

PARENTS NEWSLETTER NO 335

July 2004

Dear Parent/Guardian

I would like to bring the following items to your attention:

Monday 19 July 2.45 pm Year 8 Presentation
Tuesday 20 July 2.45 pm Year 9 Presentation
Wednesday 21 July 2.45 pm Year 10 Presentation
Wednesday 21 July 6.30 – 8.30 Presentation Evening
Friday 23 July 12.35 **END OF TERM –
SUMMER VACATION**
Wednesday 8 September **SCHOOL RE-OPENS**

2004 – 2005 CALENDAR

TERMS	INCLUSIVE DATES
AUTUMN	Monday 6 September to Tuesday 21 December 2004
SPRING	Wednesday 5 January to Friday 18 March 2005
SUMMER	Monday 4 April to Friday 22 July 2005

OCCASIONAL SCHOOL CLOSURES

Directed Days: Monday 6 September, Tuesday 7 September 2004 and Monday 6 June 2005
Directed afternoons: Friday 22 October 2004 and Wednesday 16 March 2005

EARLY CLOSURE FRIDAY 23 JULY 2004

I wish to inform you there will be an early closure on **Friday 23 July 2004**. Students will be dismissed at 12.35 pm. The canteen will be open until 1.00 pm for those students who require a meal.

START OF THE NEW SCHOOL YEAR

School will re-open on **WEDNESDAY 8 SEPTEMBER 2004** and the arrangements are as follows:

8.40 am **NEW YEAR 7 STUDENTS ARRIVE**
and report to the Hall

10.00 am **YEARS 8 AND 9 STUDENTS ARRIVE**
Year 8 pupils report to the Hall
Year 9 pupils report to the Boys' Gym

11.00 am **YEARS 10 AND 11 STUDENTS ARRIVE**
Year 11 pupils report to the Hall
Year 10 pupils report to the Boys' Gym

CHANGE TO THE SCHOOL DAY

A reminder that from the 1 September 2004 the daily times will be as follows:

08.40	-	09.00	Registration/mentoring/ assembly
09.00	-	10.00	Period 1
10.00	-	10.20	BREAK
10.20	-	11.20	Period 2
11.20	-	12.20	Period 3
12.20	-	1.20	LUNCH
1.20	-	2.20	Period 4
2.20	-	3.20	Period 5

**PLEASE DO NOT FORGET YOUR SWIPE CARD ON THE FIRST DAY
OF NEXT TERM.**

**REMEMBER, HOLDERS ARE AVAILABLE FROM SCHOOL PRICED
£2.00 EACH.**

REMINDER TO PUPILS

STUDENT SWIPE CARDS

All pupils have now been issued with a swipe card which will act as a :

- Cashless card for canteen purchases
- Library card
- Lunch time pass
- Student attendance and lesson monitor card

Please note that there will be a **£5.00 charge for lost cards**.

DOES YOUR CHILD LOSE THEIR CARD? If so, why not obtain a **LANYARD** (nylon neck strap to hold swipe cards) in maroon with the school logo which can be purchased from the Finance Office for £2.00.

CONGRATULATIONS

Go to student David Fribbins and ex student Terry Graham who have been hired by 'SKY' to perform the dance routine 'Thriller' for an horror documentary.

To Lewis Chase of 8 CTH who has a lead part in the new BBC series called 'The Playground'. Lewis is also the Artful Dodger in the new Oliver Twist film which is being filmed in Budapest.

Also, to Hollie Scarsbrook of 7 TGS who has been accepted for London Talent at the Theatre Royal Stratford East. The course will run from 19 July until 14 August 2004 and Hollie will be working with professional theatre practitioners – directors, designers and the production team, and will be involved in workshops with The National Theatre, The Globe Theatre, STOMP, RADA, Frantic Assembly, LABAN School of Dance, The Central School of Speech and Drama, Frankie Armstrong, John Wright, Complicite and others.

Congratulations and well done to David, Terry, Lewis and Hollie.

Congratulations also go to Year 11 students Christopher Bull, Joanne Claeys, Sara Northfield, Lauren Seager and Natasha Young for winning the Diana Princess of Wales Memorial Award for Young People and being invited to Althorp House, the home of Princess Diana.

FAREWELL

On my retirement, I would like to say a fond farewell to staff and students and wish them every success for the future.

Mrs Sheila Edge

THANK YOU

To parents, students and staff who supported the Year 11 GCSE Art Exhibition. The Exhibition was a success and I wish all of my Year 11 students the very best for the future.

Miss J Gibson

LIBRARY

Many thanks to parents and students for their support this year. We collected over 33,000 Tesco Computers for Schools' vouchers and have ordered new equipment which should arrive in October. We also received many free books in commission from the two very successful book fairs held in the Library.

