________________________

Date: __________________________________________________________________________________

Executive Headteacher: ![Signature]
USEFUL TELEPHONE CONTACTS & WEBSITES

The London Borough of Barking and Dagenham - Main switchboard, Civic Centre, Dagenham, RM10 7BN 020 8592 4500  www.barking-dagenham.gov.uk

Barking and Dagenham Police  Emergency: Dial 999
Dagenham Police station (24 hrs) 0208 984 1212  Barking Police Station (24 hrs) 0208 984 1212

Safer Neighbourhood Teams - Longbridge Ward - 0208 721 2573 / 07917013419

Childline (24 hours) – 0800 1111

Citizens Advice - 55 Ripple Road, Barking IG11 7NT - They can provide help with legal, money and other problems. They are open from 10am-1pm (closed Wednesdays). You do not need to make an appointment.

Debt Line (Tuesday and Thursday 2pm to 4pm) - 020 8594 5397

Children’s Services - Children’s Assessment Team - Social Services Dept., 127 Ripple Road, Barking IG11 7PB  020 8227 3852  The team accepts referrals and initial enquires for matters involving the social care of children.

Samaritans - 08457 909 090 (24 hours) - Provides information and emotional support for anyone in crisis or who is suicidal.

Barking and Dagenham Domestic Violence Advocacy Service
Monday to Friday 9am-5pm - 0208 227 2133  In an emergency dial 999

NSPCC Child Protection Helpline (24 Hours) – 0808 800 1234

Young Minds - 0800 018 2138  - A national charity committed to improving the mental health of all children and young people.

Relate - 0208 593 7711 - A charity which provides counselling for individuals; couples, young people from age 11 and families, mediation, psychosexual therapy and training. There is a sliding scale of fees from £15.

Gangsline – 0800 032 9538

Victim support Barking and Dagenham - 0208 595 4455 / 0208 273 2728  National helpline 0845 30 30 900

Trained local volunteers offer someone to talk to in confidence, information on police and court procedures. The witness service offers information and support to witnesses, victims and their families and friends in every criminal court in Barking and Dagenham.

East Street - 20 East Street, Barking IG11 8EU - 020 8270 465 - This organisation provides advice and support on anything for people under 25.

The Parents’ Centre - www.parentcentre.gov.uk - Information and support for parents on how to help with their child’s learning and advice on using computers and the internet.

OFSTED - www.ofsted.gov.uk - The Office for Standards in Education holds the most recent inspection reports on all maintained schools and local education authorities in England.

BBC School - www.bbc.co.uk/schools - Pages for parents as well as KS3 Bitesize link, useful revision site.
Advisory Centre for Education - www.ace-ed.org.uk - The Advisory Centre for Education (ACE) is a national charity that provides independent advice for parents and carers of children aged 5-16 in state-funded education. ACE aims to provide the information, support and high-quality advice that parents need to help their children at school, particularly where there are problems.

London Borough of Barking & Dagenham - www.lbkd.gov.uk - This website contains useful information and services for anyone interested in education and learning within the borough.

Eastbury Community School - www.eastburyschool.co.uk - The School’s website also has links to your child’s files where you can view progress and attendance data.
## APPENDIX: Sample Timetable

<table>
<thead>
<tr>
<th>Day</th>
<th>Registration</th>
<th>Set/Subject</th>
<th>Subject Lesson</th>
<th>Teacher Name Abbreviated</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>7J-PE2</td>
<td>PE</td>
<td>AR</td>
<td>MU</td>
<td>FR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RDA</td>
<td>KKL</td>
<td>JSE</td>
<td>KPE1</td>
</tr>
<tr>
<td></td>
<td>7J-AR6</td>
<td>RA2</td>
<td></td>
<td>H23</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>7J-RE2</td>
<td>RE</td>
<td>SC</td>
<td>EN</td>
<td>MA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FET</td>
<td>ROS, ECC</td>
<td>JDE</td>
<td>DGO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>H21</td>
<td>H04</td>
<td>RC12</td>
<td>RD08</td>
</tr>
<tr>
<td>Wed</td>
<td>7J-EN4</td>
<td>EN</td>
<td>MA</td>
<td>IT</td>
<td>DR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JDE</td>
<td>DGO</td>
<td>PFK</td>
<td>NWO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RC12</td>
<td>RD08</td>
<td>M202</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>7J-MA5</td>
<td>MA</td>
<td>DGO</td>
<td>CI</td>
<td>GG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>JDE</td>
<td>RC12</td>
<td>TKN</td>
<td>ROW</td>
</tr>
<tr>
<td></td>
<td>7J-EN4</td>
<td>EN</td>
<td>JDE</td>
<td>H10</td>
<td>H12</td>
</tr>
<tr>
<td>Fri</td>
<td>7J-TE4</td>
<td>DT</td>
<td>HI</td>
<td>PE</td>
<td>PS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WBL</td>
<td>AHE</td>
<td>RDA</td>
<td>TCO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>T110</td>
<td>H16</td>
<td>H17</td>
<td></td>
</tr>
</tbody>
</table>

*APPENDIX*: Sample Timetable
We look forward to working with you and hope that your child’s time with us is both happy and successful.

Should you have any questions or concerns, please do not hesitate to contact the school.