



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

BEAL HIGH SCHOOL YEAR 6 TRANSITION



Important information for Parents and Carers

Key Dates

| | |
|---|--------------------|
| Deadline for Beal High School Pupil Information Forms to be returned | Friday 28.04.17 |
| New Entrants' Progression Evening for Parents/Carers only | Tuesday 27.06.17 |
| New Students' Visits to Beal High School (Transition Days) <i>Please see the Beal High School website, School Information section, Admissions, Transition 2017</i> | |
| Start of Autumn Term for Year 7 | Wednesday 06.09.17 |



Beal High School

Beal High School

Woodford Bridge Road,

Ilford, Essex, IG4 5LP

Tel: 020 8551 4954

Email: admin@bealhighschool.co.uk

www.bealhighschool.co.uk

School Year 2017-2018

Dear Parents/Carers

We are very pleased that your child has been successful in gaining a place at Beal High School and will be joining us in September 2017.

We believe that our school provides a learning environment that challenges, supports and inspires. All students are entitled to consistent, high quality learning experiences. Our aim is to maximise achievement through personalised learning in a positive culture of respect and independence.

At Beal High School, we are proud of our partnerships with parents and students. These strong partnerships provide support for all and ensure a learning environment which challenges, supports and inspires.

Moving on to a new school is a life changing experience for students and parents. It is an important stage in any child's life which can be quite daunting for them. We recognise this and understand that students and parents need to feel reassured, happy and safe during this transition period. This initial information pack aims to provide information which will help you through the transition process.

Yours sincerely

Ms T Wilmot
Principal



Beacon Academy Trust

Woodford Bridge Road,
Ilford, Essex
IG4 5LP

☎ 020 8551 4954

✉ admin@beaconacademytrust.co.uk



The Forest Academy

Harbourer Road, Hainault,
Ilford, Essex
IG6 3TN

☎ 020 8500 4266

✉ admin@theforestacademy.co.uk



Beacon Business Innovation Hub

Woodford Bridge Road,
Ilford, Essex
IG4 5LP

☎ 020 8418 4760

✉ admin@bbih.org



North East London Teaching Alliance

Woodford Bridge Road,
Ilford, Essex
IG4 5LP

☎ 020 8551 4954 ext: 429

✉ admin@nelta.co.uk



National Support School
designated by



National College for
Teaching & Leadership

National Teaching School
designated by



National College for
Teaching & Leadership



Leading education
and social research
Institute of Education
University of London

ICE Specialist Partner: Initial Teacher Education



Leading education
and social research
Institute of Education
University of London

ICE Specialist Partner: Research and development



Member 2013-2014

Our Vision – Rigorous, Engaging, Authentic Learning

“This is an outstanding school. Exemplary behaviour, mutual respect and a highly inclusive culture are key factors. Students make outstanding progress.” OFSTED 2012 Outstanding

We believe that our school must provide a learning environment that challenges, supports and inspires. All students are entitled to consistent, high quality learning experiences.’

Our aim is to maximise achievement through personalising learning in a positive culture of respect and independence.

To ensure this we strive to

Maximise learning – to increase achievement through curriculum innovation and quality

Maximise support – removing barriers to learning and increasing opportunities for all students to achieve

Maximise respect – to engender a calm environment of mutual respect and responsibility

We are a hardworking, reflective, and creative school. We want our students enjoy Real, Engaging, Authentic Learning. Our students are guided and supported to **BE A Leader** – we develop our students to be the leaders of the future and we make high order leadership skills a priority.

Transfer to Beal

In order for us to finalise arrangements for your son’s/daughter’s transfer to Beal we ask that you complete our **Pupil Information Form online.** The form is easy to follow and enables you to link to other areas within our website. It would help our processing of this form if it is completed by Friday 28th April 2017. To do this, you should go to the Beal High School Website and select School Information. You should then select Admissions - Beal High School. Click on the Transition 2017 folder and then Pupil Information Form link which will take you direct to Formsite to complete this form.

If you are unable to complete this form online, please contact the Data Manager by emailing jsewell@bealhighschool.co.uk.

Please note before completing the Pupil Information Form online you should have available the following information to enter the appropriate details:

- the child’s passport as this information is required on the form;
- GP and medical details.

DECLARATION

On the Pupil Information Form, you are required to acknowledge that you, and your child, have read and understand all of the following documentation and are happy with the information contained therein. All documentation can be found on our website in the Admissions section:

- Photography and images of students
- Privacy notice – Data Protection Act 1998
- Sex and relationships education policy and drugs policy
- The use of biometric information
- UK Safer Internet Centre – e-safety tips, advice and resources to help children and young people stay safe on the internet
- Youth support services

Should you wish to opt out of any of the above or have any concerns, please inform the Data Manager accordingly by emailing jsewell@bealhighschool.co.uk.