The Library is open from 8.30 am until 4.15 pm every day for homework, research or quiet reading.

We also sell a range of stationery at very reasonable prices, including pens, pencils, rulers, floppy disks and protectors, highlighter pens, pencil cases, colouring pencils, geometry sets and calculators.

H Handley, Librarian

PREFECTS AND HEAD PERSONS 2004 – 2005

Congratulations go to the students listed below who have been appointed to the following posts of responsibility:

HEAD BOY:	Ben Clifton	
HEAD GIRL:	Melissa Wood	
ASSISTANTS:	Danny Deag Katie Pidgeon	Lauren Wiggins
SENIOR PREFECTS:	Nenna Chuku Katie Lambert Billy McGuinness Sam Peck Leanne Stokes Eniola Owodunni	Sarah Montgomery Helen Luderman Laura Skelton Richard Ravenhill-Bell Steven Long Leanne Weatherall
PREFECTS:	Matthew Bailey Michael Davies Amanda Jennings Andrea Palmer Alex Sullivan Anne-Marie Barham Kara Howard Victoria Johnson (Hamilton) Joanne Millard Daniel Waine Clare Beaumont Nathan Chuku Amy Pearson Hayley Smallwood Charlotte True Laura Bailey Amy Clark Jack Rampling Scott Butler Sarah Hancock Vincent Jones Brooke Penny Kirsti Sparrow Ricky Cornell Jenny Dyer Robyn Koumarkis Nicola Lynam Amy Medley Ashley Baker Peter Borg Matthew Frappell Sarah Langley Claire Stanley Tiffany Brett Ally Hussain Claire Logan Teri Richardson	Rochelle Caughlin Aimee Donnelly Hayley Nottage Paul Sims Fanny Balkwill Stacey Flowers Craig Hyams Carlie Medley Melissa Prowse Liam Warren Nichola Bridge Lauren Hazell Niki Saunders Kayleigh Thwaites Emma White Daniel Boltwood John Krepka Aimee Scott Aaron Hall Joanne Howes Jade Mackie Daniel Smith Frankie Stead Kayleigh Dearman Lauren Jacob Emma Longhurst Kelly Rotheram Rebecca Wicks Karl Baverstock Ashleigh Curl Kerry-Ann Johnson Laura Sammons John Watts Sean Davis Amy Jarentowski Bradley Melville Daniel Wells

STUDENT COUNCIL REPRESENTATIVES

We offer our congratulations to the following students who have been elected to serve for 2004/2005:

STUDENTS' NAMES

	MALE	FEMALE
YEAR 8		
CTH	Jake London	Jade Clarkson
EGS	Christopher Hill	Amy Allington
KSL	Bradley Wakenell	Kimberley Friend
LPD	Sam Manful	Claire Wiggins
PMA	Jack Burton **	Jesutomi Bamgbose
PTH	Mitchell Robertson	Ashleigh Donnelly
SKS	Shane Johnston	Jessica Lourenco
TGS	Lee Logan	Hollie Scarsbrook **

YEAR 9

CTH	George Mackay	Ashleigh Stokes
EGS	Kieran Dyer	Charlotte Langridge
KSL	Benny Cordrey	Hayley McMahon
LPD	Ryan Martin	Geraldine Cadman
PMA	Sean Tillin	Danika Wood
PTH	Jamie Thomas	Abbey Martin
SKS	Rhys Detheridge	Emma Hall
TGS	Nathan Scott **	Rachel Ward **

YEAR 10

CTH	Alexander Hedges	Jamie Kent
EGS	John Stephens	Katie Marchant
KSL	Billy Barton	Cassandra Earey
LPD	Kraig Marsh	Laura Wyatt
PMA	Joseph MacWilliams	Megan Pearson
PTH	Robert Smith	Helen Young
SKS	Lee Hill **	Carly Green **
TGS	Stuart Flack	Zowie Kinnear

YEAR 11

CTH	Matthew Bailey **	Amanda Jennings
EGS	Alfie Adams	Victoria Johnson
KSL	Toloupe Akinnugba	Claire Beaumont
LPD	Michael Brown	Keeley Broad
PMA	Aaron Hall	Kayley Mason
PTH	Adam Russell	Jenny Dyer **
SKS	Sonny Miah	Sarah Kirkham
TGS	Bradley Melville	Danielle Burns

** YEAR REPRESENTATIVES

WORK EXPERIENCE DATES 2005

Begins: Monday 11 April 2005

Ends Friday 22 April 2005

Deadlines:

Private Placement Deadline:	8 October 2004
Final placements:	14 December 2004
Agreement Forms:	14 February 2005
Student contact employers:	week beginning 21 March 2005

EXAMINATION DATES

Wednesday 15 September 2004 – Year 11 Key Skills examination

PROVISIONAL GCSE WRITTEN EXAMINATION DATES

The provisional GCSE written examination dates are:

Monday 16 May – Friday 1 July 2005

NOTE: Other GCSE examinations will take place before these dates e.g. Language Speaking Examination, Physical Education Practical, Drama moderation, Art timed examination, Science Module examinations and GNVQ and Key Skills examinations.