New Students' Progression Evening (for Parents/Carers only)

Parents/Carers are invited to attend the Progression Evening on Tuesday 27th June 2017. The success of our School is built upon our partnership with Parents and Carers. This evening is an opportunity for us to begin this process. **The evening will start at 5.00pm** and will include several talks, including those by the Principal and Key Stage 3 team, where we hope any queries you have about the school will be answered.

As your son/daughter will be shown around the school at a later date, we would prefer that they do not accompany you on this occasion.

Please note: There is limited parking on site.

Prospective Students' Visit to Beal High School

Arrangements have been made for your son/daughter to visit Beal. The dates and times of these visits are available on the school's website in School Information, Admissions - Beal High School, Transition 2017. The students should be brought to the Key Stage 3 Lower School site (*off of the Woodford Avenue*) at their designated arrival time, where the Key Stage 3 team will meet them in the reception area. Students should be picked up from the same place at their allocated departure time.

Our aim is to welcome your son/daughter to Beal, for them to have the opportunity to learn about the school layout and to meet the people who will be important to their future here. The visit should enable them to look forward, with confidence and enthusiasm, to their start in September.

Please note that students joining the Beacon Communication School will be contacted separately about a series of transition visits through June and July.

Communication

Please refer to our website for regular communications, including curriculum information, news, events and the school calendar. We will also send notifications via text and email.

As the school uses text and email as a means of contacting parents, it is essential that you keep the Data Manager informed of any changes to your personal details to ensure that we have the most up to date accurate information for Parents and Carers at all times. You can do this by emailing jewell@bealhighschool.co.uk or telephoning 020 8418 2641.

Important Dates

Term dates for 2017-2018

| | |
|--------------|---|
| Autumn term: | 6 th September 2017 – 20 th December 2017 |
| Spring term: | 3 rd January 2018 – 29 th March 2018 |
| Summer term: | 16 th April 2018 – 20 th July 2018 |

| | |
|---------------------------|---|
| Half term: | 23 rd October 2017 – 27 th October 2017 |
| Christmas holiday period: | 21 st December 2017 – 2 nd January 2018 |
| Half term: | 12 th February 2018 – 16 th February 2018 |
| Easter holiday period: | 30 th March 2018 - 13 th April 2018 |
| Half term: | 28 th May 2018 – 1 st June 2018 |

| | | | | | |
|-------------|----------|----------|----------|----------|----------|
| INSET days: | 04.09.17 | 05.09.17 | 01.12.17 | 02.01.18 | 09.02.18 |
|-------------|----------|----------|----------|----------|----------|

School closed to students on INSET days.

Please note that the above dates are subject to change. For up to date information please see the School's Calendar on our website which will include term dates, early closures and events.

The School Day

| | |
|-----------------------|----------------------|
| Registration/Assembly | 08.25 – 08.45 |
| Period 1 | 08.45 – 09.45 |
| Period 2 | 09.50 – 10.50 |
| Break | 10.50 – 11.10 |
| Period 3 | 11.10 – 12.10 |
| Period 4 | 12.15 – 13.15 |
| Lunch | 13.15 – 14.10 |
| Period 5 | 14.15 – 15.15 |

Cashless Catering System / Parent Pay



Beal High School is a cashless school. On your child's first day at Beal High School 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 Beal High School, 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 Beal High School 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: jnicholls@bealhqhschool.co.uk*).

School Fund

As a school we receive a delegated budget, which we use for running costs: staff salaries, maintenance and repair of buildings, ground maintenance, books, resources and equipment for the subject departments. In addition, we have an active Parent Teacher Student Partnership, which raises extra funds for the school, which we have welcomed and used to purchase special items.

However, to resource all the many and various extra opportunities that we offer the students, such as educational visits, sports day, visiting speakers and performers, clubs, rewards and prizes for achievement, we ask parents to support by donating £20 per family to our school fund.

To make a donation, please go to the Beal High School website, School Information, Admissions – Beal High School section –and click on the School Donation link to PayPal.

Authorisation of Free School Meals

If your child is entitled to Free School Meals, in order for this entitlement to continue from the first day of joining Beal High School, it is essential that you provide the Data Manager with a copy of the “Authorisation of Free School Meal” paperwork issued by the London Borough of Redbridge. Once confirmation has been received students’ dinner allocation will automatically be entered onto our Cashless Data System. Parents can top up the amount from home by using the ‘ParentPay’ website.