DATES FOR KS3 SATS EXAMINATIONS

Tuesday 3 May – Friday 6 May 2005

KIRKLAND ROWELL PARENT SURVEY 2003

I wish to thank all parents who participated in our annual survey. We have now received Kirkland Rowell's report.

The Executive Summary reveals that:

- The school has reason to be happy with most of its activities
- Parents are most happy with the delivery of school security, control of bullying and school discipline
- Parents top priority is for improvement in school communication in relation to explaining to parents what is taught
- Over the three surveys conducted, the scores are strongly indicative of a steady increase in parental expectation over this period
- The following were rated as good or very good :
 - teaching quality (69%)
 - examination results (67%)
 - standard of school uniform (77%)
 - setting homework suitable to child's needs (68%)

Thank you to all who participated for the positive comments. Where we need to take action, particularly with regard to subject explanation, we will, in the next academic year, factor this into our action plan.

CLEANAWAY GRANT

I am pleased to report that the grant Cleanaway made available to the school has now been totally committed. The refurbishment of Brittons Babes has included: creating a large open plan classroom with new floor and ceiling, the creation of infant toilets and a secure external soft surface play area.

In addition, a new weights and fitness room has been created out of a storeroom and small office. New equipment for this area has been installed and this will provide another excellent resource for our pupils.

Our thanks go to the Cleanaway Havering Riverside Trust for their generous grant and to Robin Squires, Trust Secretary for his support for this project.

LONDON RIVERSIDE ADULT TRAINING CENTRE

HAVE YOU EVER THOUGHT OF WORKING IN A SCHOOL?

The Government school base workforce initiative drive means that many schools will have to employ additional staff for administration, invigilation and cover duties over the next few years.

If you are interested in a future career in a school you may be interested in hearing about the Adult Learning Centre which will be offering free courses to assist you in gaining the initial qualifications required.

To apply please contact the Assistant Manager on 01708 554016.

REMINDERS FOR PARENTS AND STUDENTS

Thank you for your co-operation.

MOBILE TELEPHONES

We have no objection to students carrying mobile telephones in their bags subject to the following conditions :

- The school accepts no responsibility for the loss, theft or damage to mobile telephones.
- Telephones must be switched off whilst at school. No calls must be made or received during school time. If telephones are used during school hours, they will be confiscated and held for parents to collect.

CYCLING TO SCHOOL SEPTEMBER 2004

Students must be aware that cycling to school is not permitted in the first two weeks of the new school year. During this period, we will inform them which day they must bring their cycles in for a police check. Once this is done, and students have produced a valid cycling proficiency certificate, and a helmet, they will be issued with a cycle pass permitting them to ride their bicycle to school and to store it on the school site. (Please note that we do not accept any responsibility for any damage done to a bicycle or its loss. Therefore, parents must ensure that cycles are adequately insured). For those students who do not possess a cycling proficiency certificate, we will make arrangements to enable them to obtain one.

PLEASE NOTE: IT IS SCHOOL POLICY THAT ALL STUDENTS WHO CYCLE TO SCHOOL MUST WEAR A HELMET. Failure to comply with this rule will mean that students will not be permitted to cycle to school.

THE WEARING OF JEWELLERY IN SCHOOL

The policy of the London Borough of Havering Education and Community Services Division is that, for Health and Safety reasons, pupils are not permitted to wear rings on their fingers/earrings or body pierced jewellery whilst at school. Should students attend school wearing unauthorised jewellery items, it is the policy of the school to ask students to remove the items and then to place these in the school safe until parents can call to collect them.

No jewellery may be worn during Physical Education lessons as to do so may constitute a risk to the safety of students and staff concerned. London Borough of Havering guidelines, issued on 24 March 1997 state that :

“The wearing of all forms of decorative jewellery, such as rings and earrings (including studs and sleepers), hair slides, watches and other objects which may get caught or break easily, should not be permitted. The wearing of such adornments creates an unacceptable environment for work in any physical education lesson and by allowing it to be worn any resulting injury could lead to claims of negligence.”

MAKE-UP

Make-up may be worn but should be discrete, not flamboyant and 'heavy'!