Please note that if your child was eligible for free school meals **in another borough**, you will need to **reapply** to the London Borough of Redbridge in order to be eligible for free school meals at Beal High School.

ARE YOU MISSING OUT ON FREE SCHOOL MEALS?

Please refer to the website.

HOW TO APPLY?

You can now apply for Free School Meals on-line at <http://www.redbridge.gov.uk/freeschoolmeals> or by emailing admissionsandawards@redbridge.gov.uk

INFORMATION REQUIRED BY THE AWARDS TEAM

The Awards & Support Team will contact you should they require proof of benefit to verify that you meet the eligibility criteria entitlement to free school meals.

In order for your account to be activated on the Parent Pay system it is required that you provide, on the Pupil Information Form, an **EMAIL ADDRESS**. This email address will remain active unless you personally go in and change it on Parent Pay at which time you should inform the Data Manager accordingly in order for the school’s database to be updated.

School Equipment

In order that all new students have the best possible start at Beal, the following list provides parents with the essential items of equipment necessary to support their child’s schoolwork.

Pencil case containing:

| | |
|--------------------------------|------------------------------|
| Pencil case with a zip opening | 1 glue stick |
| Berol handwriting pens | 1 pair of blunt end scissors |
| 2HB pencils | 1 pack of colouring pencils |
| 1 eraser | 1 30cm ruler |
| 1 pencil sharpener | Protractor and compass |

Art materials:

| | |
|---------------------------------------|--------------------|
| A4 sketchbook Selection of Pencils | Rubber Sharpner |
|---------------------------------------|--------------------|

Other essential items:

| | |
|-----------------------|---|
| Apron | For use in DT and Art |
| School Bag | Ruck sack or school bag |
| PE Bag | Drawstring bag for kit and footballs |
| Padlock and key | For locker |
| Scientific Calculator | For use in Mathematics |
| Dictionary | For use in English and Modern Languages (<i>Collins Easy Learning Dictionary</i>) |

Uniform

As you are aware Beal High School aims to project a positive, professional image both within the school and the community through the implementation of our school uniform policy. We are very proud of our uniform and feel that it provides a sense of belonging to the school, ensures the students are suitably dressed and, of course, it enables us to spot any intruders on the premises. With all this in mind we would ask that all students adhere to the guidelines set out below and know that we will have your support in ensuring that your child has the relevant uniform ready for their start at Beal.

GIRLS – YEARS 7 TO 11

| ITEM | DESCRIPTION | AVAILABLE FROM |
|--|---|----------------|
| Skirt | KS3 – Years 7-9: Plain black KS4 – Years 10-11: Plain black A line skirt | Outfitters |
| Blazer (<i>School design with badge</i>) | Years 7-9: Tan Blazer Years 10-11: Dark Brown Blazer | |
| Trousers | Plain black, loose, straight cut | |
| Blouse | White button through with collar and school badge (<i>No T-shirts</i>) | |
| Jumper | Black with school badge | |
| School Badge | Only school badges to be worn | |
| School tie (<i>Optional</i>) | Years 7-9: Tan/Gold Years 10-11: Dark Brown/Gold | |
| Hijaabs | Plain Black only | Retail Stores |
| Tights | Plain black or skin tone | |
| Socks | Black or white | |
| Shoes | Plain black (low heel) | |
| School Bag | Ruck sack or school bag | |
| Coats | Plain (<i>no badges or symbols</i>) | |
| Jewellery | Maximum of 1 ring, a necklace (<i>which must not be on show</i>) and 1 pair of studs | |

| ITEM | DESCRIPTION | AVAILABLE FROM |
|------------------------------------|--|----------------|
| PE KIT | | |
| Tracksuit (<i>Optional</i>) | Black with School badge and Student name (<i>First name and initial of surname</i>) | Outfitters |
| Shorts or Skirts | Black with School badge and Student name (<i>First name and initial of surname</i>) | |
| Jogging Bottoms or ¾ dance trouser | Black with school badge and Student name (<i>First name and initial of surname</i>) (<i>Students may opt for ¾ dance trouser as an alternative to jogging bottoms</i>) | |
| Polo Shirt | Years 7-9: Gold with School badge and Student name (<i>First name and initial of surname</i>) Years 10-11: Grey with School badge Student name (<i>First name and initial of surname</i>) | |
| Socks | White | Retail Stores |
| Trainers | Should be clean at all times | |
| Hijaab (<i>If applicable</i>) | Black Lycra (<i>Scarves are not permitted as they are a hazard and may cause injury</i>) | |

BOYS - YEARS 7 – 11

| ITEM | DESCRIPTION | AVAILABLE FROM |
|--|--|----------------|
| Blazer (<i>School design with badge</i>) | Years 7-9: Tan Blazer Years 10-11: Dark Brown Blazer | Outfitters |
| Trousers | Plain Black – Classic (<i>straight cut</i>) | |
| Shirt | White with school badge (<i>no t-shirts</i>) | |
| Jumper | Plain Black with school badge | |
| School Badge | Only school badges to be worn | |
| School Tie | Years 7-9: Tan/Gold Years 10-11: Dark Brown/Gold | |
| Socks | Plain dark or white | Retail Stores |
| Shoes | Plain dark brown or black shoes (<i>no boots with high sides or laces</i>) | |
| Coats | Plain (<i>no badges or symbols</i>) | |
| Jewellery | Maximum of 1 ring, a necklace (<i>which must not be on show</i>) and 1 pair of studs | |
| School Bag | Ruck sack or school bag | |
| PE KIT | | |
| Tracksuit (<i>Optional</i>) | Black with School badge and Student name (<i>First name and initial of surname</i>) | Outfitters |
| Shorts | Black with School badge and Student name (<i>First name and initial of surname</i>) | |
| Polo Shirt | Years 7-9: White with School badge and Student name (<i>First name and initial of surname</i>) Years 10-11 only: Grey with School badge and Student name (<i>First name and initial of surname</i>) | |
| Jogging Bottoms | Black with School badge and Student name (<i>First name and initial of surname</i>) | |
| Rugby Shirt | Black/Yellow – Reversible with School badge and Student name (<i>First name and initial of surname</i>) Years 7-9: (<i>Required</i>) Years 10-11: (<i>Optional</i>) | |
| Football Socks | Black | Retail stores |
| Football Boots | Colour optional | |
| Trainers | Should be clean at all times (<i>separate indoor and outdoor trainers are advisable</i>) | |
| Shin Pads | Colour optional | |
| Mouth Guard | For Rugby and Hockey | |

UNIFORM OUTFITTERS

| | | |
|-------------------------------|---|---|
| LUCILLA Ltd | 179 Cranbrook Road, Ilford, Essex, IG1 4TA. | Telephone: 020 8554 5133 |
| CAROLINA'S | 708 Chigwell Road, Woodford Bridge, Essex, IG8 8AL. | Telephone: 020 8504 6420 |
| UNISTAT | 141 High Street, Barkingside, Essex, IG6 2AJ. | Telephone: 0208 550 2119 Email: unistat@hotmail.co.uk www.uni-stat.com |
| BRIGADE UNIFORM DIRECT | Online Ordering Blouses, shirts and jumpers with Beal High School logo | www.brigadeuniformdirect.uk.com or click the link on the school's website in Parents-Documents section |
| SO GORDON | Name tapes and stickers on line | email: sales@nametapes.me.uk |

ALL STUDENTS – IMPORTANT – PLEASE NOTE

- No hats except for religious purposes.
- 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.
- No prominent logos to be worn.
- No jewellery to be worn at any time during sporting activities.
- Mid/long hair must be tied back during all sporting activities.
- Correct PE kit must be worn at all times.
- Name of student to be put on all uniform.
- Name of student to be printed on PE kit.

VALUABLES

Do not bring any valuables to school. The school cannot be held responsible for any valuable items (i.e. iPods, mobile phones, bikes, personal items, etc) going missing.

If you do have valuables on you at PE times please either lock them away in your locker or, alternatively, put in clear bag labelled with your name and form and pass to the PE staff who will lock away in the PE office.

Maximising learning

Attendance

To do well at school, students need to attend and be on time. It is proven that poor attendance leads to under-achievement. Students are registered at the start of the morning and afternoon sessions, as well as during each lesson throughout the school day. Beal uses electronic registration so that students' attendance and punctuality can be monitored throughout the day. Parents must inform the school in writing of any reason for absence as soon as the student returns.

The Government states that students should have no less than 95% attendance. Beal High School prides itself in having no less than 96%.

Holidays in Term Time

Parents must take family holidays in school holiday periods. Sometimes there are extenuating circumstances for a holiday during term time. However, please be advised that there is a Penalty

Notice sent out by the Borough of Redbridge to the families who cannot provide proof of special circumstances. If students are absent for more than 10 days without the school's knowledge, they are at risk of being taken off roll.