SCHOOL UNIFORM

Please note that from September 2004 all our uniform items will display our school logo, which has been embroidered onto each article supplied by our uniform supplier. This is particularly relevant to school blazers. Therefore, the school will no longer supply badges.

We pride ourselves on the way our students look and behave. In order to maintain our high reputation all students must wear:

- Maroon blazer (with embroidered school logo)
- White long sleeved shirt/blouse
- Black trousers/skirt/culottes (conservative in cut and length – hem to the middle of the knee)
- Maroon V neck pullover/cardigan (with logo)
- Plain black or white socks or plain black tights
- Plain low heeled shoes (no boots, canvas shoes, sling backs or slip-on footwear)
- School tie
- Winter coat – plain black

PE UNIFORM

Boys' Indoor
White shorts (with logo), white polo top (with logo), white socks, white trainers

Boys' Outdoor

Black shorts (with logo), reversible rugby top (maroon with white stripe), maroon football socks, black jogging bottoms (with maroon stripe and logo), maroon sweatshirt (with logo) (optional), black rain jacket with school name and logo (optional), football boots

Girls' Indoor

White polo shirt (with logo), maroon pleated skirt (with logo) (also for outdoor), maroon shorts (with logo) (also for outdoor), white shorts (with logo), plain white socks, white trainers

Girls' Outdoor

Reversible rugby top (maroon with white stripe), maroon football socks, black jogging bottoms (with maroon stripe and logo), maroon sweatshirt (with logo) (optional), trainers, black rain jacket (optional)

School Uniform Supplier

Havering Schoolwear Ltd
119 Belgrave Avenue
Gidea Park
Romford RM2 6PS
Telephone: 01708 767890
www.haveringschoolwear.co.uk

Ties are available from the school at a cost of £6.00.

DATA PROTECTION ACT

Schools, local education authorities and the Department for Education and Skills (the government department which deals with education) all hold information on pupils in order to run the education system, and in doing so have to follow the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are, therefore, writing to tell you about the types of data held, why that data is held and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school, as a whole, is doing. This information includes contact details, National Curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time we are required to pass on some of this data to the Local Education Authority (LEA), to another school to which the pupil is transferring, to the Department for Education and Skills (DfES) and to Qualifications and Curriculum Authority (QCA) which is responsible for the National Curriculum and associated assessment arrangements. The **Local**

Education Authority uses information about pupils to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the pupil may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual pupils cannot be identified from them. The **Qualifications and Curriculum Authority** uses information about pupils to administer the National Curriculum tests and assessments for Key Stages 1 to 3. The results of these are passed on to DfES in order for it to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

The **Department for Education and Skills** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. The DfES will feed back to LEA's and schools information about their pupils where they are lacking this information because it was not passed on by a former school. On occasion information may be shared with other Government departments or agencies strictly for statistical or research purposes only.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- o The Principal, Brittons School & Technology College, Ford Lane, South Hornchurch RM13 7BB
- o The LEA's Data Protection Officer at London Borough of Havering, Education Department, Broxhill Centre, Broxhill Road, Harold Hill, Romford RM4 1XN
- o The QCA's Data Protection Officer at QCA, 83 Piccadilly, London W1J 8QA
- o The DfES's Data Protection Officer at DfES, Caxton House, Tothill Street, London SW1H 9NA

Please note that all rights under the Data Protection Act to do with information about your child rest with them as soon as they are old enough to understand these rights. This will vary from one child to another and you will wish to consider the position for your child, but, as a broad guide, it is reckoned that most children will have a sufficient understanding by the age of 12. We would, therefore, encourage you to share this note with your child if they are aged 12 or over.

Separately from the Data Protection Act, DfES regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of their child's educational record at the school.

If you wish to exercise this right you should write to the school.

Providing information to Connexions

For pupils approaching or above age 13 the school is required to pass on information to the Connexions Service. This information includes the name and address of the pupil and parent, and any further information relevant to the Connexions Service's role, which is to support young people, helping them to achieve their potential and to realise benefits from education, learning and employment. However, parents, or the pupil themselves if aged 16 or over, can ask that no information beyond name and address (for pupil and parent) be passed on to Connexions. If as a parent, or as a pupil aged 16 or over, you do not want Connexions to receive from us information beyond name and address, **then please contact the school within two weeks of receiving this note.**

Since, for pupils aged 16 or over, the right to ask for information beyond name and address not to be passed to Connexions rests with the pupil rather than the parent, it is particularly important that you share this note with your child if they are of this age.

The LEA and DfES may provide Connexions with information which they have about your child, but will not pass on any information they have received from us if you (or your child if aged 16 or over) have notified the school that Connexions should not receive information beyond name and address.

Yours sincerely

ROBERT W SHEFFIELD
Principal