Illness, Medications and Appointments

Illness

If a student becomes unwell they should tell the member of staff supervising them who will make a decision as to whether the student should be taken to the medical room. Once at the medical room a first aider will assess whether the student should return to class, go home, or whether further medical attention is required. If your child is feeling very unwell before they leave home, please do not send them into school.

Medications

If your child has been prescribed medication and it is necessary for it to be taken in school, then the parent/carer should supply a letter recording the medical condition, the name of the medication, dosage and what time it should be taken where the medication should be kept e.g. fridge, and an emergency contact number.

Appointments

Parents/Carers are responsible for supplying a note, appointment card or letter to the Attendance Officer for any out of school appointments. Parents/Carers should report to the School Reception to collect their child on day of appointment.

First Aid and Medical Emergencies

First Aid

Students who have an accident whilst in school are to report to either the KS3 or KS4 Medical Rooms/Receptions. If they are unable to do this, they should send another student to contact the nearest member of staff who will arrange for assistance. The school will administer treatment in accordance with established protocol and, where necessary, contact home.

The school employs qualified First Aiders to deal with minor injuries and accidents that happen in school, during the school day. The First Aider is NOT qualified to assess medical problems or injuries which have happened before or after school. The school has a Medical Room, on both sites, which is supervised at all times during core hours – 0825hrs to 1515hrs.

Medical emergencies

If there is an emergency, parents/Carers will be contacted by the school at the earliest opportunity. You will be informed of the nature of the accident/incident. Every effort will be made by the school to enable you to rendezvous with your child prior to transporting them to hospital. Where this is not possible a member of staff will accompany your child to hospital and remain with them until you are able to attend. Please ensure that you keep the school updated of any changes to contact numbers.

Care Plans

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 Beal, your child also carries an additional Epipen with them at all times.

Safeguarding Children

At Beal High School we are committed to the belief that every child matters. To be healthy, stay safe, enjoy and achieve, give a positive contribution and enjoy economic wellbeing.

With this in mind safeguarding is central to all we do. We pride ourselves in our knowledge and understanding of each individual child in our school and our dedication to each child's potential.

We work in partnership with families and make ourselves available to offer support and guidance to all the people involved in our children's lives.

We aim to achieve this through an extensive range of provision of which more information can be sought via your Year Group Team.

We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families' children and staff at school.

In accordance with our responsibilities under section 175 of the Education Act 2002 and the safeguarding Vulnerable groups Act 2006, we have a Designated Person for Child Protection (Ms Chadwick) who has received appropriate training for this role. It is her responsibility to ensure that all members of staff, in contact with children, receive child protection awareness training on a regular basis.

Some students may be asked to stay behind for up to 30 minutes during lunch time or after the school bell if they have misbehaved during the school day.

For a 30 minute same day detention, teachers will put a note in the student's planner for the Parents/Carers.

After school detentions are also given for persistent lateness to School.

Where appropriate students will be asked to carry out community service to allow students to reflect and participate positively within the community.

Queries or concerns

In the first instance, we ask that you contact your child's Tutor. This can be done by sending a note or telephoning the school. Sometimes, you may feel it necessary to meet your child's Tutor to discuss issues face to face. This can be arranged by telephoning the school. You can expect to be able to make an appointment or to have a conversation with the tutor.

If you have raised your issue with your child's Tutor, but feel that the issue is unresolved, the matter should be raised with your child's Director of Achievement and Progress.

Any residual issues that remain unresolved by Directors of Achievement and Progress should be addressed to the Director of Lower School. Complaints are rare but we recognise that from time to time, parents and carers have questions that they wish to ask and concerns that they wish to resolve. We would always seek to resolve matters informally, swiftly and fairly.

Mobile Phones

Whilst the school recognises that mobile phones and similar technology like MP3s and iPods are here to stay and are part of modern day life we believe that it is more important that school prepares students for adult life and the ways of work. This requires a formal approach in school. Therefore the school rigorously enforces the following procedure:

- Use of mobile phones (or similar), ear/headphones is at staff discretion.
- Any mobile phone (or similar technology) being used by a student in school without permission or inappropriately may be confiscated. This also applies to break and lunchtimes.
- Inappropriate use of Facebook or YouTube or other social media during school time may result in the school reporting the matter to the police. Serious school sanctions will apply.
- The school cannot accept responsibility for matters arising from students using social media outside of school time.

All technology is brought to school at students own risk.

Travel to and from school

We encourage students to walk or cycle to school. These are healthy options and encourage independence. Safety is our priority for entrance to and from school. We ask that parents observe the safety and hazard warnings around school and that they do not block roads and entrances close to school.

***We would like to wish your son/daughter every success at Beal
and we look forward to meeting them soon.***
